



Video Producer - User's Guide

Version 1.1
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Introduction

1.1 About Incite MAM

Incite MAM is a Media Asset Management system developed by IMC Technologies SA in Geneva. It provides broadcasters, production houses, and content creators with a unified web interface to manage, edit, and distribute media assets — from raw ingest to publication.

With Incite MAM, users can:

- Ingest and organize files from local or remote locations
- Search and retrieve assets rapidly
- Preview and edit media directly in a browser
- Control metadata, versions, and project structure
- Integrate seamlessly with tools such as Adobe Premiere Pro, Avid, and Octopus Newsroom

1.2 Purpose of This Manual

The purpose of this manual is to give users a clear and practical guide to working with the Incite MAM interface. It explains the main tools, navigation panels, and workflow steps needed to ingest media, preview clips, edit sequences, add audio or effects, work with text and subtitles, and export a final project.

This document is designed for both new and experienced users, providing:

- Step-by-step instructions for common editing tasks
- Descriptions of all major UI components
- Guidance on advanced features such as speech-to-text, subtitle import/export, and MOS/placeholder export
- Useful shortcuts and customization options
- It serves as a reference to ensure consistent and efficient use of the MAM across production teams.

1.3 Access Requirements

- **Browser** Chrome, Edge, or Firefox (latest version)
- **OS** Windows 10/11 or macOS current version
- **Account** Valid user credentials provided by your administrator
- **Network** Connection to your organization's MAM server and media storage

1.4 Login

Accessing the System:

1. Open your browser and enter your server URL (e.g. `http://new-build.no-ip.biz:88/`).
2. Enter your username and password.
3. Click Login.
 - If credentials are valid, the main workspace loads.

– If not, contact your administrator.

Tip: Your login profile determines which projects and permissions you can access.

Logging Out

1. Click your username.
2. Select Logout.
3. Wait for the login page before closing the browser

2. Basic Workflow: From Ingest to Export

2.1 Ingesting Media

The screenshot displays a video editing software interface. On the left, a vertical sidebar contains various tool icons. The main workspace is divided into two primary sections:

- Folders Tree:** A panel on the left side of the main workspace, outlined in red, listing a hierarchy of folders including 'adob23', 'Adobe', 'AT5', 'Audio', 'B92-PrvaTV', 'FEED ROOM', 'FI 123', 'FileIngest', 'FileIngest-news', 'FlavoLand', and 'Frigo'. Below this is a search bar and a list of 20 items, including video clips with titles like 'SI--121125', 'xcdcam switch', 'P2', and audio files with titles like 'EM-Q-311025_A083C038_24042'.
- Clip Preview Section:** A panel on the right side of the main workspace, also outlined in red, showing a video preview window. The preview displays a red banner with a logo and the text 'CHEZEL'. Below the preview is a timeline with a playhead and various playback controls. To the right of the preview is a vertical stack of tracks labeled A1 through A4, with a search icon and a volume icon.

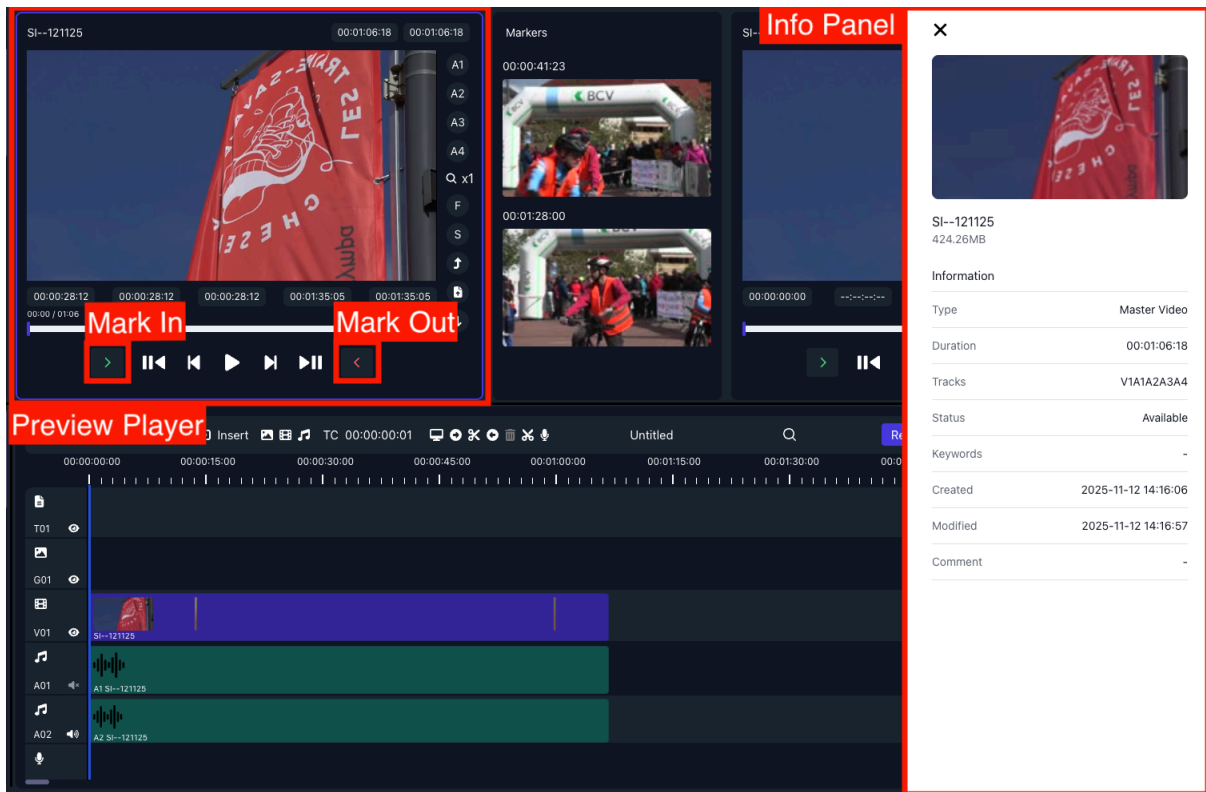
Before editing, your files must be ingested into the MAM environment.

1. Navigate to the **Folders Tree** and open the folder where you want to store your new media.
2. Use your newsroom's configured ingest workflow (e.g., SDI ingest, Watch Folder ingest, or manual file upload depending on your system).

Once ingested, clips will appear in the selected folder and can be viewed in the **Clip Preview Section**.

If markers or metadata were previously added to the clip during ingest, they will automatically appear in the Markers panel.

2.2 Opening and Previewing a Clip



To prepare a clip for editing:

- **Single-click**
A clip thumbnail to open the **Info Panel** (metadata).
- **Double-click**
to open the clip in the **Preview Player**.
- Use the playback controls and the **Mark In / Mark Out** buttons to define the section you want to insert into the timeline.
- Move the In/Out locators either by dragging them or by positioning the playhead and pressing the green or red marker buttons.

2.3 Inserting Clips Into the Timeline

There are several ways to bring a clip into your sequence:

- **Click the Down Arrow icon** in the Preview Player to insert the selected sub-clip at the playhead position.
- **Drag and drop** the clip directly from the **Clip Preview Section** (bottom left of the screen) into the timeline.
- **Right-click** → **Insert at current position (T)** in the Preview Player.

Once inserted, the clip becomes part of your sequence and can be moved, trimmed, or layered like in any NLE.

2.4 Editing in the Timeline

Inside the timeline you can perform all essential editing operations using the various tools.

Move & trim clips

- Drag the edges of a clip to adjust its duration.
- Drag the entire clip to reposition it on the timeline.
- Use Shift + mouse to select multiple clips.

Split clips

- Cut In – removes everything before the playhead.
- Cut Out – removes everything after the playhead.
- Cut – splits the clip at the playhead.

Add text

- Use the Text Tool to create text overlays.
- Added text appears as orange items above V01.

Adjust audio using:

- Keyframes (changing level over time),
- The Audio Mixer (Mute, Solo, Pan, Volume).

Apply effects

- Crop
- Gain
- Blur / Mosaic

2.5 Exporting the Final Sequence

When your edit is complete, you can export it using one of the two main options:

- **Render**
Exports the timeline sequence into a playable video file. Different preset formats are available depending on your workflow (e.g., broadcast MXF, social media MP4).
- **NLE**
Exports an XML list for external editing systems when Incite plug-ins are not available. After rendering, you can monitor export tasks from the **Server page**, where the system shows progress, completion status, and download options.

2.6 Summary

1. **Ingest** your media into a folder.
2. **Preview** and select sub-clips using the Preview Player.
3. **Insert** them into the timeline via drag-and-drop or insertion controls.
4. **Edit** using trimming tools, audio tools, effects, and text.
5. **Export** your sequence via *Render* or *NLE*.

This workflow covers all essential steps for producing content inside the MAM interface.

3. Top Horizontal Navigation Bar



It is the main control strip located above the timeline.

It provides access to the principal **timeline-management and editing commands**, including options for creating, saving, loading, and editing timelines, as well as viewing the current **timecode (TC)**. (A short description appears when hovering the mouse over each button.)

Buttons are arranged from left to right in the order described below:

+ New Timeline

Creates a **new timeline** within the current project.

Use this command when you want to begin a fresh editing sequence without overwriting an existing one.

Save Timeline (Alt + S)

Stores the **active timeline** and all edits performed so far.

Click this icon frequently to preserve your work and prevent data loss.

Each saved timeline is stored in the project database and can later be reopened with the **Load** function.

Load Timeline (Alt + L)

Opens a **previously saved timeline**.

When clicked, a dialog window lists all timelines saved under the current project, you can choose between recents or search for a specific timeline.

Select one to continue editing or reviewing an earlier version.

Loading will overwrite any unsaved changes.

Insert (insert)




Allows you to **insert an existing timeline** into the one currently open.

The imported timeline will be placed at the **current playhead position** (the point where the cursor is located).

This feature is useful for merging sequences or reusing standard introductions and outros across different projects.

Track Creation Buttons (Image / Video / Audio)

The three small icons representing an image, a film strip, and a music note create **new tracks** of the corresponding type:

-  **Add Graphics Track** – for still graphics or overlays
-  **Add Video Track** – for video clips
-  **Add Audio Track** – for sound elements such as dialogue, music, or effects

TC (Timecode) display shows the current playback position of the playhead within the timeline.

TV / Film / Transition Mode Toggle:

This control lets you switch between three editing modes that determine how newly inserted clips interact with those already on the timeline:

TV Mode (default)

- New clips overwrite existing material in the selected time range.
- Ideal for broadcast and news editing, where exact timing is required.

Film Mode

- New clips do not overwrite existing content, they push forward everything that comes after the insertion point.
- Useful for long-form or narrative editing, where preserving all material matters.

Transition (Trans) Mode

- Allows clips to overlap slightly.
- Used to create transitions, such as fades or dissolves, between two clips.

Cut In (i)

Cuts the **selected clip** at the current playhead position and **removes everything before** the cut, keeping only the portion **from the playhead onward**.

Cut (S)

Makes a **simple cut** at the current playhead position on the selected clip, **splitting it into two parts** without deleting either side.

Cut Out (O)

Cuts the **selected clip** at the current playhead position and **removes everything after** the cut, keeping only the portion **up to the playhead**.

Delete (Trash Icon)

Deletes the **selected clip** from the timeline.

This action can also be performed by right-clicking a clip and choosing **Delete Clip(s)** from the context menu.

Upwards Scissors Icon

Hold **Shift** and drag your mouse to highlight the part of the clip you want to remove. Click the **top scissors button** to delete your selection.

Audio Record (Microphone Icon)

Opens the **Audio Record** window, allowing the user to record a new voice-over or commentary directly into the timeline.

You can enter a file name, press **Start Recording**, and then click **Insert** to place the recorded audio in the desired track.

Timeline Name Display

Shows the **name of the currently active timeline**.

Search (Magnifying Glass Icon)

Opens a small search panel that allows you to **find and load clips** by name or metadata from within the current project.

Simply type a few characters of the clip name to filter matching assets and insert them into the timeline.

Scale Bar

Adjusts the **zoom level of the timeline**.

Dragging the slider to the right zooms in for more precise edits; dragging to the left zooms out to view a larger portion of the sequence.

Render

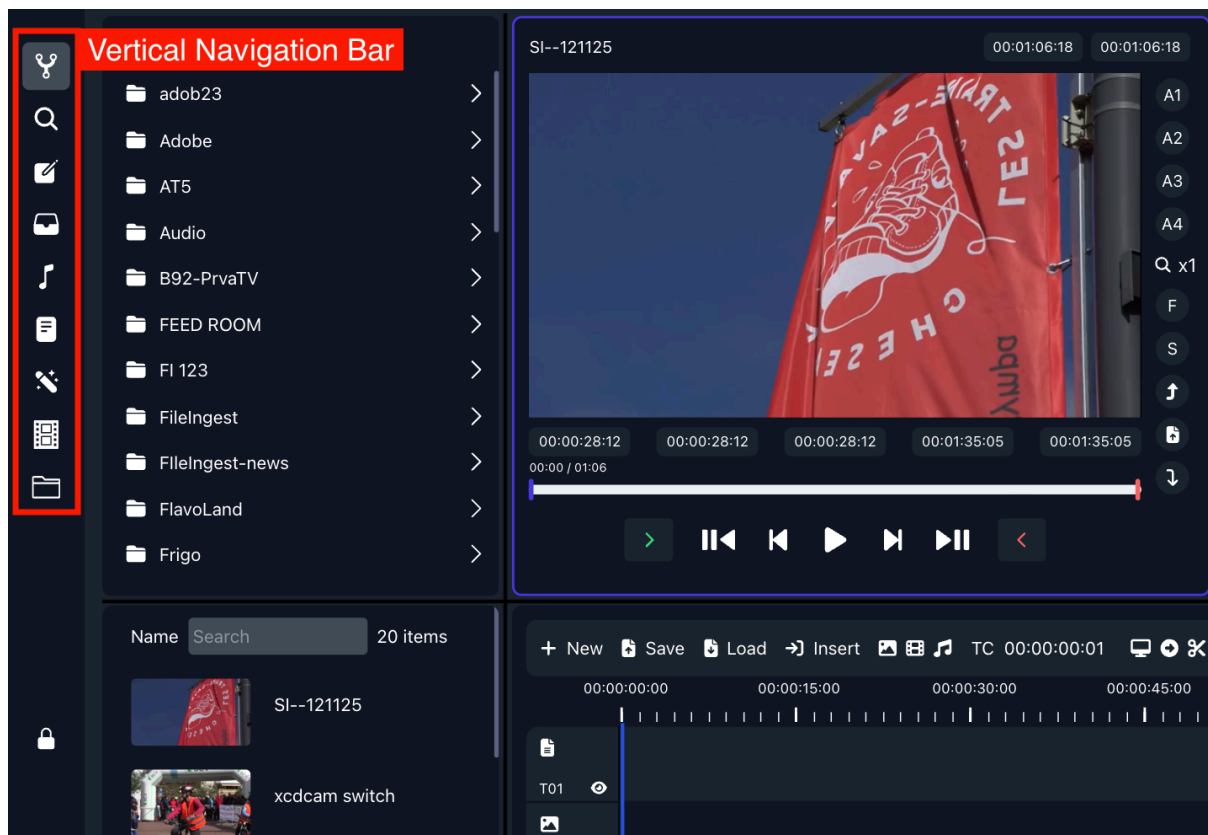
Exports the current sequence to a video file using the selected format preset.

Different presets are available depending on the intended destination, such as broadcast delivery or social-media platforms.

NLE

Exports the timeline as an XML list for use in third-party Non-Linear Editing systems that do not have an Incite plug-in available.

4. The Vertical Navigation Bar



The **Vertical Navigation Bar** is the column located on the far left side of the interface. It provides quick access to the main functional areas of Incite MAM, such as the Folders Tree, Search, Ingest, Audio, and Editing modules.

4.1 Folders Tree Tool (Ctrl + 1)



The Folders Tree displays all **project directories, media folders, and shared storage locations**. Each folder can be expanded to reveal its subfolders and the clips it contains.

When a folder is selected, its contents appear in the **Clip Preview Section below**, where users can view thumbnails, details, and metadata.

You can **search for clips within a folder by name** using the search bar at the top of the panel.

Interacting with Clips in the Clip Preview Section

When a folder is selected from the **Folders Tree**, all clips it contains appear in the **Clip Preview Section** just below.

Each clip is represented by a **thumbnail preview** alongside its name.

From this section, clips can be opened, previewed, or added directly to the timeline.

Single-Click – View Clip Information

Clicking **once** on a clip opens a **clip information panel** on the **right-hand side of the screen** which displays:

- **Thumbnail and File Name** – a visual preview with the file size below.
- **Type** – the asset category (e.g., *Master Video, Audio, Image*).
- **Duration** – total clip length in hours: minutes: seconds: frames.
- **Tracks** – shows the audio and video tracks linked to the file (e.g., V1 A1 A2 A3).
- **Status** – indicates if the clip is *Available, Locked, or Archived*.
- **Keywords** – displays assigned tags or “–” if none are set.
- **Created / Modified Dates** – show when the clip was imported and last updated.
- **Comments** – space for user or production notes.

Double-Click – Preview the Clip

Double-clicking a clip loads it into the left **Clip Preview Player**.

From there, you can:

- **Play, pause, and scrub** through the media.
- **Set In and Out points** to define a usable segment.
- **Review the clip.**

Drag and Drop into the Timeline

Clips can be **dragged directly from the Clip Preview Section (Bottom Left) into the timeline**.

This provides a fast, intuitive way to build your sequence: simply position the clip where it should appear and drop it on the desired track.

Search Within a Folder

At the top of the Clip Preview Section, a **search bar** allows you to **find clips by name** within the selected folder.

Start typing to instantly filter the visible results — ideal for large archives or daily ingest folders.

4.2 The Search Tool (Ctrl + 2)



The **Search** tool, accessible from the second icon on the left sidebar, allows users to **find clips or assets across all folders and projects** within the MAM system.

Users can type a keyword or clip name into the search bar and click the **search icon** to display results.

Results appear in a list or grid view with **thumbnails, names, comments, and creation dates**.

From this view, clips can be **previewed, opened, or dragged directly into the timeline** for editing.

Layout

The interface is divided into two main sections:

- **Left Section** – Contains the **search field**. Users can type a **keyword or clip name** and press the search icon (🔍) to start a search. When clicking in the field, a **drop-down menu** appears, listing **previous search terms** for quick reuse.
- **Right Section** – Displays **search results** in either **icon view** or **list view**.

Each result shows a **thumbnail**, **clip name**, **comment**, **creation date**, and **four action icons** for quick interaction.

Interaction with Search Results

- **Single Click** – Opens a **white information panel** on the right side of the screen, showing clip details such as type, duration, tracks, status, size, creation and modification dates, and comments.
- **Double Click** – Opens the clip in the **Clip Previewer** window for playback and review.

Sorting and View Options

At the top of the results list, several controls allow users to customize how clips are displayed:

- **View Toggle (white grid/list icon)** – Switches between **Icon View** and **List View**.
- **Sorting Dropdown** – Allows sorting by **Name**, **Date Created**, **Date Modified**, or **Duration**.
- **Order Selector (Asc/Desc)** – Changes the order between **ascending** (first to last) or **descending** (last to first).
- **Pagination Bar (white number bar)** – Lets users move between pages of results to browse through multiple sets of clips.

Action icons

Each clip includes **four action icons** located on the right side. From left to right, they allow the user to:

- **Export to MOS** – Send the clip to the newsroom system through the MOS protocol.
- **Add to Selected Project** – Insert the clip into the currently active project folder.
- **Insert in Timeline** – Place the clip directly into the open timeline at the playhead's position.
- **Play in Clip Previewer** – Open the clip in the preview window for playback and review.

Timeline Visibility in the Search Tool

The **timeline** can remain visible while using the Search Tool, enabling users to insert clips without switching views.

To hide it, **click and drag the timeline bar downward** with the mouse to collapse it and gain a full-screen view of the search results.

Page Controls

The **white bar with numbers** at the top of the results allows you to navigate between pages of search results.

Clicking a number or the arrow buttons moves to the corresponding page.

4.3 Clip Editor Tool (Ctrl + 3)



The **Edit** tool (third icon on the left sidebar) opens the **Clip Editor workspace**, a simplified version of the main interface.

It provides the **player**, **markers**, and **timeline** sections but hides the **Folders Tree** panel to create a cleaner, distraction-free editing environment.

This view is mainly used for **clip trimming**, **previewing**, and **inserting** assets already loaded into the project.

Users can play clips, mark In and Out points, add markers, and make quick timeline adjustments without navigating through folders.

4.4 Server Tool (Ctrl + 4)



Refresh Updated at 19:42:43 21 Nov 2025 <input checked="" type="checkbox"/> AutoUpdate on							
Name	Status	Progress	Created	Started	Finished	Actions	
psadmin 2025-11-21 19:39 - SOCIAL 1:1	Queue	0	2025-11-21 19:42:10				
psadmin 2025-11-21 19:39 - SOCIAL 16:9	Run	0	2025-11-21 19:42:05	2025-11-21 19:42:08			
psadmin 2025-11-21 19:39 - SOCIAL 16:9	Run	69	2025-11-21 19:40:43	2025-11-21 19:40:46			
psadmin 2025-11-21 19:39 - SOCIAL 1:1	Error	0	2025-11-21 19:40:39	2025-11-21 19:40:41	2025-11-21 19:40:44		
psadmin 2025-11-21 19:39 - HD MXF-MOS	Error	0	2025-11-21 19:40:24	2025-11-21 19:40:27	2025-11-21 19:40:32		
psadmin 2025-11-21 19:39 - HD MXF-MOS	Error	0	2025-11-21 19:40:23	2025-11-21 19:40:23	2025-11-21 19:40:26		

The **Server Tool** (represented by the server icon on the left navigation bar) provides real-time monitoring of all background jobs executed by the Incite MAM backend.

These tasks include **rendering, exporting, transcoding, and automated delivery** operations managed by the system's render servers.

This page allows users and administrators to track progress, confirm successful exports, and identify any failed jobs during production.

Purpose

Whenever a user exports a timeline, generates a screener, or sends media to an external destination (e.g., broadcast server, newsroom system, or social platform), Incite MAM delegates the heavy processing to a **render server**.

The Server Tool acts as a **job dashboard**, displaying every task currently running or recently completed.

Interface Overview

- **Refresh** — Manually updates the list of current and completed jobs.
- **AutoUpdate On/Off** — When enabled, the page refreshes automatically at regular intervals.
- **Updated at [timestamp]** — Shows the last refresh time.

Job List Columns

Each line represents an individual render or export task and includes the following information:

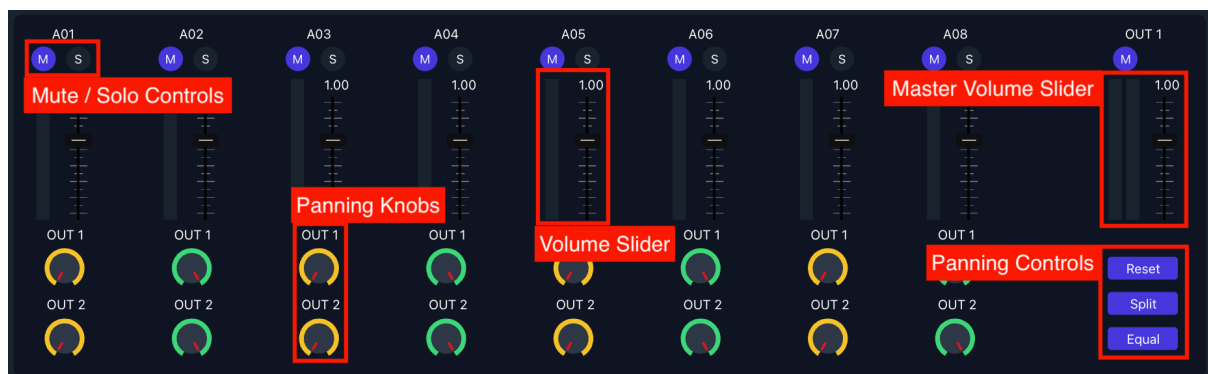
- **Name** — The task label, often including user name, date, and export preset (e.g., *psadmin 2025-11-11 16:41 - Export NLE*).
- **Status** — Indicates task state (*Processing, Complete, or Error*).
- **Progress** — Displays completion percentage or progress bar.
- **Created / Started / Finished** — Shows timestamps for each processing stage.
- **Actions Button** — Allows the user to **download the rendered file** directly once the job is complete.

Timeline Integration

The lower part of the interface displays the **active timeline editor**, allowing users to continue working while jobs are processed in the background.

Exports can be initiated directly from the timeline, and their progress immediately appears in the Server Tool.

4.5 Audio Mixer Tool (Ctrl + 5)



The **Audio Mixer** allows users to control the volume, balance, and playback behavior of each audio track in the timeline.

It provides individual controls for **muting**, **solo playback**, **volume adjustment**, and **stereo panning** across all available audio channels (A01–A08).

Mixer Controls Overview

- **M (Mute)** – When the **M** icon is lit, the track is active. When turned off, the track is muted and will not play back.
- **S (Solo)** – When the **S** icon is lit, only that track's audio is heard during playback. When off, multiple tracks can be played simultaneously.
- **Volume Slider (Black Fader)** – Adjusts the track's playback volume. A **purple bar** beside each fader visually represents the current audio level.
- **OUT 1 / OUT 2 Knobs (Panning)** – Control the **left-right stereo balance** of each track: Turning the knob adjusts the track's position within the stereo field.
- The **top row (OUT 1)** controls the left channel, and the **bottom row (OUT 2)** controls the right channel.

Panning Controls

- **Reset** – Resets all panning knobs to the default stereo configuration (OUT 1 left, OUT 2 right).
- **Split** – Applies the same default stereo configuration as *Reset*.
- **Equal** – Centers all tracks equally in the stereo field (both channels balanced).

4.6 Text Tool (Ctrl + 6)



The screenshot illustrates the Text Tool workflow in the video editing software. At the top, the **Text Table** lists text entries with their start and end times. Below it, the **Text Field** allows for editing the text content. The **Text Editing + Alignment** panel provides options for alignment and font. The **Preview Player** on the right shows the text overlay as it will appear in the video. The timeline at the bottom shows the **Text Overlay** placed on the T01 track, with its duration and position visible.

The **Text Tool** allows you to add on-screen text overlays directly onto your clips within the timeline. It is useful for titles, lower thirds, captions, or any text annotations needed in your video.

How It Works

When you create a text element, it appears as an **orange bar** in the **T01 (Text)** track at the top of the timeline.

This makes it easy to see where text has been placed and how long it will be displayed.

Each text entry you create appears as a row in the **Text Table** at the top of the interface.

When you select a text row in the table, the editing panel below it becomes active.

From here you can:

- **Generate Text** Using the Speech to Text feature.
- Download or Upload **.stl files**
- **Type or edit the text** in the text field.
- Adjust **font style**
- Choose a **text color** (white, black, red, green).
- Choose a **font** from the dropdown menu.
- Choose the **alignment** on screen (Top-Left, Bottom-Center, Middle-Right, etc.).

Timeline Integration

The text overlay behaves like any clip on the timeline.

You can **move it**, **trim it**, or **adjust its timing** directly in the T01 track using your mouse.

The text appears instantly in the **Preview Player**, allowing you to verify placement and timing.

Right Click Menu

Right-clicking a text entry provides options such as:

- **Insert at Position:** Insert text at the playhead's location.
- **Add Line to Tail:** Create a new text line immediately after the last one.
- **Delete All:** Remove every text entry in the project.

Importing and Exporting .STL Subtitle Files

The Text Tool allows you to work not only with manually created subtitles, but also with external subtitle files in the **.stl format** (a common broadcast subtitle standard).

(STL (EBU Subtitling Format) is a common broadcast subtitle standard used by Avid, Adobe, and playout servers.)

Two buttons are available in the Text Tool interface for this purpose:

- **↑ Upload STL**
- **↓ Download STL**



Exporting Subtitles (.STL)

You can export the current subtitle track as a broadcast-compatible STL file.

Steps:

1. Open the **Text Tool**.
2. Click the **Download STL** button (↓).
3. An **.stl** file containing all subtitle rows will be saved locally.

Importing Subtitles (.STL)

You can import an external **.stl** file to automatically populate the subtitle rows in the Text Tool.

Steps:

1. Click the **Upload STL** button (↑).
2. Drag-and-drop or select the **.stl** file.
3. Click **Submit** to import.

The subtitle rows will be added to the Text Tool with correct timing and text.

Notes

- Uploaded STL files overwrite or merge with existing subtitles depending on workflow.
- Always verify alignment and formatting after importing.

Speech-to-Text (Automatic Transcription)



Incite MAM includes an integrated **Speech-to-Text** feature that automatically generates subtitles or transcription rows from the audio of a clip.

Opening the Speech-to-Text Tool

1. Select a clip in the **timeline**.

2. Open the **Text Tool**
3. Click the **Transcription** button

Language Selection

Choose the spoken language of the clip from the dropdown list.

A wide range of languages is supported, including:

English, French, German, Spanish, Arabic, Dutch, Chinese, Italian, Greek, etc.

Rebuild

Generating the Transcription

1. Set language and (optionally) check **Rebuild**.
2. Click **Insert**.

Processing time depends on clip length and audio quality.

You can then:

- Edit the text manually
- Adjust timing
- Change alignment or styling
- Change font or color
- Delete or add new rows

Notes on Accuracy

Speech-to-Text results depend on

- Microphone quality
- Background noise
- Speaker clarity
- Correct language selection

Manual adjustments are recommended after generating the initial automatic subtitles.

4.7 Effects Tool (Ctrl + 7)



The **Effects Panel** allows users to apply visual and audio modifications to clips placed on the timeline. Effects are applied to the *selected clip* and include **Cropping**, **Audio Gain**, and **Blur/Mosaic** masking.

Each effect can be adjusted using the sliders and options provided, and then added to the clip.

The panel has three tabs:

- **Crop**
- **Gain**
- **Blur/Mosaic**

Crop Modes:

- **None** – No cropping is applied.
- **Square** – Applies a square crop.
- **Vertical** – Crops the clip into a vertical framing (common for mobile/video portrait formats).
- **Move X (Horizontal adjustment)**– A slider that shifts the cropped area horizontally, allowing you to reposition the visible portion of the image.

Gain (Audio)

The **Gain** tab controls the clip's audio volume and allows you to add **keyframes** for dynamic volume changes.

- **Enable Gain**
A checkbox enabling gain control for the clip.
- **Gain Slider**
Adjusts the audio level.
- **Add to Clip**
Applies the gain setting at the current playhead position—this creates a **keyframe**. (You can also add a **keyframe** by clicking directly on the audio level line displayed on the clip in the timeline. After placing it, drag the line to adjust the volume at that point.)
- **Keyframes Table (Audio Gain)**
Displays all audio keyframes applied to the selected clip:
- **Position**
Timecode where the keyframe is placed.
- **Gain**
The amount of gain applied at that point.
- **Action**
Option to delete individual keyframes.

How it works in the Timeline:

Once gain keyframes are added, a **red line** appears over the audio track showing volume automation. Each point represents a gain keyframe, and transitions between points are interpolated.

Blur / Mosaic

This tab applies a **blur** or **mosaic censorship mask** to part of the image.

- **Enable Blur / Enable Mosaic**
 - Choose whether the effect is a **Gaussian blur** or a **pixelated mosaic**.
 - Only one can be enabled at a time.

Mask Shape

- **Rectangle** – A rectangular mask area.
- **Ellipse** – A circular/elliptical mask.
- **Position Controls**

Set the location of the mask on the screen

- **Position X** – Horizontal position
- **Position Y** – Vertical position

or

You can adjust the position of the blurred area by clicking and dragging it directly with the mouse.

Size Controls

These sliders define the mask's dimensions:

- **Width** – Horizontal size of the mask
- **Height** – Vertical size of the mask
- **Strength** – Controls the intensity of the blur or mosaic effect.
- **Add to Clip** – Applies the mask at the current playhead position.

How Effects Appear in the Timeline

Applied effects are shown as labeled blocks inside the clip (e.g. **GAIN**, **DVE-VERT**).

Multiple effects can be stacked on the same clip.

Effects follow the clip during playback and rendering.

4.8 Animation Tool (Ctrl + 8)

Coming Soon...

4.9 Icons / Table View (Ctrl + 9)



The **Icons/Table View** provides an alternative way to browse your folders and media files, offering a larger and more detailed layout compared to the standard Folders Tree and Clip Preview Sections.

This view is useful when you want more space to inspect thumbnails, sort clips, or view additional metadata.

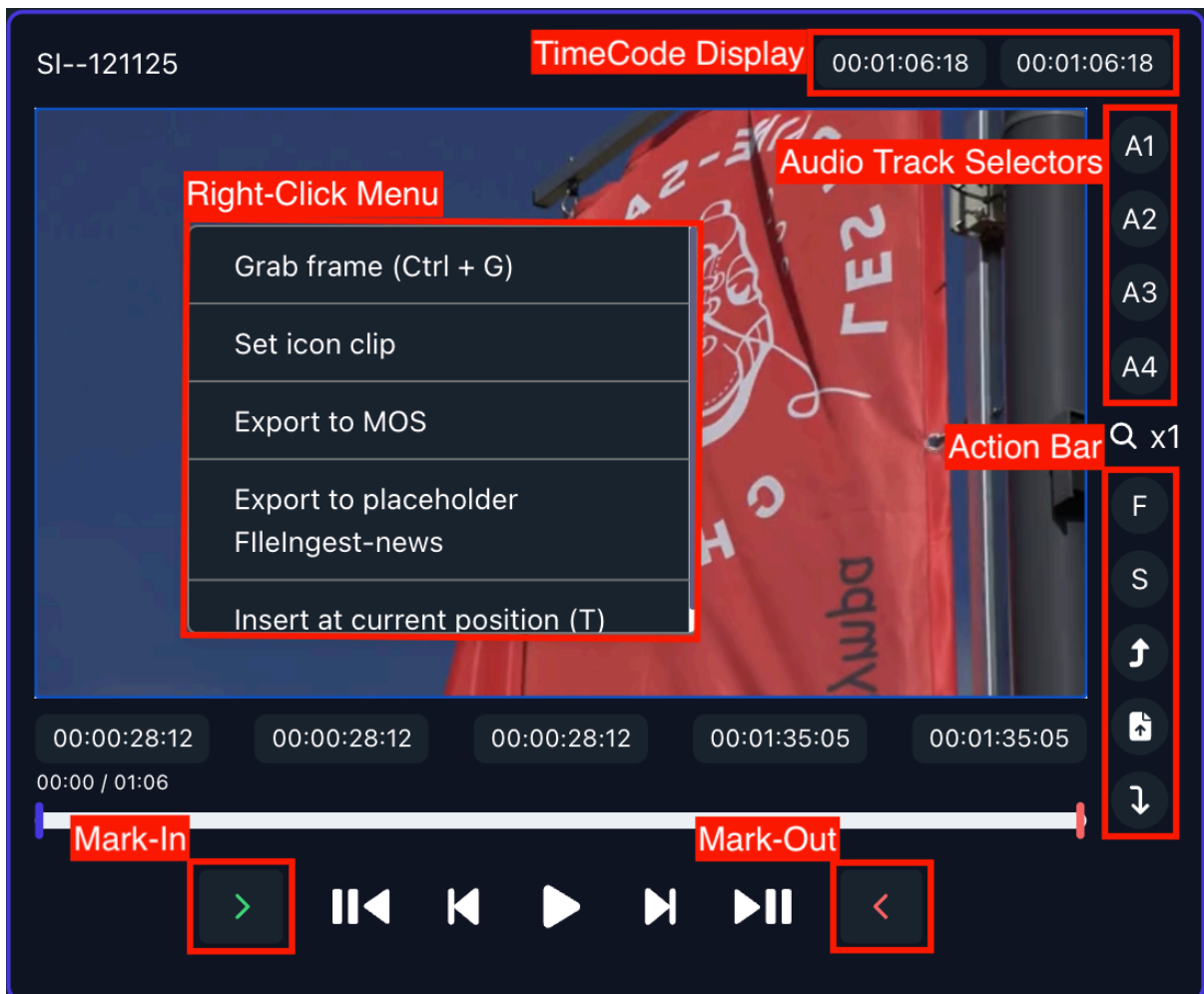
Available Actions:

The actions available in Icons/Table View are the same as in other media-browsing sections of the MAM interface, including:

- **Open a clip in the Preview Player** (double-click)
- **Load a clip into the timeline**
- **Sorting and filtering**, depending on the selected view mode

- **Scrolling through media** with extended thumbnails for easier navigation

5. The Clip Preview Player



The **Preview Player** is used to view and inspect clips before inserting them into the timeline. It provides playback controls, timecode information, audio monitoring tools, and export shortcuts. The Preview Player does not modify the clip — it is strictly for reviewing material prior to editing. A clip can be loaded into the **Preview Player** by double-clicking its thumbnail in the clip list.

Timecode Display

At the top of the player, the clip's **name** and **current timecode** are shown.

Timecodes update dynamically during playback.

The upper timecode bar displays two values:








- **left value** – shows the duration of the defined subclip,
- **right value** – shows the duration of the entire source clip.

Below the viewer, the **timecode bar displays** from left to right:

| Start timecode | Mark In position | Current playhead location | Mark Out position | End timecode |

Playback Controls

The control strip below the clip contains:

-  – Play/Pause
-  – Big Step Forward
-  – Big Step Backward
-  – Next Frame
-  – Previous Frame
-  – Move In-Point to Playhead
-  – Move Out-Point to Playhead

Audio Track Selectors



Buttons labeled **A01**, **A02**, **A03**, and **A04** toggle individual audio channels on or off. Only the selected tracks are heard during preview.

By default, the audio channel buttons (**A1**, **A2**, **A3**, **A4**) in the Preview Player are **disabled**.

To activate them go to:

Settings → **User Settings** → **UI Setting** → **Enable “Audio Mode 1”**

Right-Side Action Bar

- **x1**  Displays the zoom level (double click on the image to zoom)
- **F (Grab Frame)**
Captures the frame at the playhead and saves it locally as a still image.
- **S (Save Thumbnail)**
Sets the current frame as the clip’s thumbnail.
- **↑ Export to MOS**
The Up Arrow exports the loaded clip to MOS and attaches it directly to the active MOS device.
-  **Export to Placeholder**
Exports the clip into the project’s placeholder for workflow automation or downstream systems.
- **↓ Add to Timeline**
The Down Arrow inserts the selected clip portion into the timeline at the playhead’s position.

Mark In / Mark Out

Green and Red Buttons under the preview window allow the user to set:

- A **Mark In** point
- A **Mark Out** point

These define the portion of the clip to be inserted or exported.

Right-Click Menu

Right-clicking inside the **Preview Player** opens a contextual menu with quick actions:

- **Grab frame (Ctrl + G)**
Captures the current frame at the playhead and saves it as a still image.
- **Set icon clip**
Sets the current frame as the thumbnail (icon) for the clip.
- **Export to MOS**
Exports the clip to the newsroom MOS system and attaches it to the active MOS story.
- **Export to placeholder [project name]**
Sends the clip to the configured placeholder in the selected project.
- **Insert at current position (T)**
Inserts the subclip defined by the In/Out points into the timeline at the playhead position.

Additional Notes

- Double-clicking a clip in the clip list loads it into the Preview Player.
- Adjusting zoom, audio monitoring, and timecode views does **not** alter the underlying file.
- The Preview Player is independent from the timeline and is used purely for review.
- If the clip contains markers previously added in MAM, they appear in the Markers panel.
- Clicking a marker moves the Preview Player to that exact position.

6. Useful Shortcuts

(Shortcuts are also available under **Settings < Keymap**)

Playback & Navigation

- Play / Pause — Space
- Jump Forward — →
- Jump Back — ←
- Next Frame — Shift + →
- Previous Frame — Shift + ←
- Go to Start (Home) — Home
- Go to End — End

Editing & Timeline Actions

- Cut Clip — S
- Cut Timeline (Global Cut) — Backspace
- Insert Clip at Playhead — T
- Insert Timeline — Insert
- Move Selected Clips to Playhead — M
- Delete Clip — Delete

Clip Management

- Rename Clip — Ctrl + H
- Grab Frame — Ctrl + G
- Next Clip — Shift + “+”
- Previous Clip — Shift + “-”
- Select All Clips — Ctrl + A

Marks & Timecode

- Mark In — I
- Mark Out — O
- Next Marker — +
- Previous Marker — -
- Add Timeline Marker — Alt + M

Speed Controls (J-K-L Editing)

- Speed Down — J
- Normal Speed — K
- Speed Up — L
- Speed Down (Alt) — ↓
- Speed Up (Alt) — ↑

Timeline Management

- Save Timeline — Alt + S
- Save Timeline As — Ctrl + Alt + S
- Load Timeline — Alt + L
- Timeline Region In — [
- Timeline Region Out —]
- Locate In — Ctrl + [
- Locate Out — Ctrl +]
- Clear Region In — Ctrl + Alt + [
- Clear Region Out — Ctrl + Alt +]

Switching Between Panels

- Folders Tree — Ctrl + 1
- Search Tool — Ctrl + 2
- Clip Editor — Ctrl + 3
- Server Tool — Ctrl + 4
- Audio Mixer — Ctrl + 5
- Text Tool — Ctrl + 6
- Effects Panel — Ctrl + 7
- Animation — Ctrl + 8
- Icon/Table View — Ctrl + 9

7. The Settings Panel

The **Settings** panel allows users to customize the behavior and appearance of the Incite MAM interface.

Most options take effect immediately, but some require a **page reload** (the interface will display a red warning message when this applies).

- **UI Settings**

The **UI Settings** tab controls the visual theme, track display properties, and playback-related behavior.

- **Audio Mode 0 (requires reload)**

Toggles a simplified audio mode for compatibility or performance needs.

- **LTR/RTL Mode**

Switches the interface layout between Left-to-Right (standard European layout) and Right-to-Left (Arabic/Hebrew layout).

- **Show Waveforms**

Displays audio waveforms inside audio tracks in the timeline.

Use Auto Scale

Automatically adjusts the zoom level of the timeline based content.

Automatically Reset TL Player

Resets the preview player whenever a new timeline is loaded.

Prevents the previous clip from remaining active.

Number of Clips Displayed per Page

Defines how many clips appear in scrolling lists.

Timeline Track Height Controls

Each track type has its own adjustable height for improved visibility:

T01 – Title/graphics

G01 – Overlay graphics

V01 – Video tracks

A01–A03 – Audio tracks

Subtitle Background Black

Adds a black background behind text added using the **Text Tool**, improving readability.

Max Symbols in a Row

Limits the maximum number of characters before the text wraps.

Subtitles Autosave

Automatically saves subtitle rows at fixed intervals (in seconds).