



## The Journalist's Workflow

*NIS4 provides you with the tools to craft your news stories, getting them to air accurately and fast.*

- ◆ Project folders for easy access to research and other files
- ◆ Private and editorial team working areas
- ◆ Anchor text entry with calculated reading time assistance
- ◆ Media browse and selection
- ◆ CG and other production control and instruction tools

As a journalist it is your responsibility to ensure that the news is brought to your channel's audience in a timely, accurate and interesting way—whether this is for television, radio, web site, text TV or teletext. You need a computer system that can help you know what stories you've been assigned to, review research information and prepare the story for taking to air—with (if for television) prompter text, media, CG settings and other information as required. This is why NIS4 is so helpful to your role as a journalist, providing you with all the flexible tools you need to efficiently craft news stories...

### Checking your news assignments and reading the research

- Identify the news stories to which you have been assigned on the NIS4 Rundown window. Click on a story to open the associated news Script window. Review the research and other documents as listed at the bottom of the Script, previously linked using the NIS4 Project functionality.

### Perform any preparatory tasks as detailed in the Call Sheet

— Once all the previous research and instructions have been reviewed, you can now perform additional preparatory tasks—possibly as detailed by the researcher in the Call Sheet associated with the assigned story. This may be further research, interviews and/or to film the story on location.

### Entering the anchor text to be displayed on their prompter

— Once you have all the information to prepare the story, open the Script, select the appropriate anchor person (news reader) and start typing the text to be sent to the prompter. NIS4 automatically calculates the duration of the text according to the reading speeds of the anchor person.

### Searching, browsing and selecting the media

- Using the powerful NIS4 media asset management tools you can now search, browse, view and select the media associated with your news story. You can also add extra metadata to the media for future searches. The assignment of media to a Script is indicated on the Rundown by a small camera icon.

### Adding other production information, such as CGs

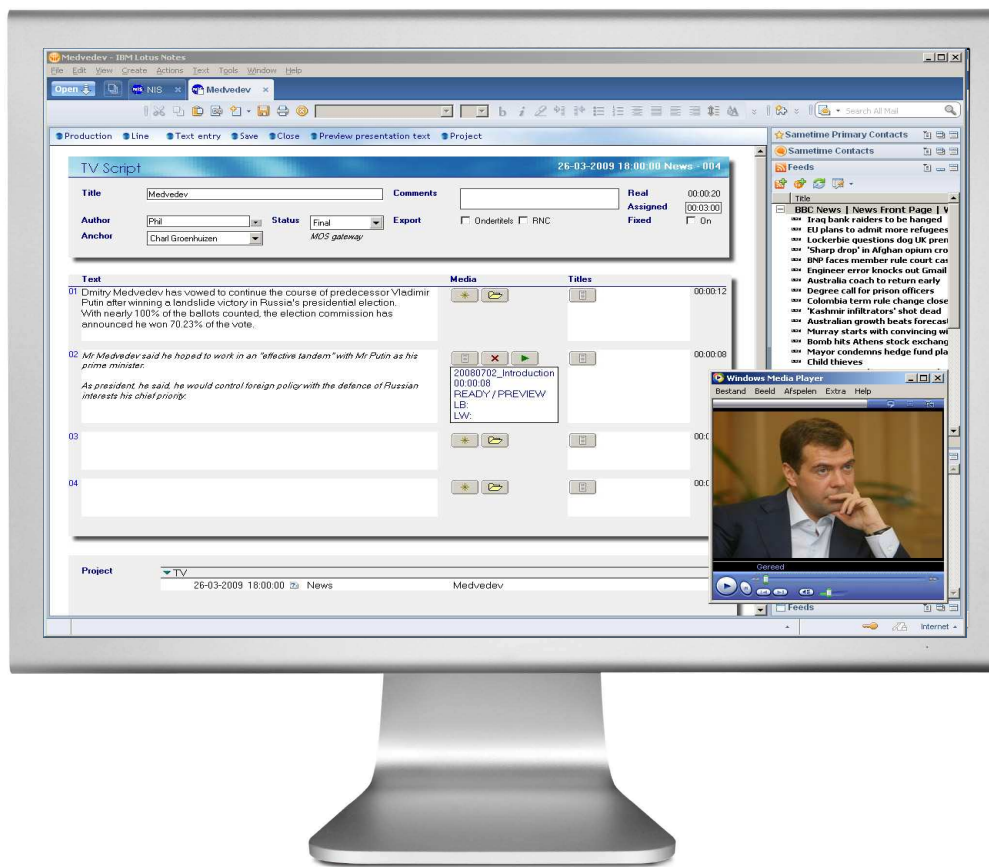
- Within the Script you can add the text and template to be used by the character generator under the control of the playout system. You can also open a technical Script to enter additional technical instructions, such as camera set-ups, microphone set-ups or select from pull-down production template.

### Handing over the finished Script to the news director

— When the anchor text, media and other production instructions are all entered to your satisfaction, simply change your Script status from "Temporary" to "Final". This status will be clearly indicated on the Rundown, ready for the News Director to review and give final approval to before taking to air.

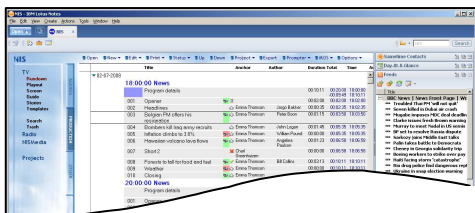
Please note that the role, workflow and tasks described above are indicative only. NIS4 provides a flexible platform in which the way that your newsroom operates can easily be mapped, bringing the NIS4 efficiency, productivity and reliability benefits to your organisation.





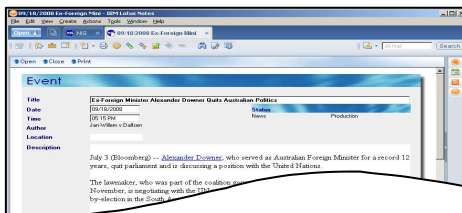
## The Journalist's NIS4 desktop

### PROGRAMME RUNDOWN



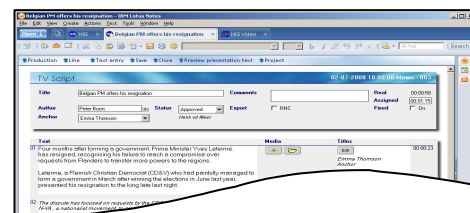
Switch to the NIS4 Rundown desktop to see all the programmes rundowns for today. Each time slot with a story assigned is shown with story information and status icons for approval status. Scan down the Rundown to identify the stories that have been allocated to you. Click on these to open their news story Scripts.

### RESEARCH EVENT CARDS



Within Script window you will find the list of documents that have been linked together for this story using the NIS4 Project functionality. This will include Event Cards, which contain the news story research notes. Open these and the other linked documents to get all the information on the story to be prepared.

### NEWS STORY SCRIPT



Now to produce the story Script. Enter the timed text that is to be read by the anchor person. Add other information such as the CG text and template and other technical instructions for the production. You also can search, browse, add metadata and assign media to the story.

Please note that the NIS4 desktops shown and described above are only some of those that could be used by a news journalist. Other NIS4 desktops may also be accessed depending on the role definition and workflows you want to implement in your newsroom operation.

