

# AVID LEARNING SERVICES

## Certification Exam Study Guide



## Avid Certified System Administrator: MediaCentral | Newsroom Management

Exam	MediaCentral   Newsroom Management Administration
Exam Code	IN300
Type of Exam	Multiple choice
Certification Level	Avid Certified Administrator
Duration	60 minutes
No. of Questions	50
Passing Score	80% (40 correct answers)
Exam Language	English

### Target Audience

Technical support staff, administrators and others who need to maintain, support and administrate Avid MediaCentral | Newsroom Management systems.

### Exam Preparation

Successful candidates will have extensive Avid MediaCentral | Newsroom Management experience. Although course attendance is not required to take the certification exam, Avid highly recommends candidates attend the following course :

- [IN300 MediaCentral | Newsroom Management System Administration](#)

## Certification



Completing the recommended course, coupled with hands-on experience will help you build the skills and competencies needed to pass the exam. Course attendance is optional, however if you feel you have considerable, real-world experience implementing, administering, and troubleshooting Avid MediaCentral | Newsroom Management systems, then you may register and take the exam at any time.

### Certification Topics

The following topics are included in the certification exam. You should be well-versed in the technical and operational details of the following:

1. Getting Started
  - a. Launching and Logging On
    - i. Launch and Log On
    - ii. Application Layout
  - b. Using Workspaces
    - i. Opening Additional Workspaces
    - ii. Opening New Workspaces
    - iii. Switching Between Workspaces
  - c. Navigating iNEWS Client
    - i. Tabs:
    - ii. Focus:
    - iii. Alerts:
  - d. Searching
    - i. Using Find
    - ii. Using Find All
    - iii. Simple Search (Not Indexed)
    - iv. Indexed
    - v. Search Queues
  - e. Using iNEWS Client Help and the Help Queue
2. Working with Stories and Queues
  - a. Queues
    - i. Creating a New Story in a Queue
  - b. Saving a Story
    - i. Saving a Story

- ii. To Prevent an Unwanted Change from Being Saved
  - c. Creating Hyperlinks in a Story
    - i. Creating Hyperlinks
  - d. Creating Story Links
    - i. Create Story Links
  - e. Dragging and Dropping Story Links and File Paths
  - f. Using Versioning
    - i. Creating Versions
    - ii. Viewing Versions
    - iii. Getting Older Versions
    - iv. Getting All Versions
  - g. Moving or Copying Stories Between Queues
  - h. Deleting Stories
    - i. To Delete a Story
  - i. Importing and Exporting Stories
    - i. Importing and Exporting Stories
  - j. Locking Queues and Stories
    - i. Locking the Queue
  - k. Locking a Story
  - l. Projects
    - i. Advantages
    - ii. Story-centric Workflow and Projects
  - m. MediaCentral | UX
- 3. Customizing Toolbars and Preferences
  - a. Exploring Toolbars
  - b. Creating Saved Sessions
  - c. Creating Personal Toolbars and Shortcut Buttons
    - i. Creating a New Shortcut Button
    - ii. Changing and Deleting Shortcut Buttons
  - d. Working with Preferences
    - i. Setting Preferences
  - e. Working in Multiple Workspaces
    - i. Work in Multiple Workspaces
- 4. Communications
  - a. Messages
    - i. Sending a Message
  - b. Using Mail
    - i. Sending Mail
    - ii. Mail the Text of a Story
  - c. Opening a Web Browser in a Workspace
    - i. Opening a Web Browser in a Workspace
  - d. Becoming Disconnected
- 5. Scripting
  - a. The MediaCentral | Newsroom Management Scripting Function
    - i. Keystrokes for Scripting

- b. Working on the Story Side
    - i. Anchor/Presenter Side Text Colors
  - c. Writing a Script
    - i. Formatting Text
    - ii. Using Normal Text
    - iii. Using Bold, Italic, or Underlined Text
    - iv. Adding Presenter Instructions
    - v. Marking Closed Caption Text
  - d. Working on the Production Cue Side
    - i. Adding a Production Cue to a Story
  - e. Inserting Machine Control Production Cues
    - i. There are three ways to enter a CG instruction
    - ii. To Manually Add a CG Instruction
    - iii. To Add a CG Instruction Using the Title Entry Tool
    - iv. Launching CG Title Entry
    - v. Adding a CG instruction Using an Active-X Interface
    - vi. Using MOS Placeholders:
  - f. Script Templates
  - g. Using the Story Form
    - i. Other Scripting Functions
6. Producing
- a. The Production Folders
  - b. Production Tasks
  - c. Concepts for Producing
    - i. Floating a Story
    - ii. Ordering the Rundown
    - iii. Grouping Stories
    - iv. Break Lines
    - v. Numbering the Rundown
    - vi. Printing a Rundown or a Story
    - vii. Using the Monitor for Playout Control
    - viii. Show Timing
    - ix. On-air Show Timing
  - d. Archiving
7. Customizing the Directory Structure
- a. Customizing the Directory Structure
  - b. Creating a New Directory
  - c. Creating a New Queue
  - d. Setting Properties of a Directory or Queue
  - e. Creating Property Templates
  - f. Creating a New Search Queue
  - g. Reordering and Renaming Folders and Queues
  - h. Deleting Folders and Queues
8. Customizing Forms
- a. Customizing Forms

- b. Queue Forms and Story Forms
  - c. Creating a New Form
  - d. Using SYSTEM.LISTS to Create a Combo Box
  - e. Setting System Colors
  - f.
  - g. Assigning a Form to a Folder or Queue
9. Managing Users and Access
- a. Managing User Accounts
  - b. Adding a New User Account
  - c. Setting User Preferences
  - d. Simplified User Settings
  - e. Using Template Accounts
  - f. Creating and Populating User Groups
  - g. Nesting Groups
  - h. Deleting Groups
  - i. Assigning Group Read and Write Permissions
  - j. Umanager and dbmanager Accounts
10. Making Toolbars and Keyboard Macros
- a. Making Toolbars and Keyboard Macros
  - b. Creating Macros
  - c. Creating Customized Toolbars
  - d. Creating Customized Keyboards
  - e. Writing Keyboard Macros
11. Creating Script Templates and Print Styles
- a. Creating Script Templates and Print Styles
  - b. Creating Script Templates
  - c. Creating Print Styles
12. Archiving and Using Action Servers
- a. Archiving and Using Action Servers
  - b. Setting Up an Archive Action Server
13. Understanding the MediaCentral | Newsroom Management System
- a. Understanding the MediaCentral | Newsroom Management System 1
  - b. The Linux Servers
  - c. Using PuTTY
  - d. Logging in to the MediaCentral | Newsroom Management Server
  - e. Logging Out of the MediaCentral | Newsroom Management Servers
  - f. Changing the Server Passwords
  - g. Starting Up and Shutting Down the MediaCentral | Newsroom Management System
  - h. Getting Information from the MediaCentral | Newsroom Management System
14. Working with Linux Files
- a. Working with Linux Files
  - b. Working with Linux Directories and Files
  - c. /site/system

- d. /site/config
  - e. Testing /site/config
  - f. /etc/hosts
  - g. Exporting Linux Files into the MediaCentral | Newsroom Management Database
15. Understanding the MediaCentral | Newsroom Management Database Cycle
- a. Understanding the MediaCentral | Newsroom Management Database Cycle
  - b. Key MediaCentral | Newsroom Management Database Concepts
  - c. The MediaCentral | Newsroom Management Database Cycle
  - d. Monitoring the Database
  - e. Story Links
  - f. Story Versions
16. Maintaining the MediaCentral | Newsroom Management Database
- a. Maintaining the MediaCentral | Newsroom Management Database
  - b. Useful Server Commands
17. Backing up the MediaCentral | Newsroom Management System
- a. Backing Up the MediaCentral | Newsroom Management System
  - b. Making a Database Backup
  - c. Using gzip
  - d. Using the X Flag
  - e. Backing Up Individual Queues and Directories
  - f. Using dbrestore
  - g. Finding a Particular Story in a dbdump File
  - h. Making a Linux Site File Backup
  - i. Using siterestore
  - j. The MediaCentral | Newsroom Management Help Command
18. Troubleshooting, Logging, and Other Useful Command Line Functions
- a. Troubleshooting, Logs, and Other Useful Linux Commands
    - i. Monitoring MediaCentral | Newsroom Management Log Files
    - ii. Process Status
    - iii. Workserver
    - iv. Restarting MediaCentral | Newsroom Management Without Rebooting the Linux Servers
    - v. Network Commands
    - vi. Unbusy
    - vii. FTSdebug
    - viii. Message of the Day
19. Appendix A : Adding Devices
- a. Adding Devices
  - b. Adding iNEWS Client Workstations and Resources
  - c. Adding Servers
  - d. Adding Fast Text Search
  - e. Adding a Data Receiver and Wire Service
20. Appendix B Configuring Rundowns for Command and MOS Connectivity
- a. Configuring Rundowns for Command and MOS Connectivity

- b. Setting Properties on a Rundown Queue
  - c. Setting a Monitor on a Rundown Queue
  - d. Creating Playlist (Events) Queues
  - e. Mapping Rundowns
  - f. Adding Form Fields for Command and MOS Connectivity
  - g. Creating Video IDs and MOS Placeholders
21. Appendix C Load Sharing and Recovering from a Disconnect
- a. Load Sharing and Recovering from a Disconnect
  - b. Understanding Load Sharing
  - c. Recognizing a Disconnect
  - d. Recovering from a Disconnect
22. Appendix D Responding to a Low on Space Warning
- a. Responding to a Low on Space Warning
  - b. Understanding the purgelimt
  - c. Causes of a Low on Space Situation
  - d. Responding to a Low on Space Situation
23. Appendix E Changing Linux Files
- a. Additional Linux Commands
  - b. Editing Linux Files
  - c. Using vi to Edit Linux Files in PuTTY
  - d. Copying Files Between MediaCentral | Newsroom Management Servers
  - e. Changing the Site Dictionaries
  - f. Timed Processes and cron Jobs
  - g. Ending a Linux Process
  - h. Changing Database Traits from the Linux Command Line
  - i. Force Password Change for All Users (Not Using LDAP)
24. Appendix F Configuring and Using MediaCentral | Newsroom Community
- a. Configuring and Using MediaCentral | Newsroom Community
  - b. Viewing Community Configuration
  - c. The ctraits Command
  - d. Configuring Community
  - e. Broadcast Options in a Community
  - f. Removing a System From Community
  - g. Troubleshooting Community Issues

## Practice Questions

The following questions are not part of the current IN300 exam but are similar to the questions likely to be asked.

1. What is the maximum number of custom toolbars that can be created?
  - a. 8
  - b. 9
  - c. 10
  - d. There is no limit
  - e. None of the above
  
2. Which of the following is NOT an option when setting version history?
  - a. All previous versions
  - b. Only the most recent version
  - c. Only the first version of the story
  - d. A configurable number of previous versions
  - e. All the above are options
  
3. True or False?  
The Main system toolbar can be modified.
  - a. True
  - b. False
  
4. True or False?  
There are four incoming top-line messaging indications.
  - a. True
  - b. False
  
5. Which of the following in the story body indicates it is meant to be read aloud on-air by the presenter?
  - a. Red text color
  - b. Black text color
  - c. Green text color
  - d. Blue text color
  - e. Parenthesis around the text
  
6. Which of the following Monitor options must be selected to send the event list to selected machine devices and populate the event status column in a rundown?
  - a. On
  - b. Activate
  - c. Download
  - d. Load
  - e. The process happens automatically (no action required).



7. Which of the following folders/queues should NOT be renamed or deleted?
- Archive
  - Planning
  - Show
  - System
  - All of the above
8. How do cells become color coded in a combo box field type?
- By typing in the desired color next to the entry in System.Lists
  - By typing the RGB value next to the entry in System.Lists
  - By typing the list entry in the desired color
  - By typing the color number as defined in System.Colors next to the entry
  - Color-coding of drop-down lists is not supported.
9. Which of the following are types of iNEWS client users?
- Superuser
  - Blacklisted
  - Simplified
  - Local Only
  - All of the above
10. True or false?  
Command Line is a custom toolbar button type.
- True
  - False
11. Which print style should be selected to emulate the **user's defined font style and size** set in their iNEWS client UI?
- WYSIWYG
  - Single
  - Script
  - Rundown
  - None of the above
12. Which of the following is the correct configuration **and syntax** for a timed action to run seven days a week in an action server joblist?
- Daily
  - On mon tue wed thu fri sat sun
  - On Monday Tuesday Wednesday Thursday Friday Saturday Sunday
  - Everyday
  - None of the above

13. Which of the following is the Linux command that reports the time on the server?
- Date
  - Time
  - Status
  - None of the above
14. Which of the following is not a key Linux (site) file?
- /site/config
  - /site/system
  - /site/dict
  - /site/hosts
  - All the above are key Linux files
15. What process reclaims the oldest stories from the DEAD queue and recycles the space onto the free list?
- Adbserver
  - Dbserver
  - Dbfree
  - Dboriginal
  - A or B
16. True or False?  
A dboriginal can be run to free up space on the server.
- True
  - False
17. True or False?  
A dbdump can be run while the system is online
- True
  - False
18. What happens if the workserver process fails?
- Action servers will stop working.
  - No clients will be able to log into MediaCentral | Newsroom Management.
  - Monitors will disconnect.
  - FTS searching will fail.
  - None of the above
19. What is the Linux command to see a list of currently configured devices?
- Status l
  - List c
  - List d
  - Ls -d
  - dbtraits

20. Which of the following is NOT a step required to configure a rundown for device control?
- a. Set the Monitored trait in the queue properties.
  - b. Set the Refresh trait in the queue properties.
  - c. Set a unique monitor number in the Maintain tab.
  - d. Enter Rundown path in the map story in System.Map.
  - e.** All of the above are required steps.

## Answers to Practice Questions

Use the answers below to check your knowledge on the practice questions.

1. C
2. D
3. False
4. False
5. B
6. D
7. D
8. D
9. E
10. True
11. A
12. B
13. A
14. D
15. E
16. True
17. True
18. B
19. B
20. E