Advanced User's Guide

Version 6.0

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Contents

Preface

This manual will show you how to use the advanced features of the Electronic News Production System (ENPS). It is written for Group Managers and users who want to take advantage of the more sophisticated features in ENPS. This guide is divided into the following sections:

Section	Topics
Section I: Group Administration	Creating and managing program groups for Group Managers.
Section II: Newsgathering Grids and Rundowns	Working with planning grids and Rundowns.
Section III: Hardware Control	Controlling CGs, prompters, and MOS devices.
Section IV: Macros	Advanced keyboard control
Section V: Hints and Tips	Hints to help you get the most out of ENPS.

Refer to the *ENPS Basic User's Guide* for information about the fundamentals of using ENPS. System Administrators should refer to the *ENPS Operations Guide* for information on how to set up, maintain, and troubleshoot ENPS.

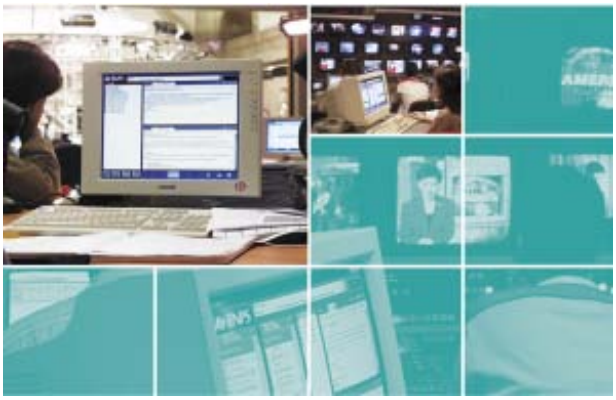
If you need help while you are using ENPS, press `F1` for online help. If you require further assistance, contact your System Administrator.

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

Typographic Conventions in this Guide

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

Typeface	Meaning	Example
`SAMPLE TEXT`	Filenames, directories, and commands	You can edit user settings in `ENPS.INI`.
Sample → Text	Navigation through menus, where one menu option leads to another	Select **New → Contact→ Personal**.
Sample text	Button names	Click *OK* to save your changes and close the window.



Section I

Group Administration

Chapter 1

Working with Groups

Groups in ENPS allow you to separate different task areas at your station. This can be as simple as having one group for News and another for the Assignment Desk. Large enterprises may have dozens or even hundreds of groups.

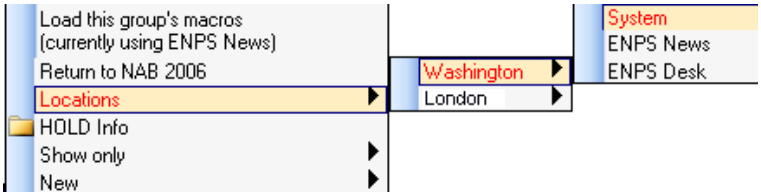
Creating Groups

Each group has its own saved searches, macros, CG templates, Rundowns, planners as well as story and Rundown print report layouts. Folder Managers should keep these functions in mind when planning for which groups will be created. Your System Administrator is responsible for creating new groups.

Navigating through Groups

To navigate from one group location to another, select either the third or fourth folder rover; whichever folder rover you use will determine which folder becomes a shortcut to the contents of that group. Select **Locations** then select the Server name and Group name.

The Server name usually corresponds to the physical location of the server on which the groups are placed.

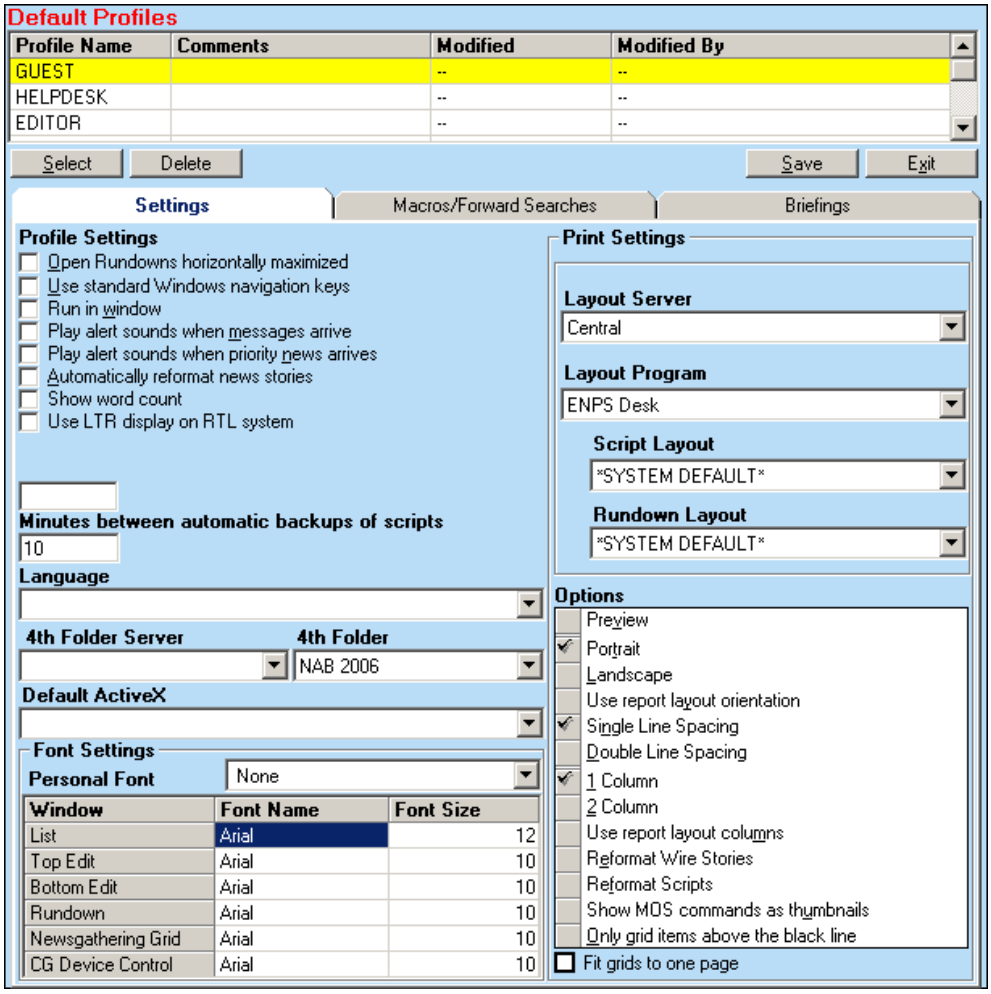


Group Users Default Settings

To become a Group Manager, you must have the System Administrator or another Group Manager in the group give you Manager privileges. The System Administrator should also ensure that the Default Settings option is enabled for Group Managers. Once this is done, open your `ENPS.INI` file using a text editor and add the following setting to the `[ENPS]` section:

```
DefSettings=1
```

Restart ENPS after you modify the `ENPS.INI`. To set the default security profiles for users of your group select **Third Folder rover → Group Maintenance → Default Settings Profiles**. Setting defaults will not prevent users from later altering any of their own personal settings.

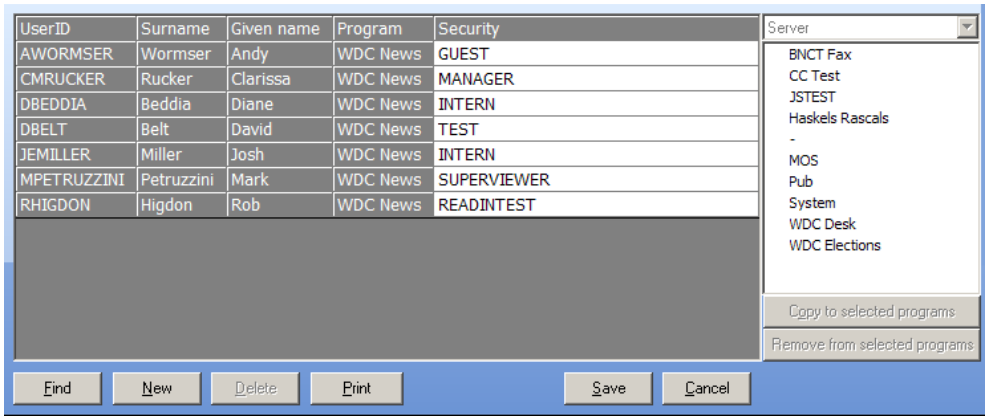


To set your preferences highlight a profile, such as "Guest," and then click *Select*. Make any changes to the preferences, including fonts, fourth folder choice, default ActiveX control, macros, forward searches, or regular searches. Click *Save* when you are finished making your selections.

Once you make changes to one profile, you can copy that profile's settings to other profiles. Press `Ctrl` and click on each of the destination profiles to highlight them. The options will be written to each of the selected profiles when you click *Save*.

Managing Group Members

From either the Third or Fourth folder rover select **Locations** and select the server where the group is located. Then select the **Third or Fourth folder rover → Group Maintenance → Staff privileges.** To add a new user click *New* then type the name of the user.



In the pane at the right you can select the server where the groups are located. When you are viewing the correct server highlight the name of the user. If you want to add multiple users hold down the `Ctrl` key and click each of the user names you want to add. Then click the names of the groups where you want to add the users. A checkmark will appear beside each of the group names you select. Click *Copy to select programs* to make the users members of those program groups.

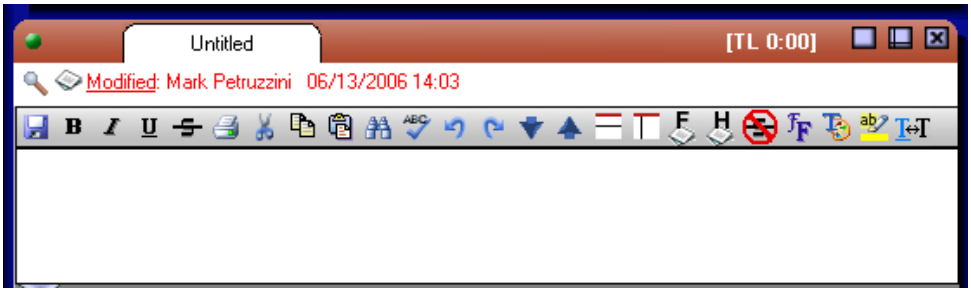
You can remove multiple users by holding down the `Ctrl` key and clicking each of the user names you want to remove then clicking *Remove from selected programs.*

Chapter 2

Creating Story Templates

Group Managers create custom layouts for stories and Rundowns for the group. story layouts can include pre-determined fields which cannot be modified by other users. To create a story template for your group complete the following steps:

1. Create a new story in your group folder by selecting **Group Folder rover → New → Story**.



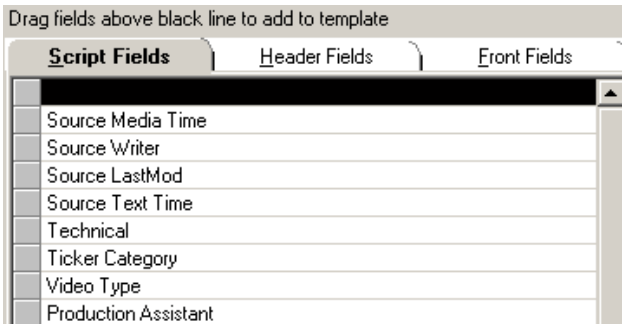
If you create the story in your Personal Folder, you must copy it to the Group Folder before you can save it as a template. You can also use an existing story as a template.

2. Enter text that you want to appear in the story template. This can include information that appears in stories frequently such as production commands. Refer to the *ENPS Basic User's Guide* for instructions on how to add production commands to your story.

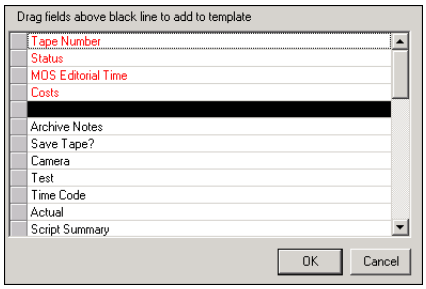
If you want to prevent users from changing or deleting text in the story template first highlight the text that you want to protect, then select **Story rover → Layout → Protect selected text**. Protected text is displayed in blue. You cannot protect production commands.

If you want to change or delete protected text you must first highlight it, then unprotect it by selecting **Story rover → Layout → Unprotect selected text**.

3. Select **Story rover → Layout → Add/remove/move fields**. Under the *Story Fields* tab you will see a list of defined field names that you can use for the story properties.



To add a field name to your story template, drag the field name above the black bar and release the mouse button. The field name will then appear in red. All of the fields above the black bar will appear in the properties of your story. You can change the display order of these fields by dragging and dropping the field names.



The Header Fields tab allows you to add fields which appear at the top on the front of the story. The Front Fields tab allows you to add fields which appear just below the Header Fields. These fields can provide information which can be displayed by columns in a Rundown. They may also be used with the news ticker functionality.

Your System Administrator can customize the fields under any of these tabs for the specific needs of your station.

4. Click the magnifying glass icon to switch between the text of the story and the property fields. Any text you enter into the fields or pull-down menu options you select will appear whenever someone creates a story using this template.

5. To save your story as a template, select **Story rover → Layout → Save as template**. Any group user can use the new template by selecting **Group folder rover → New → Story**. The template will be displayed as one of the choices in the list box.

You can modify or delete story templates by selecting **Group folder rover → Group maintenance → Story templates**. Open the story template in an Editing Window to make changes or delete the template by moving it into the Group Waste Bin.

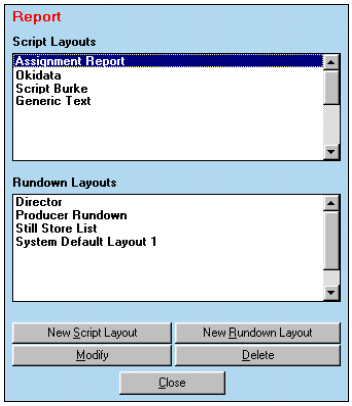
You can also insert the story templates you have chosen into an ENPS Rundown or select which story template should be used as the default template in a Rundown.

Chapter 3

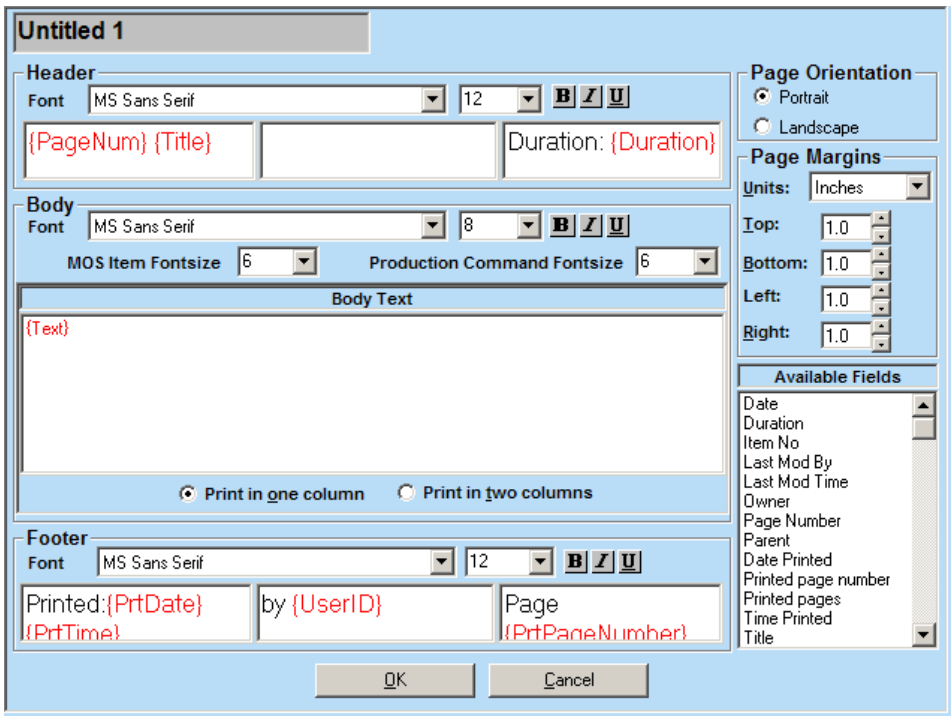
Creating Printing Layouts for Stories

Group Managers can create templates for how stories will be laid out when they are printed.

1. To access printed report layout options, select **Group Folder rover → Group maintenance → Report Layouts**.



2. To create a new story layout, click the *New Story Layout* button. The Story Layout window appears.



3. Enter the story name in the field labeled *Untitled* at the top of the window.

4. When it is first displayed, the layout will appear with a default set of fields in each of the header, body, and footer areas. The header and footer each have three areas which correspond to the left-justified, centered, and right-justified areas of the page.

Page numbers will not appear in stories unless they are part of a Rundown and you freeze page numbers before you print by selecting **Rundown rover → Freeze page numbers**.

5. Remove fields by dragging any bracketed `{field}` outside of the window screen or by highlighting the field and pressing the `Delete` key. Add fields by dragging and dropping them from the *Available Fields* section. The `{SourceText}` field represents information below the story divider in the Source Content area, while the `{Text}` field represents regular story text.

You can enter text that will appear along with the fields. For example, you might enter: "This story was written by `{Writer}` and was printed on `{Date Printed}`." If you want to include the Rundown's title and date you can add the `{Parent}` field.

6. Customize the font appearance by selecting a font style and point size from using the pull-down menus. Click the **B**, *I*, or U buttons to turn on boldface, italics or underlining. Fields above the dashed line are for the header and footer; fields below the dashed line are for the main body of the text.

7. You can independently change the font sizes used for MOS items and production commands.

8. In the Page Orientation section indicate whether the report will print in portrait or landscape mode (orient the page vertically or horizontally). Below the Body Text area you can define whether you want the text to print in one or two columns. This setting does not affect the appearance of the Header or Footer.

9. Use the Page Margins section to define the margins on your reports. In the Top, Bottom, Left, and Right fields, define your margins based on the chosen unit of measurement. Use the Up/Down arrows beside each field to toggle by tenths of a unit. System-defined minimums and maximums will prevent you from exceeding the margin limits.

10. If you are not in your home group, you can still use your home group's report layouts. If you want to use the other by selecting **Group Folder rover → Use this group's report layouts**.

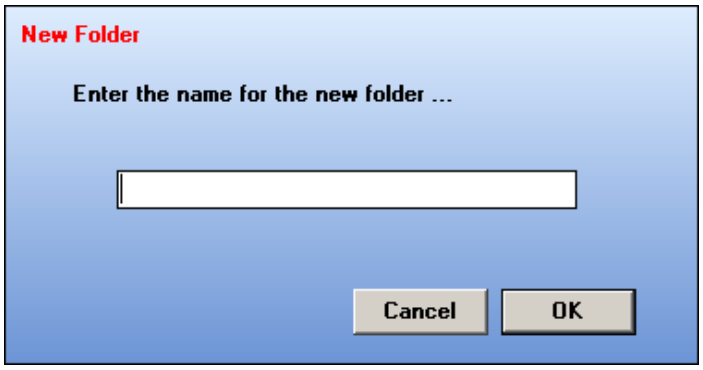
For information on how to create print layouts for Rundowns, refer to Chapter 11, "Printing Rundown Report Layouts."

Chapter 4

Managing Group Folders

Your group folder can contain up to 20 sub-folders which can be used to organize stories.

To create a subfolder, select **Group folder rover → New → Folder**.



Enter the name of the new folder.

To access the new folder, select **Group folder rover** and then click on the folder name to open it.

To rename the folder, select **Group Folder rover → Group Maintenance → Rename folder** and then select the name of the folder you want to rename.

To delete a folder, select **Group Folder rover → Group Maintenance → Remove folder** and then select the name of the folder you want to remove.

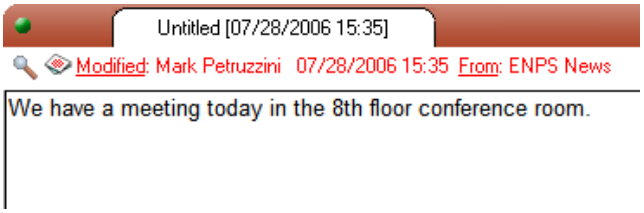
By default, items in conventional group folders will automatically be deleted after 30 days. You can prevent this by making the first word in the folder name `HOLD` such as "`HOLD Desk`." However, make sure folder contents do not get too large; the maximum allowable number of items in any folder is 5000 items.

Chapter 5

Creating Read-Ins

Group Managers can create messages called Read-ins that all of the users in the group see when they open ENPS.

To create a Read-In, select **Group Folder rover → New → Read-in** and enter the text of the message you want the group to read.



Group users will find this message highlighted in red at the top of their List Window when they open ENPS.

Users with sufficient privileges can also send Read-ins to all of the users at that server by selecting **Personal Folder rover → New → Read-in for (Server)**.

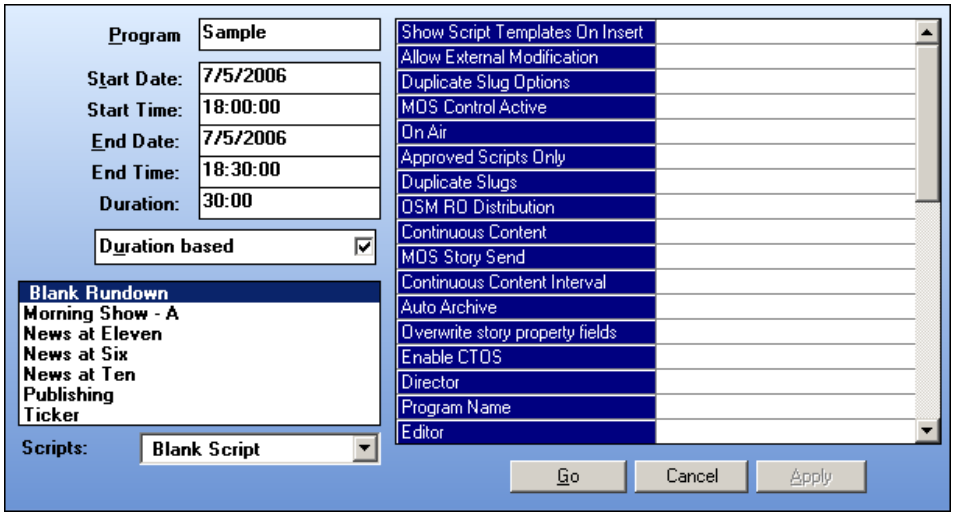
Section II

Rundowns, Newsgathering Grids, and Generic Grids

Chapter 6

Creating a Rundown

This section will show you how to create a new Rundown or how to make changes to an existing Rundown template. Once a Rundown is saved as a template only users with sufficient privileges, such as Producers, will be able to change it.



You can create a Rundown in ENPS if you have appropriate privileges. To create a new Rundown, select **Group Folder rover → New → Rundown**. This screen displays a list of available templates along with various Rundown property fields.

When you create a new template you can start by using any existing template from the list on the left-hand side of the Rundown properties window. When you select a template, the Program name, the Timing and other Property fields change to reflect the appropriate settings.

The table below lists the default Rundown properties and their descriptions. Some fields will not appear in your configuration if they have not been enabled by your station's System Administrator. Likewise, the System Administrator may have created custom fields for your station that do not appear in the list below.

Property	Description
Add MOS Durations	If you choose `0-default` or do not make any selection, the option that your System Administrator selected as a global default will be used. Choose `1-Yes` to add MOS object durations in this Rundown. Choose `2-No` not to add MOS object durations. See 0, "Rundown Timing" for more information on using MOS durations for timing.
Allow External Modification	Allow MOS devices to place temporary holds on stories for modification. This feature will only work when the *MOS Control Active* box is selected and the MOS device is using MOS protocol version 2.82 or higher.

Approved Stories Only	Prevent users from adding non-approved stories into a Rundown. If this option is selected it will not be possible to create new entries; the only way to add entries to the Rundown will be by dragging and dropping in approved stories. This option is used most often with Rundowns for publishing or in read-only Rundowns.
Auto Archive	Automatically archive the Rundown. The System Administrator configures the frequency.
AutoCreate Days in Advance	Create this Rundown every day for the number of days specified up to one year in advance of the Program Start Date. To create a Rundown on the same date leave this field blank. To create the Rundown one day in advance of the Program Start Date you would enter “1” in this field. You will need to set the *AutoCreate Time* field for this feature to work.
AutoCreate Time & Days	Once you save a Rundown as a template it is possible to use it to automatically create Rundowns for particular days of the week at specific times using the AutoCreate Days and AutoCreate Time fields. You can use these fields to automatically create Rundowns up to one year in advance of the Program Start Date. It is important to make sure the Time field contains a value. If it is not set, the Rundowns will not be created. This design prevents large numbers of Rundowns being created simultaneously if many child Rundowns are set to be AutoCreated. For each "child" Rundown that is AutoCreated from the parent template if a property is changed that change will remain in place even if that same property changes in the parent Rundown template. However, if the parent template and the child Rundown have the same values for a property and it is changed in the parent Rundown, changing the parent property also changes that property in the child Rundown. This design lets Folder Managers change the properties for a number of Rundowns simultaneously while maintaining the changes that have been made in individual Rundowns. You can see a list of Rundown templates which are set to AutoCreate by selecting **Group Folder rover → Group Maintenance → Rundown Templates** then select **List Window rover → AutoCreate Templates**. The scheduled AutoCreate times will also be displayed.
Continuous Content	When you select this checkbox, the Rundown will not be purged by ENPS maintenance routines. However, stories from the Rundown will be automatically archived based on the *Continuous Content Interval* setting.
Continuous Content Interval	If the *Continuous Content* box is selected, then setting a value in this field will determine the number of days before a story is archived. For example, setting this value to 5 means that all stories that are older than five days will be archived. A copy of the Rundown itself will also be archived without the stories that are still current.

Director	Used as a label.
Duplicate Slugs	Allow identical slugs in the Rundown. If this option is enabled, you may paste a story into the Rundown multiple times.
Duplicate Slug Options	If duplicate slugs are not allowed, selecting this option will display an option menu to users who attempt to drag in story with the same name as another story in the Rundown. If you enable this option, those users will be presented with the following choices: enter the story with the duplicate slug unchanged, enter the story with a new slug or cancel the operation. By default, ENPS will suggest as a new title the original slug plus "-1," and incrementing the number as additional duplicate items are entered.
Enable CTOS	Archives a copy of the Rundown to a specially designated server, the Central Text Object Storage.
MOS Block	Prevent the Rundown from sending outbound MOS messages.
MOS Channel	Send the MOS channel on which the Rundown will be produced to the MOS device or the production control room.
MOS Control Active	Link Rundowns to the MOS Logic in the ENPS News Object Manager (NOM), which will connect the Rundown to other MOS devices. Once a Rundown is MOS Active, its icon in the List Window will change to reflect that is MOS-enabled.
MOS Editorial Duration	Send the duration of the Rundown to the MOS device.
MOS Editorial Start	Set a time for a MOS device to start receiving MOS messages from the Rundown. Select a device name in the *MOS Story Send* field, then enter a start time in *MOS Editorial Start*. Depending on how your System Administrator has configured timing, the Rundown will not be visible as an active MOS Rundown until the *MOS Editorial Start* time is reached. The default time for this entry is the Rundown's start time. To update this time to match the Rundown's scheduled airtime, highlight *MOS Editorial Start* then press `Ctrl+Shift+U`.
MOS Macro In, Out	Refer to your Media Object Server documentation.

MOS Redirection	Allow ENPS to send all references to specific families of Media Object Servers to a specific, usually local, server in the same family. To use this feature, Media Object Servers must have a fully-qualified name according to the following convention:
	`<familyname>.<machine>.<location>.<enterprise>.mos`
	For example:
	`video_vendor_x.product.w???.bcastenterprise.mos`

MOS Story Send	Designates the MOS device, such as a prompter, to which `roStorySend` messages will be sent. Multiple entries are allowed. Check the box next to each device to which you will connect. This will send the body of all stories and associated metadata to those devices. If you want the Rundown to begin sending MOS messages to a device at a particular time, enter the start time in *MOS Editorial Start* field. Depending on the settings your System Administrator has selected, the Rundown may not be visible as an active MOS Rundown before then.
On Air	Select this box to start the Rundown timing bar when the show is ready to go to air. If you wish to lock the On Air timing bar, select **Rundown rover → Lock Timing Bar**. Only you will be able to advance the bar manually. Others opening a Rundown will see the timing bar in place and moving, but they will not be able to advance it. If the Rundown is in *On Air* mode, a stopwatch will appear in the lower left corner. If the *On Air* bar is locked, the stopwatch will be yellow. Users with Approval privileges will be able to unlock the *On Air* bar by double-clicking on the stopwatch icon. You can hold the mouse cursor over the stopwatch to display the time the *On Air* bar was locked and the name of the user who locked it.
Overwrite Properties	Allow story property fields to be copied into another Rundown. If this option is not enabled, when you copy a story from one Rundown to another, you will lose the story properties, which you can access by clicking on the story's magnifying glass icon.
Prevent Approval Reset	Prevent the story approval flag from being reset by changes or updates to embedded MOS Item References. This is useful if you frequently make late changes to the duration of a media clip which, although it triggers an update to an embedded MOS object, will not require a reset of the Approval flag. With this setting, the approval flag will not reset even if a MOS object is added to the story or the MOS item reference is changed by an ActiveX plug-in.
Prevent Manual Bar Movement	Allow the Rundown timing bar to be automatically advanced based on cues from an automation system.

Producer, Program Name	Used as labels.
Publishing Active	Click this entry once you are satisfied with all of the stories and the Rundown is ready to be published. If you have selected *Publishing Days*, the Rundown will be published automatically on those days, even if your ENPS client is not running at that time. Refer to the *ENPS Publishing Installation and User's Guide* for more information.
Publishing Days	Select the days of the week for the Rundown to be published. Refer to the *ENPS Publishing Installation and User's Guide* for more information.
Publishing Target	Select one of the Output Locations you where you want to publish the Rundown. Refer to the *ENPS Publishing Installation and User's Guide* for more information.
Rundown Numeric Pages	If the System Administrator has configured Rundown pages to be automatically numbered with alphabetic prefixes such as A1, A2, A3 you can override that configuration for a particular Rundown by selecting this option to have simple numeric numbering instead.
Show Story Templates on Insert	Select this option to allow users to select from a list of story templates when they insert a new line in a Rundown. Users will also be able to title the story before it is inserted.
Ticker Content and Ticker Story Delimiter	Use these fields to create a Rundown that can send news tickers to your CG. Refer to Chapter 10, "Creating a News Ticker" for more information.
Time Format	Express time in various formats for frame-accurate automation systems. You can set this value to one of the following values: `PAL`, `NTSCDF`, `NTSCNDF`, or `THOUSANDTHS`.
Use Summary Item	When active for sites using the *MOS Object AutoCreate* feature, a story that will be recorded into a "Summary" item will have the Summary MOS item at the top, followed by story text and other MOS items. If the Rundown property *Use Summary Item* is checked, the Rundown will total only summary items for timing purposes. Stories that do not contain summary items will be timed normally, e.g. the total of text and any media items.

Among the settings you may store with a Rundown template is the default story template that will be used by default when new rows are added to the Rundown. Select this template from the dropdown list on the left-hand side of the Rundown properties box. Rundown templates will be saved with an associated story template. See Chapter 2, *Creating Story Template* for more information.

Any settings you enter into the Rundown properties will be the default settings for users who open the Rundown template. Only users with sufficient privileges will be able to change these settings.

If you specify the `Start` and `End` time of your Rundown, the program will be timed based on the time of day (for example, `11:00:00` until `11:30:00`). If the

Duration based option box is checked, the timing will be based on the length of the program, such as 30 minutes. When the program is timed live, it will be based on the duration of the program, regardless of start time. When the *Duration based* checkbox is unchecked, timing counts down to the previously entered end time of the program, regardless of when the newscast was started. Rundown timing information can be modified at any time from Rundown Properties. Click *Go* to open the new Rundown.

Viewing Rundowns by Date

To view the Rundowns created on a particular date, click **Group Folder rover → Calendar**.

Check the *Rundown* box under *Item Type* and then click on the date in the calendar area. Under location, select whether you want to search current Work in Progress or Archives.

Chapter 7

Rundown Basics

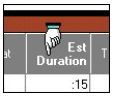
Different users will want to display different types of information in a Rundown depending on their job role. Users can customize the types of information they see when they are using a Rundown by creating a Rundown layout and then saving that layout as their personal view.

Views

Rundowns, like Editing Windows, can be displayed in different ways, which are useful depending on what you are working on. You might want a half-screen Rundown view when you are adding stories and a full-screen view during the broadcast. The icons for changing Rundown views are in the upper right-hand corner of the Rundown window.

Icon	Meaning
	Display the Rundown in its own window. This is the same as clicking on the  icon on the Rundown's title bar. Once this option is selected each subsequent Rundowns will be displayed in its own window. By default, there is a limit of 10 detached Rundowns and/or Newsgathering Grids allowed, although this value may be changed by your System Administrator. Click the  icon in a detached Rundown or Newsgathering Grid window to return the detached windows to the ENPS desktop.
	Switch between a tabbed view and separated Rundown views. In a tabbed view, you will see the names of all open Rundowns above the current Rundown. Press `Alt + >` or `Alt + <` to move to the next Rundown or click on another Rundown name to open it. In the separated Rundown view, each Rundown occupies a different window. You can open Rundown properties by clicking on a Rundown title in either mode.
	Full Screen view. You can find other full screen view configurations by selecting **Rundown rover → Layout → Full Screen**. From this menu, you can choose a full screen single Rundown view, Rundowns split horizontally or vertically on the screen, or a Rundown vertically split with the story from the top Editing Window.
	Switch between a vertical and horizontal Rundown view.
	Close the Rundown.

Moving and Resizing Columns



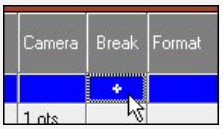
To move a column to a new position, place the mouse pointer anywhere in the column's title box. Hold down the left mouse button and drag the column. Release the mouse button when the column is in the desired location. The column will appear to the left of where it was dropped.

To resize a column move the mouse pointer to the right border of the column's title box until it becomes a double-sided arrow. Hold down the left mouse button

and drag the border to make it wider or narrower. Release the mouse button when the column is the desired width.

Rover Options

Click the rover at the top left corner of the Rundown to display the following options:

Option	Description
Proportional View/Uniform View	Proportional View displays row heights proportional to their length as a percentage of the broadcast, which is useful for getting a quick idea of for lengths of the show's segments. Uniform View displays all rows with the same height.
Insert Row	Create a new row in the Rundown (`Ctrl+I`) . Double-click the new row's story slug to edit the story.
Freeze page numbers	Page numbers will not appear in stories unless they are part of a Rundown and you freeze page numbers before you print by selecting this option.
Layout	To add a column to a Rundown highlight any cell in the column to the right of where you want the new column to appear. In the example below, a new column will be inserted between the Segment and Camera columns:  Select **Layout → Add column** and click on the column you want to add. The new column will appear in your layout to the left of the column that was previously selected. To define a row as a break, for example, add the Break column to your layout. Then click in that column of the row you want to make a break. A checkmark appears in the Break field, and the entire row will have a blue background. Once you have made the row into a break, you can delete the column so you do not accidentally change break lines.  The columns Page, Story Slug, and Segment must be the first three columns in the Rundown. They can be hidden but they cannot be moved or deleted. To remove a column, first highlight any cell in that column and select **Layout → Remove column.** You can also

	remove a column by clicking on the column header and dragging it to the Waste Bin. When you remove a column from your layout, you do not lose any of the information contained in that column; if you add the column back later, it will still contain all of the same information. To retain dual story windows while viewing a horizontally-maximized Rundown select **Layout → Dual story viewers**. After you have modified columns, including their sizes and positions, save your personal Rundown view by selecting **Layout → Make this my layout**. To customize the Rundown so that the same features appear every time a Rundown is created, save the Rundown as a template by selecting **Layout → Save as template**. If the Rundown is in the group folder other members of your group will also be able to use it. After you define a personal layout every time you open Rundown it will be displayed in your personal layout. You can change this behavior in your personal settings by selecting **Personal Folder → Settings** where you can choose the template or system layout as your default.
Detach	Display the Rundown in its own window. This is the same as clicking on the  icon on the Rundown's title bar. Once this option is selected all subsequent Rundowns will be displayed in their window. By default, there is a limit of 10 detached Rundowns and/or Newsgathering Grids allowed although this option may be changed by your System Administrator. Click the  icon in the detached Rundown or Newsgathering Grid window to return them to the main ENPS window.
Font	Select the typeface style and size used to display the Rundown.
Print	Print the Rundown. This option lets you select which part of the Rundown you want to print. You can also select **Print Setup** to select the printer you want to use, how you want the printout to appear and other options. You can add page breaks to long Rundowns by adding the "Page Break" column to the layout. The Rundown will have a page break in rows where this column is checked, but this feature will only work if the RTL print engine is enabled. Check with your System Administrator for more information.
Ticker Active	If the Rundown is enabled for tickers use this option to start the Rundown ticker.

MOS Ready to Air	Before the Media Object Server playlist can be executed on-air the Producer may need to set the *MOS Ready to Air* flag. The exact behavior of this switch depends on the configuration used by your MOS vendor. This setting reflects the Producer's approval to signal the Media Object Sever to air the contents of the Rundown, such as the audio, video and still store.
Properties	Set Rundown properties. Refer to "Creating a Rundown" on page 18 for more information on Rundown properties. You can also access the Rundown properties by double-clicking on the title at the top of the Rundown.
Export Rundown	Save the Rundown as a plain text file.
Export as HTML, HTML Encoding	Save the Rundown as an HTML file and set the format for the exported HTML. Refer to Chapter 12, "Exporting Rundowns to HTML" for more information.
Archive	After a Rundown is used in production it should be moved to a permanent archive location for future reference. Archiving ensures that there can be no further modification or deletion of content and that it will not be subject to automatic deletion along with older items in Group Folders. To archive a Rundown select **Rundown rover → Archive this Rundown**. You may choose to archive the Rundown, a copy, and/or only lines above the Rundown's black bar. Once a Rundown is archived it is no longer available in its original work area unless you specify that you want to archive a copy of the Rundown. You cannot archive copies if you are using the AutoArchive feature discussed below. When you create an archive, stories marked *Not to be broadcast* will be included in the archived Rundown but the *Not to be broadcast* message will remain. System Administrators can configure ENPS to archive Rundowns and Newsgathering Grids automatically using a global configuration setting. This setting allows the System Administrator the number of days after the Rundown's air date when the Rundown should be archived. More information about setting this option can be found in the *ENPS Operations Guide*. ENPS purges Rundowns that are not archived within 30 days of their creation date. To have a Rundown archive automatically, select **Rundown rover → Properties** or double-click on the Rundown's title bar. Select the *AutoArchive* property. If the System Administrator has configured AutoArchiving to be triggered by the system automatically then you may want to save the Rundown template with this option enabled.

Lock Rundown, Lock all stories, Unlock all stories	When airing a program Producers with approval privileges have the option to lock a Rundown, lock all stories, or lock the timing bar. To lock a Rundown, select **Rundown rover → Lock Rundown**. If the Rundown is locked, authorized users may continue to make changes to stories in the Rundown and associated fields, although no user may add, delete, insert or move items in the Rundown itself. To prevent changes to stories, select **Rundown rover → Lock all stories**. Any user with Approval permission can continue to make changes to a locked Rundown. A Lock icon appears at the bottom of the Rundown. Rundowns which have been locked by a Producer cannot have their page numbers "unfrozen" and the Rundown cannot be deleted.  Move your mouse cursor over the Lock icon to identify who holds the lock and from what workstation. An Approver may also unlock the Rundown from the Rundown rover (or it may be unlocked by double-clicking the Lock icon). A warning will be displayed if you try to drag either a Rundown or a Newsgathering Grid to the trash. When a user edits a story, ENPS places a lock Approver status on the story. Users with approver status can break that lock. If a story is locked and you break the lock to edit that story, when you save your work it will be saved in the Rundown. The user who had been working in the story will receive a message telling them that you broke the lock on their story. When that user saves their work, it will be saved in the user's personal folder and not in the Rundown.
Lock timing bar	Once the show is on air select the producer that select this option will be the only person able to advance the timing bar manually. Others opening a Rundown will see the timing bar in place and moving, but they will not be able to advance it.
Refresh grid	Refresh the information in the Rundown. This option is used to check that the Rundown reflects the most up-to-date information.
Close	Close the Rundown. This is the same as clicking on the X in the top right corner of the Rundown.

Chapter 8

Adding Content to Rundowns

This section covers some of the basic procedures for working with Rundowns including adding and editing stories and segments, floating stories, and saving the Rundown. You must have sufficient privileges to add, delete, or move stories in a Rundown

There are some simple techniques for working in the Rundown using the mouse and keyboard. If you want to replace the contents of a text field in a Rundown, highlight the cell and type the new text. If you want to edit text, press the `Backspace` key and then use the mouse or arrow keys to move the cursor to different areas of the text. You can move to the next cell by pressing `Tab`. Press `Shift+Tab` to move to the previous cell.

Creating and Deleting Stories

You have a number of options for adding stories to a Rundown:

- Create a new row in the Rundown by selecting **Rundown rover → Insert Row** or press `Ctrl+I`. Double-click the new row's story slug to edit the story.
- Drag a wire story from the List Window into a row in the Rundown.
- Drag a story from a Personal or Group folder into the Rundown.
- Drag a planning item from a Newsgathering Grid into the Rundown.

To add or change the name of an item, click the appropriate Story Slug field. Type the desired name, and press `Enter`. You can also change the name of an open item by double-clicking on the tab for that item. Save changes by hitting `Enter`.

To delete a story from a Rundown drag it to the Waste Bin or highlight it and press `Alt+D`.

Each row in a Rundown represents an item or story. In each row, the color indicators adjacent to the story slug serve as indicators for whether the story contains text and whether it has been approved:

A yellow marker indicates that an item does not have any text.

A red marker indicates that an item contains text, but it has not been approved.

A green marker indicates that an item contains text and has been approved.

Only users with sufficient privileges will have the ability to approve items.

Copying Text into a Rundown or Story

Once you create an entry in the Rundown, double-click the story slug to open or edit the story in that row. When you add text to the story and save it, the color

code of that line in the Rundown will turn red. You can type directly into the story or you can copy text from other documents into your Rundown story.

From Another Rundown

Drag the Story slug from one Rundown to another Rundown. If you are dragging a story that contains multiple segments, those segments will also be copied into the target Rundown.

From the List Window

Open any folder that contains items that you want to add to the Rundown; this may include wire copy, a group folder, or a personal folder. Select an item in the List Window to copy by clicking on it or select multiple items by holding down the `Ctrl` key and clicking on each item you want to select.

If you have a Rundown open, you can drag the item or items into the Rundown. Multiple items will become segments of the same story. Alternately, you can paste the objects directly into the Rundown if you already have a Rundown open. Select **List Window rover → Copy to Target → Opened Rundown** and select the name of the Rundown where you want to paste the data.

If you do not have a Rundown open, select **List Window rover → Place selections in ENPS clipboard**. The ENPS clipboard is a temporary space you can hold items until you are ready to paste them into your Rundown. When you are ready to add the items to the Rundown select **Rundown rover → Paste items** to add the rows.

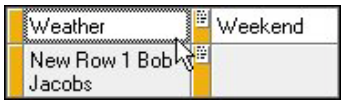
From Another Editing Window

Select **Editing Window rover → Copy to Target → Opened Rundown** and select the Rundown name. The new row will appear below the Rundown's black bar.

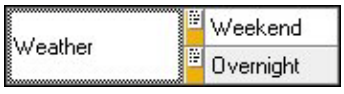
To drag a story that is currently in an Editing Window into a Rundown, you may drag and drop it by the folder tab from the Editing Window into the Rundown.

Creating Segments

Single story slugs may contain multiple segments. To define a segment, add a hyphen and segment name when entering information in the Story Slug field.



Typing "Weather-Weekend" in the Story Slug column will divide the terms so that Weather appears in the Story Slug field, and Weekend appears in the Segment field.



Other Rundown columns may be edited directly on the Rundown by typing in the column. Additional segments may be added, such as Weather-Overnight,

Weather-Morning, etc. To define a segment, type the desired label in the segment column. The item's Story Slug field increases in height if it includes multiple segments. A character other than a hyphen may be defined as the delimiter on non-English language systems.

Moving Stories

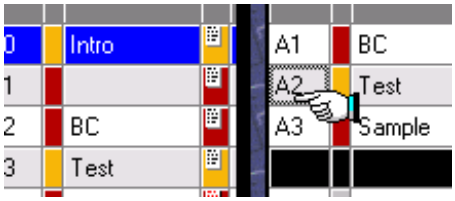
To move a Rundown item, drag its story slug to a new position. This will also work for items that contain multiple segments.

Individual segments may also be dragged to new positions by clicking on the "segment" portion of the Rundown.

To move multiple stories within a Rundown at the same time, mark them by holding the `Ctrl` key and clicking on each slug you want to select or press `Alt+B`. Selected stories are marked with a dark gray background. To clear all selected rows press `Alt+A`.

To move multiple stories, highlight them, then drag and drop them at the point above which you wish to move them. Items are repositioned in the order that they were selected, so it is important that you mark them in the desired order before dragging them to a new position.

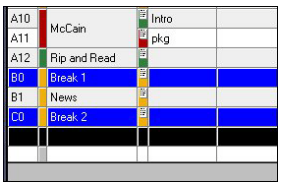
Items may be copied from one Rundown to another using the same drag and drop techniques outlined above. Approval indicators are removed when items are copied into new Rundowns. Items may be moved between Rundowns by holding down the `Shift` key while dragging and dropping items. The original is deleted.



Floating Stories

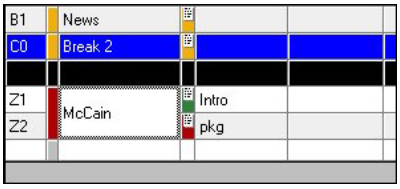
The Rundown is divided into two main areas separated by a black bar that extends all the way across the Rundown. Items above the black bar are considered part of the show and are including in timing, prompting, and MOS functionality. If you drag an item below the black bar, it will not be included in the timing of the show, but it can still be edited.

An alternative to dragging items below the black bar is to use the float feature. This will keep the story in its allocated row, but it will not be included with the regular timing, prompting, and MOS functionality.



To float a story, the column labeled "float" must be in the Rundown. Clicking on that column in the story row will place a check mark in the row, and the color of the row will change. To re-activate the story, click on the check mark in the float column.

If you are moving a story in your Rundown while your newscast is on the air, you should first float the story, move it, and then unfloat it. However, be aware that unfloating a story too close to the time it is scheduled to go to air may mean peripheral devices will not be able to load the story for air as quickly as you will need them.



Chapter 9

Rundown Timing

This section will show you how the Rundown's timing features work when you bring a show to air.

To start Rundown timing, the Producer selects **Rundown rover → Properties** and checks the *On Air* checkbox to enable the timing function. You can also access Rundown properties by double-clicking on the Rundown's title bar. You must have Approver status to change the *On Air* setting. A Rundown cannot be deleted while this setting is enabled. Click *Go.*

The Over/Under time appears at the lower left corner of the Rundown. This time indicates how the total program time compares with the expected program duration, as defined in the Rundown properties.

Start the clock by pressing the `Space bar`. A yellow timing bar appears. Continue to press the `Space bar` as each item is passed.

- Press `Ctrl+Space bar` to move the timing bar to the selected line.
- Press `Shift+Space bar` to move the timing bar back one line.
- Press `Alt+Space bar` to turn off timing.

The time in the lower left corner is based on either the Actual or Estimated timing fields, depending on how it has been configured by your System Administrator. By default, ENPS uses Estimated time. Four clocks appear at the bottom of the Rundown. These clocks indicate, from left to right:

- Time remaining in the current story segment.
- Time elapsed in the current story segment.
- Time remaining in the current story including all segments.
- Time remaining in the program.

Each time you press the Space bar, the Segment, Story, and Over/Under clock calculate from the beginning of the next segment. A yellow highlight bar marks the item currently being timed.

Remember that if the *Duration based* checkbox is highlighted in the Rundown Properties, the timing of the show will be based on the length of the program (e.g., 30:00) and when the program is timed live, timing will be based on the duration of the program, regardless of the start time. If this box is not checked, timing counts down to the previously entered end time of the program, regardless of when the newscast was started.

Basic Time Fields

The following table summarizes basic timing columns available in Rundowns:

Time fields	Description
Estimated Time	Entered in the Rundown by the show Producer.

Text Time	Entered automatically by ENPS. Reflects the time of textual elements as calculated by either the global read rate or by the manually entered read rates in stories.
Media Time	Reflects media durations manually entered into the stories. Check with your System Administrator to see if the Global Configuration option `AddMOSObjDuration=1`. If it is, then this value will also include all MOS Object durations included in the story. Refer to the *MOS Timing* section below for more information about the `AddMOSObjDuration` setting.
Actual Time	Reflects `Text Time + Media Time`. See definitions above. By default, ENPS Rundowns calculate overall timing based upon actual time. Again, check with your System Administrator to see if the Global Configuration option `AddMOSObjDuration=1`. If there is a MOS Editorial time present refer to *MOS Timing* below. `Actual Time = Text Time + MOS Editorial Time + Durations manually entered into the story from Media Time`

Check with your System Administrator to find out whether the configuration setting `RundownTimeEstimated` is enabled or disabled. It is disabled by default, which means that ENPS will calculate the timing based on the Actual Time. If you change the time in the Estimated Time column, it does not affect Rundown timing. However if `RundownTimeEstimated` is enabled, Rundowns will calculate the timing based on Estimated Time rather than Actual Time. If there is no value for Actual Time, ENPS will use Estimated Time until an Actual Time is entered.

Additional Time Fields

Here are some other fields you can use for Rundown timing:

Time Fields	Description
Back Time	Calculates time backward from the ending time of the Rundown, based on the length of individual items.
Front Time	Calculates time forward from the start time of the newscast based on the length of individual items.
Cume Time	Adds up the time of all items in a Rundown working forward.
Back Cume Time	Adds together the time of all elements in a Rundown, working backward from the end time.
Elapsed Time	This column shows the amount of time that the yellow bar, engaged when the *Air* box is checked, spends on each row as it moves through the Rundown. Check with your System Administrator to see if the Global Configuration option `RundownTimeElapsed = 1`. When this option is enabled, the newscast timing will be recalculated as the yellow bar moves down.

MOS Timing

For information on using the MOS protocol in Rundowns refer to the *Using MOS and Media Controls* section in this guide.

When a MOS Object message is sent to ENPS, it may include an Object Duration, and it may also include an item's Editorial Duration. The following MOS timing columns can be included in a Rundown:

MOS Timing	Description
MOS Object Time	Length of the MOS object as reported from the MOS Server. By default, MOS Object Time is not calculated into the overall Rundown time.
MOS Editorial Time	A user-defined variable time also reported from the MOS Server set on either the vendor's software or in the ActiveX.

Check with your System Administrator to find out the value of the Global Configuration Setting `AddMOSObjDuration.`

If `AddMOSObjDuration=0` then `Actual Time = Text Time + Manually entered durations`

If `AddMOSObjDuration=1` then `Actual Time = Text Time + MOS Object Durations + Manually entered durations`

MOS Editorial times are not added to Media Time. If MOS Editorial Time is present, it will override the MOS Object Duration in the calculation of Actual Time so that:

```
Actual Time = Text Time + MOS Editorial Time + Manually entered durations
```

In other words, if `AddMOSObjDuration=1`, ENPS calculates the MOS Object Duration as part of the Actual time (along with the story text time). However, if a MOS Editorial Duration is present in the MOS Item Reference, then ENPS uses the MOS Object Editorial Duration over the Object Duration.

You can enable the `AddMOSObjDuration=1` behavior for individual Rundowns. Select **Rundown rover → Properties** and select the *Add MOS Durations* field. There are three choices: 0 is the default behavior, 1 enables the option and will add MOS object durations to the Rundown, 2 disables it and will not add MOS object durations.

It is also possible to make these choices on a per item basis by adding the "MOS User Duration" column to your Rundown. Refer to Chapter 18 *Enabling Objects for MOS*, "Step 1: Creating a MOS-Enabled Rundown Template" for more information.

Segment or Hard Hit Timing

It is possible to enter a manual segment or hit time during a newscast which can be used, for example, to time into shared live shots or lottery drawings. Hard hit timing may be configured for either back time or front time. It is useful for doing the calculations of whether stories put you over or under the hard hit time, however it will not update values automatically during a broadcast.

To use hard hit timing with back time, select **Rundown rover → Layout → Add columns → Hard Hit Back** then add the column **Hard Hit Back +/-**. You may also do this using the columns **Hard Hit Front** and **Hard Hit Front +/-**.

Go to the row for the story that you want to time into and enter the exact time that it should go to air in the **Hard Hit Back** or **Hard Hit Front** columns, including AM or PM.

If you are using the Hard Hit Front time column, enter the front time at which you want to hit the segment, and ENPS will figure the over/under time to that point. When the newscast is on the air, ENPS will consider the hard hit time as a forced time and will recalculate all timings based on that entry.

For example, say you need to hit a live shot four minutes into a newscast scheduled to start at 6:00:00 pm, as follows:

Now you "force" a hit time of 6:03 at Story 4. The timing is alright until you add Story 1a for 30 seconds which will put you 30 seconds past your live shot start:

Scheduled Start time: 6:00:00			
	Actual Time or Estimated Duration	Hard Hit Front Time	Hard Hit Front +/-
Story 1	1:00	6:00	
Story 1a	:30	6:01:30	
Story 2	1:00	6:02:30	
Story 3	1:00	6:03:30	
Story 4	1:00	6:04:00	
Live Shot		6:04	:30 over

Again, note that you have "forced" the 6:04 hit time, so the Front Time column remains at 6:04. Once you start the ENPS timing bar, the over and under calculation will vary according to the actual start time. So if you do not actually begin the newscast until 6:00:15, you will be another 15 seconds over your 6:04 forced hit time.

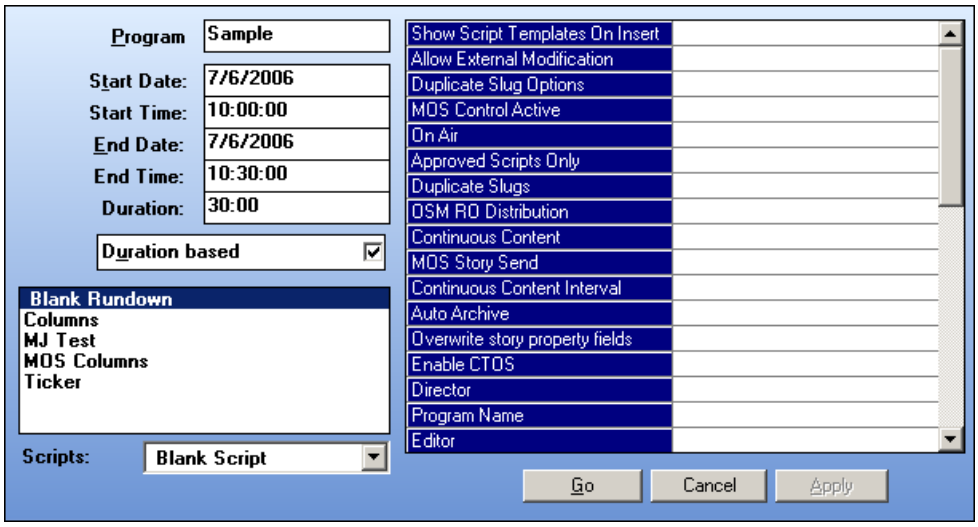
Chapter 10

Creating a News Ticker

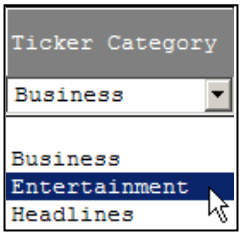
You can use the Rundown in ENPS to create a headline ticker that sends output to a CG via serial cable. Your Rundown can extract headlines directly from an AP wire feed that streams the latest news headlines. You can then combine headlines with local news copy.

To use this feature, make sure your System Administrator has completed the steps for enabling a Rundown ticker in the *ENPS Operations Guide*. Then complete the following steps:

1. Create a new Rundown. In the Rundown properties box, select the *Ticker Content* checkbox to enable the ticker functionality. Enable the *Continuous Content* property if you want to prevent the Rundown from being purged by ENPS maintenance routines.



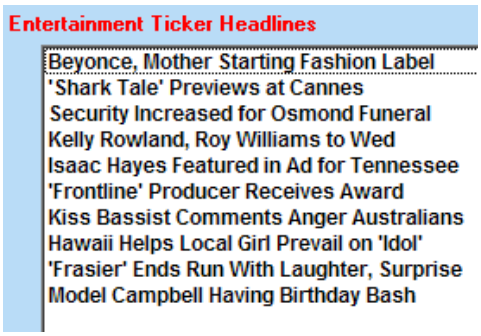
2. If you want to separate the headlines in the ticker with a letter or character, enter it in the *Ticker Story Delimiter* textbox. You can also use character mapping on your CG to insert a station logo between headlines. Refer to your CG manual for more information.



3. Click *Go.*

4. In the Rundown select **Rundown rover → Layout → Add columns → Ticker Category**. When you select a cell in this column, you will be able to pick from a category list that has been set up by your System Administrator.

If you double click the “TICKER” story slug, a box appears displaying the headlines from the AP wire feed.



You can add your own local headlines before or after the national headlines by adding a separate entry in the Rundown. Add a row to your Rundown with a story containing a list of local news headlines. You might call this story “Local Headlines.”

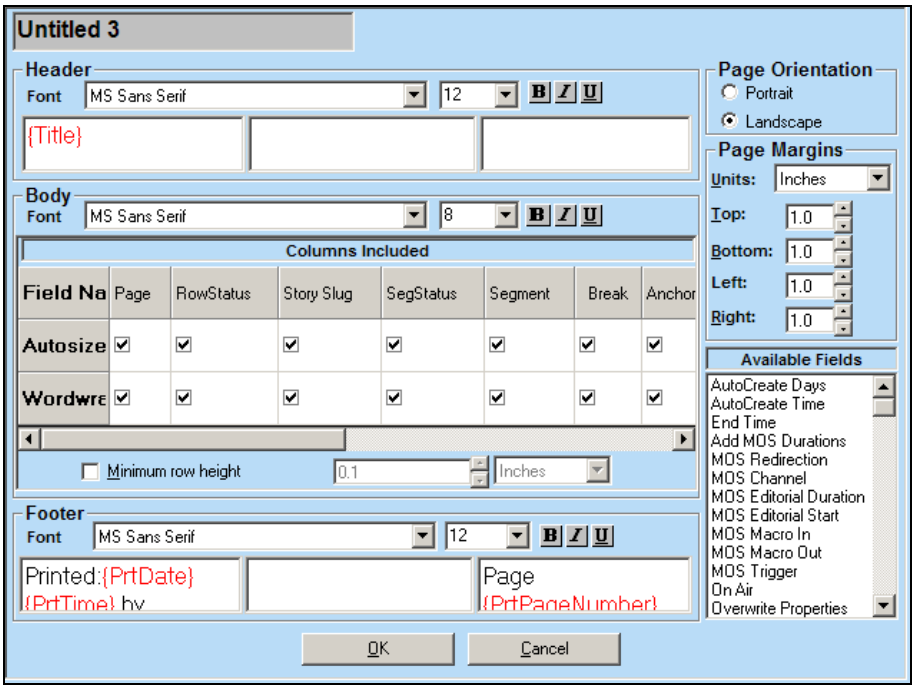
You cannot delete individual headlines from the AP ticker feed. You must select an entire category or leave it out completely.

A Rundown entry’s ticker content will not be sent until its *Final Approval* flag is selected. To start sending content to the CG through a serial connection, select **Rundown rover → Ticker Active**.

Chapter 11

Printing Rundown Report Layouts

The creation and editing process for Rundown layouts follows the same rules as story layouts covered in 0. The only significant difference is in the Body section.



The *Autosize* option will automatically adjust the column width to the largest amount of text in any of that column's rows. The *Wordwrap* option adjusts the row height so that all field material fits in the column, even if multiple lines are necessary.

Click the *Minimum row height* checkbox to define the smallest possible row height. You may define this value in terms of inches, centimeters, picas, or points using the drop-down menus.

You can add or delete print fields from the report layout by dragging fields to the Waste Bin. You can add fields by dragging them from the Available Fields column. Fields above the dashed line are for use in the Header or Footer areas.

You may only drag and drop fields that appear under the dashed line into the Body section. Once columns are present in the Body section, to reposition them in relation to one another, drag and drop them to a new place. To resize columns, drag and drop the right borders of the columns to new positions.

Each column in the Body area contains Autosize and Wordwrap checkboxes. Using the available options, you can select different font sizes for the body, header, and footer sections. You can also choose bold, italics, or underline. You can choose whether orient the Rundown layout as portrait or landscape. You can also combine plain text (in black) with the available fields in a print area.

Chapter 12

Exporting Rundowns to HTML

This section will show you how to convert your Rundown to HTML format. Converting Rundowns to HTML allows you to share Rundown information with people who do not have ENPS or share it over a network.

To export a Rundown as an HTML file with all of its stories above the Rundown's black bar, select **Rundown rover → Export as HTML** and enter a filename.

A master table of items and links will appear at the beginning of the file, with stories in the remainder of the file. By default, two HTML files are written: one with enhanced features and one in a text-only format and named with an "x" at the beginning of the filename.

The story comes out double-spaced and in a narrow column on the left side of the screen if the story was not reformatted. Reformatting is not automatic to avoid destroying tabular information. If the story is reformatted, then it will appear single-spaced without the extra line feeds.

Setting Export Options

You can set a number of customization options for how your Rundowns are exported to HTML. These options can be set in the `HTML.INI` file in the `C:\Documents and Settings\All Users\Application Data\ENPS` directory of your workstation. To modify this file from the Windows taskbar select **Start → Run** and enter the following command in the textbox:

```
NOTEPAD \Documents and Settings\All Users\Application Data\
ENPS\HTML.INI
```

To enable an option, remove the semicolon from the beginning of the line or disable it by adding a semicolon at the beginning of the line. Each entry should follow the format of option name, equals sign, and the setting value. For example, if your station logo file is in `C:\GRFX\BG.JPG` modify the following setting in the `HTML.INI` file:

```
Logo=C:\GRFX\BG.JPG
```

The following table summarizes the export options you can set in `HTML.INI`:

Setting	Description
`ExportPath`	Path for storing HTML files
	Example: `C:\ENPSHTML`
`BackgroundImage`	Filename of graphic for background image
	Example: `C:\GRFX\BG.JPG`
`Logo`	Path and filename of the graphics file for logo
	Example: `C:\GRFX\LOGO.JPG`
`Header`	Header text
`Footer`	Footer text.

Setting	Description
Copyright	Copyright text.
HeaderAboveTitle	Header text appears above the title (1=True,0=False)
HeaderBelowTitle	Header text appears below the title. (1=True,0=False)
FooterAboveCopyright	Footer text above the copyright. (1=True,0=False)
FooterBelowCopyright	Footer text below the copyright. (1=True,0=False)
HomeLink	URL for a referring home page to which this page should refer. The syntax is: <link description>!<URL> Example: ENPS homepage!http://www.enps.com/
HomeLinkBelowTable	HomeLink appears below the table. (1=True,0=False)
HomeLinkEndPage	HomeLink appears at the end of the page. (1=True,0=False)
Marquee	Internet Explorer only: Any desired text that should appear as a scrolling marquee.
MarqueeForeColor	Color of marquee foreground. The default is blue.*
MarqueeBackColor	Color of marquee background. The default is white.*
PageColor	Page color; default is white.*
TableColor	Table color; default is blue.*
TextColor	Text color; default is black.*
Transparent	Page color is transparent (1=True,0=False)
TextOnly	Text-only page is also generated starting with the letter 'x.' (1=True,0=False)
CuesInExport	Production commands are included in exported stories. By default, this value is false and production commands are excluded. (1=True,0=False)
ROImageInExport	Graphic of the Rundown is included above the Rundown table. The default is false. (1=True,0=False)
ViewExport	ENPS Web browser will load automatically in the lower Editing Window. (1=True,0=False)

*Color values are in hex RGB format. Here are some common examples:

Color	Hex RGB Format
Blue	0000FF
Green	00FF00
Red	FF0000
White	FFFFFF
Black	000000

When you are finished making changes to the `HTML.INI` file save the changes in Notepad. You will need to restart your ENPS client for your changes to take effect.

Encoding Options

You can change the encoding type by selecting **Rundown rover → HTML encoding** and selecting the appropriate method. Character encoding refers to the way the HTML code is written. Different codes should be used for different languages.

There are three encoding options available: Western (1252), Unicode (UCS-2), Unicode (UTF-8). If ENPS is running on an Arabic-Enabled system then Arabic (1256) will also appear. UTF-8 is generally considered the most efficient encoding, and it is widely supported in the most recent versions of browsers.

If you are using Thai characters, for example, and you use Western (1252) encoding, in the HTML version the Thai characters will be represented with number codes such as `&#3585`, `&#3607`, and so on. If you notice that some of the characters in your Rundown are not being represented correctly in the HTML version, you should experiment with different encoding options to see which one works best for the language you are using.

Chapter 13

Newsgathering Grids

Newsgathering Grids are assignment planners. Each line of the grid represents a separate story item or prospect. When you click on a line of the Newsgathering Grid you will see linked grids into which you can enter information about the potential story.

These grids often include schedule information (when and where the event will take place), feeds, costs, and information on the story follow-up. Additional fields can be added to the Newsgathering Grid as needed.

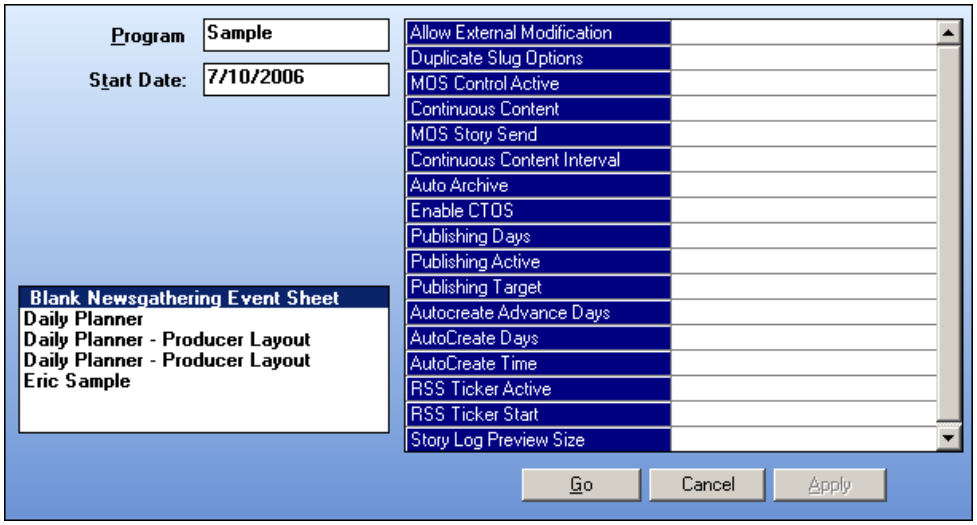
Newsgathering Grid Views

Newsgathering Grids can be displayed in different ways, which are useful depending on what you are working on.

Icon	Meaning
	Display the Newsgathering Grid in its own window. This is the same as clicking on the icon on the Newsgathering Grid's title bar. Once this option is selected each subsequent Newsgathering Grids will be displayed in its own window. By default, there is a limit of 10 detached Newsgathering Grids and/or Newsgathering Grids allowed, although this value may be changed by your System Administrator. Click the  icon in a detached Newsgathering Grid or Newsgathering Grid window to return the detached windows to the ENPS desktop.
	Switch between a tabbed view and separated Newsgathering Grid views. In a tabbed view, you will see the names of all open Newsgathering Grids above the current Newsgathering Grid. Press `Alt + >` or `Alt + <` to move to the next Newsgathering Grid or click on another Newsgathering Grid name to open it. In the separated Newsgathering Grid view, each Newsgathering Grid occupies a different window. You can open Newsgathering Grid properties by clicking on a Newsgathering Grid title in either mode.
	Full Screen view. You can find other full screen view configurations by selecting **Newsgathering Grid rover → Layout → Full Screen**. From this menu, you can choose a full screen single Newsgathering Grid view, Newsgathering Grids split horizontally or vertically on the screen, or a Newsgathering Grid vertically split with the story from the top Editing Window.
	Switch between a vertical and horizontal Newsgathering Grid view.
	Close the Newsgathering Grid.

Creating a Newsgathering Grid

Select **Group Folder rover → New → Newsgathering**. Enter a name for the Newsgathering Grid in the *Program* textbox.



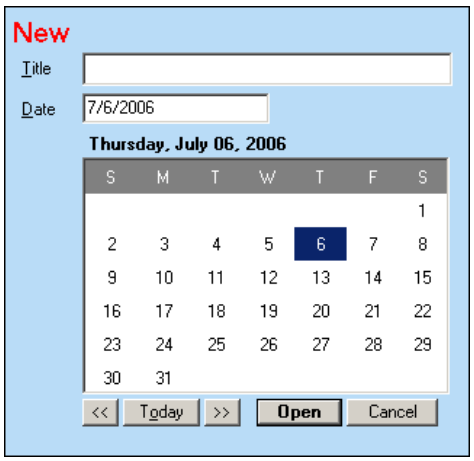
Group Managers should set up templates for the station. If you want to use an existing template select it from the list box on the left-hand side of the window or select Blank Newsgathering Grid Event Sheet.

You can change the following Newsgathering Grid properties. Some fields may not appear in your configuration if they have not been enabled by the System Administrator. Likewise, the System Administrator may create custom fields for your station that do not appear in the list below.

Property	Description
Allow External Modification	Allow external MOS devices to create temporary holds on stories for modification. This feature will only work when the *MOS Control Active* box is selected.
Auto Archive	Automatically archive the Newsgathering Grid.
AutoCreate Advance Days	Configures ENPS to automatically create a Newsgathering Grid every day for the number of days specified, up to 365 days in advance of the Start Date.
Continuous Content	Set the Newsgathering Grid not to be purged after 30 days by the ENPS maintenance routines. This setting does not affect the settings for automatic archiving.
Continuous Content Interval	If *Continuous Content* is selected, setting a value in this field sets the number of days before a story is archived. For example, if this value is set to 5, all stories that are older than five days will be archived. A copy of the Newsgathering Grid will also be archived without the stories that are still current.
Enable CTOS Archive	Create a copy of the Newsgathering Grid in Central Text Object Storage when the Newsgathering Grid is archived.
Story Log Preview Size	Set the number of lines that are displayed in the Story Log Preview column of the Newsgathering Grid layout. In a planning item, information about the item such as summary information, can appear in the Newsgathering Grid by selecting **Newsgathering Grid rover → Layout → Add columns → Story Log Preview**.

MOS Block	Prevent the Newsgathering Grid from sending outbound MOS messages.
MOS Control Active	Create a MOS connection for the Newsgathering Grid on the ENPS server. This connects the Newsgathering Grid to associated Media Object Servers. Once a Newsgathering Grid is MOS Active, its icon in the List Window will change to reflect that is MOS-enabled.
MOS Story Send	Designates the MOS device, such as a video server, to which MOS messages will be sent. Select devices by checking the box next to the appropriate MOS device. This sends the body of all stories and associated metadata to those devices.
Publishing Active	Click this entry when are satisfied with all stories and the Rundown is ready to be published. If you have selected Publishing Days, the Rundown will be published automatically on those days even if your ENPS client is not running at that time. You must have the *MOS Control Active* option selected for this option to be enabled. Refer to the *ENPS Publishing Installation and User's Guide* for more information about using this feature.
Publishing Days	Select which days of the week that publishing should take place. Refer to the *ENPS Publishing Installation and User's Guide* for more information.
Publishing Target	Select one of the output locations where the Rundown should be published. Refer to the *ENPS Publishing Installation and User's Guide* for more information.

If you are planning assignments for a later date, ENPS provides you with an easy way to set up future planning items. From any group folder configured for Newsgathering Grids, select **Group rover → New → Newsgathering Item**. This opens a calendar in which you can enter a date or navigate to a date to create the future planning item.

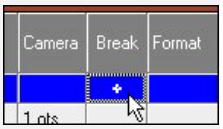


After you enter a title, click *Open*. The Newsgathering Item will open in the lower Editing Window. Enter text into the item as desired, either in one of the sub-grids, or in the story portion of the item.

To view all of the Newsgathering Items for future dates, select **Group rover → Calendar**. Select the date you wish to view, and then select *Newsgathering Items*.

When you first create the future Newsgathering Item, it will appear at the top of the work-in-progress list in the List Window. However, when the group folder is refreshed, the list will not include the future items. You must access them only through the Calendar or a search.

Rover Options

Option	Description
Insert Row	Create a new row in the Newsgathering Grid (`Ctrl+I`) . Double-click the new row's story slug to edit the story.
Layout	After you have modified columns, including their sizes and positions, save your personal Newsgathering Grid view by selecting **Layout → Make this my layout**. To customize the Newsgathering Grid so that the same features appear every time a Newsgathering Grid is created, save the Newsgathering Grid as a template, select **Layout → Save as template**. If the Newsgathering Grid is in the group folder, other members of your group will also be able to use it. After you define a personal layout, every time you open Newsgathering Grid it will be displayed in your personal layout. You can change this behavior in your personal settings by selecting **Personal Folder → Settings** where you can choose the template or system layout as your default. To add a column to a Newsgathering Grid, highlight any cell in the column to the right of where you want the new column to appear. In the example below, a new column will be inserted between the Segment and Camera columns: Select **Layout → Add column** and click on the column you want to add. The new column will appear in your layout to the left of the column that was previously selected.  To define a row as a break, for example, add the Break column to your layout. Then click in that column of the row you want to make a break. A checkmark appears in the Break field, and the entire row will have a blue background. Once you have made the row into a break, you can delete the column so you do not accidentally change break lines. The columns Page, Story Slug, and Segment must be the first three columns in the Newsgathering Grid. They can

	be hidden but they cannot be moved or deleted. To remove a column, first highlight any cell in that column and select **Layout → Remove column.** You can also remove a column by clicking on the column header and dragging it to the Waste Bin. When you remove a column from your layout, you do not lose any of the information contained in that column; if you add the column back later, it will still contain all of the same information.
Detach	Display the Newsgathering Grid in its own window. This is the same as clicking on the  icon on the Newsgathering Grid's title bar. Once this option is selected all subsequent Newsgathering Grids will be displayed in their window. By default, there is a limit of 10 detached Rundowns and/or Newsgathering Grids allowed although this option may be changed by your System Administrator. Click the  icon in a detached Rundown or Newsgathering Grid window to return them to the main ENPS window.
Font	Change the typeface style and size in the Newsgathering Grid display.
Print	Print the Newsgathering Grid. This option lets you select which part of the Newsgathering Grid you want to print. You can also select Print Setup to select the printer you want to use, how you want the printout to appear and other print options. You can add page breaks to long Newsgathering Grids by adding the "Page Break" column to the layout. On rows where this column is checked, the Newsgathering Grid will have a page break. This option will only work if the RTL print engine is enabled; check with your System Administrator for more information.
Properties	Set Newsgathering Grid properties. Refer to the beginning of this section for more information on Newsgathering Grid properties. You can also access the Newsgathering Grid properties by double-clicking on the title at the top of the Newsgathering Grid.
Archive this Newsgathering Grid	After a Newsgathering Grid is used in production it should be moved to a permanent archive location for future reference. Archiving ensures that there can be no further modification or deletion of content and that it will not be subject to automatic deletion along with older items in Group Folders. To archive a Newsgathering Grid, select **Newsgathering Grid rover → Archive this Newsgathering**. ENPS purges Newsgathering Grids that are not archived within 30 days of their creation date. To have a Newsgathering Grid archive automatically select **Newsgathering Grid rover → Properties** or double-click on the Newsgathering

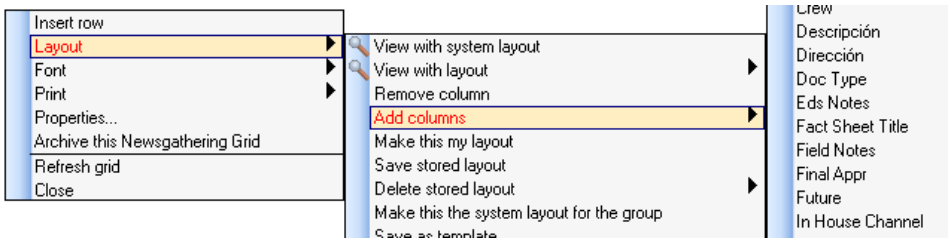
	Grid's title bar. Select the *AutoArchive* property. If the System Administrator has configured AutoArchiving to be triggered by the system automatically then you may want to save the Newsgathering Grid template with this option enabled.
Refresh grid	Refresh the information in the Newsgathering Grid. This option is used to check that the Newsgathering Grid reflects the most up-to-date information.
Close	Close the Newsgathering Grid. This is the same as clicking on the X in the top right corner of the Newsgathering Grid.
Calendar	Open a calendar which lets you view Newsgathering Grids for other dates and copy items from one date to another. When you open the calendar select the *Location* and *Item Type* you want to display. Select the *Always on Top* checkbox if you want to keep the calendar on top of other windows. To view Newsgathering objects for a particular date you can either type the date in the *Selected date* file and click *Go To* or you can click on a date in the calendar. Newsgathering objects for that day will appear in the List Window. You can move an item from a Newsgathering Grid to another date by dragging the onto a calendar date. If you want to retain a copy of the item in the current Newsgathering Grid hold down the `Shift` key while you are dragging the item to the target date to copy it instead of moving it. While you are dragging the item you can hold the item over the << or >> arrows to change the calendar month before you release the mouse button. Note the following rules when working with the calendar: • If there is only one Newsgathering Grid on the target date the dragged item will be moved to the Newsgathering Grid for the target day and placed below the grid's black line. • If there is more than one Newsgathering Grid on the target date ENPS will display a dialog box that allows you to select the correct one to use. • If there is no Newsgathering Grid for the target date ENPS will move the item into a collection of loose Newsgathering Items for that day and the status message will indicate that it has been moved as a loose item. • It is also possible to drag a loose Newsgathering Item or an entire Newsgathering Grid from the List Window to a particular day on the calendar.

- In most cases you will be moving items to a future date but it is also possible to move items to past dates.

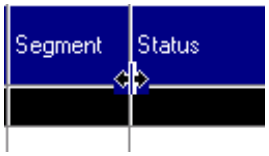
To move items to another date with thekeyboard only it is first necessary to mark them in the newsgathering grid with `Alt+B`. Once that is done, select **Newsgathering Grid rover → Copy selections to target → Calendar**. The calendar control will then open from where you can can select the target date and then click *Move* or *Copy.*

Newsgathering Grid Layout

To insert new columns, select **Newsgathering Grid rover → Layout → Add columns** and select the column you want to add to your view. You can delete a column by clicking on its title and dragging it to the Waste Bin, although you cannot delete or move the Story Slug or Segment columns.

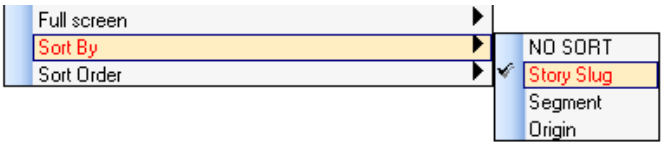


You can change the width of a column by moving your mouse cursor over the boundary between two columns in the header row. When the arrow changes into a double-sided arrow you can hold down the mouse button and drag the column to a different size.



To change the order in which columns appear, position your mouse cursor on a column header and then hold down the mouse button. The cursor will change to a pointing hand and you can drag the column to a new position.

You may also change the sort order of Newsgathering Items in the grid by selecting **Newsgathering Grid rover → Layout → Sort by** and selecting the criteria you want to sort by.



Select the **Sort Order** menu option to choose whether you want the list sorted in ascending or descending order. This is a personal layout option which can be applied to a template view.

Saving Layouts as Templates

If you are a Group Manager and you want to save your Newsgathering Grid as the default layout for your group, select **Newsgathering Grid rover → Layout → Make this the system layout for the group**.

Any Group Manager with Newsgathering Grid access can save their layout so that other users will be able to use that template. Individual users can save a personal layout by selecting **Newsgathering Grid rover → Layout → Make this my layout.**

1. Make sure you have selected a unique name for your Newsgathering Grid that you will recognize later. To change the program name select **Newsgathering Grid rover → Properties** and enter a name in the Program text box. Any properties you set in this screen will also be saved in the template.

2. To save your Newsgathering Grid layout as a template, select **Newsgathering Grid rover → Layout → Save as template**. Users will now see that template listed on the left hand side of the screen when they are creating a new Newsgathering Grid.

To delete a Newsgathering Grid template select **Group Folder rover → Group maintenance → NG templates** and drag the template into the Waste Bin.

Using the Newsgathering Grid

To add a new row, select **Newsgathering Grid rover → Insert Row** or press `Ctrl+I`.

To select a cell, click on it or use the cursor keys to navigate to other cells. You can move to the next cell by pressing `Tab`. Press `Shift+Tab` to move to the previous cell. Press `Ctrl+Tab` to move from one sub-grid to the next, such as “Schedule” to “Feeds,” or press `Shift+Ctrl+Tab` to go to the previous sub-grid.

If you want to replace the contents of a cell, highlight it and then type the new text. If you want to edit text, press the `Backspace` key and then use the mouse or arrow keys to move the cursor to different areas of the text. You can also drag stories, Microsoft Word documents, Microsoft Excel spreadsheets, or Adobe Acrobat `.PDF` files into the Background or Stories columns. The maximum number of items that can be added before you receive a warning message is set by the System Administrator. The system default is 10 items.

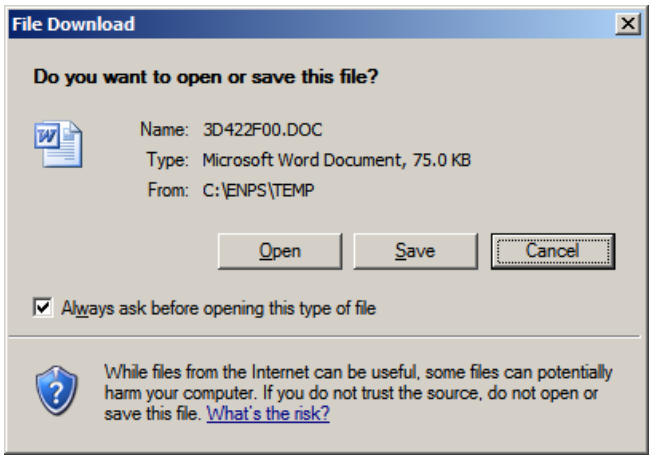
The black bar in the Newsgathering Grid is a distinction you can use to separate different kinds of information you are working on in the Newsgathering Grid. Any material below the black bar will not be published or sent to MOS devices.

You can use break lines to separate stories into groups. Select **Newsgathering Grid rover → Layout → Add Columns → Break** then click in a row’s Break column to mark that row as a break.

Adding External Documents

If you have information stored in external documents such as Rich Text Format .RTF, a Microsoft Word .DOC, a Microsoft Word 2007 .DOCX, a Microsoft Excel .XLS, Microsoft Excel 2007 .XLSX, or an Adobe .PDF you can drag them from the Windows folder into your Newsgathering Grid into collection fields such including “Assignment Info” or “Background.” The system’s maximum size limit is 3 megabytes, but the System Administrator can set a smaller value.

The Newsgathering Grid field into which you dragged the document will update with the number of documents that have been added. When you click that field, the List Window will update with the document list. You can then double-click on the document name to open it. If you see the following screen, click *Open* to open the file in the lower Editing Window:



Turning Newsgathering Items into Stories

Newsgathering Items can quickly become the basis for stories simply by dragging the item from the Newsgathering Grid into a Rundown. The "story" or story log side of the Newsgathering Item will move below the grey line in the Rundown story and any MOS pointers that are present in the Newsgathering Item will also be copied into the new Rundown story below the grey line. You can learn more about how MOS works in Newsgathering Grids in 0, “Using Newsgathering Grids with MOS.”

Changes made in the original Newsgathering Item will only be saved in the Newsgathering Item, but not in Rundown story. Anyone working in a Rundown can view a story’s original Newsgathering Item by selecting **Story rover → Show parent NG Grid item**.

Viewing Newsgathering Grids by Date

To view the Newsgathering Grids or Newsgathering Items that were created on a particular date, click **Group Folder rover → Calendar**. Check the appropriate box for *Item Type* and then click on the date in the calendar area.

Archiving Newsgathering Grids

Newsgathering Grids may be archived automatically. System Administrators have the option to allow automatic archiving through a global configuration

setting that determines when an object is automatically archived. When the events on a Newsgathering Grid have passed, they are removed from the active Group Folder and placed in the Group Archives.

To set a Newsgathering Grid to archive automatically, select **Newsgathering Grid rover → Properties** and select the AutoArchive option. There are two ways to access information once it has been archived: through a search or the Calendar. Items attached to the Newsgathering Grid will also be archived.

These items can be archived manually by selecting **Newsgathering Grid rover → Archive this Newsgathering Grid**.

Newsgathering Grid Security Levels

Security level settings for Newsgathering Grids apply to any items in the grid. A user with a security level of *Read only* in this field would mean that users would not be able to make changes in any Newsgathering Item contained in a Newsgathering Grid. Security levels for Newsgathering Items apply to loose items, such as those created from a rover, but not in a Newsgathering Grid.

Using Newsgathering Grids with MOS

To learn more about MOS and how to work with MOS objects in ENPS, refer to *Introduction to MOS* in this guide.

You can use a Newsgathering Grid to automatically create media objects for the Newsgathering Grid entries. By making your Newsgathering Grid MOS active, you reserve space in your video server for the media to occupy later.

1. Open an existing Newsgathering Grid or create a new Newsgathering Grid by selecting **Group Folder rover → New → Newsgathering**. Enable *MOS Control Active* in the Newsgathering Grid properties.

2. If the Group Manager has not already added the “Object AutoCreate” and “MOS Status” columns, select **Newsgathering Grid rover → Layout → Add columns** and select the column names to add them to the Newsgathering Grid.

3. Create a new item in the Newsgathering. In this example, assume that you have items that will feed into the station via ENG for air. You may want to name objects “RAW” to differentiate them from other MOS objects.

4. Select the server name from the “Object AutoCreate” column drop-down box. A media object will be created with the slug of the planning object on your MOS server, and your MOS Status column will be updated. Once a Newsgathering Grid is MOS Active, its List Window icon changes to reflect that is MOS-enabled.

5. Double-click a Newsgathering Item’s slug to open it.
Click on the magnifying glass icon to switch between the item’s story planner and the MOS object associated with the Newsgathering Item. This story planner can be used to store general details about the news story and assignment editors can use it to write basic outlines of stories which can be cut and pasted into Rundowns later. When a MOS object is auto-created from the planner, the MOS

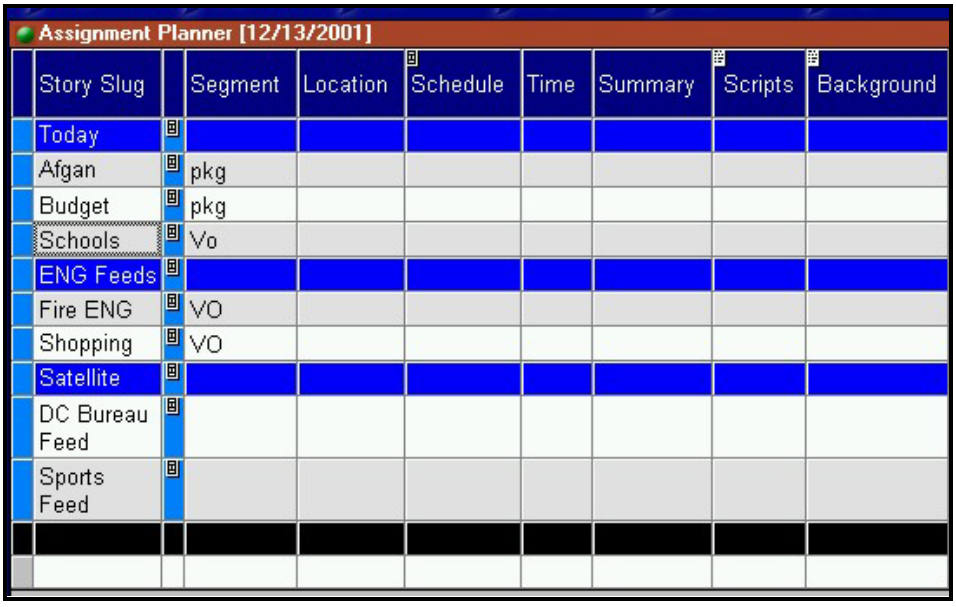
item reference is automatically placed into this story in the appropriate Newsgathering Grid line.

When the ENG feed is ready to be taken, the media manager would route the incoming feed to the pre-named object on the media server. If the MOS vendor's application supports it, it would be possible to simultaneously log the feed, and that metadata would also be passed to ENPS, where it would all be instantly indexed and searchable.

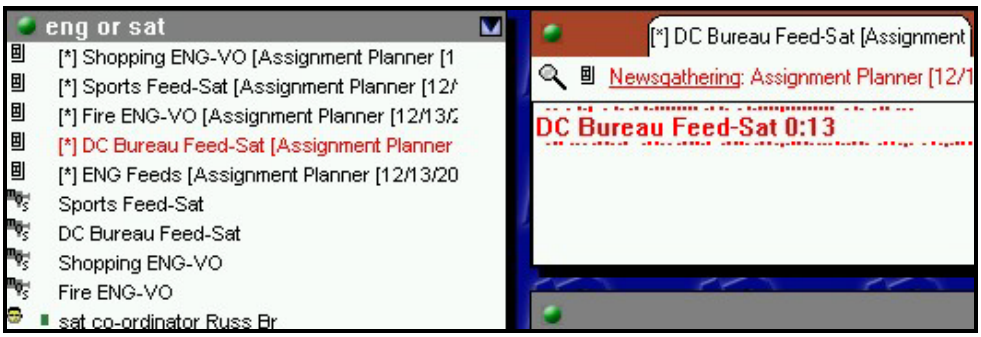
It is also possible to log the incoming feed on the story portion of the planning item from ENPS, using `Ctrl-;` to insert time of day logging notations. In the Newsgathering Grid, the MOS Status column would reflect when this feed was in or "Ready." Your target MOS device must support the MOS Object AutoCreate process for this to work.

As with MOS pointers in all stories, you can click on the MOS Item reference and see the item that has been fed in. This is dependent on the capabilities of your MOS-enabled broadcast hardware.

If the Newsgathering Grid will be used as a central location for daily items such as local stories, local feeds, satellite feeds, etc., then it will be necessary to create "categories" in the planner for today's stories, tonight's stories, feeds, etc. This can be accomplished by making the "break" column a NG and RO column as above. Use the breaks to separate groups of items in your planner:



When a media manager or satellite feed manager opens ENPS to see the media object, they will also have access to all the feed booking information which is already carried on the planning item. And they will be able to use a search to quickly find both the assignment planning items and their associated MOS clips. Note that the MOS clips are returned both on the "story" portion of the NG item and individually in the List Window.



In the example shown here for "ENG or SAT," a search returns the Newsgathering Grid or assignment items with embedded MOS references, along with the MOS objects that have been pushed to ENPS.

Writers, reporters, and Producers are also able to use a search to return these planning items, see all the associated editorial information, and to click on the MOS item reference to see the "raw" feed, by starting the vendor-provided Active X module in the lower ENPS edit window. That module should also allow users to see any metadata created when the item was ingested.

Chapter 14

Generic Grids

Generic Grids can be used as a scratch area where you can create phone lists, expense sheets, and more. Group Administrators can create a Generic Grid for their Group by selecting **Group Folder rover → New → Grid**. Personal Generic Grids can be created by selecting **Personal rover → New → Grid**.

To enter information into a grid cell, highlight the cell and start typing. If you type into a cell that already contains text, that text will be overwritten. If you start typing and want to cancel the operation and retrieve the replaced text, press the ESC key. To edit existing text, highlight the cell and press `Backspace`. Press `Ctrl+Enter` to go to a new line.

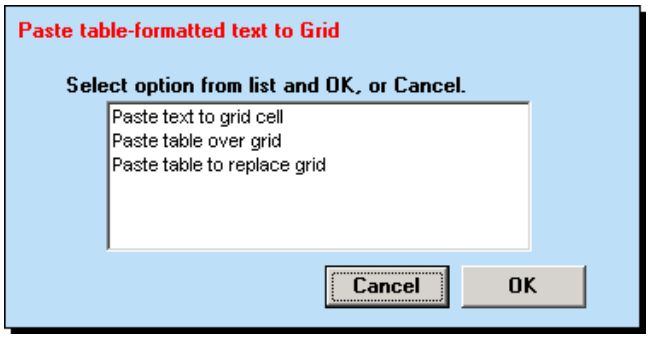
To change the column heading of the grid, select **Grid rover → Edit column headings**. You can then type in the red column heading an appropriate title for the information in that column. You can move to the next cell by pressing `Tab`. Press `Shift+Tab` to move to the previous cell.

Add or delete rows by clicking on the *New row* or *Delete row* buttons. Add or remove columns by selecting **Grid rover → New column** or **Grid rover → Delete column**. You can save the Generic Grid as a template by selecting **Grid rover → Save as template** to make it available to other members of your group.

You can paste information from a Microsoft Excel spreadsheet into an ENPS Generic Grid. First open the spreadsheet you want to copy from in Microsoft Excel. Select the range of cells you want to copy and press `Ctrl+C`.

	A	B	C	D	E	F
1		Monday	Tuesday	Wednesday	Thursday	Friday
2	London	x			x	x
3	Madrid		x			
4	New York	x		x	x	
5	Milan	x			x	
6	Beijing		x			x

Open ENPS and create a new Generic Grid. Press `Ctrl+V` to paste the Microsoft Excel information into ENPS. You will see the following options:



Paste text to grid cell: The cells of the Excel spreadsheet cells will be pasted into a single cell of the Generic Grid.

Paste table over grid: The cells of the Excel spreadsheet will be pasted into the corresponding cells of the Generic Grid.

	Monday
London	x
Madrid	
New York	x
Milan	x
Beijing	

Paste table to replace grid: The cells of the Excel spreadsheet will completely replace all of the Generic Grid.

	Monday	Tuesday	Wednesday
London	x		
Madrid		x	
New York	x		x
Milan	x		
Beijing		x	

Section III

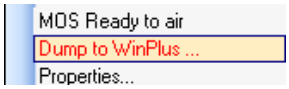
Hardware Control

Chapter 15

Sending Rundowns to the Prompter

To enable prompter control from your workstation, your station's System Administrator will first need to update your local `ENPS.INI` with the appropriate settings from the *ENPS Operations Guide*. Your System Administrator will also be able to help you connect a prompter to ENPS using the MOS protocol.

Once your `ENPS.INI` has been modified and ENPS is restarted, you will have an option from the Rundown rover that says **Dump to [Prompter Name].**



The person assigned to load the supers for each program should select this option on the assigned workstation. As with the prompter, only one workstation at a time should be driving the character generator during any one program.

The prompter will reflect changes made from any workstation, but only so long as there is a connection open between that Rundown and the prompting system. Only one workstation at a time should be driving and prompting the same program. The Rundown must be kept open. Closing the Rundown will prevent ENPS from updating the prompter with any changes.

ENPS also controls automation and playback systems, although their features and usage guidelines vary by device and are documented separately. If an associated ENPS device such as a prompter or character generator is active, a lightning bolt icon at the lower left of the Rundown indicates a working connection.

Using a Prompter Connected with MOS

If your prompter is connected to ENPS via MOS you will send your newscast to the prompter as follows:

Select **Rundown rover → Properties** and make sure that the *MOS Story Send* checkbox for your prompter is checked. Then select the *MOS Control Active* checkbox. It is recommended that you select these options in the Rundown template so that you will not have to select them for every new Rundown.

You can send the newscast to multiple prompters by selecting more than one device in the MOS Story Send list.

Chapter 16

Working with Character Generators

Once the System Administrator has completed the CG installation and configuration steps in the *ENPS Operations Guide*, you can complete the steps in this chapter to start using your CG with ENPS.

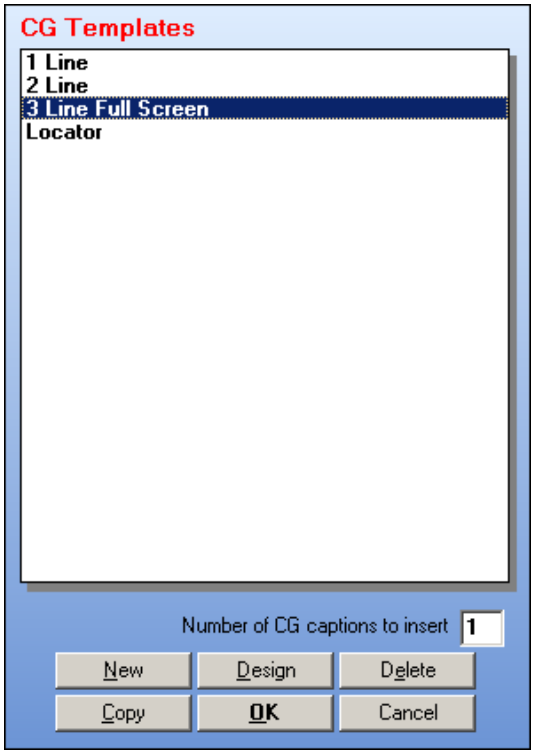
The instructions in this section are for CGs connected to ENPS through a serial cable. If your newsroom is using a CG that connects to ENPS using the MOS protocol, you will enter CGs through a separate window by clicking on the **Media icon rover** and selecting the CG device you want to use. Refer to your CG manufacturer's documentation for more information.

Step 1: Creating CG Templates

You must have sufficient security privileges to create and edit CG templates in a folder. If you need Group Manager privileges, contact your System Administrator or Group Manager.

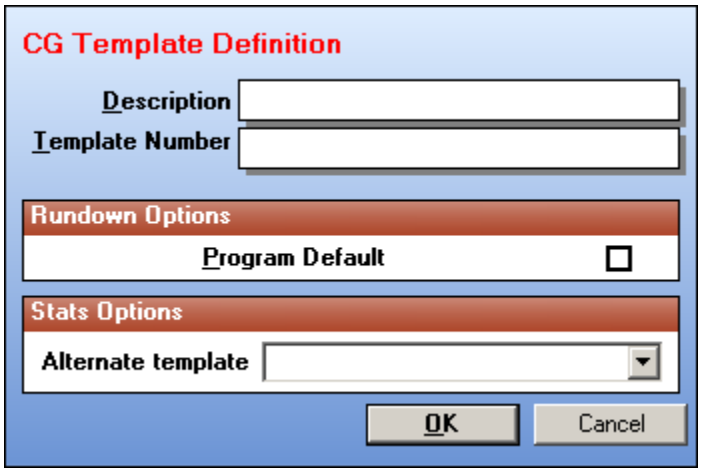
If the same template is needed in multiple folders, your System Administrator can create copies for you on the server level by completing the steps in the "Character Generators" section of the *ENPS Operations Guide*.

1. Select **Story rover → Character Generator** or press `Ctrl+G` to open the CG Templates box.



2. To create a new Template based on an existing Template, highlight the existing template, click *Copy* and rename the new template. Click *Design* to edit the new copy. To edit an existing Template, highlight it and click *Design*.

3. To create a new Template, click *New* and enter a description. This description will also be used as the Template name. Enter the corresponding Template number from the CG device into the *Template Number* box.



- On Chyron devices, except Codi, the Template Number must be a four-digit number (i.e. 0010).
- For Chyron Codi, there is no Template Number since the Templates are kept entirely within ENPS.
- For Type Deko machines, the Template Number can be any Windows filename, without the file extension (i.e. if the Template in the Deko is called `Name CG.dko`, it is entered in ENPS as "`Name CG`").
- For Aston devices, the Template Number should match the numeric page number in the Aston.

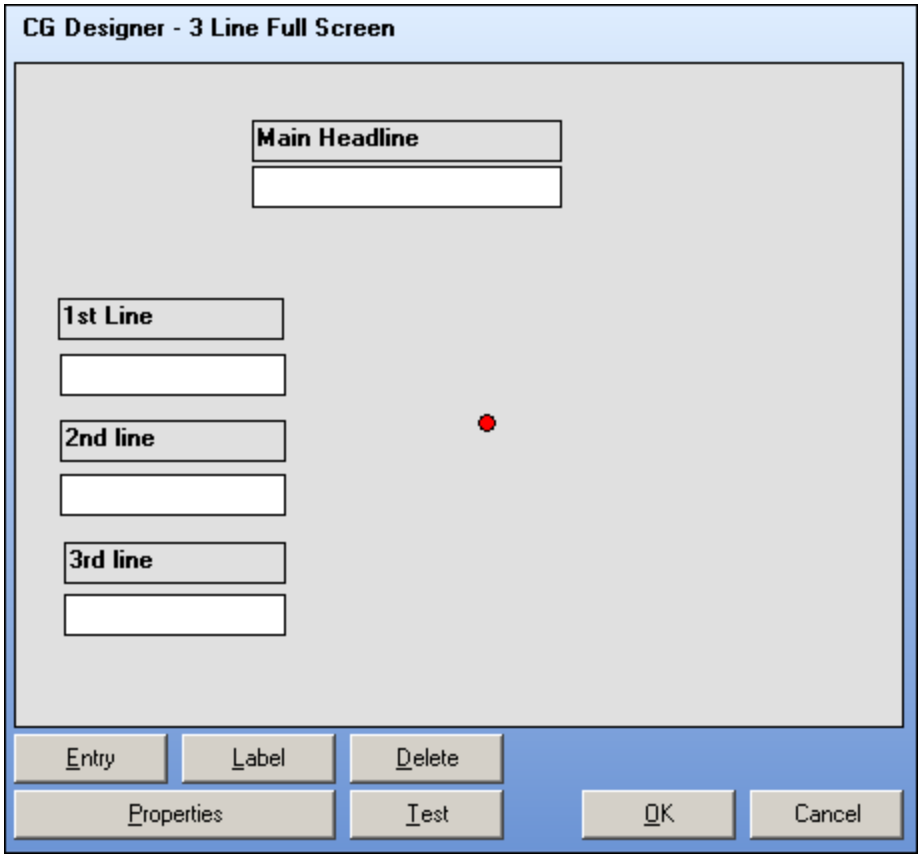
Check the *Program Default* checkbox to make the current template the default CG template for the current Rundown.

If you are using ENPS Stats to post election results to your CG you can use the *Alternate template* dropdown box to select another template to use if the primary template will not work. For example, if a race is sent to the "Fullscreen" template but contains image tags, that race can be passed to a linked template "Fullscreen with Headshots." This linking can only be done to one race, and attempts to link beyond that will break the original link.

4. Click *OK* in the Template Definition box to open an empty CG Designer box.

Step 2: Using the CG Designer

The CG Designer allows you to enter two types of fields in each template: entry fields and label fields. White boxes are entry fields that correspond to the tab fields in the CG device. The gray boxes are Label fields and should only be used to instruct users on what type of information they should type in an entry field and on any special formatting information. Label fields are not displayed on screen as part of the CG, except in the Chyron Codi.



You should lay out your Template as a visual representation of what the finished super will actually look like on screen.

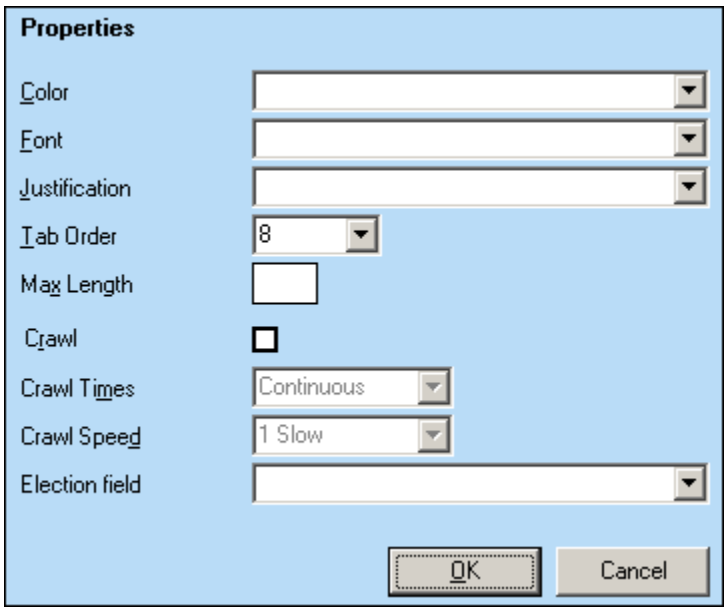
1. To create your Template, first position the red dot where you want to place your Entry or Label fields by clicking anywhere in the template box. Next, click the Entry or Label button to place the field. Now, click and drag the field to adjust its position.

2. To adjust the size of Entry and Label fields, hold down the `Ctrl` key and press the up, down, left or right arrow keys. Try to size your Entry fields so what fits in the box will fit on screen and vice versa. This may require some experimentation.

3. The *Delete* button will remove the selected field from the CG Template.

4. The *Test* button allows you to test the Template. Note: You must type test data into the entry fields and have a corresponding Template created in the CG for the test to work.

5. The *Properties* button will show you either the CG Template Definition box, if you click anywhere in the gray area of the CG Designer box, or the Properties box (next page), if you click in an Entry field.



For CG devices other than Chyron Codi, you can assign the tab order and maximum number of characters allowed in the Entry field from the Properties box.

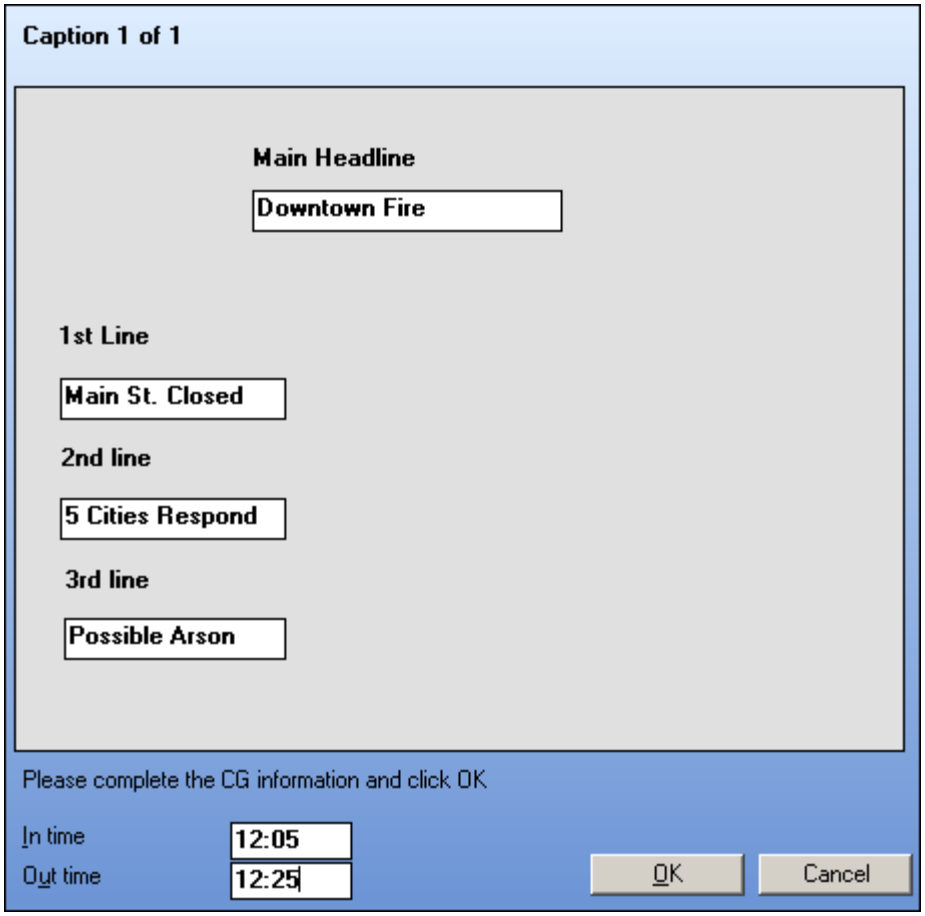
For the Chyron Codi, you can assign the color, font, justification, tab order, maximum number of characters allowed in the Entry field, and crawl functions from the Properties box.

Step 3: Using Templates

1. To enter CGs into a story, select the Character Generator option from the **Story rover**, or press `Ctrl+G`. This will bring up the CG Templates box.

2. To find the template you want, scroll down the list or type the first character of the template's name.

3. If you want to enter multiples CGs using the same template, enter the number of CGs desired in the *Number of CG captions to insert* box. Then use the left-right arrow buttons to step through the CG templates.



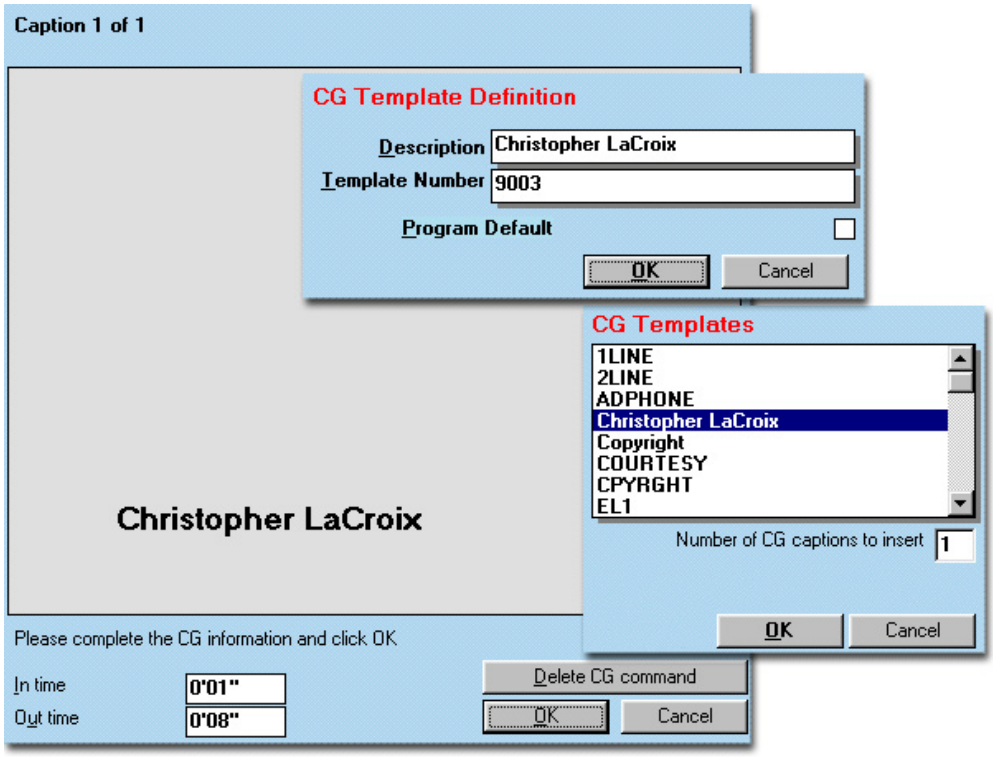
4. Enter your CG information into the appropriate fields. Enter super times in the *In time* and *Out time* boxes, and then click *OK*. The finished CG Template will look like this:

```
[CG in 12:05 to 12:25:3 Line Full Screen\Downtown Fire\Main St. Closed\5 Cities Respond\Possible Arson]
```

Note for Chyron Users: The quote (“ “) key positions on a Chyron keyboard are different from the positions on a Microsoft keyboard. Chyron maps their quote keys to the < and > positions of the Microsoft keyboard. So you must use the < key for an open quote and the > key for a close quote. Otherwise, your quotes will not come up correctly in the CG. This is how CG commands will appear in your story:

CG commands can only be updated or edited by double clicking the CG command, or pressing `Alt+E`, to recall the CG Template box. This is true for any command in red type. The finished super example would look like this:

You can also build Templates to call up pre-made CGs that do not require entry fields. To create a CG with your anchor’s name, for example, the CG Template boxes would look like this:



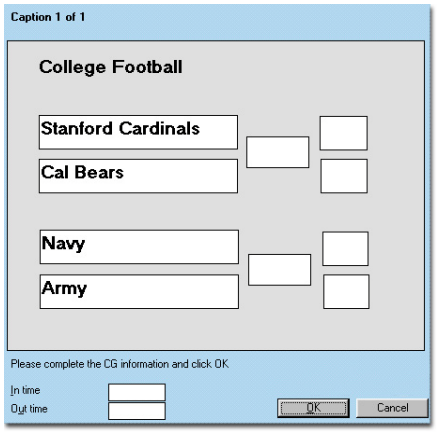
Use the label fields to describe the CG being called up and the person's name as the template name. It would look like this in a story:

`[CG in at 0'01'' out at 0'08'':Christopher LaCroix]`

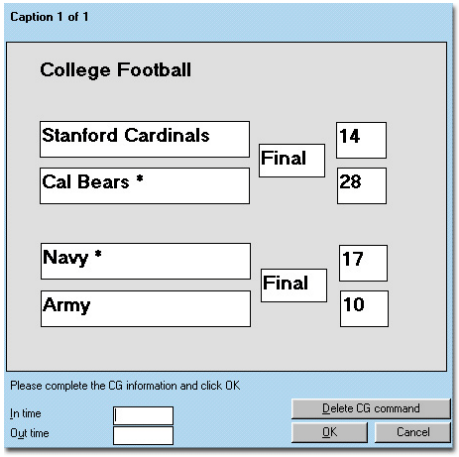
Note for Chyron Users: For the above steps to work in a Chyron (iNFiNiT!, MAX!> or MAXINE!), you must have one tab field on the CG page in the Chyron for ENPS to recognize it as a CG Template. Create a tab field on the CG page in the Chyron (using an empty row) that does not have Template configurations. As an added precaution, you can move this row completely off the page. ENPS will then recognize this as a Template page and include it in its CG list for recall during your newscasts. RGB messages (Chyron graphics) can be called up by creating an ENPS CG template called "RGB Composite" (you cannot use a different name), with a four-character entry field. When you are entering these CGs into your Stories, enter the four-character page number of the RGB page to be called up in the CG device. This only works if the System Administrator has modified the local `ENPS.INI` to reflect the setting `Preload=0.` This setting will not work with the Chyron Codi.

Sports Scores Example

Sports scoreboards can be created in your Rundowns early in the day, then quickly and easily updated as the scores come in. Double click on the CG in the story to reopen the CG template and update your scores.



You can highlight the winners by character mapping an image to a rarely used key in the CG font set being used for the team names.



For example, we character mapped a ball to the asterisk * key in this example. The football will be inserted wherever you type *. You can use this technique in other situations as well (i.e. for adding bullets to full page CGs).

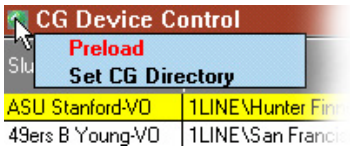
The updated CG template in the story would look like this:

```
[CG :COLLEGE\Stanford Cardinals\14\Final\Cal Bears *\28\Navy
*\17\Final\Army\10]
```

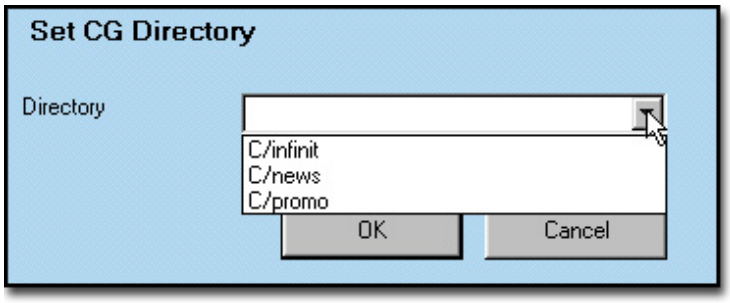
The final scoreboard example would look like this:

Step 4: Enabling CG Control

1. If the `Preload` option is set to 1 in the `ENPS.INI`, you can select **Rundown rover → CG Device Control**. The `Preload` option will load the supers into your CG device and generate a dynamic CG list for the operator. Press the + and - keys to cycle through the rows of the CG Device Control window.



2. Select **CG Device Control Rover → Set CG Directory**.



3. Select the CG directory you wish to use from the drop down list.

4. ENPS can also be configured to control the CG device directly. System Administrators can refer to the *ENPS Operations Guide* for more information on configuring CG control within ENPS.

Chapter 17

Introduction to MOS

Media Object Server Communications Protocol (MOS) and ActiveX plug-in controls ("Media Controls") allow the newsroom server to communicate directly with Media Object Servers, such as video servers, archive devices, still store machines, character generators, and other equipment.

Remember that MOS systems vary from vendor to vendor, so you will need to learn what works with your particular setup. Some MOS systems, for example, will not work with multiple playlists, and other systems will not function properly when you toggle the *MOS Ready to Air* flag. Be sure to use the information in this guide in conjunction with the documentation from your MOS vendor.

Using MOS, ENPS keeps track of what media objects (video, audio, still store, CG, etc.) reside in a Media Server and the status of each object. Through MOS, the Media Server also knows the order in which to play those media objects in a Rundown, even if the Producer changes the Rundown during a show. Here are some things MOS allows you to do using your ENPS workstation:

Search the Video Server, Still Store or CG

Use ENPS to search a single device or create a general search in which ENPS searches all MOS-enabled production devices, as well as stories and assignments stored in ENPS. ENPS will return a list of objects that meet the search criteria.

You can view any object you find by double-clicking on it or by dragging into an Editor Window. If there is a media device's media plug-in available, you must have it installed on your workstation. Contact your System Administrator if you do not have the plug-in.

Using MOS Objects to Create Sequences

A MOS object can be dragged into stories regardless of whether it is inside or outside of a Rundown. Once a story is in a Rundown, ENPS creates a playlist of all media objects.

When you build your Rundown, the ENPS Server uses this information to build the playlist in each Media Object Server. Each media device operates according to protocols set by its manufacturer. It can be controlled manually by a Technical Director, CG Operator, or Prompter Operator. It may also be controlled directly by an automation system.

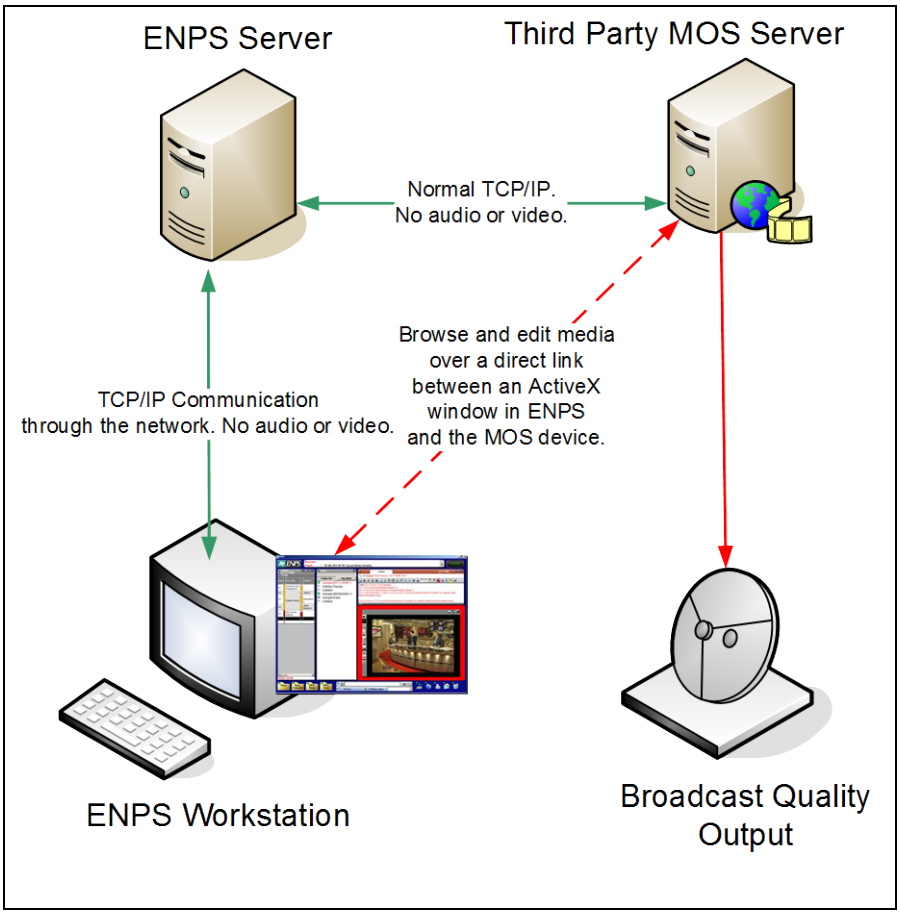
Because ENPS establishes a dynamic link between the Rundown and Media Server using MOS, a Producer can modify the sequence of the show while on the air and the Media Object Server operator or Director can immediately see the change.

MOS devices may restrict changes to the playlist that occur too close to the time an object is set to air. Refer to the MOS device's operating instructions for more information.

View the Status of Equipment During Live Production

MOS also allows the Producer to see the status of all Media Objects in a Rundown. Producers can see whether a clip has been filed, if it is ready for air, and track the finished time of video or audio pieces – all from the ENPS Rundown. This can be done before, during, and after live production and is useful in situations when stories are being produced during the show.

This diagram illustrates the structure of the MOS system:



Media Controls

Media Controls, or ActiveX Controls, allow third-party vendors add the functionality of their applications into ENPS. The appropriate Media Control software will need to be installed on your workstation before it is possible to view MOS Objects by double-clicking on them in the ENPS List Window. This software will be provided by the Media Object Server vendor. If you attempt to view a MOS Object on a workstation that does not have the appropriate software installed, ENPS will display the message “Media Control not Available”.

Click on the Media Control rover at the bottom of the ENPS screen and choose from the list to run other controls. Some Media Controls are run automatically when you click on certain types of objects.

By default, the ActiveX will run in the lower Editing Window. However, you might want to open an ActiveX in a separate window. For example, if you have two monitors and you want to run ENPS on one monitor and a video editing program in another, you can set ENPS to run ActiveX controls in a separate window. To do this, follow the following instructions:

1. Close the ENPS client if it is open.

2. Open the file `C:\Documents and Settings\All Users\Application Data\ENPS\ENPS.INI` in Notepad.

3. In the section labeled `[ENPS]`, add the line `DetachedActiveX=1`.

4. Save the file.

5. Start ENPS.

The next time you start an ActiveX control, it will appear in a separate window. You can open a maximum of three ActiveX controls at a time. After the first Active X device, the windows will be accessible by hitting the `Tab` key across the top of the ActiveX window. Here are some things you can do with ENPS and Media Control:

View and Edit Material on the Desktop

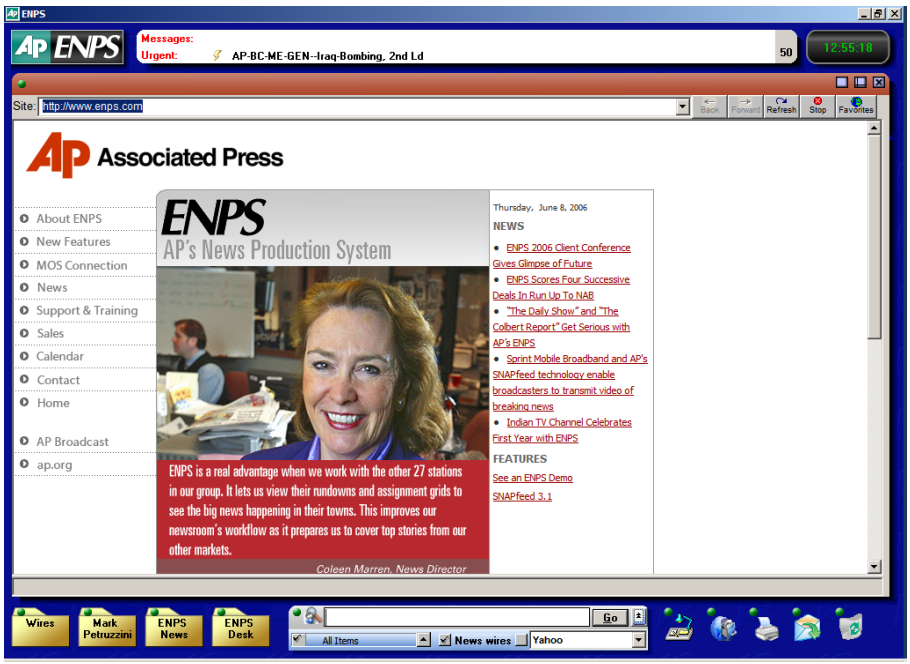
Editing Plug-Ins are provided by Video and Audio Server manufacturers much like printer drivers are provided by PC printer makers. When you buy a video or audio server the manufacturer may provide you with an ActiveX plug-in to allow you to view and edit material on the server from within ENPS. Some manufacturers provide plug-ins for free; others charge for them. Contact your vendor for details.

Facility Control and Automation Systems

Automation Vendors also supply ActiveX plug-in controls for their systems that enable users to insert automation commands in stories and, in some cases, control machines directly. Please see your vendor for more details.

Surf the Web

ENPS comes with a Media Control that turns the lower ENPS Editing Window into a simple Internet Explorer Web Browser. You can open the ENPS Web browser by selecting **Media Control → Internet** or by double-clicking on a Web address in a story or wire story if URL detection has been enabled by your System Administrator.



Material can be cut and pasted from a website into ENPS stories and assignments without needing to switch between ENPS and a separate browser application.

Other Functionality

Media Controls are "Windows" in ENPS to other applications and functions. Other applications can run on the journalist's desktop as if they were a part of ENPS, such as WinTV. It is possible to create custom controls that provide desktop access to routing switchers, ENG antennas, external databases, archives, etc. If you have a need for such a control, please contact your System Administrator, equipment vendor, or AP Broadcast Technology.

Chapter 18

Enabling Objects for MOS

Your System Administrator must complete the MOS configuration steps in the *ENPS Operations Guide* before you can use MOS in ENPS. To start using MOS, you will need to complete the instructions in this chapter to create story and Rundown templates that are set up to use the protocol. The next chapter, *Using MOS and Media Controls* shows you how to use those templates for live productions.

Step 1: Creating a MOS-Enabled Rundown Template

Several columns are available in the ENPS Rundown for programs using MOS. These columns display information about each Media Object contained in every story in the Rundown.

Not all MOS information available in these columns is appropriate for all users or installations. Please coordinate with your engineering department and ENPS System Administrator before using them.

The following table contains a list of MOS columns and their descriptions. To add a particular column select **Rundown rover → Layout → Add Columns**.

Name	Description
MOS Abstracts	Short summary of the media object.
MOS Channels	Channel assigned to this particular Object for playback. The channel assignment is by default left blank. To assign a specific value click on this column to display an input grid.
MOS Editorial Time	Desired running time of the MOS Object in the program. This value may be different than the MOS Object Time. For example, this may occur in Voice Over items or where packaged reports have extra shots at the beginning or end. This may be entered manually when a MOS Object is edited, if manual editing is supported by the MOS vendor. Duration is added to overall program time.
MOS ID	MOS device that contains the clip. This is useful to include in Rundowns where multiple Media Object Servers are in use.
MOS Item Slug	Name of this instance of the MOS Object or Clip. The MOS item slug is created when you drop a MOS Object into a story. The name given by default is the ENPS story name with a number appended that indicates the sequence of the object within the story. The number is added only to create a unique name. This number may not remain a valid indicator of the position of the Item in the story. The most accurate indication of sequence is

	the order the object appears in the Rundown window. This column may contain entries to launch ActiveX controls, such as a CG modal control, without having to open each story and click on the MOS Item reference.
MOS Obj Slug	Name of the Object or Clip as named on the Media Object Server. You cannot change this column from the ENPS Rundown. It is generated by the Media Object Server. This column may contain entries to launch ActiveX controls, such as a CG modal control, without having to open each story and click on the MOS Item reference.
MOS Object Time	Length of video or audio media objects stored on the Media Object Server. As the MOS sends updated duration times of individual objects to ENPS the time in this field will be updated. For example, as an editor changes the duration of a package from 1:15 to :59 you will see the time in this ENPS Rundown column change by sixteen seconds. By default, this duration is not normally added to overall program time, unless enabled by your System Administrator. Refer to the *MOS Timing* section in Chapter 9, *Rundown Timing*.
MOS Status	Status of the Item as reported by the MOS. The MOS device might send messages such as “Not Filed” “Ready” “Playing” “Stopped” and “Not Ready” in this column. Producers can track the progress of production material during the show and make decisions to move or dump stories based on this real-time status. This information is displayed only when the Rundown has the *MOS Control Active* flag set in the Rundown properties.
MOS Time	Time the Media Object was last updated on the Media Object Server.

MOS User Duration	Click on this column to view a list of MOS item references in a story. You can enter the number of seconds you want added into the Rundown timing. For example, if you had a voiceover and a sound on tape, you might enter:
	`Item 1 (vo)  00`
	`Item 2 (sot) 25`
	
	The overall timing is **not** affected by the duration of the voiceover but it is affected by the time of the sound on tape. For MOS-enabled systems test off-line with your MOS vendor to ensure proper operation. According to the MOS protocol the MOS device should ignore any tags it might not understand, but it is important to know your MOS device will do so before putting this into production.

Object AutoCreate	You can set a property of a story template so that when a story created from that template is created in or moved to a MOS-active Rundown, a media object will automatically be created on the target MOS (your MOS

	vendor must provide support for this feature). Refer to *Step 2: Creating a MOS-Enabled Story Template* below for more information. You may use this option to create individual MOS objects on the MOS server.
Object Group	Displays the name of the sub-folder on the server where the media object is saved. This is useful to know in case you want to copy the clip from one location to another.
Object Placeholder	When you click on this column, you will get a table from which you may specify: • The MOS device in which you want to create the placeholder. • The object type, e.g. audio, video, still. One may be set as a default in the global MOS configuration table. • The object group tag, e.g. VO, SOT, PKG. as outlined above. • Name of the new MOS object. If no name is specified, the name of the placeholder is taken from the MOS Abstract and Segment name such as: `[<mos>School Taxes-SOT :45</mos>]`

For instance, you may wish to place all MOS Video Clips into Stories with a default “blank” channel assignment. The Video Server might automatically assign channels in a default, or the MOS operator may wish to go back and manually assign channels.

ENPS does not provide any input validation or range checks on these values. It is possible for a user to input a value that the Media Object Server does not understand. You should work with your engineering department to determine what values are allowed.

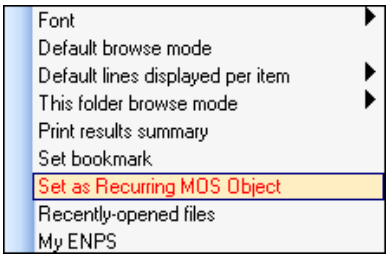
A typical Rundown in a MOS environment might include the MOS Object Slug, MOS Status and MOS Object Time and/or MOS Editorial Time, depending on the configuration. The desired columns should be included in Rundown Templates. Additionally the Media Object Server operator may wish to have additional columns, such as MOS ID and MOS Channel in their personal Rundown view.

Once you add a MOS object to a story in a Rundown, simply double-click in either of the MOS Object Slug or MOS Item Slug column to view the MOS item directly from the Rundown. This is primarily for use with modal controls. For example, if a CG vendor provides a modal control, it would be possible to preview all CGs in a newscast with the Rundown full-screen, without having to open each story and click on the MOS item reference. This feature is also enabled for special one line MOS object slug display columns of the type typically used to display the slugs of summary MOS objects.

Refer to “Saving a layout” in the *Layouts and Views* chapter of this guide for instructions on saving your Rundown as a template.

Recurring MOS Objects

MOS objects that will be included in multiple stories but will not otherwise change should be marked as Recurring MOS objects. These may include title theme music, a clip with a show open, or video with a bump to break. You cannot include the same MOS object more than once in a story. To repeatedly play back to back objects, create multiple sequential stories with the MOS object appearing once in each story.



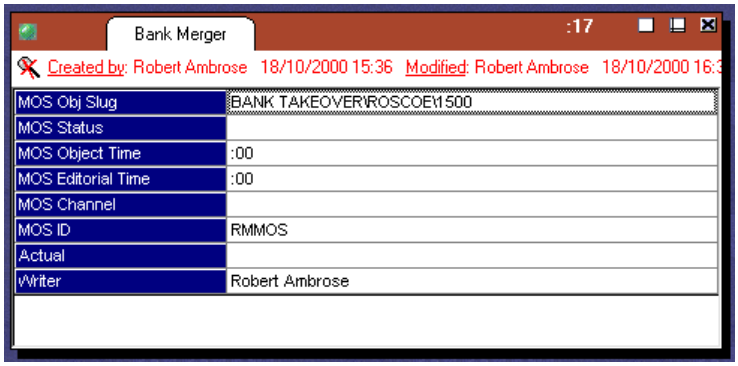
If the object is not set to Recurring, after several hundred iterations, you will see degradation in the server performance. Recurring MOS objects may be included in Rundown Templates. Select the appropriate object in the ENPS List Window, then select **List Window rover → Set as Recurring MOS object**. When set, ENPS will not keep track of stories in which the object appears and will not reflect object updates through to story item references.

Step 2: Creating a MOS-Enabled Story Template

This step is optional. Complete this step if you want a copy of the MOS information included with the story properties.

The MOS fields available as Rundown columns are also available as story fields, allowing journalists to quickly view information, such as duration and status, about the MOS object(s) contained within their story, without needing to refer to the Rundown. Click on the magnifying glass (`Alt+P`) in the story to view the fields.

Add each of the MOS fields you will need for your story. For information on how to add fields to your story refer to *Creating Story Template* chapter of this guide.



Full information is displayed only in stories that are included in a MOS Active Rundown.

You can set a property of a story template so that when a story created from that template is created in or moved to a MOS-active Rundown, a media object will automatically be created on the target MOS (your MOS vendor must provide support for this feature). To enable this feature, complete the following steps:

1. Select **Third Folder rover → Group Maintenance → Story Templates**. Open a story template, or create a new one and select **Layout → Add/remove/move fields**, and drag the field "Object AutoCreate" above the black bar. You can drag additional fields above the line as needed. Click *OK* when you are finished.

2. Click on the magnifying glass on the story template to view the fields or press `Alt+P`. In the *Object AutoCreate* field select the name of the server you wish to use. These servers are designated by the System Administrator.

3. Save and close the story template.

4. Create a new story from the template you created above and drag it to a MOS-active Rundown.

When automatically creating items as outlined in the steps above, the AutoCreate Rundown will prompt the user to enter the story slug prior to completing the AutoCreate action.

It is also possible not to have the Story AutoCreate field pre-filled in the story template, in which case you may create a line in the Rundown and later choose the MOS on which you wish have the item automatically created.

Chapter 19

Using MOS and Media Controls

After creating a MOS-enabled Rundown and MOS-enabled story, you are ready to add MOS objects.

Step 1: Finding MOS Objects

MOS objects are stored in ENPS much like stories, Rundowns, assignments and Wire copy. MOS objects are stored in special Folders that contain only MOS objects. Do not change or delete MOS objects in these folders.

To find media objects created since 12:00 a.m. select **Group Folder rover → Today's MOS Items** in any MOS-enabled folder. You can browse the Folder to locate the required MOS object, or perform a search. Searches have the advantage of matching any descriptive metadata text attached to the MOS object as well as its title.

For example, when a photographer returns from the field and loads a video clip in the Video Server, the server may require the photographer to enter a brief description of the clip before the clip is saved – such as a shot-list, location details or the names of interviewees. This information may then be used for searches.

It is recommended that you allocate certain folders to be used only for MOS objects. Users should have only Read Only privileges to these locations. No one, including Group Managers or System Administrators, should delete objects from a MOS objects folder; remove them directly from the Media Object Server. Do not assign MOS devices to News or Desk folders.

ENPS User Privileges control access to MOS objects in the same way as other items in ENPS. Users authorized to view MOS objects and add them to stories within ENPS should be granted “Superviewer” (or equivalent) security privileges in Folders containing MOS objects.

Users should not have privileges that allow them to manually add items to this Folder, nor manually delete MOS objects. The Folder contents should be updated only by the MOS device and the Folder should not contain other ENPS items such as stories or Rundowns.

Users who will need to set the *MOS Control Active* flag for a Rundown containing MOS objects will require Producer privileges or higher in the Rundown folder.

Step 2: Adding Video, Still Store or CG Objects to Stories

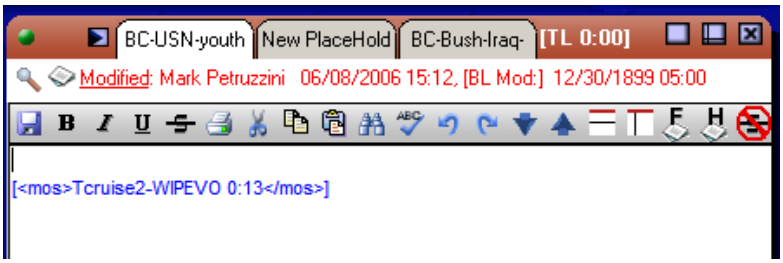
ENPS allows MOS objects to be included in stories via drag and drop. You can drag MOS objects from anywhere you find them in ENPS, including the List Window, from within another story, or from a vendor provided Media Control.

You can drag multiple media objects into your story in two ways. To add a group of consecutive MOS items from the List Window click the first item, hold down the `Shift` key, click the last item, then drag the group of items into the story. To select non-consecutive MOS items hold down the `Ctrl` button while you click each item.

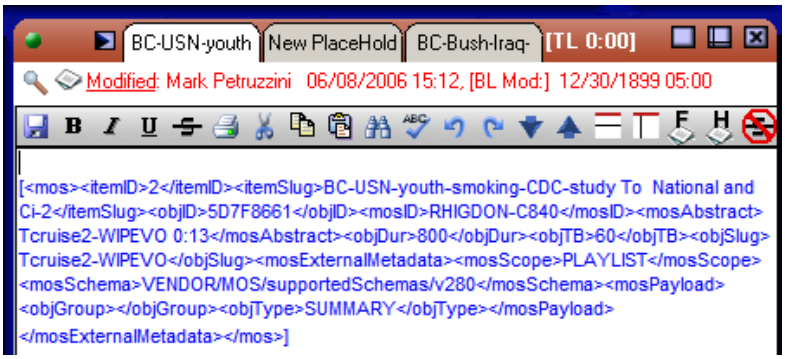
You should drop a MOS object into a story at the point you want to play or execute it. Generally, MOS objects are dropped into empty lines between text in a story to make for neater screen displays and printed copy.

A MOS object can be added to a story from any workstation. It is not necessary for any additional media control software provided by a vendor to be installed.

You may see the MOS objects appear in the story as either a single line reference to the MOS object containing the `MOSAbstract`:



If you select **Story rover → Layout → Show commands** you will see the full context of the MOS object tag:



To hide the full context, select **Story rover → Layout → Hide commands**.

It is possible to edit the MOS Channel when a story is open for editing. This allows Producers and Directors to change playout channels even when a writer is still working in a story by clicking in the MOS Channel column and making the desired change. The MOS tag change will be applied after the story is closed. Until then, an asterisk will appear in the MOS Channel column. In addition, some MOS devices can make changes to the MOS properties of a story. See your MOS device user's guide for more information.

MOS objects appear on the left side of the two-column printout when a story is printed in two-column format. MOS objects will not appear in the prompter. If you want to see the full context of MOS objects in stories, click the Printer icon and

select the option *Show MOS commands as thumbnails*. Click *Save as Personal Defaults* to save this preference for future printouts.

ENPS will not allow you to type a clip name directly. You will not find a menu option from which you can enter a clip name or ID and have it included in a story. Users must always drag and drop the MOS object into the story. This negates the need to retype clip names and IDs from another list and the danger of "typos" that go along with manual entry.

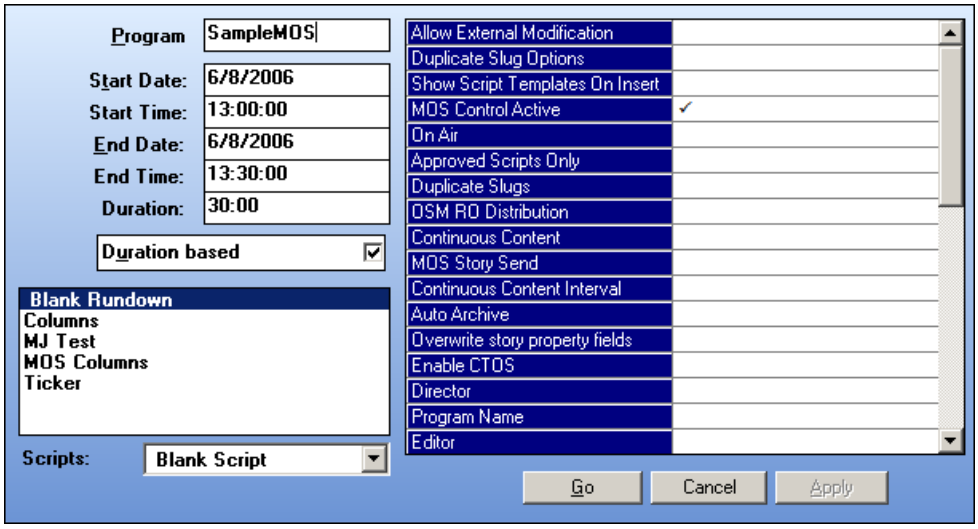
MOS objects can be dragged into stories already in a Rundown or placed in stories which are then added to the Rundown. You can also create a blank story that only contains a MOS object. Each story may contain any number of Media objects, and objects of any type. For instance, a story may contain MOS objects for two video clips (VO and SOT), two CGs (locator and name), and a Still Store. This would be a total of five MOS objects placed in the story. When this story is placed in a Rundown ENPS will make sure these objects are appropriately sequenced in the Video Server, the CG, and the Still Store.

You cannot include the same MOS object more than once in a story. To repeatedly play back to back objects, create multiple sequential stories with the MOS object appearing once in each story.

If you have only one MOS video server, for example, and you are using more traditional control methods for your CG and Still Store, you can mix the newer MOS objects with the older production commands needed by the CG and Still Store in the same story.

Step 3: Set the MOS Control Active Flag

The MOS Control Active flag links the ENPS Rundown to the Media Object Server. This flag is set in the Rundown's Properties Dialog, accessed from the Rundown rover.



Click on the *MOS Control Active* box. This enables several things: when this flag is initially set, a playlist in each relevant Media Object Server is built, based on the objects or Clips that appear in ENPS Rundown stories.

Thereafter, changes made to the ENPS Rundown are immediately reflected in the Media Object Server playlist(s). When an object or clip is modified or changed in the Media Object Server an update is sent to the ENPS Rundown. Stories contained in the Rundown are automatically updated with the current duration, etc. Objects and Clips contained in the Rundown are “protected” in the Media Object Server, preventing them from being accidentally deleted or purged.

Status information is sent from the Media Object Server to ENPS. Status messages such as “Ready” “Play” and “Stop” are reflected in the Rundown in the MOS Status column. Status messages are only updated in Rundowns marked as MOS Control Active.

Loose stories, stories in personal storage areas, and stories in Rundowns not marked MOS Active are not updated with changes made to the object in the Media Object Server and they are not automatically protected from being purged from the Media Object Server.

When the MOS Control Active flag is set ON in the Rundown Properties, a MOS icon is displayed in the lower-left of the Rundown as a visual indication. In addition, the MOS symbol appears in the Rundown icon in the List Window.

If you have a Template you use for recurring shows, it is possible to set the MOS Control Active flag ON in the Template. Rundowns created from the template will automatically have their MOS Control Active flag set. MOS objects and clips included in the Rundown will automatically build playlists in the Media Object Servers, without requiring a Producer to remember to set the flag ON.

Server Updates

Media Object Servers continuously update ENPS with the most current information about each object or clip they store. If the duration of a clip changes, the Media Object Server will advise ENPS that the object has changed and ENPS will update stories and Rundowns with the new information. Even if a story is locked while being edited by a specific user it will be updated. Depending on site-specific configuration, ENPS can also use the duration of each object to automatically compute and update timing in a Rundown.

Status information and updated MOS object information is only displayed in Rundowns and stories when the “MOS Control Active” Rundown Property is set.

Status Messages

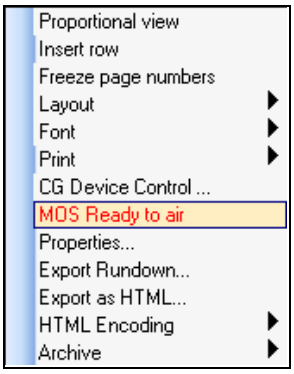
Status information reflected in the “MOS Status” column of ENPS is received from the Media Object Server in near real-time. Typically, it takes less than a second for a message to travel from the Media Object Server to the user’s workstation. ENPS displays each status message exactly as it receives it from the Media Object Server and does not interpret this information other than to add highlighting and color emphasis to routine messages. The messages you see in this column come from the Media Object Server, not from ENPS.

The meaning and description of each message is specific to each server type and server manufacturer. Users should consult their Media Object Server vendor for a list of messages and definitions.

Step 4: MOS Ready to Air

Before the Media Object Server playlist can be executed on-air, the Producer may need to set the *MOS Ready to Air* flag. The exact behavior of this switch depends on the configuration used by your MOS vendor.

This setting reflects the Producer's approval to signal the Media Object Sever to air the contents of the Rundown, such as the audio, video, and still store.



Select **Rundown rover → MOS Ready to air**.This only tells the Media Object Server that it may play, on air, the clips contained in the playlist created by the Rundown. This is a final check to make sure material played on air has been reviewed and approved by the Producer.

Some Media Object Server vendors may not implement this optional feature. If this is the case, once the MOS Control Active flag has been set, the playlist can be executed to air at any time. Vendors may interpret this flag in different ways. Please check with the Media Object Server vendor for specifics.

Step 5: Using MOS for Live Productions

When an ENPS Rundown's is set to *MOS Control Active*, the Rundown is dynamically linked to a playlist built in the Media Object Server. As stories that include Media objects (clips) are added to the ENPS Rundown, these media objects are simultaneously added to the Media Object Server playlist. As the order of Stories is changed in ENPS, so is the sequence of media objects in the playlist.

The Media Object Server operator uses the playlist, via a control screen provided by the vendor, to cue and take objects to air during the show.

When a story is moved in ENPS all of the objects contained in that story are also moved in their associated playlists, even if objects of more than one type are included in the story. For example, if a story contains still store, CG, and video objects and the Producer moves it from the first block to the third block, all of the still stores, CGs, and video clips are also moved. The playlists in all three MOS devices are automatically and immediately updated to reflect the new story order. Typically this move will take less than two seconds.

Though ENPS will build the proper sequence of objects in each device's playlist, it will not take them on air. A Media Object Server operator or Facility Automation and Control System must use the playlist to air or execute objects.

Producers and Directors may wish to change the order of objects (clips) during execution of the show. Some vendors place a time limit on the ability to make changes just before an object is played. The time limit varies from vendor to vendor. Please see your engineering department for specific information. The Status Messages displayed in the Rundown will probably give you some indication as to when a change is not allowed.

If you are moving items during a show it is recommended that you first float the story or stories to remove them from the MOS playlists, move them, and then unfloat the stories to reinsert them in the playlist.

Step 6: Breaking the MOS Link

Only one machine can set the MOS playlist to control the order that items will play. Under normal circumstances this is ENPS. ENPS will create the playlist in the Media Object Server, update it, and eventually delete it when the show is complete or archived.

Under extreme circumstances it might be necessary for a Media Object Server operator or other person to take direct control of a device's playlist in order to immediately and directly change the order. For instance, it might be necessary for a MOS operator to change the order of the Video Server's playlist if ENPS failed. In this unlikely event, the MOS operator would use the vendor's control screen to directly sequence the Video Server's playlist until ENPS functionality returned. This is a manual, failsafe operating mode, not intended to be routinely used.

If this mode is used, if changes are made directly to the Media Object Server playlist and not through ENPS, ENPS will detect this and break the control link with the Media Object Server. This is to avoid having ENPS "fix" a change in the playlist made directly by an operator.

The link between ENPS and the Media Object Server can be re-established quickly, but requires the Media Object Server be taken off line for a brief period, such as during a commercial break. The resynchronization procedure takes only a few seconds, but involves deleting the playlist and rebuilding it. In many systems if the playlist is deleted while an object is being played to air, the object will stop or be otherwise disrupted.

Some Media Object Servers can be resynchronized without being taken offline. See your vendor's instructions for details.

CAUTION: Do not perform this procedure during a live production. It may cause the server to stop and take programming off the air. You will need to manually step through the Playlist if your MOS connection is broken during a live production.

If you must manually resynchronize the ENPS Rundown with the Media Object Server playlist, complete these steps:

1. Select **Rundown rover → Properties** and turn the *MOS Control Active* option off. Click the *Apply* button.

2. Turn the *MOS Control Active* option on, then click *Apply* and close the Rundown properties window.

3. You must click *Apply* each time for the changes to take effect. This will delete and then reconstruct the playlist in the Media Object Server so that it matches the ENPS Rundown.

When a show is complete the playlist will remain in the Media Object Server and updates will be sent to the Rundown until the Rundown is archived or the MOS Control Active flag is set off. Archiving automatically deletes the playlist in the Media Object Server and breaks the link.

If you have a number of objects you wish to protect from automatic deletion, you can place these objects in Rundowns that are MOS Active. This provides a convenient place to organize the clips. It also creates a list of clips in the Media Object Server that can help with server administration and maintenance. As long as the objects live in a Rundown marked as MOS Active, they should not be automatically deleted or purged.

Chapter 20

AP PrimeCuts and AP GraphicsBank

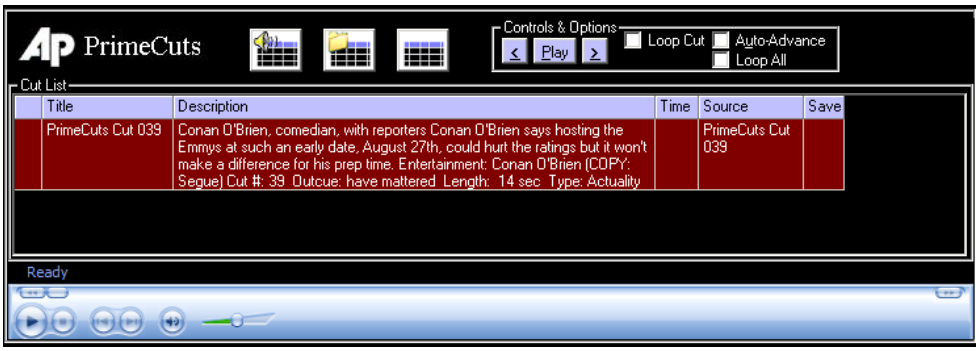
AP GraphicsBank and PrimeCuts are ActiveX plug-ins for ENPS. For these features to work, your station must have a GraphicsBank or PrimeCuts license. In addition, your System Administrator must set up configure these utilities according to the steps outlined in the *ENPS Operations Guide*.

AP PrimeCuts

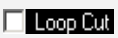
Open any AP wire story that includes a PrimeCuts MOS tag such as:

`[<mos>PrimeCuts Cut 234 </mos>]`

You can double-click the tag to play the audio through the PrimeCuts ActiveX.



If you are writing a story and would like to include PrimeCuts audio, select **Media icon rover → AP PrimeCuts** and then select the audio file you would like to add.

Control	• Description
	Click the Get Cut List button (`Alt+G`) to grab any PrimeCuts MOS tags from the top Editing Window and create a Cut List.
	Click on the Add Cut button (`Alt+A`) to Open dialog window so you may add an audio file from your hard drive or network to the Cut List.
	Click on the Clear Cut List to clear the cut list.
	The Previous button will play the Cut located above the current highlighted row in the Cut List.
	The Play button will highlight and play the Cut located on the line that contains the cursor.
	The Next button will play the Cut that is located below the current highlighted row in the Cut List.
	With Loop Cut checked, the current playing cut will start over once it completes playing.

Auto-Advance	With Auto-Advanced checked, the PrimeCuts ActiveX will advance to the next cut in the Cut List after the current cut is finished playing.
Loop All	Loop All works in conjunction with the Auto-Advance check box. With this checked, when the last cut in the list is finished it will loop back to the top of the list.

When you click on the Get Cut List button, a cut list view with a number of columns will be displayed.

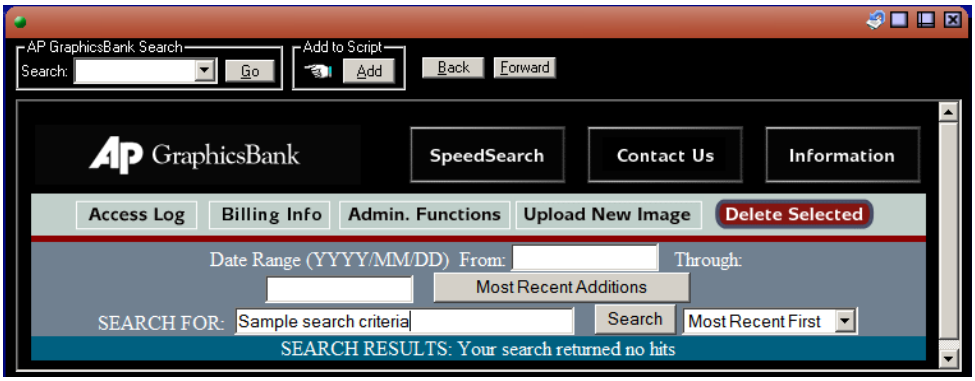
Column	Description
Untitled	The first column allows you to click and drag the cut to a story as a MOS tag. This will only work when you have saved the Cut. Once you save a cut the first column for that row will display a story icon  .
Title	The title of the media file.
Description	The description of the PrimeCut. This field can be edited.
Time	When the Cut is playing it displays the time remaining for the Cut. When the Cut stops it displays the length of the Cut.
Source	The location of the media file.
Save	Save the file locally or on your network. Double-click to open the *Save* window. Once you save a cut the first column for that row will display a story icon  .

AP GraphicsBank

GraphicsBank accounts are allowed a set number of downloads per month. All downloads after your allocated number of downloads are charged a fee. Contact your System Administrator to find out if your station has set up an account that lets you preview images and prevent unintentional downloading of images.

Double-click on the GraphicsBank MOS tag `[<mos>GraphicsBank Image 812345 </mos>]` in an AP wire story to activate the GraphicsBank ActiveX and display the image described in the wire story.

If you want to search for a GraphicsBank item that is not linked to an AP story you can select **Media icon rover → AP GraphicsBank** and execute a search.



Search

You can type in keywords or phrases just as you would on the GraphicsBank website. Once you type in a keyword or Image ID, click *Go* to display the results. You can also press `Enter` or `Alt+G` to execute your search. Notice the *Add to Script* section displays the keywords or Image ID.

As you execute different searches, the drop-down continues to collect the keywords and Image IDs. This way you can return to a previous image or search results.

Once the search results are displayed you can click on *Preview* button to the right of an image and the *Add to Script* section to display the Image ID.

Add to Script

This feature is used to add a MOS tag to a script. For instance, a Producer may want to add a number of GraphicsBank MOS tags to a script to form a graphics request sheet for your Graphics Department.

There are two ways to add an image to your story. You can click the *Add* button and the MOS reference to the image will appear in the story that is currently visible in the Editing Window. This will place the MOS reference at the last cursor position in the story. Or you can you can click and drag the hand icon to select a position in the story where you want to place the item reference.

Back and Forward Buttons

When you execute GraphicsBank searches, the Back and Forward buttons will work in the same way as the Back and Forward buttons in a Web browser. You can also press `Alt+B` and `Alt+F`.

Chapter 21

Troubleshooting MOS

If you are still having problems with your MOS connection after you follow the instructions in this section, contact your System Administrator. The *ENPS Operations Guide* provides additional troubleshooting steps at the server level.

Remember the following important points about how ENPS uses MOS:

- Communication between the two systems is text-only TCP/IP XML.
- No media, audio or video, comes into ENPS directly, just pointers to those objects.
- ENPS has no control over what runs in the ActiveX Window, including keyboard shortcuts.

What to do if the MOS connection is broken

You will need to manually step through the Playlist if your MOS connection is broken during a live production.

CAUTION: Do not perform the following step during a live production. It may cause the server to stop and take programming off the air. You can re-synchronize the ENPS Rundown with the Media Object Server Playlist, open **Rundown rover → Properties**. Turn off *MOS Control Active* and click *Apply*, then turn it back on and click *Go*.

You must click the *Apply* button each time for the changes to take effect. This action deletes and then reconstructs the playlist in the Media Object Server so that it matches the ENPS Rundown.

When a show is completed, the Playlist will remain in the Media Object Server. Updates are sent to the Rundown until it is archived or until the *MOS Control Active* flag is set to *Off*. Archiving automatically deletes the Playlist in the Media Object Server and breaks the link.

Each MOS device determines how long clips remain active in its system; it is controlled by ENPS. However, to protect objects from automatic deletion, place these objects in Rundowns that are MOS Control Active. This also provides a convenient place to organize the clips.

ActiveX Problems

ENPS only temporarily allows other applications to use the lower Editing Window or detached ActiveX window, such as video browsers and editors. ENPS does not directly control what happens in that window, and cannot remedy any bugs in the ActiveX (OCX) software. ENPS shortcut keys and macros will not work inside an ActiveX.

The ActiveX control must be correctly installed, registered and configured on each PC Workstation to operate correctly (the “Media Control Not Available” dialog will warn if a user attempts to view a MOS object when the appropriate

ActiveX is not available). Some media controls must be licensed through the vendor before you can use them.

Some media vendors may restrict access to their system by limiting concurrent connections or requiring a separate log-on for users.

The only direct interaction with ENPS is where media objects are dragged and dropped – usually between the List Window and the ActiveX control to play/edit the media. Here is a simple checklist for troubleshooting:

- Is the problem known behavior for the particular ActiveX being used?
- Will other ActiveX controls such as the ENPS Web browser run correctly on the PC? This can point to a problem with the installation of that particular ActiveX.
- Is the ActiveX failing to operate as expected on all workstations or just on one workstation? Only a failure to drag and drop correctly where this normally works with that particular ActiveX control and can be seen working on other workstations point to an ENPS problem.
- Is the failure restricted to the internal operation of the ActiveX (e.g. opening or playing media) – or its interaction with ENPS (e.g. dragging and dropping a MOS object between the ENPS List Window and the ActiveX Control)?
- Will the ActiveX control run standalone on a Web page on the same PC?
- Does re-installing the ActiveX software resolve the problem?

You or the MOS Vendor support can quickly create a test Web Page to contain an ActiveX installed and registered on a particular PC using Microsoft Front Page: **Insert → Advanced → ActiveX Control**.

Users require Superviewer privileges in the ENPS Folder containing their media clips. Superviewer privileges allow a user to see all of the MOS tags, but it does not allow them to change any of them.

Communications Problems

MOS is a reliable communications protocol but it relies on a good network connection. If you experience problem, check your network connection by contacting your System Administrator.

The two systems talk via TCP/IP using the MOS Protocol – a system of XML messages between ENPS and the MOS. You can find the latest information about MOS at `http://www.mosprotocol.com`.

MOS objects created in the MOS Server are not displayed in ENPS

- Make sure the user is using the correct Folder for viewing the material in ENPS. This is especially important if your system uses multiple MOS folders for multiple MOS devices. If you are relying on a macro to navigate to the folder, make sure that the macro points to the right folder.
- Make sure the user is using the correct folder in the MOS server. Many MOS systems have different types of material – rushes, work in hand, finished items etc. Often only one of these is sent to ENPS.

- The 200-item display limit for an ENPS Folder still applies. In busy environments, users may need to perform a search to find all but the latest material in their MOS folder.
- Create a test clip in the MOS Server – if it appears in ENPS correctly, try re-creating the "missing" clip in the MOS Server. In this case, you may need to contact the MOS vendor to resolve the problem.

Clips (MOS objects) deleted from the MOS Server are not removed from ENPS.

- Follow a similar checklist process as above.
- Ask your System Administrator to check the communications between ENPS and the MOS server. If a message that a Clip has been deleted in the MOS Server does not pass through the Inbound Items section, the message is not being sent by the MOS Server. Logging can help here.

A playlist does not appear in the MOS Server when the Rundown is created in ENPS.

- Check the Rundown is MOS Active by checking that the MOS icon is displayed at the bottom-left, next to the Under/Over time, and confirming that MOS Control Active is checked in Rundown Properties.
- If in doubt, have the user take MOS Control Active off, then turn it back on; this should "force" a re-build of the playlist in the MOS Server.
- Check that the Rundown contains a Clip (MOS object) from the right MOS Server – the playlist won't appear in the MOS Server until the first Clip is added. If users drag a MOS clip from *another* MOS system into a story, it will create playlist on that other system. The Rundown may indicate "Ready" in the status column (because it is) – but the clip will not appear in the MOS playlist as expected. Use MOS ID column in Rundown to check where the clip is from.
- Ask your System Administrator to check the communications between ENPS and the MOS server. Messages should appear in the Outbound window when clips are added and/or the order of the Rundown containing several clips is changed. The outbound items queue is on the ENPS server in the MOS window inside the News Object Manager.

Changes to the ENPS Rundown are not updated in the MOS Playlist

- Check the Rundown is MOS Active, and if in doubt switch MOS Active off and back on (as above).
- On some systems you may need to select the *MOS Ready for Air* flag.
- Check that someone has not tried to adjust the playlist of Clips directly from the MOS Server's own interface – this will intentionally break the link between ENPS and the MOS Server, and will require MOS Control to be taken off and back on.
- Ask your System Administrator to check the communications between ENPS and the MOS server. Messages should appear in the Outbound window when clips are added and/or the order of the Rundown containing several clips is changed. The outbound items queue is on the ENPS server in the MOS window inside the News Object Manager.

Status of MOS Clips is not shown/updated in ENPS MOS Status column

- Check the Rundown is MOS Active, and if in doubt switch MOS Active off and back on (as above).
- Check that the MOS Server provides a Status update (not all do).
- ENPS displays only the text labels provided by the MOS Server. ENPS has no control over what is shown, so if the status is incorrect but everything else is working, this may indicate a problem with your vendor's MOS Server.
- ENPS displays some status messages with color coding – but only if the message is one of a defined selection
- Ask your System Administrator to check the communications between ENPS and the MOS server. Messages should appear in the Outbound window when clips are added and/or the order of the Rundown containing several clips is changed. The outbound items queue is on the ENPS server in the MOS window inside the News Object Manager.

Section IV

Macros

Chapter 22

Overview of Macros

You can create macros to automate complex text entries or a series of tasks, combine multiple commands, or make frequent scripting operations faster and more consistent.

Personal and Group Macros

There are two types of macros. Personal macros you define yourself and group macros which are defined by the Group Manager. To access your personal macros, select **Personal Folder rover → Settings**. The Macro tab opens by default. It presents a list of all function keys available for macros `F2-F12` and `Ctrl + F2` through `F12` and corresponding fields for entering macro parameters. The `F1` key is reserved for opening online help.

Group Administrators can set macros for their groups by selecting **Group Folder rover → Group maintenance → Group macros**. Group users can access these macros by holding down `Shift` or `Ctrl+Shift` and then pressing one of the `F2` through `F12` function keys.

Rover Macros

Additional rover macro commands are also available. These macro commands may be included inside the simpler function key macro commands explained above.

Format: `{ROVER:module:code}`

Example: `{ROVER:SCRIPT:ED_FONTArial}`

where `module` is one of the modules defined below, and `code` is a valid code for the module identified below.

A rover macro will be ignored if the requested choice is not valid at the time the macro is executed. For example, a reporter may write a macro that invokes the `RD_ARCHIVE` code in a Rundown. However, as a reporter may not have sufficient privileges to display that menu choice, the macro will have no effect.

Codes are available for the following areas: wires, Personal Folder, Home Program/Group Folder, folders, Newsgathering Grids, Rundowns, stories, printing, searches, Waste Bin, and messaging.

Macro commands are case-sensitive and must always be entered in uppercase. Keystrokes may not always work in a pop-up dialog that requires an action such as choosing *Yes, No, OK* or *Cancel*. Macro expansion will pause until the dialog is cleared. As ENPS evolves, your macros will need to evolve. Menu commands will be changed and updated, and your older macros may not work properly. Test after each software upgrade. In cases where macros can perform operations on an item and multiple items might be open, such as Rundowns, the macro may include a number which refers to the order in which the Rundown was displayed. For example, `ROVER:RUNDOWN1` would refer to the first Rundown opened.

Creating Macros

While most macros excute rover menu options, other ENPS macro commands emulate input from the keyboard and may be interpreted as a security violation by the User Access Control (UAC) module in Vista and Windows 7. If you are having difficulty executing macros and you are running one of these operating systems, consult your System Administrator and/or IT staff about disabling UAC. This issue does not apply to Windows XP.

The same rules apply whether you entering personal macros or group macros. Enter regular keyboard characters in the macro fields exactly as they are to appear. However, some characters have special meaning and must be enclosed in braces `{}` if you want the character to display them instead of using them to carry out an action. Characters which must be enclosed in braces are listed in the following table:

Character	Definition
+	Plus
^	Caret
%	Percent
{	Open Brace
}	Close Brace
[	Open Bracket
]	Close Bracket

To specify commands that represent actions rather than characters such as `Enter` or `Tab`, use the codes shown below:

Key	Code
Backspace	{BACKSPACE}, {BS} or {BKSP}
Delete	{DELETE} or {DEL}
End	{END}
Home	{HOME}
Left arrow	{LEFT}
Right arrow	{RIGHT}
Enter	{ENTER} or ~
Page Up	{PGUP}
Page Down	{PGDN}
Up arrow	{UP}
Down arrow	{DOWN}
Tab	{TAB}

To have a key press repeated multiple times, enter a number inside the brace. For example, `{ENTER 9}` is equivalent to pressing the `Enter` key nine times. There must be a space between the name of the key and the number.

To specify an action when a combination of the Alt, Ctrl, and/or Shift key precede the key to be pressed, use the command shown below.

Key	Command
Alt	%
Ctrl	^
Shift	+

To specify that any combination of the Alt, Ctrl, and/or Shift keys be held down while multiple other keys are pressed, enclose the other keys in parentheses. For example, to create a macro where the Shift key is held down while both the E and C keys are pressed, use +(EC). However, to create a macro where the Shift key is held down while E is pressed, followed by a C, use +EC.

If a macro involves a dialog box, you must add {WAIT} after the instruction to open the dialog. The macro processing will continue when the dialog box is closed. If a macro involves the user entering information into a dialog box, use the {PAUSE} instruction. For example, the macro:

```
^K%P{TAB}%E%E{TAB}{PAUSE}{{}---take pkg---{}}
```

1. Opens the **Take** menu.
2. Highlights "pkg".
3. Moves “pkg” to the "Item" entry space.
4. Pauses to allow the user to enter additional information such as an item time.
5. When the dialog is closes, enters the text {---take pkg---} into the story.

To save a story and close the window, the correct command is: ^S{Wait}%C

Chapter 23

Basic Macros and Shortcuts

The following tables contain a list of all of the built-in ENPS macros and their corresponding keyboard shortcuts, when available.

General

Macro and Description	Keys
%{LEFT} %{RIGHT} %{UP} %{DOWN} Move between windows.	Alt + Left/ Right Up/Down Arrows
+{LEFT} Highlight one character to the left.	Shift + Left/right arrow
+{LEFT 5} Highlight five characters to the left.	
%+< %+> Cursor left and right through the tabs of items open in the Editing Window.	Alt + < Alt + >
%M List rover commands from active window (Editing Window, List Window, Rundown, Newsgathering Grid).	Alt+M
^R Display today's Rundowns in your home group.	Ctrl+R
{END} In lists, move to the bottom. In Editing Windows, move to the end of the item or to the end of the current line, depending on your personal settings.	End
{ESC} Same as *Cancel*, where permitted.	Esc
{HOME} In lists, move to the top. In Editing Windows, move to the top of the current item or to the beginning of the current line, depending on personal settings.	Home
{PAUSE} Insert a pause in a macro that will allow you to enter information into dialog boxes. The macro commands will then resume.	
{PGDN} In lists, display the next page.	PgDn

{PGUP}	PgUp
In lists, display the previous page.	
{UP}	Up arrow
Move up one line.	
{UP 2}	
Move up two lines.	

List Window

Macro and Description	Keys
{ROVER:SLUGLIST:SL_FONTSystem}	
{ROVER:SLUGLIST:SL_FONTArial}	
{ROVER:SLUGLIST:SL_FONTCourier New}	
{ROVER:SLUGLIST:SL_FONTTahoma}	
Change the font in the List Window.	
{ROVER:SLUGLIST:SL_FS8} or FS10, FS12, FS14, FS18, FS24, FS36	
Change the font size in the List Window.	
{ROVER:SLUGLIST:SL_PRINT}	
Print all slugs in List Window.	
{ROVER:SLUGLIST:SL_RECENTFILES}	
Open a list of the most recently used Rundowns and Newsgathering Grids.	
{ROVER:SLUGLIST:SL_VIEW1} {ROVER:SLUGLIST:SL_VIEW2} {ROVER:SLUGLIST:SL_VIEW3} {ROVER:SLUGLIST:SL_VIEW4}	
Change the View of the List Window.	

Editing Windows

Macro and Description	Keys
%C	Alt+C
Close current open item in the Editing Window.	
%D	Alt+D
Delete the entire story. Be careful when using this command.	
%X	Alt+X
Close all items in the Editing Window.	
^A	Ctrl+A
Select all text.	

^B Select bold formatting.	Ctrl+B
^E Expand the size of the active Editing Window to full screen or reduce it if it is already expanded. This has the same effect as the *Sizing* button. Expand the Rundown to occupy the full area of the screen. Expand the Newsgathering Grid to occupy the full screen.	Ctrl+E
^I Select italics formatting.	Ctrl+I
^P Print the story in the selected Editing Window or the entire Rundown.	Ctrl+P
^U Select underline formatting.	Ctrl+U
{UP} Move to the previous line.	Up arrow
^{UP} Move cursor to the start of the previous paragraph.	Ctrl+ Up arrow
^+{UP} Select from the current position to the start of the paragraph.	Ctrl+Shift+ Up arrow
{DOWN} Move to the next line.	Down arrow
^{DOWN} Move cursor to the start of the next paragraph.	Ctrl+Down arrow
^+{DOWN} Select from current position to the end of the paragraph.	Ctrl+Shift+ Down arrow
{END} ^{END} Move to the end of the item or to the end of the current line, depending on personal settings. Move to the end of a document.	End
{HOME} Move to the top of the current item or to the beginning of the current line, depending on personal settings.	Home

{ROVER:SCRIPT:ED_APPROVE}	
Approve the item.	
{ROVER:SCRIPT:ED_CANCELCONFIRM}	
Close story without Save dialog.	
{ROVER:SCRIPT:ED_CASE_LOWER}	
Switch to lower case.	
{ROVER:SCRIPT:ED_CASE_UPPER}	
Switch to upper case.	
{ROVER:SCRIPT:ED_CONVERTAUDIO}	
Convert current item to an audio item.	
{ROVER:SCRIPT:ED_CONVERTPICTURE}	
Convert current item to a picture.	
{ROVER:SCRIPT:ED_CONVERTSCRIPT}	
Convert current item to a story.	
{ROVER:SCRIPT:ED_CONVERTVIDEO}	
Convert current item to a video item.	
{ROVER:SCRIPT:ED_COPYPICTURE}	
Copy picture to clipboard.	
{ROVER:SCRIPT:ED_EDITCOPY}	Ctrl+C
Copy highlighted text to the clipboard. Same as **Edit → Copy** from the rover.	
{ROVER:SCRIPT:ED_EDITCUT}	Ctrl+X
Cut highlighted text and place it on the clipboard. Same as **Edit → Cut** from the rover.	
{ROVER:SCRIPT:ED_EDITPASTE}	Ctrl+V
Paste previously cut/copied text. Same as **Edit → Paste** from the rover.	
{ROVER:SCRIPT:ED_EDITPASTE}	Shift+Ins
Paste previously cut/copied text. Same as the Edit, Paste choice from the rover.	
{ROVER:SCRIPT:ED_EDITPASTE}	
Paste from clipboard.	
{ROVER:SCRIPT:ED_EXPORTHTML}	
Export as HTML.	
{ROVER:SCRIPT:ED_EXPORTTEXT}	
Export as text file.	

{ROVER:SCRIPT:ED_FIND}	Ctrl+F
Find a word in text. Same as the Find/Highlight choice from the rover.	
{ROVER:SCRIPT:ED_FINDREPLACE}	Ctrl+Shift+H
Find and replace text.	
{ROVER:SCRIPT:ED_FONTArial}	
Set font to Arial.	
{ROVER:SCRIPT:ED_FONTCourierNew}	
Set font to Courier.	
{ROVER:SCRIPT:ED_FONTSystem}	
Set font to System.	
{ROVER:SCRIPT:ED_FONTTahoma}	
Set font to Tahoma.	
{ROVER:SCRIPT:ED_FS10}	
Change font size to 10.	
{ROVER:SCRIPT:ED_FS12}	
Change font size to 12.	
{ROVER:SCRIPT:ED_FS14}	
Change font size to 14.	
{ROVER:SCRIPT:ED_FS18}	
Change font size to 18.	
{ROVER:SCRIPT:ED_FS24}	
Change font size to 24.	
{ROVER:SCRIPT:ED_FS36}	
Change font size to 36.	
{ROVER:SCRIPT:ED_FS8}	
Change font size to 8.	
{ROVER:SCRIPT:ED_IMPORTTEXT}	
Import text file.	
{ROVER:SCRIPT:ED_INSERTAUTO_CAMERA}	
Insert automation camera.	
{ROVER:SCRIPT:ED_INSERTAUTO_CG}	
Insert automation CG.	
{ROVER:SCRIPT:ED_INSERTAUTO_CLIP}	
Insert automation clip.	
{ROVER:SCRIPT:ED_INSERTAUTO_INSET}	
Insert automation inset.	

{ROVER:SCRIPT:ED_INSERTAUTO_ LIVEEVENT}	
Insert automation live event.	
{ROVER:SCRIPT:ED_INSERTAUTO_LOGO}	
Insert automation logo.	
{ROVER:SCRIPT:ED_INSERTAUTO_MACRO}	
Insert automation macro.	
{ROVER:SCRIPT:ED_INSERTAUTO_OS}	
Insert automation OS.	
{ROVER:SCRIPT:ED_INSERTAUTO_STILL}	
Insert automation still.	
{ROVER:SCRIPT:ED_INSERTCG}	Ctrl+G
Insert the CG Character Generator command. Same as the CG choice from the rover.	
{ROVER:SCRIPT:ED_INSERTCG}	
Insert CG instruction.	
{ROVER:SCRIPT:ED_INSERTGOTO}	Ctrl+K
Insert the Take or GoTo command. Same as the GoTo choice from the rover (if your language is set to UK English).	
{ROVER:SCRIPT:ED_INSERTINSERT}	Ctrl+J
Insert the Insert command. Same as the Insert choice from the rover.	
{ROVER:SCRIPT:ED_INSERTLENGTH}	Ctrl+D
Insert the Duration command. Same as the Duration choice from the rover.	
{ROVER:SCRIPT:ED_INSERTNOTE}	Ctrl+H
Insert the Notes command. Same as the Notes choice from the rover.	
{ROVER:SCRIPT:ED_INSERTREADRATE}	
Insert read rate.	
{ROVER:SCRIPT:ED_INSERTTECH}	Ctrl+Shift+I
Insert the Tech command. Same as the Insert tech instruction choice from the rover.	
{ROVER:SCRIPT:ED_LAYOUT_SHOWLAYOUT}	
Show layout e.g., add/remove/move story fields.	
{ROVER:SCRIPT:ED_LAYOUT_SHOWTEMPLATEFIELDS}	
Show template fields.	
{ROVER:SCRIPT:ED_LINK}	
Link to MOS resource.	

{ROVER:SCRIPT:ED_LIVEREAD}	Ctrl+L
Insert the Anchor command. This is the same as the Live Read choice from the rover if your language is set to UK English.	
{ROVER:SCRIPT:ED_NEXTSTORY}	
Move ahead one story in the two column view.	
{ROVER:SCRIPT:ED_ONECOLUMN}	
Display story in a one column view. This option is used to switch back from a two-column view, which is only available if your System Administrator has enabled it for your station.	
{ROVER:SCRIPT:ED_PLANNING_DATE}	
Change Newsgathering Grid item date.	
{ROVER:SCRIPT:ED_PG_<PROGRAM NAME>}	
Move an item from an Editing Window to a folder where <PROGRAM NAME> is the folder's ID, not its description; contact your System Administrator for this information.	
{ROVER:SCRIPT:ED_PREVIEW}	
Preview in two columns.	
{ROVER:SCRIPT:ED_PREVSTORY}	
Move back one story in the two column view.	
{ROVER:SCRIPT:ED_PRINT}	Ctrl+P
Print current story.	
{ROVER:SCRIPT:ED_PRINTOPTIONS}	
Shows printer set-up form.	
{ROVER:SCRIPT:ED_PRIOR}	
Show prior versions; public stories only.	
{ROVER:SCRIPT:ED_PUBLISH_ WireGroupID}	
Publish the current story. The group you are publishing from must be set to the type "Wire" by the System Administrator. "WireGroupID" is the group ID, which you can find out from your System Administrator.	
{ROVER:SCRIPT:ED_REFORMAT}	
Reformat text.	
{ROVER:SCRIPT:ED_SAVE}	Ctrl+S
Save the current in-progress story in the active Editing Window in the Personal Folder without closing it.	
{ROVER:SCRIPT:ED_SCR_BLARROW}	
Toggle the position of the story black line.	

{ROVER:SCRIPT:ED_SCR_PROTECT}	
Protect text.	
{ROVER:SCRIPT:ED_SCR_SAVETEMPLATE}	
Save the story template.	
{ROVER:SCRIPT:ED_SCR_SHOWMEDIAABL}	
Set the Story Media Viewer to preview MOS items above the black line.	
{ROVER:SCRIPT:ED_SCR_SHOWMEDIAABL}	
Set the Story Media Viewer to preview MOS items below the black line.	
{ROVER:SCRIPT:ED_SCR_UNPROTECT}	
Unprotect text.	
{ROVER:SCRIPT:ED_SCRIPTLOCK}	
{ROVER:SCRIPT:ED_SCRIPTUNLOCK}	
Locks/unlock the story lock while you are editing.	
{ROVER:SCRIPT:ED_TIMEBLOCK}	
Time the selected text.	
{ROVER:SCRIPT:ED_TOOLSPRON}	
Launch Pronouncer.	
{ROVER:SCRIPT:ED_TOOLSSPELL}	Ctrl+Shift+U
Spell check.	
{ROVER:SCRIPT:ED_TOOLSTHES}	
Launch Thesaurus.	
{ROVER:SCRIPT:ED_TWOCOLUMN}	
Display story in two column view.	
This option is only available if your System Administrator has enabled it for your station.	
{ROVER:SCRIPT:ED_UNDO}	Ctrl+Z
Undo. Same as the Undo choice from the rover.	

Wires Folder

Macro and Description	Keys
%1	Alt+1
Rover for Wires Folder.	
^W	Ctrl+W
Display a list of news wire stories. Same as clicking on the Wires folder.	

{ROVER:FOLDER1:NEWS_CATEGORYx} Where X is a numerical category, show news from that category. {ROVER:FOLDER1:NEWS_PROVIDERx} Where X represents a provider code, show news from that category. {ROVER:FOLDER1:NEWS_URGENT} Shows news from the combined Urgents List.	

Personal Folder

Macro and Description	Keys
%2 Rover for my Work Folder.	Alt+2
^Y Display a list of items in your Personal Folder first folder. Same as clicking on your Personal Folder.	Ctrl+Y
{ROVER:FOLDER2:MF_NEWAUDIO} Create new audio item**.**	
{ROVER:FOLDER2:MF_NEWCONTACTGROUP} Create a new contact for your group folder.	
{ROVER:FOLDER2:MF_NEWCONTACTPERSONAL} Create new personal contact**.**	
{ROVER:FOLDER2:MF_NEWCONTACTSERVER} Create new contact which will be public to everyone.	
{ROVER:FOLDER2:MF_NEWFOLDER} Create new folder**.**	
{ROVER:FOLDER2:MF_NEWGRID} Create a new generic grid.	
{ROVER:FOLDER2:MF_NEWPICTURE} Create new picture**.**	
{ROVER:FOLDER2:MF_NEWRUNDOWN} Open a new Rundown**.** You will still need to select which Rundown to create.	
{ROVER:FOLDER2:MF_NEWSCRIPT} Start a new story in the bottom window. Same as the New Story choice from the Personal Folder rover.	Ctrl+N
{ROVER:FOLDER2:MF_NEWVIDEO} Create new video item**.**	

{ROVER:FOLDER2:MF_OPTIONS}	
Open **Personal Folder → Settings** where you can create macros, forward searches, and change personal settings.	
{ROVER:FOLDER2:MF_PG_MYWORK}	
Change back to main folder if currently in a sub-folder.	
{ROVER:FOLDER2:MF_SHOWASCENDING}	
Show oldest items in personal folder.	
{ROVER:FOLDER2:MF_PG_subfolderID}	
Change folder to specific sub-folder.	
{ROVER:FOLDER2:MW_FINISHED}	Ctrl+Q
Quit ENPS.	
{ROVER:FOLDER2:MW_LAYOUTMY}	
Make the current layout your own layout.	
{ROVER:FOLDER2:MW_LAYOUTRESTORE}	
Restore the layout to its previous settings.	
{ROVER:FOLDER2:MW_LAYOUTSYSTEM}	
View with system layout.	
{ROVER:FOLDER2:MW_LOCAL}	
Change to local storage.	
{ROVER:FOLDER2:MW_LOGON}	
Logon to ENPS if in off-line mode.	

Third Folder

Macro and Description	Keys
%3	Alt+3
Rover for Third Folder.	
^R	Ctrl+R
Displays a list of today's Rundowns. Same as choosing Today's Rundowns from the third folder's rover.	
{ROVER:FOLDER3:MF_CALENDAR}	
Show calendar.	
{ROVER:FOLDER3:MF_GROUPFAVADD}	
Adds to group favorites.	
{ROVER:FOLDER3:MF_NEWAUDIO}	
Create new audio item.	
{ROVER:FOLDER3:MF_NEWFOLDER}	
Create new folder.	

{ROVER:FOLDER3:MF_NEWGRID}

Create new generic grid.

{ROVER:FOLDER3:MF_NEWNGPROSPECT}

Create new Newsgathering Item.

{ROVER:FOLDER3:MF_NEWPICTURE}

Create new picture.

{ROVER:FOLDER3:MF_NEWREADIN}

Create new read-in script.

{ROVER:FOLDER3:MF_NEWRUNDOWN}

Create new Rundown.

{ROVER:FOLDER3:MF_NEWSCRIPT}

Create new script.

{ROVER:FOLDER3:MF_NEWVIDEO}

Create new video item.

{ROVER:FOLDER3:MF_PERSFAVADD}

Adds to personal favorites.

{ROVER:FOLDER3:MF_PG_folderID}

Change program/group to indicated group ID (not the folder description). Check with your System Administrator for the correct name. This field is case-sensitive.

{ROVER:FOLDER3:MF_SHOWASCENDING}

Show oldest items first.

{ROVER:FOLDER3:MF_SUP_GRTEMPLATES}

Open a list of generic grid templates.

{ROVER:FOLDER3:MF_SUP_ LOADGROUPBRIEFINGS}

Load group Search queries.

{ROVER:FOLDER3:MF_SUP_LOADGROUPMACROS}

Load group macros.

{ROVER:FOLDER3:MF_SUP_NGTEMPLATES}

Open a list of Newsgathering Grid templates.

{ROVER:FOLDER3:MF_PROGRAMMESSAGES}

Read or open group messages.

{ROVER:FOLDER3:MF_SUP_SCTEMPLATES}

Open a list of story templates.

{ROVER:FOLDER3:MF_SUP_TEMPLATES}

Rundown templates.

{ROVER:FOLDER3:MF_TODAYMOS}
Display MOS objects created today.
{ROVER:FOLDER3:MF_TODAYNG}
Open a list of today's Newsgathering Grid.
{ROVER:FOLDER3:MF_TODAYREADIN}
Open a list of today's read-ins.
{ROVER:FOLDER3:MF_TODAYRUNDOWN}
Open a list of today's Rundowns.
{ROVER:FOLDER3:MG_HOME}
Return to home program.
{ROVER:FOLDER3:MW_LOCAL}
Open local storage.

Fourth Folder

Macro and Description	Keys
%4	Alt+4
Open fourth folder rover.	
{ROVER:FOLDER4:MF_CALENDAR}	
Show calendar.	
{ROVER:FOLDER4:MF_GROUPFAVADD}	
Adds to group favorites.	
{ROVER:FOLDER4:MF_HOME}	
Return to the fourth folder.	
{ROVER:FOLDER4:MF_NEWAUDIO}	
Create new audio item.	
{ROVER:FOLDER4:MF_NEWFOLDER}	
Create new sub-folder.	
{ROVER:FOLDER4:MF_NEWGRID}	
Create new generic grid.	
{ROVER:FOLDER4:MF_NEWPICTURE}	
Create new picture.	
{ROVER:FOLDER4:MF_NEWREADIN}	
Create new read-in story.	
{ROVER:FOLDER4:MF_NEWRUNDOWN}	
Create new Rundown.	

{ROVER:FOLDER4:MF_NEWSCRIPT}

Create new script.

{ROVER:FOLDER4:MF_NEWVIDEO}

Create new video item.

{ROVER:FOLDER4:MF_PERSFAVADD}

Adds to personal favorites.

{ROVER:FOLDER4:MF_PG_groupID}

Change program/group to indicated group ID (not the folder description). Check with your System Administrator for the correct name. This field is case-sensitive.

{ROVER:FOLDER4:MF_PG_MainFolderID}

{ROVER:FOLDER4:MF_FOLDER_SubFolderName}

Navigate to a program and its subfolder. Both macros must appear.

{ROVER:FOLDER4:MF_PRIV}

Access staff privileges.

{ROVER:FOLDER4:MF_PROGRAMMESSAGES}

List group messages.

{ROVER:FOLDER4:MF_SHOWASCENDING}

Show oldest items first.

{ROVER:FOLDER4:MF_SUP_GRTEMPLATES}

Show generic grid templates.

{ROVER:FOLDER4:MF_SUP_LOADGROUPBRIEFINGS}

Load group search queries for the folder you are working in.

{ROVER:FOLDER4:MF_SUP_LOADGROUPMACROS}

Load group macros.

{ROVER:FOLDER4:MF_SUP_NGTEMPLATES

Show Newsgathering Grid templates.

{ROVER:FOLDER4:MF_SUP_SCTEMPLATES}

Show story templates.

{ROVER:FOLDER4:MF_SUP_TEMPLATES}

Show Rundown templates.

{ROVER:FOLDER4:MF_TODAYMOS}

Display MOS objects that were created today.

{ROVER:FOLDER4:MF_TODAYNG}

Show today's Newsgathering Grid.

{ROVER:FOLDER4:MF_TODAYREADIN}

Show today's read-ins.

{ROVER:FOLDER4:MF_TODAYRUNDOWN}

Show today's Rundowns.

{ROVER:FOLDER4:MG_HOME}

Return to home program.

{ROVER:FOLDER4:MW_LOCAL}

Open local storage in the fourth folder.

Search

Macro and Description	Keys
%5 Open the Search Bar rover.	Alt+5
%C Toggle Search Bar ENPS content search.	Alt+C
%G Start a search for terms in the search text box. If the text box is empty, ENPS will use the text currently highlighted.	Alt+G
%N Toggle Search Bar wire search.	Alt+N
%W Toggle Search Bar Web search.	Alt+W
^+B Move the cursor to the search text entry box. If the *Search* button is displayed, then the extended search options will appear. {ROVER:BRIEFING:BRIEFING_GROUP_name} Invoke Group Briefing of given name. {ROVER:BRIEFING:BRIEFING_SAVED_name} Invoke Briefing of given name.	Ctrl+ Shift+B

My ENPS

Macro and Description	Keys
^+M Launch My ENPS.	Ctrl+Shift+M

Printing

Macro and Description	Keys

%6	Alt+6
Open the Print rover.	
^P	Ctrl+P
Print the story in the selected Editing Window or the selected item in a Rundown.	
{ROVER:PRINTER:PRINTER_SETUP}	
Invoke the printer set-up dialog.	
{ROVER:PRINTER:PRN_x}	
Changes selected printer. X is the number of the printer in the workstation's printer collection, counting up from the bottom of the list.	

Messaging

Macro and Description	Keys
%7	Alt+7
Open the Messaging rover.	
%T	Alt+T
Open the Top Line Message window so you can send a message with an attachment.	
^1	Ctrl+1
Open the latest Top Line Message. Same as clicking on the messages line in the Top Line Message area.	
^2	Ctrl+2
Open the latest Top Line Message news wire alert. Same as clicking on the Urgents line in the Top Line Message Area.	
^M	Ctrl+M
Display a list of received Top Line Messages. Same as clicking on the Messaging icon.	
{ROVER:MAIL:MAIL_CHAT}	
Launch chat session.	
{ROVER:MAIL:MAIL_FIND}	
Find mail messages containing the selected word.	
{ROVER:MAIL:MAIL_SEND}	Ctrl+T
Starts a Top Line Message. Same as the Send choice from the Messaging icon.	

Waste Bin

Macro and Description	Keys
%8 Open the Waste Bin rover. {ROVER:TRASH:TRASH_FIND} Find Waste Bin items containing the currently selected word. {ROVER:TRASH:TRASH_PROGRAM_2} Show the Group Waste Bin for your third folder. {ROVER:TRASH:TRASH_PROGRAM_3} Show Fourth Folder's Waste Bin. {ROVER:TRASH:TRASH_PROGRAM_LOCAL} Show Local Waste Bin.	Alt+8

Generic Grid

Macro and Description	Keys
{ROVER:SCRIPT:GRID_HEADINGS} Edit generic grid headings. {ROVER:SCRIPT:GRID_NEWCOLUMN} Add generic grid column. {ROVER:SCRIPT:GRID_PASTETEXT} {ROVER:SCRIPT:GRID_PASTETABLEINSERT} {ROVER:SCRIPT:GRID_PASTETABLEREPLACE} Paste, insert, or replace information in a generic grid. {ROVER:SCRIPT:GRID_REFRESH} Refresh latest information for generic grid. {ROVER:SCRIPT:GRID_REMOVECOLUMN} Remove generic grid column.	

Rundowns

Macro and Description	Keys
^+U Update the MOS Editorial Start to match the updated start date and start time of the Rundown, by highlighting the old Editorial Start date and time and pressing these keys.	Ctrl+ Shift+U
^O Open the selected item for editing and put the cursor in the Editing Window.	Ctrl+O

{ROVER:RUNDOWN:RD_ARCHIVE_ABOVE}

Archive Rundown but only material above black bar.

{ROVER:RUNDOWN:RD_ARCHIVE}

Archive Rundown.

{ROVER:RUNDOWN:RD_ARCHIVECOPY_ABOVE}

Archive a copy of Rundown but only material above black bar.

{ROVER:RUNDOWN:RD_ARCHIVECOPY}

Archive a copy of Rundown.

{ROVER:RUNDOWN:RD_ATTACH}

Reattach a Rundown to the main interface.

{ROVER:RUNDOWN:RD_AUTOMATION_CLEAR}

{ROVER:RUNDOWN:RD_AUTOMATION_OUTPUT}

Used by automation machines to send output and clear current data.

{ROVER:RUNDOWN:RD_CG}

Open the CG Device Control window.

{ROVER:RUNDOWN:RD_CLOSE}

Close Rundown.

{ROVER:RUNDOWN:RD_COPYROWSTOALLTODAYS}

Copies marked rows to all of today's Rundowns.

{ROVER:RUNDOWN:RD_COPYROWSTOSELTODAYS}

Copy marked rows to opened or selected Rundowns.

{ROVER:RUNDOWN:RD_DETACH}

Detach a Rundown from the main interface.

{ROVER:RUNDOWN:RD_EXPORT}

Export Rundown.

{ROVER:RUNDOWN:RD_EXPORTHTML}

Export Rundown as HTML.

{ROVER:RUNDOWN:RD_FONTTahoma}

Set the Rundown font to Tahoma.

{ROVER:RUNDOWN:RD_FULLSCREEN}

Maximize Rundown to full screen.

{ROVER:RUNDOWN1:RD_FULLSCREENHORIZONTAL}

Horizontal view of Rundown.

{ROVER:RUNDOWN1:RD_FULLSCREENVERTICAL}

Vertical view of Rundown.

{ROVER:RUNDOWN1:RD_FULLSCREENVERTICALSCRIPT}

Display a Rundown in a full screen vertical split with an ENPS story. The story from the TOP edit window will be displayed.

{ROVER:RUNDOWN:RD_INSERTROW}

Insert a new row. Same as the Insert Row choice from the rover.

{ROVER:RUNDOWN:RD_LAYOUTCOLUMN_name}

Add the given column name (must use ID of column, not its caption).

{ROVER:RUNDOWN:RD_LAYOUTMY}

Make this your layout.

{ROVER:RUNDOWN:RD_LAYOUTPROGRAM}

Save as program layout.

{ROVER:RUNDOWN:RD_LAYOUTRESTORE}

View with normal layout.

{ROVER:RUNDOWN:RD_LAYOUTSAVE}

Save this layout.

{ROVER:RUNDOWN:RD_LAYOUTSTORED_ name}

View Rundown with a stored layout.

{ROVER:RUNDOWN:RD_LAYOUTSYSTEM}

View with system layout.

{ROVER:RUNDOWN:RD_LAYOUTTEMPLATE}

View with template layout.

{ROVER:RUNDOWN:RD_LOCK}

Locks/unlocks current active Rundown.

{ROVER:RUNDOWN:RD_LOCKSCRIPTS}

Lock all stories.

{ROVER:RUNDOWN:RD_LOCKTIMINGBAR}

Lock the timing bar.

{ROVER:RUNDOWN:RD_MAKETEMPLATE}

Save Newsgathering Grid as template.

{ROVER:RUNDOWN:RD_MAXIMIZE}

Maximize Rundown to top half of screen.

{ROVER:RUNDOWN:RD_MAXRODUALVIEWERS}

Toggle the Dual Script Viewer menu option.

{ROVER:RUNDOWN:RD_MOSAIR}

Set the Rundown MOS *Ready to Air* flag.

{ROVER:RUNDOWN1:RD_MOSCONTROL}

Toggle *MOS Control Active* in Rundown properties.

{ROVER:RUNDOWN1:RD_ONAIR}

Toggle *On Air* checkbox in Rundown properties.

{ROVER:RUNDOWN:RD_PRINT}

Print Rundown only (as displayed).

{ROVER:RUNDOWN:RD_PRINTALL}

Print Rundown (as displayed) and stories.

{ROVER:RUNDOWN:RD_PRINTALLMARKED}

Print Rundown as displayed and all marked stories.

{ROVER:RUNDOWN:RD_PRINTALLUNMARKED}

Print Rundown as displayed and all unmarked stories.

{ROVER:RUNDOWN:RD_PRINTRW}

Print Rundown only (using report layout selections).

{ROVER:RUNDOWN:RD_PRINTRWALL}

Print Rundown (using report layout selections) and stories.

{ROVER:RUNDOWN:RD_PRINTRWALLMARKED}

Print Rundown using report layout selection and all marked stories.

{ROVER:RUNDOWN:RD_PRINTRWALLUNMARKED}

Print Rundown using report layout selection and all unmarked stories.

{ROVER:RUNDOWN:RD_PRINTSETUP}

Setup dialog for printing.

{ROVER:RUNDOWN:RD_PROMPTER}

Drive prompter.

{ROVER:RUNDOWN:RD_PROPERTIES}

Open the Rundown properties dialog.

{ROVER:RUNDOWN:RD_PROPORTIONAL}

Toggle Rundown between proportional and fixed view of Rundown.

{ROVER:RUNDOWN:RD_PUBLISH}

Publish Rundown.

{ROVER:RUNDOWN:RD_REFRESH}

Force Rundown to refresh.

{ROVER:RUNDOWN:RD_REFRESH}

Refresh Rundown.

{ROVER:RUNDOWN1:RD_TABBEDVIEW}	
Tabbed view of Rundown.	
{ROVER:RUNDOWN:RD_UNLOCKSCRIPTS}	
Unlock all stories.	

Newsgathering Grids

Macro and Description	Keys
{ROVER:RUNDOWN:NG_ARCHIVE}	
Archive Newsgathering Grid.	
{ROVER:RUNDOWN:NG_PRINT}	
Print Newsgathering Grid.	
{ROVER:RUNDOWN:NG_PRINTALL}	
Print all rows and content of the Newsgathering Grid.	
{ROVER:RUNDOWN:NG_PRINTCURRENT}	
Print the current row and its contents in a Newsgathering Grid.	
{ROVER:RUNDOWN:RD_CLOSE}	
Close Rundown.	
{ROVER:RUNDOWN:RD_INSERTROW}	Ctrl+I
Insert a row.	
{ROVER:RUNDOWN:RD_LAYOUTCOLUMN_name}	
Add the given column name. Must use ID of column, not its caption. Check with the System Administrator for the column ID.	
{ROVER:RUNDOWN:RD_LAYOUTMY}	
Make this user's layout.	
{ROVER:RUNDOWN:RD_LAYOUTPROGRAM}	
Save as program layout	
{ROVER:RUNDOWN:RD_LAYOUTRESTORE}	
View with normal layout.	
{ROVER:RUNDOWN:RD_LAYOUTSAVE}	
Save this layout.	
{ROVER:RUNDOWN:RD_LAYOUTSYSTEM}	
View with system layout.	
{ROVER:RUNDOWN:RD_LAYOUTTEMPLATE}	
View with template layout.	

```
{ROVER:RUNDOWN:RD_MAKETEMPLATE}
```
Save as template.
```
{ROVER:RUNDOWN:RD_PROPERTIES}
```
Rundown properties dialog.

Chapter 24

Advanced Macros

This section contains advanced macros that show how you can build on the functionality of the built-in ENPS macros to perform a variety of useful operations. Many of these macros will require customization to meet the specific needs of your newsroom.

Stories

Insert a CG into a story and add a reporter's name and location. Change {DOWN 6} so that it will pick the appropriate template. You can use the first letter of the template name here instead. Use TABs to move through the fields in the CG template. Substitute the reporter's actual name and location in the macro text.

```
X{WAIT}{BACKSPACE}^G{WAIT}{DOWN 6}{WAIT}%O{WAIT}
***Reporter Name***{TAB}Location%O
```

Insert the anchor's name and read-rate in a story. The following example also inserts Prompter instructions with braces {EXAMPLE}. If preferred, substitute round brackets (EXAMPLE) by replacing {{} and {}} with {(} and {)}.

```
{ENTER}{BS}{WAIT}^LNAME~{{}***NAME***{}}~%MCC~18~
```

Insert Over the Shoulder (OTS)/Inset details.

```
{ENTER}{BS}{WAIT}^J%H{TAB}OTS: {WAIT}
```

Take VO and open CG Template section.

```
{ENTER}{BS}{WAIT}^K%V{TAB 9}{ENTER}{{}***VO***{}}~^G
```

Take Package and open CG Template section.

```
{ENTER}{BS}{WAIT}^K%P{TAB 9}{ENTER}{{}***PKG***{}}~^G
```

Take Sound on Tape (SOT) Full, add brackets for transcript and open CG Template section.

```
{ENTER}{BS}{WAIT}^K%S{TAB 9}{ENTER}{{}***SOT FULL***{}}~~
<>{UP}^G
```

Take Sound on Tape (SOT) Full At…, add brackets for transcript and open CG Template section.

```
{ENTER}{BS}{WAIT}^K%H{TAB}SOT FULL%A{PAUSE}{{}***SOT
FULL***{}}~~<>{UP}^G
```

Take natural SOT Full, continued VO At…, and open CG Template section.

```
{ENTER}{BS}{WAIT}^K%H{TAB}NAT SOT FULL{TAB 9}{ENTER}
{{}***NAT SOT FULL***{}}~<Natural Sound>~{WAIT}^K%H
{TAB}CONT VO%A{PAUSE}{{}***CONT VO***{}}~{UP 4}^G
```

Take natural SOT Full At…, continued VO At… and open CG Template section.

```
{ENTER}{BS}{WAIT}^K%H{TAB}NAT SOT FULL%A{PAUSE}{{}***NAT
SOT FULL***{}}~<Natural Sound>~{WAIT}^K%H{TAB}CONT
VO%A{PAUSE}{{}***CONT VO***{}}~{UP 3}^G
```

Set up Take command.

```
{ENTER}{BS}{WAIT}^K%H{TAB 10}~{UP}%E{TAB}
```

Set up Take example.

```
{ENTER}{BS}{WAIT}^K%H{TAB}EXAMPLE{TAB 9}{ENTER}{{}
***EXAMPLE***{}}
```

Set up Insert other command

```
{ENTER}{BS}{WAIT}<>{LEFT}
```

Sets up Insert command.

```
{ENTER}{BS}{WAIT}^J%H{TAB 10}~{UP}%E{TAB}
```

Insert text and production commands for a typical headlines/teasers sequence

```
^L ?/?{ENTER} {(}***?***{)}{ENTER}I'M -- TONIGHT ON
...{ENTER 1}^K%V{ENTER 1}VTR #1-{ENTER 9}{(}***?
VO***{)}{ENTER 2}^K%I{ENTER}VTR #2-{ENTER
9}{(}***WIPE/VO***{)}{ENTER 2}^K%I{ENTER}VTR #3-{ENTER
9}{(}***WIPE/VO***{)}{ENTER 2}^K%I{ENTER}VTR #4-{ENTER
9}{(}***WIPE/VO***{)}
```

Display wire stories, and make fonts in both the List Window and the upper story window bigger for use by an anchor/ presenter on air. A story must be open in the upper story window and the cursor located within the story.

```
^W{WAIT}{ROVER:SLUGLIST:SL_FS14}{WAIT}%{RIGHT}{WAIT}{ROVER
:SCRIPT:ED_FS18}
```

Return font sizes to normal. A story must be open in the upper story window and the cursor located within the story.

```
^W{WAIT}{ROVER:SLUGLIST:SL_FS8}{WAIT}%{RIGHT}{WAIT}{ROVER:
SCRIPT:ED_FS12}
```

Open a story from a Rundown, print it and close it again, return to the Rundown.

```
^O{WAIT}^P{WAIT}%C{WAIT}%{LEFT}
```

Save, approve, print and close the current open story.

```
^S{WAIT}^P{WAIT}{ROVER:SCRIPT:ED_APPROVE}{WAIT}%C
```

Copy a series of stories into contacts. This is useful when contacts have been transferred from another system and are stored in ENPS as stories – either in a Rundown or a **Hold** folder. For these to work, the user must have the home folder required for the contacts to be created in, must have Editor privileges or above in the folder and must not have any other items open in ENPS. First for contacts stored as stories in a Rundown, open the Rundown, highlight the first item and use this macro then run it again as necessary.

```
{ENTER}{WAIT}%{RIGHT 2}{WAIT}^A{WAIT}^C{WAIT}{ROVER:
FOLDER2:MF_NEWCONTACTSERVER}{WAIT}{TAB}^V%{LEFT}%S^C{ESC}%
{RIGHT}%C~^V~{WAIT}%C{WAIT}%{LEFT}{DOWN}
```

Contacts stored as individual stories.

```
{ENTER}^A{WAIT}^C{WAIT}{ROVER:FOLDER2:MF_NEWCONTACTSERVER}
{WAIT}{TAB}^V%{LEFT}%S^C{ESC}%{RIGHT}%C~^V~{WAIT}%C{WAIT}{
DOWN}
```

Same as above, but deletes the original item from the folder.

```
{ENTER}^A{WAIT}^C{WAIT}{ROVER:FOLDER2:MF_NEWCONTACTSERVER}
{WAIT}{TAB}^V%{LEFT}%S^C{ESC}%{RIGHT}%C~^V~{WAIT}%C{WAIT}%
DY
```

Take full page.

```
{ENTER}{BS}{WAIT}^K%H{Tab}FULL PAGE{Tab 9}
{ENTER}{{}***FULL PAGE***{}}~
```

Take VO and open CG template selection.

```
{ENTER}{BS}{WAIT}^K%V{Tab 9}{Enter}{{}***VO***{}}~^G
```

Take Double Box.

```
{ENTER}{BS}{WAIT}{{}**LIVE**{}}~^K%H~LIVE DBL BOX{TAB 9}~
```

Take PKG.

```
{ENTER}{BS}{WAIT}{{}**PKG**{}}~^K%P{TAB 9}~
```

Take PKG and open CG template selection.

```
{ENTER}{BS}{WAIT}^K%P{Tab 9} {Enter}{{}***PKG***{}}~^G
```

Take SOT.

```
{ENTER}{BS}{WAIT}{{}**SOT**{}}~^K%S{TAB 9}~
```

Take SOT/VO:

```
{ENTER}{BS}{WAIT}{{}**SOT/VO**{}}~^K%H~SOT/VO{TAB 9}~
```

Take VO/SOT/VO:

```
{ENTER}{BS}{WAIT}{{}**VO/SOT/VO**{}}~^K%H~VO/SOT/VO{TAB
9}~
```

Take SOT full, set transcription brackets and open CG template selection:

```
{ENTER}{BS}{WAIT}^K%S{Tab 9} {Enter}{{}***SOT
FULL***{}}~~<>{UP}^G
```

Take SOT full at, set transcription brackets and open CG template selection:

```
{ENTER}{BS}{WAIT}^K%H{Tab}SOT FULL AT : {WAIT}{{}***SOT
FULL***{}}~~<>{UP}^G
```

Take natural SOT full, continued VO at and open CG template selection:

```
{ENTER}{BS}{WAIT}^K%H{Tab}NAT SOT FULL{Tab
9}{ENTER}{{}***NAT SOT FULL***{}}~<Natural
Sound>~{WAIT}^K%H{Tab}CONT VO AT :{WAIT} {{}***CONT
VO***{}}~{UP 4}^G
```

Take natural SOT full at, continued VO at and open CG template selection:

```
{ENTER}{BS}{WAIT}^K%H{Tab}NAT SOT FULL AT :{WAIT}{{}***NAT
SOT FULL***{}}~<Natural Sound>~{WAIT}^K%H{Tab}CONT VO AT
:{WAIT}{{}***CONT VO***{}}~{UP 3}^G
```

Take VO.

```
{ENTER}{BS}{WAIT}{{}**VO**{}}~^K%V{TAB 9}~
```

Take Continued VO.

```
{ENTER}{BS}{WAIT}^K%H{Tab}CONT VO{Tab 9} {ENTER}{{}***CONT
VO***{}}~
```

Take Continued VO at.

```
{ENTER}{BS}{WAIT}^K%H{Tab}CONT VO AT :{WAIT}{{}***CONT
VO***{}}~
```

Take On Cam tag.

```
{ENTER}{BS}{WAIT}^K%H{Tab}ON CAM TAG{Tab 9}{ENTER}{{}***ON
CAM TAG***{}}~
```

Tech Wipe.

```
{ENTER}{BS}{WAIT}^I%W{Tab 7}{Enter}{{}***WIPE***{}}~
```

Tech Mix (Dissolve).

```
{ENTER}{BS}{WAIT}^I%I{Tab 7}{Enter}{{}***DISSOLVE***{}}~
```

Set transcription brackets.

```
{ENTER}{BS}{WAIT}<>{LEFT}
```

Search

Call up your list of Group Searches, ready to select using the cursor:

```
%5G{RIGHT}
```

Find tomorrow's active items in Folder 3. This does not work on Fridays or the end of a month.

```
%3C{ENTER}%T{RIGHT}%V{WAIT}{ESC}
```

To change Folder 4 and load its group Macros and Group Searches

```
{ROVER:FOLDER4:MF_PG_folderid}{ROVER:FOLDER4:MF_SUP_LOADGR
OUPMACROS}{ROVER:FOLDER4:MF_SUP_LOADGROUPBRIEFINGS}
```

Printing

Print a story from a Rundown.

```
^O{WAIT}^P{WAIT}%C{WAIT}%{LEFT}{DOWN}{BS 8}PRINTED~{WAIT}
^o^p{WAIT}%x^e{DOWN}
```

Print one story from the Rundown and advance to the next story.

```
^O{WAIT}^P{WAIT}%C{WAIT}%{LEFT}{DOWN}
```

Print all stories in a selected Rundown.

```
%m{WAIT}ppp{RIGHT}a~
```

Print marked stories in a selected Rundown.

```
%m{WAIT}ppp{RIGHT}m~
```

Rundowns

Press `Space` on the timing bar, open the on-air story in view mode and move down the Rundown. The first story must be opened by double clicking on its Segment or page number. The show timing must be started by clicking *On Air* in Rundown properties and manually pressing space to start the program, then click inside onto the story and use this macro. It leaves the focus on the story after each change to allow easy scrolling through the story on screen. There is a space between `{LEFT 2}` and `{WAIT}`.

```
%{LEFT 2} {WAIT}{DOWN}^O
```

Float stories by moving them beneath the black bar. You must first mark the item(s) to be moved.

```
^{PGDN}{WAIT}%a
```

Same as above, but leaves the focus on the Rundown, not the story.

```
{WAIT}{DOWN}{WAIT}{ENTER}
```

Program start macro can be used for the first item in the program before using the above macro to step through the Rundown. You must click on the first *Segment* in the program first. Note that there is a space between `{ENTER}` and `{WAIT}`.

```
{ENTER} {WAIT}%{RIGHT 2}
```

Same as above, but leaves the focus on the Rundown, not the story.

```
{ENTER}{SPACE}
```

Where program timing is not necessary, this macro will open the first story in a Rundown and display in full screen mode

```
^O{WAIT}^E
```

And this macro will close the first story and open subsequent stories in full screen mode, moving down the Rundown

```
^E%C{WAIT}{DOWN}{WAIT}^O{WAIT}^E
```

To enable CG output for Rundown 1, and select *View with personal layout* (so as to allow the List Window to change to a wider view to show all the CG details).

```
{ROVER:FOLDER2:MW_LAYOUTRESTORE}{ROVER:RUNDOWN1:RD_CG}
```

To enable CG output for Rundown 1 and preload the CGs.

```
{ROVER:RUNDOWN:RD_CG}{WAIT}%{RIGHT}{WAIT}%MP{ENTER}
```

Close CG output for the active Rundown. The Rundown must be active (highlighted in red) and the layout returns to system default.

```
%{RIGHT}{TAB 4}{ENTER}{ROVER:FOLDER2:MW_LAYOUTSYSTEM}
```

Change Rundowns in a continuous news program, close the CG control, highlight the next Rundown in the List Window, then use this macro.

```
{ENTER}{WAIT}{ROVER:RUNDOWN1:RD_CLOSE}{WAIT}{ROVER:RUNDOWN
2:RD_CG}
```

Open Rundown highlighted in List Window, print it using current report layout and printer settings, close it and move one down the list.

```
{ENTER}{ROVER:RUNDOWN1:RD_PRINTRW}{WAIT}{ROVER:RUNDOWN1:RD
_CLOSE}{WAIT}{DOWN}
```

Same as above, but print the Rundown and all of the stories above the black line within the Rundown.

```
{ENTER}{ROVER:RUNDOWN1:RD_PRINTRWALL}{WAIT}{ROVER:RUNDOWN1
:RD_CLOSE}{WAIT}{DOWN}
```

Open the Rundown highlighted in the List Window and archive all rows above the black line. Manual confirmation of archive is still required.

```
{ENTER}{WAIT}{ROVER:RUNDOWN1:RD_ARCHIVE_ABOVE}
```

Drop the current story in a Rundown below the black bar. The letters “a” and “b” must be in lower case.

```
%b{WAIT}^{PGDN}{WAIT}%a
```

Rapidly approve stories in a Rundown, click the first one you wish to approve (it will turn green) then run this macro to approve the next 10. Re-run it until all stories are approved. This macro will remove approval from any stories in the Rundown that are already approved.

```
{DOWN}x{WAIT}{DOWN}x{WAIT}{DOWN}x{WAIT}{DOWN}x{WAIT}{DOWN}
x{WAIT}{DOWN}x{WAIT}{DOWN}x{WAIT}{DOWN}x{WAIT}{DOWN}x{WAIT
}{DOWN}x{WAIT}
```

Copy stories in the same Rundown.

```
%MI~{WAIT}{down}^o^a^c%c{ROVER:RUNDOWN1:RD_FULLSCREEN}{UP}
^O {WAIT}^V %CY {ROVER:RUNDOWN1:RD_FULLSCREEN}{DOWN}
^C{UP}{WAIT}^V.{ENTER}{WAIT}{DOWN}{RIGHT
2}^C{UP}{WAIT}^V{ENTER}{WAIT}{LEFT 2}
```

Newsgathering Grids

Allow the structure of a Newsgathering Grid to be transferred to a Rundown, for stations whose Newsgathering Grids closely reflect the order of their show.

First open the Newsgathering Grid on the left side of the screen, then create/open a blank Rundown to the right of the Newsgathering Grid. Click on the slug in the Rundown above where you want the new rows to be created, or on the black bar if it is empty. Then make the first slug in the Newsgathering Grid active by clicking on it and run the following macro once for each row you wish to copy.

```
{ROVER:RUNDOWN1:RD_FULLSCREEN}^C{WAIT}{DOWN}{ROVER:RUNDOWN
1:RD_FULLSCREEN}{WAIT}{ROVER:RUNDOWN2:RD_INSERTROW}{WAIT}{
HOME}{RIGHT 2}^V{WAIT}{ENTER}{WAIT}{DOWN}
```

The previous macro copies slugs only. To copy slugs and segments, use the following macro. Both of the above Macros assume the Page Number column is included in the Rundown layout.

```
{ROVER:RUNDOWN1:RD_FULLSCREEN}{HOME}^C{WAIT}{ROVER:RUNDOWN
1:RD_FULLSCREEN}{WAIT}{ROVER:RUNDOWN2:RD_INSERTROW}{WAIT}{
HOME}{RIGHT 2}^V{WAIT}{ENTER}{WAIT}{ROVER:RUNDOWN1:
RD_FULLSCREEN}{RIGHT 2}{WAIT}^C{WAIT}{DOWN}
{ROVER:RUNDOWN1:RD_FULLSCREEN}{WAIT}{ROVER:RUNDOWN2:RD_FUL
LSCREEN}{RIGHT 2}^V{WAIT}{ENTER}{WAIT}{DOWN}
{ROVER:RUNDOWN2:RD_FULLSCREEN}
```

Create new Newsgathering Grids for a month ahead. Set the month as required (replace `mm` in the macro) and enter in the day manually each time the Newsgathering Grid is created. The macro will need to be adapted for different international date formats (this version assumes `mm/dd/yyyy`). It also assumes the desired template is the first to appear in the alphabetical list and that Folder 3 is set to the folder containing the Newsgathering Grids and template.

```
{ROVER:FOLDER3:MF_NEWNGPROSPECT}{WAIT}{TAB 2}{DOWN}{WAIT}
%T{DEL 2}mm{RIGHT}+{RIGHT 2}
```

Favorites

Call up the list of personal folder favorites on Folder 3. This macro leaves the user ready to make their choice:

```
%3P{RIGHT}
```

Same as above, but with Folder 4.

```
%4P{RIGHT}
```

Same as above, but for the Group Favorites.

```
%3G{RIGHT}
```

Add the current Folder 3 to the Personal Favorites.

```
%3P{RIGHT}{DOWN 22}{ENTER}
```

Add the current Folder 3 to Group Favorites.

```
%3G{RIGHT}{DOWN 22}{ENTER}
```

Miscellaneous

Create a graphics request.

```
{ROVER:FOLDER3:MF_NEWSCRIPT}{DOWN 2}{TAB}Untitled{TAB}
~{WAIT}%P{WAIT}{DOWN 3}
```

Save, approve and close a Generic Grid whether it is newly created or pre-existing in a folder.

```
%MA~~{WAIT}%C
```

Index