User Guide

Version 17.5

ROSS

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Our mission is to:

1. Provide a Superior Customer Experience
   - offer the best product quality and support
2. Make Cool Practical Technology
   - develop great products that customers love

Ross has become well known for the Ross Video Code of Ethics. It guides our interactions and empowers our employees. I hope you enjoy reading it below.

If anything at all with your Ross experience does not live up to your expectations be sure to reach out to us at *solutions@rossvideo.com*.

David Ross
CEO, Ross Video
dross@rossvideo.com

Ross Video Code of Ethics

Any company is the sum total of the people that make things happen. At Ross, our employees are a special group. Our employees truly care about doing a great job and delivering a high quality customer experience every day. This code of ethics hangs on the wall of all Ross Video locations to guide our behavior:

1. We will always act in our customers' best interest.
2. We will do our best to understand our customers' requirements.
3. We will not ship crap.
4. We will be great to work with.
5. We will do something extra for our customers, as an apology, when something big goes wrong and it's our fault.
6. We will keep our promises.
7. We will treat the competition with respect.
8. We will cooperate with and help other friendly companies.
9. We will go above and beyond in times of crisis. *If there's no one to authorize the required action in times of company or customer crisis - do what you know in your heart is right. (You may rent helicopters if necessary.)*

Inception · User Guide

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Patent numbers 4,205,346; 5,115,314; 5,280,346; 5,561,404; 7,034,886; 7,508,455; 7,602,446; 7,834,886; 7,914,332; 8307284, 2039277; 1237518; 1127289 and other patents pending.

Notice

The material in this manual is furnished for informational use only. It is subject to change without notice and should not be construed as commitment by Ross Video Limited. Ross Video Limited assumes no responsibility or liability for errors or inaccuracies that may appear in this manual.

Warranty and Repair Policy

Ross Video Limited (Ross) warrants its Inception Server systems to be free from defects under normal use and service a time period of 15 months from the date of shipment:

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

Warranty repairs will be conducted at Ross, with all shipping FOB Ross dock. If repairs are conducted at the customer site, reasonable out-of-pocket charges will apply. At the discretion of Ross, and on a temporary loan basis, plug in circuit boards or other replacement parts may be supplied free of charge while defective items undergo repair. Return packing, shipping, and special handling costs are the responsibility of the customer.

This warranty is void if products are subjected to misuse, neglect, accident, improper installation or application, or unauthorized modification.

In no event shall Ross Video Limited be liable for direct, indirect, special, incidental, or consequential damages (including loss of profit). Implied warranties, including that of merchantability and fitness for a particular purpose, are expressly limited to the duration of this warranty.

This warranty is TRANSFERABLE to subsequent owners, subject to Ross' notification of change of ownership.

Extended Warranty

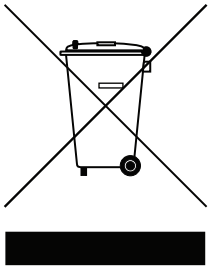
For customers that require a longer warranty period, Ross offers an extended warranty plan to extend the standard warranty period by one year increments. For more information about an extended warranty for your Inception Server system, contact your regional sales manager.

Environmental Information

The equipment that you purchased required the extraction and use of natural resources for its production. It may contain hazardous substances that could impact health and the environment.

To avoid the potential release of those substances into the environment and to diminish the need for the extraction of natural resources, Ross Video encourages you to use the appropriate take-back systems. These systems will reuse or recycle most of the materials from your end-of-life equipment in an environmentally friendly and health conscious manner.

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.

Use of Hazardous Substances in Electrical and Electronic Products (China RoHS)

Ross Video Limited has reviewed all components and processes for compliance to:

“Management Methods for the Restriction of the Use of Hazardous Substances in Electrical and Electronic Products” also known as China RoHS.

The “Environmentally Friendly Use Period” (EFUP) and Hazardous Substance Tables have been established for all products. We are currently updating all of our Product Manuals.

The Hazardous substances tables are available on our website at:

http://www.rossvideo.com/about-ross/company-profile/green-practices/china-rohs.html

电器电子产品中有害物质的使用

Ross Video Limited 按照以下的标准对所有组件和流程进行了审查：

“电器电子产品有害物质限制使用管理办法”也被称为中国RoHS。

所有产品都具有“环保使用期限”（EFUP）和有害物质表。目前，我们正在更新我们所有的产品手册。

有害物质表在我们的网站：

http://www.rossvideo.com/about-ross/company-profile/green-practices/china-rohs.html

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Introduction

A Word of Thanks

Thank you for choosing Ross Video Inception as your newsroom and social media management solution.

We are committed to providing you with the highest level of customer satisfaction possible. If, for any reason, you have questions or comments, please call Ross Video at +1-613-652-4886 or send us an e-mail at techsupport@rossvideo.com.

We hope that you visit our website www.rossvideo.com to stay up to date with ongoing software releases, join our customer forum and learn more about the complete range of Ross Video products.

Note that software maintenance and extended warranties are available for your system to protect and extend the life of your investment. Our sales team are more than happy to provide further information on the plans available. Members of our sales team promptly respond to e-mails sent to: solutions@rossvideo.com.

Again, thank you for your purchase of an Inception management solution from Ross Video. We are confident of your future pleasure with your choice.

Yours Sincerely,

Peter Abecassis
Director of Product Management - Production Workflow
peter.abecassis@rossvideo.com

About This Guide

This guide contains the following chapters that cover the use of the Inception system:

1. "**Introduction**" — summary of this guide and explanations of important terms, conventions, and features.
2. "**Getting Started**" — overview of the Inception workflow and user interface.
3. "**Creating and Opening Running Orders**" — create running orders within Inception or based on NCS rundowns.
4. "**Creating Inception Stories**" — create and edit stories for Inception.
5. "**Broadcast Stories**" — create and edit Broadcast stories for Inception.
6. "**Drupal Stories**" — create and edit Drupal stories for Inception.
7. "**Facebook Stories**" — create and edit Facebook stories for Inception.
8. "**Frankly Stories**" — create and edit Frankly stories for Inception.
9. "**TownNews Stories**" — create and edit TownNews stories for Inception.
10. "**WordPress Stories**" — create and edit BIM and WordPress stories for Inception.
11. "**YouTube Stories**" — create and edit YouTube stories for Inception.
12. "**Spell Checking**" — use the built-in spell checker to check the spelling of the words that you type.
13. "**Working in the Story Browser**" — review the status of previously created or modified Inception stories.
14. "**Using Assignments to Develop Stories**" — use assignments to manage the development of stories and supporting information.
15. "**Managing Your Contacts**" — use the Inception contact manager to keep track of the contacts associated with an assignment.
16. "**Editing the Running Order**" — manage the stories in a running order.
17. "**Approving and Publishing Stories**" — approve and publish stories to your accounts.
18. "**Playing Out a Running Order as an NCS**" — use Inception as your NCS.
19. "**Managing Feeds**" — manage feeds from Social Media, RSS, and Wires.
20. "**Drupal Feeds**" — manage content gathered from your Drupal website.
21. "**Frankly Feeds**" — manage content gathered from your WordPress website.
22. "**RSS Feeds**" — manage content through RSS feeds from websites across the Internet.
23. "**Spredfast Feeds**" — manage pre-moderated content from the Spredfast platform.
24. "**TownNews Feeds**" — content gathered from your TownNews content management system.
25. "**Wire Feeds**" — manage content gathered from news wire services.
26. "**WordPress Feeds**" — manage content gathered from your WordPress website.
27. "**Web Content Resources**" — open web sites without leaving Inception.
28. "**DataLinq Data**" — view XPression DataLinq data.
29. "**Working with Playlists**" — manage lists of content items created or selected by Inception users.
30. "**Polling Social Media Sources**" — use polls to record user opinion from a social media source.
31. "**Searching Inception Content**" — simultaneously search all types of content stored on your Inception Server.
32. "**Organizing Content in Folders**" — use the Folders tree view to organize your content.
33. "**Messaging**" — use the built-in messaging system to communicate with one or multiple users on your Inception system.

34. "**Working with Custom Entities**" — use custom entities to save information that is particular to your organization.
35. "**Reporting**" — generate reports about the stories on an Inception server.
36. "**Configuring Inception**" — configure Inception for your organization.

If you have questions pertaining to the operation of the Ross Video product, please contact us at the numbers listed in the section "**Contacting Technical Support**" on page 1–4. Our technical staff is always available for consultation, training, or service.

Documentation Conventions

This guide uses special text formats to identify parts of the user interface, text that a user must enter, or a sequence of menus and sub-menus that a user must follow to reach a particular command.

Interface Elements

Bold text identifies a user interface element such as a dialog box, a menu item, or a button. For example:

In the **Media Manager Client**, click **Channel 1** the **Channels** section.

User Entered Text

Courier text identifies text that a user must enter. For example:

In the **File Name** box, enter `Channel01.property`.

Referenced Guides

Italic text identifies the titles of referenced guides, manuals, or documents. For example:

For more information, refer to the section "**Create Broadcast Stories**" on page 5–2 in the ***Inception User Guide***.

Menu Sequences

Menu arrows identify a sequence of menu items that a user must follow to reach a particular command. For example: if a procedure step contains "**Server** > **Save As**," a user should click the **Server** menu, and then click **Save As**.

Important Instructions

Star icons identify important instructions or features. For example:

★ After installing Inception Server software, you must obtain Inception feature licenses from Ross Video Technical Support before users can access Inception features.

Getting Help

To access the Inception Server Online Help system, click the **Help** icon in the main toolbar. For help about the currently open panel, click he **Help** button in a panel title bar to view a help topic about the panel.

The Online Help system contains the following navigation tabs to locate and access Online Help topics:

- **Contents** — table of contents
- **Search** — full text search
- **Favorites** — preferred information storage and access

Ross Video also supplies print-ready PDF files of the ***Inception Server Installation Guide***, ***Inception Server Configuration Guide***, and the ***Inception User Guides*** on the Inception Server Software Installation DVD.

Contacting Technical Support

Technical Support is staffed by a team of experienced specialists ready to assist you with any question or technical issue.

Ross Video has technical support specialists strategically located around the globe to ensure a prompt response to technical inquiries. Our primary technical support center is located in Ottawa, Ontario, Canada. In addition, we have offices in The United Kingdom (London), Australia (Sydney), and Singapore with satellite locations in New York City, The Netherlands, and China. As we expand our presence globally, we are constantly evaluating other key locations to have a local technical support specialist in order to better service our customers.

North America

Our North America center located in Ottawa, Ontario, Canada and is open Monday to Friday 8:30 a.m. to 6:00 p.m. EST, with 24/7/365 on-call service after hours.

Our telephone number is: +1-613-686-1557

Toll free within North America: +1 833-859-0499

EMEA

Our EMEA center is open Monday to Friday 8:30 a.m. to 5:00 p.m. GMT. After hours support is provided by our North America location.

International toll free: +800 3540 3545

If the local support specialist is not available, your call will be transferred automatically to our North America center.

Australia

Our Sydney, Australia office is located in Alexandria, NSW.

Our local support telephone number is: 1300 007 677

If the local support specialist is not available, your call will be transferred automatically to our North America center.

Online

E-mail: techsupport@rossvideo.com

Website: use the link https://support.rossvideo.com/ to open a support request.

Getting Started

Inception by Ross Video is a social media publishing tool that enables you to create and manage text and video content for your organization's social media accounts. Inception enables you to quickly create, review, approve, and publish content to multiple social media sites through a single user interface over the Internet — anywhere, anytime. Inception can also monitor and ingest social media content from the Internet and publish it to your social media accounts or to external systems such as character generators.

This chapter discusses the following topics:

- Start Inception
- Inception Workflow
- Exploring the Inception User Interface
- Using a Desktop Computer with Inception
- Using a Mobile Device with Inception
- Entering Text for Right-to-Left Languages

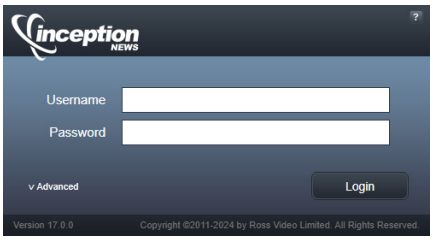
Start Inception

To start Inception

1. Use one of the following supported web browsers to open the Inception web page provided by your Inception administrator:

   - Microsoft Edge
   - Google Chrome™ browser version 51 or greater
   - Mozilla Firefox® version 52 or greater
   - Apple Safari® version 10.2 or greater

   The **Login** panel opens.



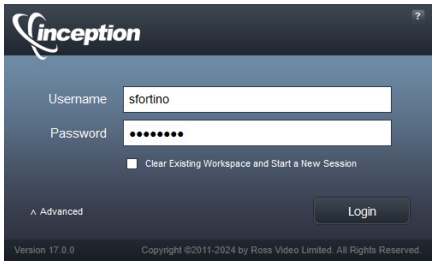
   If a message indicates that the system is in maintenance mode, a system administrator must establish a database connection before you can log in as an Inception user.

2. In the **Login** panel, enter your Inception login credentials in the **Username** and **Password** boxes.

   If you want to clear your workspace of all open windows when you log into Inception, complete the following steps:

   a. Click the **Advanced** link.

      The **Login** panel displays the advanced login options below the **Password** box.



   b. Select the **Clear Existing Workspace and Start a New Session** check box.

      Inception clears this option after each login.

3. Click or tap **Login**.

   Inception opens.

✶ For your security, Inception automatically logs you out after 30 minutes of inactivity.

To close Inception

- On the main toolbar, click or tap the **Logout** icon.

Inception Workflow

The following diagram shows the main steps for creating and publishing stories.

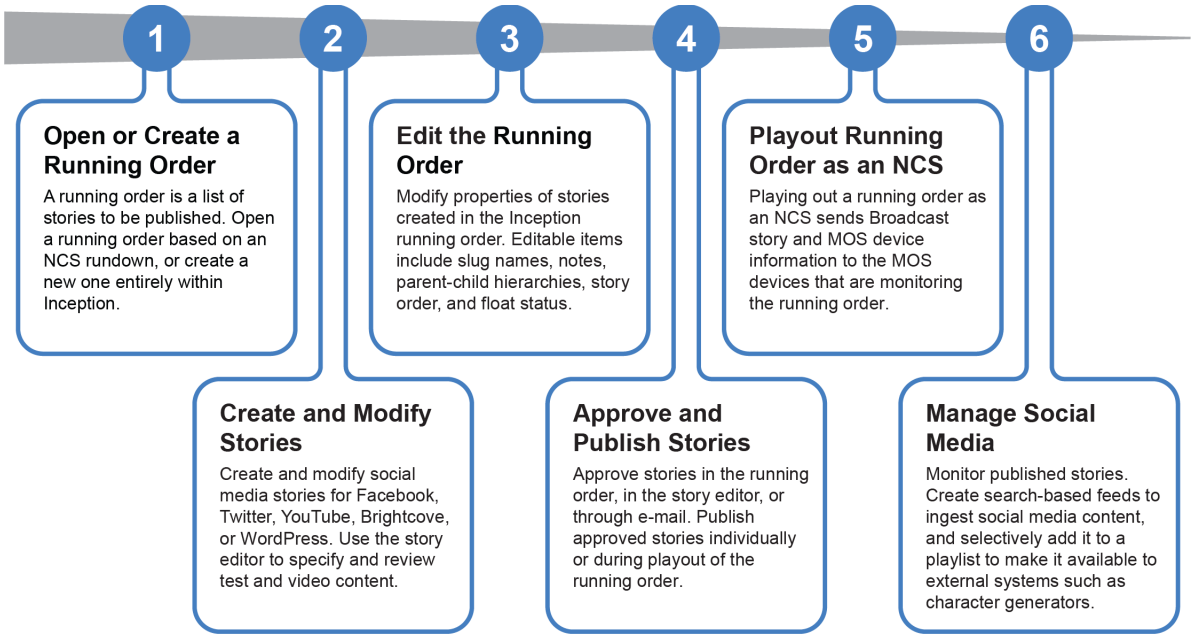


Figure 2.1 Inception Workflow

For More Information on...

- the Inception user interface, refer to the section "**Exploring the Inception User Interface**" on page 2–3.
- how to navigate within various parts of the Inception user interface on a desktop computer, refer to the section "**Using a Desktop Computer with Inception**" on page 2–4.
- how to navigate within various parts of the Inception user interface on a mobile device, refer to the section "**Using a Mobile Device with Inception**" on page 2–9.

Exploring the Inception User Interface

The Inception user interface consists of a main toolbar and several types of workspace panels that open as required. The appearance of the user interface and the availability of features vary depending on whether you use a mobile device or a desktop computer.

✶ Inception is a suite of tools that has many optional features. The Inception Help system describes all Inception features, but the options available to you depend on which features your organization has purchased and the user permissions that your Inception administrator has granted to your user account. If you want to use a feature that you learned about from the Help system but is not visible, contact your Inception administrator.

Main Toolbar

The icons in the main toolbar enable you to open workspace panels to access almost all features of Inception. The icons that you can access from the main toolbar depends on the features your organization purchased and the user permissions that your Inception administrator assigned to your user account. Inception tailors the main toolbar to display the features available on the following supported devices:

- **Desktop Computer** — for an overview of the desktop computer main toolbar, refer to the following section "**Desktop Computer Main Toolbar**" on page 2–4.
- **Mobile Device** — for an overview of the mobile device main toolbar, refer to the following section "**Mobile Device Main Toolbar**" on page 2–10.

Using a Desktop Computer with Inception

The Inception user interface consists of a main toolbar and several types of workspace panels that open as required. Each type of panel opens in a pre-designated position in the Inception layout. You can open, close, resize, or move individual panels.

✶ Inception is a suite of tools that has many optional features. The Inception Help system describes all Inception features, but the options available to you depend on which features your organization has purchased and the user permissions that your Inception administrator has granted to your user account. If you want to use a feature that you learned about from the Help system but is not visible, contact your Inception administrator.

For More Information on...

- workspace panels, refer to the section "**Exploring the Inception User Interface**" on page 2–3.

Desktop Computer Main Toolbar

The icons in the main toolbar enable you to open workspace panels to work with Inception features. The icons available in the main toolbar depend on the features your organization purchased and the user permissions that your Inception administrator assigned to your user account.

When you want more space on your screen for Inception panels, press **Ctrl F11** to hide the main toolbar. Press **Ctrl F11** once again to show a hidden main toolbar.

The main toolbar may contain the following icons:

Table 2.1 Desktop Computer Main Toolbar Icons

Icon	Name	Description
	Running Orders	Opens the Running Order Manager panel. For more information, refer to the sections "**Creating a Running Order in Inception**" on page 3–2 and "**Open a Running Order**" on page 3–6.
	Playlists	Opens the Playlist Manager panel. For more information, refer to the sections "**Create a Playlist**" on page 29–2 and "**Open a Playlist**" on page 29–4.
	Polls	Opens the Social Polls panel. For more information, refer to the chapter "**Polling Social Media Sources**" on page 30–1.
	Story Browser	Opens the Story Browser panel. For more information, refer to the section "**Open the Story Browser Panel**" on page 13–2.
	Custom Managers	Opens a Custom Manager panel. For more information, refer to the chapter "**Working with Custom Entities**" on page 34–1.
	RSS	Opens an RSS feed. For more information, refer to the section "**Open a Feed**" on page 19–2.
	Spredfast	Opens a Spredfast feed. For more information, refer to the section "**Open a Feed**" on page 19–2.
	Wire	Opens a Wire feed. For more information, refer to the section "**Open a Feed**" on page 19–2.
	Assignment Manager	Opens the Assignment Manager panel. For more information, refer to the chapter "**Using Assignments to Develop Stories**" on page 14–1

Table 2.1 Desktop Computer Main Toolbar Icons

Icon	Name	Description
	Contact Manager	Opens the Contact Manager panel. For more information, refer to the chapter "**Managing Your Contacts**" on page 15–1
	Task Schedule	Opens the Task Schedule panel. For more information, refer to the section "**Monitoring the Publishing Schedule**" on page 17–12.
	Stories Pending Approval	Indicates that there are stories that are pending approval and opens the Approval Manager panel. For more information, refer to the section "**Approving and Rejecting Stories in the Approval Manager**" on page 17–3.
	No Stories Pending Approval	Indicates that no stories are pending approval and opens the Approval Manager panel. For more information, refer to the section "**Approving and Rejecting Stories in the Approval Manager**" on page 17–3.
	Messaging	Opens the Messaging Manager panel. For more information, refer to the chapter "**Messaging**" on page 33–1.
	Report Manager	Opens the Report Manager panel. For more information, refer to the chapter "**Reporting**" on page 35–1.
	Configuration	Opens the Configuration interface. For more information, refer to the chapter "**Configuring Inception**" on page 36–1.
	Change Password	Enables you to change your Inception password. For more information, refer to the section "**Change Your Inception Password**" on page 36–9.
	Perspectives	Enables you to switch to a different perspective, or to manage perspectives. For more information, refer to the section "**Manage Perspectives**" on page 36–3.
	Search	Enables you to simultaneous search all types of content stored on your Inception Server. For more information, refer to the section "**Searching Inception Content**" on page 31–1.
	Resources	Opens web content resource in a new web browser tab or a new Inception panel. For more information, refer to the chapter "**Web Content Resources**" on page 27–1.
	MOS Plugins	Enables you to select a MOS device from which to add MOS objects to a Broadcast story. For more information, refer to the section "**Add MOS Objects to Broadcast Stories**" on page 5–11.

Table 2.1 Desktop Computer Main Toolbar Icons

Icon	Name	Description
	Help	Opens the User Help system.
	Logout	End your current session and log out of the Inception Server.

Panel Positions and Perspectives

When accessed from a desktop computer, the Inception user interface layout consists of the main toolbar and eight panel positions. Each panel position can contain multiple types of Inception panels. If some positions are unoccupied, Inception optimizes the layout by expanding open panels to fill all available space.

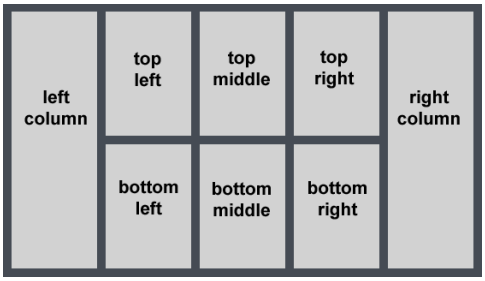


Figure 2.2 Arrangement of the Eight Panel Positions

A user perspective is a customized view of the Inception user interface. It is a mapping of Inception panel types to positions in the user interface layout. Perspectives also save the columns displayed in the Running Order, Playlist, and Social Polls panels.

For example, a perspective may include an RSS feed in the left column, a playlist in the top middle, and a WordPress feed in the right column. When you apply this perspective, any RSS feeds you open display in the left column. Playlists display in the middle. WordPress feeds display in the right column.

Perspectives are especially useful for people who perform many different tasks in Inception. For example, a producer may use one perspective for working with running orders and the story editor panel, and another perspective for working with playlists and feeds.

All Inception users can create perspectives for their own use. Inception administrators can also create global perspectives available to all users.

- Panels may not always display exactly where you expect. As you open and close panels, Inception adjusts the layout to optimize use of the available space. For example, if the current perspective includes an RSS feed in the left column and you use it to open only an RSS feed, the RSS feed occupies all the available space. As you open more panel types, Inception adjusts the layout to conform with the perspective.

Default Panel Positions

When you first use Inception, it opens certain types of panels in certain panel positions by default. Inception continues to use the default layout until you move a panel or open a saved perspective. If you revert your panel layout to the default panel layout, Inception also reverts the columns displayed in the Running Order, Playlist, and Social Polls panels to default columns.

The following illustration describes the default layout.

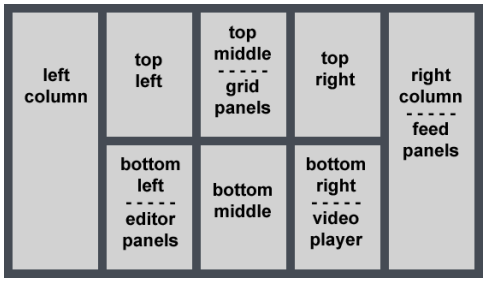


Figure 2.3 Default Panel Layout

Default layout positions are as follows:

- Grid-based panels open in the top middle position. Running Order panels, Playlist panels, the Story Browser panel, the Task Schedule panel, and the Approval Manager panel are all grid-based panels.
- The Story Editor panel opens in the bottom left position.
- The Video Player panel opens in the bottom right position.
- Feed-based panels open in the right column.

By default, Inception does not occupy all eight panel positions. Inception optimizes the layout by expanding open panels to fill all available space. Opening an instance of each panel type results in the following optimized layout:

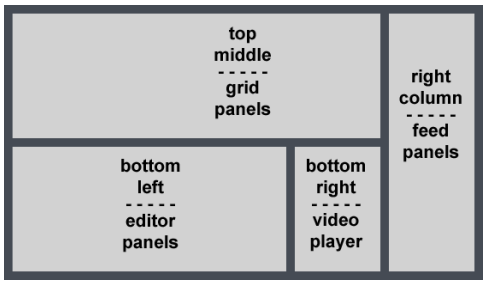


Figure 2.4 Actual Layout with all Panel Types Open

For More Information on...

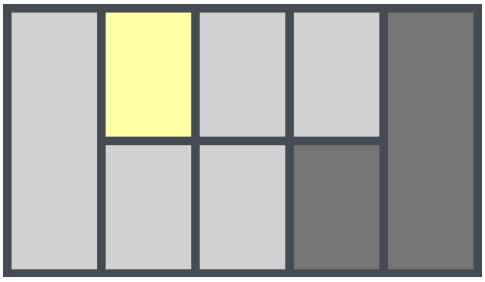
- creating and managing perspectives, refer to the section "**Manage Perspectives**" on page 36–3.

Move a Panel from One Layout Position to Another

To move a panel from one layout position to another

1. At the top of the panel you want to move, click and drag the panel's name tab.

   The layout guide opens.



2. Drag the pointer over the layout guide to specify the position to which you want to move the panel.

   As you drag the pointer over the layout guide, the current drop position for the panel turns yellow. Light gray indicates unoccupied positions. Dark gray indicates occupied positions that can accept additional panels.

3. When the position to which you want to move the panel turns yellow, release the mouse button.

   After you have arranged panels to your liking, you can save the layout as a perspective.

For More Information on...

- saving a layout as a perspective, refer to the section "**Manage Perspectives**" on page 36–3.

Rearrange Panel Tabs Within a Layout Position

You can rearrange the order of panel tabs within a layout position to customize the layout to suit your typical workflow.

To rearrange the order of panel tabs within a layout position

1. Click and drag the panel's name tab within the tab row at the top of the layout position.

   As you drag the pointer over the tab row, a dotted rectangle indicates the current drop position for the selected panel tab. If the rectangle surrounds a tab name, the drop position is to the left of that tab.

2. When the dotted rectangle indicates the desired position, release the mouse button to drop the panel tab.

   You can also move a panel to a different layout position by dragging and dropping the panel name tab into the tab row of the destination panel. After you have arranged panel tabs to your liking, you can save the layout as a perspective.

Navigating within Panels

This section describes how resize and close panels and how to navigate within column-based panels.

To resize a panel

- Hover the mouse pointer over an edge or corner of the panel until the resizing icon displays, then click and drag the edge or corner.

✶ Inception does no save custom panel sizing as part of a perspective.

To close a panel

- Click the **Close** icon in the top right corner of the panel.

  If the layout position contains more than one open panel, only the current panel closes. To close all open panels at once, use the keyboard shortcut **Ctrl Alt Shift Q**.

Navigating within Column-Based Panels

Column-based panels consist of horizontal rows, each of which represents a story, a playlist item, or a scheduled event. Each vertical column contains one type of information about the rows.

The following panel types are column-based:

- Running Order panels
- Task Schedule panel
- Approval Manager panel
- Story Browser panel
- Playlist panels

The following table describes how to navigate within a column-based panel.

Table 2.2 Column-based Panel Navigation

Desired Effect	Action to Perform
To move between cells	Press the ↑, ↓, ←, or → keys. Alternatively, to move horizontally, press **Tab** or **Shift Tab**.
To select a row	Click the row or press the ↑ and ↓ keys to navigate to the row. Yellow shading highlights the selected row.
To select a range of rows	Click the first row in the selection range, then **Shift-click** the last row in the selection range. The row selection includes the first selected row, the last selected row, and all the rows between the two selected rows.
To select multiple rows	Click the first row to select, then select additional rows to add to your selection as follows: • **Windows** — Ctrl-click each row to add to your selection. • **macOS** — Cmd-click each row to add to your selection.
To select all rows	Click a row, then press **Ctrl A**. Inceptions selects all the rows in a panel.
To select a cell	Click the cell, or navigate to it by pressing the ↑, ↓, ←, or → keys or **Tab** and **Shift Tab**
To replace all the text in a cell	Select the cell, press the **Space Bar**, then enter new contents using the keyboard.
To edit the text in a cell	Select the cell, press the **Insert** key, press the ← and → keys to position the cursor, then insert new content using the keyboard. Press the **Delete** key to delete individual characters.
To change the status of a check box in the selected cell	Select the cell, then press the **Space Bar** to reverse the cell status.
To scroll horizontally	Click and drag the horizontal scroll bar at the bottom of the panel.
To scroll vertically	Roll the mouse wheel or click and drag the vertical scroll bar on the right side of the panel.
To move a column	Click and drag the column header to a new location in the panel.

Using a Mobile Device with Inception

The Inception user interface consists of a main toolbar and several types of workspace panels that open as required. Each type of panel opens in a pre-designated position in the Inception layout. You can open, close, resize, or move individual panels.

✶ Inception is a suite of tools that has many optional features. The Inception Help system describes all Inception features, but the options available to you depend on which features your organization has purchased and the user permissions that your Inception administrator has granted to your user account. If you want to use a feature that you learned about from the Help system but is not visible, contact your Inception administrator.

For More Information on...

- workspace panels, refer to the section "**Exploring the Inception User Interface**" on page 2–3.

Mobile Device Main Toolbar

The icons in the main toolbar enable you to open workspace panels to access almost all features of Inception. The icons that you can access from the main toolbar depends on the features your organization purchased and the user permissions that your Inception administrator assigned to your user account.

✶ The Configuration interface, the Assignment Manager panel, features related to user perspectives, and MOS Plugins are not available when accessing Inception on a mobile device.

The main toolbar may contain the following icons:

Table 2.3 Mobile Device Main Toolbar Icons

Icon	Name	Description
	Running Orders	Opens the Running Order Manager panel. For more information, refer to the sections "**Creating a Running Order in Inception**" on page 3–2 and "**Open a Running Order**" on page 3–6.
	Playlists	Opens the Playlist Manager panel. For more information, refer to the sections "**Create a Playlist**" on page 29–2 and "**Open a Playlist**" on page 29–4.
	Polls	Opens the Social Polls panel. For more information, refer to the chapter "**Polling Social Media Sources**" on page 30–1.
	Story Browser	Opens the Story Browser panel. For more information, refer to the section "**Open the Story Browser Panel**" on page 13–2.
	Custom Managers	Opens a Custom Manager panel. For more information, refer to the chapter "**Working with Custom Entities**" on page 34–1.
	RSS	Opens an RSS feed. For more information, refer to the section "**Open a Feed**" on page 19–2.
	Spredfast	Opens a Spredfast feed. For more information, refer to the section "**Open a Feed**" on page 19–2.
	Wire	Opens a Wire feed. For more information, refer to the section "**Open a Feed**" on page 19–2.
	Assignment Manager	Opens the Assignment Manager panel. For more information, refer to the chapter "**Using Assignments to Develop Stories**" on page 14–1
	Contact Manager	Opens the Contact Manager panel. For more information, refer to the chapter "**Managing Your Contacts**" on page 15–1
	Task Schedule	Opens the Task Schedule panel. For more information, refer to the section "**Monitoring the Publishing Schedule**" on page 17–12.
	Stories Pending Approval	Indicates that there are stories that are pending approval and opens the Approval Manager panel. For more information, refer to the section "**Approving and Rejecting Stories in the Approval Manager**" on page 17–3.

Table 2.3 Mobile Device Main Toolbar Icons

Icon	Name	Description
	No Stories Pending Approval	Indicates that no stories are pending approval and opens the Approval Manager panel. For more information, refer to the section "**Approving and Rejecting Stories in the Approval Manager**" on page 17–3.
	Messaging	Opens the Messaging Manager panel. For more information, refer to the chapter "**Messaging**" on page 33–1.
	Report Manager	Opens the Report Manager panel. For more information, refer to the chapter "**Reporting**" on page 35–1.
	Change Password	Enables you to change your Inception password. For more information, refer to the section "**Change Your Inception Password**" on page 36–9.
	Perspectives	Enables you to switch to a different perspective, or to manage perspectives. For more information, refer to the section "**Manage Perspectives**" on page 36–3.
	Search	Enables you to simultaneous search all types of content stored on your Inception Server. For more information, refer to the section "**Searching Inception Content**" on page 31–1.
	Resources	Opens web content resource in a new web browser tab or a new Inception panel. For more information, refer to the chapter "**Web Content Resources**" on page 27–1.
	Help	Opens the User Help system.
	Logout	End your current session and log out of the Inception Server.

Panel Positions

When accessed from a mobile device, the Inception user interface layout consists of the main toolbar plus four panel positions. Each panel position can contain zero or more types of Inception panels. If some positions are unoccupied, Inception optimizes the layout by expanding the open panels to fill all available space.

The following illustration describes the default layout.

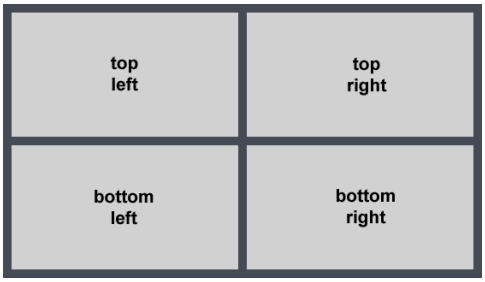


Figure 2.5 Arrangement of the Four Panel Positions

Panels open in either the top right or bottom right position as follows:

- Grid-based panels display in the top right position. These include running orders, playlists, the Story Browser panel, the Task Schedule panel, and the Approval Manager panel.
- The Story Editor panel opens in the bottom right position.
- Feed-based panels display in the bottom right position.

Since Inception only opens panels in the top right and bottom right positions, the interface looks to have only two panels (top and bottom), unless you move a panel to a position on the left.

Move a Panel from One Layout Position to Another

To move a panel from one layout position to another

1. At the top of the panel you want to move, tap and drag the panel's name tab.

   The layout guide opens.

2. Drag the pointer over the layout guide to specify the position to which you want to move the panel.

   As you drag the pointer over the layout guide, the current drop position for the panel turns yellow. Light gray indicates unoccupied positions. Dark gray indicates occupied positions that can accept additional panels.

3. When the position to which you want to move the panel turns yellow, lift your finger.

Rearrange Panel Tabs Within a Layout Position

You can rearrange the order of panel tabs within a layout position to customize the layout to suit your typical workflow.

To rearrange the order of panel tabs within a layout position

1. Tap and drag the panel's name tab within the tab row at the top of the layout position.

   As you drag the pointer over the tab row, a dotted rectangle indicates the current drop position for the selected tab. If the rectangle surrounds a tab name, the drop position is to the left of that tab.

2. When the dotted rectangle indicates the desired position, lift your finger to drop the panel tab.

   You can also move a panel to a different layout position by dragging the panel name tab into the tab row of the panel of your choosing.

Navigating within Panels

This section describes how to resize and close panels and how to navigate within column-based panels.

To resize a panel

1. Tap and hold the blue bar between panels until it turns bright blue.
2. Drag the bar to resize the two panels that border the selected bar.
3. When ready to place the border between the panels, release the bar.

To close a panel

- Click the **Close** icon in the top right corner of the panel.

  If the layout position contains more than one open panel, only the current panel closes.

Navigating within Column-Based Panels

Column-based panels consist of horizontal rows, each of which represents a story, a playlist item, or a scheduled event. Each vertical column contains one type of information about the rows.

The following panel types are column-based:

- Running Order panels
- Task Schedule panel
- Approval Manager panel
- Story Browser panel
- Playlist panels

The following table describes how to navigate within a column-based panel.

Table 2.4 Column-based Panel Navigation

Desired Effect	Action to Perform
To select a row	Tap a cell in the row. Yellow shading highlights the selected row.
To select a cell	Tap the cell.
To enable or disable the ability to select multiple rows in running orders and playlists	Do one of the following: • To enable multi-select, tap the **Single Select** icon in the panel toolbar. • To disable multi-select, tap the **Multi Select** icon in the panel toolbar. The icons show the current selection mode. For example: when the **Multi Select** icons is visible, you can select multiple rows.

Table 2.4 Column-based Panel Navigation

Desired Effect	Action to Perform
To select multiple rows in a running order or playlist	Enable multi-select, then tap and hold each row you want to select. When you select a row, it turns yellow.
To deselect a row	Tap and hold it until it changes from yellow to a different color.
To perform an action on one or more rows	Select the rows, then tap an action icon in the panel toolbar. For example: to approve a selected story, click the **Approve** icon.
To open a story or a playlist item	Double-tap the story or playlist item to open. The selected item opens in an editor panel.

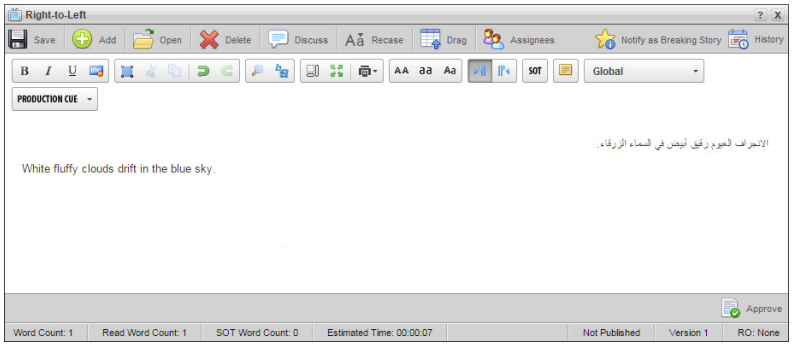
Entering Text for Right-to-Left Languages

When you enter text in Inception using a right-to-left language, text entry starts from the right of a text box and continues to the left as you enter text. Arabic is one of the most widespread right-to-left languages of modern times.

To enter text in a right-to-left language:

1. In the system settings for your desktop computer or mobile device, select a right-to-left language for the system language or input keyboard.
2. Click in an Inception text box.
3. Enter your text.

   Text starts from the right of the text box and continues to the left as you type.



   To return to left-to-right text entry, select a left-to-right language for the system language or input keyboard.

Creating and Opening Running Orders

A running order is an ordered list of stories to publish. Each row in a running order represents a story and displays the properties of a story.

You can base a running order on an NCS rundown or create new one entirely within Inception. When you playout a running order, Inception publishes the social media stories contained in the running order. You are also able to publish individual social media stories at any time.

This chapter discusses the following topics:

- Running Orders Based on External NCS Rundowns
- Creating a Running Order in Inception
- Open a Running Order
- Create a Template from a Running Order
- Print a Running Order
- View, Follow, or Control a Running Order from a Mobile Device
- Archive Running Orders
- Delete Running Orders

Running Orders Based on External NCS Rundowns

When you create a running order based on an NCS rundown, Inception imports the selected NCS rundown from the external NCS for you to use as an outline for your running order. When you first open an NCS based running order, the running order only contains Broadcast stories that you cannot edit within Inception. You can add social media stories as children of the Broadcast stories. The Inception running order automatically receives any changes made to the NCS rundown in the external NCS. As each Broadcast story in the NCS rundown goes to air, Inception publishes the child social media stories associated with the Broadcast story.

✶ When you open a rundown from an external NCS in Inception, the Inception denylist does not filter the text of approved stories in the rundown. Inception does publish denylisted words in approved stories of an external NCS rundown.

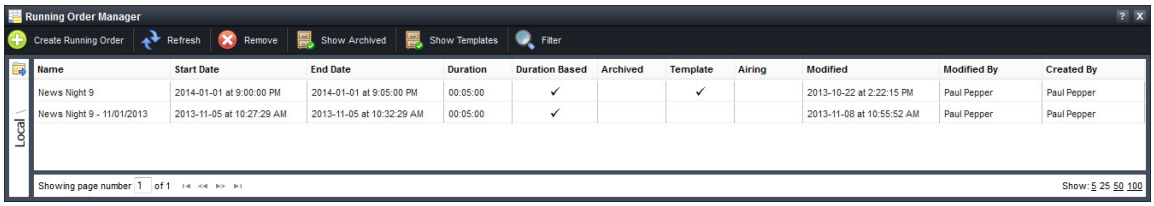
Creating a Running Order in Inception

When you create a running order in Inception, you can add any combination of parent and child stories to the running order. You can also rearrange the order of stories and edit story properties. You can play out the running order or publish stories individually.

To create a running order

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.

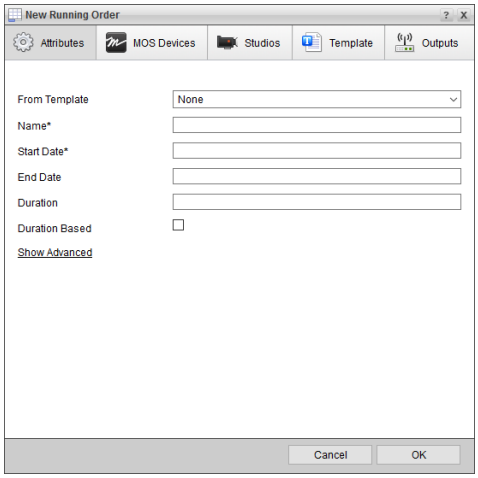


   When the **Running Order Manager** panel cannot display all the available running orders on a single page, use the following controls in the bottom toolbar of the **Running Order Manager** panel to view all the available running orders:

   - **Showing page number** — enter in this box the page number of running orders to view in the **Running Orders** table, then click or tap a blank area of the **Running Order Manager** panel to display the selected page.
   - ⏮ — click or tap this button to view the first page of running orders in the **Running Orders** table.
   - ◀◀ — click or tap this button to view the previous page of running orders in the **Running Orders** table.
   - ▶▶ — click or tap this button to view the next page of running orders in the **Running Orders** table.
   - ⏭ — click or tap this button to view the last page of running orders in the **Running Orders** table.
   - **Show** — click or tap the following links to set the number of running orders to display in the **Running Orders** table:
     - **5** — display 5 running orders in the **Running Orders** table.
     - **25** — display 25 running orders in the **Running Orders** table.
     - **50** — display 50 running orders in the **Running Orders** table.
     - **100** — display 100 running orders in the **Running Orders** table.

2. From the **Running Order Manager** toolbar, click or tap the **Create Running Order** icon.

   The **New Running Order** dialog box opens.



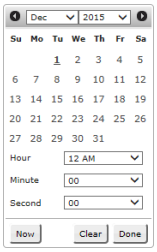
3. If you have an NCS license for your Inception system, use the **Template** list to select the running order to use as a template to create your new running order. Inception copies the stories in the selected template into the new running order and places the new stories in the same positions as in the template. Inception resets the history for the new stories your new running order.

4. In the **Name** box, enter a name for the running order.

   When your Inception system is configured to automatically archive running orders, you can choose not to archive a running order by adding the word **hold** (case insensitive) to the start of the running order name. For example, Inception will not archive a running order named **hold News Night 9**.

5. Select a **Start Date** for the running order as follows:

   a. Click or tap the **Start Date** box to open the **Calendar** tool.



   b. In the **Date** selector, click or tap the start date.

      The **Date** selector shows the current month. To view the calendar for a different month, click or tap the **Arrows** on either side of the month name.

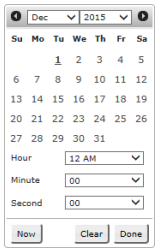
   c. Use the **Hour**, **Minute**, and **Second** lists to specify the start time.

      Alternatively, you can click or tap **Now** to select the current date and time.

   d. Click **Done**.

6. Select an **End Date** for the running order or skip to step **7** to automatically set the **End Date**.

   a. Click or tap the **Start Date** box to open the **Calendar** tool.



   b. In the **Date** selector, click or tap the end date.

      The **Date** selector shows the current month. To view the calendar for a different month, click or tap the **Arrows** on either side of the month name.

   c. Use the **Hour**, **Minute**, and **Second** lists to specify the start time.

      Alternatively, you can click or tap **Now** to select the current date and time.

   d. Click **Done**.

7. In the **Duration** box, enter the duration for the running order in HH:MM:SS format.

   Inception automatically sets the **Duration** of a running order after you select a **Start Date** and an **End Date** for the running order.

8. Select **Duration Based** check box to automatically adjust the start and end times of a running order when the running order is first taken on air. Inception sets the running order start time to the time that the running order is taken on air. The end time is set by adding the running order duration to the start time.

   Clear this check box to not change the start and end times set for a running order when it is taken on air.

9. Click the **Show Advanced** link.

   The advance options display below the link.

10. In the **Channel** box, enter the channel for the running order.

    Inception includes the running order channel in the **`<roChannel>`** attribute of the following MOS messages: **`roCreate`**, **`roMetadataReplace`**, **`roList`**, and **`roListAll`**.

11. In the **Object Group** box, enter the object group for the running order.

    Inception includes the running object group in the **`<objGroup>`** attribute.

12. Click or tap **OK**.

    A new running order opens in the **Running Order** panel. If you did not use a template to create a running order, the running order opens empty and ready for you to add stories. When you use a template to create a running order, the new running order opens with the stories copied from the selected template and ready for you to edit.

For More Information on...

- editing the running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- creating stories, refer to the chapter "**Creating Inception Stories**" on page 4–1.
- selecting MOS devices to monitor a running order, refer to the section "**Select the MOS Devices to Monitor Your NCS Running Order**" on page 18–2.
- using folders to organize running orders in the Running Order Manager panel, refer to the chapter "**Organizing Content in Folders**" on page 32–1.

Associate Studios with a Running Order

It is common for a news room to have multiple studios with multiple sets of devices for different playouts of running orders. Inception enables you to associate studios with running orders. When you monitor a running order, Inception sends out the associated studio to any MOS device monitoring the running order.

To associate studios with a new running order

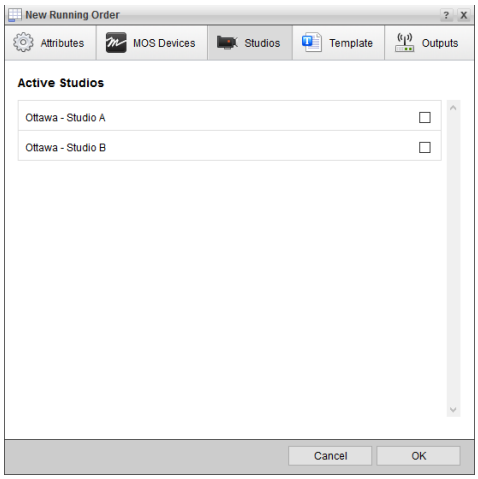
1. From the **Running Order Manager** toolbar, click or tap the **Create Running Order** icon.

   The **New Running Order** dialog box opens.

2. Use the **Attributes** tab to define the attributes of your new running order.

3. Click or tap the **Studios** tab. If the **Studios** tab is not visible, you do not have an NCS license for your Inception Server. The **Studios** tab is only available when studios are defined on your Inception Server. You cannot associate studios without an NCS license for your Inception Server.

   The **Studios** tab opens.



4. In the **Active Studios** list, select the check boxes to the right of the studios that you want Inception to send out to any MOS device monitoring the running order. Clear the check box to the right of the studios that you do not want to send out.

5. Click or tap **OK**.

   A new running order opens in the **Running Order** panel and Inception associates the selected studios with the running order.

Add a Virtual Output Channel to a Running Order

When you create a running order, you can choose to output the running order through a virtual channel to an external application or system. Defining a changeable virtual ID for a running order enables you to match the running order virtual output channel to the channel used by an external application or system to access running order content. Changing running order virtual IDs enables you to switch the running order accessed by an external application or system without changing the external application or system channel.

To define a virtual output channel for a new playlist

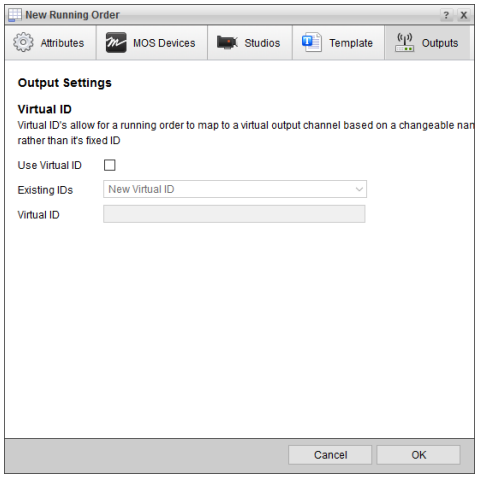
1. From the **Running Order Manager** toolbar, click or tap the **Create Running Order** icon.

   The **New Running Order** dialog box opens.

2. Use the **Attributes** tab to define the attributes of your new running order.

3. Click or tap the **Outputs** tab.

   The **Outputs** tab opens.



4. Select the **Use Virtual ID** check box to use a virtual ID to output running order content through a virtual channel.
5. Use the **Existing IDs** list to select an existing virtual ID with which to create the virtual output channel for the new running order. This list is only available when the User Virtual ID check box is selected.

✶ Selecting an existing virtual ID that is currently assigned to another running order removes the virtual ID from the running order and assigns it to the new running order. The existing running order stop content output through the virtual channel.

6. If the **Existing IDs** list does not contain a virtual ID that you want to assign to the new running order, enter in the **Virtual ID** box the virtual ID from which to create the virtual output channel for the new running order.
7. Click or tap **OK**.

   A new running order opens in the **Running Order** panel.

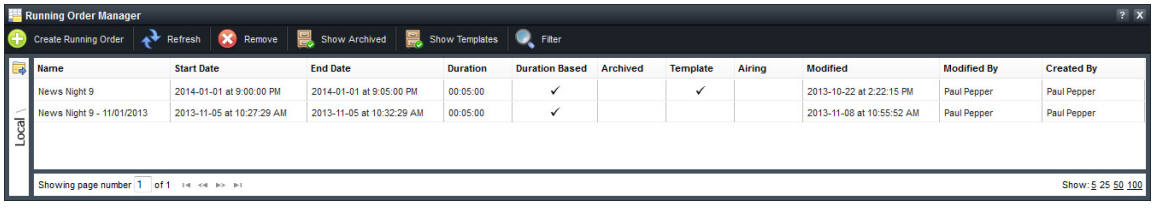
Open a Running Order

The Running Order panel displays the stories contained in a running order. You can have multiple running orders open at the same time, each in a separate running order tab.

To open a running order

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.



2. If the running order you want to open is archived, click or tap the **Show Archived** icon in the **Running Order Manager** toolbar.

   Inception adds the archived running orders to the Running Orders table and displays a check mark in the **Archived** column of each archived running order in the table.

3. To filter the **Running Orders** table, complete the following steps:

   a. Click or tap the **Filter** icon in the **Running Order Manager** toolbar.

      The **Filter** box opens below the toolbar.

   b. In the **Filter** box, enter a portion of the name of the running order you are looking for to open.

      You do not need to enter the start of a running order name, just any portion of the name filters the **Running Orders** table. The **Running Orders** table automatically updates to display only the running orders with names that contain the text entered in the **Filter** box.

   c. To close the **Filters** box, click or tap the **Filter** icon in the **Running Order Manager** toolbar.

      Closing the **Filters** box clears the entered filter and displays all the available running orders in the **Running Orders** table.

4. In the **Running Orders** table, double-click or double-tap the running order to open.

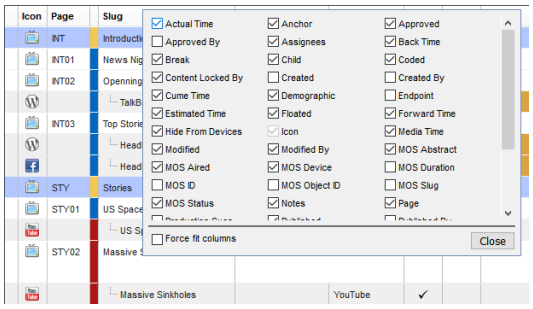
   The selected running order opens in a **Running Order** panel. You can have multiple running orders open at the same time. To switch to a different running order, click its running order tab.

   For descriptions of the columns in the **Running Order** table, refer to the **Running Order Table** section in the **Running Order** panel Online Help topic.

5. To change the table columns displayed in the **Running Order** panel, complete the following steps:

   a. In the **Running Order** panel, right-click the title of any table column.

      The **Columns** list opens.



   b. Select **Running Order** panel columns as follows:

      - To include a column, select the check box to the left of the column name.
      - To remove a column, clear the check box to the left of the column name.

   c. Select the **Force fit columns** check box to automatically resize column widths to the table content.

   d. Click **Close**.

   e. Click and drag columns to reposition columns in the **Running Order** table.

   f. Click and drag column dividers to manually resize the width of individual columns.

For More Information on...

- editing the running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- creating stories, refer to the chapter "**Creating Inception Stories**" on page 4–1.

Status Bar Font Size

The status bar along the bottom of the Running Order panel displays timing information about the open running order. You can use the status bar control icons to change the information field font size and to view hidden fields. You can choose from 28 font sizes in which to display the status bar fields (**Figure 3.1**).

Figure 3.1 Status Bar Font Size Range

To change the font size of status bar information fields

1. To increase the font size of the status bar fields, click the **A** **Increase** icon in the **Running Order** panel status bar. The font size increases each time you click the **A** **Increase** icon until it reaches the maximum font size.

   As you increase the font size Inception may run out of space in the status bar to display all fields. When the status bar cannot display all fields, Inception adds the **>** **Right** icon to the status bar to indicate that the status bar contains hidden fields to the right.

2. To view the hidden status bar fields to the right, the **>** **Right** icon.

   When you view hidden fields to the right, Inception makes room for the hidden fields by hiding fields on the left side of the status bar.

3. To view the hidden status bar fields to the right, the **<** **Left** icon.

   When you view hidden fields to the left, Inception makes room for the hidden fields by hiding fields on the right side of the status bar. When all fields do not fit in the status bar you must decrease the font size to view all fields.

4. To decrease the font size of the status bar fields, click the **A** **Decrease** icon. The font size increases each time you click the **A** **Decrease** icon until it reaches the maximum font size.

Create a Template from a Running Order

If you have an NCS license for your Inception system, you can create running order templates from existing running orders. When you use a template to create a new running order, Inception copies the stories in the selected template into the new running order and places the new stories in the same positions as in the template. The new running order opens with the stories copied from the selected template and ready for you to edit.

To create a template from a running order

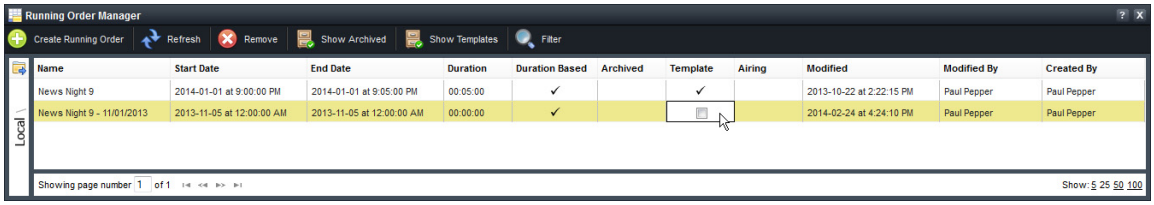
1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.

2. In the **Running Order Manager** panel, locate the running order that you want to use as a template.

3. Click in the **Template** cell associated with the running order that you want to use as a template.

   Inception displays a check box in the selected **Template** cell.



4. Select the **Template** check box.

5. Click any other cell in the **Running Order Manager** panel.

   Inception creates a template from the selected running order and adds the template to the **From Template** list in the **New Running Order** dialog box.

6. To show template running orders in the **Running Orders** table, click or tap the **Show Templates** icon in the **Running Order Manager** toolbar.

   The **Running Orders** table updates to show all the template running orders. Template running orders are identified by a check mark in the **Template** column of the **Running Orders** table.

7. To hide template running orders from the **Running Orders** table, click or tap the **Hide Templates** icon in the **Running Order Manager** toolbar.

   The **Running Orders** table updates and hides all the template running orders.

Configure a Template to Automatically Create Running Orders

You can configure any running order template to automatically create new running orders on a set schedule. Inception automatically creates rundowns at 12:30 AM, at a set number of days before the rundowns are scheduled to go live. For example, rundowns scheduled for Tuesday are created on the previous Sunday at 12:30 AM when the Days in Advance setting is set to three.

To configure a template to automatically create running orders

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.

2. In the **Running Orders** panel, double-click or double-tap the running order that you want to use as a template to automatically create running orders.

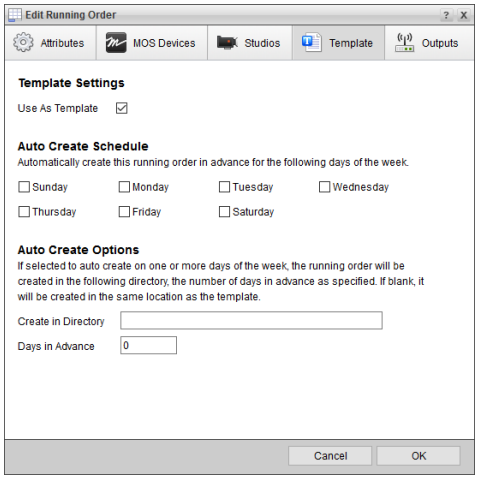
   The selected running order opens in the **Running Order** panel.

3. In the **Running Order** panel, click or tap the **Settings** icon.

   The **Edit Running Order** dialog box opens.

4. Click or tap the **Template** tab.

   The **Template** tab opens.



5. In the **Template Setting** section, verify that the **Use As Template** check box is selected.

6. In the **Auto Create Schedule** section, select the check box to the left of each **weekday** for which to automatically create a running order from the template.

7. In the **Auto Create Options** section, enter the pathname for the folder to store automatically created running orders in the **Create in Directory** box. Clear the **Create in Directory** box to create running orders in the same folder as the running order template.
8. In the **Days in Advance** box, enter the number of days before a running order is scheduled to go live to automatically create the running order.

   For example, setting the **Days in Advance** setting to three days creates running orders scheduled for Tuesday on the previous Sunday at 12:30 AM.
9. Click or tap **OK**.

   Inception will use the selected template to automatically create a running order on each of the selected weekdays and save the running order in the specified directory.

When you create a new running order you can use the **Template** tab in the **New Running Order** dialog box to configure the running order as template to automatically create running orders.

Print a Running Order

If you have an NCS license for your Inception Server, you can print the script content of the running order currently open in the Running Order panel from a desktop computer.

✶ You require an NCS license for your Inception Server to print running orders. You cannot print running orders from a mobile device. Please contact Ross Video to purchase an NCS license for your Inception Server.

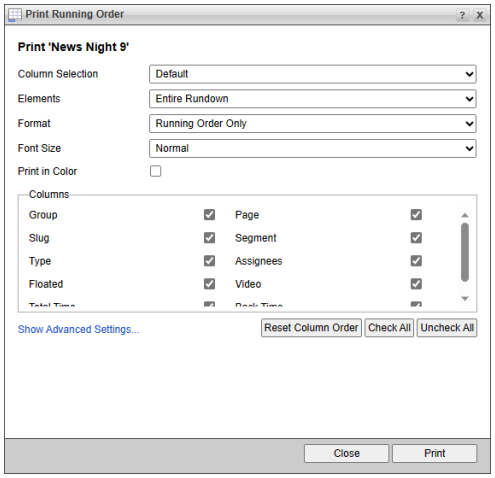
To print a running order

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.
2. In the **Running Orders** table, double-click or double-tap the running order to print.

   The selected running order opens in the **Running Order** panel.
3. If you want to include running order cell shading in your printout, you must configure your web browser to print background colors and images.
4. If you only want to print selected rows or blocks from a running order, select the rows or blocks to print.
5. In the **Running Order** panel, click or tap the **Print** icon. If the **Print** icon is not visible, you do not have an NCS license for your Inception Server. You cannot print running orders without an NCS license for your Inception Server.

   The **Print Running Order** dialog box opens.



6. Use the **Column Selection** list to select the set of running order columns to include in the running order printout. The available column sets are as follows:

   - **Default** — Group, Page, Slug, Segment, Type, Assignees, Floated, Video, Total Time, and Back Time columns.
   - **All** — all available running order columns.
   - **Perspectives** — the columns included in the selected perspective. Inception also uses the column order and column size proportions from the selected perspective to print the running order.

   A running order printout of the **Default** columns would look like the following example:

News Night 9

Start: 2023-07-12 at 9:00 PM **End**: 2023-07-12 at 10:00 PM **Printed**: 2023-07-12 at 9:58 AM

PAGE	SLUG	SEGMENT	TYPE	ASSIGNEES	FLOATED	VIDEO	TOTAL TIME	BACK TIME
INT	News Night 9		Broadcast				00:00:00	09:55:49 PM
INT01	News Night 9 - Openning		Broadcast	cking			00:00:09	09:55:49 PM
INT02	News Night 9 - Top Stories		Broadcast	cking			00:00:00	09:55:58 PM
STY	Stories		Broadcast				00:00:00	09:55:58 PM
STY01	US Space Travel Alert		Broadcast	sfortino			00:00:53	09:55:58 PM
STY02	Massive Sinkholes		Broadcast	sfortino			00:00:33	09:56:51 PM
STY03	Killer Python		Broadcast	krose			00:01:02	09:57:24 PM
STY04	WikiLeaks Sentencing		Broadcast	krose			00:00:39	09:58:26 PM
STY05	WikiLeaks Continue		Broadcast	krose			00:00:39	09:59:05 PM
STY06	Sports Tease		Broadcast	cking			00:00:16	09:59:44 PM

7. Use the **Elements** list to select the running order rows to include in the running order printout. The available running order rows are follows:

   - **Entire Rundown** — all the rows in the running order.
   - **Selected Rows** — only the selected rows in the running order.
   - **Selected Block** — only the rows contained by the block selected in the running order.

8. Use the **Format** list to select the running order information to include in the running order printout. The available running order printout formats are as follows:

   - **Running Order Only** — only include running order columns in the running order printout.
   - **Running Order with Scripts** — include story text with the running order columns the running order printout.
   - **Scripts Only** — only include story text in the running order printout.

   Scripts include story text, production cues, and instructions.

9. Use the **Font Size** list to set the font size of the text in the running order printout and in the running order printout preview window. The available font sizes are as follows:

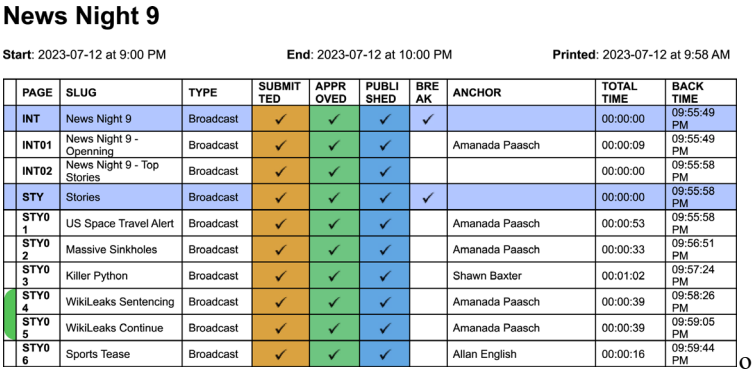
   - **Small** — 50% of the default font size set for your browser.
   - **Normal** — 66% of the default font size set for your browser.
   - **Large** — 100% of the default font size set for your browser.
   - **X-Large** — 140% of the default font size set for your browser.

10. Select the **Script Double Spacing** check box if you want to double space the script content of the running order in the running order printout and in the running order printout preview window.

    This option is only available when you select the **Running Order with Scripts** or **Scripts Only** format from the **Format** list.

11. Select the **Print in Color** check box to print the running order in color. Clear the **Print in Color** check box to print the running order in grayscale.

    A running order printed in color would look like the following example:

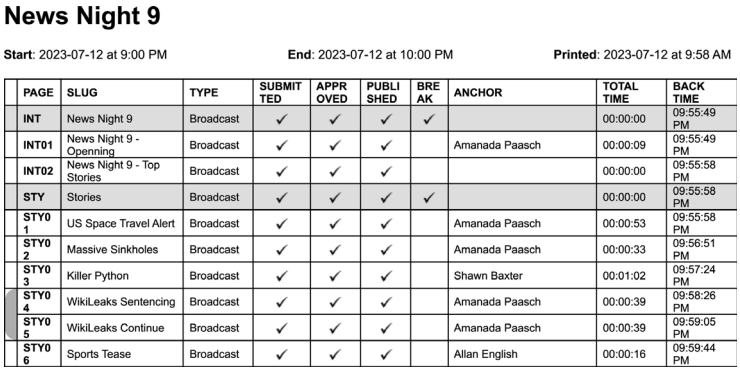


News Night 9

Start: 2023-07-12 at 9:00 PM **End**: 2023-07-12 at 10:00 PM **Printed**: 2023-07-12 at 9:58 AM

	PAGE	SLUG	TYPE	SUBMITTED	APPROVED	PUBLISHED	BREAK	ANCHOR	TOTAL TIME	BACK TIME
	INT	News Night 9	Broadcast	✓	✓	✓	✓		00:00:00	09:55:49 PM
	INT01	News Night 9 - Openning	Broadcast	✓	✓	✓		Amanada Paasch	00:00:09	09:55:49 PM
	INT02	News Night 9 - Top Stories	Broadcast	✓	✓	✓			00:00:00	09:55:58 PM
	STY	Stories	Broadcast	✓	✓	✓	✓		00:00:00	09:55:58 PM
	STY01	US Space Travel Alert	Broadcast	✓	✓	✓		Amanada Paasch	00:00:53	09:55:58 PM
	STY02	Massive Sinkholes	Broadcast	✓	✓	✓		Amanada Paasch	00:00:33	09:56:51 PM
	STY03	Killer Python	Broadcast	✓	✓	✓		Shawn Baxter	00:01:02	09:57:24 PM
	STY04	WikiLeaks Sentencing	Broadcast	✓	✓	✓		Amanada Paasch	00:00:39	09:58:26 PM
	STY05	WikiLeaks Continue	Broadcast	✓	✓	✓		Amanada Paasch	00:00:39	09:59:05 PM
	STY06	Sports Tease	Broadcast	✓	✓	✓		Allan English	00:00:16	09:59:44 PM

    The same running order printed in grayscale would look like the following example:



News Night 9

Start: 2023-07-12 at 9:00 PM **End**: 2023-07-12 at 10:00 PM **Printed**: 2023-07-12 at 9:58 AM

	PAGE	SLUG	TYPE	SUBMITTED	APPROVED	PUBLISHED	BREAK	ANCHOR	TOTAL TIME	BACK TIME
	INT	News Night 9	Broadcast	✓	✓	✓	✓		00:00:00	09:55:49 PM
	INT01	News Night 9 - Openning	Broadcast	✓	✓	✓		Amanada Paasch	00:00:09	09:55:49 PM
	INT02	News Night 9 - Top Stories	Broadcast	✓	✓	✓			00:00:00	09:55:58 PM
	STY	Stories	Broadcast	✓	✓	✓	✓		00:00:00	09:55:58 PM
	STY01	US Space Travel Alert	Broadcast	✓	✓	✓		Amanada Paasch	00:00:53	09:55:58 PM
	STY02	Massive Sinkholes	Broadcast	✓	✓	✓		Amanada Paasch	00:00:33	09:56:51 PM
	STY03	Killer Python	Broadcast	✓	✓	✓		Shawn Baxter	00:01:02	09:57:24 PM
	STY04	WikiLeaks Sentencing	Broadcast	✓	✓	✓		Amanada Paasch	00:00:39	09:58:26 PM
	STY05	WikiLeaks Continue	Broadcast	✓	✓	✓		Amanada Paasch	00:00:39	09:59:05 PM
	STY06	Sports Tease	Broadcast	✓	✓	✓		Allan English	00:00:16	09:59:44 PM

12. In the **Columns** section, select the check box to the left of each **Running Order** panel column that you want to include in the running order printout. Clear the check box to the left of each column that you want to exclude from the running order printout.
13. This section is not available when the **Running Order with Scripts** or **Scripts Only** format is selected from the **Format** list.
14. Use the **Columns** section to select the running order columns to include in the running order printout. The columns listed in this section come from the column set selected in the Column Selection list.
    - To include a column in the running order printout, select the check box to the left of the column name. Clear the check box to the left of a column name to exclude the column from the running order printout.
    - To reposition a column in the running order printout, click and drag the column to a new position in the **Columns** section. Inception prints the columns in the **Columns** section from left to right.

    The **Columns** section is not available when you select the **Scripts Only** format from the **Format** list.
15. Click **Reset Column Order** to reset the print order of the columns in the **Columns** section.
16. Click **Check All** to select all the columns in the **Columns** section.
17. Click **Uncheck All** to clear all the column check boxes in the **Columns** section.

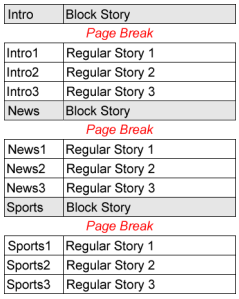
18. Click or tap the **Show advanced settings** link to show advanced settings to control the information contained in the running order printout. The available advanced settings are as follows:

    - **Page Breaks Between Stories** — select this check box to create a new page in the running order printout for each story in the running order. This option is only available when the **Running Order with Scripts** or **Scripts Only** format is selected from the **Format** list.
    - **Page Breaks Between Blocks** — select this check box to set the page break locations between blocks to create a new page in the running order printout. A block is a grouping of one or more break stories followed by one or more regular stories. This option is only available when the Entire Rundown element is selected from the Elements list.

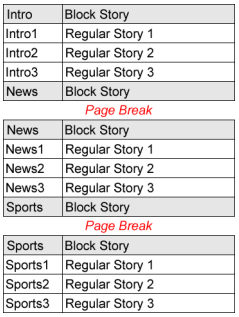
      When the **Running Order Only** or the **Running Order with Scripts** format is selected from the **Format** list, you can set the following page break locations:

      › **Include Lead Break** — place a page break before each break story in a running order. Each printout page starts with the block break story and contains the regular stores in the current block.

      › **Include End Break** — place a page break after each break story in a running order. Each printout page starts with the regular stories in the prevision block and ends with the break story for the next block.



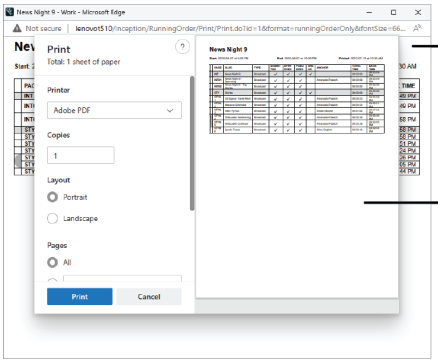
      › **Include Both** — place a page break before each break story in a running order and preview the next break story. Each printout page starts with the block break story, contains the regular stories in the current block, and ends with the break story of the next block as a preview.



- **Include Floated Stories** — select this check box to include the floated stories in the running order printout. Clear this check box to exclude floated stories from the running order printout.
- **Include Child Stories** — select this check box to include the child stories associated with parent stories in the running order printout. Clear this check box to exclude child stories from the running order printout.
- **Include Break Stories** — select this check box to include the stories marked as a break in the running order printout. Clear this check box to exclude stories marked as a break from the running order printout. This option is only available when the **Running Order with Scripts** or **Scripts Only** format is selected from the **Format** list.
- **Include Empty Stories** — select this check box to include the stories without a slug in the running order printout. Clear this check box to exclude stories without a slug from the running order printout. This option is only available when the **Running Order with Scripts** or **Scripts Only** format is selected from the **Format** list.
- **Include Instructions** — select this check box to include story instructions in the running order printout. Clear this check box to exclude story instructions from the running order printout. This option is only available when the **Running Order with Scripts** or **Scripts Only** format is selected from the **Format** list.
- **Format Stories** — select this check box to print stories with the production cues displayed to the left of the story content. Clear this check box print stories as displayed in the Story Editor panel.

19. Click or tap **Print**.

    Inception saves your selected printing setting and opens a preview of the running order printout along with the **Operating System Print** dialog box.



20. Use the **Operating System Print** dialog box to send the running order printout to a printer.
21. After Inception sends the running order printout to a printer, close the preview of the running order printout.
22. In the **Print Running Order** dialog box, click or tap **Close** to close the dialog box and return to the running order.

View, Follow, or Control a Running Order from a Mobile Device

Using Apple® iPad® tablets to view running order scripts enables a newsroom to move to a paperless work flow, eliminate running order printouts, and reduce production costs. You can use a mobile device to view the script content of a running order, follow the playout of a running order, or control running order playout through the Running Order panel Tablet View window. The Tablet View window is not available on desktop computers.

★ You require an NCS license for your Inception Server to view, follow, or control running orders with a mobile device Please contact Ross Video to purchase an NCS license for your Inception Server.

View Running Order Script Content on a Mobile Device

The Tablet View window enables you to use an iPad to view the script content of the Broadcast stories contained in the open running order. Inception automatically updates the Tablet View when other users update the script content of any Broadcast stories in the running order.

The Tablet View window does not display floated stories. You cannot use the Tablet View window to edit the open running order or the stories contained in the running order.

To view the running order script content on a mobile device

1. On your mobile device, tap the **Running Orders** icon in the main toolbar.

   The **Running Order Manager** panel opens.

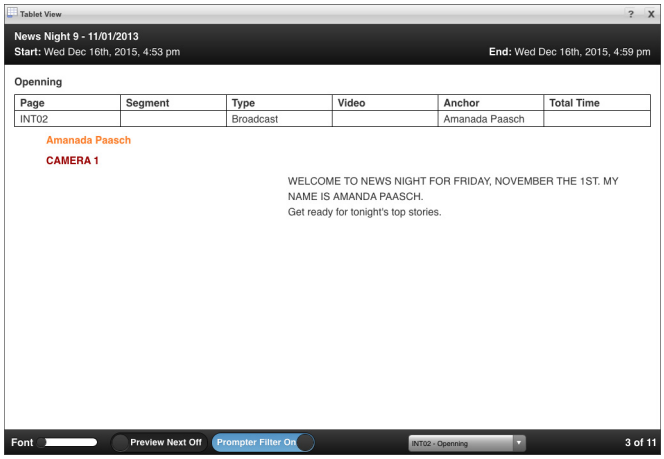
2. In the **Running Orders** table, double-tap the running order that contains the script content that you want to view on your iPad.

   The selected running order opens in the **Running Order** panel.

3. In the **Running Order** panel, select the first story to view in **Tablet View** window. If you do not select a story in the **Running Order** panel, the **Tablet View** window opens with the first story in the running order.

4. In the **Running Order** panel, tap the **Tablet View** icon. If the **Tablet View** icon is not visible, you do not have an NCS license for your Inception Server or you are working on a desktop computer.

   The selected story opens in the **Tablet View** window.



   Inception displays each running order story on a separate page. For some stories, you may need to scroll the page to view the entire story.

   The **Tablet View** window displays the following information about a story:

   - **Slug** — this field displays a brief description of the story for internal use.
   - **Page** — this column displays the story page number, usually imported from the NCS.
   - **Segment** — this column displays the name of the newscast segment to which a story belongs.
   - **Type** — this column displays the story type (Broadcast).
   - **Video** — this column displays the video clip ID of video media associated with a story. During running order playout, Inception sends the video clip ID from this column to your automation system to enable the automation system to play the video clip from your video server.
   - **Anchor** — this column displays the name of the news anchor for the story. Inception uses the read rate set for the news anchor to calculate the time required to present the story.
   - **Total Time** — this column displays the total time that a story is on air during running order playout. Inception adds the story Estimated Time and the story Media Time to calculate the Total Time that a story is on air.

5. To view the next story in the running order, swipe from the left side of the iPad display to the right side.

   The next story in the running order opens in the **Tablet View** window.

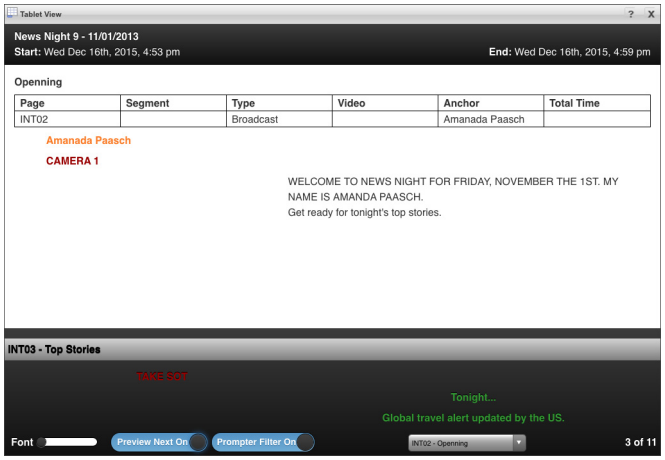
6. To view the previous story in the running order, swipe from the right side of the iPad display to the left side.

   The previous story in the running order opens in the **Tablet View**.

7. Use the **Font** slider in the bottom toolbar to change the font size of the story text. Move the slider to the right to increase the story text font size. Decrease the story text font size by moving the slider to the left.

8. To preview the next story in the running order, move the **Preview Next** slider in the bottom toolbar to the right to turn on Preview Next mode.

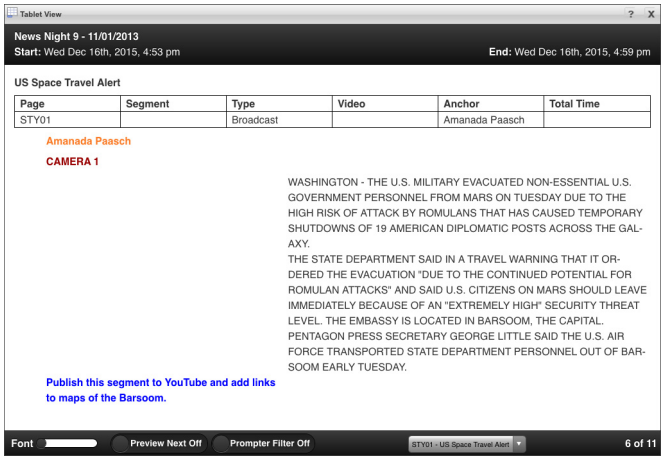
   Inception displays the next story in the running order below the current story.



   The **Tablet View** remains in Preview Next mode until you move the **Preview Next** slider to the left to turn off Preview Next mode.

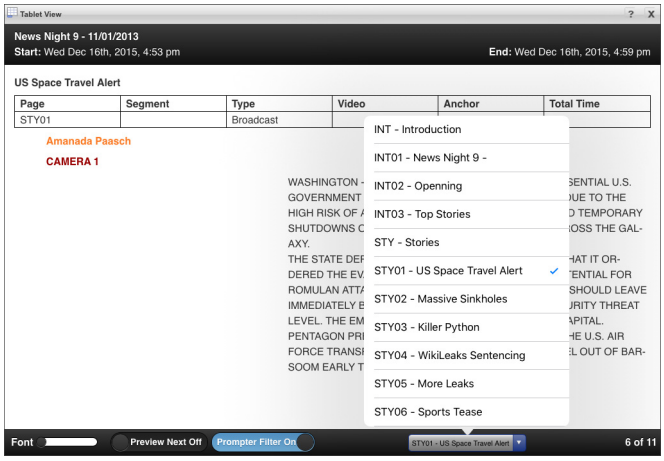
9. To view prompter production element and Broadcast story instructions, move the **Prompter Filter** slider in the bottom toolbar to the left to turn off the prompter filter.

   Inception displays the prompter production elements and Broadcast story instructions contained in the story.



10. To view a specific story in the **Tablet View** window, use the **Story** list to select the story to view.

    The **Story** list displays the **Page**, **Slug**, and **Segment** for each available story. A check mark highlights the current story displayed in the **Tablet View** window. The selected story page opens in the **Tablet View**.



11. To close the **Tablet View** window, tap the X **Close** icon in the top right corner of the window.

Follow or Control Running Order Playout from a Mobile Device

During running order playout, you can use the Tablet View window to follow or control running order playout.

To follow or control a running order from a mobile device

1. On your mobile device, tap the **Running Orders** icon in the main toolbar.

   The **Running Order Manager** panel opens.

2. In the **Running Orders** table, double-tap the running order that you want to playout or that another Inception user is currently playing out.

   The selected running order opens in the **Running Order** panel.

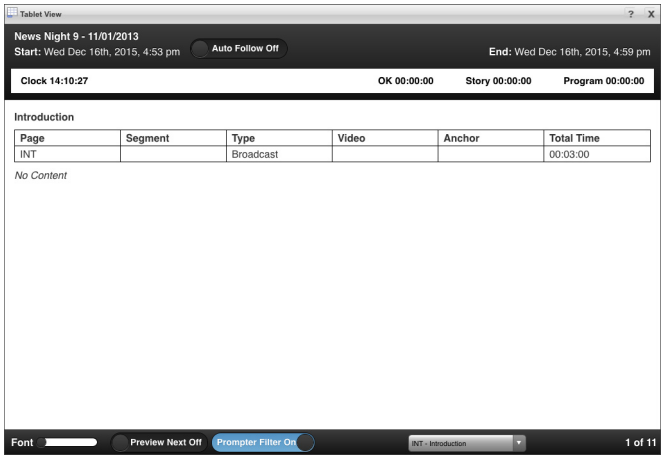
3. Use one of the following methods to start playing out the running order you opened on your mobile device:

   - In the **Running Order** panel open on your mobile device, tap the **Start Playout** icon.
   - Ask another Inception user who has the same running order open to click or tap the **Start Playout** icon in the toolbar of their **Running Order** panel.

   Inception readies the running order for playout and replaces the **Start Playout** icon with icons for the playout controls.

4. In the **Running Order** panel, tap the **Tablet View** icon. If the **Tablet View** icon is not visible, you do not have an NCS license for your Inception Server or you are working on a desktop computer.

   The running order opens in the **Tablet View** window.



   The NCS timers bar shows the following program timing information when playing out a NCS running order:

   - **Clock** — current time of day on the Inception Server.
   - **Under / OK / Over** — the amount of time that you need to adjust the current on-air story to keep the show on time. Inception uses the following formats to display the time adjustment for the current on-air story:
     - **Under 00:01:58** (blue) — the show is currently under the total time set for the show. You need to add the displayed amount of time to the current on-air story or following stories to bring the show back on time.
     - **Over 00:00:06** (red) — the show is currently over the total time set for the show. You need to remove the displayed amount of time from the current on-air story or following stories to bring the show back on time.
     - **OK 00:00:00** (black) — the show is on time. You do not need to make a time adjustment for the current on-air story.
   - **Story** — the amount of time remaining for the current on-air story. While counting down, this timer displays the remaining time in black (**Story 00:00:05**). If you leave the story on air for longer than the total time set for the story, this timer turns red (**Story 00:00:01**) and starts counting up to display the extra on air time for the story.
   - **Program** — the amount of time remaining for the show. While counting down, this timer displays the remaining time in black (**Story 00:00:05**). If the show goes over the total time set for the show, this timer turns red (**Story 00:00:01**) and starts counting up to display the extra on air time for the show.

5. At the top of the **Tablet View** window, move the **Auto Follow** slider to the right at the top of the **Tablet View** window to start following or controlling the playout of the running order.

   The **Auto Follow** slider changes to **On** to show that auto follow mode is currently active, and the **Tablet View** window updates to display the currently on air Broadcast story. Each time another Inception user takes a story on air, the **Tablet View** window updates to display the currently on-air Broadcast story.

6. You can use your mobile device to control the playout of a running order as follows:
   - **Take Next Story** — swipe from the left side of the iPad display to the right side.
   - **Take Previous Story** — swipe from the right side of the iPad display to the left side.
   - **Take Specific Story** — use the **Story** list to select the story to take on air.

   After taking a story on-air, Inception updates the on air story in all the other **Running Order** tables or **Table View** windows in which the running order is open.
7. Move the **Auto Follow** slider to the left to stop following or controlling the playout of the running order.

   The **Auto Follow** slider changes to **Off** to show that auto follow move is not active. At this point your can still swipe to view story script content, but your movement no longer changes the on-air story in the running order.

Start Running Order Playout from a Mobile Device

You can use the Auto Follow functionality of the Tablet View window to start the playout of a running order from your mobile device.

To start running order playout from a mobile device

1. On your mobile device, tap the **Running Orders** icon in the main toolbar.

   The **Running Order Manager** panel opens.
2. In the **Running Orders** table, double-tap the running order that you want to playout.

   The selected running order opens in the **Running Order** panel.
3. In the **Running Order** panel, tap the **Tablet View** icon. If the **Tablet View** icon is not visible, you do not have an NCS license for your Inception Server or you are working on a desktop computer.

   The running order opens in the **Tablet View** window.
4. Tap **Auto Follow Off** at the top of the **Tablet View** window to start playout of the open running order from the first Broadcast story in the running order.
5. Use your mobile device to control the playout of a running order as follows:
   - **Take Next Story** — swipe from the left side of the iPad display to the right side.
   - **Take Previous Story** — swipe from the right side of the iPad display to the left side.
   - **Take Specific Story** — use the **Story** list to select the story to take on air.

   After taking a story on air, Inception updates the on-air story in all the other **Running Order** tables or **Tablet View** windows in which the running order is open.

For More Information on...

- controlling running order playout, refer to the section "**Playing Out the Running Order**" on page 17–7.

Archive Running Orders

Inception administrators can configure Inception to automatically archive stories at a set time after the story end date. As an Inception user, you can manually archive running orders. You can also unarchive running orders that were automatically or manually archived.

✶ Inception does not archive running order templates.

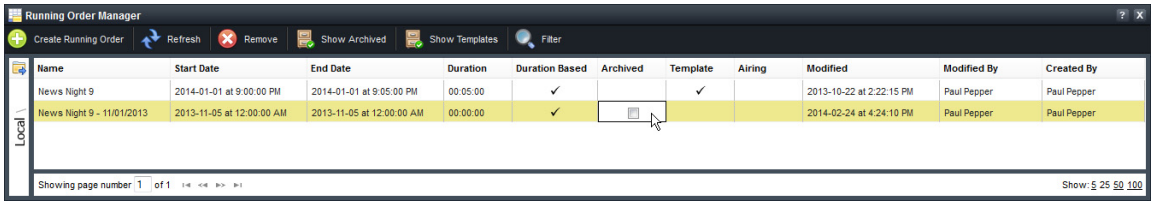
To manually archive a running order

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.
2. In the **Running Order Manager** panel, locate the running order that you want to archive.

3. Click in the **Archived** cell associated with the running order that you want to archive.

   Inception displays a check box in the selected **Archived** cell.



4. Select the **Archived** check box.

   If the selected running order is monitored, Inception automatically unmonitors the running order before archiving the running order.

5. Click any other cell in the **Running Order Manager** panel.

   Inception archives the selected running order.

6. To show archived running orders in the **Running Orders** table, click or tap the **Show Archived** icon in the **Running Order Manager** toolbar.

   The **Running Orders** table updates to show all the archived running orders. Archived running orders are identified by a check mark in the **Archived** column of the **Running Orders** table.

7. To hide archived running orders from the Running Orders table, click or tap the **Hide Archived** icon in the **Running Order Manager** toolbar.

   The **Running Orders** table updates to hide all the archived running orders.

To unarchive an archived running order

1. In the **Running Order Manager** panel, locate the running order that you want to unarchive.
2. Click in the **Archived** cell associated with the running order that you want to unarchive.

   Inception displays a selected check box in the selected **Archived** cell.

3. Clear the **Archived** check box.
4. Click any other cell in the **Running Order Manager** panel.

   Inception unarchives the selected running order.

5. Click or tap **OK**.

Do Not Archive a Running Order

When your Inception system is configured to automatically archive running orders, you can choose not to archive a running order by adding the word **hold** (case insensitive) to the start of the running order name. For example, Inception will not archive a running order named **hold News Night 9**.

Delete Running Orders

When you delete a running order, Inception moves the deleted running order into the Recycle Bin folder instead of permanently deleting the running order. You can restore or permanently delete the running orders contained in the Recycle Bin folder.

✶ Inception automatically purges all running orders contained in the Recycle Bin folder at the set purge time for your Inception Server. Purged running orders are permanently delete from the Recycle Bin folder and cannot be restored.

To delete a running order

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.

2. The **Running Order Manager** panel, click or tap the running order that you want to delete.

3. In the **Running Order Manager** toolbar, click or tap the **Remove** icon.

   A confirmation message opens.

4. Click or tap **OK**.

   Inception moves the selected running order into the **Recycle Bin** folder.

Restore Deleted Running Orders

You can restore any deleted running order contained in the Recycle Bin folder back to the Running Order Manager folder from which the running order was deleted. When the restore folder no longer exists, Inception moves running orders into the parent folder.

To restore a deleted running order

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens. If the **Folders** tree view is collapsed, click the **Expand** icon to expand the **Folders** tree view.

2. In the **Folders** tree view, click or tap the **Recycle Bin** icon.

   The **Running Order Manager** panel lists the deleted running orders contained in the **Recycle Bin**.

3. If the running order you want to restore is archived, click or tap the **Show Archived** icon in the **Running Order Manager** toolbar.

   The **Recycle Bin** folder updates to also display archived templates. Archived running orders are identified by a check mark in the **Archived** column of the **Running Orders** table.

4. If the running order you want to restore is a template running order, click or tap the **Show Templates** icon in the **Running Order Manager** toolbar.

   The **Recycle Bin** folder updates to also display deleted template running orders. Template running orders are identified by a check mark in the **Template** column of the **Running Orders** table.

5. In the **Recycle Bin** folder, select the deleted running orders to restore.

6. In the **Running Order Manager** toolbar, click or tap the **Restore** icon.

   A confirmation dialog asks if you want to restore the selected running orders.

7. Click or tap **OK**.

   Inception moves the selected running orders from the **Recycle Bin** folder back to the **Running Order Manager** folders from which the running orders were deleted. When the restore folder no longer exists, Inception moves running orders into the parent folder.

Permanently Delete Running Orders

At any time you can permanently delete running orders contained in the Recycle Bin folder to remove them from your Inception Server.

✶ You can not restore running orders that you permanently delete from the Recycle Bin folder.

To permanently delete a running order from the Recycle Bin folder

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens. If the **Folders** tree view is collapsed, click the **Expand** icon to expand the **Folders** tree view.

2. In the **Folders** tree view, click or tap the **Recycle Bin** icon.

   The **Running Order Manager** panel lists the deleted running orders contained in the **Recycle Bin**.

3. If the running order you want to permanently delete is archived, click or tap the **Show Archived** icon in the **Running Order Manager** toolbar.

   The **Recycle Bin** folder updates to also display archived templates. Archived running orders are identified by a check mark in the **Archived** column of the **Running Orders** table.

4. If the running order you want to permanently delete is a template running order, click or tap the **Show Templates** icon in the **Running Order Manager** toolbar.

   The **Recycle Bin** folder updates to also display deleted template running orders. Template running orders are identified by a check mark in the **Template** column of the **Running Orders** table.

5. In the **Recycle Bin** folder, select the deleted running orders to permanently delete.

6. In the **Running Order Manager** toolbar, click or tap the **Purge** icon.

   A confirmation dialog asks if you want to permanently delete the selected running orders.

7. Click or tap **OK**.

   Inception permanently deletes the selected running orders that you have permission to purge. You can not restore running orders after you purge them from the **Recycle Bin** folder.

View Deleted Running Orders

You can open any deleted running order from the Recycle Bin folder to view the running order in the Running Order panel. You can double-click a story in a deleted running order to open the story in the Story Editor. You can also restore, purge, print, or discuss a deleted running order from the Running Order panel, but you cannot edit running order content.

To view the content of a deleted running order

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens. If the **Folders** tree view is collapsed, click the **Expand** icon to expand the **Folders** tree view.

2. In the **Folders** tree view, click or tap the **Recycle Bin** icon.

   The **Running Order Manager** panel lists the deleted running orders contained in the **Recycle Bin**.

3. If the running order you want to view is archived, click or tap the **Show Archived** icon in the **Running Order Manager** toolbar.

   The **Recycle Bin** folder updates to also display archived templates. Archived running orders are identified by a check mark in the **Archived** column of the **Running Orders** table.

4. If the running order you want to view is a template running order, click or tap the **Show Templates** icon in the **Running Order Manager** toolbar.

   The **Recycle Bin** folder updates to also display deleted template running orders. Template running orders are identified by a check mark in the **Template** column of the **Running Orders** table.

5. In the **Recycle Bin** folder, double-click or double-tap the running order to view.

   The selected running order opens in a **Running Order** panel.

6. To restore the open running order:

   a. Click or tap the **Restore** icon in the **Running Order** toolbar.

      A confirmation dialog asks if you want to restore the running order.

   b. Click or tap **OK**.

      Inception moves the selected running order from the **Recycle Bin** folder back to the **Running Order Manager** folder from which it was deleted. When the restore folder no longer exists, Inception moves running orders into the parent folder.

7. To permanently delete the open running order:

   a. Click or tap the **Purge** icon in the **Running Order** toolbar.

      A confirmation dialog asks if you want to permanently delete the running order.

   b. Click or tap **OK**.

      Inception permanently deletes the selected running order. You can not restore running orders after you purge them from the **Recycle Bin** folder.

8. To discuss the open running order click or tap the **Discuss** icon in the **Running Order** toolbar.

   A **Discussion** panel opens for the running order.

9. To print the open running order click or tap the **Print** icon in the **Running Order** toolbar.

For More Information on...

- discussing a running order, refer to the section "**Discuss Inception Objects**" on page 33–8.

Creating Inception Stories

Within Inception you can create Social stories to publish content to social media accounts. If you have a Newsroom Control System (NCS) license for your Inception Server, you can create Broadcast stories to playout through your Inception system as an NCS.

This chapter discusses the following topics:

- Create Stories
- Assign Users to a Story
- Take the Content Lock from the User Editing a Story
- Find Denylisted Content in Your Stories
- Delete Stories

Create Stories

Inception enables you to create social media and Broadcast stories from the following locations:

- "**Running Order Panel**" on page 4–2
- "**Story Browser Panel**" on page 4–3
- "**E-mail**" on page 4–4
- "**Story Editor Panel**" on page 4–4
- "**Assignment Editor Panel**" on page 4–6

Running Order Panel

While working with a running order in the Running Order panel you can add new stories directly to the open running order.

To create a story from the Running Order Panel

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.

2. In the **Running Orders** table, double-click or double-tap the running order to open the running order that you want to add stories to.

   The selected running order opens in the **Running Order** panel.

3. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to select the type of story to create:

   - **Desktop Computer** — in the toolbar, point to **Create Story** and then click the story type to create.
   - **Mobile Device** — in the toolbar, tap **Create Story** to expand the list and then tap the story type to create.

   Inception adds a new story of the selected story type to the bottom of the running order as a top-level story.

4. Desktop users can use the following procedure to enter a Slug name for the new story:

   a. Click the **Slug** cell associated with the new story.

   b. Press the **Space Bar** to start entering a name in the **Slug** cell.

   c. Enter a slug name for the new story.

   d. Click any other cell in the **Running Order** panel.

   Mobile users cannot edit cells in the **Running Order** panel that contain text.

5. To edit the story content, double-click or double-tap the new story in the running order.

   The selected story opens in the **Story Editor** with the cursor positioned at the beginning of the story ready for you to start entering story text. The options available in the **Story Editor** vary based on the type of story and your user role.

6. Use the **Story Editor** to create the content for your new story. For information about creating a specific type of story, refer to the following sections:

   - **Broadcast** — refer to the section "**Create Broadcast Stories**" on page 5–2.
   - **Drupal** — refer to the section "**Create a Drupal Story**" on page 6–2.
   - **Facebook** — refer to the section "**Create a Facebook Story**" on page 7–2.
   - **Frankly** — refer to the section "**Create a Frankly Story**" on page 8–2.
   - **TownNews** — refer to the section "**Create a TownNews Story**" on page 9–2.
   - **WordPress** — refer to the section "**Create a WordPress Story**" on page 10–2.
   - **YouTube** — refer to the section "**Create a YouTube Story**" on page 11–2.

For More Information on...

- opening running orders, refer to the chapter "**Creating and Opening Running Orders**" on page 3–1.
- editing running orders, refer to the chapter "**Editing the Running Order**" on page 16–1.

Story Browser Panel

When you do not want to immediately add new stories to a running order, you can create new stories from your Story Browser panel. You can add stories from your Story Browser panel to a running order at any time.

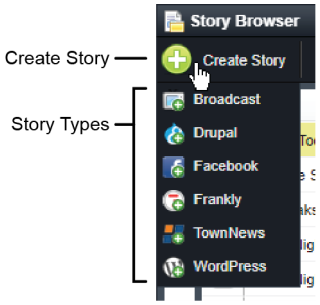
To create a story from the Story Browser panel

1. From the main toolbar, click or tap the **Story** icon.

   The **Story Browser** panel opens, showing a list of stories you have created or modified within Inception.

2. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to select the type of story to create:

   - **Desktop Computer** — in the toolbar, point to **Create Story** and then click the story type to create.
   - **Mobile Device** — in the toolbar, tap **Create Story** to expand the list and then tap the story type to create.



   Inception adds a new story of the selected story type to your **Story Browser** panel.

3. To edit the story content, double-click or double-tap the new story in the running order.

   The selected story opens in the **Story Editor**. The options available in the **Story Editor** vary based on the type of story and your user role.

4. Use the **Story Editor** to create the content for your new story. For information about creating a specific type of story, refer to the following sections:

   - **Broadcast** — refer to the section "**Create Broadcast Stories**" on page 5–2.
   - **Drupal** — refer to the section "**Create a Drupal Story**" on page 6–2.
   - **Facebook** — refer to the section "**Create a Facebook Story**" on page 7–2.
   - **Frankly** — refer to the section "**Create a Frankly Story**" on page 8–2.
   - **TownNews** — refer to the section "**Create a TownNews Story**" on page 9–2.
   - **WordPress** — refer to the section "**Create a WordPress Story**" on page 10–2.
   - **YouTube** — refer to the section "**Create a YouTube Story**" on page 11–2.

For More Information on...

- using the Story Browser panel, refer to the chapter "**Working in the Story Browser**" on page 13–1.

E-mail

When your Inception Server is properly configured, you can create stories by sending and e-mail to your Inception Server. For information about creating a specific type of story through e-mail, refer to the following sections:

- **Drupal** — refer to the section "**Create a Drupal Story via E-mail**" on page 6–12.
- **Facebook** — refer to the section "**Create a Facebook Story via E-mail**" on page 7–5.
- **Frankly** — refer to the section "**Create a Frankly Story via E-mail**" on page 8–11.
- **TownNews** — refer to the section "**Create a TownNews Story via E-mail**" on page 9–12.
- **WordPress** — refer to the section "**Create a WordPress Story via E-mail**" on page 10–15.

Story Editor Panel

While editing a story in the Story Editor panel, you can use the content already in the panel to create a new story in a different format. When you create multiple stories from a single story, Inception creates what is known as a 'story family'. The following story attributes are inherited:

- **Slug** — Inception automatically makes the Slug for new stories the same as that of the original story. When you change the Slug of a story in a story family, it is also changed in other stories within the family to match.
- **Content** — Inception automatically copies story content from the original story to all additional ones which are created from it.

For example, after you complete a Broadcast story, you can create a new Facebook story using the same text from the original Broadcast story. Inception also uses the Broadcast story Slug to set the name of the new Facebook story.

★ Depending on the match between the format of the original story and the format of the new story, images and videos contained in the original story may not copy into the new story. For example, the feature image in a Drupal or WordPress story does not copy into a Facebook story as media.

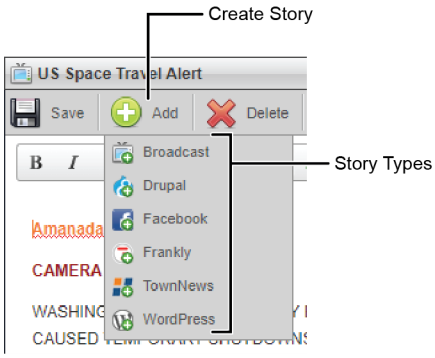
To create a story from the Story Editor Panel

1. In either the Running Order panel or the Story Browser panel, double-click or double-tap the story that you want to use to create new stories.

   The selected story opens in the **Story Editor**. The options available in the **Story Editor** vary based on the type of story and your user role.

2. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to select the type of story to create:

   - **Desktop Computer** — in the toolbar, point to **Add** and then click the story type to create.
   - **Mobile Device** — in the toolbar, tap **Add** to expand the list and then tap the story type to create.

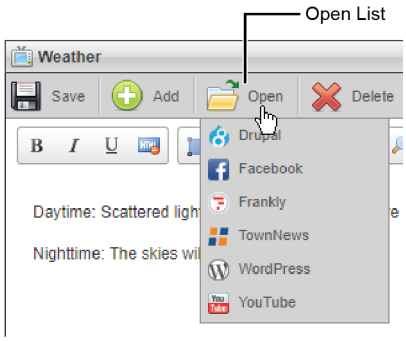


   A new story of the selected story type opens in the **Story Editor**.

3. Use the **Story Editor** to edit the content inherited from the original story for your new story. The new story becomes part of the story family. For information about creating content for specific story types, refer to the following sections:

   - **Broadcast** — refer to the section "**Create Broadcast Stories**" on page 5–2.
   - **Drupal** — refer to the section "**Create a Drupal Story**" on page 6–2.
   - **Facebook** — refer to the section "**Create a Facebook Story**" on page 7–2.
   - **Frankly** — refer to the section "**Create a Frankly Story**" on page 8–2.
   - **TownNews** — refer to the section "**Create a TownNews Story**" on page 9–2.
   - **WordPress** — refer to the section "**Create a WordPress Story**" on page 10–2.
   - **YouTube** — refer to the section "**Create a YouTube Story**" on page 11–2.

4. You can use the **Open** list to open any story in the current story family.



Assignment Editor Panel

While working on an assignment in the Assignment Editor panel, you can create new stories for the assignment. When you create a story from an assignment, Inception automatically makes the Slug for new stories the same as that of the assignment. Note that changing the Slug of a new story has no effect on that of the assignment.

✶ Creating stories from the Assignment Editor requires that you have an NCS license for your Inception Server.

To create a story from the Assignment Editor Panel

1. From the main toolbar, click the **Assignment Manager** icon.

   By default, the **Assignment Manager** panel opens in **Grid** view. In **Grid** view, the **Assignment Manager** panel displays assignments as a table where each table row represents an assignment.

2. In the **Assignment Manager** panel, display the assignment that you want to edit.

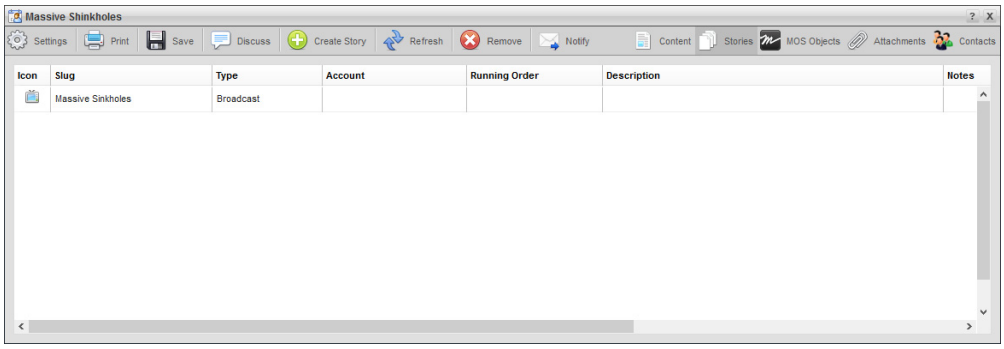
   For more information about viewing assignments, refer to the section "**View Assignments**" on page 14–2.

3. Double-click the assignment to edit.

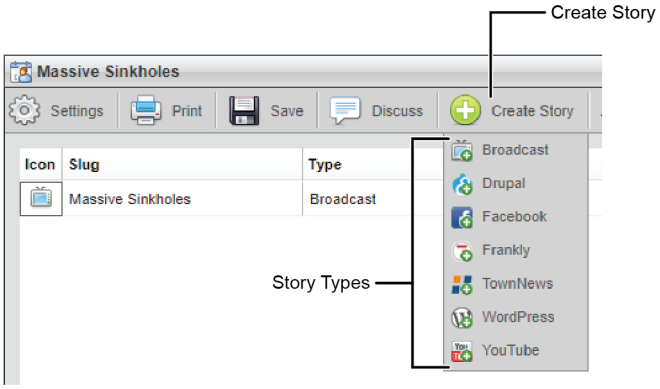
   The selected assignment opens in the **Assignment Editor**.

4. In the **Assignment Editor**, click the **Stories** tab.

   The **Stories** tab opens.



5. Place the mouse pointer on the **Create Story** icon to expand the list, then click the type of story you want to create.



   Inception adds the new story to the **Stories** list and uses the assignment Slug to set the Slug for the new story.

6. To edit the **Slug** set for your new story:

   a. In the **Stories** list, select the **Slug** column of the new story.

   b. Press the **Space Bar** to clear the **Slug** column.

   c. Enter a new slug for the story.

      You can cancel editing the Slug field at any time by pressing the **Esc** key.

   d. Select another column in the **Stories** list.

   You can use the same procedure as above to edit the **Type** and **Notes** columns of a new story.

7. Use the **Story Editor** to create the content for your new story. For information about creating a specific type of story, refer to the following sections:

   - **Broadcast** — refer to the section "**Create Broadcast Stories**" on page 5–2.
   - **Drupal** — refer to the section "**Create a Drupal Story**" on page 6–2.
   - **Facebook** — refer to the section "**Create a Facebook Story**" on page 7–2.
   - **Frankly** — refer to the section "**Create a Frankly Story**" on page 8–2.
   - **TownNews** — refer to the section "**Create a TownNews Story**" on page 9–2.
   - **WordPress** — refer to the section "**Create a WordPress Story**" on page 10–2.
   - **YouTube** — refer to the section "**Create a YouTube Story**" on page 11–2.

Assign Users to a Story

After you create stories you can assign them to other Inception users so they know what content to create. You can assign stories to users from the Assignees column in the Story Browser, Running Order, or Assignment Editor Stories tab. The Story Editor also enables you to assign users to the story you are editing.

Assignees Column

The Assignees column the Story Browser, Running Order, and Assignment Editor Stories tab enables you to assign Inception users to or unassign Inception users from a story.

To use the Assignees column to assign users to a story

1. Open one of the following panels:

   - **Story Browser** — click or tap the **Story Browser** icon in the main toolbar.
   - **Running Order** — click or tap the **Running Orders** icon in the main toolbar.
   - **Assignment Editor Stories tab** — click the **Assignment Manager** icon in the main toolbar.

2. Add the **Assignees** column to the open panel by completing the following steps:

   a. In the open panel, right-click the title of any table column.

      The **Columns** list opens.

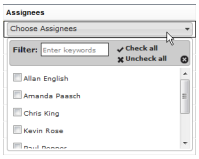
   b. Select the check box to the left of **Assignees**.

   c. Click **Close**.

   Inception adds the **Assignees** column to the open panel.

3. Click in the **Assignees** cell associated with the story to assign users.

   A list of the available users opens in the **Assignees** cell of the selected story.



4. To filter the **Assignees** list, enter in the **Filter** box a portion of the user name you want to select.

   You do not need to enter the start of a user name, just any portion of the name filters the **Assignees** list. The **Assignees** list automatically updates to display only the users with names that contain the text entered in the **Filter** box. Clear the **Filter** box to display all the available users in the **Assignees** list.

5. In the **Assignee** list, select the check box to the left of each user to assign to the story.

   Clear the check box to the left of a user to unassign the user from the story.

6. Click or tap the **Close** icon.

   The **Assignee** list closes, and the **Assignee** cell associated with the story displays the users assigned to the story.

Story Editor

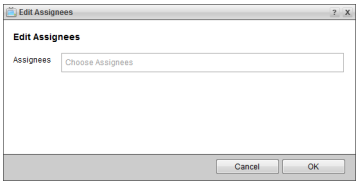
While editing a story in the Story Editor you can use the Edit Assignees dialog box to assign Inception users to or unassign Inception users from the story.

To use the Story Editor to assign users to a story

1. Open the story to assign users in the **Story Editor**.

2. Click or tap the **Assignee** icon.

   The **Edit Assignees** dialog box opens.



3. Click in the **Assignees** box.

   A list of the available users opens.

4. To filter the **Assignees** list, enter in the **Assignees** box a portion of the user name you want to select.

   You do not need to enter the start of a user name, just any portion of the name filters the **Assignees** list. The **Assignees** list automatically updates to display only the users with names that contain the text entered in the **Assignees** box. Clear the **Assignees** box to display all the available users in the **Assignees** list.

5. Use the **Assignee** list to select a user to assign to the story. To assign multiple users, select each user to assign to the story as follows:

   - **Windows** — Ctrl-click each user to add to your selection.
   - **macOS** — Cmd-click each user to add to your selection.

   To unassign a user, click the **x** to the right of the user to unassign from the story.

6. Click or tap **OK**.

   The **Edit Assignees** dialog box closes and Inception assigns the selected users to the story. The **Assignees** column in the **Story Browser**, **Running Order**, and **Assignment Editor Stories tab** displays the users assigned to a story.

Take the Content Lock from the User Editing a Story

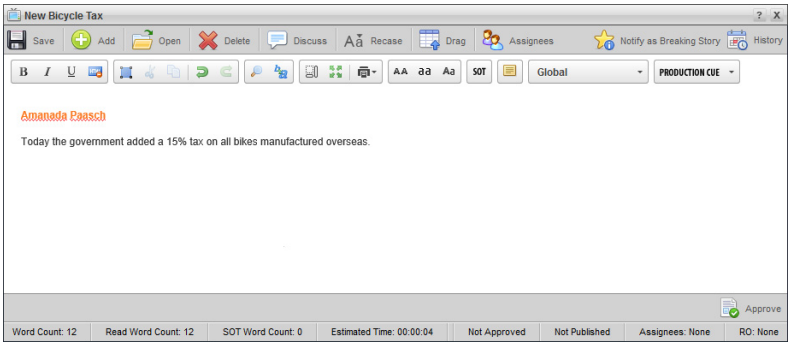
When you edit a story, Inception locks the story content from other users. A user with **Allow User to Take Content Lock** permission can take the content lock from the current user and start editing the story content. Inception automatically saves a story before passing the content lock and story to the taking user for editing.

- Only users assigned the **Allow User to Take Content Lock** permission can take the content lock and story from the user currently editing a story.

- To take the content lock from the user currently editing a story

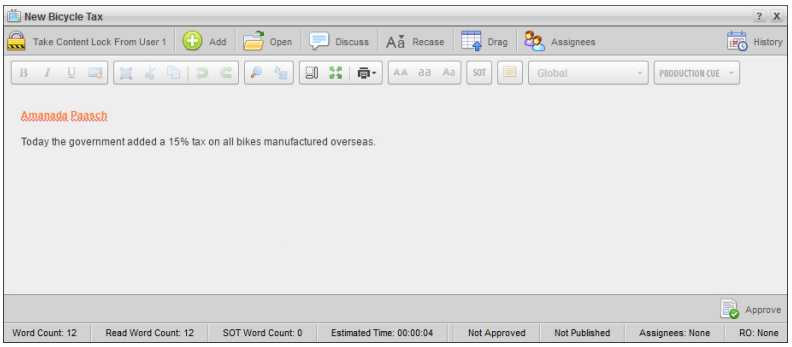
1. For example, **User 1** opens the **New Bicycle Tax** story for editing.

   The selected story opens for **User 1** in the **Story Editor**. The **Story Editor** white background shows **User 1** that they can edit the current story.



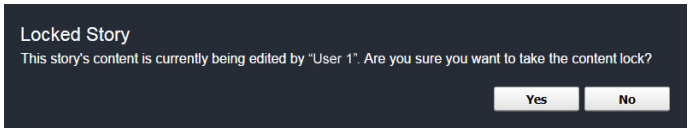
2. **User 2** also opens the **New Bicycle Tax** story for editing.

   The selected story opens for **User 2** in the **Story Editor**. The **Story Editor** gray background shows **User 2** that they cannot edit the current story.



3. In the **Story Editor**, **User 2** clicks or taps the **Take Content Lock from User 1** icon.

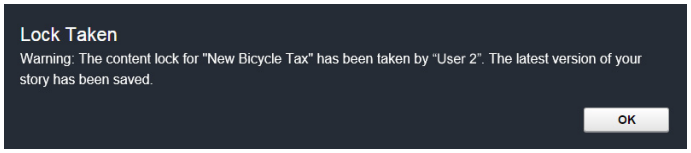
   Inception displays the following **Alert** to **User 2** on their computer:



4. Choose one of the following options:

   - To take the content lock from **User 1** and start editing the story, click **Yes**.

     Inception saves the story and passes the content lock and story to **User 2** for editing. In the **Story Editor**, the **Take Content Lock from User 1** icon changes to the **Save** icon. The following **Alert** displays on the computer of **User 1**:



     After **User 1** clicks or taps **OK**, Inception adds the **Take Lock from User 2** icon to their **Story Editor**.

   - To let **User 1** finish their editing, click **No**.

Find Denylisted Content in Your Stories

Inception compares all the words in a story against the denylist to identify inappropriate content that you should not publish. When you save or open a story in the Story Editor that contains denylisted content, Inception adds a red **Denylisted** label to the story name. Inceptions still saves the story even though it contains denylisted content.

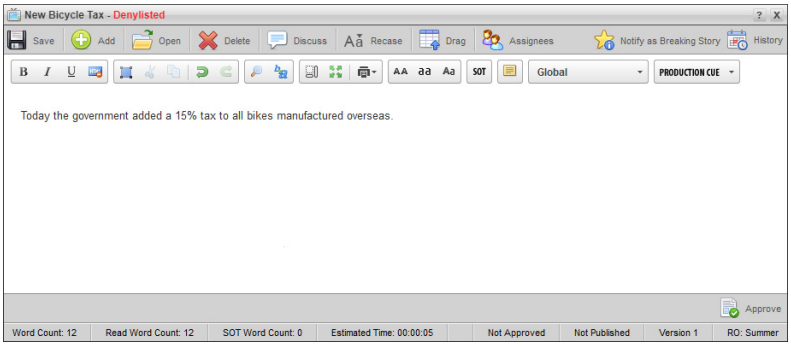


Figure 4.1 Story Containing Denylisted Content

In an Inception Server configured to prevent the approval of stories that contain denylisted content, an alert reports the denylisted content in the story when you try to approve the story. Inception does not approve stories for publishing that contain denylisted content.

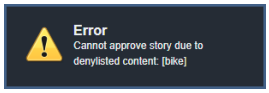


Figure 4.2 Approval Alert for Denylisted Content

You must remove all denylisted content from a story before you can approve the story.

Delete Stories

You can delete any Inception story that you created using the Story Editor. When you delete a story, Inception moves the deleted story into the Recycle Bin folder instead of permanently deleting the story. You can restore or permanently delete the stories contained in the Recycle Bin folder.

✶ Inception automatically purges all stories contained in the Recycle Bin folder at the set purge time for your Inception Server. Purged stories are permanently delete from the Recycle Bin folder and cannot be restored.

To delete a story

1. Open the story to delete in the **Story Editor**.
2. Click or tap the **Delete** icon.

   A confirmation dialog asks if you want to delete the story.
3. Click or tap **OK**.

   Inception moves the selected story into the **Recycle Bin** folder.

Restore Deleted Stories

You can restore any deleted story contained in the Recycle Bin folder back to the Story Browser folder from which the story was deleted.

✶ Inception does not restore stories back to running orders.

To restore a deleted story

1. From the main toolbar, click or tap the **Story Browser** icon.

   The **Story Browser** panel opens. If the **Folders** tree view is collapsed, click the **Expand** icon to expand the **Folders** tree view.
2. In the **Story Browser** panel toolbar, click or tap the **Stories** icon.

   The **Stories** tab opens, listing of the available stories on the Inception system.
3. In the **Folders** tree view, click or tap the **Recycle Bin** icon.

   The **Story Browser** panel lists the deleted stories contained in the **Recycle Bin**.
4. In the **Story Browser** toolbar, click or tap the **All Stories** icon to view the deleted stories created or modified by any Inception user.

   To filter the stories displayed in the **Story Browser** panel **Recycle Bin**, click or tap the following icons in the toolbar:

   - **Created By Me** — stories created by the currently logged in Inception user.
   - **Assigned To Me** — stories assigned to the currently logged in Inception user.
   - **Modified By Me** — stories modified by the currently logged in Inception user.

   The **Story Browser** panel updates and displays only the selected stories.
5. In the **Recycle Bin** folder, select the deleted stories to restore.
6. In the **Story Browser** toolbar, click or tap the **Restore** icon.

   A confirmation dialog asks if you want to restore the selected stories.
7. Click or tap **OK**.

   Inception moves the selected stories from the **Recycle Bin** folder back to the **Story Browser** folders from which the stories were deleted. Inception does not restore stories back to running orders.

Permanently Delete Stories

At any time you can permanently delete stories contained in the Recycle Bin folder to remove them from your Inception Server.

✶ You can not restore stories that you permanently delete from the Recycle Bin folder.

To permanently delete a story from the Recycle Bin folder

1. From the main toolbar, click or tap the **Story Browser** icon.

   The **Story Browser** panel opens. If the **Folders** tree view is collapsed, click the **Expand** icon to expand the **Folders** tree view.

2. In the **Story Browser** panel toolbar, click or tap the **Stories** icon.

   The **Stories** tab opens, listing of the available stories on the Inception system.

3. In the **Folders** tree view, click or tap the **Recycle Bin** icon.

   The **Story Browser** panel lists the deleted stories contained in the **Recycle Bin**.

4. In the **Story Browser** toolbar, click or tap the **All Stories** icon to view the deleted stories created or modified by any Inception user.

   To filter the stories displayed in the **Story Browser** panel **Recycle Bin**, click or tap the following icons in the toolbar:

   - **Created By Me** — stories created by the currently logged in Inception user.
   - **Assigned To Me** — stories assigned to the currently logged in Inception user.
   - **Modified By Me** — stories modified by the currently logged in Inception user.

   The **Story Browser** panel updates and displays only the selected stories.

5. In the **Recycle Bin** folder, select the deleted stories to permanently delete.

6. In the **Story Browser** toolbar, click or tap the **Purge** icon.

   A confirmation dialog asks if you want to permanently delete the selected stories.

7. Click or tap **OK**.

   Inception permanently deletes the selected stories that you have permission to purge. You can not restore stories after you purge them from the **Recycle Bin** folder.

View Deleted Stories

You can open any deleted story from the Recycle Bin folder to view the story content in the Story Editor panel. You can also restore, purge, or discuss a deleted story from the Story Editor panel, but you cannot edit story content.

To view the content of a deleted story

1. From the main toolbar, click or tap the **Story Browser** icon.

   The **Story Browser** panel opens. If the **Folders** tree view is collapsed, click the **Expand** icon to expand the **Folders** tree view.

2. In the **Story Browser** panel toolbar, click or tap the **Stories** icon.

   The **Stories** tab opens, listing of the available stories on the Inception system.

3. In the **Folders** tree view, click or tap the **Recycle Bin** icon.

   The **Story Browser** panel lists the deleted stories contained in the **Recycle Bin**.

4. In the **Story Browser** toolbar, click or tap the **All Stories** icon to view the deleted stories created or modified by any Inception user.

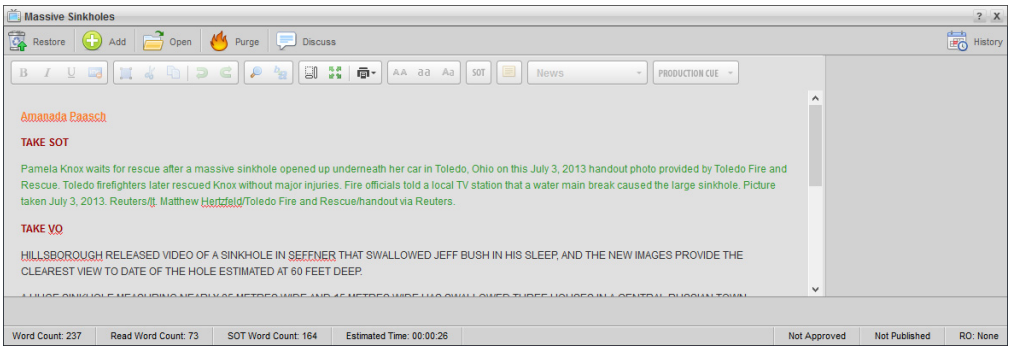
   To filter the stories displayed in the **Story Browser** panel **Recycle Bin**, click or tap the following icons in the toolbar:

   - **Created By Me** — stories created by the currently logged in Inception user.
   - **Assigned To Me** — stories assigned to the currently logged in Inception user.
   - **Modified By Me** — stories modified by the currently logged in Inception user.

   The **Story Browser** panel updates and displays only the selected stories.

5. In the **Recycle Bin** folder, double-click or double-tap the story to view.

   The selected story opens in the **Story Editor**.



6. To restore the open story:

   a. Click or tap the **Restore** icon in the **Story Browser** toolbar.

      A confirmation dialog asks if you want to restore the story.

   b. Click or tap **OK**.

      Inception moves the story from the **Recycle Bin** folder back to the **Story Browser** folders from which the story was deleted. Inception does not restore stories back to running orders.

7. To permanently delete the open story:

   a. Click or tap the **Purge** icon in the **Story Browser** toolbar.

      A confirmation dialog asks if you want to permanently delete the story.

   b. Click or tap **OK**.

      Inception permanently deletes the story. You can not restore stories after you purge them from the **Recycle Bin** folder.

8. To discuss the open story click or tap the **Discuss** icon in the **Story Browser** toolbar.

   A **Discussion** panel opens for the story.

For More Information on...

- discussing a story, refer to the section "**Discuss Inception Objects**" on page 33–8.

Broadcast Stories

Broadcast stories created in Inception can contain story text, sound on tape text, productions cues, and MOS devices. Inception does not publish Broadcast stories to any social media accounts. You can use Broadcast stories in a running order as a container to publish multiple social media stories at one time or to display operator cues. If you have an NCS license for your Inception system, you use Broadcast stories to control your news broadcasts.

This chapter discusses the following topics:

- Create Broadcast Stories
- Add SOT, Production Cues, and Instructions to Broadcast Stories
- Identify a Story as Breaking News
- Edit Broadcast Stories
- View the Differences Between the Versions of a Broadcast Story
- Add MOS Objects to Broadcast Stories
- Edit MOS Objects in Broadcast Stories
- Add MOS Object Placeholders to Broadcast Stories
- Take the MOS Lock from the User Editing a Story
- Store Favorite MOS Objects
- Hide Broadcast Stories from MOS Devices

Create Broadcast Stories

Inception enables you to create Broadcast stories from the following panels:

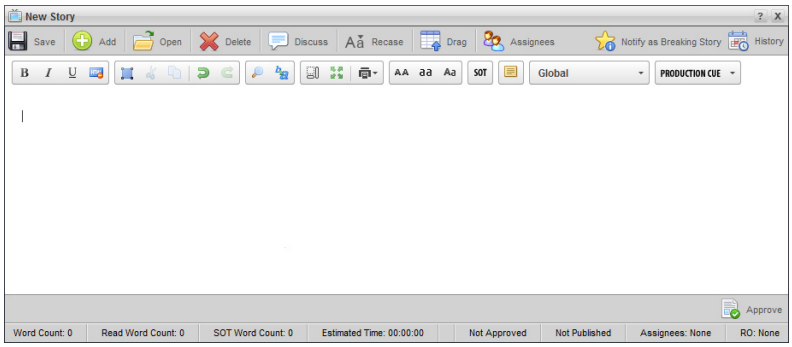
- **Running Order** — While in the running order panel you can add a new Broadcast story to the open order.
- **Story Browser** — when you do not want to immediately add a new Broadcast story to a running order, you can create your new Broadcast story from your Story Browser panel. You can add your Broadcast story to a running order at any time.
- **Story Editor** — while editing a story in the Story Editor panel, you can use the content of the current story to create a new Broadcast story. When you create a Broadcast story from an existing Inception story, Inception produces a story family that includes the original and new story. All new stories created in such a manner inherit the Slug and the content of the original.
- **Assignment** — while working on an assignment in the Assignment Editor panel, you can create new Broadcast story for the assignment. When you create a story from an assignment, Inception automatically makes the Slug for new stories the same as the assignment Slug. Changing the Slug of a new story does not change the assignment Slug.

To create a Broadcast story

1. Open the **Story Editor** panel to create a new Broadcast story. For information about opening the Story Editor from a specific panel to create a new story, refer to the following procedures:

   - **Running Order** — "**To create a story from the Running Order Panel**" on page 4–2.
   - **Story Browser** — "**To create a story from the Story Browser panel**" on page 4–3.
   - **Story Editor** — "**To create a story from the Story Editor Panel**" on page 4–5.
   - **Assignment** — "**To create a story from the Assignment Editor Panel**" on page 4–6.

   The **Story Editor** panel opens for you to create a Broadcast story.



2. In the **Story Editor**, enter the story text.

   The following fields in the status bar report the information about the number of words in a story:

   - **Word Count** — the number of story text and of sound on tape (SOT) words in the story. This count does not include production cues.
   - **Read Word Count** — the number of story text words in the story. This count does not include SOT words or production cues.
   - **SOT Word Count** — the number of SOT words in the story. This count does not include story text words or production cues.
   - **Estimated Time** — the estimated time for the anchor to read the story. When an override time is set for a story, Inception displays the override time following the estimated time. Inception uses bolded text and brackets to distinguish the override time from the estimated time.

3. Use the tools in the **Text Formatting** toolbar to set the appearance of story text. The **Text Formatting** toolbar contains the following tools:

Icon	Description
	Bold — click or tap this icon to make the selected text bold.
	Italic — click or tap this icon to italicize the selected text Italic.
	Underline — click or tap this icon to underline the selected text.
	Remove Format — click or tap this icon to remove Bold, Italic, Underline, Strike-through, and Text Color formatting from the selected text.
	Select All — click or tap this icon to select all the content in a story.
	Cut — click or tap this icon to remove the selected text from the story and place it on the clipboard.
	Copy — click or tap this icon to place a copy of the selected text on the clipboard.
	Paste — click or tap this icon to paste the contents of the clipboard into the story at the cursor location.
	Paste as Plain Text — click or tap this icon to paste the contents of the clipboard into a story without any text formatting.
	Paste from Word — click or tap this icon to paste formatted text selected from a Word file into a story and retain text formatting.
	Undo — click or tap this icon to reverse your last edit.
	Redo — click or tap this icon to recover the last edit that you canceled with the Undo tool.
	Find — click or tap this icon to find text in a story.
	Replace — click or tap this icon to replace text in a story.
	Show Blocks — click or tap this icon to show or hide HTML block identifiers borders in a story.
	Maximize — click or tap this icon to hide or show the Top and Bottom toolbars.
	Print — click or tap this button to select how to print story content. • **Formatted** — print a story with the production cues displayed to the left of the story content. • **Formatted + Instructions** — print a story with the production cues displayed to the left of the story content and include instructions. • **Unformatted** — print a story as displayed in the Story Editor panel.
	Convert to Upper Case — click or tap this icon to change the selected text to all upper-case letters.
	Convert to Lower Case — click or tap this icon to change the selected text to all lower-case letters.

Icon	Description
Aa	**Convert to Body Case** — click or tap this icon to change the selected text to mixed case letters. Review the resulting text carefully, because the case adjustment tool cannot account for all situations.
SOT	**SOT** — click or tap this button to insert sound on tape (SOT) information in a story. By default, SOT information is displayed as green text in a story. The word count for a story does not include SOT information.
	Instruction — click or tap this button to insert an instruction in a story. By default, instructions are displayed as blue text in a story. The word count for a story does not include instructions.
Default	**Production Cue Group** — use this list to select the production cue group that contains the production cues to insert into a story using hotkeys. Hotkeys will only insert the Global production cues and production cues contained in the selected production cue group.
PRODUCTION CUE	**Production Cue** — use the list to select the production cue to insert into a story. By default, production cues are displayed as red text in a story. The word count for a story does not include production cues.

4. After you finish creating the story, click or tap the **Save** icon.

   Inception saves the story. You can drag the new the new story into a running order. You can use a Broadcast stories as an operator cue or as a container to publish multiple social media stories at one time.

For More Information on...

- spell checking story text, refer to the chapter "**Spell Checking**" on page 12–1.
- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing Broadcast stories, refer to the section "**Edit Broadcast Stories**" on page 5–9.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- changing the order of stories in the running order, refer to the section "**Reposition Stories in the Running Order**" on page 16–6.
- deleting a story from the running order, refer to the section "**Remove a Story from a Running Order**" on page 16–6.

Add SOT, Production Cues, and Instructions to Broadcast Stories

Along with the text that the anchor reads, Broadcast stories may also contain Sound On Tape (SOT) text, productions cues, and instructions. The Text Formatting toolbar in the Story Editor panel contains a SOT, Production Cue, and an Instruction tool to add SOT text, standard production cues, anchors, and instructions to a Broadcast story.

SOT

You can add SOT text to a Broadcast story to indicate the portions of a story that come from a recording and that the anchor does not read. By default, Inception displays SOT text in green to set the it apart from the story text. The Read Word Count for a story does not include SOT text.

To add SOT text to a Broadcast story

1. In the **Story Editor** panel, click in the story text at the location to start entering SOT text in the open Broadcast story.
2. In the **Text Formatting** toolbar, click **SOT**.

   The **SOT** button pushes in to indicate that you are working in SOT text mode.
3. Type the text for the SOT segment.

   Inception automatically formats the text that you type with the SOT text color set on your Inception system. Green is the default SOT text color.
4. To exit SOT text mode, click **SOT** or press the **Return** key to start a new paragraph.

   Inception now formats typed text as regular story text.
5. You can delete, cut, copy, and paste SOT text in the same manner as you do story text.
6. To format existing story text as SOT text, select the story text to format as SOT text and click **SOT**.

Production Cues

You can add production cues to a Broadcast story to mark camera, graphic, and take cues in the story. By default, Inception displays production cue text in red to set the it apart from the story text. The Read Word Count for a story does not include production cue text.

To add production cues to a Broadcast story

1. In the **Story Editor** panel, click in the story text at the location to add a production cue.
2. Use the **Production Cue** list to select the production cue to add to the story. You can also use the hotkey associated with a production cue to add the production cue to the story. Hotkeys only insert the production cues contained in the **Global** group and the group selected from the **Production Cue Group** list.

   Inception adds the text of the selected production cue to the story at the selected location.

   Compound hotkeys can add multiple productions cues and MOS objects to a story. When you use a compound hotkey, Inception adds the associated production cues and MOS objects to the story as follows:

   - The **production cues** associated with the hotkey are added to the story at the selected location. The **Hotkey Order** numbers set for the associated production cues define the order in which Inception adds the production cues to the story. A compound hotkey adds production cues to a story starting with the lowest **Hotkey Order** number and finishing with the highest number.
   - The **MOS objects** associated with the hotkey are added to the bottom of the **MOS Objects** area. The **Hotkey Order** numbers set for the associated MOS objects define the order in which Inception adds the MOS objects to a story. A compound hotkey adds MOS objects to a story starting with the lowest **Hotkey Order** number and finishing with the highest number.
3. You can delete, cut, copy, and paste production cues in the same manner as you do story text.

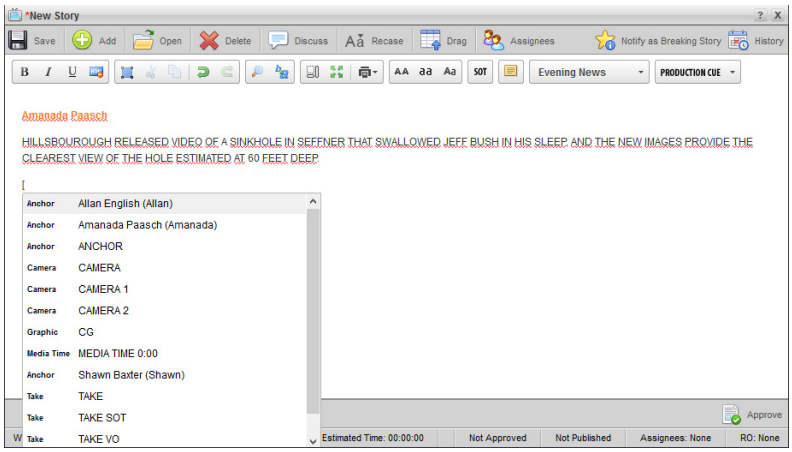
Autocomplete for Production Cues

Along with the Production Cue list and hotkeys, you can also use the Autocomplete wizard to quickly select a production cue to add to the Broadcast story open in the Story Editor panel.

To use the Autocomplete wizard to add production cues to a Broadcast story

1. In the **Story Editor** panel, click in the story text at the location to add a production cue.
2. Type the [(square bracket) character.

   The **Autocomplete** wizard opens at the cursor location.



3. Use one of the following methods to select the production cue to add to the story:
   - Press the **Enter** key to select the production cue highlighted in the **Autocomplete** wizard.
   - Continue typing to highlight the first production cue in the **Autocomplete** wizard that matches the text that you enter. Press the **Enter** key to select the highlighted production cue.
   - Use the mouse pointer or the cursor the ↑ and ↓ keys to highlight a production cue from the **Autocomplete** wizard. Press the **Enter** key to select the highlighted production cue.

   Inception replaces the [(square bracket) character that you typed with the production cue that you selected in the **Auto-complete** wizard.

Anchors

Along with displaying the name of the anchor that reads the story text, anchors set the read rate that Inception uses to estimate the story time. When Inception estimates the time required to read a story it uses the read rate of the anchor that precedes the story text. When a story does not have an assigned anchor, Inception uses the Global Timing Read Rate set your Inception administrator to estimate the read time for the story. By default, Inception displays anchors as orange text in a story. The Read Word Count for a story does not include anchor name text.

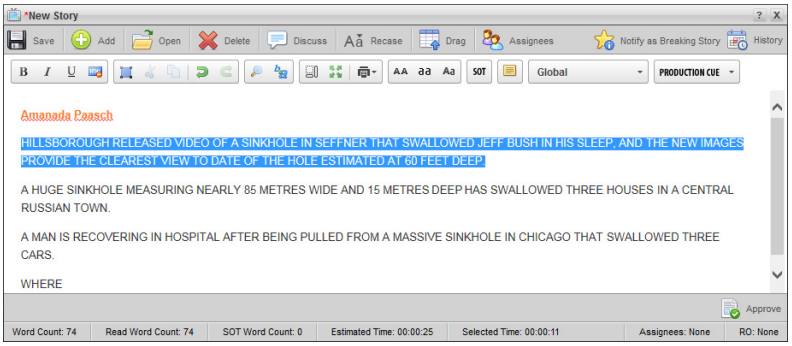
To add anchors to a Broadcast story

1. In the **Story Editor** panel, click in the story text at the location to add a production cue.
2. Use the **Production Cue** list to select the anchor to add to the story. You can also use the hotkey associated with an anchor to add the anchor to the story.

   Inception adds the name of the selected anchor to the story at the selected location. The **Read Word Count** field in the status bar updates to report the estimated time it will take for the added anchor to read the story.
3. You can delete, cut, copy, and paste anchors in the same manner as you do story text.

4. To estimate how long it will take the story anchor to read a portion of story text, select the text to time.

   The status bar **Selected Time** field reports the estimated time for the anchor to read the selected text.



Media Time

You can use the Media Time production cue to set media time from within a Broadcast story. When you add multiple Media Time production cues to a Broadcast story, Inception adds all the production cues together to calculate a total media time for the story. The Media Time column in the Running Order table displays the media time set by Media Time productions cues in a Broadcast Story.

✶ Any changes made to media time at a running order level do not update the Media Time production cues in the associated Broadcast story, but the Running Order panel does highlight the change as an override. If overridden, changes made to the associated production cue do not remove the override in the Running Order panel.

To add Media Time production cues to a Broadcast story

1. In the **Story Editor** panel, click in the story text at the location to add a Media Time production cue.
2. Use the **Production Cue** list to select the Media Time production cue to add to the story. You can also use the hotkey associated with a Media Time production cue to add to the story.

   Inception adds the selected Media Time production cue to the story at the selected location.
3. You can edit the text and time of the new Media Time production cue as required.

   Media Time production cues support the following time formats:

   - **`HH:MM:SS`** - the **`HH`** value can be two or three digits
   - **`MM:SS`** - the **`MM`** value can be two or three digits
   - **`:SS`**
4. Surround time values with whitespace, line start, line end, standard brackets, square brackets, or curly brackets.
5. You can delete, cut, copy, and paste Media Time production cues in the same manner as you do story text.

Instructions

Information that you what to include in a Broadcast story but do not want sent to the prompter can be added to the story as instructions. By default, Inception displays instruction text in blue to set the it apart from the story text. The Read Word Count for a story does not include instruction text.

To add instructions to a Broadcast story

1. In the **Story Editor** panel, click in the story text at the location to add a instruction.
2. In the **Text Formatting** toolbar, click the **Instruction** icon.

   The **Instruction** icon pushes in to indicate that you are working in instruction text mode.

3. Type the text for your instruction.

   Inception automatically formats the text that you type with the instruction text color set on your Inception system. Blue is the default instruction text color.

4. To exit instruction text mode, click the pushed in **Instruction** icon.

   The **Instruction** icon returns to normal to indicate that you are no longer working in instruction text mode. Inception now formats typed text as regular story text.

5. You can delete, cut, copy, and paste instruction text in the same manner as you do story text.

6. To change existing story text into instruction text, select the story text to change and click the **Instruction** icon.

   Inception formats the selected text with the instruction text color set on your Inception system.

7. To change instruction text into story text, select the instruction text to change and click the pushed in **Instruction** icon.

   Inception changes the selected instruction text into story text.

Identify a Story as Breaking News

When breaking news happens you can identify a Broadcast story as "Breaking News" and quickly inform all the users on an Inception Server about the story. Inception uses the built-in messaging system to inform users about "Breaking News" stories. After a story is no longer breaking news, you can cancel the "Breaking News" notification for the story.

✶ You can only change the "Breaking News" status for unpublished stories or on-air published stories.

To identify a story as breaking news

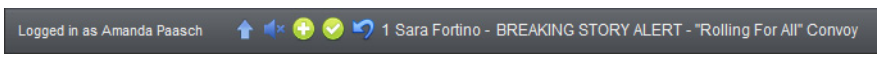
1. In the **Story Editor**, open an unpublish or on-air Broadcast story to identify as "Breaking News".

   The selected story opens in the **Story Editor**.

2. Click or tap the **Notify as Breaking Story** icon.

   Inception identifies the current story as "Breaking News" in the following ways:

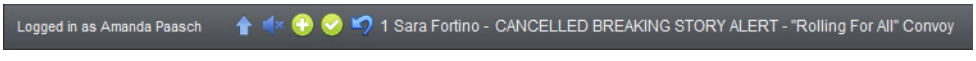
   - The **Story Editor** **Notify as Breaking Story** icon changes to the **Cancel Breaking Story** icon.
   - A check mark displays in the **Breaking News** column of the **Story Browser** panel.
   - Every user working on an Inception Server receives a BREAKING STORY ALERT in the status bar at the bottom of their Inception window.



3. To cancel the "Breaking News" notification for the current story, click or tap the **Cancel Breaking Story** icon. Only the story owner can cancel the "Breaking News" notification for a story.

   Inception cancels the "Breaking News" notification for the current story as follows:

   - The **Story Editor** **Cancel Breaking Story** icon changes to the **Notify as Breaking Story** icon.
   - The **Breaking News** column in the **Story Browser** panel clears.
   - Every user working on an Inception Server receives a CANCELLED BREAKING STORY ALERT in the status bar at the bottom of their Inception window.



For More Information on...

- about Inception messaging, refer to the chapter "**Messaging**" on page 33–1.

Edit Broadcast Stories

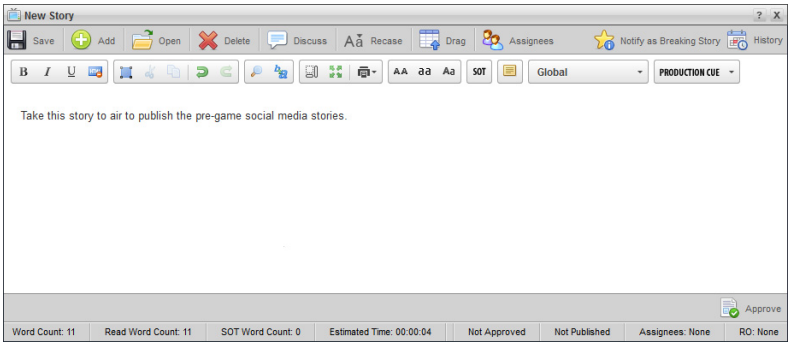
While Broadcast stories created in Inception contain text, they are not published to any social media accounts. However, you can use Broadcast stories in a running order as operator cues, or as containers in order to publish multiple social media stories simultaneously. You can edit the content of Broadcast stories that you created in Inception. Editing an approved Broadcast story reverts the story back to an unapproved state.

✶ You can only edit unpublished Broadcast stories or on-air published Broadcast stories.

To edit a Broadcast story

1. In the **Running Order** or **Story Browser** panel, double-click or double-tap the Broadcast story to edit.

   The selected story opens in the **Story Editor**.



2. In the **Story Editor** edit the Broadcast story text as required.

3. After you finish editing the Broadcast story, click or tap the **Save** icon.

   Inception saves the modified story.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- changing the order of stories in the running order, refer to the section "**Reposition Stories in the Running Order**" on page 16–6.
- deleting a story from the running order, refer to the section "**Remove a Story from a Running Order**" on page 16–6.

View the Differences Between the Versions of a Broadcast Story

In the Broadcast Story Editor, you can view the differences between the current version of a story and previous versions of the story. You can also choose to revert to a selected version of a story.

In the following cases, Inception saves a version of a broadcast story:

- The story creator saves the story.
- An Inception user other than the story creator edits and saves the story.
- Any Inception user reverts to a previous revision of the story.

By retaining story reversions, Inception enables you to restore an earlier version of a story before unwanted changes were made to the story.

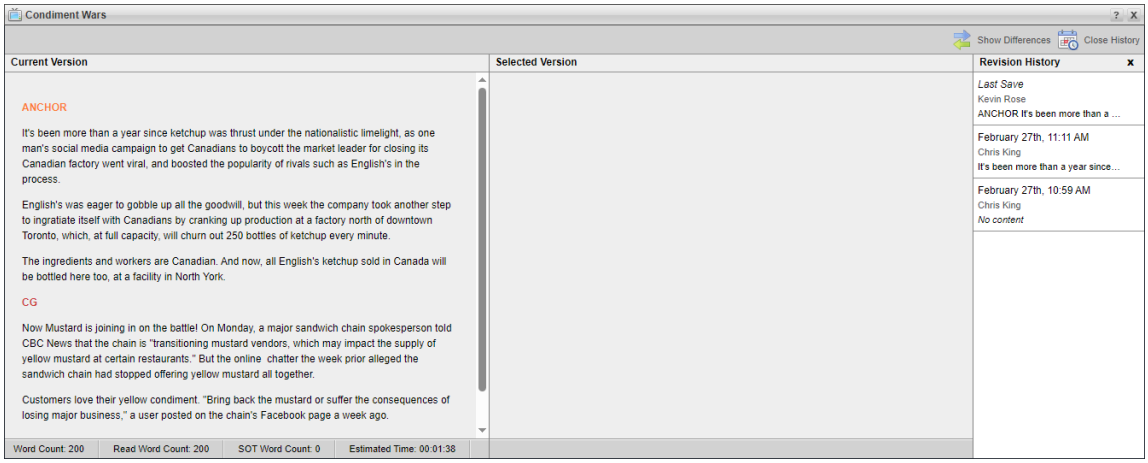
To view and revert to a previous version of a Broadcast story

1. In the **Story Editor**, open the Broadcast story for which you want to view the history.

   The selected story opens in the **Story Editor**.

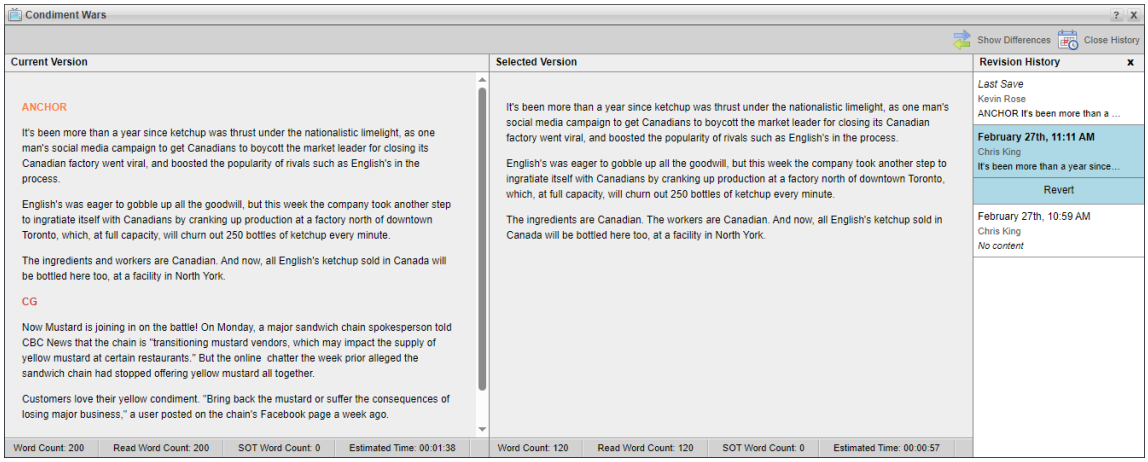
2. Click or tap the **History** icon.

   The **Revision History** panel opens in the **Story Editor**, along with a **Current Version** panel displaying a read-only copy of the current story and an empty **Selected Version** panel. The **History** icon changes to **Close History**.



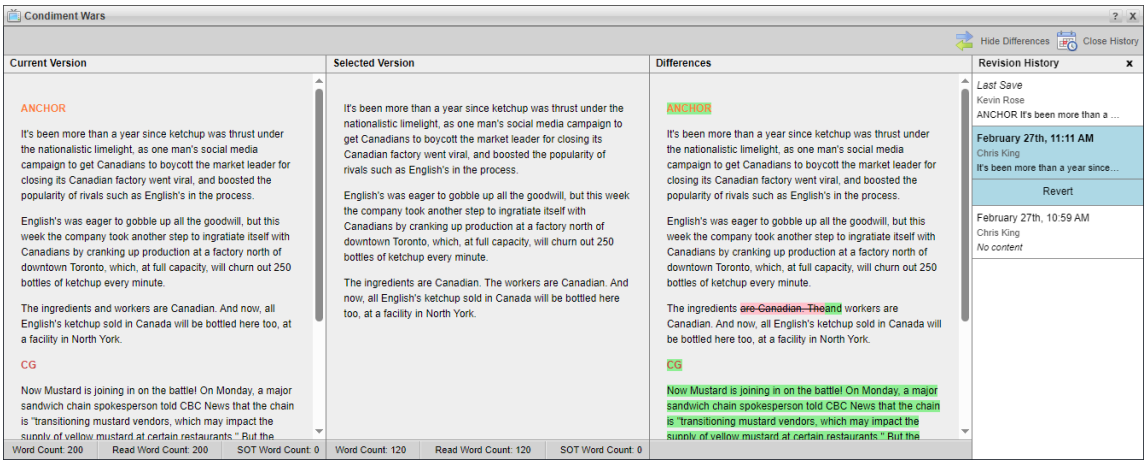
3. In the **Revision History** panel, select the story version to view.

   The **Selected Version** section opens displaying a read-only copy of the selected story version.



4. To highlight the differences between the current and selected versions of the story, click or tap the **Show Differences** icon.

   The **Differences** panel opens highlighting the differences between the current and selected versions of the story. The **Show Differences** icon changes to **Hide Differences**.



   If do not want to a different version of the story, select the story version to view from the **Revision History** panel. To continue editing the current version of the story, click **Close History**.

5. To revert to a previous version of the story, click or tap **Revert** for the selected story version in the **Revision History** panel. If you do not see the **Revert** button for the selected story version, you do not have permission to edit Broadcast stories or you might have to take the story lock from the Inception user that is currently editing the story.

   The **Revert this Story?** alert opens.

6. Click **Yes** to revert to the selected story revision. Click **No** to continue editing the current story

   When you click **Yes**, the selected story revision opens in the **Story Editor** for editing and Inception saves the previous revision of the story. Clicking **No** only closes the **Revert this Story?** alert.

Add MOS Objects to Broadcast Stories

When you use Inception as a NCS, Inception uses MOS to enable journalists to see, use, and control MOS media devices inside of a Broadcast story. Journalists use a plugin associated with a MOS device or the MOS Objects panel to insert devices in Broadcast stories. The MOS devices available on your Inception system depends on the devices configured by your Inception administrator.

✶ You require an NCS license for your Inception Server to access MOS devices and to add MOS objects to Broadcast stories. Please contact Ross Video to purchase an NCS license for your Inception Server.

ActiveX Plugin

For some MOS devices you use an ActiveX plugin to access the MOS objects on the device. You also use the MOS device ActiveX plugin to configure MOS object settings and to add MOS objects to a Broadcast story. Refer to the MOS device user documentation for information on how to install and use the device ActiveX plugin.

✶ You must install the ActiveX plugin for a MOS device on your computer before you can use Inception to add MOS objects to a Broadcast story from the device. Also, you must use the Microsoft Edge web browser in Internet Explorer (IE) mode to access MOS devices that use an ActiveX plugin.

To use an ActiveX plugin to add MOS objects to a Broadcast story

1. You must enable **Microsoft Edge IE Mode** to access MOS devices that use an ActiveX plugin. To enable **Microsoft Edge IE Mode**, complete the following steps:

   a. In your **Microsoft Edge** web browser, use the **Settings and more** menu to select **Settings**.

      The **Settings** tab opens.

   b. In the **Setting** list, click **Default browser**.

      The **Default browser** page opens.

   c. In the **Allow sites to be reloaded in Internet Explorer mode** section, user the list to select **Allow**.

   d. Click **Restart**.

      Your Microsoft Edge web browser restarts.

   e. In the **Internet Explorer mode pages** section, click **Add**.

      The **Add a page** dialog box opens.

   f. In the **Enter a URL** box, enter the **URL** of your **Inception web page**.

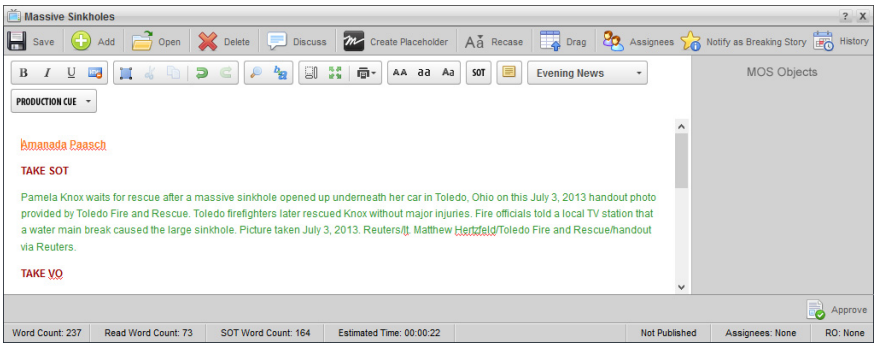
   g. Click **Add**.

      The **Enter a URL** box closes, and the **Internet Explorer mode pages** section displays the URL of your Inception web page.

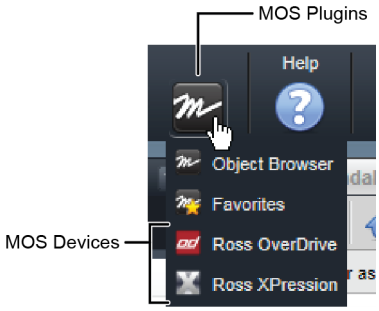
   h. Close the **Settings** tab.

2. In the **Story Editor**, open the Broadcast story that contains the MOS object placeholder to which to add MOS objects.

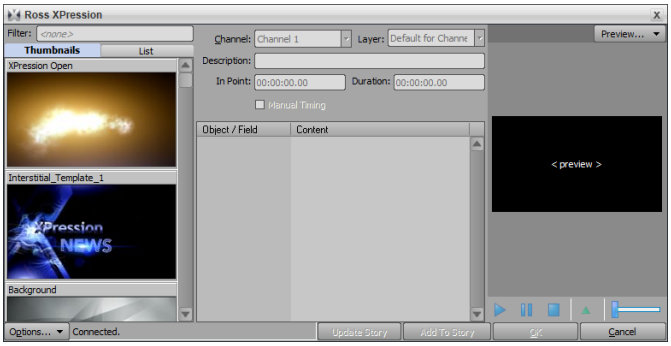
   The selected story opens in the **Story Editor**.



3. In the main toolbar, point to the **MOS Plugins** icon and then click the **MOS device** that contains the MOS objects to add to your Broadcast story.



The **ActiveX plugin** used by the selected MOS device opens in a new panel.



When the ActiveX plugin for the selected MOS device is not installed on your computer, the following alert opens:

✶ You must install the MOS device ActiveX plugin on your computer before you can continue with this procedure to add MOS objects from the device to your Broadcast story.

4. In the MOS device **ActiveX plugin**, select and configure the **MOS Object** to add to your Broadcast story.

   Refer the MOS device user documentation of information on how to use the ActiveX plugin to configure a MOS object.

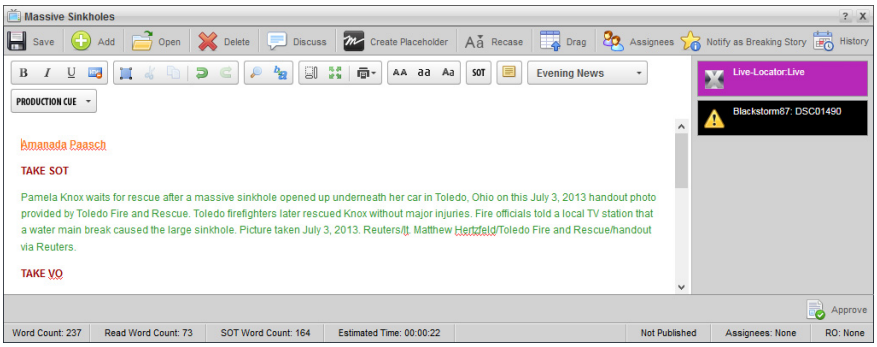
5. To add the selected **MOS object** to the active Broadcast story, do one of the following:

   - Drag the selected **MOS object** from the **ActiveX plugin** to the **MOS Objects** area of the active Broadcast story, then release the MOS object.

     For stories that contain more than one MOS object, a blue line previews the position for the new MOS object. When the blue line highlights the position to add the new MOS object, release the MOS object.

   - In the **ActiveX plugin**, click **Add to Story**. Some ActiveX plugins may not have an **Add to Story** button.

The **Story Editor** displays the added **MOS object** in the **MOS Objects** area. Inception displays a black background with a warning icon for MOS objects with mismatched MOS IDs.



For More Information on...

- using the Ross XPression ActiveX to add CGs to a Broadcast story, refer to the ***XPression User Guide***.

Web Plugin

For some MOS devices you use a Web plugin to access the MOS objects on the device. You also use the MOS device Web plugin to configure MOS object settings and to add MOS objects to a Broadcast story. You do not need to install a plugin on your computer when working with a MOS device that uses Web plugin for MOS object access.

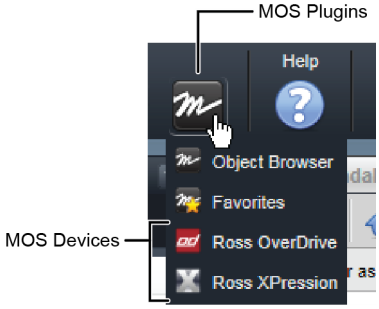
✶ Refer the MOS device user documentation of information on how to use the device Web plugin.

To use a Web plugin to add MOS objects to a Broadcast story

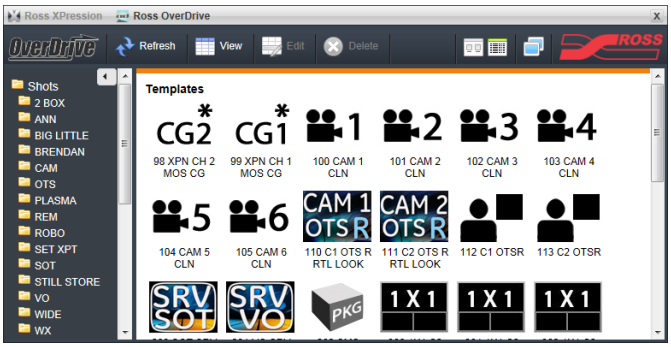
1. In the **Story Editor**, open the Broadcast story that contains the MOS object placeholder to which to add MOS objects.

   The selected story opens in the **Story Editor**.

2. In the main toolbar, point to the **MOS Plugins** icon, then click the **MOS device** that contains the MOS objects to add to your Broadcast story.



The **Web plugin** used by the selected MOS device opens in a new panel.



3. In the MOS device **Web plugin**, select and configure the **MOS Object** to add to your Broadcast story.

   Refer the MOS device user documentation of information on how to use the Web plugin to configure a MOS object.

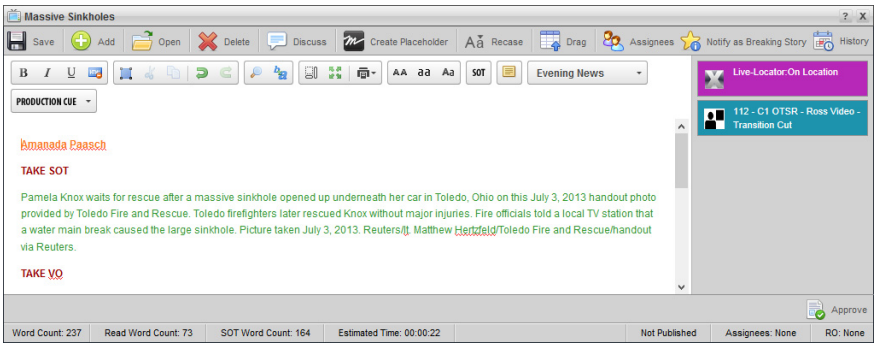
4. To add the selected **MOS object** to the active Broadcast story, do one of the following:

   - Drag the selected **MOS object** from the **Web plugin** to the **MOS Objects** area of the active Broadcast story, then release the MOS object.

     For stories that contain more than one MOS object, a blue line previews the position for the new MOS object. When the blue line highlights the position to add the new MOS object, release the MOS object.

   - In the **Web plugin**, click **Add to Story**. Some Web plugins may not have an **Add to Story** button.

   The **Story Editor** displays the added **MOS object** in the **MOS Objects** area. Inception displays a black background with a warning icon for MOS objects with mismatched MOS IDs.



For More Information on...

- using the Ross OverDrive plugin to add templates and shots to a story for playout through OverDrive, refer to the ***OverDrive User Guide***.
- using the Ross XPression plugin to add CGs to a Broadcast story, refer to the ***XPression User Guide***.

MOS Objects Panel

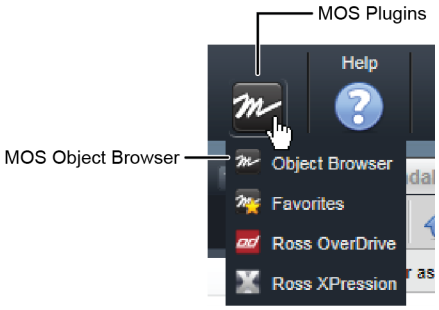
For MOS devices that support MOS Profile 1, you can use the Inception MOS Objects panel to access the MOS objects on the device. You do not need to install plugins on your computer to use the MOS Objects panel to access MOS objects on a MOS device. Typically, you can use the MOS Objects panel to access MOS objects on CGs and video servers.

To use the MOS Objects panel to add MOS objects to a Broadcast story

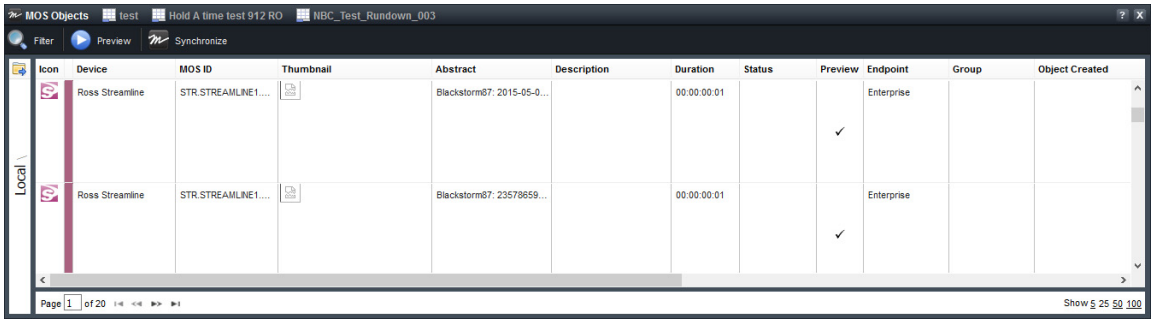
1. In the **Story Editor**, open the Broadcast story that contains the MOS object placeholder to which to add MOS objects.

   The selected story opens in the **Story Editor**.

2. In the main toolbar, point to the **MOS Plugins** icon and then select **Object Browser**.



The **MOS Objects** panel opens.



When the **MOS Objects** panel cannot display all the available MOS objects on a single page, use the following controls in the bottom toolbar of the **MOS Objects** panel to view all the available MOS objects:

- **Showing page number** — enter in this box the page number of MOS objects to view in the **MOS Objects** panel, then click or tap a blank area of the **MOS Objects** panel to display the selected page.
- ⏮ — click or tap this button to view the first page of MOS objects in the **MOS Objects** panel.
- ◀◀ — click or tap this button to view the previous page of MOS objects in the **MOS Objects** panel.
- ▶▶ — click or tap this button to view the next page of MOS objects in the **MOS Objects** panel.
- ⏭ — click or tap this button to view the last page of MOS objects in the **MOS Objects** panel.
- **Show** — click or tap the following links to set the number of MOS objects to display in the **MOS Objects** panel:
  - **5** — display 5 MOS objects in the **MOS Objects** panel.
  - **25** — display 25 MOS objects in the **MOS Objects** panel.
  - **50** — display 50 MOS objects in the **MOS Objects** panel.
  - **100** — display 100 MOS objects in the **MOS Objects** panel.

3. To filter the **MOS Objects** panel, complete the following steps:

   a. Click the **Filter** icon in the **MOS Objects** toolbar.

      The **Filter by Keyword** box and **Filter by Device** list display below the toolbar.

   b. In the **Filter by Keyword** box, enter search terms to filter the MOS objects displayed in the **MOS Objects** panel.

      The **MOS Objects** panel automatically updates to display only the MOS objects that match the search terms entered in the **Filter** box.

   c. User the **Filter By Device** list to select the type of MOS device for which to display MOS Objects in the MOS Objects panel.

      The **MOS Objects** panel automatically updates to display only the MOS objects that match the entered search terms and selected MOS device type.

   d. To view all available MOS objects, click **Clear** to the right of the **Filter by Keyword** box and then select **All Devices** from the **Filter By Device** list.

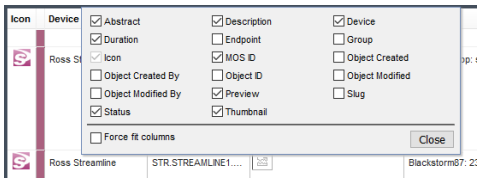
   e. To hide the **Filter by Keyword** box and **Filter by Device** list, click the **Filter** icon in the **MOS Objects** toolbar.

      Hiding the **Filter by Keyword** box and **Filter by Device** list clears the entered filter and displays all the available MOS objects in the **MOS Objects** panel.

4. To change the columns displayed in the **MOS Objects** panel, complete the following steps:

   a. In the **MOS Objects** panel, right-click the title of any table column.

      The **Columns** list opens.



   b. Select **MOS Objects** columns as follows:

      - To include a column, select the check box to the left of the column name.
      - To remove a column, clear the check box to the left of the column name.

   c. Select the **Force fit columns** check box to automatically resize column widths to the table content.

   d. Click **Close**.

   e. Click and drag columns to reposition columns in the **MOS Objects** panel.

   f. Click and drag column dividers to manually resize the width of individual columns.

5. To preview the media contained in a MOS object on a desktop computer, complete the following steps:

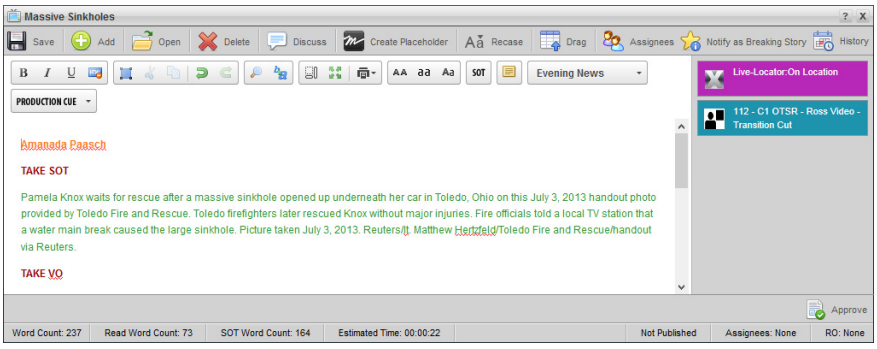
   a. In the **MOS Objects** panel, select a MOS object that has a check mark in the **Preview** column.

   b. Click the **Preview** icon in the **MOS Objects** toolbar. Media previews are not available on mobile devices.

      The media contained in the selected MOS object opens in the **Video Player** panel. The **Video Player** panel cannot display some media file formats that Inception supports.

6. Drag the icon of the **MOS object** that you want to add to your Broadcast story from the **MOS Objects** panel to the **MOS Objects** area of the active Broadcast story, then release the MOS object. For stories that contain more than one MOS object, a blue line previews the position for the new MOS object. When the blue line highlights the position to add the new MOS object, release the MOS object.

   The **Story Editor** displays the added **MOS object** in the **MOS Objects** area. Inception displays a black background with a warning icon for MOS objects with mismatched MOS IDs.



   You can also copy a MOS object from the **MOS Objects** panel and paste it into the story **MOS Objects** area.

For More Information on...

- how to copy and paste MOS objects, refer to the procedure "**To copy MOS objects in a Broadcast story**" on page 5–19.
- using folders to organize MOS objects in the MOS Objects panel, refer to the chapter "**Organizing Content in Folders**" on page 32–1.

Edit MOS Objects in Broadcast Stories

After adding MOS objects to a Broadcast story, you can edit the MOS objects as follows:

- **Settings** — use the Active X plugin or Web plugin associated with a MOS device to change the configuration of a MOS object.
- **Reposition** — drag MOS objects to change the order in which the MOS objects in a Broadcast are output to an automation system (OverDrive) during running order playout.
- **Copy** — copy MOS objects within a Broadcast story or between Broadcast stories.
- **Delete** — delete MOS objects from a Broadcast story.

Inception grays out any MOS object that you do not have permission to edit.

✶ You cannot edit the MOS objects in a published Broadcast story. You must unpublish a Broadcast story before editing the MOS objects in a story.

MOS Object Settings

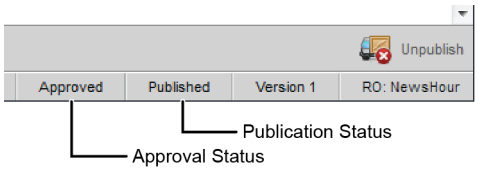
To edit the settings of a MOS object in a Broadcast story

1. In the **Story Editor**, open the Broadcast story that contains the MOS object to edit.

   The selected story opens in the **Story Editor**.

2. Before you can edit the MOS objects in the story you must unpublish the story as follows:

   a. At the bottom of the **Story Editor**, look at the **status bar** to determine the approval and publish status of the story.



   b. Click or tap the **Unpublish** icon in the bottom toolbar.

3. In the **MOS Objects** area, double-click the **MOS object** to edit.

   The **plugin** associated with the MOS device of the MOS object opens in a panel.

4. In the **plugin** panel edit the MOS object settings as required.
5. Save your changes to update the MOS object in the Broadcast story.
6. If required, publish the updated Broadcast story.

Reposition a MOS Object

To reposition MOS objects in a Broadcast story

1. In the **Story Editor**, open the Broadcast story that contains the MOS objects to reorder.

   The selected story opens in the **Story Editor**.

2. If the selected Broadcast story is published, unpublish the story before reordering the MOS objects in the story.
3. In the **MOS Objects** area, click and hold on the **MOS Object** to reorder.
4. Drag the selected **MOS object** to a new position in the **MOS Objects** area.

   As you drag the story in the running order, a blue line previews the new position for the selected story.

5. When the blue line highlights the position in the **MOS Objects** area in which to place the object, release the mouse button.

   The **MOS Objects** panel updates to show the selected MOS object at the selected location. The order of the MOS objects in the MOS Objects area is the order in which MOS objects are output to an automation system (OverDrive) when the Broadcast story goes to air during running order playout.

6. If required, publish the updated Broadcast story.

Copy MOS Objects

To copy MOS objects in a Broadcast story

1. In the **Story Editor**, open the Broadcast story that contains the MOS objects to copy.

   The selected story opens in the **Story Editor**.

2. If the selected Broadcast story is published, unpublish the story before copying the MOS objects in the story.
3. In the **MOS Objects** area, select the **MOS object** to copy.

   Select multiple MOS objects to copy as follows.

   - **Windows** — Ctrl-click each MOS object to add to your selection.
   - **macOS** — Cmd-click each MOS object to add to your selection.

   To select a range of MOS objects to copy, click the first **MOS object** in the range and then **Shift-click** the last **MOS object** in the range.

4. Press **Ctrl C**.

   Inception copies the selected MOS objects to your computer clipboard.

5. If you want to copy the selected MOS objects to another Broadcast story, open and unpublish the Broadcast story in which to pastes the MOS object.
6. To select the location in the **MOS Objects** area to paste the selected MOS objects, do one of the following:

   - **Bottom of the area** — click below the last MOS object in the **MOS Objects** area.
   - **Above a MOS object** — select the MOS object above which to paste the copied MOS object.

7. Press **Ctrl V**.

   Inception pastes the selected MOS objects into the **MOS Objects** area at the selected location.

Replace a MOS Object

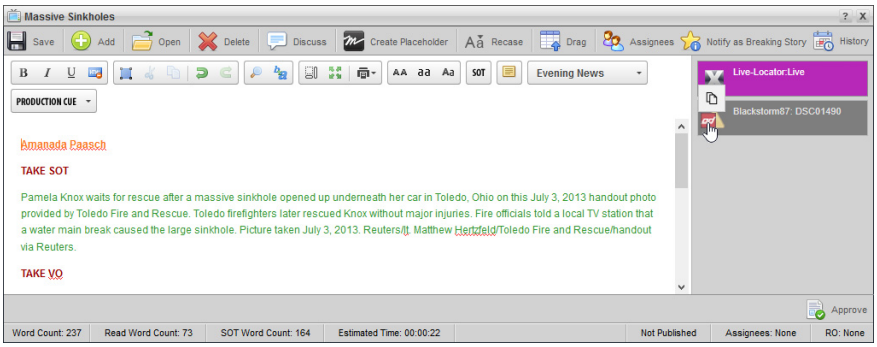
To replace a MOS object in a Broadcast story

1. In the **Story Editor**, open the Broadcast story that contains the MOS objects to replace.

   The selected story opens in the **Story Editor**.

2. If the selected Broadcast story is published, unpublish the story before replacing the MOS objects in the story.
3. In the **Web plugin** or **MOS Objects** panel, select the MOS object with which to replace a MOS object in the open Broadcast story.

4. Drag the icon of the selected **MOS object** to the **icon** of the **MOS object** to **replace** in the **MOS Objects** area of the active Broadcast story. The MOS object to replace turn gray.



5. With the MOS object you are dragging positioned over the icon of the MOS object to replace, release the mouse button.

   The **MOS Objects** panel updates to show the MOS object you dragged into the browser in the place of the MOS object you selected to replace.

Delete MOS Objects

To delete a MOS objects from a Broadcast story

1. In the **Story Editor**, open the **Broadcast** story that contains the MOS objects to delete.

   The selected story opens in the **Story Editor**.

2. If the selected **Broadcast** story is published, unpublish the story before deleting MOS objects from the story.

3. In the **MOS Objects** area, select the **MOS object** to delete.

   Select multiple MOS objects to delete as follows.

   - **Windows** — Ctrl-click each MOS object to add to your selection.
   - **macOS** — Cmd-click each MOS object to add to your selection.

   To select a range of MOS objects to delete, click the first **MOS object** in the range and then **Shift-click** the last **MOS object** in the range.

4. Press the **Backspace** or **Delete** key.

   Inception deletes the selected MOS objects from the Broadcast story.

Add MOS Object Placeholders to Broadcast Stories

When the audio clip, still image, or video clip you want to add to Broadcast story does not exist on a MOS device, you can add a MOS object placeholder to the story for the media. The added MOS object placeholder sends a request to the MOS device to create a MOS object for the placeholder in the Broadcast story. After the MOS device operator creates the requested MOS object, Inception exchanges the MOS object placeholder with the new MOS object.

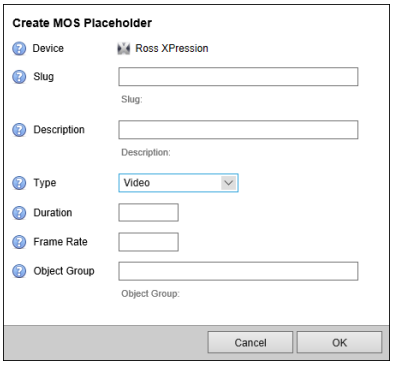
To add MOS object placeholders to a Broadcast story

1. In the **Story Editor**, open the Broadcast story to which to add MOS object placeholders.

   The selected story opens in the **Story Editor**.

2. Point to the **Create Placeholder** icon, then select the **MOS device** to eventually supply the MOS object for the Broadcast story.

The **Create MOS Placeholder** dialog box opens for the selected MOS device.

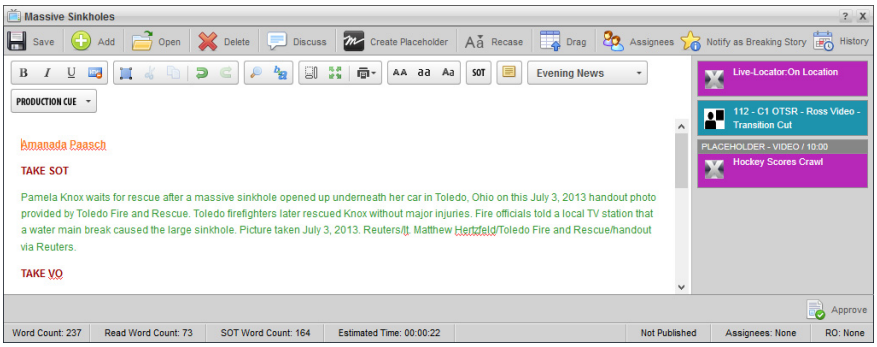


3. In the **Slug** box, enter the slug name that Inception sends to the MOS device as part of the request to create a MOS object on the MOS device. For information on how to use the MOS placeholder language to define the placeholder **`Slug`**, refer to the section "**MOS Placeholder Language**" on page 5–22.
4. In the **Description** box, enter a description of the MOS object placeholder to send to the MOS device as part of the MOS object creation request. For information on how to use the MOS placeholder language to define the placeholder **`Slug`**, refer to the section "**MOS Placeholder Language**" on page 5–22.
5. Use the **Type** list to select the type of media for the MOS object to create on the MOS device for the MOS object placeholder.
6. For **Audio** and **Video** type MOS object placeholders, enter in the **Duration** box the duration of the MOS object to create on the MOS device for the placeholder. Enter the duration in the format HH:MM:SS.
7. For **Audio** type MOS object placeholders, enter in the **Sampling Rate** box the audio sample rate in samples per second of the MOS object to create on the MOS device for the placeholder.
8. For **Video** type MOS object placeholders, enter the in the **Frame Rate** box the video frame rate in frames per second of the MOS object to create on the MOS device for the placeholder.

   Some examples frame rates are as follows:

   - **NTSC video** — enter 59.94.
   - **PAL video** — enter 50.
9. In the **Object Group** box, enter the name of the object group to insert in to the MOS object to create on the MOS device for the MOS object placeholder. For information on how to use the MOS placeholder language to define the placeholder **`Slug`**, refer to the section "**MOS Placeholder Language**" on page 5–22.
10. Click **OK**.

    Inception adds the specified MOS object placeholder to the current Broadcast story.



After the MOS device operator creates the requested MOS object, Inception exchanges the MOS object placeholder with the new MOS object.

Edit MOS Object Placeholder Settings

To edit the settings of a MOS object placeholder

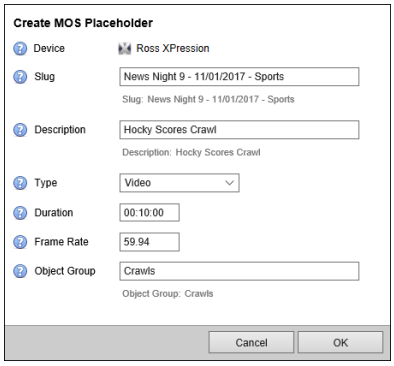
1. In the **Story Editor**, open the Broadcast story that contains the MOS object placeholder to edit.

   The selected story opens in the **Story Editor**.

2. If the selected Broadcast story is published, unpublish the story before editing the MOS objects in the story.

3. In the **MOS Objects** area, double-click the **MOS object placeholder** to edit.

   The **Edit MOS Placeholder** dialog box opens for the selected MOS object placeholder.



4. In the **Edit MOS Placeholder** dialog box edit the MOS object placeholder settings as required.

5. Click **OK** to save your changes.

6. If required, publish the updated Broadcast story.

MOS Placeholder Language

When you create a MOS placeholder you can use the MOS placeholder language to define the placeholder Slug, Description, and Object Group using date and or story information. The MOS placeholder language replaces the codes that you enter in MOS placeholder settings with information from the current date and or the story that contains the MOS placeholder.

MOS placeholder language codes begin with a % (percent). Codes are single case sensitive characters. A : (colon) separates a code from the options set for the code.

To define MOS placeholder settings using the MOS placeholder language

1. Create a new MOS placeholder or edit an existing MOS placeholder.

   The **Create MOS Placeholder** or **Edit MOS Placeholder** dialog box opens.

2. Edit the MOS placeholder **Slug**, **Description**, or **Object Group** setting.

   When you enter MOS placeholder language codes to define a MOS placeholder setting, the field below the setting interprets the entered codes and displays a preview of the setting value.

3. Use the following codes to define setting values from the current date:

Code	Option	Description
%Y		Year of the current date.
	:2	Two-digit year. For example: 17.
	:4	Four-digit year (default). For example: 2017.
	R	Precede the digit option to use the year in which a running order starts. For example: %Y:R2 would set 18 for a running order that starts on April 26, 2019.
%M		Month of the current date.
	:0	Month name. For example: April.
	:1	One-digit month. For example: 1 - 12.
	:2	Two-digit month (default). For example: 01 - 12.
	:3	Month abbreviation. For example: Apr.
	R	Precede the digit option to use the month in which a running order starts. For example: %M:R2 would set 04 for a running order that starts on April 26, 2019.
%D		Day of the current date.
	:1	One-digit day. For example: 1 - 31.
	:2	Two-digit day. For example (default): 01 - 31.
	R	Precede the digit option to use the day in which a running order starts. For example: %D:R2 would set 26 for a running order that starts on April 26, 2019.

4. Use the following codes to define setting values from the story that contains the MOS placeholder:

Code	Option	Description
%S		Slug from the story that contains the MOS placeholder.
%s		Segment from the story that contains the MOS placeholder.
%R		Name of the running that contains the story.
%F		Name of the folder that contains the running order
	:0	Parent folder name (default).
	:1	Name of the folder that contains the running order.
	:2 - X	Name of the folder at the set level.
%G		Name of the object group set for the running order.

Take the MOS Lock from the User Editing a Story

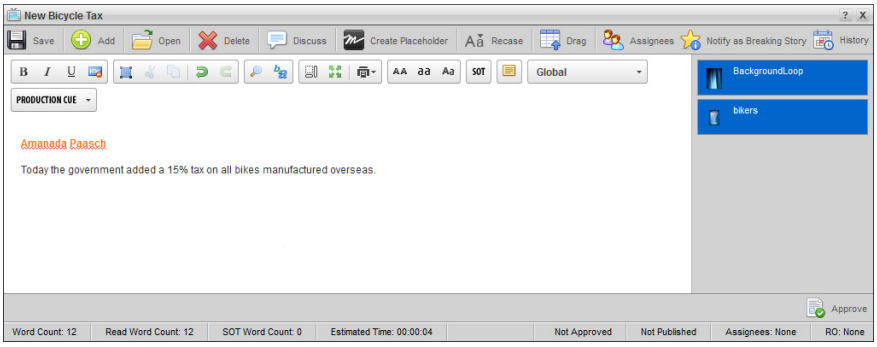
When you edit a story, Inception locks the story content and MOS objects from other users. A user with **Allow User to Take MOS Lock** permission can take the MOS lock from the current user and start editing the MOS objects in the story. Inception automatically saves a story before passing the MOS lock and story to the taking user for editing.

✶ Only users assigned the **Allow User to Take MOS Lock** permission can take the MOS lock and story from the user currently editing a story.

To take the MOS lock from the user currently editing a story

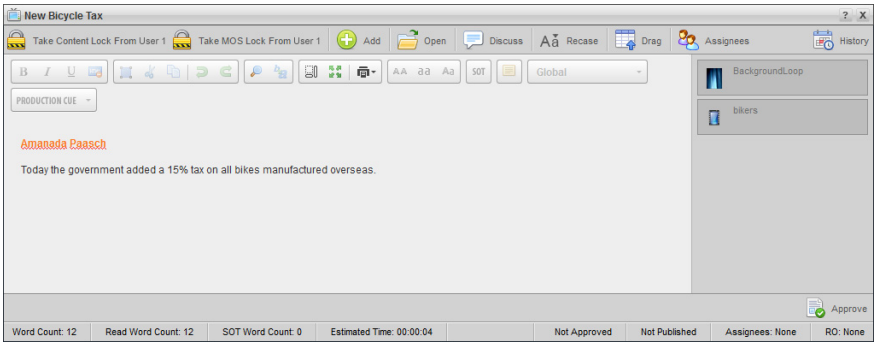
1. For example, **User 1** opens the **New Bicycle Tax** story for editing.

   The selected story opens for **User 1** in the **Story Editor**. The full color MOS objects show **User 1** that they can edit the MOS objects in the current story.



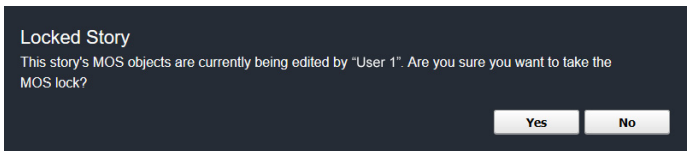
2. **User 2** also opens the **New Bicycle Tax** story for editing.

   The selected story opens for **User 2** in the **Story Editor**. The grayed out MOS objects show **User 2** that they cannot edit MOS objects in the current story.



3. In the **Story Editor**, **User 2** clicks or taps the **Take MOS Lock from User 1** icon.

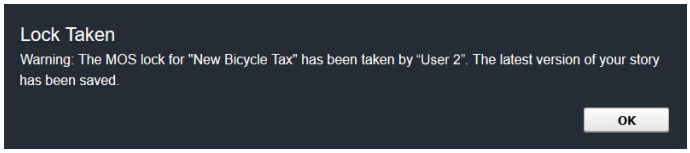
   Inception displays the following **Alert** to **User 2** on their computer:



4. Choose one of the following options:

   - To take the MOS lock from **User 1** and start editing the MOS objects in the current story, click **Yes**.

     Inception saves the story and passes the MOS lock and story to **User 2** for editing. In the **Story Editor**, the **Take Content Lock from User 1** icon changes to the **Save** icon. The following **Alert** displays on the computer of **User 1**:

     After **User 1** clicks or taps **OK**, Inception adds the **Take MOS from User 2** icon to their **Story Editor**.

   - To let **User 1** finish their editing, click **No**.

For More Information on...

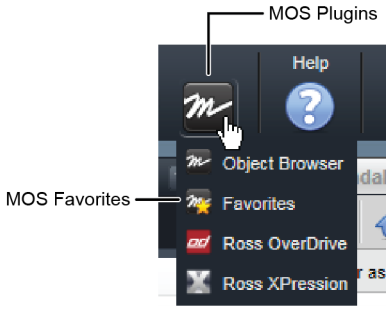
- how to take the content lock from a user, refer to the section "**Take the Content Lock from the User Editing a Story**" on page 4–9.

Store Favorite MOS Objects

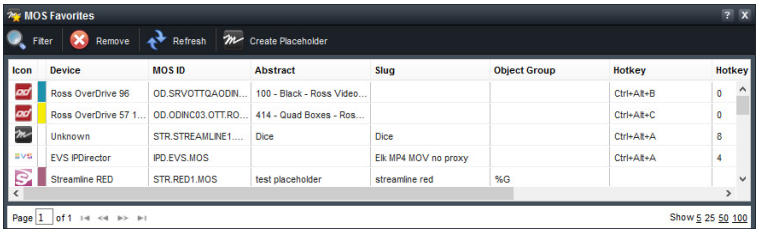
As you create more and more Broadcast stories in your Inception system you may find that you commonly add several MOS objects to your stories. The MOS Favorites panel is a central location where you can store your commonly used MOS objects. Through the MOS Favorites panel you can quickly access your favorite MOS objects without having to open a plugin for each type of MOS object. You can assign a hotkey to a MOS object which enables you to quickly insert the MOS object into a Broadcast story without leaving the Broadcast Story Editor.

To add MOS Object to the MOS Favorites panel

1. In the main toolbar, point to the **MOS Plugins** icon and then select **Favorites**.

   The **MOS Favorites** panel opens.

2. Open one of the following locations that contains the MOS object to add to the **MOS Favorites** panel:

   - MOS device plugin
   - **MOS Objects** panel

3. Drag the icon of the **MOS object** that you want to add to the **MOS Favorites** panel from the MOS device plugin or **MOS Objects** panel to the **MOS Favorites** panel, then release the MOS object.

   Inception adds the selected MOS object to the bottom of the table in the **MOS Favorites** panel.

4. To select a hotkey to insert the MOS object into a Broadcast story, click in the **Hotkey** column of the MOS object and use the **Hotkey** list to select a hotkey. Select **No Hotkey** to remove a hotkey from a MOS object.

   All MOS favorite hotkeys start with the Alt key. Complete step **5** to configure a compound hotkey to insert multiple favorite MOS objects into a broadcast story at once.

5. You can select the same hotkey for multiple favorite MOS objects to insert all of the MOS objects into a Broadcast story at once. Configure a compound hotkey as follows:

   a. Select the same hotkey for each favorite MOS object that you want to insert in to a Broadcast story with a compound hotkey.

   b. Click the **Hotkey Order** cell associated with the first MOS object to insert with the compound hotkey.

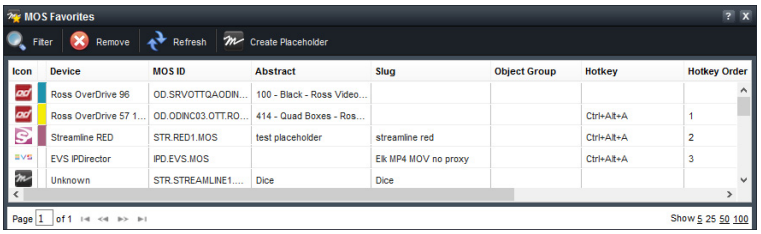
   c. Press the **Space Bar** to start entering an order value in the **Hotkey Order** cell.

   d. Enter `1` to insert the MOS object as the first MOS object inserted into the Broadcast story by the compound hotkey.

   e. Click any other cell in the **MOS Favorites** panel.

      Inception sets the hotkey and order for the first MOS object that the compound hotkey will insert in to a Broadcast story.

   f. Repeat step **b** to step **e** for each MOS object that uses the same hotkey, each time changing the value in the **Hotkey Order** cell to set the order that Inception inserts the MOS object. The insertion order is ascending order, smallest first and largest last.



6. To edit the story template content and attributes, double-click or double-tap the new story template.

   The selected story template opens in the **Story Editor**. The options available in the **Story Editor** vary based on the type of story template and your user role.

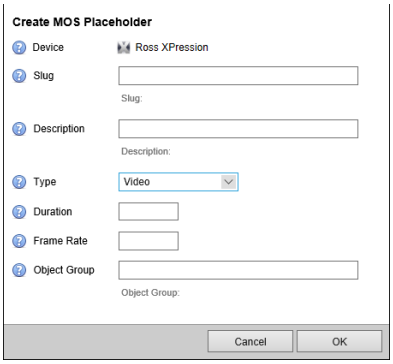
Add MOS Object Placeholders

You can also add MOS object placeholders to the MOS Favorites panel. Instead of dragging from stories, you create MOS placeholders directly from the MOS Favorites panel.

To add MOS object placeholders to the MOS Favorites panel

1. In the **MOS Favorites** panel, point to the **Create Placeholder** icon and then select the **MOS device** to eventually supply the MOS object.

   The **Create MOS Placeholder** dialog box opens for the selected MOS device.



2. In the **Slug** box, enter the slug name that Inception sends to the MOS device as part of the request to create a MOS object on the MOS device. For information on how to use the MOS placeholder language to define the placeholder **Slug**, refer to the section "**MOS Placeholder Language**" on page 5–22.
3. In the **Description** box, enter a description of the MOS object placeholder to send to the MOS device as part of the MOS object creation request. For information on how to use the MOS placeholder language to define the placeholder **Description**, refer to the section "**MOS Placeholder Language**" on page 5–22.
4. Use the **Type** list to select the type of media for the MOS object to create on the MOS device for the MOS object placeholder.
5. For **Audio** and **Video** type MOS object placeholders, enter in the **Duration** box the duration of the MOS object to create on the MOS device for the placeholder. Enter the duration in the format HH:MM:SS.
6. For **Audio** type MOS object placeholders, enter in the **Sampling Rate** box the audio sample rate in samples per second of the MOS object to create on the MOS device for the placeholder.
7. For **Video** type MOS object placeholders, enter the in the **Frame Rate** box the video frame rate in frames per second of the MOS object to create on the MOS device for the placeholder.

   Some examples frame rates are as follows:

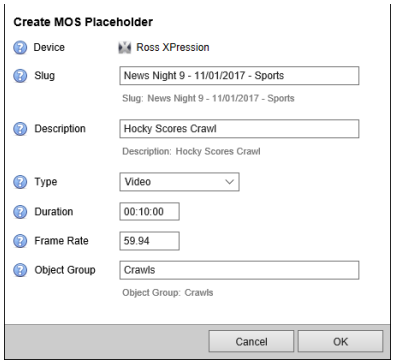
   - **NTSC video** — enter 59.94.
   - **PAL video** — enter 50.
8. In the **Object Group** box, enter the name of the object group to insert in to the MOS object to create on the MOS device for the MOS object placeholder. For information on how to use the MOS placeholder language to define the placeholder **Object Group**, refer to the section "**MOS Placeholder Language**" on page 5–22.
9. Click **OK**.

   Inception adds the specified MOS object placeholder to the **MOS Favorites** panel.

To edit the settings of a favorite MOS object placeholder

1. In the **MOS Favorites** panel, double-click the MOS object placeholder to edit.

   The **Edit MOS Placeholder** dialog box opens for the selected MOS object placeholder.



2. In the **Edit MOS Placeholder** dialog box edit the MOS object placeholder settings as required.
3. Click **OK** to save your changes.

Remove MOS Objects from Your Favorites

When you no longer use a MOS object, you can remove the MOS object from the MOS Favorites panel. Removing a MOS object from the MOS Favorites panel only removes the MOS object from the browser it does not delete the MOS object from the MOS device or the Broadcast stories that use the MOS object.

To delete a MOS object from the MOS Favorites panel

1. Open the **MOS Favorites** panel.
2. In the **MOS Favorites** table, select the **MOS object** to remove.
3. Click the **Remove** icon.

   A confirmation dialog asks if you want to remove the MOS object.
4. Click **OK**.

   Inception remove the selected **MOS object** from the **MOS Favorites** table.

Add Favorite MOS Objects to Broadcast Stories

After you finish adding your favorite MOS objects the MOS Favorites panel, you can add a favorite MOS object to a Broadcast story or an assignment by dragging and dropping or pressing a hotkey.

To use the MOS Favorites panel to add MOS objects to a Broadcast story

1. In the **Story Editor**, open the Broadcast story to which to add MOS objects.

   The selected story opens in the **Story Editor**.
2. Open the **MOS Favorites** panel opens.

When the **MOS Favorites** panel cannot display all the available MOS objects on a single page, use the following controls in the bottom toolbar of the **MOS Favorites** panel to view all the available MOS objects:

- **Showing page number** — enter in this box the page number of MOS objects to view in the **MOS Favorites** panel, then click or tap a blank area of the **MOS Favorites** panel to display the selected page.
- ⏮ — click or tap this button to view the first page of MOS objects in the **MOS Favorites** panel.
- ◀◀ — click or tap this button to view the previous page of MOS objects in the **MOS Favorites** panel.
- ▶▶ — click or tap this button to view the next page of MOS objects in the **MOS Favorites** panel.
- ⏭ — click or tap this button to view the last page of MOS objects in the **MOS Favorites** panel.
- **Show** — click or tap the following links to set the number of MOS objects to display in the **MOS Favorites** panel:
  - **5** — display 5 MOS objects in the **MOS Favorites** panel.
  - **25** — display 25 MOS objects in the **MOS Favorites** panel.
  - **50** — display 50 MOS objects in the **MOS Favorites** panel.
  - **100** — display 100 MOS objects in the **MOS Favorites** panel.

3. To filter the **MOS Favorites** panel, complete the following steps:

   a. Click the **Filter** icon in the **MOS Favorites** toolbar.

      The **Filter by Keyword** box and **Filter by Device** list display below the toolbar.

   b. In the **Filter by Keyword** box, enter search terms to filter the MOS objects displayed in the **MOS Favorites** panel.

      The **MOS Favorites** panel automatically updates to display only the MOS objects that match the search terms entered in the **Filter** box.

   c. User the **Filter By Device** list to select the type of MOS device for which to display MOS Objects in the **MOS Favorites** panel.

      The **MOS Favorites** panel automatically updates to display only the MOS objects that match the entered search terms and selected MOS device type.

   d. To view all available MOS objects, click **Clear** to the right of the **Filter by Keyword** box and then select **All Devices** from the **Filter By Device** list.

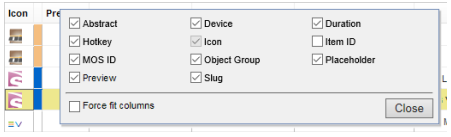
   e. To hide the **Filter by Keyword** box and **Filter by Device** list, click the **Filter** icon in the **MOS Favorites** toolbar.

      Hiding the **Filter by Keyword** box and **Filter by Device** list clears the entered filter and displays all the available MOS objects in the **MOS Favorites** panel.

- To change the columns displayed in the **MOS Favorites** panel, complete the following steps:

   a. In the **MOS Favorites** panel, right-click the title of any table column.

      The **Columns** list opens.



   b. Select **MOS Favorites** columns as follows:

      - To include a column, select the check box to the left of the column name.
      - To remove a column, clear the check box to the left of the column name.

   c. Select the **Force fit columns** check box to automatically resize column widths to the table content.

d. Click **Close**.

e. Click and drag columns to reposition columns in the **MOS Favorites** panel.

f. Click and drag column dividers to manually resize the width of individual columns.

4. To preview the media contained in a MOS object on a desktop computer, complete the following steps:

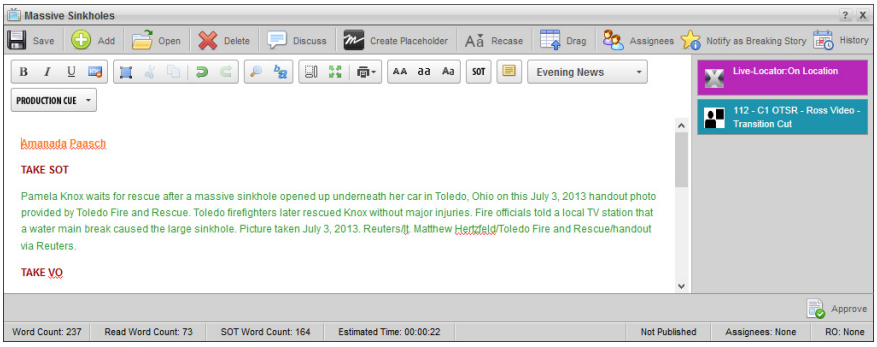
   a. In the **MOS Favorites** panel, select a MOS object that has a check mark in the **Preview** column.

   b. Click the **Preview** icon in the **MOS Favorites** toolbar. Media previews are not available on mobile devices.

      The media contained in the selected MOS object opens in the **Video Player** panel. The **Video Player** panel cannot display some media file formats that Inception supports.

5. Drag the icon of the **MOS object** that you want to add to your Broadcast story from the **MOS Objects** panel to the **MOS Objects** area of the active Broadcast story, then release the MOS object. For stories that contain more than one MOS object, a blue line previews the position for the new MOS object. When the blue line highlights the position to add the new MOS object, release the MOS object.

   The **Story Editor** displays the added **MOS object** in the **MOS Objects** area. Inception displays a black background with a warning icon for MOS objects with mismatched MOS IDs.



You can also add MOS Objects to a story as follows:

- **Copy** — paste a copied a MOS object it into the story **MOS Objects** area.
- **Hotkey** — while working in a story, press the hotkey associated with the MOS object to insert. The **Hotkey** column in the **MOS Favorites** panel displays the hotkeys associated with MOS objects.

For More Information on...

- how to copy and paste MOS objects, refer to the procedure "**To copy MOS objects in a Broadcast story**" on page 5–19.

Hide Broadcast Stories from MOS Devices

You can use the Running Order panel or the Story Browser panel to select the MOS objects in stories to hide from the MOS devices that have the Enable Hide from Device check box selected.

✶ You must have the appropriate user permission to hide MOS objects in a story from MOS devices.

✶ You cannot hide MOS objects in a published Broadcast story from MOS devices. You must unpublish a Broadcast story before hiding the MOS objects in the story from MOS devices.

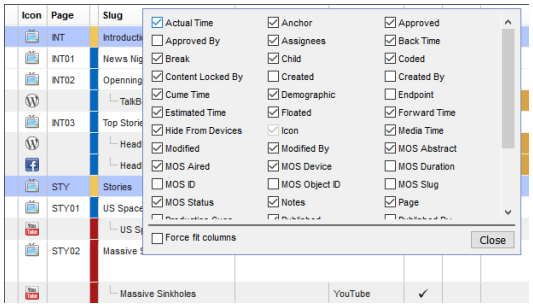
✶ When you hide the MOS objects in a story from MOS devices, Inception only hides the MOS objects from the MOS devices that have the Enable Hide from Device check box selected.

To hide the MOS objects in a story from MOS devices

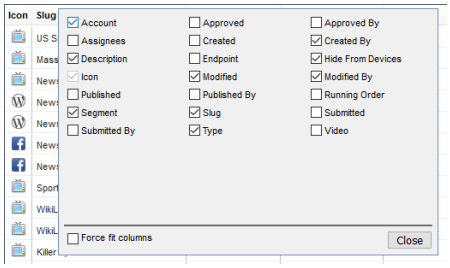
1. Open a running order that contains the story with the MOS objects to hide from MOS devices or click the **Story Browser** icon in the main toolbar to open the **Story Browser** panel.
2. Add the **Hide From Devices** column to the open **Running Order** panel or **Story Browser** panel as follows:
   a. In the open **Running Order** panel or **Story Browser** panel, right-click the title of any table column.

      The **Columns** list opens for the open panel.

      Running Order Panel



      Story Browser Panel



   b. Select the check box to the left of the **Hide From Devices** column.
   c. Select the **Force fit columns** check box to automatically resize column widths to the table content.
   d. Click **Close**.
   e. Click and drag columns to reposition columns in the open **Running Order** panel or **Story Browser** panel.
   f. Click and drag column dividers to manually resize the width of individual columns.
3. If the story containing the MOS objects to hide from MOS devices is published, unpublish the story before hiding the MOS objects contained in it.
4. In the open **Running Order** panel or **Story Browser** panel, click the **Hide From Devices** cell associated with the story that contains the MOS objects to hide from MOS devices.
5. Press the **Space Bar** to select the check box in the **Hide From Devices** cell.

   Inception hides the MOS objects contained in the story from the MOS devices that have the **Enable Hide from Device** check box selected. Clear the check box in the **Hide From Devices** cell to make the MOS Objects contained in the story available to MOS devices.
6. Click any other cell in the open **Running Order** panel or **Story Browser** panel.

Drupal Stories

Drupal is an open-source online content management system that you can use to publish content as a blog or website.

An Inception Drupal story consists of a title, body, and custom content. The body of a Drupal story can contain text, images, audio, and video in the media formats accepted by Drupal.

This chapter discusses the following topics:

- Create a Drupal Story
- Add Media to a Story
- Create a Drupal Story via E-mail
- Edit a Drupal Story

Create a Drupal Story

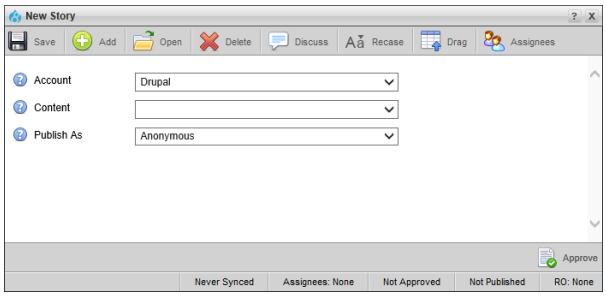
Inception enables you to create Drupal stories from the following panels:

- **Running Order** — while working with a running order in the Running Order panel you can add a new Drupal story directly to the open running order.
- **Story Browser** — when you do not want to immediately add a new Drupal story to a running order, you can create your new Drupal story from your Story Browser panel. You can add your Drupal story to a running order at any time.
- **Story Editor** — while editing a story in the Story Editor panel, you can use the content of the current story to create a new Drupal story. When you create a Drupal story from an existing Inception story, Inception produces a story family that includes the original and new story. All new stories created in such a manner inherit the Slug and the content of the original.
- **Assignment** — while working on an assignment in the Assignment Editor panel, you can create new Drupal story for the assignment. When you create a story from an assignment, Inception automatically makes the Slug for new stories the same as the assignment Slug. Changing the Slug of a new story does not change the assignment Slug.

To create a Drupal story

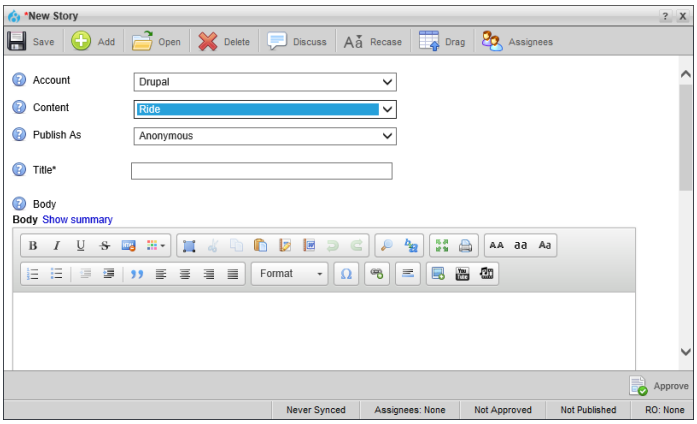
1. Open the **Story Editor** panel to create a new Drupal story. For information about opening the Story Editor from a specific panel to create a new story, refer to the following procedures:
   - **Running Order** — "**To create a story from the Running Order Panel**" on page 4–2.
   - **Story Browser** — "**To create a story from the Story Browser panel**" on page 4–3.
   - **Story Editor** — "**To create a story from the Story Editor Panel**" on page 4–5.
   - **Assignment** — "**To create a story from the Assignment Editor Panel**" on page 4–6.

   The **Story Editor** panel opens for you to create a Drupal story.



2. Use the **Account** list to select the Drupal account to publish the story.
3. Use the **Content** list to select the form with which to edit the story.

The **Story Editor** view refreshes to show the types of content that you can enter for the Drupal story. All Drupal stories contain **Title** and **Body** content. The custom content for a story depends on the form selected from the **Content** list. Most forms contain **Tag** and **Feature Image** content.



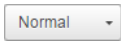
4. Use the **Publish As** list to select the Drupal user to publish the story.
5. In the **Title** box, enter a title for the story.
6. In the **Body** box, enter or edit the body text for the story.

   The **Words** field at the bottom of the **Story Editor** indicates how many words the story contains.

   The **Body** box includes many popular text formatting tools to help you define the visual appearance of the story. The **Text Formatting** toolbar contains the following tools:

Tool	Description
	Bold — click or tap this icon to make the selected text bold.
	Italic — click or tap this icon to italicize the selected text.
	Underline — click or tap this icon to underline the selected text.
	Strike-through — click or tap this icon to draw a line through the middle of the selected text.
	Remove Format — click or tap this icon to remove Bold, Italic, Underline, Strike-through, and Text Color formatting from the selected text.
	Text Color — click or tap this icon to change the color of the selected text. Select Automatic to use the default text color. Select More Colors to open the Select color dialog box and use HTML color codes to select the text color.
	Select All — click or tap this icon to select all the content in a story
	Cut — click or tap this icon to remove the selected text from the story and place it on the clipboard.
	Copy — click or tap this icon to place a copy of the selected text on the clipboard.
	Paste — click or tap this icon to paste the contents of the clipboard into the story at the cursor location.
	Paste as Plain Text — click or tap this icon to paste the contents of the clipboard into a story without any text formatting.

Tool	Description
	Paste from Word — click or tap this icon to paste formatted text selected from a Word file into a story and retain text formatting.
	Undo — click or tap this icon to reverse your last edit.
	Redo — click or tap this icon to recover the last edit that you canceled with the Undo tool.
	Find — click or tap this icon to find text in a story.
	Replace — click or tap this icon to replace text in a story.
	Maximize — click or tap this icon to expand the Body to fill the Story Editor Panel. When expanded, click or tap this icon to contract the Body.
	Print — click or tap this button to print the current story.
	Convert to Upper Case — click or tap this icon to change the selected text to all upper-case letters.
	Convert to Lower Case — click or tap this icon to change the selected text to all lower-case letters.
	Convert to Body Case — click or tap this icon to change the selected text to mixed case letters. Review the resulting text carefully, because the case adjustment tool cannot account for all situations. Stories imported from an NCS rundown may contain text in ALL UPPER-CASE letters. Click or tap this icon to change the text to mixed case. Review the resulting text carefully, as the case adjustment tool cannot account for all situations.
	Insert/Remove Numbered List — click or tap this icon to add sequential numbers to start of the of each selected paragraph. Numbers are removed from numbered paragraphs.
	Insert/Remove Bulleted List — click or tap this icon to add bullets to start of the of each selected paragraph. Bullets are removed from bulleted paragraphs.
	Decrease Indent — click or tap this icon to decrease the indent level of the selected numbered list or bulleted list.
	Increase Indent — click or tap this icon to increase the indent level of the selected numbered list or bulleted list.
	Block Quote — click or tap this icon to indent the selected text to highlight it as an extended quotation.
	Align Left — click or tap this icon to align the selected text to the left side of the text box.
	Align Center — click or tap this icon to center the selected text in the text box.
	Align Right — click or tap this icon to align the selected text to the right side of the text box.

Tool	Description
	Justify — click or tap this icon to align the selected text to both the left and right sides of the text box, adding extra space between words as necessary.
	**Format Paragraph** — use this list to select the paragraph style to apply to the selected text. The visual appearance of the story when published may vary from the appearance you define in Inception. The final visual appearance of each style is controlled by a cascading style sheet (CSS) on your Drupal website.
	Insert Special Character — click or tap this icon to use the Select Special Character dialog box to insert characters that are not your keyboard.
	Link Insert/Edit — click or tap this icon to use the Link dialog box to add a URL, anchor, or E-Mail link to the selected text.
	Insert Horizontal Line — click or tap this icon to insert a horizontal line at the cursor location.

7. Use the **Tags** list as follows to select the Drupal tag or tags for the story:

   a. To filter the **Tags** list, enter in the **Filter** box a portion of the tag name you want to select.

      You do not need to enter the start of a tag name, just any portion of the name filters the **Tags** list. The **Tags** list automatically updates to display only the tags with names that contain the text entered in the **Filter** box. Clear the **Filter** box to display all the available tags in the **Tags** list.

   b. In the **Tags** list, select the check box to the left of each tag that you want to associate with the story.

      Click **Check All** to select all the tags in the **Tags** list, click **Uncheck All** to deselect all tags.

   c. After you select the tags for the story, click the **Close** icon.

      The **Tags** list closes and displays the selected tags.

8. Use the **Featured Image** list to select the media source that contains the image to represent the contents, mood, or theme of the story.

   The available types of media sources are as follows:

   - **Upload** — previously-uploaded media files. You can also upload new media files to an Upload media source.
   - **Directory** — media files held in a directory share.
   - **MOS** — media files store on MOS devices connected to the Inception Server.
   - **QuickTurn** — video segments that are automatically created by the Ross Video OverDrive QuickTurn application from QuickTurn tagged shots in an OverDrive rundown.
   - **Streamline** — media files stored in a Ross Video Streamline asset management system.

9. Use the selected media source to select an image that represents the contents, mood, or theme of the story.

   Upload Media Source: Upload a New File

   a. To the right of the **Upload a File**, click **Browse** or tap **Choose File**. If neither of the buttons are not visible, click or tap the **Upload A File** icon to show appropriate button.

   b. Upload a media file to the selected media source as follows:

      - On a desktop computer, do the following:
        › Browse to the media file to upload.
        › Select the media file.
        › Click **Open**.
      - On a mobile device, upload an existing media file as follows:
        › Tap **Photo Library**.
        › Browse to the media file to upload.
        › Select the media file.
        › Tap **Use**.
      - On a mobile device, record and upload a new video file as follows:
        › Tap **Take Video**.
        › Record a new video.
        › Tap **Use Video**.

      The uploaded media file is also selected as the media file to include with the story.

   c. Go to step **10**.

   Upload Media Source: Existing File

   a. Use the **File** list to select the media file to include with the story. If the **File** list is not visible, click or tap the **View Uploaded Files** icon to show the list.

   b. Go to step **10**.

   Directory Media Source

   a. Use one of the following methods to select the media file to include with the story:

      - Click or tap the **Browse** icon to use the **File** list to select a media file.
      - Click or tap the **Filename** icon to use the **File** list to enter the name of a media file.

   b. Go to step **10**.

   MOS Media Source

   a. Open the **MOS Objects** panel or **MOS Favorites** panel.

   b. In the **MOS Objects** panel or **MOS Favorites** panel, locate the MOS object that contains the media file to include with the story.

   c. Drag the icon of the MOS object that you want to include with the story from the **MOS Objects** panel or **MOS Favorites** panel to the **Asset** box in the **Story Editor** panel, then release the MOS object.

   d. Go to step **10**.

QuickTurn Media Source

a. Use the **Segment** list to select the QuickTurn segment video file that you want to include with the story.

b. Go to step **10**.

Streamline Media Source

a. Drag the asset that contains the media file that you want to include in the story from the **MOS Objects** panel, the **Streamline Plugin** panel, or **Streamline** to the **Asset** box.

If you dragged the wrong asset into the **Asset** box, click or tap the **Remove** icon to remove the asset.

b. Go to step **10**.

10. If you are on a desktop computer, you can preview the selected image by clicking the **Preview** icon. Previews are not available on mobile devices.

The image opens in the **Video Player** panel.

11. Enter information in the story custom content.

12. Click or tap the **Save** icon.

Inception saves the story on your Inception Server and to your Drupal account. On Drupal, new stories are saved with **Draft** status. You can use Inception or Drupal to edit the story. Story edits are synchronized between both Inception and Drupal. Publishing a Drupal story from Inception or Drupal makes the story available as a post on your Drupal website.

When changes were made in Drupal to a Drupal story open in Inception, an alert opens when you use Inception to save the story. Click **Yes** to save the **Inception** version of the story, click **No** to retain the **Drupal** version of the story.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing Drupal stories, refer to the section "**Edit a Drupal Story**" on page 6–13.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Add Links to a Drupal Story

You can use the following methods to add links to the body of a Drupal story:

- Directly enter a URL starting with http://.
- Open the Insert Link tool to add a URL or e-mail link.

You can use the Insert Link tool to edit the links in a story.

To directly enter a URL in the body of a Drupal story

1. While using the **Story Editor** to create or edit a Drupal story, position the cursor in the **Body** box at the location to place a URL.

2. Starting with **`http://`**, enter the URL for the web site to open from the story. For example:

```
http://www.rossvideo.com
```

3. Click or tap the **Save** icon.

Inception highlights the entered URL in blue text with an underline.

4. Test the new URL as follows:
   - **Windows** — Ctrl-click the URL.
   - **macOS** — Cmd-click the URL.

   The linked web site opens in your web browser.
5. To edit a URL:
   a. Edit the URL text.
   b. Click or tap the **Save** icon.

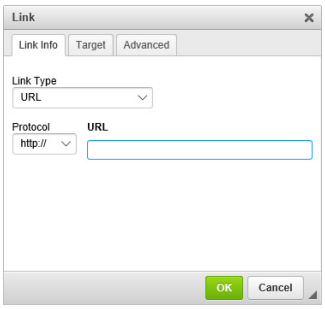
   You can also double-click a URL to edit the URL with the **Link** dialog box.

To use the Insert Link tool to add a URL or e-mail link to the body of a Drupal story

1. While using the **Story Editor** to create or edit a Drupal story, position the cursor in the **Body** box at the location to place a URL.
2. Click the **Link Insert/Edit** icon.

   The **Link** dialog box opens.
3. Click the Link Info tab.

   The **Link Info** tab opens.



4. Use the **Link Type** list to select the type of link to insert in the story.

   The **Link Info** tab displays the fields to define the selected link type.
5. To define a **URL**, enter the URL for the web site to open from the story in the **URL** box.
6. To define an e-mail link, enter setting in the following boxes:
   - **E-Mail Address** — the e-mail address to send an e-mail.
   - **Message Subject** — subject of the e-mail (optional).
   - **Message Body** — initial text for the body of the e-mail (optional).
7. Click **OK**.
8. To edit a link, double-click the link to edit the link with the **Link** dialog box.

View a Story on Your Drupal Website

After you save a Drupal story, you can view the story on your Drupal website to check at how Drupal presents the story to your website visitors.

To view a story on your Drupal website

1. Use the **Story Editor** panel to create a new Drupal story.
2. Click or tap the **Save** icon.
3. In the bottom toolbar, click or tap the **View** icon.

   Drupal opens the selected story in a new web browser window.

Add Media to a Story

You can use the Story Editor to add images, video, audio, and links to documents to a Drupal story. The Story Editor **Text Formatting** toolbar contains the following tools to insert media in a Drupal story:

Tool	Description
	Image — click or tap this icon to insert an image from a website at the cursor location.
	Embed YouTube Video — click or tap this icon to use the Embed YouTube Video dialog box to embed a video from YouTube at the cursor location.
	Embed Media from External Sites — click or tap this icon to use the Embed Media Content dialog box to embed an image, video, audio, or rich content from an external website at the cursor location.

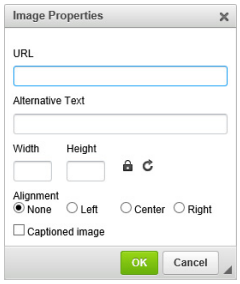
Image from a Website

The Image tool enables you to use a web address to insert an image into a story.

To insert an image from a website at the cursor location

1. While using the **Story Editor** to create or edit a Drupal story, position the cursor in the **Body** box at the location to place an image.
2. Click the **Image** icon.

   The **Image Properties** dialog box opens.



3. In the **URL** box, enter the web address of the image to a insert at the cursor location.
4. In the **Alternative Text** box, enter the text to display for web accessibility or when the image is not available.
5. In the **Width** box, enter the width in pixels to display the image.

   Clear the **Width** box to display the full width of the image.

6. In the **Height** box, enter the height in pixels to display the image.

   Clear the **Height** box to display the full height of the image.

7. Click the **Lock Ratio** icon to retain the image proportions when entering a **Width** or **Height**.

8. Click the **Reset Size** icon to set the **Width** and **Height** for the image to the original image size.

9. In the **Alignment** section, select the option to horizontally align the image in the story. The available horizontal alignment options are as follows:

   - **None** — display the image inline with the text.
   - **Left** — display the image on a separate line at the left edge of the story text.
   - **Center** — display the image on a separate line centered with the story text.
   - **Right** — display the image on a separate line at the right edge of the story text.

10. Select the **Caption** image check box to add a caption below the image that you can edit.

11. Click **OK**.

    Inception inserts the selected image into the story at the cursor location. To use the **Image Properties** dialog box to edit an image, double-click the image to edit.

Embed YouTube Video

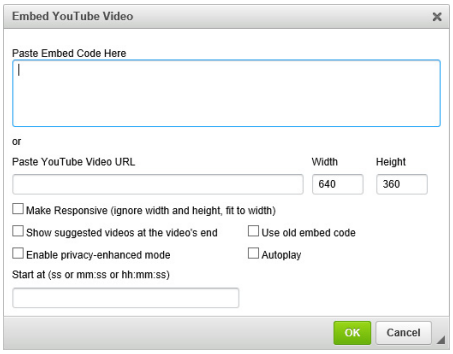
The Embed YouTube Video tool enables you to select a video from YouTube to embed in a story and configure YouTube specific settings for the selected video.

To embed a YouTube video at the cursor location

1. While creating or editing a Drupal story in the **Story Editor**, position the cursor in the **Body** box where you want to embed a YouTube video in the story.

2. Click the **Embed YouTube Video** icon.

   The **Embed YouTube Video** dialog box opens.



3. When you have an embed code for the YouTube video that you want to insert into a story, paste the embed code in the **Paste Embed Code Here** box.

   Skip to step **13** on page 6-11, as the remaining options in the **Embed YouTube Video** dialog box do not apply to embed codes.

4. When you have a web address for the YouTube video that you want to insert into your store, paste the web address code in the **Paste YouTube Video URL** box.

5. In the **Width** box, enter the width in pixels to display the YouTube video.

6. In the **Height** box, enter the height in pixels to display the YouTube video.

7. Select the **Make Responsive** check box to automatically scale the YouTube video to fit the browser or mobile device that a user uses to view your Drupal website.

   Selecting this option ignores the set **Width** and **Height**.

8. Select the **Show suggested videos at the video's end** check box to enable YouTube to suggest other YouTube videos to watch when your YouTube video ends.

9. Select the **Enable privacy-enhanced mode** check box to stop YouTube from gathering information about visitors to your Drupal website unless they play your YouTube video.

10. Select the **Use old embed code** check box to generate an embed code for the entered **URL** that does not use **`<iframe>`** code, which is not supported by some websites.

11. Select the **Autoplay** check box to automatically play the YouTube video when a user visits your Drupal website.

12. In the **Start at** box, use the time format **`hh:mm:ss`** to enter the time in the YouTube video to start playing the video.

13. Click **OK**.

    Inception embeds the selected YouTube video in the story at the cursor location. You cannot edit the settings for an inserted YouTube video. If the settings are not to your liking, delete the YouTube video and embed the video once again.

Embed Media from External Websites

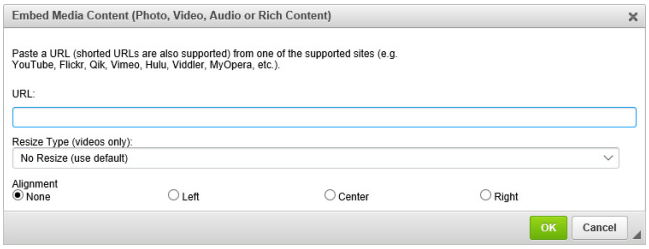
The Embed Media from External Sites tool enables you to use a web address to embed media in a story.

To embed media from a website at the cursor location

1. While creating or editing a Drupal story in the **Story Editor**, position the cursor in the **Body** box where you want to embed media in the story.

2. Click the **Embed Media from External Sites** icon.

   The **Embed Media Content** dialog box opens.



3. In the **URL** box, enter the web address of the media to a insert at the cursor location.

4. For videos, use the **Resize Type** list the select how to set the size of the selected video. The available options are as follows:

   - **No Resize** — use the original width and height of the video to display the video.
   - **Responsive Resize** — automatically resize the video with the web browser window to a maximum width and height. The following settings are only available when you select the **Responsive Resize** option:
     - **Max Width** — enter in this box the maximum width in pixels to display the video.
     - **Max Height** — enter in this box the maximum height in pixels to display the video.
   - **Specific Resize** — display the video at a set width and height. The following settings are only available when you select the **Specific Resize** option:
     - **Max Width** — enter in this box the width in pixels to display the video.
     - **Max Height** — enter in this box the height in pixels to display the video.

5. In the **Alignment** section, select the option to horizontally align the media in the story. The available horizontal alignment options are as follows:
   - **None** — display the media inline with the text.
   - **Left** — display the media on a separate line at the left edge of the story text.
   - **Center** — display the media on a separate line centered with the story text.
   - **Right** — display the media on a separate line at the right edge of the story text.
6. Click **OK**.

   Inception embeds the selected media in the story at the cursor location.

Create a Drupal Story via E-mail

When your Inception administrator enables the E-mail Story Creation option on your Inception Server, you can create a Drupal story by sending an e-mail to your Inception Server.

To create a Drupal story via e-mail

1. Open the e-mail account associated with your Inception user account.
2. Create a new e-mail addressed to the e-mail address used for story submission.

   If you do not know of the correct e-mail address for story submission, contact your administrator.
3. As the subject of the e-mail, enter the slug name for the story.
4. In the body of the e-mail, enter the text for the story.
5. If you want to include an image with the story, attach the image file to the e-mail.

✶ When you create a Drupal story through e-mail that includes an image, the image uploads to the Inception Server but Inception does not include the image with the story by default. To publish the image, an Inception user must open the story the in Inception, add the image and then approve and publish the story.

6. Send the e-mail.

   Your e-mail client sends your Drupal story e-mail to Inception. Within a few minutes, Inception sends you a reply to your Drupal story e-mail.
7. Open the reply e-mail from Inception.

   The body of the e-mail includes the following:
   - A Web heading.
   - Below the Web heading is a bulleted list of Drupal accounts through which you can create a story.
   - Below each Drupal account is a bulleted list of approval options and publication options that you can request. The listed options depend on the level of your user permissions.
8. Decide which Drupal account through which to create your story, then select the account options for your story as follows:
   - Click or tap the account name to create the story without approving or publishing it. In Inception, you can find the story in your **Story Browser** panel.
   - Click or tap **Request Approve** to create the story, then request approval it.
   - Click or tap **Approve** to create and approve the story.
   - Click or tap **Request Publish** to create the story and request Inception to publish the story. As soon as an Inception user approves the story, Inception publishes the story to the selected Drupal account.
   - Click or tap **Publish** to create, approve, and publish the story to the selected Drupal account.

   After you click or tap an option, your e-mail client creates a new e-mail.

No e-mail created

When your e-mail client does not create a new e-mail, your e-mail client does not support automatic e-mail creation. To manually create a reply e-mail manually:

a. Create a reply e-mail.

b. In the body of the e-mail, enter the account name exactly as displayed in the original e-mail.

c. Below the account name, enter the action you want to request:

- To create a story without approving or publishing it, enter nothing.
- For **Approve** or **Request Approve**, enter `Approve`.

For **Publish** or **Request Publish**, enter `Publish`.

9. Send your reply e-mail to Inception.

   If you do not send a valid reply e-mail to Inception within 96 hours, Inception automatically cancels the story request and does not create the story.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing Drupal stories, refer to the section "**Edit a Drupal Story**" on page 6–13.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Edit a Drupal Story

A Drupal story consists of a title and some body text and may also custom content. You can only edit Drupal stories that are unapproved and unpublished. After editing a Drupal story, you must approve and publish the updated story to upload the story to your Drupal website.

✶ Unpublishing a Drupal story removes the story from your Drupal website.

To edit a Drupal story

1. Use one of the following methods to open the Drupal story to edit in the **Story Editor**:

   - If you own the story to edit, double-click or double-tap the story in the **Story Browser** panel.
   - If you do not own the story to edit, open a running order that contains the story to edit and then double-click or double-tap the story in the **Running Order** panel.

   The selected story opens in the **Story Editor**.

2. Before you can edit a Drupal story you must unpublish and unapprove the story as follows:

   a. At the bottom of the **Story Editor**, look at the **status bar** to determine the approval and publish status of the story.

   b. For stories with a published status, click or tap the **Unpublish** icon in the bottom toolbar.

   c. For stories with an approved status, click or tap the **Unapprove** icon in the bottom toolbar.

3. In the **Title** box, edit the story title as required.

4. In **Body** box, edit the Drupal story text as required.

5. Edit custom content as required.

6. After you finish editing the Drupal story, click or tap the **Save** icon.

   Inception saves the modified story.

7. You must approve and publish an updated Drupal story before Inception can upload the story to Drupal. Use the following icons in the bottom toolbar to approve and publish your updated story:

   - **Request Approve** — request approval of the modified story.
   - **Request Publish** — request approval of the modified story, and to publish it immediately after approval.
   - **Approve** — approve the modified story.
   - **Publish** — publish the approved story.

✶ The available approval and publishing options depend on your user permissions.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Facebook Stories

Facebook is a social utility that connects people with friends and others who work, study, and live around them.

An Inception Facebook story consists of story text and may also include either one picture or one video file. Facebook stories support the following media file formats:

- **Image Formats**
  - **.gif** — Graphical Interchange Format
  - **.jpg** or **.jpeg** — Joint Photographic Experts Group
  - **.png** — Portable Network Graphic
- **Audio and Video Formats**
  - **.3gp** or **.3gpp** — Third Generation Partnership Project
  - **.avi** — Audio Video Interleave
  - **.flv** — Flash Video
  - **.mov** — Apple QuickTime Movie
  - **.mp4** — Moving Picture Experts Group 4 Part 14
  - **.mpg** or **.mpeg** — Moving Picture Experts Group Phase 1
  - **.ogg** — Xiph.org multimedia codecs
  - **.wmv** — Windows Media Video

This chapter discusses the following topics:

- Create a Facebook Story
- Create a Facebook Story via E-mail
- Edit a Facebook Story

Create a Facebook Story

Inception enables you to create Facebook stories from the following panels:

- **Running Order** — while working with a running order in the Running Order panel you can add a new Facebook story directly to the open running order.
- **Story Browser** — when you do not want to immediately add a new Facebook story to a running order, you can create your new Facebook story from your Story Browser panel. You can add your Facebook story to a running order at any time.
- **Story Editor** — while editing a story in the Story Editor panel, you can use the content of the current story to create a new Facebook story. When you create a Facebook story from an existing Inception story, Inception produces a story family that includes the original and new story. All new stories created in such a manner inherit the Slug and the content of the original.
- **Assignment** — while working on an assignment in the Assignment Editor panel, you can create new Facebook story for the assignment. When you create a story from an assignment, Inception automatically makes the Slug for new stories the same as the assignment Slug. Changing the Slug of a new story does not change the assignment Slug.

To create a Facebook story

1. Open the **Story Editor** panel to create a new Facebook story. For information about opening the Story Editor from a specific panel to create a new story, refer to the following procedures:

   - **Running Order** — "**To create a story from the Running Order Panel**" on page 4–2.
   - **Story Browser** — "**To create a story from the Story Browser panel**" on page 4–3.
   - **Story Editor** — "**To create a story from the Story Editor Panel**" on page 4–5.
   - **Assignment** — "**To create a story from the Assignment Editor Panel**" on page 4–6.

   The **Story Editor** panel opens for you to create a Facebook story.

2. In the **Account** list, click or tap the Facebook account to which you want to publish the story.
3. In **Body** box, enter the story.

   Facebook stories can contain up to 1000 characters. The **Characters Left** field at the bottom of the **Story Editor** indicates how many characters remain. After Inception publishes a Facebook story, Facebook automatically adds a thumbnail image and a short description for all URLs in the story.

   Stories imported from an NCS rundown may contain text in ALL UPPER-CASE letters. To change the text to mixed case, click or tap the **Recase** icon. Review the resulting text carefully because the case adjustment tool cannot account for all situations.
4. If you do not want to include a picture or video with the story, go to step **8**.

5. Use the **Media Source** list to select the media source that contains the image or video for the story.

   The available types of media sources are as follows:

   - **Upload** — previously-uploaded media files. You can also upload new media files to an Upload media source.
   - **Directory** — media files held in a directory share.
   - **MOS** — media files store on MOS devices connected to the Inception Server.
   - **QuickTurn** — video segments that are automatically created by the Ross Video OverDrive QuickTurn application from QuickTurn tagged shots in an OverDrive rundown.
   - **Streamline** — media files stored in a Ross Video Streamline asset management system.

6. Use the selected media source to select an image or video for the story.

   Upload Media Source: Upload a New File

   a. To the right of the **Upload a File**, click **Browse** or tap **Choose File**. If neither of the buttons are not visible, click or tap the **Upload A File** icon to show appropriate button.

   b. Upload a media file to the selected media source as follows:

      - On a desktop computer, do the following:
        › Browse to the media file to upload.
        › Select the media file.
        › Click **Open**.
      - On a mobile device, upload an existing media file as follows:
        › Tap **Photo Library**.
        › Browse to the media file to upload.
        › Select the media file.
        › Tap **Use**.
      - On a mobile device, record and upload a new video file as follows:
        › Tap **Take Video**.
        › Record a new video.
        › Tap **Use Video**.

      The uploaded media file is also selected as the media file to include with the story.

   c. Go to step **7**.

   Upload Media Source: Existing File

   a. Use the **File** list to select the media file to include with the story. If the **File** list is not visible, click or tap the **View Uploaded Files** icon to show the list.

   b. Go to step **7**.

   Directory Media Source

   a. Use one of the following methods to select the media file to include with the story:

      - Click or tap the **Browse** icon to use the **File** list to select a media file.
      - Click or tap the **Filename** icon to use the **File** list to enter the name of a media file.

   b. Go to step **7**.

MOS Media Source

a. Open the **MOS Objects** panel or **MOS Favorites** panel.

b. In the **MOS Objects** panel or **MOS Favorites** panel, locate the MOS object that contains the media file to include with the story.

c. Drag the icon of the MOS object that you want to include with the story from the **MOS Objects** panel or **MOS Favorites** panel to the **Asset** box in the **Story Editor** panel, then release the MOS object.

d. Go to step **7**.

QuickTurn Media Source

a. Use the **Segment** list to select the QuickTurn segment video file that you want to include with the story.

b. Go to step **7**.

Streamline Media Source

a. Drag the asset that contains the media file that you want to include in the story from the **MOS Objects** panel, the **Streamline Plugin** panel, or **Streamline** to the **Asset** box.

If you dragged the wrong asset into the **Asset** box, click or tap the **Remove** icon to remove the asset.

b. Go to step **7**.

7. If you are on a desktop computer and you want to preview the image or video, click the **Preview** icon. Video previews are not available on mobile devices.

The video opens in the **Video Player** panel. The **Video Player** panel cannot play some video file formats that Inception supports.

✶ Given that QuickTurn media sources list planned but not yet created video segments, the **Video Player** panel may not be able to preview video from a QuickTurn media source.

8. Click or tap the **Save** icon.

Inception saves the story. Drag the new Facebook story into a running order to publish the story when you playout the running order. Publishing a Facebook story uploads the story content to your Facebook website.

For More Information on...

- spell checking story text, refer to the chapter "**Spell Checking**" on page 12–1.
- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing Facebook stories, refer to the section "**Edit a Facebook Story**" on page 7–6.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.

Add a URL to a Facebook Story

You can add a URL to the body of a Facebook story by directly entering the URL starting with http://.

To enter a URL in the body of a Facebook story

1. While using the **Story Editor** to create or edit a Facebook story, position the cursor in the **Body** box at the location to place a URL.
2. Starting with **`http://`**, enter the URL for the web site to open from the story. For example:

   `http://www.rossvideo.com`

3. Click or tap the **Save** icon.

   Inception highlights the entered URL in blue text with an underline.

4. Test the new URL as follows:
   - **Windows** — Ctrl-click the URL.
   - **macOS** — Cmd-click the URL.

   The linked web site opens in your web browser.
5. To edit a URL:
   a. Edit the URL text.
   b. Click or tap the **Save** icon.

Create a Facebook Story via E-mail

When your Inception administrator enables the E-mail Story Creation option on your Inception Server, you can create a Facebook story by sending an e-mail to your Inception Server.

To create a Facebook story via e-mail

1. Open the e-mail account associated with your Inception user account.
2. Create a new e-mail addressed to the e-mail address used for story submission.

   If you do not know of the correct e-mail address for story submission, contact your administrator.
3. As the subject of the e-mail, enter the slug name for the story.
4. In the body of the e-mail, enter the text for the story.

   Facebook stories can contain up to 1000 characters.
5. If you want to include an image or video with the story, attach the media file to the e-mail.
6. Send the e-mail.

   Your e-mail client sends your Facebook story e-mail to Inception. Within a few minutes, Inception sends you a reply to your Facebook story e-mail.
7. Open the reply e-mail from Inception.

   The body of the e-mail includes the following:
   - A Facebook heading.
   - Below the Facebook heading is a bulleted list of Facebook accounts through which you can create a story.
   - Below each Facebook account is a bulleted list of approval options and publication options that you can request. The listed options depend on the level of your user permissions.
8. Decide which Facebook account through which to create your story, then select the account options for your story as follows:
   - Click or tap the account name to create the story without approving or publishing it. In Inception, you can find the story in your **Story Browser** panel.
   - Click or tap **Request Approve** to create the story, then request approval it.
   - Click or tap **Approve** to create and approve the story.
   - Click or tap **Request Publish** to create the story and request Inception to publish the story. As soon as an Inception user approves the story, Inception publishes the story to the selected Facebook account.
   - Click or tap **Publish** to create, approve, and publish the story to the selected Facebook account.

   After you click or tap an option, your e-mail client creates a new e-mail.

No e-mail created

When your e-mail client does not create a new e-mail, your e-mail client does not support automatic e-mail creation. To manually create a reply e-mail manually:

a. Create a reply e-mail.

b. In the body of the e-mail, enter the account name exactly as displayed in the original e-mail.

c. Below the account name, enter the action you want to request:

- To create a story without approving or publishing it, enter nothing.
- For **Approve** or **Request Approve**, enter `Approve`.

For **Publish** or **Request Publish**, enter `Publish`.

9. Send your reply e-mail to Inception.

   If you do not send a valid reply e-mail to Inception within 96 hours, Inception automatically cancels the story request and does not create the story.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing Facebook stories, refer to the section "**Edit a Facebook Story**" on page 7–6.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.

Edit a Facebook Story

A Facebook story consists of story text and may also include either one picture or one video file. You can only edit Facebook stories that are unapproved and unpublished. After editing a Facebook story, you must approve and publish the updated story to display it on your Facebook page.

✶ Unpublishing a Facebook story removes the story from your Facebook page.

To edit a Facebook story

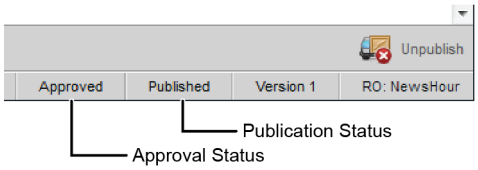
1. Use one of the following methods to open the Facebook story to edit in the **Story Editor**:

   - If you own the story to edit, double-click or double-tap the story in the **Story Browser** panel.
   - If you do not own the story to edit, open a running order that contains the story to edit and then double-click or double-tap the story in the **Running Order** panel.

   The selected story opens in the **Story Editor**.

2. Before you can edit a Facebook story you must unpublish and unapprove the story as follows:

   a. At the bottom of the **Story Editor**, look at the **status bar** to determine the approval and publish status of the story.



   b. For stories with a published status, click or tap the **Unpublish** icon in the bottom toolbar.

   c. For stories with an approved status, click or tap the **Unapprove** icon in the bottom toolbar.

3. In **Body** box, edit the Facebook story text as required.

4. To publish the Facebook story to a different Facebook account, use the **Account** list to select the new account to publish the story.

5. To change the photo or the video attached to the Facebook story, use the **Media Source** list to select the media source that contains the new photo or the new video to attach to the story.

6. After you finish editing the Facebook story, click or tap the **Save** icon.

   Inception saves the modified story.

7. You must approve and publish an updated Facebook story to display it on your Facebook page. Use the following icons in the bottom toolbar to approve and publish your updated story:

   - **Request Approve** — request approval of the modified story.
   - **Request Publish** — request approval of the modified story, and to publish it immediately after approval.
   - **Approve** — approve the modified story.
   - **Publish** — publish the approved story.

✶ The available approval and publishing options depend on your user permissions.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Frankly Stories

Frankly is an online content management system that you can use to publish content to the web or social media.

An Inception Frankly story consists of a summary image, title, body, content classification, bylines, and categories. The body of a Frankly story can contain text and images in .gif, .jpg, or .png format.

This chapter discusses the following topics:

- Create a Frankly Story
- Add Media to a Story
- Create a Frankly Story via E-mail
- Edit a Frankly Story
- Edit the HTML Source Code of a Frankly Story

Create a Frankly Story

Inception enables you to create Frankly stories from the following panels:

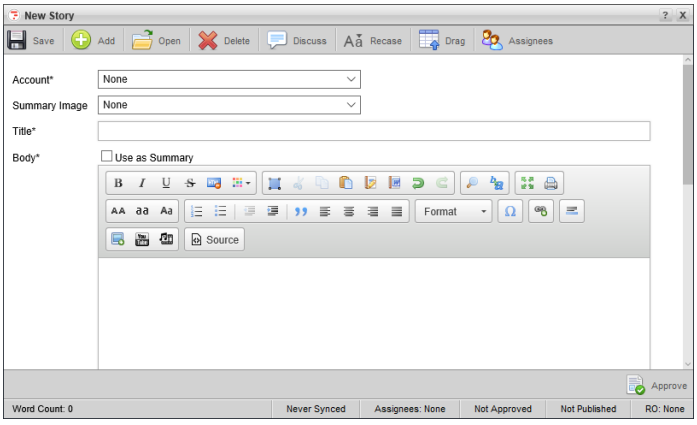
- **Running Order** — while working with a running order in the Running Order panel you can add a new Frankly story directly to the open running order.
- **Story Browser** — when you do not want to immediately add a new Frankly story to a running order, you can create your new Frankly story from your Story Browser panel. You can add your Frankly story to a running order at any time.
- **Story Editor** — while editing a story in the Story Editor panel, you can use the content of the current story to create a new Frankly story. When you create a Frankly story from an existing Inception story, Inception produces a story family that includes the original and new story. All new stories created in such a manner inherit the Slug and the content of the original.
- **Assignment** — while working on an assignment in the Assignment Editor panel, you can create new Frankly story for the assignment. When you create a story from an assignment, Inception automatically makes the Slug for new stories the same as the assignment Slug. Changing the Slug of a new story does not change the assignment Slug.

To create a Frankly story

1. Open the **Story Editor** panel to create a new Frankly story. For information about opening the Story Editor from a specific panel to create a new story, refer to the following procedures:
   - **Running Order** — "**To create a story from the Running Order Panel**" on page 4–2.
   - **Story Browser** — "**To create a story from the Story Browser panel**" on page 4–3.
   - **Story Editor** — "**To create a story from the Story Editor Panel**" on page 4–5.
   - **Assignment** — "**To create a story from the Assignment Editor Panel**" on page 4–6.

   The **Story Editor** panel opens for you to create a Frankly story.
2. In the **Account** list, click or tap the Frankly account to which you want to publish the story.

   The **Story Editor** view refreshes to show all available options for Frankly stories.



3. Use the **Summary Image** list to select the media source that contains the image to represent the contents, mood, or theme of the story.

4. Use the **Media Source** list to select the media source that contains the summary image for the story.

   The available types of media sources are as follows:

   - **Upload** — previously-uploaded media files. You can also upload new media files to an Upload media source.
   - **Directory** — media files held in a directory share.
   - **MOS** — media files store on MOS devices connected to the Inception Server.
   - **QuickTurn** — video segments that are automatically created by the Ross Video OverDrive QuickTurn application from QuickTurn tagged shots in an OverDrive rundown.
   - **Streamline** — media files stored in a Ross Video Streamline asset management system.

5. Use the selected media source to select a summary image for the story.

   Upload Media Source: Upload a New File

   a. To the right of the **Upload a File**, click **Browse** or tap **Choose File**. If neither of the buttons are not visible, click or tap the **Upload A File** icon to show appropriate button.

   b. Upload a media file to the selected media source as follows:

      - On a desktop computer, do the following:
        › Browse to the media file to upload.
        › Select the media file.
        › Click **Open**.
      - On a mobile device, upload an existing media file as follows:
        › Tap **Photo Library**.
        › Browse to the media file to upload.
        › Select the media file.
        › Tap **Use**.
      - On a mobile device, record and upload a new video file as follows:
        › Tap **Take Video**.
        › Record a new video.
        › Tap **Use Video**.

      The uploaded media file is also selected as the media file to include with the story.

   c. Go to step **6**.

   Upload Media Source: Existing File

   a. Use the **File** list to select the media file to include with the story. If the **File** list is not visible, click or tap the **View Uploaded Files** icon to show the list.

   b. Go to step **6**.

   Directory Media Source

   a. Use one of the following methods to select the media file to include with the story:

      - Click or tap the **Browse** icon to use the **File** list to select a media file.
      - Click or tap the **Filename** icon to use the **File** list to enter the name of a media file.

   b. Go to step **6**.

MOS Media Source

a. Open the **MOS Objects** panel or **MOS Favorites** panel.

b. In the **MOS Objects** panel or **MOS Favorites** panel, locate the MOS object that contains the media file to include with the story.

c. Drag the icon of the MOS object that you want to include with the story from the **MOS Objects** panel or **MOS Favorites** panel to the **Asset** box in the **Story Editor** panel, then release the MOS object.

d. Go to step **6**.

QuickTurn Media Source

a. Use the **Segment** list to select the QuickTurn segment video file that you want to include with the story.

b. Go to step **6**.

Streamline Media Source

a. Drag the asset that contains the media file that you want to include in the story from the **MOS Objects** panel, the **Streamline Plugin** panel, or **Streamline** to the **Asset** box.

If you dragged the wrong asset into the **Asset** box, click or tap the **Remove** icon to remove the asset.

b. Go to step **6**.

6. If you are on a desktop computer, you can preview the selected image by clicking the **Preview** icon. Previews are not available on mobile devices.

The image opens in the **Video Player** panel.

7. In the **Title** box, enter a title for the story.

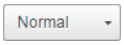
8. In the **Body** box, enter or edit the body text for the story.

The **Word Count** field at the bottom of the **Story Editor** indicates how many words the story contains.

The **Body** box includes many popular text formatting tools to help you define the visual appearance of the story. The **Text Formatting** toolbar contains the following tools:

Tool	Description
B	**Bold** — click or tap this icon to make the selected text bold.
I	**Italic** — click or tap this icon to italicize the selected text.
U	**Underline** — click or tap this icon to underline the selected text.
S	**Strike-through** — click or tap this icon to draw a line through the middle of the selected text.
	Remove Format — click or tap this icon to remove Bold, Italic, Underline, Strike-through, and Text Color formatting from the selected text.
	Text Color — click or tap this icon to change the color of the selected text. Select Automatic to use the default text color. Select More Colors to open the Select color dialog box and use HTML color codes to select the text color.
	Select All — click or tap this icon to select all the content in a story
	Cut — click or tap this icon to remove the selected text from the story and place it on the clipboard.

Tool	Description
	Copy — click or tap this icon to place a copy of the selected text on the clipboard.
	Paste — click or tap this icon to paste the contents of the clipboard into the story at the cursor location.
	Paste as Plain Text — click or tap this icon to paste the contents of the clipboard into a story without any text formatting.
	Paste from Word — click or tap this icon to paste formatted text selected from a Word file into a story and retain text formatting.
	Undo — click or tap this icon to reverse your last edit.
	Redo — click or tap this icon to recover the last edit that you canceled with the Undo tool.
	Find — click or tap this icon to find text in a story.
	Replace — click or tap this icon to replace text in a story.
	Maximize — click or tap this icon to expand the Body to fill the Story Editor Panel. When expanded, click or tap this icon to contract the Body.
	Print — click or tap this button to print the current story.
	Convert to Upper Case — click or tap this icon to change the selected text to all upper-case letters.
	Convert to Lower Case — click or tap this icon to change the selected text to all lower-case letters.
	Convert to Body Case — click or tap this icon to change the selected text to mixed case letters. Review the resulting text carefully, because the case adjustment tool cannot account for all situations. Stories imported from an NCS rundown may contain text in ALL UPPER-CASE letters. Click or tap this icon to change the text to mixed case. Review the resulting text carefully, as the case adjustment tool cannot account for all situations.
	Insert/Remove Bulleted List — click or tap this icon to add bullets to start of the of each selected paragraph. Bullets are removed from bulleted paragraphs.
	Insert/Remove Numbered List — click or tap this icon to add sequential numbers to start of the of each selected paragraph. Numbers are removed from numbered paragraphs.
	Decrease Indent — click or tap this icon to decrease the indent level of the selected numbered list or bulleted list.
	Increase Indent — click or tap this icon to increase the indent level of the selected numbered list or bulleted list.
	Block Quote — click or tap this icon to indent the selected text to highlight it as an extended quotation.
	Align Left — click or tap this icon to align the selected text to the left side of the text box.
	Align Center — click or tap this icon to center the selected text in the text box.
	Align Right — click or tap this icon to align the selected text to the right side of the text box.

Tool	Description
	Justify — click or tap this icon to align the selected text to both the left and right sides of the text box, adding extra space between words as necessary.
	**Format Paragraph** — use this list to select the paragraph style to apply to the selected text. The visual appearance of the story when published may vary from the appearance you define in Inception. The final visual appearance of each style is controlled by a cascading style sheet (CSS) on your Frankly website.
	Insert Special Character — click or tap this icon to use the Select Special Character dialog box to insert characters that are not your keyboard.
	Link Insert/Edit — click or tap this icon to use the Link dialog box to add a URL, anchor, or E-Mail link to the selected text.
	Insert Horizontal Line — click or tap this icon to insert a horizontal line at the cursor location.

9. Select the **Use as Summary** check box to use the first 500 characters of the story text entered in the **Body** box as the story summary. Clear this check box to enter a story summary in the **Summary** box.
10. In the **Summary** box, edit the story summary that was generated from the story **Body**. Frankly story summaries are limited to 500 characters. The **Character Count** field below the **Summary** box indicates how many characters the summary contains.

    This box is only available went the **Use as Summary** check box is cleared.
11. Use the **Content Classification** list to select the Frankly content classification for the story.
12. Use the **Bylines** list to select the author byline for a story.
    - **Range** — click the first byline in the selection range, then Shift-click the last byline in the selection range. The byline selection includes the first selected byline, the last selected byline, and all the bylines between the two selected bylines.
    - **Multiple** — click the first byline to select, then select additional bylines to add to the selected byline as follows:
      › **Windows** — Ctrl-click each byline to add to your selection.
      › **macOS** — Cmd-click each byline to add to your selection.

      The byline selection includes the first and additional selected bylines.
13. Use the **Categories** list to select the Frankly categories to associate with the story.
    - **Range** — click the first category in the selection range, then Shift-click the last category in the selection range. The category selection includes the first selected category, the last selected category, and all the categories between the two selected categories.
    - **Multiple** — click the first category to select, then select additional categories to add to the selected category as follows:
      › **Windows** — Ctrl-click each category to add to your selection.
      › **macOS** — Cmd-click each category to add to your selection.

      The category selection includes the first and additional selected categories.

14. Click or tap the **Save** icon.

    Inception saves the story on your Inception Server and to your Frankly account. On Frankly, new stories are saved with **Draft** status. You can use Inception or Frankly to edit the story. Story edits are synchronized between both Inception and Frankly. Publishing a Frankly story from Inception or Frankly makes the story available as a post on your Frankly website.

    When changes were made in Frankly to a Frankly story open in Inception, an alert opens when you use Inception to save the story. Click **Yes** to save the **Inception** version of the story, click **No** to retain the **Frankly** version of the story.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing Frankly stories, refer to the section "**Edit a Frankly Story**" on page 8–13.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Add Links to a Frankly Story

You can use the following methods to add links to the body of a Frankly story:

- Directly enter a URL starting with http://.
- Open the Insert Link tool to add a URL or e-mail link.

You can use the Insert Link tool to edit the links in a story.

To directly enter a URL in the body of a Frankly story

1. While using the **Story Editor** to create or edit a Frankly story, position the cursor in the **Body** box at the location to place a URL.
2. Starting with **`http://`**, enter the URL for the web site to open from the story. For example:

   `http://www.rossvideo.com`

3. Click or tap the **Save** icon.

   Inception highlights the entered URL in blue text with an underline.
4. Test the new URL as follows:

   - **Windows** — Ctrl-click the URL.
   - **macOS** — Cmd-click the URL.

   The linked web site opens in your web browser.
5. To edit a URL:

   a. Edit the URL text.

   b. Click or tap the **Save** icon.

   You can also double-click a URL to edit the URL with the **Link** dialog box.

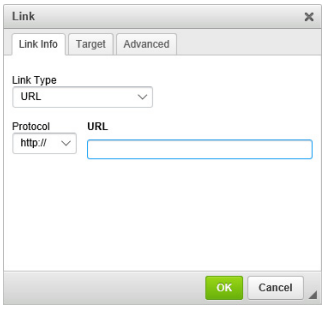
To use the Insert Link tool to add a URL or e-mail link to the body of a Frankly story

1. While using the **Story Editor** to create or edit a Frankly story, position the cursor in the **Body** box at the location to place a URL.
2. Click the **Link Insert/Edit** icon.

   The **Link** dialog box opens.

3. Click the Link Info tab.

   The **Link Info** tab opens.



4. Use the **Link Type** list to select the type of link to insert in the story.

   The **Link Info** tab displays the fields to define the selected link type.

5. To define a **URL**, enter the URL for the web site to open from the story in the **URL** box.

6. To define an e-mail link, enter setting in the following boxes:

   - **E-Mail Address** — the e-mail address to send an e-mail.
   - **Message Subject** — subject of the e-mail (optional).
   - **Message Body** — initial text for the body of the e-mail (optional).

7. Click **OK**.

8. To edit a link, double-click the link to edit the link with the **Link** dialog box.

Add Media to a Story

You can use the Story Editor to add images, video, audio, and links to documents to a Frankly story. The Story Editor **Text Formatting** toolbar contains the following tools to insert media in a Frankly story:

Tool	Description
	Image — click or tap this icon to insert an image from a website at the cursor location.
	Embed YouTube Video — click or tap this icon to use the Embed YouTube Video dialog box to embed a video from YouTube at the cursor location.
	Embed Media from External Sites — click or tap this icon to use the Embed Media Content dialog box to embed an image, video, audio, or rich content from an external website at the cursor location.

Image from a Website

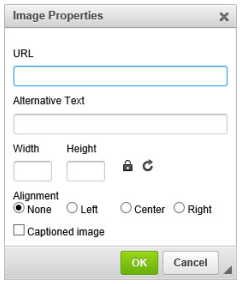
The Image tool enables you to use a web address to insert an image into a story.

To insert an image from a website at the cursor location

1. While using the **Story Editor** to create or edit a Frankly story, position the cursor in the **Body** box at the location to place an image.

2. Click the **Image** icon.

The **Image Properties** dialog box opens.



3. In the **URL** box, enter the web address of the image to a insert at the cursor location.
4. In the **Alternative Text** box, enter the text to display for web accessibility or when the image is not available.
5. In the **Width** box, enter the width in pixels to display the image.

   Clear the **Width** box to display the full width of the image.
6. In the **Height** box, enter the height in pixels to display the image.

   Clear the **Height** box to display the full height of the image.
7. Click the **Lock Ratio** icon to retain the image proportions when entering a **Width** or **Height**.
8. Click the **Reset Size** icon to set the **Width** and **Height** for the image to the original image size.
9. In the **Alignment** section, select the option to horizontally align the image in the story. The available horizontal alignment options are as follows:
   - **None** — display the image inline with the text.
   - **Left** — display the image on a separate line at the left edge of the story text.
   - **Center** — display the image on a separate line centered with the story text.
   - **Right** — display the image on a separate line at the right edge of the story text.
10. Select the **Caption** image check box to add a caption below the image that you can edit.
11. Click **OK**.

    Inception inserts the selected image into the story at the cursor location. To use the **Image Properties** dialog box to edit an image, double-click the image to edit.

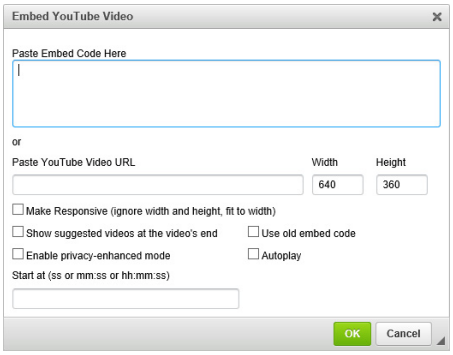
Embed YouTube Video

The Embed YouTube Video tool enables you to select a video from YouTube to embed in a story and configure YouTube specific settings for the selected video.

To embed a YouTube video at the cursor location

1. While creating or editing a Frankly story in the **Story Editor**, position the cursor in the **Body** box where you want to embed a YouTube video in the story.
2. Click the **Embed YouTube Video** icon.

The **Embed YouTube Video** dialog box opens.



3. When you have an embed code for the YouTube video that you want to insert into a story, paste the embed code in the **Paste Embed Code Here** box.

   Skip to step **13** on page 8-10, as the remaining options in the **Embed YouTube Video** dialog box do not apply to embed codes.

4. When you have a web address for the YouTube video that you want to insert into your store, paste the web address code in the **Paste YouTube Video URL** box.
5. In the **Width** box, enter the width in pixels to display the YouTube video.
6. In the **Height** box, enter the height in pixels to display the YouTube video.
7. Select the **Make Responsive** check box to automatically scale the YouTube video to fit the browser or mobile device that a user uses to view your Frankly website.

   Selecting this option ignores the set **Width** and **Height**.

8. Select the **Show suggested videos at the video's end** check box to enable YouTube to suggest other YouTube videos to watch when your YouTube video ends.
9. Select the **Enable privacy-enhanced mode** check box to stop YouTube from gathering information about visitors to your Frankly website unless they play your YouTube video.
10. Select the **Use old embed code** check box to generate an embed code for the entered **URL** that does not use **`<iframe>`** code, which is not supported by some websites.
11. Select the **Autoplay** check box to automatically play the YouTube video when a user visits your Frankly website.
12. In the **Start at** box, use the time format **`hh:mm:ss`** to enter the time in the YouTube video to start playing the video.
13. Click **OK**.

    Inception embeds the selected YouTube video in the story at the cursor location. You cannot edit the settings for an inserted YouTube video. If the settings are not to your liking, delete the YouTube video and embed the video once again.

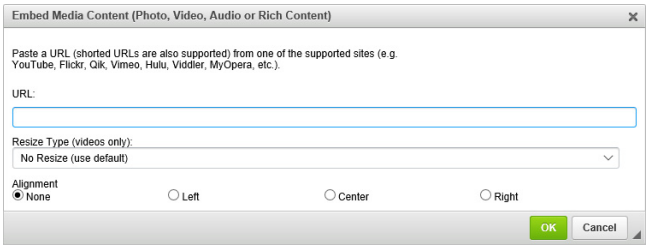
Embed Media from External Websites

The Embed Media from External Sites tool enables you to use a web address to embed media in a story.

To embed media from a website at the cursor location

1. While creating or editing a Frankly story in the **Story Editor**, position the cursor in the **Body** box where you want to embed media in the story.
2. Click the **Embed Media from External Sites** icon.

The **Embed Media Content** dialog box opens.



3. In the **URL** box, enter the web address of the media to a insert at the cursor location.
4. For videos, use the **Resize Type** list the select how to set the size of the selected video. The available options are as follows:
   - **No Resize** — use the original width and height of the video to display the video.
   - **Responsive Resize** — automatically resize the video with the web browser window to a maximum width and height. The following settings are only available when you select the **Responsive Resize** option:
     - › **Max Width** — enter in this box the maximum width in pixels to display the video.
     - › **Max Height** — enter in this box the maximum height in pixels to display the video.
   - **Specific Resize** — display the video at a set width and height. The following settings are only available when you select the **Specific Resize** option:
     - › **Max Width** — enter in this box the width in pixels to display the video.
     - › **Max Height** — enter in this box the height in pixels to display the video.
5. In the **Alignment** section, select the option to horizontally align the media in the story. The available horizontal alignment options are as follows:
   - **None** — display the media inline with the text.
   - **Left** — display the media on a separate line at the left edge of the story text.
   - **Center** — display the media on a separate line centered with the story text.
   - **Right** — display the media on a separate line at the right edge of the story text.
6. Click **OK**.

   Inception embeds the selected media in the story at the cursor location.

Create a Frankly Story via E-mail

When your Inception administrator enables the E-mail Story Creation option on your Inception Server, you can create a Frankly story by sending an e-mail to your Inception Server.

To create a Frankly story via e-mail

1. Open the e-mail account associated with your Inception user account.
2. Create a new e-mail addressed to the e-mail address used for story submission.

   If you do not know of the correct e-mail address for story submission, contact your administrator.
3. As the subject of the e-mail, enter the slug name for the story.
4. In the body of the e-mail, enter the text for the story.
5. If you want to include an image with the story, attach the image file to the e-mail.

✶ When you create a Frankly story through e-mail that includes an image, the image uploads to the Inception Server but Inception does not include the image with the story by default. To publish the image, an Inception user must open the story the in Inception, add the image, then approve and publish the story.

6. Send the e-mail.

   Your e-mail client sends your Frankly story e-mail to Inception. Within a few minutes, Inception sends you a reply to your Frankly story e-mail.

7. Open the reply e-mail from Inception.

   The body of the e-mail includes the following:

   - A Web heading.
   - Below the Web heading is a bulleted list of Frankly accounts through which you can create a story.
   - Below each Frankly account is a bulleted list of approval options and publication options that you can request. The listed options depend on the level of your user permissions.

8. Decide which Frankly account through which to create your story, then select the account options for your story as follows:

   - Click or tap the account name to create the story without approving or publishing it. In Inception, you can find the story in your **Story Browser** panel.
   - Click or tap **Request Approve** to create the story, then request approval it.
   - Click or tap **Approve** to create and approve the story.
   - Click or tap **Request Publish** to create the story and request Inception to publish the story. As soon as an Inception user approves the story, Inception publishes the story to the selected Frankly account.
   - Click or tap **Publish** to create, approve, and publish the story to the selected Frankly account.

   After you click or tap an option, your e-mail client creates a new e-mail.

   No e-mail created

   When your e-mail client does not create a new e-mail, your e-mail client does not support automatic e-mail creation. To manually create a reply e-mail manually:

   a. Create a reply e-mail.

   b. In the body of the e-mail, enter the account name exactly as displayed in the original e-mail.

   c. Below the account name, enter the action you want to request:

      - To create a story without approving or publishing it, enter nothing.
      - For **Approve** or **Request Approve**, enter **`Approve`**.

   For **Publish** or **Request Publish**, enter **`Publish`**.

9. Send your reply e-mail to Inception.

   If you do not send a valid reply e-mail to Inception within 96 hours, Inception automatically cancels the story request and does not create the story.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing Frankly stories, refer to the section "**Edit a Frankly Story**" on page 8–13.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Edit a Frankly Story

Frankly stories consist of a summary image, title, body, content classification, bylines, and categories. The body of a Frankly story can contain text and images in .gif, .jpg, or .png format. Only Inception users with Modify Frankly Stories permission can edit a Frankly story.

You can only edit Frankly stories that are unapproved and unpublished. After editing a Frankly story you must approve and publish the updated story to upload the story to your Frankly website.

✶ Unpublishing a Frankly story removes the story from your Frankly website.

To edit a Frankly story

1. In the **Story Browser** panel, double-click or double-tap the Frankly story to edit.

   The selected story opens in the **Story Editor**.

2. When your Inception user has **Approve Frankly Stories** and **Publish Frankly Stories** you can skip to step **3** to start editing the selected story.

   When your Inception user does not have the required permissions, you must complete the following steps to unpublish and unapprove the selected story before you edit it:

   a. At the bottom of the **Story Editor**, look at the **status bar** to determine the approval and publish status of the story.

   b. For stories with a published status, click or tap the **Unpublish** icon in the bottom toolbar.

      Unpublishing a Frankly story removes the story from your Frankly website.

   c. For stories with an approved status, click or tap the **Unapprove** icon in the bottom toolbar.

3. In the **Title** box, edit the story title as required.
4. In **Body** box, edit the Frankly story text as required.
5. To publish the Frankly story to a different Frankly account, use the **Account** list to select the new account to publish the story.
6. After you finish editing the Frankly story, click or tap the **Save** icon to save your story edits.

   When your Inception user has **Approve Frankly Stories** and **Publish Frankly Stories** permissions, the **Save Changes To Frankly?** alert opens. Click **Yes** publish your updated story to your Frankly website.

7. When your Inception user does not have the required permissions, you must approve and publish an updated Frankly story before Inception can upload the story to Frankly. Use the following icons in the bottom toolbar to approve and publish your updated story:

   - **Request Approve** — request approval of the modified story.
   - **Request Publish** — request approval of the modified story, and to publish it immediately after approval.
   - **Approve** — approve the modified story.
   - **Publish** — publish the approved story.

✶ The available approval and publishing options depend on your user permissions.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

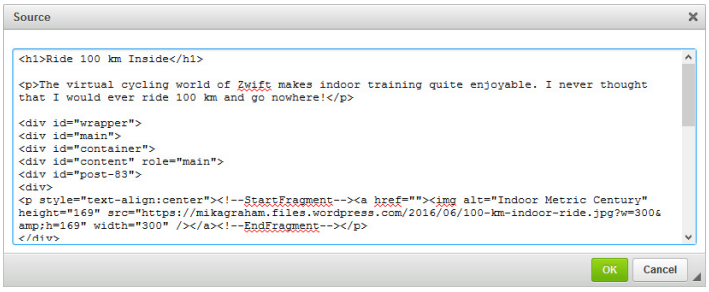
Edit the HTML Source Code of a Frankly Story

You can create or edit a Frankly story by writing HTML code and story text in the Source Editor. When you save the HTML code of a story, the Story Editor renders the HTML code and displays the formatted story.

To edit the HTML source code of a Frankly story

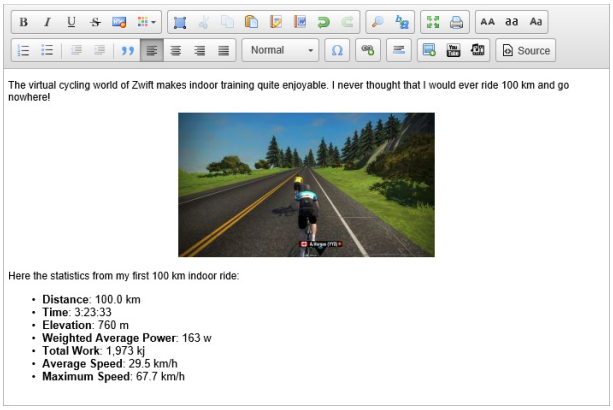
1. Open a new Frankly story or existing Frankly story in the **Story Editor** panel.
2. Click the Source **Source** icon.

   The **Source** dialog box opens.



3. Edit the HTML code and story text as required.
4. Click **OK**.

   The **Source** editor closes, and the **Story Editor** panel displays the formatted story.



5. Click or tap the **Save** icon.

   Inception saves the story on your Inception Server and to your Frankly account.

TownNews Stories

TownNews is a content management system which is widely used to produce online and print products.

An Inception TownNews story consists of a summary image, title, body, content classification, bylines, and categories. The body of a TownNews story can contain text and images in .gif, .jpg, or .png format.

This chapter discusses the following topics:

- Create a TownNews Story
- View a Story on Your TownNews Website
- Add Media to a Story
- Create a TownNews Story via E-mail
- Edit a TownNews Story
- Edit the HTML Source Code of a TownNews Story

Create a TownNews Story

Inception enables you to create TownNews stories from the following panels:

- **Running Order** — while working with a running order in the Running Order panel you can add a new TownNews story directly to the open running order.
- **Story Browser** — when you do not want to immediately add a new TownNews story to a running order, you can create your new TownNews story from your Story Browser panel. You can add your TownNews story to a running order at any time.
- **Story Editor** — while editing a story in the Story Editor panel, you can use the content of the current story to create a new TownNews story. When you create a TownNews story from an existing Inception story, Inception produces a story family that includes the original and new story. All new stories created in such a manner inherit the Slug and the content of the original.
- **Assignment** — while working on an assignment in the Assignment Editor panel, you can create new TownNews story for the assignment. When you create a story from an assignment, Inception automatically makes the Slug for new stories the same as the assignment Slug. Changing the Slug of a new story does not change the assignment Slug.

To create a TownNews story

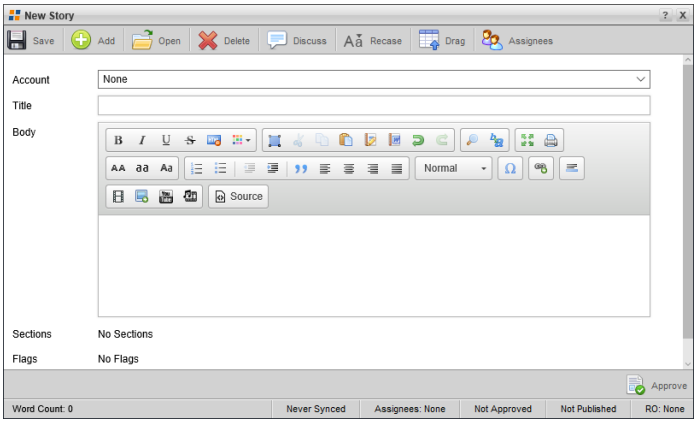
1. Open the **Story Editor** panel to create a new TownNews story. For information about opening the Story Editor from a specific panel to create a new story, refer to the following procedures:

   - **Running Order** — "**To create a story from the Running Order Panel**" on page 4–2.
   - **Story Browser** — "**To create a story from the Story Browser panel**" on page 4–3.
   - **Story Editor** — "**To create a story from the Story Editor Panel**" on page 4–5.
   - **Assignment** — "**To create a story from the Assignment Editor Panel**" on page 4–6.

   The **Story Editor** panel opens for you to create a TownNews story.

2. In the **Account** list, click or tap the TownNews account to which you want to publish the story.

   The **Story Editor** view refreshes to show all available options for TownNews stories.



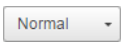
3. Use the **Account** list to select the TownNews account to publish the story.
4. In the **Title** box, enter a title for the story.

5. In the **Body** box, enter or edit the body text for the story.

   The **Word Count** field at the bottom of the **Story Editor** indicates how many words the story contains.

   The **Body** box includes many popular text formatting tools to help you define the visual appearance of the story. The **Text Formatting** toolbar contains the following tools:

Tool	Description
	Bold — click or tap this icon to make the selected text bold.
	Italic — click or tap this icon to italicize the selected text.
	Underline — click or tap this icon to underline the selected text.
	Strike-through — click or tap this icon to draw a line through the middle of the selected text.
	Remove Format — click or tap this icon to remove Bold, Italic, Underline, Strike-through, and Text Color formatting from the selected text.
	Text Color — click or tap this icon to change the color of the selected text. Select Automatic to use the default text color. Select More Colors to open the Select color dialog box and use HTML color codes to select the text color.
	Select All — click or tap this icon to select all the content in a story
	Cut — click or tap this icon to remove the selected text from the story and place it on the clipboard.
	Copy — click or tap this icon to place a copy of the selected text on the clipboard.
	Paste — click or tap this icon to paste the contents of the clipboard into the story at the cursor location.
	Paste as Plain Text — click or tap this icon to paste the contents of the clipboard into a story without any text formatting.
	Paste from Word — click or tap this icon to paste formatted text selected from a Word file into a story and retain text formatting.
	Undo — click or tap this icon to reverse your last edit.
	Redo — click or tap this icon to recover the last edit that you canceled with the Undo tool.
	Find — click or tap this icon to find text in a story.
	Replace — click or tap this icon to replace text in a story.
	Maximize — click or tap this icon to expand the Body to fill the Story Editor Panel. When expanded, click or tap this icon to contract the Body.
	Print — click or tap this button to print the current story.
	Convert to Upper Case — click or tap this icon to change the selected text to all upper-case letters.
	Convert to Lower Case — click or tap this icon to change the selected text to all lower-case letters.

Tool	Description
	Convert to Body Case — click or tap this icon to change the selected text to mixed case letters. Review the resulting text carefully, because the case adjustment tool cannot account for all situations. Stories imported from an NCS rundown may contain text in ALL UPPER-CASE letters. Click or tap this icon to change the text to mixed case. Review the resulting text carefully, as the case adjustment tool cannot account for all situations.
	Insert/Remove Bulleted List — click or tap this icon to add bullets to start of the of each selected paragraph. Bullets are removed from bulleted paragraphs.
	Insert/Remove Numbered List — click or tap this icon to add sequential numbers to start of the of each selected paragraph. Numbers are removed from numbered paragraphs.
	Decrease Indent — click or tap this icon to decrease the indent level of the selected numbered list or bulleted list.
	Increase Indent — click or tap this icon to increase the indent level of the selected numbered list or bulleted list.
	Block Quote — click or tap this icon to indent the selected text to highlight it as an extended quotation.
	Align Left — click or tap this icon to align the selected text to the left side of the text box.
	Align Center — click or tap this icon to center the selected text in the text box.
	Align Right — click or tap this icon to align the selected text to the right side of the text box.
	Justify — click or tap this icon to align the selected text to both the left and right sides of the text box, adding extra space between words as necessary.
	**Format Paragraph** — use this list to select the paragraph style to apply to the selected text. The visual appearance of the story when published may vary from the appearance you define in Inception. The final visual appearance of each style is controlled by a cascading style sheet (CSS) on your TownNews website.
	Insert Special Character — click or tap this icon to use the Select Special Character dialog box to insert characters that are not your keyboard.
	Link Insert/Edit — click or tap this icon to use the Link dialog box to add a URL, anchor, or E-Mail link to the selected text.
	Insert Horizontal Line — click or tap this icon to insert a horizontal line at the cursor location.

6. Use the **Sections** list to select the TownNews content section for a story.

   - **Range** — click the first story in the selection range, then Shift-click the last story in the selection range. The story selection includes the first selected story, the last selected story, and all the stories between the two selected stories.
   - **Multiple** — click the first story to select, then select additional stories to add to the selected story as follows:
     - › **Windows** — Ctrl-click each story to add to your selection.
     - › **macOS** — Cmd-click each story to add to your selection.

     The story selection includes the first and additional selected stories.

7. Use the **Flags** list to select the TownNews flags to associate with the story.

   - **Range** — click the first flag in the selection range, then Shift-click the last flag in the selection range. The story selection includes the first selected flag, the last selected flag, and all the flags between the two selected flags.
   - **Multiple** — click the first flag to select, then select additional flags to add to the selected flag as follows:
     - › **Windows** — Ctrl-click each flag to add to your selection.
     - › **macOS** — Cmd-click each flag to add to your selection.

     The flag selection includes the first and additional selected flags.

8. Click or tap the **Save** icon.

   Inception saves the story on your Inception Server and to your TownNews account. On TownNews, new stories are saved with **Draft** status. You can use Inception or TownNews to edit the story. Story edits are synchronized between both Inception and TownNews. Publishing a TownNews story from Inception or TownNews makes the story available as a post on your TownNews website.

   When changes were made in TownNews to a TownNews story open in Inception, an alert opens when you use Inception to save the story. Click **Yes** to save the **Inception** version of the story, click **No** to retain the **TownNews** version of the story.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing TownNews stories, refer to the section "**Edit a TownNews Story**" on page 9–13.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Add Links to a TownNews Story

You can use the following methods to add links to the body of a TownNews story:

- Directly enter a URL starting with http://.
- Open the Insert Link tool to add a URL or e-mail link.

You can use the Insert Link tool to edit the links in a story.

To directly enter a URL in the body of a TownNews story

1. While using the **Story Editor** to create or edit a TownNews story, position the cursor in the **Body** box at the location to place a URL.
2. Starting with **`http://`**, enter the URL for the web site to open from the story. For example:

   `http://www.rossvideo.com`

3. Click or tap the **Save** icon.

   Inception highlights the entered URL in blue text with an underline.

4. Test the new URL as follows:

   - **Windows** — Ctrl-click the URL.
   - **macOS** — Cmd-click the URL.

   The linked web site opens in your web browser.

5. To edit a URL:

   a. Edit the URL text.

   b. Click or tap the **Save** icon.

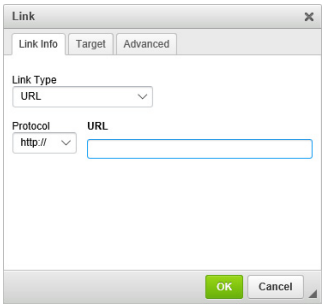
   You can also double-click a URL to edit the URL with the **Link** dialog box.

To use the Insert Link tool to add a URL or e-mail link to the body of a TownNews story

1. While using the **Story Editor** to create or edit a TownNews story, position the cursor in the **Body** box at the location to place a URL.
2. Click the **Link Insert/Edit** icon.

   The **Link** dialog box opens.
3. Click the Link Info tab.

   The **Link Info** tab opens.



4. Use the **Link Type** list to select the type of link to insert in the story.

   The **Link Info** tab displays the fields to define the selected link type.
5. To define a **URL**, enter the URL for the web site to open from the story in the **URL** box.
6. To define an e-mail link, enter setting in the following boxes:
   - **E-Mail Address** — the e-mail address to send an e-mail.
   - **Message Subject** — subject of the e-mail (optional).
   - **Message Body** — initial text for the body of the e-mail (optional).
7. Click **OK**.
8. To edit a link, double-click the link to edit the link with the **Link** dialog box.

View a Story on Your TownNews Website

After you save a TownNews story, you can view the story on your TownNews website to check at how TownNews presents the story to your website visitors.

To view a story on your TownNews website

1. Use the **Story Editor** panel to create a new TownNews story.
2. Click or tap the **Save** icon.
3. In the bottom toolbar, click or tap the **View** icon.

   TownNews opens the selected story in a new web browser window.

Add Media to a Story

You can use the Story Editor to add images, video, audio, and links to documents to a TownNews story. The Story Editor **Text Formatting** toolbar contains the following tools to insert media in a TownNews story:

Tool	Description
	Insert Media — click or tap this icon to insert an image from a media source at the cursor location. Double-click an inserted image to use the Image Properties dialog box to edit the image.
	Image — click or tap this icon to insert an image from a website at the cursor location.
	Embed YouTube Video — click or tap this icon to use the Embed YouTube Video dialog box to embed a video from YouTube at the cursor location.
	Embed Media from External Sites — click or tap this icon to use the Embed Media Content dialog box to embed an image, video, audio, or rich content from an external website at the cursor location.

Insert Media

The Insert Media tool enables you to select media from an Inception media source to insert into a story.

To insert media from a media source

1. While using the **Story Editor** to create or edit a TownNews story, position the cursor in the **Body** box at the location to place media.

2. Click the **Insert Media** icon.

   The **Add Media** dialog box opens.

3. Use the **Media Source** list to select the media source that contains the image to insert into the story.

   The available types of media sources are as follows:

   - **Upload** — previously-uploaded media files. You can also upload new media files to an Upload media source.
   - **Directory** — media files held in a directory share.
   - **MOS** — media files store on MOS devices connected to the Inception Server.
   - **QuickTurn** — video segments that are automatically created by the Ross Video OverDrive QuickTurn application from QuickTurn tagged shots in an OverDrive rundown.
   - **Streamline** — media files stored in a Ross Video Streamline asset management system.

4. Use the selected media source to select an image to insert into the story.

   Upload Media Source: Upload a New File

   a. To the right of the **Upload a File**, click **Browse** or tap **Choose File**. If neither of the buttons are not visible, click or tap the **Upload A File** icon to show appropriate button.

   b. Upload a media file to the selected media source as follows:

      - On a desktop computer, do the following:
        › Browse to the media file to upload.
        › Select the media file.
        › Click **Open**.
      - On a mobile device, upload an existing media file as follows:
        › Tap **Photo Library**.
        › Browse to the media file to upload.
        › Select the media file.
        › Tap **Use**.
      - On a mobile device, record and upload a new video file as follows:
        › Tap **Take Video**.
        › Record a new video.
        › Tap **Use Video**.

      The uploaded media file is also selected as the media file to include with the story.

   c. Go to step **5**.

   Upload Media Source: Existing File

   a. Use the **File** list to select the media file to include with the story. If the **File** list is not visible, click or tap the **View Uploaded Files** icon to show the list.

   b. Go to step **5**.

   Directory Media Source

   a. Use one of the following methods to select the media file to include with the story:

      - Click or tap the **Browse** icon to use the **File** list to select a media file.
      - Click or tap the **Filename** icon to use the **File** list to enter the name of a media file.

   b. Go to step **5**.

   MOS Media Source

   a. Open the **MOS Objects** panel or **MOS Favorites** panel.

   b. In the **MOS Objects** panel or **MOS Favorites** panel, locate the MOS object that contains the media file to include with the story.

   c. Drag the icon of the MOS object that you want to include with the story from the **MOS Objects** panel or **MOS Favorites** panel to the **Asset** box in the **Story Editor** panel, then release the MOS object.

   d. Go to step **5**.

QuickTurn Media Source

a. Use the **Segment** list to select the QuickTurn segment video file that you want to include with the story.

b. Go to step **5**.

Streamline Media Source

a. Drag the asset that contains the media file that you want to include in the story from the **MOS Objects** panel, the **Streamline Plugin** panel, or **Streamline** to the **Asset** box.

If you dragged the wrong asset into the **Asset** box, click or tap the **Remove** icon to remove the asset.

b. Go to step **5**.

5. If you are on a desktop computer, you can preview the selected image by clicking the **Preview** icon. Previews are not available on mobile devices.

The image opens in the **Video Player** panel.

6. Click **Insert**.

Inception inserts the selected image into the story at the cursor location.

Image from a Website

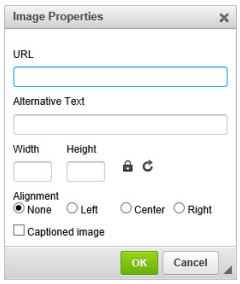
The Image tool enables you to use a web address to insert an image into a story.

To insert an image from a website at the cursor location

1. While using the **Story Editor** to create or edit a TownNews story, position the cursor in the **Body** box at the location to place an image.

2. Click the **Image** icon.

The **Image Properties** dialog box opens.



3. In the **URL** box, enter the web address of the image to a insert at the cursor location.

4. In the **Alternative Text** box, enter the text to display for web accessibility or when the image is not available.

5. In the **Width** box, enter the width in pixels to display the image.

Clear the **Width** box to display the full width of the image.

6. In the **Height** box, enter the height in pixels to display the image.

Clear the **Height** box to display the full height of the image.

7. Click the **Lock Ratio** icon to retain the image proportions when entering a **Width** or **Height**.

8. Click the **Reset Size** icon to set the **Width** and **Height** for the image to the original image size.

9. In the **Alignment** section, select the option to horizontally align the image in the story. The available horizontal alignment options are as follows:
   - **None** — display the image inline with the text.
   - **Left** — display the image on a separate line at the left edge of the story text.
   - **Center** — display the image on a separate line centered with the story text.
   - **Right** — display the image on a separate line at the right edge of the story text.
10. Select the **Caption** image check box to add a caption below the image that you can edit.
11. Click **OK**.

    Inception inserts the selected image into the story at the cursor location. To use the **Image Properties** dialog box to edit an image, double-click the image to edit.

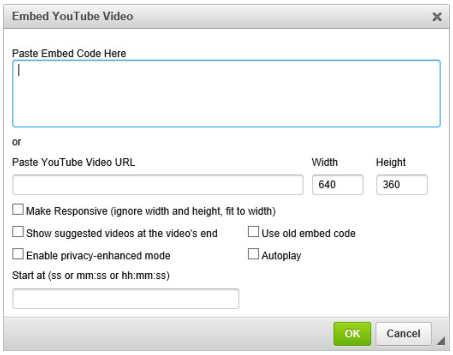
Embed YouTube Video

The Embed YouTube Video tool enables you to select a video from YouTube to embed in a story and configure YouTube specific settings for the selected video.

To embed a YouTube video at the cursor location

1. While creating or editing a TownNews story in the **Story Editor**, position the cursor in the **Body** box where you want to embed a YouTube video in the story.
2. Click the **Embed YouTube Video** icon.

   The **Embed YouTube Video** dialog box opens.



3. When you have an embed code for the YouTube video that you want to insert into a story, paste the embed code in the **Paste Embed Code Here** box.

   Skip to step **13** on page 9-11, as the remaining options in the **Embed YouTube Video** dialog box do not apply to embed codes.
4. When you have a web address for the YouTube video that you want to insert into your store, paste the web address code in the **Paste YouTube Video URL** box.
5. In the **Width** box, enter the width in pixels to display the YouTube video.
6. In the **Height** box, enter the height in pixels to display the YouTube video.
7. Select the **Make Responsive** check box to automatically scale the YouTube video to fit the browser or mobile device that a user uses to view your TownNews website.

   Selecting this option ignores the set **Width** and **Height**.
8. Select the **Show suggested videos at the video's end** check box to enable YouTube to suggest other YouTube videos to watch when your YouTube video ends.
9. Select the **Enable privacy-enhanced mode** check box to stop YouTube from gathering information about visitors to your TownNews website unless they play your YouTube video.

10. Select the **Use old embed code** check box to generate an embed code for the entered **URL** that does not use **`<iframe>`** code, which is not supported by some websites.
11. Select the **Autoplay** check box to automatically play the YouTube video when a user visits your TownNews website.
12. In the **Start at** box, use the time format **`hh:mm:ss`** to enter the time in the YouTube video to start playing the video.
13. Click **OK**.

    Inception embeds the selected YouTube video in the story at the cursor location. You cannot edit the settings for an inserted YouTube video. If the settings are not to your liking, delete the YouTube video and embed the video once again.

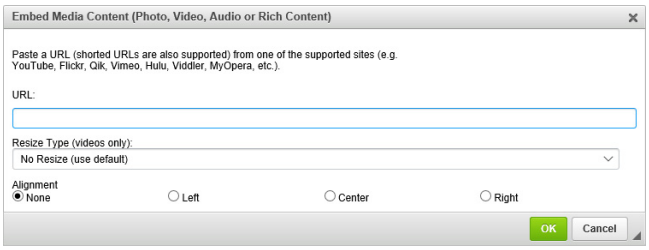
Embed Media from External Websites

The Embed Media from External Sites tool enables you to use a web address to embed media in a story.

To embed media from a website at the cursor location

1. While creating or editing a TownNews story in the **Story Editor**, position the cursor in the **Body** box where you want to embed media in the story.
2. Click the **Embed Media from External Sites** icon.

   The **Embed Media Content** dialog box opens.



3. In the **URL** box, enter the web address of the media to a insert at the cursor location.
4. For videos, use the **Resize Type** list the select how to set the size of the selected video. The available options are as follows:
   - **No Resize** — use the original width and height of the video to display the video.
   - **Responsive Resize** — automatically resize the video with the web browser window to a maximum width and height. The following settings are only available when you select the **Responsive Resize** option:
     - › **Max Width** — enter in this box the maximum width in pixels to display the video.
     - › **Max Height** — enter in this box the maximum height in pixels to display the video.
   - **Specific Resize** — display the video at a set width and height. The following settings are only available when you select the **Specific Resize** option:
     - › **Max Width** — enter in this box the width in pixels to display the video.
     - › **Max Height** — enter in this box the height in pixels to display the video.
5. In the **Alignment** section, select the option to horizontally align the media in the story. The available horizontal alignment options are as follows:
   - **None** — display the media inline with the text.
   - **Left** — display the media on a separate line at the left edge of the story text.
   - **Center** — display the media on a separate line centered with the story text.
   - **Right** — display the media on a separate line at the right edge of the story text.

6. Click **OK**.

   Inception embeds the selected media in the story at the cursor location.

Create a TownNews Story via E-mail

When your Inception administrator enables the E-mail Story Creation option on your Inception Server, you can create a TownNews story by sending an e-mail to your Inception Server.

To create a TownNews story via e-mail

1. Open the e-mail account associated with your Inception user account.
2. Create a new e-mail addressed to the e-mail address used for story submission.

   If you do not know of the correct e-mail address for story submission, contact your administrator.
3. As the subject of the e-mail, enter the slug name for the story.
4. In the body of the e-mail, enter the text for the story.
5. If you want to include an image with the story, attach the image file to the e-mail.

✶ When you create a TownNews story through e-mail that includes an image, the image uploads to the Inception Server but Inception does not include the image with the story by default. To publish the image, an Inception user must open the story the in Inception, add the image, then approve and publish the story.

6. Send the e-mail.

   Your e-mail client sends your TownNews story e-mail to Inception. Within a few minutes, Inception sends you a reply to your TownNews story e-mail.
7. Open the reply e-mail from Inception.

   The body of the e-mail includes the following:

   - A Web heading.
   - Below the Web heading is a bulleted list of TownNews accounts through which you can create a story.
   - Below each TownNews account is a bulleted list of approval options and publication options that you can request. The listed options depend on the level of your user permissions.
8. Decide which TownNews account through which to create your story, then select the account options for your story as follows:

   - Click or tap the account name to create the story without approving or publishing it. In Inception, you can find the story in your **Story Browser** panel.
   - Click or tap **Request Approve** to create the story, then request approval it.
   - Click or tap **Approve** to create and approve the story.
   - Click or tap **Request Publish** to create the story and request Inception to publish the story. As soon as an Inception user approves the story, Inception publishes the story to the selected TownNews account.
   - Click or tap **Publish** to create, approve, and publish the story to the selected TownNews account.

   After you click or tap an option, your e-mail client creates a new e-mail.

No e-mail created

When your e-mail client does not create a new e-mail, your e-mail client does not support automatic e-mail creation. To manually create a reply e-mail manually:

a. Create a reply e-mail.

b. In the body of the e-mail, enter the account name exactly as displayed in the original e-mail.

c. Below the account name, enter the action you want to request:

- To create a story without approving or publishing it, enter nothing.
- For **Approve** or **Request Approve**, enter `Approve`.

For **Publish** or **Request Publish**, enter `Publish`.

9. Send your reply e-mail to Inception.

   If you do not send a valid reply e-mail to Inception within 96 hours, Inception automatically cancels the story request and does not create the story.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing TownNews stories, refer to the section "**Edit a TownNews Story**" on page 9–13.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Edit a TownNews Story

TownNews stories consists of a summary image, title, body, content classification, bylines, and categories. The body of a TownNews story can contain text and images in .gif, .jpg, or .png format. Only Inception users with Modify TownNews Stories permission can edit a TownNews story.

You can only edit TownNews stories that are unapproved and unpublished. After editing a TownNews story you must approve and publish the updated story to upload the story to your TownNews website.

✶ Unpublishing a TownNews story removes the story from your TownNews website.

To edit a TownNews story

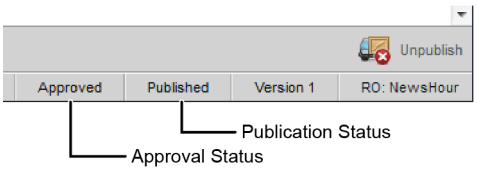
1. In the **Story Browser** panel, double-click or double-tap the TownNews story to edit.

   The selected story opens in the **Story Editor**.

2. When your Inception user has **Approve TownNews Stories** and **Publish TownNews Stories** you can skip to step **3** to start editing the selected story.

   When your Inception user does not have the required permissions, you must complete the following steps to unpublish and unapprove the selected story before you edit it:

   a. At the bottom of the **Story Editor**, look at the **status bar** to determine the approval and publish status of the story.



b. For stories with a published status, click or tap the **Unpublish** icon in the bottom toolbar.

   Unpublishing a TownNews story removes the story from your TownNews website.

c. For stories with an approved status, click or tap the **Unapprove** icon in the bottom toolbar.

3. In the **Title** box, edit the story title as required.
4. In **Body** box, edit the TownNews story text as required.
5. To publish the TownNews story to a different TownNews account, use the **Account** list to select the new account to publish the story.
6. After you finish editing the TownNews story, click or tap the **Save** icon to save your story edits.

   When your Inception user has **Approve TownNews Stories** and **Publish TownNews Stories** permissions, the **Save Changes To TownNews?** alert opens. Click **Yes** publish your updated story to your TownNews website.
7. When your Inception user does not have the required permissions, you must approve and publish an updated TownNews story before Inception can upload the story to TownNews. Use the following icons in the bottom toolbar to approve and publish your updated story:
   - **Request Approve** — request approval of the modified story.
   - **Request Publish** — request approval of the modified story, and to publish it immediately after approval.
   - **Approve** — approve the modified story.
   - **Publish** — publish the approved story.

✶ The available approval and publishing options depend on your user permissions.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

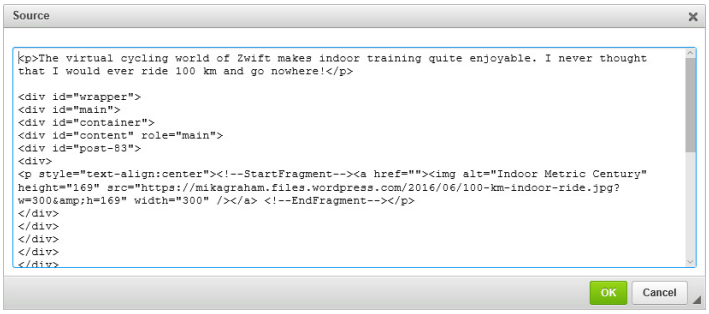
Edit the HTML Source Code of a TownNews Story

You can create or edit a TownNews story by writing HTML code and story text in the Source Editor. When you save the HTML code of a story, the Story Editor renders the HTML code and displays the formatted story.

To edit the HTML source code of a TownNews story

1. Open a new TownNews story or existing TownNews story in the **Story Editor** panel.
2. Click the Source **Source** icon.

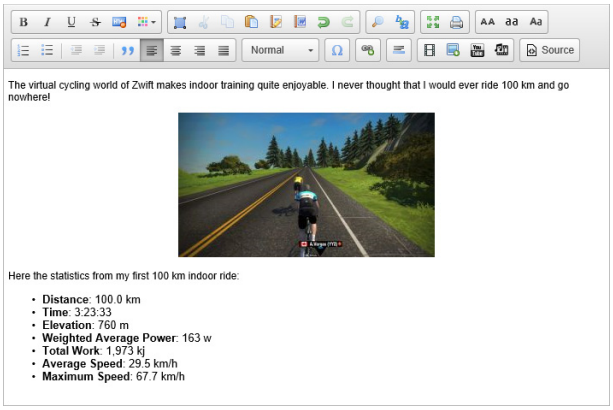
   The **Source** dialog box opens.



3. Edit the HTML code and story text as required.

4. Click **OK**.

   The **Source** editor closes, and the **Story Editor** panel displays the formatted story.



5. Click or tap the **Save** icon.

   Inception saves the story on your Inception Server and to your TownNews account.

WordPress Stories

WordPress is an open-source online content management system that you can use to publish content as a blog or website.

An Inception WordPress story consists of a featured image, title, and a body. The body of a WordPress story can contain text, images, audio, and video in the media formats accepted by WordPress. Use the following URL to view a list of WordPress accepted media formats:

- https://en.support.wordpress.com/accepted-filetypes/

This chapter discusses the following topics:

- Create a WordPress Story
- Add Media to a Story
- Create a WordPress Story via E-mail
- Edit a WordPress Story
- Edit the HTML Source Code of a WordPress Story

Create a WordPress Story

Inception enables you to create WordPress stories from the following panels:

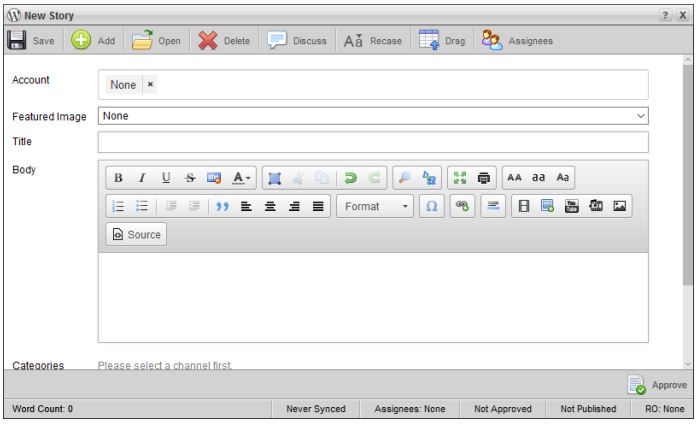
- **Running Order** — while working with a running order in the Running Order panel you can add a new WordPress story directly to the open running order.
- **Story Browser** — when you do not want to immediately add a new WordPress story to a running order, you can create your new WordPress story from your Story Browser panel. You can add your WordPress story to a running order at any time.
- **Story Editor** — while editing a story in the Story Editor panel, you can use the content of the current story to create a new WordPress story. When you create a WordPress story from an existing Inception story, Inception produces a story family that includes the original and new story. All new stories created in such a manner inherit the Slug and the content of the original.
- **Assignment** — while working on an assignment in the Assignment Editor panel, you can create new WordPress story for the assignment. When you create a story from an assignment, Inception automatically makes the Slug for new stories the same as the assignment Slug. Changing the Slug of a new story does not change the assignment Slug.

To create a WordPress story

1. Open the **Story Editor** panel to create a new WordPress story. For information about opening the Story Editor from a specific panel to create a new story, refer to the following procedures:
   - **Running Order** — "**To create a story from the Running Order Panel**" on page 4–2.
   - **Story Browser** — "**To create a story from the Story Browser panel**" on page 4–3.
   - **Story Editor** — "**To create a story from the Story Editor Panel**" on page 4–5.
   - **Assignment** — "**To create a story from the Assignment Editor Panel**" on page 4–6.

   The **Story Editor** panel opens for you to create a WordPress story.
2. In the **Account** list, click or tap the WordPress account to which you want to publish the story.

   The **Story Editor** view refreshes to show all available options for WordPress stories.



3. Use the **Account** list to select one or more WordPress accounts to publish the story.

   To remove a WordPress account from the story, click the **x** to the right to the account to remove.
4. Use the **Featured Image** list to select the media source that contains the image to represent the contents, mood, or theme of story.

5. Use the **Media Source** list to select the media source that contains the featured image for the story.

   The available types of media sources are as follows:

   - **Upload** — previously-uploaded media files. You can also upload new media files to an Upload media source.
   - **Directory** — media stored held in a directory share.
   - **MOS** — media files stored on MOS devices connected to the Inception Server.
   - **QuickTurn** — video segments that are automatically created by the Ross Video OverDrive QuickTurn application from QuickTurn tagged shots in an OverDrive rundown.
   - **Streamline** — media files stored in a Ross Video Streamline asset management system.
   - **WordPress** — media files stored in your WordPress media library.

6. Use the selected media source to select a featured image for the story.

   Upload: Upload a New File

   a. To the right of **Upload a File**, click or tap **Choose File**. If **Choose File** is not visible, click or tap the **Upload A File** icon to show the button.

   b. Upload a media file to the selected media source as follows:

      - On a desktop computer, do the following:
        › Browse to the media file to upload.
        › Select the media file.
        › Click **Open**.
      - On a mobile device, upload an existing media file as follows:
        › Tap **Photo Library**.
        › Browse to the media file to upload.
        › Select the media file.
        › Tap **Use**.
      - On a mobile device, record and upload a new video file as follows:
        › Tap **Take Video**.
        › Record a new video.
        › Tap **Use Video**.

      The uploaded media file is also selected as the media file to include with the story.

   c. Go to step **7**.

   Upload: Existing File

   a. Use the **File** list to select the media file to include with the story. If the **File** list is not visible, click or tap the **View Uploaded Files** icon to show the list.

   b. Go to step **7**.

   Directory

   a. Use one of the following methods to select the media file to include with the story:

      - Click or tap the **Browse** icon to use the **File** list to select a media file.
      - Click or tap the **Filename** icon to use the **File** list to enter the name of a media file.

   b. Go to step **7**.

MOS

a. Open the **MOS Objects** panel or **MOS Favorites** panel.

b. In the **MOS Objects** panel or **MOS Favorites** panel, locate the MOS object that contains the media file to include with the story.

c. Drag the icon of the MOS object that you want to include with the story from the **MOS Objects** panel or **MOS Favorites** panel to the **Asset** box in the **Story Editor** panel, then release the MOS object.

d. Go to step **7**.

QuickTurn

a. Use the **Segment** list to select the QuickTurn segment video file that you want to include with the story.

b. Go to step **7**.

Streamline

a. Drag the asset that contains the media file that you want to include in the story from the **MOS Objects** panel, the **Streamline Plugin** panel, or **Streamline** to the **Asset** box.

If you dragged the wrong asset into the **Asset** box, click or tap the **Remove** icon to remove the asset.

b. Go to step **7**.

WordPress: Existing File

a. Use the **File** list to select the media file to include with the story.

✶ The **File** list only contains the most recent **100** media files added to your WordPress media library. To add older media files to the story, drag a media file from the **Library** view of the **WordPress Feed Viewer** and then drop the selected media file on the **File** list. For information on how to use the **Library** view of the **WordPress Feed Viewer**, refer to the section "**View the Media Items in Your WordPress Library**" on page 26–5.

b. Go to step **7**.

WordPress: Upload a New File

a. To the right of the **Upload a File** list, click or tap the **Upload A File** icon.

b. Click or tap **Choose File**.

c. Upload a media file to the selected media source as follows:

- On a desktop computer, do the following:
  - › Browse to the media file to upload.
  - › Select the media file.
  - › Click **Open**.
- On a mobile device, upload an existing media file as follows:
  - › Tap **Photo Library**.
  - › Browse to the media file to upload.
  - › Select the media file.
  - › Tap **Use**.

- On a mobile device, record and upload a new video file as follows:
  - › Tap **Take Video**.
  - › Record a new video.
  - › Tap **Use Video**.

d. Use the **File** list to select the uploaded media file to include it with the story.

e. Go to step **7**.

7. If you are on a desktop computer, you can preview the selected image by clicking the **Preview** icon. Previews are not available on mobile devices.

   The image opens in the **Video Player** panel.

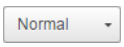
8. In the **Title** box, enter a title for the story.

9. In the **Body** box, enter or edit the body text for the story.

   The **Word Count** field at the bottom of the **Story Editor** indicates how many words the story contains.

   The **Body** box includes many popular text formatting tools to help you define the visual appearance of the story. The **Text Formatting** toolbar contains the following tools:

Tool	Description
	Bold — click or tap this icon to make the selected text bold.
	Italic — click or tap this icon to italicize the selected text.
	Underline — click or tap this icon to underline the selected text.
	Strike-through — click or tap this icon to draw a line through the middle of the selected text.
	Remove Format — click or tap this icon to remove Bold, Italic, Underline, Strike-through, and Text Color formatting from the selected text.
	Text Color — click or tap this icon to change the color of the selected text. Select Automatic to use the default text color. Select More Colors to open the Select color dialog box and use HTML color codes to select the text color.
	Select All — click or tap this icon to select all the content in a story
	Cut — click or tap this icon to remove the selected text from the story and place it on the clipboard.
	Copy — click or tap this icon to place a copy of the selected text on the clipboard.
	Paste — click or tap this icon to paste the contents of the clipboard into the story at the cursor location.
	Paste as Plain Text — click or tap this icon to paste the contents of the clipboard into a story without any text formatting.
	Paste from Word — click or tap this icon to paste formatted text selected from a Word file into a story and retain text formatting.
	Undo — click or tap this icon to reverse your last edit.
	Redo — click or tap this icon to recover the last edit that you canceled with the Undo tool.

Tool	Description
	Find — click or tap this icon to find text in a story.
	Replace — click or tap this icon to replace text in a story.
	Maximize — click or tap this icon to expand the Body to fill the Story Editor Panel. When expanded, click or tap this icon to contract the Body.
	Print — click or tap this button to print the current story.
	Convert to Upper Case — click or tap this icon to change the selected text to all upper-case letters.
	Convert to Lower Case — click or tap this icon to change the selected text to all lower-case letters.
	Convert to Body Case — click or tap this icon to change the selected text to mixed case letters. Review the resulting text carefully, because the case adjustment tool cannot account for all situations. Stories imported from an NCS rundown may contain text in ALL UPPER-CASE letters. Click or tap this icon to change the text to mixed case. Review the resulting text carefully, as the case adjustment tool cannot account for all situations.
	Insert/Remove Bulleted List — click or tap this icon to add bullets to start of the of each selected paragraph. Bullets are removed from bulleted paragraphs.
	Insert/Remove Numbered List — click or tap this icon to add sequential numbers to start of the of each selected paragraph. Numbers are removed from numbered paragraphs.
	Decrease Indent — click or tap this icon to decrease the indent level of the selected numbered list or bulleted list.
	Increase Indent — click or tap this icon to increase the indent level of the selected numbered list or bulleted list.
	Block Quote — click or tap this icon to indent the selected text to highlight it as an extended quotation.
	Align Left — click or tap this icon to align the selected text to the left side of the text box.
	Align Center — click or tap this icon to center the selected text in the text box.
	Align Right — click or tap this icon to align the selected text to the right side of the text box.
	Justify — click or tap this icon to align the selected text to both the left and right sides of the text box, adding extra space between words as necessary.
	**Format Paragraph** — use this list to select the paragraph style to apply to the selected text. The visual appearance of the story when published may vary from the appearance you define in Inception. The final visual appearance of each style is controlled by a cascading style sheet (CSS) on your WordPress website.
	Insert Special Character — click or tap this icon to use the Select Special Character dialog box to insert characters that are not your keyboard.
	Link Insert/Edit — click or tap this icon to use the Link dialog box to add a URL, anchor, or E-Mail link to the selected text.
	Insert Horizontal Line — click or tap this icon to insert a horizontal line at the cursor location.

10. In the **Categories** box, select the WordPress category or categories for the story.

    - **Range** — click the first category in the selection range, then Shift-click the last category in the selection range. The story selection includes the first selected category, the last selected category, and all the categories between the two selected categories.
    - **Multiple** — click the first category to select, then select additional categories to add to the selected category as follows:
        - › **Windows** — Ctrl-click each category to add to your selection.
        - › **macOS** — Cmd-click each category to add to your selection.

      The category selection includes the first and additional selected categories.

11. In the **Tags** box, select the WordPress tag or tags for the story.

    - **Range** — click the first tag in the selection range, then Shift-click the last tag in the selection range. The tag selection includes the first selected tag, the last selected tag, and all the tags between the two selected tags.
    - **Multiple** — click the first tag to select, then select additional tags to add to the selected tag as follows:
        - › **Windows** — Ctrl-click each tag to add to your selection.
        - › **macOS** — Cmd-click each tag to add to your selection.

      The tag selection includes the first and additional selected tags.

12. Click or tap the **Save** icon.

    Inception saves the story on your Inception Server and to your WordPress account or accounts. On WordPress, new stories are saved with **Draft** status. You can use Inception or WordPress to edit the story. Story edits are synchronized between Inception and WordPress as follows:

    - Publishing a WordPress story from Inception or WordPress makes the story available as a post on your WordPress website.
    - Editing a post in one WordPress account updates the associated Inception story and the other and the post in the other WordPress accounts that the story was published.
    - Deleting a WordPress account from an Inception story also deletes the associated post from the associated WordPress account.
    - Deleting a post from a WordPress account removes the associated WordPress account from the Inception story.
    - Deleting a story from Inception places the associated WordPress post in the trash for all WordPress accounts.
    - Recovering a story from Inception saves the story to the associated WordPress accounts.
    - Recovering a story from a WordPress account does not restore the associated Inception story.
    - When changes are made in WordPress to a WordPress story open in Inception, an alert opens you save the Inception story. Click **Yes** to save the **Inception** version of the story, click **No** to retain the **WordPress** version of the story.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing WordPress stories, refer to the section "**Edit a WordPress Story**" on page 10–16.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Add Links to a WordPress Story

You can use the following methods to add links to the body of a WordPress story:

- Directly enter a URL starting with http://.
- Open the Insert Link tool to add a URL or e-mail link.

You can use the Insert Link tool to edit the links in a story.

To directly enter a URL in the body of a WordPress story

1. While using the **Story Editor** to create or edit a WordPress story, position the cursor in the **Body** box at the location to place a URL.
2. Starting with **`http://`**, enter the URL for the web site to open from the story. For example:

   `http://www.rossvideo.com`

3. Click or tap the **Save** icon.

   Inception highlights the entered URL in blue text with an underline.
4. Test the new URL as follows:
   - **Windows** — Ctrl-click the URL.
   - **macOS** — Cmd-click the URL.

   The linked web site opens in your web browser.
5. To edit a URL:

   a. Edit the URL text.

   b. Click or tap the **Save** icon.

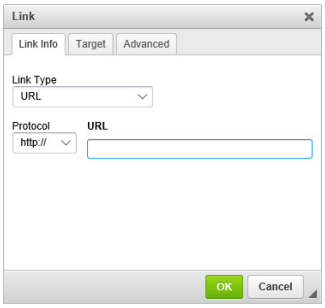
   You can also double-click a URL to edit the URL with the **Link** dialog box.

To use the Insert Link tool to add a URL or e-mail link to the body of a WordPress story

1. While using the **Story Editor** to create or edit a WordPress story, position the cursor in the **Body** box at the location to place a URL.
2. Click the **Link Insert/Edit** icon.

   The **Link** dialog box opens.
3. Click the Link Info tab.

   The **Link Info** tab opens.



4. Use the **Link Type** list to select the type of link to insert in the story.

   The **Link Info** tab displays the fields to define the selected link type.
5. To define a **URL**, enter the URL for the web site to open from the story in the **URL** box.
6. To define an e-mail link, enter setting in the following boxes:
   - **E-Mail Address** — the e-mail address to send an e-mail.
   - **Message Subject** — subject of the e-mail (optional).
   - **Message Body** — initial text for the body of the e-mail (optional).
7. Click **OK**.
8. To edit a link, double-click the link to edit the link with the **Link** dialog box.

Add Media to a Story

You can use the Story Editor to add images, video, audio, and links to documents to a WordPress story. The Story Editor **Text Formatting** toolbar contains the following tools to insert media in a WordPress story:

Tool	Description
	Insert Media — click or tap this icon to insert an image from a media source at the cursor location. Double-click an inserted image to use the Image Properties dialog box to edit the image.
	Image — click or tap this icon to insert an image from a website at the cursor location.
	Embed YouTube Video — click or tap this icon to use the Embed YouTube Video dialog box to embed a video from YouTube at the cursor location.
	Embed Media from External Sites — click or tap this icon to use the Embed Media Content dialog box to embed an image, video, audio, or rich content from an external website at the cursor location.
	Open Library — click or tap this icon to open the Library view of a WordPress feed.

Insert Media

The Insert Media tool enables you to select media from an Inception media source to insert into a story.

To insert media from a media source

1. While using the **Story Editor** to create or edit a WordPress story, position the cursor in the **Body** box at the location to place media.
2. Click the **Insert Media** icon.

   The **Add Media** dialog box opens.

3. Use the **Media Source** list to select the media source that contains the image to insert into the story. The available types of media sources are as follows:
   - **Upload** — earlier uploaded media files. You can also upload new media files to an Upload media source.
   - **Directory** — media files held in a directory share.
   - **MOS** — media files store on MOS devices connected to the Inception Server.
   - **QuickTurn** — video segments that are automatically created by the Ross Video OverDrive QuickTurn application from QuickTurn tagged shots in an OverDrive rundown.
   - **Streamline** — media files stored in a Ross Video Streamline asset management system.
   - **WordPress** — media files stored in your WordPress media library.

4. Use the selected media source to select an image to insert into the story.

   Upload: Upload a New File

   a. To the right of **Upload a File**, click or tap **Choose File**. If **Choose File** is not visible, click or tap the **Upload A File** icon to show the button.

   b. Upload a media file to the selected media source as follows:

      - On a desktop computer, do the following:
        › Browse to the media file to upload.
        › Select the media file.
        › Click **Open**.
      - On a mobile device, upload an existing media file as follows:
        › Tap **Photo Library**.
        › Browse to the media file to upload.
        › Select the media file.
        › Tap **Use**.
      - On a mobile device, record and upload a new video file as follows:
        › Tap **Take Video**.
        › Record a new video.
        › Tap **Use Video**.

      The uploaded media file is also selected as the media file to include with the story.

   c. Go to step **5**.

   Upload: Existing File

   a. Use the **File** list to select the media file to include with the story. If the **File** list is not visible, click or tap the **View Uploaded Files** icon to show the list.

   b. Go to step **5**.

   Directory

   a. Use one of the following methods to select the media file to include with the story:

      - Click or tap the **Browse** icon to use the **File** list to select a media file.
      - Click or tap the **Filename** icon to use the **File** list to enter the name of a media file.

   b. Go to step **5**.

   MOS

   a. Open the **MOS Objects** panel or **MOS Favorites** panel.

   b. In the **MOS Objects** panel or **MOS Favorites** panel, locate the MOS object that contains the media file to include with the story.

   c. Drag the icon of the MOS object that you want to include with the story from the **MOS Objects** panel or **MOS Favorites** panel to the **Asset** box in the **Story Editor** panel, then release the MOS object.

   d. Go to step **5**.

QuickTurn

a. Use the **Segment** list to select the QuickTurn segment video file that you want to include with the story.

b. Go to step **5**.

Streamline

a. Drag the asset that contains the media file that you want to include in the story from the **MOS Objects** panel, the **Streamline Plugin** panel, or **Streamline** to the **Asset** box.

If you dragged the wrong asset into the **Asset** box, click or tap the **Remove** icon to remove the asset.

b. Go to step **5**.

WordPress: Existing File

a. Use the **File** list to select the media file to include with the story. If the **File** list is not visible, click or tap the **View Uploaded Files** icon to show the list.

b. Go to step **5**.

WordPress: Upload a New File

a. To the right of **Upload a File**, click or tap **Choose File**. If **Choose File** is not visible, click or tap the **Upload A File** icon to show the button.

b. Upload a media file to the selected media source as follows:

- On a desktop computer, do the following:
  - › Browse to the media file to upload.
  - › Select the media file.
  - › Click **Open**.
- On a mobile device, upload an existing media file as follows:
  - › Tap **Photo Library**.
  - › Browse to the media file to upload.
  - › Select the media file.
  - › Tap **Use**.
- On a mobile device, record and upload a new video file as follows:
  - › Tap **Take Video**.
  - › Record a new video.
  - › Tap **Use Video**.

c. Use the **File** list to select the uploaded media file to include it with the story.

d. Go to step **5**.

5. If you are on a desktop computer, you can preview the selected image by clicking the **Preview** icon. Previews are not available on mobile devices.

   The image opens in the **Video Player** panel.

6. Click **Insert**.

   Inception inserts the selected image into the story at the cursor location.

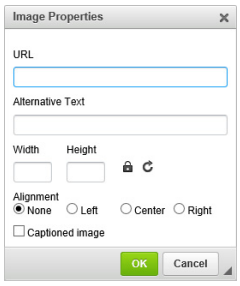
Image from a Website

The Image tool enables you to use a web address to insert an image into a story.

To insert an image from a website at the cursor location

1. While using the **Story Editor** to create or edit a WordPress story, position the cursor in the **Body** box at the location to place an image.
2. Click the **Image** icon.

   The **Image Properties** dialog box opens.



3. In the **URL** box, enter the web address of the image to a insert at the cursor location.
4. In the **Alternative Text** box, enter the text to display for web accessibility or when the image is not available.
5. In the **Width** box, enter the width in pixels to display the image.

   Clear the **Width** box to display the full width of the image.
6. In the **Height** box, enter the height in pixels to display the image.

   Clear the **Height** box to display the full height of the image.
7. Click the **Lock Ratio** icon to retain the image proportions when entering a **Width** or **Height**.
8. Click the **Reset Size** icon to set the **Width** and **Height** for the image to the original image size.
9. In the **Alignment** section, select the option to horizontally align the image in the story. The available horizontal alignment options are as follows:
   - **None** — display the image inline with the text.
   - **Left** — display the image on a separate line at the left edge of the story text.
   - **Center** — display the image on a separate line centered with the story text.
   - **Right** — display the image on a separate line at the right edge of the story text.
10. Select the **Caption** image check box to add a caption below the image that you can edit.
11. Click **OK**.

    Inception inserts the selected image into the story at the cursor location. To use the **Image Properties** dialog box to edit an image, double-click the image to edit.

Embed YouTube Video

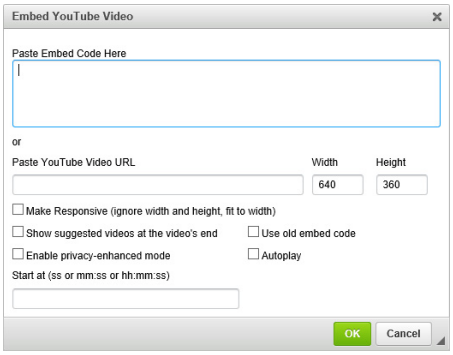
The Embed YouTube Video tool enables you to select a video from YouTube to embed in a story and configure YouTube specific settings for the selected video.

To embed a YouTube video at the cursor location

1. While creating or editing a WordPress story in the **Story Editor**, position the cursor in the **Body** box where you want to embed a YouTube video in the story.

2. Click the **Embed YouTube Video** icon.

   The **Embed YouTube Video** dialog box opens.



3. When you have an embed code for the YouTube video that you want to insert into a story, paste the embed code in the **Paste Embed Code Here** box.

   Skip to step **13** on page 10-13, as the remaining options in the **Embed YouTube Video** dialog box do not apply to embed codes.

4. When you have a web address for the YouTube video that you want to insert into your store, paste the web address code in the **Paste YouTube Video URL** box.

5. In the **Width** box, enter the width in pixels to display the YouTube video.

6. In the **Height** box, enter the height in pixels to display the YouTube video.

7. Select the **Make Responsive** check box to automatically scale the YouTube video to fit the browser or mobile device that a user uses to view your WordPress website.

   Selecting this option ignores the set **Width** and **Height**.

8. Select the **Show suggested videos at the video's end** check box to enable YouTube to suggest other YouTube videos to watch when your YouTube video ends.

9. Select the **Enable privacy-enhanced mode** check box to stop YouTube from gathering information about visitors to your WordPress website unless they play your YouTube video.

10. Select the **Use old embed code** check box to generate an embed code for the entered **URL** that does not use **`<iframe>`** code, which is not supported by some websites.

11. Select the **Autoplay** check box to automatically play the YouTube video when a user visits your WordPress website.

12. In the **Start at** box, use the time format **`hh:mm:ss`** to enter the time in the YouTube video to start playing the video.

13. Click **OK**.

    Inception embeds the selected YouTube video in the story at the cursor location. You cannot edit the settings for an inserted YouTube video. If the settings are not to your liking, delete the YouTube video and embed the video once again.

Embed Media from External Websites

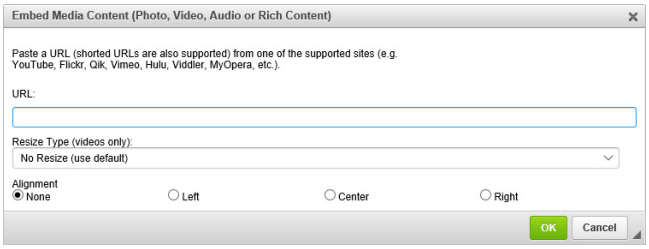
The Embed Media from External Sites tool enables you to use a web address to embed media in a story.

To embed media from a website at the cursor location

1. While creating or editing a WordPress story in the **Story Editor**, position the cursor in the **Body** box where you want to embed media in the story.

2. Click the **Embed Media from External Sites** icon.

   The **Embed Media Content** dialog box opens.



3. In the **URL** box, enter the web address of the media to a insert at the cursor location.

4. For videos, use the **Resize Type** list the select how to set the size of the selected video. The available options are as follows:

   - **No Resize** — use the original width and height of the video to display the video.
   - **Responsive Resize** — automatically resize the video with the web browser window to a maximum width and height. The following settings are only available when you select the **Responsive Resize** option:
     - **Max Width** — enter in this box the maximum width in pixels to display the video.
     - **Max Height** — enter in this box the maximum height in pixels to display the video.
   - **Specific Resize** — display the video at a set width and height. The following settings are only available when you select the **Specific Resize** option:
     - **Max Width** — enter in this box the width in pixels to display the video.
     - **Max Height** — enter in this box the height in pixels to display the video.

5. In the **Alignment** section, select the option to horizontally align the media in the story. The available horizontal alignment options are as follows:

   - **None** — display the media inline with the text.
   - **Left** — display the media on a separate line at the left edge of the story text.
   - **Center** — display the media on a separate line centered with the story text.
   - **Right** — display the media on a separate line at the right edge of the story text.

6. Click **OK**.

   Inception embeds the selected media in the story at the cursor location.

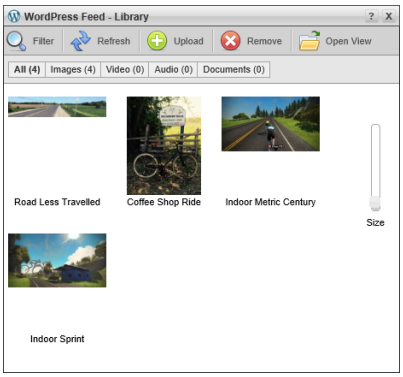
Insert an Image for Your WordPress Library

The Open Library tool enables you to insert an image from your WordPress image library into a story.

To insert media from the Library view of a WordPress feed

1. While creating or editing a WordPress story in the **Story Editor**, click the **Open Library** icon.

   The **Library** view opens for your WordPress account opens in the **Feed Viewer** panel.



2. In the **Library** view, place the mouse pointer on the media item to insert and then click and hold the mouse button.
3. Drag the selected media item into the story.
4. At the position in the story to insert the media item, release the mouse button.

   Inception places the media item in the story at the selected position, and the **Story Editor** updates to display the inserted media item. Double-click an inserted image to edit image settings using the **Image Properties** dialog box.

   Dragging a document from the **Library** to a story inserts a URL in the document. Double-click an inserted URL to edit URL settings using the **Link** dialog box.

Create a WordPress Story via E-mail

When your Inception administrator enables the E-mail Story Creation option on your Inception Server, you can create a WordPress story by sending an e-mail to your Inception Server.

To create a WordPress story via e-mail

1. Open the e-mail account associated with your Inception user account.
2. Create a new e-mail addressed to the e-mail address used for story submission.

   If you do not know of the correct e-mail address for story submission, contact your administrator.
3. As the subject of the e-mail, enter the slug name for the story.
4. In the body of the e-mail, enter the text for the story.
5. If you want to include an image with the story, attach the image file to the e-mail.

✶ When you create a WordPress story through e-mail that includes an image, the image uploads to the Inception Server but Inception does not include the image with the story by default. To publish the image, an Inception user must open the story the in Inception, add the image, then approve and publish the story.

6. Send the e-mail.

   Your e-mail client sends your WordPress story e-mail to Inception. Within a few minutes, Inception sends you a reply to your WordPress story e-mail.

7. Open the reply e-mail from Inception.

   The body of the e-mail includes the following:

   - A Web heading.
   - Below the Web heading is a bulleted list of WordPress accounts through which you can create a story.
   - Below each WordPress account is a bulleted list of approval options and publication options that you can request. The listed options depend on the level of your user permissions.

8. Decide which WordPress account through which to create your story, then select the account options for your story as follows:

   - Click or tap the account name to create the story without approving or publishing it. In Inception, you can find the story in your **Story Browser** panel.
   - Click or tap **Request Approve** to create the story, then request approval it.
   - Click or tap **Approve** to create and approve the story.
   - Click or tap **Request Publish** to create the story and request Inception to publish the story. As soon as an Inception user approves the story, Inception publishes the story to the selected WordPress account.
   - Click or tap **Publish** to create, approve, and publish the story to the selected WordPress account.

   After you click or tap an option, your e-mail client creates a new e-mail.

   No e-mail created

   When your e-mail client does not create a new e-mail, your e-mail client does not support automatic e-mail creation. To manually create a reply e-mail manually:

   a. Create a reply e-mail.

   b. In the body of the e-mail, enter the account name exactly as displayed in the original e-mail.

   c. Below the account name, enter the action you want to request:

      - To create a story without approving or publishing it, enter nothing.
      - For **Approve** or **Request Approve**, enter `Approve`.

   For **Publish** or **Request Publish**, enter `Publish`.

9. Send your reply e-mail to Inception.

   If you do not send a valid reply e-mail to Inception within 96 hours, Inception automatically cancels the story request and does not create the story.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing WordPress stories, refer to the section "**Edit a WordPress Story**" on page 10–16.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Edit a WordPress Story

A WordPress story consists of a title and some body text and may also include one or more pictures. Only Inception users with Modify WordPress Stories permission can edit a WordPress story.

You can only edit WordPress stories that are unapproved and unpublished. After editing a WordPress story, you must approve and publish the updated story to upload the story to your WordPress website.

✶ Unpublishing a WordPress story removes the story from your WordPress website.

To edit a WordPress story

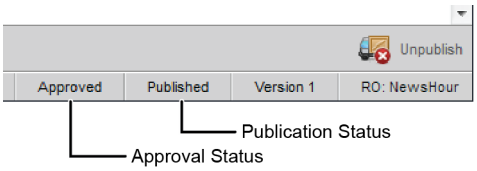
1. In the **Story Browser** panel, double-click or double-tap the WordPress story to edit.

   The selected story opens in the **Story Editor**.

2. When your Inception user has **Approve WordPress Stories** and **Publish WordPress Stories** you can skip to step **3** to start editing the selected story.

   When your Inception user does not have the required permissions, you must complete the following steps to unpublish and unapprove the selected story before you edit it:

   a. At the bottom of the **Story Editor**, look at the **status bar** to determine the approval and publish status of the story.



   b. For stories with a published status, click or tap the **Unpublish** icon in the bottom toolbar.

      Unpublishing a WordPress story removes the story from your WordPress website.

   c. For stories with an approved status, click or tap the **Unapprove** icon in the bottom toolbar.

3. In the **Title** box, edit the story title as required.

4. In **Body** box, edit the WordPress story text as required.

5. To publish the WordPress story to a different WordPress account, use the **Account** list to select the new account to publish the story.

6. After you finish editing the WordPress story, click or tap the **Save** icon to save your story edits.

   When your Inception user has **Approve WordPress Stories** and **Publish WordPress Stories** permissions, the **Save Changes To WordPress?** alert opens. Click **Yes** publish your updated story to your WordPress website.

7. When your Inception user does not have the required permissions, you must approve and publish an updated WordPress story before Inception can upload the story to WordPress. Use the following icons in the bottom toolbar to approve and publish your updated story:

   - **Request Approve** — request approval of the modified story.
   - **Request Publish** — request approval of the modified story, and to publish it immediately after approval.
   - **Approve** — approve the modified story.
   - **Publish** — publish the approved story.

✶ The available approval and publishing options depend on your user permissions.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

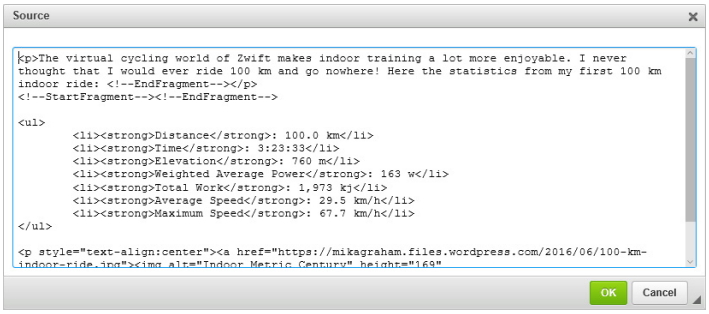
Edit the HTML Source Code of a WordPress Story

You can create or edit a WordPress story by writing HTML code and story text in the Source Editor. When you save the HTML code of a story, the Story Editor renders the HTML code and displays the formatted story.

To edit the HTML source code of a WordPress story

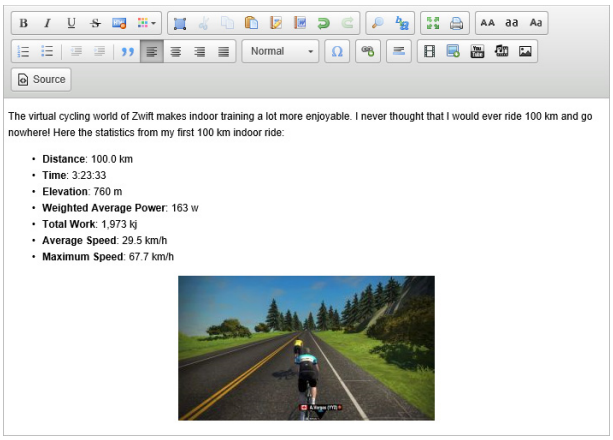
1. Open a new WordPress story or existing WordPress story in the **Story Editor** panel.
2. Click the Source **Source** icon.

   The **Source** dialog box opens.



3. Edit the HTML code and story text as required.
4. Click **OK**.

   The **Source** editor closes, and the **Story Editor** panel displays the formatted story.



5. Click or tap the **Save** icon.

   Inception saves the story on your Inception Server and to your WordPress account.

YouTube Stories

YouTube enables billions of people to discover, watch, and share originally created videos.

An Inception YouTube story consists of one video file plus story metadata (title, category, description, and keywords). YouTube stories support the following video file formats:

› **.3gp** or **.3gpp** — Third Generation Partnership Project
› **.avi** — Audio Video Interleave
› **.flv** — Flash Video
› **.mov** — Apple QuickTime Movie
› **.mp4** — Moving Picture Experts Group 4 Part 14
› **.mpg** or **.mpeg** — Moving Picture Experts Group Phase 1
› **.ogg** — Xiph.org multimedia codecs
› **.wmv** — Windows Media Video

This chapter discusses the following topics:

- Create a YouTube Story
- Edit a YouTube Story

Create a YouTube Story

Inception enables you to create YouTube stories from the following panels:

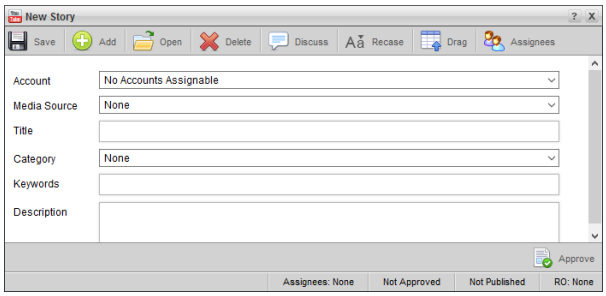
- **Running Order** — while working with a running order in the Running Order panel you can add a new YouTube story directly to the open running order.
- **Story Browser** — when you do not want to immediately add a new YouTube story to a running order, you can create your new YouTube story from your Story Browser panel. You can add your YouTube story to a running order at any time.
- **Story Editor** — while editing a story in the Story Editor panel, you can use the content of the current story to create a new YouTube story. When you create a YouTube story from an existing Inception story, Inception produces a story family that includes the original and new story. All new stories created in such a manner inherit the Slug and the content of the original.
- **Assignment** — while working on an assignment in the Assignment Editor panel, you can create new YouTube story for the assignment. When you create a story from an assignment, Inception automatically makes the Slug for new stories the same as the assignment Slug. Changing the Slug of a new story does not change the assignment Slug.

To create a YouTube story

1. Open the **Story Editor** panel to create a new YouTube story. For information about opening the Story Editor from a specific panel to create a new story, refer to the following procedures:

   - **Running Order** — "**To create a story from the Running Order Panel**" on page 4–2.
   - **Story Browser** — "**To create a story from the Story Browser panel**" on page 4–3.
   - **Story Editor** — "**To create a story from the Story Editor Panel**" on page 4–5.
   - **Assignment** — "**To create a story from the Assignment Editor Panel**" on page 4–6.

   The **Story Editor** panel opens for you to create a YouTube story.



2. In the **Channel** list, click or tap the YouTube account to which you want to publish the story.
3. Use the **Media Source** list to select the media source that contains the video for the story.

   The available types of media sources are as follows:

   - **Upload** — previously-uploaded media files. You can also upload new media files to an Upload media source.
   - **Directory** — media files held in a directory share.
   - **MOS** — media files store on MOS devices connected to the Inception Server.
   - **QuickTurn** — video segments that are automatically created by the Ross Video OverDrive QuickTurn application from QuickTurn tagged shots in an OverDrive rundown.
   - **Streamline** — media files stored in a Ross Video Streamline asset management system.

4. Use the selected media source to select a video for the story.

   Upload Media Source: Upload a New File

   a. To the right of the **Upload a File**, click **Browse** or tap **Choose File**. If neither of the buttons are not visible, click or tap the **Upload A File** icon to show appropriate button.

   b. Upload a media file to the selected media source as follows:

      - On a desktop computer, do the following:
        › Browse to the media file to upload.
        › Select the media file.
        › Click **Open**.
      - On a mobile device, upload an existing media file as follows:
        › Tap **Photo Library**.
        › Browse to the media file to upload.
        › Select the media file.
        › Tap **Use**.
      - On a mobile device, record and upload a new video file as follows:
        › Tap **Take Video**.
        › Record a new video.
        › Tap **Use Video**.

      The uploaded media file is also selected as the media file to include with the story.

   c. Go to step **5**.

   Upload Media Source: Existing File

   a. Use the **File** list to select the media file to include with the story. If the **File** list is not visible, click or tap the **View Uploaded Files** icon to show the list.

   b. Go to step **5**.

   Directory Media Source

   a. Use one of the following methods to select the media file to include with the story:

      - Click or tap the **Browse** icon to use the **File** list to select a media file.
      - Click or tap the **Filename** icon to use the **File** list to enter the name of a media file.

   b. Go to step **5**.

   MOS Media Source

   a. Open the **MOS Objects** panel or **MOS Favorites** panel.

   b. In the **MOS Objects** panel or **MOS Favorites** panel, locate the MOS object that contains the media file to include with the story.

   c. Drag the icon of the MOS object that you want to include with the story from the **MOS Objects** panel or **MOS Favorites** panel to the **Asset** box in the **Story Editor** panel, then release the MOS object.

   d. Go to step **5**.

   QuickTurn Media Source

   a. Use the **Segment** list to select the QuickTurn segment video file that you want to include with the story.

   b. Go to step **5**.

Streamline Media Source

a. Drag the asset that contains the media file that you want to include in the story from the **MOS Objects** panel, the **Streamline Plugin** panel, or **Streamline** to the **Asset** box.

   If you dragged the wrong asset into the **Asset** box, click or tap the **Remove** icon to remove the asset.

b. Go to step **5**.

5. If you are on a desktop computer and you want to preview the video, click the **Preview** icon. Video previews are not available on mobile devices.

   The video opens in the **Video Player** panel. The **Video Player** panel cannot play some video file formats that Inception supports.

✶ Given that QuickTurn media sources list planned but not yet created video segments, the **Video Player** panel may not be able to preview video from a QuickTurn media source.

6. In the **Title** box, enter a title for the video.
7. In the **Category** list, click or tap an appropriate category for the video content.
8. In the **Description** box, enter a description of the video.
9. In the **Keywords** box, enter one or more words related to the story, to act as content-search keywords. When entering multiple keywords, enter a comma between keywords.
10. Click or tap the **Save** icon.

    Inception saves the story. Drag the new YouTube story into a running order to publish the story when you playout the running order. Publishing a YouTube story uploads the video file associated with the story to your YouTube website.

For More Information on...

- spell checking story text, refer to the chapter "**Spell Checking**" on page 12–1.
- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- editing YouTube stories, refer to the section "**Edit a YouTube Story**" on page 11–5.
- adding stories to a running order, refer to the chapter "**Editing the Running Order**" on page 16–1.

Add a URL to a YouTube Story

You can add a URL to the description of a YouTube story by directly entering the URL starting with http://.

To enter a URL in the description of a YouTube story

1. While using the **Story Editor** to create or edit a YouTube story, position the cursor in the **Description** box at the location to place a URL.
2. Starting with **`http://`**, enter the URL for the web site to open from the story. For example:

   `http://www.rossvideo.com`

3. Click or tap the **Save** icon.

   Inception highlights the entered URL in blue text with an underline.

4. Test the new URL as follows:

   - **Windows** — Ctrl-click the URL.
   - **macOS** — Cmd-click the URL.

   The linked web site opens in your web browser.

5. To edit a URL:

   a. Edit the URL text.

   b. Click or tap the **Save** icon.

Edit a YouTube Story

A YouTube story consists of a video file and a set of story metadata (title, category, description, and keywords). You can edit the content of YouTube stories.

If you want to edit only the YouTube story metadata, Inception can implement your changes without unpublishing and republishing the story. If you want to change the YouTube story video or publish the story to a different YouTube account, you must first unpublish and unapprove the story.

To edit a YouTube story

1. Use one of the following methods to open the YouTube story to edit in the **Story Editor**:

   - If you own the story to edit, double-click or double-tap the story in the **Story Browser** panel.
   - If you do not own the story to edit, open a running order that contains the story to edit and then double-click or double-tap the story in the **Running Order** panel.

   The selected story opens in the **Story Editor**.

2. If you want to edit only the YouTube story metadata, enter new metadata in the following boxes and list:

   - **Title** — edit the title for the video.
   - **Category** — select an appropriate category for the video content.
   - **Description** — edit the description of the video.
   - **Keywords** — edit the content-search keywords.

3. If you want to change the YouTube story video or publish the story to a different YouTube account, do the following to unpublish and unapprove the story:

   a. At the bottom of the **Story Editor**, look at the **status bar** to determine the approval and publish status of the story.

   b. For stories with a published status, click or tap the **Unpublish** icon in the bottom toolbar.

   c. For stories with an approved status, click or tap the **Unapprove** icon in the bottom toolbar.

4. To publish the YouTube story to a different YouTube account, use the **Channel** list to select the new account to publish the story.

5. To change the video for the YouTube story, use the **Media Source** list to select the media source that contains the new video for the story.

6. After you finish editing the YouTube story, click or tap the **Save** icon.

   Inception saves the modified story.

7. If you modified only the metadata of a published YouTube story, a confirmation message opens to inform you that Inception automatically publishes metadata changes. Click or tap **OK**.

8. If you changed the publishing account or updated the story video, use the following icons in the bottom toolbar to approve and publish your updated YouTube story:
   - **Request Approve** — request approval of the modified story.
   - **Request Publish** — request approval of the modified story, and to publish it immediately after approval.
   - **Approve** — approve the modified story.
   - **Publish** — publish the approved story.

✶ The available approval and publishing options depend on your user permissions.

For More Information on...

- denylisted content, refer to the section "**Find Denylisted Content in Your Stories**" on page 4–10.
- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Spell Checking

Inception contains a built-in spell checker that automatically checks the spelling of the words that you type in the following Editor panels:

- Broadcast
- Facebook
- YouTube
- Playlist Item
- Social Polls

✶ The built-in spell checker is not available when accessing Inception on a mobile device.

Using the active dictionary, the spell checker underlines misspelled words with a squiggly red line. For each misspelled word you can select a correction from a list of suggested words. You can also add personal words to the active dictionary that you consider correct, but the dictionary does not.

This chapter discusses the following topics:

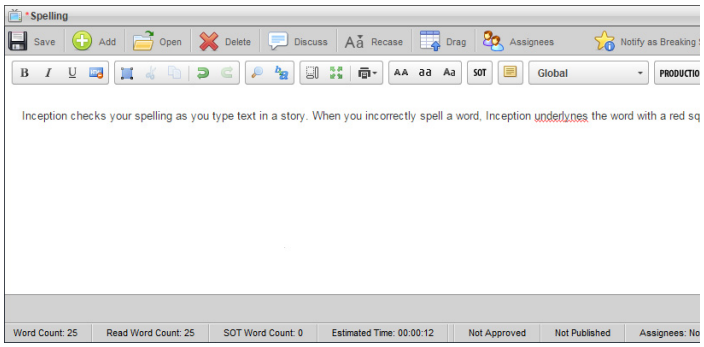
- Spell Check Story Text
- Select a Default Personal Dictionary
- Select a Dictionary for an Editing Session
- Add Personal Words to a Dictionary

Spell Check Story Text

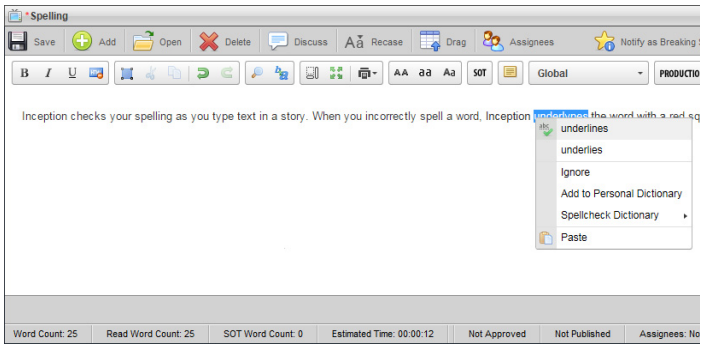
The Inception built-in spell checker automatically checks the spelling of text that you type in an Editor panel and underlines misspelled words with a squiggly red line.

To spell check story text

1. Open a story in an **Editor** panel.
2. Type text in the **Editor** panel. Inception checks your spelling as you type text in the **Editor** panel. When you incorrectly spell a word, Inception underlines the word with a red squiggly line.



3. To correct the spelling of a highlighted word, right-click on word and select one of the suggested correct spellings from the **Spelling** shortcut menu.



   Inception replaces the highlighted word with the word selected from the **Spelling** shortcut menu.

4. If you do not want to correct the highlighted word, select **Ignore** from the **Spelling** shortcut menu.

   Inception removes the squiggly red underline from the selected word for the current editing session. The next time you open the story, Inception once again highlights the word as a spelling error.

For More Information on...

- how to add personal words to a dictionary, refer to the section "**Add Personal Words to a Dictionary**" on page 12–4.

Select a Default Personal Dictionary

The Inception Server administrator sets the Default System dictionary used by the spelling checker. When you open an Editor panel the spelling checker uses the Default System dictionary to spell check the text that you type. If the Default System dictionary does not meet your needs, you can select a Default Personal dictionary to use with the Editor panels that you open.

To select the default personal dictionary

1. On the main toolbar, click the **Configuration** icon.

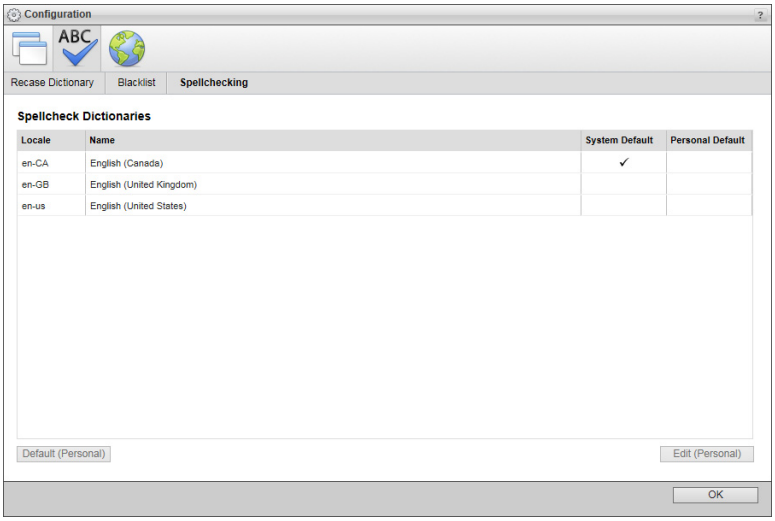
   The **Configuration** window opens.

2. On the **Configuration** window toolbar, click the **Spelling** icon.

   The **Spelling** panel opens.

3. Click the **Spellchecking** tab.

   The **Spellchecking** tab opens.



4. In the **Spellcheck Dictionaries** table, select the dictionary to use as your Default Personal dictionary.
5. Click **Default (Personal)**.

   The **Personal Default** column displays a check mark for the selected dictionary.

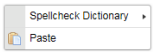
Select a Dictionary for an Editing Session

Sometimes you may need to use a dictionary other than the set System Default dictionary or Personal Default dictionary to check the spelling of text in an Editor panel. The selected dictionary is only active for the current editing session. The next time you open an Editor panel the spell checker switches back to using the set the System Default dictionary or Personal Default dictionary to check spelling.

To select a dictionary for an editing session

1. Open an **Editor** panel.
2. **Right-click** in the **Editor** panel.

   The **Spelling** shortcut menu opens.



3. Select **Spellcheck Dictionary** from the **Spelling** shortcut menu.

   The **Spellcheck Dictionary** menu opens.

4. Select the dictionary to use for the current editing session from the **Spellcheck Dictionary** menu.

   Inception uses the selected dictionary to check the existing text in the **Editor** panel and new text typed in the **Editor** panel.

Add Personal Words to a Dictionary

Inception enables you to add words that you consider correct to the active dictionary. If the spelling checker does not find the correct spelling for typed text in the active dictionary, it then searches your personal words list before suggesting a correction. The words that you add to a dictionary are only available to you for spell checking.

Add Personal Words to the Active Dictionary

Any word that the spell checker underlines as incorrect can be added to your list of personal words for the active dictionary.

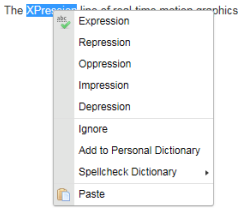
To add words or phrases to a system dictionary

1. Open an **Editor** panel and type text that contains spelling errors.

   The spell checker highlights misspelled words with a squiggly red underline.

2. **Right-click** on a misspelled word.

   The **Spelling** shortcut menu opens.



3. Select **Add to Personal Directory** from the **Spelling** shortcut menu.

   Inception adds the selected word to your personal word list for the active dictionary and removes the squiggly red underline from the word.

Edit Dictionary Personal Words

You can use the Spelling panel in the Configuration window to edit the personal words you have added to a dictionary from Editor panels. You can also use the Spelling panel to directly add personal words to a dictionary.

To edit the personal words added to a dictionary

1. On the main toolbar, click the **Configuration** icon.

   The **Configuration** window opens.

2. On the **Configuration** window toolbar, click the **Spelling** icon.

   The **Spelling** panel opens.

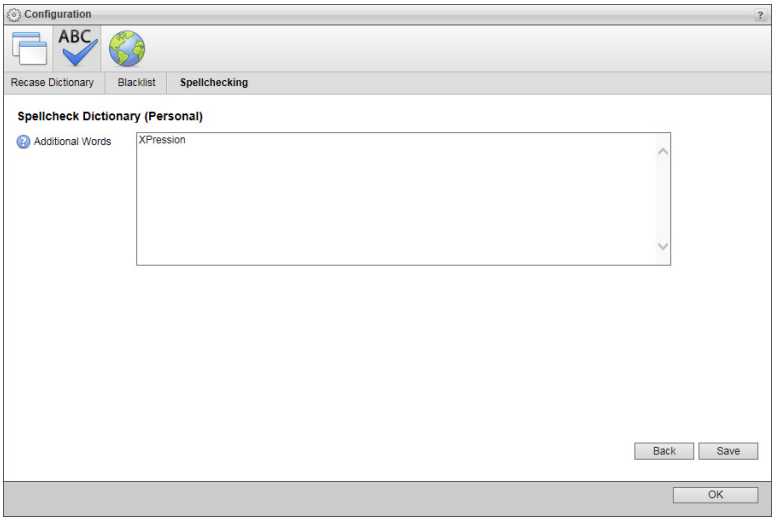
3. Click the **Spellchecking** tab.

   The **Spellchecking** tab opens.

4. In the **Spellcheck Dictionaries** table, select the dictionary to add additional words or phrases.

5. Click **Edit (Personal)**.

   The **Spellcheck Dictionary (Personal)** page opens.



6. The **Additional Words** list displays the words and phrases that your organization considers correct, but the dictionary does not. Edit the **Additional Words** list as follows:

   - **Add** — enter a word or phrase on a new line, then press the **Enter** key.
   - **Edit** — select the word or phrase to edit, then edit the selected text.
   - **Delete** — select the word or phrase to delete, then press the **Delete** key.

   Inception sorts the **Additional Words** list alphabetically after the **Spellcheck Dictionary (Personal)** page closes.

7. Click **Save** to save the updated **Additional Words** list and return to the **Spellcheck Dictionaries** page.

Working in the Story Browser

The Story Browser panel displays the stories that you or other Inception users created or modified on the Inception Server. Use Story Browser panel to view and manage the stories and story templates on the Inception Server.

This chapter discusses the following topics:

- Open the Story Browser Panel
- Create a New Story from the Story Browser Panel
- Copy Stories
- Refresh the Story Browser Panel
- Story Templates

Open the Story Browser Panel

The Story Browser panel displays the stories that you or other Inception users created or modified on the Inception Server.

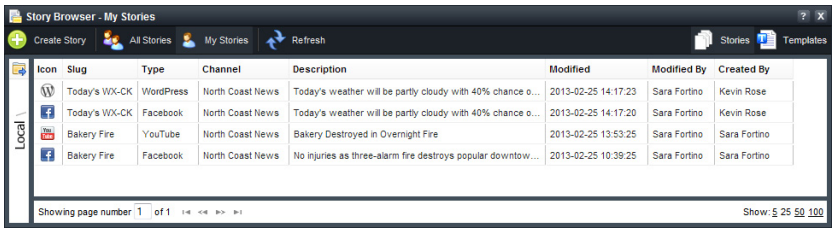
To open the Story Browser panel

1. From the main toolbar, click or tap the **Story Browser** icon.

   The **Story Browser** panel opens.

2. In the **Story Browser** panel toolbar, click or tap the **Stories** icon.

   The **Stories** tab opens, listing the stories that you created or modified on the Inception Server.



   When the **Story Browser** panel cannot display all the available stories on a single page, use the following controls in the bottom toolbar of the **Story Browser** panel to view all the available stories:

   - **Showing page number** — enter in this box the page number of stories to view in the **Stories** table, then click or tap a blank area of the **Story Browser** panel to display the selected page.
   - ⏮ — click or tap this button to view the first page of stories in the **Stories** table.
   - ◀◀ — click or tap this button to view the previous page of stories in the **Stories** table.
   - ▶▶ — click or tap this button to view the next page of stories in the **Stories** table.
   - ⏭ — click or tap this button to view the last page of stories in the **Stories** table.
   - **Show** — click or tap the following links to set the number of stories to display in the **Stories** table:
     - **5** — display 5 stories in the **Stories** table.
     - **25** — display 25 stories in the **Stories** table.
     - **50** — display 50 stories in the **Stories** table.
     - **100** — display 100 stories in the **Stories** table.

3. To view all the stories on an Inception Server, click or tap the **All Stories** icon in the **Story Browser** toolbar.

   The **Story Browser** panel updates and displays all the stories created or modified on the Inception Server by any Inception user.

4. To filter the stories displayed in the Story Browser panel, click or tap the following icons in the toolbar:

   - **Created By Me** — stories created by the currently logged in Inception user.
   - **Assigned To Me** — stories assigned to the currently logged in Inception user.
   - **Modified By Me** — stories modified by the currently logged in Inception user.

   The **Story Browser** panel updates and displays only the selected stories.

5. To filter the **Story Browser** panel, complete the following steps:

   a. Click or tap the **Filter** icon in the **Story Browser** toolbar.

      The **Filter** box opens below the toolbar.

   b. In the **Filter** box, enter a portion of the following attributes associated with the story you are looking for:

      - **Slug**
      - **Segment**
      - **Type**
      - **Running Order**

      You do not need to enter the start of an attribute, just any portion of an attribute filters the **Story Browser** panel. The **Story Browser** panel automatically updates to display only the stories with attributes that contain the text entered in the **Filter** box.

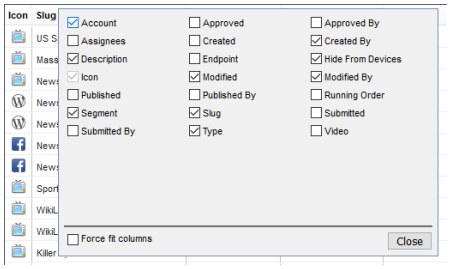
   c. To close the **Filters** box, click or tap the **Filter** icon in the **Story Browser** toolbar.

      Closing the **Filters** box clears the entered filter and displays all the available stories in the **Story Browser** panel.

6. To change the columns displayed in the **Story Browser** panel, complete the following steps:

   a. In the **Story Browser** panel, right-click the title of any table column.

      The **Columns** list opens.



   b. Select **Story Browser** columns as follows:

      - To include a column, select the check box to the left of the column name.
      - To remove a column, clear the check box to the left of the column name.

   c. Select the **Force fit columns** check box to automatically resize column widths to the table content.

   d. Click **Close**.

   e. Click and drag columns to reposition columns in the **Stories** table.

   f. Click and drag column dividers to manually resize the width of individual columns.

7. To review additional story properties, double-click or double-tap the story to open it in the **Story Editor**.

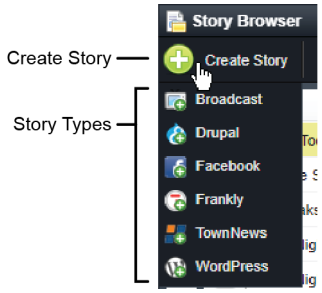
For More Information on...

- using folders to organize stories in the Story Browser panel, refer to the chapter "**Organizing Content in Folders**" on page 32–1.

Create a New Story from the Story Browser Panel

To create a new story from the Story Browser panel

1. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to select the type of story to create from the **Story Browser** panel:
   - **Desktop Computer** — in the toolbar, point to **Create Story** to expand the list and then click the type of story that you want to create.
   - **Mobile Device** — in the **t**oolbar, tap **Create Story** to expand the list and then tap the type of story that you want to create.



   An empty story opens at the top of the **Stories** table.
2. Double-click or double-tap the story to open it in the **Story Editor**.
3. Edit the story content in the **Story Editor**.
4. Click or tap the **Save** icon.

   Inception saves the story.

For More Information on...

- creating a Broadcast story, refer to the section "**Create Broadcast Stories**" on page 5–2.
- creating a Drupal story, refer to the section "**Create a Drupal Story**" on page 6–2.
- creating a Facebook story, refer to the section "**Create a Facebook Story**" on page 7–2.
- creating a Frankly story, refer to the section "**Create a Frankly Story**" on page 8–2.
- creating a TownNews story, refer to the section "**Create a TownNews Story**" on page 9–2.
- creating a WordPress story, refer to the section "**Create a WordPress Story**" on page 10–2.
- creating a YouTube story, refer to the section "**Create a YouTube Story**" on page 11–2.
- approving stories from within the Story Editor, refer to the section "**Approving a Story in the Story Editor**" on page 17–2.
- publishing stories from within the Story Editor, refer to the section "**Publishing a Story from the Story Editor**" on page 17–5.

Copy Stories

You can copy and paste any story in the Story Browser panel to quickly to create a duplicate of the story. Copied stories are not connected the original stories in any way.

To copy a story

1. In the **Story Browser** panel, select the story or stories to copy.
2. Press **Ctrl C**.

   Inception copies the selected stories to your computer clipboard.
3. Press **Ctrl V**.

   Inception pastes the selected stories into **Story Browser** panel, which displays the new stories based on the current **Story Browser** panel sorting order.

Refresh the Story Browser Panel

To refresh the Story Browser panel

- In the **Story Browser** toolbar, click or tap the **Refresh** icon.

  Inception refreshes the **Story Browser** panel to show the latest available story information.

Story Templates

Story templates act as a guide to by enabling you to create new Social or Broadcast stories that contain predefined content and attributes.

Create a Story Template

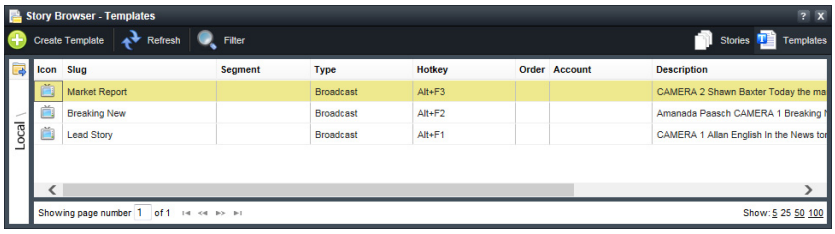
You use the Story Editor panel to define the story content and attributes for a story template.

To create a story template

1. From the main toolbar, click or tap the **Story** icon.

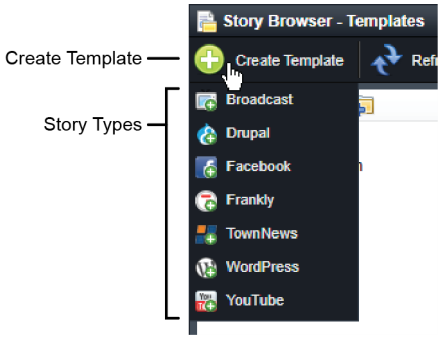
   The **Story Browser** panel opens, showing a list of stories you have created or modified within Inception.
2. In the **Story Browser** panel toolbar, click or tap the **Templates** icon.

   The **Templates** tab of the **Story Browser** panel opens, showing a list of the available story templates on the Inception system.



3. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to select the type of story template to create:

   - **Desktop Computer** — in the toolbar, point to **Create Template** and then click the story type to create.
   - **Mobile Device** — in the toolbar, tap **Create Template** to expand the list and then tap the story type to create.



   Inception adds a new story template for the selected story type to the top of the table in the **Templates** tab.

4. Desktop users can use the following procedure to enter a Slug name for the new story template:

   a. Click the **Slug** cell associated with the new story template.

   b. Press the **Space Bar** to start entering a name in the **Slug** cell.

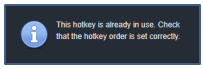
   c. Enter a slug name for the new story template.

   d. Click any other cell in the **Running Order** panel.

   Mobile users cannot edit cells in the **Running Order** panel that contain text.

5. To select a hotkey to insert the story template into a running order, click in the **Hotkey** column of the story template and use the **Hotkey** list to select a hotkey. Select **No Hotkey** to remove a hotkey from a story template.

   All story template hotkeys start with the Alt key. The following information message displays when you select a previously selected hotkey:



   Complete step **6** to configure a compound hotkey to insert multiple story templates into a running order at once.

6. For story templates of the same story type, you can select the same hotkey to insert multiple story templates into a running order at once. Multiple Broadcast stories inserted in to a running order by a compound hotkey are inserted as a story group.

   Configure a compound hotkey as follows:

   a. Select the same hotkey for each story template that you want to insert in to a running order with a compound hotkey.

   b. Click the **Order** cell associated with the first story template to insert with the compound hotkey.

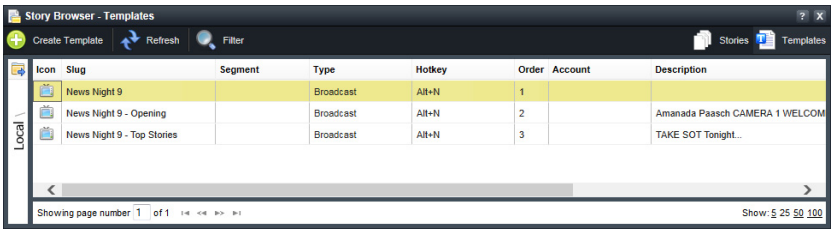
   c. Press the **Space Bar** to start entering an order value in the **Order** cell.

   d. Enter `1` to insert the story template as the first story inserted into the running order by the compound hotkey.

   e. Click any other cell in the **Running Order** panel.

      Inception sets the hotkey and order for the first story template that the compound hotkey will insert in to a running order.

f. Repeat step **b** to step **e** for each story template that uses the same hotkey, each time changing the value in the **Order** cell to set the order that Inception inserts the story template. The insertion order is ascending order, smallest first and largest last.



7. To edit the story template content and attributes, double-click or double-tap the new story template.

   The selected story template opens in the **Story Editor**. The options available in the **Story Editor** vary based on the type of story template and your user role.

8. Use the **Story Editor** to create the content and define attributes for your new story template. For information about creating a specific type of story, refer to the following sections:

   - **Broadcast** — refer to the section "**Create Broadcast Stories**" on page 5–2.
   - **Facebook** — refer to the section "**To create a Facebook story**" on page 7–2.
   - **YouTube** — refer to the section "**Create a YouTube Story**" on page 11–2.
   - **WordPress** — refer to the section "**Create a WordPress Story**" on page 10–2.

9. After you finish adding the content for your story template, click or tap the **Save** icon.

   Inception saves the story template.

Use Existing Stories to Create Story Templates

You can also create story templates from existing stories. Use the following procedures to create a story template from existing stories:

To create a story template by dragging and dropping and existing story

1. From the main toolbar, click or tap the **Story** icon.

   The **Story Browser** panel opens.

2. In the **Story Browser** panel toolbar, click or tap the **Templates** icon.

   The **Templates** tab of the **Story Browser** panel opens, showing a list of the available story templates on the Inception system.

3. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.

4. In the **Running Orders** table, double-click or double-tap the running order that contains the stories that you want to use to create story templates.

   The selected running order opens in the **Running Order** panel.

5. Position the **Story Browser** panel and the **Running Order** panel so that both panels are visible in your layout.

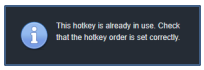
6. In the **Running Orders** panel, select the story or stories with which to create story templates.

7. Place the mouse pointer or your finger over the **Icon** cell of a selected story, then click and hold the mouse button or tap and hold.

8. Drag the selected stories into the **Templates** tab of the **Story Browser** panel.
9. In the **Templates** tab, release the mouse button or lift your finger.

   Inception adds new story templates for the selected stories to the top of the table in the **Templates** tab.
10. To select a hotkey to insert the story template into a running order, click in the **Hotkey** column of the story template and use the **Hotkey** list to select a hotkey. Select **No Hotkey** to remove a hotkey from a story template.

    All story template hotkeys start with the Alt key. The following information message displays when you select a previously selected hotkey:

    Complete step **11** to configure a compound hotkey to insert multiple story templates into a running order at once.
11. For story templates of the same story type, you can select the same hotkey to insert multiple story templates into a running order at once. Multiple Broadcast stories inserted in to a running order by a compound hotkey are inserted as a story group.

    Configure a compound hotkey as follows:

    a. Select the same hotkey for each story template that you want to insert in to a running order with a compound hotkey.

    b. Click the **Order** cell associated with the first story template to insert with the compound hotkey.

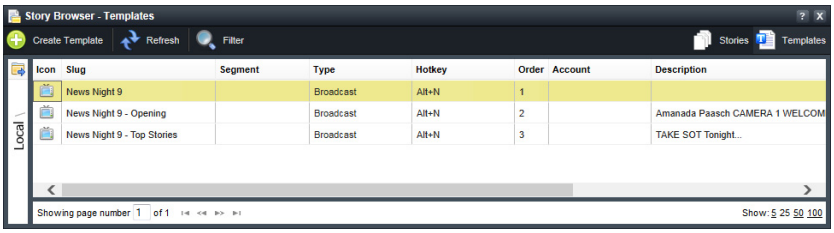
    c. Press the **Space Bar** to start entering an order value in the **Order** cell.

    d. Enter `1` to insert the story template as the first story inserted into the running order by the compound hotkey.

    e. Click any other cell in the **Running Order** panel.

       Inception sets the hotkey and order for the first story template that the compound hotkey will insert in to a running order.

    f. Repeat step **b** to step **e** for each story template that uses the same hotkey, each time changing the value in the **Order** cell to set the order that Inception inserts the story template. The insertion order is ascending order, smallest first and largest last.

12. To edit the story template content and attributes, double-click or double-tap the new story template.

    The selected story template opens in the **Story Editor**. The options available in the **Story Editor** vary based on the type of story template and your user role.

To create a story template by cutting and pasting and existing story

1. Open one of the following locations that contains the stories that you want to use to create story templates:
   - **Running Order** panel
   - **Stories** tab of the **Story Browser** panel
2. In the source **Stories** tab or the **Running Order** panel, select the stories to copy.

3. Press **Ctrl C**.

   Inception copies the selected stories to your computer clipboard.

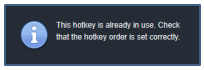
4. In the **Story Browser** panel toolbar, click or tap the **Templates** icon.

   The **Templates** tab of the **Story Browser** panel opens.

5. Press **Ctrl V**.

   Inception adds new story templates for the selected stories to the top of the table in the **Templates** tab.

   All story template hotkeys start with the Alt key. The following information message displays when you select a previously selected hotkey:

   Complete step **6** to configure a compound hotkey to insert multiple story templates into a running order at once.

6. For story templates of the same story type, you can select the same hotkey to insert multiple story templates into a running order at once. Multiple Broadcast stories inserted in to a running order by a compound hotkey are inserted as a story group.

   Configure a compound hotkey as follows:

   a. Select the same hotkey for each story template that you want to insert in to a running order with a compound hotkey.

   b. Click the **Order** cell associated with the first story template to insert with the compound hotkey.

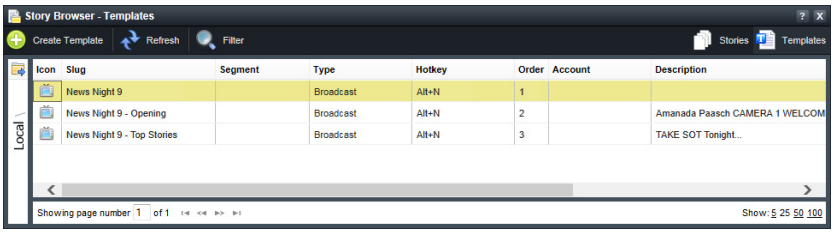
   c. Press the **Space Bar** to start entering an order value in the **Order** cell.

   d. Enter `1` to insert the story template as the first story inserted into the running order by the compound hotkey.

   e. Click any other cell in the **Running Order** panel.

      Inception sets the hotkey and order for the first story template that the compound hotkey will insert in to a running order.

   f. Repeat step **b** to step **e** for each story template that uses the same hotkey, each time changing the value in the **Order** cell to set the order that Inception inserts the story template. The insertion order is ascending order, smallest first and largest last.

7. To edit the story template content and attributes, double-click or double-tap the new story template.

   The selected story template opens in the **Story Editor**. The options available in the **Story Editor** vary based on the type of story template and your user role.

Create a Story from a Story Template

You can use story templates to quickly create stories that contain the story content and attributes defined in the story template. After you create a story from a story template you can edit it just like a story you created from the beginning. You can use the following methods to create running order stories from story templates:

- "**Drag and Drop**" on page 13–10
- "**Hotkey**" on page 13–11

Drag and Drop

To create running order stories by dragging and dropping a story template

1. From the main toolbar, click or tap the **Story** icon.

   The **Story Browser** panel opens.

2. In the **Story Browser** panel toolbar, click or tap the **Templates** icon.

   The **Templates** tab of the **Story Browser** panel opens, showing a list of the available story templates on the Inception system.

3. In a **Running Order** panel, open the running order to add a new story.

4. Position the **Story Browser** panel and the **Running Order** panel so that both panels are visible in your layout.

5. In the **Story Browser** panel, select the story template you want to use to create a new story in the open running order.

   To filter the **Story Browser** panel, complete the following steps:

   a. Click or tap the **Filter** icon in the **Story Browser** toolbar.

      The **Filter** box opens below the toolbar.

   b. In the **Filter** box, enter a portion of the following attributes associated with the story template you are looking for:

      - **Slug**
      - **Segment**
      - **Type**

      You do not need to enter the start of an attribute, just any portion of an attribute filters the **Story Browser** panel. The **Story Browser** panel automatically updates to display only the story templates with attributes that contain the text entered in the **Filter** box.

   c. To close the **Filters** box, click or tap the **Filter** icon in the **Story Browser** toolbar.

      Closing the **Filters** box clears the entered filter and displays all the available story templates in the **Story Browser** panel.

6. Place the mouse pointer on the **Icon** of the selected story template, then click and hold the mouse button.

7. Drag the selected story template into the **Running Order** panel.

   As you drag the selected story template in the **Running Order** panel, a blue line previews the position to add the new story in the running order.

8. When the blue line highlights the position in the running order to add the new story, release the mouse button.

   Inception uses the selected template to create a new story in the running order. The **Running Order** panel updates to show the new story at the selected location.

9. To edit the story content, double-click or double-tap the new story in the running order.

   The selected story opens in the **Story Editor**. The options available in the **Story Editor** vary based on the type of story and your user role.

10. Use the **Story Editor** to create the content for your new story. For information about creating a specific type of story, refer to the following sections:
    - **Broadcast** — refer to the section "**Create Broadcast Stories**" on page 5–2.
    - **Facebook** — refer to the section "**To create a Facebook story**" on page 7–2.
    - **YouTube** — refer to the section "**Create a YouTube Story**" on page 11–2.
    - **WordPress** — refer to the section "**Create a WordPress Story**" on page 10–2.

Hotkey

To create running order stories using a story template hotkey

1. From the main toolbar, click or tap the **Story** icon.

   The **Story Browser** panel opens.

2. In the **Story Browser** panel toolbar, click or tap the **Templates** icon.

   The **Templates** tab of the **Story Browser** panel opens, showing a list of the available story templates on the Inception system.

3. Use the **Hotkey** column view the hotkey associated with the story template you want to use to create a running order story.
4. In a **Running Order** panel, open the running order to add a new story.
5. Select the **story** above which to add a new story or stories.
6. Press the **hotkey** associated with the story template or templates to create a new story or stories in the running order.

   Inception uses the selected template or templates to create a new story or stories in the running order. The **Running Order** panel updates to show the new story or stories above the story you selected.
   - Multiple Broadcast stories inserted in to a running order by a compound hotkey are inserted as a story group.
   - New social stories are automatically become children of the nearest Broadcast story above them in the running order.
7. To edit the story content, double-click or double-tap a new story in the running order.

   The selected story opens in the **Story Editor**. The options available in the **Story Editor** vary based on the type of story and your user role.

Delete Story Templates

You can delete any story template that you created. Deleting a story template does not change any of the stories you created using the story template. When you delete a story template, Inception moves the deleted story template into the Recycle Bin folder instead of permanently deleting the story template. You can restore or permanently delete the story templates contained in the Recycle Bin folder.

To delete a story template

1. In the **Story Browser** panel toolbar, click or tap the **Templates** icon.

   The **Templates** tab opens, listing of the available story templates on the Inception system.

2. Open the story template to delete in the **Story Editor**.

3. Click or tap the **Delete** icon.

   A confirmation dialog asks if you want to delete the story template.

4. Click or tap **OK**.

   Inception moves the selected story template into the **Recycle Bin** folder.

Recover Deleted Story Templates

You can restore any deleted story template contained in the Recycle Bin folder back to the Story Browser folder from which the story template was deleted.

To recover a deleted story template

1. From the main toolbar, click or tap the **Story Browser** icon.

   The **Story Browser** panel opens. If the **Folders** tree view is collapsed, click the **Expand** icon to expand the **Folders** tree view.

2. In the **Story Browser** panel toolbar, click or tap the **Templates** icon.

   The **Templates** tab opens, listing of the available story templates on the Inception system.

3. In the **Folders** tree view, click or tap the **Recycle Bin** icon.

   The **Story Browser** panel lists the deleted story templates contained in the **Recycle Bin**.

4. In the **Recycle Bin** folder, select the deleted story templates to recover.

5. In the **Story Browser** toolbar, click or tap the **Restore** icon.

   A confirmation dialog asks if you want to restore the selected story templates.

6. Click or tap **OK**.

   Inception moves the selected story templates from the **Recycle Bin** folder back to the **Story Browser** folders from which the story templates were deleted.

Permanently Delete Story Templates

You can permanently delete any story template contained in the Recycle Bin folder to remove the story template from the Inception Server.

✶ You can not restore story templates that you permanently delete from the Recycle Bin folder.

To permanently delete a story template from the Recycle Bin folder

1. From the main toolbar, click or tap the **Story Browser** icon.

   The **Story Browser** panel opens. If the **Folders** tree view is collapsed, click the **Expand** icon to expand the **Folders** tree view.

2. In the **Story Browser** panel toolbar, click or tap the **Templates** icon.

   The **Templates** tab opens, listing of the available story templates on the Inception system.

3. In the **Folders** tree view, click or tap the **Recycle Bin** icon.

   The **Story Browser** panel lists the deleted story templates contained in the **Recycle Bin**.

4. In the **Recycle Bin** folder, select the deleted story templates to permanently delete.

5. In the **Story Browser** toolbar, click or tap the **Purge** icon.

   A confirmation dialog asks if you want to permanently delete the selected story templates.

6. Click or tap **OK**.

   Inception permanently deletes the selected story templates. You can not restore story templates that you purged from the Recycle Bin folder.

Using Assignments to Develop Stories

Within Inception, you can use assignments to manage the development of stories and supporting information. The Assignment Manager is the central panel from which Inception users create, manage, and monitor assignments.

✶ You require an NCS license for your Inception Server to use the Assignment Manager to manage your story development process. Please contact Ross Video to purchase an NCS license for your Inception Server.

The story development process starts when you create or receive a story assignment. Assignments usually include a start date, end date, and due date to help ensure that the assigned story is ready to go on air later that day, week, month, or year. A story author can use the assignment to enter research gathered for the story and to store text, audio, image, or video files related to the story. As the due date for an assignment nears, Inception sends the assigned user a notification e-mail to remind the user to complete the story before the assignment due date.

This chapter discusses the following topics:

- View Assignments
- Filter Assignments
- Prioritize Assignments
- Create an Assignment
- Copy Assignments
- Edit Assignments
- Take the Assignment Lock from the User Editing an Assignment
- Print Assignments
- Delete Assignments
- Manual Assignment Notification

View Assignments

You can view all the assignments on an Inception Server through the Assignment Manager. You can also set the following methods to filter assignments displayed in the Assignment Manager panel.

- **Grid and Calendar Views** — you can choose to view assignments in the Assignment Manager panel as a table or in a calendar.
- **Date** — you can set a date or date range to filter the display of assignments in the Assignment Manager panel.
- **Assignees** — you can choose to view all the assignments on an Inception Server or only your assignments.

Grid and Calendar Views

You can use a Grid view or Calendar view to view assignments in the Assignment Manager panel.

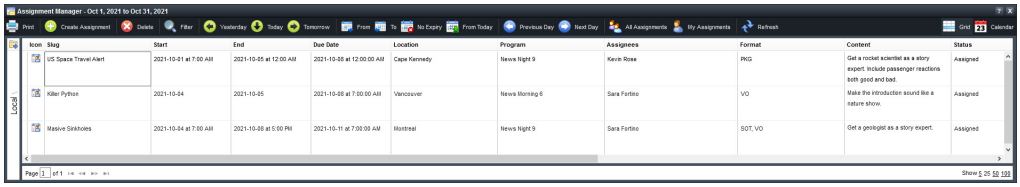
To view assignments in Grid view or Calendar view

1. From the main toolbar, click the **Assignment Manager** icon.

   The **Assignment Manager** panel opens in the view that it was closed: **Grid - Default**, **Grid - Priority**, or **Calendar** view.

2. In the **Assignment Manager** panel, point to the **Grid** icon and then select **Default**.

   The **Assignment Manager** panel switches to **Grid** view **Default** mode, which displays assignments as a table. Each row in the table represents an assignment.

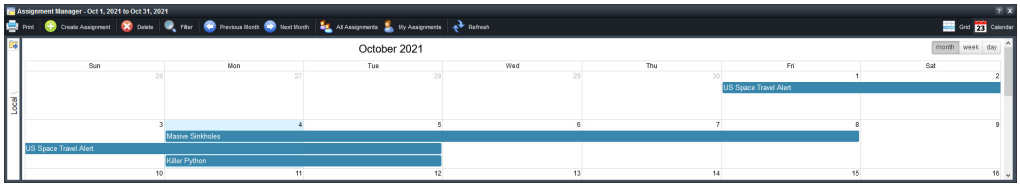


   When the **Assignment Manager** panel cannot display all the available assignments on a single page, use the following controls in the bottom toolbar of the **Assignment Manager** panel to view all the available assignments:

   - **Showing page number** — enter in this box the page number of assignments to view in the **Assignments** table, then click or tap a blank area of the **Assignment Manager** panel to display the selected page.
   - — click or tap this button to view the first page of assignments in the **Assignments** table.
   - — click or tap this button to view the previous page of assignments in the **Assignments** table.
   - — click or tap this button to view the next page of assignments in the **Assignments** table.
   - — click or tap this button to view the last page of assignments in the **Assignments** table.
   - **Show** — click or tap the following links to set the number of assignments to display in the **Assignments** table:
     - **5** — display 5 assignments in the **Assignments** table.
     - **25** — display 25 assignments in the **Assignments** table.
     - **50** — display 50 assignments in the **Assignments** table.
     - **100** — display 100 assignments in the **Assignments** table.

3. In the **Assignment Manager** panel, click the **Calendar** icon.

   The **Assignment Manager** panel switches to **Calendar** view, which displays the assignment name in the calendar over the active assignment dates set by the start and end dates of the assignment.

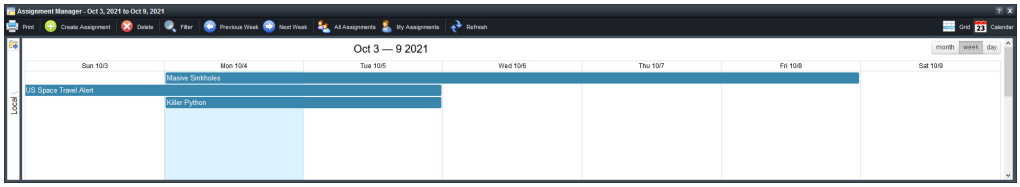


   By default, the **Calendar** view displays a month of assignments. Click the following icons to change the month for which the **Assignment Manager** panel displays assignments:

   - **Previous Month** — view the assignments that were active during the previous month. The **Assignment Manager** title bar displays the start and end dates of the selected month.
   - **Next Month** — view the assignments that are active during the next month. The **Assignment Manager** title bar displays the start and end dates of the selected month.

4. In the **Calendar** view, click **week**.

   The **Calendar** view displays a single week of assignments.

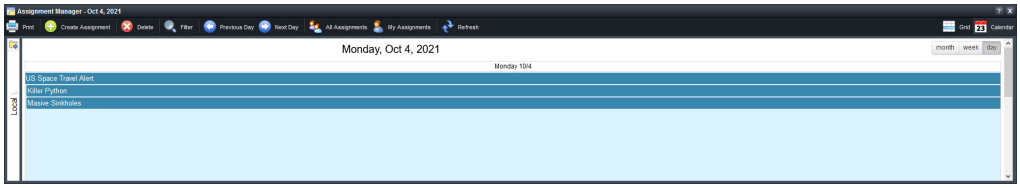


   Click the following icons to change the week for which the **Assignment Manager** panel displays assignments:

   - **Previous Week** — view the assignments that were active during the previous week. The **Assignment Manager** title bar displays the start and end dates of the selected week.
   - **Next Week** — view the assignments that are active during the next week. The **Assignment Manager** title bar displays the start and end dates of the selected week.

5. In the **Calendar** view, click **day**.

   The **Calendar** view displays one day of assignments.



   Click the following icons to change the day for which the **Assignment Manager** panel displays assignments:

   - **Previous Day** — view the assignments that were active during previous day. The **Assignment Manager** title bar displays the date of the selected day.
   - **Next Day** — view the assignments that are active during the next day. The **Assignment Manager** title bar displays the date of the selected day.

6. In the **Assignment Manager** panel, point to the **Grid** icon and then select **Default**.

   The **Assignment Manager** panel switches back to **Grid** view **Default** mode.

For More Information on...

- using folders to organize assignments in the Assignment Manager panel, refer to the chapter "**Organizing Content in Folders**" on page 32–1.

Date

In the Grid view Default mode of the Assignment Manager panel you can set a date or date range to filter the display of assignments.

To view the active assignments on a date or within a date range

1. In the **Assignment Manager** panel, point to the **Grid** icon and then select **Default**.

   The **Assignment Manager** panel switches **Grid** view **Default** mode and displays assignments as a table.

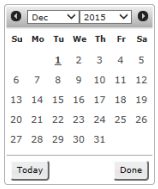
2. Click the following icons to change the date for which the **Assignment Manager** panel displays assignments:

   - **Yesterday** — view the assignments that were active yesterday.
   - **Today** — view the assignments that are active today.
   - **Tomorrow** — view the assignments that are active tomorrow.
   - **No Expiry** — view the assignments that do not have set start and end dates.
   - **From Today** — view the assignments that are active from today until the end of time.
   - **Previous Day** — view the assignments that were active the previous day to the date displayed in the **Assignment Manager** title bar.
   - **Next Day** — view the assignments that are active the next day from the date displayed in the **Assignment Manager** title bar.

   The **Grid** view updates to display only the assignments that are active for the selected date.

3. Select the start date of the date range to view active assignments as follows:

   a. Click the **From** icon to open the **Calendar** tool.

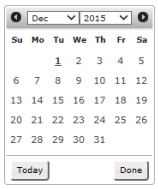
   b. In the **Date** selector, click the start date.

      To view a different month or year, use the **Month** and **Year** lists to select a month and year to view.

   c. Click **Done**.

4. Select the end date of the date range to view active assignments as follows:

   a. Click the **To** icon to open the **Calendar** tool.

b. In the **Date** selector, click the end date.

   To view a different month or year, use the **Month** and **Year** lists to select a month and year to view.

c. Click **Done**.

The **Grid** view updates to display only the assignments that are active between the set **From** and **To** dates.

Assignees

In both the Grid view Default mode and the Calendar view of the Assignment Manager panel you can choose to view the assignments for all Inception users or to view only your assignments. Remember, Inception also uses the set date range to filter the displayed assignments.

To view only your assignments that are due on a date or during a date range

1. In the **Assignment Manager** panel, select **Grid** view **Default** mode or **Calendar** view.
2. Click the **My Assignments** icon.

   The **Assignment Manager** panel updates to only display the active assignments assigned to the current Inception user. The **Logged in as** field in the status bar displays the name of the current Inception user.
3. Click the **All Assignments** icon.

   The **Assignment Manager** panel updates to display the active assignments assigned to any Inception Server user.

Filter Assignments

Over time the number of assignments stored in the Assignment Manager can grow rather large. The filter tool enables you to only display the assignments that meet your current interest.

To filter the assignments displayed by the Assignment Manager

1. In the **Assignment Manager** panel, select **Grid** view **Default** mode or **Calendar** view.
2. In the **Assignment Manager** panel, click the **Filter** icon.

   The **Filter** box opens below the toolbar.
3. In the **Filter** box, enter a portion of the following attributes associated with the assignments you are looking for:

   - **Slug**
   - **Location**
   - **Program**
   - **Format**
   - **Notes**
   - **Custom Attributes**, excluding **User** and **Multiple User** custom attribute types

   Any portion of information that you enter starts to filter the table in the **Assignments Manager** panel. The table automatically updates to display only the assignments with attributes that contain the entered information. Clicking in the **Filter** box also opens a list of previously entered filters below the box. To reuse a filter select it from the list.
4. To once again display all available assignments, click the **Filter** icon.

   The **Filters** box closes and the table in the **Assignment Manager** panel updates to display all available assignments.

Prioritize Assignments

You can use the Grid view Priority mode of the Assignment Manager panel to focus on assignments for a single date and order them to fit priorities. The priority order that you set for assignments is visible to all users on the Inception Server.

✶ While in Priority mode the Grid view can only display the assignments contained in the selected Folders tree view folder.

To prioritize your assignments

1. In the **Assignment Manager** panel, point to the **Grid** icon and then select **Priority**.

   The **Assignment Manager** panel switches to **Grid** view **Priority** mode. In **Priority** mode you cannot use the **Assignment Manager** panel columns to sort your assignments, but you can still edit the displayed assignments.

2. In the **Folders** tree view, select the **folder** that contains the assignments to prioritize.

   The **Assignment Manager** panel displays the assignments contained in the selected folder.

3. While in **Priority** mode the **Assignment Manager** panel only displays the assignments that are active on the date displayed in the **Assignment Manager** panel title bar or have no expiry date. Click the following icons to change the day for which the **Assignment Manager** displays assignments:

   - **Yesterday** — view the assignments that were active yesterday.
   - **Today** — view the assignments that are active today.
   - **Tomorrow** — view the assignments that are active tomorrow.
   - **No Expiry** — view the assignments that do not have set start and end dates.
   - **From Today** — view the assignments that are active from today until the end of time.
   - **Previous Day** — view the assignments that were active the previous day to the date displayed in the **Assignment Manager** title bar.
   - **Next Day** — view the assignments that are active the next day from the date displayed in the **Assignment Manager** title bar.

   The **Grid** view updates to display only the assignments that are active for the selected date.

4. In the **Assignment Manager** panel, select one or more assignments prioritize.

5. Place the mouse point over any column of a assignment selection.

✶ Do not place the mouse pointer over the **Assignment** icon in the **Icon** column.

6. Click and drag the assignment selection to a new position in the **Assignment Manager**.

   Move high priority assignments to the top of the **Assignment Manager** panel and low priorities to the bottom of the panel. As you drag the assignment selection in the **Assignment Manager**, a blue line previews the new position for the assignment selection.

7. Release the mouse button at the location to place the assignment selection in the **Assignment Manager**.

   The **Assignment Manager** updates to display assignments in order of your set priority.

Create an Assignment

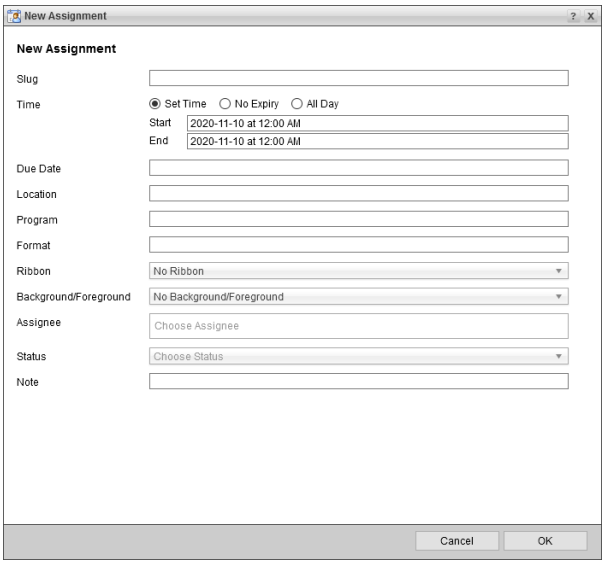
The story development process starts when you create a story assignment. After creating a story you can use the Assignment Editor to add the following information to an assignment:

- **Content** — enter research information gathered for a story.
- **Stories** — Broadcast and social media stories created from an assignment.
- **MOS Objects** — MOS objects related to a story.
- **Attachments** — attach text, audio, image, or video files related to a story.
- **x.news** — use the x.news information aggregation tool to gather content across multiple platforms.

To create an assignment

1. In the **Assignment Manager** panel, select **Grid** view **Default** mode or **Calendar** view.
2. In the **Assignment Manager** panel, click the **Create Assignment** icon.

   The **New Assignment** dialog box opens.



3. In the **Slug** box, enter a brief description of the assignment for internal use.

   When you create a story from within an assignment, Inception uses the assignment Slug to set the Slug for the new story. If required, you can edit the story Slug.

4. Use the **Time** setting as follows to set the time duration for an assignment:

   To set no expiry time for an assignment

   a. In the **Time** setting, select the **No Expiry** option.

   b. Skip to step **5** on page 14-9.

To set the start and end time for an assignment

a. In the **Time** setting, select the **Set Time** option.

b. Click in the **Start** box to open the **Calendar** tool.

c. In the **Date** selector, click the start date.

To view a different month or year, use the **Month** and **Year** lists to select a month and year to view.

d. Use the **Hour** and **Minute** lists to specify the start time.

Alternatively, you can click or tap **Now** to select the current date and time.

e. Click **Done**.

f. Click in the **End** box to open the **Calendar** tool.

g. In the **Date** selector, click the end date.

To view a different month or year, use the **Month** and **Year** lists to select a month and year to view.

h. Use the **Hour** and **Minute** lists to specify the end time.

Alternatively, you can click or tap **Now** to select the current date and time.

i. Click **Done**.

j. Skip to step **5** on page 14-9.

To set the start and end date for an assignment

a. In the **Time** setting, select the **All Day** option.

b. Click in the **Start** box to open the **Calendar** tool.

c. In the **Date** selector, click the start date.

To view a different month or year, use the **Month** and **Year** lists to select a month and year to view.

d. Click **Done**.

e. Click in the **End** box to open the **Calendar** tool.

f. In the **Date** selector, click the end date.

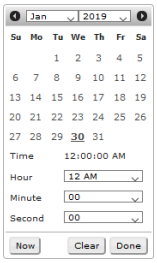
To view a different month or year, use the **Month** and **Year** lists to select a month and year to view.

g. Click **Done**.

5. Select the **Due Date** for the assignment as follows:

   a. For assignments that do not require a due date, leave the **Due Date** box empty.

   b. Click the **Due Date** box to open the **Calendar** tool.



   c. In the **Date** selector, click the due date.

      The **Date** selector shows the current month. To view the calendar for a different month, click the **Arrows** on either side of the month name.

   d. Use the **Hour**, **Minute**, and **Second** lists to specify the start time.

      Alternatively, you can click or tap **Now** to select the current date and time.

   e. If you do not want set a due date for the assignment, click **Clear**.

   f. Click **Done**.

6. In the **Location** box, enter a location for the assignment.

7. In the **Program** box, enter the name of the program associated with the assignment.

8. In the **Format** box, enter the format (SOT, VO, PKG) for the assignment.

9. Use the **Ribbon** list to select the color to display for the assignment in the **Ribbon** column of the **Assignment Manager** panel.

   To search for a ribbon color, start typing the name of the ribbon color in the **Ribbon** box. The **Ribbon** list automatically updates to display only the ribbon colors that match the text entered in the **Ribbon** box.

10. Use the **Foreground/Background** list to select the foreground (text) and background color scheme with which to display the assignment in the **Assignment Manager** panel.

    To search for a color scheme, start typing the name of the color scheme in the **Foreground/Background** box. The **Foreground/Background** list automatically updates to display only the color schemes that match the text entered in the **Foreground/Background** box.

11. Click in the **Assignee** box to use the list that opens to select the Inception users for the assignment. Click on a user to add the user to the **Assignee** box. Select multiple users for an assignment as follows:

    - **Windows** — Ctrl-click each user to add to your selection.
    - **macOS** — Cmd-click each user to add to your selection.

    To remove a user from the **Assignee** box, click the **x** to the right to the user to remove.

    To search for an assignee, start typing the name of the assignee in the **Assignee** box. The **Assignee** list automatically updates to display only the assignees that match the text entered in the **Assignee** box.

12. Use the **Status** list to select the current status of the assignment.

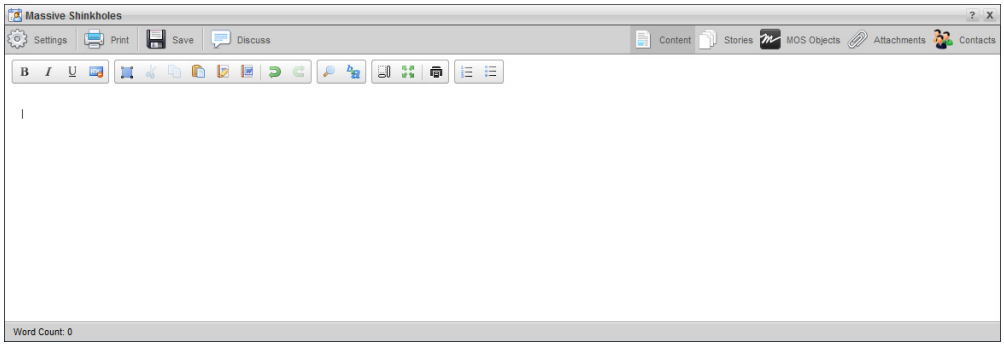
    To search for a status, start typing the name of the status in the **Status** box. The **Status** list automatically updates to display only the statuses that match the text entered in the **Status** box.

13. In the **Note** box, enter any additional information that Inception users may require to complete the assignment.

14. Click **OK**.

    Inception adds the new assignment to the **Assignment Manager**. You may need to change the current date or date range for the **Assignment Manager** to view your new assignment. When enabled, Inception also sends an assignment notification e-mail to each of the users assigned to an assignment.

    The new assignment also opens in the **Assignment Editor**.



For More Information on...

- enabling assignment notification e-mails, refer to the ***Inception Configuration Guide***.

Create Prioritized Assignments

While viewing assignments in the Grid view Priority mode you can create assignments with a set priority.

To create assignments with a set priority

1. In the **Assignment Manager** panel, point to the **Grid** icon and then select **Priority**.

   The **Assignment Manager** panel switches to **Grid** view **Priority** mode.

2. In the **Folders** tree view, select the **folder** that contains the assignments to prioritize.

   The **Assignment Manager** panel displays the assignments contained in the selected folder.

3. Set the priority for your new assignment as follows:

   - **Lowest** — do not select an assignment.
   - **Set Priority** — select the assignment above which to add the new assignment.

4. In the **Assignment Manager** panel, click the **Create Assignment** icon.

   Depending on the configuration of your Inception Server, the **New Assignment** dialog box opens to configure settings for the new assignment or a new assignment with default settings is added to the **Assignment Manager** panel at the selected priority. Set and save new assignment settings in the **New Assignment** dialog box to add the assignment to the **Assignment Manager** panel at the selected priority.

5. Dragging an assignment to a new folder places the assignment at the bottom of the priority list in the folder.

For More Information on...

- using folders to organize assignments in the Assignment Manager panel, refer to the chapter "**Organizing Content in Folders**" on page 32–1.

Use Feed Items to Create Assignments

You can quickly create an assignment from a feed by dragging an item from any of the following feeds into the Assignment Manager panel:

- — **RSS**
- — **Spredfast**
- — **Wire**

New assignments created by dragging feed items into the Assignment Manager are titled “New Assignment”. The start date set for the new assignment depends on the date or dates displayed by the Assignment Manager when you drag a feed item into the Assignment Manager.

To create an assignment from a feed item

1. In the **Assignment Manager** panel use the **Grid** or **Calendar** view to display the date to set as the start date for new assignments created from feed items. Start dates are set as follows:
   - **Grid View** — **Default** or **Priority**
     - › **Single Date** — the date displayed by the Assignment Manager.
     - › **Date Range** — for ranges that include the current date the start date is set to the current date. For ranges that do not include the current date the start date is set to the start date of the range.
     - › **No Expiry** — no expiry date.
   - **Calendar View** — the date on the calendar to which you drag the feed item.

   The time set for all assignments created with a start date is 12:00 AM.
2. Open a **Feed Viewer** panel for the feed that contains the item with which to create an assignment.
3. From the **Feed Viewer** panel, drag the avatar picture of a feed item into the **Assignment Manager** panel.
4. Release the feed item in one of the following locations:
   - **Grid View - Default** — anywhere.
   - **Grid View - Priority** — priority position.

     Place high priority assignments towards the top of the **Assignment Manager** panel and low priorities near the bottom of the panel. As you drag the feed item in the **Assignment Manager**, a blue line previews the priority position for the new assignment.
   - **Calendar View** — on the assignment start date.

   Inception uses the content of the selected feed item to create an assignment in the **Assignment Manager** panel titled “New Assignment”.

Copy Assignments

You can copy and paste any assignment within the Grid or Calendar views to quickly to create a duplicate of the assignment. Copied assignments are not connected the original assignments in any way.

✶ You cannot paste assignments across views. You must paste assignments into the same view from which they were copied.

To copy an assignment

1. In the **Assignment Manager** panel use the **Grid** or **Calendar** view to display the assignment or assignments to copy.
2. In the **Assignment Manager** panel, select the assignment or assignments to copy.

3. Press **Ctrl C**.

   Inception copies the selected assignments to your computer clipboard.

4. Select the location to paste the copied assignment as follows:

   - **Grid View - Default** — no selection required.
   - **Grid View - Priority** — select the assignment above which to paste the copied assignments. Make no selection if you want to paste the copied stories at the bottom of the **Assignment Manager** panel.
   - **Calendar View** — select start date to paste the copied assignments.

5. Press **Ctrl V**.

   Inception pastes the selected assignments into **Assignment Manager** panel and displays them as follows:

   - **Grid View - Default** — displays the pasted stories based on the current **Assignment Manager** panel sorting order.
   - **Grid View - Priority**
     - › **Selected Assignment** — when an assignment is selected before pasting, the **Assignment Manager** panel displays the pasted stories above the selected assignment.
     - › **No Selection** — when no assignments are selected before pasting, the **Assignment Manager** panel displays the pasted stories at the bottom of the **Assignment Manager** panel.
   - **Calendar View** — displays the pasted stories in the calendar starting at the selected start date.

Edit Assignments

You can use the Assignment Editor to enter and add the following information to an assignment:

- **Content** — enter research information gathered for a story.
- **Stories** — Broadcast and social media stories created from an assignment.
- **MOS Objects** — MOS objects related to a story.
- **Attachments** — attach text, audio, image, or video files related to a story.
- **x.news** — use the x.news information aggregation tool to gather content across multiple platforms.
- **Settings** — edit the assignment slug, start date, end date, due date, location, program, format, assignees, status, and note.

As the due date for your assignment nears, Inception sends you a notification e-mail to remind you to complete the story before the assignment due date.

Content

You can use the Content tab in the Assignment Editor panel as a location to organize research information for the stories that you create for an assignment.

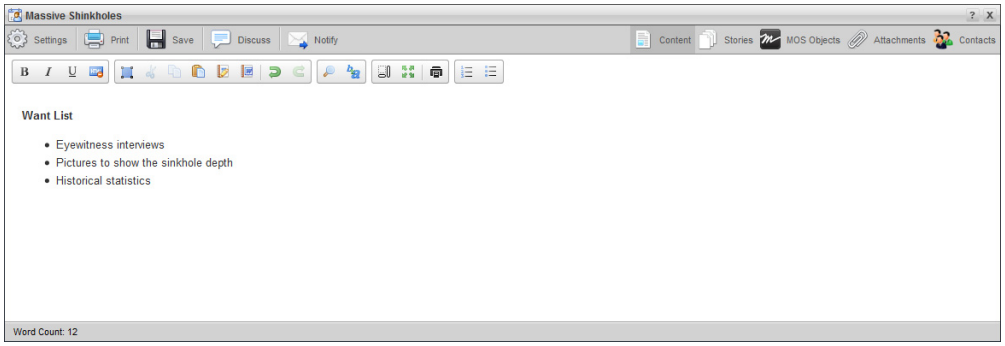
To enter textual content for an assignment

1. In the **Assignment Manager** panel, display the assignment that you want to edit.
2. Double-click the **Slug** cell associated with the assignment that you want to edit.

   The selected assignment opens in the **Assignment Editor**.

3. Click the **Content** tab.

   The **Content** tab opens.



4. In the **Story Information** box, enter textual information for the stories that you create for the assignment.

   The **Word Count** field in the status bar reports the number of words in the **Story Information** box.

5. Use the tools in the **Text Formatting** toolbar to set the appearance of text in the **Story Information** box. The **Text Formatting** toolbar contains the following tools:

Icon	Tool	Description
	Bold	Click this button to make the selected text bold.
	Italic	Click this button to italicize the selected text Italic.
	Underline	Click this button to underline the selected text.
	Remove Format	Click this button to remove all formatting from the selected text.
	Select All	Click this button to select all the text in a story.
	Cut	Click this button to remove the selected text from the story and place it on the clipboard.
	Copy	Click this button to place a copy of the selected text on the clipboard.
	Paste	Click this button to paste the contents of the clipboard into a story.
	Paste as Plain Text	Click this button to paste the contents of the clipboard into a story without any text formatting.
	Paste from Word	Click this button to paste formatted text selected from a Word file into a story and retain text formatting.
	Undo	Click this button to reverse your last text edit.
	Redo	Click this button to recover the last text edit that you canceled with the Undo tool.
	Find	Click this button to find text in a story.
	Replace	Click this button to replace text in a story.

Icon	Tool	Description
	Show Blocks	Click this button to show or hide HTML block identifiers borders in a story.
	Maximize	Click this button to hide or show the top and bottom toolbars.
	Print	Click this button to print a story.
	Numbered List	Click this icon the change the selected text into a numbered list.
	Bulleted List	Click this icon the change the selected text into a bulleted list.

6. After you finish entering information for your assignment stories, click the **Save** icon.

   Inception saves the story. You can now drag the saved story into a running order. You can use a Broadcast stories as an operator cue or as a container to publish multiple social media stories at one time.

Add a URL to Assignment Content

You can add URLs to assignment content to link journalists to research information for assignment stories.

To add a URL to assignment content

1. While using the **Assignment Editor** to create or edit an assignment, position the cursor in the **Content** tab **Story Information** box at the location to place a URL.
2. Starting with **`http://`**, enter the URL for the web site to open from the assignment. For example:

   `http://www.rossvideo.com`

3. Click or tap the **Save** icon.

   Inception highlights the entered URL in blue text with an underline.
4. Test the new URL as follows:
   - **Windows** — Ctrl-click the URL.
   - **macOS** — Cmd-click the URL.

   The linked web site opens in your web browser.
5. To edit a URL:
   a. Edit the URL text.
   b. Click or tap the **Save** icon.

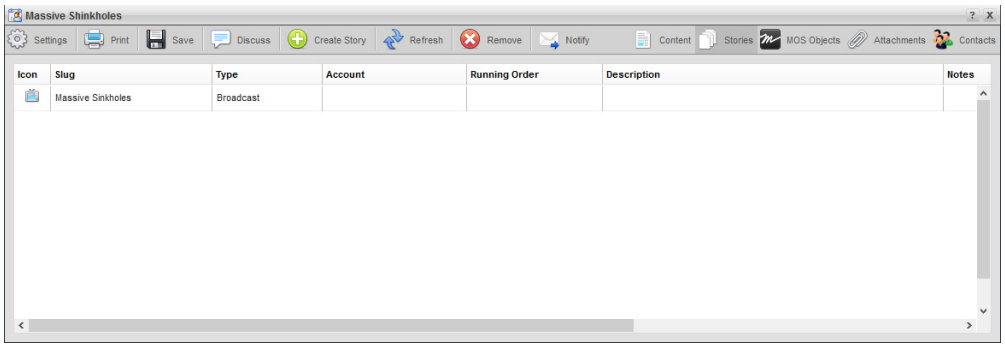
Stories

You can use the Stories tab in the Assignment Editor panel to view and manage the stories linked to an assignment. When you create a story from within an assignment, Inception uses the assignment Slug to set the Slug for the new story. Inception links stories created from within an assignment and the assignment. You can also drag existing stories into an assignment to link the selected story with the assignment.

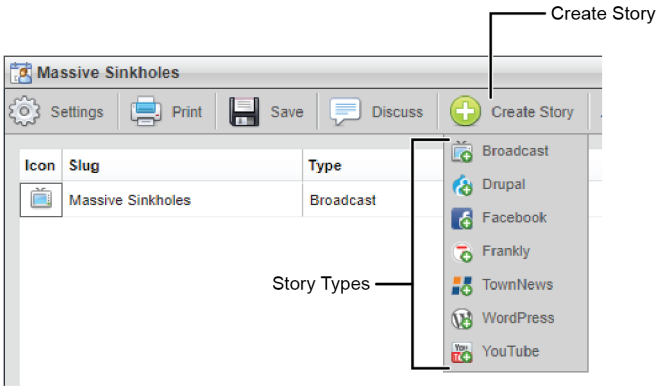
To create a story from an assignment

1. In the **Assignment Editor**, click the **Stories** tab.

   The **Stories** tab opens.



2. Place the mouse pointer on the **Create Story** icon to expand the list, then click the type of story to create.



   Inception adds the new story to the **Stories** list and uses the assignment Slug to set the Slug for the new story.

3. To edit the **Slug** set for your new story, complete the following steps:

   a. In the **Stories** list, select the **Slug** column of the new story.

   b. Press the **Space Bar** to clear the **Slug** column. Press the **Esc** key to cancel editing the **Slug** column.

   c. Enter a new slug for the story.

   d. Select another column in the **Stories** list.

   You can use the same procedure as above to edit the **Type** and **Notes** columns of a new story.

4. To edit your new story, double-click the story to open it in the **Story Editor** panel.

For More Information on...

- editing Broadcast stories, refer to the section "**Edit Broadcast Stories**" on page 5–9.
- editing Facebook stories, refer to the section "**Edit a Facebook Story**" on page 7–6.
- editing YouTube stories, refer to the section "**Edit a YouTube Story**" on page 11–5.
- editing WordPress stories, refer to the section "**Edit a WordPress Story**" on page 10–16.

To add an existing story to an assignment

1. In the **Assignment Editor**, click the **Stories** tab.

   The **Stories** tab opens.

2. Open the story you want to add to assignment in the **Story Editor** panel.

3. In the **Story Editor**, place the mouse pointer on the **Drag** icon and then click and hold the mouse button.

4. Drag the **Drag** icon into the **Stories** tab, then release the mouse button.

   The **Stories** list updates to show the added story.

To remove a story from an assignment

1. In the **Assignment Editor**, click the **Stories** tab.

   The **Stories** tab opens.

2. In the **Stories** list, select the story to remove from the assignment.

3. Click the **Remove** icon.

   Inception removes the selected story from the **Stories** list. Removing a story from an assignment does not delete the story from the Inception Server.

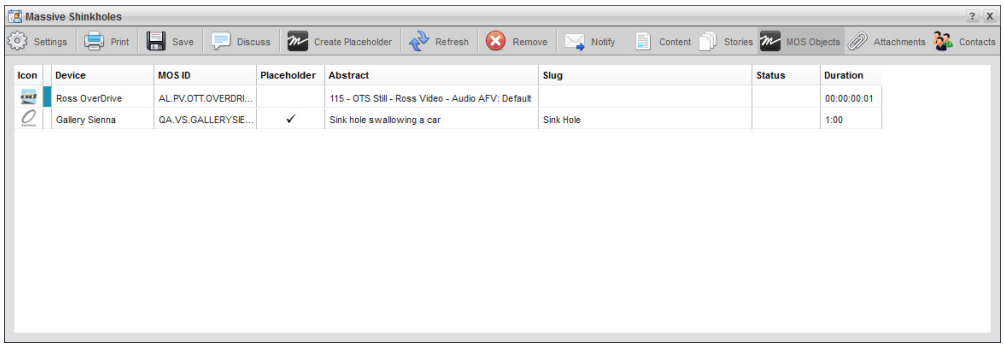
MOS Objects

You can use the MOS Objects tab in the Assignment Editor panel to gather the MOS objects and create MOS object placeholders for a story before you create the story. The MOS object placeholders contained in the MOS Objects tab can be sent to the associated MOS device for fulfillment.

To add MOS Objects to an assignment

1. In the **Assignment Editor**, click the **MOS Objects** tab.

   The **MOS Objects** tab opens.



2. Open one of the following locations that contains the MOS object to add to the **MOS Objects** tab of the **Assignment Editor**:

   - **MOS Objects** panel
   - **MOS Favorites** panel
   - **MOS device** plugin

3. From the location than contains the MOS object you want to add to your assignment, drag the icon of a **MOS object** from the open location to the **MOS Objects** tab.

   When adding MOS objects from the **MOS Favorites** panel, you can press the hotkey associated with a MOS object to instantly add it to the bottom of the table in the **MOS Objects** tab.

4. When the **MOS object** is positioned over the **MOS Objects** tab, release the **MOS object**.

   Inception adds the selected MOS object to the bottom of the table in the **MOS Objects** tab.

5. You can also drag any **MOS object** from the **MOS Objects** tab to a **Broadcast** story open in the **Story Editor**, to a **Broadcast** story in a **running order**, or to the **MOS Favorites** panel.

For More Information on...

- using the **MOS Objects** panel, refer to the section "**MOS Objects Panel**" on page 5–15.
- using the **MOS Favorites** panel, refer to the section "**Store Favorite MOS Objects**" on page 5–25.
- using the **MOS device** plugin, refer to the section "**Web Plugin**" on page 5–14.

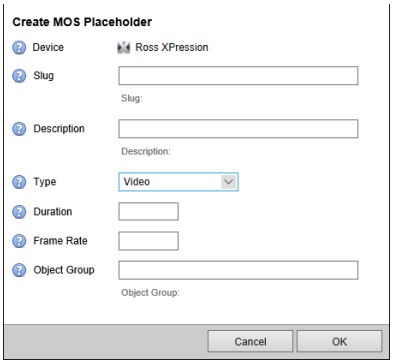
Add MOS Object Placeholders

You can also add MOS object placeholders to the MOS Objects panel. After the requested MOS object gets created, Inception exchanges the MOS object placeholder with the new MOS object.

To add MOS object placeholders to an assignment

1. In the **MOS Objects** tab, point to the **Create Placeholder** icon and then select the **MOS device** to eventually supply the MOS object.

   The **Create MOS Placeholder** dialog box opens for the selected MOS device.



2. In the **Slug** box, enter the slug name that Inception sends to the MOS device as part of the request to create a MOS object on the MOS device. For information on how to use the MOS placeholder language to define the placeholder **Slug**, refer to the section "**MOS Placeholder Language**" on page 5–22.

3. In the **Description** box, enter a description of the MOS object placeholder to send to the MOS device as part of the MOS object creation request. For information on how to use the MOS placeholder language to define the placeholder **Description**, refer to the section "**MOS Placeholder Language**" on page 5–22.

4. Use the **Type** list to select the type of media for the MOS object to create on the MOS device for the MOS object placeholder.

5. For **Audio** and **Video** type MOS object placeholders, enter in the **Duration** box the duration of the MOS object to create on the MOS device for the placeholder. Enter the duration in the format HH:MM:SS.

6. For **Audio** type MOS object placeholders, enter in the **Sampling Rate** box the audio sample rate in samples per second of the MOS object to create on the MOS device for the placeholder.

7. For **Video** type MOS object placeholders, enter the in the **Frame Rate** box the video frame rate in frames per second of the MOS object to create on the MOS device for the placeholder.

   Some examples frame rates are as follows:

   - **NTSC video** — enter 59.94.
   - **PAL video** — enter 50.

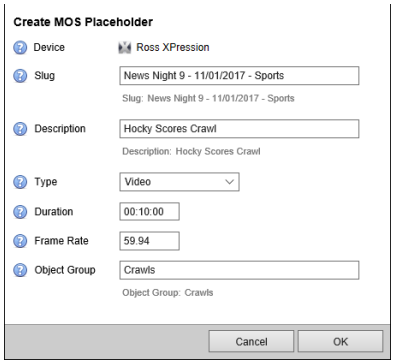
8. In the **Object Group** box, enter the name of the object group to insert in to the MOS object to create on the MOS device for the MOS object placeholder. For information on how to use the MOS placeholder language to define the placeholder **Object Group**, refer to the section "**MOS Placeholder Language**" on page 5–22.
9. Click **OK**.

   Inception adds the specified MOS object placeholder to the **MOS Objects** tab.

To edit the settings of a MOS object placeholder

1. In the **MOS Objects** tab, double-click the MOS object placeholder to edit.

   The **Edit MOS Placeholder** dialog box opens for the selected MOS object placeholder.



2. In the **Edit MOS Placeholder** dialog box edit the MOS object placeholder settings as required.
3. Click **OK** to save your changes.

Send MOS Placeholder Objects to MOS Devices

You can send MOS object placeholders from the MOS Objects tab to the MOS device associated with the MOS Object placeholder. After the MOS device operator creates the requested MOS object, Inception exchanges the MOS object placeholder with the new MOS object.

To send a MOS object placeholder to the associated MOS device

1. In the **MOS Objects** tab, select the **MOS object placeholder** to send to the MOS device associated with the MOS object placeholder. A check mark displayed in the **Placeholder** column of the **MOS Objects** table indicates that a MOS object is a placeholder.
2. Click the **Send To Device** icon, which is only available when you select a **MOS object placeholder** in the **MOS Objects** table.

   After you send the selected MOS object placeholder to the associated MOS device, the Status column displays the current status of the requested MOS object.

Remove MOS Objects

When you no longer require a MOS object for an assignment, you can remove the MOS object from the assignment. Removing a MOS object from an assignment only removes the MOS object from the MOS Objects tab. Inception does not remove MOS placeholders that were added a story, the MOS Favorites panel, or sent to a MOS device from the story, MOS Favorites panel, or MOS device.

To delete MOS objects from an assignment

1. In the **MOS Objects** tab, select the **MOS object** to remove.
2. Click the **Remove** icon.

   A confirmation dialog asks if you want to remove the MOS object.
3. Click **OK**.

   Inception removes the selected **MOS object** from the **MOS Objects** tab.

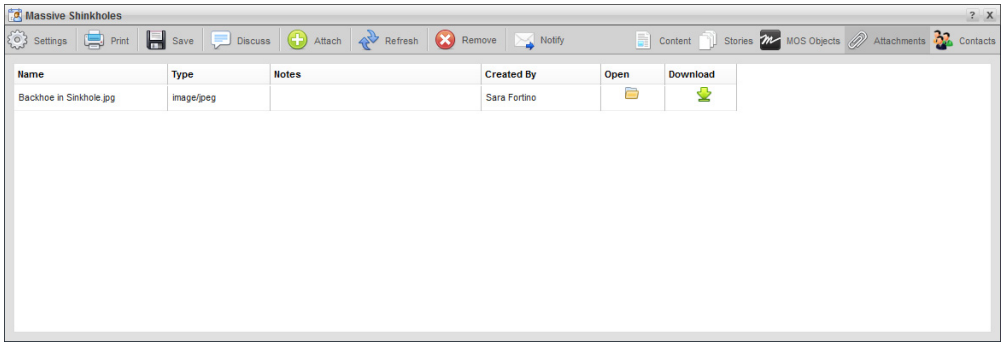
Attachments

You can use the Attachments tab in the Assignment Editor panel to attach text, audio, image, or video files to an assignment.

To add an attachment to an assignment

1. In the **Assignment Editor**, click the **Attachments** tab.

   The **Attachments** tab opens.



2. Click the **Attach** icon.

   The **File Upload** dialog box opens.

3. Click **Browse** to select the text, audio, image, or video file to attach to the assignment.

   The **Choose File to Upload** dialog box opens.
4. Navigate to the folder containing the file to attach.
5. Select the file to attach, then click **Open**.

   The **Choose File to Upload** dialog box closes and Inception adds the selected file **Attachments** list.

To download an attached file from an assignment

1. In the **Assignment Editor**, click the **Attachments** tab.

   The **Attachments** tab opens.
2. In the **Attachments** list, click the **Download** icon associated with the attached file to download from the assignment.

   The selected file opens in a new browser window.
3. User your browser to download the displayed file to the local file system of your computer.

To remove an attached file from an assignment

1. In the **Assignment Editor**, click the **Attachments** tab.

   The **Attachments** tab opens.

2. In the **Attachments** list, select the file to remove from the assignment.

3. Click the **Remove** icon.

   Inception removes the selected file from the **Attachments** list.

x.news

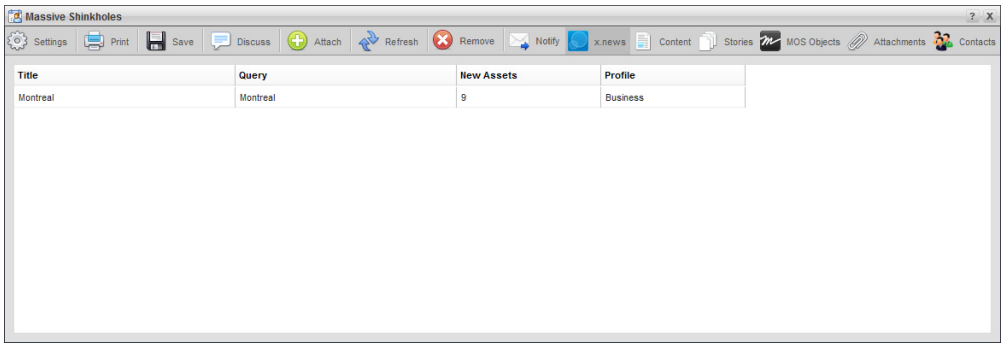
Inception uses the x.news information aggregation tool to gather content across multiple platforms for assignments. You can use the x.news tab in the Assignment Editor panel to create queries to gather content from x.news. Queries created in Inception are automatically sent to x.news where they become x.news stories.

✶ The x.news tab is only available when x.news is configured and enabled on your Inception Server.

To create an x.news query for an assignment

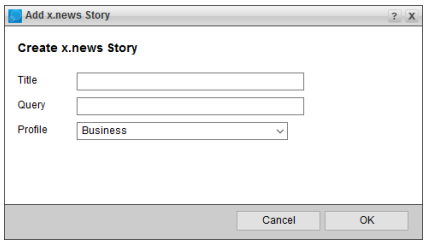
1. In the **Assignment Editor**, click the **x.news** tab.

   The **x.news** tab opens.



2. Click the **Create x.news** icon.

   The **Add x.news Story** dialog box opens.



3. In the **Title** box, enter title for the new query.
4. In the **Query** box, enter the terms with which to search for content in x.news.
5. Use the **Profile** list to select the x.news content profile in which to search for content with the entered **Query**.
6. Click **OK**.

   The **Add x.news Story** dialog box closes, and Inception adds the new query to the **x.news** tab. The new query automatically starts searching for content in x.news. The **New Assets** column associated with the query displays the number of content assets found by the query in x.news.

7. To view the content found by x.news for a query, double click the query.

   The x.news website opens in a new browser tab displaying the content found by the selected query. You may have to enter your x.new username and password to log in to the x.news website.

To remove an x.news query from an assignment

1. In the **Assignment Editor**, click the **x.news** tab.

   The **x.news** tab opens.

2. In the **Query** list, select the query to remove from the assignment.

3. Click the **Remove** icon.

   Inception removes the selected query from the **Query** list and the x.news website.

Settings

Every tab in the Assignment Editor contains a Settings icon that enables you to open the Edit Assignment Settings dialog box to edit the slug, start date, end date, due date, location, program, format, assignees, status, and note set for an assignment.

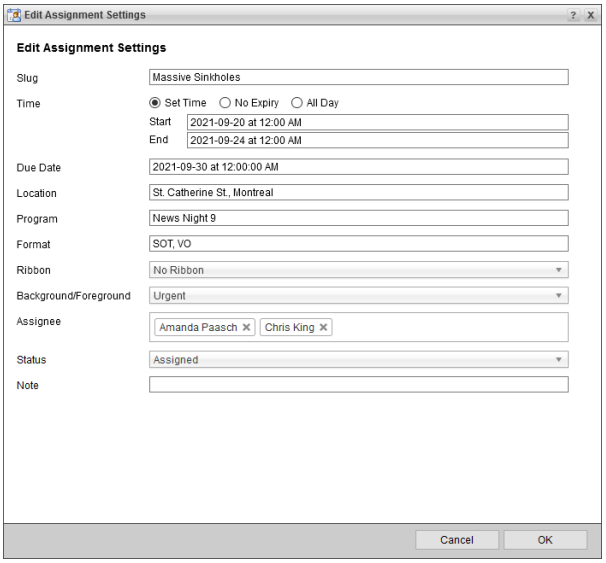
To edit settings for an assignment

1. In the **Assignment Manager** panel, display the assignment that you want to edit.
2. Double-click the **Slug** cell associated with the assignment that you want to edit.

   The selected assignment opens in the **Assignment Editor**.

3. In the **Assignment Editor** toolbar, click the **Settings** icon.

   The **Edit Assignment Settings** dialog box opens.



4. Edit the assignment settings as required.

   When you edit the **Start** time or date of an assignment Inception uses the original duration of the assignment to automatically set a new **End** time or date for the assignment. You can edit the new **End** time or date if required. Editing the **End** time or date only changes the assignment duration, it does not change the **Start** time.

5. Click **OK**.

   Inception updates the assignment in the **Assignment Manager**. You may need to change the current date or date range for the **Assignment Manager** to view the updated assignment. When enabled, Inception also sends an assignment notification e-mail to each of the users assigned to an assignment.

For More Information on...

- assignment settings, refer to the section "**Create an Assignment**" on page 14–7.

Grid View Assignment Times

In the Grid view you can quickly edit the Start, End, or Due Date for an assignment.

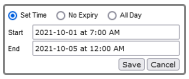
To edit assignment times in the Grid view

1. In the **Assignment Manager** panel, click the **Grid** icon.

   The **Assignment Manager** panel switches to **Grid** view.

2. To edit the time for an assignment, click in the **Start** or **End** column associated with the assignment to edit.

   A dialog box opens displaying the assignment time settings with the current values for the selected assignment.



3. Use the following settings to edit the time for the selected assignment:

   - **Set Time** — select this option to change the assignment to one with a start and end time:
     - › **Start** — click in this box to use the Calendar tool to specify the start date and time for the assignment.
     - › **End** — click in this box to use the Calendar tool to specify the end date and time for the assignment.

       Editing the **End** time changes the assignment duration but not the **Start** time.
   - **No Expiry** — select this option to change the assignment to one without a start and end time or date.
   - **All Day** — select this option to change the assignment to one with a start and end time.
     - › **Start** — click in this box to use the Calendar tool to specify the start date for the assignment.
     - › **End** — click in this box to use the Calendar tool to specify the end date for the assignment.

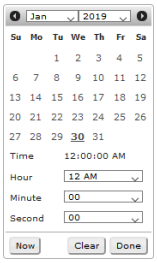
   When you edit the **Start** time or date of an assignment Inception uses the original duration of the assignment to automatically set a new **End** time or date for the assignment. You can edit the new **End** time or date if required. Editing the **End** time or date only changes the assignment duration, it does not change the **Start** time.

4. Click **OK**.

   Inception updates the assignment in the **Assignment Manager**.

5. To edit the due date for an assignment, click in the **Due Date** column associated with the assignment to edit.

   The **Calendar** tool opens with the current due date for the selected assignment.



6. Use the **Calendar** tool to set a new due date and time for the selected assignment. Moving a prioritized assignment to a new day places the assignment at the lowest priority for the new day.

7. Click **Done**.

   Inception updates the assignment in the **Assignment Manager**.

Calendar View Start Date

In the Calendar view you can quickly change the start date of an assignment by dragging the assignment to a new date in the calendar. Inception changes the start date to the selected day and uses the assignment duration to set a new end date. The start and end times remain the same. Moving a prioritized assignment to a new day places the assignment at the lowest priority for the new day.

Take the Assignment Lock from the User Editing an Assignment

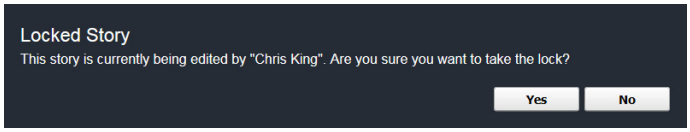
When you edit an assignment, Inception locks the assignment from other users. A user with Allow User to Take Assignment Lock permission can take the assignment from the current user and start editing the assignment. Inception automatically saves an assignment before passing the assignment lock and assignment to the next user for editing.

✶ Only users assigned the Allow User to Take Assignment Lock permission can take the assignment lock and assignment from the user currently editing the assignment.

To take the assignment lock and assignment from the user currently editing an assignment

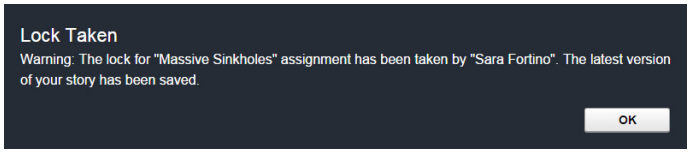
1. For example, **User 1** opens the **US Space Travel Alert** assignment for editing.
2. **User 2** also opens the **US Space Travel Alert** assignment for editing.
3. In the **Assignment Editor**, **User 2** clicks or taps the **Take Lock from User** icon.

   Inception displays the following **Alert** to **User 2** on their computer:



4. Choose one of the following options:
   - To take the assignment lock from **User 1** and start editing the assignment, click **Yes**.

     Inception saves the assignment and passes the assignment lock and assignment to **User 2** for editing. In the **Assignment Editor**, the **Take Lock from User** icon changes to the **Save** icon. The following **Alert** displays on the computer of **User 1**:



     After **User 1** clicks or taps **OK**, the **Save** icon changes to the **Take Lock from User** icon the in their **Assignment Editor**.
   - To let **User 1** finish their editing, click **No**.

Print Assignments

From the Assignment Manager you can print a list of the displayed or selected assignments.

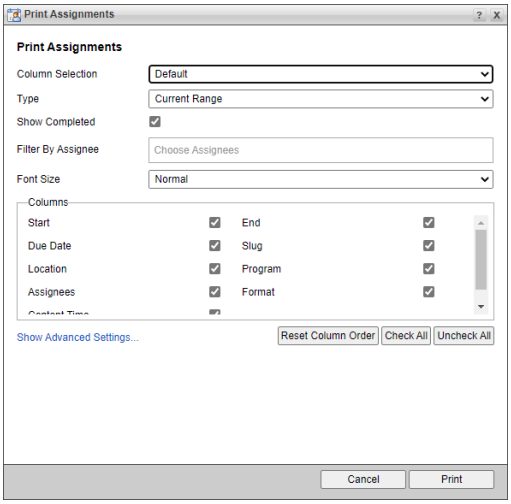
✶ Assignment printouts are sorted based on the column sorting set in the Assignment Manager Grid view.

Refer to the section "**Print an Individual Assignment**" on page 14–26 to print information about an open assignment from the Assignment Editor.

To print a list of assignments from the Assignment Manager

1. In the **Assignment Manager** panel, display the range of assignments to print.
2. If you do not want to print all the assignments displayed in the **Assignment Manager** panel, select the assignments to print.
3. In the toolbar, click or tap the **Print** icon. If the **Print** icon is not visible, you do not have an NCS license for your Inception Server. You cannot print assignments without an NCS license for your Inception Server.

   The **Print Assignments** dialog box opens.



4. Use the **Column Selection** list to select the Assignment Manager panel columns for in the assignments printout. The available options are as follows:
   - **Default** — only include the **Due Date**, **Location**, **Assignees**, **Slug**, **Program**, and **Format** columns in the assignments printout.
   - **All** — include all the **Assignment Manager** panel columns in the assignments printout.
   - **Perspectives** — only include the columns displayed in the **Assignment Manager** panel for the selected **perspective**. The **Column** Selection list displays all the available perspectives below the **Perspectives** heading.

   The **Columns** section displays the columns selected for the assignments printout.
5. Use the **Type** list to select the assignments to include in the printout. The available assignment types are as follows:
   - **Current Range** — select this type to print all the assignments currently displayed in the **Assignment Manager** panel.
   - **Grid Selection** — select this type to print only the assignments currently selected in the **Assignment Manager** panel.
6. Use the **Sort By** list to select the column in the **Assignment Manager** panel with which to sort the assignments printout.
7. Select one of the following **Sort Order** options to set the assignment printing order for the assignments printout:
   - **Descending** — select this option to print assignments from high to low using the information contained in the column selected from the Sort By list; for example, from Z to A or from 9 to 0.
   - **Ascending** — select this option to print assignments from low to high using the information contained in the column selected from the Sort By list; for example, from A to Z or from 0 to 9.
8. Select the **Show Completed** check box to include completed assignments in the assignments printout. Clear this check box to exclude completed assignments from the assignments printout.

9. Click in the **Filter By Assignee** box to use the list that opens to select the Inception users whose assignments to include in the assignments printout. Click on a user to add the user to the **Filter By Assignee** box. Select multiple users for an assignments printout as follows:

   - **Windows** — Ctrl-click each user to add to your selection.
   - **macOS** — Cmd-click each user to add to your selection.

   To remove a user from the **Filter By Assignee** box, click the **x** to the right to the user to remove.

   To search for an assignee, start typing the name of the assignee in the **Filter By Assignee** box. The **Filter By Assignee** list automatically updates to display only the assignees that match the text entered in the **Filter By Assignee** box.

10. Use the **Font Size** list to set the font size of the text in the assignments printout and in the assignments printout preview window. The available font sizes are as follows:

    - **Decreased** — 50% of the default font size set for your browser.
    - **Normal** — 66% of the default font size set for your browser.
    - **Increased** — 100% of the default font size set for your browser.

11. In the **Columns** section, click and drag **columns** to set the printing order for the assignments printout.

    Click **Reset Column Order** to reset the column printing order for the assignments printout.

12. Select the check box to right of a **column** name to include the column in the assignments printout. Clear the check box to exclude the column from the printout.

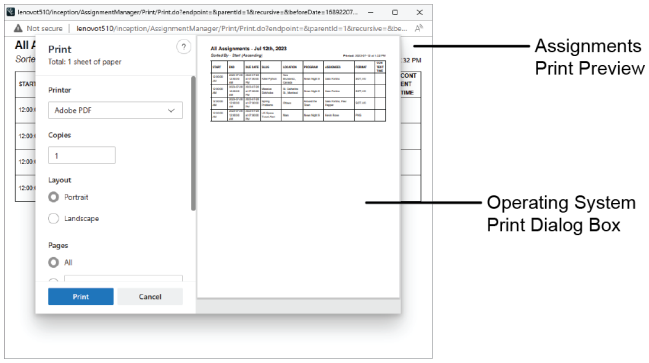
    Click **Check All** to include all the columns in the **Columns** section in the assignments printout. Click **Uncheck All** to remove all the columns in the **Columns** section from the assignments printout.

13. Click the **Show advanced settings** link to show advanced settings to format the assignments printout. The available advanced settings are as follows:

    - **Page Breaks Between Assignments** — select this check box if you want to create a new page in the assignments printout for each assignment.

14. Click **Print**.

    A preview of the assignments printout opens along with the **Operating System Print** dialog box.



15. Use the **Operating System Print** dialog box to send the assignments printout to a printer.
16. After Inception sends the assignments printout to a printer, close the preview of the assignments printout.
17. In the **Print Assignments** dialog box, click **Cancel** to close the dialog box and return to the **Assignment Manager** panel.

Print an Individual Assignment

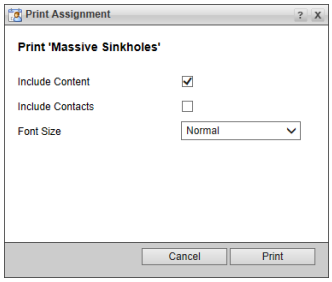
To print an individual assignment

1. In the **Assignment Manager** panel, display the assignment that you want to print.
2. Double-click the **Slug** cell associated with the assignment that you want to print.

   The selected assignment opens in the **Assignment Editor**.

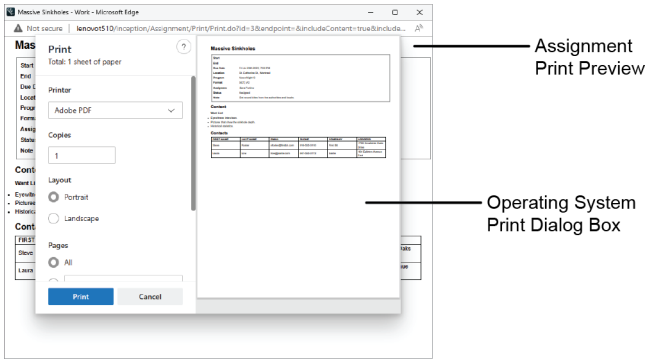
3. In the **Assignment Editor** toolbar, click the **Print** icon.

   The **Print Assignment** dialog box opens.



4. Select the **Include Content** check box to include information from the **Content** tab in the assignment printout. Clear this check box to exclude assignment content from the assignment printout.
5. Select the **Include Contacts** check box to include the contacts associated with the assignment from the **Contacts** tab in the assignment printout. Clear this check box to exclude assignment contacts from the assignment printout.
6. Use the **Font Size** list to set the font size of the text in the assignment printout and in the assignment printout preview window. The available font sizes are as follows:
   - **Decreased** — 50% of the default font size set for your browser.
   - **Normal** — 66% of the default font size set for your browser.
   - **Increased** — 100% of the default font size set for your browser.
7. Click **Print**.

   A preview of the assignment printout opens along with the **Operating System Print** dialog box.



8. Use the **Operating System Print** dialog box to send the assignment printout to a printer.
9. After Inception sends the assignment printout to a printer, close the preview of the assignment printout.
10. In the **Print Assignment** dialog box, click **Cancel** to close the dialog box and return to the **Assignment Editor** panel.

Delete Assignments

You can delete any assignment that you created using the Assignment Manager.

To delete an assignment

1. In the **Assignment Manager** panel, select the assignment that you want to edit.
2. Click the **Remove** icon.

   A confirmation dialog asks if you want to permanently delete the assignment.
3. Click or tap **OK**.

   Inception deletes the selected assignment.

Manual Assignment Notification

From either the Assignment Manager or the Assignment Editor you can send assignment notification emails to the Inception users assigned to assignments.

✶ Inception can only send assignment notification emails to Inception users with a valid email address.

Assignment notification emails contain the following information based on the assignee's local time zone:

- **Due Date** — date and time that the assignment is due.
- **Start Date** — date and time that the assignment starts.
- **End Date** — date and time that the assignment ends.
- **Location** — location set for the assignment.
- **Assignees** — names of the users that were given the assignment.
- **Program** — name of the program for which the assignment editor generated the assignment.
- **Format** — format (SOT, VO, PKG) for the assignment.
- **Status** — current status of the assignment.
- **Notes** — additional information that assignees may require to complete the assignment.
- **Content** — supporting information for the stories that assignees will write for an assignment.

In the Assignment Manager you can select one or more assignments for which to send assignees an email notification about their assignment. From the Assignment Editor you can only send an email notification to the assignees of the assignment currently open in the editor.

To manually send assignment notification emails to assignees

1. Use the **Assignment Manager** or **Assignment Editor** to select the assignment for which to send an assignment notification email.

   Assignment Manager

   a. In the **Assignment Manager** panel, display the assignment or assignments in the **Grid** view for which to send a notification email to the assignees.

   b. Select the assignment or assignments for which to send a notification email.

   Assignment Editor

   a. In the **Assignment Manager** panel, display the assignment for which to send a notification email to the assignees.

   b. Double-click the **Slug** cell associated with the assignment for which to send a notification email.

      The selected assignment opens in the **Assignment Editor**.

2. In the **Assignment Manager** or **Assignment Editor** toolbar, click the **Notify** icon.

   Inception sends an assignment notification email to the assignees of the selected assignment or assignments.

   The **Notify** icon is only available in the **Assignment Manager** or **Assignment Editor** toolbar under the following conditions:

   - The **Assignment Manager** is open in **Grid** view and one or more assignments are selected.
   - The Inception user sending the assignment notification emails must have permission to send notifications.
   - The following check boxes must be cleared in the on the **Assignment Manager** tab of the **Editorial** panel in the **Configuration** window:
     - **Notify Users Before Deadline**
     - **Notify On Assignment**
     - **Notify On Modify**

     Only Inception administrators can access the **Configuration** window.

Managing Your Contacts

Inception contains a built-in contact manager that enables Inception users to keep track of the contacts that they consult while developing content for an assignment. Using the contact manager, you can create new contacts, categorize contacts, and associate contacts with assignments for easy lookup and recall.

✶ You require an NCS license for your Inception Server to use the Contact Manager in your story development process. Please contact Ross Video to purchase an NCS license for your Inception Server.

This chapter discusses the following topics:

- Create Contacts
- Group Contacts
- Filter Contacts
- Manage Contacts
- Add Contacts to Assignments

Create Contacts

Before you can connect contacts to your assignments, you need to add your contacts to the Contact Manager. You can enter contacts one at a time into the Contact Manger, or you can import multiple contacts contained in an Outlook Comma Separated Values (Windows) file into the Contact Manager.

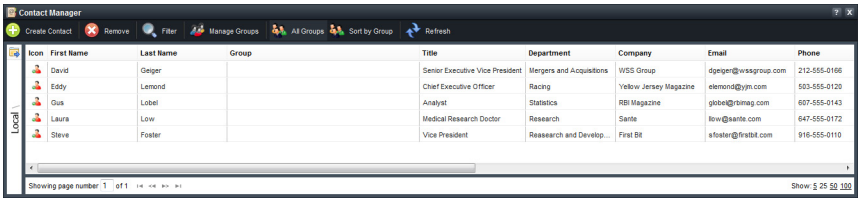
Adding a Contact

The Contact Manager enables you to quickly add your contacts to Inception.

To add a contact to the Contact Manager

1. From the main toolbar, click or tap the **Contact Manager** icon.

   The **Contact Manager** panel opens.

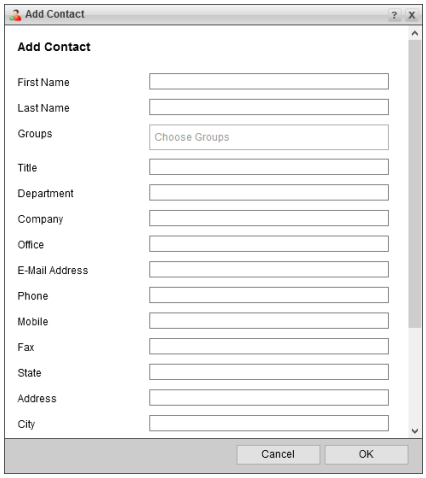


   When the **Contact Manager** panel cannot display all the available contacts on a single page, use the following controls in the bottom toolbar of the **Contact Manager** panel to view all the available contacts:

   - **Showing page number** — enter in this box the page number of contacts to view in the **Contacts** table, then click or tap a blank area of the **Contact Manager** panel to display the selected page.
   - ⏮ — click or tap this button to view the first page of contacts in the **Contacts** table.
   - ◀◀ — click or tap this button to view the previous page of contacts in the **Contacts** table.
   - ▶▶ — click or tap this button to view the next page of contacts in the **Contacts** table.
   - ⏭ — click or tap this button to view the last page of contacts in the **Contacts** table.
   - **Show** — click or tap the following links to set the number of contacts to display in the **Contacts** table:
     - **5** — display 5 contacts in the **Contacts** table.
     - **25** — display 25 contacts in the **Contacts** table.
     - **50** — display 50 contacts in the **Contacts** table.
     - **100** — display 100 contacts in the **Contacts** table.

2. From the **Contact Manager** toolbar, click or tap the **Create Contact** icon.

   The **Add Contact** dialog box opens.



3. In the **First Name** box, enter the first or proper name of the contact.
4. In the **Last Name** box, enter the last or family name of the contact.
5. Use the **Groups** list to select the group or groups to which the contact belongs.
6. Click in the **Groups** box to use the list that opens to select the group or groups to which the contact belongs. Select multiple groups for a user as follows:
   - **Windows** — Ctrl-click each group to add to your selection.
   - **macOS** — Cmd-click each group to add to your selection.

   To remove a group from the **Groups** box, click the **x** to the right to the group to remove.

   To search for a group, start typing the name of the group in the **Groups** box. The **Groups** list automatically updates to display only the groups that match the text entered in the **Groups** box.
7. In the **Title** box, enter the job title of the contact within their organization.
8. In the **Department** box, enter the department to which the contact belongs within their organization.
9. In the **Company** box, enter company for which the contact works.
10. In the **Office** box, enter the physical office location of the contact within their place of business
11. In the **E-Mail Address** box, enter the corporate e-mail address of the contact.
12. In the **Phone** box, enter the corporate telephone number of the contact.
13. In the **Mobile** box, enter the mobile telephone number of the contact.
14. In the **Fax** box, enter the corporate fax number of the contact.
15. In the **State** box, enter the state or province of the contact's location.
16. In the **Address** box, enter the street address of the contact's location.
17. In the **City** box, enter the city of the contact's location.
18. In the **Address two** box, enter the additional address information for the contact's location.
19. In the **Postal/Zip Code** box, enter the postal or zip code of the contact's location.
20. In the **Country** box, enter the country of the contact's location.
21. In the **Notes** box, enter additional information about the contact.
22. Click or tap **OK**.

    Inception adds your new contact to the **Contact Manager** table. After you finish creating your contacts, you can create contact groups to organize your contacts.

For More Information on...

- editing contact information, refer to the section "**Editing Contact Information**" on page 15–7.
- adding contacts to assignments, refer to the section "**Add Contacts to Assignments**" on page 15–9.
- using folders to organize contacts in the Contact Manager panel, refer to the chapter "**Organizing Content in Folders**" on page 32–1.

Group Contacts

In the Contact Manager you can create contact groups to help you organize your contacts.

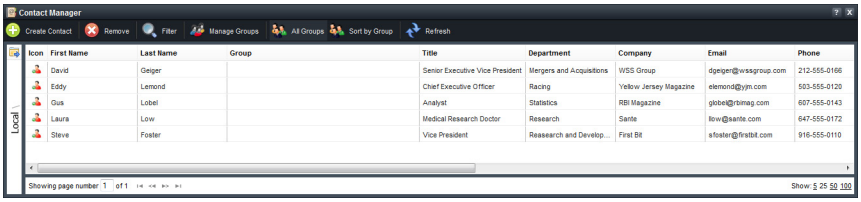
Creating Contact Groups

Before you can group your contacts, you need to create your contact groups. The Contact Manager enables you to create your own contacts groups to organize your contacts in a manner that works best for you.

To create a contact group

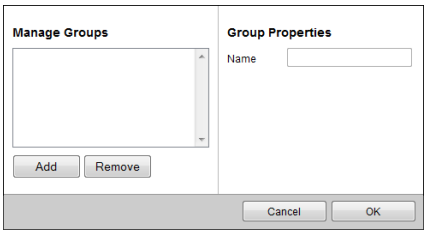
1. From the main toolbar, click the **Contact Manager** icon.

   The **Contact Manager** panel opens.



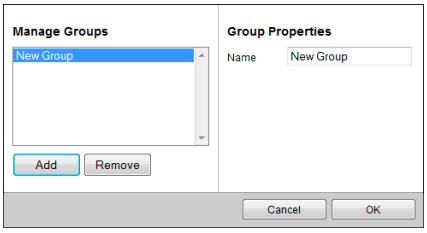
2. From the **Contact Manager** toolbar, click the **Manage Groups** icon.

   The **Manage Groups** dialog box opens.



3. Click **Add**.

   Inception creates a new contact group named **New Group**.



4. In the **Group Properties** section, enter a name for your new contact group in the **Name** box.
5. Do one of the following:

   - When you do not need to create another contact group, click **OK**.

     The **Manage Groups** dialog box closes, and Inception creates a new contact group with the entered name.
   - When you want to create additional contact groups, click **Add**.

     Inception creates a new contact group with the entered name and adds it to the **Contact Group** list. Inception also creates another new contact group named **New Group**. Repeat step **4** and step **5** to complete another contact group.

   After you finish creating the contact groups that you require to organize your contacts, you can add your contacts to one or more of your contact groups.

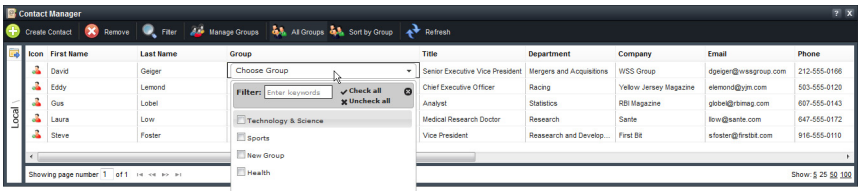
Grouping Contacts

You can add your contacts to one or more of the available contact groups on your Inception system.

To add a contact to a contact group

1. In the **Contact Manager** panel, locate a contact that you want to add to one or more contact groups.
2. Click in the **Group** cell associated with the contact that you want to add to a contact group.

   In the **Group** cell of the selected contact, Inception displays a list of the available contact groups.



3. To filter the **Group** list, enter in the **Filter** box a portion of the contact group name you want to select.

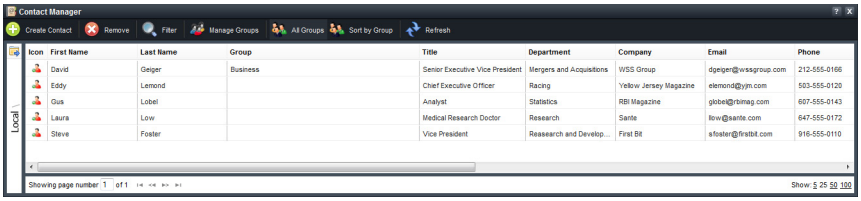
   You do not need to enter the start of a contact group name, just any portion of the name filters the **Group** list. The **Group** list automatically updates to display only the contact groups with names that contain the text entered in the **Filter** box. Clear the **Filter** box to display all the available contact groups in the **Group** list.

4. In the **Group** list of the selected contact, select the check box to the left of each contact group that you want to add the contact.

   You can add a contact to one or more contact groups.

5. After selecting one or more contact groups for the contact, click or tap the **Close** icon.

   The **Group** list closes, and the **Groups** cell associated with the contact displays the contact groups that the contact belongs to.



Filter Contacts

Over time, your contact list can grow rather long. The Contact Manager contains a couple of tools to filter your contacts list to only display the contacts that meet your current interest. The available filtering tools are as follows:

- **Filter** — enter in this box a portion of the information that a contact must contain. The Contact Manager only displays the contacts that contain the entered information.
- **Sort by Group** — use this list to select the contact group that contacts must belong. The Contact Manager only displays the contacts that belong to the selected contact group.
- **Both** — in the Filter box enter the information that contacts must contain, then use the Sort list to select the contact group that contacts must belong. The Contact Manager only displays the contacts that contain the entered information and belong to the selected contact group.

To filter the contacts displayed by the Contact Manager

1. In the **Contact Manager** toolbar, click or tap the **Filter** icon.

   The **Filter** box opens below the toolbar.

2. In the **Filter** box, enter a portion of the following attributes associated with the contacts you are looking for:

   - **First Name**
   - **Last Name**
   - **Title**
   - **Department**
   - **Company**
   - **Email**

   You do not need to enter the start of an attribute, just any portion of an attribute filters the **Contacts** table. The **Contacts** table automatically updates to display only the contacts with attributes that contain the text entered in the **Filter** box.

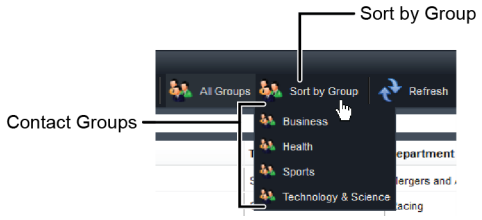
3. To once again display all available contacts, click or tap the **Filter** icon in the **Contact Manager** toolbar.

   The **Filters** box closes and the **Contacts** table updates to display all the available contacts.

4. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to display only the contacts that belong to a selected contact group:

   - **Desktop Computer** — point to the **Sort by Group** icon, then click the contact group that contacts must belong.
   - **Mobile Device** — tap the **Sort by Group** icon to expand the list, then tap the contact group that contacts must belong.

   The **Contacts** table updates to display only the contacts that belong to the selected contact group.



5. To once again display all the available contacts, click or tap the **All Groups** icon in the **Contact Manager** toolbar.

   The **Contacts** table updates to display all the available contacts.

6. To filter contacts that contain entered information and belong to a selected contact group, do the following:

   a. In the **Filter** box, enter the information that contacts must contain.

   b. Use the **Sort by Group** list to select the contact group that contacts must belong.

   The **Contacts** table updates to display only the contacts that contain the entered information and belong to the selected contact group.

Manage Contacts

You can use the Contact Manager to edit existing contacts and delete contacts that you no longer need.

Editing Contact Information

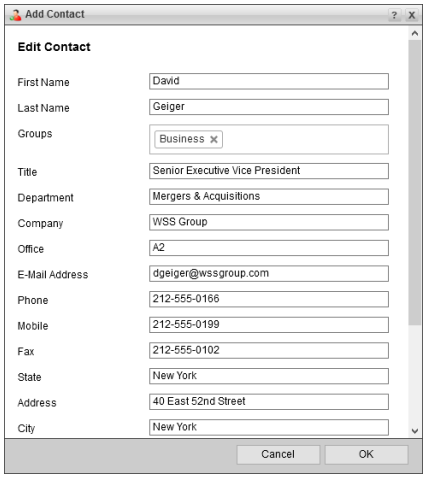
You can use the Edit Contact dialog box to edit the information associated with a contact, or you can directly edit contact information in the Contacts table of the Contact Manager panel.

✶ The changes that you make to a contact are also made to in all the assignments associated with the contact.

To use the Edit Contact dialog box to edit contact information

1. In the **Contacts** table of the **Contact Manager**, double-click or double-tap the contact to edit.

   The **Edit Contact** dialog box opens.



2. In the **First Name** box, enter the first or proper name of the contact.
3. In the **Last Name** box, enter the last or family name of the contact.
4. Use the **Groups** list to select the group or groups to which the contact belongs.
5. Click in the **Groups** box to use the list that opens to select the group or groups to which the contact belongs. Select multiple groups for a user as follows:

   - **Windows** — Ctrl-click each group to add to your selection.
   - **macOS** — Cmd-click each group to add to your selection.

   To remove a group from the **Groups** box, click the **x** to the right to the group to remove.

   To search for a group, start typing the name of the group in the **Groups** box. The **Groups** list automatically updates to display only the groups that match the text entered in the **Groups** box.
6. In the **Title** box, enter the job title of the contact within their organization.
7. In the **Department** box, enter the department to which the contact belongs within their organization.
8. In the **Company** box, enter company for which the contact works.
9. In the **Office** box, enter the physical office location of the contact within their place of business
10. In the **E-Mail Address** box, enter the corporate e-mail address of the contact.
11. In the **Phone** box, enter the corporate telephone number of the contact.
12. In the **Mobile** box, enter the mobile telephone number of the contact.
13. In the **Fax** box, enter the corporate fax number of the contact.
14. In the **State** box, enter the state or province of the contact's location.

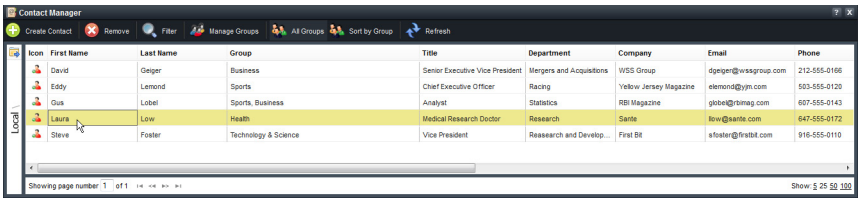
15. In the **Address** box, enter the street address of the contact's location.
16. In the **City** box, enter the city of the contact's location.
17. In the **Address two** box, enter the additional address information for the contact's location.
18. In the **Postal/Zip Code** box, enter the postal or zip code of the contact's location.
19. In the **Country** box, enter the country of the contact's location.
20. In the **Notes** box, enter additional information about the contact.
21. Click or tap **OK**.

    Inception updates the selected contact in the **Contacts** table.

To edit contacts directly in the Contacts table

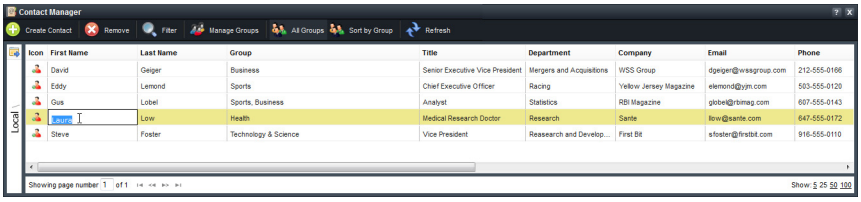
1. In the **Contacts** table of the **Contact Manager**, locate the contact to edit.
2. Click the cell that contains the contact information to edit.

   Inception highlights the selected contact information.



   In the **Contacts** table, you can directly edit the following contact information: **First Name**, **Last Name**, **Title**, **Department**, **Company**, **Email**, **Phone**, **Mobile**, **Fax**, and **Notes**.
3. Press the **Insert** key.

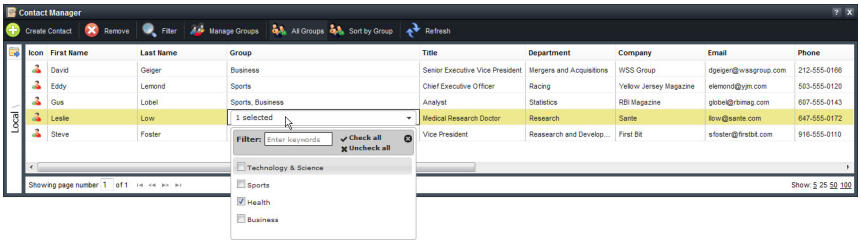
   Inception switches to insert mode and highlights the contact information selected for editing with a blue background.



4. Use the cursor ← and → keys to position the cursor at the location to start editing the selected contact information.
5. Edit the contact information as required.

   Press the **Esc** key to cancel editing the contact information.
6. To save your edits, click in another cell of the **Contacts** table.
7. To change the contact group or groups that a contact belongs to, click in the **Group** of the contact.

   In the **Group** cell of the selected contact, Inception displays a list of the available contact groups.



8. In the **Group** list, select the check box to the left of each contact group to which to add the contact.

   You can add a contact to one or more contact groups.

9. Clear the check box to the left of each contact group from which to remove the contact.

10. Click or tap the **Close** icon.

    The **Group** list closes, and the **Groups** cell associated with the contact displays the contact groups that the contact belongs to.

Deleting Contacts

When you no longer need a contact, you can delete the contact from the Contact Manager.

✶ Deleting a contact from the Contact Manager also removes the contact from all the assignments that you added the contact to.

To delete a contact

1. In the **Contacts** table of the **Contact Manager**, select the contact to delete.

2. Click the **Remove** icon.

   A confirmation dialog asks if you want to permanently delete the contact. Click or tap **Cancel** to keep the contact.

3. Click or tap **OK**.

   Inception deletes the selected contact.

Add Contacts to Assignments

To help you keep track of the people you contacted while developing content for an assignment, you can add any of your contacts to an assignment. You can also create new contacts directly from the Assignment Editor.

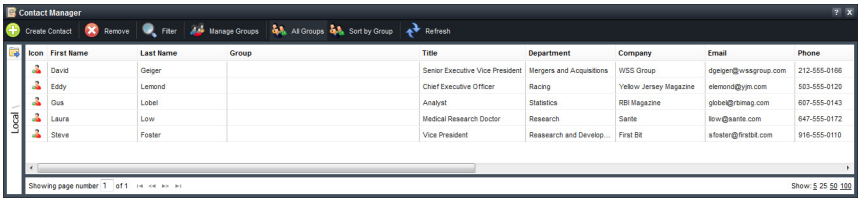
Adding an Existing Contact to an Assignment

To add an existing contact to an assignment, just drag the contact from the Contact Manager into an open assignment in Assignment Editor.

To add and existing contact to an assignment

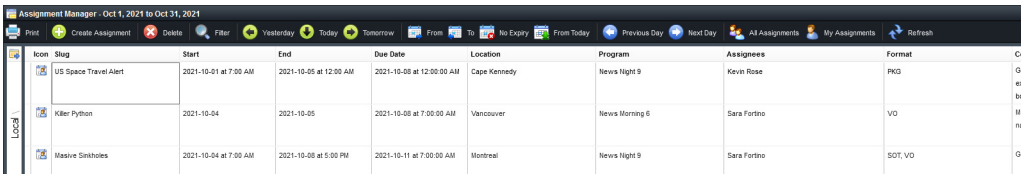
1. From the main toolbar, click or tap the **Contact Manager** icon.

   The **Contact Manager** panel opens.



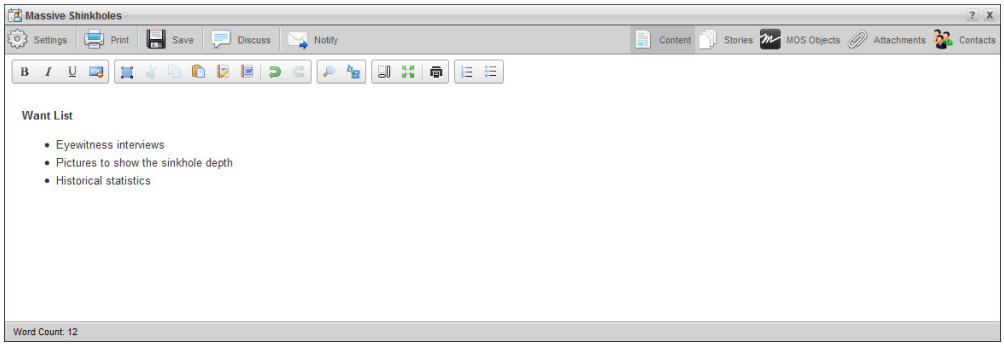
2. From the main toolbar, click the **Assignment Manager** icon.

   The **Assignment Manager** panel opens, showing a list of current assignments for the date or date range displayed in the title bar of the panel.



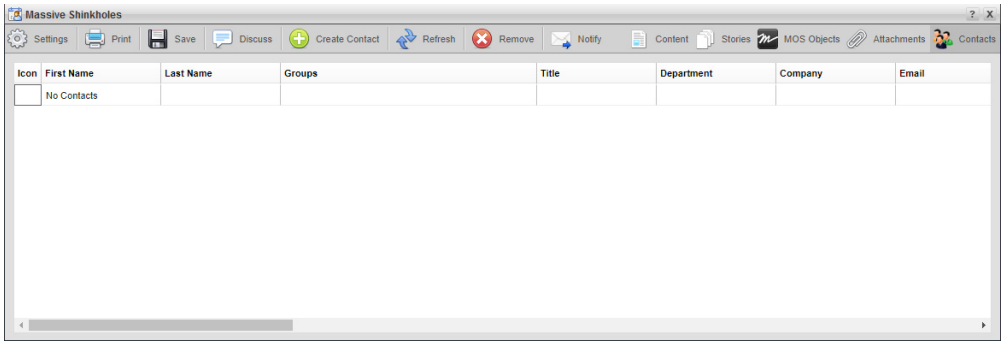
3. In the **Assignment Manager** panel, display the assignment that you want to add a contact to.
4. Double-click the **Slug** cell associated with the assignment that you want to add a contact to.

   The selected assignment opens in the **Assignment Editor**.



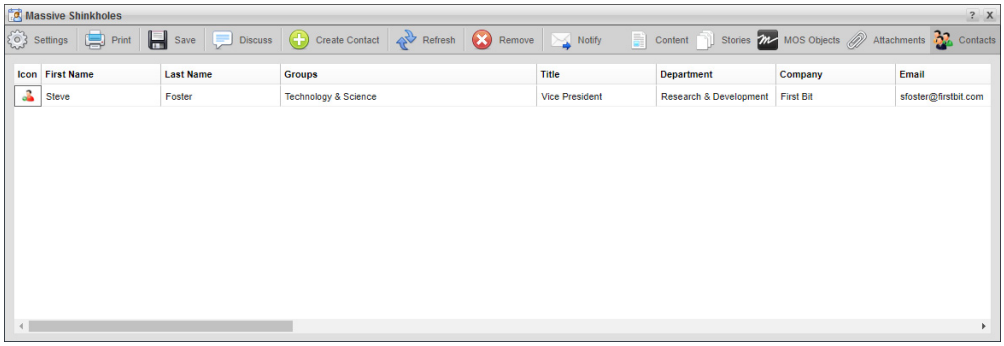
5. Click the **Contacts** tab.

   The **Contacts** tab opens.



6. In the **Contact Manger** panel, place the mouse pointer on the icon of the contact that you want to add to the assignment open in the **Assignment Editor**, then click and hold the mouse button.
7. Drag the selected contact into an open assignment in the **Assignment Editor**.
8. In the **Assignment Editor** release the mouse button.

   Inception adds the selected contact to your assignment.



For More Information on...

- viewing assignments, refer to the section "**View Assignments**" on page 14–2.
- editing assignments, refer to the section "**Edit Assignments**" on page 14–12.

Creating a New Contact for an Assignment

When your contacts list does not contain the contact that you want to add to an assignment, you can use the Assignment Editor to create a new contact for the assignment. Contacts that you create for an assignment are also added the Contact Manager panel.

To create a new contact for an assignment

1. From the main toolbar, click the **Assignment Manager** icon.

   The **Assignment Manager** panel opens, showing a list of current assignments for the date or date range displayed in the title bar of the panel.

2. In the **Assignment Manager** panel, display the assignment that you want to add a contact to.
3. Double-click the **Slug** cell associated with the assignment that you want to add a contact to.

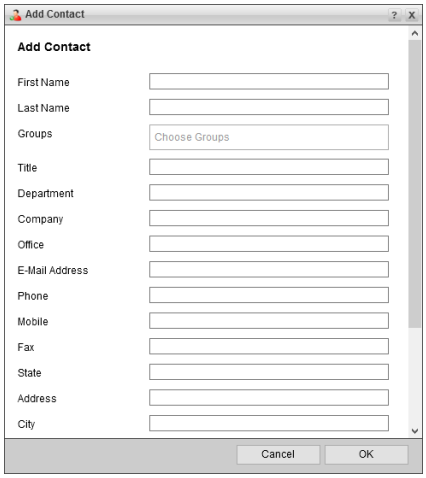
   The selected assignment opens in the **Assignment Editor**.

4. Click the **Contacts** tab.

   The **Contacts** tab opens.

5. Click the **Create Contact** icon.

   The **Add Contact** dialog box opens.



6. In the **First Name** box, enter the first or proper name of the contact.
7. In the **Last Name** box, enter the last or family name of the contact.
8. Use the **Groups** list to select the group or groups to which the contact belongs.
9. Click in the **Groups** box to use the list that opens to select the group or groups to which the contact belongs. Select multiple groups for a user as follows:

   - **Windows** — Ctrl-click each group to add to your selection.
   - **macOS** — Cmd-click each group to add to your selection.

   To remove a group from the **Groups** box, click the **x** to the right to the group to remove.

   To search for a group, start typing the name of the group in the **Groups** box. The **Groups** list automatically updates to display only the groups that match the text entered in the **Groups** box.

10. In the **Title** box, enter the job title of the contact within their organization.
11. In the **Department** box, enter the department to which the contact belongs within their organization.
12. In the **Company** box, enter company for which the contact works.
13. In the **Office** box, enter the physical office location of the contact within their place of business
14. In the **E-Mail Address** box, enter the corporate e-mail address of the contact.
15. In the **Phone** box, enter the corporate telephone number of the contact.
16. In the **Mobile** box, enter the mobile telephone number of the contact.
17. In the **Fax** box, enter the corporate fax number of the contact.
18. In the **State** box, enter the state or province of the contact's location.
19. In the **Address** box, enter the street address of the contact's location.
20. In the **City** box, enter the city of the contact's location.
21. In the **Address two** box, enter the additional address information for the contact's location.
22. In the **Postal/Zip Code** box, enter the postal or zip code of the contact's location.
23. In the **Country** box, enter the country of the contact's location.
24. In the **Notes** box, enter additional information about the contact.
25. Click **OK**.

    Inception adds your new contact to the assignment open in the **Assignment Editor** and to the **Contact Manager**.

Editing the Contacts of an Assignment

You can use the Edit Contact dialog box to edit the information associated with a contact, or you can directly edit contact information in the Contact tab of the Assignment Editor panel.

✶ The changes that you make to a contact in your assignment are also made to the same contact in the Contact Manager panel and in all the other assignments that it was associated with.

To edit contacts in the Contact tab

1. In the **Contacts** tab of the **Assignment Editor**, double-click or double-tap the contact to edit.

   The **Edit Contact** dialog box opens.

2. Follow step **2** to step **21** in the procedure "**To use the Edit Contact dialog box to edit contact information**" on page 15–7 to edit the selected contact.

To edit contacts directly in the Contacts tab

1. In the **Contacts** tab of the **Assignment Editor**, locate the contact to edit.
2. Follow step **2** to step **10** in the procedure "**To edit contacts directly in the Contacts table**" on page 15–8 to edit the selected contact.

Removing Contacts from an Assignment

When a contact is no longer associated with an assignment, you can remove the contact from the assignment.

To remove a contact from an assignment

1. In the **Assignment Editor**, click the **Contacts** tab.

   The **Contacts** tab opens.

2. Select the contact to delete.

3. Click the **Remove** icon.

   A confirmation dialog asks if you want to remove the contact from the assignment.

4. Click or tap **OK**.

   Inception removes the selected contact from the assignment but does not delete the contact from the **Contact Manager**.

Editing the Running Order

A running order is an ordered list of stories to publish. Each row in a running order represents a story and displays the properties of a story.

This chapter discusses the following topics:

- Add Stories to a Running Order
- Duplicate Stories in a Running Order
- Copy Stories into a Running Order
- Link Broadcast Stories
- Reposition Stories in the Running Order
- Remove a Story from a Running Order
- Designating Child Stories
- Automatically Number Stories in the Running Order
- Group Broadcast Stories in a Running Order
- Float a Story in the Running Order
- Set NCS Information and Timing for a Story

Add Stories to a Running Order

Inception does not require you to create all the stories in a running order directly from the running order. You can add existing stories to a running order by dragging and dropping an existing story into it.

To add a story to a running order

1. Open the running order that you want to add stories to in the **Running Order** panel.
2. Open the story you want to add to the open running order in the **Story Editor**.
3. In the **Story Editor**, do one of the following:
   - **Desktop Computer** — place the mouse pointer on the **Drag** icon, then click and hold the mouse button.
   - **Mobile Device** — tap and hold on the **Drag** icon.
4. Drag the **Drag** icon into the destination running order.

   As you drag the icon over the running order, a blue line previews the running order position for the new story.
5. When the blue line highlights the position in the running order to add the new story, release the mouse button or lift your finger.

   The **Running Order** panel updates to show the selected story at the selected location. If the selected story is part of another running order, Inception creates a copy of the story for the selected running order.
6. The status bar **Under / Over** field displays the amount of time that you need to adjust the running order to fit the duration set for the running order. You can add, edit, or remove stories to adjust the duration of a running order. Inception uses the following formats to display the required time adjustment for the running order:
   - **Under 00:01:58** (blue) — the running order is currently under the set duration. You need to add the displayed amount of time to the running to fit the set duration.
   - **Over 00:00:06** (red) — the running order is currently over the set duration. You need to remove the displayed amount of time from the running order stories to fit the set duration.

For More Information on...

- repositioning stories, refer to the section "**Reposition Stories in the Running Order**" on page 16–6.

Duplicate Stories in a Running Order

You can quickly duplicate a running order story by dragging the story icon to a new location in the running order.

To duplicate a running order story

1. In the **Running Orders** panel, select the story or stories to duplicate.
2. Place the mouse pointer or your finger over the **Icon** cell of a selected story, then click and hold the mouse button or tap and hold.

✶ Selecting a story by a cell other than the **Icon** cell repositions the story in the running order.

3. Drag the selected stories to a new position in the running order.

   As you drag the stories in the running order, a blue line previews the position to place the duplicates of the selected stories.
4. When the blue line highlights the position in the running order to place the duplicates of the selected stories, release the mouse button or lift your finger.

   The **Running Order** panel updates to show the duplicates of the selected stories at the selected location in the running order. Inception does not duplicate the child stories associated with the original story.

✶ You cannot duplicate stories imported from an NCS.

Copy Stories into a Running Order

You can copy stories from the Story Browser panel or a running order open in a Running Order panel into a destination running order. You can copy stories by either dragging them or copying and pasting them into the running order.

✶ Coping stories into a running order is not available on mobile devices.

To copy stories into a running order by dragging

1. Do one of the following to open the location that contains the stories to copy:
   - Open the **Story Browser** panel.
   - Open the running order that contains the stories to copy in a **Running Order** panel.
2. Open the destination running order in a second **Running Order** panel.
3. Position the source **Story Browser** panel or **Running Order** panel and the destination **Running Order** panel so that both panels are visible in your layout.
4. In the source **Story Browser** panel or **Running Order** panel, select the story or stories to copy.
5. Place the mouse pointer on the **Icon** of a selected story, then click and hold the mouse button.
6. Drag the selected stories into the running order in the destination **Running Order** panel.

   As you drag the selected stores in the destination running order, a blue line previews the position to copy the stories into the running order.
7. When the blue line highlights the position in the destination running order to copy the selected stories, release the mouse button.

   The destination **Running Order** panel updates to show the copied stories at the selected location.

To copy stories into a running order by copying and pasting

1. Do one of the following to open the location that contains the stories to copy:
   - Open the **Story Browser** panel.
   - Open the running order that contains the story or stories to copy.
2. In the source **Story Browser** panel or the **Running Order** panel, select the stories to copy.
3. Press **Ctrl C**.

   Inception copies the selected stories to your computer clipboard.
4. Open the running order in which to paste the selected stories.
5. To select the location in the destination running order to paste the selected stories, do one of the following:
   - **End of the running order** — click below the last story in the running order.
   - **Above a story in the running order** — select the story above which to paste stories.
6. Press **Ctrl V**.

   Inception pastes the selected stories into the destination running order at the selected location. The destination **Running Order** panel updates to show the copied stories at the selected location.

For More Information on...

- selecting stories in a running order, refer to the section "**Navigating within Column-Based Panels**" on page 2–8.

Link Broadcast Stories

Linking Broadcast stories enables you to easily reuse content across stories. Since linked stories share content, you only need to edit one linked story to make changes to all the stories linked to it. You can link stories from the following locations:

- **Story Browser** into a **Running Order**
- **Running Order** into the same **Running Order**
- **Running Order** into another **Running Order**
- **Assignment Editor** into a **Running Order**

✶ You cannot link published Broadcast stories or story templates.

To link a story

1. Open one of the following locations that contains the story or stories to link in a running order.
   - **Story Browser** panel.
   - A running order that contains the stories to link in a **Running Order** panel.
   - An assignment that contains the stories to link in the **Stories** tab of the **Assignment Editor** panel.
2. Open the destination running order in a second **Running Order** panel.
3. Position the source **Story Browser** panel, **Running Order** panel, or **Assignment Editor** panel with the destination **Running Order** panel so that both panels are visible in your layout.
4. In the source **Story Browser** panel, **Running Order** panel, or **Assignment Editor** panel, select the story or stories to link.

   You cannot link published Broadcast stories.
5. Place the mouse pointer on the icon of the selected **Broadcast** story or stories, then grasp the story as follows:
   - **Windows** — Ctrl-click and hold the mouse button down.
   - **macOS** — Cmd-Opt-click and hold the mouse button down.
6. Drag the selected story or stories into the running order in the destination **Running Order** panel. Continue pressing the **Ctrl** key or the **Cmd-Opt** keys while you drag the selected story or stories.

   As you drag the selected stores in the destination running order, a blue line previews the position to place the linked story or stories into the running order.
7. When the blue line highlights the position in the destination running order to place the linked story or stories, release the mouse button and then the **Ctrl** key or **Cmd-Opt** keys.

   The **Running Order** panel updates to show the linked stories at the selected location in the running order. The icon identifies stories as linked stories. When Inception cannot create a linked story in the destination running order it creates a copy of the story. Since copies are regular Broadcast stories, the icon identifies a copied story.

Edit a Linked Story

Since linked stories share content, you only need to edit one linked story to make changes to all linked stories. The RO list in the Story Editor displays the running orders that contain the linked story and the number of times the story is linked in the running order.

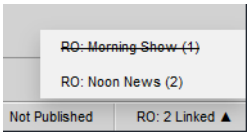
To edit a linked story

1. Open the **running order** that contains the linked **Broadcast** story to edit in a **Running Order** panel.
2. In the **Running Order**, double-click or double-tap the Broadcast story to edit.

   The selected story opens in the **Story Editor**.
3. Click the **RO** list in the status bar to view the running orders that contain links to the current story.

   The **RO** list displays the running orders that contain the links to the current story and the number of times the story is linked in the running order. Selecting a running order in the RO list opens the selected running order in the **Running Order** panel.

   When a story is linked to a deleted running order held in the **Recycle Bin** folder, the **RO** list displays a horizontal line through the name of the deleted running order. Inception retains story links to a deleted running order until the running order is manually or automatically purged.



4. In the **Story Editor** edit the Broadcast story as required.
5. After you finish editing the Broadcast story, click or tap the **Save** icon.

   Inception saves the modified story and updates all the running orders that contain links to the story.

Unlink a Linked Story

Unlinking a story makes a copy of the selected story in the current running order and disconnects the story from the other linked stories. Inception no longer updates an unlinked story with edits made to the previously linked stories.

During running order playout, Inception automatically unlinks each linked story as it goes to air. After completing the play out a running order, the running order will contain copies of all the linked stories and no longer contain any linked stores.

To unlink a story

1. Open the **running order** that contains the linked **Broadcast** story to unlink.
2. In the **Running Order**, select the **Broadcast** story to unlink.

   You cannot unlink published Broadcast stories.
3. Click or tap the **Unlink** icon in the toolbar.

   Inception unlinks the selected story and creates a copy of the story in the current running order. The Broadcast story icon changes to to show that the story is no longer linked.

Reposition Stories in the Running Order

Repositioning stories in and Inception running is as easy as dragging a story to an new location and dropping it in the running order.

To change the order of stories in the running order

1. In the **Running Order** panel, place the mouse pointer or your finger over any cell but the **Icon** cell of the story to reposition.

✶ Selecting a story by the **Icon** cell copies the story. To reposition a story in the running order, do not use the **Icon** cell to select the story.

2. Click and hold or tap and hold on the story to reposition.
3. Drag the selected story to a new position in the running order.

   As you drag the story in the running order, a blue line previews the new position for the selected story.
4. When the blue line highlights the position in the running order to place the story, release the mouse button or lift your finger.

   The **Running Order** panel updates to show the selected story at the selected location.

The following restrictions apply when you drag a story within the running order:

- You cannot move stories imported from an NCS. The NCS rundown controls the order of the imported stories.
- If you move a parent story, its child stories move with it. If you move a child story, you break the original parent-child relationship, and the story becomes a child of the nearest non-child story above it in the running order.

For More Information on...

- designating a child story, refer to the section "**Designating Child Stories**" on page 16–7.

Remove a Story from a Running Order

When you no longer need a story in a running order, just remove the story. Removing a story from a running order does not delete the story from the Inception Server.

To remove a story from a running order

1. In the **Running Order** panel, click or tap the story to remove from the running order.
2. In the toolbar, click or tap the **Remove** icon. On a desktop computer you can also press **Ctrl Delete** to delete the selected story.

   A confirmation message asks if you are sure you want to delete the story.
3. Click or tap **OK**.

✶ You cannot remove stories imported from an NCS, but you can float NCS stories to stop Inception from publishing them.

Removing Stories that are Part of a Group

In the Running Order panel, you can group two or more continuous Broadcast stories together that do not have child stories. When you remove a story from a running order that is part of a group, it is also removed from the group. After removing a story that was contained in a group, Inception manages groups as follows:

- Groups that still contain stories are kept in the running order with their remaining stories.
- Removing the last story from a group also deletes the group.

For More Information on...

- Broadcast story groups, refer to the section "**Group Broadcast Stories in a Running Order**" on page 16–9.

Designating Child Stories

You can make a social media story the child of another story (parent) in the running order, linking the stories in a hierarchical relationship. You can only designate social media stories created within Inception as child stories. Stories imported from an NCS rundown are always parent stories.

✶ You cannot make a Broadcast story a child story, only social media stories can be child stories.

Each child story displays below its parent story in the running order. The child status is indicated by a check mark in the **Child** column and by a dotted line before the slug name. Parent stories can have multiple child stories.

Figure 16.1 Child Story Indicators

The following table describes the effect on the child stories when certain events occur to a parent story:

Table 16.1 Effects on Child Stories

Parent Story Event	Effect on Child Story
Publish the parent story during playout of the running order.	Inception also publishes all approved child stories.
Publish the parent story, but not during running order playout.	No effect on child stories.
Unpublish the parent story.	No effect on child stories.
Delete the parent story.	Inception also deletes all the child stories.
Float the parent story.	Child stories float along with the parent story.
Unfloat the parent story.	Floating child stories unfloat along with the parent story.
Approve the parent story.	No effect on child stories.
Unapprove the parent story.	No effect on child stories.
Move the parent story in the running order.	Child move along with the parent story.

To designate a social media story as a child story

✶ You cannot use a mobile device to designate a story as a child story.

1. Log into Inception using a desktop computer.
2. Open the running order that contains the social media story to designate as a child story.
3. In the **Running Order** panel, select the social media story to designate as a child story.
4. Click the **Child** cell associated with the selected story to designate it as a child story.

5. Press the **Space Bar** to select the check box in the **Child** cell.
6. Click any other cell in the **Running Order** panel.

   A dotted line connects the child story with the closest parent story above it.
7. If the child story is not below its intended parent, click and drag the child story to reposition it below the correct parent story.

For More Information on...

- running orders, refer to the chapter "**Editing the Running Order**" on page 16–1.
- moving stories in a running order, refer to the section "**Reposition Stories in the Running Order**" on page 16–6.

Automatically Number Stories in the Running Order

In the Running Order panel, the Page column displays a page number for each story in the running order. You can enter a page number for each story, or you can let Inception automatically number your stories.

Before you can automatically number stories in a running order, the running order must contain at least one Broadcast story that is designated as a break and one or more Broadcast stories to number. You can add additional breaks to a running order to form story blocks.

The example running order (**Figure 16.2**) contains two breaks titled Introduction and Stories. The Introduction break contains three stories that are automatically number INT01 to INT03. Inception uses the text entered in the Page column of a break as a prefix for the page numbers of the stories contained in the break. In the Stories break the Page number prefix switches from INT to STY.

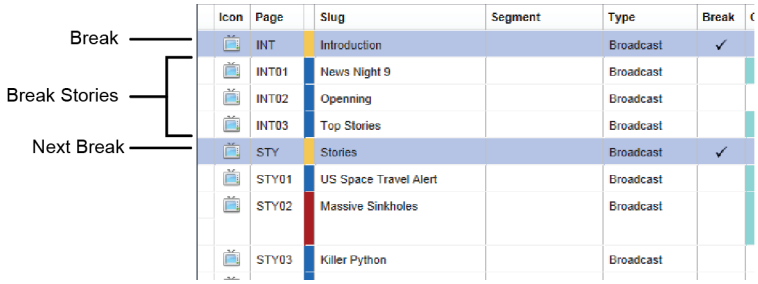


Figure 16.2 Breaks in a Running Order

Each break that you insert into a running order defines the start of a block of stories.

To insert a break in a running order to define the start of a story block

✶ You cannot use a mobile device to insert breaks in a running order.

1. Open the running order that you want to automatically number the stories contained in the running order.
2. In the **Running Order** panel, click the first story to follow the new break.
3. Point to **Create Story** the icon in the toolbar, then click **Broadcast**.

   Inception inserts a new Broadcast story to the running order above the selected story.
4. Click the **Break** cell associated with the new **Broadcast** story.
5. Press the **Space Bar** to select the check box in the **Break** cell.
6. Click the **Page** cell associated with the new story.
7. Press the **Space Bar** to edit the **Page** cell.

8. In the **Page** cell, enter the following to define the page numbering sequence for the stories that follow the break:
   - **Number** — enter the page number for the first story after the break. Inception automatically increments the page number by one for the remaining stories in the story block.
   - **Text** — enter the text to use as a prefix to the page numbers of the stories that follow the break. When using a prefix, Inception starts numbering stores with 01. For example, with an entered prefix of **INT** to page number for the first story after the break would be **INT01**.
9. Click the **Slug** cell associated with the new story.
10. Enter a slug name for the break.
11. Click any other cell in the **Running Order** panel.

To automatically number all the stories in a running order

1. In the **Running Order** panel, click a story.
2. Point to **Renumber** the icon in the toolbar, then click **Renumber Running Order**.

   Inception uses the text or number entered in the **Page** cell of the break to automatically number to all the stories in the running order. The **Page** column displays the page number generated for the stories. Manually entered page numbers are replace by the page numbers automatically generated by Inception. The automatic page numbering sequence restarts at each break.

To automatically number the stories in a single break

1. In the **Running Order** panel, click the break that contains the stories to automatically number.
2. Point to **Renumber** the icon in the toolbar, then click **Renumber Break**.

   Inception uses the text or number entered in the **Page** cell of the selected break to automatically number the stories in the break. The **Page** column displays the page number generated for the stories. Manually entered page numbers are replace by the page numbers automatically generated by Inception.

Group Broadcast Stories in a Running Order

In the Running Order panel, you can group two or more continuous Broadcast stories together that do not have child stories. Story groups enable you to manage multiple Broadcast stories as a single item. The Running Order panel highlights story groups by displaying a Group Handle that spans the Broadcast stories in a group. Story groups can be ungrouped to manage individual Broadcast stories.

Copied rundowns will retain the story groups of the original running order. Inception transmits story group information to MOS devices.

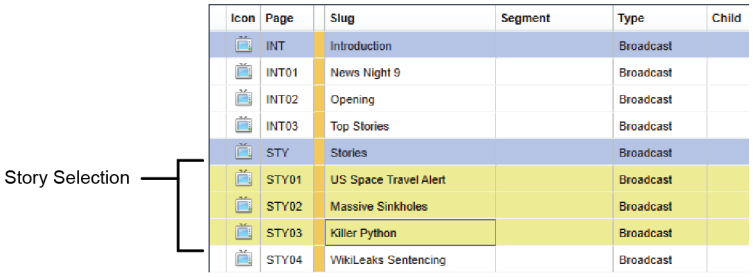
✶ When selecting the stories for a group, you must select two or more continuous Broadcast stories that do not have child stories.

To create a story group

1. Open the running order that contains the stories that you want to group together.
2. In the **Running Order** panel, use one of the following methods to create a continuous selection of Broadcast stories without child stories for the group:
   - **Range** — click the first story in the selection range, then Shift-click the last story in the selection range. The story selection includes the first selected story, the last selected story, and all the stories between the two selected stories.
   - **Multiple** — click the first story to select, then select additional stories to add to the selected story as follows:
     › **Windows** — Ctrl-click each story to add to your selection.
     › **macOS** — Cmd-click each story to add to your selection.

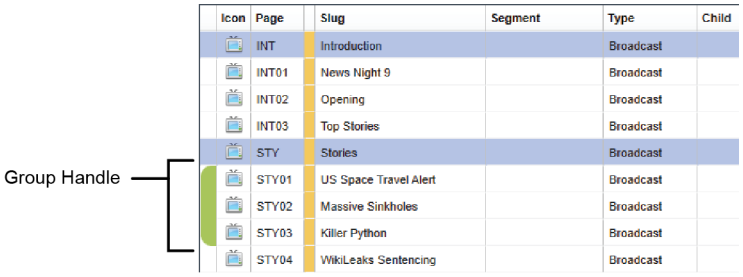
     The story selection includes the first and additional selected stories.

Only a continuous selection of ungrouped Broadcast stores can be grouped, for example:



3. In the toolbar, click or tap the **Group** icon. If the **Group** icon is not present in the toolbar, the selected Broadcast stories cannot be grouped or you do not have adequate user permissions to group Broadcast stories. On a desktop computer you can also press **Ctrl G** to group the selected Broadcast stories.

   The **Group** column displays a **Group Handle** spanning the grouped Broadcast stories.



4. To select all of the stories in a story group, click the **Group Handle** of a story group.

   Inception selects all of the Broadcast stories in the story group. Ctrl-click the **Group Handle** of other story groups to add the stories in the select story groups to your initial selection.

Ungroup All Stories from a Story Group

When you no longer need a story group, you can ungroup it to manage individual stories.

To ungroup all stories from a story group

1. In the **Running Order** panel, select a story in the story group to ungroup.

2. In the toolbar, click or tap the **Ungroup** icon. On a desktop computer you can also press **Ctrl G** to ungroup the selected story group.

   Inception ungroups the stories from the selected story group and removes the **Group Handle** from the **Group** column.

Move Stories Within a Story Group

After creating a story group, you can move Broadcast stories around inside the story group.

To move Broadcast stories around inside a story group

1. In a **story group**, select one or more Broadcast stories to move within the story group.

✶ Do not select all of the Broadcast stories in a story group.

2. In the **Slug** column, click and hold on the **slug name** of one of the selected Broadcast stories.
3. Drag the selected Broadcast story or stories to a new position in the story group.

   As you drag the selected Broadcast story or stories, a blue line previews the new position for the selected story or stories in the story group.

✶ Do not drag the selected Broadcast story or stories **above the first story** in the story group or **below the last story** in the story group.

4. When the blue line highlights the position in the story group to place the Broadcast story or stories, release the mouse button or lift your finger.

   The **Running Order** panel updates to display the selected Broadcast story or stories in their new position in the story group.

Move Stories Into a Story Group

You can move Broadcast stories in a running order into a story group. The Broadcast stories you select to move into a story group can be ungrouped stories or stories in another story group.

To move Broadcast stories into a story group

1. In the **running order**, select one or more Broadcast stories to move into a story group.
2. In the **Slug** column, click and hold on the **slug name** of one of the selected Broadcast stories.
3. Drag the selected Broadcast story or stories into the story group to which to add the selected story or stories.

   As you drag the selected Broadcast story or stories into the story group, a blue line previews the position to add the selected story or stories in the story group.

✶ Do not drag the selected Broadcast story or stories **above the first story** in a story group or **below the last story** in a story group.

4. When the blue line highlights the position in the story group to place the Broadcast story or stories, release the mouse button or lift your finger.

   The **Running Order** panel updates to display the selected Broadcast story or stories in their new story group.

Move Stories Out of a Story Group

When you no longer want Broadcast stories to be part of a story group, you can drag the unwanted stories out of the story group.

To move Broadcast stories out of a story group

1. In a **story group**, select one or more Broadcast stories to move out of the story group.

✶ Do not select all of the Broadcast stories in a story group.

2. In the **Slug** column, click and hold on the **slug name** of one of the selected Broadcast stories.

3. Drag the selected Broadcast story or stories **above the first story** in the story group or **below the last story** in the story group.

   As you drag the selected Broadcast story or stories out of the story group, a blue line previews the new position for the selected story or stories in the running order.

4. When the blue line highlights the position **above the first story** in the story group or **below the last story** in the story group, release the mouse button or lift your finger.

   The **Running Order** panel updates to display the moved Broadcast story or stories at the selected location in the story group.

✶ When there is only a single Broadcast story remaining in a story group, Inception removes the group.

Move Story Groups in a Running Order

You can move story groups as a unit in a running order.

To move a story group in a running order

1. In the **Group** column, click and hold on the **Group Handle** of the story group to move.

   Inception selects all of the Broadcast stories in the story group.

2. Drag the selected Broadcast stories to a new position in the running order.

   As you drag the selected Broadcast stories, a blue line previews the new position for the story group in the running order.

3. When the blue line highlights the position in the running order to place the story group, release the mouse button or lift your finger.

   The **Running Order** panel updates to display the new position of the selected story group.

✶ When a story group is moved into another story group, the Broadcast stories in the moved story group are added to the new story group.

Copy Stories Into a Story Group

You can use the following methods to copy Broadcast stories from various locations into a story group:

- "**Drag and Drop**" on page 16–12
- "**Copy and Paste**" on page 16–13

Drag and Drop

Stories can be copied into a story group by dragging them from various locations into a story group.

To copy Broadcast stories into a story group by dragging and dropping

1. Open one of the following locations that contains the Broadcast stories to copy into a story group:
   - **Story Browser Stories tab**
   - **Story Browser Templates tab**
   - **Another Running Order**
   - **Same Running Order**
2. Select one or more **Broadcast stories** to copy into a story group.
3. In the **Icon** column, click and hold on the icon of one of the selected Broadcast stories.

4. In the running order that contains the story group to add the selected Broadcast story or stories, drag the selected stories into the story group.

   As you drag the selected Broadcast story or stories into the story group, a blue line previews the position to copy the selected story or stories into the story group.

✶ Do not drag the selected Broadcast story or stories **above the first story** in a story group or **below the last story** in a story group.

5. When the blue line highlights the position in the story group to copy the Broadcast story or stories, release the mouse button or lift your finger.

✶ Placing Broadcast stories **above the first story** in a story group or **below the last story** in a story group does not add the stories to the story group. The stories are copied into the running order as ungrouped stories.

   The **Running Order** panel updates to display the copied Broadcast story or stories at the selected location in the running order.

Copy and Paste

Stories can be copied into a story group by copying them from various locations and pasting them into a story group.

To copy Broadcast stories into a story group by copying and pasting

1. Open one of the following locations that contains the Broadcast stories to copy into a story group:
   - **Story Browser Stories tab**
   - **Story Browser Templates tab**
   - **Another Running Order**
   - **Same Running Order**
2. Select one or more **Broadcast stories** to copy into a story group.
3. Press **Ctrl C**.

   Inception copies the selected stories to your computer clipboard.
4. Open the running order that contains the story group into which to copy the selected stories.
5. Select the **story** in the story group above which to add the selected stories.

✶ When every story in a group is selected, pasting stories will insert new stories the above selected story group but not as part of the group.

6. Press **Ctrl V**.

   Inception copies the selected Broadcast story or stories into the story group above the selected story. The **Running Order** panel updates to display the copied Broadcast story or stories at the selected location in the running order.

Copy Story Groups in a Running Order

You can use the following methods to copy complete story groups from the current running order or another open running order:

- "**Drag and Drop**" on page 16–14
- "**Copy and Paste**" on page 16–14

Drag and Drop

Complete Story groups can be copied by dragging them from within the current running order or from another open running order.

To copy complete story groups by dragging and dropping

1. Open the running order that contains the story group to copy.
2. In the **Group** column, click the **Group Handle** of the story group to copy.

   Inception selects all of the Broadcast stories in the story group.

3. In the **Icon** column, click and hold on the icon of one of the selected Broadcast stories.
4. Drag the selected **story group** into the running order to copy the story group.

   As you drag the selected story group into the running order, a blue line previews the position to copy the selected story group.

5. When the blue line highlights the position in the running order to copy the story group, release the mouse button or lift your finger to place the story group as follows:

   - **Running Order** — a new story group is created in the running order at the selected position.
   - **Story Group** — the stories in the copied story group are added to the selected story group at the selected position.

   The **Running Order** panel updates to display the copied Broadcast story or stories at the selected location in the running order.

Copy and Paste

Complete Story groups can be copied by copying them from within the current running order or from another open running order and pasting them into the current running order.

To copy complete story groups by copying and pasting

1. Open the running order that contains the story group to copy.
2. In the **Group** column, click the color of the story group to copy.

   Inception selects all of the Broadcast stories in the story group.

3. Press **Ctrl C**.

   Inception copies the selected story group to your computer clipboard.

4. In the running order to copy the story group, select the **story** in the story above which to place a copy of the selected story group.

★ When every story in a group is selected, pasting stories will insert new stories the above selected story group but not as part of the group.

5. Press **Ctrl V**.

   Inception copies the selected story group into the running order as follows:

   - **Running Order** — a new story group is created in the running order at the selected position.
   - **Story Group** — the stories in the copied story group are added to the selected story group at the selected position.

   The **Running Order** panel updates to display the copied Broadcast story or stories at the selected location in the running order.

Link Story Groups in a Running Order

You can create links to all of the stories in a story group by dragging the Group Handle from within the current running order or from another open running order. Since linked stories share content, you only need to edit one linked story to make changes to all stories linked to it.

To create links to all of the stories in a story group

1. Open the running order that contains the **story group** to link.
2. In the **Group** column, click the **Group Handle** of the story group to link.

   Inception selects all of the Broadcast stories in the story group.

3. In the **Icon** column, place the mouse pointer on the icon of one of the selected Broadcast stories, then grasp the group as follows:
   - **Windows** — Ctrl-click and hold the mouse button down.
   - **macOS** — Cmd-click and hold the mouse button down.
4. Drag the selected **story group** into the running order to link the story group.

   As you drag the selected story group into the running order, a blue line previews the position to link the stories in the selected story group.
5. When the blue line highlights the position in the running order to link the story group, release the mouse button to place the story group as follows:
   - **Running Order** — a new story group is created in the running order at the selected position. All of the stories in the new story group are linked to the corresponding stories in the source story group.
   - **Story Group** — the stories in the linked story group are added to the selected story group at the selected position. All of the stories added to the selected story group are linked to the corresponding stories in the source story group.

   The **Running Order** panel updates to display the linked Broadcast stories at the selected location in the running order.

For More Information on...

- linking stories, refer to the section "**Link Broadcast Stories**" on page 16–4.

Float a Story in the Running Order

Floating a story deactivates the story without deleting it from the running order. Inception does not publish floated stories during running order playout. Inception identifies floated stories in a running order by shading the background of a story row pink and displaying a check mark in the Floated column of the story.

To float a story in a running order

1. In the **Running Order** panel, click or tap the story to float.
2. Click or tap the **Float** icon in the toolbar. If the **Float** icon is not present in the toolbar, you do not have adequate user permissions to float stories.

   Inception displays a check mark in the **Floated** column for the story and shades the background of the story row pink to indicate that the selected story is no longer active.

   Desktop users can use the following alternative procedure to float a story:

   a. Click the **Floated** cell associated with the story to float.

   b. Press the **Space Bar** to select the check box in the **Floated** cell.

   c. Click any other cell in the **Running Order** panel.

To unfloat a story

1. In the **Running Order** panel, click or tap a floated story.
2. Click or tap the **Unfloat** icon in the toolbar.

   Inception clears the **Floated** column for the story and returns the shading of the story row to white to indicate that the selected story is once again activate.

   Desktop users can use the following alternative procedure to unfloat a story:

   a. Click the **Floated** cell associated with a floated story.

   b. Press the **Space Bar** to clear the check box in the **Floated** cell.

   c. Click any other cell in the **Running Order** panel.

For More Information on...

- running orders, refer to the chapter "**Editing the Running Order**" on page 16–1.

Set NCS Information and Timing for a Story

When you use Inception as a NCS, Inception adds extra columns to the table in Running Order panel for NCS specific information and timing.

✶ You require an NCS license for your Inception Server to access edit NCS information and timing columns in Running Order panel. Please contact Ross Video to purchase an NCS license for your Inception Server.

NCS Information

You can use the table in Running Order panel to add NCS information to the stories in a running order.

✶ Mobile users cannot edit cells in the Running Order panel that contain text.

To add NCS information to a story

1. Desktop users can use the following procedure to enter a newscast segment name for a story:

   a. In the **Running Order** panel, click the **Slug** cell associated with the story.

   b. Press the **Space Bar** to start entering a name in the **Slug** cell.

   c. Enter a slug name for the new story.

   d. Click any other cell in the **Running Order** panel.

2. To indicate that the MOS device coding for a story is complete, do the following:

   a. Click or tap the **Coded** cell associated with the story.

   b. Select the check box in the **Coded** cell.

   c. Click or tap any other cell in the **Running Order** panel.

   Inception displays a check mark in the **Coded** column for the story.

3. Desktop users can use the following procedure to enter the video clip ID of video media associated with a story:

   a. In the **Running Order** panel, click the **Video** cell associated with the story.

   b. Press the **Space Bar** to start entering a video clip ID in the **Video** cell.

   c. Enter the video clip ID of the video media associated with the story.

   d. Click any other cell in the **Running Order** panel.

   During running order playout, Inception sends the video clip ID from Video column to your automation system to enable the automation system to play the video clip from your video server.

NCS Timing

You can use the table in Running Order panel to set or override NCS timing values for the stories in a running order.

✶ Mobile users cannot set or override NCS timing values for the stories in a running order.

To set NCS timing for a story

1. To set the target time for a story, do the following:

   a. In the **Running Order** panel, click the **Target Time** cell associated with the story.

   b. Press the **Space Bar** to start entering the target time for the story in the **Target Time** cell.

   c. Use the time format HH:MM:SS to enter the target time for the story.

   d. Click any other cell in the **Running Order** panel.

   The target time for a story includes the estimated time for the anchor to read the story and the time required to playout any media associated with the story. The producer or news director usually sets the target time for a story.

2. The **Estimated Time** column displays the estimated time for the anchor to read the story. Inception uses the number of words in a story and the reading rate set for the story to estimate the time to present the story.

   You can override the **Estimated Time** that Inception estimated for a story, which will also automatically update the Total Time for the story. To override the **Estimated Time** for a story, do the following:

   a. In the **Running Order** panel, click the **Target Time** cell associated with the story.

   b. Press the **Space Bar** to start entering the target time for the story in the **Target Time** cell.

   c. Use the time format HH:MM:SS to enter the target time for the story.

   d. Click any other cell in the **Running Order** panel.

   Inception uses bolded characters to display **Estimated Time** overrides (**00:02:00**).

3. To set the time required to playout any media associated with the story, do the following:

   a. In the **Running Order** panel, click the **Media Time** cell associated with the story.

   b. Press the **Space Bar** to start entering the media time for the story in the **Media Time** cell.

   c. Use the time format HH:MM:SS to enter the media time for the story.

   d. Click any other cell in the **Running Order** panel.

   Inception uses the entered Media Time to automatically update the Total Time for the story.

4. The **Total Time** column displays the total time that a story is on air during running order playout. Inception adds the story Estimated Time and the story Media Time to calculate the Total Time that a story is on air.

   To override the calculated **Total Time** for a story, do the following:

   a. In the **Running Order** panel, click the **Total Time** cell associated with the story.

   b. Press the **Space Bar** to start entering the total time for the story in the **Total Time** cell.

   c. Use the time format HH:MM:SS to enter the total time for the story.

   d. Click any other cell in the **Running Order** panel.

   Inception uses bolded characters to display **Total Time** overrides (**00:02:00**).

For More Information on...

- selecting the columns displayed in the Running Order panel, refer to the procedure "**To open a running order**" on page 3–6.

Approving and Publishing Stories

Inception uses a two-stage publishing process. An Inception user must approve and publish a story before a social media website can display the story or an NCS running order can playout a story.

Only Inception users with the proper permissions can approve or publish stories. The specific permissions allowing a user to approve/publish are granted to each person by the Inception administrator. If a user does not have a necessary permission enabled, the user must make a request to the administrator for the appropriate permission to be granted.

Inception enables story approval as following:

- Individual stories from the Story Editor
- Individual stories from a running order
- Through e-mail, as a response to an approval request.

Inception enables story publication as follows:

- Individual stories from the Story Editor
- Individual stories from a running order
- During playout of a running order
- Through e-mail, as a response to a request to approve publishing

Inception enables users with the appropriate user permissions to unpublish a published story or unapprove an approved story. After a user unpublishes a story, Inception removes the story from its social media website.

This chapter discusses the following topics:

- Approving a Story in the Story Editor
- Approving a Story in the Running Order
- Approving and Rejecting Stories in the Approval Manager
- E-mail Approvals
- Finding Denylisted Content During Story Approval
- Publishing a Story from the Story Editor
- Publishing a Story from the Running Order
- Playing Out the Running Order
- Unapproving and Unpublishing Stories
- Scheduling a Story for Publication
- Monitoring the Publishing Schedule

Approving a Story in the Story Editor

✶ The available approval and publishing options depend on your user permissions, and the story's approval and publication status.

To approve a story in the Story Editor

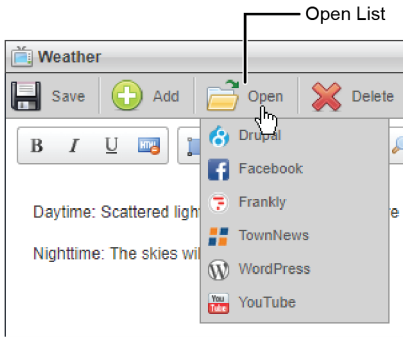
1. Open the story in the **Story Editor** as follows:

   a. In the **Running Order** panel, double-click or double-tap the story family that contains the story approve.

   Each story in the running order is the primary member of a story family, which may contain additional social media stories.

   The story family opens in the **Story Editor**.

   b. In the **Open** list, click or tap the story you want to approve.



   The story opens in the **Story Editor**.

2. In the bottom toolbar, click or tap one of the following icons:

   - **Approve** — approve the current story for publishing. If the story status was **Pending Publish**, approving it also publishes it.
   - **Request Approval** — request approval of the story when a user does not have approval permission. The approval status changes to **Pending Approval**.

     Inception adds a check mark to the **Submitted** column in the **Running Order** panel for stories that users have requested approval. When e-mail approval in enabled, Inception sends an approval request to all users who have approval permission. Inception does not send approval request e-mails Broadcast stories.

   The available approval and publishing options depend on your user permissions, and the current story approval and publication status.

For More Information on...

- "**Approving a Story in the Running Order**" on page 17–3.
- "**Publishing a Story from the Story Editor**" on page 17–5.
- "**Publishing a Story from the Running Order**" on page 17–7.
- "**Playing Out the Running Order**" on page 17–7.
- "**E-mail Approvals**" on page 17–4.
- "**Unapproving and Unpublishing Stories**" on page 17–9.

Approving a Story in the Running Order

To approve a story in the running order

1. In the **Running Order** panel, click or tap the story to approve.

2. Click or tap the **Approve** icon in the toolbar. If the **Approve** icon is not present in the toolbar, you do not have adequate user permissions to approve stories.

   Inception displays a check mark in the **Approved** column of the stories approved for publishing.

   Desktop users can use the following alternative procedure to approve a story:

   a. Click the **Approved** cell associated with the story to approve.

   b. Press the **Space Bar** to select the check box in the **Approved** cell.

   c. Click any other cell in the **Running Order** panel.

For More Information on...

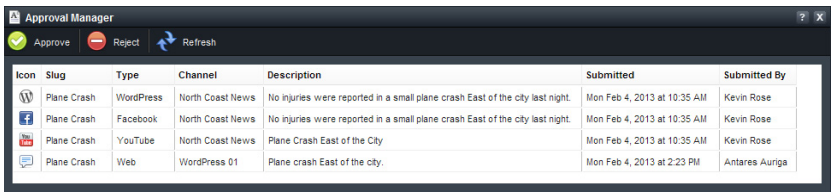
- "**Approving a Story in the Story Editor**" on page 17–2.
- "**Publishing a Story from the Story Editor**" on page 17–5.
- "**Publishing a Story from the Running Order**" on page 17–7.
- "**Playing Out the Running Order**" on page 17–7.
- "**E-mail Approvals**" on page 17–4.
- "**Unapproving and Unpublishing Stories**" on page 17–9.

Approving and Rejecting Stories in the Approval Manager

To approve or reject a story in the Approval Manager

1. In the main toolbar, click or tap the **Stories Pending Approval** icon.

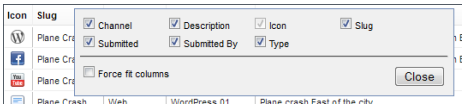
   The **Approval Manager** panel opens.



2. To change the columns displayed in the **Approval Manager** panel, complete the following steps:

   a. In the **Approval Manager** panel, right-click the title of any table column.

      The **Columns** list opens.



   b. Select **Approval Manager** columns as follows:

      - To include a column, select the check box to the left of the column name.
      - To remove a column, clear the check box to the left of the column name.

   c. Select the **Force fit columns** check box to automatically resize column widths to the table content.

d. Click **Close**.

e. Click and drag columns to reposition columns in the **Approval Manager** table.

f. Click and drag column dividers to manually resize the width of individual columns.

3. In the **Approval Manager** panel, click or tap the story to approve or reject.

   The story opens in the **Story Editor**.

4. Do one of the following:

   - To approve the story, click or tap the **Approve** icon in the bottom toolbar.

     Inception displays a check mark in the **Approved** column of the selected story to show that a user has approved the story for publishing.

   - To reject the story, click or tap the **Reject** icon in the bottom toolbar.

     The story remains unapproved and is not available for publishing until a user with the appropriate permissions approves it.

   - To approve but not publish the story, click or tap the **Hold** icon in the bottom toolbar.

     This option is available when a user with publish permissions requests approval and publishing for a story.

   - To reject the request to approve or publish the story, click or tap the **Reject** icon in the bottom toolbar.

     The story remains unapproved or unpublished.

For More Information on...

- "**Approving a Story in the Story Editor**" on page 17–2.
- "**Publishing a Story from the Story Editor**" on page 17–5.
- "**Publishing a Story from the Running Order**" on page 17–7.
- "**Playing Out the Running Order**" on page 17–7.
- "**E-mail Approvals**" on page 17–4.
- "**Unapproving and Unpublishing Stories**" on page 17–9.

E-mail Approvals

On an Inception Server with the e-mail approval feature enabled, users can send an e-mail to Inception to request the approval of a story. When a user requests the approval of a story, Inception automatically sends an approval request e-mail to all users who have permission to approve the story. Recipients can respond to the request by replying to the e-mail.

If approving users disagree about the approval of a story, rejections take priority over approvals. For example, if one user approves a story and a second user rejects the story, Inception rejects the story. After Inception rejects a story, Inception requires a new approval request to approve the story.

After a user approves and publishes a story, other approving users cannot reject the story. If a user published a story by mistake, any user with the appropriate user permissions can log into Inception to unpublish and unapprove the offending story.

If none of the approving users replies to a story approval request within 96 hours, Inception cancels the approval request. After the cancellation of a story approval request, Inception requires a new approval request to approve the story.

To respond to an e-mail approval request

1. Open the e-mail and review the details of the story.
2. Review the approval keywords contained in the e-mail. The available keywords are as follows:
   - **APPROVE** — approve the story, but do not publish it.
   - **PUBLISH** — approve and publish the story.
   - **HOLD** — approves the story, but do not publish it. This option is only available when a user with approval permission but not publication permission requests the approval and publication of a story.
   - **REJECT** — Rejects the story without approving or publishing it.
3. Click or tap the approval keyword that corresponds to what you want to do.

   An e-mail reply message opens.

★ If your e-mail client does not automatically prepare an e-mail replay message, use the client's **Reply** feature to create a reply. As the first word in the message body of your reply e-mail, type your choice of the approval keywords. The keywords are not case-sensitive.

Do not delete the automatically generated content of the reply e-mail.

4. Send the reply e-mail.

For More Information on...

- unpublishing stories, refer to the section "**Unapproving and Unpublishing Stories**" on page 17–9.

Finding Denylisted Content During Story Approval

Inception compares all the words in a story against the denylist to identify inappropriate content that you should not publish. On an Inception Server configured to prevent the approval of stories that contain denylisted content, an alert reports the denylisted content in the story when you click Approve for the story. Inception does not approve stories for publishing that contain denylisted content.

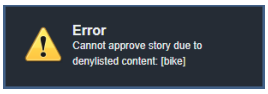


Figure 17.1 Approval Alert for Denylisted Content

You must remove all denylisted content from a story before you can approve the story.

Publishing a Story from the Story Editor

★ The available approval and publishing options depend on your user permissions, and the story's approval and publication status.

To publish a story from the Story Editor

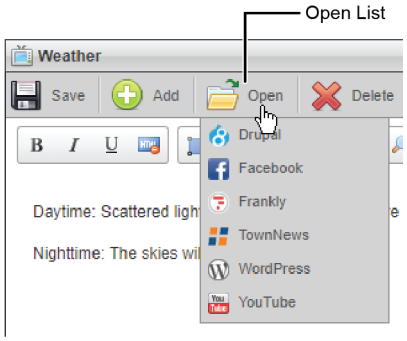
1. Open the story in the **Story Editor** as follows:

   a. In the **Running Order** panel, double-click or double-tap the story family that contains the story publish.

   Each story in the running order is the primary member of a story family, which may contain additional social media stories.

   The story family opens in the **Story Editor**.

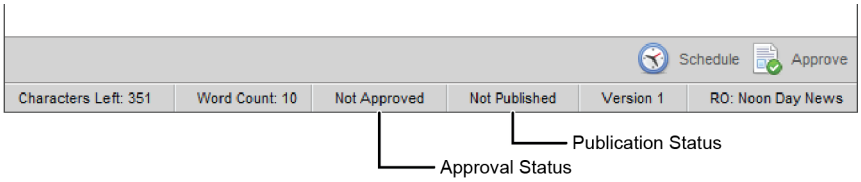
   b. In the **Open** list, click or tap the story you want to publish.



   The story opens in the **Story Editor**.

2. At the bottom of the **Story Editor**, look at the status bar and note the approval status and publication status of the story.

   The status affects the publishing options available for the story.



3. In the bottom toolbar, click or tap one of the following icons:

   - **Publish** — publish the story immediately.
   - **Request Publish** — request approval of the story and publish the story immediately after obtaining approval. This option is available if you have permission to publish stories, but not to approve stories.
   - **Approve** — approve the story and publish it, if the publication status was **Pending Publish**. If the status was **Not Published**, the **Approve** option approves the story but does not publish it.

   The available approval and publishing options depend on your user permissions, and the story's approval and publication status.

For More Information on...

- "**Approving a Story in the Story Editor**" on page 17–2.
- "**Approving a Story in the Running Order**" on page 17–3.
- "**Publishing a Story from the Running Order**" on page 17–7.
- "**Playing Out the Running Order**" on page 17–7.
- "**E-mail Approvals**" on page 17–4.
- "**Unapproving and Unpublishing Stories**" on page 17–9.

Publishing a Story from the Running Order

This section describes how to publish individual stories from the running order. You must playout a running order to publish multiple stories at the same time.

To publish individual stories from the running order

1. In the **Running Order** panel, click or tap the story to publish.
2. Verify that the **Approved** column associated with the story contains a check mark.

   If the **Approved** column of a story does not contain a check mark, you must approve the story before you can publish the story.

3. Click or tap the **Publish** icon in the toolbar. If the **Publish** icon is not present in the toolbar, you do not have adequate user permissions to publish stories.

   Inception displays a check mark in the **Published** column of the selected story to show that a user has published the story.

   Desktop users can use the following alternative procedure to publish a story:

   a. Click the **Published** cell associated with the story to publish.

   b. Press the **Space Bar** to select the check box in the **Published** cell.

   c. Click any other cell in the **Running Order** panel.

For More Information on...

- playing out the running order, refer to the section "**Playing Out the Running Order**" on page 17–7.
- approving stories, refer to the sections "**Approving a Story in the Story Editor**" on page 17–2 and "**Approving a Story in the Running Order**" on page 17–3.
- publishing stories, refer to the section "**Publishing a Story from the Story Editor**" on page 17–5.
- e-mail approvals, refer to the section "**E-mail Approvals**" on page 17–4.
- unapproving and unpublishing stories, refer to the section "**Unapproving and Unpublishing Stories**" on page 17–9.

Playing Out the Running Order

The playout of a running order depends on whether the running order is an Inception created running order or an NCS based running order. The playout differences between the two types of running orders are as follows:

- **Inception Created** — you manually control running order starting, advancing, and stopping from within Inception.
- **NCS Based** — you use the NCS to start and control the playout of an NCS rundown, which in turn controls playout of an associated Inception running order. The Inception stories associated with an NCS story publish while the NCS story goes to air. At any time, you can use Inception to manually advance or stop the playout of the associated Inception running order.

  You must configure Inception to allow an NCS to control playout of Inception running orders.

To play out the running order

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.

2. From the **Running Order Manager** panel, open the running order that you want to playout.
3. The selected running order opens in the **Running Order** panel.

4. In the **Running Order** panel toolbar, click or tap the **Start Playout** icon.

   Inception readies the running order for playout and replaces the **Start Playout** icon with playout control icons.

5. Use the following icons in the toolbar to control running order playout:

   - **Take Next Story** — click or tap this icon to manually move forward to the next approved story in the running order. The background of the next approved story in the running order turns red, and the **Status** of the story changes to **ON AIR**. Inception publishes the story and all its approved child stories, as indicated in the check mark in the **Published** column.
   - **Take Previous Story** — click or tap this icon to manually move back to the previous approved story in the running order. The background of the previous approved story in the running order turns red, and the **Status** of the story changes to **ON AIR**.
   - **Reset** — click or tap this icon to take all stories off air and ready running order playout from the first story.
   - **Stop Playout** — click or tap this icon to stop playout of the running order.

   When the running order open in the **Running Order** panel is an NCS base running order and the Inception Server allows an NCS to control playout, running order playout automatically advances as each corresponding NCS story goes to air.

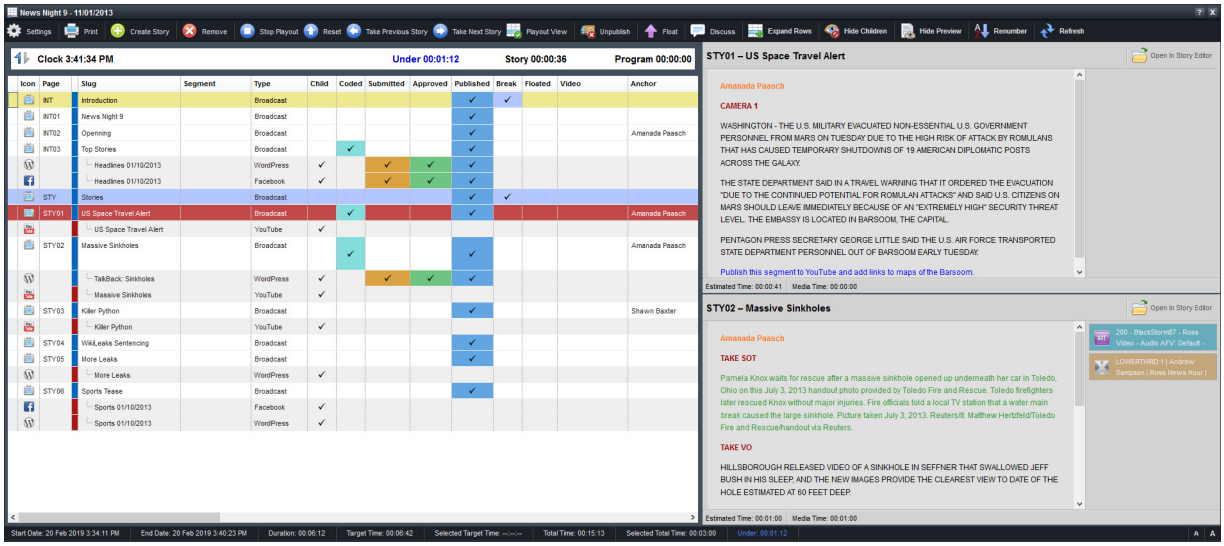
Preview Running Order Stories

At any time, you can open a Preview pane in the Running Order panel. The Preview pane displays the story text and MOS objects contained in the on-air Broadcast story and the next approved story in the running order.

To preview stories during running order playout

1. In the **Running Order** panel toolbar, click or tap the **Show Preview** icon.

   The **Preview** pane opens at the right side of the **Running Order** panel. The top section of the Preview panel displays the story text and MOS Objects contained in the on-air story.



2. To open a previewed story in the full **Story Editor** panel, click the **Open in Story Editor** icon associated with the story.

3. To close the Preview pane, click or tap the **Hide Preview** icon.

Follow Running Order Playout

During running order playout, you can use the Running Order panel to follow the playout of a running order that is controlled by another Inception user.

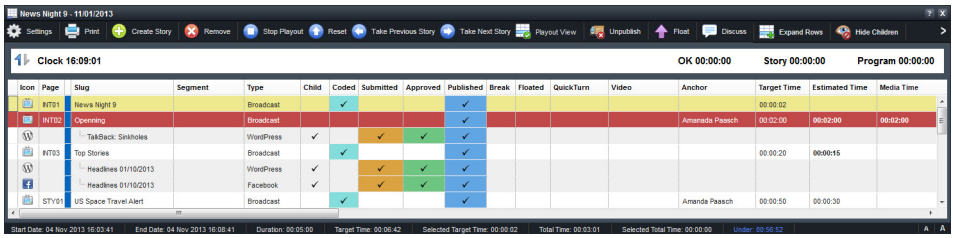
To follow running order playout

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.

2. In the **Running Orders** table, double-click or double-tap a running order that another Inception user is currently playing out.

   The selected running order opens in the **Running Order** panel. Inception highlights the current on-air story with a red background.



3. To automatically scroll the running order and keep the on-air story visible in the **Running Order** panel, use the **Playout Mode** menu in the **Running Order** panel toolbar to select **Follow On Air**.

   Each time the controlling Inception user takes a story on air, the **Running Order** panel updates to display the current on-air Broadcast story.

4. To no longer automatically scroll the running order to keep the on-air story visible in the **Running Order** panel, use the **Playout Mode** menu to select **Manual**.

For More Information on...

- NCS running order playout, refer to the chapter "**Playing Out a Running Order as an NCS**" on page 18–1.

Unapproving and Unpublishing Stories

Inception enables users with the appropriate user permissions to unpublish a published story or unapprove an approved story. After a user unpublishes a story, Inception removes the story from its social media website.

To unpublish or unapprove stories from the running order

1. In the **Running Order** panel, click or tap a published story.

2. In the toolbar, click or tap the **Unpublish** icon. If the **Unpublish** icon is not present in the toolbar, you do not have adequate user permissions to unpublish stories.

   Inception unpublishes the selected story but does not change the approval status of the story.

   Desktop users can use the following alternative procedure to unpublish a story:

   a. Click the **Published** cell associated with the story to unpublish.

   b. Press the **Space Bar** to clear the check box in the **Published** cell.

   c. Click any other cell in the **Running Order** panel.

3. Use the **Approved** column of the running order to check the approval status of running order stories.

   Inception displays a check mark in the **Approved** column of a story to show that a user has approved the story for publishing.

4. To unapprove a story, do the following:

   a. In the **Running Order** panel, click or tap the approved story to unapprove.

   b. In the toolbar, click or tap the **Unapprove** icon. If the **Unapprove** icon is not present in the toolbar, you do not have adequate user permissions to unapprove stories.

   Inception unapproves the selected story.

   Desktop users can use the following alternative procedure to unapprove a story:

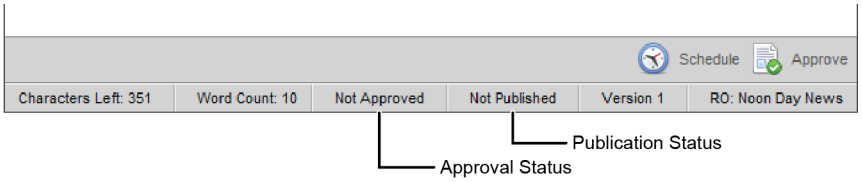
   a. Click the **Approved** cell associated with the story to unapprove.

   b. Press the **Space Bar** to clear the check box in the **Approved** cell.

   c. Click any other cell in the **Running Order** panel.

To unpublish or unapprove a story from the Story Editor

1. Open the story to unpublish or unapprove in the **Story Editor**.
2. In the story status bar, confirm the approval and publication status of the story.



3. To unpublish a published story, click or tap the **Unpublish** icon in the bottom toolbar to unpublish the story. If the **Unpublish** icon is not present in the toolbar, you do not have adequate user permissions to unpublish stories.

   Inception unpublishes the selected story but does not change the approval status of the story.

4. To unapprove the story, click or tap the **Unapprove** icon in the bottom toolbar. If the **Unapprove** icon is not present in the toolbar, you do not have adequate user permissions to unapprove stories.

   The story is unapproved.

For More Information on...

- approving and publishing stories, refer to the chapter "**Approving and Publishing Stories**" on page 17–1.

Scheduling a Story for Publication

Inception enables you to schedule a time to automatically publish approved stories. If a user unapproves a story before the scheduled publishing time, Inception does not publish the story.

To schedule a story for publication

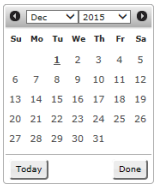
1. Open the story to schedule in the **Story Editor**.
2. Click or tap the **Schedule** icon in the bottom toolbar.

   The **Schedule Story** dialog box opens.

3. Select the **Automatically Publish** check box.

   The words **Select a Date** and **Select a Time** turn into links that enable you can to set the date and time to publish the story.
4. Click or tap the **Select a Date** link.

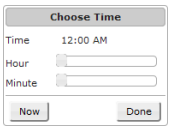
   The **Calendar Date** tool opens.



5. Use the **Calendar Date** tool to select the publication date for the story.

   The **Calendar Date** tool closes, and the selected date replaces the **Select a Date** link in the **Schedule Story** dialog box.
6. In the **Schedule Story** dialog box, click or tap the **Select a Time** link.

   The **Calendar Time** tool opens.



7. Drag the **Hour** and **Minute** sliders to specify the time on the selected date to publish the story.
8. Use the **Calendar Time** tool to select the publication date for the story.

   Alternatively, you can click or tap **Now** to select the current time.
9. Click or tap **Done**.

   The **Calendar Time** tool closes, and the selected time replaces the **Select a Time** link in the **Schedule Story** dialog box.
10. In the **Schedule Story** dialog box, click or tap **OK**.

    The **Schedule Story** dialog box closes, and Inception schedules the story to publish at the set date and time. The **Schedule** icon in the bottom toolbar changes to **Reschedule**.
11. To change the publication date and time set for a story, click or tap the **Reschedule** icon in the bottom toolbar.

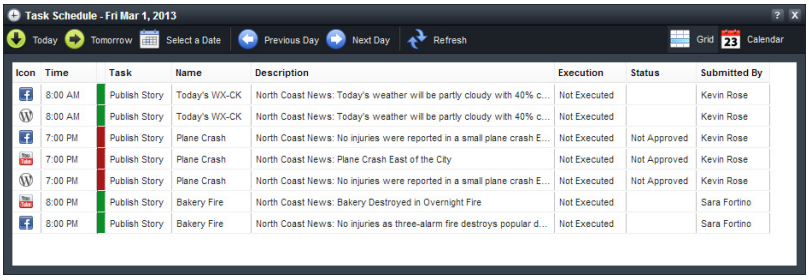
Monitoring the Publishing Schedule

After scheduling the publication of a story, you can use the Task Schedule panel to monitor the publication schedule.

To monitor the publishing schedule

1. In the main toolbar, click or tap the **Stories Pending Approval** icon.

   By default, the **Task Schedule** panel opens in **Grid** view. In **Grid** view, the **Task Schedule** panel displays stories and polls scheduled for publication as a table where each table row represents a story or poll.



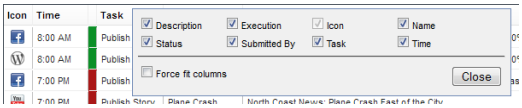
2. In the **Task Schedule** panel, use the following toolbar icons to select the date of the publication schedule to view:

   - **Today** — shows the publishing schedule for today.
   - **Tomorrow** — shows the publishing schedule for tomorrow.
   - **Select a Date** — enables you to select a date using the **Calendar** tool. The **Task Schedule** panel then shows the publishing schedule for that date.
   - **Previous Day** — shows the publishing schedule for the day before the date of the schedule currently shown.
   - **Next Day** — shows the publishing schedule for the day after the date of the schedule currently shown.
   - **Refresh** — updates the publishing schedule.

3. To change the columns displayed in the **Task Schedule** panel, complete the following steps:

   a. In the **Task Schedule** panel, right-click the title of any table column.

      The **Columns** list opens.



   b. Select **Task Schedule** columns as follows:

      - To include a column, select the check box to the left of the column name.
      - To remove a column, clear the check box to the left of the column name.

   c. Select the **Force fit columns** check box to automatically resize column widths to the table content.

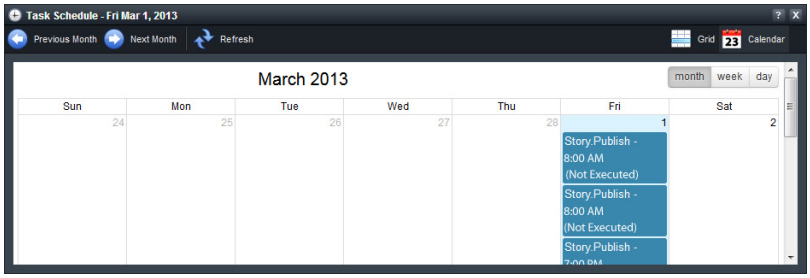
   d. Click **Close**.

   e. Click and drag columns to reposition columns in the **Task Schedule** table.

   f. Click and drag column dividers to manually resize the width of individual columns.

4. In the **Task Schedule** panel, click the **Calendar** icon.

   The **Task Schedule** panel switches to **Calendar** view. In **Calendar** view, the **Task Schedule** panel displays the task name in the calendar at the story publish, poll tart, or poll stop date.

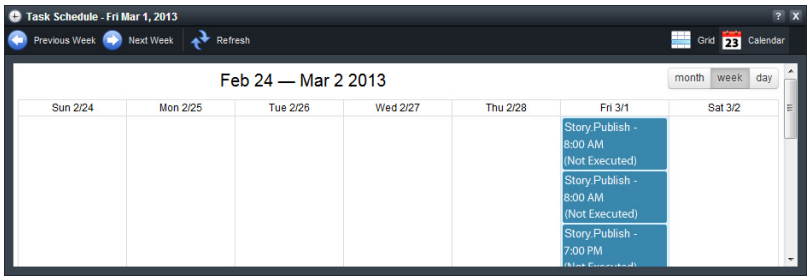


   By default, the **Calendar** view displays a month of tasks. Click the following icons to change the month for which the **Task Schedule** panel displays tasks:

   - **Previous Month** — view the tasks for the previous month to the month displayed at the top of the **Calendar** view.
   - **Next Month** — view the tasks for the next month to the month displayed at the top of the **Calendar** view.

5. In the **Calendar** view, click **week**.

   The **Calendar** view displays a single week of tasks.

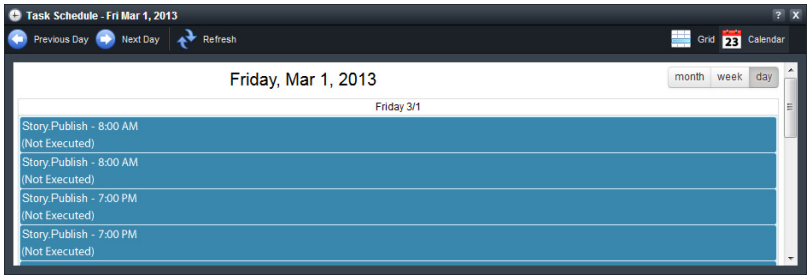


   Click the following icons to change the week for which the **Task Schedule** panel displays tasks:

   - **Previous Week** — view the tasks for the previous week to the date range displayed at the top of the **Calendar** view.
   - **Next Week** — view the tasks for the next week to the date range displayed at the top of the **Calendar** view.

6. In the **Calendar** view, click **day**.

   The **Calendar** view displays one day of tasks.



Click the following icons to change the day for which the **Task Schedule** panel displays tasks:

- **Previous Day** — view the task for the previous day to the date displayed at the top of the **Calendar** view.
- **Next Day** — view the tasks for the next day to the date displayed at the top of the **Calendar** view.

7. In the **Task Schedule** panel, click the **Grid** icon.

   The **Task Schedule** panel switches back to Grid view.

Playing Out a Running Order as an NCS

When you use Inception as your NCS, playing out a running order sends the Broadcast story along with MOS device information to the MOS devices that are monitoring the running order. Inception also publishes the social media content associated with the on-air Broadcast story. You can manually control the playout of an NCS running order or you can use an automation system to control NCS running order playout.

✶ You require an NCS license for your Inception Server to enable MOS devices to monitory running orders. You cannot select monitoring MOS devices without an NCS license for your Inception Server.

This chapter discusses the following topics:

- Select the MOS Devices to Monitor Your NCS Running Order
- Manual Playout of an NCS Running Order
- Watch Running Order Timing
- Set Hard Hit Times for Running Order Segments
- Watch Segment Timing
- View MOS Device Status
- Automation System Control of a Running Order

Select the MOS Devices to Monitor Your NCS Running Order

When you start the playout of an NCS running order, Inception uses the MOS protocol to send running order information to all the devices currently monitoring the running order. Before you playout a NCS running order that you want MOS devices to monitor, you need to select the devices to monitor your running order. You can select monitoring MOS devices when you create a running order or before you playout a running order.

To select monitoring MOS devices when you create a running order

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.

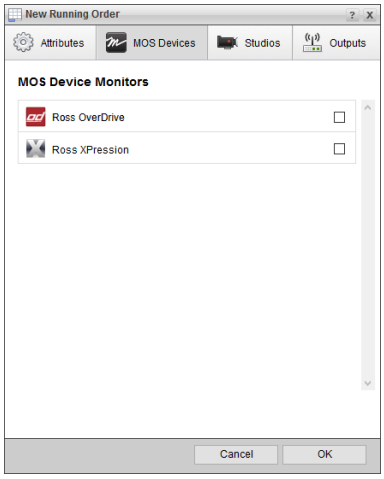
2. From the **Running Order Manager** toolbar, click or tap the **Create Running Order** icon.

   The **New Running Order** dialog box opens.

3. Use the settings on the **Attributes** tab to define the new running order.

4. Click or tap the **MOS Devices** tab. If the **MOS Devices** tab is not visible, you do not have an NCS license for your Inception Server. You cannot select monitoring MOS devices without an NCS license for your Inception Server.

   The **MOS Devices** tab opens.



5. In the **MOS Device Monitors** list, select the check boxes to the right of the MOS devices you want to monitor the playout of your running order. Clear the check box to the right of a MOS device to stop the device from monitoring playout of your running order.

6. Click or tap **OK**.

   A new running order opens in the **Running Order** panel. The selected MOS devices are ready to monitor the running order when you play it out.

To select monitoring MOS devices before you playout a running order

1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Running Order Manager** panel opens.

2. In the **Running Orders** panel, double-click or double-tap the running order to open.

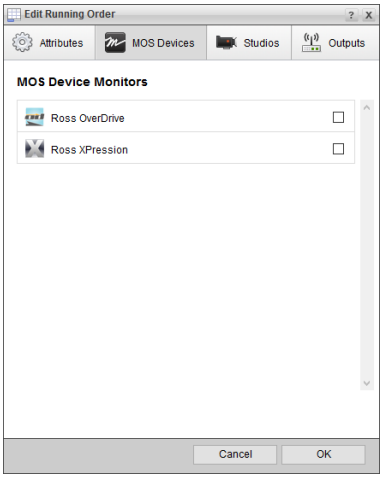
   The selected running order opens in the **Running Order** panel.

3. In the **Running Order** panel, click or tap the **Settings** icon.

   The **Edit Running Order** dialog box opens.

4. Click or tap the **MOS Devices** tab. If the **MOS Devices** tab is not visible, you do not have an NCS license for your Inception Server. You cannot select monitoring MOS devices without an NCS license for your Inception Server.

   The **MOS Devices** tab opens.



5. In the **MOS Device Monitors** list, select the check boxes to the right of the MOS devices you want to monitor the playout of your running order. Clear the check box to the right of a MOS device to stop the device from monitoring playout of your running order.

6. Click or tap **OK**.

   The selected MOS devices are ready to monitor the running order when you play it out.

Manual Playout of an NCS Running Order

When using Inception as your NCS, you playout your NCS running order from Inception and your automation system at the same time. The producer communicates with the Inception operator and the automation system operator to ensure that the operators advance the running order on the two systems at the same time.

To manually playout an NCS running order

1. On the **Inception** system, open the **NCS running order** to playout.

2. Verify that the correct MOS devices are selected for monitoring.

3. In the **Running Order** panel, click or tap the **Monitor** icon.

   An **Alert** opens.

4. Click **OK**.

   MOS device monitoring starts for the selected devices, and the **Monitor** icon changes to **Unmonitor**.

5. On the **automation system**, open the **Inception NCS running order** to playout. If you cannot access the Inception NCS running order on the automation system, verify that the running order is monitored in Inception and that automation system is correctly configured to communicate with Inception.

   The selected running order opens in the **Running Order** panel, complete with running order **Playout Controls** and the **NCS Timer** bar to help you keep your show on time.

6. On the **Inception** system, click or tap the **Start Playout** icon in the **Running Order** panel toolbar.

   Inception readies the running order for playout and replaces the **Start Playout** icon with icons for the playout controls.

7. Use the following icons in the toolbar to control running order playout as requested by the producer:

   - **Take Next Story** — click or tap this icon to manually move forward to the next Broadcast story in the running order. The background of the next Broadcast story in the running order turns red, and the **Status** of the story changes to **ON AIR**. Inception take the Broadcast story on air and publishes all its approved child stories, as indicated in the check mark in the **Published** column.
   - **Take Previous Story** — click or tap this icon to manually move back to the previous Broadcast story in the running order. The background of the previous Broadcast story in the running order turns red, and the **Status** of the story changes to **ON AIR**.
   - **Reset** — click or tap this icon to take all stories off air and ready running order playout from the first story.
   - **Stop Playout** — click or tap this icon to stop playout of the running order.

   The producer keeps Inception and the automation system in step by communicating with the operators of the two systems.

For More Information on...

- configuring OverDrive to work with Inception, refer to the chapter "**Inception Show Setup**" in the ***OverDrive User Guide***.

Watch Running Order Timing

While playing out an NCS running order you can use the NCS Timer bar and the NCS timing columns in the Running Order panel to keep the show on time.

To watch running order timing

1. Use the running order **Playout Controls** to take a Broadcast story on air.

   The timers in the **NCS Timer** bar start, and report the following NCS timing information:

   - **Clock** — this timer displays the current time of day on the Inception Server. Your Inception administrator can use the **House Time Offset** setting to match this clock with the house time of your facility.
   - **Under / OK / Over** — this timer displays the amount of time that you need to adjust the current on-air story to keep the show on time. This timer updates each time you take a story on air. Inception uses the following formats to display the time adjustment for the current on-air story:
     - **Under 00:01:58** (blue) — the show is currently under the total time set for the show. You need add the displayed amount of time to the current on-air story or following stories to bring the show back on time.
     - **Over 00:00:06** (red) — the show is currently over the total time set for the show. You need remove the displayed amount of time from the current on-air story or following stories to bring the show back on time.
     - **OK 00:00:00** (black) — the show is on time. You do not need to make a time adjustment for the current on-air story.
   - **Story Down** — this timer counts down the amount of time remaining for the on-air story. While counting down, this timer displays the remaining time in black (**Story Down 00:00:05**). If you leave the story on air for longer than the total time set for the story, this timer turns red (**Story Down 00:00:01**) and starts counting up to display the extra on air time for the story.
   - **Story Up** — this timer counts up the amount of time that the on-air story has been on air. If you leave the story on air for longer than the total time set for the story, this timer turns red (**Story Up 00:00:01**)
   - **Program Down** — this timer counts down the amount of time remaining for the show. While counting down, this timer displays the remaining time in black (**Program Down 00:00:05**). If the show goes over the total time set for the show, this timer turns red (**Program Down 00:00:01**) and starts counting up to display the extra on air time for the show.
   - **Program Up** — this timer counts up the amount of time that the program has been on air. If you leave the story on air for longer than the total time set for the story, this timer turns red (**Program Up 00:00:01**). When you view a running order before the set program start time this timer counts down to the start time in gray (**Program UP 01:30:01**).

2. Select the **Story** and **Program** timers to display in the **NCS Timer** bar as follows:

   a. To view the **Story Down** and **Program down** timers, click the **Show Down Timers** icon at the left side of the **NCS Timer** bar. The **Show Down Timers** icon changes to **Hide Down Timers**. When the NCS Timer bar only displays the count down timers, the timers are titled **Story** and **Program**.

   b. To hide the **Story Down** and **Program Down** timers, click the **Hide Down Timers** icon. The **Hide Down Timers** icon changes to **Show Down Timers**.

   c. To view the **Story Up** and **Program Up** timers, click the **Show Up Timers** icon. The **Show Up Timers** icon changes to **Hide Down Timers**. When only the count up timers are displayed in the NCS Timer bar, the timers are titled **Story** and **Program**.

   d. To hide the **Story Up** and **Program Up** timers, click the **Hide Down Timers** icon. The **Hide Down Timers** icon changes to **Show Down Timers**.

3. Use the running order **Playout Controls** to take the next Broadcast story in the running order on air.

   The following columns in **Running Order** panel update to report the current NCS timing for the show:

   - **Back Time** — this column displays the time of day in 24-hour format that a story started, or needs to start by, in order for the show to remain on time, calculated from the End Date displayed in the Status Bar at the bottom of the running order. Changing the Total Time for a story automatically updates the Back Time for the stories after it in the running order.
   - **Cume Time** — this column displays the amount of time that a show is on air from the start of the show to the end of a story. Changing the story Total Time automatically updates the Cume Time for a story.
   - **Actual Time** — this column displays the amount of time that a story was on air during the running order playout. Inception automatically updates this column during running order playout when you take the next story on air.

4. In **Running Order** panel, editing the time in the **Media Time** or **Total Time** column for a story automatically updates the timers in the **NCS Timer** bar.

For More Information on...

- selecting the Running Order panel columns to display, refer to the procedure "**To open a running order**" on page 3–6.

Set Hard Hit Times for Running Order Segments

When you need to meet fixed times during the playout of a running order, you can set hard hit times for running order segments. For each hard hit time that you set in a running order, Inception displays a segment timer in the NCS Timer bar to help you meet your fixed times during running order playout.

Overriding the on air time in the Running Order panel Back Time column sets the hard hit time for a segment. A segment contains all the stories from the running order start or previous hard hit time up to and including the story with an overridden Back Time.

✶ Only desktop users can set hard hit times, mobile users cannot edit cells in the Running Order panel.

To set a hard hit time for a running order segment

1. On the **Inception** system, open the **NCS running order** to playout.
2. In the **Running Order** panel, locate the story at which to set a hard hit time.

   Your first running order segment will contain all the stories from the running order start up to and including the story for which you set a hard hit time. The second and following running order segments will contain all the stories from the story with the previously set hard hit time up to and including the story for which you set the next hard hit time.

3. Click the **Back Time** cell associated with the story for which to set a hard hit time.
4. Press the **Space Bar** to start editing the time of day in the **Back Time** cell.
5. Use **24-hour format** to enter the time of day that the story must go on air to keep the show running on time.
6. Click any other cell in the **Running Order** panel.

   The background of the **Back Time** cell turns red and the time turns bold to show that you overrode the calculated Back Time and set a hard hit time for the story.

7. To clear the hard hit time set for a story, clear the time from the **Back Time** cell and then click any other cell in the **Running Order** panel.

Watch Segment Timing

While playing out an NCS running order you can use the NCS Timer bar to help you meet the hard hit times set for the segments set in the running order.

To watch running order segment timing

1. Use the running order **Playout Controls** to take a Broadcast story on air.

   The timers in the **NCS Timer** bar start, and report the following additional segment timing information:

   - **Segment Under / Over** — this timer displays the amount of time that you need to adjust the segment to keep the running order on time. You can add, edit, or remove stories to adjust the duration of a segment. Inception uses the following formats to display the required time adjustment for the segment:
     - › **Segment Under 00:01:58** (blue) — the segment is currently under the hard hit time set for the segment. You need to add the displayed amount of time to the segment to meet the set hard hit time.
     - › **Segment Over 00:00:06** (red) — the segment is currently over the hard hit time set for the segment. You need to remove the displayed amount of time from the segment to meet the set hard hit time.
   - **Segment** — this timer counts down the amount of time remaining for the segment. While counting down, this timer displays the remaining time in black (**Segment 00:00:05**). If the segments go over the hard hit time set for the segment, this timer turns red (**Segment 00:00:01**) and starts counting up to display the extra on air time for the show.

2. Use the running order **Playout Controls** to take the next Broadcast story in the running order on air.

   When a story with a set hard hit time goes off air, Inception clears the set hard hit time from the **Back Time** cell and updates the cell with the time that the story started during playout of the running order.

View MOS Device Status

While playing out an NCS running order you can use the MOS Status and MOS Device columns in the Running Order panel to view whether the MOS devices in a Broadcast story are ready before you take a story on air.

To view status of MOS devices in a running order

1. Verify with your Inception administrator that the MOS devices in your running order stories are configured to report MOS status. For a MOS device to report its status to Inception, your Inception administrator must select the **Enable Item Status** check box for a MOS device.
2. Display the **MOS Status** column and the **MOS Device** columns in the **Running Order** panel as follows:
   a. In the **Running Order** panel, right-click the title of any panel column.

      The **Columns** list opens.

   b. Select the check box to the left of the following columns:

      - **MOS Status** — this column lists the momentary status of each MOS object in a story while monitoring a running order.
      - **MOS Device** — this column lists the MOS devices associated with the MOS objects in a story.

   c. Select the check box to the left of any of the following columns that you want to display in the **Running Order** panel:

      - **MOS Abstract** — this column displays a description for each MOS object in a story.
      - **MOS Slug** — this column displays a description for each MOS object in a story.
      - **MOS Object ID** — this column lists the identifiers for the MOS objects in a story.
      - **MOS ID** — this column lists the identifiers of the MOS devices used in a story.
      - **MOS Duration** — this column displays the duration of individual MOS objects in a story.
      - **MOS Channel** — this column displays the MOS device channel used to output a MOS object. Select a MOS channel to edit and override the channel used to output a MOS object.

d. Click **Close**.

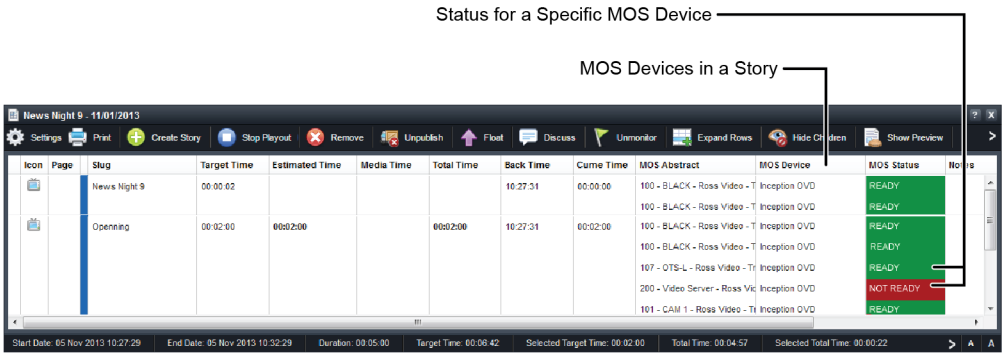
e. Click and drag columns to reposition columns in the **Running Order** panel.

f. Click and drag column dividers to manually resize the width of individual columns.

3. In the **Running Order** panel, click or tap the **Monitor** icon.

4. Click **OK**.

Inception reports MOS device status in the **Running Order** panel as follows:

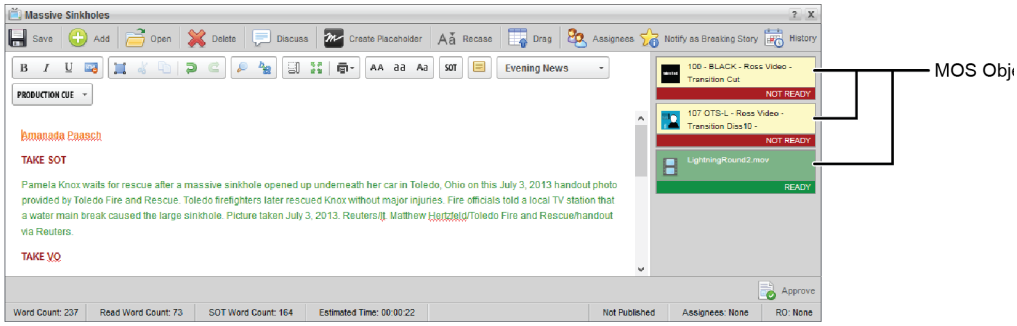


Inception shades the background of this column to highlight the associated MOS device status as follows:

- **Ready** — the MOS device is ready for playout.
- **Not Ready** — the MOS device is not ready for playout.

5. Open a Broadcast story in the **Story Editor**.

Inception reports the status of individual MOS objects in the **Story Editor** as follows:



Inception adds a band to the bottom of each MOS object in the story to highlight the MOS device status as follows:

- **Ready** — the MOS device that has MOS objects in the story are ready for playout.
- **Not Ready** — the MOS devices that has MOS objects in the story is not ready for playout.

For More Information on...

- editing Broadcast stories, refer to the section "**Edit Broadcast Stories**" on page 5–9.

Automation System Control of a Running Order

Instead of manually advancing an Inception NCS running order to keep step with your automation system, you can configure Inception to follow your automation system. Even when following an automation system, you can manually control playout of an Inception NCS running order.

To follow playout of an NCS running order on an automation system

1. On the **automation system**, configure the system to do the following:
   - Open Inception NCS running orders.
   - Send playout status to the Inception NCS.
2. On the **Inception** system, verify with your Inception administrator that the MOS device created for your automation system has the following options are selected:
   - **Enable Item Status** — select this check box to report the status of the MOS device in the MOS Status and MOS Device columns in the Running Order panel.
   - **Enable Timing Control** — select this check box to allow the MOS device to take the next or previous story in a running order on air during running order playout.
3. On the **Inception** system, open the **NCS running order** to playout.
4. Verify that the **automation system** MOS device is selected for **monitoring**.
5. **Monitor** the open **NCS running order**.
6. On the **automation system**, open the **Inception NCS running order** to playout.

   If you cannot access the Inception NCS running order on the automation system, verify that the running order is monitored in Inception and that automation system is correctly configured to communicate with Inception.
7. On the **Inception** system, click or tap the **Start Playout** icon in the **Running Order** panel toolbar.

   Inception readies the running order playout and replaces the **Start Playout** icon with icons for the playout controls.
8. On the **automation system**, start playout of the **Inception NCS running order**.

   As the playout of the Inception NCS running order advances on the automation system, Inception follows along in the **Running Order** panel. You can use the **Playout Controls** in the **Running Order** panel to control running playout from Inception independently from the automation system. The **Playout Controls** do not control the **automation system**.
9. After finishing **Inception NCS running order** playout on the **automation system**, stop playout of the running order from **Inception**.

For More Information on...

- configuring MOS devices for Inception, refer the ***Inception Configuration Guide***.
- selecting the MOS devices to monitor a running order, refer to the section "**Select the MOS Devices to Monitor Your NCS Running Order**" on page 18–2.
- monitoring a running order, refer to the section "**Manual Playout of an NCS Running Order**" on page 18–3.
- configuring OverDrive to work with Inception, refer to the chapter "**Inception Show Setup**" in the ***OverDrive User Guide***.

Managing Feeds

Inception feeds are interactive lists of content gathered from social media sites, RSS feeds, or news wire services. You can view feed content and manage various aspects of a feed through the Feed Viewer panel.

Wire feeds are available as the following feed types:

- **Managed feeds** show content posted to the account associated with the feed, whether Inception posted the content. Managed feeds also show content posted by content consumers in response to the content published on your account.
- **Search-Based feeds** show the content retrieved from a social media website or news wire service that matches the search terms defined for the feed. You can add retrieved content to a playlist to make it available to external systems, such as character generators.

✶ Inception automatically deletes unreferenced content from a Search-Based feed 30 days after creating the feed. Inception does not delete search-base feed content referenced by a playlist.

This chapter discusses the following topics:

- Open a Feed
- Add Feed Content to a Playlist
- Create a New Story from the Feed Viewer
- Find Denylisted Content in a Feed

Open a Feed

Inception uses the Feed Viewer to display content gathered by a feed. You can drag content from a feed viewer into a playlist to make the content available to external systems such as character generators.

To open a feed in the Feed Viewer panel

1. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to select the type of feed to open:

   - **Desktop Computer** — in the main toolbar, point to the icon for the type of feed to open.
   - **Mobile Device** — in the main toolbar, tap the icon for the type of feed to open.

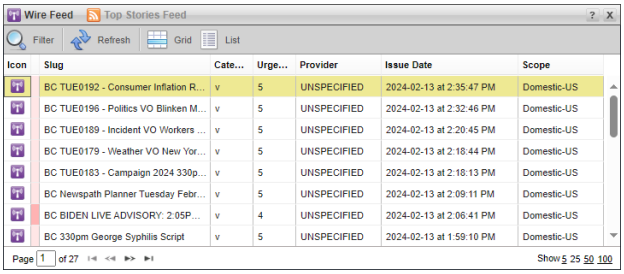
   The available feeds are as follows:

   - **— Drupal**
   - **— Frankly**
   - **— RSS**
   - **— Spredfast**
   - **— TownNews**
   - **— Wire**
   - **— WordPress**

   A list of feeds of the selected type opens. Managed feeds display at the top of the list. The addition of a magnifying glass to a feed icon identifies the feed as a Search-Based feed.

2. Click or tap the name of the feed to open.

   The feed opens in the **Feed Viewer** panel.



   When the **Feed Viewer** panel is too narrow, some feed titles may not display at the top of the **Feed Viewer** panel. Close some feeds to display the hidden feed titles. Desktop computer users can click the **Undock** icon to view the current feed in a new panel.

✶ If Inception encounters any errors while gathering content for a feed, the **Feed Viewer** panel displays the errors just below the toolbar.

3. Click or tap the **Refresh** icon to refresh the feed with updated content.

For More Information on...

- Drupal feeds, refer to the chapter "**Drupal Feeds**" on page 20–1.
- Frankly feeds, refer to the chapter "**Frankly Feeds**" on page 21–1.
- RSS feeds, refer to the chapter "**RSS Feeds**" on page 22–1.
- Spredfast feeds, refer to the chapter "**Spredfast Feeds**" on page 23–1.
- TownNews feeds, refer to the chapter "**RSS Feeds**" on page 22–1.
- Wire feeds, refer to the chapter "**Wire Feeds**" on page 25–1.
- WordPress feeds, refer to the chapter "**WordPress Feeds**" on page 26–1.

Add Feed Content to a Playlist

Feeds show content previously posted to your accounts (managed feeds) or posted by other people and retrieved by a search (Search-Based feeds). Authors of retrieved content can be Inception users in your organization or users from anywhere in the world.

You can drag content from feed viewers into playlists. Playlists enable you to make your gathered content available to external systems such as character generators. Before external systems can ingest your gathered content, you must do the following with the content:

- Approve the content for broadcast.
- Add the content to a playlist.
- Take the playlist online.

To drag feed items into a playlist

1. In the feed viewer, locate the item you want to add to a playlist.
2. In Inception, open the playlist to which you want to add the item.
3. From the feed viewer, drag the avatar picture for the item into the playlist.

   As you drag the item over the playlist, a blue line indicates the current drop position of the selected avatar.
4. When the blue line in the playlist is where you want to position the item, release the item.

   Inception adds the selected item to the playlist at the selected position.

For More Information on...

- playlists, refer to the chapter "**Working with Playlists**" on page 29–1.
- creating and opening playlists, refer to the sections "**Create a Playlist**" on page 29–2 and "**Open a Playlist**" on page 29–4.
- approving items in a playlist, refer to the section "**Approve Playlist Items in a Playlist**" on page 29–11.
- making playlists available to external systems, refer to the sections "**Take a Playlist Online or Offline**" on page 29–13 and "**Copy the Playlist URL to the Clipboard**" on page 29–14.

Create a New Story from the Feed Viewer

You can create stories right in the Feed Viewer and publish the new story to the account open in the Feed Viewer.

To create a new story from the Feed Viewer panel

1. Open a **Feed Viewer** panel that corresponds with the type of story you want to create.
2. Click or tap the **New Story** icon.

   The simple story editor opens in the **Feed Viewer** panel.
3. In the **Channel** list, select the account to which to publish the story.

   Inception uses the security credentials of the selected account to post the comment.
4. In the **Body** box, enter your comment.
5. Click or tap the **Publish** icon.

   Alternatively, you can click or tap the **Open In Story Editor** icon to use the **Story Editor** panel to create a new story for publication or addition to a running order.
6. To close the simple story editor, click or tap the **Close** icon.

Find Denylisted Content in a Feed

Inception compares all the words in feed items against the denylist to identify inappropriate content that you should not publish. Depending on the denylist configuration of an Inception Server, feed items that contain denylisted content are grayed out or in the Feed Viewer or hidden from view.

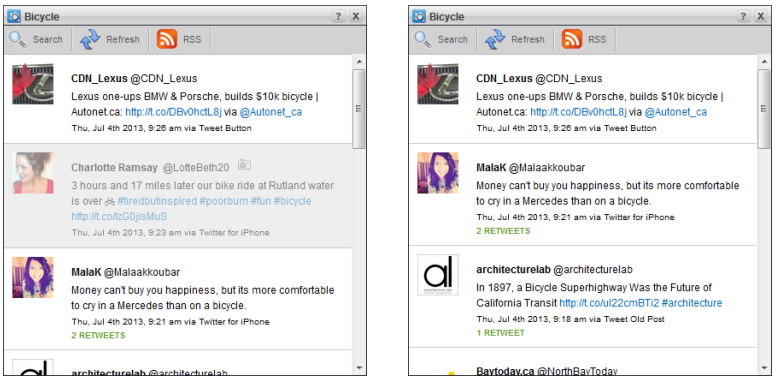


Figure 19.1 Denylisted Content in a Feed Viewer

Denylisted Feed Items in a Playlist

On an Inception Server configured to prevent the approval of playlists that contain denylisted content, an alert reports the denylisted content in the story when you approve the playlist. Inception does not approve stories for publishing that contain denylisted content.

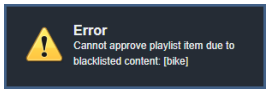


Figure 19.2 Approval Alert for Denylisted Content

You must remove all denylisted content from the offending playlist items before you can approve the playlist items or the playlist that contains them.

Denylisted Feed Items in a Story

On an Inception Server configured to prevent the approval of stories that contain denylisted content, an alert reports the denylisted content in the story when you approve the story. Inception does not approve stories for publishing that contain denylisted content.

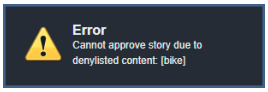


Figure 19.3 Approval Alert for Denylisted Content

You must remove all denylisted content from a story before you can approve the story.

Drupal Feeds

Drupal feeds are interactive lists of content gathered from your Drupal website. You can view Drupal feed content and manage various aspects of a feed through a Feed Viewer panel.

This chapter discusses the following topics:

- Filter Drupal Feed Content
- View a Post on Your Drupal Website
- Edit a Drupal Post
- Delete a Post from Drupal

For More Information on...

- opening a feed in a Feed Viewer panel, refer to the section "**Open a Feed**" on page 19–2.
- adding feed content to a playlist, refer to the section "**Add Feed Content to a Playlist**" on page 19–3.
- creating and publishing a new story, refer to the section "**Create a New Story from the Feed Viewer**" on page 19–4.
- denylisted content, refer to the section "**Find Denylisted Content in a Feed**" on page 19–4.

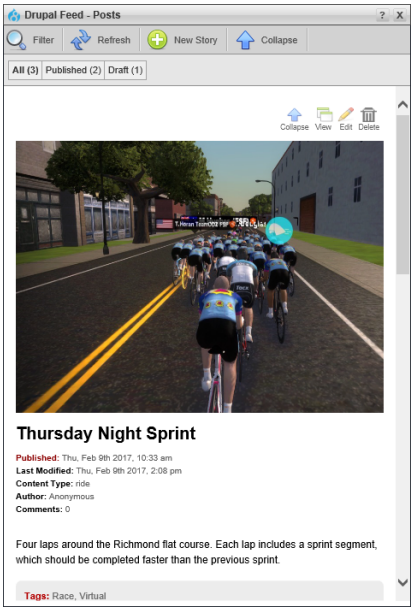
Filter Drupal Feed Content

In a Feed Viewer panel, you can enter search terms and select a Drupal status to filter the Drupal content displayed by the feed.

To filter the content of a Drupal feed

1. Use the **Drupal** list in the main toolbar to open a Drupal feed.

   The selected Drupal feed opens in the **Feed Viewer** panel.



2. In the toolbar, click or tap the **Filter** icon.

   The **Filter** box opens.

3. In the **Filter** box, enter your search terms.

   The feed filters as you type. Filtered results include only the Drupal content items that contain all the entered terms.

4. To once again display all the Drupal content items in a feed, do one of the following:

   - Clear the **Filter** box.
   - Click or tap the **Filter** icon.

     The **Filter** box closes.

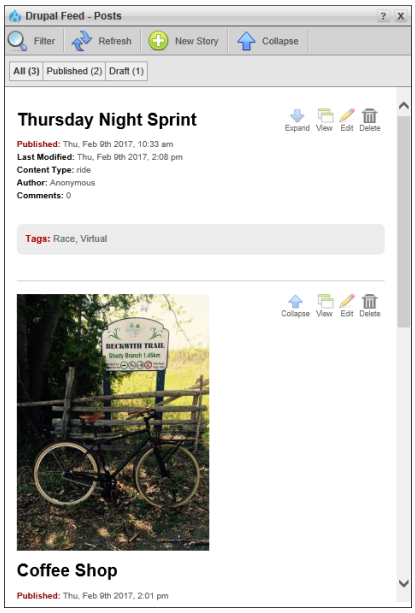
5. In the row of buttons below the **Feed Viewer** panel toolbar, click or tap the following **Status** buttons to filter the content displayed in the panel based on Drupal status:

   - **All** — display all the content contained in the Drupal feed.
   - **Published** — only display published Drupal content.
   - **Draft** — only display draft Drupal content. Draft content must be approved and published before users can view the content on the website associated with the Drupal feed.

   The number displayed with a **Status** button indicates the number of Drupal posts with the current status.

✶ When you enter search terms and select a Drupal status to filter the Drupal content, the **Feed Viewer** panel only displays the content that matches all the entered search terms and the selected Drupal status.

6. Click or tap the **Collapse** icon to hide the body of a Drupal post and only display the post title and status information.



7. To collapse all posts, click or tap the **Collapse** icon in the toolbar.

8. Click or tap the **Expand** icon to view the body of a Drupal post along with the post title and status information.

9. To expand all posts, click or tap the **Expand** icon in the toolbar.

View a Post on Your Drupal Website

For published Drupal posts in a feed, you can view the post on your Drupal website to check at how Drupal presents the post to your website visitors.

To view a post on your Drupal website

1. Use the **Drupal** list in the main toolbar to open a Drupal feed.

   The selected Drupal feed opens in the **Feed Viewer** panel.

2. Beside the title of the post you want to view on your Drupal website, click or tap the **View** icon.

   Drupal opens the selected post in a new web browser window.

Edit a Drupal Post

You can edit the content of any Drupal post in a feed. For published Drupal posts, you must unpublish and unapprove the post before you can edit the post content.

To edit a Drupal post

1. Use the **Drupal** list in the main toolbar to open a Drupal feed.

   The selected Drupal feed opens in the **Feed Viewer** panel.

2. Beside the title of the Drupal post you want to edit, click or tap the **Edit** icon.

   The selected Drupal post opens in a **Story Editor** panel.

3. Before you can edit a published Drupal post, you must unpublish and unapprove the post as follows:

   a. In the bottom toolbar of the **Story Editor** panel, click or tap the **Unpublish** icon to unpublish the story.

   b. Click the **Unapprove** icon to unapprove a story.

4. Use the **Story Editor** panel to edit the content of the selected Drupal post.

5. After you finish editing the Drupal post, click or tap the **Save** icon.

6. You must approve and publish an edited Drupal post to once again display the post on your Drupal website. Approve and publish an edited Drupal post as follows:

   a. In the bottom toolbar of the **Story Editor** panel, click or tap the **Approve** icon to approve the post.

   b. Click the **Publish** icon to publish the post to your Drupal website.

Delete a Post from Drupal

When you no longer want a Drupal post to be part of the website associated with a Drupal feed, you can use the Feed Viewer panel to delete the Drupal post.

To delete a Drupal post

1. Use the **Drupal** list in the main toolbar to open a Drupal feed.

   The selected Drupal feed opens in the **Feed Viewer** panel.

2. Beside the title of the post you want to delete, click or tap the **Delete** icon.

   A confirmation message asks if you are sure you want to delete the post.

3. In the confirmation message box, click or tap **Yes**.

   Inception removes the selected post from the feed and from the Drupal website associated with the Drupal feed.

Frankly Feeds

Frankly feeds are interactive lists of content gathered from your Frankly website. You can view Frankly feed content and manage various aspects of a feed through a Feed Viewer panel.

This chapter discusses the following topics:

- Filter Frankly Feed Content
- Edit a Frankly Post
- Delete a Post from Frankly

For More Information on...

- opening a feed in a Feed Viewer panel, refer to the section "**Open a Feed**" on page 19–2.
- adding feed content to a playlist, refer to the section "**Add Feed Content to a Playlist**" on page 19–3.
- creating and publishing a new story, refer to the section "**Create a New Story from the Feed Viewer**" on page 19–4.
- denylisted content, refer to the section "**Find Denylisted Content in a Feed**" on page 19–4.

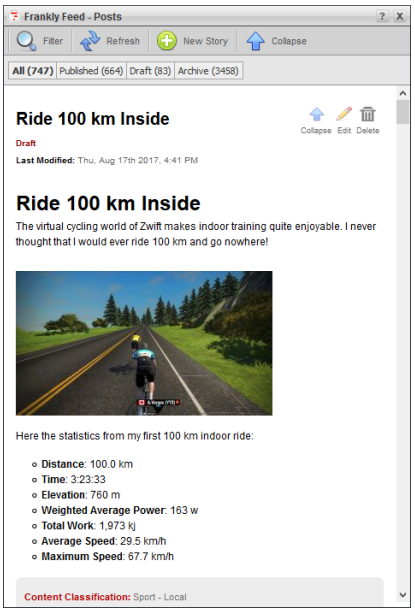
Filter Frankly Feed Content

In a Feed Viewer panel, you can enter search terms and select a Frankly status to filter the Frankly content displayed by the feed.

To filter the content of a Frankly feed

1. Use the **Frankly** list in the main toolbar to open a Frankly feed.

   The selected Frankly feed opens in the **Feed Viewer** panel.



2. In the toolbar, click or tap the **Filter** icon.

   The **Filter** box opens.

3. In the **Filter** box, enter your search terms.

   The feed filters as you type. Filtered results include only the Frankly content items that contain all the entered terms.

4. To once again display all the Frankly content items in a feed, do one of the following:

   - Clear the **Filter** box.
   - Click or tap the **Filter** icon.

     The **Filter** box closes.

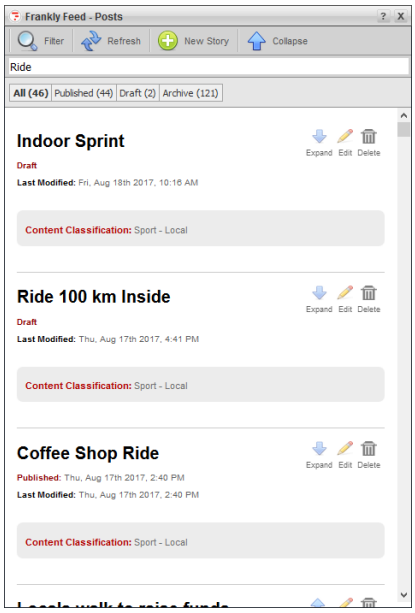
5. In the row of buttons below the **Feed Viewer** panel toolbar, click or tap the following **Status** buttons to filter the content displayed in the panel based on Frankly status:

   - **All** — display all the content contained in the Frankly feed.
   - **Published** — only display published Frankly content.
   - **Draft** — only display draft Frankly content. Draft content must be approved and published before users can view the content on the website associated with the Frankly feed.
   - **Archive** — only display the archived Frankly content.

   The number displayed with a **Status** button indicates the number of Frankly posts with the current status.

★ When you enter search terms and select a Frankly status to filter the Frankly content, the **Feed Viewer** panel only displays the content that matches all the entered search terms and the selected Frankly status.

6. Click or tap the **Collapse** icon to hide the body of a Frankly post and only display the post title and status information.



7. To collapse all posts, click or tap the **Collapse** icon in the toolbar.

8. Click or tap the **Expand** icon to view the body of a Frankly post along with the post title and status information.

9. To expand all posts, click or tap the **Expand** icon in the toolbar.

Edit a Frankly Post

You can edit the content of any Frankly post in a feed. For published Frankly posts, you must unpublish and unapprove the post before you can edit the post content.

To edit a Frankly post

1. Use the **Frankly** list in the main toolbar to open a Frankly feed.

   The selected Frankly feed opens in the **Feed Viewer** panel.

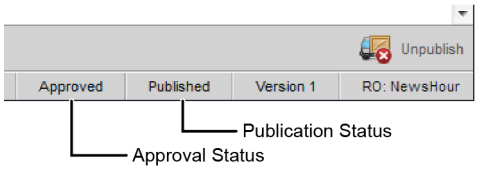
2. Beside the title of the Frankly post you want to edit, click or tap the **Edit** icon.

   The selected Frankly post opens in a **Story Editor** panel.

3. When your Inception user has **Approve Frankly Stories** and **Publish Frankly Stories** you can skip to step **5** to start editing the selected story.

4. When your Inception user does not have the required permissions, you must complete the following steps to unpublish and unapprove the selected story before you edit it:

   a. At the bottom of the **Story Editor**, look at the **status bar** to determine the approval and publish status of the story.



   b. For stories with a published status, click or tap the **Unpublish** icon in the bottom toolbar.

      Unpublishing a Frankly story removes the story from your Frankly website.

   c. For stories with an approved status, click or tap the **Unapprove** icon in the bottom toolbar.

5. Edit the story settings as required.
6. In **Body** box, edit the Frankly story text as required.
7. To publish the Frankly story to a different Frankly account, use the **Account** list to select the new account to publish the story.
8. After you finish editing the Frankly story, click or tap the **Save** icon to save your story edits.

   When your Inception user has **Approve Frankly Stories** and **Publish Frankly Stories** permissions, the **Save Changes To Frankly?** alert opens. Click **Yes** publish your updated story to your Frankly website.

9. When your Inception user does not have the required permissions, you must approve and publish an updated Frankly story before Inception can upload the story to Frankly. Use the following icons in the bottom toolbar to approve and publish your updated story:
   - **Request Approve** — request approval of the modified story.
   - **Request Publish** — request approval of the modified story, and to publish it immediately after approval.
   - **Approve** — approve the modified story.
   - **Publish** — publish the approved story.

★ The available approval and publishing options depend on your user permissions.

Delete a Post from Frankly

When you no longer want a Frankly post to be part of the website associated with a Frankly feed, you can use the Feed Viewer panel to delete the Frankly post.

To delete a Frankly post

1. Use the **Frankly** list in the main toolbar to open a Frankly feed.

   The selected Frankly feed opens in the **Feed Viewer** panel.

2. Beside the title of the post you want to delete, click or tap the **Delete** icon.

   A confirmation message asks if you are sure you want to delete the post.

3. In the confirmation message box, click or tap **Yes**.

   Inception removes the selected post from the feed and from the Frankly website associated with the Frankly feed.

RSS Feeds

RSS feeds enable the ingestion of content from millions of websites across the Internet. You can view RSS feed content and manage various aspects of a feed through a Feed Viewer panel.

This chapter discusses the following topics:

- Filter RSS Feed Content
- View Additional Information for an RSS Feed Item
- Edit RSS Feed Parameters
- Purge Old Content from an RSS feed

For More Information on...

- opening a feed in a Feed Viewer panel, refer to the section "**Open a Feed**" on page 19–2.
- adding feed content to a playlist, refer to the section "**Add Feed Content to a Playlist**" on page 19–3.
- creating and publishing a new story, refer to the section "**Create a New Story from the Feed Viewer**" on page 19–4.
- denylisted content, refer to the section "**Find Denylisted Content in a Feed**" on page 19–4.

Filter RSS Feed Content

In a Feed Viewer panel, you can enter search terms to filter the RSS content displayed by the feed.

To filter the content of an RSS feed

1. Use the **RSS** list in the main toolbar to open an RSS feed.

   The selected RSS feed opens in the **Feed Viewer** panel.

2. In the toolbar, click or tap the **Filter** icon.

   The **Filter** box opens.

3. In the **Filter** box, enter your search terms.

   The feed filters as you type. Filtered results include only the RSS content items that contain all the entered terms.

4. To once again display all the RSS content items in a feed, do one of the following:

   - Clear the **Filter** box.
   - Click or tap the **Filter** icon.

     The **Filter** box closes.

View Additional Information for an RSS Feed Item

Item in an RSS feed are usually summaries of a story posted on a website. The title of an RSS feed item is a link to the story associated with the item.

To view additional information for an RSS feed item

1. Use the **RSS** list in the main toolbar to open an RSS feed.

   The selected RSS feed opens in the **Feed Viewer** panel.

2. To view additional information for an RSS feed item, click or tap the **title** of the RSS item.

   A browser window opens to display additional information for the selected RSS item.

Edit RSS Feed Parameters

You can edit the parameters of an RSS feed from the Feed Viewer panel. For RSS feeds you can edit almost all search parameters. You cannot edit the URL of an RSS feed.

✶ You cannot use a mobile device to edit an RSS feed.

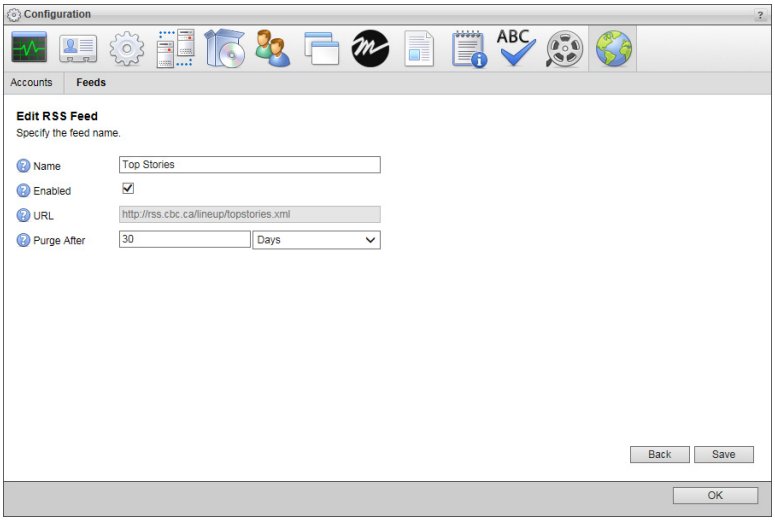
To edit an RSS feed

1. Use the **RSS** list in the main toolbar to open an RSS feed.

   The selected RSS feed opens in the **Feed Viewer** panel.

2. In the toolbar, click or tap the **Configure** icon.

The **Edit RSS feed** settings open.



3. In the **Name** box, enter a name for the RSS feed.
4. Select the **Enabled** check box to enable the feed and make it available to all users. Clear the **Enabled** check box to disable the feed for all users.
5. In the **Purge After** box, enter the amount of time after which to delete old content from the feed.

   The purge after time must be greater than or equal to 15 minutes and less than or equal to 60 days.
6. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
7. After completing the required feed parameter edits, click **Save**.

   The **Feeds** tab of the **Accounts and Feeds** panel opens.
8. Click **OK** to return to the **Feed Viewer** panel.

   The **Feed Viewer** panel updates to display content based on the edited feed.

Purge Old Content from an RSS feed

Inception automatically removes old content from an RSS feed based on the Purged After time set for the feed. You can also use the Purge tool in a Feed Viewer panel to manually remove old content from a feed at any time.

✶ The Purge tool is only available in a Feed Viewer panel when the Purge After time set for the RSS feed falls within a range of 15 to 60 minutes.

To manually remove old content from an RSS feed

1. Use the **RSS** list in the main toolbar to open an RSS feed.

   The selected RSS feed opens in the **Feed Viewer** panel.
2. In the toolbar, click or tap the **Purge** icon.

   A confirmation message asks if you are sure you want to remove all items from the feed.
3. In the confirmation message box, click or tap **OK**.

   Inception removes all items from the feed and reloads the most recent items.

For More Information on...

- setting the Purge After time for an RSS feed, refer to the section "**Edit RSS Feed Parameters**" on page 22–2.

Spredfast Feeds

Spredfast is a social experience platform that helps brands, media and agencies involve and connect with audiences by integrating social media into their marketing and advertising efforts. Through a Spredfast feed you can ingest pre-moderated content from the Spredfast platform. You can view Spredfast feed content and manage various aspects of a feed through a Feed Viewer panel.

This chapter discusses the following topics:

- Filter Spredfast Feed Content
- Edit Spredfast Feed Parameters
- Output a Spredfast feed as an RSS
- Purge Old Content from a Spredfast feed

For More Information on...

- opening a feed in a Feed Viewer panel, refer to the section "**Open a Feed**" on page 19–2.
- adding feed content to a playlist, refer to the section "**Add Feed Content to a Playlist**" on page 19–3.
- creating and publishing a new story, refer to the section "**Create a New Story from the Feed Viewer**" on page 19–4.
- denylisted content, refer to the section "**Find Denylisted Content in a Feed**" on page 19–4.

Filter Spredfast Feed Content

In a Feed Viewer panel, you can enter search terms to filter the Spredfast content displayed by the feed.

To filter the content of a Spredfast feed

1. Use the **Spredfast** list in the main toolbar to open a Spredfast feed.

   The selected Spredfast feed opens in the **Feed Viewer** panel.

2. In the toolbar, click or tap the **Filter** icon.

   The **Filter** box opens.

3. In the **Filter** box, enter your search terms.

   The feed filters as you type. Filtered results include only the Spredfast content items that contain all the entered terms.

4. To once again display all the Spredfast content items in a feed, do one of the following:

   - Clear the **Filter** box.
   - Click or tap the **Filter** icon.

     The **Filter** box closes.

Edit Spredfast Feed Parameters

You can edit the parameters of a Spredfast feed from the Feed Viewer panel. For Spredfast feeds you can edit almost all search parameters. You cannot edit the URL of a Spredfast feed.

✶ You cannot use a mobile device to edit a Spredfast feed.

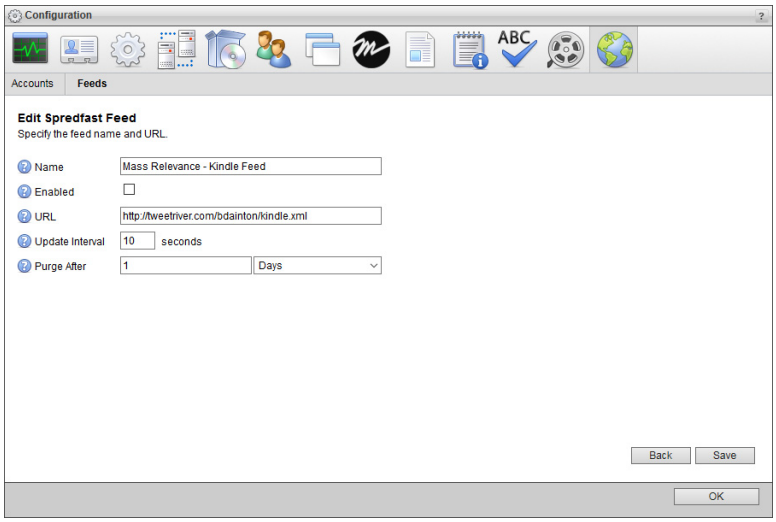
To edit a Spredfast feed

1. Use the **Spredfast** list in the main toolbar to open a Spredfast feed.

   The selected Spredfast feed opens in the **Feed Viewer** panel.

2. In the toolbar, click or tap the **Configure** icon.

   The **Edit Spredfast feed** settings open.



3. In the **Name** box, enter a name for the Spredfast feed.
4. Select the **Enabled** check box to enable the feed and make it available to all users. Clear the **Enabled** check box to disable the feed for all users.
5. In the **URL** box, enter the URL address to access the Spredfast source of the feed.
6. In the **Update Interval** box, enter the number of seconds to wait before rechecking the Spredfast **URL** for new content.
7. In the **Purge After** box, enter the amount of time after which to delete old content from the feed.

   The purge after time must be greater than or equal to 15 minutes and less than or equal to 60 days.
8. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
9. After completing the required feed parameter edits, click **Save**.

   The **Feeds** tab of the **Accounts and Feeds** panel opens.
10. Click **OK** to return to the **Feed Viewer** panel.

    The **Feed Viewer** panel updates to display content based on the edited feed.

Output a Spredfast feed as an RSS

Inception enables you to use a URL to output the first 45 content items in a Spredfast feed as an RSS to external applications or systems such as character generators. Most web browsers have a built-in RSS feed reader. If you use Google Chrome to access Inception, you may need to install an RSS feed reader plugin.

✶ You cannot use a mobile device to view a Spredfast feed as an RSS.

To output a Spredfast feed as an RSS

1. Use the **Spredfast** list in the main toolbar to open a Spredfast feed.

   The selected Spredfast feed opens in the **Feed Viewer** panel.
2. In the toolbar, click or tap the **RSS** icon.

   An RSS feed for the Spredfast content in the **Feed Viewer** panel opens in the RSS feed reader of your browser. Refresh your browser view RSS feed updates.
3. From your browser, copy the URL of the RSS feed.

   You can now paste the RSS feed URL into an external application or system to enable access to the contents of the feed.

Purge Old Content from a Spredfast feed

Inception automatically removes old content from a Spredfast feed based on the Purged After time set for the feed.

You can also use the Purge tool in a Feed Viewer panel to manually remove old content from a feed at any time.

✶ The Purge tool is only available in a Feed Viewer panel when the Purge After time set for the Spredfast feed falls within a range of 15 to 60 minutes.

To manually remove old content from a Spredfast feed

1. Use the **Spredfast** list in the main toolbar to open a Spredfast feed.

   The selected Spredfast feed opens in the **Feed Viewer** panel.

2. In the toolbar, click or tap the **Purge** icon.

   A confirmation message asks if you are sure you want to remove all items from the feed.

3. In the confirmation message box, click or tap **OK**.

   Inception removes all items from the feed and reloads the most recent items.

For More Information on...

- setting the Purge After time for a Spredfast feed, refer to the section "**Edit Spredfast Feed Parameters**" on page 23–2.

TownNews Feeds

TownNews is a content management system which is widely used to produce online and print products. You can view TownNews feed content and manage various aspects of a feed through a Feed Viewer panel.

This chapter discusses the following topics:

- Filter TownNews Feed Content
- Edit a TownNews Post
- Delete a Post from TownNews

For More Information on...

- opening a feed in a Feed Viewer panel, refer to the section "**Open a Feed**" on page 19–2.
- adding feed content to a playlist, refer to the section "**Add Feed Content to a Playlist**" on page 19–3.
- creating and publishing a new story, refer to the section "**Create a New Story from the Feed Viewer**" on page 19–4.
- denylisted content, refer to the section "**Find Denylisted Content in a Feed**" on page 19–4.

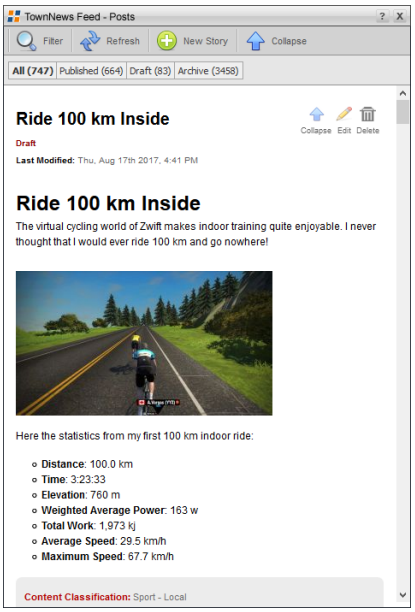
Filter TownNews Feed Content

In a Feed Viewer panel, you can enter search terms and select a TownNews status to filter the TownNews content displayed by the feed.

To filter the content of a TownNews feed

1. Use the **TownNews** list in the main toolbar to open a TownNews feed.

   The selected TownNews feed opens in the **Feed Viewer** panel.



2. In the toolbar, click or tap the **Filter** icon.

   The **Filter** box opens.

3. In the **Filter** box, enter your search terms.

   The feed filters as you type. Filtered results include only the TownNews content items that contain all the entered terms.

4. To once again display all the TownNews content items in a feed, do one of the following:

   - Clear the **Filter** box.
   - Click or tap the **Filter** icon.

     The **Filter** box closes.

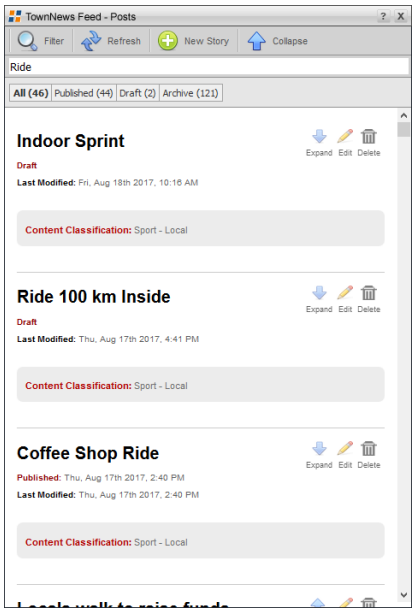
5. In the row of buttons below the **Feed Viewer** panel toolbar, click or tap the following **Status** buttons to filter the content displayed in the panel based on TownNews status:

   - **All** — display all the content contained in the TownNews feed.
   - **Published** — only display published TownNews content.
   - **Draft** — only display draft TownNews content. Draft content must be approved and published before users can view the content on the website associated with the TownNews feed.
   - **Archive** — only display the archived TownNews content.

   The number displayed with a **Status** button indicates the number of TownNews posts with the current status.

★ When you enter search terms and select a TownNews status to filter the TownNews content, the **Feed Viewer** panel only displays the content that matches all the entered search terms and the selected TownNews status.

6. Click or tap the **Collapse** icon to hide the body of a TownNews post and only display the post title and status information.



7. To collapse all posts, click or tap the **Collapse** icon in the toolbar.

8. Click or tap the **Expand** icon to view the body of a TownNews post along with the post title and status information.

9. To expand all posts, click or tap the **Expand** icon in the toolbar.

Edit a TownNews Post

You can edit the content of any TownNews post in a feed. For published TownNews posts, you must unpublish and unapprove the post before you can edit the post content.

To edit a TownNews post

1. Use the **TownNews** list in the main toolbar to open a TownNews feed.

   The selected TownNews feed opens in the **Feed Viewer** panel.

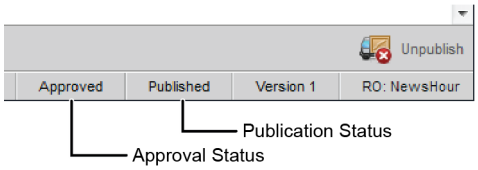
2. Beside the title of the TownNews post you want to edit, click or tap the **Edit** icon.

   The selected TownNews post opens in a **Story Editor** panel.

3. When your Inception user has **Approve TownNews Stories** and **Publish TownNews Stories** you can skip to step **5** to start editing the selected story.

4. When your Inception user does not have the required permissions, you must complete the following steps to unpublish and unapprove the selected story before you edit it:

   a. At the bottom of the **Story Editor**, look at the **status bar** to determine the approval and publish status of the story.



   b. For stories with a published status, click or tap the **Unpublish** icon in the bottom toolbar.

      Unpublishing a TownNews story removes the story from your TownNews website.

   c. For stories with an approved status, click or tap the **Unapprove** icon in the bottom toolbar.

5. Edit the story settings as required.
6. In **Body** box, edit the TownNews story text as required.
7. To publish the TownNews story to a different TownNews account, use the **Account** list to select the new account to publish the story.
8. After you finish editing the TownNews story, click or tap the **Save** icon to save your story edits.

   When your Inception user has **Approve TownNews Stories** and **Publish TownNews Stories** permissions, the **Save Changes To TownNews?** alert opens. Click **Yes** publish your updated story to your TownNews website.
9. When your Inception user does not have the required permissions, you must approve and publish an updated TownNews story before Inception can upload the story to TownNews. Use the following icons in the bottom toolbar to approve and publish your updated story:
   - **Request Approve** — request approval of the modified story.
   - **Request Publish** — request approval of the modified story, and to publish it immediately after approval.
   - **Approve** — approve the modified story.
   - **Publish** — publish the approved story.

★ The available approval and publishing options depend on your user permissions.

Delete a Post from TownNews

When you no longer want a TownNews post to be part of the website associated with a TownNews feed, you can use the Feed Viewer panel to delete the TownNews post.

To delete a TownNews post

1. Use the **TownNews** list in the main toolbar to open a TownNews feed.

   The selected TownNews feed opens in the **Feed Viewer** panel.
2. Beside the title of the post you want to delete, click or tap the **Delete** icon.

   A confirmation message asks if you are sure you want to delete the post.
3. In the confirmation message box, click or tap **Yes**.

   Inception removes the selected post from the feed and from the TownNews website associated with the TownNews feed.

Wire Feeds

Wire feeds are interactive lists of content gathered from news wire services. You can view Wire feed content and manage various aspects of a feed through a Feed Viewer panel, which enables you to view and manage the following types of Wire feeds:

- **Managed feeds** show content posted to the Wire account associated with the feed, whether Inception posted the content. Managed feeds also show content posted by content consumers in response to the content published on your account.
- **Search-Based feeds** show the content retrieved from news wire services that matches the search terms defined for the feed. You can add retrieved content to a playlist and make it available to external systems, such as character generators.

✶ Inception automatically deletes unreferenced content from a Search-Based feed 30 days after creating the feed. Inception does not delete search-base feed content referenced by a playlist.

This chapter discusses the following topics:

- Filter Wire Feed Content
- Wire Search-Based Feeds
- Wire One-Time Searches
- Create Broadcast Stories from Wire Feed Content
- Wire Notifications

For More Information on...

- opening a feed in a Feed Viewer panel, refer to the section "**Open a Feed**" on page 19–2.
- adding feed content to a playlist, refer to the section "**Add Feed Content to a Playlist**" on page 19–3.
- creating and publishing a new story, refer to the section "**Create a New Story from the Feed Viewer**" on page 19–4.
- denylisted content, refer to the section "**Find Denylisted Content in a Feed**" on page 19–4.

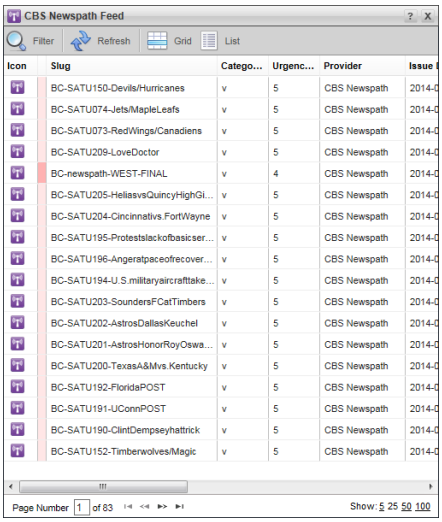
View Wire Feed Content

You can use the Feed Viewer panel to view the content gathered from news wire services by Wire Managed feeds or Wire Search-Based feeds.

To view Wire feed content in the Feed Viewer panel

1. Use the **Wire** list in the main toolbar to open a **Wire Managed** or a **Wire Search-Based** feed.

   The selected Wire feed opens in the **Feed Viewer** panel.



   When the **Feed Viewer** panel cannot display all the results of a Wire One-Time search on a single page, use the following controls in the bottom toolbar of the **Feed Viewer** panel to view all the results:

   - **Showing page number** — enter in this box the page number of the search results page to view, then click or tap a blank area of the **Feed Viewer** panel to display the selected results page.
   - ⏮ — click or tap this button to view the first page of search results.
   - ◀◀ — click or tap this button to view the previous page of search results.
   - ▶▶ — click or tap this button to view the next page of search results.
   - ⏭ — click or tap this button to view the last page of search results.
   - **Show** — click or tap the following links to set the number of wire stories to display on a results page:
     - **5** — display 5 wire stories on a results page.
     - **25** — display 25 wire stories on a results page.
     - **50** — display 50 wire stories on a results page.
     - **100** — display 100 wire stories on a results page.

2. To display the content of all the stories listed in the **Feed Viewer** panel, click or tap the **List** icon in the toolbar.

3. To display story slugs in the **Feed Viewer** panel, click or tap the **Grid** icon in the toolbar.

Filter Wire Feed Content

In a Feed Viewer panel, you can enter search terms to filter the Wire content displayed by the feed.

To filter the content of a Wire feed

1. Use the **Wire** list in the main toolbar to open a **Wire Managed** or a **Wire Search-Based** feed.

   The selected Wire feed opens in the **Feed Viewer** panel.

2. In the toolbar, click or tap the **Filter** icon.

   The **Filter** box opens.

3. In the **Filter** box, enter your search terms.

   The feed filters as you type. Filtered results include only the Wire content items that contain all the entered terms.

4. To once again display all the Wire content items in a feed, do one of the following:

   - Clear the **Filter** box.
   - Click or tap the **Filter** icon.

     The **Filter** box closes.

Wire Search-Based Feeds

Wire Search-Based feeds show posts retrieved from news wire services, based on search terms that were specified when the feed was created. When you open a Wire Search-Based feed, Inception displays the posts gathered by the feed in the content area of a Feed Viewer panel.

When you click the **Wire** list in the main toolbar to open a feed, Inception displays the Wire Search-Based feeds at the bottom of the list. The icon for a Wire Search-Based feed includes a magnifying glass over top of the Wire icon.

Edit Wire Search-Based Feed Parameters

You can edit the parameters of a Wire Search-Based feed from the Feed Viewer panel. For Wire Search-Based feeds you can edit the all search parameters.

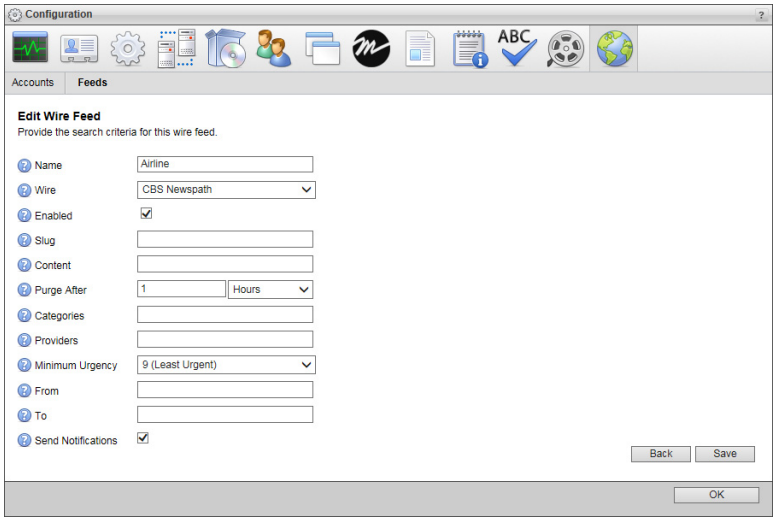
To edit the parameters of a Wire Search-Based feed

1. Use the **Wire** list in the main toolbar to open a **Wire Search-Based** feed.

   The selected Wire Search-Based feed opens in the **Feed Viewer** panel.

2. In the toolbar, click or tap the **Configure** icon.

The **Edit Wire Feed** settings open.



3. In the **Name** box, enter a name for the Wire Search-Based feed.
4. Use the **Wire** list to select the Wire account to use as the content source for the feed.
5. Select the **Enabled** check box to active the feed and make it available to all users.
6. In the **Query** box, enter the term or terms that content from the selected Wire account must contain for Inception to add the content to the Wire Search-Based feed.
7. In the **Purge After** box, enter the amount of time after which to delete old content from the feed.

   The purge after time must be greater than or equal to 15 minutes and less than or equal to 60 days.
8. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
9. In the **Categories** box, enter the category or categories that content from the selected Wire account must be part of for Inception to add the content to the feed. When you enter multiple categories, use a space or comma to separate each category.

   The **Category** column in the **Wire Feed Viewer** displays the various categories of Wire content.
10. In the **Providers** box, enter the content provider or providers that content from the selected Wire account must come from for Inception to add the content to the feed. When you enter multiple content providers, use a space or comma to separate each category.

    The **Provider** column in the **Wire Feed Viewer** displays the various providers of Wire content.
11. Use the **Minimum Urgency** list to select the minimum urgency level that content from the selected Wire account must meet for Inception to add the content to the feed.

    The most urgent content has an urgency level of **1**, while the least urgent content has an urgency level of **9**. The **Urgency** column in the **Wire Feed Viewer** displays the urgency level of Wire content.
12. Click in the **From** box to use the **Calendar** tool to select the earliest issue date for Inception to add content from the selected Wire account to the feed.

    The **Issue Date** column in the **Wire Feed Viewer** displays the issue date of Wire content.
13. Click in the **To** box to use the **Calendar** tool to select the latest issue date for Inception to add content from the selected Wire account to the feed.

    The **Issue Date** column in the **Wire Feed Viewer** displays the issue date of Wire content.

14. Select the **Send Notifications** check box to display a user notification in the message area each time Inception adds content to the Wire Search-Based feed.

    The **Feeds** tab of the **Accounts and Feeds** panel opens.

15. Click **OK** to return to the **Feed Viewer** panel.

    The **Feed Viewer** panel updates to display content based on the edited feed.

Purge Old Content from a Wire Search-Base Feed

Inception automatically removes old content from a Wire Search-Based feed based on the Purged After time set for the feed. You can also use the Purge tool in a Feed Viewer panel to manually remove old content from a feed at any time.

★ The Purge tool is only available in a Feed Viewer panel when the Purge After time set for the Wire Search-Based feed falls within a range of 15 to 60 minutes.

To manually remove old content from a Wire Search-Based feed

1. Use the **Wire** list in the main toolbar to open a **Wire Search-Based** feed.

   The selected Wire Search-Based feed opens in the **Feed Viewer** panel.

2. In the toolbar, click or tap the **Purge** icon.

   A confirmation message asks if you are sure you want to remove all items from the feed.

3. In the confirmation message box, click or tap **OK**.

   Inception removes all items from the feed and reloads the most recent items.

For More Information on...

- setting the Purge After time for a Wire Search-Based feed, refer to the section "**Edit Wire Search-Based Feed Parameters**" on page 25–3.

Wire One-Time Searches

Wire One-Time searches are a quick method of gathering stories from a Wire feed. After a user creates a Wire One-Time search, Inception automatically makes the search available to all users on an Inception Server, which makes Wire One-Time searches a good research tool for group projects. To not burden the system, Inception deletes Wire One-Time searches after 36 hours of inactivity. To keep a Wire One-Time search, you can save the search as a searched-based Wire feed before Inception deletes the search.

Create a Wire One-Time Search

Users must have permission to view feeds in order to create Wire One-Time searches.

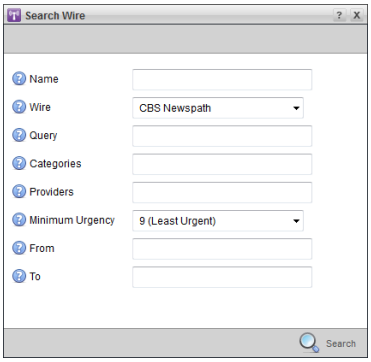
To create a Wire One-Time search

1. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to open the **Wire Feeds** list:

   - **Desktop Computer** — in the main toolbar, point to the **Wire Feeds** icon to expand the list.
   - **Mobile Device** — in the main toolbar, tap the **Wire Feeds** icon to expand the list.

2. Click or tap **Search Wire**.

The **Search Wire** dialog box opens in the **Feed Viewer** panel.



3. In the **Name** box, enter a name for the Wire One-Time search.
4. Use the **Wire** list to select the Wire account to use as the source for the search.
5. In the **Query** box, enter the term or terms with which to search for stories in the selected Wire account.
6. In the **Categories** box, enter the category or categories that stories from the selected Wire account must be part of for to be included in the search results. When you enter multiple categories, use a space or comma to separate each category.

   The **Category** column in the **Feed Viewer** displays the various categories of Wire stories.
7. In the **Providers** box, enter the content provider or providers that stories from the selected Wire account must come from to be included in the search results. When you enter multiple content providers, use a space or comma to separate each category.

   The **Provider** column in the **Feed Viewer** displays the various providers of Wire stories.
8. Use the **Minimum Urgency** list to select the minimum urgency level that stories from the selected Wire account must meet to be included in the search results.

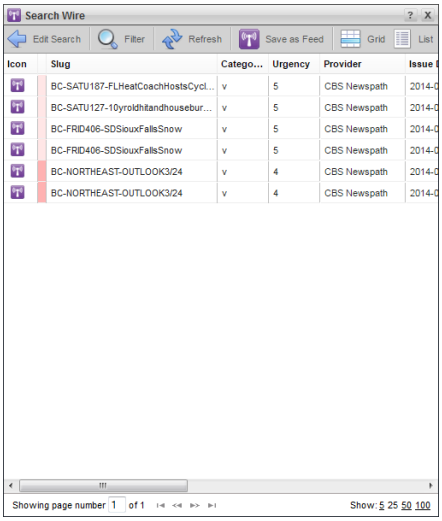
   The most urgent stories have an urgency level of **1**, while the least stories have an urgency level of **9**. The **Urgency** column in the **Feed Viewer** displays the urgency level of Wire stories.
9. Click in the **From** box to use the **Calendar** tool to select the earliest issue date for stories from the selected Wire account to be included in the search results.

   The **Issue Date** column in the **Feed Viewer** displays the issue date of Wire stories.
10. Click in the **To** box to use the **Calendar** tool to select the latest issue date for stories from the selected Wire account to be included in the search results.

    The **Issue Date** column in the **Feed Viewer** displays the issue date of Wire stories.

11. In the bottom toolbar, click or tap the **Search** icon.

    The **Feed Viewer** panel displays the search results, which you can drag into playlists.



Edit a Wire One-Time Search

After creating a Wire One-Time search, you can edit any parameter of the search to refine the search.

To edit a Wire One-Time search

1. View the results of a Wire One-Time search by doing one of the following:
   - Create a new Wire One-Time search.
   - In the **Wire Search** dialog box, use the **Recent Searches** menu to select a recent search created by any of the users on the Inception Server.
   - In the **Wire Search** dialog box, use the **My Searches** menu to select a previous search that you created.

   The **Feed Viewer** panel displays the results of the selected search.
2. To edit a search, do the following:
   a. In the toolbar, click or tap the **Edit Search** icon.

      The **Search Wire** dialog box opens in the **Feed Viewer** panel.
   b. Edit the search parameters to refine your search.
   c. In the bottom toolbar, click or tap the **Search** icon.

      The **Feed Viewer** panel displays the results for your new search.

Save a Wire One-Time Search

You can save Wire One-Time searches that you want to keep for future reference. Users must have permission to modify feeds in order to save Wire One-Time searches.

To save a Wire One-Time search

1. View the results of a Wire One-Time search by doing one of the following:
   - Create a new Wire One-Time search.
   - In the **Wire Search** dialog box, use the **Recent Searches** menu to select a recent search created by any of the users on the Inception Server.
   - In the **Wire Search** dialog box, use the **My Searches** menu to select a previous search that you created.

   The **Feed Viewer** panel displays the results of the selected search.

2. In the toolbar, click or tap the **Save as Feed** icon.

   Inception saves the open Wire One-Time search as a Wire Searched-Based feed. The **Feed Viewer** panel toolbar updates to display Wire Searched-Based feed tools. You can use the **Configure** tool to edit the name of the new Wire Searched-Based feed.

3. The next time you want to open your new **Wire Search-Based** feed, use the **Wire** list in the main toolbar to select the feed.

   The selected Wire Search-Based feed opens in the **Feed Viewer** panel.

Create Broadcast Stories from Wire Feed Content

You can use content from wire stories displayed in a Wire Managed feed, Wire Search-Based feed, or a Wire One-Time Search to create new Inception Broadcast stories.

To create a new Broadcast story from a Wire story

1. In a **Feed Viewer** panel, open a **Wire Managed** feed or a **Wire Search-Based** feed that contains the story that you want to use to create a new Broadcast story.
2. Use one of the following methods to select Wire story you want to create a new Broadcast story:
   - In **Grid** view, double-click or double tap the **Wire** icon of the Wire story to select.
   - In **List** view, click or tap the **Open** icon associated with the Wire story to select.

   The selected Wire story opens in a **Viewer** panel.

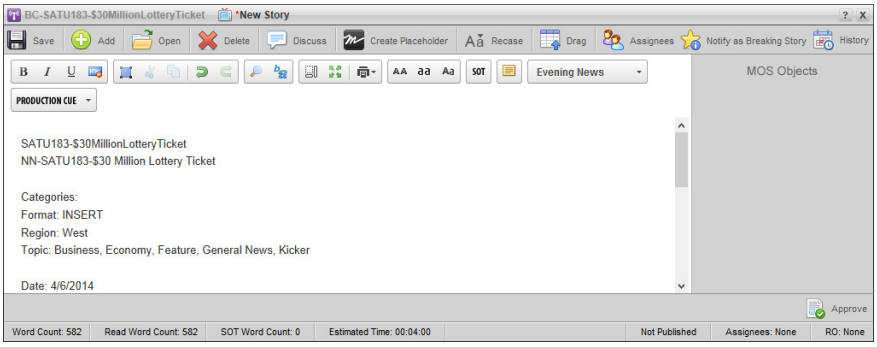
3. To print the Wire story displayed in **Viewer** panel, click or tap the **Print** icon.

   The **Operating System Print** dialog box opens for you to send the Wire story to a printer.

4. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to use the content from the selected Wire story to create a new Broadcast story:

   - **Desktop Computer** — in the toolbar, point to the **Create Story** icon and then click **Broadcast**.
   - **Mobile Device** — in the toolbar, tap the **Create Story** icon to expand the list and then tap **Broadcast**.

   Inception adds a new Broadcast story to the top of the **Story Browser** panel and opens the content from the Wire story in the **Story Editor** panel.



5. In the **Story Editor** edit the Broadcast story text as required.

6. After you finish editing the Broadcast story, click or tap the **Save** icon.

   Inception saves the modified story.

7. In the **Story Browser** panel, desktop users can use the following procedure to enter a Slug name for the new story:

   a. Click the **Slug** cell associated with the new story.

   b. Press the **Space Bar** to start entering a name in the **Slug** cell.

   c. Enter a slug name for the new story.

   d. Click any other cell in the **Story Browser** panel.

   Mobile users cannot edit cells in the **Story Browser** panel that contain text.

For More Information on...

- creating Broadcast stories, refer to the section "**Create Broadcast Stories**" on page 5–2.
- opening the Story Browser panel, refer to the section "**Story Browser Panel**" on page 4–3.
- denylisted content, refer to the section "**Find Denylisted Content in a Feed**" on page 19–4.

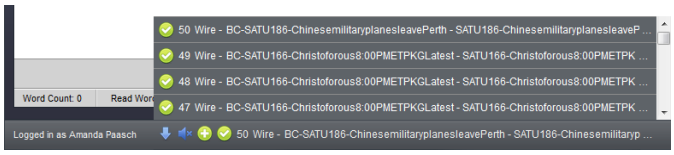
Wire Notifications

The status bar at the bottom of the Inception window displays notifications about received wires content when you do not have a Wire Managed feed or a Wire Search-Based feed open in a Feed Viewer panel. The tools in the status bar enable you to manage the notification messages that you receive.

To manage notification messages

1. In the status bar, click or tap the **Show Messages** icon.

   A list of received notification messages opens above the status bar. The **Message** list displays the 50 most recent notification messages.



2. To mark a notification message as read in the **Message** list or status bar, click or tap the **Mark as Read** icon to the left of the notification message.

   Inception removes the selected notification message from the **Message** list or status bar.

3. To close the **Message** list, click or tap the **Hide Messages** icon in the status bar.

4. To play an alert sound for each notification message that you receive, click or tap the **Turn Notification On** icon in the status bar.

5. To turn notification alert sounds off, click or tap the **Turn Notification Off** icon in the status bar.

WordPress Feeds

WordPress feeds are interactive lists of content gathered from your WordPress website. You can view WordPress feed content and manage various aspects of a feed through a Feed Viewer panel.

This chapter discusses the following topics:

- Filter WordPress Feed Content
- View a Post on Your WordPress Website
- Edit a WordPress Post
- Delete a Post from WordPress
- View the Media Items in Your WordPress Library
- Upload Media Items to the Library
- View and Edit Media Item Details
- Delete a Media Item from the Library

For More Information on...

- opening a feed in a Feed Viewer panel, refer to the section "**Open a Feed**" on page 19–2.
- adding feed content to a playlist, refer to the section "**Add Feed Content to a Playlist**" on page 19–3.
- creating and publishing a new story, refer to the section "**Create a New Story from the Feed Viewer**" on page 19–4.
- denylisted content, refer to the section "**Find Denylisted Content in a Feed**" on page 19–4.

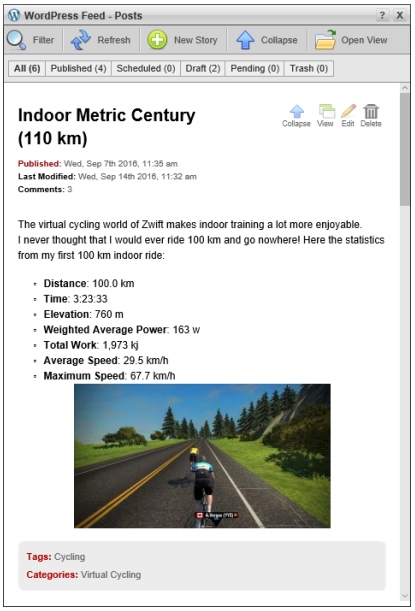
Filter WordPress Feed Content

In a Feed Viewer panel, you can enter search terms and select a WordPress status to filter the WordPress content displayed by the feed.

To filter the content of a WordPress feed

1. Use the **WordPress** list in the main toolbar to open a WordPress feed.

   The selected WordPress feed opens in the **Feed Viewer** panel.



2. In the toolbar, click or tap the **Filter** icon.

   The **Filter** box opens.

3. In the **Filter** box, enter your search terms.

   The feed filters as you type. Filtered results include only the WordPress content items that contain all the entered terms.

4. To once again display all the WordPress content items in a feed, do one of the following:

   - Clear the **Filter** box.
   - Click or tap the **Filter** icon.

     The **Filter** box closes.

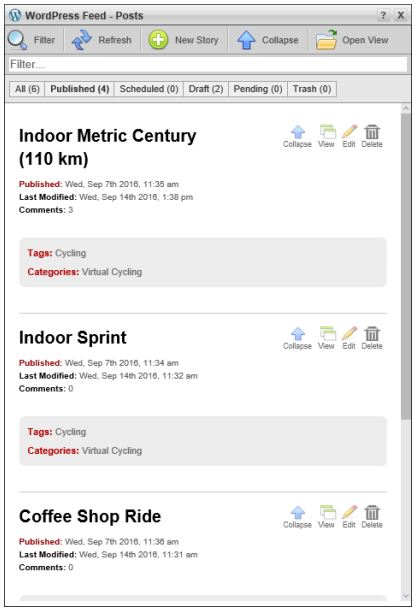
5. In the row of buttons below the **Feed Viewer** panel toolbar, click or tap the following **Status** buttons to filter the content displayed in the panel based on WordPress status:

   - **All** — display all the content contained in the WordPress feed.
   - **Published** — only display published WordPress content.
   - **Scheduled** — only display WordPress content that is scheduled for future publishing.
   - **Draft** — only display draft WordPress content. Draft content must be approved and published before users can view the content on the website associated with the WordPress feed.
   - **Pending** — only display WordPress content that is not yet approved for publishing.
   - **Trash** — view the deleted WordPress content in the trash can, which you can restore or permanently delete.

   The number displayed with a **Status** button indicates the number of WordPress posts with the current status.

✶ When you enter search terms and select a WordPress status to filter the WordPress content, the **Feed Viewer** panel only displays the content that matches all the entered search terms and the selected WordPress status.

6. Click or tap the **Collapse** icon to hide the body of a WordPress post and only display the post title and status information.



7. To collapse all posts, click or tap the **Collapse** icon in the toolbar.

8. Click or tap the **Expand** icon to view the body of a WordPress post along with the post title and status information.

9. To expand all posts, click or tap the **Expand** icon in the toolbar.

View a Post on Your WordPress Website

For published WordPress posts in a feed, you can view the post on your WordPress website to check at how WordPress presents the post to your website visitors.

To view a post on your WordPress website

1. Use the **WordPress** list in the main toolbar to open a WordPress feed.

   The selected WordPress feed opens in the **Feed Viewer** panel.

2. Beside the title of the post you want to view on your WordPress website, click or tap the **View** icon.

   WordPress opens the selected post in a new web browser window.

Edit a WordPress Post

You can edit the content of any WordPress post in a feed. For published WordPress posts, you must unpublish and unapprove the post before you can edit the post content.

To edit a WordPress post

1. Use the **WordPress** list in the main toolbar to open a WordPress feed.

   The selected WordPress feed opens in the **Feed Viewer** panel.

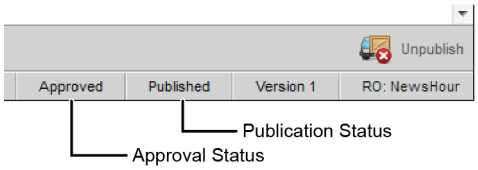
2. Beside the title of the WordPress post you want to edit, click or tap the **Edit** icon.

   The selected WordPress post opens in a **Story Editor** panel.

3. When your Inception user has **Approve WordPress Stories** and **Publish WordPress Stories** you can skip to step **5** to start editing the selected story.

4. When your Inception user does not have the required permissions, you must complete the following steps to unpublish and unapprove the selected story before you edit it:

   a. At the bottom of the **Story Editor**, look at the **status bar** to determine the approval and publish status of the story.



   b. For stories with a published status, click or tap the **Unpublish** icon in the bottom toolbar.

      Unpublishing a WordPress story removes the story from your WordPress website.

   c. For stories with an approved status, click or tap the **Unapprove** icon in the bottom toolbar.

5. In the **Title** box, edit the story title as required.

6. In **Body** box, edit the WordPress story text as required.

7. To publish the WordPress story to a different WordPress account, use the **Account** list to select the new account to publish the story.

8. After you finish editing the WordPress story, click or tap the **Save** icon to save your story edits.

   When your Inception user has **Approve WordPress Stories** and **Publish WordPress Stories** permissions, the **Save Changes To WordPress?** alert opens. Click **Yes** publish your updated story to your WordPress website.

9. When your Inception user does not have the required permissions, you must approve and publish an updated WordPress story before Inception can upload the story to WordPress. Use the following icons in the bottom toolbar to approve and publish your updated story:

   - **Request Approve** — request approval of the modified story.
   - **Request Publish** — request approval of the modified story, and to publish it immediately after approval.
   - **Approve** — approve the modified story.
   - **Publish** — publish the approved story.

✶ The available approval and publishing options depend on your user permissions.

10.

Delete a Post from WordPress

When you no longer want a WordPress post to be part of the website associated with a WordPress feed, you can use the Feed Viewer panel to delete the WordPress post.

To delete a WordPress post

1. Use the **WordPress** list in the main toolbar to open a WordPress feed.

   The selected WordPress feed opens in the **Feed Viewer** panel.

2. Beside the title of the post you want to delete, click or tap the **Delete** icon.

   A confirmation message asks if you are sure you want to delete the post.

3. In the confirmation message box, click or tap **Yes**.

   Inception removes the selected post from the feed and from the WordPress website associated with the WordPress feed.

View the Media Items in Your WordPress Library

The Library view of a WordPress Feed Viewer panel enables you to view and manage the media items contained your WordPress Library. Changes that you make to the Library from Inception are automatically observed in WordPress. Also, changes made to the Library from WordPress are automatically observed in Inception.

To view and filter the media items in your Library

1. Use the **WordPress** list in the main toolbar to open a WordPress feed.

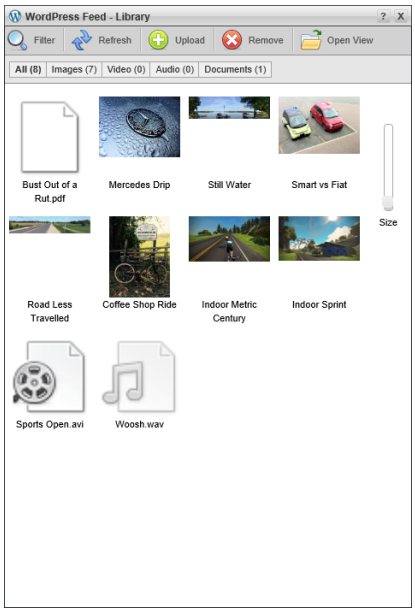
   The selected WordPress feed opens in the **Feed Viewer** panel.

2. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to open the **Open View** list from the **Feed Viewer**:

   - **Desktop Computer** — in the toolbar, point to the **Open View** icon to expand the list.
   - **Mobile Device** — in the toolbar, tap the **Open View** icon to expand the list.

3. Click or tap **Library**.

   The **Library** view opens.



4. Drag the **Size** slider up or down to enlarge or reduce the size of the media item thumbnail.

5. In the toolbar, click or tap the **Filter** icon.

   The **Filter** box opens.

6. In the **Filter** box, enter your search terms.

   The feed filters as you type. Filtered results include only the media items that contain all the entered terms.

7. To once again display all the media items in the library, do one of the following:

   - Clear the **Filter** box.
   - Click or tap the **Filter** icon.

     The **Filter** box closes.

8. In the row of buttons below the **Feed Viewer** panel toolbar, click or tap the following **Type** buttons to filter the media items displayed in the panel based on media type:

   - **All** — display all the media items in your WordPress Library.
   - **Images** — only display the image files contained in your WordPress Library.
   - **Video** — only display the video files contained in your WordPress Library.
   - **Audio** — only display the audio files contained in your WordPress Library.
   - **Documents** — only display the document files contained in your WordPress Library.

   The number displayed with a **Type** button indicates the number of media items that match the media type.

★ When you enter search terms and select a media type to filter the media items, the **Library** view only displays the media items that match all the entered search terms and the selected media type.

9. To add a medial item from the **Library** view to a WordPress story, do the following:

   a. Open a WordPress story in the **Story Editor** panel.

   b. In the **Library** view, place the mouse pointer on the media item to insert and then click and hold the mouse button.

   c. Drag the selected media item into the story.

   d. At the position in the story to insert the media item, release the mouse button.

      Inception places the media item in the story at the selected position, and the Story Editor updates to display the inserted media item. Double-click an inserted image to edit image settings using the Image Properties dialog box.

      Dragging a document from the Library to a story inserts a URL in the document. Double-click an inserted URL to edit URL settings using the Link dialog box.

Upload Media Items to the Library

Every media file that you insert into a WordPress story is automatically added to your WordPress Library. You can also manually upload files to your WordPress Library. Use the following URL to view a list of WordPress accepted media file types:

- https://en.support.wordpress.com/accepted-filetypes/

To upload a file to your WordPress Library

1. Use the **WordPress** list in the main toolbar to open a WordPress feed.

   The selected WordPress feed opens in the **Feed Viewer** panel.

2. In the toolbar, point to the **Open View** icon and then select **Library**.

   The **Library** view opens.

3. In the toolbar, click or tap the **Upload** icon.

   The **Open** dialog box opens.

4. Navigate to the folder containing the file to upload.
5. Select the file to upload. You can only upload files that are a WordPress accepted file type.

   The **File Name** box displays the name of the selected file.

6. Click **Open**.

   The **Open** dialog box closes, and Inception adds the selected file to the **Library** view.

View and Edit Media Item Details

You can use the Attachment Details dialog box to view and edit the details of a selected media item in your WordPress Library. Media item details include physical attributes and metadata.

To view and edit media item details

1. Use the **WordPress** list in the main toolbar to open a WordPress feed.

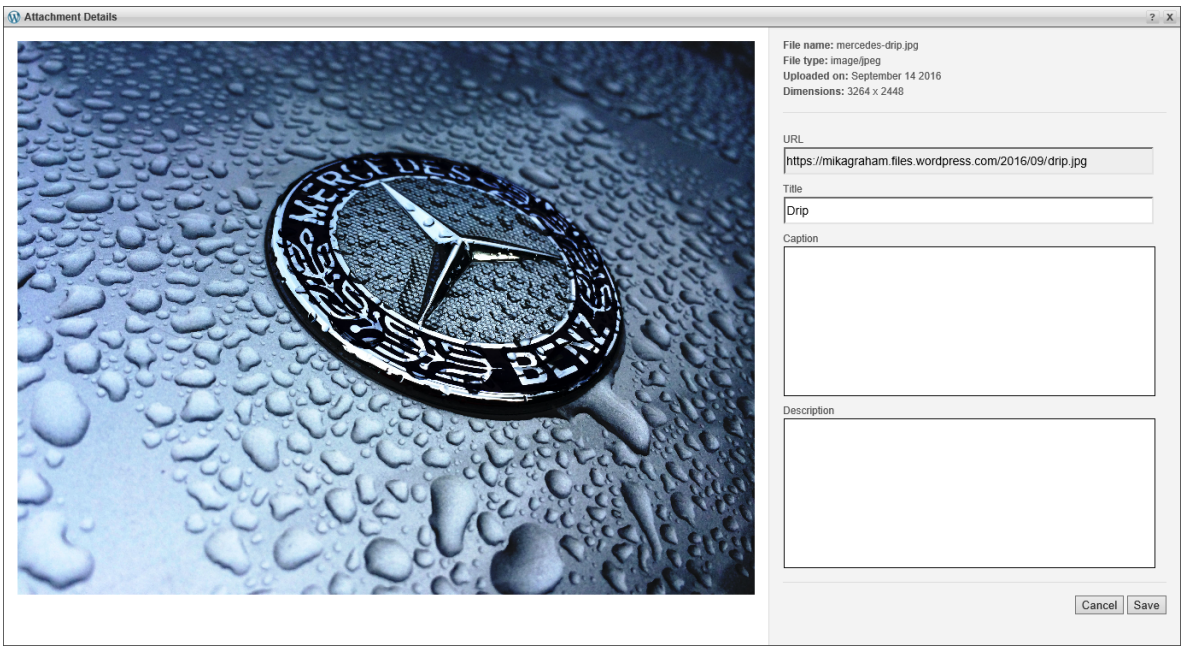
   The selected WordPress feed opens in the **Feed Viewer** panel.

2. In the toolbar, point to the **Open View** icon and then select **Library**.

   The **Library** view opens.

3. In the **Library** view, double-click a media item for which to view or edit details.

   The **Attachment Details** dialog box opens.



4. In the **Title** box, enter a descriptive title for the media item.

   You can use the **Title** to search for the media item in your WordPress Library.

5. In the **Caption** box, enter text that WordPress can display with the media item in a post.

6. In the **Description** box, enter a description for the media item.

7. Click or tap **Save**.

Delete a Media Item from the Library

When you no longer want a media item in your WordPress Library, you can use the Feed Viewer panel to delete the media item.

To delete a media item from your WordPress Library

1. Use the **WordPress** list in the main toolbar to open a WordPress feed.

   The selected WordPress feed opens in the **Feed Viewer** panel.

2. In the toolbar, point to the **Open View** icon and then select **Library**.

   The **Library** view opens.

3. Select the media item to delete.

4. Click or tap the **Remove** icon.

   A confirmation message asks if you are sure you want to delete the media item.

5. In the confirmation message, click or tap **Yes**.

   Inception removes the selected media item from your WordPress Library, but not from any stories that contain the media item.

Web Content Resources

Web content resources enable Inception users to open web sites without leaving Inception. Users can view the defined web content resources on an Inception Server from the Resources list on the main toolbar. Depending on the configuration of a web content resource, web sites open in a new browser tab or in a new Inception panel.

This chapter discusses the following topics:

- View Web Content Resources

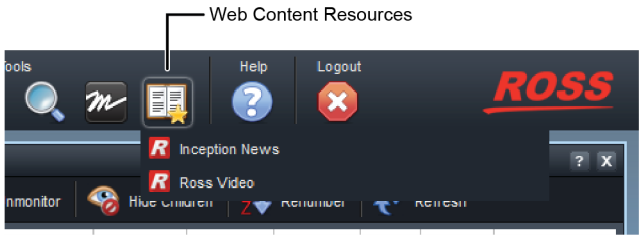
View Web Content Resources

You can view the defined web content resources on your Inception Server from the Resources list on the main toolbar. Depending on the configuration of a web content resource, web sites open in a new browser tab or in a new Inception panel.

To view a web content resource

1. In the main toolbar, point to the **Resources** icon.

   The list of the available web content resources opens.

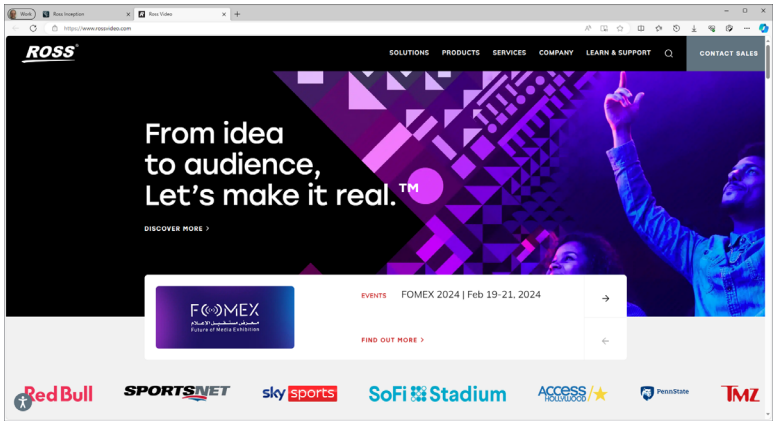


   Web content resources are defined by your Inception administrator.

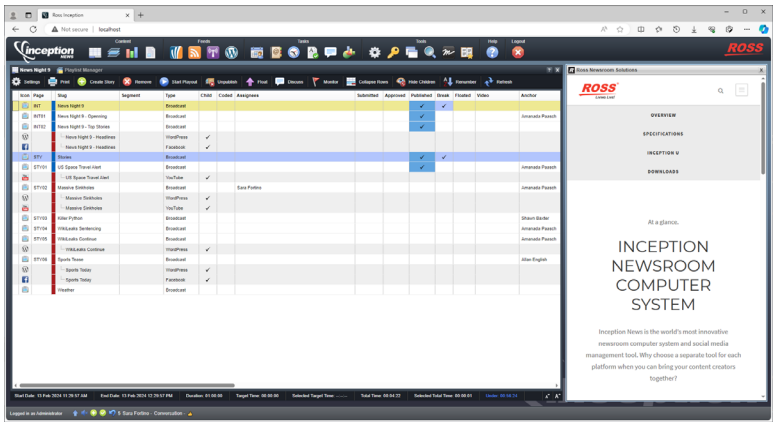
2. Use the **Web Content Resource** list to select the resource to open.

   Depending on the configuration of a web content resource, web sites open in a new browser tab or in a new Inception panel.

   Web Browser Tab



   Inception Panel



DataLinq Data

Users can use the DataLinq Viewer panel or the DataLinq bar in the Running Order panel to view data contained in the fields published by the configured DataLinq Servers on their Inception Server.

This chapter discusses the following topics:

- Use the DataLinq Viewer Panel to View DataLinq Data
- Use the DataLinq Bar to View DataLinq Data

Use the DataLinq Viewer Panel to View DataLinq Data

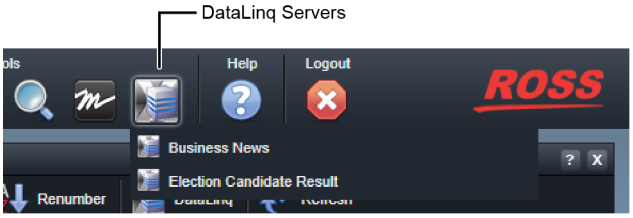
You can view the data published by a DataLinq Server in the DataLinq Viewer panel by selecting the server to view from the Resources list on the main toolbar. The DataLinq Viewer panel displays all of the fields from the selected DataLinq Server and the data contained in them. After opening a DataLinq Server in the DataLinq Viewer panel, you can choose to hide the fields that you do not require.

✶ Only users assigned the **View DataLinq Fields** permission can view the data published by DataLinq Servers in the DataLinq Viewer panel.

To view DataLinq data in the DataLinq Viewer panel

1. In the main toolbar, point to the **DataLinq Servers** icon.

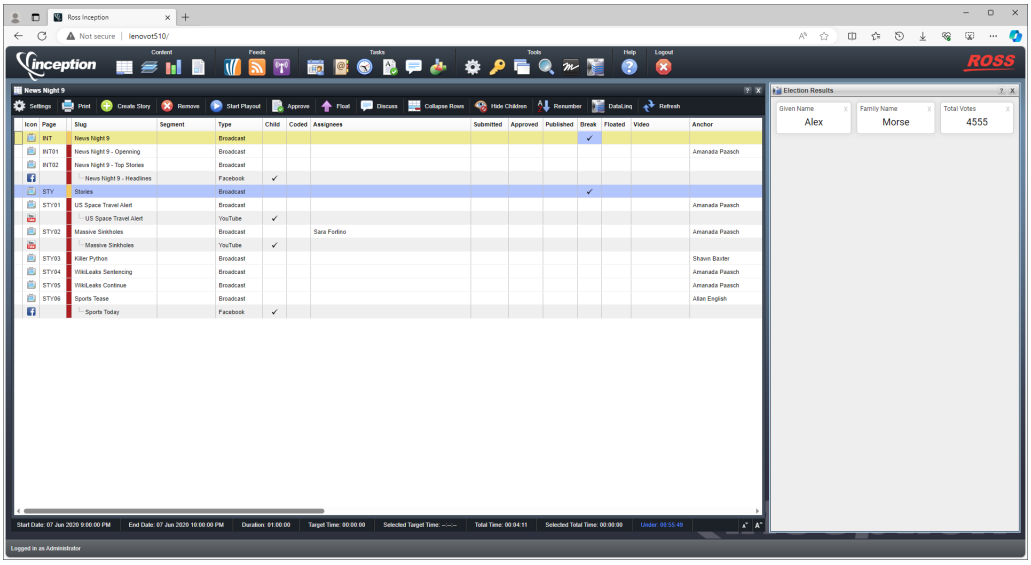
   The list of the enabled DataLinq Servers opens.



   DataLinq Servers are defined by your Inception administrator.

2. Use the **DataLinq Servers** list to select the DataLinq server to open.

   The **DataLinq Server Viewer** panel opens displaying the fields contained in the selected **DataLinq Server**.



3. In the **DataLinq Server Viewer** panel, you can manage the fields displayed for the selected **DataLinq Server** as follows:

   - **Hide a Field** — click the **X** in the upper right corner of a field to hide the field from the DataLinq Viewer panel.
   - **Show All Fields** — click this **Reset Hidden Fields** link to display all of the DataLinq Server fields published by the DataLinq Viewer.

Use the DataLinq Bar to View DataLinq Data

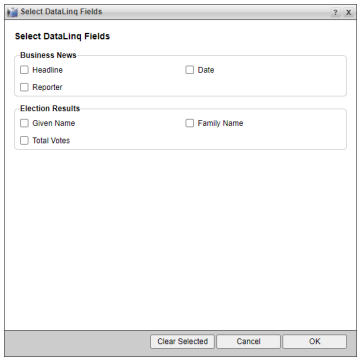
You can view the data published by a DataLinq Server in the DataLinq bar of the Running Order panel by selecting the server fields to display from the Select DataLinq Fields dialog box. At the top of the Running Order panel, the DataLinq bar displays the selected fields and the data contained in them.

✶ Only users assigned the **View DataLinq Fields** permission can view the data published by DataLinq Servers in the DataLinq bar.

To view DataLinq data in the DataLinq bar of the Running Order panel

1. In the **Running Order** panel, click or tap the **DataLinq** icon.

   The **Select DataLinq Fields** dialog box opens displaying a section for each enabled DataLinq Server. Each **DataLinq Server** section displays the fields published by the server.

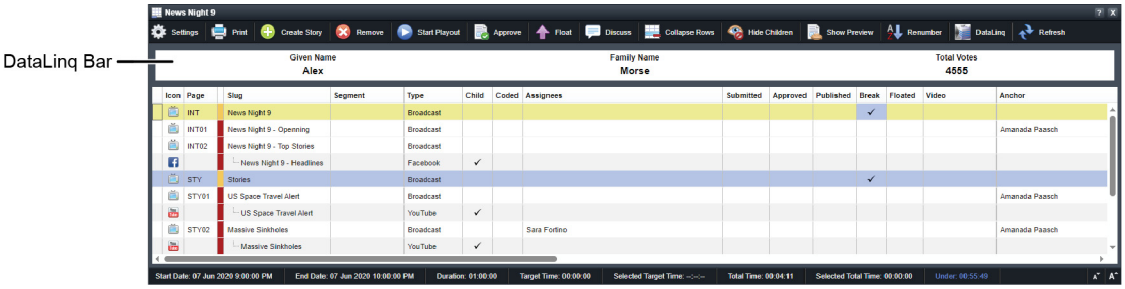


2. In a **DataLinq Server** section, select the check box to the left of the **fields** to display in the **Running Order** panel **DataLinq** bar.

   Clear the check box associated with a **field** to remove it from the **DataLinq** bar. Click **Clear Selected** to clear all of the **field** check boxes in all of the **DataLinq Server** sections

3. After selecting the **DataLinq Server fields** to display, click **OK**.

   The **Select DataLinq Fields** dialog box closes, and the **DataLinq** bar opens at the top of the **Running Order** panel displaying the selected **DataLinq Server fields**.



   The **DataLinq** bar only visible when fields are selected in the **Select DataLinq Fields** dialog box.

Working with Playlists

A playlist contains Inception created content items, content items gathered from feeds, or both. Taking a playlist online makes all approved items in the playlist available to external systems such as character generators. For example, you can drag content from the Feed Viewer into a playlist. You can then take the playlist online to make it available to a character generator. The character generator imports the content and adds it to an on-screen text crawl during a broadcast.

Before external systems can access the content items in a playlist, you must approve the content items in the playlists and take the playlist online.

This chapter discusses the following topics:

- Create a Playlist
- Open a Playlist
- Edit Playlist Settings
- Create Content Items in a Playlist
- Add Content Items to a Playlist
- Edit Playlist Items
- Take the Playlist Item Lock from the User Editing a Playlist Item
- Reposition Playlist Items in a Playlist
- Remove Selected Playlist Items from a Playlist
- Approve Playlist Items in a Playlist
- Finding Denylisted Content in a Playlist
- Mark Playlist Items as Aired
- Float Playlist Items in a Playlist
- Take a Playlist Online or Offline
- Copy the Playlist URL to the Clipboard
- View Playlist Output as an RSS Feed
- Empty a Playlist
- Delete a Playlist

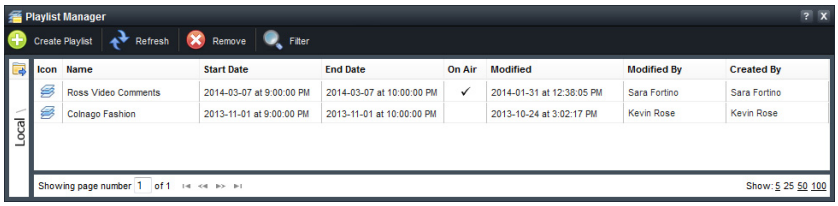
Create a Playlist

A playlist contains Inception created content items, content items gathered from feeds, or both. Taking a playlist online makes all approved items in the playlist available to external systems.

To create a playlist

1. From the main toolbar, click or tap the **Playlists** icon.

   The **Playlist Manager** panel opens.

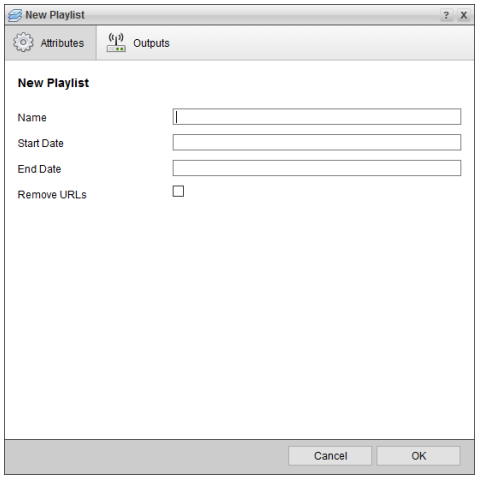


   When the **Playlist Manager** panel cannot display all the available playlists on a single page, use the following controls in the bottom toolbar of the **Playlist Manager** panel to view all the available playlists:

   - **Showing page number** — enter in this box the page number of playlists to view in the **Playlists** table, then click or tap a blank area of the **Playlist Manager** panel to display the selected page.
   - ⏮ — click or tap this button to view the first page of playlists in the **Playlists** table.
   - ◀◀ — click or tap this button to view the previous page of playlists in the **Playlists** table.
   - ▶▶ — click or tap this button to view the next page of playlists in the **Playlists** table.
   - ⏭ — click or tap this button to view the last page of playlists in the **Playlists** table.
   - **Show** — click or tap the following links to set the number of playlists to display in the **Playlists** table:
     - **5** — display 5 playlists in the **Playlists** table.
     - **25** — display 25 playlists in the **Playlists** table.
     - **50** — display 50 playlists in the **Playlists** table.
     - **100** — display 100 playlists in the **Playlists** table.

2. From the **Playlist Manager** toolbar, click or tap the **Create Playlist** icon.

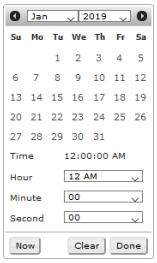
   The **New Playlist** dialog box opens.



3. In the **Name** box of the **Attributes** tab, enter a name for the playlist.

4. Select a **Start Date** for the playlist as follows:

   a. Click or tap the **Start Date** box to open the **Calendar** tool.



   b. In the **Date** selector, click or tap the start date.

      The **Date** selector shows the current month. To view the calendar for a different month, click or tap the **Arrows** on either side of the month name.

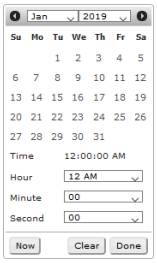
   c. Use the **Hour**, **Minute**, and **Second** lists to specify the start time.

      Alternatively, you can click or tap **Now** to select the current date and time.

   d. Click **Done**.

5. Select an **End Date** for the playlist as follows:

   a. Click or tap the **End Date** box to open the **Calendar** tool.



   b. In the **Date** selector, click or tap the end date.

      The **Date** selector shows the current month. To view the calendar for a different month, click or tap the **Arrows** on either side of the month name.

   c. Use the **Hour**, **Minute**, and **Second** lists to specify the end time.

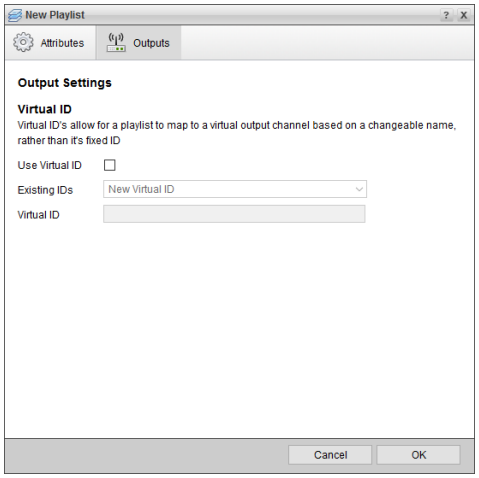
      Alternatively, you can click or tap **Now** to select the current date and time.

   d. Click or tap **Done**.

6. Select the **Remove URLs** check box to remove URLs from the description of playlist items created by adding content items to the playlist.

7. To define a changeable virtual ID for the new playlist, click the **Outputs** tab. A virtual ID enables you to use the playlist with different external applications or systems without having to change the playlist RSS feed URL in the external application or on the external system used to access playlist content.

The **Outputs** tab opens.



8. Select the **Use Virtual ID** check box to use a virtual ID to output playlist content through a Virtual RSS Feed URL along with the Direct RSS Feed URL.
9. Use the **Existing IDs** list to select an existing virtual ID from which to create the Virtual RSS Feed URL for the new playlist.

✶ Selecting an existing virtual ID that is currently assigned to a playlist removes the virtual ID from the playlist and assigns it to the new playlist. The existing playlist no longer outputs content through a Virtual RSS Feed URL, but it continues to output content through its Direct RSS Feed URL.

10. If the **Existing IDs** list does not contain a virtual ID that you want to assign to the new play list, enter in the **Virtual ID** box the virtual ID from which to create the Virtual RSS Feed URL for the new playlist.
11. Click or tap **OK**.

    A new and empty playlist opens in the **Playlist** panel ready for you to add items to it.

For More Information on...

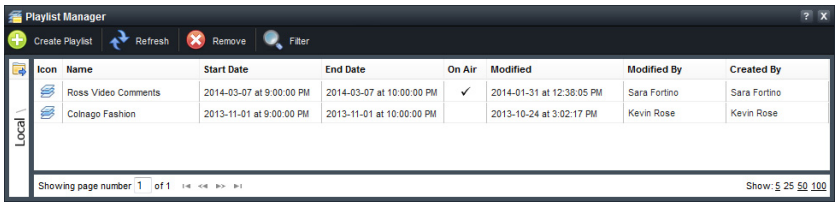
- creating items, refer to the section "**Create Content Items in a Playlist**" on page 29–6.
- adding items from a Feed Viewer, refer to the section "**Add Content Items to a Playlist**" on page 29–8.
- deleting items, refer to the section "**Remove Selected Playlist Items from a Playlist**" on page 29–11.
- using folders to organize playlists in the Playlist Manager panel, refer to the chapter "**Organizing Content in Folders**" on page 32–1.

Open a Playlist

To open a playlist

1. From the main toolbar, click or tap the **Playlists** icon.

   The **Playlist Manager** panel opens.



2. To filter the **Playlists** table, complete the following steps:

   a. Click or tap the **Filter** icon in the **Playlist Manager** toolbar.

      The **Filter** box opens below the toolbar.

   b. In the **Filter** box, enter a portion of the name of the playlist you are looking to open.

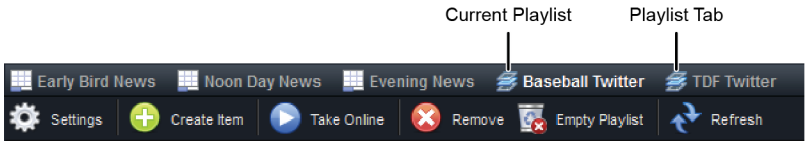
      You do not need to enter the start of a playlist name, just any portion of the name filters the **Playlists** table. The **Playlists** table automatically updates to display only the playlists with names that contain the text entered in the **Filter** box.

   c. To close the **Filters** box, click or tap the **Filter** icon.

      Closing the **Filters** box clears the entered filter and displays all the available playlists in the **Playlists** table.

3. In the **Playlists** table, double-click or double-tap the playlist to open.

   The selected playlist opens in a **Playlist** panel. You can have multiple playlists open at the same time. To switch to a different playlist, click its playlist tab.

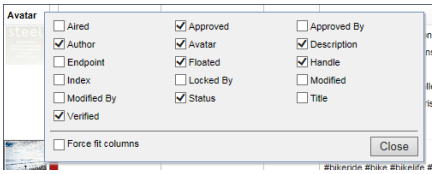


   For descriptions of the columns in the **Playlist** table, refer to the **Playlist Table** section in the **Playlist** panel Online Help topic.

4. To change the columns displayed in the **Playlist** panel, complete the following steps:

   a. In the **Playlist** panel, right-click the title of any table column.

      The **Columns** list opens.



   b. Select **Playlist** columns as follows:

      - To include a column, select the check box to the left of the column name.
      - To remove a column, clear the check box to the left of the column name.

   c. Select the **Force fit columns** check box to automatically resize column widths to the table content.

   d. Click **Close**.

   e. Click and drag columns to reposition columns in the **Playlist** table.

   f. Click and drag column dividers to manually resize the width of individual columns.

For More Information on...

- creating items, refer to the section "**Create Content Items in a Playlist**" on page 29–6.
- adding items from a Feed Viewer, refer to the section "**Add Content Items to a Playlist**" on page 29–8.
- deleting items, refer to the section "**Remove Selected Playlist Items from a Playlist**" on page 29–11.

Edit Playlist Settings

To edit playlist settings

1. From the main toolbar, click or tap the **Playlists** icon.

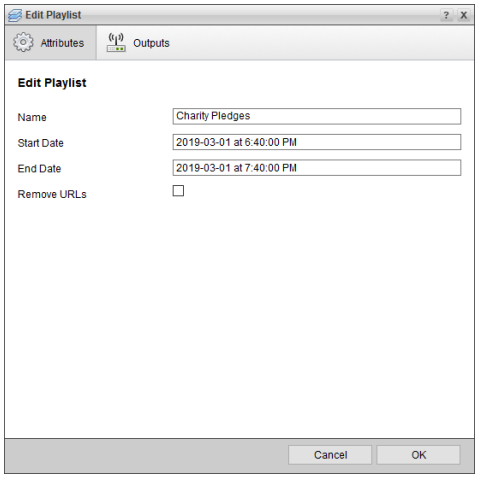
   The **Playlist Manager** panel opens.

2. In the **Playlists** table, double-click or double-tap the playlist to open.

   The selected playlist opens in the **Playlist** panel.

3. In the **Playlist** panel, click or tap the **Settings** icon.

   The **Edit Playlist** dialog box opens.



4. Edit the playlist settings as required.

   When editing the settings of a playlist, be aware of the following conditions:

   - Changing the setting of the **Remove URLs** check box on the **Attributes** tab does not remove or add URLs to existing playlist items.
   - In the **Outputs** tab, selecting an existing virtual ID that is currently assigned to a playlist removes the virtual ID from the playlist and assigns it to the current playlist. The existing playlist no longer outputs content through a Virtual RSS Feed URL, but it continues to output content through its Direct RSS Feed URL.

5. Click or tap **OK**.

Create Content Items in a Playlist

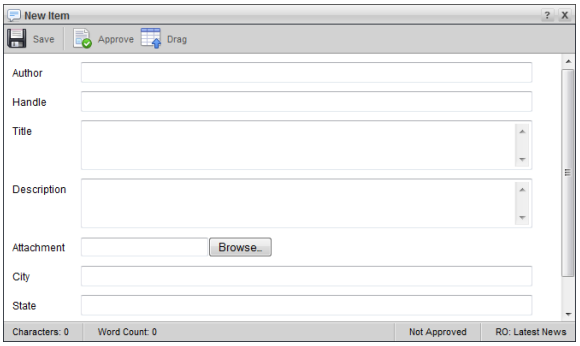
To create an item in a playlist

1. On the playlist toolbar, click or tap **Create Item** icon.

   A new, empty item opens at the bottom of the **Playlist** panel.

2. In the **Playlist** panel, double-click or double-tap the empty playlist item.

The selected playlist item opens in the **Playlist Item Editor**.



3. In the **Author** box, enter the name you want to show as the author of the item.
4. In the **Handle** box, enter the user to associate with the playlist item.
5. In the **Title** box, enter a title for the item.
6. In the **Description** box, enter the text content of the item.
7. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to attach an image to the playlist item:

   Desktop Computer Steps

   a. Click **Browse** to the left of the **Attachment** box.

      The **File Upload** dialog box opens showing the local file system of the computer running Inception.

   b. Locate the image file to attach to the playlist item.

   c. Click **Open**.

      The selected image replaces the **Attachment** box and **Browse** button.

   Mobile Device Steps

   a. Click **Choose File**.

      The **Choose File** menu opens.

   b. To choose a file to attach, tap one of the following options:

      - **Take Photo** — use the mobile device camera to take a photo and attach the saved image file to the playlist item.
      - **Choose Existing** — select a photo from a photo library on the mobile device and attached the selected image file to the playlist item.

      The taken or selected image replaces the **Choose File** button.
8. In the **City** box, enter the name of the city to associate with the playlist item.
9. In the **State** box, enter the name of the state or province to associate with the playlist item.
10. In the **Country** box, enter the name of the country to associate with the playlist item.
11. After you finish creating the playlist item, click or tap the **Save** icon.

    Inception saves the playlist item and updates the **Playlist** panel.

★ You must approve content items in a playlist before the playlist can publish the items to external systems such as character generators.

For More Information on...

- spell checking story text, refer to the chapter "**Spell Checking**" on page 12–1.
- approving items in a playlist, refer to the section "**Approve Playlist Items in a Playlist**" on page 29–11.
- taking a playlist online, refer to the section "**Take a Playlist Online or Offline**" on page 29–13.
- deleting an item, refer to the section "**Remove Selected Playlist Items from a Playlist**" on page 29–11.

Add a URL to a Content Item

You can add a URL to the description of a playlist item by directly entering the URL starting with http://.

To enter a URL in the description of a playlist item

1. While using the **Playlist Item Editor** to create or edit a playlist item, position the cursor in the **Description** box at the location to place a URL.
2. Starting with **`http://`**, enter the URL for the web site to open from the playlist item. For example:

   `http://www.rossvideo.com`

3. Click or tap the **Save** icon.

   Inception highlights the entered URL in blue text with an underline.
4. Test the new URL as follows:
   - **Windows** — Ctrl-click the URL.
   - **macOS** — Cmd-click the URL.

   The linked web site opens in your web browser.
5. To edit a URL:
   a. Edit the URL text.
   b. Click or tap the **Save** icon.

Add Content Items to a Playlist

You can add content items to a playlist from Managed feeds, Search-Base feeds, or other playlists. Playlist items created from feeds contain the feed content and attached images.

★ You must install the following software on the Inception Server computer for Inception to automatically generate playlist item thumbnails: XPression Video Coder v6.2 and latest version of Apple QuickTime. Refer to the Software Installation chapter in the Inception Installation Guide for software installation procedures.

To add content items to a playlist

1. Open the playlist that you want to add a content item to.
2. Open one of the following locations that contains the content items to add to the playlist that you opened:
   - **Feed Viewer** panel
     - › **Managed** — RSS, Spredfast, or Wire
   - **Playlist** panel — existing playlist
3. In the source **Feed Viewer** panel or **Playlist** panel, select the content items to add to your playlist.
4. Place the mouse pointer on the **Avatar** of a selected content item, then click and hold the mouse button.
5. Drag the selected content items into an open playlist in the **Playlist** panel.

   As you drag the content items over the playlist, a blue line previews the playlist position for the new playlist items.

6. When the blue line highlights the position in the playlist to add the new playlist items, release the mouse button.

   The **Playlist** panel updates to show the new playlist items at the selected location. Inception automatically generates a reference image from the image or video attached to the new playlist item and displays the image in the **Thumbnail** column of the **Playlist** panel.

7. To view the image or video attached to a playlist item, complete the following steps:

   a. In the **Playlist** panel, double-click or double-tap the playlist item for which to view the attached image or video.

      The selected playlist item opens in the **Playlist Item Editor**.

   b. Locate the to The **Attachment** field in the **Playlist Item Editor**.

      Depending on the type of attachment, the **Attachment** field displays the following:

      - **Image** — a full size version of the attached image.
      - **Video** — the **Preview** icon . Click the **Preview** icon . to view the attached video in the **Video Player** panel.

For More Information on...

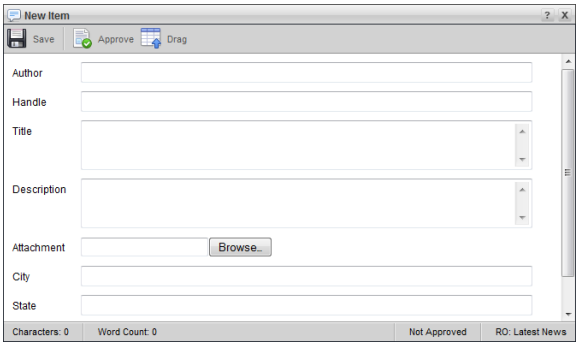
- working with Feed Viewers, refer to the section "**Managing Feeds**" on page 19–1.
- approving items in a playlist, refer to the section "**Approve Playlist Items in a Playlist**" on page 29–11.
- taking a playlist online, refer to the section "**Take a Playlist Online or Offline**" on page 29–13.
- deleting an item, refer to the section "**Remove Selected Playlist Items from a Playlist**" on page 29–11.

Edit Playlist Items

To edit playlist items

1. In the **Playlist** panel, double-click or double-tap the playlist item to edit.

   The selected playlist item opens in the **Playlist Item Editor**.



2. In the **Playlist Item Editor**, edit playlist item information as required.
3. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to remove the **Avatar** image from a playlist item:

   Desktop Computer Steps

   a. Place the mouse pointer on the **Avatar** image.

      The **Remove** icon displays in the upper right corner of the avatar image.

   b. Click the **Remove** icon.

      Inception removes the avatar image from selected playlist item. Once you remove the avatar image from a playlist item and save the item, you cannot restore or replace the avatar image.

Mobile Device Steps

- Tap the **Remove** icon in the upper right corner of the **Avatar** image.

  Inception removes the avatar image from selected playlist item. Once you remove the avatar image from a playlist item and save the item, you cannot restore or replace the avatar image.

✶ You cannot restore or replace a removed avatar image after you click **Save** for a playlist item. If you mistakenly remove an avatar image, close the **Playlist Item Editor** and **Cancel** saving changes to keep the avatar image.

4. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to remove an **Attachment** image or video from a playlist item:

   Desktop Computer Steps

   a. Place the mouse pointer on the **Attachment** image or the **Preview** icon.

      The **Remove** icon displays in the upper right corner of the attached image or to the right of the **Preview** icon.

   b. Click the **Remove** icon.

      Inception removes the attached image or video from the selected playlist item and replaces the name of the image with an **Attachment** box and **Browse** button.

   Mobile Device Steps

   - Tap the **Remove** icon in the upper right corner of the **Attachment** image.

     Inception removes the attached image from the selected playlist item and replaces the name of the image with a **Choose File** button.

     You cannot remove or preview video attachments

5. To attach an image to a playlist item, refer to step **7** in "**To create an item in a playlist**" on page 29–6.

Take the Playlist Item Lock from the User Editing a Playlist Item

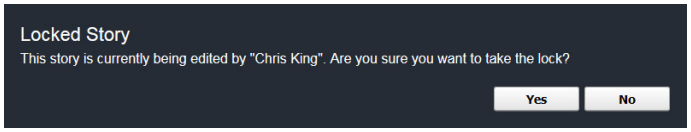
When you edit a playlist item, Inception locks the playlist item from other users. A user with Allow User to Take Playlist Item Lock permission can take the playlist item from the current user and start editing the playlist item. Inception automatically saves a playlist item before passing the playlist item lock and playlist item to the next user for editing.

✶ Only users assigned the Allow User to Take Playlist Item Lock permission can take the playlist item lock and playlist item from the user currently editing the playlist item.

To take the playlist item lock and playlist item from the user currently editing a playlist item

1. For example, **User 1** opens the **Swamp** playlist item for editing.
2. **User 2** also opens the **Swamp** playlist item for editing.
3. In the **Assignment Editor**, **User 2** clicks or taps the **Take Lock from User** icon.

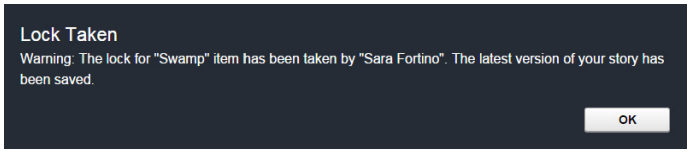
   Inception displays the following **Alert** to **User 2** on their computer:



4. Choose one of the following options:

   - To take the playlist item lock from **User 1** and start editing the playlist item, click **Yes**.

     Inception saves the playlist item and passes the playlist item lock and playlist item to **User 2** for editing. In the **Playlist Item Editor**, the **Take Lock from User** icon changes to the **Save** icon. The following **Alert** displays on the computer of **User 1**:

     After **User 1** clicks or taps **OK**, the **Save** icon changes to the **Take Lock from User** icon the in their **Playlist Item Editor**.

   - To let **User 1** finish their editing, click **No**.

Reposition Playlist Items in a Playlist

To reposition playlist items in a playlist

1. Click and hold or tap and hold on the **Avatar** image of the playlist item to reposition.
2. Drag the selected playlist item to new position in the playlist.

   As you drag the item into the playlist, a blue line displays, previewing the new position for the selected item.
3. When the blue line highlights the position in the playlist to place the playlist item, release the mouse button.

   The **Playlist** panel updates to show the selected playlist item at the selected location.

Remove Selected Playlist Items from a Playlist

To remove selected playlist item from a playlist

1. In the **Playlist** panel, click or tap the playlist item to remove.
2. On the playlist toolbar, click or tap **Remove** icon.

   A confirmation dialog opens, asking whether you really want to delete the selected playlist item. Click or tap **Cancel** to keep the playlist item.
3. Click or tap **OK**.

   Inception removes the selected playlist item from the **Playlist** panel. You remove all items from a playlist by emptying the playlist.

For More Information on...

- removing all items from a playlist, refer to the section "**Empty a Playlist**" on page 29–15.
- deleting a playlist, refer to the section "**Delete a Playlist**" on page 29–15.

Approve Playlist Items in a Playlist

In a playlist, a check mark displayed in the Approved column indicates an approved playlist item. Inception is only able to make approved playlist items available to external systems.

To approve playlist items in a playlist

1. In the **Playlist** panel, click or tap the playlist item to approve.

2. On the playlist toolbar, click or tap **Approve** icon. If the **Approve** icon is not present in the toolbar, you do not have adequate user permissions to approve playlist items.

   Inception displays a check mark in the **Approved** column of the selected playlist item to show that you have approved the playlist item for publishing.

   Desktop users can use the following alternative procedure to approve playlist items:

   a. Click the **Approved** cell associated with the playlist item to approve.

   b. Press the **Space Bar** to select the check box in the **Approved** cell.

   c. Click any other cell in the **Playlist** panel.

Finding Denylisted Content in a Playlist

Inception compares all the words in a playlist item against the denylist to identify inappropriate content that you should not publish. When you save or open a playlist item in the Playlist Item Editor that contains denylisted content, Inception adds a red **Denylisted** label to the playlist item name.

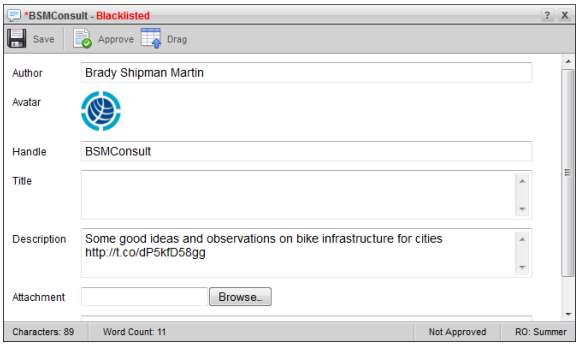


Figure 29.1 Playlist Item Containing Denylisted Content

On an Inception Server configured to prevent the approval of playlists that contain denylisted content, an alert reports the denylisted content in the story when you approve the playlist. Inception does not approve stories for publishing that contain denylisted content.

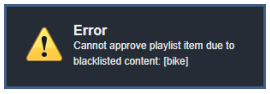


Figure 29.2 Approval Alert for Denylisted Content

You must remove all denylisted content from the offending playlist items before you can approve the playlist items or the playlist that contains them.

Mark Playlist Items as Aired

In a playlist, you can mark playlist items as aired. A check mark in the Aired column of a playlist item indicates that the playlist item has aired. Currently Inception only uses the aired status for informational purposes but does include this status in the playlist output RSS feed of an online playlist.

✶ You cannot use mobile devices to change the Aired status of playlist items.

To mark playlist items as aired

1. Click the **Aired** cell associated with the playlist item to set as aired.
2. Press the **Space Bar** to select the check box in the **Aired** cell.
3. Click any other cell in the **Playlist** panel.

   A check mark displays in the **Aired** cell to set the selected playlist item as aired.

To remove the aired indication from playlist items

1. Click the **Aired** cell associated with an aired playlist item.
2. Press the **Space Bar** to clear the check box in the **Aired** cell.
3. Click any other cell in the **Playlist** panel.

   Inception removes the check mark from the **Aired** column of the selected playlist item.

Float Playlist Items in a Playlist

Inception identifies floated playlist items in a playlist by shading the background of a story row pink and displaying a check mark in the Floated column playlist item.

To float playlist items in a playlist

1. In the **Playlist** panel, click or tap the playlist item to float.
2. Click or tap the **Float** icon in the playlist toolbar. If the **Float** icon is not present in the toolbar, you do not have adequate user permissions to float playlist items.

   Inception displays a check mark in the **Floated** column for the playlist item and shades the background of the playlist item row pink to indicate that the selected item is no longer active.

   Desktop users can use the following alternative procedure to float playlist items:

   a. Click the **Floated** cell associated with the playlist item to float.

   b. Press the **Space Bar** to select the check box in the **Floated** cell.

   c. Click any other cell in the **Playlist** panel.

Take a Playlist Online or Offline

When you take a playlist online, Inceptions outputs approved playlist items to external systems, such as character generators, through the playlist output RSS feed.

To take a playlist online

- In the **Playlist** panel toolbar, click or tap the **Take Online** icon.

  The playlist goes online and the **Take Online** icon changes to the **Take Offline** icon.

To take a playlist offline

- In the **Playlist** panel toolbar, click or tap the **Take Offline** icon.

  The playlist goes offline and the **Take Offline** icon toggles to the **Take Online** icon.

Copy the Playlist URL to the Clipboard

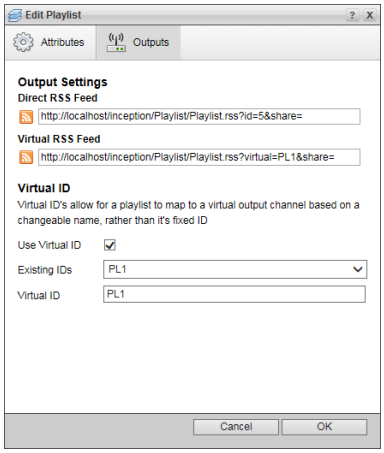
After you copy the Playlist URL to the clipboard of your computer, you can paste the URL into external applications or systems to direct them to the Inception playlist output RSS feed. External applications or systems use the Playlist URL to access the contents of the playlist.

✶ You cannot use a mobile device to copy the Playlist URL to an external application or system. You can use a mobile device to view the Playlist URL and the bottom of the Playlist panel.

To copy the Playlist URL

1. In the **Playlist** panel, click or tap the **Settings** icon.

   The **Edit Playlist** dialog box opens.



2. Depending on the RSS feed URL you want to copy, click the URL in either the **Direct RSS Feed** box or the **Virtual RSS Feed** box.
3. Press **Ctrl C**.

   Inception copies the selected Playlist URL to the clipboard on your computer. You can now paste the URL elsewhere.
4. Click **Cancel** to close the **Edit Playlist** dialog box.

View Playlist Output as an RSS Feed

You can use an RSS reader to view the content that Inception outputs through the Playlist URL. The Playlist URL only outputs the approved playlist items of an online playlist. Most web browsers have a built-in RSS feed reader. If you use Google Chrome to access Inception, you may need to install an RSS feed reader plugin.

✶ You cannot use a mobile device to view a playlist as an RSS feed.

To view a playlist as an RSS feed

1. In the **Playlist** panel toolbar, click or tap the **Take Online** icon.
2. Click or tap the **Settings** icon.

   The **Edit Playlist** dialog box opens.

3. Depending on the RSS feed you want to view, click the **RSS** icon to the left of either the **Direct RSS Feed** box or the **Virtual RSS Feed** box.

   The selected RSS feed opens in the RSS feed reader of your browser. Refresh the browser view RSS feed updates.

4. In the **Playlist** panel toolbar, click or tap the **Take Offline** icon.

Empty a Playlist

To remove all playlist items from a playlist

1. Open the playlist to empty in the **Playlist** panel.
2. In the **Playlist** panel toolbar, click or tap the **Empty Playlist** icon.

   A confirmation dialog opens, asking whether you really want to remove all items from the playlist. Click or tap **Cancel** to keep the playlist items.

3. Click or tap **OK**.

   Inception removes all the playlist items from the playlist in the **Playlist** panel

For More Information on...

- removing an item from a playlist, refer to the section "**Remove Selected Playlist Items from a Playlist**" on page 29–11.
- deleting a playlist, refer to the section "**Delete a Playlist**" on page 29–15.

Delete a Playlist

To delete a playlist

1. From the main toolbar, click or tap the **Playlists** icon.

   The **Playlist Manager** panel opens.

2. The **Playlist Manager** panel, click or tap the playlist that you want to delete.
3. In the **Playlist Manager** toolbar, click or tap the **Remove** icon.

   A confirmation message opens.

4. Click or tap **OK**.

   Inception deletes the selected playlist from the **Playlist Manager** panel.

For More Information on...

- removing an item from a playlist, refer to the section "**Remove Selected Playlist Items from a Playlist**" on page 29–11.
- removing all items from a playlist, refer to the section "**Empty a Playlist**" on page 29–15.

Polling Social Media Sources

Social media polls enable you to use the following types of polls to record user opinion from a social media source:

- **Trending** — this type of poll uses keywords to search the opinions of all users of a social media source. Use this type of poll is to capture real-time trends for a topic on a social media source.
- **Directed** — this type of poll bases results on the replies to a question asked through a social media source. Use this type of poll is to capture real-time response to a multiple-choice question.

You can view poll results as a bar chart or a pie graph or sent them out as an RSS feed for character generators to ingest.

This chapter discusses the following topics:

- Create a Trending Social Poll
- Create a Directed Social Poll
- Finding Denylisted Content in Social Polls
- Start a Social Poll
- View Social Poll Results
- Connect to Social Poll Results RSS Feed
- Edit a Social Poll
- Delete a Social Poll

Create a Trending Social Poll

Trending social polls use keywords to search the opinions of all users of a social media source. Use this type of poll is to capture real-time trends for a topic on a social media source.

✶ A social media account can only support one active geotargeted social poll at a time.

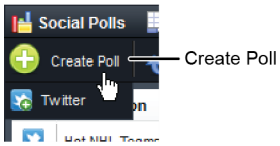
To create a trending social poll

1. From the main toolbar, click or tap the **Polls** icon.

   The **Social Polls** panel opens, showing a list of polls on the Inception Server.

2. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to select the social media source with which to create a poll:

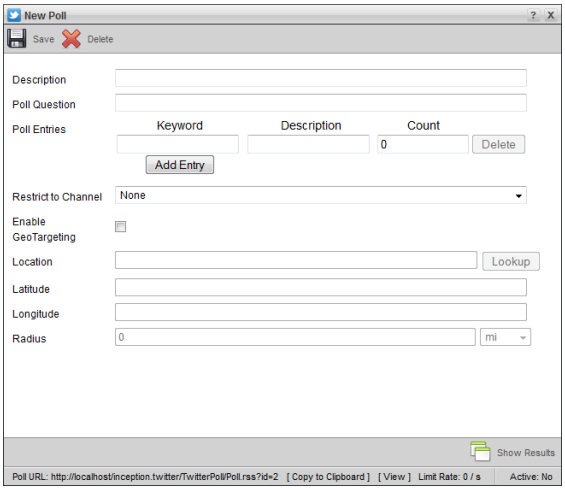
   - **Desktop Computer** — in toolbar, point to **Create Poll** to expand the list and then click the social media source with which to create a poll.
   - **Mobile Device** — in the toolbar, tap **Create Poll** to expand the list and then tap the social media source with which to create a poll.



   An empty poll opens at the top of the list in the **Social Polls** panel.

3. In the **Social Polls** panel, double-click or double-tap the empty poll.

   The **New Poll** panel opens.



4. In the **New Poll** panel, enter a name for the poll in the **Description** box.
5. In the **Poll Question** box, enter the title to for the poll bar graph, pie graph, and RSS feed.
6. In the **Keyword** box, enter a term to search for in the selected social media source.
7. In the **Description** box, enter a description of the keyword to output in the RSS feed.
8. To add another keyword to the **Poll Entries** table, click or tap **Add Entry** and repeat step **6** and step **7**.
9. Select **None** from the **Restrict to Channel** list.

10. To limit a poll to a geographic region, select the **Enable GeoTargeting** check box and do the following steps:

    a. In the **Location** box, enter the name of the location to center your search for keywords.

    b. Click or tap **Lookup**.

    Inception loads the latitude and longitude values of the entered location into the **Latitude** and **Longitude** boxes.

    When Inception cannot find the latitude and longitude values for a location, you can enter the correct values in the **Latitude** and **Longitude** boxes. Enter the latitude value as decimal degrees, from -90.00000000 to 90.00000000. Positive values are North of the equator. Enter the longitude value as decimal degrees, from -180.00000000 to 180.00000000. Positive values are East of the Prime Meridian (Greenwich Meridian).

    c. In the **Radius** box, enter the radius of the area around the selected location to search for keywords.

    d. Use the **Units** list to select the measurement unit (miles or kilometers) for the entered search radius.

11. Click or tap the **Save** icon.

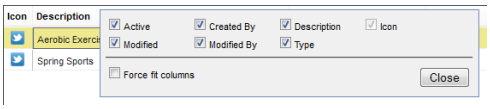
    Poll properties update to the values set in the **New Poll** panel, and the description of the poll in the **Social Polls** panel changes to the entered description. Also, the **Type** column in the **Social Polls** panel changes to **Trending**.

12. To start gathering poll results, refer to the section "**Start a Social Poll**" on page 30–6.

To change the columns displayed in the Social Polls panel

1. In the **Social Polls** panel, right-click the title of any table column.

    The **Columns** list opens.



2. Select **Social Polls** columns as follows:

    - To include a column, select the check box to the left of the column name.
    - To remove a column, clear the check box to the left of the column name.

3. Select the **Force fit columns** check box to automatically resize column widths to the table content.

4. Click **Close**.

5. Click and drag columns to reposition columns in the **Social Polls** table.

6. Click and drag column dividers to manually resize the width of individual columns.

For More Information on...

- viewing poll results, refer to the section "**View Social Poll Results**" on page 30–9.
- connecting to the RSS feed from a poll, refer to the section "**Connect to Social Poll Results RSS Feed**" on page 30–11.
- editing a poll, refer to the section "**Edit a Social Poll**" on page 30–12.
- deleting a poll, refer to the section "**Delete a Social Poll**" on page 30–13.
- spell checking story text, refer to the chapter "**Spell Checking**" on page 12–1.

Create a Directed Social Poll

Directed social polls base results on the replies to a question asked through a social media source. Use this type of poll is to capture real-time response to a multiple-choice question. After creating a directed poll, you must post your question with the associated multiple-choice answers on the social media source used by the poll.

✶ A social media account can only support one active geotargeted social poll at a time.

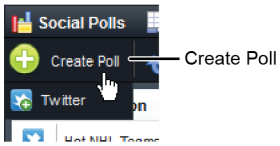
To create a directed social poll

1. From the main toolbar, click or tap the **Polls** icon.

   The **Social Polls** panel opens, showing a list of polls on the Inception Server.

2. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to select the social media source with which to create a poll:

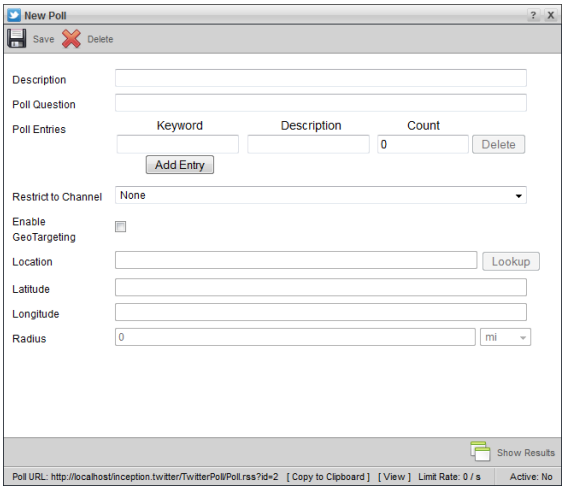
   - **Desktop Computer** — in the toolbar, point to **Create Poll** to expand the list and then click the social media source with which to create a poll.
   - **Mobile Device** — in the toolbar, tap **Create Poll** to expand the list and then tap the social media source with which to create a poll.



   An empty poll opens at the top of the list in the **Social Polls** panel.

3. In the **Social Polls** panel, double-click or double-tap the empty poll.

   The **New Poll** panel opens.



4. In the **New Poll** panel, enter a name for the poll in the **Description** box.
5. In the **Poll Question** box, enter the title to display at the top of poll charts and to send with an RSS feed.
6. In the **Keyword** box, enter a possible answer for the poll question.
7. In the **Description** box, enter a description of the keyword to output in the RSS feed.
8. To add another keyword to the **Poll Entries** table, click or tap **Add Entry** and repeat step **6** and step **7**.
9. Use the **Restrict to Channel** list to select the social media account to receive poll question replies.

10. If you want to limit your poll to a geographic region, select the **Enable GeoTargeting** check box and complete the following steps:

    a. In the **Location** box, enter the name of the location to center your search for keywords.

    b. Click or tap **Lookup**.

    Inception loads the latitude and longitude values of the entered location into the **Latitude** and **Longitude** boxes.

    When Inception cannot find the latitude and longitude values for a location, you can enter the correct values in the **Latitude** and **Longitude** boxes. Enter the latitude value as decimal degrees, from -90.00000000 to 90.00000000. Positive values are North of the equator. Enter the longitude value as decimal degrees, from -180.00000000 to 180.00000000. Positive values are East of the Prime Meridian (Greenwich Meridian).

    c. In the **Radius** box, enter the radius of the area around the selected location to search for keywords.

    d. Use the **Units** list to select the measurement unit (miles or kilometers) for the entered search radius.

11. Click or tap the **Save** icon.

    Poll properties update to the values set in the **New Poll** panel, and the description of the poll in the **Social Polls** panel changes to the entered description. Also, the **Type** column in the **Social Polls** panel changes to **Trending**.

12. Post your question and the multiple-choice answers on the social media source used by the poll.

13. To start gathering poll results, refer to the section "**Start a Social Poll**" on page 30–6.

For More Information on...

- viewing poll results, refer to the section "**View Social Poll Results**" on page 30–9.
- connecting to the RSS feed from a poll, refer to the section "**Connect to Social Poll Results RSS Feed**" on page 30–11.
- editing a poll, refer to the section "**Edit a Social Poll**" on page 30–12.
- deleting a poll, refer to the section "**Delete a Social Poll**" on page 30–13.
- spell checking story text, refer to the chapter "**Spell Checking**" on page 12–1.

Finding Denylisted Content in Social Polls

Inception compares the Description, Poll Question, and Poll Entries defined for a poll against the denylist to identify inappropriate content that you should not publish. On an Inception Server configured to prevent the saving of polls that contain denylisted content, an alert reports the denylisted content in the poll when you save the playlist. Inception does not approve polls that contain denylisted content.

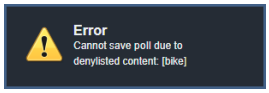


Figure 30.1 Save Alert for Denylisted Content

You must remove all denylisted content from the Description, Poll Question, and Poll Entries of a poll before you can save the poll.

For More Information on...

- spell checking story text, refer to the chapter "**Spell Checking**" on page 12–1.

Start a Social Poll

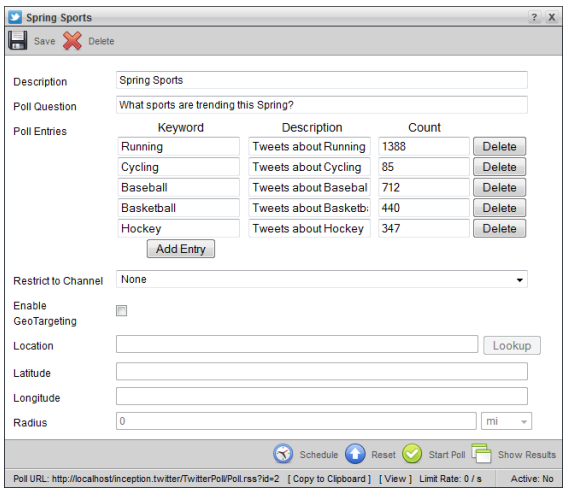
After creating a trending or directed social poll, you must start the poll to gather results. Inception uses poll results to generate a bar graph, pie graph, and an RSS feed for the poll. You can manually start a poll, or you can schedule a date and time to automatically start a poll.

✶ You can only schedule stopped polls.

To manually start a poll

1. In the **Social Polls** panel, double-click or double-tap the poll to start.

   The **Poll Editor** panel opens displaying the properties of the selected poll.



2. In the bottom toolbar, click or tap the **Start Poll** icon.

   The **Start Poll** icon changes to the **Stop Poll** icon and Inception hides the **Schedule** icon.

   Also, the **Active** column in the **Social Polls** panel changes to **Yes**. While a poll is active, Inception continually updates the poll results every 20 seconds.

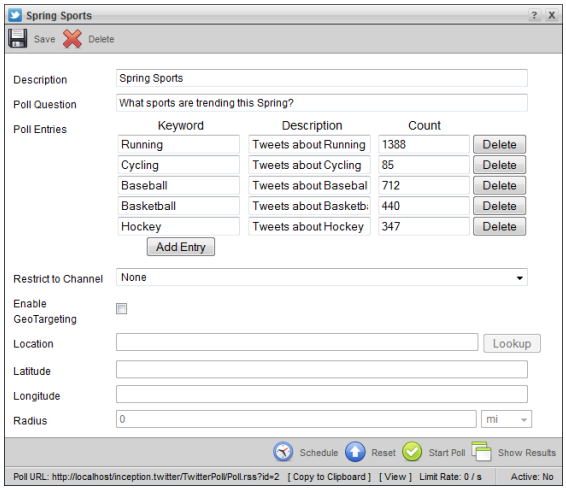
3. To stop updating poll results, click or tap the **Stop Poll** icon in the bottom toolbar.

   The **Stop Poll** icon changes to **Start Poll** icon. Also, the **Active** column in the **Social Polls** panel changes to **No**.

To schedule the automatic start and stop of a poll

1. In the **Social Polls** panel, double-click or double-tap the poll to start.

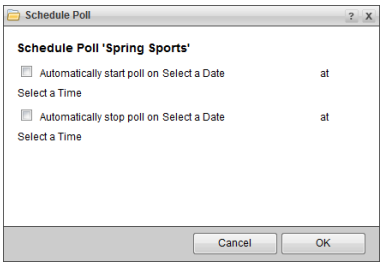
   The **Poll Editor** panel opens displaying the properties of the selected poll.



2. If the selected poll is active, click or tap the **Stop Poll** icon in the bottom toolbar.

3. In the bottom toolbar, click the **Schedule**.

   The **Schedule Poll** dialog box opens.



4. To set a date and time to automatically start a poll, select the **Automatically start poll** check box in the **Schedule Poll** dialog box.

   The text **Select a Date** and **Select a Time** change into links for setting the start date and time for the poll.

   a. Click or tap the **Select a Date** link.

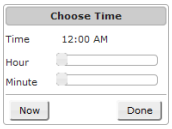
      The **Date Selector** tool opens showing the current month. To view the calendar for a different month, click or tap the **Arrows** on either side of the month name.

   b. In the **Date Selector** tool, click or tap the start date.

      The **Date Selector** tool closes and the **Select a Date** text in the **Schedule Poll** dialog box changes to the selected date.

c. Click or tap the **Select a Time** link.

The **Choose Time** tool opens.



d. In the **Choose Time** tool, drag the **Hour** and **Minute** sliders to specify the start time. Alternatively, you can click or tap **Now** to select the current time.

e. Click **Done**.

The **Date Selector** tool closes and the **Select a Time** text in the **Schedule Poll** dialog box changes to the selected time.

5. To set a date and time to automatically stop a poll, select the **Automatically stop poll** check box.

The text **Select a Date** and **Select a Time** change into links for setting the stop date and time for the poll.

a. Click or tap the **Select a Date** link.

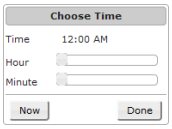
The **Date Selector** tool opens showing the current month. To view the calendar for a different month, click or tap the **Arrows** on either side of the month name.

b. In the **Date Selector** tool, click or tap the stop date.

The **Date Selector** tool closes and the **Select a Date** text in the **Schedule Poll** dialog box changes to the selected date.

c. Click or tap the **Select a Time** link.

The **Choose Time** tool opens.



d. In the **Choose Time** tool, drag the **Hour** and **Minute** sliders to specify the stop time. Alternatively, you can click or tap **Now** to select the current time.

e. Click **Done**.

The **Date Selector** tool closes and the **Select a Time** text in the **Schedule Poll** dialog box changes to the selected time.

6. In the **Schedule Poll** dialog box, click **OK**.

The **Schedule** icon changes to the **Reschedule** icon.

Inception adds the scheduled **Start Poll** task to the **Task Schedule** panel. The poll automatically starts at the scheduled date and time. Polls do not automatically stop; you must manually stop an active poll.

7. To override a scheduled start for a poll, do one of the following:
   - In the **Schedule Poll** dialog box, clear the **Automatically start poll** check box.
   - Manually start the poll.
8. To stop updating poll results, click or tap the **Stop Poll** icon in the bottom toolbar.

   The **Stop Poll** icon changes to **Start Poll** icon. Also, the **Active** column in the **Social Polls** panel changes to **No**.

For More Information on...

- viewing scheduled tasks, refer to the section "**Monitoring the Publishing Schedule**" on page 17–12.
- viewing poll results, refer to the section "**View Social Poll Results**" on page 30–9.
- connecting to the RSS feed from a poll, refer to the section "**Connect to Social Poll Results RSS Feed**" on page 30–11.
- editing the properties of a polls, refer to the section "**Edit a Social Poll**" on page 30–12.
- deleting a poll, refer to the section "**Delete a Social Poll**" on page 30–13.

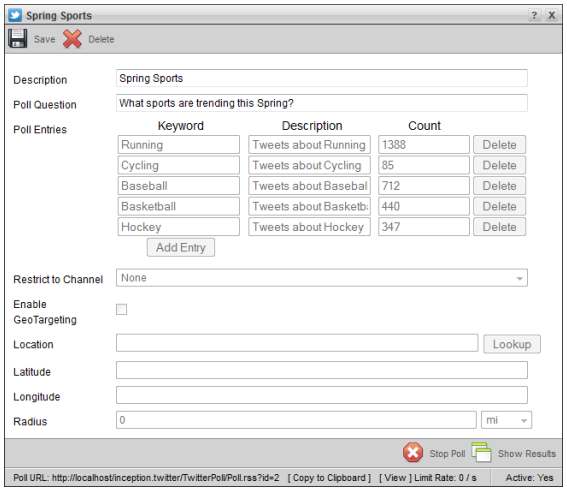
View Social Poll Results

After creating a trending or directed social poll, you must start the poll to gather results. You can view poll results as a bar chart or a pie graph.

To view the results of a poll

1. In the **Social Polls** panel, double-click or double-tap the poll for which to view results.

   The **Poll Editor** panel opens displaying the properties of the selected poll.

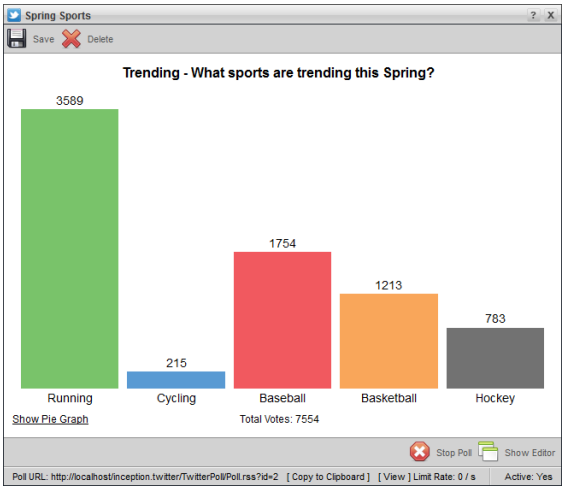


2. In the bottom toolbar, click or tap the **Start Poll** icon.

   The **Start Poll** icon changes to the **Stop Poll** icon. Also, the **Active** column in the **Social Polls** panel changes to **Yes**. While a poll is active, Inception continually updates the poll results every 20 seconds.

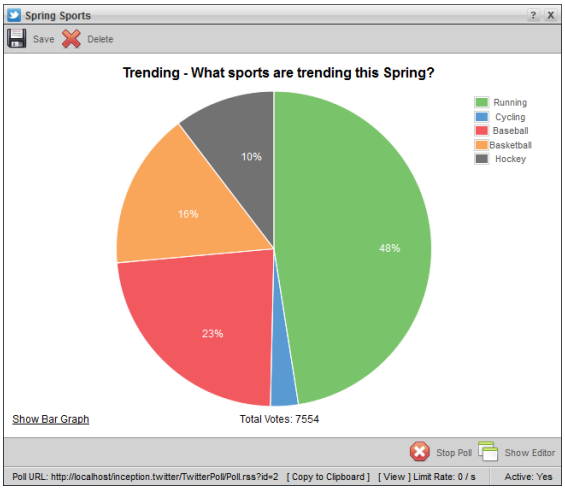
3. In the bottom toolbar, click or tap the **Show Results** icon to view the poll results as a bar graph.

   A bar graph of the poll results opens in the **Poll Editor** panel. Each bar in the bar graph represents an entry in the **Poll Entries** table.



4. Click or tap the **Show Pie Graph** link to view the poll results as a pie graph.

   A pie graph of the poll results opens in the **Poll Editor** panel. Each sector in the pie graph represents an entry in the **Poll Entries** table.



5. You can also click or tap the **Show Editor** icon in the bottom toolbar to return to the poll properties.

   The graph link toggles between **Show Bar Graph** and **Show Pie Graph**. The show icon toggles between **Show Editor** and **Show Results**.

6. To stop updating poll results, click or tap the **Stop Poll** icon in the bottom toolbar.

   The **Stop Poll** icon changes to the **Start Poll** icon. Also, the **Active** column in the **Social Polls** panel changes to **No**.

For More Information on...

- connecting to the RSS feed from a poll, refer to the section "**Connect to Social Poll Results RSS Feed**" on page 30–11.
- editing the properties of a polls, refer to the section "**Edit a Social Poll**" on page 30–12.
- deleting a poll, refer to the section "**Delete a Social Poll**" on page 30–13.

Connect to Social Poll Results RSS Feed

After creating a trending or directed social poll, you must start the poll to gather results. You can send the poll results out as an RSS feed for character generators to ingest.

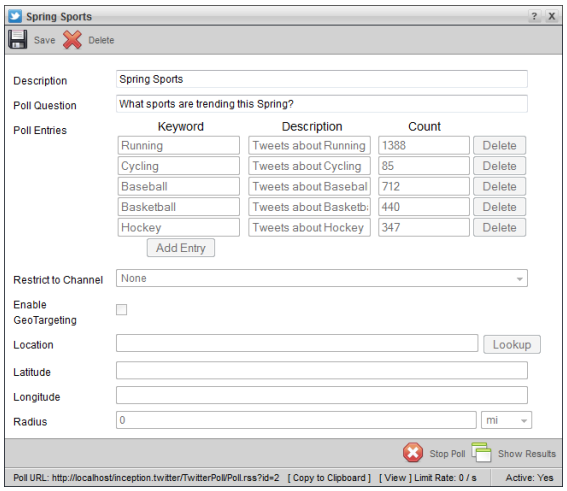
You can also view the online content of a poll RSS feed in an RSS reader. Most web browsers have a built-in RSS feed reader. If you access Inception using Google Chrome, you may have to set up an RSS feed reader plugin.

✶ You cannot view a poll RSS feed using a mobile device.

To connect to the results RSS feed from a poll

1. In the **Social Polls** panel, double-click or double-tap the poll for which to view results.

   The **Poll Editor** panel opens displaying the properties of the selected poll.



2. At the bottom of the **Poll Editor** panel, click or tap the **[Copy to Clipboard]** link.

   Inception places the URL displayed in the **Poll URL** field on your computer clipboard.

3. In the software for your character generator system, paste the Poll URL in the required location.

To view the RSS feed of a poll

1. At the bottom of the **Poll Editor** dialog box, click or tap the **[View]** link.

   The RSS feed opens in the browser RSS feed reader.

2. Refresh the browser to update your view of the RSS feed.

For More Information on...

- editing the properties of a polls, refer to the section "**Edit a Social Poll**" on page 30–12.
- deleting a poll, refer to the section "**Delete a Social Poll**" on page 30–13.

Edit a Social Poll

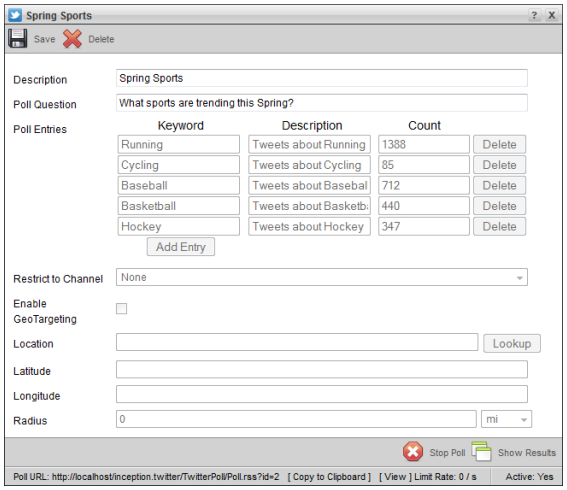
You can edit all properties of a stopped trending or directed social poll. After you start a poll, you can edit only the description and poll question properties of an active poll.

To edit a poll

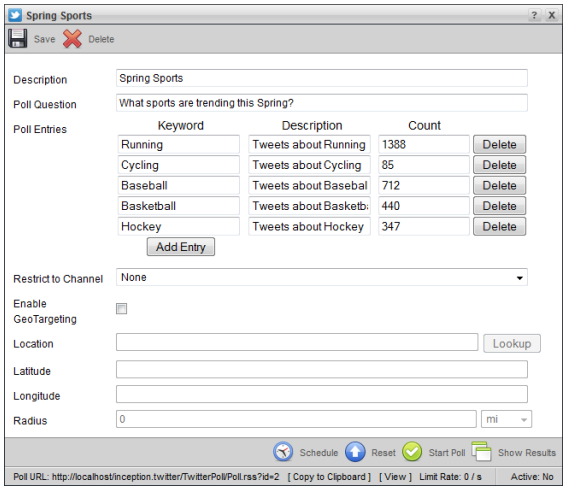
1. In the **Social Polls** panel, double-click or double-tap the poll for which to view results.

   The **Poll Editor** panel opens displaying the editable properties of the selected poll.

   Active Poll



   Stopped Poll



2. If the selected poll is active, click or tap the **Stop Poll** icon in the bottom toolbar.
3. In the **Poll Editor** panel, edit some or all the editable properties of the poll.
4. To delete a keyword, click the **Delete** button associated with the keyword to delete.

   The far-right column in the **Poll Entries** table contains the keyword **Delete** buttons.

5. To reset the count to 0 for all keywords, click or tap the **Reset** icon.

   You can also edit the **Count** value of individual **Keywords**.

6. Click or tap the **Save** icon.

   Poll properties update to the values set in the **Poll Editor** panel.

For More Information on...

- poll properties, refer to the sections "**Create a Trending Social Poll**" on page 30–2 and "**Create a Directed Social Poll**" on page 30–4.
- deleting a poll, refer to the section "**Delete a Social Poll**" on page 30–13.

Delete a Social Poll

When a poll is no longer needed, you can delete the poll from the Social Polls panel. When you delete a poll, Inception also deletes the poll results bar graph, pie graph, and RSS feed.

To delete a poll

1. In the **Social Polls** panel, double-click or double-tap the poll to delete.

   The **Poll Editor** panel opens.

2. Click or tap the **Delete** icon.

   Inception deletes the selected poll and removes it from the **Social Polls** panel. Inception also deletes the poll results bar graph, pie graph, and RSS feed.

Searching Inception Content

The Inception Search panel enables you to simultaneously search all types of content stored on your Inception Server. Through the Search panel you can enter a search query and select search options to search for specific content on your Inception Server. Inception uses a table to display the results of a search. You can use the content that you find through a search to develop new social content or new Broadcast stories.

This chapter discusses the following topics:

- Create a Search
- Filter Search Results
- Search by Content Type
- Search by User
- Search by Date
- Edit a Search

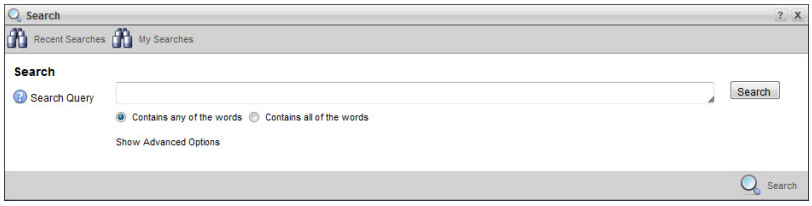
Create a Search

The Search panel is a central location where you can create searches and view the content that your searches find on your Inception server. To create a simple search, all you need to do is define a search query with one or more terms that the content you are looking for must match.

To create a search

1. From the main toolbar, click or tap the **Search** icon.

   The **Search** panel opens.



2. In the **Search Query** box, enter the terms with which to search for content stored on your Inception Server. To search for content contained in Inception playlist, social media, or wire items, you need to select **Items** from the **Content** list in the **Advanced Options** section (refer to section "**Search by Content Type**" on page 31–4).

   Searches are not case sensitive. The following table lists the valid search terms and operators for constructing a search query.

Search Query	Finds Items Containing
News Night	either "News" or "Night" (or both)
"News Night 9"	the exact phrase "News Night 9"
federal AND provincial	both "federal" and "provincial"

   Inception uses the terms entered in the **Search Query** box to search the following Inception content attributes:

   - **Assignment** — Slug, Location, Program, Format, Note, Content, Status
   - **Contact** — First Name, Last Name, Assigned Group, Title, Department, Company, Email, Phone, Mobile, Fax, Notes
   - **Feeds** — Name
     - › **RSS** — URL
     - › **Spredfast** — URL
     - › **Wire** — Query
   - **MOS Objects** and **MOS Story Items** — XML body contents
   - **Playlist** — Name, Title, Description, Author, Handle, City, State, Country, Created, Modified, Created By
   - **Poll** — Description, Question
   - **Running Order** — Name
   - **Stories of All Formats** — Slug, Body, Notes
     - › **YouTube** — Title, Keywords
     - › **Web** — Properties

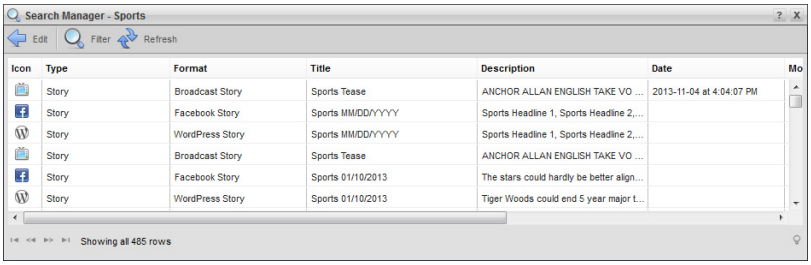
3. Select one of the following options to control how Inception uses the terms entered in the **Search Query** box to search for content:

   - **Contains any of the words** — select this option to search for content that contains at least one of the words entered in the Search Query box. When you select this option, Inception uses the OR search operator between words entered in the Search Query box.

- **Contains all of the words** — select this option to search for content that contains all the words entered in the Search Query box. When you select this option, Inception uses the AND search operator between words entered in the Search Query box.

4. Click or tap **Search**.

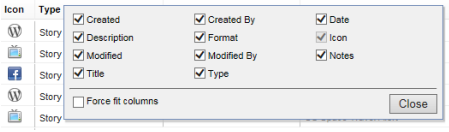
   The **Results** page of the **Search** panel opens to display the first 500 content items on your Inceptions Server that match the terms you entered in the **Search Query** box.



5. To change the columns displayed in the **Results** table, complete the following steps:

   a. In the **Search** panel, right-click or tap and hold on the title of any table column.

      The **Columns** list opens.



   b. Select **Search** panel columns as follows:

      - To include a column, select the check box to the left of the column name.
      - To remove a column, clear the check box to the left of the column name.

   c. Select the **Force fit columns** check box to automatically resize column widths to the table content.

   d. Click or tap **Close**.

   e. Click and drag columns to reposition columns in the **Results** table.

   f. Click and drag column dividers to manually resize the width of individual columns.

6. To get more information about a content item in the **Results** table, double-click the content item to open it in an **Editor** panel.

7. You can drag the following types of content items from the **Results** table to the listed Inception panels to develop new stories:

Content Item Type	Inception Panel
Story	Running Order Assignment
Feed Item	Playlist Assignment Editor > Stories tab
Assignment	Assignment Manager
Contact	Assignment Editor > Contacts tab
MOS Object	Story Editor > Broadcast MOS Favorites

Instead of dragging a content item into an Inception panel, you copy (**Ctrl C**) the content item and paste (**Ctrl V**) it into an Inception panel.

Filter Search Results

After you complete a search, you may find that the Results page contains too many contents items. In the Results page you can enter a term or terms to filter out secondary content items.

To filter the results of a search

1. In the **Search** panel toolbar, click or tap the **Filter** icon.

   The **Filter** box opens.

2. In the **Filter** box, enter a term or terms with which to filter the **Results** table.

   As you type, the **Results** table updates to only display the content items that contain all the entered terms.

3. To once again display the full feed list, do one of the following:

   - Clear the **Filter** box.
   - Click or tap the **Filter** icon.

     The **Filter** box closes.

Search by Content Type

After you define a search query, you can limit your search to a selected type of Inception content. When you select a content type along with your search query, the Results page only displays the content items that match both the entered search query and the selected content type.

To search for content by content type

1. In the **Search Query** box of the **Search** panel, enter the terms with which to search for content on your Inception Server.
2. Click or tap the **Show Advanced Options** link.

   Inception adds the advanced search options to the **Search** panel.

3. Use the **Content Type** list to select the type of Inception content to search with the entered **Search Query**.

4. When you select the **Stories**, **Feeds**, **Polls**, or **Items** content type, use the **Format** list to select a specific format of the selected **Content Type** for your search.

   For inception to include a content item in the **Results** page, the content item must match both the entered **Search Query** and the selected **Format** of the selected **Content Type**. The **Format** options for each **Content Type** are as follows:

Story	Feeds	Items
All	All	All
Broadcast Stories	RSS Feeds	Playlist Items
Facebook Stories	Spredfast Feeds	Facebook Items
WordPress Stories	Wire Feeds	RSS Items
YouTube Stories		Spredfast Items
		Wire Items

5. Click or tap **Search**.

   The **Results** page of the **Search** panel opens to display your Inception content that matches the following parameters that you set on the **Search** panel:

   - Term or terms entered in the **Search Query** box.
   - Inception content type selected from the **Content Type** list.
   - Specific content type format selected from the **Format** list.

Search by User

After you define a search query, you can limit your search to the Inception content created by one or more Inception users. When you select a user or users along with your search query, the Results page only displays the content items that match the entered search query and were created by the selected user or users.

To search for content by user

1. In the **Search Query** box of the **Search** panel, enter the terms with which to search for content on your Inception Server.
2. Click or tap the **Show Advanced Options** link.

   Inception adds the advanced search options to the **Search** panel.
3. Use the **By User** list to select the Inception users who created the content to search with the entered **Search Query**. In the list select the check box to the left of each Inception user you want to select as a content creator. You can select one or more users as content creators.
4. Click or tap **Search**.

   The **Results** page of the **Search** panel opens to display your Inception content that matches the following parameters that you set on the **Search** panel:

   - Term or terms entered in the **Search Query** box.
   - Inception content created by the users selected from the **By User** list.

Search by Date

After you define a search query, you can limit your search to the Inception content that match dates as follows:

- **Start Date** and **End Date** — between the specified dates when you set a start date and an end date.
- **Start Date** — after the specified date when you only set a start date.
- **End Date** — before the specified date when you only set an end date.

Along with the creation date and modification date, Inception uses the set Start Date and set End Date to filter additional date information associated with the following Inception content:

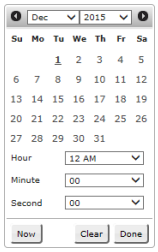
- **Due Date** — Assignments
- **End Date** — Playlist or Running Order
- **Published Date** — Stories, Facebook, RSS, or Spredfast
- **Release Date** — Wire
- **Start Date** — Playlist or Running Order

To search for content by date

1. In the **Search Query** box of the **Search** panel, enter the terms with which to search for content on your Inception Server.
2. Click or tap the **Show Advanced Options** link.

   Inception adds the advanced search options to the **Search** panel.
3. If you want to find Inception content with a date that falls after a selected date, use the **Start Date** box to select the date as follows:

   a. Click or tap the **Start Date** box to open the **Calendar** tool.



   b. In the **Date** selector, click or tap the start date.

      To view a different month or year, use the **Month** and **Year** lists to select a month and year to view.

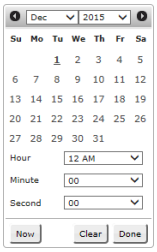
   c. Use the **Hour**, **Minute**, and **Second** lists to select the start time.

      Alternatively, you can click or tap **Now** to select the current date and time.

   d. Click **Done**.

4. If you want to find Inception content with a date that falls before a selected date, use the **End Date** box to select the date.

   a. Click or tap the **End Date** box to open the **Calendar** tool.



   b. In the **Date** selector, click or tap the end date.

      To view a different month or year, use the **Month** and **Year** lists to select a month and year to view.

   c. Use the **Hour**, **Minute**, and **Second** lists to select the end time.

      Alternatively, you can click or tap **Now** to select the current date and time.

   d. Click **Done**.

5. Select one of the following options to set the type of date range defined by the **Start Date** and **End Date** boxes:

   - **Created** — select this option to find Inception items created within the date range defined by the dates set in the **Start Date** and **End Date** boxes. For the Created date option, the set dates work as follows:
     - When you set a **Start Date** and an **End Date**, the Results page displays items created between the set Start Date and set End Date.
     - When you only set a **Start Date**, the Results page displays items created after the set **Start Date**.
     - When you only set an **End Date**, the Results page displays items created before the set End Date.
   - **Modified** — select this option to find Inception items modified within the date range defined by the dates set in the **Start Date** and **End Date** boxes. For the Modified date option, the set dates work as follows:
     - When you set a **Start Date** and an **End Date**, the Results page displays items modified between the set Start Date and set End Date.
     - When you only set a **Start Date**, the Results page displays items modified after the set Start Date.
     - When you only set an **End Date**, the Results page displays items modified before the set End Date.
   - **Other** — select this option to find Inception items with the following dates that fall within the date range defined by the dates set in the **Start Date** and **End Date** boxes:
     - **Due Date** — Assignments
     - **End Date** — Playlist or Running Order
     - **Published Date** — Stories, Facebook, RSS, or Spredfast
     - **Release Date** — Wire
     - **Start Date** — Playlist or Running Order

     For the Other date option, the set dates work as follows:
     - When you set a **Start Date** and an **End Date**, the Results page displays items with dates that falls between the set Start Date and set End Date.
     - When you only set a **Start Date**, the Results page displays items with dates that fall after the set Start Date.
     - When you only set an **End Date**, the Results page displays items with dates that fall before the set End Date.

6. Click or tap **Search**.

   The **Results** page of the **Search** panel opens to display your Inception content that matches the parameters you set on the **Search** panel.

Edit a Search

After creating a search, you can edit any parameter of the search to refine the search.

To edit a search

1. In the **Search** panel, create a new search and view the results of the search.

   The **Results** page of the **Search** panel opens to display your Inception content that matches the terms you entered in the **Search Query** box.

2. In the toolbar, click or tap the **Edit Search** icon.

   The **Search** dialog box opens in the **Search** panel.

3. Edit the search parameters to refine your search.

4. Click **Search** or the **Search** icon in the bottom toolbar.

   The **Search** panel displays the results for your new search.

Organizing Content in Folders

Inception systems routinely contain a very large amount of content. You can use the Folders tree view in the following panels to organize content in the manner that you prefer:

- Running Order Manager
- Playlist Manager
- Story Browser
- MOS Objects
- Assignment Manager
- Contact Manager

For each panel that has a Folder tree view, you can create a custom folder structure to organize the panel content.

✶ Users must have permission to mange and view folders. Administrators can set user permissions for each folder in a Folders tree view.

This chapter discusses the following topics:

- Add Folders to the Folders Tree View
- Move Content into a Folder
- Copy Content to a Folder
- Manage Folders
- Control the Content Display Level
- Remote Folders

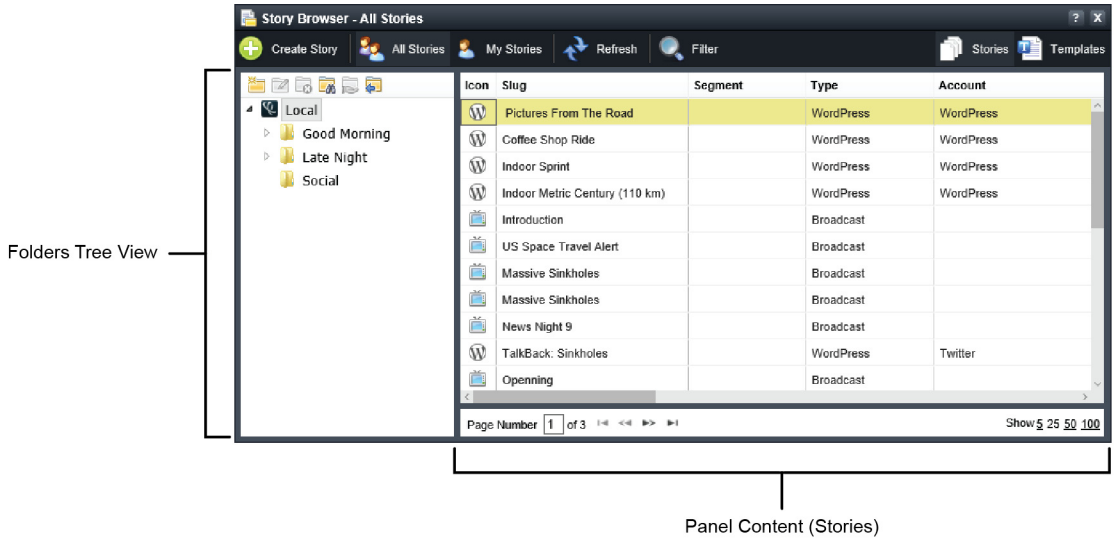
Add Folders to the Folders Tree View

The folder structure in the Folders tree view is fully user customizable. On a new Inception system, the Folders tree view only contains a Local folder. For each panel that has a Folder tree view, you can create a custom folder structure to organize the panel content.

To add a folder to the Folders tree view

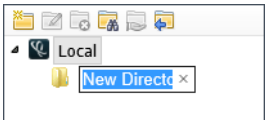
1. Open one of the following panels that use a Folder tree view to organize content:
   - **Running Order Manager**
   - **Playlist Manager**
   - **Story Browser**
   - **MOS Objects**
   - **Assignment Manager**
   - **Contact Manager**

   The selected panel opens.

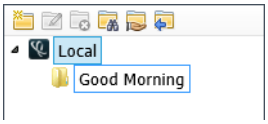


2. In the **Folders** tree view, select the folder to which to add a new folder.
3. In the **Folders** tree view toolbar, click the **Add Folder** icon.

   Inception adds a new folder to the folder selected in the **Folders** tree view.



   You can add as many folder levels as you need to organize your content.
4. Enter a name for the new folder.
5. Click in a blank area of the **Folders** tree view to save the folder name.



Move Content into a Folder

After adding folders to the Folders tree view, you can move content into the folders. You can also move folders into other folders in the tree view.

To move content into a folder

1. In the **Folders** tree view of a panel, expand the folders so that you can see the folder that you want to move content into.
2. In a panel, select one or more content items to move into the folder.
3. From the panel, drag the selected content items to the folder in the Folders tree view.
4. Release mouse button to move the selected content items into the selected folder.
5. You can also drag a folder in the Folders tree view to another folder.

   The selected folder and contained content move into the selected folder.

Copy Content to a Folder

Along with moving content, you can also copy a content from one folder and paste it into another folder. Copying content creates new content items that are not connected to the original content.

To copy content to a folder

1. In a panel, select one or more content items to copy into another folder.
2. Press **Ctrl C**.

   Inception copies the selected content items to your computer clipboard.
3. In the **Folders** tree view of a panel, select the folder to copy the selected content items into.
4. Press **Ctrl V**.

   Inception pastes the selected content items into the selected folder. The copied content items are new items with no connection to the original items.

Manage Folders

Folder management includes renaming folders, deleting folders, and controlling the display of the Folders tree view.

Rename a Folder

After you create a folder, you can change the folder name at any time without impacting the content stored in the folder.

To rename a folder

1. In the **Folders** tree view, expand folders so that you can see the folder to rename.
2. Select the folder to rename.
3. In the **Folders** tree view toolbar, click the **Rename Folder** icon.
4. Enter a new name for the selected folder.
5. Click in a blank area of the **Folders** tree view to save the folder name.

Delete a Folder

When you no longer need a folder, you can delete the folder from the Folder tree view. Before you can delete a folder your must move all the content out of the folder to empty it. Inception can only delete empty folders.

To delete a folder

1. In the **Folders** tree view, expand folders so that you can see the folder to delete.
2. Move all the content contained in the folder to another folder.
3. Select the folder to delete.

   You can only delete empty folders from the **Folders** tree view.

4. In the **Folders** tree view toolbar, click the **Rename Folder** icon.

   Inception deletes the selected folder from the **Folders** tree view.

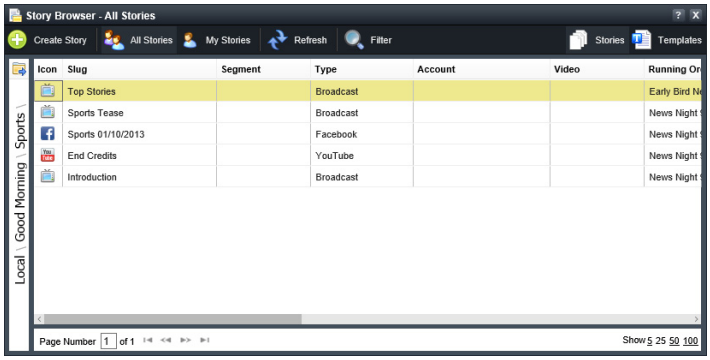
Collapse and Expand the Folders Tree View

Since the Folders tree view takes space away from a panel, you may want to collapse it to view more content in the panel. Inception enables you to easily collapse and expand the Folders tree view.

To collapse and expand the Folders tree view

1. In the **Folders** tree view toolbar, click the **Collapse** icon.

   The **Folders** tree view collapses to display only the pathname for the current folder.



2. To expand the **Folders** tree view, click the **Expand** icon of the folder **pathname**.

   The **Folders** tree view opens in the panel, enabling you to navigate your folder structure.

Control the Content Display Level

After creating a folder structure and populating your folders with content, use can use the Folders tree view to control the content displayed in a panel. By default, selecting a folder in the Folders tree view only displays the content directly contained in the folder. The panel does not display content contained in sub-folders. You can select the level of content to display for the selected folder. The available display levels are as follows:

- Only display the content directly contained in the selected folder.
- Display the content contained in the selected folder and the content contained in all the sub-folders within the selected folder.

To control the content display level using the Folders tree view

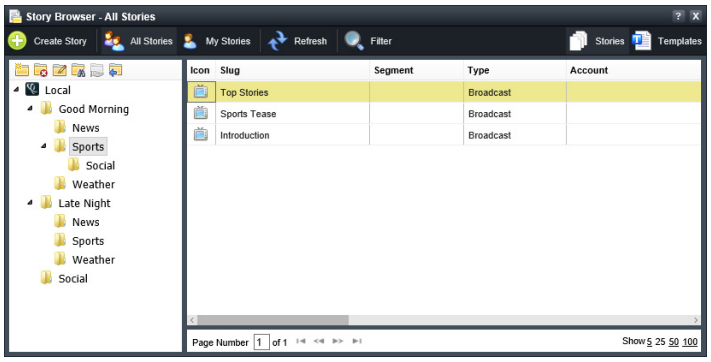
1. In the **Folders** tree view toolbar, toggle the **List Level** icon to remove the gray background from the icon.

   When the **List Level** icon does not have a gray background, Inception only displays the content contained in the selected folder.

2. In the **Folders** tree view, expand folders so that you can see the folder that you want to list.

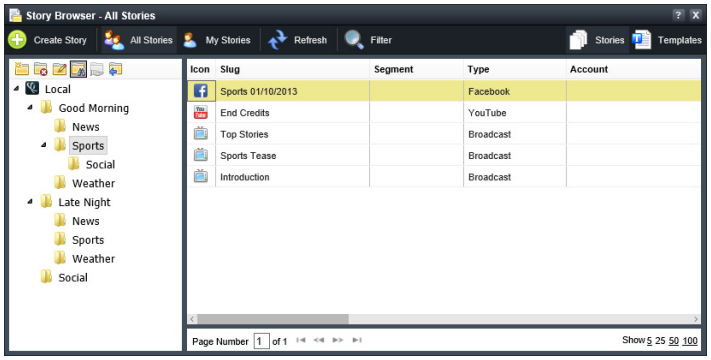
3. Select the folder to list.

   The panel lists the content contained in the selected folder.



4. In the **Folders** tree view toolbar, toggle the **List Level** icon to display a gray background for the icon.

   When the **List Level** icon has a gray background, Inception displays the content contained in the selected folder and the content contained in all the sub-folders within the selected folder. The panel updates to display the content in the selected folder and sub-folders.



   You can click or tap the **Filter** icon in the panel toolbar to further filter the content displayed in the panel.

Remote Folders

When the Inception Server you are connected to is part of one or more Horizon virtual networks, you can use the Folders tree view in the following panels to access content on remote Inception Servers in the same virtual network:

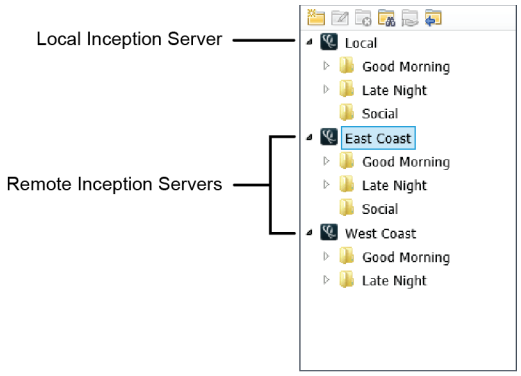


Figure 32.1 Remote Inception Servers in the Tree View

When working with remote folders, you can do the following:

- View remote content.
- Copy content from remote folders by dragging or cut and paste.
- Drag remote stories into a local rundown. When you drag remote stories into a local running order, Inception creates local copies of the stories and all associated child stories.

Messaging

Inception contains a built-in messaging system that enables Inception users to communicate with one or multiple users on the same Inception system. You can use the messaging system to communicate in the following manners:

- **Chat** — exchange messages between yourself and one other user.
- **Conversation** — exchange messages about a specific topic between yourself and one or more users.
- **Discussion** — exchange messages about an Inception object between yourself and one or more users. Discussions are linked to Inception objects.

You do not have to wait for other users to log in to Inception, you can send them messages and they will receive the messages the next time they log in to Inception.

This chapter discusses the following topics:

- Set Your Messaging Status
- Chat with Another User
- Invite Users to a Conversation
- Discuss Inception Objects
- Manage Message Notifications
- Filter Messages
- Send Files as Message Attachments
- Download Session Transcripts

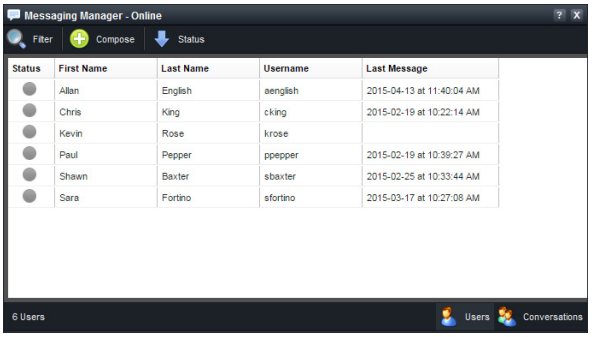
Set Your Messaging Status

You can set your messaging status so that others who send you messages can see whether you are available to receive messages.

To set your messaging status

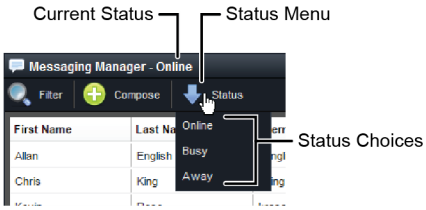
1. From the main toolbar, click or tap the **Messaging** icon.

   The **Messaging Manager** opens.



2. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to select your messaging status:

   - **Desktop Computer** — in the toolbar, point to **Status** and then click your new messaging status.
   - **Mobile Device** — in the toolbar, tap **Status** to expand the list and then tap your new messaging status.



   You can set your messaging status to one of the following:

   - **Online** — you are available to respond to messages.
   - **Busy** — you are online, but unavailable or do not want to receive messages. Users can still send you messages, but your status lets them know that you may not answer.
   - **Away** — you are online, but currently away from your computer and unable to respond to messages. Users can still send you messages, but your status lets them know that you will not immediately answer.

   The status you select displays with your name in the other user's **Messaging Manager**, **Chat**, **Conversation**, and **Discussion** panels.

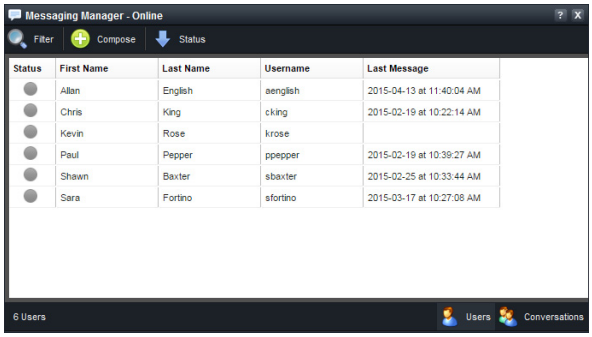
Chat with Another User

Use the Chat panel when you want to exchange messages to a single user. After you start a one-on-one chat with a single user, you cannot add other users to the chat.

To chat with another user

1. From the main toolbar, click or tap the **Messaging** icon.

   The **Messaging Manager** opens.



2. To filter the **User** table, complete the following steps:

   a. Click or tap the **Filter** icon in the **Messaging Manager** toolbar.

      The **Filter** box opens below the toolbar.

   b. In the **Filter** box, enter a portion of the following attributes associated with the user you are looking for:

      - **First Name**
      - **Last Name**
      - **Username**

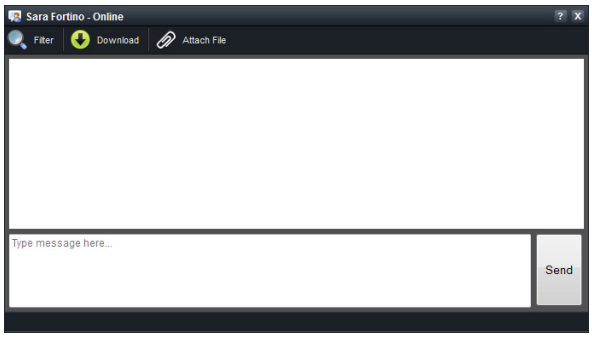
      Any portion of information that you enter starts to filter the **User** table. The table automatically updates to display only the users with attributes that contain the text entered in the **Filter** box.

   c. To close the **Filters** box, click or tap the **Filter** icon.

      Closing the **Filters** box clears the entered filter and displays all the available users in the **Users** table.

3. In the **Name** column, double-click the name of the user with which to start a one-on-one chat.

   A **Chat** panel opens for the selected user displaying the user's name and current messaging status in the title bar.



4. In the **Type message here** box, enter a message to send to the other user in the one-on-one chat.

   You can add an active URL to your message by entering the URL starting with **`http://`**, for example:

   `http://www.rossvideo.com`

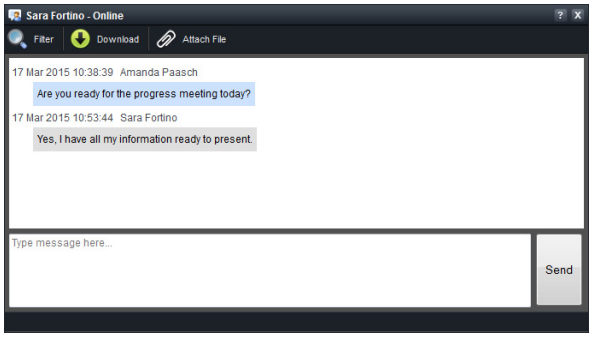
   You can add story links to a message by dragging a story icon from the **Story Browser** or **Running Order Manager** panel into the **Type message here** box. Drag a running order icon from the **Running Order Manager** panel into the **Type message here** box adds a running order link to the message. The receiving user can click to link to open the associated story or running order in Inception.

5. Click or tap **Send** to send the message entered in the **Type message here** box to the other user in the one-on-one chat. You can also send a message by pressing **Ctrl Enter** after entering a message in the **Type message here** box.

   Inception notifies the user of your message by displaying the message in the status bar at the bottom of their Inception window. An online user receives instant notification of your message, while an offline user does not receive notification until they log in to Inception.

   The receiving user can click or tap the **Reply** icon in the status bar to open the **Reply** dialog box to quickly reply to your message, or they can click or tap the message to open a **Chat** panel to start chatting with you.

6. Since you have a **Chat** panel open, you receive the user's reply in the **Messages** section of the **Chat** panel.



Invite Users to a Conversation

Use the Conversation panel when you want to exchange messages with multiple users about a specific subject. While in a conversation, you can add users to the conversation or users can choose to leave the conversation.

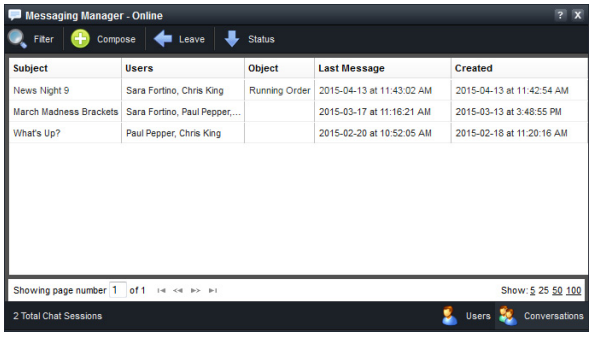
To start a conversation with multiple users

1. From the main toolbar, click or tap the **Messaging** icon.

   The **Messaging Manager** opens.

2. In the bottom toolbar of the **Messaging Manager**, click or tap the **Conversations** icon.

   The **Conversations** tab opens.



3. To filter the **Conversations** table, complete the following steps:

   a. Click or tap the **Filter** icon in the **Messaging Manager** toolbar.

      The **Filter** box opens below the toolbar.

   b. In the **Filter** box, enter a portion of a conversation subject you are looking for.

      Any portion of information that you enter starts to filter the **Conversation** table. The table automatically updates to display only the conversations with subjects that contain the text entered in the **Filter** box.

   c. Use the **Choose User** list to select the user or users associated with the conversation you are looking for.

      The **Conversation** table automatically updates to display only the conversations associated with the selected user or users.

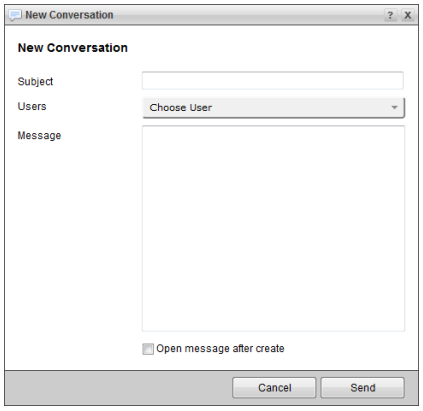
      When a conversation subject is entered in the **Filter** box and users are selected from the **Choose User** list, the **Conversation** only displays the conversations that match the entered subject and are associated with the selected users.

   d. To close the **Filters** box, click or tap the **Filter** icon.

      Closing the **Filters** box clears the set filters and displays all the available conversations in the **Conversations** table.

4. From the **Messaging Manager** toolbar, click or tap the **Compose** icon.

   The **New Conversation** dialog box opens.



   To rejoin a conversation that you are part of, double-click the conversation subject in the **Subject** column. The selected conversation opens in a **Conversation** panel.

5. In the **Subject** box, enter the subject of your new conversation.

   When users receive notification of a new conversation, Inception displays the conversation subject and first message in the status bar at the bottom of the Inception window.

6. Use the **Users** list to select the users that you want to include in your conversation.

   a. In the **User** list, select the check box to the left of each user that you want to include in your conversation.

      To include all Inception users in your conversation, select **System** from the **User** list.

   b. Clear the check box to the left of each user that you want to exclude from your conversation.

   c. Click or tap the **Close** icon.

7. In the **Message** box, enter the first message for your conversation with the users you selected from the **Users** list.

   You can add an active URL to your message by entering the URL starting with **`http://`**, for example:

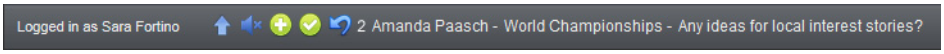
   `http://www.rossvideo.com`

   You can add story links to a message by dragging a story icon from the **Story Browser** or **Running Order Manager** panel into the **Type message here** box. Drag a running order icon from the **Running Order Manager** panel into the **Type message here** box adds a running order link to the message. The receiving user can click to link to open the associated story or running order in Inception.

8. Select the **Open Message After Create** check box to open a **Conversation** panel for the new conversation after Inception creates the new conversation.

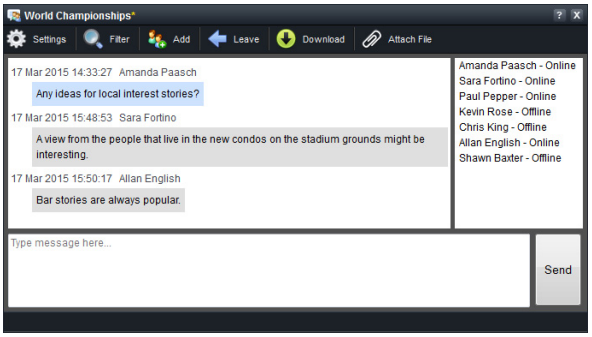
9. Click or tap **Send** to use the message entered in the **Message** box to start the new conversation with the users selected from the Users list.

   Inception notifies the users of your conversation by displaying the conversation subject and first message of the conversation in the status bar at the bottom of their Inception windows. Online users receive instant notification of your conversation, while offline users do not receive notification until they log in to Inception.



   The receiving users can click or tap the **Reply** icon in the status bar to open the **Reply** dialog box to quickly reply to your message, or they can click or tap the message to open a **Conversation** panel to start chatting with you.

10. When you have a **Conversation** panel open, you receive the user replies in the **Messages** section of the **Conversation** panel.



   If you do not have a **Conversation** panel open, you receive notification of user replies in the status bar at the bottom of the Inception window.

Manage a Conversation

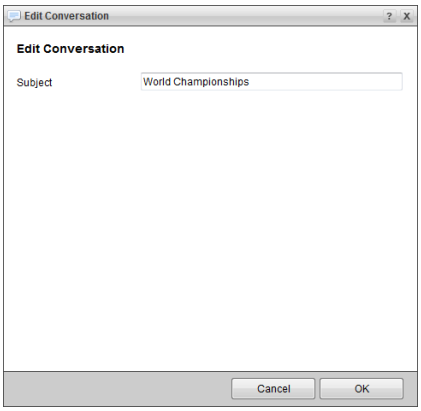
While participating in a conversation you can do the following to manage the conversation:

- Change the subject of the conversation.
- Add users to the conversation.
- End your participation in the conversation.

To change the subject of a conversation

1. From the **Conversation** panel toolbar, click or tap the **Settings** icon.

   The **Edit Conversation** dialog opens.



2. In the **Subject** box, enter a new subject for the conversation.
3. Click **OK**.

   Inception updates all **Messaging Managers** and **Conversation** panels with the new subject.

To add a user or users to a conversation

1. From the **Conversation** panel toolbar, click or tap the **Add** icon to display the **User** list.
2. In the **User** list, select the check box to the left of each user that you want to add to your conversation.
3. Click or tap the **Close** icon.

   Inception adds the selected users to the conversation and sends each added user a notification that they have been added to the conversation.

To end your participation in a conversation

1. From the **Conversation** panel toolbar, click or tap the **Leave** icon.

   An **Alert** opens.
2. Click **OK**.

   After leaving a conversation you no longer receive notifications about the conversation. To rejoin a conversation, you need to ask a user in the conversation to add you to the conversation.

To leave a conversation from the Messaging Manager

1. From the main toolbar, click or tap the **Messaging** icon.

   The **Messaging Manager** opens.
2. In the bottom toolbar of the **Messaging Manager**, click or tap the **Conversations** icon.

   The **Conversations** tab opens.
3. Select the conversation to leave.
4. From the **Messaging Manager** toolbar, click or tap the **Leave** icon.

   An **Alert** opens.

5. Click **OK**.

   After leaving a conversation you no longer receive notifications about the conversation. To rejoin a conversation, you need to ask a user in the conversation to add you to the conversation.

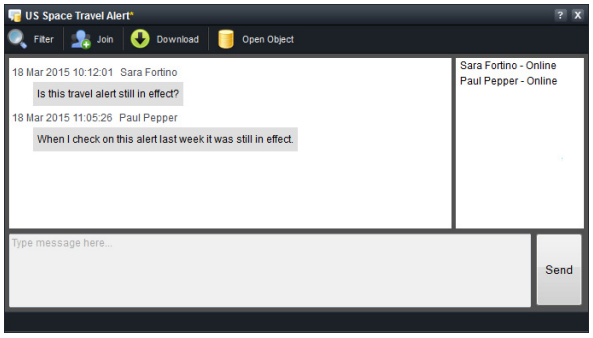
Discuss Inception Objects

Use the Discussion panel to exchange messages with multiple users about an Inception object. A discussion is linked to an Inception object, and only users that have access to the object can join the discussion about the object.

To join a discussion about an Inception object

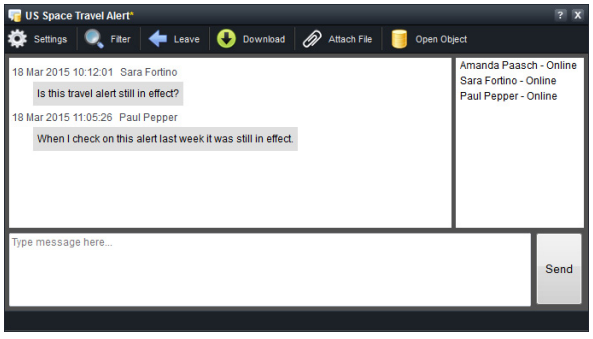
1. Open the Inception object that you want to link a discussion with. You can link a discussion to the following Inception objects:
   - **Stories** — **Story Editor** panel
   - **Running Orders** — **Running Order** panel
   - **Playlists** — **Playlist** panel and **Playlist Item Editor**
   - **Social Polls** — **Social Polls Editor** panel
   - **Assignments** — **Assignment Editor** panel
2. In the toolbar of the Inception object panel, click or tap the **Discuss** icon.

   The Inception object discussion opens in a **Discussion** panel. The first time you open the discussion linked to an Inception object you are not part of the discussion and you can only view messages in the discussion.



3. To join the discussion, click or tap the **Join** icon in the toolbar.

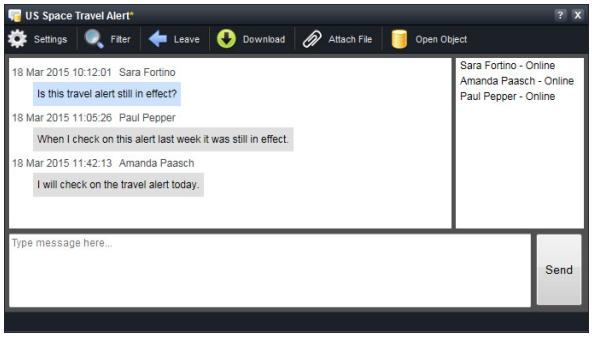
   Inception adds the **Settings**, **Leave**, and **Attach File** icons to the toolbar and activates the **Message** box to enable you to participate in the discussion about the Inception object.



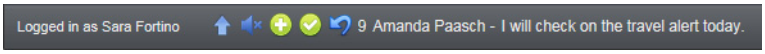
4. In the **Type message here** box, enter a message to add to the discussion.

5. Click or tap **Send** to add the message entered in the **Type message here** box to the discussion. You can also send a message by pressing **Ctrl Enter** after entering a message in the **Type message here** box.

   When the other users in the discussion have a **Discussion** panel open, they receive your message in the **Messages** section of their **Discussion** panel. Users can use their **Discussion** panel to reply to your message.



   If a user does not have a **Discussion** panel open, they receive notification of your message in the status bar at the bottom of the Inception window. Online users receive instant notification of your conversation, while offline users do not receive notification until they log in to Inception.



   The receiving users can click or tap the **Reply** icon in the status bar to open the **Reply** dialog box to quickly reply to your message, or they can click or tap the message to open a **Discussion** panel to join the discussion.

6. Since you have a **Discussion** panel open, you receive discussion messages in the **Messages** section of the **Discussion** panel.

Manage a Discussion

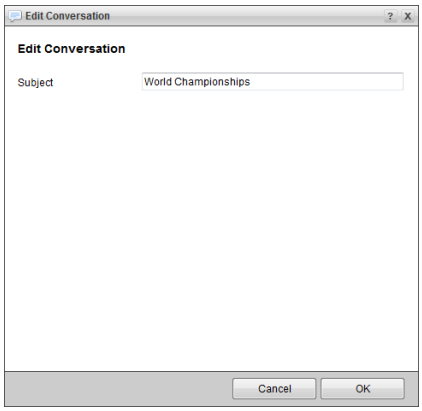
While participating in a discussion you can do the following to manage the discussion:

- Change the subject of the discussion.
- End your participation in the conversation.
- Open the Inception object that is linked to the discussion.

To change the subject of a discussion

1. From the **Discussion** panel toolbar, click or tap the **Settings** icon.

   The **Edit Conversation** dialog opens.



2. In the **Subject** box, enter a new subject for the conversation.

3. Click **OK**.

   Inception updates all **Messaging Managers** and **Discussion** panels with the new subject.

To end your participation in a discussion

1. From the **Discussion** panel toolbar, click or tap the **Leave** icon.

   An **Alert** opens.

2. Click **OK**.

   After leaving a discussion you no longer receive notifications about the discussion. To rejoin a discussion, open the Inception object that is linked to the discussion and click or tap the **Join** icon in the toolbar.

To leave a discussion from the Messaging Manager

1. From the main toolbar, click or tap the **Messaging** icon.

   The **Messaging Manager** opens.

2. In the bottom toolbar of the **Messaging Manager**, click or tap the **Conversations** icon.

   The **Conversations** tab opens.

3. Select the discussion to leave.

4. From the **Messaging Manager** toolbar, click or tap the **Leave** icon.

   An **Alert** opens.

5. Click **OK**.

   After leaving a discussion you no longer receive notifications about the discussion. To rejoin a discussion, open the Inception object that is linked to the discussion and click or tap the **Join** icon in the toolbar.

To open the Inception object that is linked to a discussion

1. From the **Discussion** panel toolbar, click or tap the **Open Object** icon.

   The Inception object associated with the discussion opens in a panel.

2. Use the open panel to view or edit the Inception object.

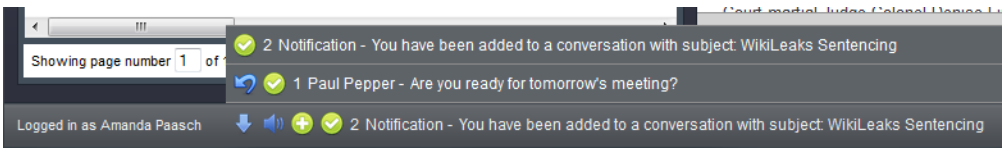
Manage Message Notifications

The status bar at the bottom of the Inception window displays notifications about received messages when you do not have a Chat, Conversation, or Discussion panel open. The tools in the status bar enable you to manage the notification messages that you receive.

To manage notification messages

1. In the status bar, click or tap the **Show Messages** icon.

   A list of received notification messages opens above the status bar. The **Message** list displays the 50 most recent notification messages.



2. To mark a notification message as read in the **Message** list or status bar, click or tap the **Mark as Read** icon to the left of the notification message.

   Inception removes the selected notification message from the **Message** list or status bar.

3. To close the **Message** list, click or tap the **Hide Messages** icon in the status bar.

4. To play an alert sound for each notification message that you receive, click or tap the **Turn Notification On** icon in the status bar.

5. To turn notification alert sounds off, click or tap the **Turn Notification Off** icon in the status bar.

Filter Messages

Use the Filter section in a Chat, Conversation, or Discussion panel to filter the messages displayed in the Messages section of the panel. The filters you set in the Filter section work together to filter the messages displayed in the Messages section.

To filter displayed messages

1. From the **Chat**, **Conversation**, or **Discussion** panel toolbar, click or tap the **Filter** icon.

   The **Filter** section opens for the panel.

   When the **Filter** section is open, click or tap click or tap the **Filter** icon to close the **Filter** section.

2. In the **Filter By Message** box, enter a portion of the subject of the messages you are looking for.

   The **Messages** section of the panel updates to display only the messages with subjects that contain the entered text.

3. Use the **Users** list to select the users who wrote the messages you are looking for.

   a. In the **User** list, select the check box to the left of each user that you want to include in your search.

   b. Clear the check box to the left of each user that you want to exclude from your search.

   c. Click or tap the **Close** icon.

   The **Messages** section of the panel updates to display only the messages that the selected users wrote.

4. Select the **Show attachments only** check box to only display messages in the **Messages** section that have an attached file.

   The **Messages** section of the panel updates to display only the messages with attached files.

When you set multiple filters, the **Messages** section only displays the messages the match all set filters.

Send Files as Message Attachments

Along with sending text to the other users, you can send a file as an attachment. On a desktop computer you can select any type of file to send as any attachment. On a mobile device you can only attach photos or videos.

To use a desktop computer to attach a file to a message

1. From the **Chat**, **Conversation**, or **Discussion** panel toolbar, click the **Attach File** icon.

   The **File Upload** alert opens.

2. Click **Browse**.

   The **File Upload** dialog box opens showing the file system of the local computer.

3. Locate the file to attach to the message.

4. Click **Open**.

   Inception sends the selected file as a message attachment. The receiving users can click the **Download** link to view the attached file.

To use a mobile device to attach a file to a message

1. From the **Chat**, **Conversation**, or **Discussion** panel toolbar, click the **Attach File** icon.

   The **File Upload** alert opens.

2. Click **Browse**.

3. To choose a file to attach, tap one of the following options:

   - **Take Photo** — use the mobile device camera to take a photo and attach the saved image file to the playlist item.
   - **Choose Existing** — select a photo from a photo library on the mobile device and attached the selected image file to the playlist item.

   Inception sends the selected file as a message attachment. The receiving users can click the **Download** link to view the attached file.

Download Session Transcripts

Any time you can save the transcript of a chat, conversation, or discussion to a text file.

To download a transcript of a chat, conversation, or discussion

1. From the **Chat**, **Conversation**, or **Discussion** panel toolbar, click or tap click or tap the **Download** icon.

2. Follow your web browser prompts to save the transcript to a text file.

   Inception appends **`.txt`** to the title of the chat, conversation, or discussion to create the name for the saved transcript file. The following is an example of a transcript file:

```
17 Mar 2015 14:33:27 Amanda Paasch:  Any ideas for local interest stories?
17 Mar 2015 15:48:53 Sara Fortino:  A view from the people that live near by?
17 Mar 2015 15:50:17 Allan English:  Bar stories are always popular.
```

Working with Custom Entities

Custom entities enable you to view and save information that is particular to your organization. The custom entities available on your Inception system are created by the Inception administrator and are specific to your Inception system. Each custom entity contains one or more custom attributes that store your custom information.

This chapter discusses the following topics:

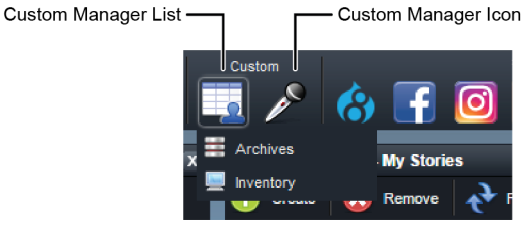
- View Custom Entity Records
- Add Records to Custom Entities
- Filter Custom Entity Records
- Manage Custom Entity Records

View Custom Entity Records

Each custom entity on your Inception system is associated with a Custom Manager panel that enables you to view, add, or edit the records contained in the custom attributes of the custom entity.

To view custom entity records

1. In **Custom** section of the main toolbar use the list or icons to open a Custom Manager to view custom entity records.

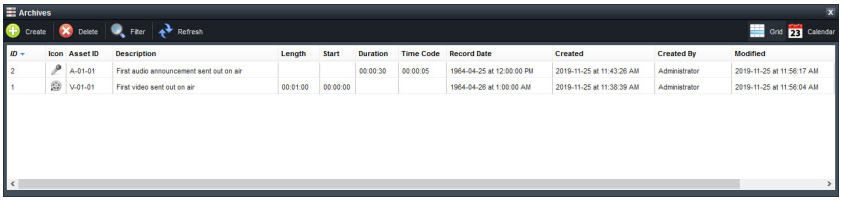


- **Icon** — when the main toolbar **Custom** section contains the icon of the Custom Manager to open, click or tap the icon to open the associated Custom Manager.
- **List** — when the main toolbar **Custom** section does not contain the icon of the Custom Manager to open, use the list to select the Custom Manager to open. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to view a list of the available entity managers on your Inception system:

  › **Desktop Computer** — point to the **Custom Managers** icon to expand the list, then click the name of the **Custom Manager** to open.

  › **Mobile Device** — tap the **Custom Managers** icon to expand the list, then tap the name of the **Custom Manager** to open.

The selected **Custom Manager** panel opens displaying records from the custom entities associated with the manager.



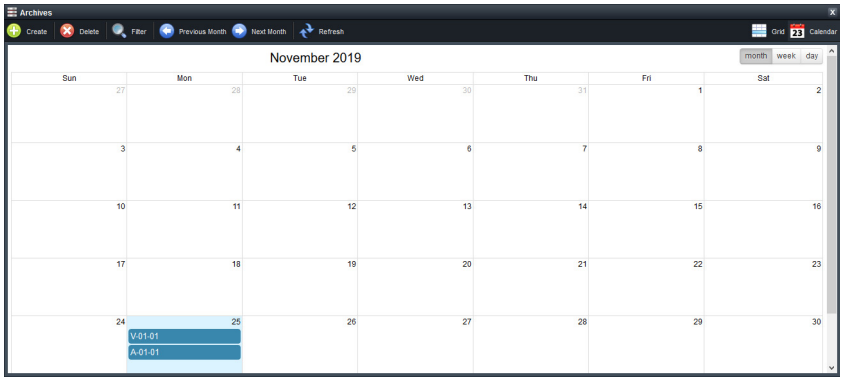
By default, **Custom Manager** panels open in **Grid** view displaying records as a table. Each row in the **Custom Manager** panel represents a record. Each column in the panel represents a custom attribute associated with the custom entity.

2. When a **Custom Manager** panel is defined as a paged panel and cannot display all the available records on a single page, use the following controls in the bottom toolbar of the **Custom Manager** panel to view all of the records stored by the manager.

   - **Showing page number** — enter in this box the page number of records to view in the **Custom Manager** table, then click or tap a blank area of the **Custom Manager** panel to display the selected page.
   - — click or tap this button to view the first page of records in the **Custom Manager** table.
   - — click or tap this button to view the previous page of records in the **Custom Manager** table.
   - — click or tap this button to view the next page of records in the **Custom Manager** table.
   - — click or tap this button to view the last page of records in the **Custom Manager** table.
   - **Show** — click or tap the following links to set the number of records to display in the **Custom Manager** table:
     - **5** — display 5 records in the **Custom Manager** table.
     - **25** — display 25 records in the **Custom Manager** table.
     - **50** — display 50 records in the **Custom Manager** table.
     - **100** — display 100 records in the **Custom Manager** table.

3. In the **Custom Manager** panel, click the **Calendar** icon.

   The **Custom Manager** panel switches to **Calendar** view, which displays records in the calendar based on the mapped date for entity types in the manager.

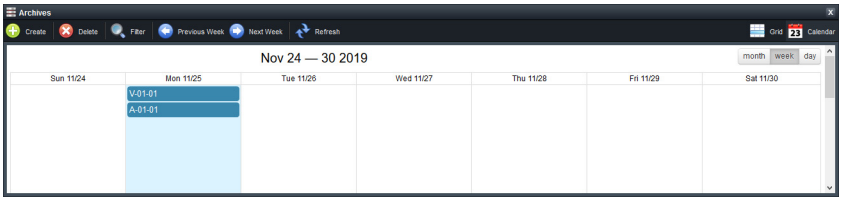


   By default, the **Calendar** view displays a month of records. Click the following icons to change the month for which the **Custom Manager** panel displays records:

   - **Previous Month** — view the records contained in the previous month to the month displayed at the top of the **Calendar** view.
   - **Next Month** — view the records contained in the next month to the month displayed at the top of the **Calendar** view.

4. In the **Calendar** view, click **week**.

   The **Calendar** view displays a single week of records.

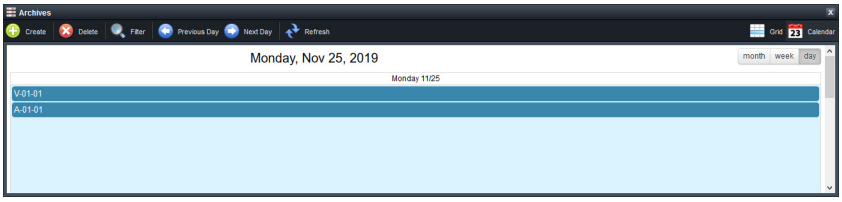


   Click the following icons to change the week for which the **Custom Manager** panel displays records:

   - **Previous Week** — view the records contained in the previous week to the date range displayed at the top of the **Calendar** view.
   - **Next Week** — view the records contained in the next week to the date range displayed at the top of the **Calendar** view.

5. In the **Calendar** view, click **day**.

   The **Calendar** view displays one day of records.



   Click the following icons to change the day for which the **Custom Manager** panel displays records:

   - **Previous Day** — view the records contained in the previous day to the date displayed at the top of the **Calendar** view.
   - **Next Day** — view the records contained in the next day to the date displayed at the top of the **Calendar** view.

6. In the **Custom Manager** panel, click the **Grid** icon.

   The **Custom Manager** panel switches back to **Grid** view.

Multiple Entities in a Manager

When a Custom Manager contains multiple custom entities it displays a column for each attribute in all of the entities. When entity attribute names or keys are the same, the Manager displays attribute columns as follows:

Table 34.1 Multiple Entity Display in a Manager

Description	Display
Entity attributes with the same names and keys.	Entity attributes merge into one column to all information
Entity attributes with different names but the same key.	Both entity attributes columns display the same data.
Entity attributes with the same name but different keys in a Manager.	Both entity attributes columns display different data.
Entity attributes with the same names and keys, but have incompatible choice list configurations.	The entity name displays to the right of each column name.

Add Records to Custom Entities

You can add new custom entity records from the Custom Manager Panel or connect records to a story from the Story Editor panel.

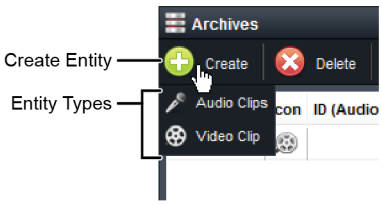
Add a Record from the Custom Manager Panel

The Custom Manager panel associated with a custom entity enables you to quickly add records to the custom entity.

To add records to a custom entity from a Custom Manager panel

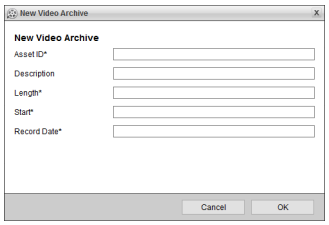
1. From the toolbar of a **Custom Manager**, click or tap the **Create Contact** icon.

   The **Create Story** list opens displaying the custom entities associated with the manager.



2. Use the **Create Story** list to select the type of entity to add a record.

   A **Create** form opens to add a record to the selected type of entity.



3. Use the **Create** form to enter information for the new record.

   The asterisk (*) displayed to the right of an attribute identifies the attribute as a required attribute for a new record.

4. Click **OK**.

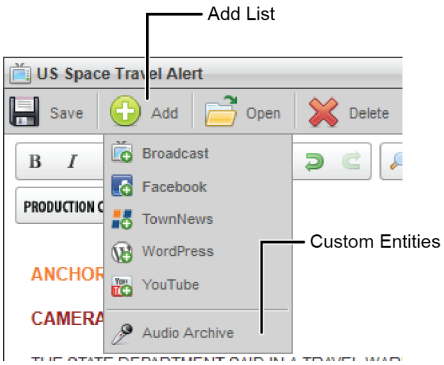
   Inception adds the new record to the **Custom Manager** and the **Create** form closes.

Connect a Record to a Story

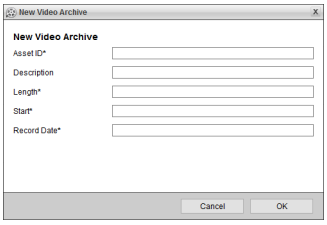
When the Story Editor panel is connected to one or more custom entity forms, you can connect custom entity records to the story open in the Story Editor panel. Records added to a story from the Story Editor become part of the story family.

To connected custom entity records to a story

1. Open a the story to connect a custom entity record in the **Story Editor** panel.
2. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to select the custom entity to connect to the open story.
   - **Desktop Computer** — in the toolbar, point to **Add** and then click the custom entity to connect.
   - **Mobile Device** — in the toolbar, tap **Add** to expand the list and then tap the custom entity to connect.



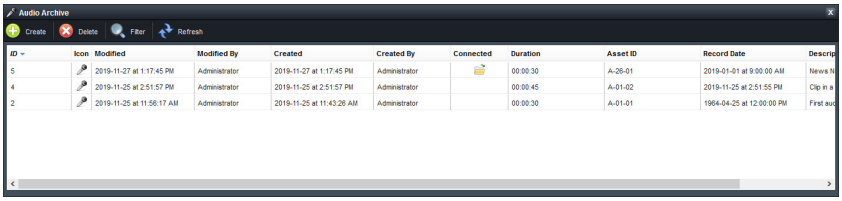
A **Create** form opens to add a record to the selected type of entity.



3. Use the **Create** form to enter information for the new record.

   The asterisk (*) displayed to the right of an attribute identifies the attribute as a required attribute for a new record.
4. Click **OK**.

   Inception adds the new record to the **Custom Manager** of the custom entity and closes the **Create** form. Inception also adds the new record to the story family of the original story. The **Custom Manager** displays the **Connected Record** icon in the **Connected** column for records that are connected to a story.



5. To view the story connected to a custom entity record, click the **Connected Record** icon in the **Connected** column.

   The connected story opens in the **Story Editor**. When you open a story in the **Story Editor**, you can use the **Open** list to open any custom entity records connected to the story.

Filter Custom Entity Records

Over time, the amount of custom entity records stored by a Custom Manager can grow rather large. The filter tool enables you to only display the records contained in a Custom Manager that meet your current interest.

To filter the records displayed in a Custom Manager panel

1. From the toolbar of a **Custom Manager** panel, click or tap the **Filter** icon.

   The **Filter** box opens below the toolbar.

2. In the **Filter** box, enter a portion of information contained in the records that you want to view in the **Custom Manager** panel.

   Any portion of information that you enter starts to filter the records displayed in the **Custom Manager** panel. The panel automatically updates to display only the records that contain custom attributes that match the entered information.

3. To once again display all the available records in a **Custom Manager** panel, click or tap the **Filter** icon in the **Custom Manager** toolbar.

   The **Filters** box closes and the **Custom Manager** panel updates to display all the records it contains.

Manage Custom Entity Records

You can use a Custom Manager to edit custom entity records and to delete records that you no longer need.

Directly Edit Custom Entity Records in the Custom Manager

You can use the Custom Manager panel to directly edit the custom entity records contained in the panel.

To edit custom entity records in the Custom Manager panel

1. In the **Custom Manager**, click the cell that contains the record information to edit.

   Inception highlights the selected cell.

2. Depending on the type of custom entity information selected, edit information as follows:

   - **Text** — press the **Space Bar** to start editing text. Entering text overwrites the selected text. Click in the text to place the cursor to insert text. Press the **Insert** key to use the cursor ← and → keys to position the cursor at the location to start editing text.
   - **Number** — press the **Space Bar** to start editing the value. Entering a new value overwrites the selected value. Click in the value to place the cursor to insert numbers. Press the **Insert** key to use the cursor ← and → keys to position the cursor at the location to start editing the value.
   - **Date** — use the **Calendar** tool to select a new date.
   - **Duration** — press the **Space Bar** to start editing the duration. Entering a new duration (HH:MM:SS) overwrites the selected duration. Click in the duration to place the cursor to insert numbers. Press the **Insert** key to use the cursor ← and → keys to position the cursor at the location to start editing the duration.
   - **Boolean** — select the check box to choose **True**, clear the check box to choose **False**.
   - **Choice** — use the list to select a choice.
   - **Multiple Choice** — in the list, select the check box to the left of one or more choices.

3. To save the edited information, click in another cell of the **Custom Manager table**.

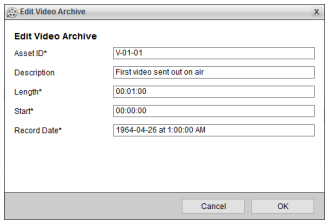
Use a Form or View to Edit Custom Entity Records

Depending on the type of custom entity record selected for editing, an Edit form or Editor panel opens to edit the selected record.

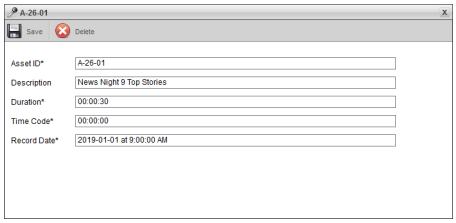
1. In the **Custom Manager**, double-click the custom entity record to edit.

   Depending on the selected record, an **Edit** form or **Editor** view opens.

   Edit Form



   Editor Panel



2. Edit information for the selected record as follows:

   Edit Form

   a. Use the **Edit** form to edit information for the selected record.

      The asterisk (*) displayed to the right of an attribute identifies the attribute as a required attribute for a the record.

   b. After you finish editing the record, click or tap **OK**.

      Inception updates the selected record in the **Custom Manager** and the **Edit** form closes.

   Editor Panel

   a. Use the **Editor** panel to edit information for the selected record.

      The asterisk (*) displayed to the right of an attribute identifies the attribute as a required attribute for a the record.

   b. After you finish editing the record, click or tap the **Save** icon.

      Inception updates the selected record in the **Custom Manager**.

   c. To close the **Editor** panel, click or tap the **Close** icon in the top right corner of the **Editor** panel.

Delete Custom Entity Records

When you no longer need a custom entity record, you can delete the record from the Custom Manager.

To delete a custom entity record

1. In the table of the **Custom Manager** panel, select the record to delete.
2. From the toolbar of the **Custom Manager**, click or tap the **Remove** icon.

   A confirmation dialog asks if you want to permanently delete the custom attribute record. Click or tap **Cancel** to keep the custom entity record.
3. Click or tap **OK**.

   Inception deletes the selected custom entity record.

Reporting

Inception enables you to create reports to provide metrics about the stories saved on your Inception Sever. Reports can include user-defined filters to focus report results. You can display report results in a tabular or graphical format. After you view a report, you can export the report results to a Comma Separated Values (CSV) formatted file.

The following topics are discussed in this chapter:

- Create a Report
- Run a Report
- Edit a Report
- Export Report Results to a CSV File
- Delete a Report

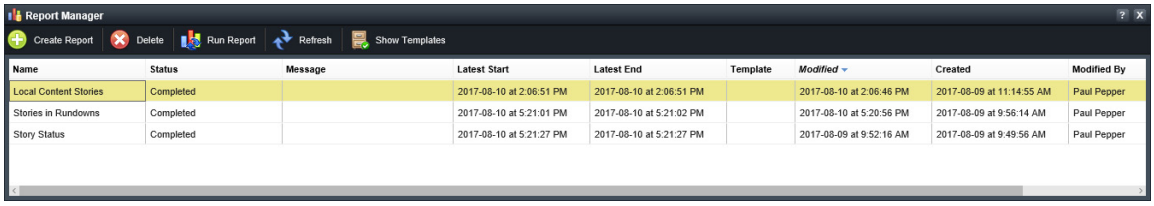
Create a Report

When working with reports, all procedures start from the Reports Manager panel. The first steps in creating a report are common between the various report types. After you select a report type there are specific steps to define the selected report type. The first procedure in this section outlines the common steps used to start creating a report. Subsequent procedures are specific to the type of report you select to create.

To start creating a new report

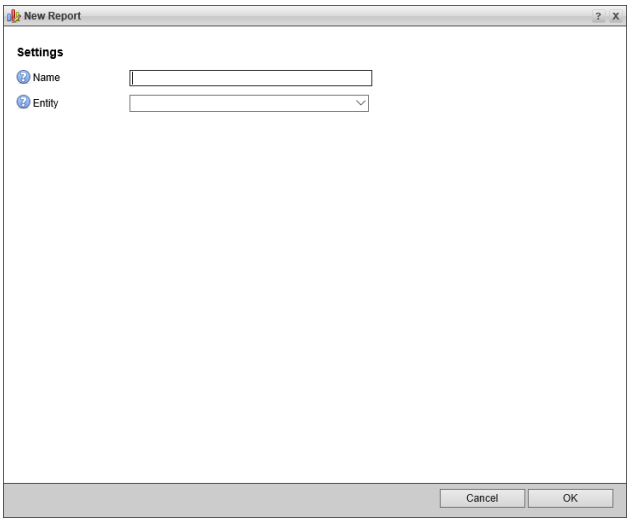
1. From the main toolbar, click or tap the **Running Orders** icon.

   The **Report Manager** panel opens.



2. From the **Report Manager** toolbar, click or tap the **Create Report** icon.

   The **New Report** dialog box opens.



3. In the **Name** box, enter a name for the report.
4. Use the **Entity** list to select entities from which Inception generates the report. The available entities are as follows:
   - **Running Order Element** — only stories contained in a running order.
   - **Story** — all stories on an Inception Server.
5. Use the **From Template** list to select the report to use as a template to create your new report. Select **None** to not use a report template.

   This list only displays the templates based on the entity you selected from the **Entity** list.
6. Use the **Type** list to select the type of report to create. The available report types are as follows:
   - **Standard** — a tabular report that lists the stories that match the filters set for the report. To define this type of report, continue with the procedure "**To define a standard report**" on page 35–3.
   - **Row Count** — a summary report that displays the number of stories within a group that match the filters set for the report. You can display this type of report as a table, bar chart, column chart, or pie chart. To define this type of report, continue with the procedure "**To define a row count report**" on page 35–5.

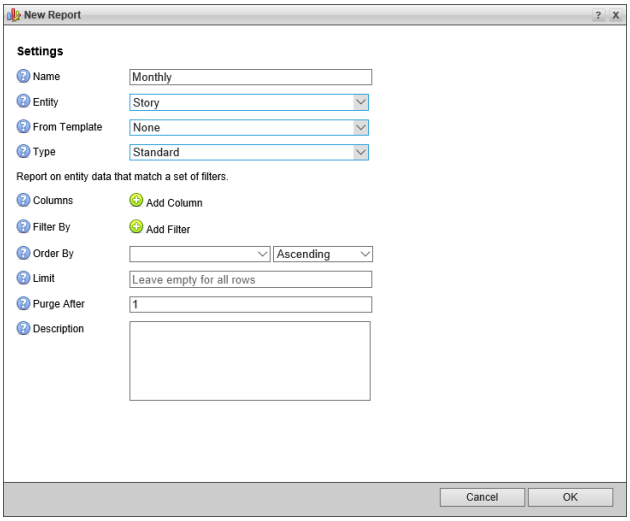
Standard Report

Standard reports display information about each found story as a single row in a table. You can define filters as part of a standard report to focus report results.

To define a standard report

1. In the **New Report** dialog box, use the **Report Type** menu to select **Standard**.

   The **New Running Order** dialog box displays the **Standard** report options.



2. In the **Columns** section, click or tap **Add Column** to add a column to the report.

   A column selection list opens in the **Columns** section.

   Reports must contain one or more columns.

3. Use the **Column** list to select a column that contains information to display in the report.
4. To add additional columns to a report, repeat steps **2** and **3**.

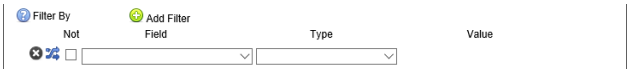
   The **Columns** section displays the selected columns in the order that they will display in the report.

5. Use the following icons to manage the columns selected for a report:

   - — click or tap this icon to delete the associated column from the report.
   - — click and drag this icon to move the associated column to a new position in the report.

6. In the **Filter By** section, click or tap **Add Filter** to add a filer the report. Report results will only include the stories that match all the defined filters in the order they are displayed in the **Filter By** section.

   A filter definition opens in the **Filter By** section.



7. Use the **Field** list to select the field that contains the information to filter.

8. Use **Type** to select the type of value that you want to filter for the selected **Field**. Depending on the selected **Field**, the available value types are as follows:

   - **None** — do not use the selected field to filter the report.
   - **Blank** — the selected field contains no information, is blank.
   - **Any Of** — any of the values selected from the Value field.
   - **Today** — approved, end air time is, start air time is, created, modified, published, or submitted today.
   - **This Week** — approved, end air time is, start air time is, created, modified, published, or submitted during the current week.
   - **This Month** — approved, end air time is, start air time is, created, modified, published, or submitted during the current month.
   - **This Year** — approved, end air time is, start air time is, created, modified, published, or submitted during the current year.
   - **Exact Date** — approved, end air time is, start air time is, created, modified, published, or submitted on the date selected from the Value field.
   - **Range** — approved, end air time is, start air time is, created, modified, published, or submitted within the date range set by the dates selected in the Value Start and End lists.
   - **Before** — approved, end air time is, start air time is, created, modified, published, or submitted before the date selected in the Value field.
   - **After** — approved, end air time is, start air time is, created, modified, published, or submitted after the date selected in the Value field.
   - **Relative Days** — approved, end air time is, start air time is, created, modified, published, or submitted within the number of days entered in the Value field from the current date.
   - **Relative Hours** — approved, end air time is, start air time is, created, modified, published, or submitted within the number of hours entered in the Value field from the current time.
   - **Me** — approved by, created by, modified by, published by, submitted by, or assigned to the current Inception user.
   - **Any Of** — approved by, created by, modified by, published by, submitted by, or assigned to any Inception user selected in the Value field. Approval or publish status as selected in the Value field.
   - **All Of** — assigned to all of the Inception users selected in the Value field.
   - **Yes** — item is denylisted, a break, a child, coded, floated, on air, or hidden from devices.
   - **No** — item is not denylisted, a break, a child, coded, floated, on air, or hidden from devices.
   - **Match** — exactly matches the text entered in the Value field.
   - **Match Any** — exactly matches one of the comma separated text chunks entered in the Value field.
   - **Contains** — contains the text entered in the Value field.
   - **Contains Any** — contains one of the comma separated text chunks entered in the Value field.
   - **Name Starts With** — running order name starts with the text entered in the Value field.
   - **Name Contains** — running order name contains the text entered in the Value field.
   - **Name Contains Any** — running order name contains any of the comma separated text chunks entered in the Value field.
   - **Created Today** — running order was created today.
   - **Created This Week** — running order was created this week.
   - **Created This Month** — running order was created this month.
   - **Created This Year** — running order was created this year.
   - **End Date Today** — running order ends today.
   - **End Date This Week** — running order ends this week.
   - **End Date This Month** — running order ends this month.
   - **End Date This Year** — running order ends this year.

   The **Value** field updates to match the selected **Type**.

9. Use the **Value** field to set a value for the selected **Type**.

   Some **Types** do not require that you enter or select a **Value**.

10. Whey you want a report to contain results that do not match a defined filter, select the **Not** check box associated with the filter.

11. To add additional filters to a report, repeat steps **6** and **10**.

    Report results will only include the stories that match all the defined filters in the order they are displayed in the **Filter By** section.

12. Use the **Order By** list to select the field that contains the information with which to order report results.

13. Use the list to the right of the **Order By** list to select the order in which to sort report results based on the information contained in the field selected from the **Order By** list.

14. Enter in the **Limit** box the maximum number of records to include in a report.

15. Enter in the **Purge After** box the number of days that Inception saves report results.

    Inception deletes report results that are older than the set **Purge After** time.

16. Enter in the **Description** box a description of the report.

17. Click or tap **OK**.

    Inception adds the new report to the **Report Manger** panel.

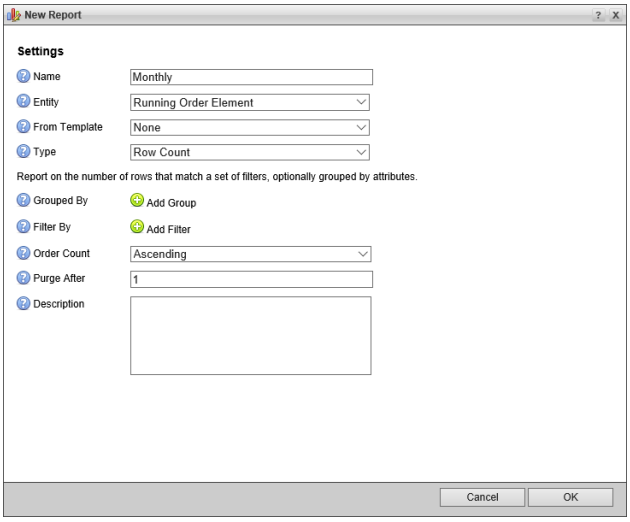
Row Count Report

Row count reports report the number of stories that match the filters defined for the report. When you add groups to the report, the report displays a story total for each group. You can display the results of a row count report as a table, bar chart, column chart, or pie chart.

To define a row count report

1. In the **New Report** dialog box, use the **Report Type** menu to select **Row Count**.

   The **New Running Order** dialog box displays the **Row Count** report options.



2. In the **Group By** section, click or tap **Add Group** to add a group to the report.

   A column selection list opens in the **Group By** section.

3. Use the **Column** list to select a column that contains the information that you want to use to group the report results.

   The report results will display a count for each distinct value in the selected **Group By** column.

4. To add additional **Group By** columns to a report repeat steps **2** and **3**.

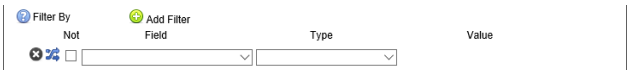
   The **Group By** section displays the selected columns in the order that they will group results in the report.

5. Use the following icons to manage the **Group By** columns selected for a report:

   - — click or tap this icon to delete the associated **Group By** column from the report.
   - — click and drag this icon to move the associated **Group By** column to a new position in the grouping order.

6. In the **Filter By** section, click or tap **Add Filter** to add a filer the report. Report results will only include the stories that match all the defined filters in the order they are displayed in the **Filter By** section.

   A filter definition opens in the **Filter By** section.



7. Use the **Field** list to select the field that contains the information to filter.

8. Use **Type** to select the type of value that you want to filter for the selected **Field**. Depending on the selected **Field**, the available value types are as follows:

   - **None** — do not use the selected field to filter the report.
   - **Blank** — the selected field contains no information, is blank.
   - **Any Of** — any of the values selected from the Value field.
   - **Today** — approved, end air time is, start air time is, created, modified, published, or submitted today.
   - **This Week** — approved, end air time is, start air time is, created, modified, published, or submitted during the current week.
   - **This Month** — approved, end air time is, start air time is, created, modified, published, or submitted during the current month.
   - **This Year** — approved, end air time is, start air time is, created, modified, published, or submitted during the current year.
   - **Exact Date** — approved, end air time is, start air time is, created, modified, published, or submitted on the date selected from the Value field.
   - **Range** — approved, end air time is, start air time is, created, modified, published, or submitted within the date range set by the dates selected in the Value Start and End lists.
   - **Before** — approved, end air time is, start air time is, created, modified, published, or submitted before the date selected in the Value field.
   - **After** — approved, end air time is, start air time is, created, modified, published, or submitted after the date selected in the Value field.
   - **Relative Days** — approved, end air time is, start air time is, created, modified, published, or submitted within the number of days entered in the Value field from the current date.
   - **Relative Hours** — approved, end air time is, start air time is, created, modified, published, or submitted within the number of hours entered in the Value field from the current time.
   - **Me** — approved by, created by, modified by, published by, submitted by, or assigned to the current Inception user.
   - **Any Of** — approved by, created by, modified by, published by, submitted by, or assigned to any Inception user selected in the Value field. Approval or publish status as selected in the Value field.
   - **All Of** — assigned to all of the Inception users selected in the Value field.

- **Yes** — item is denylisted, a break, a child, coded, floated, on air, or hidden from devices.
- **No** — item is not denylisted, a break, a child, coded, floated, on air, or hidden from devices.
- **Match** — exactly matches the text entered in the Value field.
- **Match Any** — exactly matches one of the comma separated text chunks entered in the Value field.
- **Contains** — contains the text entered in the Value field.
- **Contains Any** — contains one of the comma separated text chunks entered in the Value field.
- **Name Starts With** — running order name starts with the text entered in the Value field.
- **Name Contains** — running order name contains the text entered in the Value field.
- **Name Contains Any** — running order name contains any of the comma separated text chunks entered in the Value field.
- **Created Today** — running order was created today.
- **Created This Week** — running order was created this week.
- **Created This Month** — running order was created this month.
- **Created This Year** — running order was created this year.
- **End Date Today** — running order ends today.
- **End Date This Week** — running order ends this week.
- **End Date This Month** — running order ends this month.
- **End Date This Year** — running order ends this year.

The **Value** field updates to match the selected **Type**.

9. Use the **Value** field to set a value for the selected **Type**.

   Some **Types** do not require that you enter or select a **Value**.

10. Whey you want a report to contain results that do not match a defined filter, select the **Not** check box associated with the filter.

11. To add additional filters to a report, repeat steps **6** and **10**.

    Report results will only include the stories that match all the defined filters in the order they are displayed in the **Filter By** section.

12. Use the **Order Count** list to select the order in which to sort report results based on the reported row counts.

13. Enter in the **Purge After** box the number of days that Inception saves report results.

    Inception deletes report results that are older than the set **Purge After** time.

14. Enter in the **Description** box a description of the report.

15. Click or tap **OK**.

    Inception adds the new report to the **Report Manger** panel.

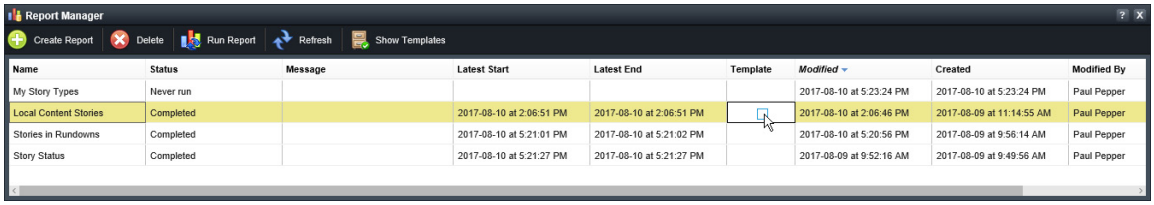
Create a Template from a Report

You can create report templates from existing reports. When you use a template to create a new report, Inception copies all the settings and filter definitions in the selected template into the new report.

To create a template from an existing report

1. In the **Report Manager** panel, locate the report that you want to use as a template.
2. Click in the **Template** cell associated with the report that you want to use as a template.

Inception displays a check box in the selected **Template** cell.



3. Select the **Template** check box.
4. Click any other cell in the **Report Manager** panel.

   Inception creates a template from the selected report and adds the template to the **From Template** list in the **New Report** dialog box.

5. To show template reports in the **Reports** table, click or tap the **Show Templates** icon in the **Reports Manager** toolbar.

   The **Reports** table updates to show all the template reports. Template reports are identified by a check mark in the **Template** column of the **Reports** table.

6. To hide template reports from the **Reports** table, click or tap the **Hide Templates** icon in the **Report Manager** toolbar.

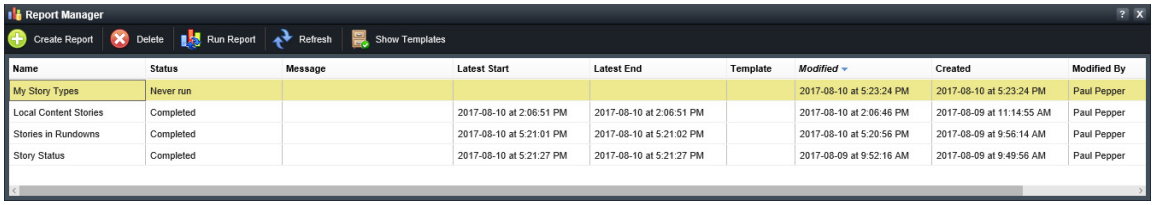
   The **Reports** table updates and hides all the template reports.

Run a Report

After you create a report you need to run the report to view the report results. New reports are added to the Report Manager panel with the status “Never Run”. After you run a report the report status changes to “Completed”. Inception saves the results of each report run. When a report result is older than the set Purge After time for the Report, Inception deletes the result.

To run a report

1. In the **Report Manager** panel, select the report to run.



2. From the **Report Manager** toolbar, click or tap the **Run Report** icon.

   While Inception runs the report the **Status** column displays “Running” as the current status. When the report is ready for viewing, **Status** column displays “Complete” as the status. A status of “Failed” displays when a report run does not properly complete. The **Message** column displays additional information about “Failed” report runs.

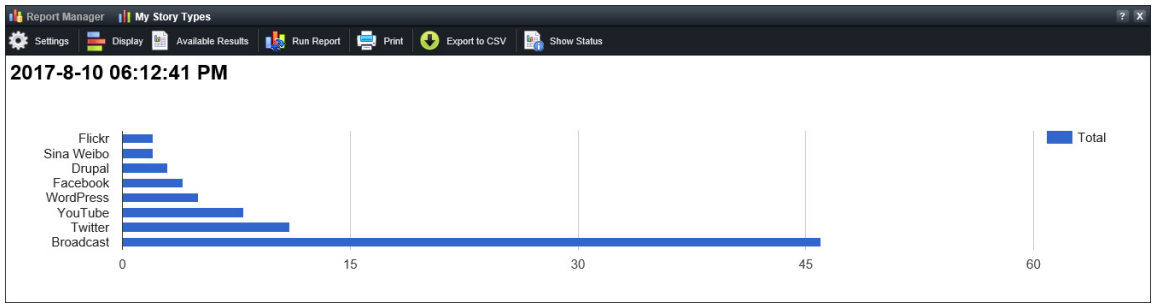
3. To view a completed report, double-click the report in the **Report Manager** panel.

   The report results open in a **Report** panel. The **Report** panel title bar displays the report name.

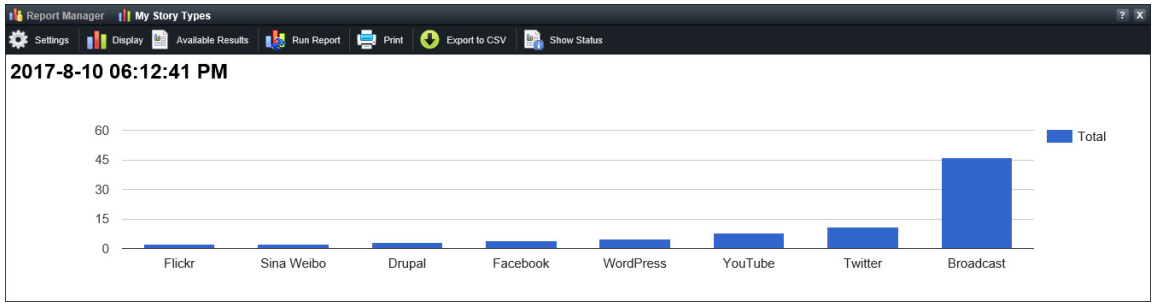
4. In the **Report** panel toolbar, point to the **Display** icon and then select the format in which to view the report results. The available report display formats are as follows:

   - **Table**

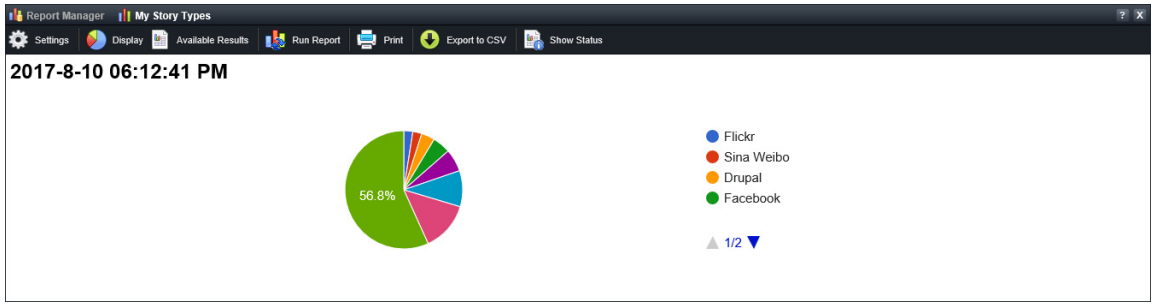
   - **Bar** (Row Count reports only) — hover the mouse pointer over a bar to display more information.



   - **Column** (Row Count reports only) — hover the mouse pointer over a column to display more information.



   - **Pie** (Row Count reports only) — hover the mouse pointer over a section to display more information.



5. To view previous report results, point to the **Available Results** icon in the **Report** panel toolbar and then select the date of the report to view.

   Inception saves the results of each report run. When a report result is older than the set **Purge After** time for the Report, Inception deletes the result from the **Available Results** list.

6. To view the status of the current report, click the **Show Status** icon in the **Report** panel toolbar.

   Inception displays the current report status in the **Report Display** area. To hide the report status, click the **Hide Status** icon.

7. To create another run of the current report, click the **Run Report** icon in the **Report** panel toolbar.

8. After the report run completes, select the first report from the **Available Results** list to view the results of the report run.

9. To print the current report, click the **Print** icon to use the **Print** dialog box to format and print your report.

Edit a Report

If a report does not quite give you the results you were looking for, you can edit the settings of the report.

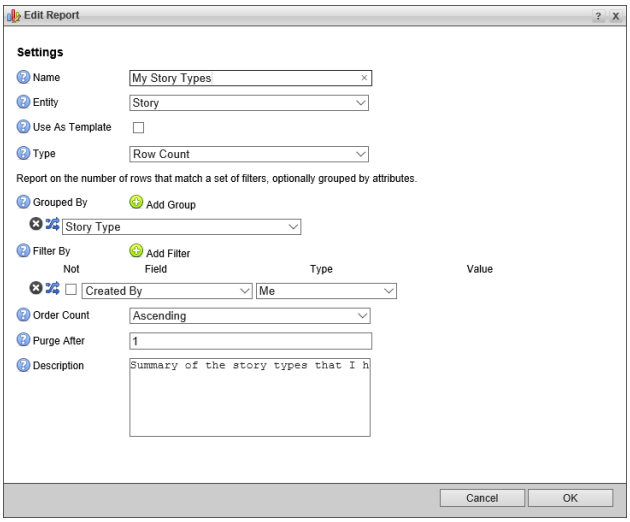
To edit an existing report

1. In the **Report Manager** panel, double-click the report to edit.

   The selected report opens in a **Report** panel.

2. In the **Report** panel toolbar, click or tap the **Settings** icon.

   The **Edit Report** dialog opens for the selected report.



3. Edit the report settings as required.

✶ Saving changes to the report settings other than the **Name**, **Use Template**, **Purge Limit**, or **Description** will delete previously saved report results.

4. Click or tap **OK**.

   Inception updates the selected report with the changed settings.

   When you change the report settings other than the **Name**, **Use Template**, **Purge Limit**, or **Description**; a confirmation message opens. Click **Yes** to continue and delete previous report results. Click **No** to keep previous report results.

5. Click the **Run Report** icon in the **Report** panel toolbar to run the report using the new settings you set for the report.

6. After the report run completes, select the first report from the **Available Results** list to view the results of the report run.

Export Report Results to a CSV File

For further processing, you can export the results of a report to a Comma Separated Values (CSV) on your local computer. You can use Microsoft® Excel® to process the CSV file exported from a report.

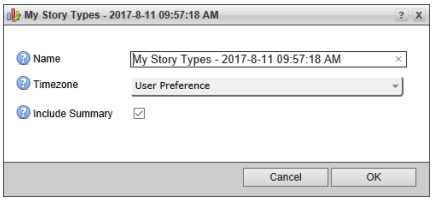
To export a report to a CSV file

1. In the **Report Manager** panel, double-click the report to export.

   The selected report opens in a **Report** panel.

2. In the **Report** panel toolbar, click or tap the **Export to CSV** icon.

   The **Export to CSV** dialog box opens for the selected report. The **Export to CSV** dialog box title bar displays the report name.



3. Enter in the **Name** box the filename for the report CSV file.

   Inception appends the extension .**csv** to your entered filename.

4. Use the **Timezone** list to select the time zone with which to export time columns from the report. Select **User Preference** to use the time zone set in your Inception preferences.

5. Select the **Include Summary** check box to include a summary total for all row count columns.

6. Click **OK**.

   Inception generates a CSV file for the selected report and downloads the file to your web browser download folder.

Delete a Report

When you no longer require a report, you can delete the report. Deleting a report also deletes the results associated with the report.

To delete a report

1. In the **Report Manager** panel, select the report to delete.

2. From the **Report Manager** toolbar, click or tap the **Delete** icon.

   A confirmation message opens.

3. Click or tap **OK**.

   Inception deletes the selected report from the **Report Manager** panel.

Configuring Inception

There are many aspects of Inception that you can configure to suit the needs of your organization. The properties that you can configure depends on your user permissions and whether you are using a desktop computer or a mobile device.

The main toolbar includes some or all the following icons:

- **Configuration** — enables Inception users to set user preferences. You cannot configure Inception from a mobile device.
- **Perspectives** — enables you to apply a saved perspective, or to manage perspectives. A perspective is a mapping of Inception panel types to positions in the user interface layout.
- **Change Password** — enables you to change the password you use to log in to Inception.

This chapter discusses the following topics:

- Set User Preferences
- Manage Perspectives
- Change Your Inception Password

Set User Preferences

When the default user preferences do not work for an individual Inception user, the user can set their own user preferences.

✶ You cannot can set user preferences from a mobile device, you must use a desktop computer to access the Configuration window.

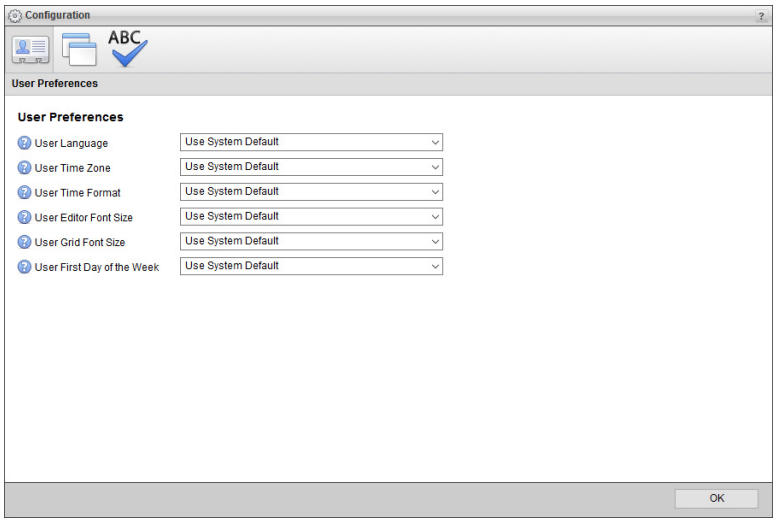
To set your own user preferences

1. On the main toolbar, click the **Configuration** icon.

   The **Configuration** window opens.

2. On the **Configuration** window toolbar, click the **Preferences** icon.

   The **User Preferences** panel of the **Configuration** window opens.



3. In the **User Preferences** tab, use the **User Language** list to select the user interface language that you want to use with Inception. Select **Use System Default** to use the language set by the Inception administrator.
4. Use the **User Time Zone** list to select the time zone which matches your physical location. Select **Use System Default** to use the time zone set by the Inception administrator.
5. Use the **User Time Format** list to select the format in which to display the time, **12 hr** (2:45pm) or **24 hr** (14:45) format.
6. Use the **User Editor Font Size** list to select the font size that you want Inception to display text in editor panels. You can select a font size from **6** to **32** points. Select **Use System Default** to use the editor font size set by the Inception administrator.
7. Use the **User Grid Font Size** list to select the font size that you want Inception to display text in panel grids. You can select a font size from **6** to **32** points. Select **Use System Default** to use the grid font size set by the Inception administrator.
8. Use the **User First Day of the Week** list to select the first day of the week to display in the **Calendar** view of the **Assignment Manager**, **Task Schedule**, and **Custom Entity Manager** panels, and in the **Calendar Date** tool used to select dates. Select **Use System Default** to use the first day of the week set by the Inception administrator.
9. Click **OK**.

   The **Configuration** window closes.

10. Log out of Inception and then log back in to activate your new user preference settings.

Manage Perspectives

A user perspective is a customized view of the Inception user interface. It is a mapping of Inception panel types to positions in the user interface layout. Perspectives also save the columns displayed in the Running Order, Playlist, and Social Polls panels. For example, you can create a perspective that includes an RSS feed in the left column, a playlist in the top middle, and a WordPress feed in the right column. When you later use this perspective, any RSS feeds you open display in the left column. Playlists display in the middle. WordPress feeds display in the right column.

Perspectives are especially useful for people who perform many different tasks in Inception. For example, a producer may create one perspective for working with running orders and the story editor panel, and another perspective for working with playlists and feeds. Perspectives can include any or all panel types:

- Running Orders
- Playlists
- Feed Viewer
- Story Editor
- Story Browser
- Task Schedule
- Approval Manager
- Video Player
- Social Polls
- Social Polls Editor

Inception users can create their own perspectives. Administrators can create global perspectives for all users.

✶ Panels may not always display exactly where you expect. As you open and close panels, Inception adjusts the layout to optimize use of the available space. For example, if the current perspective includes an RSS feed in the left column and you use it to open only an RSS feed, the RSS feed occupies all the available space. As you open more panel types, Inception adjusts the layout to conform with the perspective.

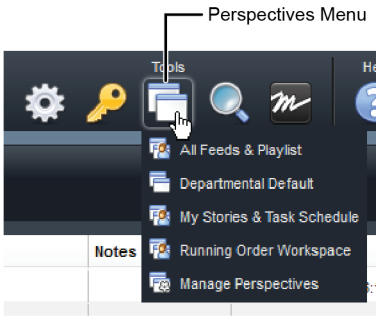
Open a Saved Perspective

To open a saved perspective

1. Depending on whether you work with Inception through a desktop computer or mobile device, use one of the following methods to open the **Perspectives** list:

   - **Desktop Computer** — in the main toolbar, point to the **Perspectives** icon.
   - **Mobile Device** — in the main toolbar, tap the **Perspectives** icon.

   A list of saved perspectives displays. The last item on the list, **Manage Perspectives**, is not a perspective.



2. In the list, click or tap the perspective to open.

   Inception repositions the open panels to conform to the layout in the selected perspective.

Create a New Perspective

To create a new perspective for your own use

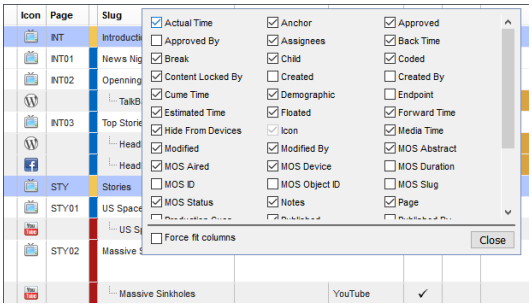
1. Open one of each type of panel you want to include in the new perspective.
2. Rearrange the panels to the positions you want them to occupy in the perspective.

   For more information about repositioning panels, refer to the section "**Move a Panel from One Layout Position to Another**" on page 2–7.

3. In **Running Order**, **Playlist**, and **Social Polls** panels, display the panel columns to include in the perspective as follows.

   a. In the panel, right-click the title of any table column.

      The **Columns** list opens.



   b. Select columns as follows:

      - To include a column, select the check box to the left of the column name.
      - To remove a column, clear the check box to the left of the column name.

   c. Select the **Force fit columns** check box to automatically resize column widths to the table content.

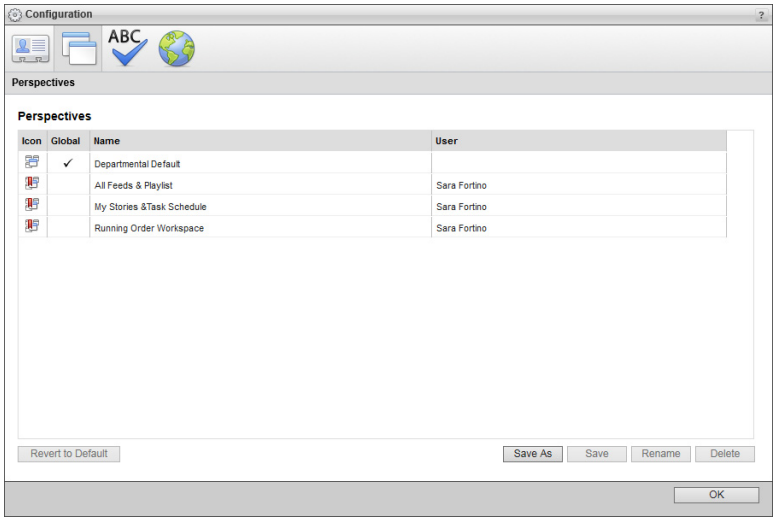
   d. Click **Close**.

   e. Click and drag columns to reposition columns in the table.

   f. Click and drag column dividers to manually resize the width of individual columns.

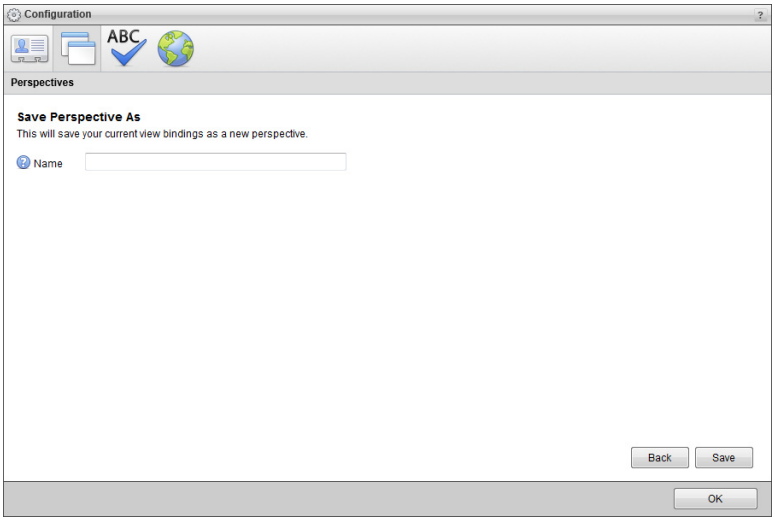
4. On the main toolbar, use the **Perspectives** icon to select **Manage Perspectives** from the list.

   The **Configuration** window opens, showing the **Perspectives** tab.



5. Click **Save As**.

   The **Save Perspective As** page opens.



6. In the **Name** box, enter a name for the new perspective.
7. Click or tap **Save**.

   The **Save Perspective As** page closes and Inception displays the new perspective to the **Perspectives** list.
8. In the bottom toolbar, click or tap **OK**.

   The **Configuration** window closes.

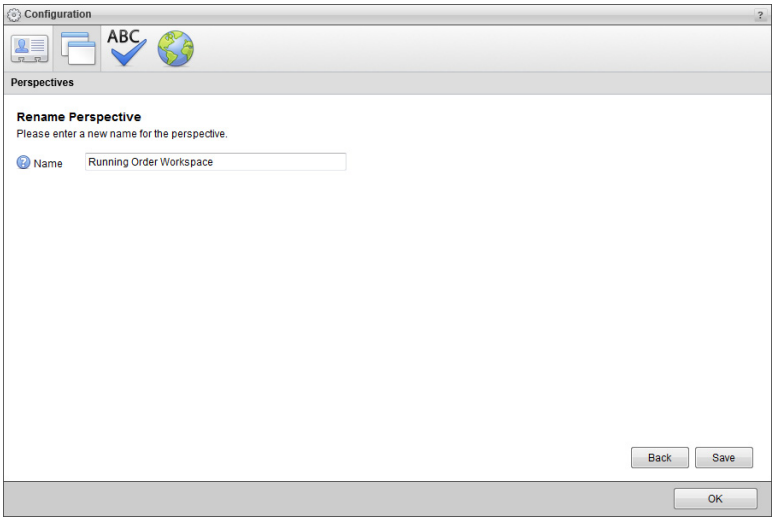
Rename a Perspective

To rename a perspective

1. On the main toolbar, use the **Perspectives** icon to select **Manage Perspectives** from the list.

   The **Configuration** window opens, showing the **Perspectives** tab.
2. In the **Perspectives** list, select the perspective to rename.
3. Click or tap **Rename**.

   The **Rename Perspective** page opens.



4. In the **Name** box, enter a new name for the selected perspective.
5. Click or tap **Save**.

   The **Perspectives** list displays the new name of the selected perspective.
6. In the bottom toolbar, click or tap **OK**.

   The **Configuration** window closes.

Change the Layout of a Perspective

To change the layout of a perspective

1. Rearrange the panels in a perspective to form the new layout for the perspective.
2. In **Running Order**, **Playlist**, and **Social Polls** panels, display the panel columns to include in the perspective.
3. On the main toolbar, use the **Perspectives** icon to select **Manage Perspectives** from the list.

   The **Configuration** window opens, showing the **Perspectives** tab.
4. In the **Perspective** list, select the perspective for the new panel layout.
5. Click or tap **Save**.

   A confirmation message opens, asking whether you want to overwrite the perspective.
6. In the confirmation message, click or tap **OK**.

   The confirmation message closes and Inception saves the set panel layout with the selected perspective.
7. In the bottom toolbar, click or tap **OK**.

   The **Configuration** window closes.

Revert a Perspective to the Default Layout

When you first use Inception, it opens certain types of panels in certain panel positions by default. Inception continues to use the default layout until you move a panel or open a saved perspective.

You can revert a saved perspective to Inception's default layout. This is useful if you want to make the default layout permanently available as a perspective, or if you want to use it as a starting point for creating a new customized perspective. When a user reverts to the default layout Inception also reverts the columns displayed in the Running Order, Playlist, and Social Polls panels to their default columns.

The following illustration describes the default layout.

Figure 36.1 Default Panel Layout

Default layout positions are as follows:

- Grid-based panels open in the top middle box. These include running orders, playlists, the Story Browser panel, the Task Schedule panel, and the Approval Manager panel.
- Editor panels, such as the story editor, open in the bottom left box.
- The Video Player panel, which previews pictures and video, opens in the bottom right box.
- Feed-based panels open in the right column.

By default, Inception does not occupy all eight positions with a panel. Inception does optimize a layout by expanding open panels to fill all available space. When you use the default layout and open instances of every type of panel, panels display as follows:

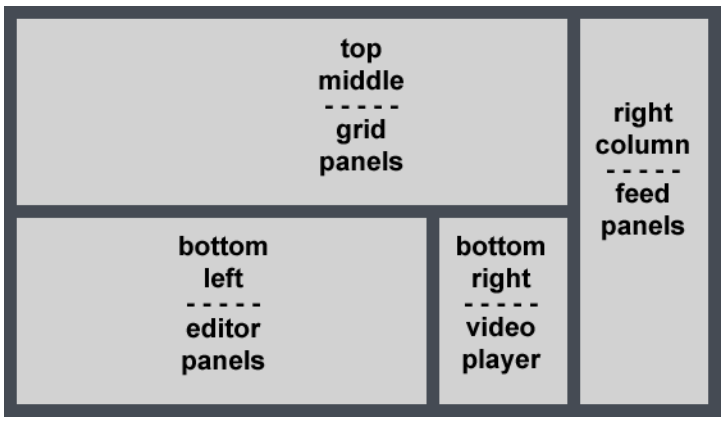


Figure 36.2 Actual Layout with all Panel Types Open

To revert a perspective to the default layout

1. On the main toolbar, use the **Perspectives** icon to select **Manage Perspectives** from the list.

   The **Configuration** window opens, showing the **Perspectives** tab.

2. In the **Perspective** list, select the perspective to apply the default layout.
3. Click or tap **Revert to Default**.

   A confirmation message opens, asking whether you want to revert the perspective to the default layout.

✶ There is no undo for this change. When you revert to the default layout Inception also reverts the columns displayed in the Running Order, Playlist, and Social Polls panels to their default columns. Click or tap **Cancel** to keep the current perspective layout.

4. In the confirmation message, click or tap **OK**.

   The confirmation message closes and Inception saves the default panel layout with the selected perspective.

5. In the bottom toolbar, click **OK**.

   The **Configuration** window closes.

Make a User Perspective Global

A user-specific perspective is only available to the Inception user who created it. Global perspectives are available to all Inception Server users. If you are an Inception administrator, you can make a user-specific perspective global.

To make a user-specific perspective global

1. Login into Inception as an administrator.

   Only administrators can make a perspective available to all users.

2. On the main toolbar, use the **Perspectives** icon to select **Manage Perspectives** from the list.

   The **Configuration** window opens, showing the **Perspectives** tab.

3. In the **Perspectives** list, select the user-specific perspective to make available to all users.

   Perspectives that do not have a check mark in the **Global** column of the **Perspectives** list are user-specific and only available to the users that created them. A check mark in the **Global** column of the **Perspectives** list indicates that a perspective is global and available to all users.

4. Click **Set as Global**. This option is only available to Inception administrators.

   A check mark displays in the **Global** column of the selected perspective, which indicates that all users now have access the perspective from the **Perspectives** icon.

5. In the bottom toolbar, click **OK**.

   The **Configuration** window closes.

To make a global perspective user-specific

1. As an administrator, use the **Perspectives** icon on the main toolbar to select **Manage Perspectives** from the list.

   The **Configuration** window opens, showing the **Perspectives** tab.

2. In the **Perspectives** list, select the global perspective to make user-specific.

   A check mark in the **Global** column of the **Perspectives** list indicates that a perspective is global and available to all users. Perspectives that do not have a check mark are user-specific.

3. Click **Set as User**. This option is only available to Inception administrators.

   Inception removes the check mark from the **Global** column of the selected perspective, which indicates that only the user who created the perspective can use it.

4. In the bottom toolbar, click **OK**.

   The **Configuration** window closes.

Delete a Perspective

Inception users can only delete perspectives that they created. You must login into Inception as an administrator to delete global perspectives.

To delete a perspective

1. On the main toolbar, use the **Perspectives** icon to select **Manage Perspectives** from the list.

   The **Configuration** window opens, showing the **Perspectives** tab.

2. In the **Perspectives** list, select the perspective to delete.

3. Click or tap **Delete**.

   A confirmation message opens, asking whether you want to delete the perspective. Click or tap **Cancel** to keep the perspective.

4. In the confirmation message, click **OK**.

   Inception deletes the selected perspective from the **Perspectives** list.

5. In the bottom toolbar, click or tap **OK**.

   The **Configuration** window closes.

Change Your Inception Password

To change your Inception password

1. On the main toolbar, click or tap the **Change Password** icon.

   If the **Change Password** icon is not visible, you do not have permission to change your password within Inception. If you need to change your password, contact your administrator.

   The **Change Password** dialog box opens.

2. In the **Old Password** box, enter your current password.
3. In the **New Password** box, enter a new password.
4. In the **Verify Password** box, re-enter the new password.
5. Click or tap **Change Password**.

   A message informs you of the successful change of your password.

6. Click or tap **OK**.

   The next time you log in to Inception, use your new password.

Appendix A. Hotkeys

The sections in this appendix list the hotkeys that you can use to quickly execute Inception commands.

This appendix lists the hotkeys for the following sections of the Inception user interface:

- General User Interface
- Running Order Manager Panel
- Running Order Panel
- Playlist Manager Panel
- Playlist Panel
- Social Polls Panel
- Story Browser Panel
- Assignment Manager Panel
- Contact Manager Panel
- Task Schedule Panel
- Approval Manager Panel
- Messaging Manager Panel
- Story Editor Panel

General User Interface

Table A.1 General User Interface Hotkeys

Hotkey		Function
macOS	**Windows**	
Cmd F11	**Ctrl F11**	Hide or show the Inception main toolbar.
Cmd Alt Shift Q	**Ctrl Alt Shift Q**	Close all Inception panels.
Cmd →	**Ctrl →**	Select the panel to the right of the currently active panel.
Cmd ←	**Ctrl ←**	Select the panel to the left of the currently active panel.
Cmd ↑	**Ctrl ↑**	Select the panel above of the currently active panel.
Cmd ↓	**Ctrl ↓**	Select the panel below the currently active panel.
Cmd Shift →	**Ctrl Shift →**	Select the tab to the right of the currently active tab in a panel.
Cmd Shift ←	**Ctrl Shift ←**	Select the tab to the left of the currently active tab in a panel.
→	→	Move to the cell to the right of the currently selected cell in a panel.
←	←	Move to the cell to the left of the currently selected cell in a panel.
↑	↑	Move to the cell above the currently selected cell in a panel.
↓	↓	Move to the cell below the currently selected cell in a panel.
Shift ↑	**Shift ↑**	Add the cell above the currently selected cell in a panel to the current selection.
Shift ↓	**Shift ↓**	Add the cell below the currently selected cell in a panel to the current selection.

Running Order Manager Panel

Table A.2 Running Order Manager Panel Hotkeys

Hotkey		
macOS	**Windows**	**Function**
Cmd A	**Ctrl A**	Select all the running orders in the Running Order Manager panel.

Running Order Panel

Table A.3 Running Order Panel Hotkeys

Hotkey		
macOS	**Windows**	**Function**
Num +	**Num +**	During running order playout, manually advance the playout to the next approved story in the running order.
Num -	**Num -**	During running order playout, manually advance the playout to the previous approved story in the running order.
Cmd A	**Ctrl A**	Select all the stories in the current running order.
Cmd C	**Ctrl C**	Copy the selected stories in the running order.
Cmd E	**Ctrl E**	Insert a new Facebook story in the running order above the selected story.
Cmd F	**Ctrl F**	Float the selected story. For a floated story, unfloat the selected story.
Cmd H	**Ctrl H**	Hide all the child stories in the running order. When child stories are hidden, show all the child stories in the running order.
Cmd I	**Ctrl I**	Insert a new Broadcast story in the running order above the selected story.
Cmd M	**Ctrl M**	Insert a new WordPress story in the running order above the selected story.
Cmd L	**Ctrl L**	Prepare Inception to play out the running order and display the playout control buttons. When you are playing out a running order, stop running order playout.
Cmd U	**Ctrl U**	Insert a new YouTube story in the running order above the selected story.
Cmd V	**Ctrl V**	Paste copied stories into a running order at the selected location.
Cmd X	**Ctrl X**	Approve the selected story. For an approved story, unapprove the selected story.
Cmd Enter	**Ctrl Enter**	Open the selected story in the Story Editor panel.
Cmd Delete	**Ctrl Delete**	Remove the selected story from the running order.
Cmd Drag	**Ctrl Drag**	Create a linked story from the selected story.

Playlist Manager Panel

Table A.4 Playlist Manager Panel Hotkeys

Hotkey		Function
macOS	Windows	
Cmd A	**Ctrl A**	Select all the playlists in the Playlist Manager panel.

Playlist Panel

Table A.5 Playlist Panel Hotkeys

Hotkey		Function
macOS	Windows	
Cmd A	**Ctrl A**	Select all the playlist items in the current playlist.
Cmd C	**Ctrl C**	Copy the selected playlist items in the playlist.
Cmd F	**Ctrl F**	Float the selected playlist item. For a floated playlist items, unfloat the selected playlist item.
Cmd I	**Ctrl I**	Insert a new playlist item in the playlist above the selected playlist item.
Cmd L	**Ctrl L**	Take the current playlist online. For online playlists, take the playlist offline.
Cmd V	**Ctrl V**	Paste copied playlist items into a playlist at the selected location.
Cmd X	**Ctrl X**	Approve the selected playlist item. For an approved playlist items, unapprove the selected playlist item.
Cmd Enter	**Ctrl Enter**	Open the selected playlist item in the Story Editor panel.
Cmd Delete	**Ctrl Delete**	Remove the selected playlist item from the playlist.

Social Polls Panel

Table A.6 Social Polls Panel Hotkeys

Hotkey		Function
macOS	Windows	
Cmd A	**Ctrl A**	Select all the polls in the Social Polls panel.

Story Browser Panel

The Stories and Templates tabs in the Story Browser panel each possess a stand-alone set of hotkeys.

Stories

Table A.7 Story Browser Panel Stories Tab Hotkeys

Hotkey		
macOS	**Windows**	**Function**
Cmd A	**Ctrl A**	Select all the stories in the Story Browser panel.
Cmd E	**Ctrl E**	Create a new Facebook story.
Cmd I	**Ctrl I**	Create a new Broadcast story.
Cmd M	**Ctrl M**	Create a new WordPress story.
Cmd U	**Ctrl U**	Create a new YouTube story.

Templates

Table A.8 Story Browser Panel Templates Tab Hotkeys

Hotkey		
macOS	**Windows**	**Function**
Cmd A	**Ctrl A**	Select all the templates in the Story Browser panel.
Cmd E	**Ctrl E**	Create a new Facebook template.
Cmd I	**Ctrl I**	Create a new Broadcast template.
Cmd M	**Ctrl M**	Create a new WordPress template.
Cmd U	**Ctrl U**	Create a new YouTube template.

Assignment Manager Panel

Table A.9 Assignment Panel Hotkeys

Hotkey		Function
macOS	**Windows**	
Cmd A	**Ctrl A**	Select all the assignments in the Assignment Manager.
Cmd D	**Ctrl D**	View assignments in a calendar format, Calendar View.
Cmd G	**Ctrl G**	View assignments in a table format, Grid View.
Cmd I	**Ctrl I**	Open the New Assignment dialog box and create a new assignment.
Cmd L	**Ctrl L**	View the assignments for all users for the due date or due date range displayed in the Assignment Manager title bar.
Cmd M	**Ctrl M**	View only your assignments for the due date or due date range displayed in the Assignment Manager title bar.
Cmd Comma	**Ctrl Comma**	View the assignments that are due the previous month, week, or day. The Assignment Manager title bar displays the current month, week, or day.
Cmd Period	**Ctrl Period**	View the assignments that are due the next month, week, or day. The Assignment Manager title bar displays the current month, week, or day.
Cmd Enter	**Ctrl Enter**	Open the selected assignment in the Assignment Editor panel.
Cmd Delete	**Ctrl Delete**	Delete the selected assignment.

Contact Manager Panel

Table A.10 Contact Manager Panel Hotkeys

Hotkey		Function
macOS	**Windows**	
Cmd A	**Ctrl A**	Select all the contacts in the Contact Manager panel.

Task Schedule Panel

Table A.11 Task Schedule Panel Hotkeys

Hotkey		Function
macOS	**Windows**	
Cmd Comma	**Ctrl Comma**	View the publishing schedule for previous day to the currently displayed schedule. The Task Schedule title bar displays the current day.
Cmd Period	**Ctrl Period**	View the publishing schedule for next day to the currently displayed schedule. The Task Schedule title bar displays the current day.

Approval Manager Panel

Table A.12 Approval Manager Panel Hotkeys

Hotkey		
macOS	Windows	Function
Cmd A	**Ctrl A**	Select all the approval requests in the Approval Manager panel.

Messaging Manager Panel

Table A.13 Messaging Manager Panel Hotkeys

Hotkey		
macOS	Windows	Function
Cmd A	**Ctrl A**	Select all the users or conversation in the Messaging Manager panel.

Story Editor Panel

Panel Navigation

Table A.14 Story Editor Panel Navigation Hotkeys

Hotkey		
macOS	Windows	Function
Alt ↑	**Alt ↑**	Focus on the panel above the current panel.
Alt ↓	**Alt ↓**	Focus on the panel below the current panel.
Alt →	**Alt →**	Focus on the panel to the right of the current panel.
Alt ←	**Alt ←**	Focus on the panel to the left of the current panel.
Cmd Alt →	**Ctrl Alt →**	Open the next tab in the current panel.
Cmd Alt ←	**Ctrl Alt ←**	Open the next tab in the current panel.

Editor Navigation

Table A.15 Story Editor Panel Editor Navigation Hotkeys

Hotkey		Function
macOS	**Windows**	
Cmd ↑	**Ctrl ↑**	Jump to the paragraph above. **Firefox**: Jump to the end of the current line.
Cmd ↓	**Ctrl ↓**	Jump to the paragraph below. **Firefox**: Jump to the start of the current line.
Cmd →	**Ctrl →**	Jump to the start of the next word.
Cmd ←	**Ctrl ←**	Jump to the start of the previous word.
Alt Page Up	**Alt Page Up**	Open the previous story in the running order in the Story Editor.
Alt Page Down	**Alt Page Down**	Open the next story in the running order in the Story Editor.
Page Up	**Page Up**	Scroll text up by approximately the length of the editing area.
Page Down	**Page Down**	Scroll text down by approximately the length of the editing area.
Home	**Home**	Jump to the start of the current line.
Cmd Home	**Ctrl Home**	Jump to the start of the story.
End	**End**	Jump to the end of the current line.
Cmd End	**Ctrl End**	Jump to the end of the story.

Text Selection

Table A.16 Story Editor Panel Text Selection Hotkeys

Hotkey		Function
macOS	Windows	
Cmd A	**Ctrl A**	Select all the text in a story.
Shift ↑	**Shift ↑**	Select the text from the cursor to the character above the cursor in the line above.
Shift ↓	**Shift ↓**	Select the text from the cursor to the character below the cursor in the line below.
Shift →	**Shift →**	Select the next character to the right.
Shift ←	**Shift ←**	Select the next character to the left.
Cmd Shift ↑	**Ctrl Shift ↑**	Select the next word above.
Cmd Shift ↓	**Ctrl Shift ↓**	Select the next word below.
Cmd Shift →	**Ctrl Shift →**	Select the next word to the right.
Cmd Shift ←	**Ctrl Shift ←**	Select the next word to the left.
Shift Home	**Shift Home**	Select the characters from the cursor to the start of the current line.
Cmd Shift Home	**Ctrl Shift Home**	Select the characters from the cursor to the start of the story.
Shift End	**Shift End**	Select the characters from the cursor to the end of the current line.
Cmd Shift End	**Ctrl Shift End**	Select the characters from the cursor to the end of the story.
Shift Page Up	**Shift Page Up**	Select text upwards by approximately the length of the editing area.
Shift Page Down	**Shift Page Down**	Select text downwards by approximately the length of the editing area.

Copy and Paste

Table A.17 Story Editor Panel Copy and Paste Hotkeys

Hotkey		Function
macOS	Windows	
Cmd C	**Ctrl C**	Copy the selected text to the clipboard.
Cmd V **Shift Insert**	**Ctrl V** **Shift Insert**	Paste text from the clipboard into a story.
Shift Cmd V	**Shift Ctrl V**	Paste text from the clipboard into a story without any text formatting.
Cmd X **Shift Delete**	**Ctrl X** **Shift Delete**	Remove the selected text from the story and place it on the clipboard.

Text Formatting

Table A.18 Story Editor Panel Text Formatting Hotkeys

Hotkey		
macOS	Windows	Function
Cmd B	**Ctrl B**	Make the selected text bold.
Cmd I	**Ctrl I**	Italicize the selected text.
Cmd U	**Ctrl U**	Underline the selected text.

Text Editing

Table A.19 Story Editor Panel Text Editing Hotkeys

Hotkey		
macOS	Windows	Function
Shift Enter	**Shift Enter**	Add a line break.
Cmd K	**Ctrl K**	Insert sound on tape (SOT) information in a story. By default, SOT information is displayed as green text in a story.
Cmd Backspace	**Ctrl Backspace**	Delete the characters from the cursor to the start of the current word.
Cmd Delete	**Ctrl Delete**	Delete the characters from the cursor to the end of the current word.
Cmd Z	**Ctrl Z**	Undo your last edit.
Cmd Q	**Ctrl Q**	Save and close the story.
Cmd S	**Ctrl S**	Save the story.

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Version 7.1-0
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The 80 level includes the ENABLE word list, all the lists in the ENABLE supplement package (except for ABLE), the "UK Advanced Cryptics Dictionary" (UKACD), the list of signature words in from YAWL package, and the 10,196 places list from the MWords package.

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