



# CAN Rundown

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Intelligent Media Consultant. todd.fantz@intelligentmc.com

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## **1. Overview:**

CAN Rundown is an application that allows you to compose and manage rundowns for television or video production.

CAN Rundown automatically adds up TRT running time and

backtime. You can shift or drag and drop row to reorder items. It can also keep track of program blocks A,B,C... if you place breaks between.

## **2. System Requirements:**

Mac OSX: preferably v10.3+

Windows: 2000,XP,Vista

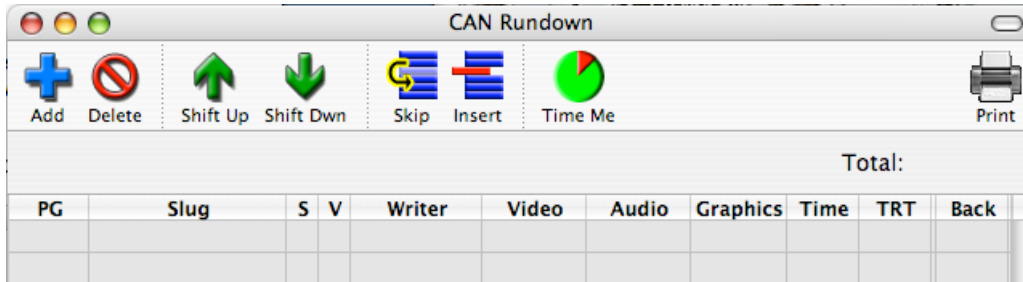
Please see <http://www.intelligentmc.com> for a specific list of operating systems that have been tested.

## **3. Installation:**

CAN Rundown does not require an installer. Simply copy the application from the source i.e. Internet download, CD, floppy etc. to an appropriate place on your computer, i.e “Applications” folder, or “Program Files” folder. Make a shortcut, or alias on your desktop, doc, toolbar etc to make it easy to find.

**4. Startup and Controls:** (note: all pictures are from the OSX version, but there should be no functional difference between operating systems)

**4.1** When you run the application it presents you with a blank rundown.



The window can be resized by dragging the bottom right corner of the window.

**4.2** The action buttons are across the top (detailed below **sec 4.4.**). The rundown “grid” takes up most of the window. The rundown is arranged into rows and columns. Each row represents a distinct item. Each column contains the attributes of that item. Let’s look at the columns before we start adding/editing items.



**4.3** The column names are currently as follows:

**PG** = Page Number. Each item in a show can optionally have a page number. The page number format for CAN Rundown is a letter representing the “Block” of the show and then a number, ex. “A12” CAN Rundown can auto number your items and break them into blocks based on breaks that you put in the rundown. See **Sec. 5.2**

**Slug** = The name of the item or story. Some shops prefer to have one item per story ...“President Abroad”, and some prefer to have one item for each scripted part of a story... “President Abroad Lead”, “President Abroad Package”, “President Abroad Tag”.

**S,V** = These are “status indicators” for the condition of your script and video for the item. You can manually click on them to rotate through the various states of preparation. The scripts “S” column currently

move from “none” (red) to “written” (yellow) to “copy edited” (purple) to “printed” (green)... the video “V” moves from “none” (red) to “done” (green). You must click on these manually. There is currently no automatic connection to external scripts, clips or editing systems.

**Writer** = The name of the writer assigned to write the script for the item. This is chosen from a popup menu... see **Sec 5.3** to learn how to populate the writers list.

**Video** = This is a catch all column that can be used to note the video clip number, tape source, id number etc.

**Audio** = This is a catch all column that can be used to note the audio type “SOT”, “VO” etc. or audio source ie. Microphone#, talent info, A1,A2 etc.

**Graphics** = This is a catch all column that can be used to note the graphics clip number, format (box, fullscreen etc.)

**Time** = This is the column where you enter the running time of the item. This column will attempt to prevent the user from entering anything but a validly formatted time ex. “1:23”, “01:15”, “:45” etc.

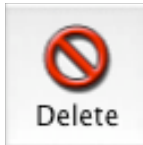
**TRT** = Total Running Time. This column will display the automatically calculated running time of the rundown at the point the current item would be finished.

**Back** = Backtime. This column will display the remaining time in the rundown at the point when the current item would be starting.

## 4.4 Action Buttons



The Add button creates a new item in your rundown. It will place the new item after your currently selected item... or if there is no selection (or no items) it will put the new item at the bottom of the rundown.



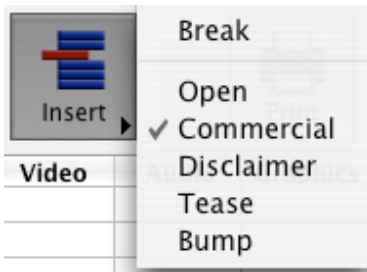
The Delete button removes the currently selected rundown item. There is no “are you sure you want to do this?” message, so be careful.



The Shift Up button will move the selected item up in the rundown order. It will automatically renumber the pages and recalculate the TRT and Backtime.



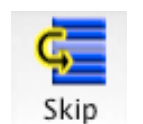
The Shift Dwn button will move the selected item down in the rundown order. It will automatically renumber the pages and recalculate the TRT and Backtime.



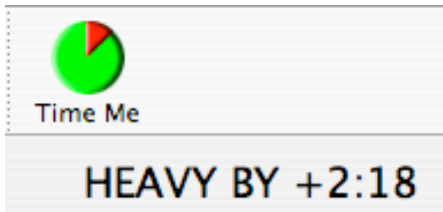
The Insert button allows you to stick in preformatted items from a list. The **Breaks** are the delimiters between the blocks of your rundown... which makes the auto page numbering shift block letters.



The print buttons begins the printing process for your rundown... the first time you print your rundown you will get an additional printer format window that allows you to select the orientation, scale etc.



These buttons allow you to designate an item as being skipped (or not). When skipped the TRT of the item will not added to the total for the show and the text for the item will appear greyed out.



The “Time Me” button is designed to be used while a show is running. If you select an item, and press this button when that item starts in your show, your status of “Light” or “Heavy” will be

displayed below it... telling you either need to add items, or drop items to come out on time.

## 5. The Writers List and the Insert List and Autopaging:

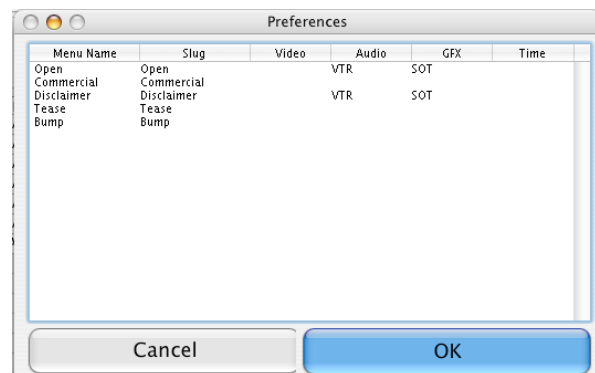
**5.1** The Writers List... To create or modify the list of writers that can be selected in the “Writers” column... go to the “File” menu and select “Edit Writers List”... a window will pop up something like this...

Use the “+” button to add blank entries to the list... click on a blank entry, or existing name to edit it. Use the “-” button to remove names in the list. At this time you cannot really reorder the list without typing names over.



When you close this window the writers list will be updated.

**5.2** The Inserts List... To create or modify the available items in the **Insert** menu, go to the **File Menu** and select **Edit Inserts**. A window will pop up like this...



There are a predefined number of inserts, but you can change their names and info by simply clicking on the text you want to change.

When you press “OK” the list will be updated.

**5.3** The AutoPage option. Under the Rundown menu you will find the “AutoPage” submenu. If checked then CAN Rundown will try and

“manage” the item page numbers for you. If you turn it you can type anything you like into the PG column. Even with the AutoPage on you can still change the numbers in the PG column, but the application will rename any out of place block numbers. I.e. if you edit A5 to be A4 because you want to insert a new item late in the process you can do so and autopage will not disturb it... on the other hand if you rename A5 to be B4, autopage will rename it A4 because it is in the A block.

**5.4 Print Font Size:** You can adjust the size of the font used when printing by going to the File menu and selecting “Preferences” then selecting the “Display” tab.

**5.5 Show Duration:** You can adjust the show duration (used in backtime calculation) from the rundown tab in the preferences window.

## 6. Demo Session

Ok, so let's try a quick rundown...

If it is not already open, then run the app...

Hit the "Add" button a few times and you should get something that looks like this...

| PG  | Slug | S | V | Writer | Video | Audio | Graphics | Time | TRT | Back |
|-----|------|---|---|--------|-------|-------|----------|------|-----|------|
| A1  |      | n | n |        |       |       |          |      |     |      |
| A3  |      | n | n |        |       |       |          |      |     |      |
| A5  |      | n | n |        |       |       |          |      |     |      |
| A7  |      | n | n |        |       |       |          |      |     |      |
| A9  |      | n | n |        |       |       |          |      |     |      |
| A11 |      | n | n |        |       |       |          |      |     |      |

Notice that with autopage on the page numbers started with the "A" block and used odd numbers (so you can go back later and insert an even numbered story without messing up the other numbers)

Double click on a cell in the time column and enter some times... notice that they are added automatically in the TRT column and the Back column... with three items in our rundown our total show time is 2 minutes and 44 seconds... at the end of the second item we would be 1:00 into our show and at the beginning of the third item we would have 1:44 until the end of the show...

| Total: 2:44 |      |      |
|-------------|------|------|
| Time        | TRT  | Back |
| :15         | 0:15 | 2:44 |
| :45         | 1:00 | 2:29 |
| 0:34        | 1:34 | 1:44 |
| 1:10        | 2:44 | 1:10 |

Add some slugs to the items and then use the **shift-up/down** buttons to reorder the rundown.

Select an item in the middle of your rundown and click on the **Insert** button and choose "**Break**"... this tells CAN Rundown not only to

insert a grey bar, but to break the rundown into two “blocks”, the “A” block and the “B” block. At this point it should look something like this.

| PG | Slug        | S | V | Writer | Video | Audio | Graphics | Time | TRT  | Back |
|----|-------------|---|---|--------|-------|-------|----------|------|------|------|
| A1 | House Fire  | n | n |        |       |       |          | :15  | 0:15 | 2:44 |
| A3 | Dog Lost    | n | n |        |       |       |          | :45  | 1:00 | 2:29 |
| A5 | Plane Crash | n | n |        |       |       |          | 0:34 | 1:34 | 1:44 |
| A7 | Flood       | n | n |        |       |       |          | 1:10 | 2:44 | 1:10 |
|    |             |   |   |        |       |       |          |      |      |      |
| B1 |             | n | n |        |       |       |          |      |      |      |
| B3 |             | n | n |        |       |       |          |      |      |      |
| B5 |             | n | n |        |       |       |          |      |      |      |
| B7 |             | n | n |        |       |       |          |      |      |      |

Blocks are generally used to group “types” of content in a news show... Local Block, National Block, World Block etc...

So add some slugs and times to the items in the second block... notice and new items inserted into a block get the letter of the block, but that if you shift or move an item between blocks it takes on the new block letter.

DbI-Clicking on the writer column we pick some distinguished named from the list (if yours is blank see Sec 5.1 about adding some names)... and viola! a simple two block show rundown totaling 6:42...

| PG | Slug            | S | V | Writer             | Video | Audio    | Graphics  | Time | TRT  | Back |
|----|-----------------|---|---|--------------------|-------|----------|-----------|------|------|------|
| A1 | House Fire      | n | n | Todd Fantz         |       |          | Box       | :15  | 0:15 | 6:42 |
| A3 | Dog Lost        | n | n | David Hazinski     |       |          | Full #123 | :45  | 1:00 | 6:27 |
| A5 | Plane Crash     | n | n | Michael Castengera | VTR 1 |          |           | 0:34 | 1:34 | 5:42 |
| A7 | Flood           | n | n | David Hazinski     | VTR 2 |          |           | 1:10 | 2:44 | 5:08 |
|    |                 |   |   |                    |       |          |           |      |      |      |
| B1 | Bunny Bread     | n | n | Todd Fantz         | VTR 1 |          |           | 2:00 | 4:44 | 3:58 |
| B3 | St. Taffys Pull | n | n | David Hazinski     |       | Anchor 1 |           | 1:13 | 5:57 | 1:58 |
| B5 | Man Bites Dog   | n | n | Michael Castengera |       | Anchor 2 |           | :45  | 6:42 | 0:45 |

Try out the skipping by selecting an item and pressing the “Skip” button from the tool bar. Notice that the selected item is faded and that it’s time does not contribute to the total show time. Press “Unskip” to put the item back contributing to the show.

## 7. Misc. Notes and Information

Notes:

-As of this version there is no way to cut, copy paste between rundowns.

-To edit the text in a cell, or choose a writer you have to double click the cell.

-To exit a cell once you have finished editing it you can click on another cell or hit the **tab** key to move to editing the next cell.

-The file format for the rundowns is a simple tab/return delimited text file and should be readable by most applications like Teachtext, Appleworks, Microsoft Word/Excel etc.

-X:XX in a Time, TRT or Back cell means that text in a Time cell is not formatted as a valid time. Try reediting the cell that appears before the first X:XX to correct.

*FIN*