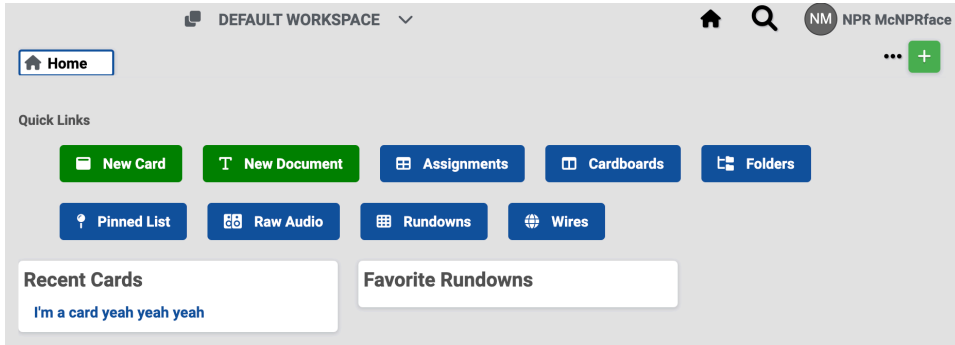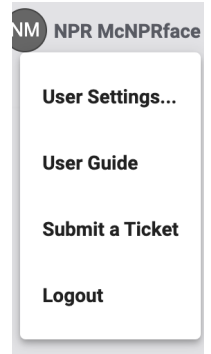# Getting started with Nexus
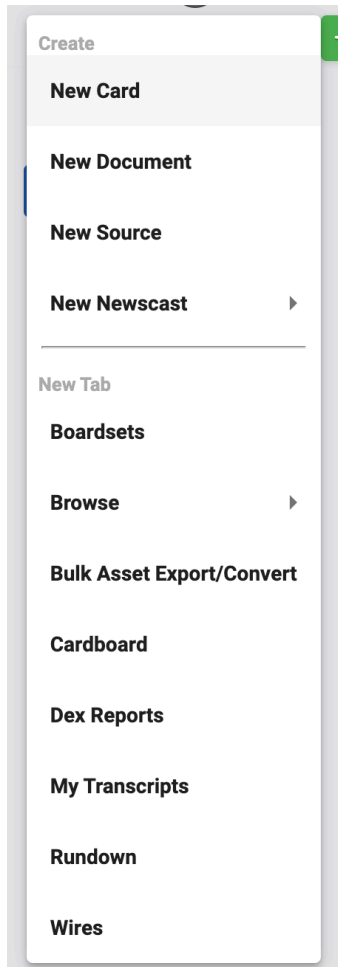
Log in through your Okta dashboard. When you arrive in Nexus, click the Home button.

NM NPR McNPRface

User Settings...
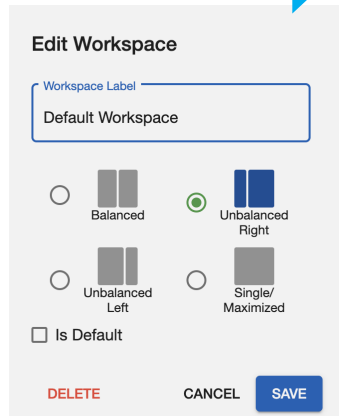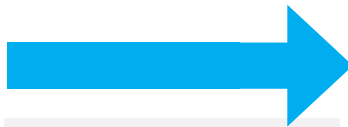
User Guide

Submit a Ticket

Logout

Lost or confused? The **Home icon** will take you to your Quick Links. These open tabs, like New Card.

Click your name > Submit a Ticket for feedback or to report a bug.

Take a moment to go to **User Settings** (click your name), scroll to **Card Creation Actions**, and see that only **Seamus** and **Broadcast Story** are checked.

At the top of the Nexus window, you'll see **Default Workspace**. Click the arrow on the right.

Choose **Edit Current Workspace**. Choose a layout for your Nexus columns. Click **Save**.

Or use the + in the upper-right corner of a column.

Tabs look like this:

Do you have more tabs than you can see at once? Click the **three-dot icon** and select **Close All Tabs**.

You can **rearrange tabs**, and move them from one column to another, by dragging. To close one, hover and a little "x" will appear.

You will probably want one column to have the **Home tab**. If you lose it, click the **Home icon**. This will always open the Home tab.

You can copy a link to any tab or document and send it to another user!

Click + in any workspace column to see the menu at left. Any of these will produce a new tab.

Create

New Card

New Document

New Source

New Newscast

New Tab

Boardsets

Browse

Bulk Asset Export/Convert

Cardboard

Dex Reports

My Transcripts

Rundown

Wires

Edit Workspace

Workspace Label
Default Workspace

Balanced
Unbalanced Right
Unbalanced Left
Single/ Maximized
Is Default

DELETE   CANCEL   SAVE

Help! I need help.

If it's urgent, call IT at 202-513-2980.

For issues with **profiles** or **permissions**, email opsdeskstaff@npr.org.

If it's a **feature request or bug**, submit a ticket.

For **non-urgent questions**, use #nexus-support.

Every tab has its own options. Look for a vertical **three-dot icon** or a horizontal three-dot icon in the upper-right. It varies.

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All Things Considered (2023-03-29) 1600

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Pro tip: Shift-? shows all the keyboard shortcuts!

Creating a Card

A **Card** in Nexus is a story collection in NewsFlex.

There are five ways to create a Card:
1. **Home** icon > New Card button in **Quick Links**
2. Green **box-with-plus sign** > New Card
3. Press **Shift+Alt+N** on PC, **Shift-Option-N** on Mac
4. Directly onto your team's **Cardboard**
5. In **Search** > type "new card," choose Create a new Card

After you've made the Card:
1. Type a **slug** in the first field.
2. Type a **DACS line** in the second field.
3. Click the **check mark** on far right.

| ⓘ Metadata | 📖 Assets | 🖥 Presentations | 📄 Scratch Pad |

Each Card has four panes: Metadata, Assets, Presentations and Scratch Pad. Slide the pane headers into this order: Presentations, Assets, Scratch Pad, Metadata.

In the Presentations pane, you'll have Broadcast Story and Seamus tabs. Let's do Broadcast Story.

See these buttons down the side? You can **rearrange them** so the fields you use most will be at the top. A useful order is General, Users, Dates, Documents, Assets, Text Fields, Sources.

Note: **Assets** and **Documents** may appear in a second column and not have buttons.

General: Add budgeted story duration, and select Type (2-way. 3-way, Tape & Copy, Piece).

Users: Click the **Add User** button, then pick **Name** and **Role**. Click **Save**. The three-dot icon lets you remove or edit the user.

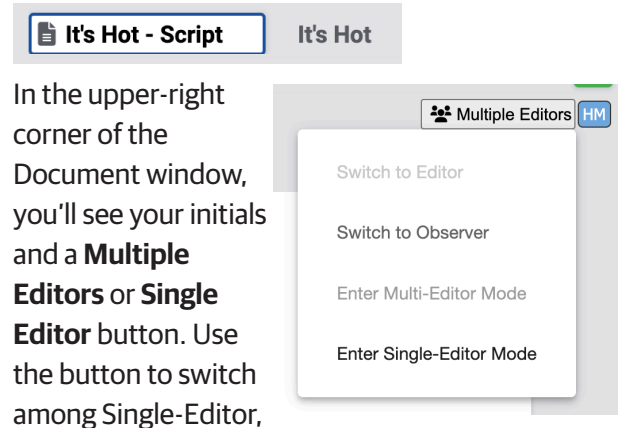**Dates:** You can add Available, Embargo, Must Run, Planned and Publish.

Documents: Create a script, cover or other content.

Text Fields: To add these, click the **Add Field** button. You can add DACS, Promos and Teases.

Sources: Here, you can add sources already in Dex and/or create new sources, and add them to the card.

Creating documents

When you create a **document** from your card, that document will open a tab, like so:

| 📄 It's Hot - Script | It's Hot |

In the upper-right corner of the Document window, you'll see your initials and a **Multiple Editors** or **Single Editor** button. Use the button to switch among Single-Editor, Multiple Editor and Observer modes. If other editors are in the document, you'll see **their initials** in the corner with yours.

- Switch to Editor
- Switch to Observer
- Enter Multi-Editor Mode
- Enter Single-Editor Mode

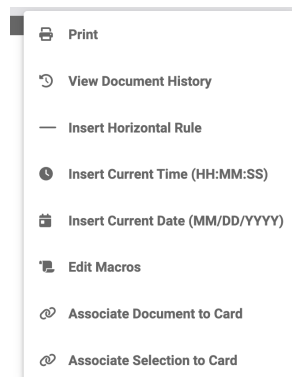Look at all those icons in the toolbar!

Use the 👓 icon to set a **Read Rate**.

Select text and click the ⊖ icon to **exclude text from duration**. You can also use the key combination Ctrl-Alt-D on a PC and Ctrl-Option-D on a Mac.

The 🎧 icon adds a **duration**. It will start at **00:00**; select that and type a new duration. You can use Ctrl-D on a PC and Command-D on a Mac.

Use the 💬 📄 icons to add a **comment** or **fact check**, respectively. You can also right-click the text and choose the option from the menu.

The 🙴 icon adds a block quote.

Whatever ||||| is will count your words.

- 🖨 Print
- ↺ View Document History
- — Insert Horizontal Rule
- 🕐 Insert Current Time (HH:MM:SS)
- 📅 Insert Current Date (MM/DD/YYYY)
- 🎞 Edit Macros
- 🔗 Associate Document to Card
- 🔗 Associate Selection to Card

There are interesting things under **Tools**, such as Print, View Document History, Insert Horizontal Rule, Edit Macros, and so much more!