Navigating ENPS

You can change your 3rd or 4th Folder to view the contents of any other Group Folder. Choose the **Locations** option from the Folder's rover and select the Folder you wish to use.

Load this group's macros (currently using ENPS News)		System
Return to NAB 2006		ENPS News
Locations	Washington ▶	ENPS Desk
HOLD Info	London ▶	
Show only ▶		
New ▶		

You can add frequently used Folders to your Favorites by selecting **Folder rover → Personal Favorites → Add to Favorites**.

Rundowns

In the List Window, double-click on a Rundown or drag it into an Editing Window to view. Each program may contain different columns, but each item has a Story Slug (title) and Segment (sub-title).

Page	Story Slug	Segment
A1	Headline #1	VO
A2	Headline #2	VO
A3	Lead Story	PKG

ENPS users with sufficient privileges can move items up or down in the Rundown, or put them in the waste bin by simply dragging and dropping.

Double-click on an item in a Rundown to view it, or drag it from the Rundown to an Editing Window.

Folders

Click on the center of a folder to view its contents. The first Folder at the left is for wires. Next is your Personal Folder. Third is your Group Folder, shared with program colleagues. The fourth Folder is used for navigating to other Group Folders. Rovers appear on Folders, windows or icons. Click on these for more menu options for that item.
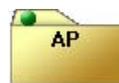
My ENPS

Click the *My ENPS* icon for a quick overview of wire stories, locally-created content, and other important items in ENPS. This feature must be enabled by your System Administrator.

Search

You can use the Search feature to locate all available wire stories, scripts, contacts and other information about a subject.

Search can appear in two different ways: as a text entry box or a gray *Search* button that you can click to access more options.

Enter your search terms in the text box and then click *Go* or press Enter. If you enter more than one word, ENPS will look only for items that contain all of those words. The results of your Search are displayed in the List Window.

You can now select particular wires to search, choose a time period and select archives or different Folders and locations within ENPS.

Return to your previous searches by using the large arrows. The last 10 Searches are saved until you quit ENPS.
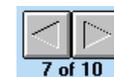
Click the double up arrow to view more Search options. Click *Standard Parameters* button to reset all Search parameters.
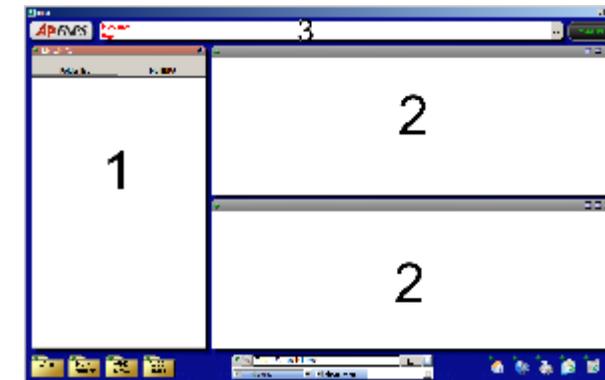
Group searches may have been created for your Group Folder so you can repeat the most frequent searches. Click the Search rover to choose one of these.

AP ENPS

Version 6.0 Quick Reference
For help while you are using ENPS press F1.

To start ENPS double-click on the AP icon on your desktop.

1 - List Window displays lists of items such as incoming wire stories, folder contents and Search results. The List Window displays a **maximum of 200 items**. Move up or down the list by clicking on the arrows at the top of the window.

2 - Editing Windows are for viewing and editing scripts, wire stories and other items.

3 - Top Line Area displays incoming messages and urgent wire story slugs.

To exit ENPS select **Personal Folder rover → Quit** (Ctrl+Q).

Drag and Drop

Click on an item in the List Window or Editing Window, hold the left mouse button, drag the item to its new location and release the mouse button.

To copy an item to another folder drag it to the folder. When a white box appears, release the mouse button.

Drag an item to the printer icon (`Ctrl+P`) to print it using your default print settings. Click on this icon to change these settings and select different printers.

Drag a story to the messaging icon to send it to a colleague. Enter their name when prompted and confirm it from the list. Click on the messaging icon rover (`Ctrl+T`) to send a short top-line message, 50 characters maximum.

Drag an item to the Waste Bin to delete it. You can recover items by clicking on the Waste Bin and viewing the contents in the List Window. Navigate to other Waste Bins using the rover.

Reading Wires

Click on the Wires folder rover to choose categories of wire stories, or to select an individual agency. Your newsroom's subscriptions will determine which entries appear in this list.

Incoming stories will be displayed in the List Window. To read a wire, click its title in the Wires Folder (`Ctrl+W`). The story will be displayed in the upper Editing Window. Or you can drag the story by its title and drop it onto either Editing Window.

Editing Windows

Drag and drop a story or wire copy to either Editing Window to view or edit it. You can have up to 20 items open at any one time. To view an item, click once on its title tab. If you have more than three items open in the window, click on the left and right arrows to move between them.

Click on the white boxes at the top right of the Story Window to expand the item or view it full-screen (`Ctrl+E`). Click on the to close the item, saving changes if necessary (`Alt+C`).

Resize any window on the ENPS desktop by dragging the edges of the window. A double-headed arrow ⟺ cursor will appear.

When a Rundown or Newsgathering Grid fills the top half of the screen and a media control is open, an icon appears that lets you switch between the media control and the Editing Window.

Writing a Story

Click on an Editing Window and start typing to begin a new story. Double-click on the title tab to name the item and press Enter. Drag it to a Folder or Rundown to save it. If you do not drag the story into a Folder or Rundown, it will be saved in your Personal Folder.

To insert **production commands** in your story, choose the appropriate command from the story rover. There are also keyboard shortcuts for these commands.

Double-click on a command to delete it or update its details. Each program may use different commands and CGs. Check which ones are used for your show.

When you start working on a story an editing toolbar with the following icons appears at the top of the Editing Window.

Icon	Description
	Save
B	Boldface
I	Italics
U	Underline
S	Strikethrough
	Print
	Cut
	Copy
	Paste
	Find
	Spell check
	Undo
	Redo
	Go to prior version of story
	Go to next version of story
	Show source content area
	Display media pane
	Front fields
	Header fields
	Delete all strikethrough text
	Typeface and size.
	Font color
	Set font highlighting color
	Switch to plain text.