

IMPORTING VIDEOS & GRAPHICS INTO THE SWITCHER

ONE

Make sure your content is on the jdata2 server in either the classes share or the ducku share. Then launch the Broadcast Pix switcher. A shortcut is located on the desktop.

TWO

Load the show that you want to modify by clicking on the Broadcast Pix logo in the upper left corner, then clicking on File, then clicking on Load Show, then selecting the show you want to modify.

Ex. Broadcast Pix > File > Load Show > Oregon News

THREE

Once the correct show is loaded, click on the Broadcast Pix logo, then File, then **Edit Show**.

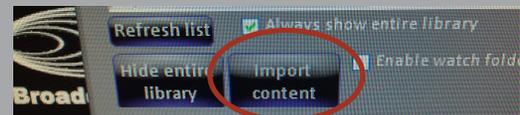


FOUR

An editing window will come up. If you are adding CGs to the show, click CG 1. If you are adding stills to the show, click Stills 1. If you are adding videos to the show, click on Clips 1.

FIVE

Click on **Import Content** to add your content to the show.



SIX

Navigate to your content on the server. Choose **Desktop** on the left side of the window, then open classes on jdata2 or ducku on jdata2, depending on where you saved your content.



SEVEN

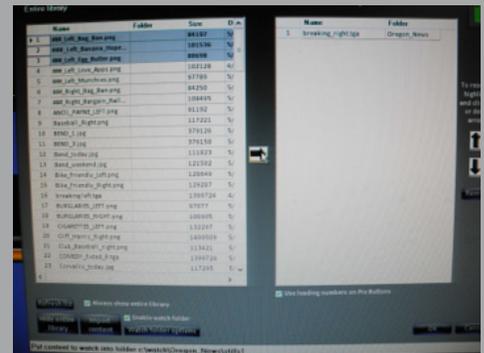
Set your import preferences:

- Always choose to **copy clips (or graphics)** into the **content folder** instead of move clips (or graphics) into the content folder. Moving content removes it from the server; copying clips does not.
- Check the **“Add to show after import”** box to move your content directly into the show. If you don't want it to go directly into the show, uncheck the box to import your content into the switcher library.
- Click OK



EIGHT

If you want to add content that is already in the switcher library, select the videos or graphics that you want to add to the show from the left side of the screen. You can select more than one at a time by holding the command key while you click on the individual videos or graphics.



NINE

Click on the right arrow in the middle of the screen to add the videos or graphics to the show.



TEN

If you put more than one video or graphic in the show, you can put them in the order that they will appear in the show by organizing them in the show box on the right side of the screen.

- a. Click on the video or graphic that you wish to reposition.
- b. Click on the up or down arrows on the right side of the screen to move the clip in the order.
- c. To move a whole block of videos, you can select all of them by holding the Shift key while you select the videos. Then when you use the arrows on the side of the screen to move the videos, they will all move together as one block.

ELEVEN

Click OK in the bottom right of the screen. This will return you to the editing window.

TWELVE

Click on Save Show to save the changes you have made

For more information, email support@jcomm.uoregon.edu, call 541-346-0257, or visit the Tech Desk at Allen 319.