Setting up Nexus

What to do when you open Nexus for the first time after cutover if your settings and defaults have disappeared.

Check these things:

Your browser: You should be using Google Chrome version 114 on a PC. A yellow triangle warning next to the Home icon means you're not.

Your assignments: Is everything there that you expect to be there?

Your Cardboard(s): Did it migrate over? Does everything look correct?

Your rundown(s): Did it migrate over? Does everything look correct?

MTE icon: Is the MTE icon in your taskbar? This should have happened automatically. If not …

1. In the lower-left corner of your PC, search for MTE.
2. Right-click on the MTE icon and select Pin to taskbar.
3. Launch MTE from the taskbar when you want it to be integrated with Nexus.

If you need help:

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

For issues with **profiles** or **permissions**, email opsdeskstaff@npr.org.
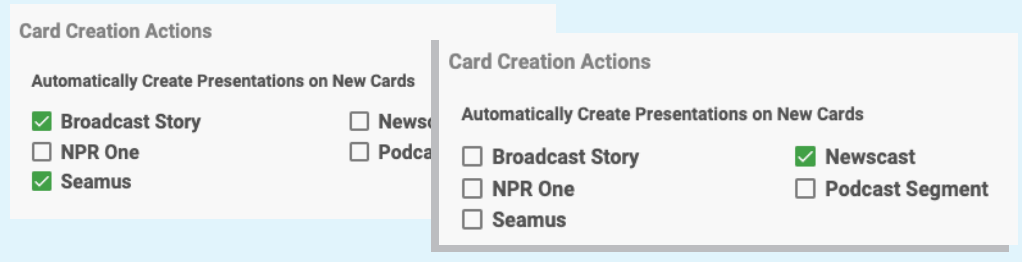
If it's a **feature request or bug**, submit a ticket.

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

For shows, desks and digital

Take a moment to go to **User Settings** (click your name), scroll to **Card Creation Actions**, and check just the ones you need: **Seamus** and/or **Broadcast Story**.

For Newscast

Take a moment to go to **User Settings** (click your name), scroll to **Newscast Affinity** and toggle it on (to green). Scroll to **Card Creation Actions** and make sure ONLY **Newscast** is checked. Uncheck anything else!

Card Creation Actions

Automatically Create Presentations on New Cards

- ☑ Broadcast Story
- ☐ NPR One
- ☑ Seamus
- ☐ News...
- ☐ Podca...

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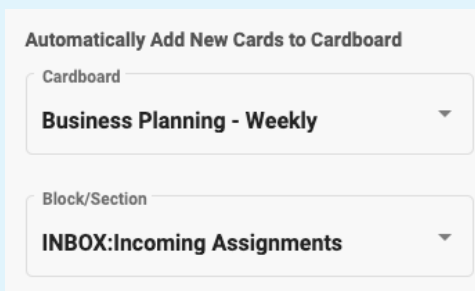- ☑ Newscast
- ☐ Podcast Segment

Setting a default Cardboard

In **User Settings**, go to **Cards** > **Automatically Add New Cards to Cardboard** and choose a Cardboard. This will be where your cards are automatically added upon creation. Choose which **Block** and **Section** you want, to determine what column and section they will land in.

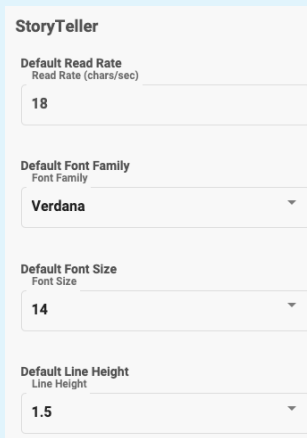Automatically Add New Cards to Cardboard

Cardboard
Business Planning - Weekly

Block/Section
INBOX:Incoming Assignments

In most cases, you're looking for something like **INBOX: Incoming Assignments**:

Now go to **Cardboards** > **Default Cardboard View**. Set View Type — you'll probably want **Block**, the column view. Set some favorites, if you want.

Setting StoryTeller defaults

StoryTeller

Default Read Rate
Read Rate (chars/sec)
18

Default Font Family
Font Family
Verdana

Default Font Size
Font Size
14

Default Line Height
Line Height
1.5

In **User Settings**, go to **Storyteller** and set:

Default Read Rate

Default Font Family

Default Font Size

Default Line Height

These are defaults that will determine how documents you create are formatted.