Basic User's Guide
Version 6.0

Contents

Preface

This manual will show you how to use the basic features of the Electronic News Production System (ENPS). For more information on using the more advanced features of ENPS, refer to the ENPS Advanced User's Guide, or press `F1` while you are using ENPS to open the online help system. If you require additional assistance, contact your Group Manager or System Administrator.

You can visit the ENPS website at `http://www.enps.com`.

Typographic conventions used in this guide

The following table lists the typographic conventions you will find in this guide:

Typeface	Meaning	Example
`Sample text`	Keyboard shortcuts	Press `Ctrl+Q` to exit ENPS.
Sample → Text	Navigation through menus, where one menu option leads to another	Select **Personal folder → Quit** .
Sample text	Button names	Click *OK* to save your changes and close the window.

Chapter 1

Introduction

Welcome to ENPS, the AP's Electronic News Production System.

This guide is your follow-up introduction to ENPS, designed to cover the basics and help you get up and running right away. Refer to the *ENPS Advanced Users Guide* for instructions on how to use additional product features.

While this guide covers the concepts you will use most often, no off-the-shelf guide can explain how your organization works or how you do what you do, so your configuration may differ slightly from standard illustrations and explanations. Check with your ENPS System Administrator if you have questions. On tens of thousands of desktops around the world, ENPS has proven itself as fast, reliable and easy to use. Behind the simple interface is an awesome feature set:

- Maximum screen space, even on smaller monitors. No confusing menu bars or command lines. Windowed or full-screen operation, designed so windows never get "lost."

- Powerful Search function with saved searches and immediate Forward Search Alerts. Wildcard, stemming, and proximity searches are available in some languages.

- Instant indexing of every word in incoming news wire stories, and Top Line bulletin alerts.

- Scripting, with integrated spell check, thesaurus and a pronunciation guide available for a number of languages. Automatic save/restore, auto-timing, version control that lets you see who changed what and when, and font size control.

- Rundowns include user-defined layouts and fields and real-time interfaces to character generators, prompters and other devices, plus automatic archiving.

- Keyboard shortcuts and user-defined macro keys.

- Instant user-to-user and group-based Top Line Messaging, with attachments, and interactive Chat, for private person-to-person text exchanges – or group conferences–with anyone else on your ENPS network, local or remote.

- Private work areas for each user and public areas for each group.

- Off-line capability for laptops and off-site users.

- Fast, no compromise remote access capability.

- Newsgathering/Planning resource management functions, plus a Contacts manager and shared Read-ins/bulletin board information.

- Built-in Web browser, so you can browse the Internet without leaving ENPS, click on Web links in news wire stories to launch the page in the lower Editing Window, and drag/drop text from Web pages into scripts.

- Incoming e-mail capability, allowing field staffers equipped only with a standard e-mail account to quickly and easily get information back into the newsroom.

- HTML exporting features, for converting ENPS Rundowns and stories into HTML-formatted packages for use in a separate publishing system.

- TV-in-PC support, so you can watch television or house video on any standard ENPS workstation using inexpensive add-in cards.

ENPS was designed by broadcasters, for broadcasters. We frequently update the system to meet the changing needs and demands of modern television, radio and network newsrooms, and we appreciate the opportunity to work with you.

ENPS Desktop Overview

Once you are logged into Microsoft Windows, you can open ENPS by double-clicking the ENPS icon on your desktop. The ENPS desktop is designed so that there are never lost windows; everything you need to see is always in sight and easily accessible. The desktop consists of the List Window, Top Line Area, Two Editing Windows, various folders, and buttons, all of which are described below, and covered in greater depth later in this guide.
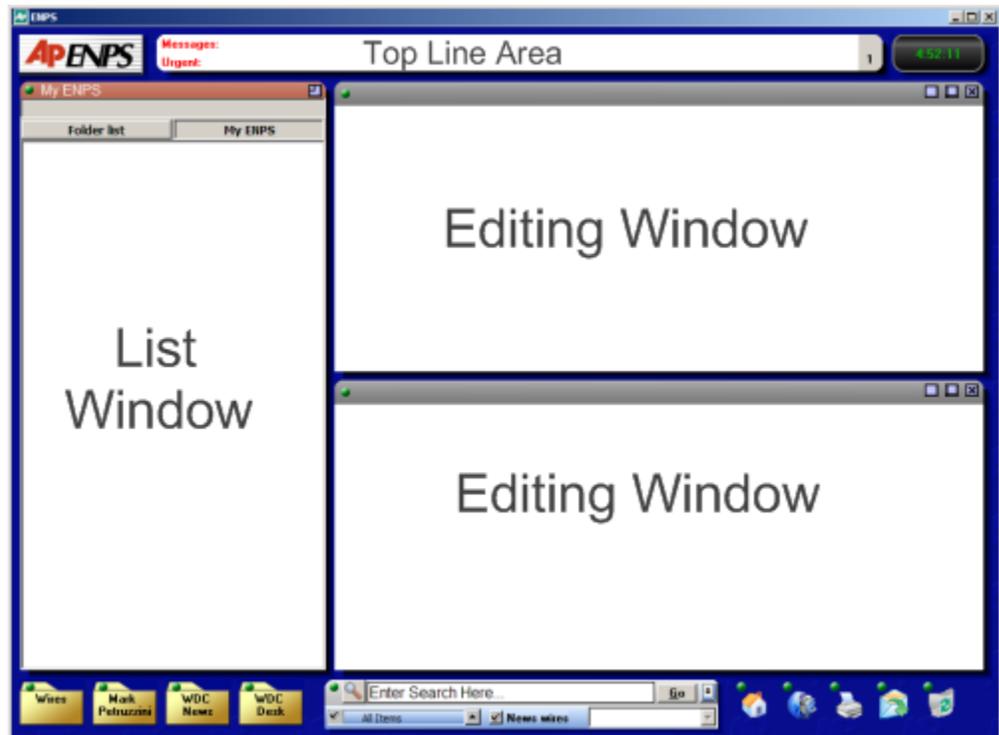
List Window

The List Window on the left side of the ENPS desktop displays the contents of a selected folder, the results of a Search, or the stories selected using the My ENPS feature, if available. If you click on the Wires folder, for example, the List Window displays incoming wires from all of the different news wire categories.
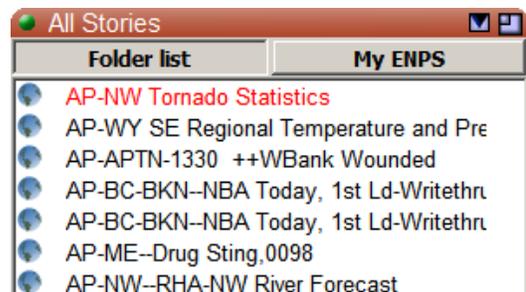
Different icons indicate the item type:

Wire story

	Urgent wire story
	Script
	Read-in
	Rundown
	Newsgathering Grid
	Newsgathering Grid Item
	Grid
	Contact
	Election
	MOS Object
	Group message
	Unopened message
	Opened message

When a window is selected in ENPS the title bar at the top of the window will be highlighted in red. The title bar will also indicate the source provider or category you are viewing.

There is a 200-item limit in the List Window. Depending on the number of items in the List Window, the title bar displays up and down arrows ▲▼ that allow you to scroll through the list. You can press PgUp or PgDn on your keyboard to move quickly through the list.

Click on the ⬛ icon on the far right to change the List Window's orientation from horizontal across the top of the ENPS desktop to a vertical along the left side of the screen.

Viewing List Window Items

To view any of the List Window items, click on a slug or press the Up/Down arrow keys to highlight entries. The item will appear in the top Editing Window. You can also drag an item into either Editing Window.

Changing the Size of the List Window

When the window is in its vertical orientation on the left side of the screen, you can change the size of the List Window. Hover the mouse cursor over the right border of the List Window until the double-sided arrow ↔ cursor appears, then click and drag the window to change its size.

Selecting List Window Items

To select more than one item at a time in the List Window, hold down the Ctrl key and click each item you want to select. To select a group of consecutive items, you can click on the first item, hold down Shift and then select the last item. All of the items in between will also be highlighted.

Top Line Messages

The rectangular box at the top of the ENPS screen displays Top Line Messages, which include message alerts from other users and urgent news wire stories.

To read a message or open an urgent wire from the Top Line Messages, click on its slug. The text will appear in the top Editing Window. Double-click on the queue number to reset it to zero.

The number to the right indicates the number of new items. There can be as many as 50 message alerts and 50 urgent wires before the queue is full. When the queue is full, the oldest message alerts are removed from Top Line Messages when a new message or urgent wire arrives. These messages can still be found in your message inbox and urgent wires can found in the urgent wires folder.

Rovers

Windows, icons, and folders have a green dot ● called a rover. When you click on a rover with either the left or right mouse buttons, a pop-up menu will appear and stay open with options for that item. For example, if you click on the Wires rover, you can select the news wire category you would like to view. Some rover options require higher security privileges and may not be visible to all users: check with your Folder Manager to review or change your access privileges.

Editing Windows

ENPS typically displays two identical Editing Windows which are identical to each other. In these windows you can view and edit wire copy, scripts, contacts, grids, and media clips. If there is a Newsgathering Grid or Rundown that fills the top half of the screen, you will only see one Editing Window.
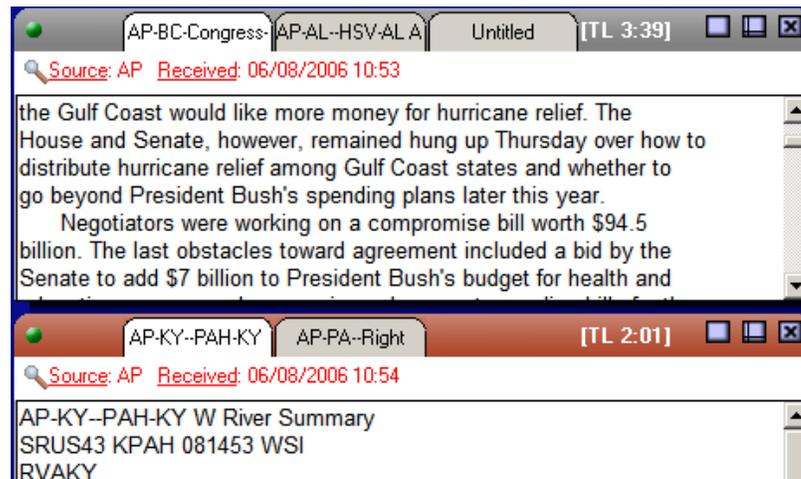
The two Editing Windows can hold up to 20 items total. Each item has its own folder tab showing the item name. The active item has a white tab. If you are

working with more than three items in an Editing Window, arrows ◀ ▶ appear next to the rover. These arrows allow you to switch between the items you have loaded in an Editing Window.

When you view an item in an Editing Window, its source information appears in red text just below the folder tab area. If you have a wire story open, the source, date, and time received will appear in this area. Other Editing Window items will display the item's creation and modification date, time, and author. If a new item is stored in a Group Folder, the group name appears at the far right of the header area.

Changing the Size of the Editing Window

If the Editing Windows are located on top of each other, hover the mouse cursor between the two windows until the ↕ icon appears, then click and drag the window to change its size. In the upper right corner of an Editing Window you will see the following icons:

Icon	Description
☐	Expands the window to occupy the full screen. Click this icon again to return to the previous window size. (`Ctrl+E`)
▣	Expands the window to double size. Click this icon again to return to the previous window size. (`Ctrl+O`)
✖	Closes the item. (`Alt+C`)
↩	You will see this icon when a Rundown or Newsgathering Grid fills the top half of the screen and a media control is open. Click this icon to switch between the media control and the Editing Window.

Wires Folder

Click on the Wires folder to display incoming wires. Select the Wires folder rover to display a menu where you can select wire categories and providers.

Personal Folder

Your Personal Folder is your private storage area in ENPS. Other users cannot access information in your Personal Folder, but you can access it from wherever you are using ENPS on your network. You can save any ENPS item, including wire stories, scripts, contacts, and Rundowns in your Personal Folder. Items in your Personal Folder will not be deleted unless you manually delete them.

Group Folder

The third folder is your Group folder. Different users are part of different Groups depending on their location and responsibilities. Anything stored in the Group folder can be accessed by other members of your group. If you are part of multiple Groups, you can access information in other Group folders using this folder's rover. Items in Group folders are automatically deleted after 30 days unless the first word in the folder name is `HOLD` such as "`HOLD Assignments.`" Items in HOLD folders are never deleted.

Corporate Folder

The fourth folder is the Corporate folder, which is useful for users who regularly work in more than one group. When you sign in, the Corporate folder is labeled with the name of your organization. However, you can navigate to other areas by selecting **Corporate folder rover** → **Locations** and selecting the folder you wish to view. This allows you to navigate to other stations in your group or other locations in your station.

Search

You can search for anything in the ENPS system including wire stories, Rundowns, scripts, Newsgathering Grids, Contacts, even discarded items in the Waste Bin.

The Search feature can appear in two different ways, depending on the amount of available screen space. If your monitor is set to a resolution of at least 1024x768 and the ENPS window is maximized, you will see this text entry box at the bottom of your screen:

If less screen space is available you will only see the *Search* button, which you can click to access a separate window where you can conduct more detailed Searches. Searches can be as broad or specific as desired. It is possible to search everything in ENPS with a single click or refine a search based on item type, date, or other attributes. Refer to Chapter 8, *Search* for more details about finding items.

My ENPS

This feature gives you a quick overview of important wire stories and local content. If this feature is enabled for your enterprise, you will be able to see the latest top news stories from your wire feeds and e-mail, today's Rundowns from your main work group, and more. Refer to Chapter 4, *My ENPS* for more information.

Media Control

From the Media Control rover you can launch software applications such as the ENPS Web Browser or control hardware such as video and audio editors using the MOS protocol. The functions available from the Media Control rover are set up by your System Administrator. You can set any one of these functions to be loaded automatically when you click on the Media Control icon. See the *ENPS Advanced User's Guide* for information about how to use the MOS protocol.

Printer

To print a script or a Rundown drag its title from the List Window onto the Printer icon. When the icon is highlighted with a white square, release the mouse button. You can also drag a script's title tab or a highlighted block of text from an Editing Window to the Printer icon. Click on the Printer icon to display configuration options, including line spacing, formatting, and the number of copies. Click the

printer rover to change printers. Refer to Chapter 15 "Printing" for more information.

Messaging

Use the Messaging icon to send certain items and messages to other users. You can send scripts or blocks of text, but you cannot send Rundowns or Newsgathering Grids. Refer to Chapter 10 "User Communications" for more information.

Waste Bin

Depending upon your access level, you can delete anything in ENPS except for wires. To delete an item, drag it to the Waste Bin and release the mouse button when a white square highlights the Waste Bin icon. Click the Waste Bin icon to display its contents.

The contents of your personal Waste Bin includes information that you have discarded from your Personal Folder and messages sent to you. These items are only visible to you. Items discarded from a group folder can be viewed and recovered by other members of the group. Items will normally remain in the Waste Bin for 10 days at which time they are permanently deleted from ENPS, although your System Administrator may change this value. Refer to Chapter 16 "Waste Bin" for more information.

Reading News Wires

To view news wires click on the Wires Folder. Incoming wire story slugs are displayed in the List Window under the heading *All Stories.* This list updates automatically as new wires come in, with the newest stories appearing at the top of the list.

Rather than displaying just a list of slug lines, you can preview wire content using *Browse* mode, which displays several lines of the incoming copy in the List Window. To view wires in this mode select **List Window rover → Browse Mode**.

You can filter the Wire stories that are displayed based on category or provider. To view the contents of a particular category or agency, click the **Wires Folder rover** and select a menu option. The contents of the List Window will change to reflect your selection.
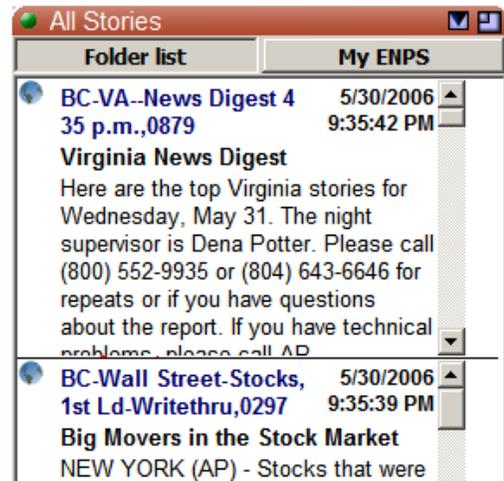
Click on the slug of a wire story in the List Window to view that story in an Editing Window. The slug of the story you are viewing is displayed in red in the List Window. To maintain your place, the story marked in red will not move beyond the bottom of the List Window until you select another story.

A bookmark lets you easily locate a story if you change folders and you have not saved the story to your Personal Folder. To add a bookmark, select **List Window rover → Set bookmark**. Remove the bookmark by selecting **List Window rover → Remove bookmark**.

As urgent wire stories are received, they immediately appear in the Top Line Message area. To view an urgent wire story from the Top Line Message area, click on its slug or press Ctrl+2. The number to the right of the slug indicates how many unviewed items are in the queue. To clear the queue, double-click the number.

My ENPS

My ENPS gives you an overview of wire stories, locally-created content, your assignments and other important items in ENPS. This feature must be enabled by your System Administrator for you to see it on your ENPS desktop.

You can display the My ENPS overview in the List Window in one of three ways: click the My ENPS icon on the right-hand side of the screen, press `Ctrl+Shift+M`, or press the *My ENPS* button at the top of the List Window. You can configure what types of information are displayed in My ENPS by selecting **My ENPS rover → My ENPS Configuration**.
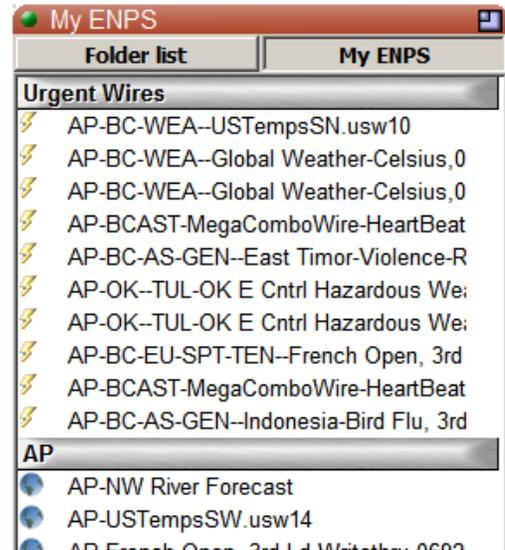
The following sections provide an overview of the types of information you can add to My ENPS from the configuration window.

Wires

Select the wires that you want to be included in My ENPS by selecting the checkbox in the *Enabled* column.

By default, the most recent incoming wire stories will be at the top of the List Window. If your station has a dedicated server for Top Stories you can change the option in the *Story Sort* column so that the stories that are being sent most frequently will appear first.

One type of wire lists the most popular wire stories. These entries are different from typical incoming wire stories because a single slug can represent a number of distinct stories. For example, when My ENPS displays "`School Board (6)`" it means that the Top Story Server has received six top stories with the "`School Board`" slug. When you click on this entry, or drag it to an Editing Window, ENPS will open the latest version of the story. If you want to see all versions of the story, drag "`School Board (6)`" to the *Go* button in the search box at the bottom of the screen, or if that is not visible, drag it onto the

Search button instead. This will initiate a search that will display all of stories that have the "School Board" slug.

ENPS Content

On this tab you can create My ENPS sections consisting of several types of ENPS content located on any server and in any folder or sub-folder in the station. To create a category, click the *New* button at the bottom left corner of the screen. Type a descriptive name in the *My ENPS Section* column. Next, choose the location and object type. To display a certain type of information, select its *Enabled* checkbox.

My ENPS Configuration

| Wires | ENPS Content | Searches | List Configuration |

My ENPS Section	Server Group	Server	Program	Folder	Type	Enabled
Daily	Washington	Central	ENPS News	News	Read-In	✔

Object types include Scripts from today's Rundowns, Newsgathering Grids, Newsgathering Grid items, MOS objects, Messages, and Read-Ins. You may create multiple categories for ENPS content. If you select assignment items it will display items that are assigned to you.

Searches

The third tab allows you to include Forward Searches or saved Searches in your my ENPS categories. To display a certain type of information, select its *Enabled* checkbox.

My ENPS Configuration

| Wires | ENPS Content | Searches | List Configuration |

My ENPS Section	Query Type	Description	Enabled
Budget deficit	Search	Government showdown	✔
Presidential race	Forward Search		✔

For Searches or forward searches to appear as choices in the dropdown list, you must have already created and named your search. Refer to Chapter 8 "Search" for more information. Macros can be named in a new "description" field next to each macro entry box.

Because users may include complex searches (which may include material on remote servers), some My ENPS searches may take a while to complete. My ENPS is designed to display categories as they become available, so you will see the material arrive as it is found. If you need to abort the process for any reason press ESC button to stop the search.

List Configuration

On the fourth tab you can configure how data is displayed in My ENPS. Set the maximum number of items that will be displayed in a category by double-clicking on the *Max. Items* column for the entry you want to change, then typing in the new number. The maximum value you can set for any category is 99.

My ENPS Configuration

| Wires | ENPS Content | Searches | List Configuration |
My ENPS Section			Max. Items
Urgent Wires			10
AP			10

To change the order in which information appears, select one or more section names, then click the up and down arrows in the lower left-hand corner of the window to move the position higher or lower.

My ENPS can refresh its information automatically. To enable this feature, select the auto-refresh box on the configuration screen and set the refresh interval in minutes. If when My ENPS is updating you need to cancel it for any reason, just press the ESC key.

Auto-refresh interval (minutes) [0] ☐ Enable Auto-refresh

Click *Ok* to save your changes.

Writing Scripts

This section will show you how to write and edit scripts in ENPS. It covers how to begin writing a script in your personal folder or a group folder, perform editing features, set script properties, insert production commands and script timing.

Starting a Script

There are a few different ways to start a script in ENPS. You can simply start typing into an empty Editing Window and when you save it, the script it will be stored in your Personal Folder. Or you can create a script in your personal folder by selecting **Personal Folder rover** → **New** → **Script** to open a blank script in the lower Editing Window. You can also press Ctrl+N.
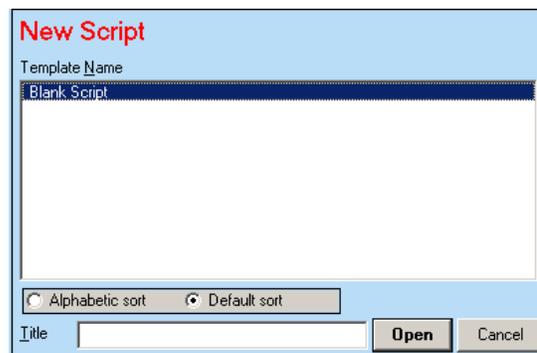
To create scripts that will be available in a group folder, select the **Group Folder rover** → **New** → **Script**. When you create a script in a group folder, you will see a dialog box with a list of all of the script templates that have been created by your group's Folder Manager. Select the one you want, then click or tab to the *Title* text entry box and enter a story name. Click *Open* to start the script.

When you edit an item stored in a shared work area, a lock icon will appear at the upper left of the Editing Window. If you are writing in your Personal Folder, the lock icon will not appear.

The lock icon indicates that you are editing the script and that other users cannot change that copy until you are finished, although they can view it or make their own copy. However, users with appropriate security privileges can choose to take control of a locked script and override any changes being made. ENPS will save a copy of your script in your personal folder and will send you a message to let you know who took control of the script.

Using the Script Editor

Once you start working on a script, an editing toolbar appears at the top of the Editing Window.

The following table summarizes the toolbar options:

Icon	Description
💾	Save the script. If you have not selected a script name, you will be prompted to enter one.
B	Set the current font to boldface. If you click this button while text is highlighted, it will toggle the boldface effect.
I	Set the current font to italics. If you click this button while text is highlighted, it will toggle the text between italics and plain text.
<u>U</u>	Set the current font to underlined. If you click this button while text is highlighted, it will toggle underline effect.
≑	Set the current font to the strikethrough effect. If you click this button while text is highlighted, it will toggle the strikethrough. This effect is useful for revising and you want to indicate what text should be deleted while still keeping it visible. Text marked with strikethrough is removed from script timing, although it is printed and sent to teleprompters. Another toolbar option allows you to delete all of the strikethrough text in the script.
🖨	Print the current document using the options selected from the Printer rover. Refer to *Print Options* on page 65 for more information.
✂	Cut the current text from the script and place it on the Windows clipboard where it can be pasted into other documents.
📋	Copy the current text from the script and place it on the Windows clipboard where it can be pasted into other documents.
📋	Paste text from the Windows clipboard into the document.
🔍	Find a text string in the current script.
ABC✓	Perform a spell check.
↩	Undo the last action that was done on the script.
↪	Redo the last action that was undone.
⬇	Go to the prior version of the script. Script versions are only available when you are working with a script in the group folder.
⬆	Go to the next version of the script. Script versions are only available when you are working with a script in the group folder.
▬	Show the source content area. Refer to the following section for more information.
⊤	If your script contains MOS pointers, you can display the media pane on the left-hand side of the script to view a small thumbnail preview of the media.
F	Toggle the display of Front fields. Refer to the ENPS Advanced User's Guide for more information.
H	Toggle the display of Header fields. Refer to the ENPS Advanced User's Guide for more information.

	Delete all of the text in the document that has the strikethrough effect.
	Change the typeface and size. You can change the font size for MOS commands independently from the rest of the script by selecting **Editing Window Rover → Font → MOS Font Size**.
	Change font color. It is not possible to choose the same color for background and font color.
	Set color for font highlighting.
	Switch to plain text.

Source Content Area

At the bottom of the script editor is a grey bar with an arrow called the content splitter. Using your mouse you can drag this bar to make the source content area larger or smaller. Below the grey bar, you can put comments, text, or MOS pointers. Although the text in this area can be printed, it will not contribute to the overall script time.

When the source content area contains text, the arrow on the splitter bar will appear with a red arrow. Click the arrow to open the source content area.

The keyboard shortcut to switch the cursor between the source content area and the script editor is Ctrl+Tab.

When the Source Content Area contains a pointer to audio or video material, you can drag the reference into the script area. When you do so in a script that is part of a Rundown, the material will automatically become part of the Rundown's playlist. MOS pointers below the grey bar will not become part of the playlist.

Writing a Script

In ENPS, scripts are written in a one-column format. Anchor text appears in black and production commands appear in red surrounded by square brackets, such as [ReadRate: 17]. You have a number of options you can execute while you are working with a script. Select the **Editing Window rover** to display additional options. Some of the following options are only available if the script you are working on is part of a Rundown:

Command	Description
Print (Ctrl+P)	Send a script or text file to the printer. This option allows you to print a script in the standard two-column broadcast format (with production commands printed on the left side of the page and the script text printed on the right side). It is not possible to add or delete printers from ENPS through this option.
Approve this Item	Approve an item for broadcast. This option is available if you have sufficient privileges. The status of the approved item displays in green in a Rundown.

Mark Not to be Broadcast	Insert a "Not to be broadcast" marker in an active script in a Rundown. The script can be returned to its original state by clicking on *Remove Not to be broadcast*. The command also changes the color of the text as a warning.
Show Prior Versions	Once a script is opened from a public Rundown or a Group folder, select this option to view earlier versions of a previously-saved document. Any prior versions will appear in the List Window with the most recent ones displayed at the top. The version number appears in brackets to the left of the slug, with higher numbers representing more recent versions. For example, v5 is a newer version than v2.
Import/Export	Import files from other applications and export ENPS files for use by external applications.
Publish to	Publish a wire internally or externally. This feature is only available if your System Administrator has enabled it for your enterprise.
Layout	Change the view of the current script. Layout options include adding and removing fields and showing MOS commands. If the System Administrator has enabled the two column view you can switch between the one and two column views from this menu. The two column view allows you to view production commands in one column and script text in the other. You can also select whether you want to preview media that is in the Source Content Area (**Show Black Line Content**) or in the script area (**Show Above-line Media**).
Font	Select from System, Arial or Courier New fonts and a Font Size of between 8 and 36 points for viewing text in Editing Windows.
Tools	Spell Check (`Ctrl+Shift+U`), Thesaurus or Pronouncer. The speller checks the entire document, and the thesaurus and pronunciation guide suggest alternates for selected words. These choices are not available for all languages. If multiple language dictionaries are installed on your system from this menu you can select the language dictionary you would like to use for spell checking and the thesaurus. In some languages ENPS will automatically underline misspelled words as you type. You can disable this option by selecting **Editing Window → Tools→ Spell Check Options → Check spelling as you type**. You can also set the spell checker to ignore words in all upper case (such as NASA or IBM), words that contain numbers and to automatically capitalize the first letter of sentences. ENPS will correct common typographical errors. For

	example, "teh" will be corrected to "the" or "adn" will be automatically replaced with "and." To disable the correction, hit the backspace key to retain the original spelling.
	Select **Editing Window** → **Tools**→ **Spell Check Language** to select the language you are writing in.
Find(`Ctrl+F`)	Searches for a phrase in the current item. Matches will be highlighted in red.
Edit	Cut (`Ctrl+X`)or Copy (`Ctrl+C`) of selected text, or Paste (`Ctrl+V`) of previously cut/copied text at the current location. Cut is used for moving text from one location, while Copy leaves text in its original location.
Undo(`Ctrl+Z`)	Reverse the previous action.
Switch Case	Convert all text in the window or any selected text to lower case or upper case.
Reformat	Remove carriage returns in a wire story to allow automatic text wrapping. This is not recommend for some tabbed material such as scores or financial data. Click *Undo* to reverse this command.
Save(`Ctrl+S`)	Save the current document without clearing the window so you can continue working.
Save to	Save a script to a specific location, provided you have permission to do so.
Change Object Type To	Sets the script to as an audio, video, or graphic object before you associate a specific file with the object.
Discard Changes → Confirm	Discard any changes you made to an item.

Text can be copied within the same window or from one Editing Window to another. To copy or move text highlight the area with the mouse and press `Ctrl+C` or `Ctrl+X` respectively then place the cursor where you want the text to appear and press `Ctrl+V` .

You can also move text using just the mouse. Highlight the text you want to move, hold down the mouse button on any part of the highlighted text, move the cursor to where you want the text to appear and release the mouse button. You can also use this technique to copy text from one Editing Window to another.

Inserting Production Commands

Production commands are special instructions that can be used to communicate information with people in the newsroom and in some cases they can be used to send instructions to hardware devices. Because these commands must be formatted precisely they cannot be edited directly from the script level. For information about adding pointers to media in your scripts refer to the *ENPS Advanced User's Guide.*

Production commands are displayed in red. When a script is printed in a two-column format for use on-air production commands appear on the left and black text is moved to the right-hand column.

When you add production commands enter them in the order in which they will take place. For example, a typical Voice Over/Sound on Tape (VOSOT) takes the following form:

1. An anchor appears on camera with still store/OTS.

2. Anchor reads the on-camera intro.

3. Director rolls VO.

4. Anchor reads VO text.

5. Director rolls sound on tape.

To add a production command select the **Editing Window rover** then select the command you want to insert. The following table describes the function of each of the production commands:

Command	Description
Anchor (Ctrl+L)	Place the name of the news reader or reporter into the text as a production command.
Insert (Ctrl+J)	Add an audio, video or graphic production command to the script. Not all news organizations will use the Insert menu. For those that do, it generally signifies something seen on screen while the anchor continues to read live text, such as a map.
Take (Ctrl+K)	Notify the director where to use audio, video, graphics and other production elements in a program.
Insert Tech Instruction (Ctrl+Shift+I)	Insert production commands to be used by the director or other staff involved in the technical aspects of the program.
Character Generator (Ctrl+G)	Insert supers into a script. Opens a window to where you can choose the type of CG. Enter the appropriate text and insert the production command into the designated script area.
Automation	Add automation control commands including Clip, Still, CG, Inset, Camera, Logo, Live Event, OS and Macro.
MOS Commands	Select an ActiveX control to run when you click on a MOS item reference in the script. This option is only available if it has been enabled by the System Administrator.
Duration (Ctrl+D)	Enters the length of an audio file, ad-lib or video clip, adding time to the total length of a script. Times of one minute or more must be entered as minutes and seconds. This can also be used to add the precise time of a sound bite, presuming the sound bite verbatim is not included in the

Symbol	Description
	script timing.
Change Read Rate	Change the ENPS default read rate. The default value is 18 characters per second unless the System Administrator has changed it.
Notes (Ctrl+H)	Insert notes or a production command tailored to the needs of the program.

To edit a production command, double-click on the command, or place the cursor anywhere inside the command and press Alt+E. To delete a production command, double-click on the command and select *Delete Command*. You can also highlight the command and press Alt+Delete or Shift+Delete.

Production Characters

Certain characters are used while writing scripts to separate director and production commands, editing instructions, and sound bites from text to be read by the anchor.

Some of these symbols will keep production commands on the left side of the script and text and other instructions on the right side. The text inside of these symbols is not included in a script's read time computation.

Symbol	Description
Square brackets [ ]	Production commands; inserted or deleted automatically. These brackets appear in red to distinguish them from other script material. It is not possible to type these characters. <u>Example</u>: [ReadRate: 17]
Angle brackets < >	Sound bite verbatim. <u>Example</u>: <Analyst: We're seeing a growing interest in GPS navigation technology this year.>
Parentheses ( )	Describes what is about to appear on-screen for the anchor or for word pronunciations. <u>Example</u>: (kwah-droo'-puhl)
Curly braces { }	Put cues in the prompter for the anchor. On some prompters this will make text appear in reverse video. <u>Example</u>: {***SOT***}

Structuring Script Content

Scripts in a Rundown may be grouped together for convenience. The exact format of these groupings will vary from site to site. The "Intro-Package-Tag" structure that follows is just one example of this structure.

The Intro Page contains the on-camera introduction as well as all the information needed by the director to call the package.

```
[Anchor:Bill]
{***BILL***}
Kaiser Permanente is launching a new program to encourage
```

```
patients to call a nurse if they don't know whether to call
911. But as Jay Cunningham reports, some critics say the
program could delay emergency care.
[TAKE PKG
DURATION:1:50]
{***PKG***}
[CG :Lower 3rd\Jan Kagehiro\Kaiser Permanente]
```

The Package Body contains the Reporter Tracks and Editor information:

```
{track}
[Notes:Tape 2, 05:36 Kaiser exterior]
<One hospital is launching a new marketing program designed
to encourage patients to call a nurse if they don't know if
they need to call 911.>
[INSERT SOT
AT: 0:35
TO: 0:45
ITEM TIME:0:10]
```

Editing an Existing Script

If you are working on an existing script,you will usually find the script in the work in progress/group folder or it will be in a Rundown. If the script is in a Rundown double-click the Rundown to open it or drag it into an Editing Window. The Rundown will open either on the left or across the top depending on your personal settings. Refer to Chapter 12 "Personal " for more information.

Pag	Story Slug		Segment	Break	Anchor	Final Appr	Est Duration
A1	Top Story						
A2	Intro						
A3	Nurse practioner		Intro				
A4			Pkg				
A5			Tag				
A6	Storm		Cleanup				
A7			WX				

In ENPS Rundowns related scripts may be grouped together under a common slug. In the example above there are two scripts for "Storm." One is "Storm-Cleanup" and the other is "Storm-WX." Make sure you click on the correct portion of the Rundown line to open the script you want to display. The selected page will open in the top Editing Window.

Script Timing and Read Rates

Total script time is displayed in minutes and seconds at the upper right corner of the Editing Window, next to the *Expand* and *Close* buttons. The default read rate is 18 characters per second unless it has been changed by your System Administrator.

ENPS times the read rate in "characters per second" to ensure accurate timing in a variety of languages. The value of the read rate varies from anchor to anchor and the overall average read rate will vary from station to station.

Anchors and reporters should calculate their read rates to help them time their scripts more accurately. ENPS times scripts to the second, based on the read rate in the script. To calculate read rates complete the following steps:

1. Open a script in an ENPS Editing Window using with a read time of between 30 seconds to one minute.

2. Note the time on the clock.

3. Read the script as if on-air.

4. Note the time when you finish reading.

5. Insert the Read Rate command at the top of the script and adjust the number until the time matches the actual read time. Read rate values are usually between 16 and 20.

To change the read rate in a script select **Editing Window rover → Change read rate** and enter the new read rate in characters per second and press Enter. The new number is displayed in brackets in red. A characters-per-second read rate is approximately 10% of a words-per-minute rate so 18 characters per second is equivalent to 180 words per minute. Spaces are also timed with every 15 spaces equal to one second of read time.

As long as read rate commands are inserted in the appropriate places, a single script may contain separate blocks of text defined at different read rates. Additionally, the **Editing Window rover → Duration** command inserts additional time measurements for material such as sound bites (not transcribed or ready to be prompted).

1. Type Duration commands in minutes and seconds such as 1:02 or :08.

2. Read rate commands are most useful when combined with the Anchor scripting command that designates the person reading the script. Macros can be created which combine anchors or reporters and their individual read rates.

3. If no read rate is specified, ENPS times the script based on the system default.

4. If a block of text is highlighted, you can select **Editing Window rover → Time selection** to compute the read time of that text only.

Saving Scripts

There are several ways you can save a script outside of a Rundown:

- Press Ctrl+S or select **Editing Window rover → Save**.

- Drag and drop the title tab of the script to your Personal Folder or the Group Folder where you want to store it.

- Click the X on the Editing Window (Alt+C). When prompted to save your changes click *Yes*. To discard your changes click *No*. To cancel the action and continue editing the item click *Cancel*.

If you have not named a script ENPS will prompt you to do so when the script is saved. Remember that unless you created the script from the Group Folder rover

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or a group Rundown it will be saved in your Personal Folder and will not be available to other users.

By default, ENPS automatically creates a backup of any in-progress scripts on the local workstation every 10 minutes. If a workstation is shut down before open files are saved those files will appear in an Editing Window with the word *Recovered* in the title when ENPS is restarted. You will then need to save the script to prevent losing it.
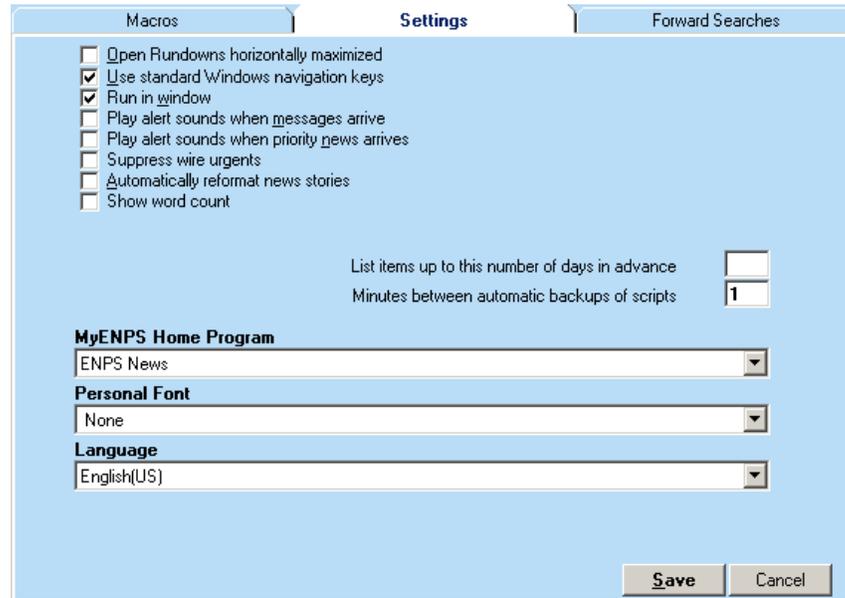
If you want to change the automatic backup interval complete the following steps:

1. Select **Personal Folder rover → Settings → Settings tab**.

2. Enter a new interval in the Minutes between automatic backups of scripts field. The minimum is one minute.

3. Click *Save*.

Although ENPS automatically saves backup copies of your script, if you are prompted to save your script and you click *N,* all versions will be discarded.

Setting Script Properties

Script property fields contain additional information about the script and are used for a variety of purposes from administrative cost tracking to broadcast machine integration. You can also search for scripts based on their script properties.

You can view these fields by clicking on the magnifying glass icon on the top left of a script (Alt+P). Generally, these fields will be set for each work group by Folder Managers, who can tell you more about how to use them. After you enter the information for these fields, click the magnifying glass icon to return to the script text area.

Newsgathering Grids

A Newsgathering Grid, often called an Assignment Planner, is an overview of the day's prospective news stories. The Newsgathering Grid is composed of individual items. However, these items are significantly different from scripts. Instead of purely textual material, Newsgathering Grid items consist of a series of linked forms that can be filled in by desk staffers. The Newsgathering Grid allows desk staffers—or anyone with the proper permissions—to drag and drop material into a line of the grid for assignment use. These "collections" may contain wire stories, notes, contacts, PDF and Word documents, Excel spreadsheets, and even media relating to that story in the grid.
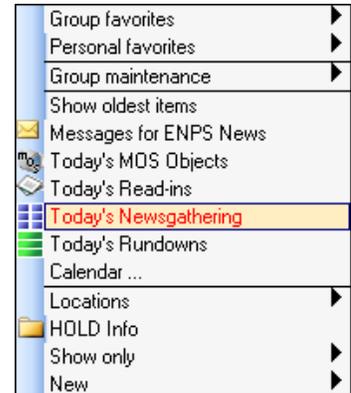
Opening Newsgathering Grids

Here are the most common ways to access Newsgathering Grids:

- Select **Group Folder rover** → **Today's Newsgathering**. Newsgathering Grids dated for today will appear in the List Window.

- Select **List Window rover** → **Recently opened files**.

- Click on the Group Folder. Newsgathering Grids will appear with other work in progress, with the most recent one at the top.

- To access a Newsgathering Grid for a particular day, select the date from the Calendar by selecting **Group Folder rover** → **Calendar**.

To open a Newsgathering Grid double-click its title in the List Window or drag it into an Editing Window.

Using the Newsgathering Grid

ENPS provides a standard layout for the Newsgathering Grid that can be customized by individual users or Folder Managers as needed.

Story Slug	Segment	Time	Summary	Location	Reporter	Photo.	Background	Schedule
Drugs		Noon	Reaction to today's decision by the FDA to examine the way drugs are approved in the future.	Washington	Harry	Jones	5	✦
Internet Speech		10:00	Does Freedom of speech cover the Internet and major technology companies?	Dulles	Burke	Derrick	2	✦
Empty Line								✦
Bake Sale		11:00	Bake sale at the Church this Friday.		Belich	McPherson		✦
Fatal Accident		1:00	Accident this morning claims the lives of a Murfreesboro family.	Washington	Jones	Thomas	2	✦
Fire		2:00	Fire at a restaurant.	Rockville	Fisher	Frederick		✦

Basic text entries can be made directly to the Newsgathering Grid in text fields such as Summary and Crew. Wire copy, scripts, contact numbers, etc. can be dragged and dropped into the Background column. The number indicates how many items have been dropped into the collection.

If a column is linked to one of the forms on a Newsgathering Grid item, a checkmark ✓ symbol appears in the linked column when information is entered into the " back" or details portion of an item by clicking on the magnifying glass icon. For example, if you enter information into any line of the Summary form, a checkmark symbol will appear in the Schedule column. You can click on the checkmark symbol to open the form.

Newsgathering Grid Items

An individual Newsgathering Grid item represents a single story or story prospect from today's news planner or a future one. Newsgathering Grid items have two sections: a blank area where you can enter any kind of information about the story and form fields for entering specific information.

As with most forms in ENPS, the sub-grids or forms found on a Newsgathering Grid item can be customized for each news organization. Group managers from your site will do this in consultation with AP. Generally, a Newsgathering Grid item includes sub-grids or forms as follows:

Form Fields	Description
Schedule	The "who, what, when, where" of the assignment. This often also includes the news organization's crew assignment.
StoryLog (optional)	A form for recording basic story information.
Costs (optional)	A form for tracking costs associated with the story.
Feeds	A form that includes technical information about feeds for the story.
Futures: (optional)	A form on which notes can be made to follow-up the story at a later date.

A Newsgathering Grid item can operate independently of the grid and be dragged and dropped almost anywhere. It can also be sent to another user as a Top Line Message.

One of the easiest ways to find a specific Newsgathering Grid item is through Search. ENPS will search for any word in a Newsgathering Grid item, and for any word on a wire story or note included in a Newsgathering Grid collection field. See the *Search* section in this guide for more information on using the search functionality in ENPS.

Working with Rundowns

This section covers the most basic features of Rundowns. For more information about using Rundowns, refer to the *ENPS Advanced User's Guide*.

If you have sufficient access privileges, you can create a new Rundown by selecting Group Folder rover → New → Rundown. If you create it from your personal folder, it will only be available to you and not the group.

A window will display a list of available templates on the left along with various Rundown property fields.

Select a template from the Rundown window on the left. Selecting a Rundown template automatically selects the script template associated with that Rundown. When you select a template, the Program name, the Timing and other Property fields change to reflect the appropriate settings.

To open a Rundown click the **Group Folder rover** → **Today's Rundowns** or press Ctrl+R. If you have used a Rundown recently, you may also open it by selecting **List Window rover** → **Recently opened files**. Open a Rundown by double-clicking on it in the List Window, or by dragging it to an Editing Window. Use the sizing buttons (at the upper-right corner of the Rundown) to switch between viewing the Rundown in the top portion of the screen, the left side, or in full-screen mode.

The content and properties of other Rundown columns will differ from group to group, depending upon the configuration designed by your Folder Manager.

To open a Rundown item for editing, double-click the title or segment name or drag the item into an Editing Window.

Search

You can search for anything in ENPS, including Rundowns, scripts, media objects, and more. Searches can be simple phrase searches or detailed queries with many conditions. You can search the archives of your Rundowns, search for Newsgathering Grid items, you can configure ENPS to perform Forward Searches that will alert you when a new wire story matches your search criteria.

Search Bar

This feature gives you access to the most often used Search options without having to open the Search window. If your monitor is set to a resolution of at least 1024x768 and the ENPS window is maximized, you will see the Search Bar at the bottom of your screen:

If there is insufficient screen space for the Search Bar you will only see the *Search* button. You click the *Search* button to open the full set of Search options.

From the Search Bar, enter the search terms in the text where it says *Enter Search Here.* Then select the checkboxes for at the bottom of the search bar for the types of items you want to search. By default, your search will include active content in ENPS and all news wires.

You can click the icon to switch between standard Search parameters and personal search parameters. You can find out more about personal search parameters under "Advanced Options" later in this chapter.

Select the first checkbox to have your Search locate items in your home group. If you want to search all local items, you can leave *All Items* selected. To search only specific types of items, click the arrow next to the *All Items* menu.
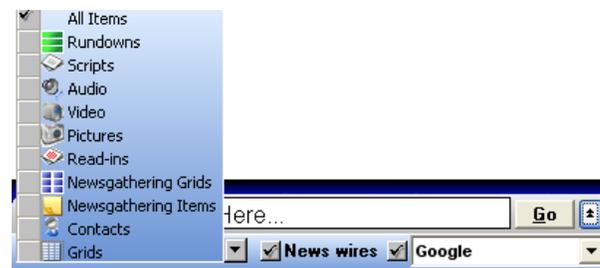
From here you can select the checkboxes of specific items, such as scripts, read-ins, or contacts. Click the down arrow to close this menu.

By default, your search will include wire stories. Uncheck the *News Wires* box if you do not want to include wire stories in your search.

Select the final checkbox to include websites in your search. Before you can use this option, you will need to select the websites that you want to make use for searching by following the directions in *Searching Web Locations: Extended Options* on page 39. The list of sites on the Search bar list will reflect the websites that have checkmarks on the Extended Options tab. You may select one of those sites to include your Search. Your System Administrator will set up the Websites that you can search through the Search Bar.

If you are using the Search Bar and you want to search only item titles, enter "`TITLE:`" at the start of your search terms. For example, you might enter `TITLE:holiday parade` in the Search Bar. If you want your search to contain both specific words in the title and words in the item text, you can use the field "`TEXT:`" to specify search terms that should appear in the body of the item. For example, if you want to find a story with the words "holiday parade" in the title and the words "opening ceremony" you would enter `TITLE:holiday parade and TEXT:opening ceremony` in the Search Bar.

Click *Go* to begin your search.

All of the matching search items will appear in the List Window. The newer the listing, the higher it appears in the search results in List Window**.** The List Window header will change to reflect the search criteria. Matches are listed with the newest items at the top. Click on a slug in the List Window to display the item in the Editing Window. When you open a story, all of the search terms that you entered in the Search window will be highlighted in red.

Search Window

The Search Bar lets you access a small portion of the full Search options. To access full Search capability click on the double-arrow icon ⬍ next to the *Go* button or press `Ctrl+Shift+B`.

Your searches can be as broad or specific as desired. When you type your search terms into the Search Bar it is the same as if you were typing in the *Words in Text* field in the Search window which searches item content.
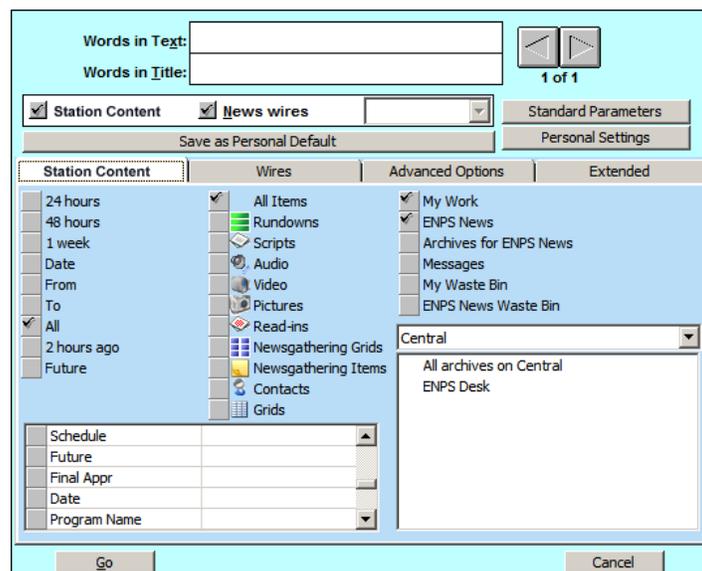
You can also use the *Words in Text* field to search document property fields, which are used to store information about a script. Refer to Chapter 5, *Writing Scripts* "Setting Script Properties" for information about setting document property fields.

Not all fields are enabled to work with Search, so check with your System Administrator to see which fields can be searched. To search a field, enter the search in the format of field name equals the search value, such as `Owner=Mary`. You can also add additional search terms to narrow the search, for example: `Tape=123 and Schools`.

Words in Title is a more specific search that only searches titles. You can search everything in ENPS with a single click or refine a search based on item type, date, or other attributes.

The Search Window contains two checkboxes that allow you to narrow the scope of your Search. If your organization's *Content* checkbox is selected in the Search Window, a simple Search will search all of your organization's content, including your Personal Folder and primary Group Folder. If the *News wires* checkbox is selected, a search will locate all news wire items. Both options can be selected at the same time, or you can exclude one or the other by removing the checkmark.

If your search criteria is returning a large number of results, you may notice a pause while the result list is retrieved. You can press the `Esc` key at any time to cancel the search.

When you click the *Search* button again you will see that the search criteria you entered are still there. ENPS stores the previous 10 searches that you have performed. To reset the Search criteria, click *Standard Parameters*. To recall an earlier search, click on one of the arrows at the top right of the window. All of the search parameters you entered will also be recalled.
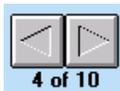
Using Logical Operators

ENPS provides a number of logical operators that let you include or exclude certain information from your search.

- You can use the Boolean operators `AND`, `OR`, `NOT` and the proximity operator `NEAR` to specify additional search information.

- The asterisk symbol (*) can be used as a wildcard. This is useful if you are not sure how to spell a word, or if you want to search for multiple variations of a root word. The asterisk may only appear at the end of a search term. A Search on surr* would return items that include the words "surreptitiously," "surreal," "surrender," "surround," etc.

- You can add parentheses to nest expressions within a query. The expressions in parentheses are evaluated before the rest of the query.

- Use double quotes (") to indicate that a Boolean or `NEAR` operator keyword should be ignored in your query. For example, "Abbott and Costello" will match items with the phrase, not items that match the Boolean expression. In addition to being an operator, the word "and" is a noise word in English and you cannot search for it.

- The NEAR operator is similar to using AND, but requires that the two words appear within 50 words of each other.

The following table summarizes how different operators affect your search results:

| Search Criteria	Returns
American plane	Items containing both the word "American" and "plane" anywhere in the item. The words do not have to appear next to each other.
American and plane	Same results as above.
American near plane	Items where "American" and "plane" are within 50 words of each other.
"American plane"	Items that contain the phrase exactly as it appears between the quotes.
American or plane	Items that have either "American" or "plane" or both. Both words do not have to appear in an item for it to be returned.
American not plane	Items that contain "American" except those that also contain "plane".
American and "cargo plane"	Only items that contain both the search word "American" and the exact phrase "cargo plane".
Medic*	Any item that contains a word beginning with the letters medic, such as medicine, medical, medication, etc.
Run	All items that contain "run," and in some languages, derivatives of "run" such as ran, running, runs, etc.

As you master ENPS, you will find that combinations of text and title searches can help to quickly narrow the scope of a search. You are able to refine your searches based on location, item type, and date and time parameters.

Local Content

The first tab lets you select content at your station. You can narrow your search by date parameters in the first column, item type in the second column, and work area in the third column.

To include or exclude any option, click the appropriate checkbox.

The *Exclude Non-ENPS Docs* checkbox lets you exclude external .PDF,
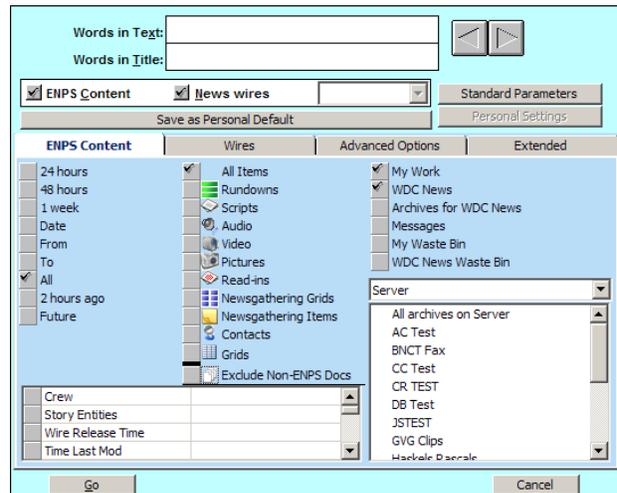
`.DOC` and `.XLS` files associated with Newsgathering Grid collection fields from your search.

The boxes at the lower left of the screen allow you to search based on specific script properties, but it only searches for the first word. If a script summary is "Flood victims search for new homes" and you enter "victims" in a Script Summary field, you will not locate that script. So if you are not sure of the search's exact wording, use the *Words in Text* field instead.

The box at the bottom of the third column allows you to search other Group Folders at your location. For example, you could search for assignment items while you are in the news folder.

The drop-down menu allows you to search other locations in your enterprise. If you search locations other than your own, you cannot search news wire items at the same time.

Wires

The second tab, Wires, lets you refine wire searches based on time, date, provider, and category. This search only locates information in active wires. At most sites, this is equal to about one week's worth of stories.

The column on the left allows you to choose specific time or date parameters. The **Categories** scrollbox in the upper right lets you make your search include all news areas, or have it limited to only ones you specify by clicking on them. A checkmark appears next to each one you select. The **News wires** scrollbox on the lower right allows you to limit your search based on particular news providers.

Advanced Options

The Advanced Search Options allow you to further customize the terms of your search in several ways: searching for synonyms, saving Search parameters, counting the number of results, and more.

The table below describes each one of these options in detail:

Advanced Options	Description
Thesaurus Expansion	Expand a Search to include synonyms. For example, a Thesaurus expansion Search that includes "vehicle" also returns matches that contain the words "automobile," "bus," "truck," "machine," and "transportation." This setting is always available for U.S. English; check with your System Administrator to find out if this is supported in other languages.
Exact Phrase	Search for the exact phrase entered in the search field. This option is useful when you are searching for quotes. When the *Exact Phrase* box is not selected, each space will be the same as adding the AND operator. You will automatically search for an exact phrase when you put quotes around any part of your search query. This feature cannot be used with Thesaurus Expansion.

Sort Results by Rank	Return Search items in the List Window in order of relevance, so that the more often your search terms appear in an item, the higher the item appears in the List Window. When unchecked, and by default, Search items are listed in reverse chronological order, with the most recent items on top.
Count	Displays the number of items that match the Search.
Save as Personal Default	Save customized Search options so that they will appear automatically when you run Searches in ENPS. For example, if you deal exclusively with a particular wire you may set your default Search options to only search that wire.
Saved Searches	Save Searches for easy future access. Define all Search parameters, including item type and search criteria. If you wish to give the Search a title, enter it in the field next to the *Save New* button. Otherwise, its title matches the search criteria.
	Click *Save New*. You may save up to 10 personal Searches. Certain users may save a Search for an entire group by selecting the Group option before saving. Group Searches are limited to 20 per group. Unless a saved Search is designated as a group Search, only you can see and use it. All saved Searches are accessible via the Search rover.
Show Dialog	Open the Search window before a saved search is executed. This is useful for archives or contact searches where the search parameters stay the same but the keywords change.

Extended Options

Searching Server Locations

These options allow you to extend the range of your Search terms to include additional servers in your enterprise. To add one of your enterprise's ENPS servers to your search list, simply click in any empty cell in the *Server Group* column. Server Groups often correspond to the separate physical locations for your enterprise and can refer to different buildings, cities, or even countries.
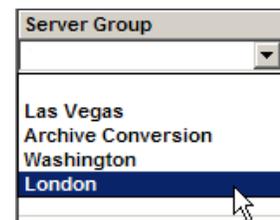
Once you pick the site, select the specific server in that location in the *Server* column. Then you can select an individual program, all programs, or all archives from the *Program* column. You may enter a maximum of 10 entries in this list. Note that to access servers which have not been assigned to a server group, you must leave the Server Group column empty.

Once you have set up your search location list, click on the *Advanced Options* tab and then click *Save as my personal default* or *Save new*.

Remember that all of your extended Search selections are stored when you save your Search. Specific servers and groups searched may be different from one saved Search to another, so it is important to clearly identify each set of search parameters. Although you could be searching the same set of Server Groups, one set could refer to a different set of servers and programs than another saved search configuration. For example, you could set up a search that only included media servers.

Searching for Video and Audio Clips

If your System Administrator has configured a MOS video or audio server to be searchable from ENPS, you can select that machine from the list and then enter information about the clip as your search parameters.

If your station subscribes to AP Exchange you can search it for images directly from ENPS Search. To extend your searches to include AP Exchange add the following entries on the Extended tab: in the Server Group column select *MOS Servers*, in the Server column select *MOS-GB AP Exchange* and make sure the Program column displays *All Programs*. When you run the Search and locate objects with images you can drag and drop them into scripts.

Searching Multiple Locations

To conduct a series of multiple-location searches, open the Search box and enter your search terms, e.g. "mutual funds." The first set of results will be your default location. Results from other locations on your list can be displayed in three ways:

- Click the arrows at the top of the List Window to move to the next set of results or the previous one.

- Press the left and right arrows on your keyboard.

- Select a specific location from the pull-down list at top of the List Window.

Your server will always be the first location in this list.

You can design your search query so that it will search a specific server from your list. On the Server list you designate under the *Extended* tab, each server is numbered according to which row it appears in. So if you wanted to perform a query on "Mutual Funds" and you wanted to search the third server in the list, you would enter the following in the *Words in Text* area of the Search dialog box:

```
e3! Mutual Funds
```

It is recommended that you create a personal search which clears all of your search parameters and resets Search to "personal settings."

Searching Web Locations

You can also use Search to extend your search to websites. At the bottom of the *Extended Options* screen you will see a list of websites that your System Administrator has configured for use in Search.
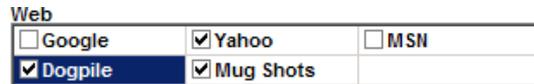
You can select which sites you want to include in your search by selecting the checkbox next to the site name. Each site appears in a list on the right-hand side of the window. Click the up and down arrows at the bottom of the list box to change the order in which the sites are searched.

Enter your search terms and click *Go.* You can check the results of your query on the websites you have selected by clicking on the globe icon at the top of the List Window.

Your search results will appear in the lower Editing Window on the first site you have configured on the *Extended Options* screen.

You can advance to the other websites in your list by selecting a website name from the pull-down menu, by clicking on the left and right arrow icons ◄ and ►, or by holding down `Ctrl + Left Arrow Key` or `Ctrl + Right Arrow Key`.

You can run a website query on any text you find in ENPS. Highlight the terms, select Search rover → Extended Web Search and then select the website where you want to run the query.

You can also run a Web search directly from when you enter search terms. For example, to search the second website you have configured, enter:

```
w2! mutual funds
```

Searching Archives

On the first Search window tab, the third column contains a checkbox for *Archives for [Group name]*. Depending on how archives are stored at your station, the *Words in Title* textbox may not be available.

Enter your search terms in the *Words in Text* field. To further refine your search, unselect Personal and Group folders to exclude current material from the Search.

Click *Go*. The results appear in the List Window. Depending on the age of the items in the List Window, some will be displayed individually while others will be returned in the context of a Rundown. For items returned in a Rundown, the matching story row will be highlighted in red.

You can search either your own group's archives or all of the archives on a server that you specify. If you know the date of the archive you are looking for, select **Group folder rover** → **Calendar**, select the *Archives* checkbox, select the date, then click *View Selection*.

To search the Archives of a particular server, first select the server group from pull-down menu on the far right, then select *All Archives* from the Program column. Then click *Go*. The search results appear in the List Window.

Performing Forward Searches

A Forward Search instantly alerts you whenever a news wire story arrives that matches certain criteria. This is useful if you are following a story and want to be notified of new developments as soon as they come in. You can create up to 10 simultaneous Forward Searches and you must be logged in to view results. To create a Forward Search, complete the following steps:

Select **Personal Folder rover** → **Settings** and click on the **Forward Searches** tab.

The box at the top of the window lets you select the wires you want to search. If you select the *Untitled* option, ENPS will search any incoming wire, selector code, category name, or priority. Or you can click the *New* button and enter the following criteria for your Forward Search category:

Option	Description
Wire	Select the wire name from the dropdown list.
Selector	Selector code for AP wires.
Category	Select from a dropdown list of category names, which include default values and categories created by your System Administrator.
Priority	Select the priority level.
List	When you select this option the forward search category you have specified in this screen will appear as a menu option when you click on the Wires rover.
Notify	Select this option to have incoming items that match your Forward Search criteria flash in the Top Line Area.

Click on a blank line in the Search Terms list and enter the search terms. Forward Searches use exact matches for specified words, except that appending * to any word implies a wildcard. You can also use AND, OR, NOT and NEAR, as you would with Searches. Click *Save* to store your changes.

If you no longer want to receive alerts for certain search criteria, you can delete a Forward Search by highlighting the Forward Search category or the Search Terms you want to delete then click the appropriate *Delete* button to remove it. Click *Save* to store your changes.

Search Hints and Tips

- If you want to search for words that appear in an Editing Window you can highlight the text, then click the *Go* or click the gray *Search* button. You may also drag the text to either of those locations and release the mouse button.

- You can search for any word except "noise words." In English, noise words include "a", "an", "and", "as", "for," individual letters/numbers, and other common words. Noise words are treated as placeholders. For example, if you search for "Word for Windows", the results could return "Word for Windows" and "Word and Windows".

- Characters such as ?, !, &, |, ^, #, @, $, commas, periods, and semicolons are ignored during a search. You may receive an error message if you include them in your query.

- Queries are not case-sensitive, so it does not matter if you use uppercase or lowercase.

- Variations of word forms will be returned if none of your query terms have "*" in them. For example, a query on "swim" will match "swam", "swum" and "swimming".

Creating Contacts

Contacts are a personal database for storing names, addresses, e-mails and more. To add a new contact, select **Personal Folder rover** → **New** → **Contact** then select where you want to create the contact information. Depending on your privilege level, you will have the following three options for creating your contact:

Option	Description
Public to all users on [Server Name]	All users with access to your ENPS server can access the contact information.
Private to [Group Name]	All users with privileges in your group folder, as well as users outside your home group with Folder Manager privileges, can access the contact information.
Personal	Only you can access the contact

Select the desired type of Contact. A blank Contact form appears in an Editing Window.

The area at the left provides fields for entering basic information such as name, organization, phone numbers, fax, etc. To enter information in a field, click in the field and begin typing. Use the arrow keys to move between fields.

On the right side of the Contact form is a blank space for typing any additional notes. All of the words in this area are fully searchable through the Search function.

To view all public contacts for a location, select **Group Folder rover** → **Show only** → **Public to all users on [Server Name]**. The contacts appear in the List Window on the left, which displays the heading Public to all.

To view all private group contacts, select **Group Folder rover** → **Show only** → **Private to [Group Name]**. The List Window displays the heading Private to [Group Name]. All users in a particular group can view private group contacts.

To view all of your personal contacts, select **Personal Folder rover** → **Show only** → **Contact**. The List Window displays the heading Contact.

Both personal and private group contacts will be displayed in the List Window with a small red rectangle next to them, while public server contacts will be flagged with a green rectangle. If you want to make a personal contact publicly available, drag it to a public folder. You will be prompted if you want to make the contact Public. If you answer "No," the contact will become a private group contact. If you answer "Yes" the contact will become public to all groups.

Only the 200 most recent contacts can be viewed in a List Window. To access any others, you must narrow your selection with a Search.

User Communications

Read-Ins

Read-ins are group-wide informational update messages. When you initially log on to ENPS, all of the day's read-ins appear in the List Window along with any messages you received while you were not logged in.

To access the day's Read-Ins select **Group Folder rover → Today's read-ins**. You can also view daily read-ins by clicking the My ENPS icon on your desktop.
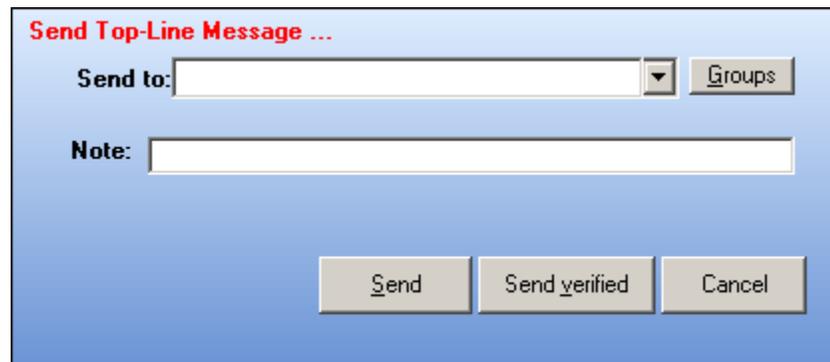
Folder Managers should refer to the *ENPS Advanced User's Guide* for instructions on creating Read-Ins.

Sending Messages

You can send short messages to other ENPS users by selecting **Messaging rover → Send** (Ctrl+T). In the *Send to:* field, type the full or partial name of each user separated by a comma or semi-colon.

Then, in the *Note* field, type a message up to 50 characters long.

You have two options for sending your message: you can click to send your message immediately, or click *Send verified* to check whether the recipients are logged in first. If they are not logged in, you will have the option of removing them from your list of intended recipients.
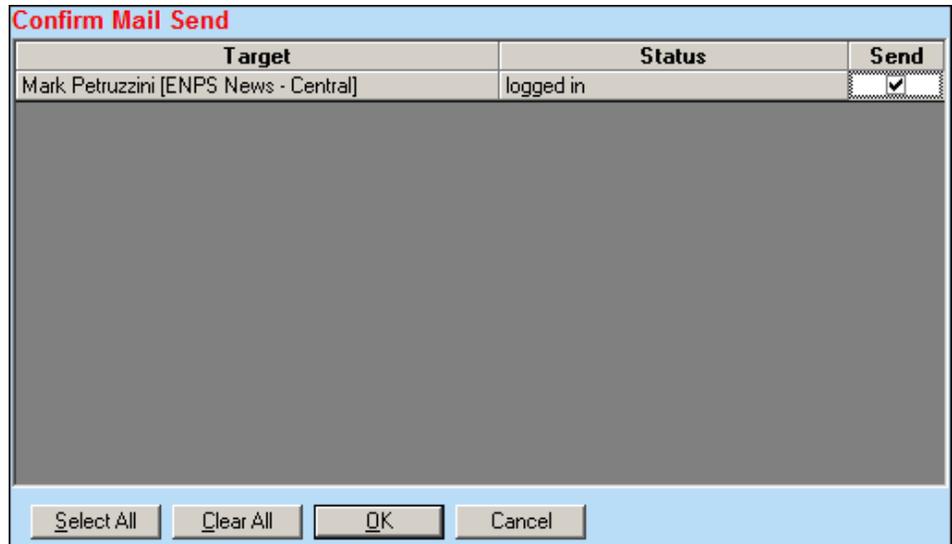
If ENPS does not recognize a user name, you will be prompted to pick out the correct one from a list of similar names. Once you confirm the recipient names, the message will be sent. If the recipient(s) are logged in to ENPS, the message will be instantly displayed in the Top Line Message area on the user's desktop. If the user is not logged on, the recipient will receive a message in the List Window the next time he or she logs into ENPS. You will receive a message telling you that the user is not logged on.

Sending Messages to a Group

If you typically send a message to the same group of users it will be helpful for you to create a message group. To create a Message Group, select **Messaging rover** → **Send**. Click the *Groups* button.

Click *New.*

Top-line message groups

Enter a name for the new message group:

☐ Global Mail Group

Cancel   OK
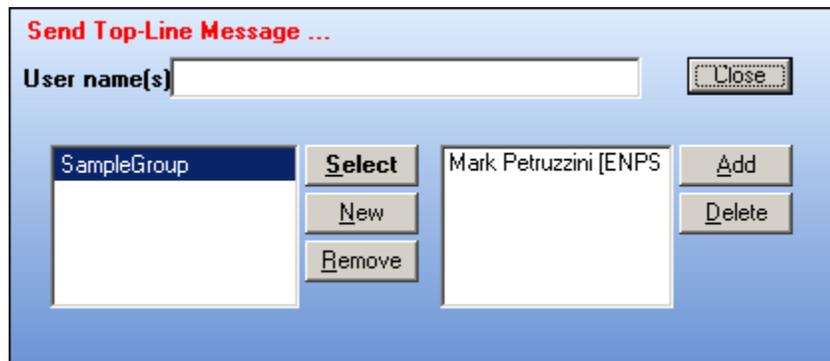
Enter a descriptive name for the group. System Administrators can create global mail groups by clicking on the *Global Mail Group* checkbox. The group created will be publicly accessible and can be used by other users. Click *OK*. You will see the Group name added to the list box on the left.

To add users to your message group, enter the user names in the *User name(s)* field. You may either add one name at a time, or multiple names separated by commas or semicolons. Click *Add* or press Enter. If you want to remove group members, click on the member's name and click *Delete.* To remove a group, select the group name and click *Remove*.

To send a message to your message group, click on the group name and click *Select.* Enter your message text in the *Note* entry box and then click *Send.*

Once you have created the mail group, you can send a message to the group by typing the name in the *Send to* text box.

Sending Attachments and Longer Messages

If you want to send a longer message than what is allowed in the Top Line Message area you can type the message text into a script. Drag the tab of the script to the Messaging icon to send it. You can use this method to send wires, scripts, newsgathering items, or media items to other users. You cannot use this feature to send Rundowns or Newsgathering Grids.
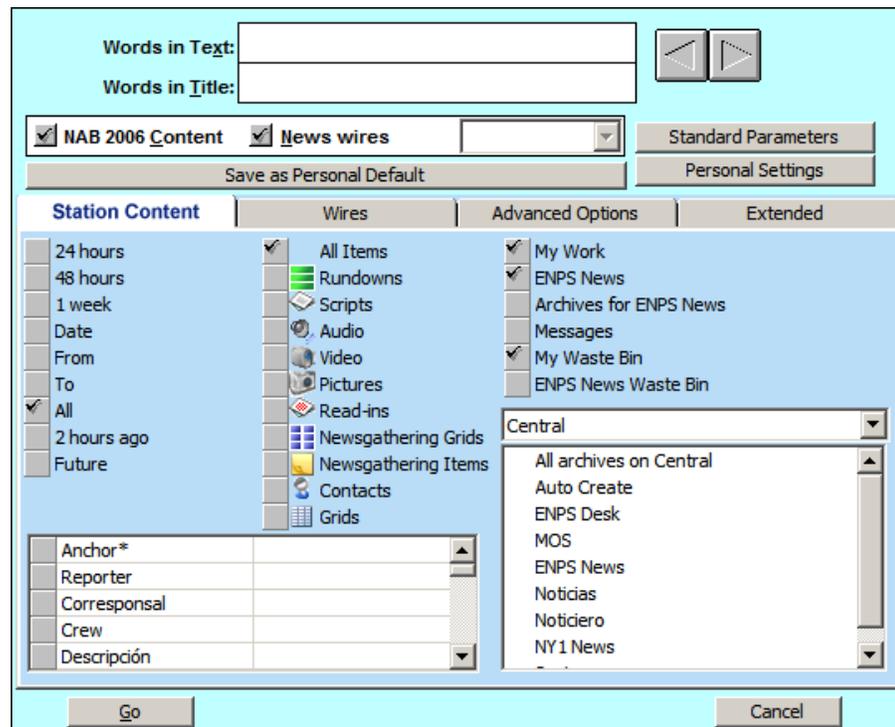
Reading Messages

Any Top Line Messages received while you are logged in appear in the queue of the Top Line Message area. If the message includes an attachment, such as a script or video clip, the icon will indicate the item type. The sender's name appears in brackets next to the icon.
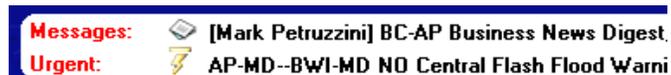
To view personal messages, click on the Messaging icon or press Ctrl+M. Plain text messages without attachments appear with an open envelope icon if they have already been viewed, or a closed envelope icon, if unopened.

To view all current group Top Line Messages, click the **Group Folder rover** → **Messages for [Group Name]**. The group messages appear in the List Window.

The Messaging rover provides a quick way to search the contents of your Top Line Messages. Click on the Messaging rover and select Find. A Search window appears, pre-configured to search only the contents of your Top Line Messages.

Enter the appropriate search criteria and click *Go*. The search results appear in the List Window.

Deleting Messages

Short text messages without attachments are automatically deleted 24 hours after they are read. Messages with attachments, such as scripts or contacts, remain in your message list for 30 days, unless you delete them by dragging them into the Waste Bin. If you wish to save a message beyond the normal duration, drag it into your Personal Folder.

Follow-Me Messaging

You can still receive messages from ENPS even when you are away from your desk or out of the office. Follow-Me messaging routes ENPS user communications for you directly to your cell phone, wireless device, or external e-mail account. This option must be enabled system-wide by your System Administrator before you can use it.

To enable Follow-Me messaging for your account, contact your System Administrator with the addresses you want to use with Follow-Me messaging. For an e-mail account this would follow the format `johndoe@mailservice.com`. For a cellular account, the format might be `12025551212@email.mobile.cellcompany.net`.

Once your System Administrator adds your addresses to ENPS, you are ready to set up your forwarding options. Select **Personal Folder rover → Follow-Me Messaging**.

You can set up three separate schedules, or range of start and end times, for when you want messages to be forwarded to you. Each of these schedules can be set for a different device. Select the schedule slot you want to use, then select the dropdown box labeled *Deliver messages to this address* and select the device type you want to set up. Then click on the days of the week you want the messages forwarded to that address. Click on the start and end time dropdown boxes to set what part of the day messages will be forwarded.

You can repeat this process with other schedules if you want messages to also be forwarded to separate devices or if you want to set up another time of day when you want messages forwarded. For example, you might set Schedule 1 to forward messages between 5:00 a.m. and 8:00 a.m., then you might set Schedule 2 to forward messages between 8:00 a.m. and 12:00 p.m. Click *Update* to save changes, then click *OK.* Note that messages will only be forwarded to your device when you are not logged into ENPS.

Using the Chat Feature

The Chat feature allows users to establish private user-to-user text exchanges or group conferences. Unlike Top Line Messages, Chat allows for more interactive conversations instead of simple text alerts and notifications.

1. Select **Messaging rover** → **Chat**. The Chat Window appears. The Chat Window can be moved to another part of the desktop by dragging it with the mouse.

2. Enter a full or partial user name in the *Connect to* field and press `Enter`. You will see a drop-down list with names that match. Click on the appropriate user name. If the user you are trying to reach is not using ENPS, you will see a message saying the user is not logged in.

3. If the user you are attempting to chat with is connected to ENPS, you will see a message saying that you are connecting a Chat Window with the user's name at the top. You will see a red flag next to the user's name until that user accepts the Chat invitation by pressing the top button. Then the flag will change to green.

4. You may need to move and/or resize the Chat Window to view the Control Window underneath it. To resize the window, move the mouse cursor to the edge of the window. When the double-sided arrow appears, hold down the mouse button and drag the window boundary to the desired position.

5. During chat you can disconnect the user by clicking on the second button, or put them on hold by clicking on the third button.

Chat Dialog Window Options

The Chat Window is a separate window that can be resized and moved over any area of the ENPS desktop. Select **Chat Dialog Window rover**. A check is automatically placed next to each selection you make.

Chat Options	Description
Clear dialog	Erases the current Chat text.
Auto-conference	When checked, includes every user to whom you initiate a Chat session in your conference, so they see all messages.
Send to all	When checked, sends to all users (not on-hold) whether or not they are in the conference (equivalent to selecting every connected user).
Always on top	When checked, ensures that the Chat form is always visible, even while working in other areas of ENPS.
Show status messages	When checked, shows status messages (e.g., users connecting and disconnecting) as part of the Chat dialog.
Include date/time	When checked, includes the date (month/day) and time,

	as part of each message (sometimes helpful for reference purposes).
Save chat dialog	Shown while a Chat is active, allowing the exchange to be saved in your Personal Folder.

A user may only participate in one conference at a time. However, a user may be connected to other users not participating in the conference. When the conference button is pressed, that connection becomes part of the conference.

If the mouse pointer is held over a Chat connection in the control window, a tool tip window will show all user names for the connection.

If a user is simultaneously logged into multiple workstations, only the first may be available to receive Chat requests. ENPS has no way of knowing which session is desired.

Using the Browser

ENPS has a built-in Web browser that lets you visit websites without having to leave the ENPS desktop. Your workstation must have an Internet connection to use this feature. You can use the browser to search the Web or to open pages referenced in wire stories.

If you see a blue underlined link in a story, double-click on the URL to open it in the browser. The website opens in the lower Editing Window.

You can also open the Web browser by clicking on the Media Control icon. The Web browser opens in the lower Editing Window. The initial page that opens is set by your System Administrator.

Once the browser is open, you can visit a new site by entering its URL in the *Site* textbox. To visit the ENPS website you could enter either `http://www.enps.com,` `www.enps.com`, or just `enps.com`.

To insert a URL into your own script, type the URL beginning with `http://`, such as `http://www.ap.org`. ENPS will convert it to a link automatically.

While you are using the Web browser, click *Back* to move to the previous page or click *Forward* to return to a more recent page in that session. If you want to find out if there is a newer version of the Web page than the one you viewing, click *Refresh* to view the latest version. To stop a page from loading, click *Stop.*

You can copy and paste (or click and drag) text from a Web page into a script just as you would with any other Editing Window content. The format of the text will be the same as the source from which you are copying.

The ENPS browser allows to view RSS feeds you have previously stored in Internet Explorer. You can also add new feeds to the list on pages that offer RSS subscriptions. Click on the RSS icon to display a list of RSS feeds. The ENPS feed viewer has been successfully tested on a wide variety of RSS feeds, however, it is possible that some feeds will contain advanced functionality that will not be compatible with the ENPS browser.

Working with Favorites

You can keep a record of frequently used websites by selecting the *Favorites* button in your browser window.
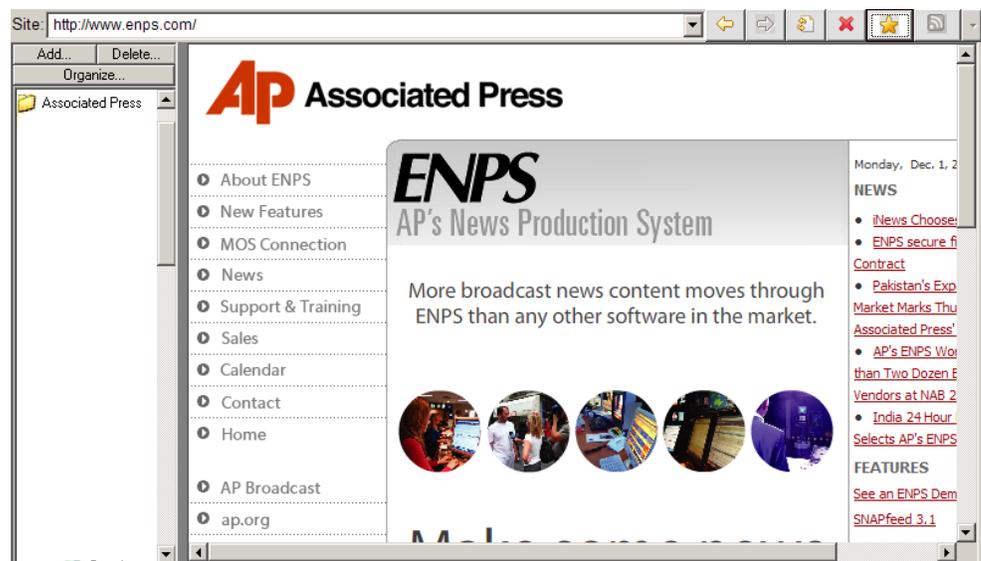
Click *Add* to make the current website one of your favorites. To remove a website, first highlight the website name and then click *Delete.*

Favorites in the ENPS browser are the same as the ones in your default Web browser. You can sort websites into different folders to make information easier to find. For example, you could have separate folders for Business, Sports, Politics, etc. To manage your folders, click *Organize.* From this window, you can create a new folder, rename an existing folder, or move links and folders to new locations.
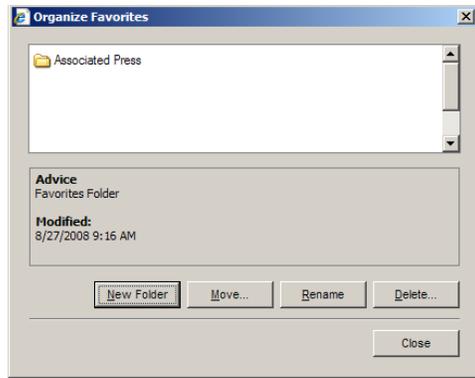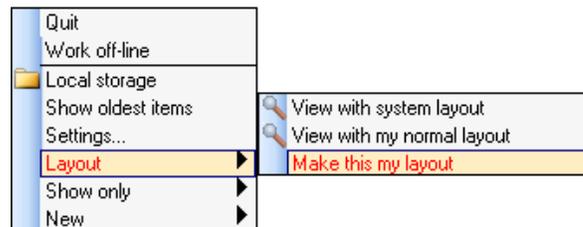
Personal Preferences

This chapter will show you how to customize your ENPS client layout and personal options.
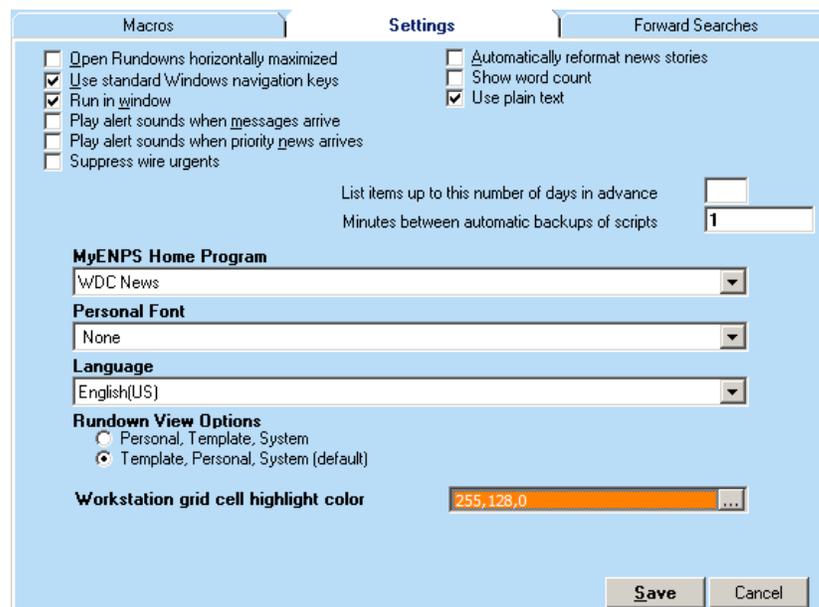
Controlling the Layout

You can configure how you want the screen to appear each time you launch ENPS. To save a screen layout as your personal default, select **Personal Folder rover** → **Layout** → **Make this my layout**.

Every time you log into ENPS, the proportions of the List Window and Editing Windows, as well as the Fourth Folder selection will match those settings. Your saved layouts must reference primary Group Folders, not sub-folders. Even after saving a screen layout, you can still resize windows as often as necessary. To return to your personal layout, select **Personal Folder rover** → **Layout** → **View with my normal layout**. To switch to the standard system layout, select **Personal Folder rover** → **Layout** → **View with system layout**.

Personal Settings

Select **Personal Folder rover** → **Settings** → **Settings** tab to view a list of additional personal preferences you can control.

The following table contains a description of each of the settings:

Setting	Definition
Open Rundowns horizontally maximized	When checked, allows the default Rundown view to be horizontal across the top half of the screen, instead of the standard vertical, left-hand view.
Use standard Windows navigation keys	When checked, removes ENPS overrides for keys such as Home and End. In ENPS, these keys move the cursor to the top and bottom of an item. In most standard Windows applications, these keys move the cursor to the beginning and end of a line.
Run in window	When checked, places ENPS in a standard window instead of the default full-screen mode. This option is useful if you regularly run other applications alongside ENPS. When this mode is enabled, you can navigate to and access other programs on the system taskbar.
Play alert sounds when messages arrive	When checked, ENPS sounds an alert when Top Line Messages are received.
Play alert sounds when priority news arrives	With this setting, ENPS sounds an alert when urgent wire items or Forward Search items enter the system.
Suppress wire urgents	This setting should be used with caution, as it will override all urgent wires in the Top Line Area. However, it will still allow urgent wire notifications for those stories which match Forward Search criteria. This is useful at sites where users only want to receive notifications regarding custom categories.
Automatically reformat news stories	When checked, this option automatically removes extraneous line feeds from news wire items as they are loaded into an Editing Window. This generates text flow across the full width of the Editing Window. Select **Editing Window rover** → **Undo** to restore original formatting for a selected item. Selecting this option may make it difficult to read stories with tabular data such as stock data or sports statistics.
Show word count	Select this option to display the word count in stories.
Use plain text	Select this option if you do not want to use the enhanced formatting options available in scripts such as bold, italics, and font colors.
List items up to this number of days in advance	The List Window may contain a large number of Rundowns and Newsgathering Grids for future dates. Since entries in the List Window are sorted chronologically, they will appear before today's work in progress. Change this value to the maximum number of days in advance that you want to appear in the List Window. You can enter any value up to 99 days. If you leave this field blank, all future entries will be displayed.

|	
Minutes between automatic backups of scripts	Choose how often open scripts in an Editing Window are backed-up. In the event of a computer or software failure, the last saved versions will be saved to your local hard disk. The minimum value for this setting is 1 minute.
MyENPS Home Program	If you are a member of multiple groups you can use this setting to select the group you want to use by default with MyENPS. Each group can have its own set of incoming wires.
Personal Font	You can choose an additional font you have installed in your Windows operating system to use within ENPS. Once you select a font from this dropdown list, you can use that font in scripts, Rundowns, and the List Window. The fonts you select in each part of ENPS will be preserved as part of your personal profile.
Language	Select the language you want to use for the menus in ENPS. Note that this option controls the ENPS interface only; the spell check language is set from the Editing Window rover. See Chapter 5, *Writing Scripts* for more information.
Rundown View Options	Select the view that you want to use when you open Rundowns and Newsgathering Grids. By default, they will open with a priority for the template layout but you can change this setting so that they will open with your personal view.
Workstation grid cell highlight color	Set the cell highlighting color for Newsgathering Grids and Rundowns. Click the ▦ icon to select the color you want to use. This option is only available if a configuration setting has been enabled on your workstation. Contact your System Administrator for more information.

You must click *Save* and restart ENPS for changes to take effect.

Folders

This section will show you how to create and work with folders for organizing information within ENPS.

Creating Sub-Folders

You can create up to 20 sub-folders within your Personal Folder. To create a sub-folder, select **Personal Folder rover** → **New** → **Folder**.
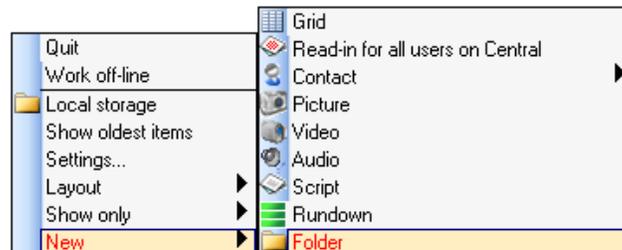

The New Folder dialog box appears. Type the name of the new folder and click *OK*. The new sub-folder is displayed in the list on the rover menu. Click the new sub-folder and the name of the folder is displayed in the heading of the List Window on the left.

To store information in a sub-folder, drag and drop the item from the Editing Window into the frame surrounding the folder. Or, create a new item using the New option from the sub-folder's rover, and drag and drop it into the folder.

Viewing Folder Contents

Click on the Personal Folder or a Group Folder to view its contents. The folder contents appear in the List Window on the left under the Heading of the same category. To view the contents of a sub-folder, click its title from the rover menu.

To view only items of a particular type inside a folder, click the folder's rover and select Show only, then select the item type to be viewed, such as Script, Grid, Contact, Picture, Video, etc.
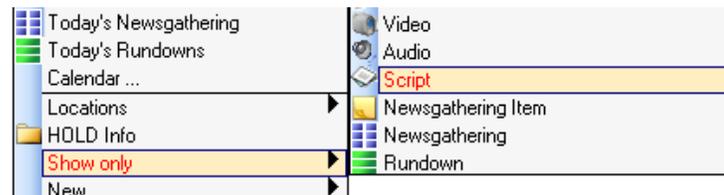

The contents of the List Window will change to reflect only items of the specified type. If you wish to view only the oldest items in a folder, select **Folder rover** → **Show oldest items**. This is useful for cleaning out unnecessary items from your folders.

If you transfer an item from one group to another group it is considered copying the item. If you transfer an item from one sub-folder to another sub-folder in the same group it is considered a move, and the original will be deleted.

Folders can hold up to 5000 items, although your System Administrator may specify a different number. You will receive alert messages if you have a folder that contains more than 1000 items.

Working in Other Groups and Locations

If your security level allows you to have access to information in other groups, you can navigate to additional group folders on your own ENPS server or at other locations. Select **Group Folder rover** → **Locations**. Select the location to navigate to and then select the desired group.
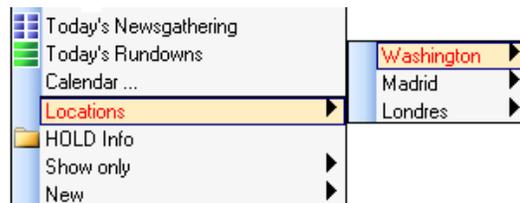
The Group name on the folder changes to indicate the change of location. The third and fourth folders may represent other Group Folders, depending on your access privileges.

If you regularly navigate to certain folders using **Locations** they can be saved as Favorites. To save favorite folder locations for your third and fourth folders, the Group and Corporate folders, click on the Group Folder rover. A menu appears showing Group favorites and Personal favorites at the top.
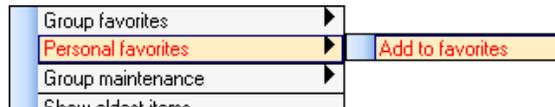
The rovers for both Group and Corporate favorite show choices for Group favorites and Personal favorites. You can add to your Personal favorites or remove folders from your Favorites. Group favorites are set by the Folder Manager.

Calendar

The Calendar is an easy way to access date-specific material in a folder.

1. To access the Calendar, select **Group Folder rover** → **Calendar**. The Calendar opens to the current date, which is highlighted with a frame.

2. To find a month, use the on-screen Left and Right arrows, on either side of the Today button, to move backward/forward between months.

3. To choose a date, click the date with the mouse.

4. To move back to Today's date at any time, click *Today*.

5. After selecting the proper date, in the *Location* field, select to view Work in progress or Archives.

6. In the Item Type field, choose whether you want to view All information from that day, only Rundowns, only Newsgathering Grids, or only Newsgathering Grid items.

7. When the proper parameters are selected, click *View selection*. The requested information appears in the List Window under the heading *Items for [Date]*. The Calendar can only display items from one folder and for one date at a time.

Returning to Your Home Group

If the third folder, the group folder, is currently a group other than your home group, return to your home group by selecting **Group Folder rover** → **My group**
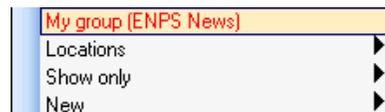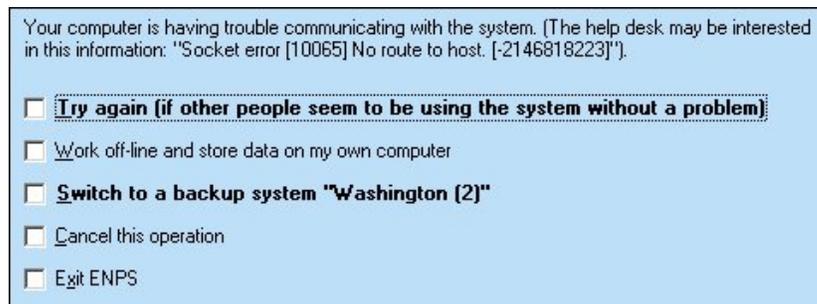

If the Corporate Folder (the fourth folder) is currently displaying the contents of a Group Folder, to return to its default status, click the **Corporate Folder rover** → **Return to [Corporate Name]**, and the group name will be restored.
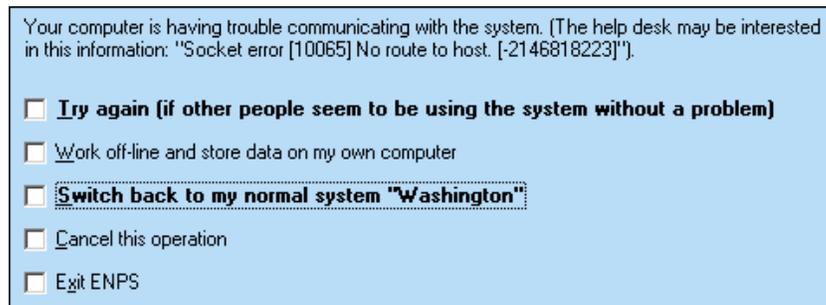
Working Off-Line

You may need to use ENPS without a network connection either because you are working remotely or because there is a technical issue that prevents you from connecting from the main ENPS server such as a power failure or network problem.

Connecting to a Backup System

If your ENPS client is unable to contact the main server you will see this message:

Your computer is having trouble communicating with the system. (The help desk may be interested in this information: "Socket error [10065] No route to host. [-2146818223]").

☐ **Try again (if other people seem to be using the system without a problem)**

☐ Work off-line and store data on my own computer

☐ **Switch to a backup system "Washington (2)"**

☐ Cancel this operation

☐ Exit ENPS

If other users are still able to work from the main server select *Try again*. Otherwise, you should always select *Switch to a backup system*. You can use the backup system in exactly the same way you use the main server. When the main server is back online you will see this message:

Your computer is having trouble communicating with the system. (The help desk may be interested in this information: "Socket error [10065] No route to host. [-2146818223]").

☐ **Try again (if other people seem to be using the system without a problem)**

☐ Work off-line and store data on my own computer

☐ **Switch back to my normal system "Washington"**

☐ Cancel this operation

☐ Exit ENPS

Select *Switch back to my normal system* whenever you see this message. If the network connection prohibits you from connecting to either the main server or the backup server, or you are working somewhere where you do not have a network connection, refer to the following section for information on how to work off-line.

For occasions when you want to work at a computer that is not connected to the network, ENPS allows you to work off-line and store material on your local hard disk. A script is the only item you can edit in off-line mode.

Switching to Off-Line Mode

To work off-line, select **Personal Folder rover** →
Work off-line. ENPS will open without the other three
folders, the *Search* button and the Messaging icon. The
only option available is the Local Storage folder icon.
The name of the Personal Folder has changed to Local
storage. Scripts saved to the Local Storage folder are
stored on your computer's hard disk. When you re-
connect to the network, you can transfer these items to
their proper folders.
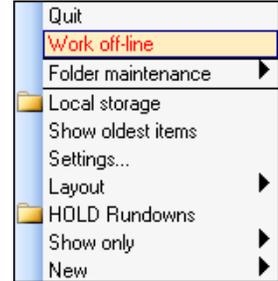
To view the contents of the Local Storage Folder, click on the Local Storage
folder or select **Local storage rover** → **Show only** and select the type of item to
be viewed. The selected item appears in the List Window on the left under the
heading of that same category.

- You can print scripts in off-line mode if a compatible printer is configured and
  connected to your computer.

- Anything placed in the Waste Bin in off-line mode can be accessed when you
  are re-connected. To do this, click the **Waste Bin rover**→ **Local waste bin**.

Reconnecting to ENPS

To return to the Group Folder and reconnect to ENPS,
select **Local storage folder rover** → **Connect to ENPS**.
After a few moments, the Desktop screen returns with the
usual four folders, the *Search* button, and the three icons.
If you start ENPS while disconnected from the network,
you will receive a Timeout on Connect message. To work
off-line, click the checkbox option (in the blue dialog box) that reads Work off-line
and store data on my own computer.
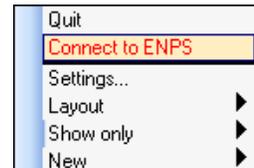
Printing

ENPS will work with most printers recognized by your Windows operating system. Group Folder Managers may set up print layouts for scripts, Rundowns, and Newsgathering Grids.

Setting up Printers

To access printer configuration settings click on the Printer icon or select **Printer rover** → **Printer setup**. The Print Setup window appears.

1. Select the printer you want to use from the *Current Printer* pull-down menu at the top of the Print Setup window. The first entry on this pull-down will appear with the title *Windows default* followed by the printer name. By selecting this option, you will always print to whichever printer is set as the Windows default when you open ENPS.

Available printers added or removed in the Windows control panel. See your System Administrator for information about installing new printers. If you are using the *Windows Default* option and a new Windows default printer is selected in the Control Panel you will need to restart ENPS for it to detect the new default printer.
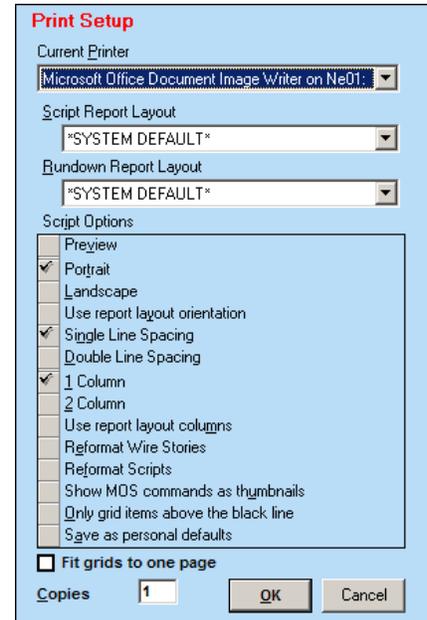
 2. Layouts may be created by your System Administrator to provide preset styles and layouts for printing Scripts and Rundowns. Select layouts from the *Script Report Layout* and *Rundown Report Layout* pull-down menus.

3. Configure the printer using the appropriate checkboxes in the *Script Options* field, listed below. Print Options will override the settings in any layouts you have selected.

Print Options

Any option selected from Print Options only affects the next print job, unless you select *Save as personal defaults* before you click *OK*.

Print Options	Description
Preview	When checked, ENPS shows an on-screen preview before an item is printed.
Portrait/landscape	Determines whether items print in portrait or landscape format. Select one or the other.

Use report layout orientation	Prints a report with orientation defined for the currently selected report layout. Make sure you normally have this option selected so that you ensure the correct portrait/landscape orientation for your printout.
Single or Double Line Spacing	Determines spacing properties for printed items.
1 Column/2 Column	Determines whether scripts are printed using one column (full page width) or standard two-column television format.
Use report layout columns	Prints a script with column properties defined for currently selected report.
Reformat wire stories	When checked, eliminates all non-consecutive carriage returns and line feeds in news wire stories, generating much cleaner and easier-to-edit material. This may not work as desired for tabular material such as scores or stock grids.
Reformat scripts	When checked, eliminates all non-consecutive carriage returns and line feeds in a script.
Show MOS commands as thumbnails	Abbreviates MOS commands. You will want this option selected unless you are diagnosing a problem with a MOS item reference.
Save as personal defaults	Check this option to save the current settings as your personal default printing options. Once you click *OK* the currently selected options will be saved and will be by selected by default the next time you start ENPS.
Fit grids to one page	Any Rundown or Newsgathering Grid sent to the printer will be sized to fit on one page. If this option is not checked, grids may be split across multiple pages.
Copies	Determines the number of copies generated when an item is printed.

Any option selected from Print Options will only affect the next print job, unless you select *Save as personal defaults* before you click *OK.*
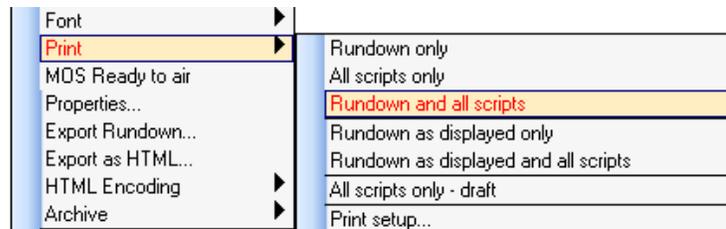
Printing Scripts

To print a script simply drag the script title tab to the Printer icon. For additional printing options you can select **Editing Window rover** → **Print** and then select whether you want to preview the printout, normal or draft print, or select setup. Choosing **Setup** provides you with the same options as clicking on the printer icon at the bottom of the screen.
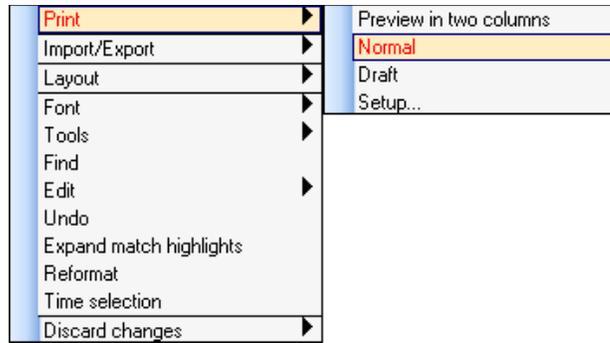
Printing Rundowns

You have a variety of options of printing Rundowns and its associated scripts:

- To print a Rundown using the default Rundown Report layout, select **Rundown rover→ Print → Rundown only**.

- To print a Rundown and all of its scripts, select **Rundown rover→ Print → Rundown and all scripts**.

- To print a Rundown exactly as it is displayed on the screen, select **Rundown as displayed** or **Rundown as displayed and scripts**.

- To selectively print certain scripts, you may mark rows in the Rundown by pressing `Ctrl` and then clicking on the row (or by pressing `Alt+B`) then pressing `Ctrl+P`. The corresponding scripts will be printed.

Standard script printing functions are designed for laser printers and are often too rich in borders and detail for most dot matrix printers.

A special feature for printing scripts in draft format is also available on the Rundown rover.

If you highlight scripts using `Alt+B` or by pressing `Ctrl` and clicking the mouse button you can select to print all scripts, unmarked scripts, or the Rundown plus either script options. This allows you to exclude package scripts, for example, from the printing of the newscast. This option also exists for Newsgathering Grids.

Printing Newsgathering Grid Items

To print all of the information in a Newsgathering Grid, select **Newsgathering Grid rover → Print → Print Newsgathering Grid rows and contents**. To further narrow the selection, you can also print All rows, Current row, or Selected rows.

With a Newsgathering Grid item open in an Editing Window, select **Editing Window rover → Print Newsgathering item sub-grid(s)**, and select any or all of the linked sub-grids to be printed.

Chapter 16

Waste Bin

Depending upon your access level, you can delete anything except Wire copy.

1. To delete an item from ENPS, drag it to the Waste Bin `(Alt+D)`.

2. Drop the item when the square highlight surrounds the Waste Bin.

3. Click the Waste Bin icon to display the contents of your Personal Waste Bin in the List Window.

Recovering an Item

Items remain in the Waste Bin for ten days before they are deleted permanently, although your System Administrator may modify this setting. During that time, there are two ways to recover an item in either your Personal or Group Waste Bin:

To recover personal items from the Waste Bin, click on the **Waste Bin**. The contents of the Waste Bin appear in the List Window. You can drag an item from the List Window back into either your Personal folder or Group folder to recover it. To recover items from a different source, simply click on the **Waste Bin rover** and select the desired location.

You can also recover an item using the Search function by completing the following steps:

1. Click the *Search* button. The Search window appears.
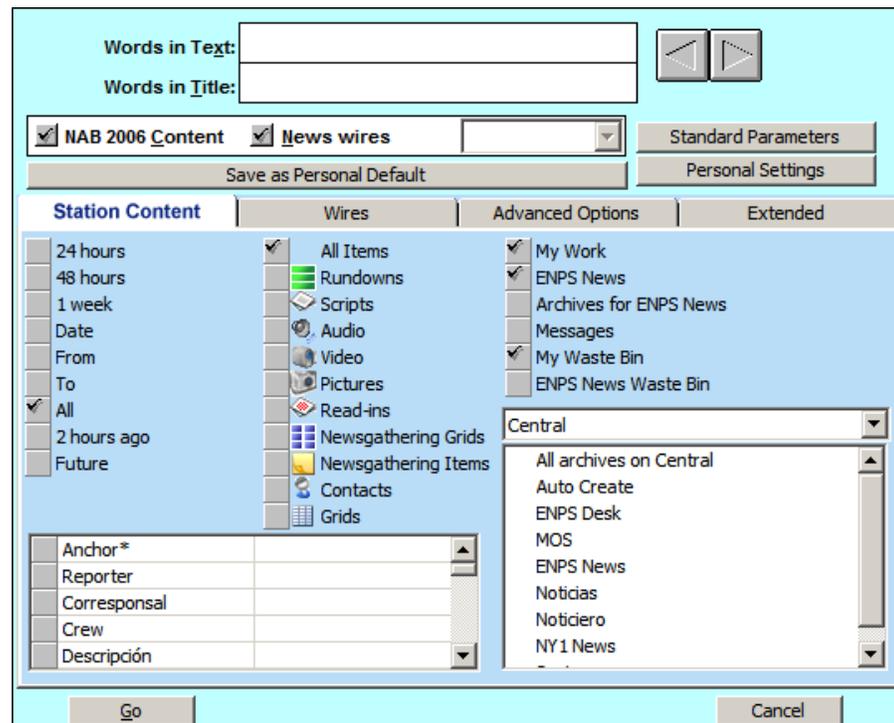
2. Under the Corporate Content tab, select *My Waste Bin* or the Waste Bin representing your group (in the column on the far right).

3. Type the search criteria in either the *Words in Text* or the *Words in Title* field.

4. Press *Go*. The search results appear in the List Window. Material in your Personal Waste Bin is available to you from any workstation, no matter where you log into ENPS.

Group Waste Bin

If an item is deleted from a group work area, such as a Group Folder (i.e., Rundown or Newsgathering Grid), it is stored in the Group Waste Bin of the group from which it originated.

1. To display the contents of a Group Waste Bin in the List Window, verify that the third or forth folder displays the name of the group you want to search. If you need to change the display on the folder, click the Group Folder rover and select the appropriate folder from the **Locations** menu.

2. Select **Waste Bin rover** → **Group Waste Bin**. The results appear in the List Window. Your Local Waste Bin, where items are stored if placed in the Waste Bin while you are working offline, can also be accessed by clicking on the Waste Bin rover.

Keyboard Shortcuts

ENPS keyboard shortcuts allow you to perform many functions using keystrokes rather than a mouse. Folder Managers may define custom group macros for the `Shift + F2 – F12` or `Ctrl + Shift + F2 – F12` keys. The following tables list shortcut keys and their descriptions. Refer to the *ENPS Advanced User's Guide* for a complete list of keyboard shortcuts and information on how to write macros to automate tasks.

Search

Keys	Description
Ctrl+Shift+B	Launch a Search.

Editing Windows

Keys	Description
Alt+<	Toggles through open items in an Editing Window.
Alt+>	
Alt+C	Closes the active item in an Editing Window.
Alt+D	Deletes an item without having to drag and drop it into the Waste Bin.
Alt+M	Launches the rover menu of the active window.
Alt+P	Toggles between a script and script field list.
Alt+S	Edits the title of a script in an Editing Window.
Alt+T	Send the current script as a Top Line Message.
Alt+X	Closes all open items in an Editing Window.
Ctrl+;	Inserts the current date/time in the text.
Ctrl+A	Highlights all text.
Ctrl+B	Sets font to boldface.
Ctrl+C	Copies highlighted text.
Ctrl+D	Inserts the Duration command.
Ctrl+E	Toggles between full-screen and standard window views.
Ctrl+F	Launches the Find command for finding desired text.
Ctrl+G	Inserts the CG command.
Ctrl+H	Inserts the Notes command.
Ctrl+I	Set font to italics.
Ctrl+Shift+I	Inserts the Insert tech instruction command

Ctrl+J	Inserts the Insert command.
Ctrl+K	Inserts the Take command.
Ctrl+L	Inserts the Anchor command.
Ctrl+N	Starts a new script in the bottom window.
Ctrl+O	Toggles between expanded and standard window views.
Ctrl+P	Prints active item.
Ctrl+S	Saves the current item without closing it.
Ctrl+U	Underline text.
Ctrl+V	Pastes previously cut or copied text.
Ctrl+X	Cuts highlighted text.
Ctrl+Z	Activates the Undo command.
End	Moves to bottom (unless personal settings are modified).
Home	Moves to top (unless personal settings are modified).
Page Down	Displays next page.
Page Up	Displays previous page.
Shift + Delete	Deletes Production Commands.
Shift + Insert	Pastes previously cut or copied text.
Shift + Left/Right Up/Down Arrows	Highlights text.
Ctrl+ Shift+H	Find and replace text.
Ctrl + Up arrow	Move cursor to the start of the previous paragraph.
Ctrl + Down arrow	Move cursor to the start of the next paragraph.
Ctrl+Shift+Down arrow	Select from the cursor to the end of the paragraph.

List Window

Keys	Description
Alt+M	Rover menu.
Arrow Down	Displays next item.
Arrow Up	Displays previous item.
Ctrl+ Mouse click	Select multiple items (where enabled).
Ctrl+3	Display contents of the third folder.
Ctrl+4	Display contents of the fourth folder.

Ctrl+M	Displays list of all current Top Line Messages.
Ctrl+P	Prints a summary of objects displayed in the List Window.
Ctrl+R	Displays today's Rundowns.
Ctrl+W	Displays news wire items (All Stories).
Ctrl+Y	Displays contents of Personal Folder.
End	Moves to bottom (unless personal settings are modified).
Home	Moves to top (unless personal settings are modified).
Page Down (PgDn)	Displays next page.
Page Up (PgUp)	Displays previous page.

Rundowns & Newsgathering Grids

Key	Description
Alt+A	Moves the selected block of items above the currently selected row.
Alt+B	Marks/selects blocks of items.
Alt+M	Launches rover menu.
Alt+ Shift+B	Clears any marked/selected items.
Ctrl+E	Toggles between full-screen and standard views.
Ctrl+I	Inserts a new row.
Ctrl+O	Opens item.
Ctrl+P	Prints item.
Ctrl+R	Today's Rundowns in the third folder.

Rovers

Key	Description
Alt+1	Wires Folder rover.
Alt+2	Personal Folder rover.
Alt+3	Group Folder rover.
Alt+4	Fourth Folder rover.
Alt+5	Search Folder rover.
Alt+6	Printer icon rover.
Alt+7	Messaging icon rover.
Alt+8	Waste Bin icon rover.
Alt+9	Media Control rover.
Alt+0	My ENPS Configuration rover.

Top Line Message Area

Key	Description
Ctrl+M	Displays list of all current personal Top Line Messages in the List Window.
Ctrl+T	Starts a new Top Line Message.
Ctrl+1	Opens the latest Messages queue item in an Editing Window.
Ctrl+2	Opens the latest Urgent queue item in an Editing Window.

Universal Commands

Key	Description
Alt+left & right arrow	Moves focus between windows.
Ctrl+Q	Exit ENPS.

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