



# Burli NE Desktop

## User Manual - Version 11.4

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This document covers up to and including version Burli NE Desktop 1.11.4.10

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The features and technical information in this document is subject to change without notice.

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# Getting Started



# Introduction

Burli NE Desktop is powerful news production software designed specifically for broadcast journalists. It captures and integrates newswire sources, social media, and multimedia feeds so the information you need is right at your fingertips.

You're given a powerful editing and management suite, and the ability to not only read out your scripts to air, but export your content to social media, the web, and playout systems, quickly and easily.

The software is fast and easy to use, and is designed to be configurable to improve your newsroom's workflow.

Burli also features...

- Email, RSS Feeds, PDF, podcast, and video support
- Text, audio, and image editing, all without leaving the Burli environment
- Advanced search capabilities and on-the-fly filtering
- A responsive HTML5 app
- Powerful and customizable metadata
- Shortcuts for improved workflow
- Editorial approvals and story-by-story user locks
- Fully customizable folder structure
- Instant Messaging and Internal Burli Mail
- An integrated Web browser
- Contacts and Assignments database
- Searchable Story Archive
- Single and Multi-track Audio
- Support for all Audio formats
- Easy connection to remote bureaus and stations, across town or around the world

For new Users, it's important to remember that while Burli is loaded with features, it's still remarkably easy to learn. If you do have a question, you'll find answers on the Burli website, at [www.burli.com](http://www.burli.com), or send an e-mail to [Support@burli.com](mailto:Support@burli.com).

**Note:** *This guide is intended for the day-to-day Users of Burli NE Desktop. As such, it does not contain the technical contents suitable only to System Administrators of the system. If you see a description in this guide that does not match your software's performance or features, please contact your System Administrator before contacting Burli Technical Support.*



# What's New In Burli NE Desktop 11.4

Here are the new and/or improved features since the last User Manual update.

## Recently Archived Items

We've made it very fast and easy to find items that were [Recently Placed In The Archive](#), requiring only a couple of clicks.

## Component Link Enhancements

Cleaned up the section about [Component Links](#) and clarified their use and behaviour.

## Bug Fixes

As always, we've squashed a few bugs - they won't be missed.

## Release Notes Online

Burli keeps a complete running set of release notes, available to our customers. Visit us on the web ([www.burli.com](http://www.burli.com)) for details.



## Starting Burli

To start using Burli NE Desktop, double-click on the desktop shortcut (pictured at right).

You can also start the program from the Windows Start Menu in the bottom left of your Main Screen.

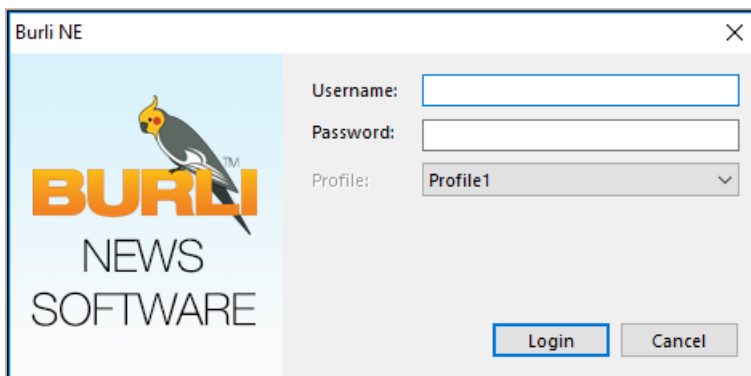


## Login To The System

As Burli NE Desktop launches, you will be prompted for a user name and password. Before you can login, your System Administrator must first set up an account for you, and provide you with your user name and password.

When you're ready, enter your user name and password and press the **Enter** key, or click the **Login...** button.

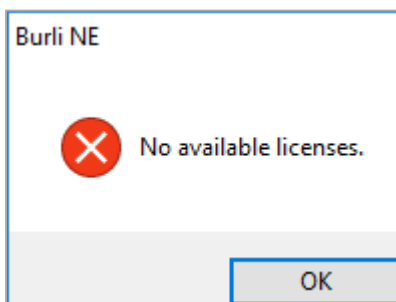
*The Burli NE Desktop login window*



To logout and then login as a different user, you can use the **File** menu options, or press **Ctrl+L** to prompt a new login window.

## No HASP Available

Burli is protected by use of physical security keys, usually called HASPs. If you try to log into Burli with no HASP available, or if your newsroom has used up all your available keys, you will see the following pop up:



Speak to your System Administrator to clear up licenses, or to arrange for more licenses to be purchased.

## No Login Screen

If you do not see the login screen at all, don't panic – Burli can be set up with Window's Active Directory to log credentialed users in to the system. In this case, login happens automatically.

Contact your System Administrator for more information.

You can get past the login screen by hitting the **Cancel** button, but Burli won't let you do very much. You will not be able to play or edit audio, share items with other users, open folders, or perform many other basic functions.

In addition, you won't have access to your personal folder and work (as the system can't recognize you as its owner).

**Note:** Your System Administrator has the **option** to set up an automatic log out period to protect unattended computers, or to automatically log out at a set time of day, daily. See your System Administrator for details.



This is an empty page! (I *meant* to do that!)







# Screen Layout

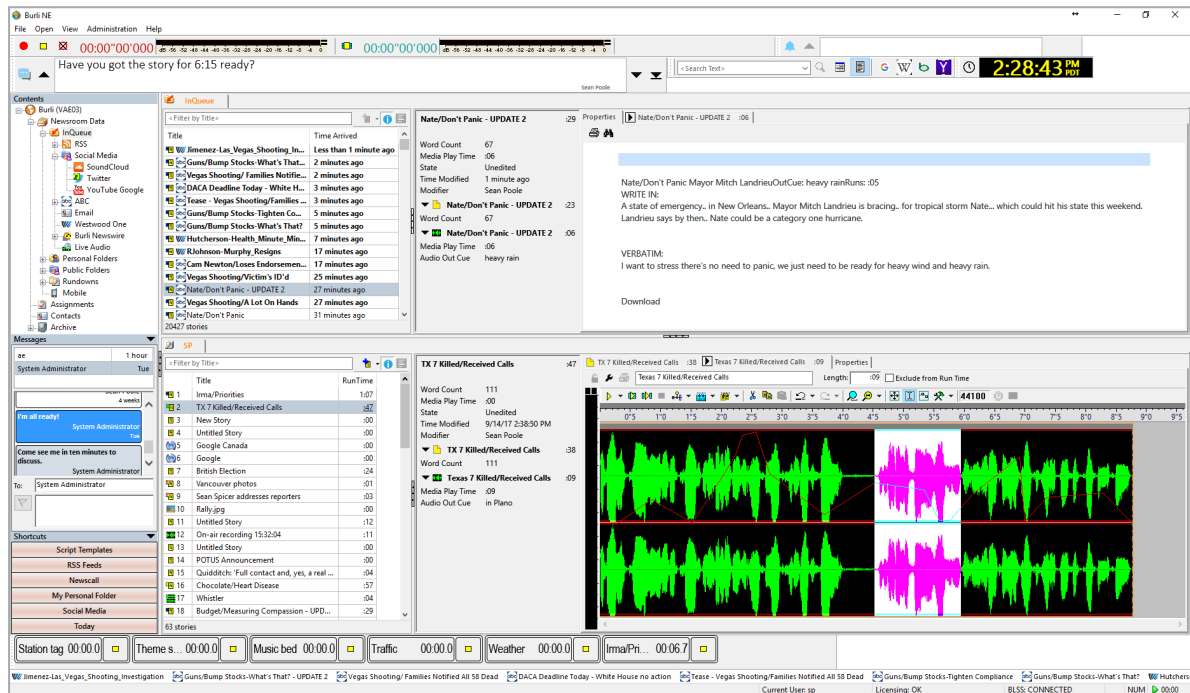
It's important to have a basic understanding of Burli's overall layout before learning its features. See the following for a brief description of the features available on Burli's Main Screen.

## Main Screen

Once you have successfully logged in, you will see the Main Screen with its panels as defined below.

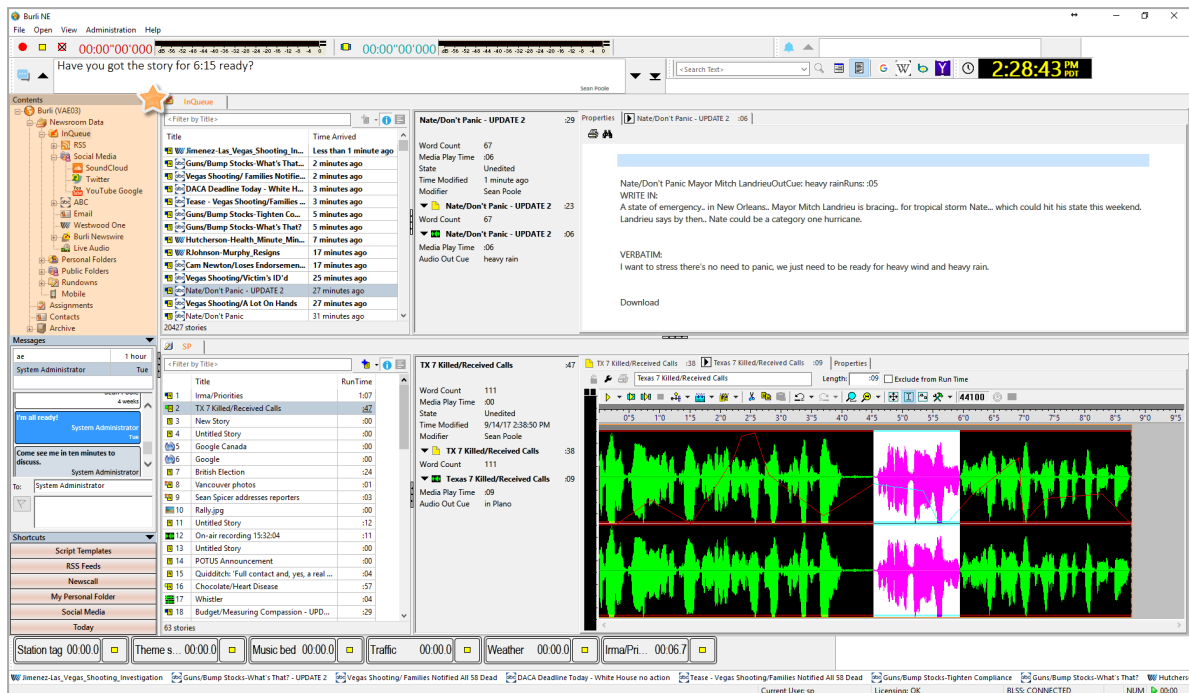
This layout is by default, but most of it can be reconfigured by the user. Note the adjustable handles between panes of the window can be used to resize the panes, or hide them altogether.

Main Screen as defaulted at startup



Now let's take a closer look at these pieces on the following pages!

# Content Tree



The Content Tree is located at the left-most side of Burli's Main Screen. Generally, this is the "input" side of the screen, where data first enters the system.

This is where you will find a variety of objects such as Folders, Filters, Saved Searches, Source Folders, Rundowns (Scripts), Live Audio Sessions, Contacts and Assignments. Each has a unique purpose, but they all serve the function of keeping a high volume of data neatly organized.

At any time, you can click on any object to view the list of items inside it. These items will be displayed in the Primary Browser Tab in the adjacent column to the right of the Content Tree (see [PRIMARY BROWSER TAB](#) and [TAB BROWSING](#) for more info).

While many of these system objects are built into Burli, many more objects can be created and managed by you or your System Administrator. For the most part, you will be managing Folders and Saved Searches.

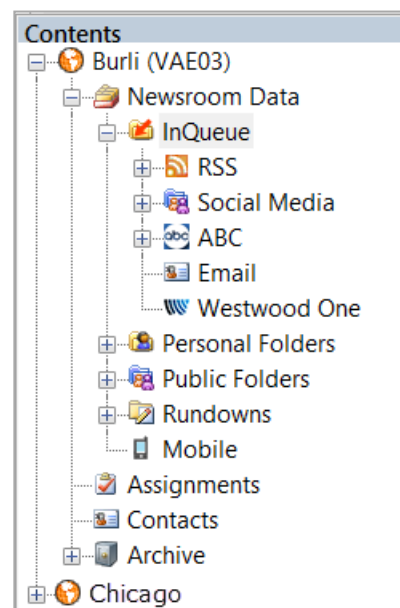
You may find it helpful to create multiple Tabs of your favourite folders and leave the filter tree window closed, especially if you are viewing Burli on a small screen.

See [CONTENT TREE](#) for more information.

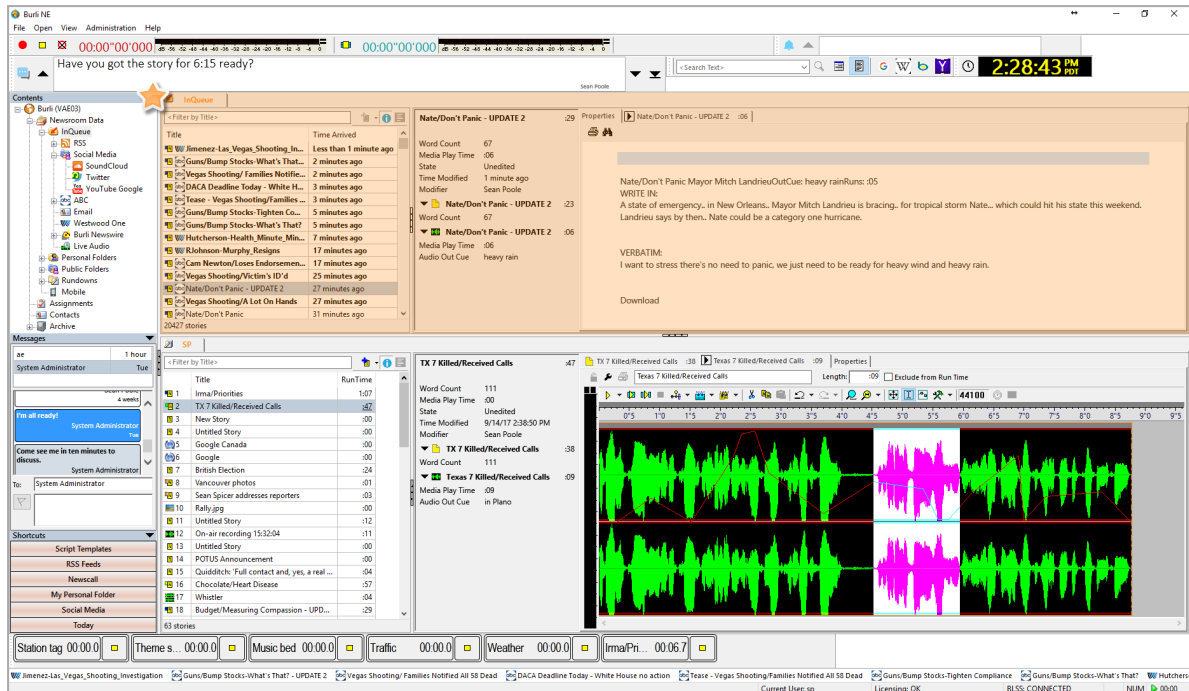
## InQueue

Under Newsroom Data, the top item in the Content Tree is always the InQueue. This is single repository for incoming data, whether from news wires, social media, or any other source. New data in Burli always starts in the InQueue.

The items below the InQueue (when you expand it) are merely filters, helping you quickly find specific information by source.

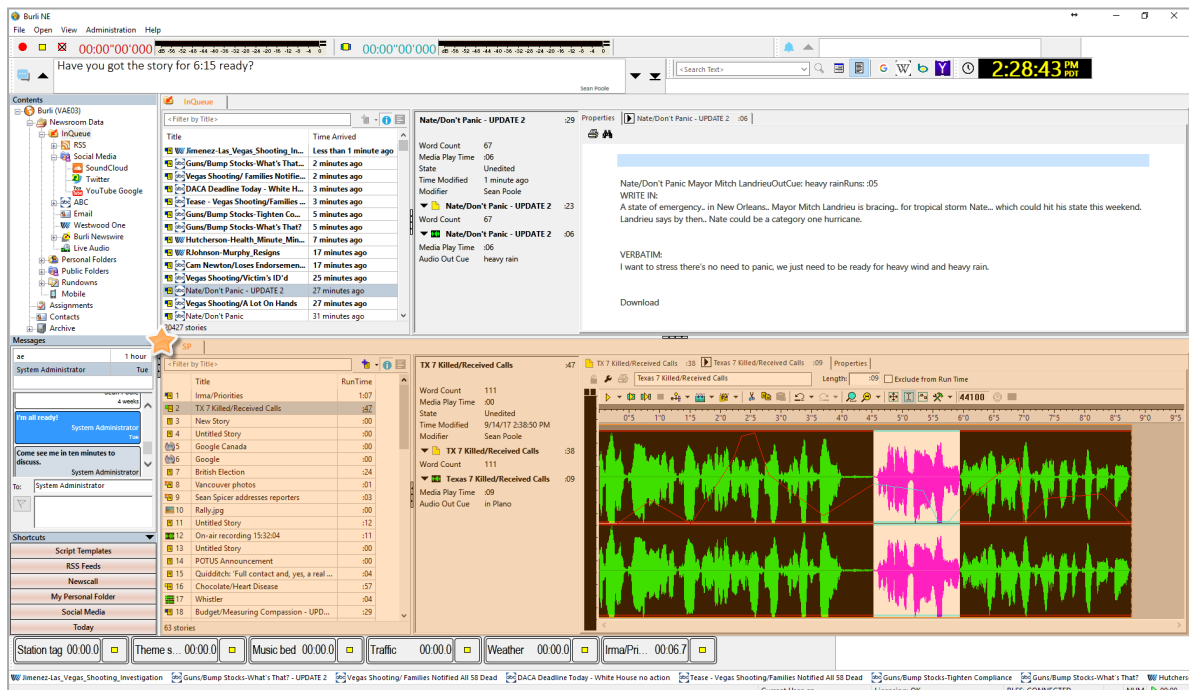


## Top Pane



The top right set of windows on the Main Screen are for viewing of various incoming Objects. By default at startup, this area displays the InQueue, and is therefore initially read only. This pane can also be used like the Bottom Pane to allow for editing of multiple Stories or Rundowns at once.

## Bottom Pane



The bottom right set of windows on the Main Screen are for editing of various Stories and components, including Audio. By default at startup, the bottom pane displays your personal work folder.

## Primary Browser Tab

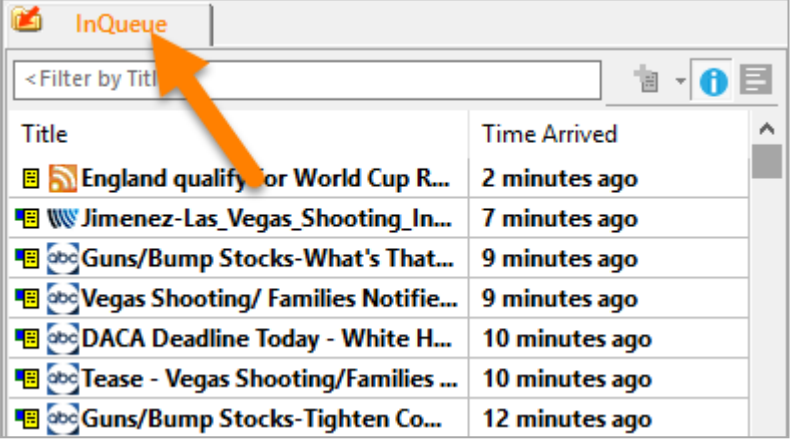
The Primary Browser Tab is always the left-most tab in the Top Pane. It cannot be moved or closed.

This tab is responsible for displaying the contents of each folder or filter as you click on them in the Content Tree.

You will also see Search results, Contacts, and Assignments displayed here.

Additional Browser Tabs can be created, allowing you to view and edit the contents of multiple objects.

The InQueue and all contained Stories are displayed in the Primary Browser Tab by default when you login to the system.

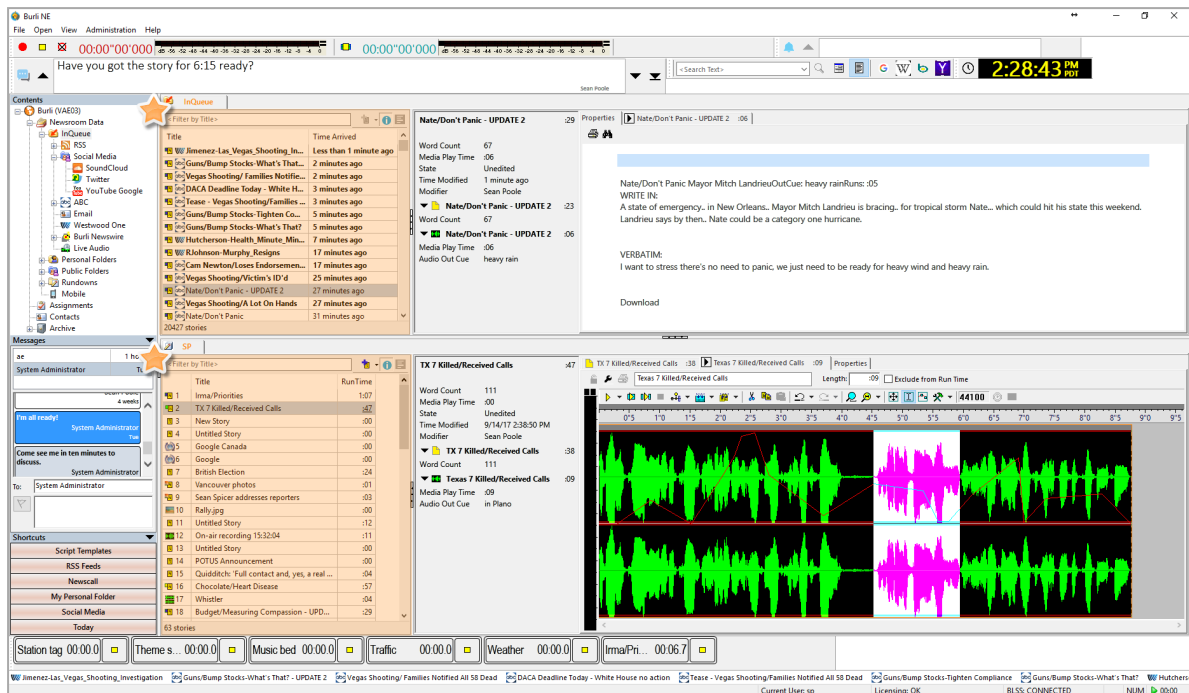


Title	Time Arrived
England qualify for World Cup R...	2 minutes ago
Jimenez-Las Vegas Shooting In...	7 minutes ago
Guns/Bump Stocks-What's That...	9 minutes ago
Vegas Shooting/ Families Notifie...	9 minutes ago
DACA Deadline Today - White H...	10 minutes ago
Tease - Vegas Shooting/Families ...	10 minutes ago
Guns/Bump Stocks-Tighten Co...	12 minutes ago

**Note:** Your Personal Folder is always the left-most tab in the Bottom Pane when you log into the system.

See [TAB BROWSING](#) for more information.

## Story List



Stories can be contained in various objects in the Content Tree. They can be created manually by Burli users, or automatically by newswires, email, etc.

The Stories for the active Content Tree Object can be displayed in the Top Pane, Bottom Pane, or both (as pictured above).

All Stories have an Icon and Title (or Slug). The contents for each story are displayed in the contained Components located to the right of each Story Slug.

## Component Types

A single Story contains one or more of the following component types: Text, Audio, Newswire, Image, Video, Web Bookmark, PDF, Faxes, and more. For this reason, you will notice a variation of icons for Stories in the system.

See [STORIES AND MUSIC BED COMPONENTS](#) for more information.

**Note:** Virtually all Tabs include a Filter by Title field at the top of each story list, for quick Title filtering.

See [STORY FILTER](#) for more information.

# Story Summary

The Story Summary areas show highlight data about the Story being displayed in the Content Window to its right.

This includes:

- The name of the Story
- The word count (in the event of a text Story)
- The media play time and out cue (for audio and video)
- Editorial state
- Time of last modification, and the user who carried that out
- Details on any individual pieces making up the story

**Note:** These panels may be closed to allow more display room of the Story content. Click the blue "I" icon above the Story List to open and close the Summary.

See [Story Summary](#) for more details.

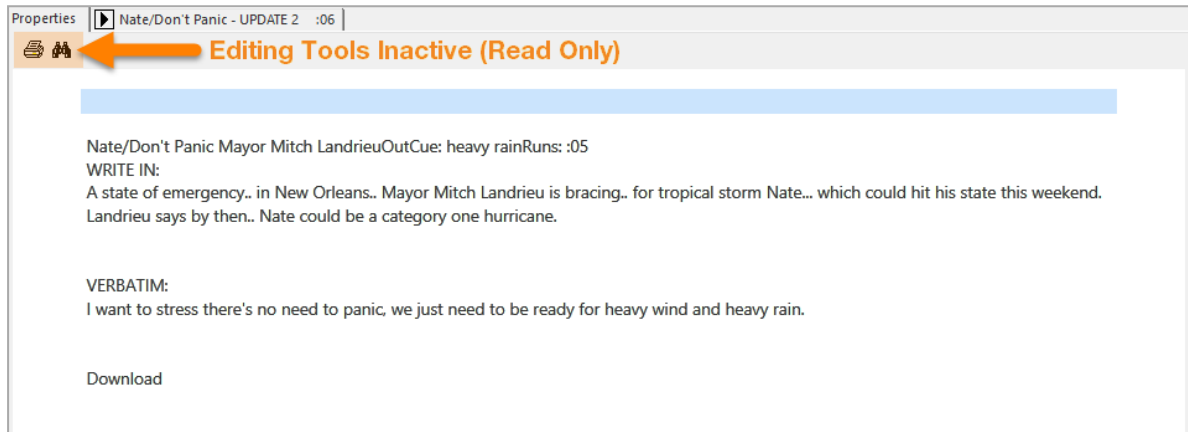
## Content Display Area

When focusing on individual Stories you will see the content displayed in the Content Area, located to the right of the Story Title. This area fills most of the right side of Burli's Main Screen in the Top or Bottom Pane (depending on where the Story is located).

For example, when you focus on a Text Story, the Content Area will present the body text for that Story. When you click on an audio item, the content will display the audio waveform, and so on.

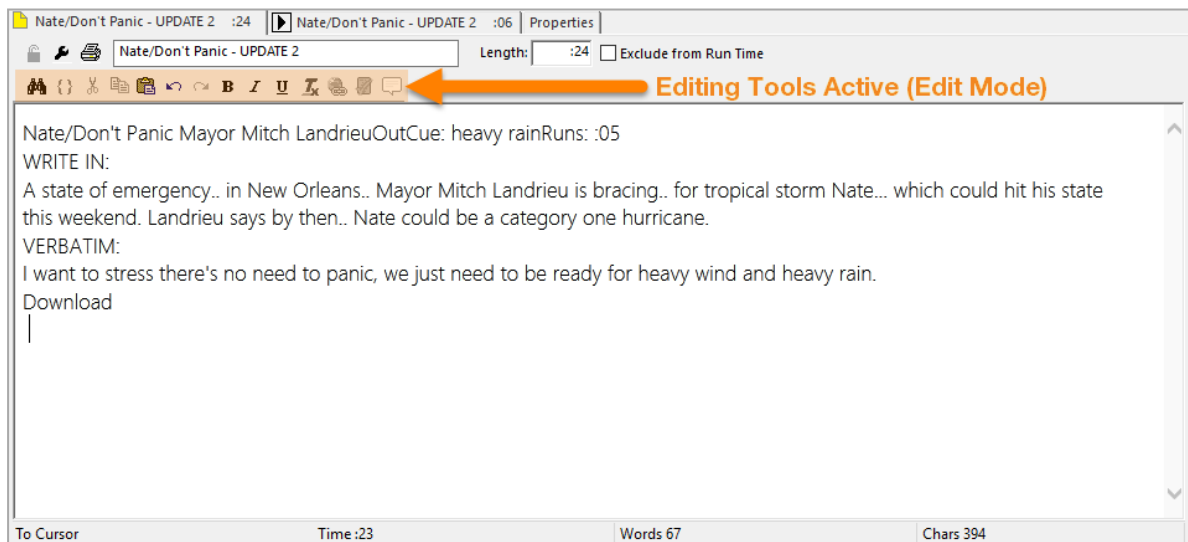
The primary contents for a Story can change if the Story contains multiple components and they are rearranged. See [STORY COMPONENTS](#) for more information.

*Content area of a Text Story (not editable) located in the InQueue*



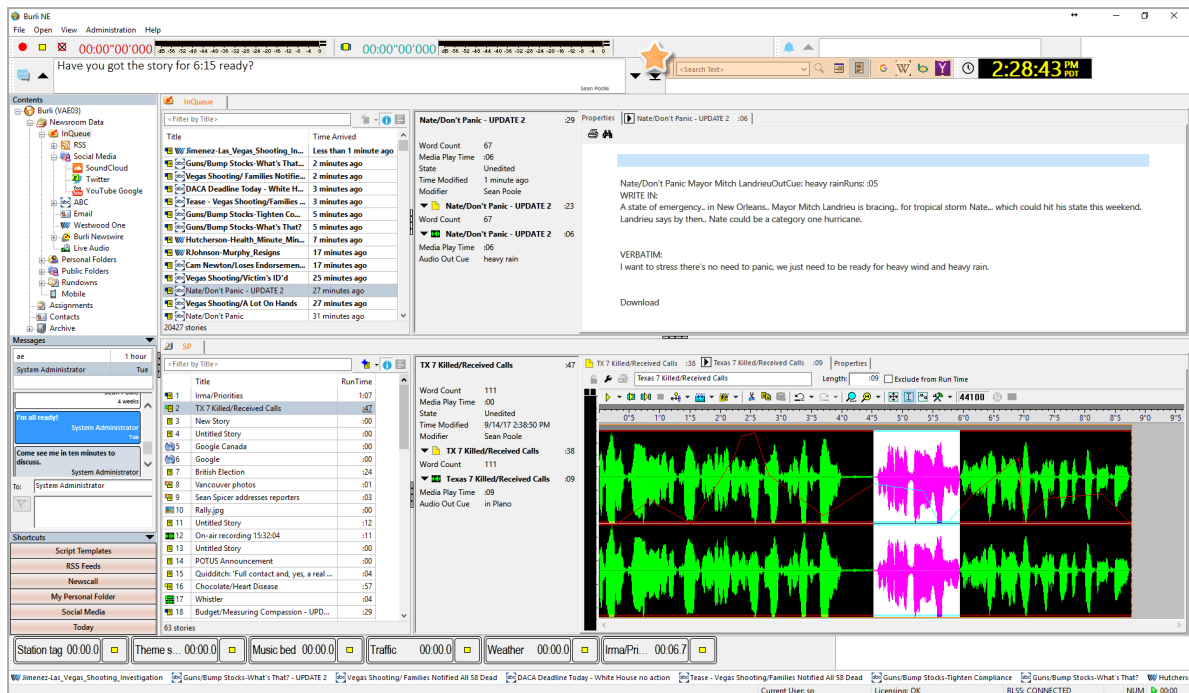
Notice in the example above, the Story does not have any available editing tools. This is because this Story is located in the InQueue which is read-only by design. If you want to edit a read-only Story you can copy it to a Personal or Public folder which has read and write privileges. See [MANAGING STORY COMPONENTS](#), [TEXT EDITOR](#) and [AUDIO EDITING](#) for more information

*Content area of a Story (editable) located in a Personal Folder*





# Search Toolbar



One of the most powerful Burl features is the Search Engine. The Search Toolbar is located at the top-left of Burl's Main Screen.

*Search Toolbar with available search engines displayed*

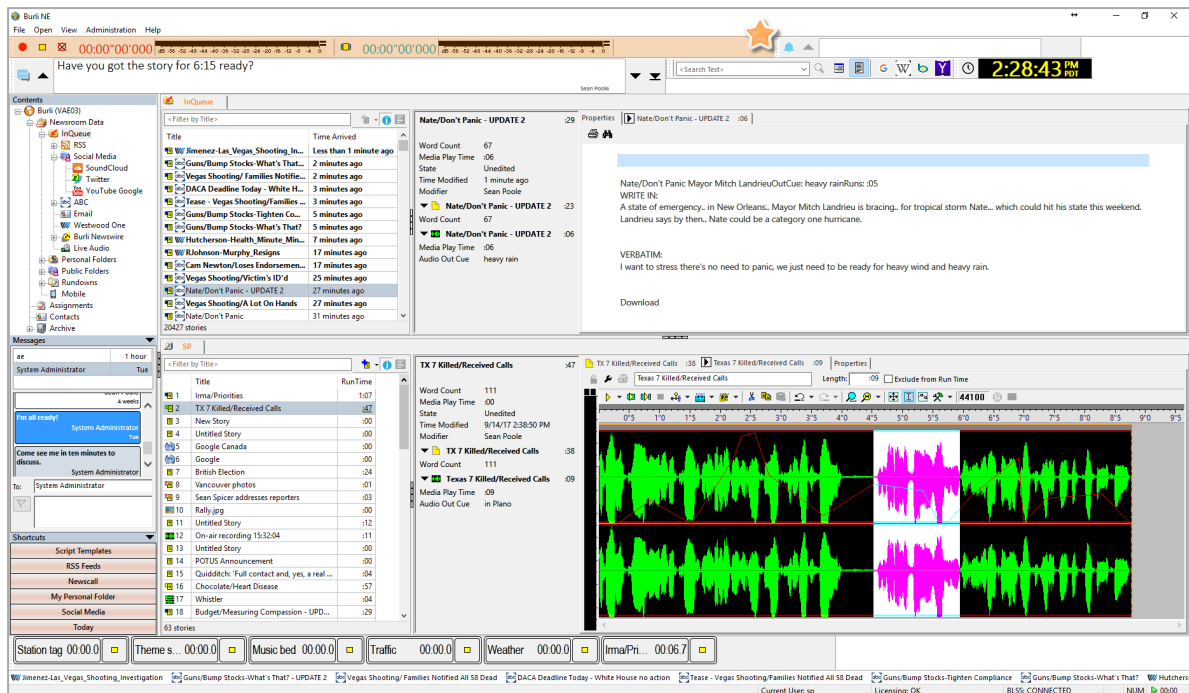


The Search Toolbar allows you to search for Stories in both the Burl system and external Search Engines like Google, Wiki, Yahoo and more. Your personal Search history is available in the pull down menu.

Search criteria can be customized and saved for you or other users in the system. See [SEARCHING](#) for more information.

**Note:** This feature is moveable within the display, and therefore may not be as pictured in the layout.

# Recording Transport And VU Meters



This area provides an easy way to record audio and view the audio decibel levels (Record and Playback) in the VU meters.

*Record and Playback meters*



**Note:** This feature is moveable within the display, and therefore may not be as pictured in the layout.

# Messages

The screenshot shows the Burli NE Desktop interface. The main window is titled 'Messages' and displays a list of messages. The list has columns for 'Title', 'RunTime', and 'Time Arrived'. A selected message is shown in a detailed view on the right, including properties like 'Word Count', 'Media Play Time', and 'State'. The interface also shows a sidebar with navigation options and a bottom status bar with various system indicators.

Burli NE Desktop offers an in-system Messenger client that allows for sending instant messages between Burli systems without leaving the Main Screen. See [Messenger](#) for more details.

This area also allows for the display of System Alerts - flags for the user that advise of issues with the system, as well as customizable conditions that the user sets.

For example, you can set up an Alert for every time a new story with words "election" and "primary", and the system will send you a message whenever such a story comes in.

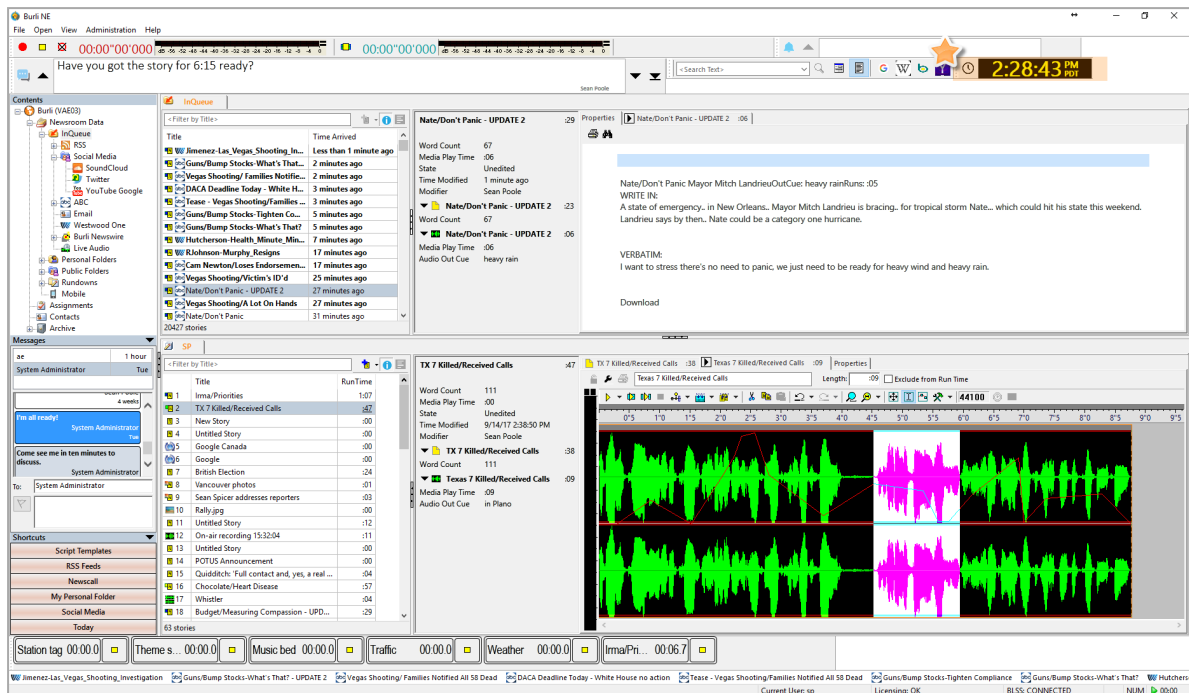
See [System Alerts](#) for more details.

*Mini Messages window*

The screenshot shows the Mini Messages window. The window has a title bar 'Messages' and a close button. The message content is displayed in a box, and a signature 'Sean Poole 5 hours' is shown below it. A red arrow points to a twisty arrow icon at the top right of the window.

The Messages may be hidden by clicking on the twisty arrow at the top right of the window (see above).

# Clock

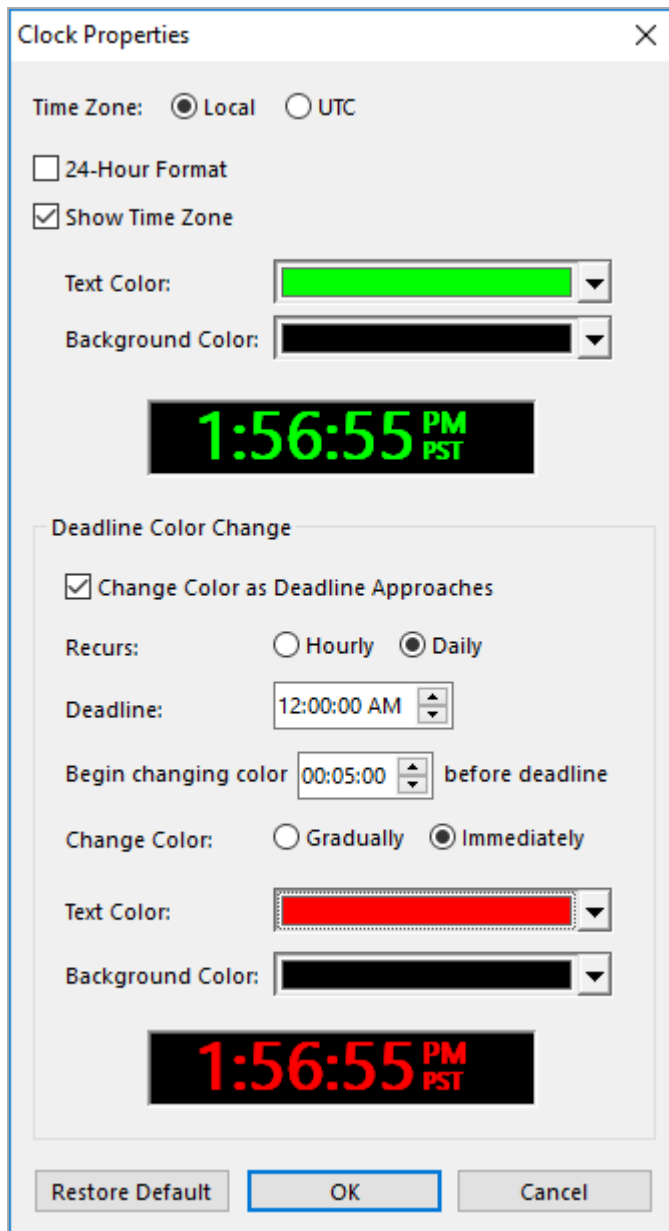


The Clock display gives an at-a-glance readout of the time of day at all times within the Main Screen.

**Note:** This feature is moveable within the display, and therefore may not be as pictured in the layout.



To configure the Clock, click the Clock button to the left of the time. The Clock Properties window will open.



Within the Clock Properties, you can:

- Adjust Time Zone for your Local time zone or UTC
- Display in 12 or 24 hour time
- Choose to display the Time Zone on the clock face
- Change the text and background colours of the Clock
- Set the configuration of the Deadline Scheme of the Clock

## Clock Deadline Scheme

The Clock can be set up to change its appearance based on an hourly or daily schedule. This is the Deadline Color Change.

This can be turned off entirely (the colour will never change), or set to perform a Gradual or Immediate colour change based on either the time of day or minutes past each hour.

The transition to Deadline Color will begin at the same time based on your input.

## Daily Color Change

Deadline Color Change

Change Color as Deadline Approaches

Recurs:  Hourly  Daily

Deadline: 12:00:00 AM

Begin changing color 00:05:00 before deadline

Change Color:  Gradually  Immediately

Text Color: [Red]

Background Color: [Black]

1:56:55 PM PST

In this example, the Clock will change to red text immediately at 5 minutes before midnight, every day.

## Hourly Color Change

Deadline Color Change

Change Color as Deadline Approaches

Recurs:  Hourly  Daily

Deadline: 30:00

Begin changing color 05:00 before deadline

Change Color:  Gradually  Immediately

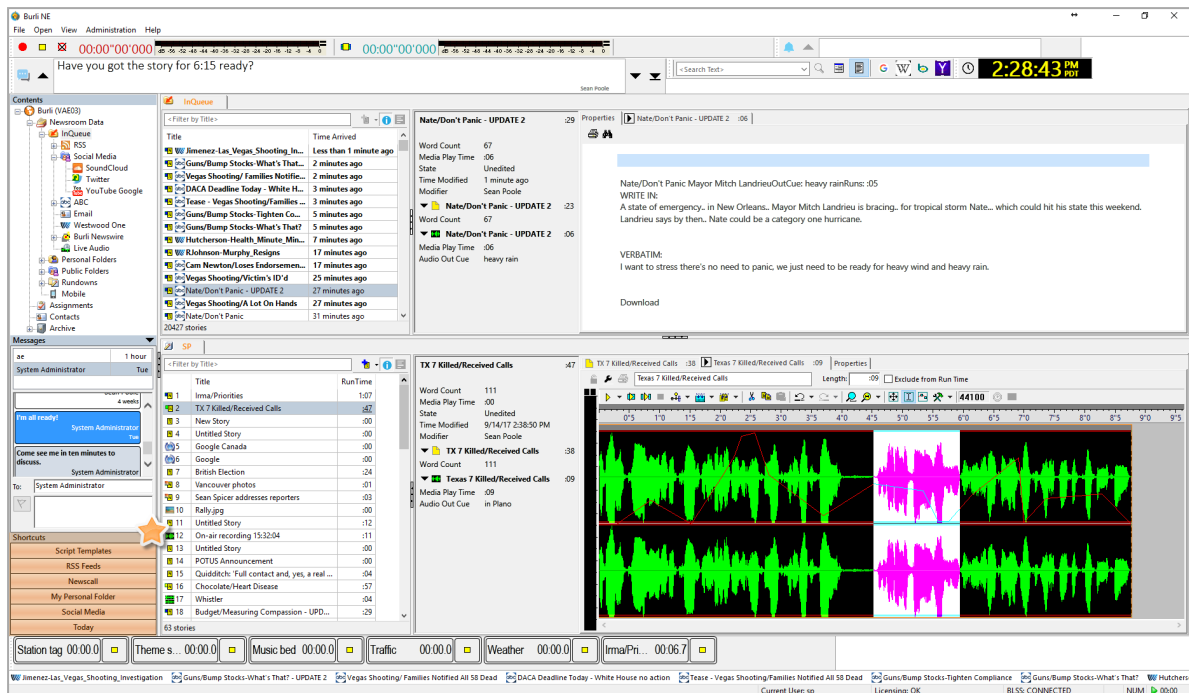
Text Color: [Red]

Background Color: [Black]

2:04:05 PM PST

In this example, the Clock will change to red gradually over the course of the 5 minutes leading up to 30 minutes past every hour.

# Custom Shortcuts

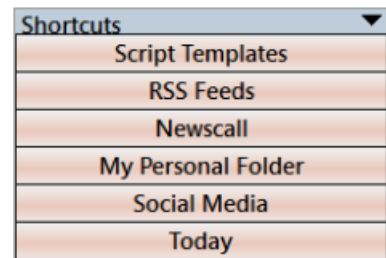


This feature allows users to easily access areas in the Content Tree that you access on a regular basis. This is similar to a bookmark or “favourites” feature.

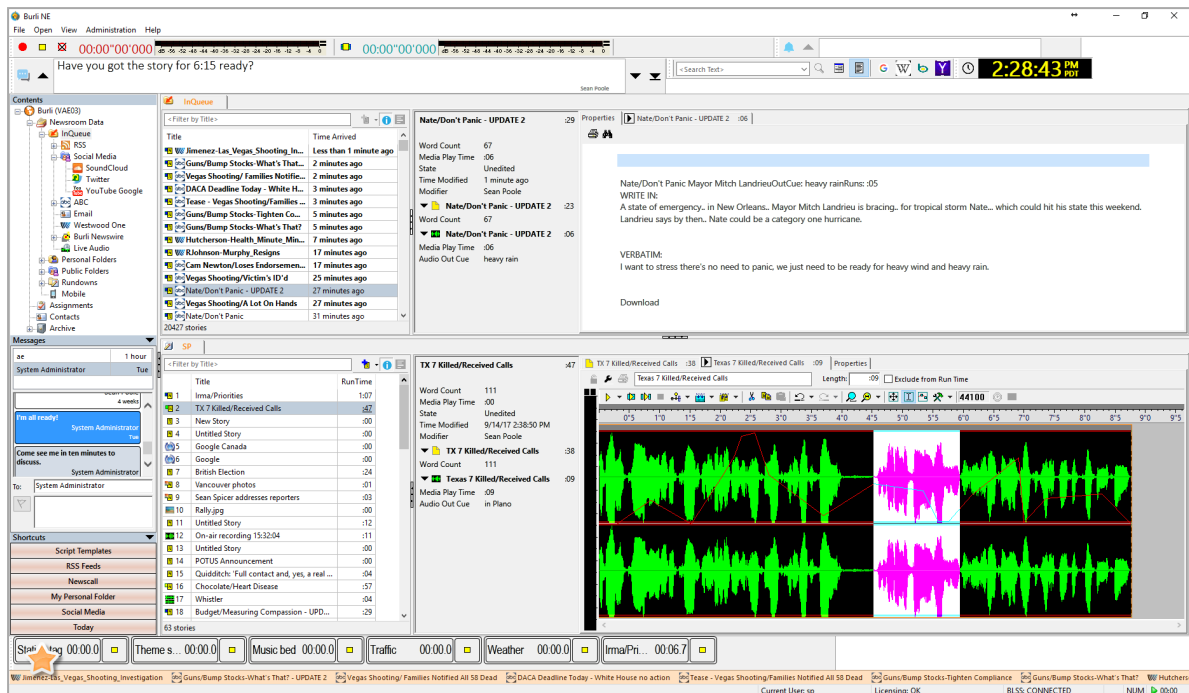
You can create a Shortcut to virtually any object in the system by right-clicking on the object (not the object tab) and selecting the **Create Shortcut** option. This will instantly create the Shortcut button in the list titled with the original object name.

The Shortcuts may be hidden by clicking on the twisty arrow at the top right of the window (see above).

See [NAVIGATION SHORTCUTS](#) for more information.



# Tickertape



The Tickertape (or the Ticker) is designed to display stories as they enter the Burli system. Depending on how your System Administrator has set up this feature, it's possible that all incoming wire stories, audio feeds, faxes and email will scroll along the Tickertape at the bottom of the screen.

New Stories that meet your Administrator's criteria will enter the Ticker from the left and scroll right. If there are no new Stories, the Ticker will stop scrolling.

When Burli users submit an item to the system, the title of the Story will also scroll across the bottom of the screen.

*Standard Tickertape view*



This feature is useful for new Stories as they enter the system or when they are added to one or more select Folders.

Urgent items appear in red text, making them very noticeable.

*Tickertape with Urgent item*



You can hover your cursor over a Story in the Ticker to see how long ago it arrived in the system.



## Viewing Stories That Appear On The Ticker

To view a Story scrolling across the Tickertape, click on the title. The focus will change to the original Story in a new tab in the Top Pane. The Story's content will appear in the Content Area.



When you mouse over the Ticker, it will hold still and stop scrolling, allowing you to easily choose your Story, rather than "chasing" it across the screen.

The Ticker can be manually pulled left or right using the mouse. This allows you to see stories that do not currently appear on the screen.

## Sending Stories To The Ticker

Stories added to new Folders will not appear in the Ticker by default. Here's how to enable a Folder to send Stories to the Ticker:

1. Right-click on a Folder in the Content Tree
2. Select the **Send Stories to Ticker** option. Stories that enter this Folder will now appear on the Ticker

Other Object Types in the Content Tree can send Stories to the Ticker. See [OBJECT TYPES](#) for more information.

## Reset Ticker Containers

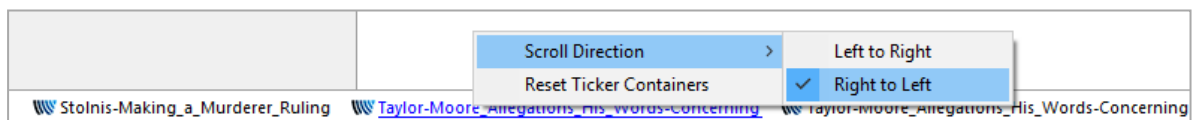
You may have a high number of containers set to 'Send stories to Ticker'. Rather than manually disabling them one-by-one, it may be easier to do a full reset and add only the containers you want.

To reset the Ticker Containers:

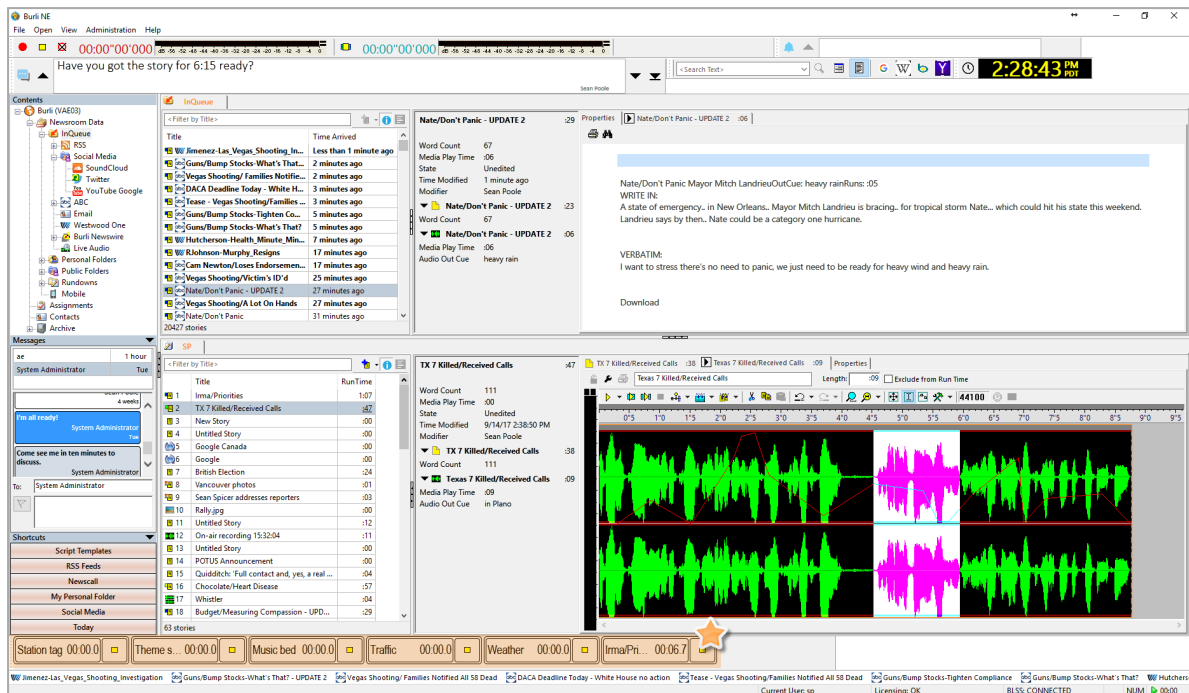
1. Right-click on the Ticker.
2. Select **Reset Ticker Containers** from the menu.
3. A confirmation dialogue will appear, click **OK** to reset to the default.

## Ticker Direction

By default, the Ticker scrolls left-to-right. If you prefer right-to-left, just right-click any Story in the Ticker, and select your preferred direction.



## Quickplay Decks



The Quickplay decks are configurable Audio buttons, preloaded with commonly used sounds or music used on air. See [Quickplay Decks](#) for more information.

# Status Display

The screenshot displays the Burli NE software interface. At the top, there's a menu bar (File, Open, View, Administration, Help) and a status bar showing the time as 2:28:43 PM. The main area is divided into several panels:

- Comments:** A list of recent comments with columns for Title, Time Arrived, and Properties. The selected item is "Nate/Don't Panic - UPDATE 2".
- Messages:** A list of messages with columns for Title, RunTime, and Properties. The selected item is "TX 7 Killed/Received Calls".
- Waveform Viewer:** A large area displaying a green waveform on a black background, with a red line indicating the current playback position.
- Bottom Status Bar:** A horizontal bar at the bottom of the window containing various status indicators: "Current User: Sean Poole", "Licensing: OK", "BLSS: CONNECTING", "NUM", and a timer showing "00:00".

Burli NE puts error messages, licensing info, and other status info into the bottom right corner of the display.

You may need to refer to this section if you are ever calling our [TECHNICAL SUPPORT](#).

## Prompter Countdown Timer

Depending on your settings, you may have a Timer showing in the Status Display, in the extreme bottom-right corner of the screen. This is a perpetual timer for anything currently playing in the Prompter.

The screenshot shows the bottom status bar with the following elements from left to right:

- Station tag: 00:00:0
- Themes: 00:00:0
- Music bed: 00:00:0
- Traffic: 00:00:0
- Weather: 00:00:0
- IrmaPri...: 00:06:7
- Current User: Sean Poole
- Licensing: OK
- BLSS: CONNECTING
- NUM
- ▶ 00:00

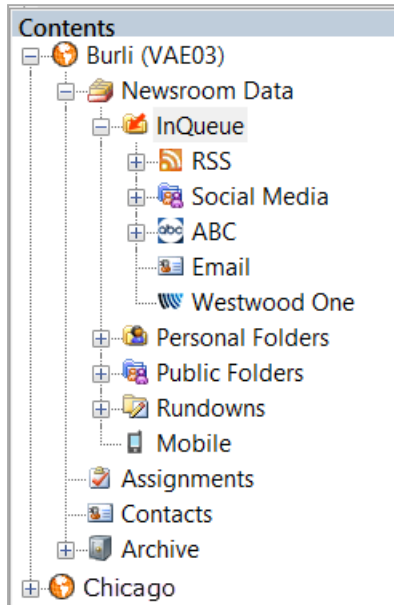
See [Prompter Mode](#) for details.



# Content Tree

The Content Tree is located in the left-most column of Burli's Main Screen. Its primary purpose is to provide an easy method for browsing all the content stored in the Burli system. The column can be collapsed and expanded, allowing for more screen space.

*The Content Tree*



In the Content Tree you will notice a variety of objects which, at first glance, may appear like Folders. In many cases this may be true, but there are several Object Types which are intended for specific purposes.

For more details, see [Object Types](#).

## Managing Objects In The Content Tree

It is important to understand the different Object Types and how they work before creating, modifying or deleting them.

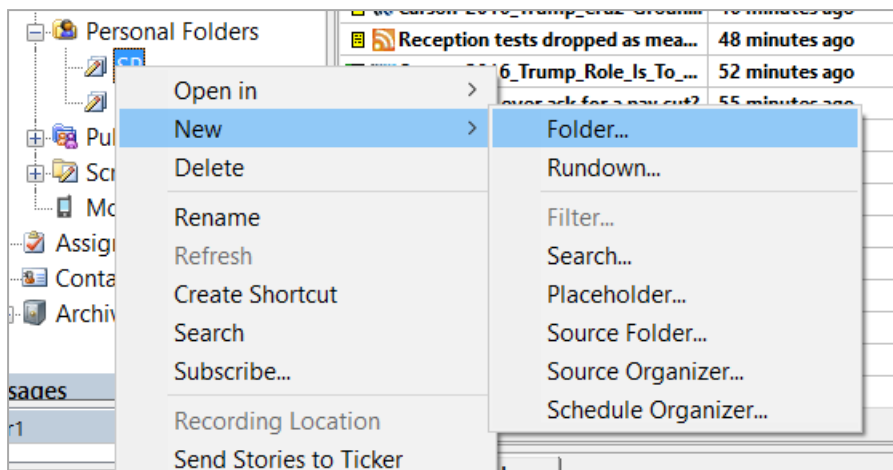
**Note:** You may find that you are restricted from managing certain Folders or other objects. This can be intentional (due to design of the system), or your System Administrator may have applied security conditions.

## Creating Objects

You can create any of the Object Types by right-clicking on an existing object and navigating to the **New >** menu to choose the Object Type.

In most cases, you will create a regular Folder using the default settings. However, there are many other options to consider.

Creating a Folder



## Creating Folders

Here are the steps for creating a Folder in the 'Public Folders' area for example.

- Right-click on the 'Public Folders' object and navigate to the **New**> menu option to choose the Object Type
- Choose **Folder**(or any other Object Type). A new window will appear in the bottom pane with the following fields:

**Name** – Enter the folder title here.

**Location** – Displays the full path for this object.

**ID:** Object ID for System Administrators.

**Type** – Displays the Object Type.

**Proposed Length** – Enter the proposed length in [mm:ss] if applicable. Use the default value if you are not sure what to enter.

**Scheduled Date** – Enter the scheduled (broadcast) date for this object. Use the default value if you are not sure what to enter. This may already be automatically set up and you do not have to change it.

**Scheduled Time** – Enter the scheduled (broadcast) time for this object. Use the default value if you are not sure what to enter. This may already be automatically set up and you do not have to change it.

**Default Reader** – Choose the default Reader from the pull down menu (if applicable). Use the default value if you are not sure what to enter.

**Media Server** – use the default value unless instructed otherwise by your System Administrator. Use the default value if you are not sure what to enter.

**Include in Templates List** – This will add this configuration to the Script templates list. Do not enable this feature unless instructed otherwise by your System Administrator.

**Mirror Audio Files** – Designed for On Air redundancy for System Administrators.

**Story Clean Up Options** – for System Administrators.

- Enter the preferred values into the fields mentioned above. In most cases you may want to create a basic folder that does not include all the special settings. To do this, enter the Name and use only

the default values for the remaining

- Click the **Finish** button to create the new Folder OR click the Next > button to choose a different icon OR modify the Security settings. See Choosing an Icon and Security Settings directly below

## Choosing An Icon

If you clicked the **Next >** button in the previous step, you can now choose a different icon for this Folder. Use the default or a Custom icon from the presets. Click the **Finish** button to create the new Folder OR click the **Next >** button to modify the security settings. See Security Settings directly below.

## Security Settings

If you clicked the **Next >** button in the previous step, you can now modify the security settings for this Folder. You can modify the settings for virtually all existing Objects by right-clicking on a chosen Object and selecting '**Properties**' (applies to Icons and Settings).

## Deleting Objects

To delete an object in the Content Tree:

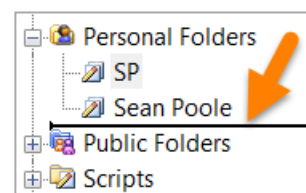
1. Right-click on the folder you wish to delete
2. Select **Delete** from the menu.

**Note:** Be aware that you cannot undo this action!

## Moving Objects

There are a few options for moving folders and other objects in the tree. You can move them up or down at the same level or move them in and out of other folders or placeholders.

In the following example, a Folder will be moved to another position at the same level in the Content Tree.



1. Drag the Folder, or other Object Type, you want to move.
2. You will notice a black horizontal bar (see above) as you drag the selected object to another position. This indicates the target position for the selected object.
3. When you see the intended target position, drop the selected object.

**Note:** Be aware that you cannot undo this action (you can manually undo the change, but not with **Ctrl-Z** or similar). You may not be allowed to perform this task due to system or security restrictions. Contact your System Administrator for more details.

## Searching

See [Searching Within Content Tree Objects](#) for more information.



# Object Types

The Content Tree contains several different Object Types. These include Folders, Filters, Saved Searches, Source Folders, Live Audio Sessions, Assignments, Contacts, and more (see [Content Tree](#) for more info).

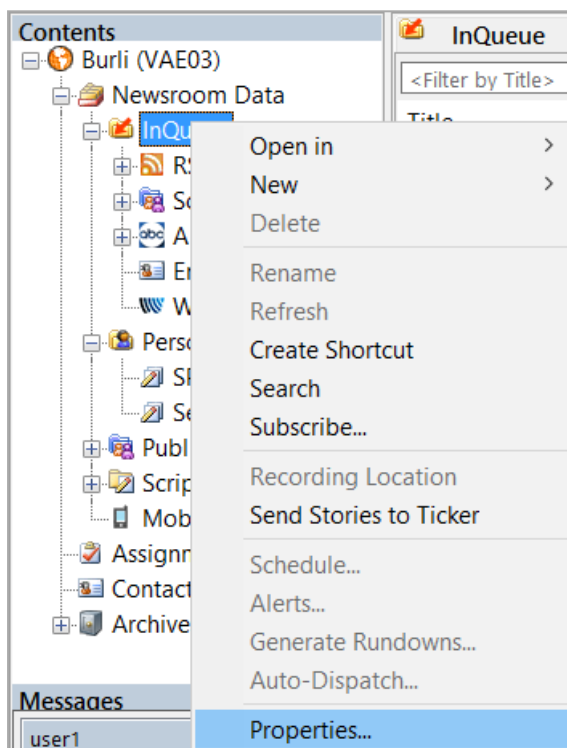
## Appearance And Behaviour

There are several Object Types which are intended for specific purposes. Each Object Type will have a different default icon, and will have noticeable differences in behaviour.

For example, some Objects will allow you to add or delete items (Folders, Stories etc...) and some will not. This may be due to system security settings or the functionality of the Object Type itself. These conditions will become fairly straightforward as you gain a good understanding of your Newsroom workflow.

You can identify the Object Type by right-clicking on each object and choosing **Properties...** from the menu.

*Identifying Object Type properties*



**Note:** The most common objects users will manage are Folders. It's likely that the other Object Types will already be set up and managed by your System Administrator.

## Folder

Folders are similar to folders in Windows Explorer. They can contain an unlimited number of Stories, sub-folders or other Object Types. You can edit, copy, move and sort contained Story items and other Object Types (provided you have required permissions).

When you login to the system for the first time, a personal Folder is automatically created for you (titled with your Burli user name). This folder will appear with the same contents on each Burli workstation you login to. This folder can be found in the **Personal Folders** folder located in the Content Tree. This is where you can create more personal folders.

Folder notes:

- Folders can contain all Object Types except for Filters
  - However, any Folder can be filtered by entering text in the **<Filter by Text>** field located under the tab for each Folder
- Folders can be set as Rundown Templates
- Folders support Story Alerts
- Folders can send Stories to the Ticker

## Source Folder

Sources Folders contain stories generated from external sources. For example, Newswires, Audio Feeds, Emails, and Faxes and more.

By default, Stories contained within Source Folders cannot be edited. In order to preserve the original content, they can be edited by copying them into an area that allows for editing (eg. your Personal Folder).

As Stories enter a Source Object they are sorted chronologically, displaying the newest at the top of the Story List. Stories within Source Objects cannot be rearranged, but the list can be sorted by clicking on the Field Columns at the top of the Story List.

Source Folder notes:

- Sources can contain Filters, but no other Object Types
- Sources can send Stories to the Ticker

## Source Organizer

Source Organizers contain Source Folders. When focused on a Source Organizer, you will see a collection of all the stories within the contained Source Folders.

For example, if a Source Organizer contains a Source Folder for BBC and another Source Folder for CNN, focusing on the parent Source Organizer will display all the stories for both BBC and CNN.

**Note:** *In this way, the InQueue functions like a Source Organizer. Clicking on the InQueue shows all Stories within all Source Objects, regardless of how they are arranged.*

Source Organizer notes:

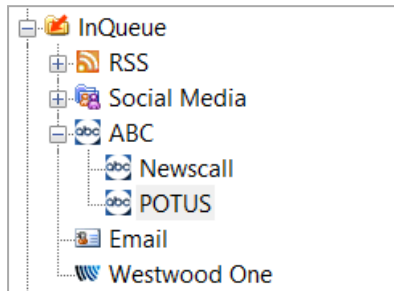
- Source Organizers can contain only Source Folder Objects and no other Object Types
- Source Organizers can send Stories to the Ticker



## Filter

A Filter displays stories that match specific criteria. Unlike Searches, these Filter objects only display stories located in the parent Source Object.

*Filter used to sort the ABC source for stories containing the term "POTUS"*



Filters will most likely be set up by your System Administrator. However, you may be able to create your own custom Filters. A saved Filter can be comprised from a basic to complex set of conditions (search rules). These conditions can include:

- Story Titles
- Body Text
- Sources
- Categories
- Creators (Burli Users)
- Time Created/Modified
- Metadata
- Priorities
- Reader
- Editorial State
- Many more

A Source Folder may contain hundreds of stories. A Filter can narrow the results to a smaller Story count, making the high number of Stories more manageable.

A Saved Filter itself can be filtered, which allows you to narrow the results even further. This is done using the **<Filter by Title>** field located at the top of each Folder Tab. This is a quick way to find the Story you are looking for, provided it is located in the parent Source object. (If not, you may want to use the Search Engine which can search for all stories in all Content Tree Objects.)

See [SEARCHING](#) for more information.

You can view or modify Saved Filter search rules by right-clicking on each Filter object, choose Properties from the menu. Navigate to the 'Search Rule' tab. See [Opening The Advanced Search Window](#) for more information.

Filter notes:

- Filters can only be saved within a Source Object in the Content Tree
- Filters object only display stories located in the parent Source Object
- Filters can contain Sub Filters, but no other Object Types

## Placeholder

Placeholders are designed for organizing the Content Tree Objects themselves and, by design, do not allow storage of Story Items.

Placeholders are created automatically by the system and by your System Administrator. It is unlikely you will be required to create them unless you are an advanced user.

Placeholder notes:

- Placeholders can contain all Object Types, except for Filters
- Placeholders can be set as Rundown Templates
- Placeholders can send Stories to the Ticker

## Search

Search results can display all stories within the system that match specific criteria. Searches can be saved in the Content Tree for convenience.

See [SEARCHING](#) for more information.

Search notes:

- Saved Searches cannot contain any other Objects. They are designed to display only Stories

## Rundown

Similar to Folders, Rundowns can contain an unlimited number of Stories. The main purpose for Rundowns is On Air presentation.

See [SCRIPT RUNDOWNS](#) for more information.

A Rundown gives you full control of the Story Order - you can move one or more stories up and down the list. The Story Order within a Rundown is synchronized across all Burli workstations so that everyone may see the intended On Air order.

The Field Columns seen in other folders are hidden to ensure that all users, on all workstations, view the same Story Order at all times, especially in the on-air studios.

Rundowns display extra status information, including total run time, proposed run time, and over/under time (difference value between the proposed run time and the total run time). This status information is displayed in the status bar located at the bottom of the Story List.

Rundowns and all contained stories can be viewed in Prompter Mode.

See [Prompter Mode](#) for more information.

Rundown notes:

- Rundowns can contain only Stories and no other Object Types
- Rundowns can be set as Rundown Templates
- Rundowns support Story Alerts
- Rundowns can send Stories to the Ticker

## Live Audio Sessions

Burli can record multiple audio sources simultaneously on one or more Burli machines. This is where you will find recorded audio from the Live Audio Sessions, which are set up by your System Administrator.

The record types are: Continuous (24/7/365), Clock, Switch, and Threshold. Please contact your System Administrator for more information.

Live Audio Session notes:

- The Live Audio Sessions can contain only Audio Session material and no other Object Types
- Live Audio Sessions are set up by your System Administrator
- The Live Audio Sessions feature is built into the system and cannot be removed

## Assignments

The Assignments feature is a tool for managing tasks or events. Similar to a shared Calendar, events (past, present and future) can be managed by multiple users.

Each Assignment can be assigned to any user in the system and provide storage for Stories, along with many more features.

All contained stories associated to an Assignment will appear in the search system results.

See [ASSIGNMENTS](#) for more information.

Assignment notes:

- Assignments can only contain Assignments and no other Object Types
- The Assignments feature is built into the system and cannot be removed

## Contacts

The Contacts feature can be used to store contact information including many of the standard fields (Name, Address, Phone, email and more).

Text Filtering and Filter Scheme presets can help you quickly find one or more Contacts.

Each Contact entry provides storage for Stories, along with many more features. All contained stories contained in Contacts will appear in the Search results.

See [CONTACTS](#) for more information.

Contact notes:

- Contacts can only contain Contact entries and no other Object Types
- The Contacts feature is built into the system and cannot be removed

## Archive

The Archive is designed for saving (manually or automatically) Stories long-term and offloading them from the everyday working area of the system. These Stories can be located by browsing the Archive in the Content Tree or by using the Archive option in the Search tool.

Stories in the Archive cannot be edited. However, stories can be copied back into the working area, edited, and then archived again.

See [ARCHIVE](#) for more information.

Archive notes:

- The Archive and all contained items are read-only
- The Archive feature is built into the system and cannot be removed

## Alerts

Alerts can be set up to notify you or other users when a story enters a Content Tree Object. See [Object Types Defined](#) to see which object type support sending Alerts.

See your System Administrator and [System Alerts](#) for more information.



# Tab Browsing

Tab Browsing in Burli is very similar to Tab Browsing in most internet browsers.

In Burli, Tab Browsing allows you to view Folders, Filters, Search results, Saved Searches, Contacts, Assignments, external Web Pages, and more.

At any time, you can create new tabs across the Top or Bottom Panes. This allows you to view multiple Content Tree object quickly and easily. With multiple tabs open you can easily copy or move Stories between folders.

Create, copy, arrange, close and split Tabs horizontally so you can view multiple sources simultaneously on one screen.

Virtually all Tabs allow Story Titles to be filtered. See [Story Filter \(Filter By Title\)](#) for more information.

## Primary Browser Tab

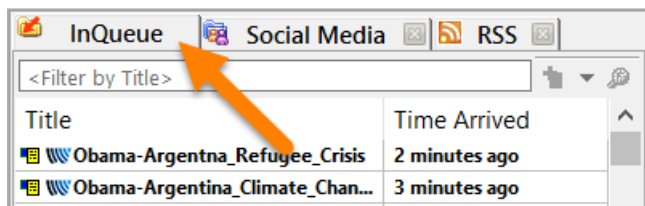
The Primary Browser Tab is always the left-most tab in the Top Pane and cannot be moved or closed (notice in the image below, the InQueue does not have a close button, but Social Media and RSS both do).

The contents of the Primary Browser Tab will change dynamically as you browser though the Content Tree. Whatever you click on in the Tree will become the content in the Primary Browser Tab.

Burli story search results will appear in the Primary Browser Tab. External Web Search results will appear in a separate tab designed for Web Content. See [External Search Engines](#) for more information.

When you login to the system, the InQueue folder will be the focus of the Primary Browser Tab.

*Displaying the InQueue in the Primary Browser Tab*



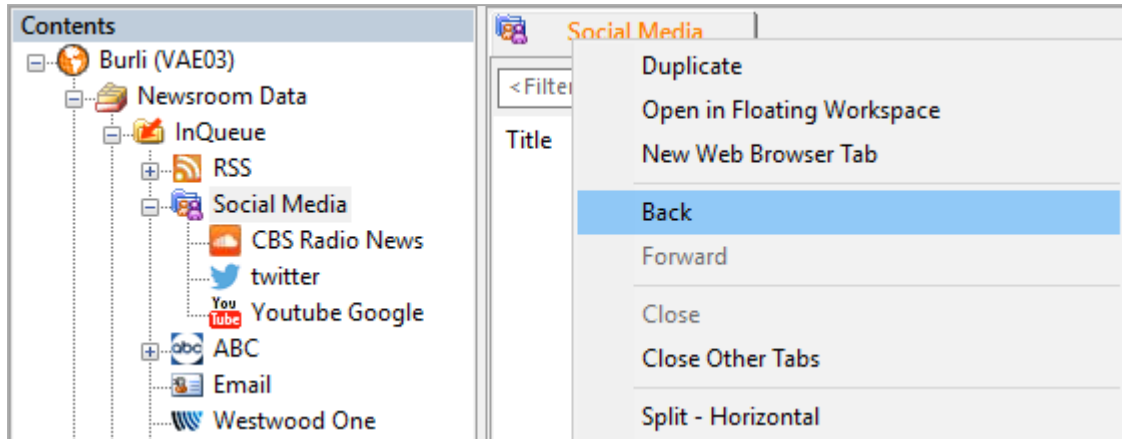
The Primary Browser Tab can be copied, as a new Browser Tab, allowing you to continue browsing through the Content Tree without losing sight of your important folders or filters.

**Note:** Upon login, the Primary Browser Tab in the Bottom Pane will default to your Personal Folder. This Tab also cannot be closed.

## Going Back In The Primary Browser Tab

When clicking around in the Tree, it is possible to get turned around and accidentally dismiss a view. If you would like to go back one Tree selection, right click the Primary Browser Tab and click **Back**. You will be taken back one step to the Tree item you were last viewing.

Going back one step in the Content Tree



Click **Forward** in the menu instead to go forward one step.

## Creating Tabs

Similar to most Web Browsers, creating multiple tabs is useful for viewing and managing multiple folders. There are various methods for creating Folder Tabs.

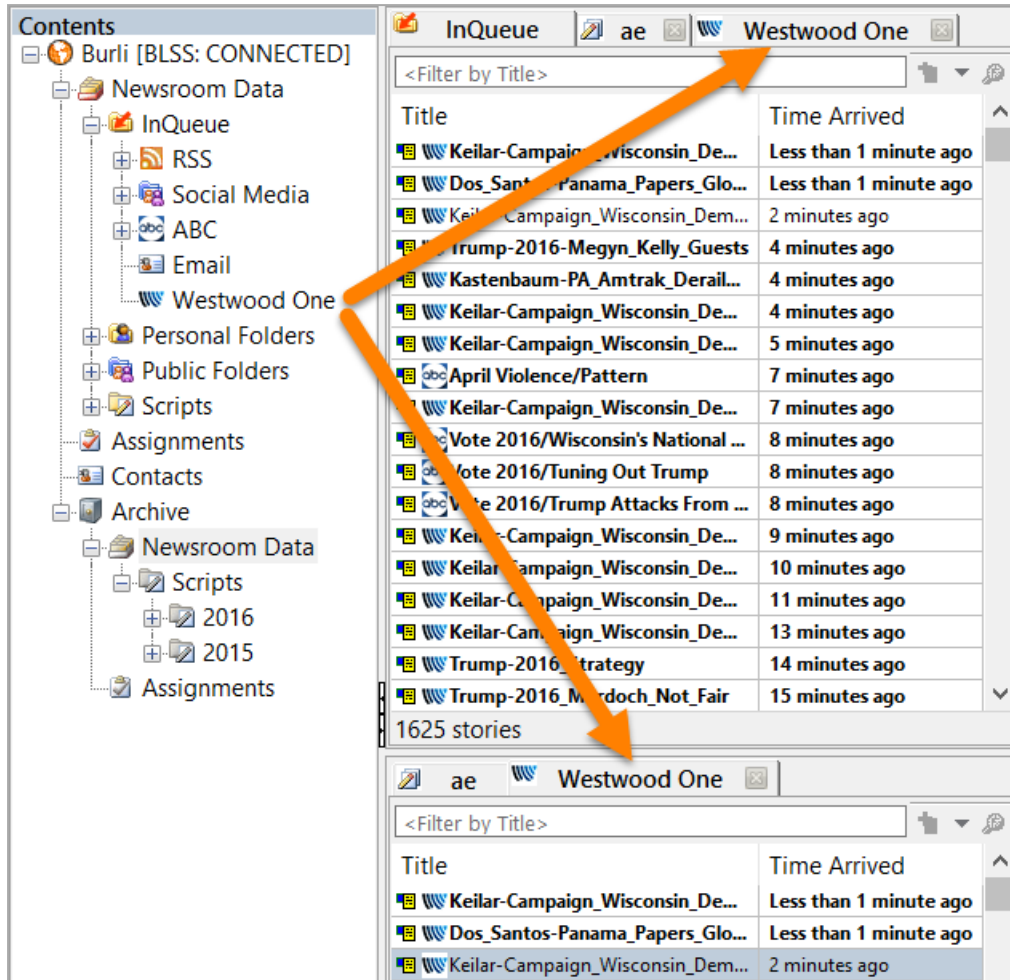
**Note:** Tabs are created in the upper half of BurlI's Main Screen by default, but you can also open them in the lower half if required.

## Create A New Tab From The Content Tree (Drag And Drop)

You can create a new tab directly from the Content Tree. To do this, drag and drop the Content Tree Object to the right of the Primary Browser Tab, or to the Bottom Pane.

A new tab will appear, displaying the contents of the object below the tab. You may now continue to navigate through the Content Tree without losing sight of your new favourite object.

Creating a new tab in the Top and Bottom Panes



## Create A New Tab From The Content Tree (Ctrl+Click)

Hold down the **Ctrl** key while clicking on various objects in the Content Tree. This will create new a new Browser Tab in the Top Pane each time you click an object.

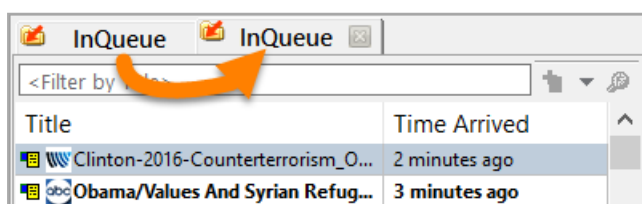
To create new tabs on the Bottom Pane, hold the **Shift** key while clicking various objects in the Content Tree.

## Duplicating Browser Tabs Within A Pane

At any time, you can duplicate an existing tab. This will not copy the contained Stories.

1. Drag the Browser Tab to the right of the original tab, or to the Bottom Pane
2. Drop it when you see a [+] sign appear. A copy of the tab will be created

Duplicating the InQueue



For example, if you make a copy of the Primary Browser Tab, you can continue to navigate through the Content Tree and the copied Browser Tab will not change.

You can also right-click the tab you want to duplicate, and click **Duplicate**.

**Note:** Keep in mind that duplicating a tab does not duplicate the contained stories. You are only looking at another instance of the original content.

## Duplicating Tabs Between Panes

You can easily duplicate a tab so that it appears in both the Top and Bottom Pane at the same time.

1. Hold down the **Shift** key
2. Drag the Tab to the other Pane
3. Drop it when you see a [+] sign appear. A copy of the tab will be created

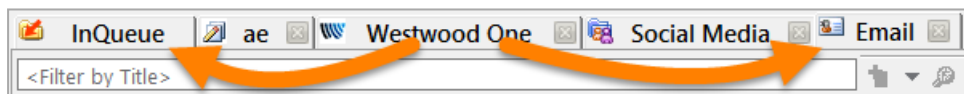
**Note:** Keep in mind that duplicating a tab does not duplicate the contained stories. You are only looking at another instance of the original content.

## Rearranging Tabs

You can easily move existing tabs by drag and dropping them to the desired location.

Tabs can be rearranged on the same tab bar or moved to the top or bottom tab bar depending on the original location.

*Rearranging Tabs*



## Closing Tabs

Tabs can populate very quickly. There two methods for closing them.

### Using The [X] Button

Closing tabs can be done by clicking on the [X] button located on right side of each tab.

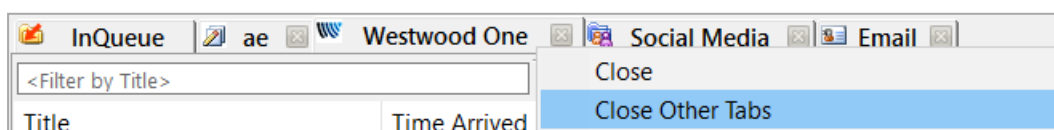
### Using The Menu Option

To close a Tab, right-click on the Tab and select **Close** from the menu.

The '**Close Other Tabs**' option will do just that - it will close all tabs except for the one in focus. This can be useful when too many tabs are open and you want to view only the tab in focus.

Alternatively, you can press **Ctrl+F4** to close the tab currently in focus. Using this key command repeatedly will allow you close many tabs very quickly.

*Closing a tab using the menu*



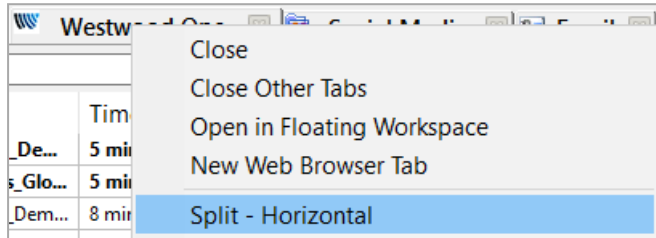


## Split-Horizontal Tab View

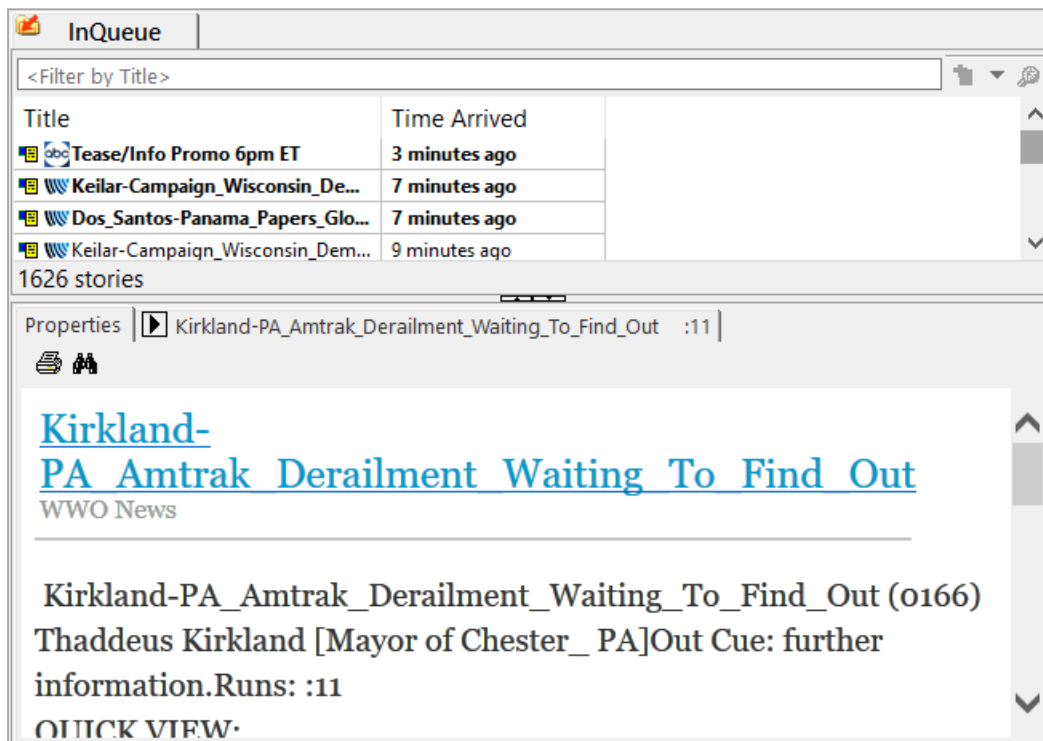
Burli displays the Story content to the right of the Story slugs by default. The Split Horizontal view option allows you to view the content of the Story below the slug title. This will provide more horizontal space for the Story Content Area.

To split the Tab View horizontally, right-click on the Tab and select **Split – Horizontal** from the menu

*Split-Horizontal menu command*



*Split Horizontal View*



To revert the back to Vertical View, right-click on the Tab and select **Split – Vertical** from the menu.

**Note:** Vertical View is the system default. Closing and opening the tab will also revert back to Vertical View.

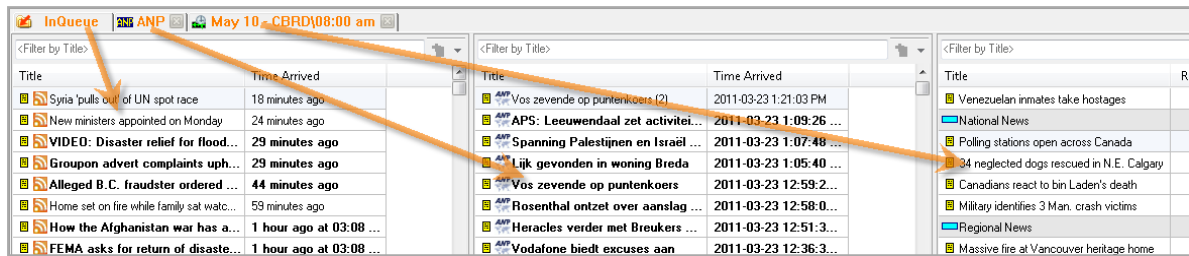
## Tile View For Multiple Tabs

This feature allows you to view the Stories in multiple tabs side-by-side. This can be useful when you want to simultaneously 'monitor' the incoming stories from multiple sources.

To view multiple tabs in the Tile view, press the **Ctrl** key while clicking on two or more Folder Tabs that you want to Tile.

To reset the view back to the default, click on any one of the Folder tabs or another folder in the Content Tree.

*Viewing multiple tabs side by side*



## Floating Workspace

When working with large or dual monitors, you may want to open some of your favourite Folders in a separate 'floating' window. This can be useful for the On Air Prompter, Audio Editing, Story Management plus much more. It's up to you how to use it, consider it as more space to work with.

Drag and drop functionality works the same way when working between Floating Workspace and the main Burli workspace.

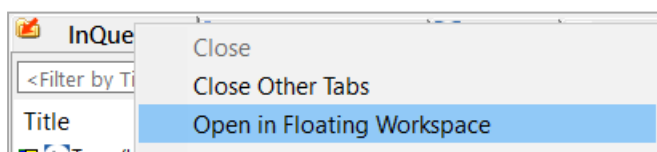
Virtually any Navigation or Component tab can be opened in the Floating Workspace. Tabs can be added or removed from the Floating workspace using drag and drop.

**Note:** Only one Floating Workspace window can exist at one time. This avoids multiple windows stacking and becoming unmanageable.

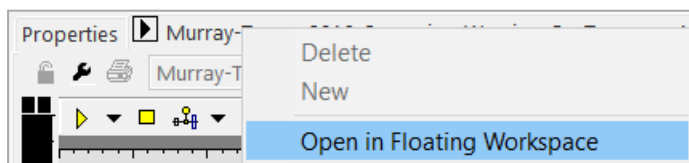
## Open Tabs In The Floating Workspace

1. Right-click on the Tab you want to open in a Floating Workspace
2. Select *Open in Floating Workspace* from the menu
3. Drag the Floating Workspace window to your secondary monitor
4. Maximize the Window to make full use of this feature

*Opening a Tab in the Floating Workspace*



*Opening a Component Tab in the Floating Workspace*

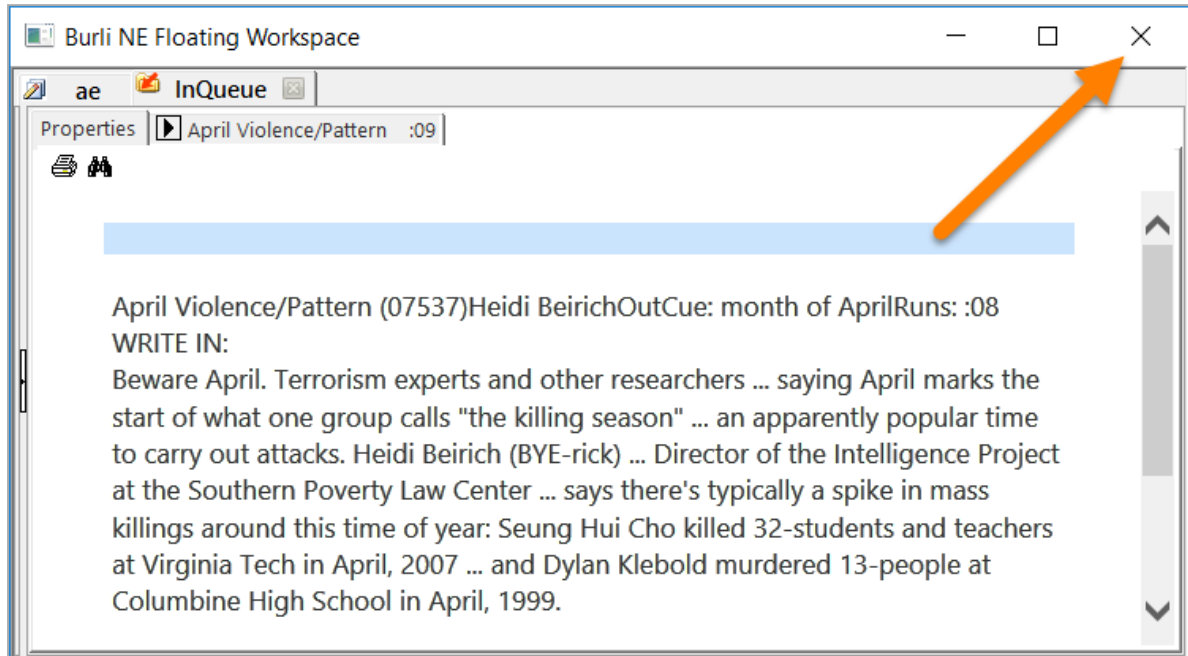


Alternatively, you can open the Floating Workspace through the Open > Floating Workspace menu option. This will open your personal folder as a Floating Workspace.

## Close The Floating Workspace

Click the X button on the top-right corner of the floating window. Restarting or logging out and back in will also reset the view.

*Standard Windows Close button*



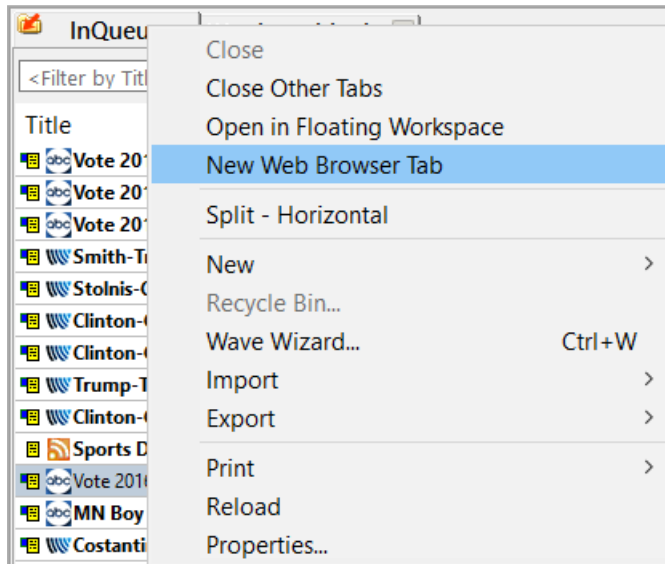
## Web Browser

Burli NE Desktop comes with a full external Web Browser so that you can view linked content from within Stories, or bring web content directly into Burli without leaving the Burli environment.

### Opening A Browser

To manually open a new Web Browser Tab within Burli, right click any browser tab and select **New Web Browser Tab**.

*Opening a new Web Browser*



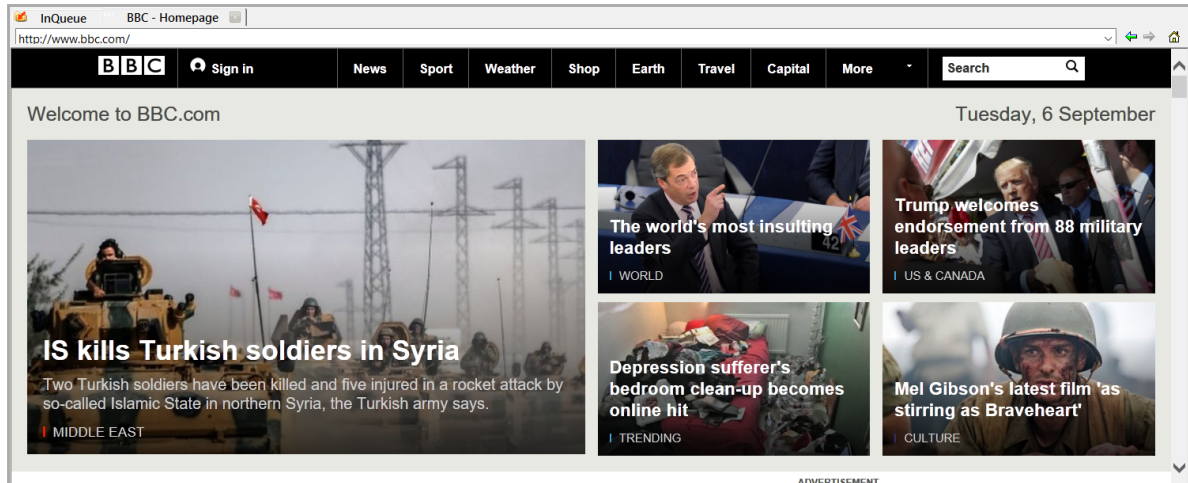
A browser tab will open in the same pane you made your right click in.

**Note:** *If you click on any linked content within a Story, a browser will automatically appear.*

### Browser Controls And Appearance

The Web Browser shows up as another Tab within one of Burli's panes, just like any other Tab Browsing one might do in the Burli workspace.

A Web Browser tab in the Upper Pane



Navigation within the browser tab is the same as any web browser - click on where you want to go, or enter a text address to another website if you want to navigate away entirely.

To help you get around, there is a simple navigation toolbar included at the top of the browser.

Web Browser toolbar



There is an address bar for entry of website addresses, a Back/Forward button pair for going forward and back in your browsing history, and a Home button to go to the Home page specified in your settings.

**Note:** The Home button address is set by your System Administrator.

Once something is open in the Burli Web Browser, you can easily transfer it to your computer's default web browser. Just right-click the browser tab and select *Open in External Browser*.

## Copying Data From The Web

One of the best things about having a built-in browser within Burli is its ability to let you pull information quickly and easily from the web directly into new Stories without key presses or changing windows.

### Text

Just like in other news sources, copying text from web to story is very fast and simple.

1. Highlight the text you want to copy.
2. Drag and drop the highlighted text from the web to another destination (usually your personal Work Folder).

When you release the text into the destination folder, a new Story is created. The slug will be the first line of the copied text (which can then be changed, if desired).

See [Text Editing](#) for further info.

### Images

You can copy an image down to Burli by dragging and dropping it from the Web Browser into a destination folder as well. The image will be labelled "Untitled Content" in the destination folder, just click on it and

change the slug.

You will also be able to edit the image directly within Burli, and otherwise work with it as you normally would. See [Image Editing](#) for further details.

## Links

If you click and drag a link into your local folder, **everything** contained behind that link will be copied to that folder. This is extremely handy for copying down whole stories for editing!

Within Burli, this will appear as a full web page in the local editing environment. However, if you attempt to insert a web page into a Rundown, you will see only the name of the original link. It is recommended you copy out specific text from the Story before putting it to use in a Rundown.

## Web Bookmarks

One of the Story types you can [Create](#) is a Web Bookmark. This is a special link to a saved web address (URL) that you can refer to as often as you like, and may be sorted and stored like any Story object in Burli. Opening a Web Bookmark in Burli NE Desktop will present a view of the linked website in Burli's web browser.

Web Bookmarks may be edited after creation. Right-click the Web Bookmark in the Story List and select **Properties**. You will be presented with a dialogue box allowing you to update the name and URL of the Web Bookmark.



# Navigation Shortcuts

Once you have gotten used to navigating the system manually, you will likely want to start implementing Shortcuts.

Shortcuts offer a quick way to navigate access your favourite Folders or other Objects located in the Content Tree. This way you can save time jumping to frequently used Objects. Shortcuts appear as a list of buttons at the bottom of the left pane.

*List of available Shortcuts*

Shortcuts
Script Templates
RSS Feeds
Newscall
My Personal Folder
Social Media
Today

To create a shortcut to a Content Tree Object:

1. Right-click on the object of your choice and select '**Create Shortcut**'
2. A new dialogue will appear allowing you to give the shortcut a different name
3. Press **OK** to save the Shortcut

Clicking on Shortcuts will quickly focus on and expand the linked object in the Content Tree.

By default, a Shortcut named 'Today's Rundowns' appears in the list of Shortcuts for all users. This will quickly locate and expand the current ('today') in the Scripts object located in the Content Tree.

**Note:** *Optionally, System Administrators can assign shortcuts to users or user groups by changing the default Owner.*



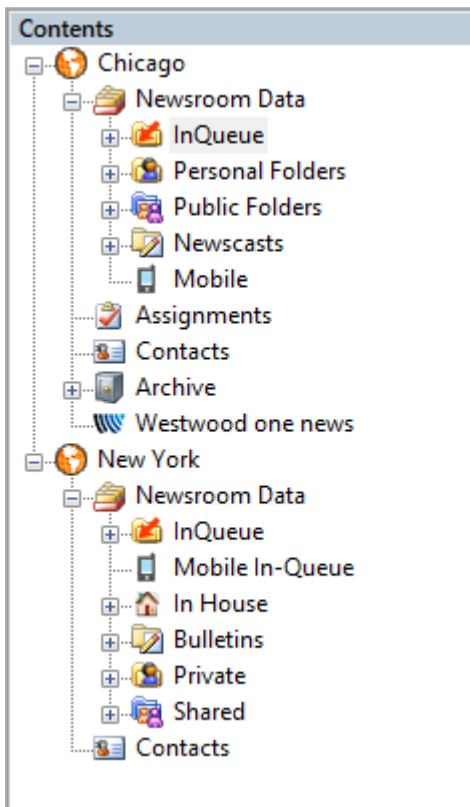
# Multi Site

Burli NE Desktop supports the ability to look directly into the shared resources and database of any connected newsrooms to which you have been granted access. This allows for powerful sharing of Stories, Contacts, Assignments, and much more between Burli sites.

## Remote Viewing

**Note:** Only content that has been explicitly shared by remote sites can be seen in the Multi Site view. Remote content is not visible by default.

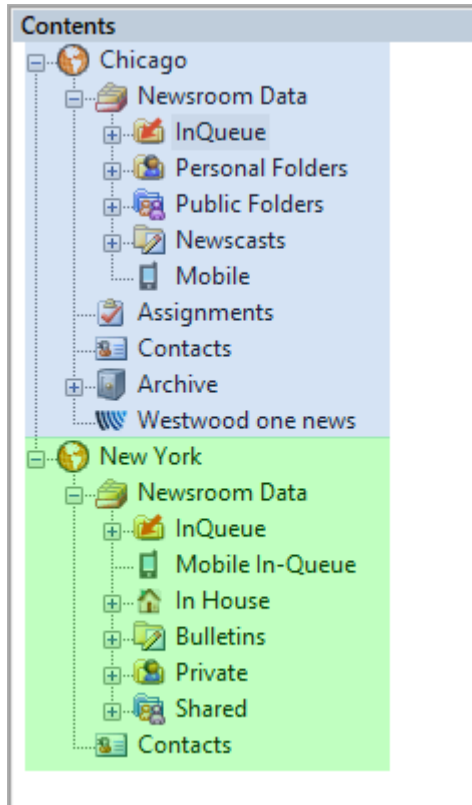
Multiple sites listed in the Content Tree



Above we can see more than one site available in the Content Tree.



Highlighting the local site (Chicago) and remote site (New York)



In blue, we can see our local site (Chicago) and its available content. In green, we see a remote site in New York, and its shared content.

The remotely viewed content can include almost all Newsroom Data, but not the remote Archive.

The system will update you in real time with a notice if someone edits a Story remotely - you will be prompted to download an updated copy of the Story when you're ready to receive it.

## Remote Editing

**Note:** Viewing and editing permissions still apply based on a user's group and individual access rights. The ability to see or manipulate remote data is still assigned to your login credentials in NE.

For now, remote editing is limited to a few actions, and it is not possible to directly edit remote Stories.

To fully edit a remote Story:

1. Copy a Story from the remote site into a local container at your site
2. Make your edits to the Story
3. Copy the Story back to the remote site into an accessible container

**Note:** If editing remote Stories is going to be a regular part of your workflow, it is a good idea to have a pre-defined container to deposit new or edited Stories into at the remote site.





## What Is A Burli Story?

In Burli, Stories are like packages that contain content in one or more Components. Stories can be created manually by Burli users or come in from external sources. A Story will contain one or more of the following Components:

- Text
- Audio
- Audio Project
- Newswire
- Image
- Video
- Time Marker
- Section Break
- Web Bookmark
- PDF document







Generally, Stories located in a Source folder are read-only. This is by design, to preserve the original contents of the original Story - you can't damage or destroy the content that way.




Stories can be edited depending on the storage location, security configuration and the component type (s) of the Story.

## Story Components

Story Components appear as tabs located at the extreme top of the Content Area within a Story. Similar to Navigation Tabs, Component Tabs can be moved, inserted and deleted.

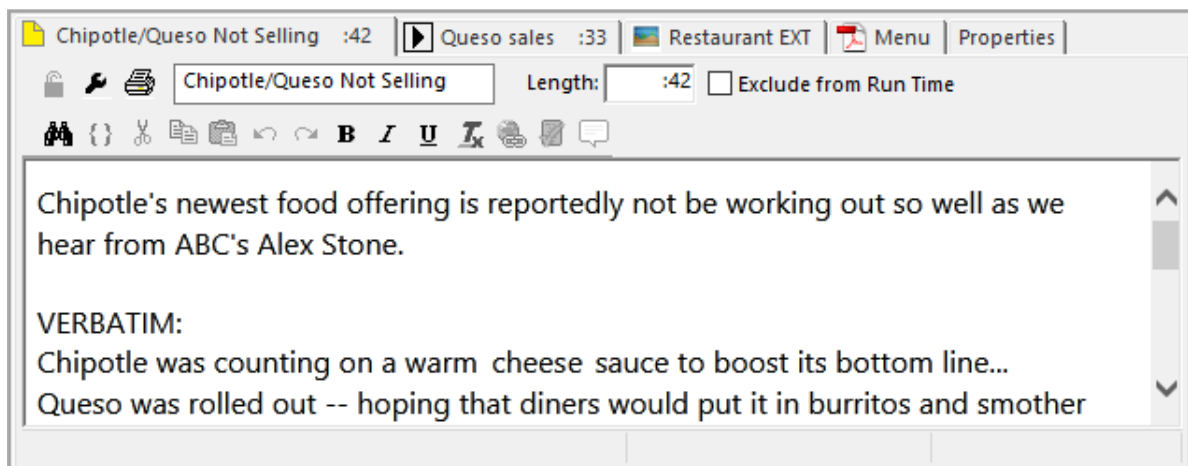
There are several icons used to indicate the contents of a Story, in the Content Area..

Symbol	Description
	Text (Story and Prompter text)
	Note (supplemental text, not for Prompter)
	Image (editable JPG or other digitable image file)
	Audio (this serves as a play button as well, clicking it plays the audio in the Component Tab)
	Video (play only, not editable within Burli)
	Web bookmark (link to the internet)

	PDF (Adobe PDF file, readable in Burl)
	Lower Third (video text overlay)
	Fax (scanned material)

A Story may have multiple Components, including those of different types.

*Single Story containing four Components*



**Note:** A Story cannot have more than one Text component. Therefore, the main Text component (the yellow icon) is considered the publishable/readable story, and any Notes (the blue icon) is considered supplemental, and will not appear in the Prompter.

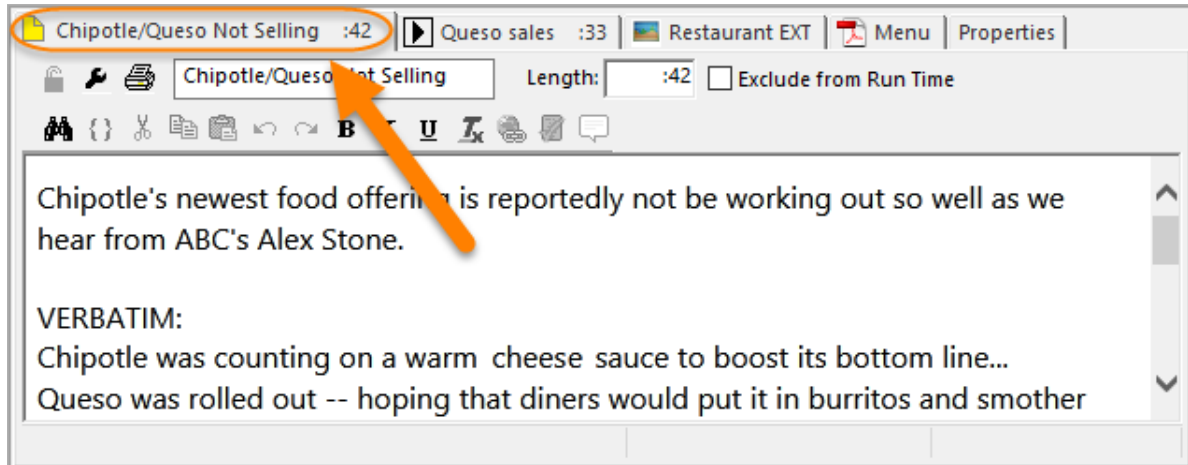
You can easily view the contents of each Component Tab by clicking on it.

## Primary Component Tab

The Primary Component Tab is always the left-most tab (or only tab, if applicable) contained within a Story, and is displayed above the Content Area. It is the component that will be viewed by default when users click on the Story, so it is assumed that the Primary Component Tab is usually most important component within a Story.

The Story Title is always linked to Primary Component Title. When you change the Primary Component Title, you will notice the Story Title changes to match. You will also notice the Story Icon will change when the Primary Component changes.

The Primary Browser Tab, displaying the Story's Title (on the left)



## Managing Story Components

This section explains how to create, copy, move, and delete Story Components and more.

**Note:** Keep in mind that some Stories cannot be changed if they are in a Source Object. You must also have the required security permissions to make changes.

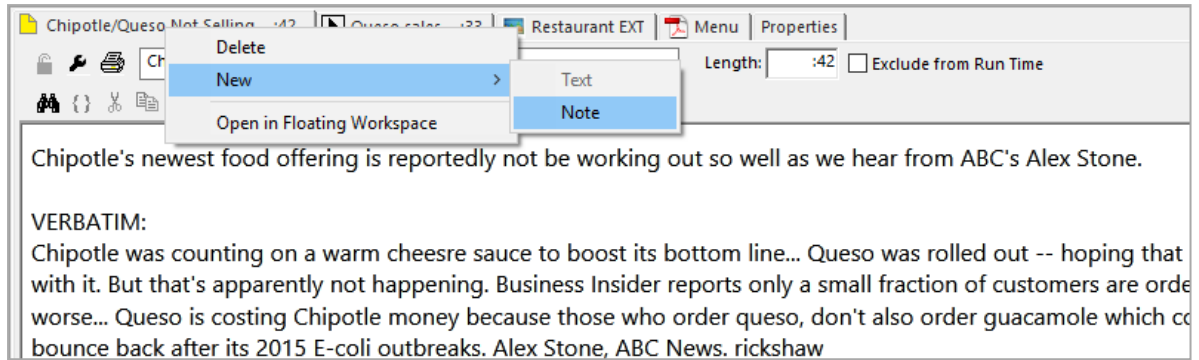
## Create Story Components

When creating a Story, a component is always created, and it becomes the Primary Component. However, you can create or add new Components within an existing Story, allowing you to package multiple formats of information in a single Story.

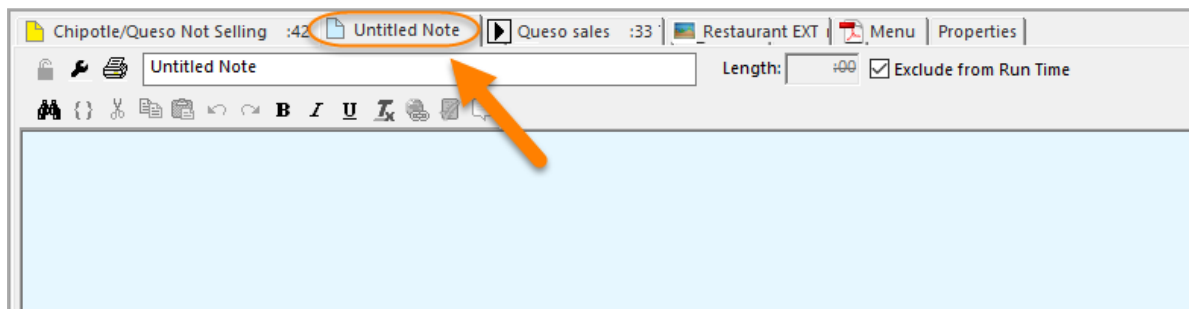
## Creating A New Text Or Note Component

1. Right-click on any existing Component Tab
2. Choose **New** from the menu. If you do not yet have a Text component, you may choose **Text**, otherwise choose **Note**.
3. A new Text/Note Component will be created adjacent to the tab you right-clicked and named "Untitled"

New Component option



New (untitled) Component created

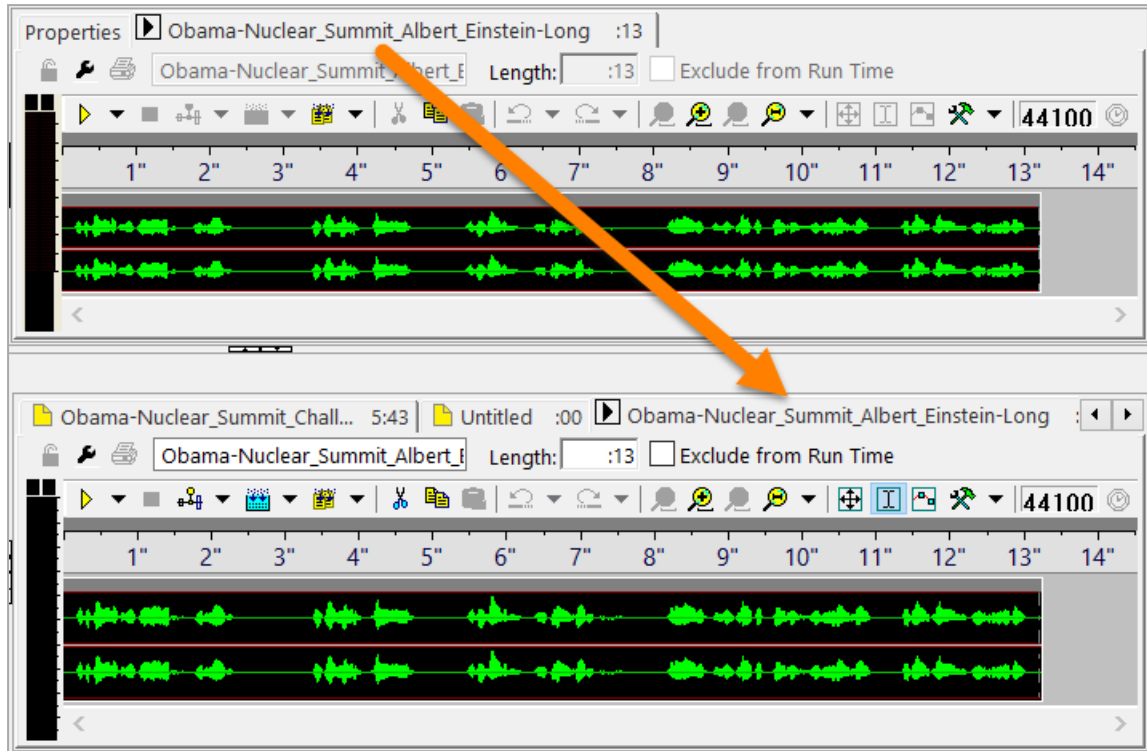


**Note:** In the Story List, you can also press either **Ctrl+N** or the **Insert** key to create a new Story.

## Copying Components From Other Stories

1. Drag a single Component Tab from any Story and hover it over the target Story to ensure it is in focus
2. Drop the Component on any existing Component Tab of the target Story item. This will create a new Component named with the original Component Title

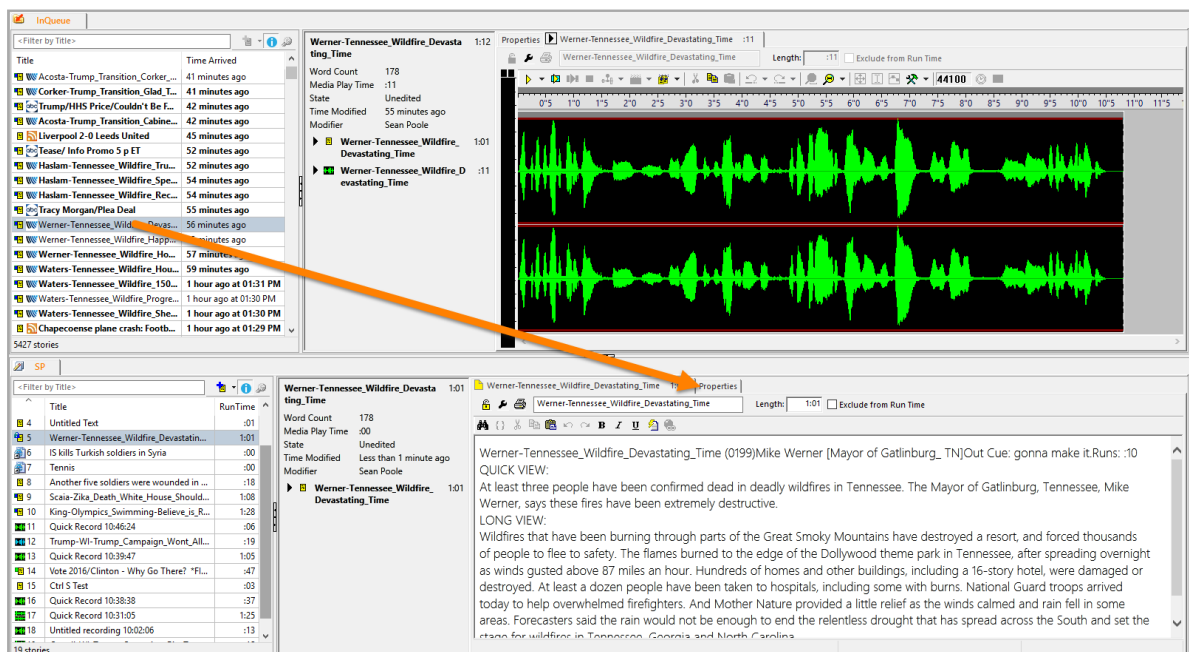
Copying Components between Stories



## Creating A New Component From A Story

1. Drag one or more **non-text Stories** from any Story List and hover it over the target Story to ensure it is in focus
2. Drop the new Story(s) on any existing Component Tab. This will insert all Components from the original Story item into the target Story

Creating a new Component from an existing Story



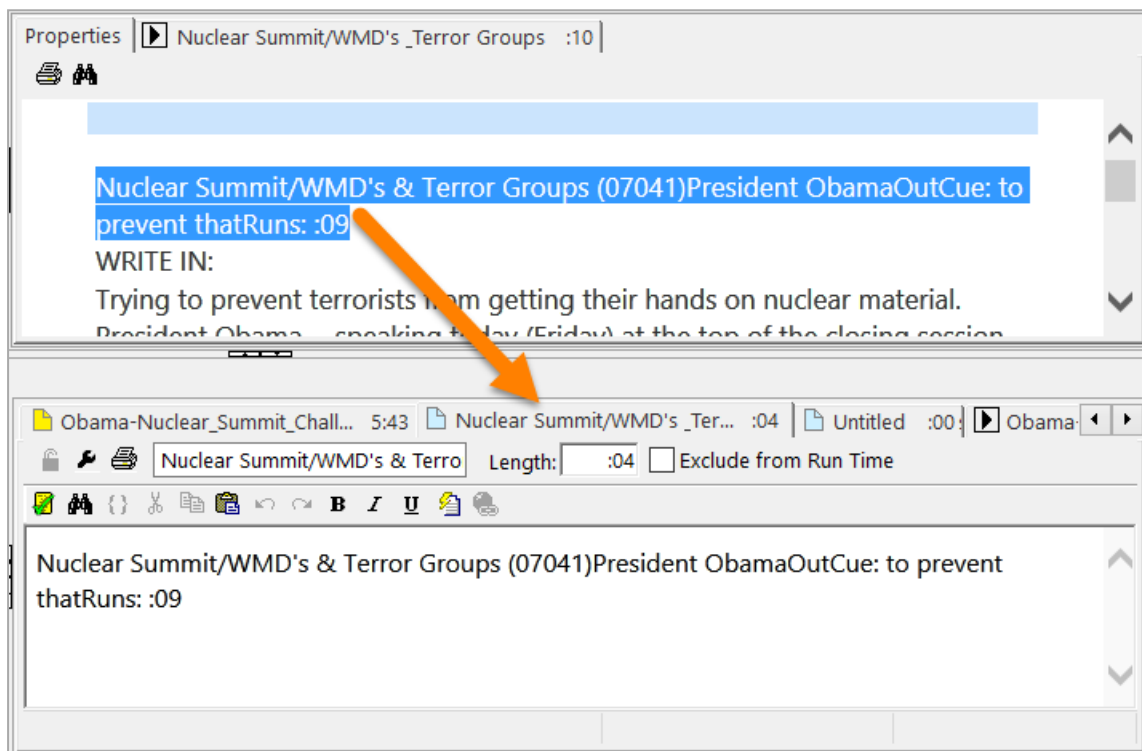


**Note:** You will not be able to do this with text based Stories. Stories with more than one text tab cannot be brought into a Rundown, so the creation of such a Story is disabled. It is recommended you add new text to the existing text tab of the destination Story instead, or create a Note.

## Creating A New Component From A Text Selection

1. Make a selection of Text in any Story
2. Drag the highlighted portion of text and hover it over the target Story to ensure it is in focus
3. Drop the highlighted portion of text on any existing Component Tab. This will create a new Component named with the original Component Title

Turning a text excerpt into a new Component



## Rearrange Component Tabs

You can easily move single Component Tabs by drag and dropping left or right to the desired location.

**Note:** Moving the Primary Component Tab can change the Story Title and possibly the Story icon.

## Delete Components

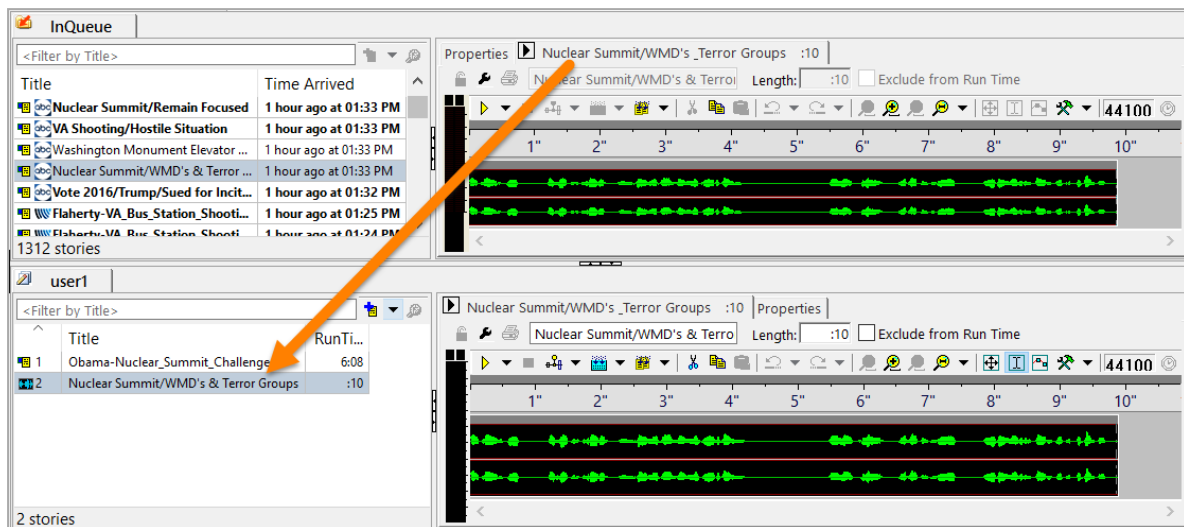
1. Right-click on the Component you want to delete
2. Select **Delete** from the menu. A confirmation dialogue box will appear
3. Click the **Yes** button to confirm

## Create A New Story From A Component

We have already seen how to turn a Story into a Component, but you can also do the reverse.

1. Drag a Component Tab from any Story
2. Drop it into the Story List of the target folder. This will create a new Story in the list

*Creating a new Story from a Component*



## Display Font

The font used to show content in the Story List and in the Content Display Area can be adjusted for user comfort.

(For display options in Prompter Mode, see [Prompter Appearance](#).)

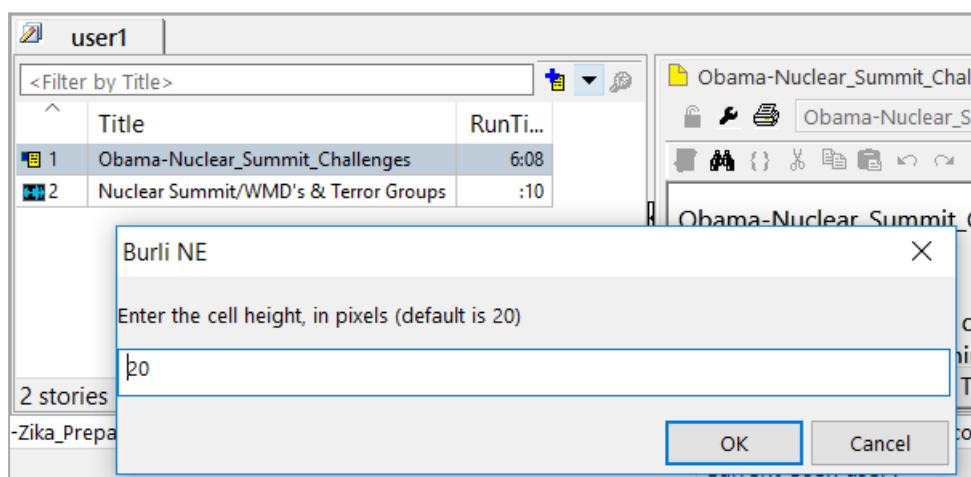
### Change The Cell Height (Font Size) In The Story List

You may find that the Story list area is difficult to read and want to increase the font size in the display. This is done by increasing the cell height - the font size will auto size accordingly.

1. Right-click anywhere in the Story List area
2. Select **View > Cell Height...** option from the menu
3. Enter the cell height, press **OK** to enter.

The default size is 20, and the acceptable range is between 12 and 60.

*Changing the Cell Height*



### Change The Font In The Content Display Area

To change the font displayed in the Content Display Area:

1. Click **Administration**
2. Select **Story Text Editor**
3. Select **Font**
4. Select your chosen Font, Style, and Size
5. Preview in the Sample window below
6. Click **OK**

The next time you navigate to a different Story, all Story font will match your selections.



# Component Properties

Burli organizes an extensive list of Data Fields which are attached to all Components in the system. For simplicity, we use the word Properties to define a collection of Data Fields associated to a Component. Component Properties can be viewed in the Story List (Column Header Bar) and the Component Properties Editor.

Each Component Type has a different set of Data Fields. For example, an Audio Component will contain fields like 'Audio Out Cue' or 'Media Play Time', while an Image Component may contain a field named 'Image ID'.

Keep in mind that all Component Types also have common Field Names like Title, Date Modified, Date Created, Custom Fields etc. This is important since these fields are required for all Components Types and general workflow.

Most of these fields are built into the system, but Custom Fields can be set up by your System Administrator or third party systems.

*The default Story Fields (in orange)*

Field Name	Sample Value
<input type="checkbox"/> Creator	Sean Poole
<input checked="" type="checkbox"/> End Time	
<input type="checkbox"/> Media Play Time	:31
<input checked="" type="checkbox"/> Modifier	Sean Poole
<input type="checkbox"/> Override Time	
<input type="checkbox"/> Proposed Cume	
<input type="checkbox"/> Proposed Length	:00
<input type="checkbox"/> Reader	Sean Poole
<input checked="" type="checkbox"/> RunTime	1:35
<input type="checkbox"/> Security ID	
<input type="checkbox"/> Source	InHouse
<input checked="" type="checkbox"/> Start Time	
<input type="checkbox"/> State	Approved
<input type="checkbox"/> System State	Default
<input type="checkbox"/> Time Created	4/06/16 1:12:12 PM
<input type="checkbox"/> Time Modified	11/29/16 2:48:27 PM
<input checked="" type="checkbox"/> Title	Subway Calorie Counts
<input type="checkbox"/> Urgency	Medium
<input type="checkbox"/> Usage	
<input type="checkbox"/> Uses Audio	Yes
<input type="checkbox"/> Word Count	189

Show Field Types:

Default

Custom

System

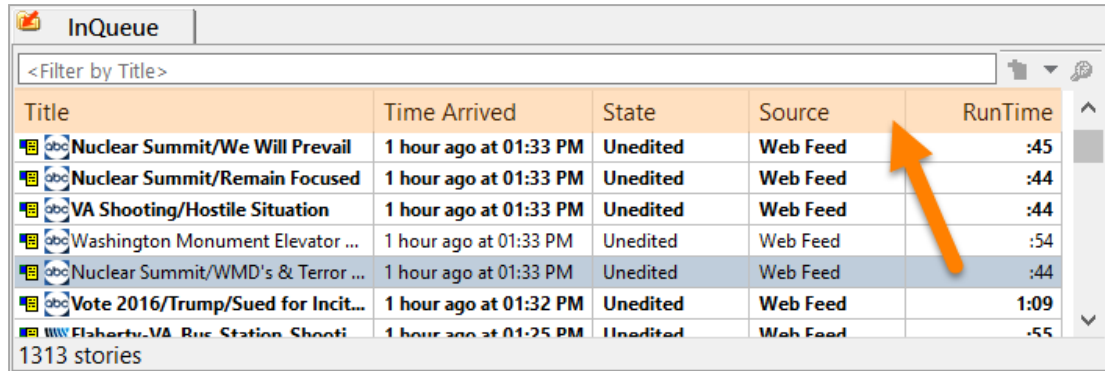
OK

Cancel

Some Fields are designed to be modified by users, while other Fields are controlled by the system and cannot be modified by users.

The Column Header Bar is located above the Story List for all Folders and Filters. This is where you can view, sort and manage the available Fields. Each Field displayed in the Column Header Bar allows you to sort the Story List in ascending or descending order

Column Header Bar displaying various Story Fields



Title	Time Arrived	State	Source	RunTime
abc Nuclear Summit/We Will Prevail	1 hour ago at 01:33 PM	Unedited	Web Feed	:45
abc Nuclear Summit/Remain Focused	1 hour ago at 01:33 PM	Unedited	Web Feed	:44
abc VA Shooting/Hostile Situation	1 hour ago at 01:33 PM	Unedited	Web Feed	:44
abc Washington Monument Elevator ...	1 hour ago at 01:33 PM	Unedited	Web Feed	:54
abc Nuclear Summit/WMD's & Terror ...	1 hour ago at 01:33 PM	Unedited	Web Feed	:44
abc Vote 2016/Trump/Sued for Incit...	1 hour ago at 01:32 PM	Unedited	Web Feed	1:09
abc VA Shooting/Hostile Situation	1 hour ago at 01:35 PM	Unedited	Web Feed	:55

1313 stories

The 'Title' and 'Run Time' Fields are visible for all Folders and Filters when you login to the system for the first time. See [Changing Fields In The Column Header Bar](#) for more information.

**Note:** You can search for Stories based on the Values for virtually any of these Fields. See [SEARCHING](#) for more information.

## Viewing And Editing Data Fields

The visible Fields are displayed in the Column Header Bar located at the top of the Story List. This is where you can change which fields are visible.

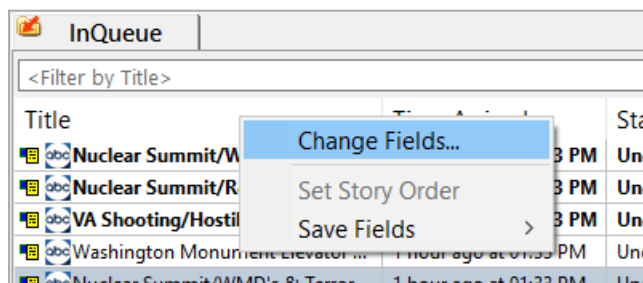
**Note:** Some Field Views or Metadata Values cannot be changed due to the location of the parent Folder/Filter in the system. The Metadata Type also may not allow modifications. You must also have the required security permissions to make changes. Contact your System Administrator for assistance.

## Changing Fields In The Column Header Bar

You can change which fields are visible in the Story List for one or more Folders or Filters

1. In a Folder or Filter, right-click anywhere on the Column Header Bar located at the top of the Story List (under the Quick Filter area)
2. Select the **Change Fields...** menu option. A new window will open displaying all the available fields
3. Select one or more of the Fields you want to see in the Story List
4. Click **OK** to apply the changes

Changing Fields in the column header bar

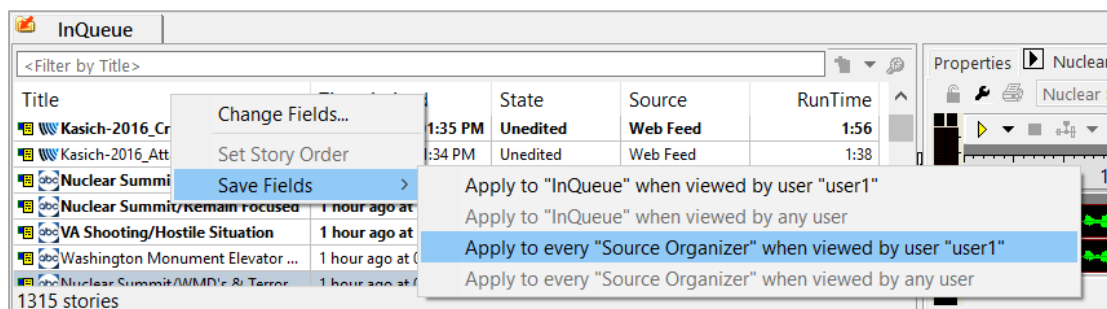


**Note:** At this point, the changes are not saved. If you close the current Folder or Filter, you may be prompted to save the changes. You can also manually save this view for the current Folder or for ALL Folders and Filters in the system (see next section).

## Saving Field Views

Once you have made some changes to the Field Columns in the Column Header Bar, you may want to save these changes to one or ALL Folders or Filters in the system.

*Saving a Field View*



Now that you can customize the Field Views, you will likely need to change some of their values. See Changing Field Values (below) for more information.

## Field Values

Burli offers a variety of different Field Types. Text, Integer (Number), Date and Presets are some of the available Field Types.

Many Field Values are automatically modified by the system, while many can be modified by Burli users. This can be very useful as you can change the Title, Run Time, State, Proposed length, Reader, Urgency and many other Custom Fields. These changes are synchronized instantly and can be seen by other users in the system which helps provides a very efficient workflow.

This functionality is especially powerful when you take advantage of Burli's Search Tool which can which can produce results based on the Field Values. See [SEARCHING](#) for more information.

## Changing Field Values

The values in some Fields like Title, Run Time, Reader, State and Urgency (and more) can be changed by the Burli users.

Some Fields Values cannot be modified. For example, Fields like Creator, Source, Time Modified, Date Created since are automatically changed by the system and cannot be manually changed by Burli users.

## Changing A Text Field (Rename A Story Title)

Changing the Story Title is used in this example as this will be a common task for most users. You can apply these same steps to other editable Fields.

1. Click once on a Story you want to change to ensure it is in focus. The entire Story should be highlighted in blue; indicating it is in focus
2. Click once on the Text Field (For example, Title) to enable the edit mode as seen in the illustration below

3. Make the required change
4. Press the **Enter** key or click anywhere else in the Burli screen to save the change

Renaming a Story Title Field

	Title	RunTi...
1	Obama-Nuclear Summit Challenge	6:08
2	Nuclear Summit/WMD's & Terror Groups	:10

## Changing A Number Field (Manually Adjust The Run Time)

Overriding the Run Time is used in this example as this will be a common task for many users. You can apply these steps to other Number Fields:

1. Click once on a Story you want to change to ensure it is in focus
2. Click once again on the Number Field (For example, Run Time) to enable the Field Edit Mode
3. Make the required change
4. Press the **Enter** key or click anywhere else in the Burli screen to save the change

Adjusting the Run Time

	Title	RunTime
1	Obama-Nuclear_Summit_Challenges	<u>7:00</u>
2	Nuclear Summit/WMD's & Terror Groups	:10

In the Run Time example, the default value is generated by the system based on the content contained within the Story.

Changing this value will overwrite the default, indicated by the underlined value as seen illustrated to the right. To clear this Field, delete entered value and press the **Enter** key. The default value will be recalculated.

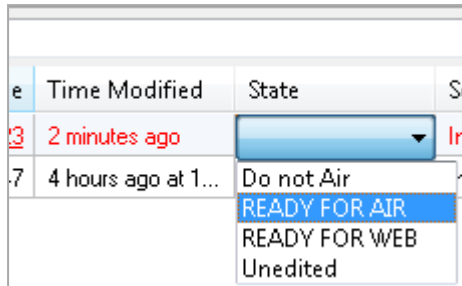
RunTime
<u>7:00</u>
:10

To *actually* stretch or compress the running time of an Audio file, see [Mix Down Menu Options](#).

## Changing The Editorial State

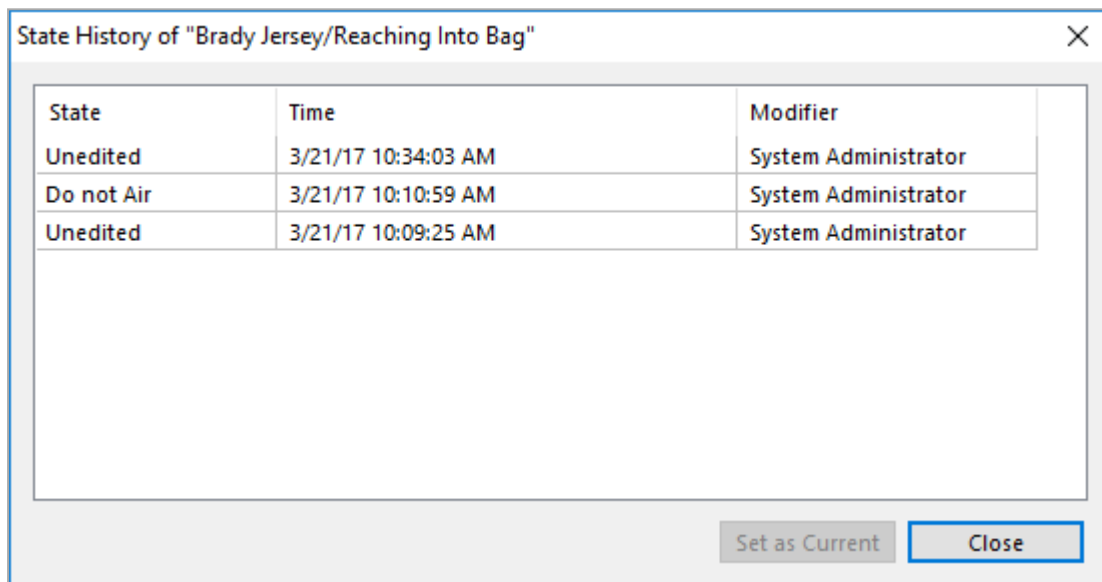
Changing the Story State is a common task for many users. (You can apply these steps to other Field Presets)

1. Click once on a Story you want to change to ensure it is in focus
2. Click once on the State Field. The default value is "Unedited"
3. Click one of the presets from the menu. (For example, Do not Air). This will change will be saved instantaneously, across all workstations, for the Story in focus

*Changing a Field Preset State*

You may also change the Editorial State of any Story by right clicking it in the Story List and selecting **State**. Choose the State you like. The current State is indicated with a checkmark.

Finally, the right-click option also allows you to see the history of the Story's Editorial State. (select **State >> History**) Here, you will a complete list of updates to the State field, including the dates of all changes, and who made them.

*Changes made to a Story's Editorial State*

## Saving Field Values

Values are automatically saved once they have been modified.

## Component Properties Editor

While you may have the option to edit Fields in the Story List area, this may not be the most convenient or efficient method for viewing or editing Field Values.

The Component Property Viewer and Editor is an easy way to view and edit Fields that are not generally visible in the Story List as described above.

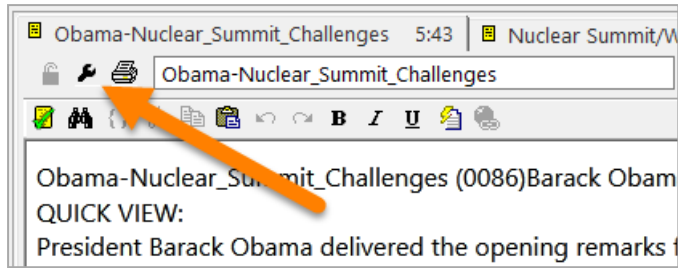
Keep in mind that you will see a different set of Properties depending on the Component type you are viewing. See [Component Types](#) for more information.



To View and Edit the Properties a Component, click the **Properties** button as seen in the image below.



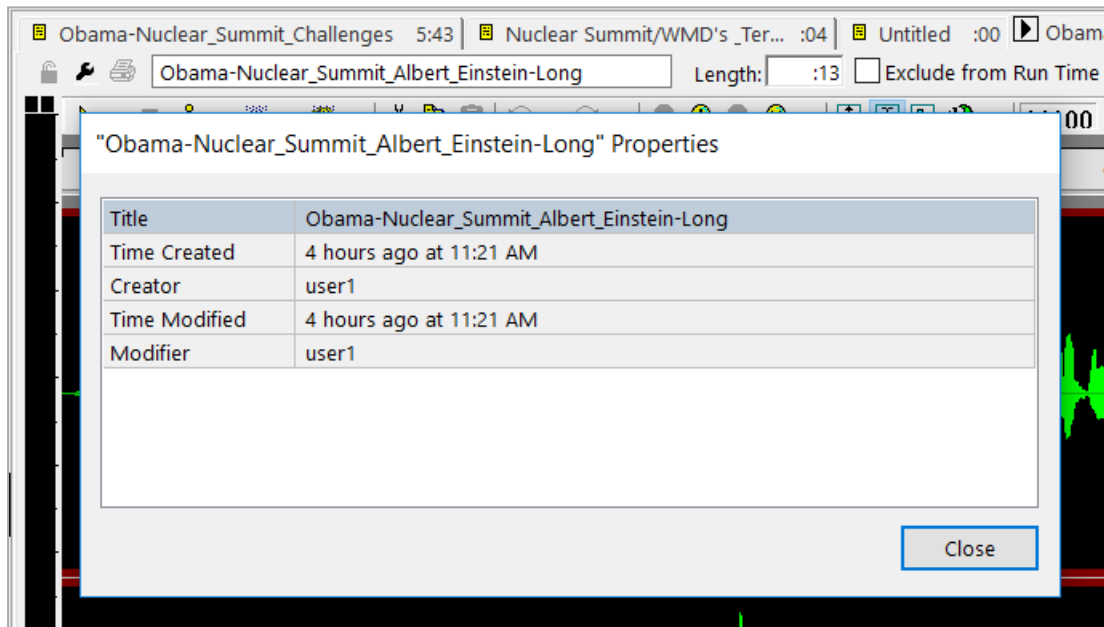
The Properties button



## Editing A Field Value In The Component Properties

1. Click on the *Properties* button
2. Add the value into the field
3. Press *Enter*, click in another Field or close the Properties window to save the changes
4. Repeat steps 1 and 2 for other Custom Fields if necessary
5. Click *Close* to close the Properties window

Audio Project Properties



**Note:** Some fields may be set up for auto-complete. Please contact your System Administrator for more information.



# Story Summary

Burli includes an at-a-glance Story Summary that you can use to see data about the entire Story and its Components without having to go into each individual Component's properties window.

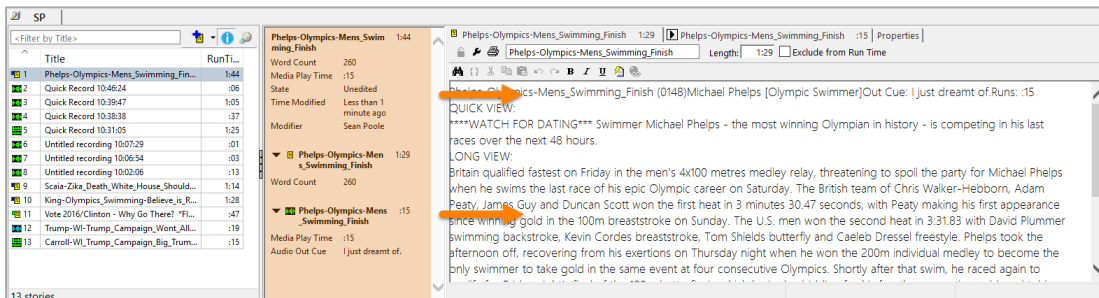
To open the Story Summary, select any Story and click the blue  icon to the right of the Filter By Title field.

*Story Summary collapsed*



The Story Summary will expand to the right of the Story List, and will match the Story selected in the list. The Story in the Content Window will resize itself, sliding to the right.

*Story Summary opened*



The Story Summary displays a read-only view of the characteristics of the entire story, regardless of how many Components it has, or their type. This includes word count (of text), play time and outcue (of audio), and last modification info.

The top of the Story Summary is the total of all its individual Components. Below this, there will be a list of subtitles representing the Components, and their run time (if applicable).

By expanding the subtitles below (click the down arrow), you will see more information about each Component, without leaving the Summary.



# Creating Stories



Stories can be created manually in various objects in the system provided the Object Type and Security Permissions allow you to do so. You can manually create five different Story types:

1. Text Story
2. Audio Project
3. Web Bookmark
4. Section Break
5. Time Marker (within Script Rundowns only)

Folders are the most common Object types that allow manual creation of Stories. Other Object types may not allow Stories to be manually created. In this case, the menu options will be disabled.

## Using The Tab Menu

1. Right-click on the Tab where you want to create the Story
2. If the options is enabled, choose one of the five Story types from the **New >** sub-menu

If the option to create new stories is disabled, check the Object Type and the Security Permissions for the target folder.

## From A Text Selection

This option allows you to create a new Story from a selection of text.

1. Make a selection of text in the body of a Story. This can be an In-house Story, newswire, webpage or any other source within Windows that allows you to select or highlight the text body.
2. Drag the highlighted text and drop it into the Story List of your target folder. You can drop the selected text into the same folder as the source Story or into another folder located elsewhere in the system provided you have the required permissions.

This will create a new Story using the first line of the selection as the Story Title.

## From A Story Component

This option allows you to create a new Story from a Story Component. This can be useful if you want to 'extract' a Component from a Story that has multiple components.

1. Drag a Component from a Story
2. Drop the Component into the Story List of your target folder

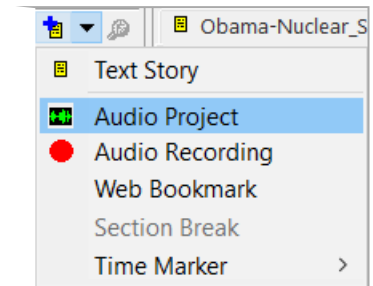
This will create a new Story using the Component title as the new Story Title.

## Create A Story Using The ‘New Story’ Button

1. Click the down-arrow on the **New Story** button locate at the top-right of the Story List
2. Select the Story Type from the menu
3. A new Story will be created in the Story List

When using the Tab Menu or **New Story** button, New Text Stories will be titled “Untitled Text” and new Audio Projects will be titled “Untitled Audio”.

Clicking the button itself (not the down arrow) will create a new Text Story by default. Pressing **Ctrl+N** will also create a Text Story.



# Copying Stories

There are a few different methods for copying stories within the system. You can use drag/drop, menus and key commands.

## Using Drag And Drop

1. Select one or more Stories
2. Drag the selected items and drop them into the Story List area of another folder

You will see the selected items have been copied from the original location and appear in the target location.

## Using The Menu (Copy/Paste)

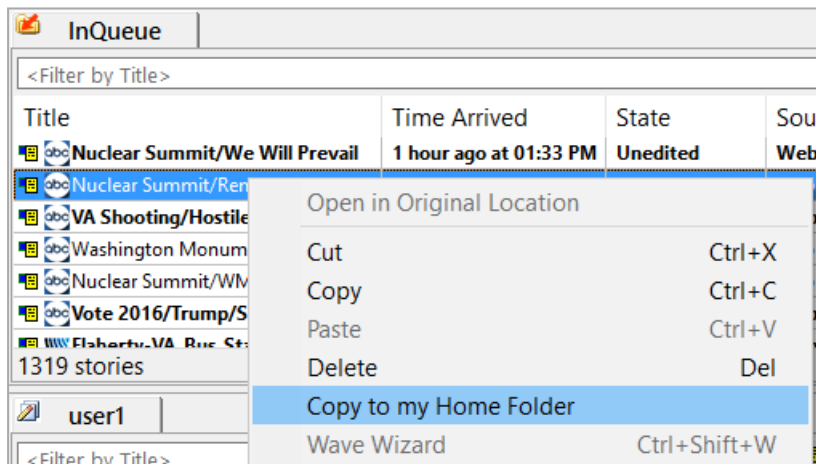
1. Select one or more Stories
2. Right-click on the selected Story(s) and choose Copy (**Ctrl+C**) from the menu. This will add the select item to the system clipboard.
3. Focus and right-click in the target Folder, select Paste (**Ctrl+P**) from the menu

You will notice the selected items have been copied from the original location and also appear in the target location.

## Copy Stories To Your Home Folder

1. Right-click on one or more stories
2. Select the *Copy to my Home Folder* option from the menu

*Copying a Story from a Source Folder to My Home Folder*



## Moving Stories

Similar to copying, you can also move (copy and remove original) stories to another location.

### Using The Menu

1. Select one or more Stories
2. Right-click on the selected Story(s) and choose **Cut** from the menu. This will add the select item to the system clipboard.
3. Focus and right-click in the target Folder, select **Paste** from the menu

You will notice the selected items have been removed from the original location and appear in the target location.

**Note:** *If you do not have delete permissions in the source location, you can only Copy the stories, not remove them.*



# Renaming Stories

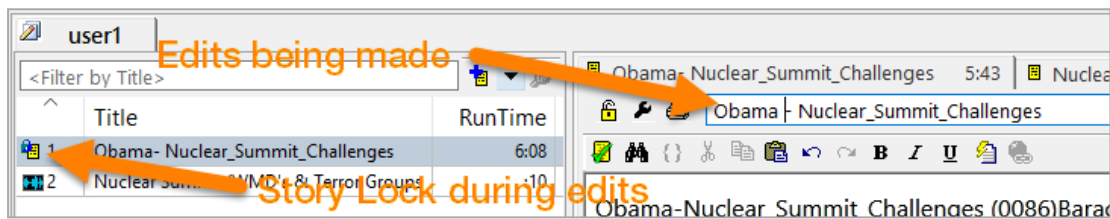
Stories within Burli can be renamed. It is suggested that you change the title to something descriptive and unique, if it is not already. This will help you and other users easily identify the contents of a Story. Keep in mind that the Story Title greatly affects how a Story appears in Filter or Search results.

## Rename A Story Slug

1. Focus on the Story you want to rename
2. Replace the text in the Title Field located in the Content Area
3. Press the **Enter** key or wait for change to take affect

You will notice the yellow lock icon change to 'unlocked' after a brief pause (or you can press **Ctrl+S** to dismiss the Story Lock). See [Story Locking](#) for more information.

*Entering a new Title in the Story Title field*



When changing the Story Title in the Title Field, you will notice the Title also changes in the Story List.

## Rename A Story Title In The Story List

This is an alternate method for changing the Story Title

1. Click once on the Story you want to change
2. Click again on the Text Field (For example, Title) to enable the Field Edit Mode
3. Make the required change
4. Press the **Enter** key or click anywhere else in the Burli screen to save the change

*Renaming a Story in the Story List*

	Title	RunTime	State
1	Obama - Nuclear Summit Challenges	6:08	Unedited
2	Nuclear Summit/WMD's & Terror Groups	:10	Unedited

Story titles will also change when rearranging the contained Components. See [Primary Component](#) for more information.



## Deleting Stories

There are a few methods for manually deleting stories throughout the system. The Burli system also provides automatic methods which can be set up by your System Administrator.

### Delete Manually

1. Select one or more Stories
2. Right-click on any of the select stories, select *Delete (Del)* from the menu

This will move the selected items from the original location into the Recycle Bin. Items in the Recycle Bin can be restored with limited conditions.

The lifetime for Recycle Bin items is 24 hours by default, but it is possible that your System Administrator has changed this value. Contact your System Administrator for more details.

### Delete Automatically

Some Folders in the Burli system may be set up to auto delete or auto archive. This means that **Stories will be removed after an Admin-specified number of hours or days**. It is very important to understand short-term and long-term storage locations in the system. Please contact your System Administrator for more information.

### Restore Deleted Stories

This feature can be used in the event that a Story was deleted accidentally. Unique and descriptive Story titles will help you locate accidentally deleted stories.

### From The Recycle Bin

1. Locate the original Folder where the Story was deleted
2. Right-click on the folder Tab, navigate to the Restore menu
3. Click on the Story Title from the list

You should see the restored Story now appear in the original folder.





# Story Filtering And Sorting

Once several Sources are set up and running, the system will quickly begin displaying many Stories. It can become difficult to locate a single Story, or group of Stories, by looking at the full list. Instead, you can Filter and Sort your Stories.

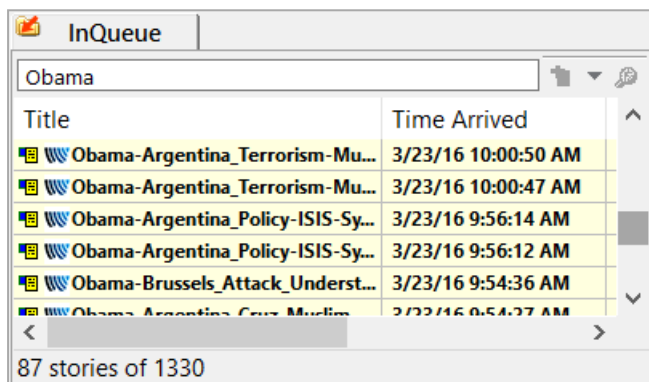
## Filtering By Title

To filter the Stories in a list, enter the text (Story Title only) you want to filter in the area marked **<Filter by Title>**, directly below the Story List Tab.



As you type, the Story List results will narrow and the background colour will turn yellow.

*Filtering the InQueue folder for "Obama" in the Navigation Tab*



Quick Filters apply only to the current Story List Tab in focus. Only the Story Title is filtered, not the body text or any other Components contained in the Story. In other words, stories displayed in the filter results always include the filter text in the Story Title.

If you want to search across multiple areas in the Content Tree, or in the body of a Story, you will need to use Burli's built-in Search Engine.

See [SEARCHING](#) for more information.

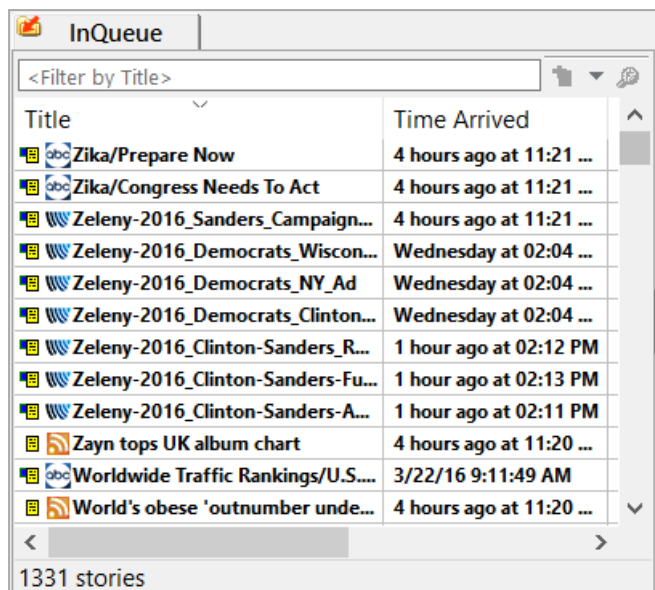
**Note:** The Filter By Title option is disabled when in Prompter mode. This is to ensure all stories are visible at all times for On Air presentation

## Sorting The Story List Using The Field Columns

For most Folders and Filters, the default Story order is chronological. This can be easily changed by clicking on any of the visible Field Columns located at the top of the Story List.

Repeated clicking on the same Field Column will toggle the list order by ascending (arrow up) or descending (arrow down).

Story Sort Order is showing all stories in alphabetical descending (indicated by the down-arrow) order starting at Z



See [Changing Fields](#) and [Manual Story Order](#) for more information.



# Manual Story Order

Changing the Story List order can only be applied to Folders (with the exception to Rundowns which have slightly different functionality). For example, you can change the Story order in your Personal Folder and Public Folders in the system, but not in Filters or Search results.

The Manual Story Order column allows you to display the Story order in two ways; ascending (default) or descending. The numbers displayed in this field will always be sequential when focused on this field.

## Viewing The Manual Story Order

The Manual Story Order is always located in the left-most column of the Story List area and cannot be moved, hidden or removed. This area also displays the Story type icon for each Story.

To view the Story List in ascending order, click the Column Bar so the arrow is pointing up (Ascending) – this is the default view for all Folders.

To view the Story List in descending order, click the Column Bar so the arrow is pointing down. This is similar behaviour for many of the other fields on the Column Bar.

	Title
1	Obama
2	Nuclear
3	Vote 20
4	Zeleny-
5	Ward-E
6	Vote 20
7	Vote 20

## Manually Changing The Story Order

To manually change the order in which Stories appear:

1. Click on the Story Order Column to ensure it is in focus – the Story List must be in ascending order (arrow up). If not, you will not be able to change the Story Order
2. Select one or more stories in the list
3. Drag and Drop any one of the selected stories up or down to the desired position in the same list. All selected stories will appear together in the new position

*Manually re-ordering stories*

	Title	RunTime	State
1	Obama - Nuclear_Summit_Challenges	6:08	Unedited
2	Nuclear Summit/WMD's & Terror Groups	:10	Unedited
3	Vote 2016/Clinton - Big Weekend For Orange	:31	Unedited
4	Zeleny-2016_Democrats_Wisconsin	1:10	Unedited
5	Ward Brussels Attacks Take Any Chances	1:20	Unedited
6	Vote 2016/Cruz/Muslim Surveillance	:52	Unedited
7	Vote 2016/Ad Against Trump's Wife Inappropriate	1:09	Unedited

**Note:** When changing the Story order, all other users will see the Story order change, but only if they are viewing the same folder with the Story Order Column in focus

If the Story Order Column is not in focus, and the Story List is changed on another workstation, users will see only the Story Order Column's numeric values change but the Story order will remain the same.

*Displaying numeric order after sort*

	Title
2	Nuclear
1	Obama
7	Vote 20
3	Vote 20
6	Vote 20
5	Ward-B
4	Zeleny-

## Setting The Manual Story Order From Another Column Sort

This feature will overwrite the Manual Story Order with the current column order in focus. For example, if you are focused on the 'Time Created' column in ascending order, you can set this order as the Manual Story Order and rearrange them if required.

1. Focus on any field column in ascending or descending order
2. Right-click on the Column Header, select **Set Story Order** from the menu
3. Press **OK** to overwrite the Manual Sort Order

You will notice Manual Sort Order is now in the same numeric order as the current column in focus. All the sort numbers should be sequential. You can now focus on the Manual Sort Order column to change the Story order manually.

*Before setting the Story Order*

	Title	RunTime	Time Created
2	Nuclear Summit/WMD's & Terror Groups	:10	48 minutes ago
3	Vote 2016/Clinton - Big Weekend For Orange	:31	11 minutes ago
6	Vote 2016/Cruz/Muslim Surveillance	:52	11 minutes ago
7	Vote 2016/Ad Against Trump's Wife Inappropriate	1:09	11 minutes ago
4	Zeleny-2016_Democrats_Wisconsin	1:10	11 minutes ago
5	Ward-Brussels_Attacks_Take_Any_Chances	1:20	11 minutes ago
1	Obama - Nuclear_Summit_Challenges	6:08	1 hour ago at 02:4...

*After setting the Story Order*

	Title	RunTime	Time Created
1	Nuclear Summit/WMD's & Terror Groups	:10	51 minutes ago
2	Vote 2016/Clinton - Big Weekend For Orange	:31	13 minutes ago
3	Vote 2016/Cruz/Muslim Surveillance	:52	13 minutes ago
4	Vote 2016/Ad Against Trump's Wife Inappropriate	1:09	13 minutes ago
5	Zeleny-2016_Democrats_Wisconsin	1:10	14 minutes ago
6	Ward-Brussels_Attacks_Take_Any_Chances	1:20	14 minutes ago
7	Obama - Nuclear_Summit_Challenges	6:08	1 hour ago at 02:4...



# Story Lock

This feature prevents multiple users from modifying the same Story simultaneously which could cause undesirable concurrency problems.

## Story Lock Indicator



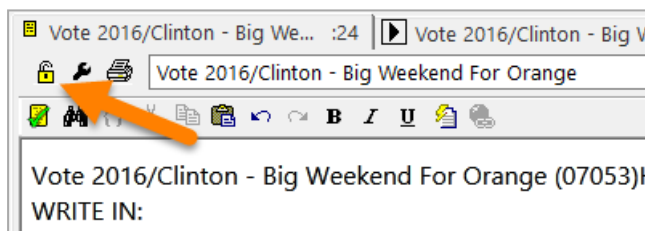
Locked stories display a small padlock overlaid on the Story icon. Each Story Component also displays small padlock under the Component Tab.

A Story is locked when any one of the many fields is currently being modified by a Burli user. This user is the known as the Story Lock Owner.

*Story Lock on (being edited elsewhere)*

user1		
<Filter by Title>		
	Title	RunTime
1	Nuclear Summit/WMD's & Terror Groups	:10
2	Vote 2016/Clinton - Big Weekend For O...	:31
3	Vote 2016/Cruz/Muslim Surveillance	:52

*Story Lock off (being edited locally)*



During this time, all editing capabilities (including deletion) will be disabled unless you are the Story Lock Owner. When the Story is unlocked, the lock icon disappears and the editing capabilities are enabled.

The locking time may vary depending on which area of a Story is modified. For example, when changes have been made to the text body, the lock will be released after 20 seconds (by default) of no activity. However, if a change is made to the Story Title, or other various fields, the lock will be released after 2 seconds. The lock timeout length can be changed by your System Administrator.

To unlock a Story, you will have to wait for the Story lock to timeout or you can request that the Story Lock Owner manually unlocks the Story. This can be done using the **Story Unlock** button, or by pressing **Ctrl+S**. See Story Unlock Button (below) for more information.

You can see who the Story Lock Owner is by focusing on the locked Story and hovering over the lock icon

*Display of the Story Lock Owner*

Title	Run
Intro	
Top Stories	
Dea <b>Currently being edited by: David Grey</b>	
WikiLeaks documents include Canada ref...	
Air France flight recorder found	

A BurlI System Service may also temporarily lock the Story. If you encounter this condition, contact your System Administrator.

## Story Unlock Button



This button is located at the top-left (above the Toolbar) of all editable Stories. Stories which are read-only by design (Newswires, and other various feeds) will not display this lock icon. This button is greyed out until you start editing the Story in focus.

If you are the Story Lock Owner, you can manually unlock a Story by pressing the yellow **Unlock** button which may be useful if another user is waiting to have access to the same Story. Otherwise, you can ignore the Story and the Story lock will automatically unlock after the timeout period.

**Note:** You can immediately dismiss Story Lock by pressing **Ctrl-S** when done typing. The Story will be available across the network right away. This does not save a separate copy of the story.

## Prompter Story Locking

See [On Air Prompter Status](#) for more information.



# Printing Stories

Printing is supported for most Story Component types that include text. You will have a few different options to print single or multiple Stories located throughout the system. You may have various print format templates to choose from which are provided by your System Administrator.

## Printing Select Stories

1. Select a Story (or Stories) in a Story List
2. Right-click on your selection
3. Select **Print...** from the menu

A Print Preview window will appear displaying all the text that will be printed. If you have chosen to print multiple stories, the combined text will appear in this window. The text cannot be edited in this window.

In the default template, all Story Titles will appear in the centre of the preview window; followed by the text body which is justified to the left side.

The **Refresh** button can be used if changes have been made since the Preview Window was opened. This may be commonly used if you are printing stories that have been edited by another user on another workstation.

4. Click the **Print** button

A new dialogue box may appear allowing you to select the printer along with other print options. This window is set up by your System Administrator. If you do not see another dialogue box, then it is likely that your stories have been printed.

5. Click the **Print** button in the final dialogue box, once you have chosen the printer and made the necessary changes

## Printing All Stories In A List

1. Right-click on the Tab of the Story List you want to print
2. Select **Print > All stories...** or **Print > Summary...** from the menu

The All Stories option will print the Story Titles along with the body text - **this could print a large number of pages.**

The Summary option will print only the Story Titles which can be useful for Rundowns.

In the Header or Footer boxes, type the header and footer text you want to use. You can also use any of the character combinations in the following table to create more sophisticated headers and footers.

To Do This...	Enter This Value
Align the header or footer to the left, center, or right (use first)	&l, &c, or &r
Insert the date	&d
Insert the time from your computer's clock	&t
Insert the page number	&p
Insert the name of the file, or "(untitled)" if the file has no name	&f
Insert an ampersand (&)	&&

You can use more than one character combination in the Header or Footer boxes. Leave a space between each combination to make the header or footer easier to read.

To align text to the left, center, or right, you must first type &l, &c, or &r in the Header or Footer boxes, followed by any other character combinations you want to use.

You can also combine your own text with the character combinations. For example, "Page &p" will print out as "Page 1", "Page 2", and so on.





# Text Editing



## Text Editor

BurlI's text editor is integrated directly into the BurlI system. It offers plain and rich-text formatting, along with other useful features to help you build your Story.

*The Text Editor Toolbar*



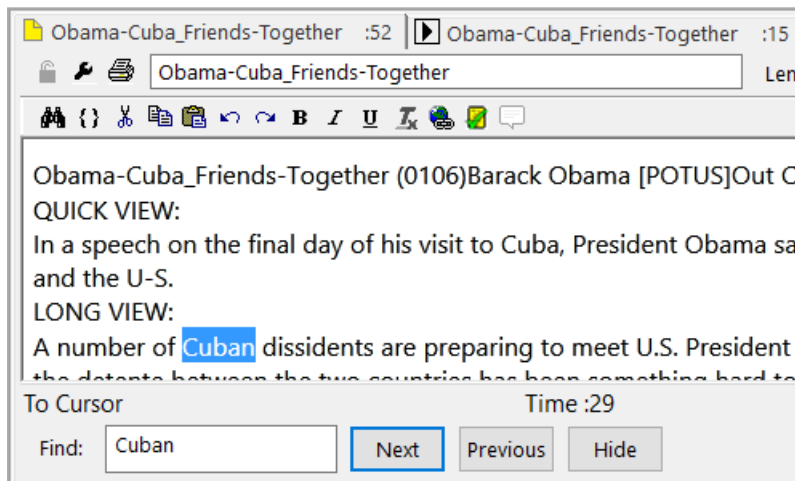
This section assumes you already have a basic understanding of how to manage Stories in the BurlI system. See [Managing Story Items](#) for more information.

## Page Search



This option allows you to search for words within the current Story text. When clicking this option, you will notice the Find Toolbar opens at the bottom of the Story frame.

*Searching for text within a Story body*



Enter the text you want to find, and the first instance of this text will appear highlighted in the Story's body. Clicking the **Next** button will cycle through all the instances of the entered text.

## Exclude From Timing



This option allows you to exclude select text from the Run Time Calculation. This is also useful if you want to add some comments or text without affecting the overall Run Time Calculation of the Story.

The Run Time Calculation, for a single Text Component, can be seen in the Text Information Bar at the bottom of the Story Content Area.

Excluding text from a Story component will also affect the Story Run Time total which can be viewed in the Run Time Field column.

See [Timing Fields](#) for more information.

## Excluding Text From The Run Time

1. Select an area of text you want to exclude from the timing
2. Click the *Exclude from Run Time* button

You will notice the selected text is now prefixed with an opening period and curly brace `{` and appended with a closing curly brace `}`. For this reason, it is suggested that you move the text you want to exclude to a new line as seen in the illustration below.

*Best practise - place text excluded from timing on its own line*

```
in a speech on the final day of his visit to Cuba, Pres
and the U-S.
LONG VIEW:
.{Need more info on Cuban history}
A number of Cuban dissidents are preparing to mee
the detente between the two countries has been so
U.S. leader that ``we Cubans are the protagonists of
```

**Note:** You can add these characters manually but you must ensure to **always close the exclusion using the `}` character**. Otherwise, you may have undesirable results in your Run Time Calculation.

## Removing Run Time Exclusions

Since the Run Time exclusions are characters embedded within the text, you will have to find them and remove them manually. It is suggested that you use the text Find feature mentioned above to locate the instances of `{` and `}`

## Adjust Run Time Text Markup

You can add text to artificially increase or decrease the run time of your Story. To do this, just type in either of the following lines, with square braces:

- `.[MM:SS]` to **add** time
- `.-MM:SS]` to **subtract** time

So inserting `.[05:00]` would add five minutes to your Story. Inserting `.-00:30]` would subtract thirty seconds from your Story.

This feature can be used within [Text Macros](#).

**Note:** Using these markups does not give any indication in the Story's run time that it has been adjusted! The run time will adjust per your instruction, but will not indicate that a manual change has been made.

## Copying And Moving Text

### Cut (*Ctrl + X*)



This option removes selected text and copies it to the system clipboard allowing you to paste it into another location.

## Copy (Ctrl + C)



This option copies selected text to the system clipboard, allowing you to paste it into another location.

## Paste (Ctrl + V)



Inserts text from the system clipboard to the current location in focus.

**Note:** When pasting formatted text from **within** Burl|, formatting will be **kept**. When pasting formatted text from **outside** Burl|, formatting will be **discarded**.

## Clearing Formatting From A Story

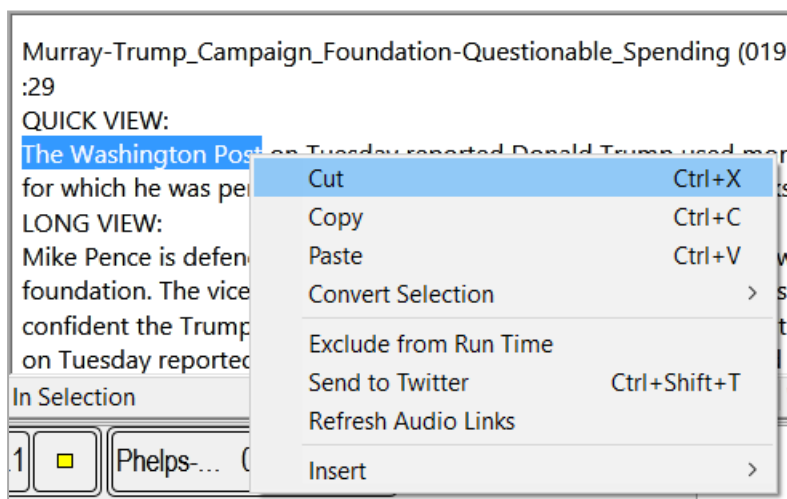
You can remove **all** externally sourced formatting (usually due to copy/paste) from a Story's text at once by right-clicking anywhere in the Story and selecting **Clean Story HTML**. You will receive a warning that this change cannot be undone, select **Yes** to continue. All excess HTML tags (bold, etc) will be removed from the entire Story text.

See also the [Clear Formatting](#) button.

## Right-Click Editing

You can also right-click on highlighted text and use the Cut, Copy and Paste menu options as seen below.

*Cut, Copy, and Paste right-click menu*



## Moving Text Using Drag And Drop

This is the easiest method for moving or copying a selection of text.

1. Make a selection of text
2. Drag and drop it into the new location within the same Story

This will move (not copy) the selected text to the new location.

You can also drag and drop selected text into another Story. This will copy the text rather than moving it. Dragging and dropping selected text into a folder will create a new Story.

## Other Editing Functions

### Undo (*Ctrl+Z*)



This function allows to revert back to the previous state of the edited text. This is useful if you made a mistake or you have changed your mind about an edit.

The history of undoes is virtually unlimited. You should be able to revert back to the beginning of your editing if necessary. Keep in mind that the undo chain will not move with the text if you copy or move it to another Story.

### Redo (*Ctrl+Y*)



This function allows you to revert forward to the state before you used the Undo function. In other words, you can Undo the Undo.

Redo is limited to the amount of previous Undo changes made. This function is only available once you have used the Undo function.

### Bold (*Ctrl+B*)



Make new text or a selection of text bold.

### Italic (*Ctrl+I*)



Make new text or a selection of text italicized.

### Underline (*Ctrl+U*)



Make a new text or a selection of text underlined.

### Clear Formatting



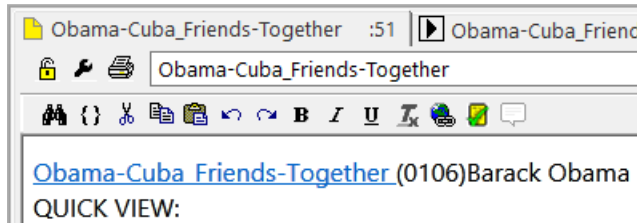
This will clear the formatting, for selected text, to the default (plain text).

## Hyperlink



Use this function to create various types of hyperlinks. The most common hyperlinks are http: (default) and mailto: but you can choose other types if necessary.

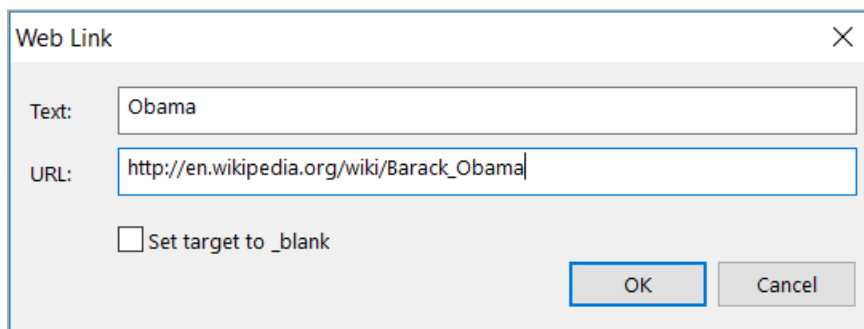
*Sample appearance of a hyperlink in story text*



To create a hyperlink:

1. Select the text that you want to be linked. This is the text that will appear to be 'clickable' as seen above
2. Press **Ctrl+K** or the Hyperlink Button
3. Update the Text field (if you want to change the text that appears in your copy)
4. Enter the URL which should open when the hyperlink is clicked
5. Click **OK**. The selected text will appear underlined and, when clicked, the URL will open

*Dialogue for hyperlink creation*



Note you may also check the box "Set target to \_blank" if you are a WordPress user, or otherwise require a blank target.

## Spell Checker



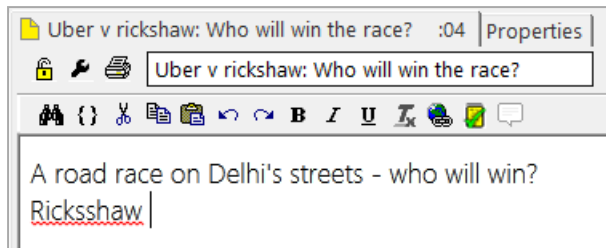
The spell checker scans the Story text for spelling errors and provides suggestions based on the selected language.

To scan a Story for spelling errors, press the **Spell Checker** button. A new dialogue box will appear providing alternate suggestions along with other options. You can ignore corrections and add words to the dictionary.

Please contact your System Administrator for more information.

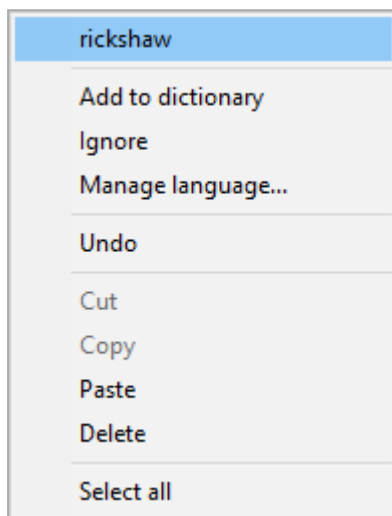
Note that the system will also check spelling as you type, marking misspelled words with a red underline.

*Notation of a misspelled word*



In this case, you may right-click the underlined word, and the dictionary will offer you suggested correct words.

*The right-click option for spell checking*



You may select the suggested replacement of your choice (there may be more than one option), add the word as you've spelled it to the dictionary, or ignore the error altogether (which will dismiss the underline but not make any changes to the text).

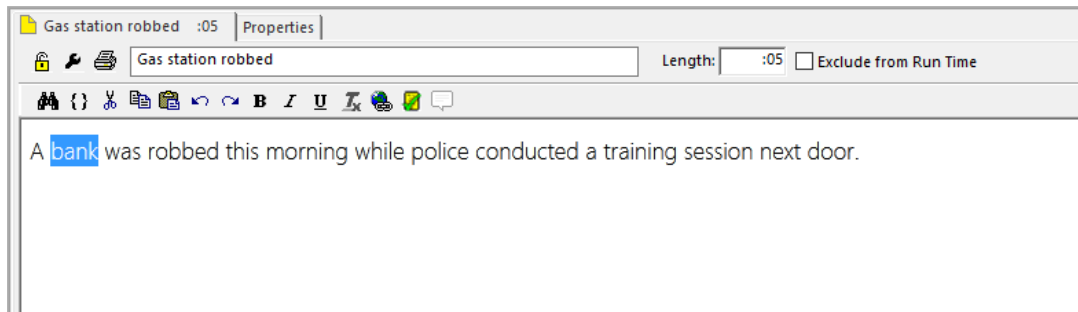
## Suggestions



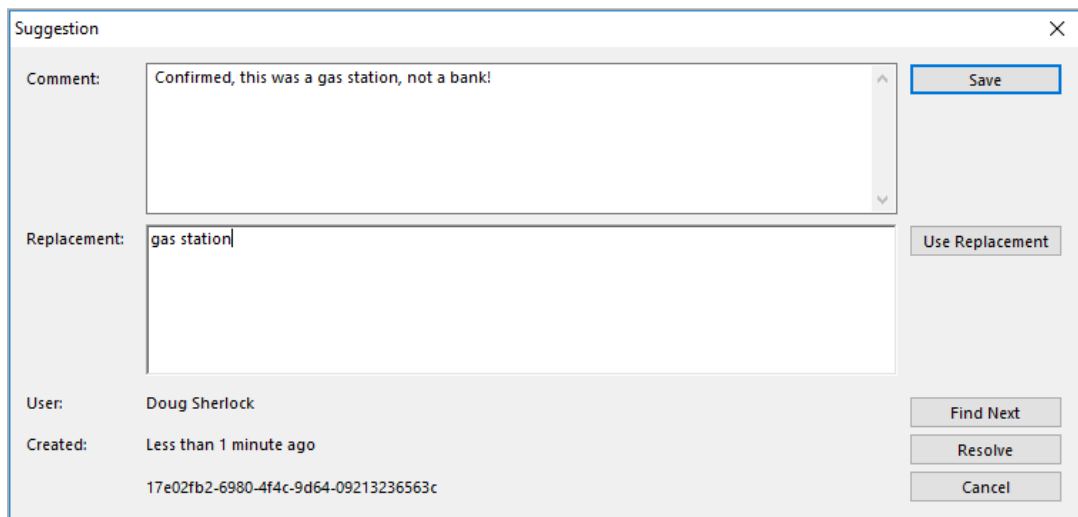
The final button on the Text toolbar is for Suggestions. When editing someone else's Story, instead of outright replacing text within the Story you can make a Suggestion, which the writer can accept or reject.

## Making A Suggestion

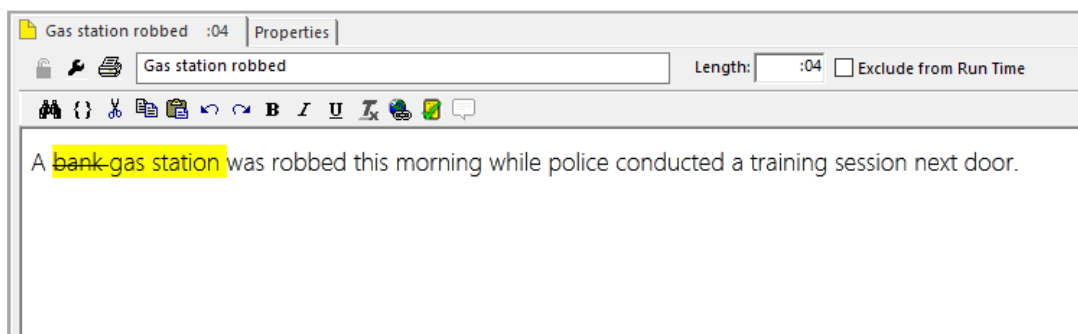
1. Highlight some text in an editable story.



2. Right-click on the text and select **Suggestion...** from the menu. Alternatively, click on the Suggestion button (the speech bubble) on the Text edit toolbar.
3. The Suggestion dialog opens. Enter your suggested text in the Replacement field, along with any comments in the Comment field.



4. Click **Save**.



You will now see the original text in strikethrough format and the suggestion to the right of the original. Both will be highlighted in yellow.

Note you can still make manual changes to the highlighted text, but the highlighting will stay until you accept or reject the Suggestion.



## Accepting And Rejecting Suggestions

To accept or reject a Suggestion made by someone else:

1. Highlight and right-click the Suggestion in the text, or click the Suggestion button.
2. When the Suggestion dialog pops up, you can choose to **Use Replacement** to accept the suggested text, or **Resolve** to discard the Suggestion and keep the original text.
3. Press **Find Next** to cycle through any remaining Suggestions in the Story.
4. A popup will tell you "No more suggestions" when you have accepted or rejected all Suggestions. Press **OK** to dismiss.

**Note:** Accepting or rejecting a Suggestion removes the highlighting in the Text editor window. If you want the original text and Suggestion back, press **Ctrl-Z** or the Undo button to Undo the change.

## Text Information Bar

The Text Information Bar is located in the bottom frame of the content area for each Story

As the data changes for a given Story, the information bar displays calculations for WPM Timing (Words per Minute), Word Count and Character Count. There are two modes, 'In Selection' and 'To Cursor'.

*Text Information Bar*

In Selection	Time :24	Words 69	Chars 387
--------------	----------	----------	-----------

If you have made a selection of text, the mode switches to 'In Selection' and only the selected text is calculated.

If you have placed the cursor anywhere within the text (no selection), all text from the beginning and up to that position is calculated. This is 'To Cursor'.

## Notes Components

Sometimes it's handy to append extra info to a Story. You may want to leave a note to a colleague or even yourself, or add supplemental info. However, you don't necessarily want to have this extra content visible in the Prompter.

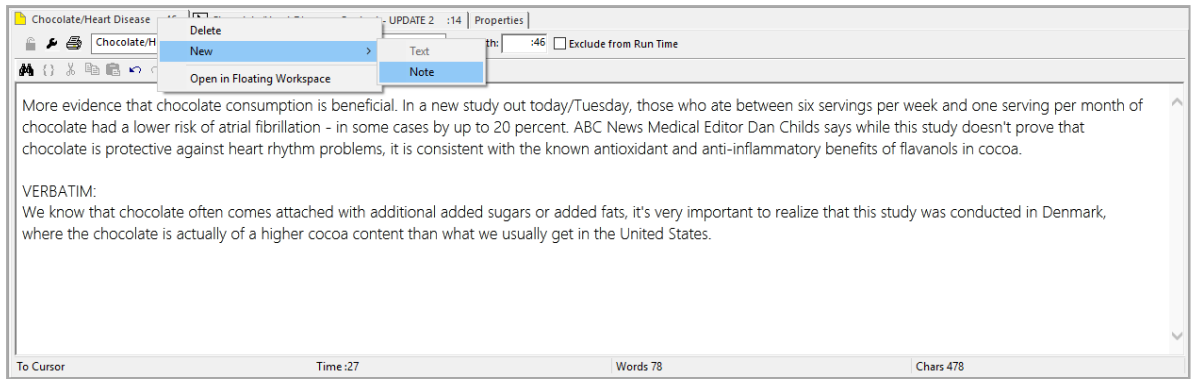
You can achieve this with Notes Components. A Note is an extra Text Component included in a Story whose content is left out of Prompter display, so you can include any supplemental information for reference without worrying whether it will appear confusingly in an on-air read.

**Note:** Notes Components **will** be included in any Dispatch that should include Story Text!

## Setting Up Notes

Adding a Note to a Story is very simple.

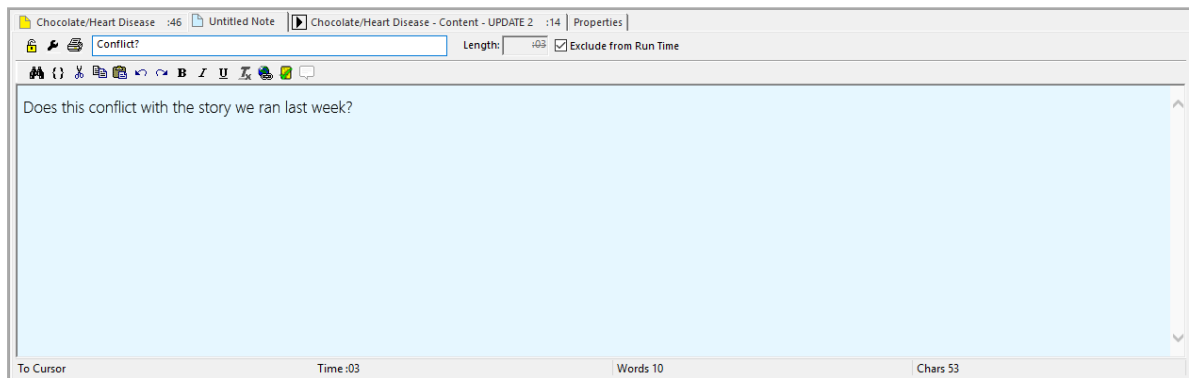
1. **Right-click** any Component Tab in your Story (the Note will appear to the right of the Tab you've right-clicked)



2. Select **New >> Note**.

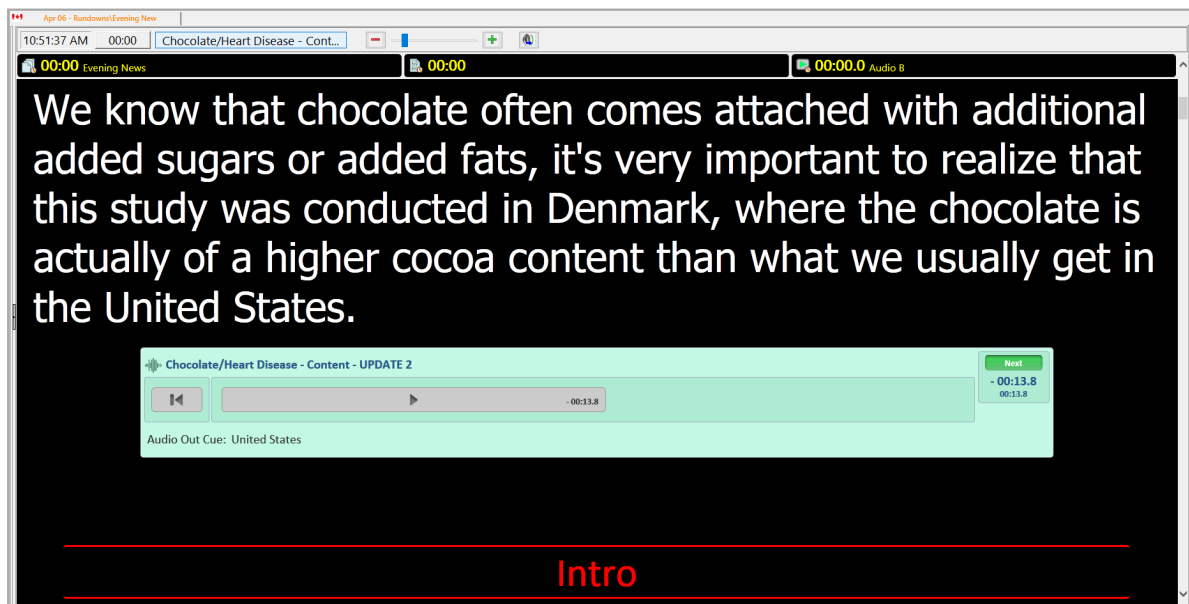
A new Note will appear as a Component Tab in your Story. Both the tab's icon and the actual text entry area will be coloured light blue, to quickly allow you to distinguish whether you are working in your Story proper or a Note.

*A new Note Component with a slug and some extra text entered*



When the Story is added to a Rundown and taken to the Prompter, the Notes text does not appear anywhere.

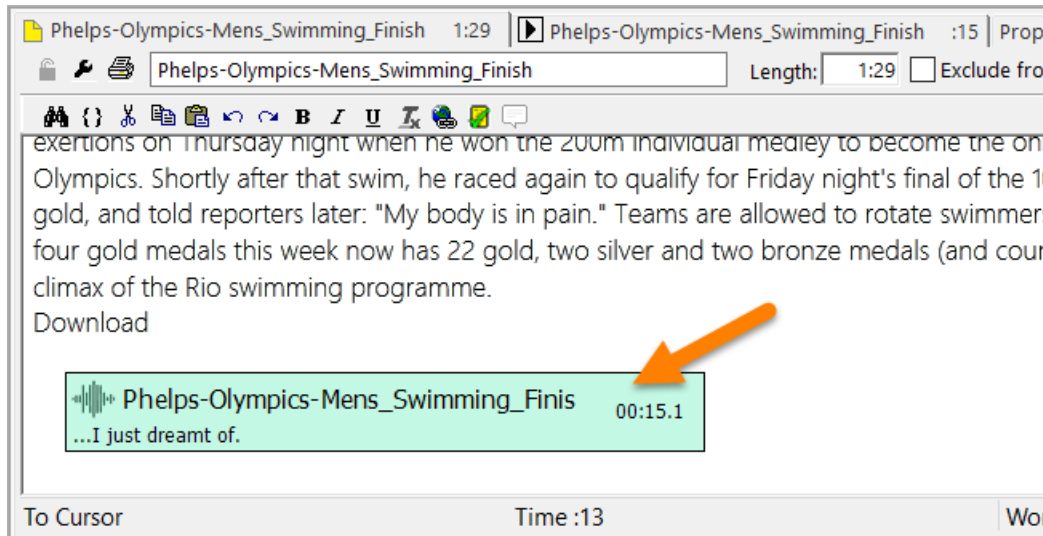
*Prompter view, all Notes are excluded from display*



## Audio Component Links

Audio Component Links are required to create inline placeholders for audio within the Story Text. These Links display the name of the Audio Component, the run time, and the outcue text.

*Audio Component Link*



In Prompter Mode, these links are displayed as green Prompter Audio Boxes. These Audio Boxes are useful for On Air Readers to view audio information, and for controlling audio playback from within the Prompter (if enabled).

See [Prompter Audio Box](#) for more information.

## Managing Audio Component Links

When adding audio to a Story, Audio Links are created automatically. You can choose to remove them, and you will be prompted with options to delete the linked audio Component.

When working in Rundowns, you cannot remove the Audio Link to ensure the audio is available when switching to Prompter Mode.

## Inserting And Moving Audio Links Within The Text

By default, a new Audio Link will be added to the very bottom of the Story Text.

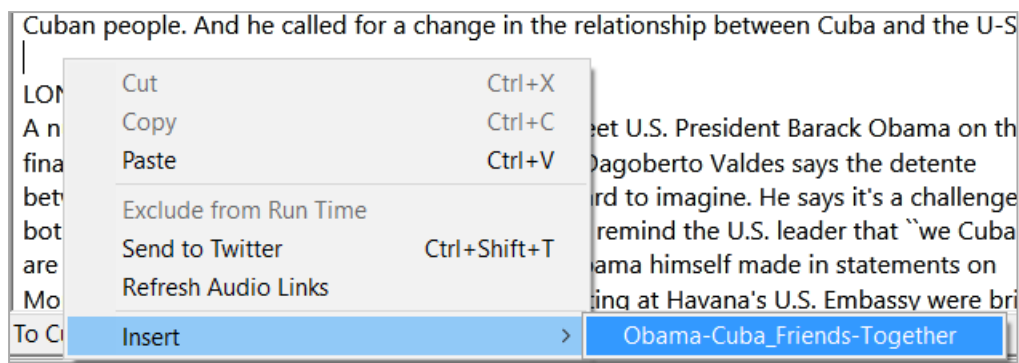
Moving Audio Links can be moved up or down the Story Text by dragging and dropping the audio link to the desired location within the story text. This includes insertion between characters, although this will create a line break in the text around the new link location.

You can also insert a new audio link. This may be an easier approach when working with larger stories.

1. Right-click in the text location where you want to insert the audio link
2. Select the desired Audio Component from the Insert menu option

This will create a new link, or move an existing audio link to the target location.

Inserting an audio link



**Note:** Audio Links can also be Copied, Cut and Pasted (**Ctrl+C**, **Ctrl+X**, **Ctrl+P**), similarly to editing text.

## Moving Audio Links Between Stories

Audio Links are portable between stories. By moving or copying links, the linked audio components will also be copied to the target story.

You may select more than one Audio Link to move at a time.

## Deleting Audio Links

Generally, when working in a Rundown, Burli enforces a one-to-one relationship between Audio Components and Audio links. This is to ensure that an Audio Box is always included when in Prompter Mode. For this reason, the Component will be always be deleted when deleting an Audio Link in a Rundown.

When working outside of a Rundown (for example, your home folder), you will have the option to delete the Audio Link without deleting its component. This allows to work in the text editor without the Audio Links until you are ready to add them. In this case, the audio links will be created automatically when copying this story into a Rundown, at the bottom of the Story.

## Deleting Audio Components

The above works in reverse, when deleting Audio Components, Audio Links will be deleted. This is to ensure that Audio Links are valid by always linking to an Audio Component.

## Text Macros

Text Macros can help you insert up to 12 predefined text phrases into a Story. All Text Macros are user specific, which means each user gets exactly the functionality they want. It also means that each user administrates their own Macros.

## Inserting A Text Macro

There are two ways to insert a Text Macro into your Story.

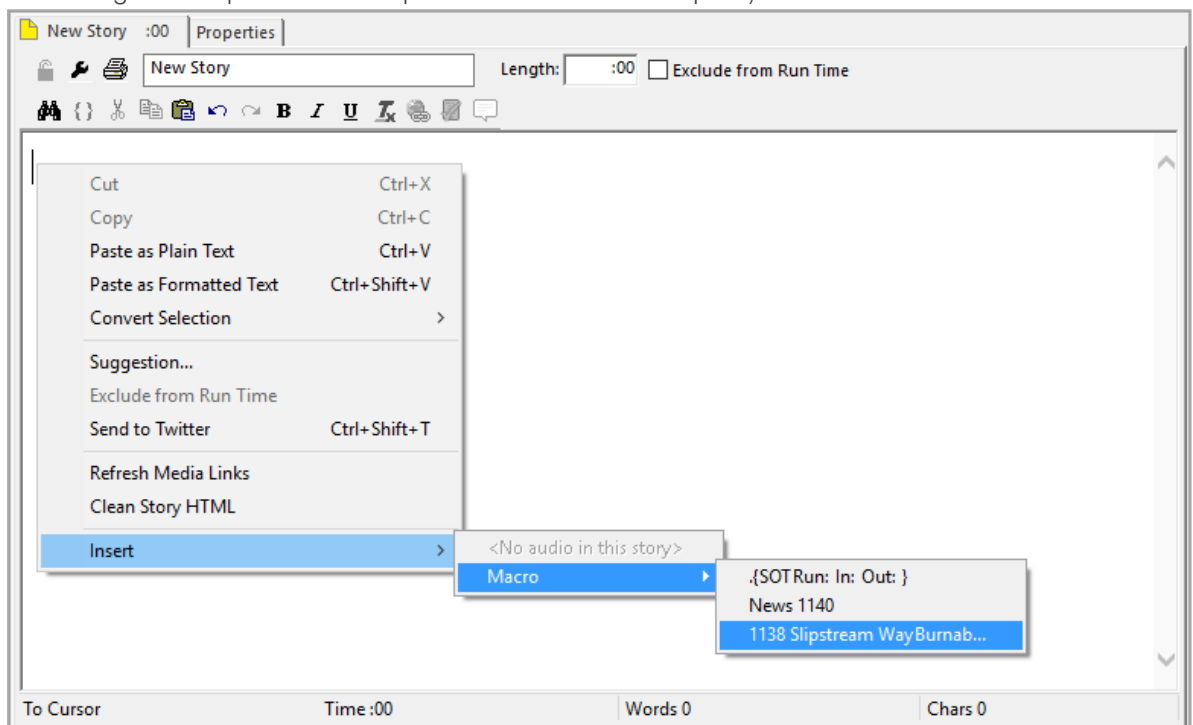
## Ctrl+Shift+F Key Method

1. Focus the cursor to where you want to insert the text macro
2. Press between **Ctrl+Shift+F1** and **Ctrl+Shift+F12** to select between 1-12 text macros.

**Note:** This method of inserting Macros also works in a Story's slug field!

## Right Click Method

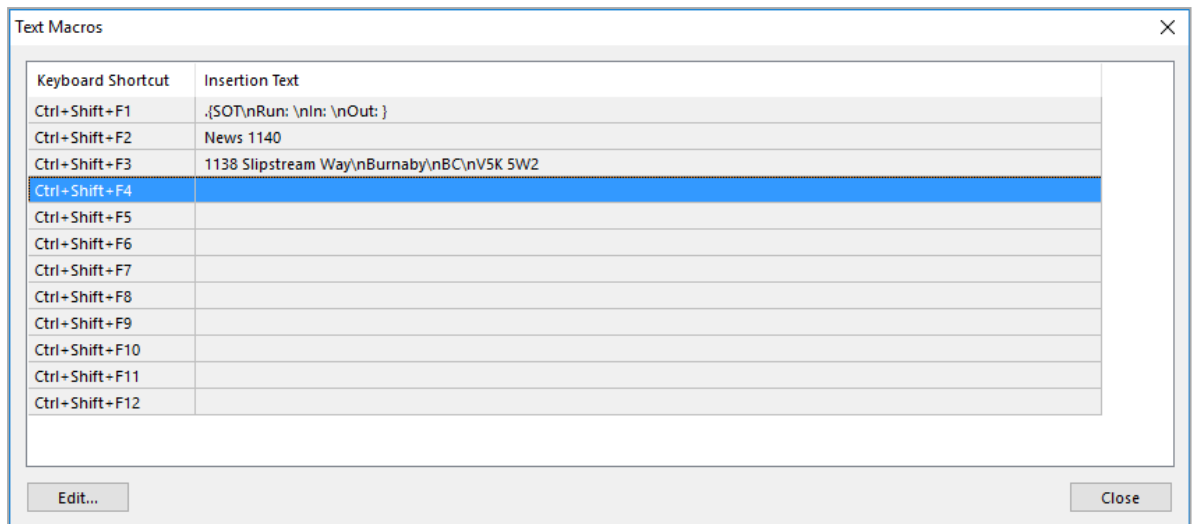
1. Focus the cursor to where you want to insert the text macro
2. Right click, and select **Insert >> Macro >> [Your desired Text Macro Option]** (notice the final menu of the right-click option contains a preview of each available option)



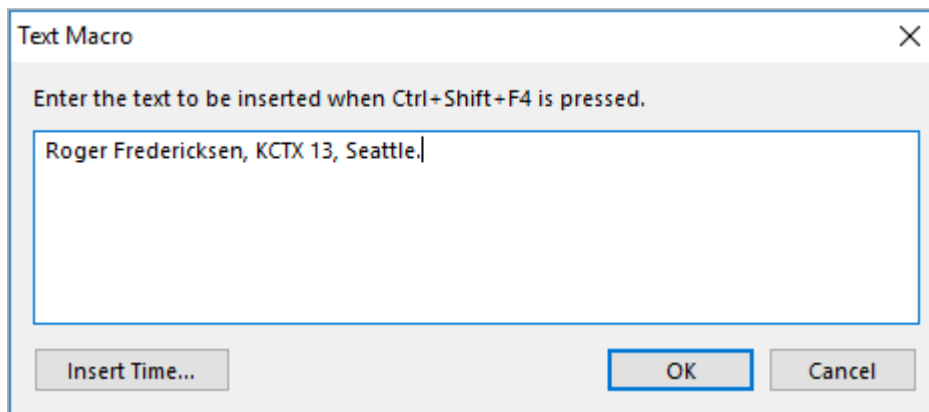
Using either method, the inserted text now appears in the Story text starting at the cursor position

## Setting Up Text Macros

1. Navigate to the **Administration > Text Macros** menu option
2. Click on the Keyboard Shortcut you want to create or edit



3. Click *Edit*



4. Click *OK*
5. Click the *Close* button. All changes are effective immediately

**Note:** You can have multiple lines in your Text Macro. Just type as you normally would in the Text Macro text entry screen, including line breaks, and the display text will include line breaks at the same locations. You can also include [Exclude From Timing](#) marks and [Adjust Run Time](#) marks.

## Automated Date And Time

Your Text Macros can also contain a variety of date and time values to help automate your Story production.

To access, go to the Text Macro text entry screen, insert your cursor where you want the text entered, and click *Insert Time*. You will be presented with the following table.

The Time Symbols table

Symbol	Description	Example
%a	Abbreviated weekday name	Thu
%A	Full weekday name	Thursday
%b	Abbreviated month name	Aug
%B	Full month name	August
%c	Date and time representation	Thu Aug 23 14:55:02 2001
%C	Year divided by 100 and truncated to integer (00-99)	20
%d	Day of the month, zero-padded (01-31)	23
%D	Short MM/DD/YY date, equivalent to %m/%d/%y	08/23/01
%e	Day of the month, space-padded ( 1-31)	23
%F	Short YYYY-MM-DD date, equivalent to %Y-%m-%d	2001-08-23
%g	Week-based year, last two digits (00-99)	01
%G	Week-based year	2001
%h	Abbreviated month name (same as %b)	Aug
%H	Hour in 24h format (00-23)	14
%I	Hour in 12h format (01-12)	02
%j	Day of the year (001-366)	235
%m	Month as a decimal number (01-12)	08
%M	Minute (00-59)	55
%n	New-line character ('\n')	
%p	AM or PM designation	PM
%r	12-hour clock time	02:55:02 pm
%R	24-hour HH:MM time, equivalent to %H:%M	14:55
%S	Second (00-61)	02
%t	Horizontal-tab character ('\t')	
%T	ISO 8601 time format (HH:MM:SS), equivalent to %H:%M:%S	14:55:02
%u	ISO 8601 weekday as number with Monday as 1 (1-7)	4
%U	Week number with the first Sunday as the first day of week one (00-53)	33
%V	ISO 8601 week number (01-53)	34
%w	Weekday as a decimal number with Sunday as 0 (0-6)	4
%W	Week number with the first Monday as the first day of week one (00-53)	34
%x	Date representation	08/23/01
%X	Time representation	14:55:02
%y	Year, last two digits (00-99)	01
%Y	Year	2001
%z	ISO 8601 offset from UTC in timezone (1 minute=1, 1 hour=100)	+100
%Z	Timezone name or abbreviation	CDT
%%	A % sign	%

If you know the % code of the value you'd like to insert, you can type it directly into the Text Macro entry screen without entering this dialogue.

So, as an example, creating a Text Macro that consists of "%A, %B %d, %Y" will give a result of "Friday, October 6, 2017" (on that date). Every time this macro is inserted, it will use the current date. (It will also appear as the current date info in the right-click insert menu)



This is an empty page! (I *meant* to do that!)







## Audio Projects

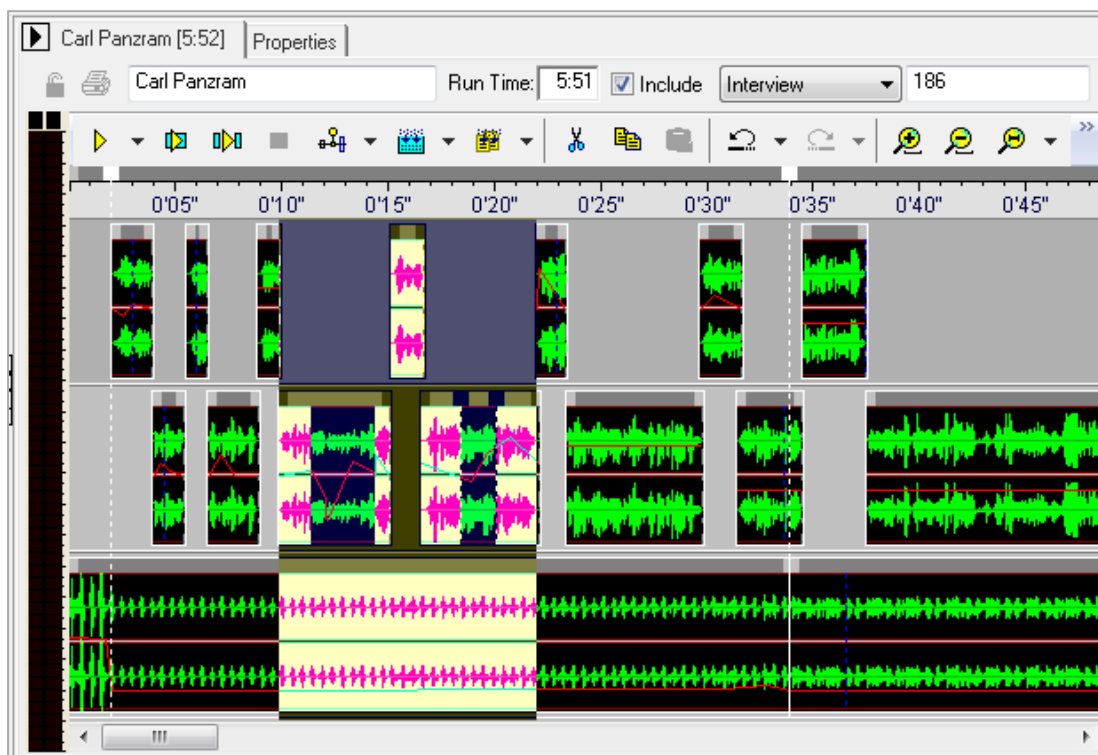
An Audio Project is a type of Component contained within a Story. Each Story can contain multiple Audio Projects which will appear as multiple tabs within the Story. This can be very useful if you have multiple audio pieces related to one Story. This not only makes it easy to group your audio pieces together, it greatly reduces the number of Stories in the system.

See [Creating Multiple Audio Projects In A Story](#) for more information.

Audio Projects can contain one or more tracks (mono/stereo) allowing you manage basic to complex audio projects.

Below is an example of an Audio Project. In this case, Track 1 is used for 'Interviewer' dialogue clips; Track 2 is used for 'Interviewee' dialogue clips; Track 4 is used for music bed.

*Sample of a three track interview Project with voice and music*



Audio Projects can be 'mixed down' and exported to create a new stereo or mono audio item that contains all of the edits and envelope settings from the project.

(See [Mixing Down](#) for more information.)

## Creating A New Audio Project

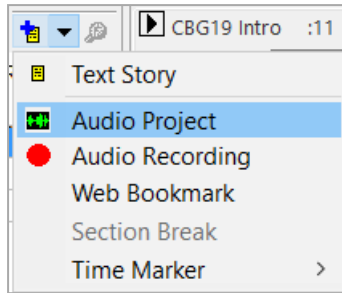
A new Audio Project is automatically created when you start an audio recording, or when importing audio. You can also create an empty Audio Project which allows you to insert audio from various locations such as newswires, other Audio Projects or importing from an external folder or drive in Windows.

To create a new project:

1. Navigate to the folder where you wish to create the new Audio Project
2. Select Audio Project from the 'New Story' menu option

You can also right-click on a folder tab and choose *New > Audio Project* from the menu.

Creating a new Audio Project from the New Story menu

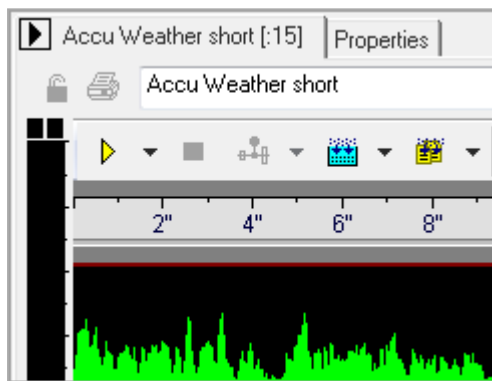


Both options will create a single Audio Project within a new Story titled "Untitled Audio". The Audio Project will contain 3 new empty tracks by default.

The Story will contain a single tab which displays the project Title and Run Time in brackets [hh:mm]. For example, a new Audio Project may display "Untitled audio [:00]". The Run Time will increase as you insert audio.

The project can be renamed. See [Renaming An Audio Project](#) for more information.

Component Tab displaying Audio icon, title, and run time



The tab information will become more useful when managing multiple Audio Projects in a single Story.

See [Creating Multiple Audio Projects In A Story](#) for more information.

## Extracting Audio From A Video File

To extract the audio stream only from a video file, just drag and drop the video from any Windows folder into a valid destination folder within Burli (typically your local work folder).

Upon ingest, a new Story will be created in your destination folder with two components tabs - the original video, and an extracted audio tab (in the default system audio format).

That's it! The new audio file can be used in the same manner as any other audio in the system.

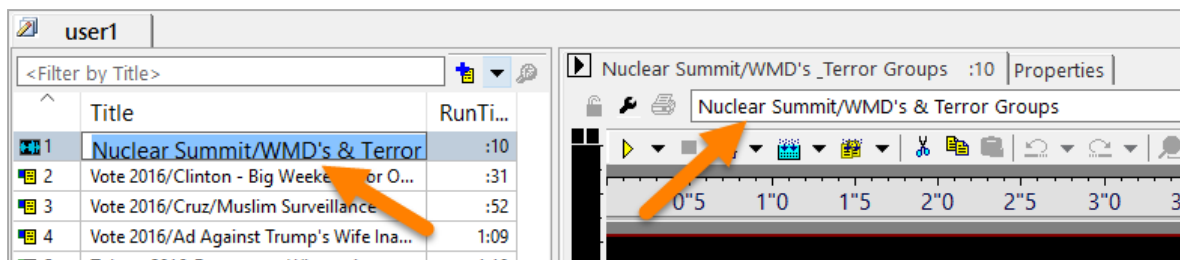
**Note:** Burli does not support the extraction of audio from YouTube, Twitter, or other similarly source videos. You may only extract audio from locally sourced video files, to which you are legally entitled.

## Renaming An Audio Project

To rename an Audio Project, type the new name into the title field directly below the Audio Project Tab.

Alternatively, you can rename the project by editing the Slug Title field as seen in the image below.

Renaming an Audio Project in the Story List (left) or Audio Project Tab (right)



## Adding And Removing Tracks

Burl creates 3 tracks when you create a new Audio Project. However, at any time you can add more if required.

To create additional tracks to your Audio Project:

1. Click once, anywhere in the Audio window, to ensure the Audio Editor is the focus
2. Press the **+** (**plus**) key on the numeric or keyboard. The new track will appear at the bottom; directly below the existing tracks

To remove a track from your Audio Project, press the **-** (**minus**) key on the numeric or keyboard and the bottom track will be removed.

**Note:** The **-** (**minus**) key will only ever remove the bottom track, and only when it is empty. If it is occupied by an audio block, the track cannot be removed. If you wish to remove a track, first remove all audio blocks on that track.

## Adding Audio To An Existing Audio Project

1. From any folder, drag a Story, Audio Project tab or a waveform selection and hover it over an empty track in another Audio Project
2. You will notice a **+** (**plus**) sign appears indicating that you can drop the tab into the new location
3. Drop the audio selection into the existing Audio Project

Once you have copied the audio into your Audio Project the audio blocks can be rearranged vertically to another track and/or moved horizontally to any position in the timeline of your project. To do this you must be in Move Mode.

See [Audio Editing Modes](#) for more details.

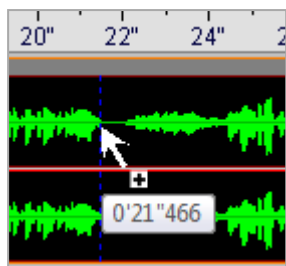
## Inserting Audio Into An Audio Block

Audio waveform selections can be inserted directly into the waveform of an audio block.

1. From any object, drag and hover a selection of waveform over a select position in the waveform of the target audio block

You will notice a **+** (**plus**) sign appears along with the current timeline value.

This timeline value will change as you move the cursor back and forth. This can help you insert the audio exactly where you want with millisecond precision.



2. Release the mouse button to insert the audio into the target waveform.

When inserting audio into an audio block, the total Run Time of the target audio will increase by the Run Time of the source audio. This is because the audio insertion will 'split' into the target audio.

For example, If you insert a 1 minute audio clip into a 2 minute block, the target audio block will have a 3 minute total Run Time.

## Creating Multiple Audio Projects In A Story

One or more Audio Projects can be contained within a single Story, which can also store other various component types. This allows you to easily manage multiple Audio Projects and other items in a single Story.

There are a few methods for creating multiple project tabs in a single Story.

1. From any folder, drag a Story, Audio Project tab or a waveform selection and hover it over another Audio Project tab  
You will notice a + (plus) sign appears indicating that you can drop the selection into the new location
2. Drop the item to insert it into the Story. A new Audio Project tab is created within the Story  
The new tab will be auto-named depending on how you created it.

**Note:** This action will not overwrite or delete any existing Audio Project tabs.

## Managing Multiple Audio Projects In A Story

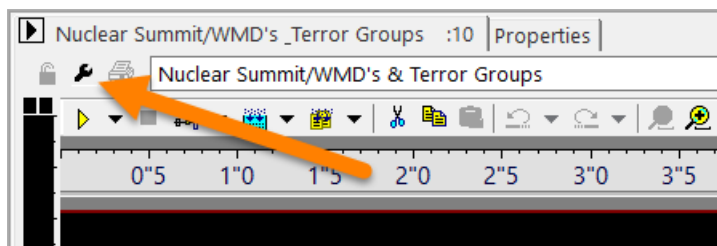
Managing Audio Components is no different than managing any other Story Component Type in the system.

See [Story Components](#) for more information.

## Viewing And Editing The Properties For An Audio Project



To View and Edit the Properties for an Audio Project, click the **Properties** button as seen in the image below.

*Properties button*

Clicking on the **Properties** button will bring up the Properties for the Component.

To edit a Field for an Audio Project

1. Click on the **Properties** button, and the Properties window will open.

"Scaia-Zika\_Death\_White\_House\_Should\_Act" Properties

Story.Reporter	
Title	Scaia-Zika_Death_White_House_Should_Act
Tag	
Audio Out Cue	Dallas
Cut Number	
Note	
Media Play Time	:37
Modifier	Sean Poole
Time Modified	8/09/16 9:33:18 AM
Creator	Sean Poole
Time Created	8/09/16 9:33:18 AM

2. Add the value into the value field directly to the right of a chosen Field.
3. Press **Enter**, click in another Field or **Close** the Properties window to save the changes.
4. Repeat steps 1 and 2 for other Custom Fields if necessary.
5. Click **Close** to close the Properties window.

The metadata assigned to a given Story will travel around BurlI, unless you change or delete it.

**Note:** As you work on Audio (especially if you trim the end), you may want to change the Out Cue. You can make that adjustment here.

## Edited Vs Unedited Audio

When looking at an Audio project within a folder or list, the icon next to the Title will tell you whether that piece of audio has been edited or not.



Unedited Audio will be represented by a blue waveform icon. The source file for this piece of Audio is saved exactly as it is represented in the Audio Editor.



Edited Audio will be represented by a green waveform icon. This tells the user that the Audio in the Editor has been modified from the source material, wherever it may be stored.

**Note:** *Burl's Audio editor is non-destructive. A change made in the Audio Editor only affects the local playback within the Story. It does not change the source file associated with the Audio Project.*

Because Mixing Down always creates a new Audio file, a fresh Mix Down will always have a blue icon associated with it. However, once changes have been made to the Mix Down it will turn green to indicate edits have been made.



## Audio Recording

A new Audio Project is automatically created when you start a new recording. There are a few of methods for starting and stopping a recording such as key commands, transport buttons and remote control using an external device.

The new Audio Project is named automatically based on the time you started. The auto-naming uses the following syntax: 'Untitled recording hh:mm:ss'. For example, if you start a new recording at exactly 1:36 pm, the project will be named 'Untitled recording 13:36:00' (or 1:36:00 for standard time format)

It is a good idea to monitor the VU meters during a recording to ensure you have a good strong audio signal while avoiding distortion. See [VU Meters](#) for more information.

You can see the audio waveform being created in real-time during an active recording. This can be seen on any workstation provided the record location is in a 'public' folder. See [Recording to a Shared or Non-Personal Folder](#) for more information.

The duration of the recording is located near the top-left of the main Burli screen.

*Recording duration display*



You can also reference the timeline in the timeline ruler within the audio editor.

*The Timeline Ruler*



During the recording, you are free to navigate to other folders in the system without disrupting the active recording. You can also rename the Audio Project during recording. See [Renaming An Audio Project](#) for more information. Quick Record

## Using The Keyboard

You can start a multi track recording on the fly regardless of what you are currently doing in Burli with a simple key command.

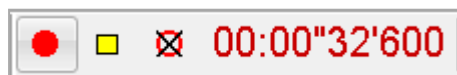
1. Press **Ctrl+R** to begin a new audio recording.
2. A new Audio Project is created automatically into your 'home' user folder by default, titled "Untitled recording [time of day]".
3. To stop recording at any time, press **Ctrl+F10**.

See [Recording To A Shared Or Non-Personal Folder](#) for more information

## Using The Master Transport Buttons

The **Transport** buttons are located near the top-left of the main Burli screen. The elapsed record time is adjacent to these buttons.

*The Master Transport Buttons*



Press the red **Record** button to begin recording. A new Audio Project is created automatically into your home user folder by default.





To stop a recording at any time, press the yellow **Stop** button. This will automatically save your audio recording.



Optionally, you can cancel a recording which will stop and delete a recording. This is done using the **Cancel Record** button.

**Note:** This option is protected with a confirmation dialogue, but use this option with caution as you cannot undo this operation.

## Quick Record

You can pre-record entire newscasts to your personal folder without listening to whole Audio Clips, saving a great deal of time. See [Quick Record](#) for details.

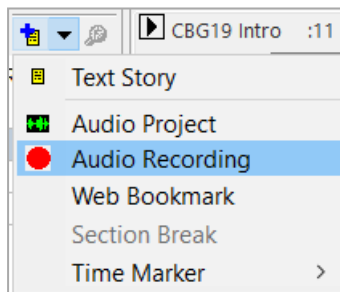
## Recording To A Shared Or Non-Personal Folder

The recording methods mentioned previously will start a new recording in your personal folder by default.

You can also start a new recording in a chosen folder, which may be useful for sharing a live recording with other users.

1. Navigate to the target folder where you wish to start a new recording
2. Open the 'New Story' pull-down menu
3. Select '**Audio Recording**' from the menu options

*Saving a new recording to a specific folder using the New Story pulldown*



**Note:** This option may not be enabled for certain folders depending on location, type or user permissions

## Recording Audio Using A Remote Control Device

An audio recording can be controlled using an external device such as a gaming joy stick or the buttons and sliders on your mixing console or other external device. Please contact your System Administrator for more information.

## VU Meters

The VU meters are located at the top of Burl's Main Screen. They can assist you with maintaining good recording and playback signal levels. The meter on the left is for the recording level. The meter on the right is for playback level.

The display settings on the meter can be changed by your System Administrator which may change the decibel range, meter colours (clip, ruler, grid etc) and other settings.

The play/record elapsed time is displayed to the left of each VU meter; the colour for record elapsed time is red and playback elapsed time is green.

*The VU Meters at the top of the screen*



When recording, its generally good practise to maintain a medium to high level without clipping or distorting the signal. This can be avoided by keeping the average level comfortably under the clip lights (under zero DB).

Distortion is an artifact that cannot be removed after the recording. It is better to 'play safe' by setting your levels too low (rather than too loud) since the volume can always be increased using volume automation or RMS normalization.

However, a low signal recording may introduce 'noise floor' from the recording console, sound card or other devices in the signal chain. The noise floor can be heard when the volume, of a low signal recording, is raised to match other louder recordings.

## Good Signal Level

*Levels reach comfortably into the yellow/low orange range of the meter*



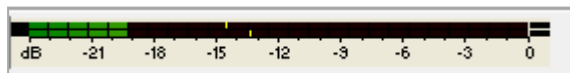
## Clipped And Distorted

*Levels are hitting the red range of the meter*



## Too Low

*Levels are down in the dark green scale, and may be too low to be heard*



**Note:** Overall audio levels cannot be adjusted within Burli itself. Recording and playback levels can be adjusted by external devices in the audio signal chain and/or by the sound card settings in the Windows Control Panel (or a third-party control panel). Contact your System Administrator for more info.

Keep in mind that you can change the amplitude of any audio using either the Normalization tool or the Envelope tool. See [Envelope Mode](#) and [Normalization](#) for more information.



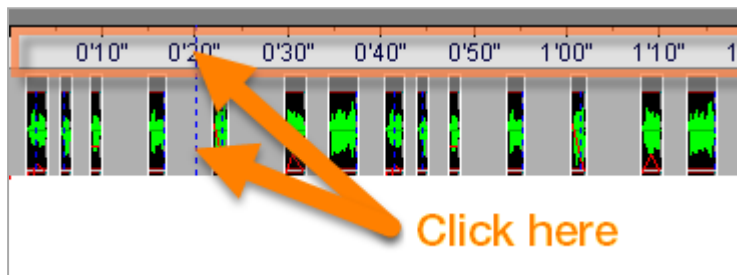
# Audio Playback

## Play All Tracks

You can play multiple tracks of audio from a specific location in the project. For this method of audio playback, you must be in Edit Mode. See [Edit Mode](#) for more information.

1. Make sure you are in Edit mode.
2. Click anywhere in the time bar (the ruler showing the project length at the top of the audio window). You will notice a blue dotted line that spans vertically over ALL tracks. This indicates the playback timeline.
3. Press the **Space Bar** to play the audio from the playback timeline.
4. To stop playback at any time, press the **Space Bar** again or press **F10**.
5. Alternatively, you can click in the blank area of any track to set the playback timeline

*Clicking the Timeline Ruler to insert playback marker*



**Note:** To play all tracks from the very beginning of your project, press **Shift+Space Bar**.

## Solo Play

This section describes how to play a single audio block. Audio on all other tracks will be muted.

1. Click in the timeline of your choice within a block of audio you want to hear
2. You will notice a new playback timeline (blue dotted line) appears only within the single audio block - not across all tracks
3. Press the **Space Bar** to play the single audio block from the playback timeline

**Note:** You can make a waveform selection and press the **Space Bar** to play **ONLY** the selected area.

**Note:** Keep in mind that only one playback start timeline (blue line) will span over ALL tracks. However, each audio block can have its own playback start timeline. The **Space Bar** will only play the audio block in focus however, you can change the block in focus by clicking on the block of your choice.

## Right Click Playback

This method is very efficient as it gives you instant playback (All tracks or Solo Play), at any timeline of your project, with a simple right-click of the mouse.

For this method of audio playback, you can be in Edit Mode, Move mode or Envelope Mode. See [Edit Mode](#) for more information.

## Key Commands

There are four keyboard commands to help make playback easy.

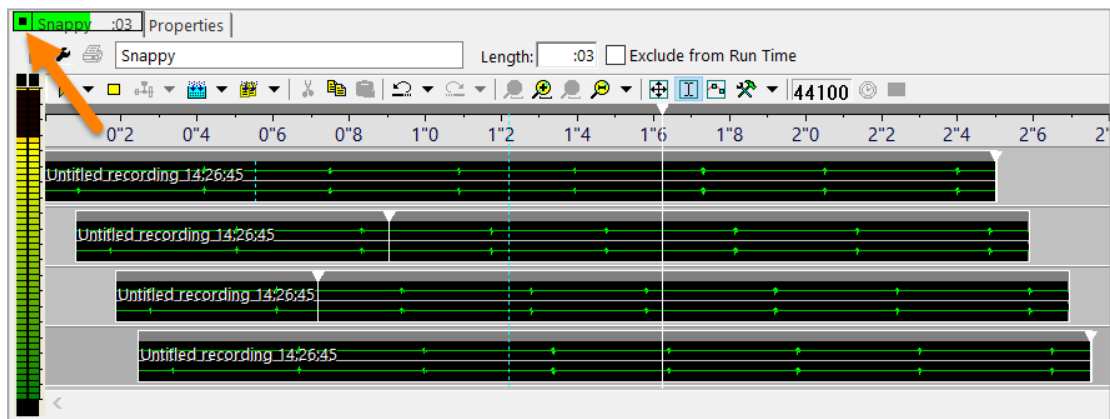
F9	Play/pause	Toggles between playback and pausing.
F10	All stop	Stops all playing audio.
F11	Skip back	Rewind 1 second in playing audio. Hold down to rewind track.
F12	Skip forward	Fast forward 1.5 seconds in playing audio. Hold down to fast forward track.

## Play All Tracks

There are three ways to play back all tracks at once.

1. Right-click anywhere in the time bar (the ruler showing the project length at the top of the audio window). The audio will playback instantly
2. Right-click in the blank area of any track to start the audio playback
3. Click the play button on the left corner of the audio's Component Tab (you can click it again to stop playback)

*Component Tab button (shown playing)*



To stop playback at any time, press **F10**.

## Solo Play

1. Right-click anywhere within a block of audio. This will instantly playback the audio from that point in the timeline
2. To stop playback at any time, press **F10**
3. Repeat step 1 if you wish to stop the audio and playback from any another location in the audio block

## Using The Audio Project Toolbar

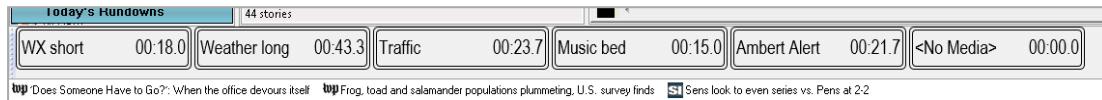
You can start and stop audio playback using the Audio Project Toolbar. See [Audio Toolbar](#) for more information.

## QuickPlay

This feature is designed for On Air playback of news jingles, weather reports, music beds or any other audio files that are regularly updated and are not programmed into Rundowns.

The QuickPlay Decks are located at the bottom of the main Burli screen. This area will remain on-screen permanently to ensure quick and easy access.

*The QuickPlay Decks, shown loaded with commonly used Audio*



The audio can be updated by virtually any user on any Burli workstations, provided they have access.

When playing back, the Decks have a countdown timer running. The last engaged Deck will frame in blue. They display the same as Audio Boxes in the Prompter view - when there is less than 5 seconds remaining in playback the timer bar will turn from green to yellow.

*QuickPlay Decks counting down*



The Decks can be controlled (play/stop) using the mouse or remote controlled devices. Please contact your System Administrator for more information.

**Note:** Not every newsroom or workstation will have the QuickPlay Decks configured. Please contact your System Administrator for more information.

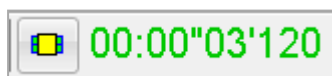
## Stop Playback

There are a few methods for stopping audio play back. The most common method is to press the **F10** button to stop all audio playback.

The **Space Bar** can be used to stop audio playback, however you must be focused within the Audio Project that is currently playing back audio.

You can also use the **Stop All Audio Playback** button which is located to the left of the playback VU meter at the top of the screen.

*The Stop All Audio Playback button*



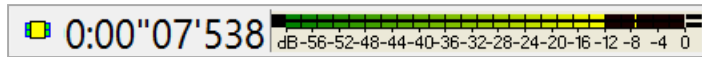
You can start and stop audio playback using the **Stop** button located on the Audio Project Toolbar. See [Audio Toolbar](#) for more information.

You may also have an external control surface which has an option to Stop Audio Playback. Please contact your System Administrator for more information.

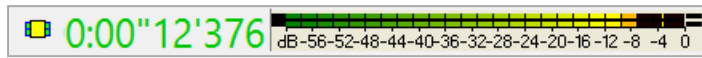
## Audio Countdown Timer

When playing back Audio, you can click on the timer in the top display to switch between counting up and down.

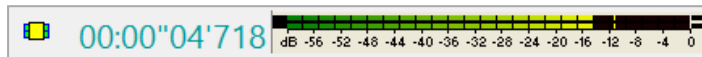
*The Audio playback timer counting down (black)*



*The Audio playback timer counting up relative to your starting point (green)*



*The Audio playback timer counting up relative to the start of the track (blue)*



When clicked, the timer will switch between the three modes above:

**Black:** Timer counts down to the end of the track (0).

**Green:** Timer counts up from the point you pressed play. So it will always start counting from 0, no matter where in the track you asked it to start playing. Time displayed is elapsed time since the play command.

**Blue:** Timer counts up from the start of the track. If you press play in the middle of the track, it will display the time of the recording from that point in the track. It will then count up to the length of the track (opposite of the Black track).



# Audio Toolbar

At the top of whichever pane you are using for your Audio Project, you will find the Audio Toolbar, which is filled with buttons for working in the Audio Project.

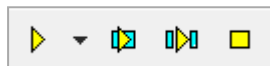
*The entire Audio Toolbar*



## Playback Buttons

The audio editor provides an assortment of buttons that can control the audio playback in many ways. To see all buttons on the button bar, you must ensure that *Collapsed Play Buttons* is disabled.

*Playback buttons only*



### Play All Button



This button will play all audio across all tracks. This will always play from the start timeline of the Audio Project. The down arrow contains some menu options. See [Playback Menu Options](#) for more information.

### Play Auto Button



This button allows you to play from a specific timeline or waveform selection in your project. There are a few different ways (mentioned below) this button can be used.

### Auto Solo Play

You can Auto Play a single audio block in your Audio Project.

1. Click anywhere within the block of audio you want to hear
2. You will notice a new playback timeline (blue dotted line) appears only within the single audio block; not across all tracks
3. Click the *PlayAuto* button to play the single audio block from the playback timeline

Clicking the *PlayAuto* button will playback the audio in the audio block from the playback timeline.

**Note:** You can also make a waveform selection and click the *Auto Play* button to play *ONLY* the selected area.

### Auto Play All Tracks

You can also Auto Play across all tracks in a Project.

1. Click anywhere in the timeline ruler
2. You will notice a blue dotted line that spans vertically over ALL tracks. This indicates the playback timeline
3. Click the **Auto Play** button to play the audio on all tracks from the selected timeline
4. Click the **Stop** button to stop audio playback

**Note:** You can also make a waveform selection across all tracks and click the **Auto Play** button to play **ONLY** the selected area.

Switching between playing all tracks and solo play depends on the focus in your project. If you are focused on a single audio block, the **Play Auto** button will playback the audio block. If you are focused on all tracks, the **Play Auto** button will play ALL tracks.

## Play Around Selection



The **Play Around Selection** button allows you to play audio that has NOT been selected. This is useful for when you plan to delete a section of waveform and want to hear what it will sound like before the selected area is deleted.

1. Select the waveform area(s) you want to delete
2. To play 'around' the audio selection, click the **Play Around Selection** button on the Toolbar
3. This will play 2 seconds before and 2 seconds after the selected area, giving you a preview of how the audio will sound if the selected area is removed

Keep in mind you can always adjust the selection(s). See [Adjusting Selected Areas](#) for more information.

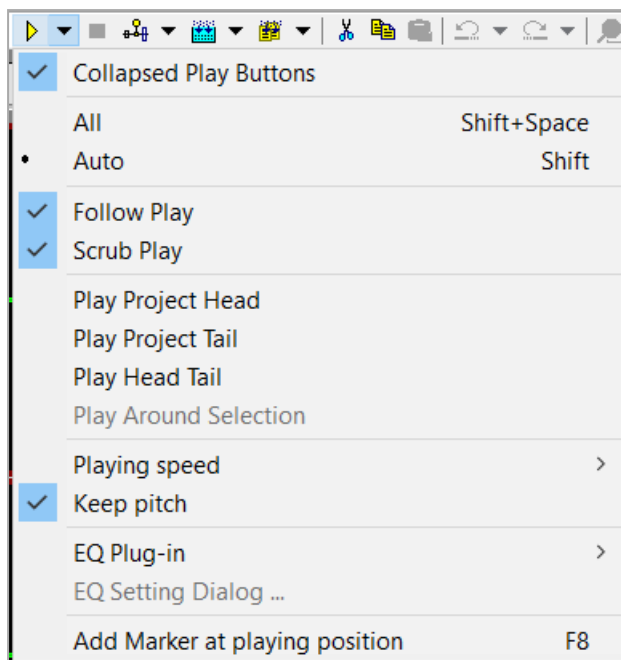
**Note:** If you have multiple waveform selections, clicking the **Play Around Selection** button will play around all selected areas.

## Playback Menu Options

There are a number of options to control playback available in the menu that appears if you click the arrow located to the right of the **Play All** button.



The Playback Menu (expanded)



## Collapsed Play Buttons

To simplify the Toolbar, you can use the ***Collapse Play Buttons*** option. This will collapse the three play buttons, explained above and move these options into the drop down menu. To view this menu, click the arrow located to the right of the ***Play All*** button.

## Follow Play

The Follow Play feature will always show the Playback Cursor (the moving white line that indicates current play position) as an audio file plays – even once it moves off the right side of the screen. This is especially useful when you are zoomed in to the waveform.

With Follow Play turned ON, the screen will instantly jump one page to the right each time the Playback Cursor moves off the right side of the screen so that the Playback Cursor remains visible.

With Follow Play turned OFF the view will not change when the Playback Cursor moves off the right side of the screen. The waveform will not jump and the audio continues to play. Zooming out to reveal more of the waveform will again show the Playback Cursor.

## Scrub Play

The Scrub Play feature allows you to hear what is underneath the cursor as you select audio in the editor; it strobe-plays the fraction of audio immediately under the cursor, mimicking an analogue reel-to-reel. This feature is very useful for locating fine edit points in audio clips as you drag the cursor along the waveform.

**Note:** *Scrub Play can overwhelm some older sound cards and potentially become annoying so this option allows you to turn it on and off.*

## Play Project Head

Plays the first 3 seconds of audio in a project.

## Play Project Tail

Plays the last 3 seconds of audio of audio in a project. This will only work if Project Size is set to Auto-size.  
(See [Project Size Menu](#))

## Play Head Tail

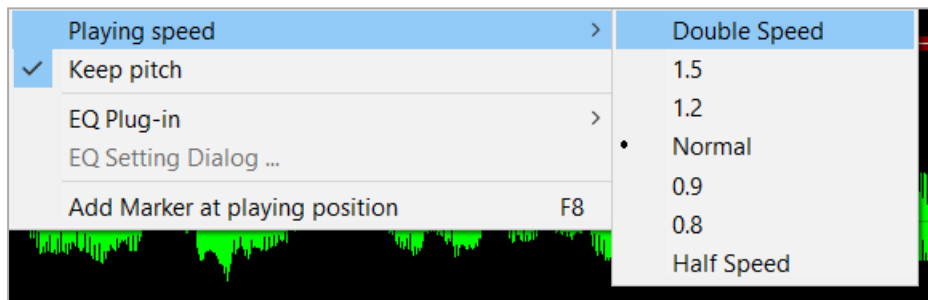
Plays the first 3 seconds and the last 3 seconds audio in a project.

## Playing Speed

This feature provides variable speed control during playback.

Options range from half-speed (0.5 x normal) to double speed (2 x normal).

*Available playback speeds*



The Playing Speed option controls the speed of all audio playback until another speed (including Normal) is chosen. The Normal setting (default) plays audio at the same speed that it was recorded at.

**Note:** This setting only affects the way you hear the audio during audio playback. It does not affect the actual recorded, mixed-down, or exported audio files.

## Keep Pitch

By default Burli prevents the audio pitch from changing when adjusting the playback speed. This eliminates the usual 'chipmunk' or 'Rocky Balboa' effect that you would hear when using variable speed playback on an analog tape machine.

If you prefer the altered pitch, uncheck the Keep Pitch option and Burli will allow the audio to play at the altered pitch.

## EQ Plug-in

Burli's audio editor now offers support for industry standard audio processing plug-ins. Please contact your System Administrator or Burli for more information.

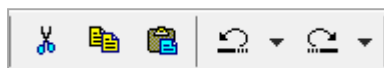
## Add Marker

Provides a manual method for inserting a marker in an Audio Project. (See [Insert Markers Into An Audio Block](#) for more information. This can also be done by pressing **F8**.

## Audio Editing And View Buttons

The audio editor also comes with an assortment of tools that help with editing, arranging and viewing of audio blocks in the editor.

*Edit and View buttons only*



### Cut (Ctrl+X)



The **Cut** button is enabled when a selection of audio is highlighted in a block or across all tracks. It is also enabled if an audio block is in focus. By clicking the **Cut** button the selection or block will be removed and copied to the clipboard. Once you have successfully added content to the clipboard, you can paste the clipboard contents to another location in the same Audio Project or another project, depending on where you are focused.

### Copy (Ctrl+C)



The **Copy** button is always enabled. Depending on what is in focus, this function will copy audio blocks or selections (in a block or across all tracks) to the clipboard. If no audio blocks are in focus, when clicking the **Copy** button, all audio blocks will be copied to the clipboard. Once you have successfully added content to the clipboard, you can paste the clipboard contents to another location in the same Audio Project or another project, depending on where you are focused.

### Paste (Ctrl+V)



The **Paste** button will copy the clipboard contents to the area in focus. You can only paste Audio Project contents into the track area of an Audio Project. This function is enabled only if there is audio content on the clipboard. Otherwise this feature will be greyed out.

If you wish to copy contents somewhere outside of an Audio project, see [Edit Mode](#) and [Move Mode](#) for more information.

### Undo (Ctrl+Z)



Clicking the **Undo** button once will cancel your previous action. Burli remembers the last 25 actions you made and lets you undo them one-by-one in sequence.

Clicking the small black arrow beside the **Undo** button will display a history of all 25 recent steps. You can jump back to that step by selecting the step in the menu. All intermediate steps between now and that step will also be undone.

## Redo (Ctrl+Y)

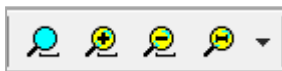


The **Redo** button allows you to revert back if you decide not to undo an action. The pull down menu will display a history of **Redo** actions previously undone in your Audio Project.

## Zoom

The Zoom Toolbar allows you to horizontally magnify or shrink any area of waveform in an Audio Project. You can zoom right down to the individual samples in the audio waveform which can be useful for removing tiny clicks or ticks without affecting the important audio content.

*The Zoom buttons only*



## Zoom To Selection



This button is enabled only when a selection is made within an audio block or across all tracks. Clicking this button will expand the selected area to the full width of the Audio Editor.

Understanding the focus (audio block vs all tracks) is important. For example, If you make a selection within an audio block, and click the **Zoom to Selection** button, the audio block selection will fill the width of the Audio Editor. If you make a selection across all track, and click the **Zoom to Selection** button, the select area across all tracks will fill the width of the Audio Editor.

## Zoom In



Click in a desired location (audio block or across all tracks) in the timeline that you wish to magnify. You will notice a blue dotted line (timeline indicator) running from the top to the bottom of the audio clip.

Click the **Zoom In** button. Each click of the button will zoom in another closer to the timeline indicator until individual audio samples are visible.

**Note:** If you see more than one timeline indicator, the latest line created will be the zoom target.

## Zoom Out



The **Zoom Out** button will zoom out one step each time it is clicked. If, for example, you Zoomed in too far you can 'back up' with the **Zoom Out** button to the desired magnification.

## Zoom Out Full



The **Zoom Out Full** function zooms all the way out to show the entire project from head to tail. This feature can save you from clicking the **Zoom Out** button multiple times.

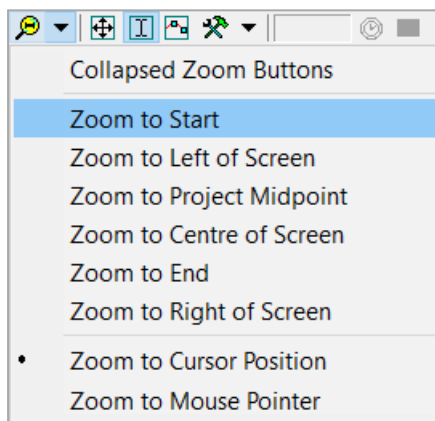
## Zoom Menu Options



Notice the small black arrow beside the **Zoom Out Full** button. Clicking the arrow reveals a drop down menu with various zoom options. All these options (except the **Collapsed Zoom Buttons** option) relate to the focus of the **Zoom In** button.

The **Collapsed Zoom Buttons** option hides the **Zoom In** and **Zoom Out** buttons to simplify the Toolbar. When this option is selected, only the **Zoom Out Full** button will be displayed on the Toolbar.

*Expanded Zoom Out menu options*



**Zoom to Start:** will focus the zoom to the start of your entire project.

**Zoom to Left of Screen:** will focus the zoom to the left portion of your project screen.

**Zoom to Project Midpoint:** will focus the zoom to the middle of your entire project.

**Zoom to Centre of Screen:** will focus the zoom to the centre portion of your project screen.

**Zoom to End:** will focus the zoom to the end of your entire project.

**Zoom to Right of Screen:** will focus the zoom to the right portion of your project screen.

**Zoom to Cursor Position:** focuses the zoom where the cursor is currently pointing. Only applies to the Mouse Scroll Wheel function.

**Zoom to Mouse Pointer:** focuses the zoom on the blue dotted line current position cursor created by clicking in the Audio Project.

## Zooming With The Mouse Scroll Wheel

Most users find this to be the quickest method for zooming in and out.

1. Place the cursor over the place where you wish to zoom
2. To zoom IN, rotate the mouse wheel forward
3. To zoom OUT, rotate the mouse wheel back

**Note:** *When using the Mouse Scroll Wheel method, it is not necessary to mark the cursor position. You need to hover the cursor over the desired location and, without clicking, zoom in immediately.*



# Audio Editing Modes

Burli NE Desktop includes a powerful Audio Editor, which is useful for everything from basic audio editing to creating multi-layered Audio Projects. The Editor has capacity for overlapping dialogue, music, effects and background sound. It offers a virtually unlimited number of tracks, audio editing features, volume envelope controls, preset fades, VST plug-in support, variable normalization many other audio features.

The Audio Editor allows you to edit audio in three different modes: Move, Edit, and Envelope mode (Volume control).

*The Audio Editing Mode buttons*



**Note:** You can swap between all three Audio Editing Modes by pressing the ~ (Tilde) key in the top left corner of your keyboard. This is very handy when you're working quickly.

## Move Mode



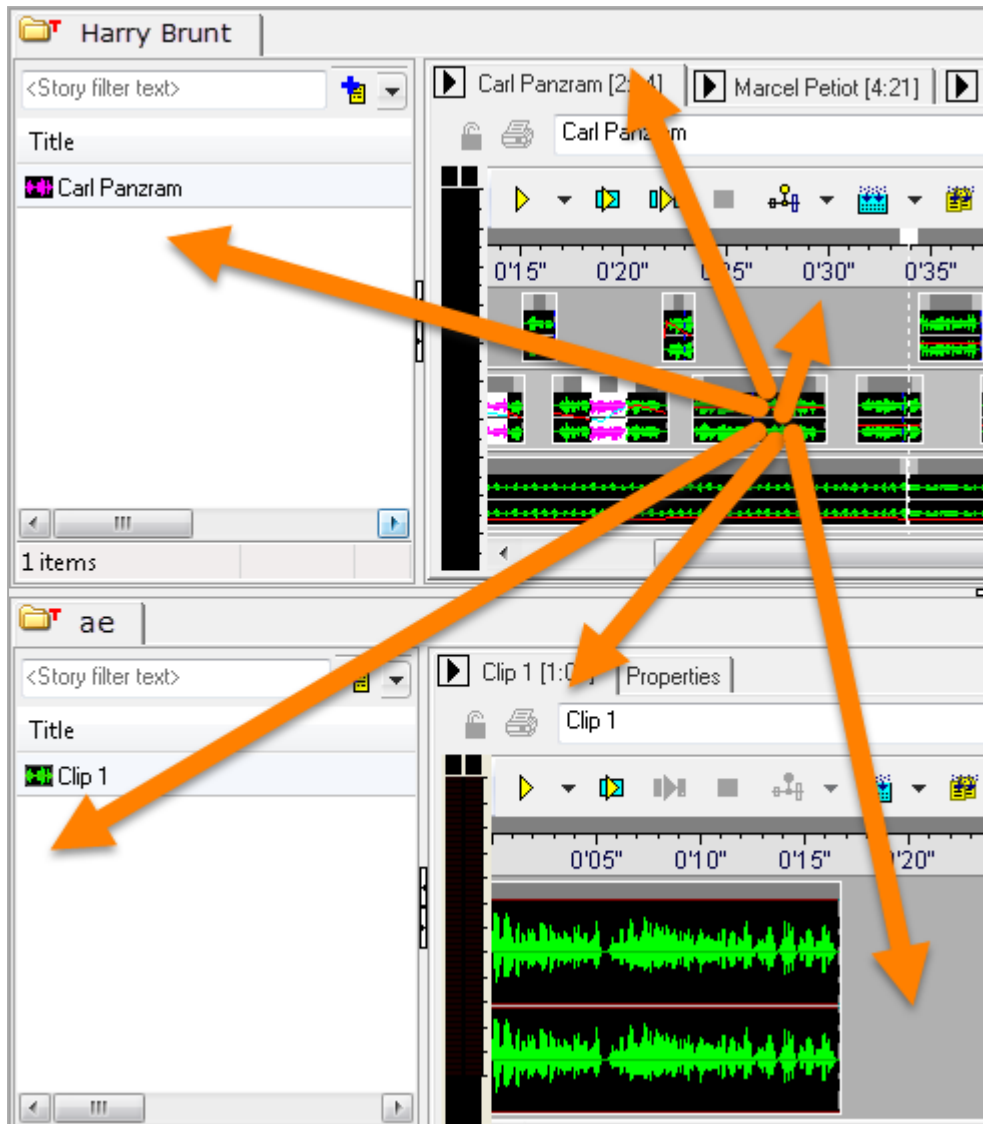
Mode Move mode lets you move audio blocks anywhere within an Audio Project or to other locations in the system.

## Moving An Audio Block

In most cases you will use it to move audio blocks within the same Audio Project. However, there are many other options for moving audio in the system.

1. Make sure you are in Move Mode by clicking the **Move Mode** button
2. Drag and drop an audio block in the following locations
  - a. To any timeline on any track within the same project
  - b. Into any timeline on any track of another Audio Project
  - c. Into the same Story as an new Audio Project tab
  - d. Into another Story as an new Audio Project tab
  - e. As a new Story in any virtually folder in the system

Moving an Audio Block to any number of destinations



**Note:** When in Move mode, you cannot insert a block into another block in the same Audio Project. This only works if you are dropping it into another audio block (insert) of another Audio Project.

## Moving An Active Block To The Background Or Fore-ground

This is useful if you have moved one block on top of another block and you want switch the order. For example, If you want to move what lies underneath an active audio block, you will have to move the active foreground block to the background or vice versa.

- Press the **B** key on your keyboard to move the focused audio block to the Background
- Press the **F** key on your keyboard and move the focused audio block to the Foreground



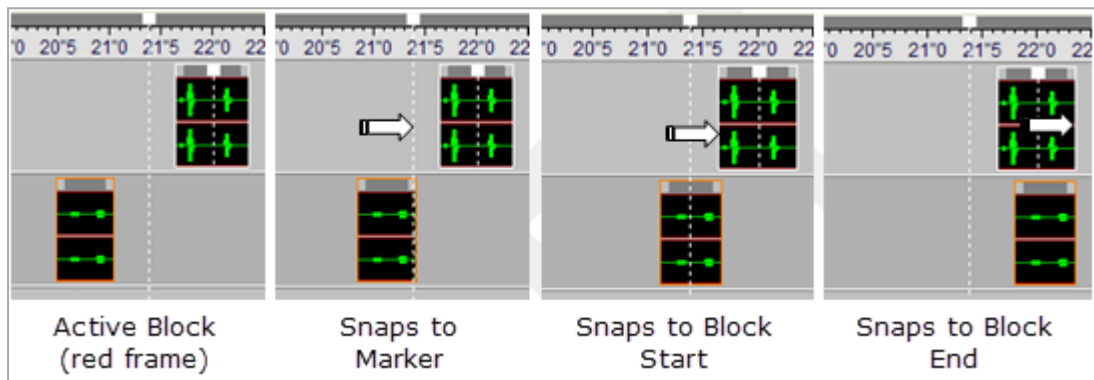
**Note:** The changes only affect what you see, not what you hear. If you want to make these adjustments audible, you will have to edit the audio blocks accordingly.

## Moving An Active Block To An Adjacent Block Or Marker

This function will 'snap' the head or tail of an active block (left or right), to the next Block or Marker.

1. In Move Mode, make sure the block you want to move is active
2. Press the **R key (right)** on your keyboard. The right side of the active block will 'snap' to the next marker or block it finds on the right

*Different moves/snaps to blocks and markers*



To reverse this motion, press the **L (left)** key and the left side of the active block will 'snap' left to the next marker or block.

## Deleting An Audio Block

1. Focus on a single audio block
2. Press the **Delete** key on the keyboard

If you only wish to delete a portion of an audio block, see [Deleting A Selection Of Audio From A Single Block](#).

## Edit Mode

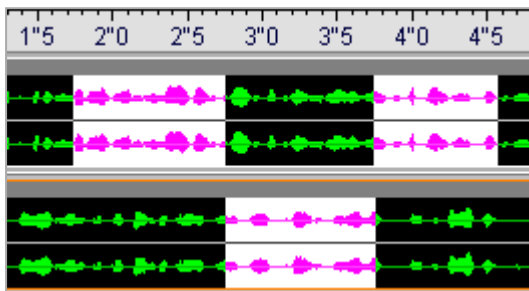


Edit Mode allows you to make waveform selections in a single block or across all tracks. While in Edit Mode, you can also copy selections to other locations in the same project or in the system.

### Waveform Selection In A Single Block

To highlight a selection of an audio block, drag the cursor across the portion of audio you want to work with. The selected area will display purple waveform with a white background.

*Selecting waveforms*



To make multiple selections:

1. Hold down the **Shift** key while click/selecting more than one portion of audio waveform
2. After you have made a series of selections, you can adjust each clip boundary individually

**Note:** This is where the **PlayAuto** button can become useful as you can include or exclude the waveform selections during audio playback. You can always adjust the selection boundaries until you have the desired results.

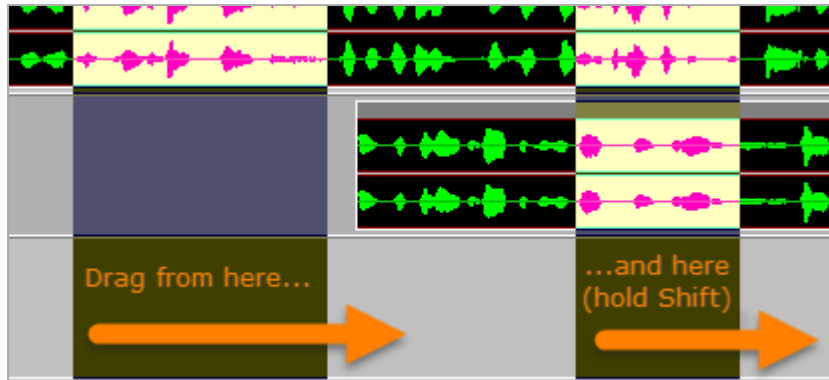
### Waveform Selection Across All Tracks

To highlight a selection across all tracks, drag the cursor in any 'blank' area of any audio track – NOT in the audio waveform. You will notice the selection spans over all tracks rather than in the individual blocks.

You may need to make multiple selections across all tracks:

1. Hold down the **Shift** key while click/selecting more than one portion in any 'blank' area of any audio track – NOT in the audio waveform
2. After you have made a series of selections, you can adjust each selection boundary individually. See [Adjusting Selected Areas](#) for more information

Waveform selection across multiple tracks (timeline selection)



**Note:** This is where the **Play Auto** button can become useful as you can include or exclude the waveform selections during audio playback. You can always adjust the selection boundaries until you have the desired results.

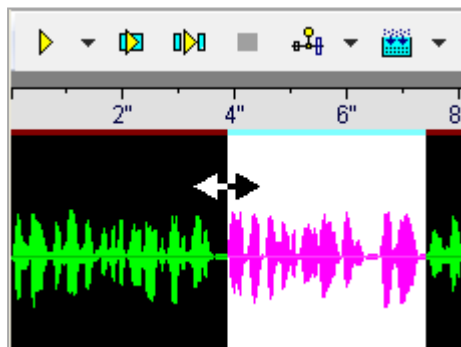
## Adjusting Selected Areas

To adjust the boundaries of a selected area:

1. Hold the cursor over the outside edge of a selection (left or right); the cursor changes to a double-headed arrow
2. Click and drag the edge of the selection to the left or right.

If you have Scrub Play enabled, you will hear the audio pulsing at the current position as you hover the cursor over the waveform.

Adjusting the boundary of a selected area



## Clearing Waveform Selections

This can be useful if you have made some waveform selections and you want to start over with a 'clean slate'.

To clear a waveform selection, press the **Backspace** key on the keyboard or click on an area that is not highlighted. Clearing selections using the **Backspace** key will only affect the selected area in focus.

## Insert Markers Into An Audio Block

You may want to mark one or more locations in an audio block. These markers may indicate the start and/or stop points of an audio clip you want to use, or it could be an area in need of editing.

Insert a marker in an audio block (Edit Mode only):

1. Click in the grey strip at the top of an audio block
2. A white marker line with a white cap appears
3. Repeated as many times as you wish

*Inserting a marker into an audio block*



Alternatively, you can create markers using the **F8** key on the keyboard. This can be done anytime during playback or recording.

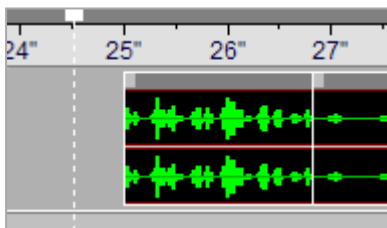
**Note:** When audio blocks with markers are moved from the single-track editor to the Audio Editor; the markers are moved too and retain their original position within the selected block.

## Placing Markers Into The Timeline

Similar to marking an audio block; you may want to mark one or more locations in your project, across all tracks.

1. Make sure you are in Edit Mode
2. Click in the grey strip at the top of the time bar
3. A white marker line with a white cap appears
4. Repeated as many times as you wish

*Placing markers into the timeline*



**Note:** To add or modify markers you must be in Edit Mode.

## Insert Markers During Audio Playback

This is very useful if you want to mark significant moments, in an audio block or across all tracks, during audio playback.

To create a marker during playback, press the **F8** key on the keyboard. You can create an unlimited amount of markers during playback.

The markers will be created in the audio block or across all tracks in the timeline depending on where you are focused when you begin playback.

## Repositioning Markers

To reposition a marker, click the white box at the top of the marker, and drag it laterally to the desired location.

## Highlighting Between Block Markers

If you would like to highlight the area between two markers, hold down the **Ctrl** key and click in the audio block between the two markers.

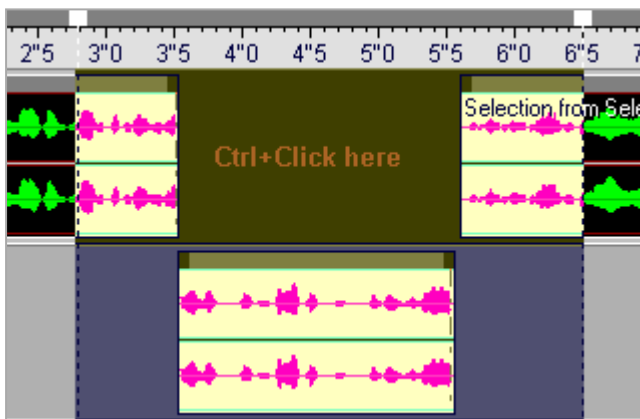
*Highlighting between two block markers*



## Highlighting Between Timeline Markers

Hold down the **Ctrl** key and click in a blank area in the track between the two markers.

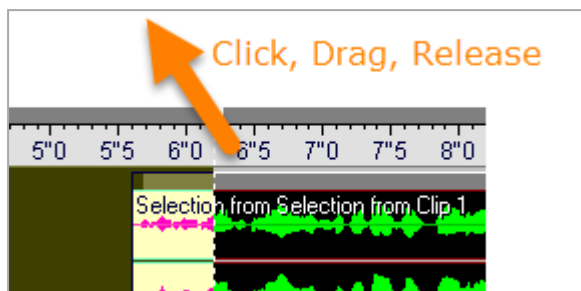
*Highlighting between two timeline markers*



## Removing Markers

To remove a marker, click on the top of the marker, and drag it up and outside of the entire work area. When the marker disappears from the wave graph, release the left mouse button.

Removing a marker



## Deleting A Selection Of Audio From A Single Block

This can be useful if you have one or more waveform selections and you want to delete them; leaving the un-selected waveform.

1. Make one or more selections in an audio block
2. Press the **Delete** key. The audio within the selected area will be removed.
  - Alternatively, you can click the **Cut** button to delete a waveform selection
3. A faint grey line appears to indicate where the waveform was deleted

**Note:** Depending on the editor settings, you may notice some different behaviour when deleting audio. See [Project Auto-Snug Delete](#) and [Block Auto-Snug Delete](#) for more information.

## Deleting Audio Selections Across All Tracks

This can be useful if you have one or more waveform selections, across all tracks in the timeline, and you want to delete them, leaving the un-selected audio in the project.

1. Make one or more selections across all tracks.
2. Press the **Delete** key. The audio within the selected area will be removed.
  - Alternatively, you can use the **Cut** button to delete a waveform selection.

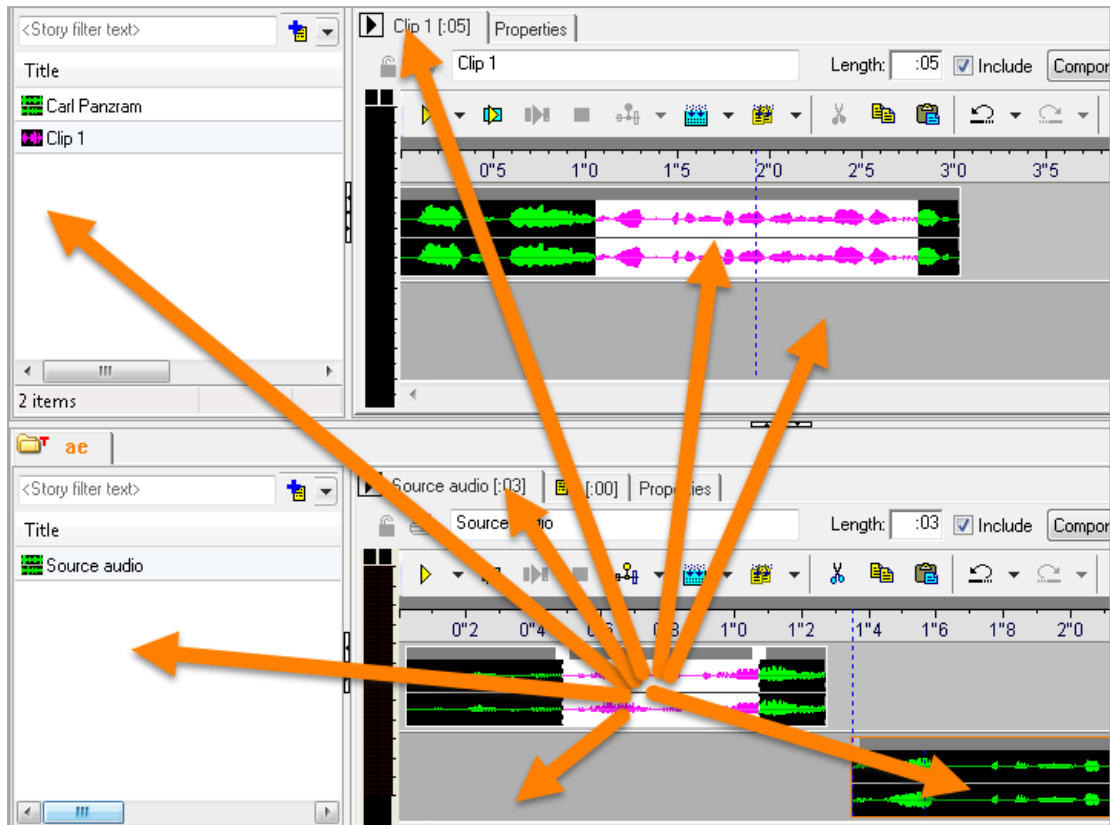
**Note:** Depending on the editor settings, you may notice some different behaviour when deleting audio. See [Project Auto-snug Delete](#) and [Block Auto-snug Delete](#) for more information.

## Copying Audio Selections From A Single Block

Similar to the Moving an audio block in Move Mode, you can copy a waveform selection to various locations while in Edit Mode. In most cases you will use it to move audio selections within the same Audio Project. However, there are many other options for moving audio in the system.

1. While in Edit Mode, make one or more waveform selections
2. Drag the selected area(s):
  - To any timeline on any track within the same project
  - Into any timeline on any track of another Audio Project
  - Into the same Story as a new Audio Project tab
  - Into another Story as a new Audio Project tab
  - As a new Story in any virtually folder in the system
  - Insert the audio waveform into the waveform of another audio block

All possible destinations to copy the audio waveform to

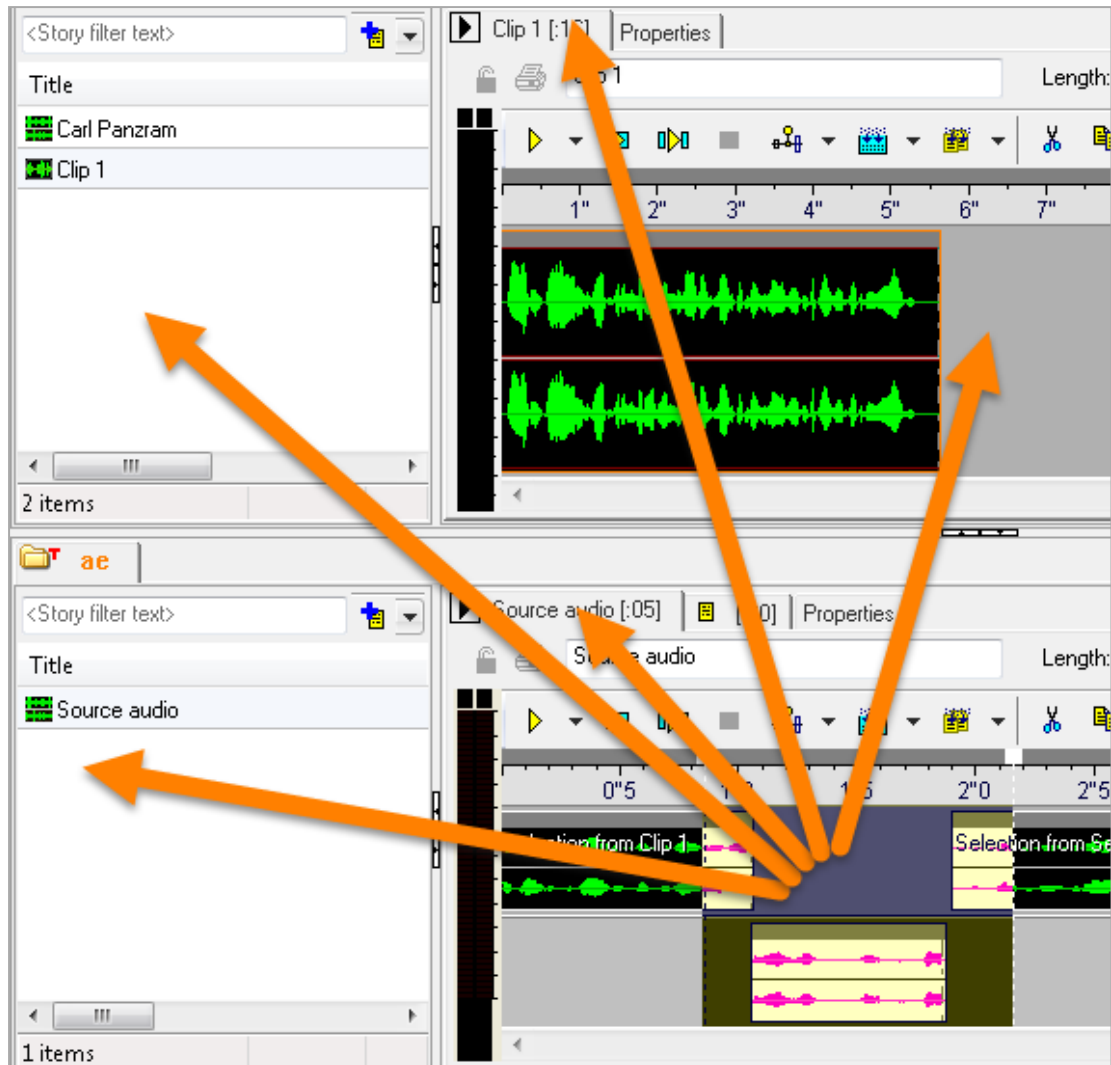


## Copying Audio Selections From Across Multiple Tracks

You can copy multiple waveform selections, from multiple tracks, to various locations while in Edit Mode. This will move (not copy) the audio selections.

1. While in Edit Mode, make one or more waveform selections across all tracks
2. Drag the selected area(s):
  - To any timeline on any track within the same project. This will move (not copy) the audio selection.
  - Into any timeline on any track of another Audio Project
  - Into the same Story as an new Audio Project tab
  - Into another Story as an new Audio Project tab
  - As a new Story in any virtually folder in the system
  - Insert the audio waveform into the waveform of another audio block

All possible destinations to copy the audio waveforms to



This function will retain the relative track position of each audio selection. For example, if you drag multiple audio selections, from multiple tracks, the result will be multiple audio blocks across multiple tracks.

Depending on where you drag/drop the selected content, you may find that more tracks are added to the target Audio Project. For example, if you drag a selection that spans over 3 tracks - into track #1 of a single track Audio Project - the total tracks will be 3 tracks. If you drag/drop the same selected content - into track #2 of a single track Audio Project - the total tracks will be 4 tracks.

Confused? The best thing to do is to practise some audio editing with a bit of experimentation. Remember you can always use the Undo (**Ctrl+Z**) function.

## Splitting An Audio Block

It is often useful to be able to split a single block of audio into separate blocks that can be moved separately. Cutting and pasting audio from one location to another in the editor automatically creates new blocks, but sometimes that's not quite what you want to do.

To split a single block into two:

1. In Edit Mode, click on the audio waveform at the point where you would like to split the block
2. You will notice a blue dotted line in the block



3. Press the **S** key on your keyboard
4. You will notice a white solid line takes place of the blue dotted line indicating a split in the block. In Move Mode you can now drag the two blocks anywhere in the project independently of each other.

You will see that the audio blocks are auto named to help distinguish between the newly created blocks.

## Splitting An Audio Selection Into A New Block

You can make a selection and separate it from the original block.

1. Make an audio waveform selection in an audio block
2. Press the **S** key on your keyboard

Notice that two splits are created at the selection boundaries, making a new audio block. In Move Mode you can now drag any of the blocks independently of each other.

You will see that the audio blocks are auto named to help distinguish between the newly created blocks.

## Envelope Mode



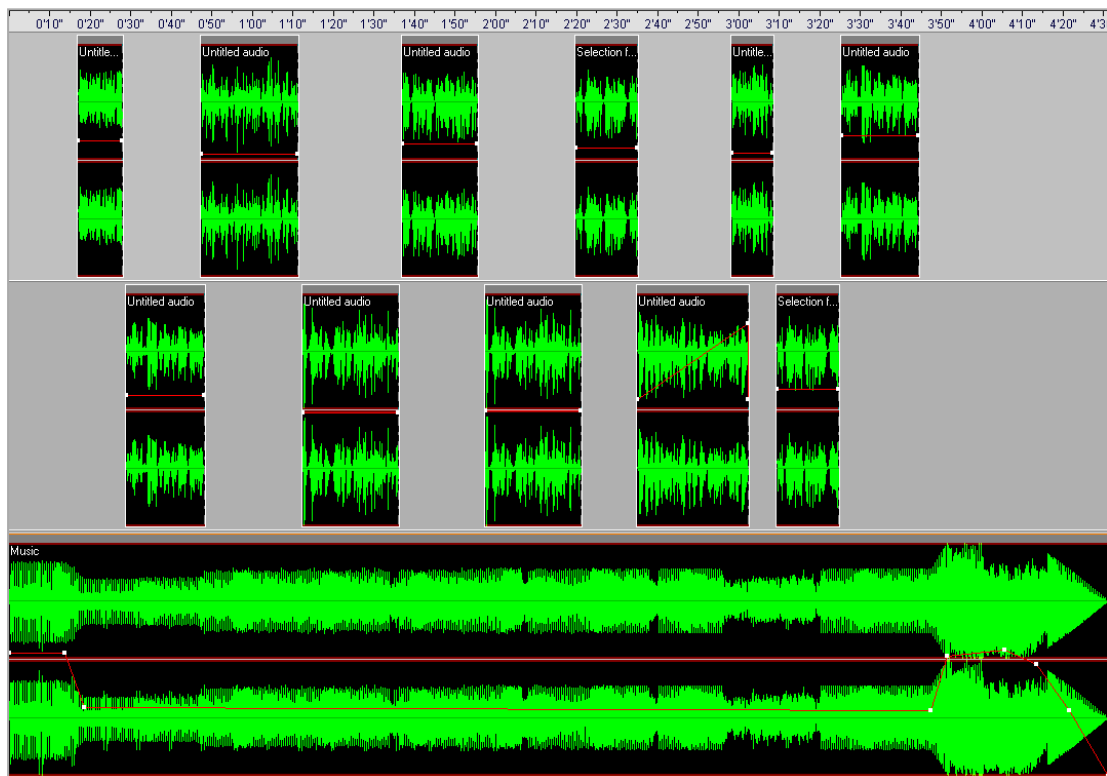
Envelope Mode allows you to adjust the volume levels (or envelope) of any audio clip or block in an Audio Project. All envelope settings are represented with white markers on a red line as shown in the diagram below.

The Audio Editor allows manual adjustment of the volume envelope and offers preset functions including in and out fades. There are also some shortcuts for common adjustments.

As an example of how the envelopes (thin red lines) are commonly used, in the illustration below the background music block (track3) begins at a higher level for the introduction, then decreases in volume to lie as a bed under the reporter's dialogue (track1) and the interview guest (track2). As the reporter's dialogue approaches the end of the block, the background sound effect increases in volume. These volume adjustments are possible with a few clicks in Envelope Mode.

Each block has been adjusted slightly so the overall volume of the audio is even throughout the Audio Project. White dots will appear wherever a change occurs in the volume envelope.

*Example of a typical application of envelope control over multiple tracks*



## Adjusting Audio Envelope

You can manually adjust the volume of any audio on any track in the Audio Editor. There is no limit to the number of changes you can make.

To change the volume of audio in an Audio Project:

1. Make sure you are in Envelope Mode. A horizontal red line will appear across the waveform of each audio block
2. Click once in the waveform position where you want the change to occur. The envelope line will

- jump to the place you have clicked. An envelope point will now appear where you clicked mouse
3. Adjust the envelope point to the desired audio level and then release the mouse button

You may need to create multiple envelope points to achieve the desired results.

**Note:** When the volume envelope is changed in the editor, notice that the waveform itself also changes in size to match the volume changes. This makes it easier to judge levels and avoid boosting audio too far.

## Editing Envelope Points

Envelope markers can be adjusted as much as you like. To change the position of an existing marker:

1. Place your cursor above the white marker to be edited
2. Wait for the cursor to change into a four-headed arrow
3. Click and drag the marker to its desired new location

## Removing Individual Envelope Points

To remove a white marker, click and drag the marker upward and completely outside of the waveform boundaries of a given audio block. All other white envelope markers will remain within the audio block.

*Removing a single envelope point*



## Removing All Envelope Points Within An Audio Block

To remove all white markers:

1. In Envelope mode, focus on the audio block you want to reset
2. Press the **Backspace** key on your keyboard

You will notice that all white envelope markers have been removed and the waveform has been reset to its original height

## Adjusting The Volume Of An Entire Audio Block

If the volume levels of an entire audio block are too high or too low, you may want to adjust the levels of the entire audio block. You can do this quickly in ANY mode (not just Envelope Mode) using the arrow keys on the keyboard:

1. Focus on the audio block you want to modify
2. Press and hold the **Up** arrow. The red envelope line and the waveform will increase equally across the entire block
3. Press and hold the **Down** arrow. The red envelope line and the waveform will decrease equally across the entire block

If you want to go back to a previous adjustment, you can click the **Undo** button on the audio editor's Toolbar. To remove all volume adjustments, press the **Backspace** key on the keyboard.

## Adjusting The Volume Of An Audio Selection Within A Block

You can quickly adjust the volume of a highlighted clip (section of audio) with the Up/Down arrow keys on the keyboard:

1. In Edit Mode, make a waveform selection within the audio block
2. Press and hold the **Up** arrow. The red envelope line and the waveform itself will increase only within the selected area
3. Press and hold **Down** arrow. The red envelope line and the waveform itself will decrease only within the selected area

If you want to go back to a previous adjustment, you can click the **Undo** button on the Toolbar. To remove all volume adjustments, press the **Backspace** key on the keyboard.

**Note:** Each time the **Up/Down** arrows are pressed, the envelope will increase/decrease by 1% in volume.



# Adjustments And Effects

Burli NE Desktop allows for different adjustments and audio effects to be applied to your Audio Projects.

## Preset Volume Adjustments



This is a quick way to modify audio envelopes using a series of presets. The settings include: Fade In, Fade Out, Cross Fade, Mute and Normalization. The settings are found in the audio effect window.

## Applying Presets To Audio Blocks

To apply a preset to an entire audio block:

1. Click on the block (in any mode) to select it
2. Choose a preset from the pull down menu as seen on the right. You can also double-click anywhere in the waveform to open the Audio Effects window

## Applying Presets To An Audio Clip

1. To apply a preset to a selection (clip) from an audio block, select the region in Edit Mode
2. Double-click anywhere in the selected region
3. Choose a preset from the pull down menu. You can also double-click anywhere in the selected region to open the Audio Effects window

**Note:** The preset will be applied to whatever block or region was selected and double-clicked to open the Pull down menu or the Audio Effects window.

## Summary Of Audio Effect Definitions

Preset Name	Result
Original	Resets the envelope to its original form before any adjustments were made.
Mute	Sets the envelope to 0% (total silence) in the selected region.
Fade In (Linear)	Fades the envelope in a straight line from 0% at the beginning to the existing volume at the end of the fade.
Fade In (Sinusoidal)	Fades the envelope in a curve from the beginning to end of region. The beginning of the fade is gradual and the end is more rapid. More closely mimics an analogue pot fade than a linear fade.
Fade Out (Linear)	Fades the envelope in a straight line from the current value at the beginning of the fade to 0% at the end of region.
Fade Out (Sinusoidal)	Fades the envelope in a curve from the beginning to end of region. The beginning of the fade is rapid while the end is more gradual. More closely mimics an analogue pot fade than a linear fade.
Cross Fade (Linear/Sinusoidal)	Fades one track in and another track out simultaneously to create a smooth transition. See details below.
Peak Normalization	Adjusts the volume of the region based on the loudest portion of the audio in that region. See details below.
RMS Normalization	Adjusts the volume of the region based on the average volume of the audio in that region. See details below.
Loudness Normalization	Adjusts the volume of an entire project to a preselected level at time of ingest. See details below.

## Details Of Audio Effect Definitions

### Cross Fading

Cross fades can make edits and transitions sound polished and professional. The Audio Editor makes cross fading easy with preset cross fades. The feature assumes the fade will be made between the ends of two audio blocks that overlap each other by a small amount (1 to 2 seconds usually works best).

To use the preset cross fade feature:

1. Make sure blocks are laid out on separate tracks. It is simplest to have the audio on adjacent tracks
2. Highlight the tracks covering a region slightly greater than the area you wish to cross fade. Be sure to include the ends of both blocks in the highlighted region as shown below
3. Double -click the highlighted area on the track; not on either one of the audio blocks. This opens the Audio Effects window
4. Choose Linear or Sinusoidal and click the **OK** button

## Manual Normalization

Manual normalization allows you to adjust the audio levels of a clip or block, setting them to an ideal volume. It does not work for all audio selections and has some limitations, but it can be very useful. Experiment with this feature and you will get a feel for how it works.

**Peak Normalization** analyzes a section of audio and adjusts the whole clip so that the loudest point in the audio is adjusted to the ideal maximum volume. For technical reasons involving a lot of psycho-acoustic mathematics, the ideal maximum value for digital audio is 96% and that's what Burli's normalization defaults to (though you can adjust it to any value you like).

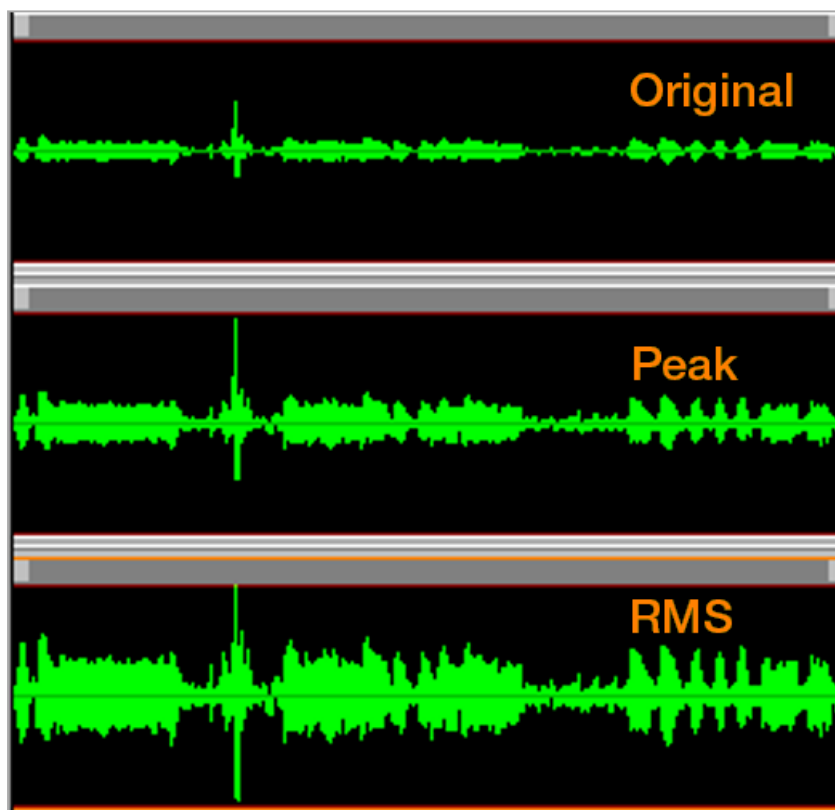
**RMS Normalization** (root mean squared normalization) analyzes a section of audio and adjusts the whole clip so that the average level is adjusted to some appropriate value. The default value for RMS normalization is -16.48dB (though you can adjust it to any value you like).

The following example below shows the difference between the two types of normalization. Both raise the volume of the original recording, which is too quiet.

Because there is a sharp single peak in the recording, peak normalization raises the volume so that one peak is as loud as it can be.

RMS normalization, however, raises the average volume of the whole clip to a preset value. Note that the sharp single peak is boosted above the maximum and is hard-limited.

*Examples of normalization applied to a waveform*



To normalize audio in Burli's Audio Editor:

1. Make a selection (either a highlighted clip or an entire block)
2. Double-click your selection to open the Audio Effects window
3. OR click on the '*Effects and plug-in*' pull down menu
4. Select *Peak* or *RMS Normalization*

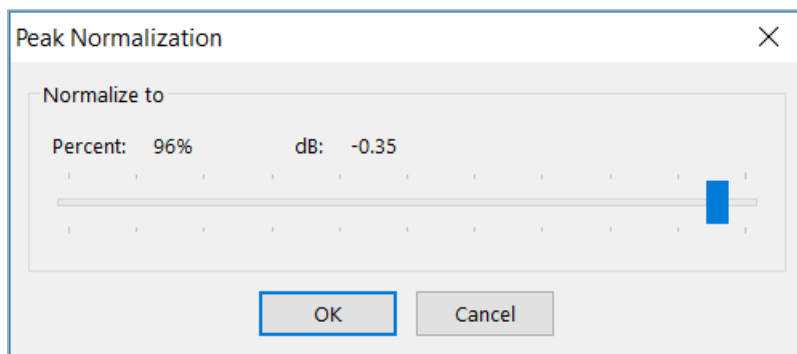
5. Adjust the Normalization level slider if necessary. The default setting for Peak is 96%. The default setting for RMS is 15%
6. Click the **OK** button

## Adjusting The Peak And RMS Normalization Value

You may want to adjust the value that your audio is normalized to – the volume that the peak value in your audio selection will be adjusted to.

When you select Normalize in the Audio Effects window, you will see the Normalize slider. Use the mouse to adjust the level to any value between 0% and 100%.

*The Normalization slider (Peak)*



**Note:** It is possible to over-modulate portions of the audio when increasing the RMS value. Use this setting with caution.

## Normalize On Envelope

With this mode enabled, normalizing audio makes the volume envelope move to reflect the volume change. With the mode turned off, normalization is processed in the background and does not appear in the envelope.

Showing the normalization more accurately reflects the changes made to the audio, but you may find it confusing and cluttering. By default, BurlI leaves the setting turned off.

## Loudness Normalization

Loudness Normalization is a means to normalize the volume of an entire audio file based on a digitally set level (expressed in LUFS, not dB).

This technique takes into account the effect of higher frequencies being perceived as louder by the human ear (even at the same amplitude). Using Loudness Normalization renders audio of different types (music vs talk radio vs commercials) and different sources to something that sounds much more truly uniform in volume. This eliminates volume fluctuations associated with different playback types.

If enabled on a particular source, **Loudness Normalization automatically takes place during ingest** - it cannot be performed (again) on an audio file already in the system.

**Note:** Loudness Normalization is set up and adjusted by your System Administrator. Please contact your Sys Admin for further details on which sources receive this effect, and its attributes.



## Plug-ins (LADSPA / VST)

Burli supports a variety of audio processing plug-ins. Each plug-in performs some sort of audio processing task. Most are used in advanced music and audio production but some are very useful for newsroom users. Plug-ins commonly used in newsrooms includes equalization (EQ), noise filters and voice distortion.

Burli does not come with any plug-ins, but there are hundreds available. Your production department or engineers may already have some for use with other audio software.

## Muting Audio

Quickly mute an audio selection or an entire audio block.

### Mute An Audio Block

1. In Select or Move mode, focus on an audio block
2. Press the **M**key on the keyboard. The waveform should be a flat line

### Mute An Audio Selection

1. In Select highlight a selection of audio (in a single audio block or across multiple tracks)
2. Press the **M**key on the keyboard. The waveform should be a flat line

**Note:** Muted audio means the volume is at level 0 (zero). Alternatively, use the undo or Up/Down arrows to adjust the volume level of muted audio.

## Quick Keys For Fade And Cross Fade

There are hot keys for Fade In, Fade Out, and Cross Fade in Burli NE. After selecting your audio (in the case of Cross Fade, audio must selected across multiple blocks), you can use the following keys:

Shortcut	Function
O	Fade Out (Linear)
Shift + O	Fade Out (Sinusoidal)
I	Fade In (Linear)
Shift + I	Fade In (Sinusoidal)
X	Cross Fade (Linear)
Shift + X	Cross Fade (Sinusoidal)



# Project Settings And Options

Clicking the **Settings** button lets you cycle quickly between the 3 Audio Modes - from Move Mode (to) Edit Mode (to) Envelope Mode (to) Move Mode and so on.

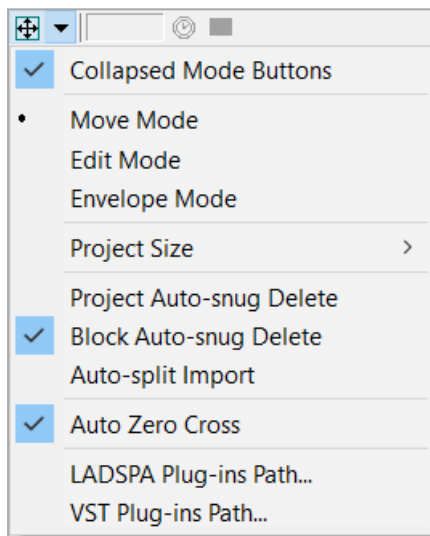
*The Settings button*



## Settings Menu

Notice the arrow beside the **Settings** button. When clicked, this reveals the Settings drop down menu.

*Settings menu*



## Collapsed Mode Buttons

The **Collapsed Mode Buttons** option combines the three **Audio Mode** buttons (Move Mode, Edit Mode, and Envelope Mode) and the **Settings** button into one button – the **Collapsed Mode** button. This can save space in the Toolbar for people with small screens. With the **Collapsed Mode** button active, the drop down menu has the added option to select modes.

## The Collapsed Mode Button

By clicking the **Collapsed Mode** button, you can quickly switch between the 3 Audio Modes from Move Mode (to) Edit Mode (to) Envelope Mode repeatedly.

You will notice the icon of the **Collapsed Mode** button will change as you cycle through the Audio Modes.

The Collapsed Mode button cycles through the Audio Editing Modes



You can also cycle through the Audio Editing Modes by pressing the ~ (*Tilde*) key near the top left corner of your keyboard.

## Project Size Menu

The Project Size sub-menu reveals a list of presets that can be used to set the size of your workspace depending on the size of your Audio Project.

The Auto Size setting automatically sets the length of your workspace according to the placement of audio blocks in your project.

When you start on a new project the default workspace size is 1 minute. If you start adding audio blocks to the end of the project workspace, the length of the workspace will increase accordingly.

If you delete audio blocks from the end of your workspace, the length of the workspace will decrease accordingly.

**Note:** Placement of audio blocks will determine the minimum length of a workspace. For example, if the last audio block is placed at the 3 minute mark in your project then you will not be allowed to decrease the project length to smaller than 3 minutes. All presets less than 3 minutes will be greyed out.

## Project Auto-Snug Delete

This option changes the behaviour of the project timeline when audio waveform is deleted across all tracks.

When this option is enabled (default), all audio blocks will snug together when deleting one or more selections that span over all tracks.

When a selection is deleted, all audio to the left of the selected waveform will remain stationary. However, all audio (across all tracks) to the right of the deleted waveform selection will shift to the left in the timeline, 'snugging' up to the waveform on the left.

## Block Auto-Snug Delete

This option changes the behaviour of an audio block when audio waveform is deleted from within the block.

When this option is enabled (default), the audio block waveform will snug together when deleting one or more selections within the audio block.

When a selection of waveform is deleted, all audio to the left of the selected waveform will remain stationary. However, the audio to the right of the deleted waveform selection will shift to the left, 'snugging' up to the waveform on the left. Surrounding audio blocks will not shift in the timeline.

## Auto-Split Import

Auto-Split Import causes the editor to make room for new audio when it is added to a project. When a new block of audio is dragged to a track, any existing audio blocks on other tracks at the same position will be split (separated) where the import file is dropped.

## Auto Zero Cross

Auto Zero Cross makes sure waveforms always match during editing and prevents 'pops' or other noises at edit points. It does, however, (very) mildly restrict where you can make edits in a waveform.

Digital audio is a series of waves and edits can occur anywhere on the wave. If a peak from one waveform is edited directly to the valley of another, the waveform is interrupted with a sudden jump that can often be heard as a 'pop'.

Auto zero cross automatically restricts edits to places where the waveform crosses the zero point (the middle) of the waveform. This guarantees that any two waveforms will match perfectly during an edit, eliminating the chance of a 'pop' or 'click'.

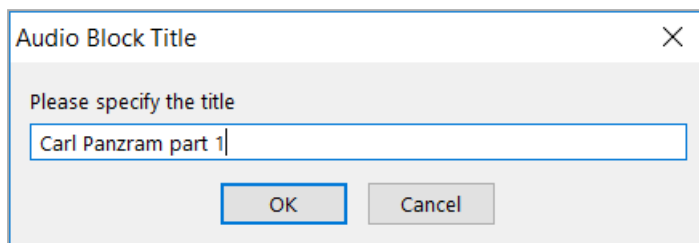
It does mean that edits are restricted to places where the waveform crosses zero and on especially fine edits this may be inconvenient. But as the average waveform crosses zero several thousand times each second, for most purposes the restriction will never be noticed.



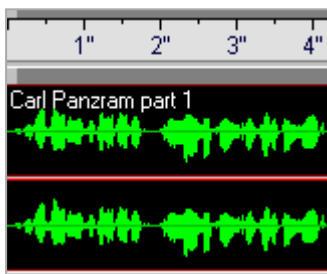
# Other Audio Block Controls

## Rename An Audio Block

1. Click on the block you want to rename to ensure it is in focus
2. Press the **T** key on the keyboard. A new box will pop up, prompting for the new title



3. Type in the new title and press **OK**. You will notice the audio block displays the new title at the top-right of the block. You will also see the title pop-up when you hover over the block with the mouse pointer.



## Grouping Audio Blocks

Burli's Audio Editor allows you to link a series of audio blocks together so that they stay in exactly the same position relative to each other.

## Leading And Tailing Markers

Each audio block has two markers – small boxes at the beginning and end of the grey bar that runs along the top of all audio blocks. The ones at the front are called Leading Markers; the ones at the end are Tailing Markers.

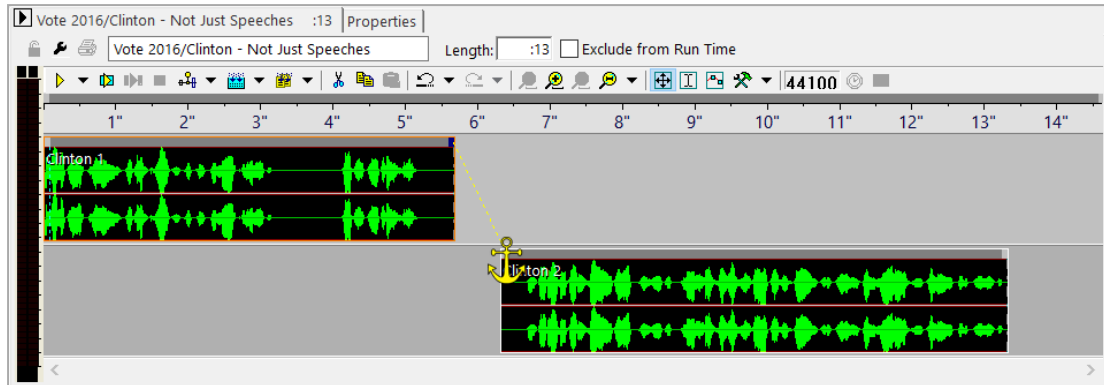
## Linking Audio Blocks

Audio blocks are linked by their leading and tailing markers. When two blocks are linked together, the leading and markers that form the link turn the same colour.

To link two audio blocks:

1. identify a main audio block you wish to link to a second one
2. Click and hold on the Tailing Marker box of the main audio block
3. Drag the cursor toward the second block. You will notice the cursor changes to a grey anchor (indicates link mode) and a dotted line appears as you move the anchor towards the main block
4. When the anchor connects with the Leading Marker box of the second block, the colour of the anchor will turn **yellow**
5. The yellow anchor indicates a link can be made between the two blocks
6. Release the mouse button to form the link

### Linking blocks together



There is no limit to the number of links you can make in a chain. Links can also be made to between leading and trailing markers and white position markers, either in an Audio Project or a specific block.

**Note:** Some links are not allowed. Some make no logical sense while others can cause knots or locks in the Audio Project. Burli prevents you from making these links by refusing to link two elements if the link will cause problems. There is no error message – the link will simply not form.

## Unlinking Audio Blocks

1. Click and hold on the Leading Marker, of an audio block that you wish to unlink
2. Drag the grey anchor toward the Trailing Marker of the linked audio block. You will notice the cursor changes to a blue anchor to indicate Unlink Mode
3. Release the mouse to break the link



# Mixing Down



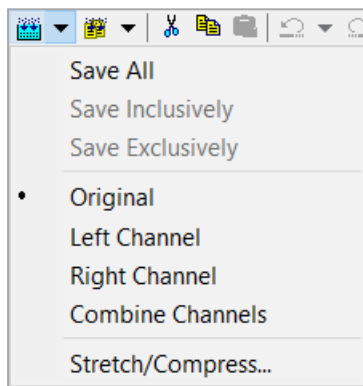
This feature allows you to mix a complex Audio Project into a new single track Audio Project (within a new Story). This will render all tracks, waveform edits, fades and volume automation into a new single track Audio Project.

To mix down an Audio Project, click the **Mix Down** button in the Audio Toolbar. After a brief pause, the completed Audio Project will appear in the same folder as the original project.

The name of the mix down project will be the same name as the original Audio Project with the prefix “Mix-down of”. For example, if your project is named “My Project”, a mixed down version will be “Mix-down of My Project”.

## Mix Down Menu Options

*Mix Down menu options*



**Save All** (default) will mix down all tracks, waveform edits, fades and volume automation into the new single track Audio Project. This option has the same effect as clicking the **Mix Down** button.

**Save Inclusively** (include selected areas) will mix down only selected areas across multiple tracks. All waveform edits, fades and volume automation, of the selected areas, will be rendered into the new single track Audio Project. This option is available only when you have made one or more selections across multiple tracks; otherwise this menu option will appear greyed out.

**Note:** Before you using *Save Inclusively*, you can use the ‘Auto Play’ option so you can hear what the mix down will sound like before committing. See [Play Auto Button](#) for more info.

**Save Exclusively** (exclude selected areas) will mix down all audio outside of the selected areas across multiple tracks. All waveform edits, fades and volume automation, outside of the selected areas, will be rendered into the new single track Audio Project. This option is available only when you have made one or more selections across multiple tracks; otherwise this menu option will appear greyed out.

**Note:** Before you use this option, you can use the ‘Play Around Selection’ feature so you can hear what the mix down will sound like before committing. See [Play Around Selection](#) for more info.

**Original** (default) will mix down both left and right channels.

**Left Channel** will optionally mix down the left audio channel only.

**Right Channel** will optionally mix down the right audio channel only.

**Combine Channels** will merge audio from the Left and Right tracks together. The end result will be mono sound however it may still appear to be stereo (2 waveforms) depending on the default audio format of your system.

**Stretch/Compress** will allow you to shorten or extend the length of the mix down version of your audio to an exact value. There may be limitations set to prevent audible degrading. Please contact your System Administrator for more information.

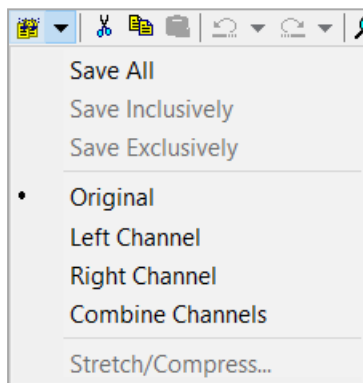
## Export (Save As)



This is very similar to the Audio Mix Down feature, but Saving As allows you to save the mixed down audio to somewhere outside of the Burli System.

You may have some audio that you need to export to an external location. You can save your mixed down audio to a portable flash drive, your local computer or other locations in the network. You can choose from many different formats such as WAV/MP2/MP3 with various sample rates and bit rates.

*Save As menu options*

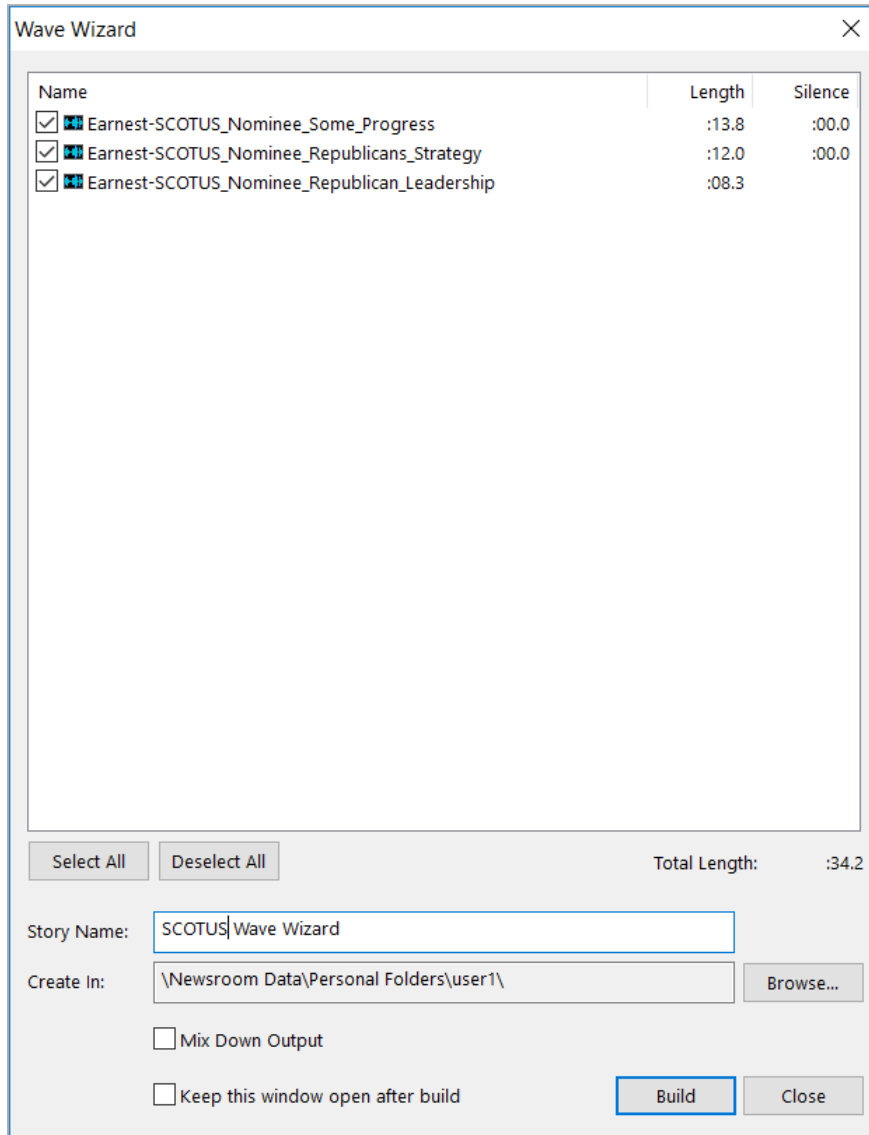




# Wave Wizard

The Wave Wizard is an Audio Project builder that allows to you easily combine multiple Audio Projects into a single Audio Project without all the meticulous dragging and dropping. This can be especially useful when combining multiple audio components or making different versions of the same piece.

*Wave Wizard window*



## Preparing Your Audio

There are several points to consider before creating a Wave Wizard Project.

- All audio that you want to combine must be contained in the same folder
- The Wave Wizard does not allow waveform editing
  - It is suggested to make your waveform edits before opening the Wave Wizard; however, you can also edit the final Audio Project after it has been built
- Audio will be combined in the order (top to bottom) of the Story list (as seen in the Folder) by default. If you cannot change the Story order in that folder, you will have that option in the Wave Wizard

## Combining Audio Projects

1. Select two or more Audio Stories you want to combine
2. Right-click and select Wave Wizard from the menu (or press **Ctrl+W**). You will see the selected Stories listed in the Wave Wizard window
3. Optionally change the Story Name of the final project.
4. Optionally change the target Folder for the final project (default is the current folder path).
5. Optionally change the order of the listed Stories. This can be done by dragging and dropping one or more Stories up or down the list
6. Optionally add Silence (ms). Keep in mind that audio projects are built end-to-end and may not have a comfortable transition. This feature allows you to add a 'breath' of silence between cuts.
7. Optionally exclude Stories from the list by deselecting the Include option for one or more stories.
8. Click the **Build** button to combine all Audio Projects into a new Audio Project.

**Note:** Only Audio stories appear in the Wave Wizard.

The Wave Wizard windows will remain open allowing you to make different versions of the same piece.

Your new Audio Project can be found in the target Folder.

Wave Wizard Projects retain the original edits and track multi-track layout. You can optionally Mixdown the final project to convert it to the default format. See [Mixing Down](#) for more information.



# Image Editing



# Image Editing

Burli NE Desktop provides some basic image control such as Zooming, Rotating and Cropping. These functions are controlled using the Image Editor Toolbar located at the top of Image Components.

*The Image Editor Toolbar*



## Image Toolbar Buttons

Below is a description of the Image Toolbar Buttons

### Pointer



Select a portion of the image you want to crop. This uses the 'Free' Aspect Ratio preset by default

### Move



Allows you to move your position within an image when zoomed into an image.

### Zoom In



This emulates enlarging of an image to any depth allowing you to see it in greater detail.

### Zoom Out



This allows you back out of an image when zoomed in.

### Zoom To Full Size



Allows you to see the image in full detail. This may potential increase the view well beyond the current parameters of the current window frame.

### Zoom To Fit On Screen



This is the default Zoom view for images. Zooms the image to use all available space within the current window frame. Useful when zoomed too far (in or out) and you need to revert back to the default

images display.

## Rotate



Rotate the image Clockwise or Counter clockwise.

## Selector/Aspect Ratio



This tool allows you to make images selections using predefined ratios (width/height).

The default setting is 'Free' which means there no aspect ratio is applied when making a selection.

## Crop Into New Component



Use this to create a new component which includes only an image selection.

## Crop Original



Use this to overwrite the current component with the image selection.

**Note:** This option is **destructive**. It is suggested you **create a copy of the original image** before using this option.



# Optical Character Recognition

This tool is designed to extract text from images and create a Burli Story including the text.

For example, you may have received a fax and you would like to use the text in one of your stories. Use this feature rather than manually typing out the text in the Burli Text Editor.

## Using OCR



Keep in mind this feature works best when the text is legible, consistent and does not have overlapping or background images.

1. Using the 'Selector' tool, make a selection surrounding the text you want to convert (try to make the selection as accurately as possible to eliminate any possible artifacts that may interfere with the OCR calculation)
2. Press the **OCR** button
3. Select the options to '**Save as metadata**' or '**Create a new text component**'

**Note:** *Burli NE Desktop can be configured for automatic OCR during fax capture. Please contact your System Administrator for more information.*



# Searching



## Searching In Burli NE Desktop

Searching needs can range from relatively simple, to complex search criteria if necessary. This section describes how to take advantage of the various search options to help you find stories in the Content Tree.

A basic search may consist of a single text entry. This could potentially produce hundreds or thousands of results especially if you are searching the body of all stories in the system. To narrow the search results, you can modify the search criteria.

Advanced search criteria may consist of some particular conditions. For example, you want to find all stories that meet the following criteria:

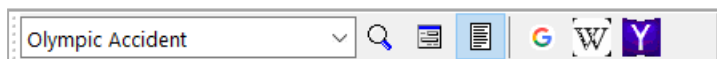
- Are titled "Olympic Accident"
- Only include In-House created items
- Were modified in the past 3 days
- Were modified by the News department
- And are flagged as 'Ready For Air'

This kind of search may help you find exactly the Story you are looking for. By removing the text entry ('Olympic Accident') from this search and running it again, the results will consist of ALL In-House created stories that were created in the past 3 days by the News department and are flagged as 'Ready For Air'.

## Search Toolbar

This Search Toolbar provides quick and easy access to one of the most powerful features in Burli. You can search for Stories in the Burli system and optionally search External Search Engines from within Burli.

*The Search Toolbar*



The Search Toolbar can be hidden using the View > Toolbars > Search menu option. It can also be moved around the display using the handle on its left hand side.

## QuickSearch



This tool allows you to quickly search for stories in the system. By default Quick Search will search the title and body, of all stories in the system, with no advanced settings.

To perform a basic Quick Search:

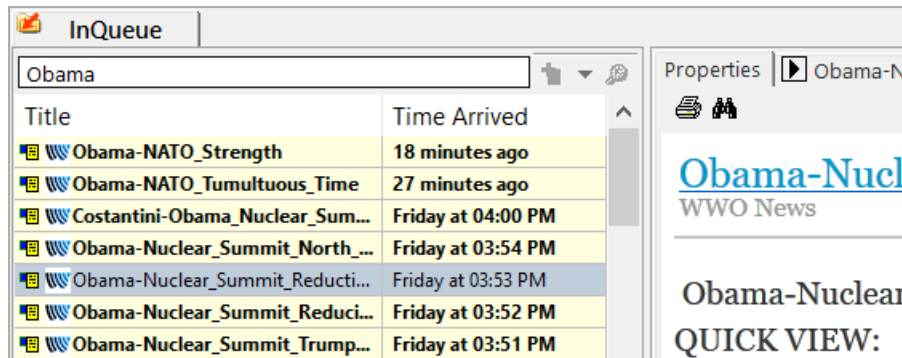
1. Enter the desired keyword(s) into the <Search Text> field
2. Press the **Enter** key on the keyboard OR click the **Start Searching** button in the Search Toolbar to run the search

You will see the search results appear in the Navigation Tab titled with the search text you entered. The Search icon will also appear in this tab. The Text used for the search will also be highlighted in the Story Body of all Stories displayed in the Search Results List.

You can immediately narrow these results further by applying a text Filter on the Search results tab. See [Story Filter \(Filter By Title\)](#) for more information.

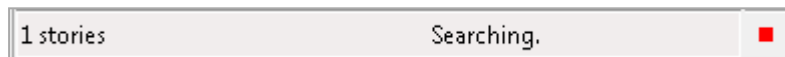


*Text Filter applied to a Search Tab*



Search results should appear instantly. However, some searches may take some time before all of the results are displayed. In this case, the search status is located at the bottom of the Story List area as seen below. You can stop the search anytime and view the current results.

*Search finds 1 Story while continuing to search for more*

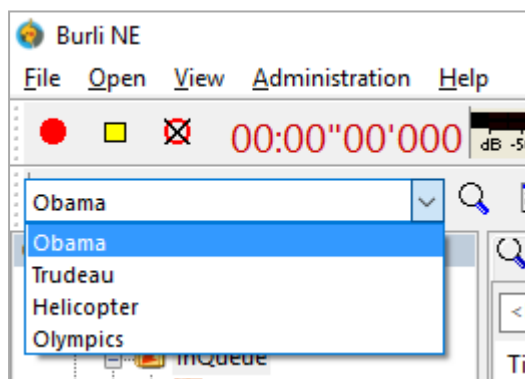


You can use the Advanced Search Rules for full control of the search results (see below).

## Search History

Once you have performed a few searches, you can view the previous search text entries by pulling down the history menu (down arrow at the right side of the Quick Search Field).

*History of previous searches*



## Search Body Text

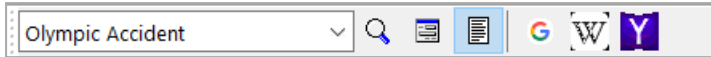


This option is enabled by default. This button allows you to easily switch between - searching only the Story Title - and - searching the entire Body of all stories.

## External Search Engines

You can search external Search Engines such as Google, Wikipedia, and Yahoo without leaving Burli, and have the results displayed in a Burli Tab. To use this function, click on one or more of the external search buttons. An enabled Search Engine will be highlighted blue.

Available external Search engines: Google, Wikipedia, and Yahoo



See also [Using Boolean Search Logic](#) below for tips on how to simultaneously combine an internal Burli Search with an external Google search.

## Advanced Search



By default, the Search Toolbar will produce a list of results with no advanced conditions. To help you refine these results, the search properties can be modified to include custom search criteria. This flexibility can be very useful for entry level users and up to the most advanced users.

The Advanced Search Rules can be accessed by through the *Open > Advanced Search* menu option or by clicking the *Advanced Search* button to the right of the Search Toolbar.

## Opening The Advanced Search Window

There are three ways to open the Advanced Search:

1. Click on the *Advanced Search* button on the Search Toolbar.
2. Navigate to the *Open > Advanced Search...* menu option.
3. Press *Ctrl+Shift+F*.

*The Advanced Search dialogue window*

The Advanced Search allows you to search through thousands of Stories and associated Fields while applying many other conditions.

Some of these fields include: Text (title, body, and media titles), Source, Category, Creator, Modifier, Time Created, Time Modified, State, Reader, Priority plus many more Custom Fields. Some of these fields are system based however each newsroom can also create Custom Fields.

Enable any Field and change the Value to build your Advanced Search Criteria. Click on the **Search** button to see the results.

## Using Boolean Search Logic

Another method for refining search results is to use Boolean Operators which can define the relationships between words or groups of words. Some examples of Boolean Operators include AND/OR/NOT/EXACT.

Search Type	Operator	Example	Result
AND	+ or Space	Cat + Dog	Stories that contain the words 'Cat' AND 'Dog'
OR		Cat   Dog	Stories that contain the words 'Cat' OR 'Dog'. Will likely produce more results than AND.
NOT	-	Cat - Dog	Stories that contain 'Cat' but NOT 'Dog'.
EXACT	" "	"Cat fights Dog"	Stories that contain the EXACT phrase "Cat fights Dog". Likely to produce precise but few results.

**Note:** When using Boolean Operators you must include a space before the operator.

Keep in mind that the Burli Boolean Operators may not work when using the External Search Engines. This is because each external site may have proprietary Boolean Operators which are different than the Burli Operators.

**Note:** If you omit the space AFTER the operator, the search will also work with Google's external search engine.

## Save Searches In The Content Tree

Once you have explored and set up some search criteria, using the Advanced Search Rules, you may want to save some the search criteria as a single object in the Content Tree. This can benefit many users as it allows quick and easy access to potentially complex search criteria without having to recreate them each time they are required.

### Saving Searches In The Content Tree (Save As..)

1. Test your search criteria by clicking the **Search** button to ensure you have the desired results
2. Click the **Save As..** button
3. Enter a name for your Saved Search
4. Click the **Browse** button and choose a location where the saved search will appear

The default location is in the 'Newsroom Data' placeholder. You can choose your personal folder if you don't want to share this Saved Search with other users.

5. Choose the Search Type (Search, Saved Search, Dynamic save Search)
6. Click the **OK** button to save the search

The Save Search dialogue

Clicking on the saved search in the Content Tree should produce the results in a search tab titled with the name of your Saved Search.

**Note:** Although you can search the Archive, you cannot save a Search that includes the Archive. Saved Searches are only available for active Newsroom Data.

## Editing Saved Search Criteria

Once you have saved a Search in the Content Tree, you can easily make any necessary changes to it and re-save it.

1. Right-click on the Saved a Search in the Content Tree
2. Select **Properties...** from the menu.
3. Navigate to the Search Rule tab in the Properties window
4. Make the necessary adjustments and click **OK** or **Apply** to apply the new changes

## Saved Search Types

You can choose from various Saved Search Types depending on how you want the Search results to appear.

**Standard** search will produce a result of Stories that matched the criteria set in the search properties. Each time you click on the search a new list will be created (refreshed) with up to date results.

**Dynamic** search will also produce a result of Stories that matched the criteria set in the search properties. Each time you click on the search a new result list will be created. The unique quality of this search is that the search results will refresh dynamically as Stories actively match the search criteria. In other words, once the results tab is open, you do not need to click the saved search again to refresh the list.

**Saved** search displays Stories that matched the criteria at the time the search was created (saved). This is a 'snapshot' collection of stories. In other words, if new stories match the search criteria set in the search properties, since the saved search was created, they will never appear in the search results. The only changes you will notice is that stories do not appear in the results if the original Story is deleted.

## Save As Default

This allows you to set the base search settings with your preferred settings. This will affect the result of all searching even after restarting the Burl application. It is suggested that you do not save complex search criteria as the default and that you deviate only slightly from the original system settings. Some values may not be saved as default. For example, the text string will not be saved.

For example, someone who works in the sports department may want to filter out all news and weather stories and/or users that work in these departments. By saving these conditions as default, the sports user will not be presented with irrelevant material every time they perform a search.

## Saving Search Criteria As Default

1. Test your search criteria by clicking the **Search** button to ensure you have the desired results
2. Click the **Set As Default** button

**Note:** Saving the settings as Default will be saved as your personal settings and will not affect other Burli users.

## Load Default Search Settings

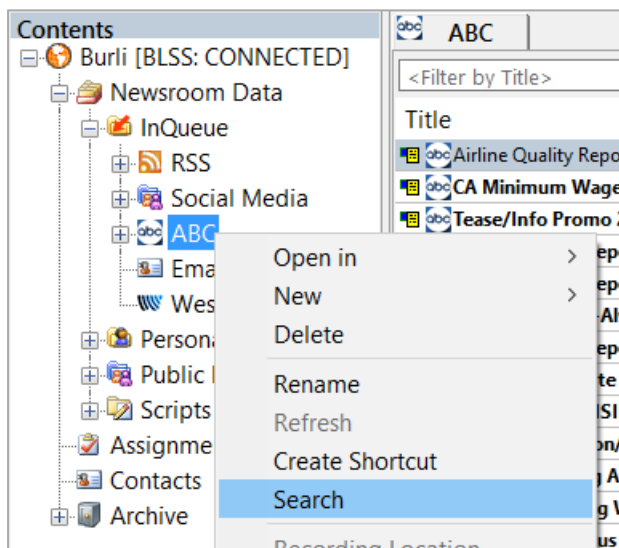
This setting allows you to revert back to the Default settings. This is useful when you have made a number of changes to the search settings and you want to start over from the beginning.

Click the **Load default...** button to load your personal default search settings.

## Search Within Content Tree Objects

You can quickly and easily search for stories contained in virtually any object in the Content Tree.

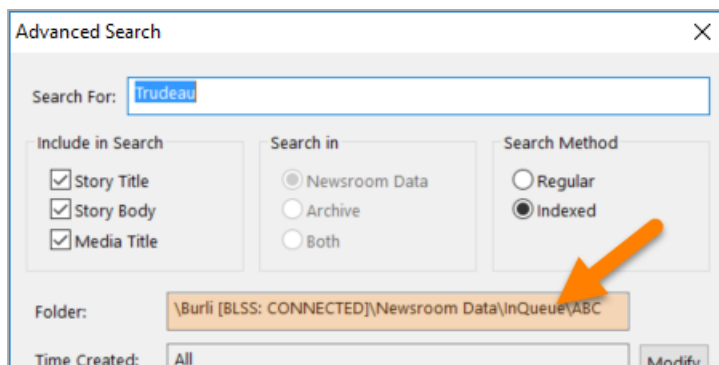
*Searching in the Content Tree*



## Searching A Content Tree Object For Stories

1. Right-click on the Content Tree Object
2. Select **Search** from the menu

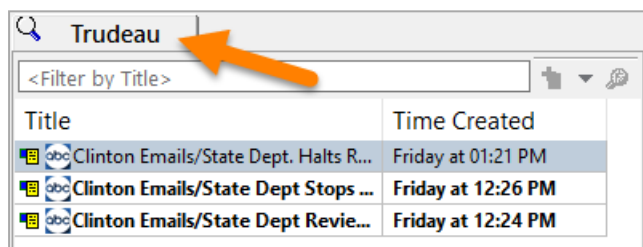
This will open the Advanced Search window and enter the object path into the Search Folder field automatically.



3. Enter the text you are searching for
4. Click the **Search** button to view the results

The search result will appear in a search Tab titled with “[your search text]”. The stories in the list can be treated like most Stories, but they cannot be edited.

*Search results*



The Search Results will always display as the Primary Browser Tab (as pictured above).

**Note:** Navigating away from the search results tab will close the tab (making a new Primary Browser Tab). If you want to retain your search results, duplicate the Search Results tab first, then navigate away.

## External Web Search Engines

Quick Search is not limited to searching the Burlf System for information. By enabling one or more external web search engines, you can search your favourite search engines on the internet.

Currently, the available search engines are Google, Wikipedia, and Yahoo.

## Filter The Search Results List

This is another useful method for finding stories in a list. See [Story Filter \(Filter By Title\)](#) for more information.

## Archive Search

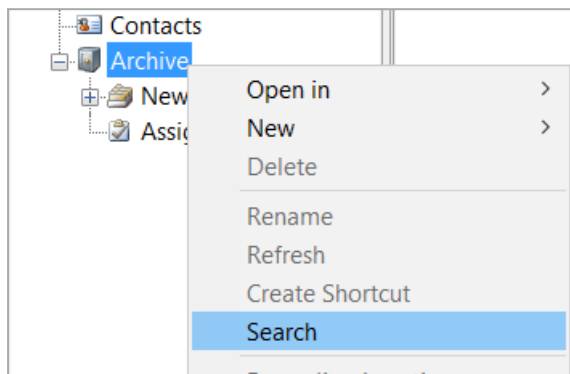
The Archive is located at the bottom of the Content Tree. This is where you can browse through all the Archived Stories.

Browsing the Archive Tree can be very useful. However, when there are thousands of Archived Stories, you will find that Searching the Archive may be more efficient.

## Searching The Archive

1. Right-click on the Archive node in the Content Tree
2. Select **Search** from the menu, this will open the Advanced Search Window and focus on the Archive data
3. Perform your search using the available criteria

*Searching the Archive*

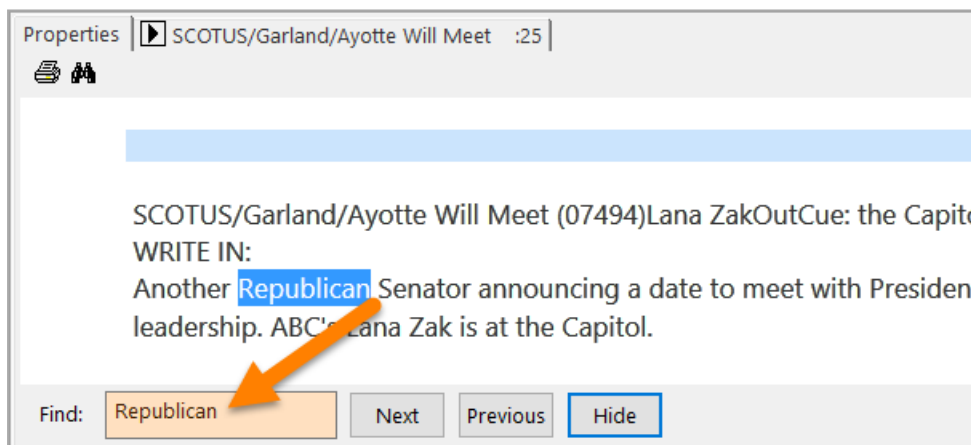


See [Advanced Search](#) for more information.

## Page Search

Page Searching can be useful for finding text within the body of a single Story currently in focus. This search can only be performed on text based Stories such as Newswires and In-house stories, Web Pages and more.

*Searching within a page*



## Performing A Page Search

1. Focus within the Content Area of a Text Story
2. Press **Ctrl-F**. This will open the page search tool at the bottom of the current Story in focus
3. Enter the search text you want to find within the page

As you type, you should notice that the first instance of the typed text will appear highlighted in the body.



Find:

If the text you are searching is not included in the body, the background colour of the search field will be red.

4. Click the **Next** button to continue searching on the same page
5. Click the **Previous** button to find the previous instance of the search text

To close the page search bar, click the **Hide** button.



This is an empty page! (I *meant* to do that!)



# Script Rundowns

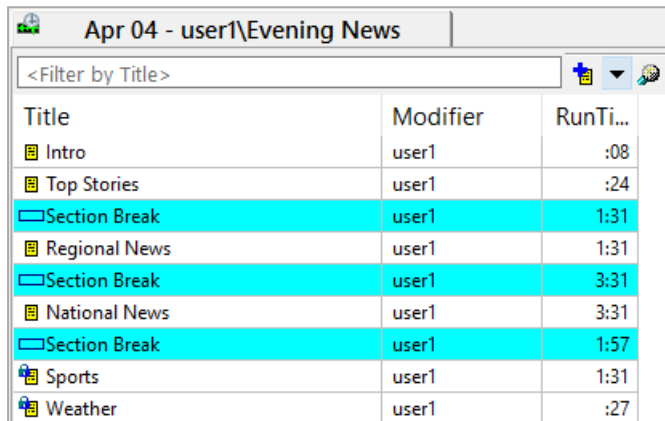


# Overview Of Rundowns

Script Rundowns are Content Tree Objects which are specifically designed for On Air presentation of a collection of Stories. Script Rundowns provide some special features but also enforce some intentional limitations to ensure a smooth broadcast presentation.

Script Rundowns (or just Rundowns) can be generated to include a group of stories known as 'Templates'. This ensures you have a predefined Story structure and format for your presentation. Once a Rundown Template has been generated, the contained Stories can be edited very similar to any other Story in the system.

*A sample Rundown*



Title	Modifier	RunTi...
Intro	user1	:08
Top Stories	user1	:24
Section Break	user1	1:31
Regional News	user1	1:31
Section Break	user1	3:31
National News	user1	3:31
Section Break	user1	1:57
Sports	user1	1:31
Weather	user1	:27

Once the stories have been edited and the rundown is ready for broadcast, the Scripts content area can be viewed in Prompter Mode which provides seamless scrolling across all stories, large descriptive audio buttons and text formatting options. This greatly helps the reader to operate in comfort during presentation.

See [Prompter Mode](#) for more information.

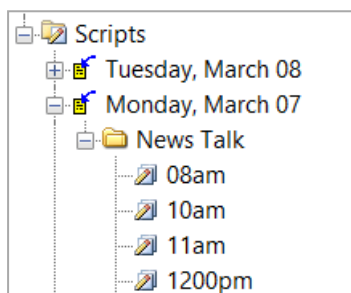
# Managing Rundowns

Script Rundowns are objects that can be managed like any other Content Tree Object. See [Managing Objects In The Content Tree](#) for more information.

**Note:** *Rundowns may be set up to auto delete or auto archive. Please contact your System Administrator for more information.*

A new Rundown Organizer is created automatically for each day (Day, Month, and Date) within the Scripts placeholder located in the Content Tree. This is the suggested location where Rundowns are created for each day.

*The Rundown Organizer*



**Note:** *You can create new (blank) Script Rundowns, but it is highly suggested that you generate them from existing templates which include the predefined format and content for your newsroom.*

## Opening Rundowns

This section assumes that Script Rundowns have already been generated. See [Creating Rundowns](#) for more information.

To view a Script Rundown:

1. Locate and expand the Scripts object in the Content Tree
2. Locate and expand the date you want to view
3. Locate and focus on the Rundown you want to view

To quickly locate and expand the current day ('today') in the Scripts object, click the 'Today's Rundown' Shortcut in the Shortcuts menu area. See [Navigation Shortcuts](#) for more information.


## Opening Current Rundowns

There is a quick method for opening Rundowns that have current Scheduled Times. This is especially useful for quickly opening Rundowns in a studio without having to drag/drop with the mouse.

1. Navigate to the *Open > Rundowns....* menu option
 

This will open the 'Open Rundowns' window which dynamically displays a list of current and upcoming Rundowns. The default range when opening this window is 1 hour previous and 8 hours past your current time.
2. Select the Rundowns you want to open. Based on the 'current' time, the 'next' Rundown will be automatically selected for you
 

You can also change the Time range of the Rundowns displayed in this window.



From: 12:49 PM Sep 9, 2013 To: 07:49 PM Sep 9, 2013

3. Click the **OK** button. The Open Rundowns window will close and the selected Rundowns will open as Tabs on the Bottom Pane

## Status Bar Colour Warning

If the Status Bar (at the bottom of the Rundown Story List) has a coloured background you may not be viewing Today's Rundown.



By default, the colour of this bar should be white when viewing the current day's Rundown. Your System Administrator may choose different colours.

# Creating Rundowns

## Generating Script Rundowns From Templates

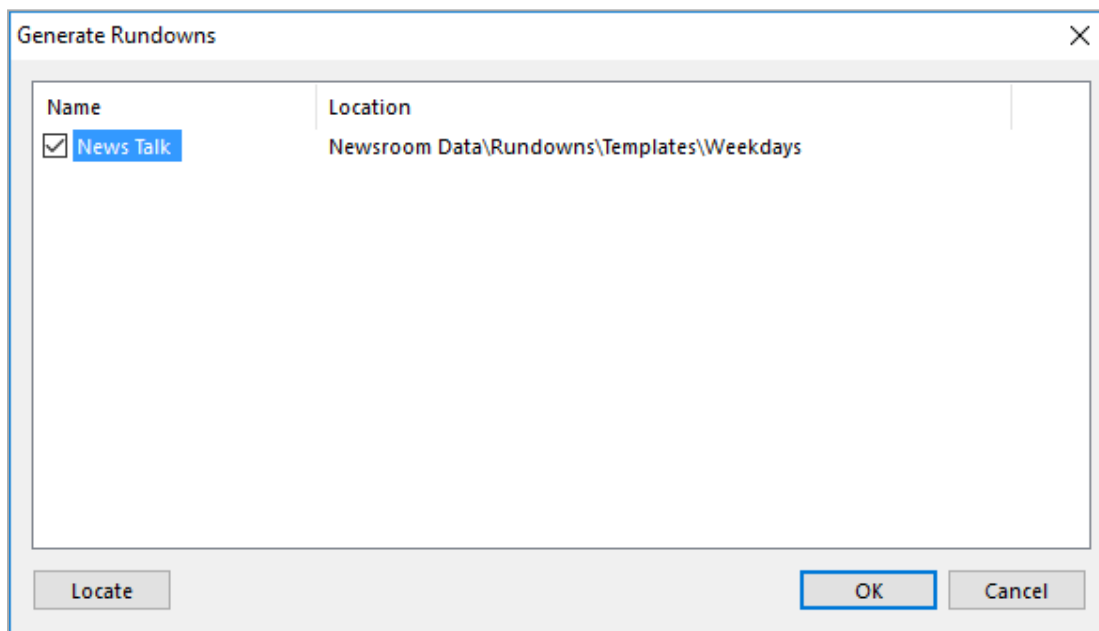
This section assumes that Templates have been created and appear in the Templates list when generating Script Rundowns. This is usually prepared by the System Administrator or Director. See [Templates](#) for more information.

**Note:** The following steps may be created automatically depending on your system configuration. Please contact your System Administrator for more information.

1. Navigate to the Scripts folder in the Content Tree
2. Right-click on the Script Rundown Organizer (example, 'Friday, March 04') where you want to generate the Template stories
3. Choose **Generate Rundowns..** from the menu. You will see a new dialogue appear with a selection of Templates
4. Select the Templates you want to generate and click **OK**

You should now see the selected Scripts Templates appear in the target location. All contained stories are now ready for editing from all workstations.

*The Generate Rundowns dialogue*



**Note:** Script Rundowns cannot be regenerated into the same Rundown Organizer. This is to prevent Rundowns from being accidentally overwritten.

## Creating A New (Blank) Script Rundown

This section assumes you do not have any Templates or you want to create a new Script Rundown without any predefined content.

1. Navigate to the Scripts folder in the Content Tree
2. Right-click on the Script Rundown Organizer where you want to generate the template stories. For example, today's Rundown organizer
3. Choose **New > Rundown..** from the menu  
You will see a new dialogue appear which displays the general properties for the new Rundown. You must provide a new name for the Rundown and enter values for the remaining optional fields
4. Click the **Finish** button to create the new Rundown OR click the Next > button to choose a different icon OR modify the Security settings. See [Choosing An Icon](#) and [Security Settings](#)
5. You should now see the selected Scripts Rundown appear in the target location. You can now add Stories to this folder

## Templates

**Note:** This section is for System Administrators - Users may not have access.

Templates contain Stories intended for Script Rundowns. The list of all Templates will appear when generating Script Rundowns.

Using Templates is useful as it ensures constancy of the content and format for each department in the newsroom.

Templates can be: Folders, Rundowns and Placeholders. See [Object Types Defined](#) for more information.

Templates should be managed by advanced Burli users who are familiar with the newsroom workflow. Please contact your System Administrator for more information.

**Note:** It is suggested that all Templates are stored together the same location within the Content Tree.

## Including A Folder, Rundown Or Placeholder In The Templates List

It is suggested that you include only Script Rundowns as a Templates list.

1. Right-click on the object (Folder, Rundown or Placeholder) you want to include in Template list
2. Choose **Properties...** from the menu. A new dialogue box will appear displaying the Folder properties
3. Enable the **Include in Templates List** option
4. Click **OK** to save the change
5. You should now see your change now appear in list of Templates when using the **Generate Rundowns...** menu option

It is especially important to configure the Properties for each Rundown Template. This will ensure that the correct settings for Proposed Length, Scheduled Date/Time and Default Reader applied to all generated Rundowns.

## Rundown Properties

This section describes each setting in the properties for Script Rundowns.



## Viewing The Rundown Properties

1. Right-click on the Script Rundown in the Content Tree
2. Select *Properties*

Here's a description of some of the options:

**Name** is the name that will appear in the Content Tree.

**Proposed Length** is the target Run Time.

**Scheduled Date** is the scheduled (broadcast) date for this object. Use the default value if you are not sure what to enter. This may already be automatically set up and you do not have to change it.

**Scheduled Time** is the scheduled (broadcast) time for this object. Use the default value if you are not sure what to enter. This may already be automatically set up and you do not have to change it.

**Default Reader** is the most likely user to perform the broadcast. This is useful as various users will have a personal WPM (Words per Minute) setting which will affect the overall timing for the broadcast. By selecting the intended user, the timing will be predictable for that user. The Reader can always be changed in the Rundown properties or by right-clicking on the Rundown tab and choosing the user from the Reader menu.

**Media Server** is the server where the media will be stored. It is suggested you do not change this setting unless instructed otherwise. Please contact your System Administrator for more information.

**Include in Templates** list allows you to add this to the list of Templates which can be generated. See [Templates](#) for more information.



# Managing Rundown Stories

Working with Stories, in a Script Rundown, is similar to working with them anywhere else in the system that allows for reading, writing and deleting.

See [Managing Story Components](#) for more information.

There are a few important differences when working with Stories in a Rundown:

- Section Breaks and Time Markers can be created. These Story types are specifically designed for Script Rundowns. See [Section Breaks](#) and [Time Markers](#) for more information
- All Stories contained in a Rundown will contain at least one Text component by design. This is a requirement of the Prompter to ensure that all stories are displayed seamlessly
  - When dragging a Story – which does not contain a text component – into a Rundown, a Text Component will be created automatically
  - When dragging a Story – which contains multiple text components – into a Rundown, only the left most text component will be kept. Other Text Components will be stripped (by design)

## Adding Stories To A Rundown

Creating stories in a Rundown is no different than other folders in the system. See [Managing Story Components](#) for more information.

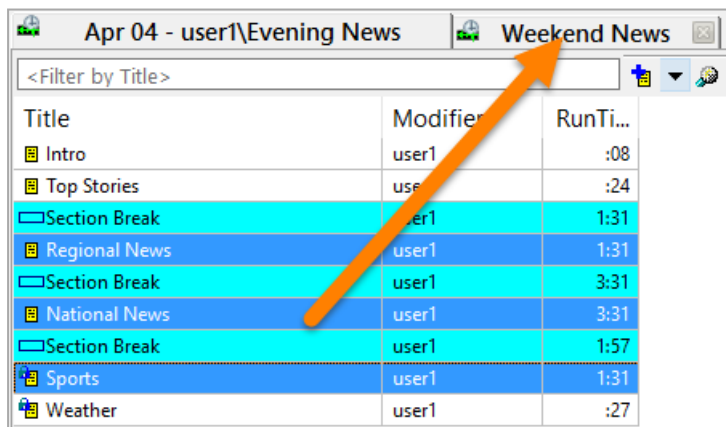
Section Breaks and Time Markers are two Story types specifically designed for Script Rundowns and can only be created in a Script Rundown. See [Section Breaks](#) and [Time Markers](#) for more information.

## Copying Stories To Another Rundown

You can copy one or more stories simultaneously by dragging and dropping them from one Rundown to another.

First, you must ensure that you have both Rundowns open as tabs so you can drag the stories from one tab to another. You may find it easier to open one tab on the Top Pane, and the other tab on the Bottom Pane.

*Copying Stories from one Rundown to another*



Title	Modifier	RunTi...
Intro	user1	:08
Top Stories	user1	:24
Section Break	user1	1:31
Regional News	user1	1:31
Section Break	user1	3:31
National News	user1	3:31
Section Break	user1	1:57
Sports	user1	1:31
Weather	user1	:27

Optionally, you can copy stories from the Top Pane to the Bottom Pane. You must first make sure you have your target Rundown open in the other half of the screen.

*Copying Stories between Panes*

The screenshot shows two panes of a news script rundown. The top pane, titled "Apr 04 - user1\Evening News", contains a table with columns "Title", "Modifier", and "RunTi...". The bottom pane, titled "user1 Weeken News", contains a table with columns "Title" and "RunTi...". An orange arrow points from the "Section Break" row in the top pane to the "Nuclear Summit/WMD's & Terror Groups" row in the bottom pane.

Title	Modifier	RunTi...
Intro	user1	:08
Top Stories	user1	:24
Section Break	user1	1:31
Regional News	user1	1:31
Section Break	user1	3:31
National News	user1	3:31
Section Break	user1	1:57
Sports	user1	1:31
9 stories Total 7:31 Proposed 10:00 -2:28		

Title	RunTi...
2 Nuclear Summit/WMD's & Terror Groups	:10
3 Vote 2016/Clinton - Big Weekend For O...	:31
4 Vote 2016/Cruz/Muslim Surveillance	:52
5 Vote 2016/Ad Against Trump's Wife Ina...	1:09
6 Zeleny-2016_Democrats_Wisconsin	1:10
7 Ward-Brussels_Attacks_Take_Any_Chan...	1:20
8 Obama - Nuclear_Summit_Challenges	6:08
9 Scaia-MLB_Ballpark_Food_Eat_the_Who...	1:31
10 Earnest-SCOTUS_Nominee_Some_Progr...	1:07
11 Earnest-SCOTUS_Nominee_Republicans	1:07
14 stories	

## Changing The Story Order

One or more stories can be reordered by dragging dropping them up or down the list. The Story order for each Script Rundown will be the same for all users on all workstations.

Reordering Stories in the Rundown

Apr 04 - user1\Evening News		
<Filter by Title>		
Title	Modifier	RunTi...
Intro	user1	:08
Top Stories	user1	:24
Section Break	user1	1:31
Regional News	user1	1:31
Section Break	user1	3:31
National News	user1	3:31
Section Break	user1	14:23
Sports	user1	1:31
Weather	user1	:27
Vote 2016/Ad Against Trump's Wife I...	user1	1:09
Zeleny-2016_Democrats_Wisconsin	user1	1:10
Ward-Brussels_Attacks_Take_Any_Ch...	user1	1:20
Obama - Nuclear_Summit_Challenges	user1	6:08
Scaia-MLB_Ballpark_Food_Eat_the_W...	user1	1:31
Earnest-SCOTUS_Nominee_Some_Pr...	user1	1:07

**Note:** Rundowns do not support Column Sorting. This is by design, to ensure that all users see the same Story Order at all times.



## Broadcast Timing

An important part of building a Script Rundown is the timing. There are some useful functions that can help you accurately meet the proposed broadcast Run Time.

The Text calculation is based on the WPM (Words Per Minute) setting for each 'Reader'. The Reader is a BurlI user that is intended for broadcasting or reading the Script Rundown. One or more Readers can be assigned to a Script Rundown or Template. The default WPM setting for all users is 175. This can be changed by your System Administrator.

Media files also affect the Broadcast Timing. For example, when adding audio or video clips to your Rundown, the Run Time Calculation is affected based on the 'Length' value for each component.

Text and media length values can be excluded at any time so they do not affect the overall Run Time. See [Excluding Text From The Run Time](#) and [Exclude The Component Length From The Run Time](#) for more information.

## Script Rundown Information Bar

The Story Count and overall timing information can be viewed at the bottom frame of each Script Rundown. This is known as the Script Rundown Information Bar.

*The Rundown Information Bar (highlighted in orange)*

Title	Modifier	RunTi...
Intro	user1	:08
Top Stories	user1	:24
Section Break	user1	1:31
Regional News	user1	1:31
Section Break	user1	3:31
National News	user1	3:31
Section Break	user1	14:23
Sports	user1	1:31
Weather	user1	:27
Vote 2016/Ad Against Trump's Wife I...	user1	1:09
Zeleny-2016_Democrats_Wisconsin	user1	1:10
Ward-Brussels_Attacks_Take_Any_Ch...	user1	1:20
Obama - Nuclear_Summit_Challenges	user1	6:08
Scaia-MLB_Ballpark_Food_Eat_the_W...	user1	1:31
Earnest-SCOTUS_Nominee_Some_Pr...	user1	1:07
15 stories      Total 19:56      Proposed 10:00      +9:56		

## Story Count

This is the left-most field which displays the number of Script Stories in the current rundown.

## Total

This is a sum of all the text located in the body of all Stories and the total run time of all audio content in the current rundown. The text time calculation is based on the WPM (Words per Minute) setting which may be

different for each Reader in the system. The default WPM setting for each user is 175 WPM. To change this setting, please contact your System Administrator.

## Proposed

This is your target play time (mm:ss) for the Rundown Broadcast. The goal is to make match your Total Time to the Proposed Time exactly. Example: Total 20:00 and Proposed 20:00.

## Over/Under Time

This is the right-most field in the Script Rundown Information Bar. This field displays the amount of time (-/+mm:ss) that is required to meet the Proposed Time. The calculation is [Total Time – Proposed Time = over/under time offset].

You will notice this value decreases as you add text or add Stories into any of the contained stories. If you enter too much text, and go over the proposed length, you will notice a +plus sign which means you are now over time. You will have to remove some text or media from any one of the contained Stories. Once you match your Total Time to the Proposed Time exactly, the Over/Under time should be 0:00.

**Note:** You can manually exclude text from the timing by using the Excluding Text From the Run Time option.

## Section Breaks

Section Breaks are Stories which can be used to create visual divisions or ‘breaks’ in the midst of a large number of Stories in a Rundown. They are also designed for summing the Run Time calculation for multiple Story items in each section. This will help with the Run Time Management for each Rundown.

*Example where a Section Break sums the Run Time of two stories below it*

☐ Section Break	user1	2:38
📺 Scaia-MLB_Ballpark_Food_Eat_the_W...	user1	1:31
📺 Earnest-SCOTUS_Nominee_Some_Pr...	user1	1:07

Each Section Break sums the Run Time of all stories **below and up to** (but not including) the next Section Break. In the example above, there are two stories with a Run Time of 1:31 and 1:07, which add up to 2:38 as displayed in the Section Break.

**Note:** Adding text or media objects to a Section Break will appear no different than a regular Story; however, the Run Time Timing will not be affected. In other words, if you add any content to a Section Break, it will not be included in the Run Time Calculation. For this reason, it is suggested that you **don't use Section Breaks for storing broadcast content**.

## Time Markers

Time Markers can be used to ‘pad’ (add time) the Run Time calculation in a Rundown. This becomes useful when you need to allocate a block of time for an event that will be played from another system.

## Fixed Length

You can fixed length Time Markers, for example a 30 second Time Marker for a Station ID or Commercial Break that is played out by your automation system.

*Adding a Time Marker to denote a commercial break*

Ward-Brussels_Attacks_Take_Any_Ch...	user1	1:20
Obama - Nuclear_Summit_Challenges	user1	6:08
Commercial Break	user1	:30
Section Break	user1	2:38
Scaia-MLB_Ballpark_Food_Eat_the_W...	user1	1:31
Earnest-SCOTUS_Nominee_Some_Pr...	user1	1:07

The time value for a Time Marker will affect the 'Script Rundown Information Bar' but not the regular Story timing calculation within a Section Break.

Changing the Time Marker value is done by Overriding the Length of the contained Story Component.

*Overriding the Time Marker time value*



See Override the Story Component Length (below) for more information.

## Non-Fixed Length

You can also set Burli to populate the duration of a Time Marker based on content in an external file. This file's name and location can be specified by you, and refreshed automatically (or manually) to confirm its length hasn't changed.

Please contact your System Administrator for more info.

## Timing Fields

**Run Time**, **Start Time**, and **End Time** are three fields that may become most useful when managing the scheduled times for a Rundown.

**Run Time** displays the summed runtime of all Story Components contained within a Story. Each Story component may contain text or other media types which will contribute to the overall Run Time Calculation. The Text calculation is based on the WPM (Words Per Minute) setting for each user. The default WPM setting per user is 175, but can be changed by your System Administrator.

**Start Time** (formerly Actual Cume) field can be very useful to see the current schedule starting time of day (hh:mm:ss) for each Story within the Rundown. This helps make sure you are staying synchronized to the proposed timeline as you build your Rundown.

**End Time** is the scheduled finish time of day for of each Story in the Rundown (based on each Story's Start Time and Run Time).

Story List displaying the Run Time, Start Time, and End Time fields

Apr 06 - Rundowns\Evening New				
< Filter by Title >				
Title	Modifier	RunTime	Start Time	End Time
<input type="checkbox"/> Intro	Sean Poole	:21	06:30:00 PM	06:30:21 PM
<input type="checkbox"/> Intro Text	Sean Poole	:21	06:30:00 PM	06:30:21 PM
<input type="checkbox"/> Global News	Sean Poole	6:49	06:30:21 PM	06:37:10 PM
<input type="checkbox"/> Is world's greenest office also smart?	Sean Poole	:02	06:30:21 PM	06:30:23 PM
<input type="checkbox"/> Obama-Counterterrorism_Fighting_ISIS_...	Sean Poole	1:29	06:30:23 PM	06:31:52 PM
<input type="checkbox"/> Trump/Pence & Hamilton	Sean Poole	:55	06:31:52 PM	06:32:47 PM
<input type="checkbox"/> Scaia-Zika_Death_White_House_Should_...	Sean Poole	1:08	06:32:48 PM	06:33:56 PM
<input type="checkbox"/> Phelps-Olympics-Mens_Swimming_Finish	Sean Poole	1:48	06:33:56 PM	06:35:44 PM
<input type="checkbox"/> Durbin-SCOTUS_Nominee_Virtually_Imp...	Sean Poole	:45	06:35:44 PM	06:36:29 PM
<input type="checkbox"/> Almodovar halts film press over Panama	Sean Poole	:07	06:36:28 PM	06:36:35 PM
<input type="checkbox"/> SCOTUS/Deny Hearing Unfair	Sean Poole	:34	06:36:36 PM	06:37:10 PM
<input type="checkbox"/> National News	Sean Poole	1:26	06:37:10 PM	06:38:36 PM
<input type="checkbox"/> Janet Jackson delays tour to 'plan family'	Sean Poole	:06	06:37:10 PM	06:37:16 PM
<input type="checkbox"/> Tax Loophole/Never Left	Sean Poole	1:20	06:37:16 PM	06:38:36 PM
<input type="checkbox"/> Local News	Sean Poole	1:43	06:38:36 PM	06:40:19 PM
<input type="checkbox"/> Uber v rickshaw: Who will win the race?	Sean Poole	:03	06:38:36 PM	06:38:39 PM
<input type="checkbox"/> The great cabbage myth	Sean Poole	:04	06:38:39 PM	06:38:43 PM

You can choose from many other fields to view in the Rundown Story List, see [Changing Field Values](#) for more information.

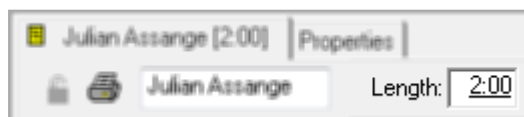
## Override The Story Component Length

This function allows you artificially adjust the Length, for each Story Component, without affecting the contained text or media itself. This is useful if you plan to add broadcast material in the future and want to account for the timing before it has become available.

For example, you are waiting for a 30 second audio clip from a reporter out on the field, you can enter 00:30 into the Length field temporarily until you have actually received the clip. In the meantime, you will have an accurate Run Time Calculation.

To override the Length of a Story Component, enter the numeric value (mm:ss) that you want the Component Length to be. You will notice this value is underlined, indicating the override is in effect.

*Overridden time is underlined*



To revert to the default length, select and delete the Length value and press the **Enter** key.

## Exclude The Component Length From The Run Time

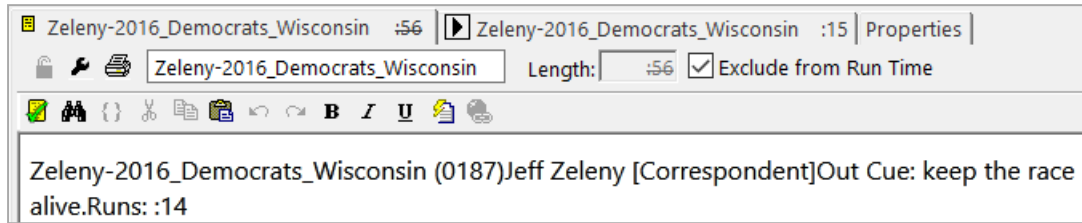
This option allows you to quickly include or exclude a Story Component from the Run Time Calculation of a Script Rundown. This is useful if you want to place a few stories in a Rundown without affecting the overall



timing.

By default the Length of Story Components are included in the Run Time Calculation. This is indicated by the checkmark next to the 'Exclude from Run Time' option located near the top of all Story Components.

*An example of timing included in the run time (checked)*



To exclude the Length for a Single Component, check the 'Exclude from Run Time' option in the Component you want to exclude. You will see the results instantaneously in the Story's Run Time field and the Script Rundown Information Bar.

You will see the Length become greyed out and marked with strikethrough text, indicating the time has been excluded from the Rundown.

**Note:** You can also exclude portions of text from the timing, See [Excluding Text From The Run Time](#) for more information.

## Reader Speed

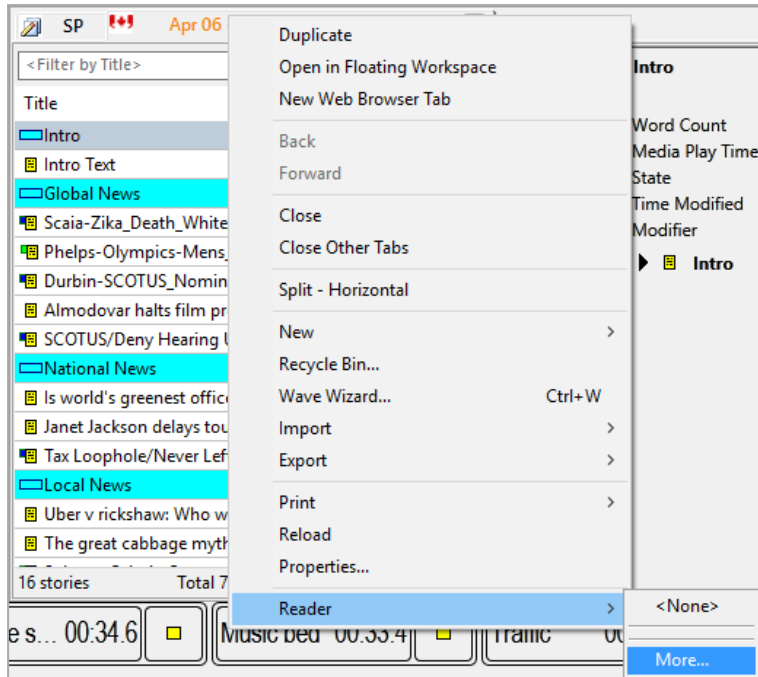
The 'Reader' is the Burli user intended for broadcasting or reading the Script Rundown. Assigning a Reader is useful as each user may have a different WPM (Words Per Minute) setting which will affect the overall timing for the broadcast. By selecting the Reader, the timing will be predictable and comfortable for that user.

## Selecting The Reader For A Script Rundown

The Reader can be changed in the Rundown properties or by right-clicking on the Rundown tab and choosing the user from the Reader menu.

1. Right-click on the Rundown tab where you want to change the 'Reader'
2. Select the user from the Reader sub menu, or click **More...**

Selecting a Reader to read the Rundown



**Note:** This may change the Run Time for all stories in the Rundown depending on the Reader's WPM settings.



# Prompter Mode

Burl NE Desktop includes a built in, highly customizable Prompter for On Air presentation of Rundowns.

It displays all Rundown stories seamlessly together as a single scrollable page. This allows you to freely move from Story to Story as you read through the Rundown. Audio Buttons will appear in line with the Text allowing you to play each cut as you read through the Rundown.

## Viewing A Rundown In Prompter Mode



Rundowns are displayed in Edit Mode by default. When you are ready for On Air presentation, you can switch the view to Prompter Mode by clicking the **Prompter/Edit Mode** button located at the top right of the Rundown Story List. This button is dual purpose as it allows you to toggle between both views.

*Switch to Prompter/Edit View button*

Title	Modifier	Run Time
Intro	Sean Poole	:21
Intro Text	Sean Poole	:21
Global News	Sean Poole	6:49
Is world's greenest office also smart?	Sean Poole	:02
Obama-Counterterrorism_Fighting_ISIS_...	Sean Poole	1:29
Trump/Pence & Hamilton	Sean Poole	:55

Alternatively you can use the Right-click menu on the Rundown Tab.

1. Right-click on the Rundown tab
2. Select View Prompter from the menu

## Viewing the Rundown in Prompter Mode

Title	Modifier	RunTime
Intro	Sean P...	:21
Intro Text	Sean P...	:21
Global News	Sean P...	6:49
Is world's greenest ...	Sean P...	:02
Obama-Counterter...	Sean P...	1:29
Trump/Pence & Ha...	Sean P...	:55
Scaia-Zika_Death...	Sean P...	1:08
Phelps-Olympics...	Sean P...	1:48
Durbin-SCOTUS_N...	Sean P...	:45
Almodovar halts fil...	Sean P...	:07
SCOTUS/Deny Hea...	Sean P...	:34
National News	Sean P...	1:26
Janet Jackson dela...	Sean P...	:06
Tax Loophole/Neve...	Sean P...	1:20
Local News	Sean P...	1:43
Uber v rickshaw: W...	Sean P...	:03
The great cabbage ...	Sean P...	:04
Subway Calorie Co...	Sean P...	1:35

10:15:00 AM 00:00 Obama-Counterterrorism\_Fighti... 00:00 00:00.0 Audio B

**Tax Loophole/Never Left (07990)Lana**  
**ZakOutCue: left.Runs: :23**  
**WRITE IN:**  
 A rule change by the Treasury department was enough to derail a proposed 160 billion dollar merger of pharmaceutical companies. Pfizer announced it would no longer be acquiring Allergan and moving to Ireland. The deal was less attractive after the rule change on so-called "tax inversions." On the campaign trail we heard a lot about companies considering

18 stories Proposed 5:00 Total 10:18 +5:18 Remain...

## Viewing A Rundown In Edit Mode (Default)



If you are in Prompter Mode and you need to switch back to Edit Mode, click the **Prompter/Edit Mode** button located at the top right of the Rundown Story List. This button allows you to toggle between both views.

Alternatively, you can use the Right-click menu on the Rundown Tab

1. Right-click on the Rundown tab
2. Select **View Story Editor** from the menu

## Working With Stories In Prompter Mode

Once you have switched to Prompter mode, functionality for managing Stories will be limited. This mode is designed for presentation, not production. For example, the text and audio cannot be edited. If you need to make changes to the text, switch back to Edit Mode.

## Managing Stories

While editing functionality is limited in Prompter Mode, you do have control of the Story Order. To make changes, drag one or more stories up or down the list. This is useful for changing top Stories without having to switch back to Edit Mode.

## Navigate To Websites

You may navigate to a website directly from the Prompter by pressing **Ctrl-Click** on any valid URL in a Story. This opens your Windows default **external** web browser (not the Burli browser), so as not to shut down the Prompter during a broadcast.

## Scrolling The Prompter

The Prompter is naturally designed to scroll up and down to allow the Reader the ability to move smoothly through On Air presentation of the Rundown. Burli NE Desktop includes several methods of scrolling the Prompter, so that every Reader may choose the method that is most comfortable.

## Using The Mouse

When in Prompter Mode, you can freely scroll up and down the Rundown using the mouse within the story body as indicated by the arrows in the example image. This will allow for smooth transition between stories.

Alternatively, you can click on each story in the list and the Prompter will change focus accordingly. This will cause the view to 'jump' as you click on each story.

## Using The Keyboard

There are various methods for scrolling the Prompter when using the keyboard. This is something to play around with until you find your most comfortable method of operation.

The **Up/Down Arrows** will scroll the Prompter position up/down respectively story-by-story. You will notice the focus change in the story list as you move up or down.

The **Left/Right Arrows** will scroll the Prompter position up/down respectively at a continuous speed while the button is suppressed. When releasing the button, the scrolling will stop.

The scroll speed is controlled using the Prompter Scroll Speed control. See [Adjusting the Scroll Speed \(below\)](#) for more information.

The **-/+ (minus/plus)** keys on the keyboard will auto scroll the Prompter position up/down respectively at a continuous speed. When releasing the button, the scrolling will continue.

Playing audio from the Prompter will stop auto scroll immediately so you do not loose site of the current text while waiting for audio playback to complete.

The scroll speed is controlled using the Prompter Scroll Speed control. See [Adjusting the Scroll Speed \(below\)](#) for more information.

## Using A Touch Screen

If you have a touch screen available with your computer, you can use it to manually move the Prompter screen up and down with your fingers.

## Using An External Controller

An external hardware device (pedal, game controller, potentiometer, etc) can be used within the system to control Prompter scrolling. Speak to your System Administrator for more information.

## Adjusting The Scroll Speed

The speed of the Prompter Scroll can be adjusted using the Scroll Speed slider or adjacent +/- (plus/minus) buttons.

*The Scroll Speed adjustment buttons*



## Audio In Prompter Mode

For Audio to be displayed in the Prompter, you must have one or more audio components contained in a story. You can also control the placement of the Audio Boxes using Audio Links in while in Edit mode.

See [Audio Component Links \(Prompter Audio Box\)](#) for more information.

## Prompter Audio Box

Each Audio component appears in the Prompter as an Audio box which contains one or two playback buttons for (Air and Auxiliary).

*An Audio Box as it appears in the Prompter*



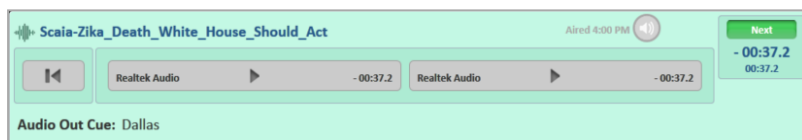
The **Air** button generally plays out to the main mixer which is routed to the live air stream, while the **Aux** button (with headphone icon, if present) is for auditioning the audio which plays out to something like a small speaker (not to the Air stream) in the studio.

The Prompter Audio box also provides other audio related information such as Audio cut title, Total time, Remaining Time, Running time, Out Cue plus more.

Finally, the Audio Box displays the current status in the coloured box in the top right corner. For example: On Air, Ready, Next and Aired. See [Audio Playback Status](#) for more information.

It is possible to have more buttons allowing playback on multiple channels (pots) on the mixer.

*Prompter Audio Box with 2 Air outputs*



See your System Administrator for help setting this up.

## Playback Of Audio

There are several methods to Playback Audio within Prompter Mode.

### Using The Mouse



Playing audio using the mouse is done by clicking on the **Play** button. Audio will begin to play and the Play icon changes to Pause.

Clicking the button again (now **Pause**) during playback will pause the audio. Clicking the audio button again will continue to play the audio from the paused position.

Audio will begin to play indicated by the green progress bar which changes to yellow when there are 5 seconds remaining.

*Progress bar indicating playback is about to end*



You will also notice the countdown timers running, allowing you to prepare for presentation of the next portion of the rundown.

## Using A Touch Screen



If you are manipulating the Prompter using a touch screen, you can use the same button as with mouse control to playback audio.

## Using The Keyboard

When switching to Prompter mode, the first Audio Box is always queued for playback when using an external controller such as the keyboard or other external devices.

Playing audio using the keyboard is done by pressing the **\*(Star)** key on the numeric keypad. Audio will begin to play and the Play icon changes to Pause.

**Note:** When using this method, it is **very important** to know which Audio Box is 'queued'. Otherwise, you may play the unintended audio. See [Manually Queue Or Re-Queue](#) and [Prompter Audio Box](#) for more information.

Pressing the **\*(Star)** button again will instantaneously play the next queued audio (stopping the current audio).

Press the **/(forward slash)** key on the numeric keypad to stop the audio and the next Audio Box will be queued.

Audio will begin to play, indicated by the green progress bar which changes to yellow when there is 4 seconds remaining.

## Using An External Controller

An external hardware device (pedal, game controller, hard buttons, etc) can be used within the system to control playback. Speak to your System Administrator for more information.

## Reset Play Position Back To The Beginning



To reset the play position back to the beginning of the audio, click the **Back to Start** button.

This is only required if you have played/paused the audio and the play head position is not at the default start position.

## Audio Playback Status

There are 4 status states for an Audio Box: Ready, Next, On Air and Aired.



**Ready:** This is a dormant status for virtually all Audio Boxes in a Rundown which have not been played, are not currently playing or Queued for playback. This also denotes a successful connection to the source file.



**Next:** Only 1 Audio Box can have this status at one time. This is the Queued Audio Box which will be played next when an external controller triggers audio playback. Once an Audio has been played to the end, the next Audio Box (below) will inherit this status.



**On Air:** This status indicates that the Audio is currently playing. The Audio Box below is Queued for Next playback.



**Aired:** Indicates this Audio Box has played from beginning to end.

**Note:** When you are viewing a Rundown at the same time as an On-Air machine in Prompter mode, your local Audio Boxes will display the status of that Audio on the Remote machine. If a clip is playing elsewhere, you will see "Playing on [Name of Machine]" with a countdown of time remaining, and the Queued Audio clip will be displayed and in sync.

## Manually Queue Or Re-Queue An Audio Box

The only method to Queue an Audio box is to click in the Status Area of the Audio box. This will change the status to Next. This can be done when the Audio Box has any status except for On Air (currently playing).

## Auxiliary Audio Playback

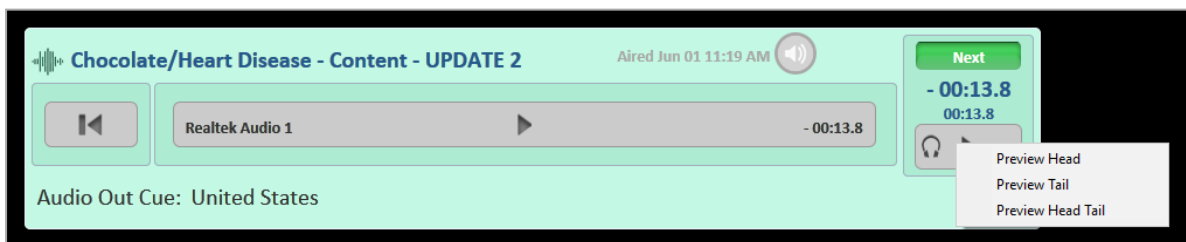


The Auxiliary Audio Playback button allows you to audition the audio without accidentally playing to the Mixer (On Air). This is usually routed to an external speaker in the Studio.

Playing audio using this button will not change the Queue Status for any Audio Box. Currently, this button can NOT be triggered by the keyboard or other external controller.

You can also preview the Head and Tail of the audio block (similar to the Audio Editor) by right clicking the Auxiliary Audio Playback button and clicking your choice. The default for preview is 3 seconds (each) but this can be adjusted by your System Administrator.

*Previewing the Head and Tail in the Prompter*



## Changing Prompter View Settings

Once you have switched to Prompter View, you have some control on how it is displayed.



## Audio And Text (Default)

1. Right-click in the 'black' area of the Story Body
2. Select Show Audio and Text from the menu

## Show Audio Only (Cartwall)

1. Right-click in the 'black' area of the Story Body
2. Select Show Audio Only from the menu

## Prompter Appearance

By right-clicking in the black space on the Prompter and selecting Appearance, you can:

- Adjust text font and colour for:
  - Reader text
  - Story titles
  - Unread text
- Adjust background colour
- Hide/show Reader text and Story titles
- Hide/show Section Breaks and Media Boxes
- Set the display to mirror text (for mirrored teleprompters)
- Set all text to uppercase (all caps)

Finally, you can also set the Prompter to display Full Screen. You can leave Full Screen mode by pressing **Escape**.

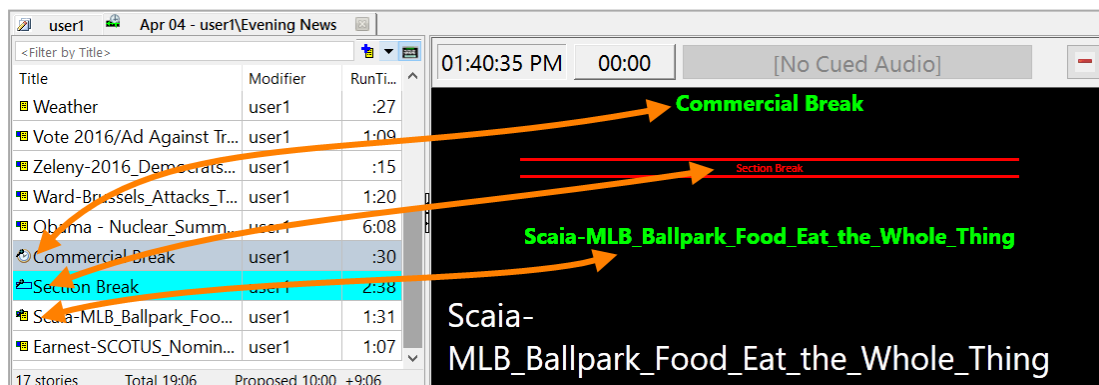
## On Air Prompter Status

This feature allows users in the newsroom to see which Stories the Reader is currently reading within a Script Rundown.

This is only engaged when the Reader is using Prompter Mode.

The current Prompter location is indicated by small microphone overlays on one or more Rundowns Stories. As the Reader scrolls through the prompter, the status will change accordingly.

*Microphone logos demonstrate what is currently displayed in the Prompter*



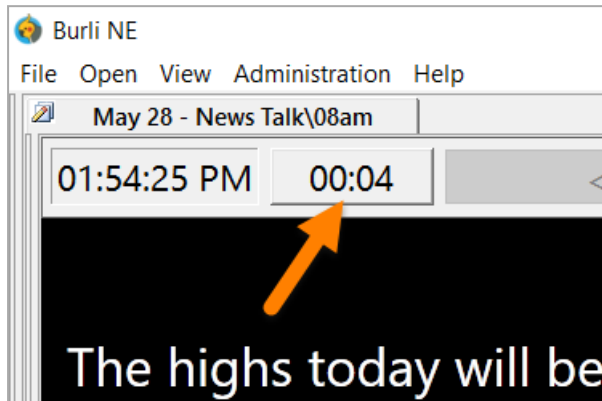
The microphone overlays also indicate that these stories are locked; preventing users from unintentionally editing the content currently in sight by the Reader.

See [Story Locking](#) for more information.

## Prompter Timer

To assist production staff with timing of broadcasts, a versatile and configurable Timer has been built into the Prompter view (in the top left corner, next to the time of day).

*Location of the timer*



## Default Operation

By default, the Timer is configured to not run when the Prompter is first opened. It displays 00:00 (mm:ss) when the Prompter launches, and when clicked will count up.

Clicking a second time pauses the count. You can reset the Timer by right-clicking and clicking **Reset Counter**.

## Timer Schemes

By right clicking the Timer and selecting **Edit Schemes**, you can create new Timer preset modes, or change the default behaviour.

The Timer Schemes dialogue

Timer Schemes

Name: [Default]

Counting Direction:

Up  Down

For Fixed Period: 01:00 MM:SS

To Hourly Offsets: 00:00 MM:SS

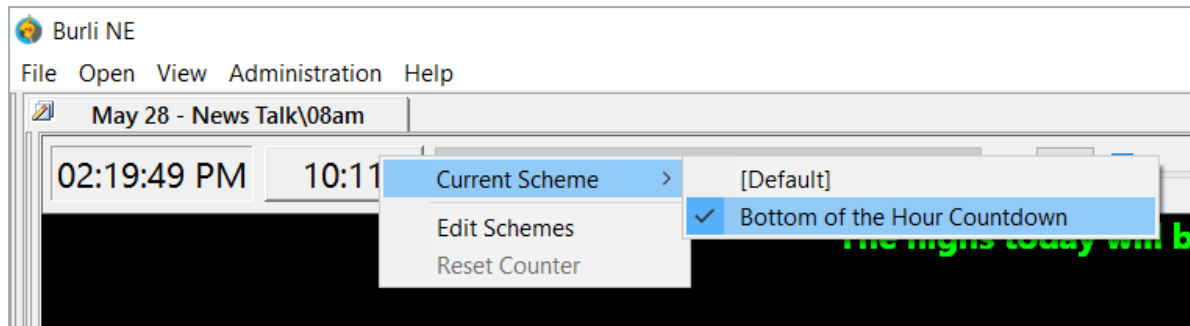
To change the Default behaviour, click the **Down** radio button. Any adjustments are saved to the Default.

To establish a new Timer preset:

1. Click **New**.
2. Change the name from **New Scheme** to whatever you like.
3. Set your Timer with the controls below.
4. Click **OK**.

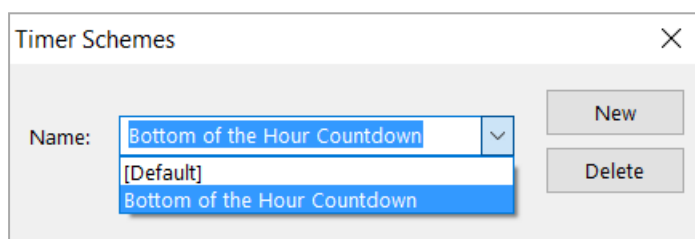
Your new Timer preset will be made active and effect immediately. To change to another prest, right click the Timer, click Current Scheme, and select the preset of your choice.

Timer right click menu



## Timer Controls

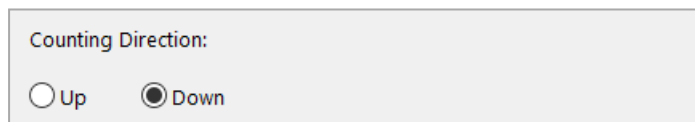
Timer Name



The **Name** function allows you to choose between your Default Timer and any other custom presets you've previously set up. These will be available at the right click menu under **Current Scheme** for quick selection.

You can also set up new presets, or delete any existing ones, with the buttons at right.

Counting Direction



The **Counting Direction** specifies whether the Timer will run up (like a stopwatch) or down (as a countdown).

**Note:** The count up function must be started in the Prompter (with a click).

*Fixed Period countdown*

Down  
 For Fixed Period: 01:00 MM:SS  
 To Hourly Offsets: 30:00 MM:SS  
 Add  
 Remove

A Fixed Period countdown allows you to set a predetermined amount of time. When started, the Timer will count down towards zero. The last ten seconds of the countdown will turn the Timer numbers yellow to indicate time is running out.

**Note:** The Fixed Period countdown must be started in the Prompter (with a click).

*Hourly Offsets countdown*

Down  
 For Fixed Period: 01:00 MM:SS  
 To Hourly Offsets: 30:00 MM:SS  
 Add  
 Remove

The Hourly Offset countdown shows time remaining to a certain point past the hour. For instance, in the example above, it will count down to the bottom of the hour. So if it's 2:17pm right now, the Timer would show 13:00 (thirteen minutes until 2:30).

If you only have one hourly offset, the Timer will simply reset to one hour (the next time that offset will occur).

If you have multiple offsets, the Timer will show the time remaining to the next offset. Click **Add** to set more offsets.

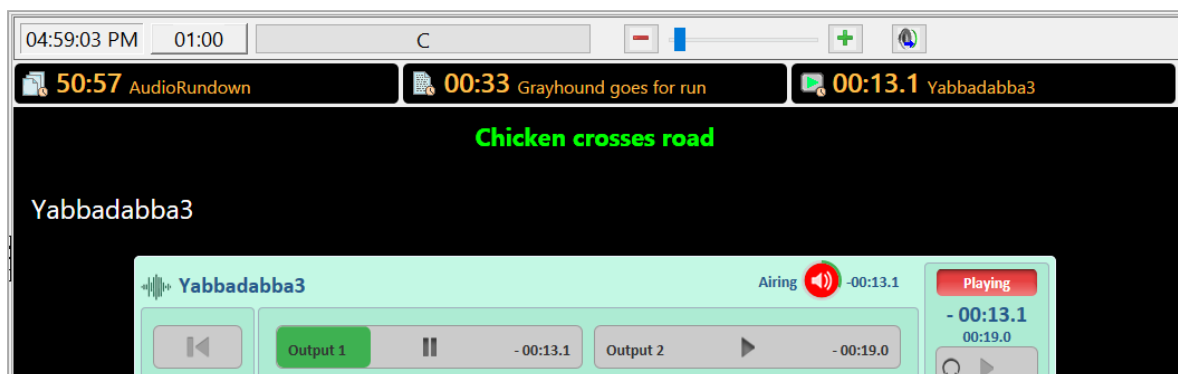
In all cases, the Timer digits will turn yellow for the last ten seconds of the countdown.

**Note:** Because the Hourly Offset is timing relative to the time of day, you do not need to start or stop the Timer in this mode. It will run on its own as soon as you select it.

## Timer Bar

There is an optional Timer Bar that can be displayed or hidden which shows simultaneous Rundown information in the Prompter.

*Timer Bar shown in the Prompter*



The Timer Bar shows three timing fields.



The **Rundown Timer** shows the time remaining for the entire Rundown, based on the cumulative Run Time of each Story within it and the broadcast time of the Rundown. It also displays the Rundown's name.



The **Story Timer** shows the time remaining for the current Story, based on its Run Time. It also displays the Story's name.



The **Media Timer** shows the play time remaining for any currently playing media file (eg. an audio track). It also displays the audio component's name.

All three timers use the display colours of the Clock settings.

## Show/Hide The Timer Bar

To show or hide the Timer Bar:

1. Open the Prompter
2. Right-click the Prompter
3. Select *Appearance*
4. Select *Timers*

The Timer Bar will toggle on and off with this setting.

## Prompter Countdown Timer

In the extreme bottom-right corner of the screen, you may see a Timer with a green Play symbol next to it (depending on your settings). This is the Prompter Countdown Timer, and it has one job - to display the remaining time on any media playing now in the Prompter.



This timer is persistent, and will continue to countdown while the Prompter media is playing, even if you leave the Prompter to work on something else.

This is very useful if you have a long item playing, and wish to navigate temporarily out of the Prompter - you will know exactly how much time you have left to "get back".

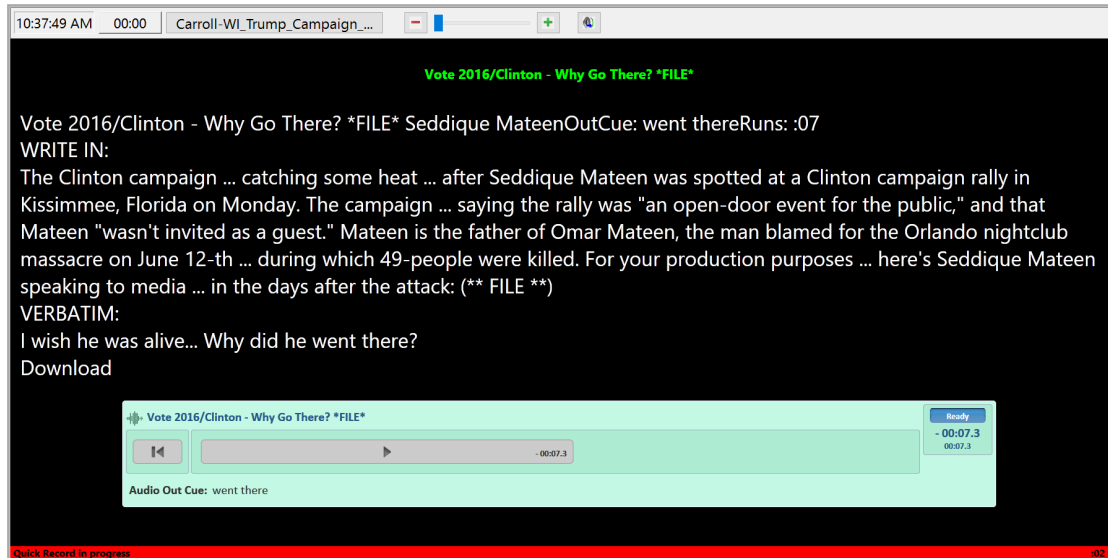


## Quick Record

This feature is used for saving lots of time when pre-recording newscasts. It allows you to automatically insert Audio clips, all in one step, without having to listen to the entire clips.

To begin, open the desired Script and engage the Prompter mode by pressing the Prompter (microphone) button. When you are ready to begin recording:

1. Press **Ctrl-Q** and start reading your newscast as normal. A red band warning "Quick Record in progress" will appear across the bottom of the Prompter.

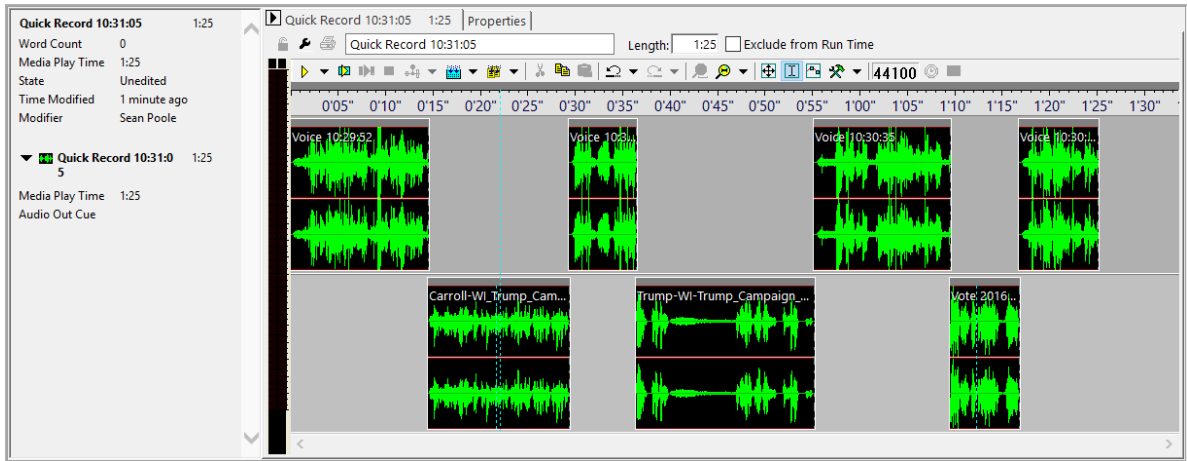


2. Begin reading your copy.
3. When the time comes to play a clip, left-click on the Clip's Play button within the Script.
4. You will hear the first five seconds and the last five seconds of the clip. (Burli will insert *the entire clip* automatically when the recording is finished.) If the Clip is less than ten seconds long you will hear the entire Clip.
5. Pause and then continue reading the next piece of copy.
6. Repeat steps 2-5 for the rest of the newscast.
7. When finished, hit **Ctrl-F10** to stop recording.

The recorded Audio is saved in your personal folder as "Quick Record [time of day]". If any edits are necessary, they can be done here. You are presented with a multi track recording that alternates your voice recording with the played audio (in its entirety).



*A completed Quick Record*



After the edits have been completed and the file is ready to be shared, or placed in a Script, drag it to the In-Queue.

If you receive an error message about sample rates at the end of your recording contact your System Administrator.



# Printing Rundowns

Printing Rundowns can be done in two ways: All Stories, and Summary.

## Print All Stories

This will print all Stories in a Rundown, including the body text and inline audio placeholders (blue Audio Box).

Burli provides a scrolling prompter which allows for seamless and paperless presentation of the entire rundown. See [Prompter Mode](#) for more information.

To print all stories from a Rundown:

1. Right-click on the Rundown tab that you want to Print
2. Select **Print > All Stories** from the menu. A Print preview will appear
3. Click the **Print** button to print All stories from the Rundown

**Note:** This may print a high number of pages!

**Note:** The print template can be changed by your System Administrator to provide different printed information by default.

## Print Summary

This option provides an overview of the Rundown without including the bulk of the Story body contents. Users can choose which Field information will be included. The Fields 'Modifier', 'Runtime' and 'Title' will be selected by default.

To print the Rundown Summary:

1. Right-click on the Rundown tab that you want to Print
2. Select **Print > Summary** from the menu. The Field selector will appear
3. Optionally change the fields that will be included in the printed summary. The Fields 'Modifier', 'Runtime' and 'Title' will be selected by default
4. Click the **Print** button to print the summary of the Rundown



# Importing And Exporting



# Importing Files

Many files enter the BurlI system automatically. However, you may need to import files from an external location like a smartphone, flash drive, camera, Windows folder, and more.

There are a few methods for manually importing external files into the BurlI system. Some of the supported media types include Audio, Video, Images, Text, PDF and more.

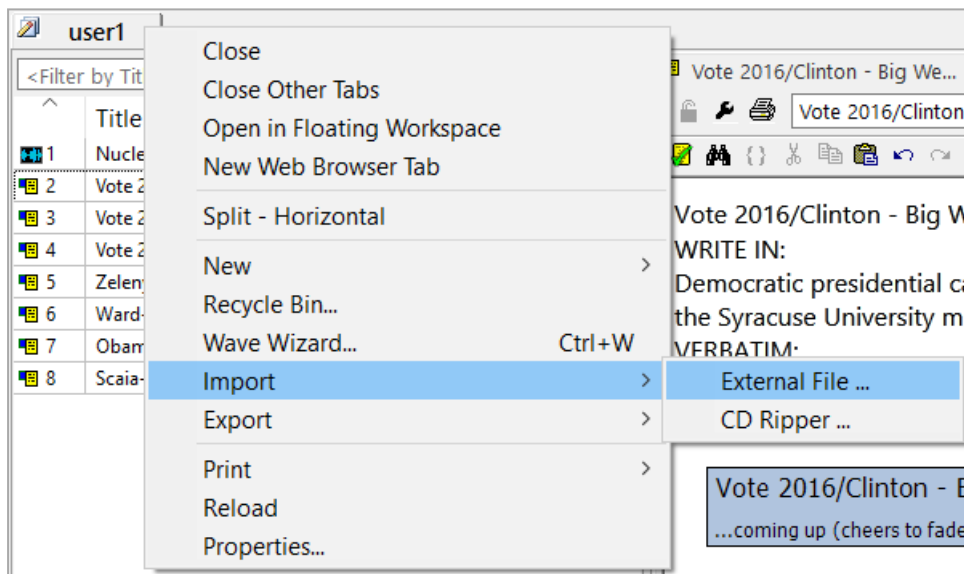
Each media type can have a variety of formats. Please contact your System Administrator for more information about the supported file formats.

**Note:** Apple file support is optional and must be set up by your System Administrator. Please contact your System Administrator for more information.

## Import An Audio File Using The Menu Option

1. Right-click on the tab of the target folder you want to import the audio to
2. Select the **Import > External File...** option. You will be prompted with a standard Windows dialogue window
3. Select one more audio files you want to import
4. Click the **Import** button to import the files

The *Import/External File* command for importing audio



This will create a new Story for each imported file. Each Story will contain an Audio Project, which then includes the imported audio. You may see Story Alerts, but you may not have access to the Story depending on where it is in the system and your rights.

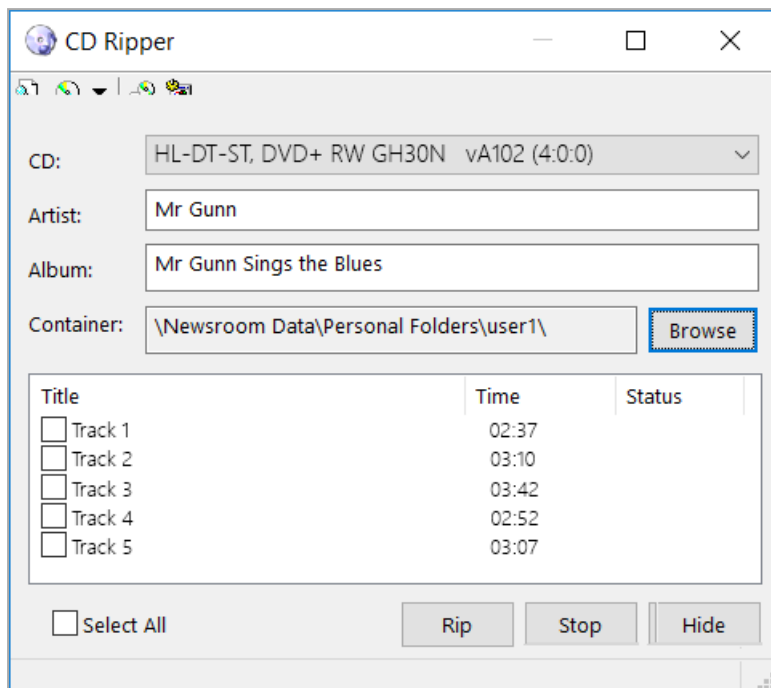
**Note:** You can also select **File >> Import...** at the top of the screen. Select the file(s) you want to import, and they will be imported into your private Personal folder.

## Importing Files From A Compact Disk (CD Ripper)

1. Right-click on the tab of the target Folder
2. Select **Import > CD Ripper...** from the menu. The CD Ripper dialogue box will appear

3. Select the files you want to import
4. Click the *Rip* button to import the files

*CD Ripper tool window*

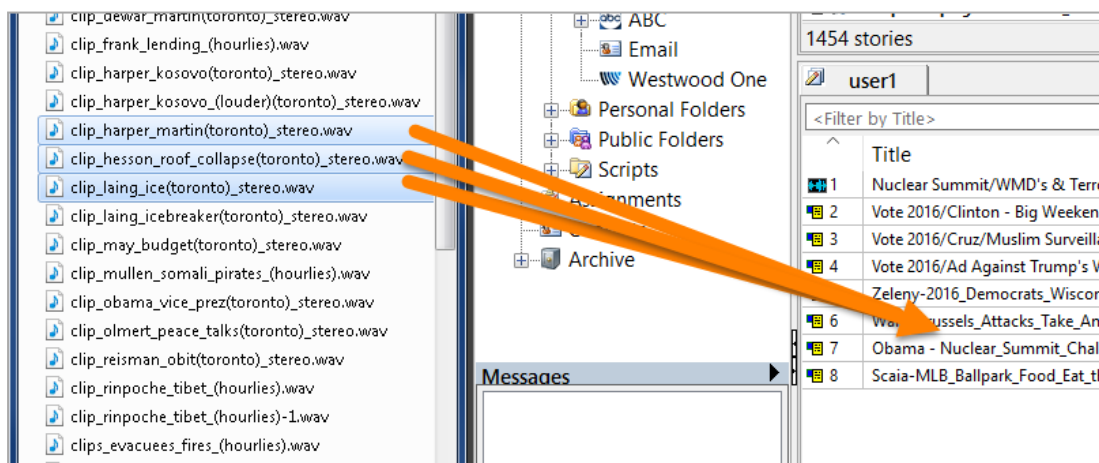


## Import An Audio File Using Drag And Drop

You may need to import an audio file from an external source such as a Windows folder, recorder, flash drive and more

1. In Windows, locate and select one or more audio files you want to import
2. Drag these items directly into virtually any folder located in the Burli system

*Drag and drop to import Audio*

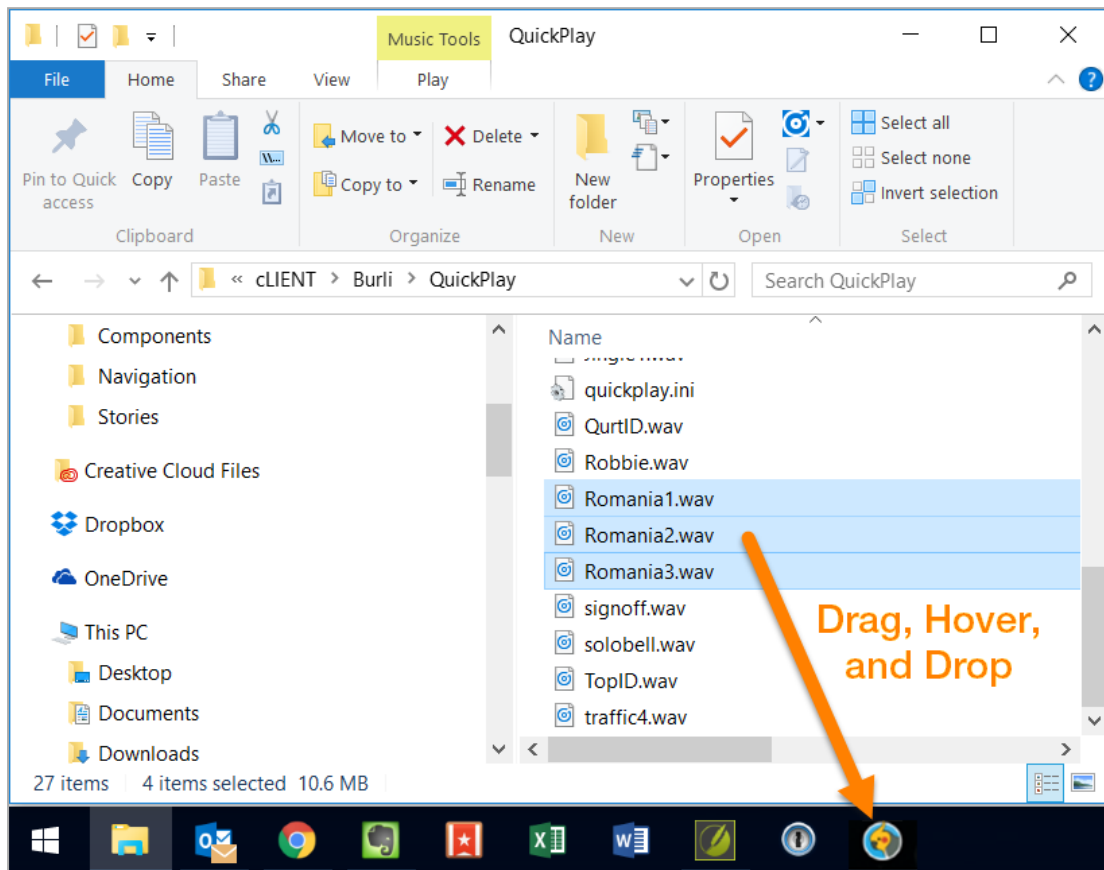


**Note:** Use the Windows taskbar right-click options to tile/stack/cascade the Windows to make it easier for dragging from a Windows folder into the Burli application.

As an alternative method for importing, you can drag and hover them over the Burli Application in the Windows Taskbar. When the Burli Application appears in the foreground, you can drop them into a Burli Folder.

1. Drag the files you want to import and hover them over the Burli Application in the Windows Taskbar
2. Without releasing the mouse button, wait until the Burli application jumps to the foreground

*Drag, hover, and drop in the Windows environment when outside Burli*



**Note:** If you drag an audio file from Windows directly into a Burli text Story, it will create a new Audio Component and Audio Link in the Story.

## Importing A File From A Website

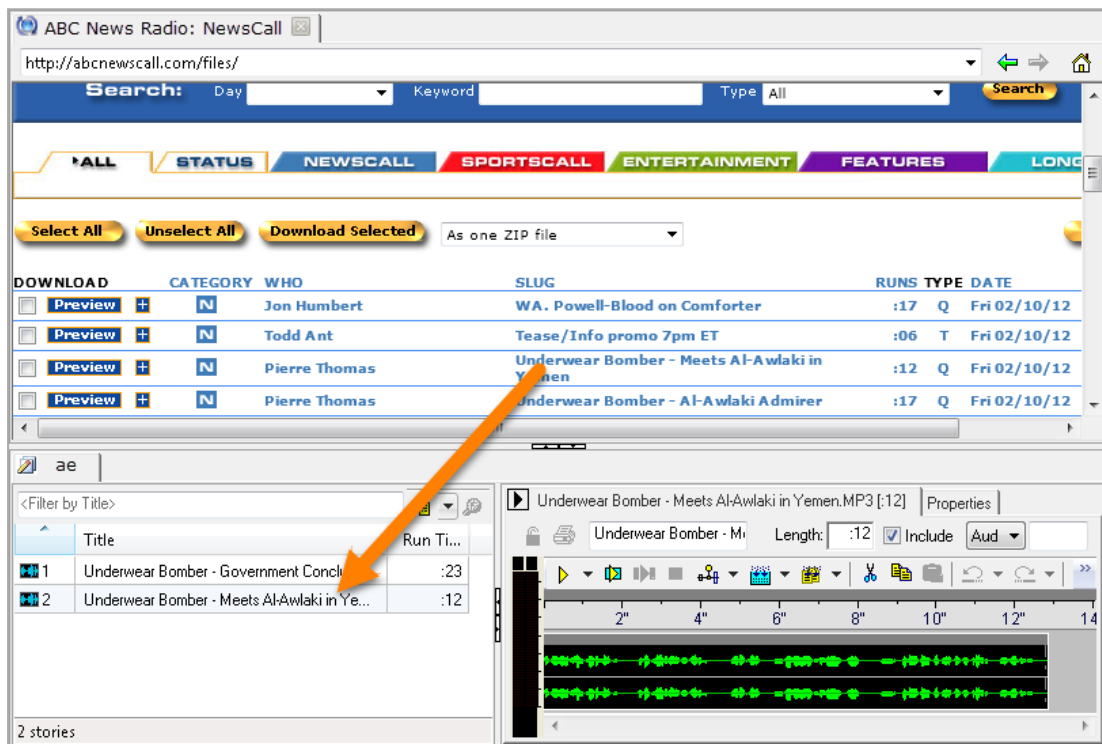
This process assumes:

- The file type is supported by Burli
- The file is available on a page as a link
- The file could be similarly downloaded to your computer

(In other words, if the web link does not provide direct access to a downloadable file, this method will not work.)

1. Drag the web file link
2. Drop it into a Folder. A new Story will be created including the audio component

*Importing from a website*



## Export And Dispatch

In the event you need to export Audio to an external location (outside Burli NE Desktop), there are several ways to accomplish this.

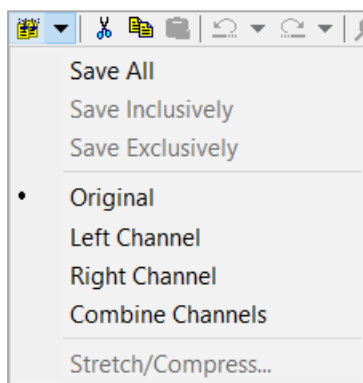
### Saving As Files



This is very similar to the Audio Mix Down feature, except this allows you to save the mixed down audio to somewhere *outside* of the Burli System.

You can save your mixed down audio to a portable flash drive, your local computer or other locations in the network. You can choose from many different formats such as WAV/MP2/MP3 with various sample rates and bit rates.

*Menu commands under Saving as Files button*



### Dispatch

Dispatching is a kind of Exporting that has predefined conditions depending on the type of Story type and its destination.

The available Dispatch targets will be set up by your System Administrator.

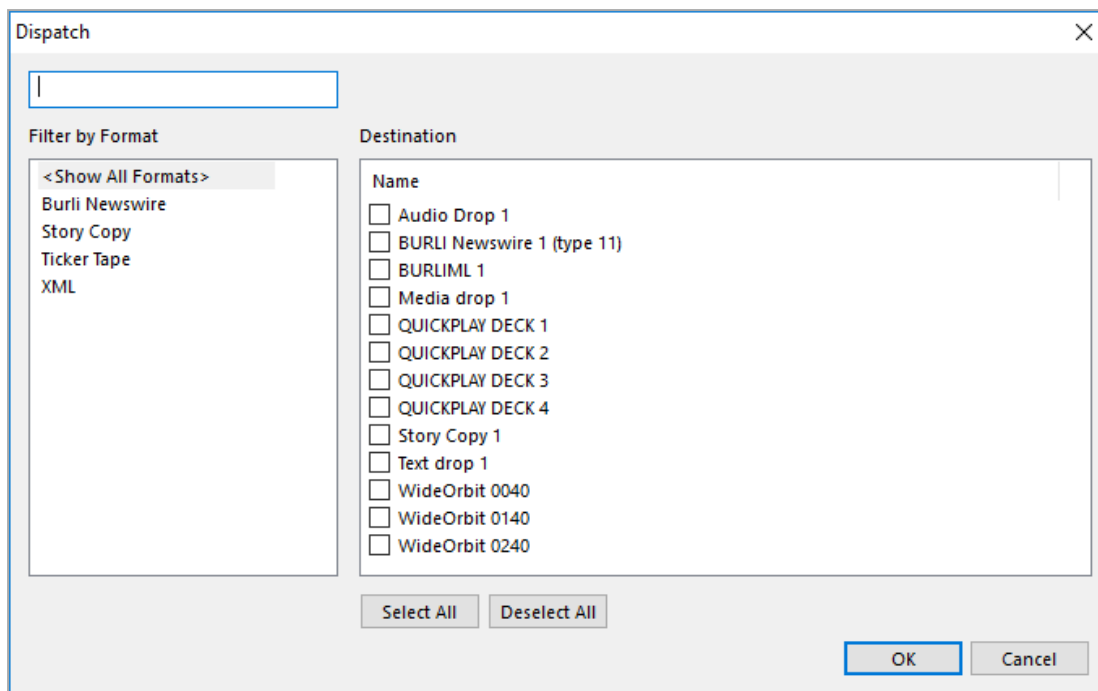
### Dispatching A Story

1. Right-click on one or more Stories you want to Dispatch
2. Select **Dispatch** from the menu
3. Select one or more target destinations
4. Press **OK** to send the Story
5. Make sure there are no errors in the confirmation to follow

Optionally, you can make a selection and press **Ctrl+D** to open the Dispatch window.



The Dispatch window



Note that you can filter available Dispatch targets by name. Click the filter blank in the top left corner of the window and type the name of your desired Dispatch. Anything matching your text entry will show up in the Destination section.



# Burli Newswire

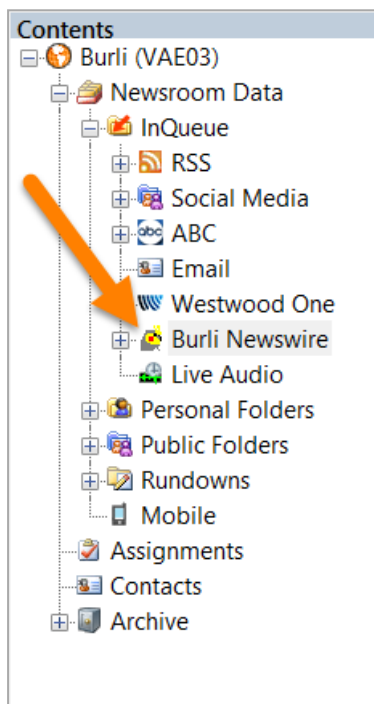
While Burli NE Desktop is very good at ingesting from and dispatching data to fixed places, Users like to have a channel that is completely flexible and open to collaborative use. For this reason, we have included the Burli Newswire.

Burli Newswire is a User-configurable, bi-directional newswire service that can be used to:

- Send content (Text and Audio) to other newsrooms
- Send Stories to a website or third party content management system
- Send Stories from a laptop or bureau back to your newsroom
- Receive Stories from other newsrooms

Think of it as a bucket of data - info can go into it from almost anywhere, and can come out just as easily.

*Burli Newswire in the Content Tree*



**Note:** Because Burli Newswire is *so* highly configurable, it may not actually be called "Burli Newswire" in your system, and may have a custom logo in the Filter Tree. Please contact your System Administrator to see if and how Burli Newswire is used in your system.

## Newswire As A Data Source

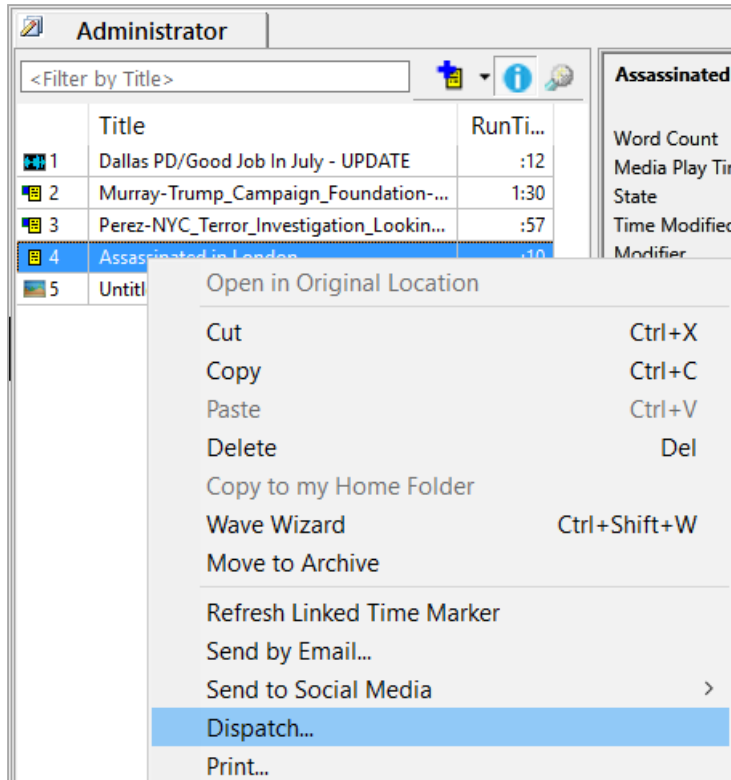
The Burli Newswire will behave largely the same as any other newswire in the Tree - clicking on the Newswire will show any stories that have been submitted to it, which can then be pulled into your local Work Folder.

See [Copying And Moving Stories](#) for details.

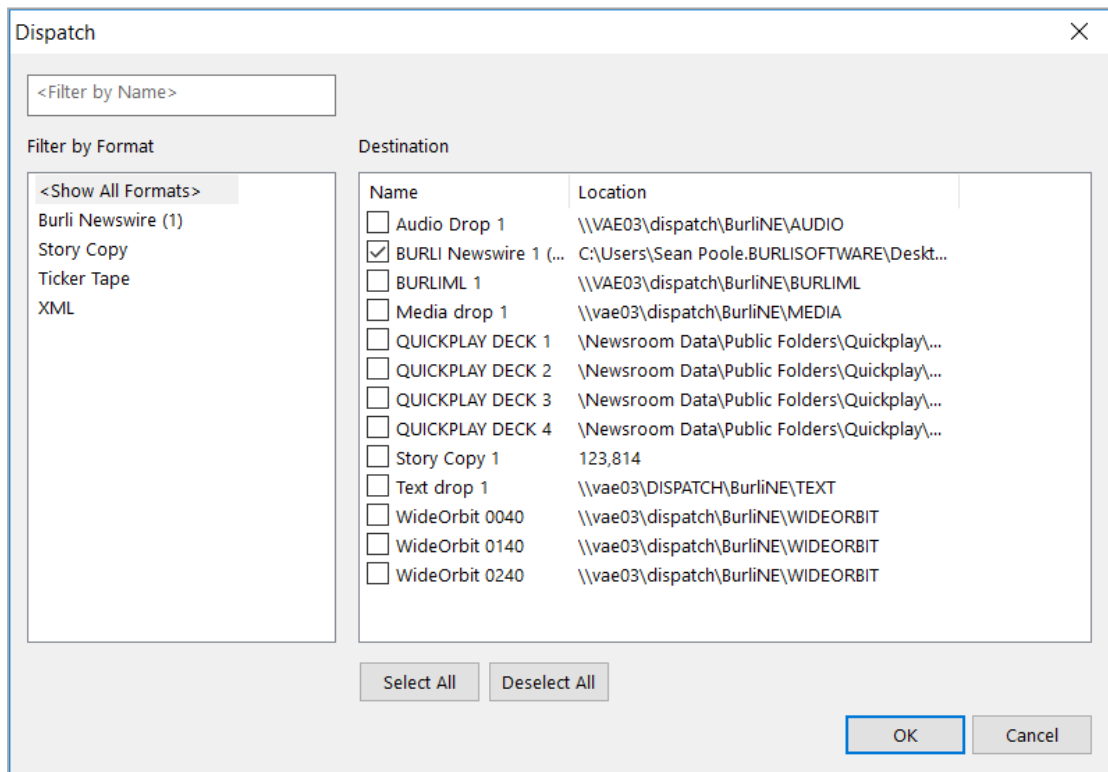
## Posting To The Newswire

To submit a Story to Burli Newswire:

1. Right click the Story you want to submit.



2. Select *Dispatch...*
3. Check the *BURLI Newswire* checkbox (this may have a different name).



4. Click *OK*.

A Dispatch Progress window will pop up acknowledging your request and showing progress to Dispatch your content. If your Story has Audio, it will be Mixed Down as part of the Dispatch process.

After a few moments, the Story will appear under the Burli Newswire in the ContentTree.

## Ticker Messages

The Dispatched Story will show up as a new item in the Ticker display at the bottom of the screen.

Also, any status updates or error messages from the Newswire will be displayed in the Ticker.



# Social Media



# Twitter

Text Stories (or portions of text) can be easily sent to one or more Twitter accounts. Twitter Accounts must be set up by your System Administrator.

## Sending A Text Story To Twitter

1. Right-click on the story that contains the text you want to send and select **Send to Twitter** from the menu. This will open a New Tweet window.
2. Optionally Edit the text in the **Content** box.
3. Select one or more accounts in the 'Send to' box (as available).
4. Click the **Send** button to send the Tweet.

The New Tweet window

**Note:** All of Twitter's inherent entry limits and conditions apply. The New Tweet window includes a Remaining Characters countdown to avoid surprises due to Twitter's character limit, which is now set at 280.

## Sending A Text Excerpt To Twitter

Alternatively, you can send a tweet using text from the body of a Story.

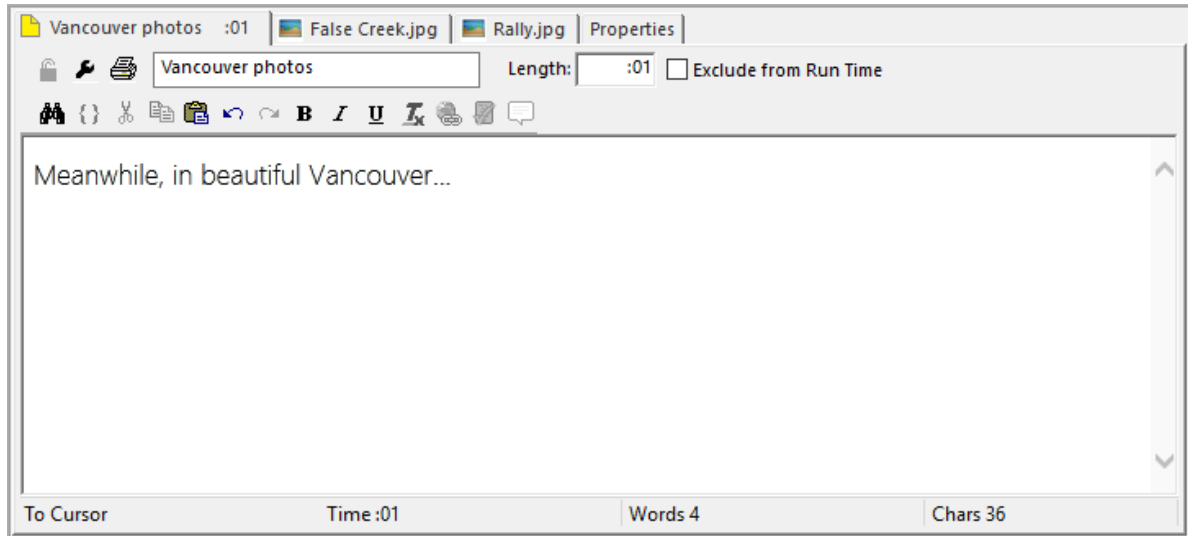
1. In a Burli Story, highlight the text you want to send.
2. Right-click on the highlighted text and select Send to Twitter from the menu. This will open a New Tweet window.
3. Optionally Edit the text in the 'Content' box.
4. Select one or more accounts in the 'Send to' box.
5. Click the **Send** button to send the Tweet.

**Note:** All of Twitter's inherent entry limits and conditions apply. The New Tweet window includes a Remaining Characters countdown to avoid surprises due to Twitter's character limit, currently 280 characters.

## Sending Photos To Twitter

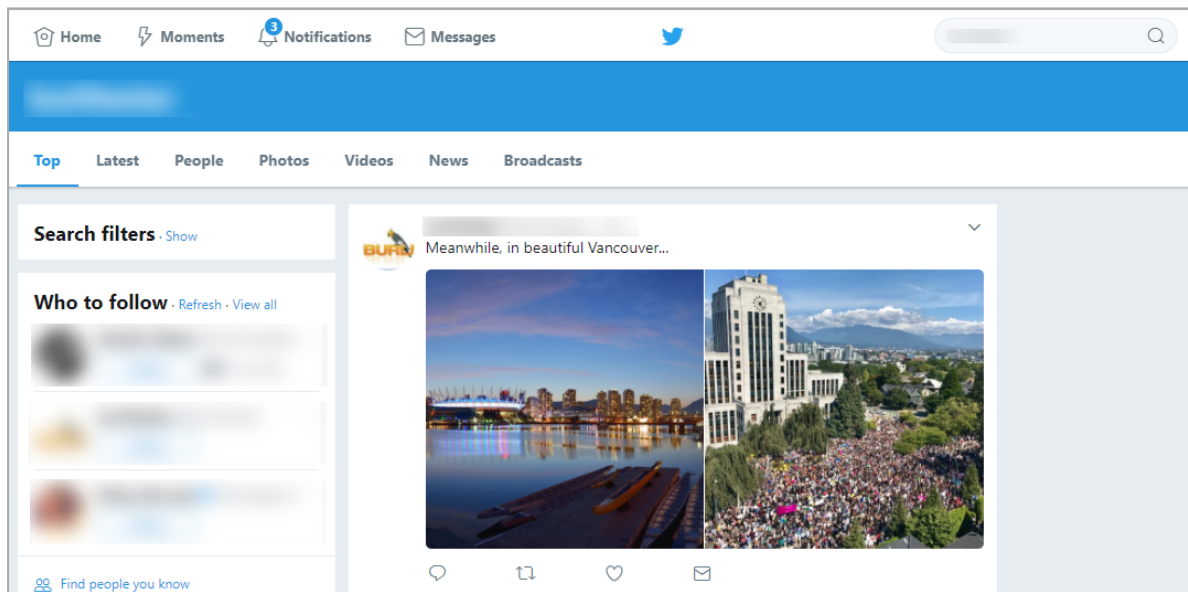
You may Tweet up to 4 photos or 1 animated GIF file up to Twitter from Burli, with or without accompanying text.

Sample Story in Burli, with a text component and two photos



You may send the Story from the Story list as described above, and the photos will automatically accompany the Tweet. They will display in the same order as they did in Burli NE Desktop, with the leftmost photo considered the "primary" graphic.

Resulting Tweet, displayed on the Twitter website



## Links In Tweets

Clicking a link within a Tweet will open a new browser window to the intended address using your system's default web browser.



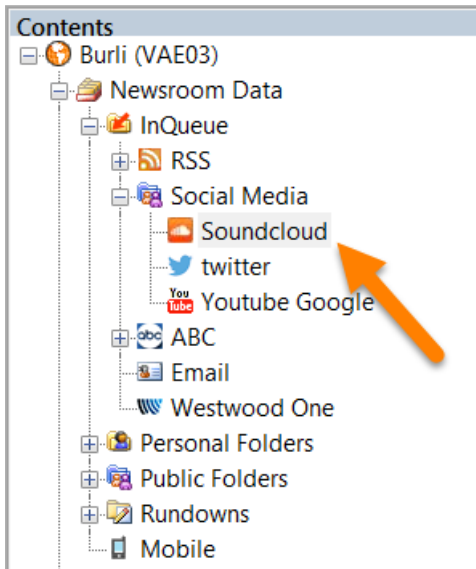
# SoundCloud

Audio content can be shared to and from SoundCloud, directly from Burli NE Desktop.

## Ingesting From SoundCloud

To bring Audio content into Burli NE Desktop is the same as bringing it in from any newswire. It appears in the Content Tree alongside other news sources.

*SoundCloud in the Content Tree*



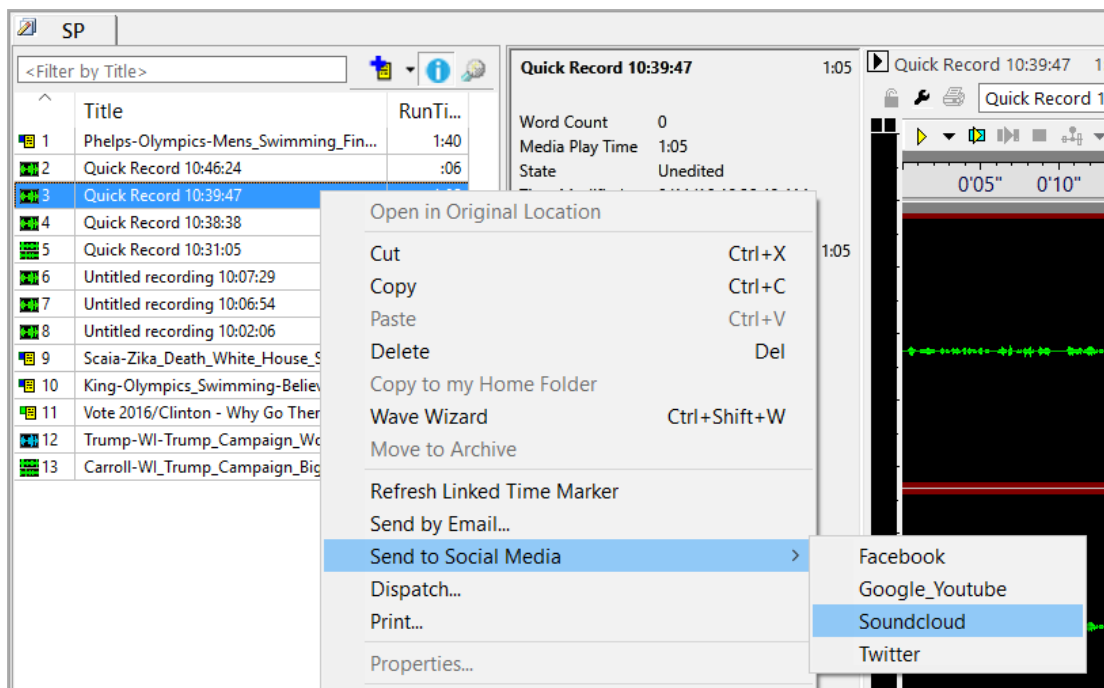
If your System Administrator has set up a SoundCloud source, you can pull off any Audio data you want into your local work set, as you would any other Audio file.

## Posting To SoundCloud

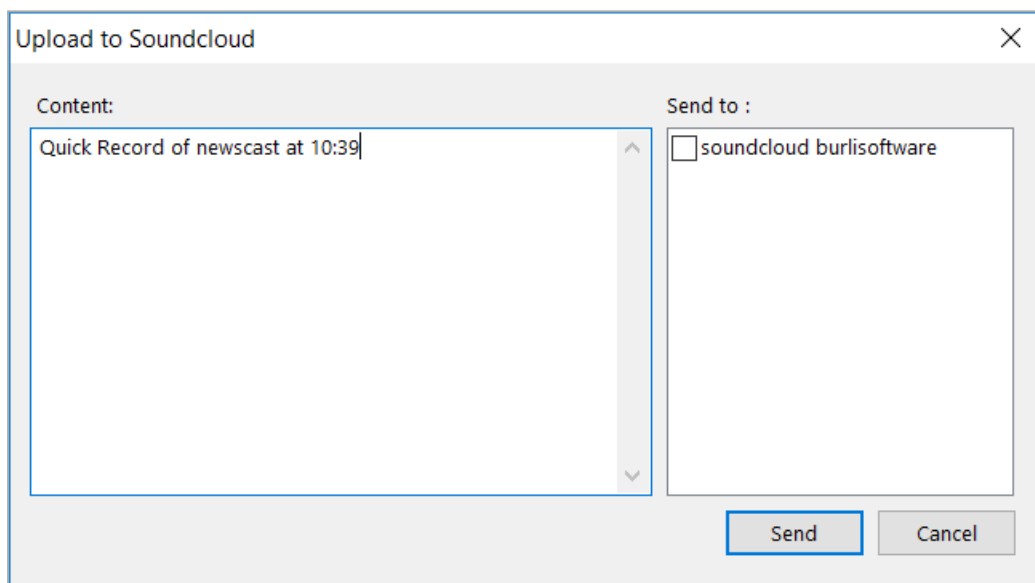
You may post to your organization's SoundCloud account(s) directly from Burli, sharing your finished Audio for distribution directly on the internet.

1. Right click your Audio file.
2. Select **Send to Social Media** and **SoundCloud**.





3. The *Upload to SoundCloud* dialogue appears.



4. Check the box for the account(s) you wish to post to.
5. (Optional) Add any text you want to appear in the SoundCloud feed to the *Content* window.
6. You'll get a confirmation that the upload has finished. Click *OK*.

The uploaded file will appear online in the SoundCloud feed.

## Considerations For Posting To SoundCloud

SoundCloud will reject any extra Audio component after the leftmost Component tab. Only the first Audio file will be kept.

One image may be included in the Story - this image will be used as the "album cover" on the SoundCloud site.

Text is allowed - it will be concatenated and added to the description of the track on SoundCloud.



# Other Social Media

## Facebook And YouTube

These social media outlets can only be used to bring data into Burli NE Desktop, you cannot post to them from the system.

Note that you can treat either of these channels as newswires (if your System Administrator has set them up) or view them in our built-in web browser.



# WordPress

## About Exporting To WordPress

Burli can upload text components and images (any number of each) from a single Burli Story to become a single WordPress Post. Multiple text components are concatenated into a single Post. Any images are inserted at the bottom of the post. (Audio, Video, and Notes components are ignored)

WordPress only allows for one Story to be exported at a time.

This process requires the user to open WordPress itself (in a browser as usual) to complete the workflow of posting a news story to the website, just like a regular post.

**Note:** *This feature does not publish directly to the web. This creates an untagged, uncategorized Draft within WordPress, with the full expectation that someone will do more work on this content in the WordPress environment before it is made public. This is by design - Burli cannot control the layout, links, embeds, related stories, and so on, that have to be tweaked when posting to most real world websites.*

## First Time Use

Your System Administrator has some setup to do before your first export to WordPress. Only a single WordPress site is supported per Burli system.

Sending a story to WordPress is done by right-clicking a Story in the Story List and selecting "Send to WordPress". The first time a given user tries this, a dialog will pop up to ask for a WordPress login that has permission to post new content. This can either be a generic account for Burli or an individual journalist's WP account. In places where WordPress and Active Directory are synced, this will be the user's standard Active Directory credentials.

If the credentials are accepted by WP, the Story will be uploaded as a Draft immediately. This normally takes only a second or two, even with images attached. A dialog message will confirm success or failure of the export. In the case of failure the user will see the reason for the failure.

## Subsequent Use

After a successful first export, the successful credentials will be saved as encrypted settings within Burli, so that the WordPress account is associated with a specific user in Burli, and will not appear again for this user unless the username and password become invalid (usually because the password has changed).

If the login dialog keeps popping up and no upload confirmation (or failure) appears, it means login info is being actively rejected by WordPress. Too many failed attempts may lock the WordPress account, so try to verify your credentials before attempting to login.

## Final Editing

Once exported, the new Post in WordPress will stay in an unpublished state until you sign into the WordPress environment, complete final edits to the Post (including assigning Tags and Categories), and submit it to the public web.



# Messenger



## Messenger

Burli's Messenger feature allows users to send messages between users and groups. This feature also produces system alerts which may be automated to inform you of any issues.

The Messenger is similar to some popular internet messenger services (eg. AIM, ICQ, MSN) but is directly integrated into Burli's interface - you do not need to leave Burli in order to send and receive messages.

Burli's messenger does not connect to any other messenger or chat service – it is designed for communication between Burli workstations.

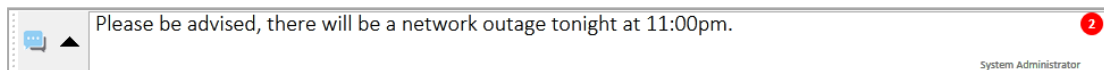
Using Messenger Conversations with Burli users and groups take place in the chat window which is located on the lower left of the screen – at the bottom of the Content Tree.

## Message Toolbar

The Message Toolbar is located at the top of Burli's Main Screen (but remember that it may be moved). It allows users to see incoming chat messages in a single, linear list (regardless of sender) and respond, even while the main Messages window is closed.

This toolbar is visible by default. To view or hide, go to **View > Toolbars > Chat**.

*The Message Toolbar*



Missed messages are indicated by the unread badge (red circle), which displays the number of unread messages (see graphic above).

To Read unread messages, click the red badge in the Toolbar. The bar will show you the next unread messages, one at a time, and the unread message number will decrease. To View the full message in the main Messages window, double-click in the messages area within the Toolbar, or click the **Open Chat** button (blue speech balloon, pictured above).

To Reply to a chat message, right-click and select **Reply** from the menu or double-click in the message area. This will expand the main Chat window (if closed) and focus in the text input area for the current chat thread.

Keep in mind that users may send a story link or website URL in a chat message. Clicking on these links will open the link location in a new Browser Tab.

## Start A Conversation Thread

You have the option to create a conversation with one or more users and/or one or more groups.

1. Set focus in the **To:** field to select the message recipient(s)
2. Start typing the recipient name (Burli user or group). As you type you will notice a list of recipients appear in the list
3. Select the recipient from the list using the mouse OR by using the **Up/Down** arrows on your keyboard
4. Press the **Enter** key OR press the **Tab** key to set focus in the **<Enter text message>** field below
5. Enter the message text (up to 255 characters)
6. Press the **Enter** key on your keyboard to send the message text to the recipient

You will see the new thread appear in the Thread List located at the top of the Messages area.

Multiple users or groups can be added to your message thread. They must be separated using a semi-colon (;).

For example, here's what you would enter in the **Send To:** field if you want initiate a chat with Jon, Bob, Sally and all the Editors (Editor's group):

- Jon;Bob;Sally;Editors

## Reply To A Message

When someone sends you a message, or you are part of a group that receives a message, their username will appear at the top-right of the chat Window.

1. Double-click on the user you want to respond and start typing in the text input window
2. Press **Enter** to send the message. You will see the message thread in the thread window

## Managing Multiple Message Threads

It is possible – and quite common – to have independent threads with several users at the same time. These threads are always totally separate from one another.

If you view your messages on the tab the upper half of the screen, each separate chat appears as a separate window on the screen. Several can be visible at the same time.

If your chat window appears in the lower left of the Burli screen you can still conduct several separate chats at once, but only one is visible at a time. You can switch between chats by pressing the blue **Chat Toggle** button.

## Sending Story Links

You can send links to Stories in the system by dragging the Story Slug into the Chat Message Area. This will send a link of the Story to the message recipient.

When receiving a Story Link, click on the link to open the Story. Keep in mind that the open story may point to the original story OR a copy of the story depending on your security access to the original story. For example, if you do not have access to the original story, a copy of that story may be copied to your Home folder when opening the story link.

## Urgent Messages

Urgent Messages will appear with red text formatting. The message content will appear along with the sender's user name. This is the display area for System Alerts and Urgent Messages. See [System Alerts](#) for more information.

To respond to an Urgent Message, you must enter the Chat Window area and focus on username of the sender.

To send your own Urgent Message, first click the flag button so that it turns red. Your message will display in red text on the recipient's screen. Click it again to turn off Urgent Messaging.



## Deleting Messages

To delete a message, focus on the message you want to delete, and press the **Delete** key. You can also right-click on a message, choose **Delete** from the menu. A confirmation message will appear.

To delete a message, right-click on a thread, choose **Clear Messages** from the menu. A confirmation message will appear.

**Note:** *Deleting messages and message thread will not be deleted for other users. Deleted messages are not deleted permanently from the system.*

## Ending A Chat

Once you no longer wish to chat with someone, you can close the message window.

1. Make the chat you wish to close visible on the screen (if you have several simultaneous chats open you want be sure to close the right one)
2. Left-click on the X in the top right corner of the chat screen
3. Your chat window will close and your chat partner will receive a message telling them that you have left the chat

Logging out of Burli or shutting the program down will also end all your chats.





# System Alerts

System Alerts are designed to inform Burli users and administrators that something of interest has happened. They can be triggered by several events.

## Alert Events

A system alert can be sent by a System Administrator to convey information to users. For example, your System Administrator is about to do some maintenance, you may receive an alert message describing the details of the maintenance and what you are required to do.

Alerts can also be created when a Story is added to a Content Tree Object.

Assignment Alerts are sent to users when receiving an assignment. Changes made to an Assignment will also produce an alert to the assigned user.

If the alert is a high priority, it is displayed with a red background. The priority ranges from 9 (lowest) to 1 (highest).

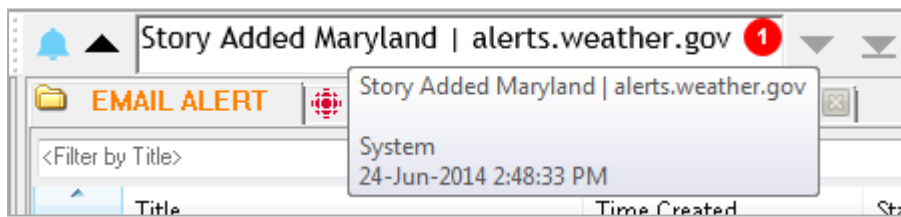
If an event is associated with a Story in the system, as a “Story Added” event is, you can open the Story by right-clicking on an alert message and selecting “Open”. The Story that triggered the alert will open in the top-right pane.

## System Alert Toolbar

The System Toolbar is located at the top-left of Burli’s Main Screen. It allows to see incoming messages when the main Messages window is closed.

This toolbar is visible by default. To view or hide, go to **View > Toolbars > System Alerts**.

*The System Alert Toolbar*



Missed Alert messages are indicated by the unread badge (red circle) which displays the number of unread messages (see above graphic).

To Read unread messages, click in the messages area within the Toolbar, the unread message number will decrease. To View the full message in the main Messages window, double-click in the messages area within the Toolbar.



You may also click the System Alert button to navigate to the currently displayed alert at any time.



This is an empty page! (I *meant* to do that!)



# Databases



## Contact Database

The Contacts feature allows you to store information for all your important business contacts. You can store field information such as name, address, various phone numbers, email address, and more.

Each Contact entry has an attached folder where you can attach an unlimited number of Stories associated with that Contact.

Contacts entries can be linked with the Assignments feature which provides a convenient way to associate an Assignment with a Person or Organization.

## Opening The Contacts Database

To open the Contacts database, click on the Contacts node in the Content Tree.

This will open the list of Contacts in place of the Primary browser Tab of the main Burli screen as seen below. You can move this tab to a different location, See [Tab Browsing](#) for more information.

## Managing Contacts

Create, delete, edit, save and print Contact entries using the Contacts Toolbar located at the top-right of the Contacts area.

*Contact Toolbar*



## Create A New Contact Entry

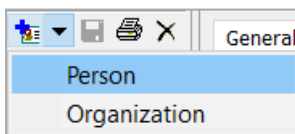
There are two Contact types: Person and Organization. Each one provides the same functionality, and is used to distinguish between a 'Person' and an 'Organization'.

New Contact entries will appear in the list within Contact tab and can be edited at any time.

To create a new contact Person, click the **New** button. A Person contact entry will be created by default. You can also choose **Person** from the drop down menu adjacent to the **New** button.

To create a new contact Organization, choose **Organization** option from the drop down menu adjacent to the **New** button.

*Creating a new Person or Organization*



You can also right-click on the Contacts tab and choose **New > Person** or **New > Organization** from the menu.

Contacts can also be created, edited and linked to from within the Assignments database.



Contacts will be saved automatically when you navigate away from the current contact or close the Burli application. You can force save the contact at any time by clicking the **Save** button within the Contacts Toolbar, located on the top-right side of the Contacts area.

Saving a Contact makes it instantly available to other users in the Burli system.

## Importing Contacts

Contacts may be imported from a Microsoft Outlook export file, a CSV (Comma Separated Value) File, or from a Burlii Newsroom system. Please see your System Administrator for more details.

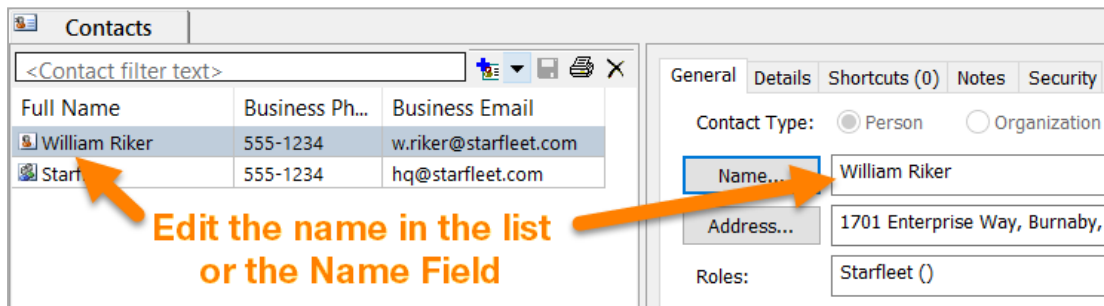
## Editing Contact Info

You can add new data or edit existing data in the Contacts database. You will find that most of the provided fields are self-explanatory.

There are two areas for editing contact information.

- **General/Details Tab** – Edit contact information in the General and Details Tab area located to the right of each contact (recommended)
- **List View** – Edit the values directly in the list view directly below the Contact tab. (This method is limited due to the fact that not all fields are displayed by default. You can change the Field View which can make this method slightly more convenient. See [Changing The Displayed Field Columns](#) for more information)

*Editing Contact Info*



**Note:** It is recommended you use the **Address** button when inputting address info to ensure you get the right syntax.

## Contact Component Tabs

There are five Component Tabs associated with each Contact.

### General

Contains the basics of your Contact's information - name, address, phone, email, and social media details.

The General Tab

General	Details	Shortcuts (0)	Notes	Security
Contact Type: <input checked="" type="radio"/> Person <input type="radio"/> Organization				
Name...		William Riker		
Address...		1701 Enterprise Way, Burnaby, BC, Canada, V1V1V1		
Roles:				
Phone Business: 555-1234 Home: Mobile:		Email Business: w.riker@starfleet.com Home: Alternate:		
Twitter: @ riker		Navigate...		
Facebook: WilliamT		Navigate...		

## Details

Lists any special Category, fax information, ISDN, and Organization links.



The Details Tab

General	Details	Shortcuts (0)	Notes	Security				
Category:		Officer						
Fax 1:		555-4321						
Fax 2:								
ISDN:								
Web Page:		www.starfleet.com						
<input type="button" value="New"/> <input type="button" value="Delete"/>		<table border="1"> <thead> <tr> <th>Organization</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Starfleet</td> <td></td> </tr> </tbody> </table>			Organization	Role	Starfleet	
Organization	Role							
Starfleet								

## Shortcuts

Lists any associated Stories with the Contact.

*The Shortcuts Tab*

General	Details	Shortcuts (1)	Notes	Security
Stories:		Title	Modified Time	Modifier
		  'I'll spend this pay rise on my son'	Less than 1 minute ago	ae

## Notes

This tab allows for a free space that the user can put in any private notes about the Contact in question.


*The Notes Tab*

General	Details	Shortcuts (1)	Notes	Security
This is a space for free form notes pertaining to the Contact!				

## Security

Outlines what Security Permissions are associated with the Contact. Useful for preventing accidental viewing, modifying, or deleting of info by unauthorized staff.

*The Security Tab*

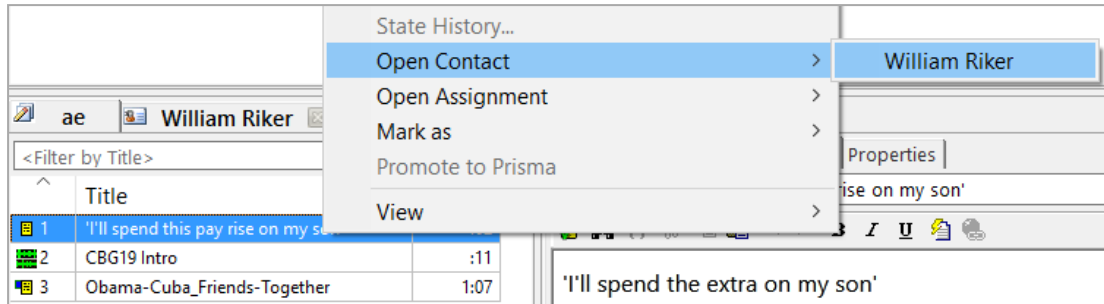
General	Details	Shortcuts (1)	Notes	Security	
Access					
<input checked="" type="radio"/> Public <input type="radio"/> Private <input type="radio"/> Custom					
Access Permissions for Users or					
Name	Read	Create	Modify	Delete	Reor...
 Public Group	✓	✓	✓	✓	✓

## Adding Story Shortcuts To Contacts

To add a Story Shortcut to a Contact, just drag and drop the Story into the Shortcuts Tab of the appropriate Contact. The Shortcut can then be double-clicked and will link directly to the Story.

The shortcut works in reverse, too - right clicking on a Story and clicking Open Contact will lead to a shortcut back to any Contact(s) associated to that Story.

Linking from a Story to a Contact



## Deleting Contacts

To delete a Contact or Contacts:

1. Highlight one or more contacts you want to delete
2. Click the **Delete (X)** button within the Contacts Toolbar located on the top-right side of the Contacts area

Alternatively, you can press the **Delete** key on your keyboard.

You can also right-click the Contact and select **Delete**.

**Note:** You will be prompted with a confirmation dialogue box before the contact(s) is delete. Once you click Yes, the contact will be removed from the system. **This action cannot be undone.**

## Filtering Contacts

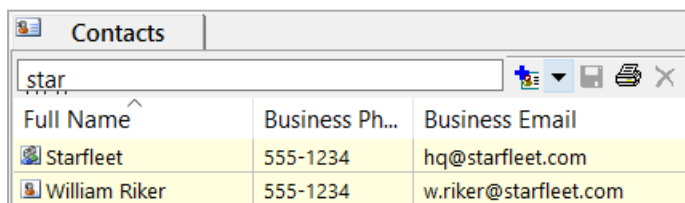
This can be useful when you want to find a Person or Organization when there are a high number of contact entries in the system. The Filter text field is located directly below the Contacts tab.

To filter Contacts, start typing the contact name or virtually any other existing value (except address) contained in the General tab. The more characters you enter, the smaller the search results will be.

## Filtered Contacts List

When the contacts list is filtered, you will notice the background colour is yellow (default is white). To reset the contacts list, remove the text from the filter field; the background colour will revert back to white when the filtering is cleared.

Filtered Contacts list



## Changing The Column View

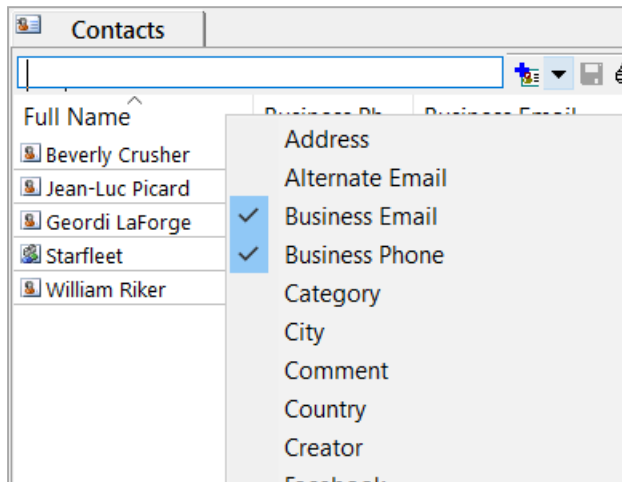
The default fields displayed are Full Name, Business Phone and Business Email. You can choose which fields you want to see in the Contacts list view. This will help you see the most important contact information at first glance when viewing contacts.



## Changing The Displayed Field Columns

1. Right-click anywhere in the Field title area
2. Select which fields you want to appear in the Contacts list area. The checkmark indicates that the field is visible
3. The newly added field will be the right-most column. You can rearrange this column to any position

*Changing the displayed Column headings*

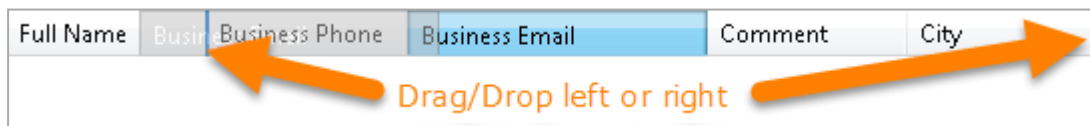


## Rearranging The Field Columns

Once you have enabled the column of your choice, you can arrange them in the order of your choice.

1. Locate the column you want to reposition
2. Click and drag the column to the left or right of the other columns. As you drag a column, you will notice a vertical blue line indicating the location it will appear when you drop it to its new location
3. Drop the Column in its new location
4. Repeat steps 1-3 for other columns

*Rearranging the Columns*



## Printing Contacts

You can print one or more contacts simultaneously by clicking the **Print** button within the Contacts Toolbar; located on the top-right side of the Contacts area.

To print Contacts:

1. Select one or more Contacts in the list
2. Click the **Print** button. You will see a print preview of the contacts you have selected

You have the option to modify the Page Header and Footer. It is suggested that you edit the Header only unless you have been advised by your System Administrator.

Different print templates can be used. It is suggested that you do not make any changes. Please contact your System Administrator for more information.

3. Click the **Print** button to print the selected Contacts



# Assignments Database

The Assignments database allows you to organize and keep track of upcoming events and ongoing checks. Each Assignment can contain relevant Stories, emails, faxes, audio, and more.

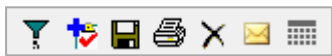
Some of the features include Custom and Preset Filters, Start and End time Calendar tool, Contact linking, and many Custom Fields. These provide powerful and intuitive control of an unlimited number of Assignment entries (past, present or future).

To open the Assignments database, click on **Assignments** in the Content Tree. You can also open the Assignments in a Floating Workspace (right click **Assignments**, **Open In** >> **Floating Workspace**).

## Managing Assignments

Create, Delete, Edit, Save and Print Assignment entries using the Assignments Toolbar located on the top-right side of the Assignments area.

*Assignment Toolbar*



## Creating A New Assignment



Creating a new Assignment is as simple as clicking the **New Assignment** button. You will notice the new entry in the list titled 'Untitled Assignment'. A corresponding folder will also be created for storing related Stories. See [Folders](#) for more information.

You can also right-click on the Assignment tab and choose **New** from the menu.

In the Calendar view, you can also double-click a date and time, and a new Assignment will be created. You can set its details on the right side of the screen.

## Editing Assignment Information

You can add new data or edit existing data in the Assignments database. All the editable fields are located to the right of each Assignment in the General tab. You will notice the information will change as you cycle through the list of Assignment entries.

All these values will affect how they appear in the Assignments list when filters are used.

**Note:** Unlike the Contacts database, you cannot edit the Assignment information directly in the Assignments list area - you must make the changes in the content area to the right of the listed Assignments.

## Saving Assignments



Assignments will be saved automatically when you navigate away from the current Assignment, or close the Burli application. You can force save the Assignment at any time by clicking the **Save** button within the Assignments Toolbar. This is useful for ensuring that all current information is instantly available to other users in the Burli system.

## Deleting Assignments



One or more Assignment entries, and corresponding folders, can be deleted simultaneously.

1. Highlight one or more Assignments you want to delete
2. Click the **Delete (X)** button within the Assignments Toolbar located on the top-right side of the Assignments area

You can also press the **Delete** key on your keyboard.

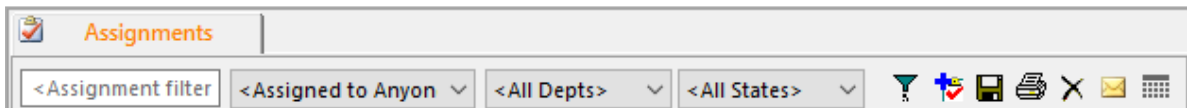
**Note:** You will be prompted with a confirmation dialogue box before the Assignment is deleted. Once you click Yes, the Assignment will be removed from the system. **This action cannot be undone.**

## Filtering Assignments



This can be useful when you want to find a Person or Organization when there are a high number of Assignment entries in the system. The Filter text field is located directly below the Assignments tab.

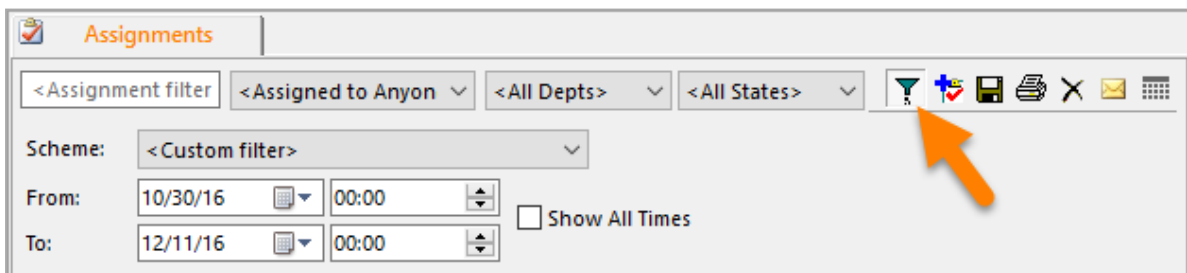
*Assignment filters*



To filter Assignments, start typing the Assignment name or virtually any other existing value (address field not included), contained in the General tab. The more characters you enter, the smaller the search results will be. You can also choose who the Assignment was assigned to, which department you want to look at, or all states (eg. Not Started, In Progress, Completed, etc).

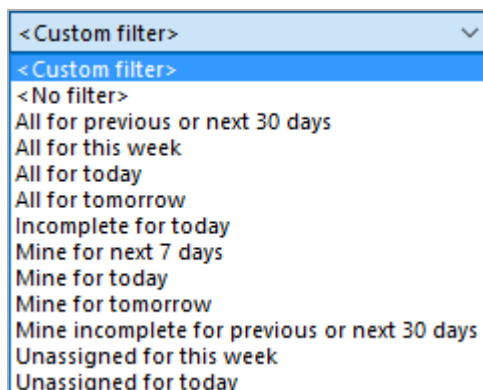
To see more Filter options, click the funnel button.

*Expanding the Filter tools*



You will now have access to a quick pick list of custom Filters.

All custom Filters



You can also set a date range manually using the From/To date controls.

When the Assignments list is filtered, you will notice the background colour is yellow (default is white). To reset the Assignments list, remove the text from the filter field; the background colour will revert back to white when the filtering is cleared.

## Printing Assignments



Print one or more Assignments simultaneously by clicking the **Print** button within the Assignments Toolbar.

1. Select one or more Assignments in the list
2. Click the **Print** button. You will see a print preview of the Assignments you have selected

You have the option to modify the Page Header and Footer. It is suggested that you edit the Header only unless you have been advised by your System Administrator

3. Click the **Print** button to print the selected Assignments

## Send To Assignee



You may want to notify the Assignee that you have an Assignment for them.

To manually send an Assignment Alert to Assignee:

1. Click on the Assignment you want to include in the Alert
2. Click the **Send to Assignee** button

An alert, including the current information related to the assignment, will be sent to the Assignee's email address.

**Note:** This feature may not be configured in your newsroom, please contact your System Administrator for more information.

## Assignment Views

There are two ways to view your Assignments, our classic List view, and the Calendar view.



To toggle between the two views, click the Calendar button.

## List View

The List view is exactly that - a list of Assignments that have been given to the news staff.

*The List View*

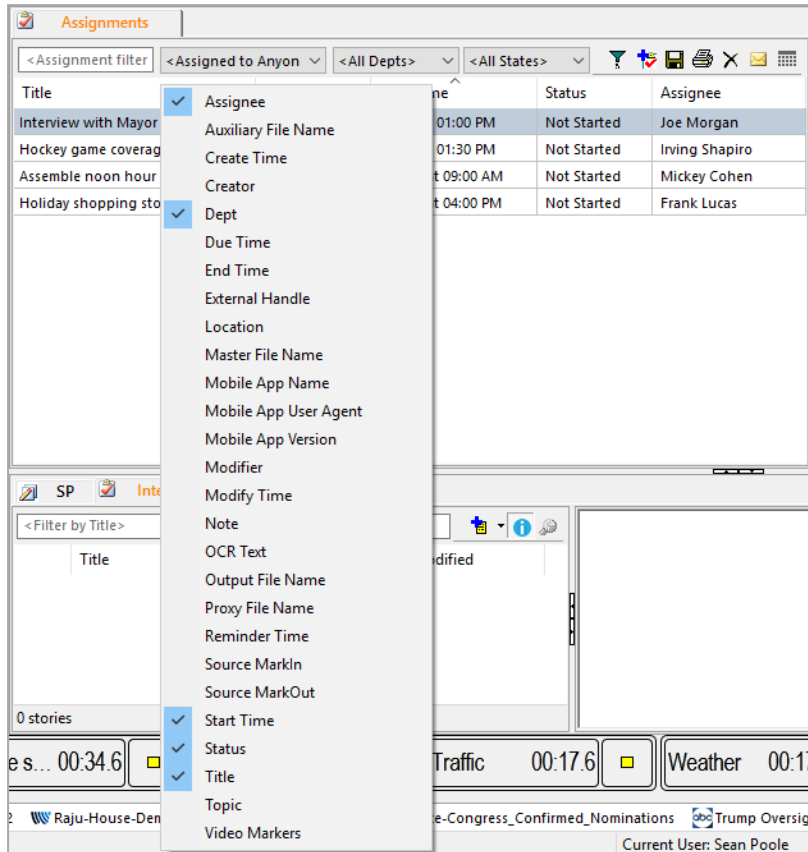
Title	Dept	Start Time	Status	Assignee
Interview with Mayor	Reporters	Today at 01:00 PM	Not Started	Joe Morgan
Hockey game coverage	Web	Today at 01:30 PM	Not Started	Irving Shapiro
Assemble noon hour coverage	In Depth	Dec 01 at 09:00 AM	Not Started	Mickey Cohen
Holiday shopping story interviews		Dec 08 at 04:00 PM	Not Started	Frank Lucas

Click on any Assignment in the List, and its details will appear on the right hand side of the screen.

You can reorganize the list however you like by clicking the Fields at the top of the list. For example, click Start Time to organize the List by ascending date (and again to sort by descending date).

You can also display additional fields (not just the defaults shown above) by right-clicking any field and checking the field you want displayed.

List of available display Fields

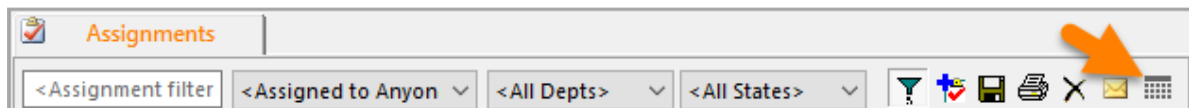


**Note:** If you can't find a specific Assignment you're sure should be there, be sure to check the **Assigned To** filter button to make sure you're included on the filter parameters!

## Calendar View

Burli NE Desktop also has a Calendar view, to allow you to see your newsroom's activities in a more traditional calendar format. To open, click the Calendar button.

Opening the Calendar



The Top Pane will then show the last selected Calendar view.

You can create a new Assignment by double-clicking anywhere in the Calendar view - an Assignment will open and you can set it up on the right hand side of the Top Pane. 9:00AM is the default time in the Week or Month View, unless changed by your System Administrator.

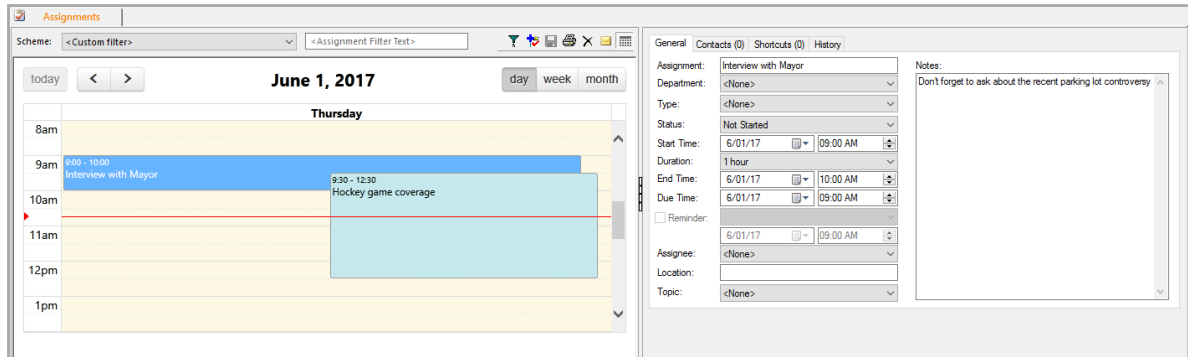
You can also drag and drop Assignments within the Calendar to change the starting date and/or time.

**Note:** In the Day and Week views, a red line will show the current time.

## Day View

The Day view will show you the Assignments for a given day. You can select forward and back in time with the forward/back arrow buttons at the top of the view, and jump back to today with the Today button.

*Day view*



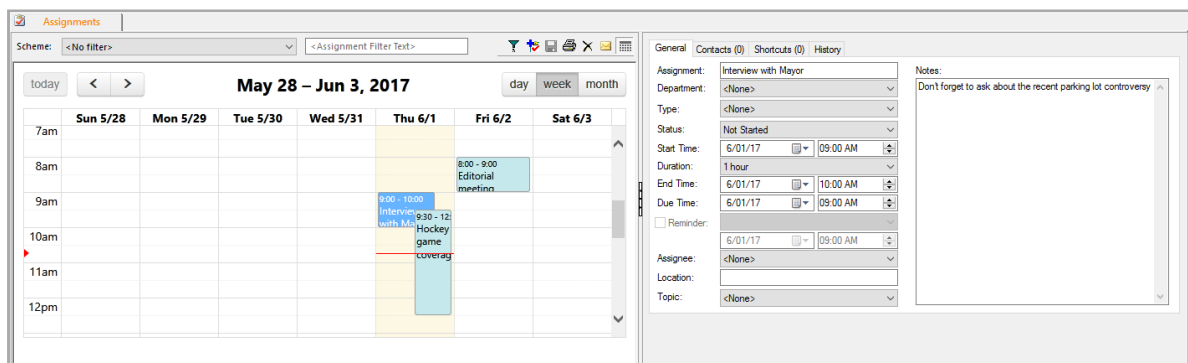
As you click each Assignment, its details will open on the right. All controls on the toolbar function the same as in List view.

You may change the start time of an Assignment in Day view by dragging the blue box to a new location. You can change the end time by hovering the cursor over the box, grabbing the handle at the bottom of the box, and dragging it up or down.

## Week View

Clicking on the Week button at the top opens the Week view.

*Week view*



You can now see all assignments listed by a 7 day span. The dates covered are at the top of the screen.

You may change the start time of an Assignment in Week view by dragging the blue box to a new location. You can change the end time by hovering the cursor over the box, grabbing the handle at the bottom of the box, and dragging it up or down.

## Month View

Clicking on the Month button opens up the Month View.



## Month View

The screenshot shows the 'Assignments' application interface. On the left, a calendar for November 2016 is displayed. The date Wednesday, November 30, is highlighted in yellow and contains a blue box with the text '9a Assembly' and '+2 more' below it. On the right, the 'General' tab of the assignment details is visible. The assignment is titled 'Interview with Mayor', assigned to 'Joe Morgan', and is scheduled for '11/30/16' from '01:00 PM' to '02:00 PM'. A note on the far right reads: 'Don't forget to ask about the recent parking ticket controversy'.

This view shows you an entire month at once. Of course, that means it's harder to see details of each individual Assignment (as there is less display space per day). When you have more than one Assignment on a given day, you will see a yellow day with an indication of how many Assignments are on it. (see Month View above)

Clicking on a yellow date will give you a preview of the Assignments on that day.

*Expanding condensed Assignments in Month view*

This screenshot shows the same calendar view as above, but with the expanded view for Wednesday, November 30. A tooltip window is open over the date, showing two assignment cards: '1p Interview with Mayor' and '1:30p Hockey game coverage'. The right-hand panel now displays details for the 'Interview with Mayor' assignment, which is the same as in the previous screenshot.

You can now click the previously hidden Assignments and see their details on the right hand side of the screen.

You may change the date of an Assignment in Month view by dragging the blue box to a new location.

## Assignment Components

There are four Component Tabs for each Assignment.

### General

Overview of the Assignment, including its name, type, date, time, duration, location, assignee, and any related notes.

*The General Tab*

The screenshot shows the 'General' tab of a software interface. It features a form with the following fields and values:

- Assignment: Interview King of Spain
- Department: Reporters
- Type: Event
- Status: Interview Requested
- Start Time: 3/30/16, 09:00 AM
- Duration: 1 hour
- End Time: 3/30/16, 10:00 AM
- Due Time: 3/30/16, 09:00 AM
- Reminder:  3/30/16, 09:00 AM
- Assignee: user1
- Location: (empty)
- Topic: <None>
- Notes: Ask about Queen Lisa

**Assignment** – enter or edit the title for the Assignment. This value will appear in the list of Assignments for all users once the Assignment has been saved.

**Department** – select the associated department from the predefined list. The value default is <none>.

**Status** – select the current status from the predefined list in the drop down menu. The options are 'Not Started' (default), 'In Progress' and 'Completed'.

**Start Time** – set the event Start date using the calendar tool or by entering the date values with a numeric keypad. Set the Start time using the time field on the right.

*Note: You can use the up/down arrows on your keyboard to increase/decrease the values in focus.*

**Duration** – set the intended duration from the predefined list in the drop down menu. The increments are 0 minutes (default), 30 minutes, 1 - 9 hour.

**Duration** is a calculation based on the difference between Start Time and End Time. When changing this value, the End Time value will be automatically calculated.

To set a custom value, not included in the menu list, enter a custom End Time (below) and the Duration will be automatically calculated for you.

**End Time** – set the event End date using the calendar tool or by entering the date values with a numeric keypad. Set the End time using the time field on the right.

**Due Time** – enter the Due date for the scheduled time of this Assignment. Set the Due time using the time field on the right.

**Reminder** – set the Reminder time from the predefined list in the drop down menu.

To set a custom reminder time, one that is not provided in the menu, enter a custom Reminder Date and Time value below the drop down menu.

A reminder can be set to remind you when the Start time or Due date is getting close to the present time.

*Note: To enable the Reminder option, you must first choose an Assignee. See Assigned To below for more information.*

**Assigned To** – select the Burli User or Group whom is responsible for the Assignment. By specifying an Assignee, the Reminder option will become available.

**Location** – enter the Event location.

**Topic** – select the Topic from the predefined list in the drop down menu.

**Notes** – enter some detailed information related to an Assignment.

## Contacts

List any associated Contacts with this Assignment.




*The Contacts Tab*

General	Contacts (1)	Shortcuts (1)	History
<p>New Person</p> <p>New Organization</p> <p>Remove</p>	<p>William Riker</p>		<p>Details:</p> <p>Comment</p> <p>Business Pho...</p> <p>Home Phone</p> <p>Mobile Phone</p> <p>Business Email</p> <p>Home Email</p> <p>Alternate Email</p> <p>Address</p> <p>City</p> <p>Fax1</p> <p>Fax2</p> <p>Twitter</p> <p>Facebook</p>

## Shortcuts

List of any Stories that have been linked to the Assignment.

*The Shortcuts Tab*

General	Contacts (1)	Shortcuts (1)	History						
Stories:	<table border="1"> <thead> <tr> <th>Title</th> <th>Modified Time</th> <th>Modifier</th> </tr> </thead> <tbody> <tr> <td> Making pizza in Toronto</td> <td>Less than 1 minute ago</td> <td>ae</td> </tr> </tbody> </table>	Title	Modified Time	Modifier	 Making pizza in Toronto	Less than 1 minute ago	ae		
Title	Modified Time	Modifier							
 Making pizza in Toronto	Less than 1 minute ago	ae							

## History

Lists the creation and last modification date for the Assignment, as well as who carried out those modifications.

*The History Tab*

General	Contacts (0)	Shortcuts (0)	History
Modified:	3/30/16 4:00:23 PM	by	ae
Created:	3/30/16 4:00:23 PM	by	ae



## Adding To Assignments

Assignments can have all manner of supplemental information linked to them in order to make things easier on the user responsible for completing the Assignment.

### Adding Stories To An Assignment

Each Assignment has a Folder which can contain an unlimited number of Stories. This folder functions no differently than other folders in the system. Contained Stories can be filtered and will also appear in the search results.

To add a Story:

1. In the Assignment tab, focus on the Assignment where you want to add a Story  
Notice that a folder tab, titled with the full Assignment name, appears in the Bottom Pane. As you cycle through the list of Assignments, this folder will match the current Assignment in focus
2. Create a new Story or drag and drop existing Stories from another location. This will create a copy of the original Story

### Adding A Story Shortcut

This is used for Story Linking. The difference with the Shortcuts, compared to the Attached Folder, is that **Stories dropped into this tab will be referenced – not copied.**

You can drag and drop any Story into the Shortcuts Tab to associate it with the current Assignment in focus. To open the source Story, double-click it or right-click and select **Open** from the menu. This will open original Story in its original location in the Content Tree.

Keep in mind that you may not have access to the original location and you may see message when attempting to open the Shortcut. If the original Story is deleted from the system, the Shortcut link will be broken.

To see if a Story is linked to an Assignment, right-click on the Story in the list and select **Open Assignment** from the menu. This will display a list of linked Assignments. In most cases this list will be empty.

## Contacts Linking

You can create and link Burli Contacts from within the Assignments area. This is useful for associating a Person or Organization to an Event. Dragging and dropping directly from the Contacts database make this even easier.

### Contacts Tab

**New Person** – Create a new Person in the Contacts database and link them to the current Assignment. All information for each contact can be edited in the Details area on the right side of the Contact tab.

**New Organization** – Create a new Organization in the Contacts database and link them to the current Assignment. All information for each contact can be edited in the Details area to the right of each Contact entry.

**Remove** – Removes the link to the Contact entry. This removes the link and does NOT delete the contact entry from the Contacts database.

**Note:** All Contact information in the Assignments will be synchronized with the Contacts Database.

To add a Contact link:

Prepare the target Assignment

1. Open the Assignments database so the main tab is located at the top of Burli's Main Screen
2. Focus on the Assignment you want to link a contact to
3. Make sure the Assignment's Contacts tab is in focus. This exposes the link area where the Contact(s) be dropped

Locate, drag and drop the Contact

1. Open the Contacts database so the main tab is on the Bottom Pane. This will allow you to drag the Contact, from the bottom, into the Assignments which is located on the top
2. Locate the Contact you want to add as a link
3. Drag the Contact into the Contact link area. You will notice the Contact is added immediately

**Note:** *If you lose focus of the Assignments tab, you can drag the Contact, hover it over the main Assignments tab, then drop it into the links area once the Assignment database is in the foreground.*



## Archive

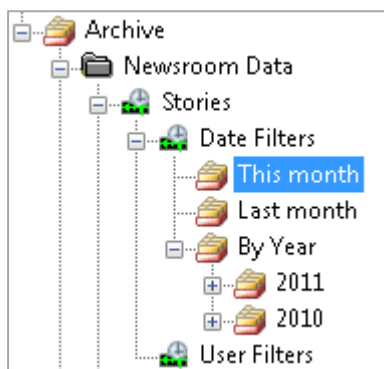
It goes without saying, there will always be more news coming into the system.

The Archive is intended for long term storage in order to keep primary storage smaller and cleaner. This is done by moving older or less important Stories from the Newsroom Data area to the Archive area.

One of the reasons there is an Archive is to ensure the quality of the search performance when working with more recent or relevant material in the system. For this reason, Archived stories are not included in Search results by default.

In the event that you need to retrieve Archive stories items, you have the option to Browse or Search the Archive like you do with all other stories in the system.

*Browsing inside the Archive*



Stories can be archived automatically by the system or manually by Burli users. Please contact your System Administrator for more information related to automatic archiving.

## Sending Stories To The Archive

You may need to manually Archive Stories which are not set to automatically archive.

1. Select one or more Stories
2. Right-click on any one of the selected Stories
3. Select **Send to Archive** from the menu. A confirmation dialogue box will appear
4. Click **Yes** to Archive the selected stories

This will instantly move the selected stories to the Archive. In other words, the stories will not appear in their original location. However, Story items can be retrieved from the Archive. See [Retrieving Stories From The Archive](#) for more information.

When a Story is archived, the parent folder structure will not be retained however all other information (Metadata and other system information) will be saved with each Story as it moves to the Archive.

## Searching The Archive

Searching the Archive is done using Burli's Search Tool. By default, Archived Stories are not included in the Search. However, you can include the Archive using the Advanced Search Rules.

## Browsing The Archive Using Filters

The Archive is located at the bottom of the Content Tree along with all the other objects. You will find In-house Stories, Scripts, Newswires, and Assignments in the Archive all originally located in the working set.

Browsing the Archive should be fairly straight forward as the layout is much less complex compared to the working set area. The object tree structure cannot be changed by you or the System Administrator. In other words, you cannot remove any Folders or Filters and Stories cannot be edited or deleted.

Archived items can be copied to the working set for editing and can be archived again in the future.

## Browsing For Archived Stories

Browsing can be done using the mouse - click to open or close the various objects in the Archive Tree. Clicking on the Filters will reveal the Stories in a Navigation Tab.

Once you are focused in the Archive area, you can also use the *Left/Right/Up/Down* arrows, on the on the keyboard, to navigate through the various Archive objects in the tree. To view the Stories, press the *Enter* key when focused on a Filter.

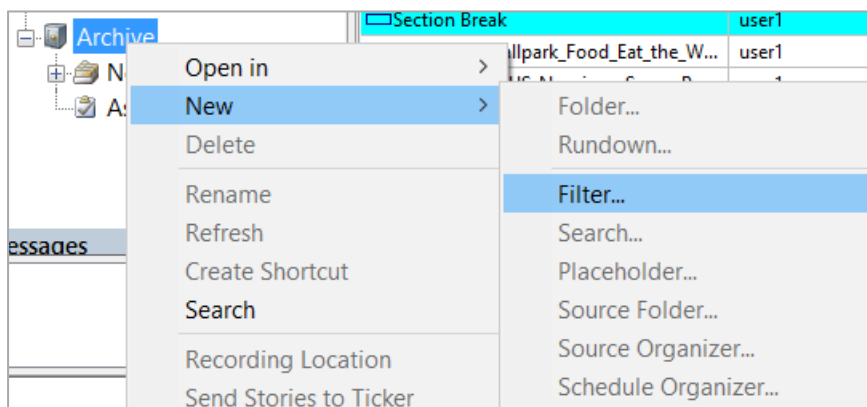
Archive Navigation Tabs can be handled just like any other Navigation Tab. See [Tab Browsing](#) for more information.

## User Saved Search Filters

You can save custom Filters in the Archive Tree. This allows you to access older Stories using the Advanced Search engine.

To create a Saved Search Filter:

1. Right-click on the Archive object in the Content Tree
2. Select **New > Filter** from the menu. This will open the Advanced Search Engine where you can define simple or complex search criteria
3. Press **OK** to save the Filter



**Note:** After creating this Filter, you will need to refresh the results (Right-click on the Filter, select **Refresh** from the menu). You will need to refresh the Filter each time new stories are entered into the Archive.

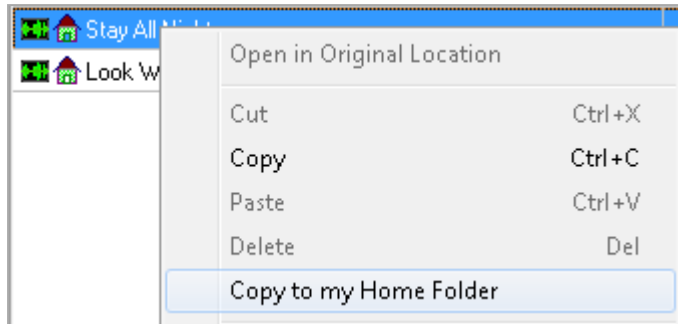
## Retrieving Stories From The Archive

Since Archived Stories are read-only, you may want to move some archived stories into your working environment allowing you to edit them. Once you are finished, you can resend them back to the Archive.

This can be done by dragging and dropping Stories from the Archive area into the newsroom data area.

Another option is to right-click on any Archived Story and select the **Copy to my Home Folder** option from the menu.

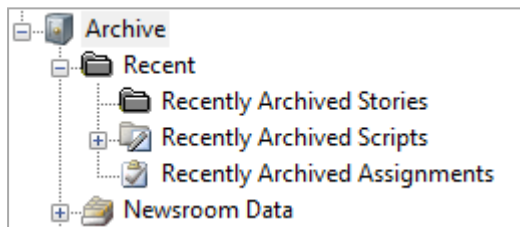
Retrieving from the Archive into My Home Folder



## Recently Archived Items

**Note:** This feature will not appear unless specifically enabled and configured by your System Administrator.

Your recently archived Stories, Rundowns (Scripts), and Assignments can be easily found in the Recent node under the Archive.



Items moved into the Archive in the last system-specified number of days will appear in these filters, providing a fast, easy way to track down that Archive item you were just working on yesterday.





# Appendices



# Keyboard Shortcuts

## Global

These keyboard Shortcuts are active when focused anywhere in Burli NE Desktop.

<b>Ctrl+L</b>	Logout	Logout of Burli NE Desktop, prompts a new login
<b>Ctrl+R</b>	Record Audio	Record Audio in the Editor tool
<b>Ctrl+S</b>	Remove Story Lock	Does a "quick save" so that the Story is immediately unlocked for editing at another workstation
<b>Ctrl+Shift+F</b>	Open Advanced Search	Opens up the Advanced Search Dialogue. Imports any search terms already entered in the Search field.

## In The Story List

These keyboard Shortcuts are active when focused on one or more Stories in a Story List.

<b>Ctrl+A</b>	Select All	Selects all Stories
<b>Ctrl+C</b>	Copy	Copy Story/Stories
<b>Ctrl+X</b>	Cut	Cut Story/Stories
<b>Ctrl+V</b>	Paste	Paste Story/Stories
<b>Ctrl+D</b>	Dispatch	Opens the Dispatch window
<b>Ctrl+N</b>	New Text Story	Opens up a new Text Story
<i>Insert</i>	New Text Story (alternate)	Opens up a new Text Story. Requires Admin activation.
<b>Ctrl+P</b>	Print	Print one or more Stories

## In The Audio Editor

These keyboard Shortcuts are active when focused on one or more Stories in the Audio Editor.

<b>Space Bar</b>	Play/Stop Audio	Plays and Stops Audio playback
<b>+ (plus)</b>	Add new track	Adds a new track to an Audio project
<b>- (minus)</b>	Remove track	Removes the last CLEAR track of a multi-track project (this will not remove a track with audio in it)
<b>S</b>	Split block	Divides an Audio block into two or more clips (in Edit mode only)

L	Moves block left	Snaps the head of an active block to the next marker or block on the left
R	Moves block right	Snaps the tail of an active block to the next marker or block on the right
M	Mute Audio	Quickly mute an Audio selection or Audio block
N	Normalize	RMS Normalize an active block or selection to 13% (based on the <b>average</b> amplitude of an Audio selection or block)
P	Peak normalize	Peak Normalize an active block or selection to 96% (based on the <b>average</b> amplitude of an Audio selection or block)
T	Title	Creates or edits the title of the currently selected Audio block
O	Fade Out (Linear)	Fades selected waveform out using a linear envelope
Shift + O	Fade Out (Sinusoidal)	Fades selected waveform out using a sinusoidal envelope
I	Fade In (Linear)	Fades selected waveform in using a linear envelope
Shift + I	Fade In (Sinusoidal)	Fades selected waveform in using a sinusoidal envelope
X	Cross Fade (Linear)	Cross fades audio selected across multiple audio blocks using a linear envelope
Shift + X	Cross Fade (Sinusoidal)	Cross fades audio selected across multiple audio blocks using a sinusoidal envelope
Ctrl+Left Click	Highlight selection	Highlights the area between two markers (click between markers)
F8	Create marker	Create marker during playback or record
F9	Play/pause	Toggles between playback and pausing
F10	All stop	Stops all playing audio
F11	Skip back	Rewind 1 second in playing audio. Hold down to rewind track.
F12	Skip forward	Fast forward 1.5 seconds in playing audio. Hold down to fast forward track.
Up Arrow	Increase amplitude	Raises the audio amplitude - hold the Up arrow until desired result (focus must be set in the waveform)

<b>Down Arrow</b>	Decrease amplitude	Lowers the audio amplitude - hold the Down arrow until desired result (focus must be set in the waveform)
<b>~ (Tilde)</b>	Cycle through tools	Press repeatedly to cycle through the Move / Select / Envelope tools
<b>Scroll wheel (mouse)</b>	Zoom in / out	Scroll in or out using forward and back scroll wheel direction on the mouse



# Glossary

## A

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### Alert

A priority message set to bring important information to the user based on pre-defined conditions.

### Archive

Storage area for older or less important Stories.

### Assignment

Task and event management Object designed to behave like an object in a shared calendar. May be assigned to specific users to complete.

## C

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### Contact

Grouping of information to contact a person listed within the system.

### Content Tree

Panel in top left of Burli screen. Repository of almost all Stories and other documents in the system.

## D

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### Dispatch

A Story export with predefined conditions based on the Story type and its destination.

## E

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### Envelope

The volume characteristics of an audio clip. Adjustable in Envelope Mode in the Audio Editor.

## F

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### Filter

Story attribute you can enter into the system to quickly locate a particular Story.

### Folder

Content Tree object, holds various Objects.

## I

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### InQueue

Read-only group of Stories suitable for On Air presentation.

## M

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### Metadata

Secondary data accompanying a file's main content (eg. the date a photo was taken).

### Mix Down

Conversion of a multi-track Audio Project into a single track.

## O

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### On Air

Status indicator to show users what Stories are currently in the Rundown being read On Air.

### OCR (Optical Character Recognition)

Feature that finds text inside images (eg. the word "STOP" on a sign). Burli extracts this text and puts it in a Story with the image.

## P

---

### Placeholder

Content Tree Object purely for organizing the Tree itself (not for containing other Objects).

### Primary Component

The left-most Story Component tab displayed for a given story. Denotes the default item displayed when the story is opened.

### Project Head

First 2 seconds of audio in a project.

### Project Tail

Last 2 seconds of audio in a project.

### Prompter

An On Air presentation tool that displays all Stories in a Rundown as a single, scrollable page, with audio controls embedded for audio playback.

## Q

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### Quickplay

Embedded audio controls on the main Burli screen designed for frequently used audio (station tags, music beds, etc).

## R

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### Reader

A Burli user intended for broadcasting or reading the Script Rundown. Different Readers may be assigned different words-per-minute speeds to improve Run Time accuracy.

### Run Time

The total anticipated time it will take to read/play a given Story On Air. Estimated based on words-per-minute count of text Stories. Firm for playback time.

### Rundown

An ordered collection of Stories organized for On Air presentation. Story order within a Rundown is synchronized across all workstations.

## S

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### Script Rundown

See Rundown

### Shortcut

Predefined link to a frequently used Object within Burli.

### Slug

Short title outlining contents of a Story. Should be unique to be searchable.

### Source

External provider of news items (eg. Newswires, Audio Feeds, Emails, etc).

### Source Organizer

Objects that only contain Sources.

### Story

A package of content in any or all of multiple formats. A Story may contain text, audio, image, video, and/or web content, and more.

### Story Component

A tab at the top of the Content Area containing a specific piece of media for the Story.

### Story Lock

Editing state preventing multiple users from modifying the same Story at the same time. Prevents concurrency issues.

## T

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### Ticker

Also known as "Tickertape". Scrolling message section at the bottom of the Burli main interface. Shows Stories as they enter the system. Urgent items are marked in red type.

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# Licensing Issues

## Login Prompt

**Problem:** Prompted for your login (username and password) information?

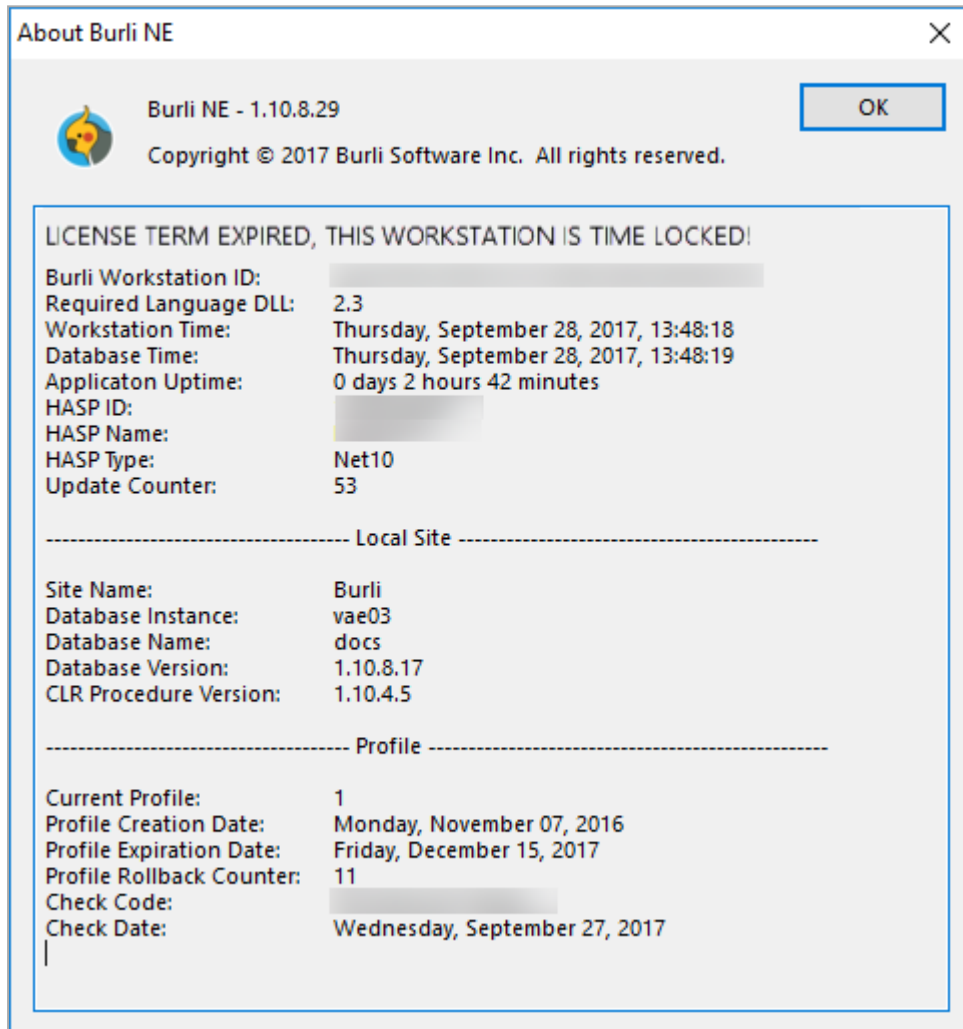
This is to be expected as all instances of Burli are enforced by the built in security. There are two reasons why you are prompted to login: Burli has been launched and auto-login is not setup for this computer OR you have logged out of the system using the *File > Logout* menu option (*Ctrl-L*).

**Resolution:** Try fully closing the Burli program and re-launching it. If auto-login is enabled, you should be authenticated and allowed to use the program. If you are prompted for your username and password and you do not have that information, please contact your System Administrator assistance.

## Licensing Warnings And Error Messages

The status bar in the main screen may say "Licensing: Expires in X day(s)" and the colour of the text will turn from orange to red starting from 30 days prior to expire. Please contact your System Administrator for more information.

Once expired, you will see this header in the About Burli NE screen (*Help >> About Burli NE*)





## Tech Support

Burli is proud of its Technical Support team. If you need help with anything in this manual, or in the setup and configuration of Burli NE Desktop, we're here to help.

### Contact Us EUMEDIANET BV

Phone: +31 88 7755615

Email: [ne@burli.eu](mailto:ne@burli.eu)

Web: [www.eumedianet.com](http://www.eumedianet.com)

### Support Hours

Live telephone, email, and remote access support options are available to North American customers currently in a support contract with Burli between the hours of 08:30 and 16:30 CET Monday to Friday.

Outside of main support hours, a Burli technician is always available on pager duty, 24 hours a day, 365 days a year. Just call the same number!

### Reporting A Problem

You can submit a screen shot and log file(s) to Burli with a very easy set of commands to assist with support and troubleshooting.

Just click **Help**, and **Report a Problem** at the top of the screen in Burli NE Desktop. Provide a short description of the problem, including what you were doing at the time of any errors, and the time the error occurred, and check the box for any options you want to include in the problem report (screen shot, and any or all log files).

If you're not sure which log file applies, click **Select All** at the bottom of the screen to submit the entire list to Burli.

### Database Version

We've added easy to find information about your database to the About Burli NE screen. Just go to **Help >> About Burli NE**. Once open, look under the section marked "Local Site".

