

## QUICK GUIDE

### To clip a segment from a recorded video (Mouse):

1. To enter **Clipping mode**, use the mouse to select the **Scissors icon** from the mouse toolbar.
2. Set the playback marker where you would like to start the clip and click **“Start Clip.”**
3. Set the marker where you would like to end the clip and click **“End Clip.”**
4. Click **“Clip”** to create the clip. It will be saved to the Clips section of the Recorded Show folder automatically.

### To clip a segment from a recorded video (Keyboard):

1. Set the **“Start Clip”** marker by pressing **“Z”** on the keyboard.
2. Play the file, skip, or fast forward until you reach the end of your desired clip and set the **“End Clip”** marker by pressing **“X.”**
3. Press **“C”** to create the clip. It will be saved to the Clips section of the Recorded Show folder automatically.

### To burn a DVD:

1. Select **“Burn to DVD”** from the Main Menu.
2. Select **“Add Video”** to add videos to the DVD. You will be taken to the Recorded Shows folder to browse for the video you want.
3. Select the video you want to add.
4. You will now have the option to preview the video, add it to the DVD or return to the Recorded Shows folder.
5. Select any other videos you would like to add to the DVD.
6. To switch to a data DVD, select **“Switch to Data DVD”** before starting the burning process.
7. When the list of videos that you want to burn is complete, select **“Burn to DVD”** to start the burning process. It may take several hours to complete.
8. Make sure to leave the Enterprise TV Link client open while the DVD is burning. Closing it will stop the burning process.

## KEYBOARD SHORTCUTS:

M	Mute	F1	View Keyboard Shortcuts
+	Volume Up	I	Show or Hide Info
-	Volume Down	E	Transparent Guide
Q	Turn off Sound Effects	G	Adjust Display Settings
D	Display Closed-Captioning Data (Recordings only- not available in Live TV)	F5	Switch to Recorded Shows library
P	Play	F7	Switch to Program Guide
S	Stop	Home	Home Screen
Spacebar	Pause	ESC	Previous Screen
Left Arrow	Rewind	Alt + Enter	Switch between Fullscreen and Windowed Mode
Right Arrow	Fast Forward	Alt + F4	Exit Viewscape
Down Arrow	Channel Down (Live TV) / SmartSkip Back (Recording)	Z	Set “Start Clip” Marker
Up Arrow	Channel Up (Live TV) / SmartSkip Forward (Recording)	X	Set “End Clip” Marker
Enter	Jump to selected channel	C	Clip Video
. (Period)	Skip Ahead 30 seconds	V	Jump to “Start Clip” Marker
, (Comma)	Instant Replay (Skip back 7 seconds)	B	Jump to “End Clip” Marker
Number keys	Jump to time (For example, type 900 to jump to the nine minute mark)		

## SEARCH SYNTAX:

Operator	Description	Example Search	Results Returned
AND, +	Used to search for terms occurring together, within about 20 seconds of each other. When two or more terms are entered with no operator, they are automatically searched as if this operator had been entered.	SNAPSTREAM AND MEDIA or SNAPSTREAM +MEDIA or SNAPSTREAM MEDIA	"SnapStream" and "Media" occurring together.
OR	Used to search for either of two terms, or both together	SNAPSTREAM OR MEDIA	"SnapStream" and "Media" occurring separately or together.
NOT, -	Used to exclude terms from the search	SNAPSTREAM NOT MEDIA or SNAPSTREAM -MEDIA	"SnapStream" where it occurs without "Media"
" "	Used to search for the terms appearing exactly as they do in the quotation marks	"SNAPSTREAM MEDIA ENTERPRISE SERVER"	"SnapStream Media Enterprise Server" exactly as it is typed
( )	Used to group words	SNAPSTREAM + (MEDIA OR ENTERPRISE)	"SnapStream" and "Media," or "SnapStream" and "Enterprise," or all three together
? or * ("Wildcard" characters)	<p>"Wildcards" can be any character. ? is used to search for a single wildcard. * is used to search for multiple wildcards.</p> <p>A wildcard cannot be used as the first character of a search term.</p>	<p>TE?T</p> <p>SNAP* MEDIA</p> <p>*STREAM MEDIA</p>	<p>"test," "text," "tent"</p> <p>"SnapStream Media," "SnapShot Media," etc.</p> <p>None</p>
~ ("Fuzzy" search)	Used to search for words that are similar to the search term. This can be useful when searching for words that are often misspelled in closed captioning data.	<p>SNAP~</p> <p>ENVIRONMENT~</p>	<p>"snaps," "nap," "slap," etc.</p> <p>"Environment" as well as near misspellings such as "envirnoment"</p>
" "~ (Proximity search)	Entering a phrase enclosed within quotation marks and followed by a tilde (~) and a number will search for the words in the phrase within that distance of each other.	"SNAPSTREAM MEDIA"~20	"SnapStream" and "Media" within 20 words of each other.
\\ (Special characters)	<p>To search for a character that is also a search operator, such as an ampersand (&amp;), use a backslash (\) before the character.</p> <p>The following characters can be used as search terms with this procedure:</p> <p>+ - &amp;    () " ~ * : \</p>	MORK \& MINDY	The words "Mork" and "Mindy" and the character &
TITLE:	Search within titles of shows.	TITLE: "NEWS HOUR"	Shows with "News Hour" in the title
DESCRIP-TION:	Search only within program descriptions, including names of actors or people appearing on the program.	<p>DESCRIPTION: "HEALTH CARE"</p> <p>DESCRIPTION: "KATIE COURIC"</p>	<p>Programs about health care</p> <p>Shows hosted by or featuring Katie Couric</p>
TEXT:	Search within closed-captioning data.	TEXT: "SNAPSTREAM MEDIA"	Mentions of SnapStream Media within programming
CATEGORY:	be used with other search terms to restrict results to a particular category.	CATEGORY: NEWS	Results from the News category only