Westwood One News
User Guide

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Introduction

Welcome to Westwood One News, the radio news service that brings the world to your newsroom. Westwood One News has a wide range of resources including hourly and half hourly news updates and Special Reports. With up to the minute access to the latest audio cuts, live feeds of news events, breaking coverage from CNN, and correspondent two-ways, Westwood One News provides a broad range of coverage and programming for your station.

Westwood One News is a 24/7 news operation designed to fit seamlessly with your local news operation, with dynamic newscasts and elements branded locally with your positioning statements and theme. Our staff is dedicated to providing you with all the material you need to establish and maintain a solid on-air news presence.

A main component of the service is the Westwood One News website, http://news.westwoodone.com , where you will find the latest audio cuts searchable by genre, newsmaker, time created and other options. It gives you the ability to search and select from a wide array of audio material that best fits your needs. The website is compatible with most major newsroom digital platforms so the cuts can be ingested directly into Burli, NewsBoss, Wireready, and other news systems. There is a user-friendly search box on the site for specific audio lookups.

This user guide will help you navigate and understand all of the features and options that Westwood One News provides. You'll find schedules of newscasts, instructions on how to download audio from the Westwood One News website, and instructions on receiving your material by satellite and online.

You can always reach the Westwood One newsroom at 800-669-6789 or 202-840-7900. For additional information on Westwood One News Services, contact Affiliate Sales News VP Jim Jones at 202-840-7933. For technical questions contact Broadcast Operations at 888-HELP450, (888-435-7450).

News Options

Live Newscasts

Receiving Westwood One newscasts is extremely easy. Newscasts are fed at the top and bottom of every hour, 24 hours a day, seven days a week, and are available on satellite via your XDS receiver and via Internet delivery by RSS or HTTP/Direct URL.

Top of the hour newscasts are customizable for your needs and network affiliation, and are available from two to five minutes in length.

Bottom of the hour newscasts are one minute or two minutes in length. An additional Westwood One newscast, also one or two minutes in length, is fed at :45 past every hour.

Technical formats are detailed in Addendum 1 for users of XDS receivers.

Live News Events

In addition to your newscast channels, Westwood One News will provide three simultaneous XDS program audio channels for live coverage of news events including press conferences, speeches, and developing stories (News Events 1, 2 & 3.) You can also access the breaking news channel, a live simulcast of CNN-TV. News content on CNN-TV can be simulcast during breaking news and/or excerpted locally. A guide to these live events channels is provided as Addendum 2 to this manual.

News Options

Voice Cue

Westwood One News is always connected to your newsroom with a dedicated voice cue channel to alert you to recent news developments, upcoming news events, scheduled coverage plans and special reports. See Addendum 2 for Voice Cue Channel.

Advisories

Assignments, two-way opportunities, alerts on breaking news and special reports, and other advisories will be posted on your audio clips site http://news.westwoodone.com and can be emailed directly to your PD and producers. To subscribe to advisories, please email affiliateops@westwoodone.com .

Audio Clips

The Westwood One News website, http://news.westwoodone.com features updated audio cuts in real time, with background on the audio subject matter. These cuts are available through the website, and can be automated to integrate with most newsroom systems, including Burli, NewsBoss and Wireready. Instructions for downloading cuts to your newsroom system can be found in Addendum 3 of this manual.

Also on the website, you will find:
- The most recent programming advisories
- Programming clocks
- Downloads of our news sounder package
- Newsroom contacts and information
- Promos
- This manual

News Options

Special Reports

In the event of major breaking news, Westwood One News will provide one-minute special reports at the top and bottom of the hour, devoted entirely to the breaking news event. These Special Reports are embedded in the newscasts at :00 and at :30, appearing as the first minute of the newscast. The standard newscast will continue in the second minute of the top of the hour. In addition, breaking news audio will also be available on your News Events 1, 2 & 3 program feeds and your Breaking News CNN-TV feed.

Contributing to Westwood One News

Your local reporters are encouraged to file for us. We're looking for any stories of national consequence you may be covering, as well as features with a national appeal. For filing information or details, please contact our newsroom at 800-669-6789 or 202-840-7900.

Operational Issues

In the event of any technical or operational issues, please contact our 24/7 Help Line at 888-HELP450, (888-435-7450).

Newscast Automation

All Newscast Automation will be handled through your XDS receiver Netcue relay closures. See the technical formats in Addendum 1 for details on which relays to use at what times.

Website News Headlines

Westwood One News is offering stations CNN headlines for your website. You can access this feed at www.cnn.com/services/rss/.

Addendum 1: Technical Formats for XDS Receivers

Top of the Hour Newscast

Fed 24 hours per day, 7 days per week

Minutes:Seconds	Program Element	X-Digital (XDS) Netcue Code		
Relative to top of hour		Newscast Duration		
		2 minutes	3 minutes	5 minutes
:00:00	Newscast start	00W	00W	00W
:02:00	2-minute newscast end	02W		
:02:00	First position network commercial start		02W	02W
:03:00	First position network commercial end		03W	03W
:03:00	3-minute newscast end		04W	
:03:00	Newscast continues for 5-minute users			
:04:00	Second position network commercial start			05W
:05:00	Second position network commercial end			06W
:05:00	5-minute newscast end			07W

Notes: To get a 2-minute newscast, select the 3-minute newscast title in XDS and cut away at the 2-minute mark.

To get a 4-minute newscast, select the 5-minute newscast title in XDS and cut away at the 4-minute mark.

If you are not retrieving the commercials you need from your XDS Receiver, you can receive traffic instructions and spots via e-mail link from the Westwood One Content Delivery Network (CDN). To set up an account with CDN, please contact 720-873-5161 or support.cdn@westwoodone.com.

Westwood One

Addendum 1: Technical Formats for XDS Receivers

Bottom of the Hour Newscast

Fed 24 hours per day, 7 days per week

Minutes:Seconds	Program Element	X-Digital (XDS) Netcue Code	
		Newscast Duration	
Relative to top of hour		1 minute	2 minutes
:30:00	Newscast start	08W	08W
:31:00	1-minute newscast end	09W	
:31:00	Network commercial start		09W
:32:00	Network commercial end		10W
:32:00	2-minute newscast end		11W

:45 Past the Hour Newscast
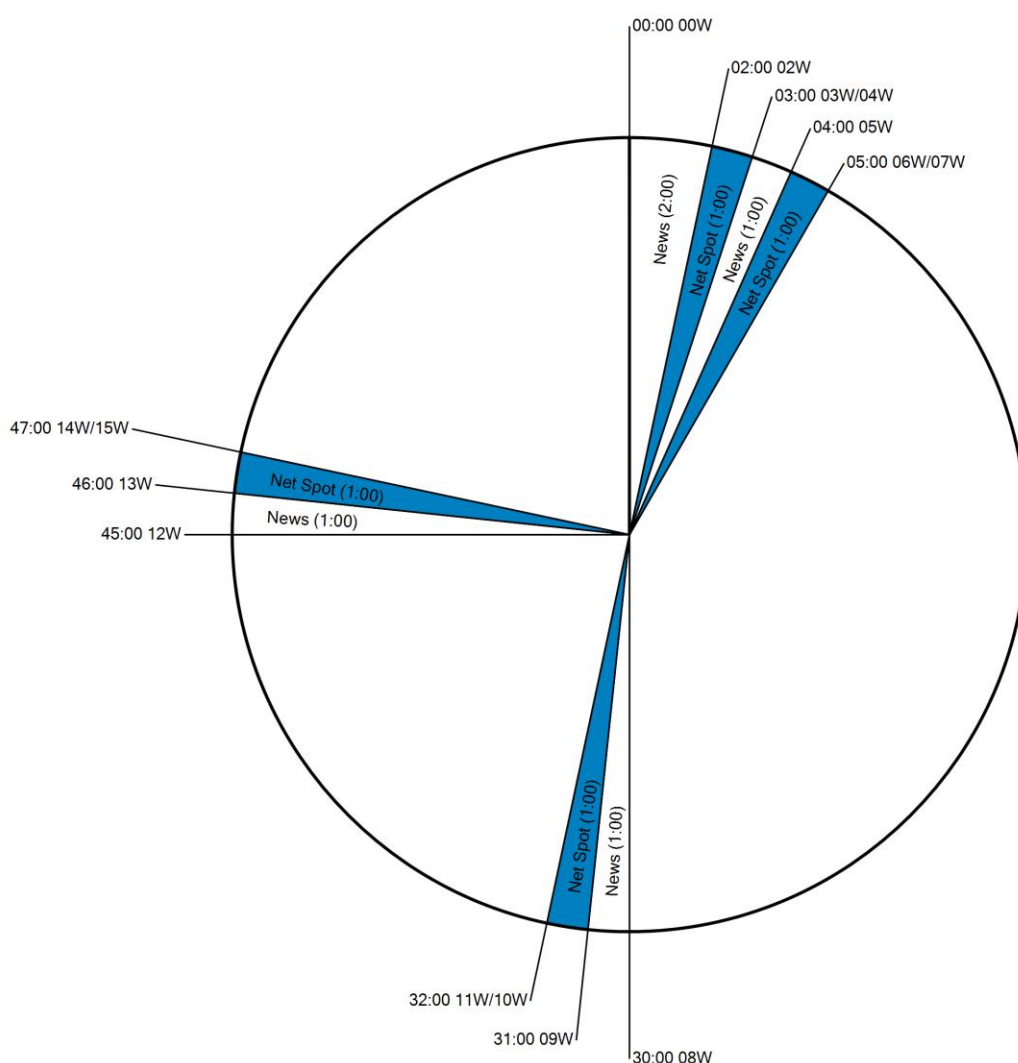
Fed 24 hours per day, 7 days per week

Minutes:Seconds	Program Element	X-Digital (XDS) Netcue Code	
		Newscast Duration	
Relative to top of hour		1 minute	2 minutes
:45:00	Newscast start	12W	12W
:46:00	1-minute newscast end	13W	
:46:00	Network commercial start		13W
:47:00	Network commercial end		14W
:47:00	2-minute newscast end		15W

Note: To get a 1-minute newscast, in XDS choose the 2-minute newscast at :30 or :45 past the hour, and cut away at the 1-minute mark.

Westwood One News

Program Clock – XDS Satellite

During breaking news, the first minute of the top- and bottom-of-hour casts may become a Special Report. The newsroom will announce this via the Voice Cue channel and via e-mail.

Special Reports

In the event of major breaking news, Westwood One News will provide one-minute special reports at the top and bottom of the hour, devoted entirely to the breaking news event. These Special Reports are embedded in the newscasts at :00 and at :30, appearing as the first minute of the newscast. The standard newscast will continue in the second minute of the top of the hour. In addition, breaking news audio will also be available on your News Events 1, 2 & 3 program feeds and your Breaking News CNN-TV feed.

Top of the Hour Special Report (embedded in newscast)

Minutes:Seconds	Program Element	X-Digital (XDS) Netcue Code
Relative to top of hour		Duration: 1 minute
:00:00	Special Report start	00W
:01:00	Special Report end	

Bottom of the Hour Special Report (embedded in newscast)

Minutes:Seconds	Program Element	X-Digital (XDS) Netcue Code
Relative to top of hour		Duration: 1 minute
:30:00	Special Report start	08W
:31:00	Special Report end	09W

Addendum 2: Channel Guide for Live News Events

XDS Program Title
WWO News Events 1
WWO News Events 2
WWO News Events 3
WWO News Voice Cue
CNN TV

Addendum 3: Newsroom System Automation

Westwood One News is accessible via the internet in three ways:

1. Using a web browser:

http://news.westwoodone.com

Credentials to access the content on this site can be provided through the Westwood One Affiliate Operations Department – affiliateops@westwoodone.com or 212-419-2976.

In addition to being able to browse the web site for the latest audio, it is possible to automate downloading of the content that appears here into your own news production system.

2. Via an electronic feed using the Really Simple Syndication (RSS) standard:

Westwood One has worked closely with the following vendors to develop an RSS interface that can be set up to download to NewsBoss, Burli, KLZ Newsroom and WireReady. You will need the credentials supplied by Affiliate Operations when setting this up.

The URL for the overall Westwood One News RSS feed is:
      news.westwoodone.com/rss/feeds/wwonews.rss
Additional RSS feeds are listed in Addendum 5.

Since each newsroom system is unique in how it operates, it's recommended that you contact support at the vendors for assistance in setting up the feed. Here is the contact information for each.

NewsBoss – www.newsboss.com
Email: support@newsboss.com
Phone in Australia: +61-2-9580-9563

Burli – www.burli.com
Email: support@burli.com
Telephone: 604-684-3140

KLZ Newsroom – www.klz.com
Email: support@klz.com
800-334-9640 Toll Free (North America)
Direct: 204-334-9640

Wireready – www.wireready.com
Email: support@wireready.com
Telephone: 800-833-4459

Addendum 4: Retrieving Newscasts from Web and FTP Sites

The downloaded newscasts will NOT contain commercials. Affiliates who use web or FTP download must gather the network commercials from Westwood's Content Delivery Network (CDN). If you need an account for the CDN system, please contact 720-873-5161 or support.cdn@westwoodone.com.
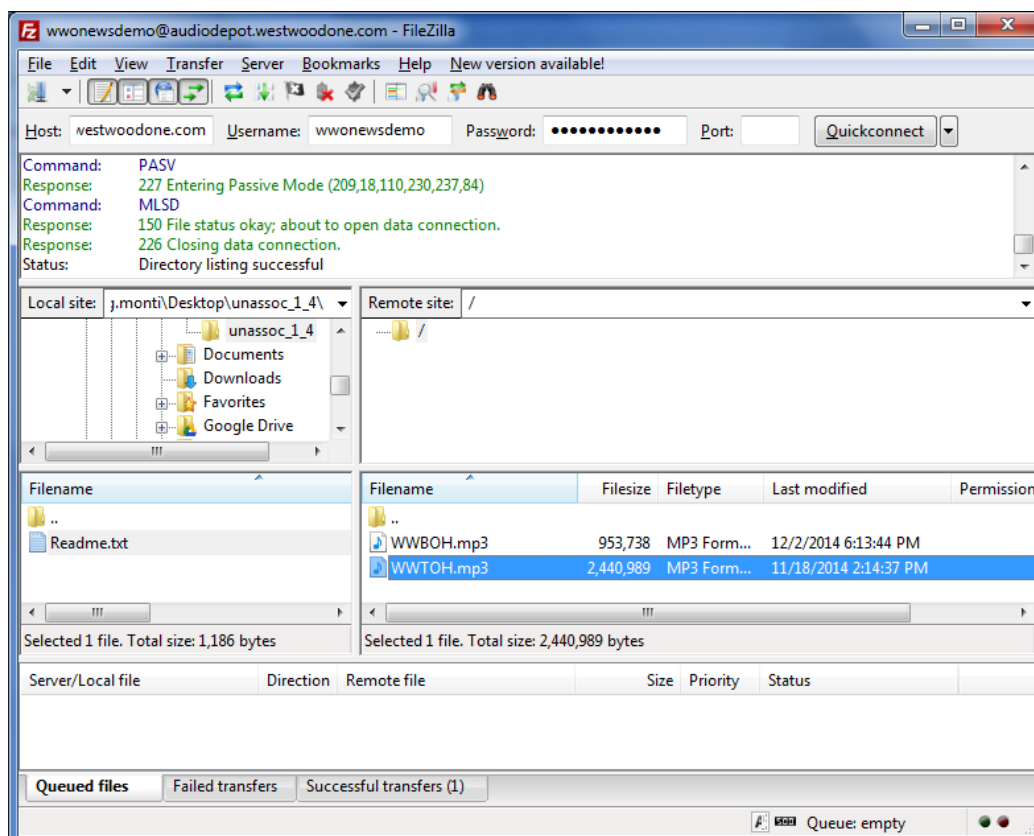
3. Via FTP (newscasts only):

FTP host name: news.westwoodone.com - Use the username and password you were given.

Some newsroom software, such as Burli, NewsBoss, WireReady, or your studio automation system, can download newscasts automatically.
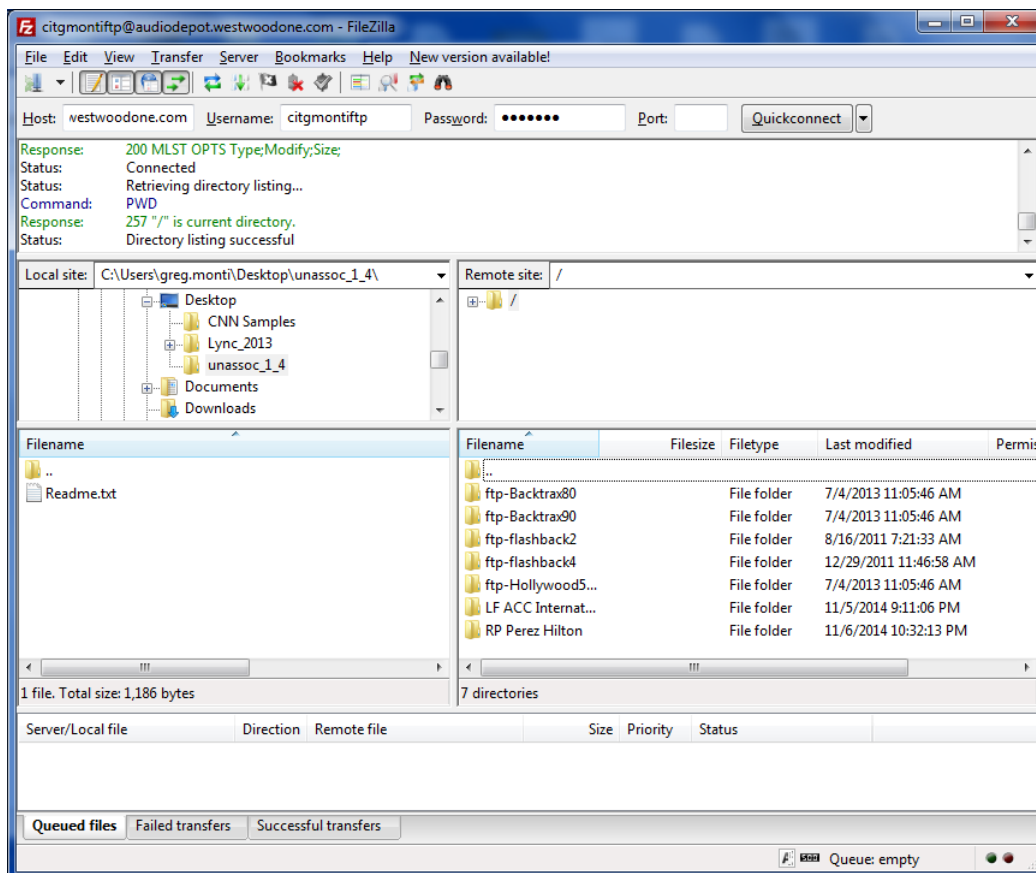
Single FTP Directory View:

If your download account only has permission to see one area on our website, when you log in using an FTP client application you will see a single FTP directory containing WWO Newscast files, where it is easy to retrieve files.

Addendum 4: Retrieving Newscasts from Web and FTP Sites

Multiple FTP directory view:

If your station has FTP access to multiple areas of our website, it will take 30 seconds or more after logging on to present you with a list of available directories and will look like this. Your FTP software must know how to navigate to the directory you need.

The file names to download:

    - 2-minute top-of-hour newscast (available at about :05 past the hour): **WWTOH.mp3**

    - 1-minute bottom-of-hour newscast (available at about :35 past the hour): **WWBOH.mp3**

Each newscast will be refreshed every hour, but the filename will remain the same.

The downloaded newscasts will NOT contain commercials. Affiliates who use web or FTP download must gather the network commercials from Westwood's Content Delivery Network (CDN). If you need an account for the CDN system, please contact 720-873-5161 or support.cdn@westwoodone.com.

Addendum 5: Receiving RSS Feeds from Westwood One News

Your station must have a username and password for the http://news.westwoodone.com or http://cnnwire.westwoodone.com or http://cnnwirepix.westwoodone.com web site. And your account must be authorized for the RSS services you want to receive (listed below). If you don't know your username or password, or if you need a new account, or need to be authorized for an additional RSS service, please contact Westwood One Affiliate Operations at affiliateops@westwoodone.com or 212-419-2976.

1. To receive **Westwood One News audio cuts** as an RSS feed:

http://news.westwoodone.com/rss/feeds/wwonews.rss

If your RSS reader software requires the username and password to be embedded in the URL, try this format:
http://username:password@news.westwoodone.com/rss/feeds/wwonews.rss
(Use your username and password)

2. To receive **WWO News Advisories** as an RSS feed:

http://news.westwoodone.com/rss/feeds/advisory.rss

If your RSS reader software requires the username and password to be embedded in the URL, try this format:
http://username:password@news.westwoodone.com/rss/feeds/advisory.rss
(Use your username and password)

3. To receive **WWO News Alerts** as an RSS feed:

http://news.westwoodone.com/rss/feeds/alert.rss

If your RSS reader software requires the username and password to be embedded in the URL, try this format:
http://username:password@news.westwoodone.com/rss/feeds/alert.rss
(Use your username and password)

Addendum 5: Receiving RSS Feeds from Westwood One News

4. To receive **WWO News Special Report Notifications** as an RSS feed:

http://news.westwoodone.com/rss/feeds/special-report.rss

If your RSS reader software requires the username and password to be embedded in the URL, try this format:
http://username:password@news.westwoodone.com/rss/feeds/special-report.rss
(Use your username and password)

5. To receive **CNN Wire** as an RSS feed:

http://cnnwire.westwoodone.com/rss/feeds/cnnwire.rss

If your RSS reader software requires the username and password to be embedded in the URL, try this format:
http://username:password@cnnwire.westwoodone.com/rss/feeds/cnnwire.rss
(Use your username and password)

6. To receive **CNN Wire with Picture** as an RSS feed (intended for your consumer website, not for newsroom systems):

http://cnnwirepix.westwoodone.com/rss/files/cnnpix.rss

If your RSS reader software requires the username and password to be embedded in the URL, try this format:
http://username:password@cnnwirepix.westwoodone.com/rss/feeds/cnnpix.rss
(Use your username and password)