# Configuring Your Personal Settings

Select **Personal Folder rover → Settings** to view your personal preferences.



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

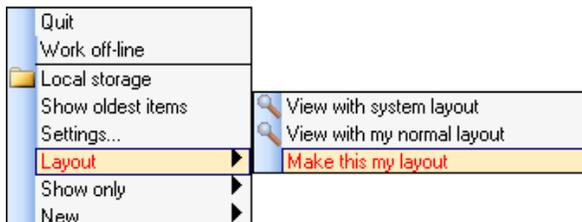| Setting | Behavior when option is selected |
|---|---|
| Open Rundowns horizontally maximized | Allows the default Rundown view to be horizontal across the top half of the screen, instead of the standard vertical, left-hand view. |
| Use standard Windows navigation keys | Removes ENPS overrides for keys like `Home` and `End`. In ENPS, these keys move the cursor to the top and bottom of an item. In most standard Windows applications, these keys move the cursor to the beginning and end of a line. |
| Run in window | Places ENPS in a standard window instead of the default full-screen mode. Select this option to make it easier to navigate between programs on your workstation. When this mode is enabled you can navigate to and access other programs on the system taskbar. |
| Play alert sounds when messages arrive | Sounds an alert when Top Line Messages are received. |
| Play alert sounds when priority news arrives | Sounds an alert when urgent wire items or Forward Search items enter the system. |
| Suppress wire urgents | When selected, ENPS will not display urgent wire alerts in the top line area. This setting is not recommended for most users. If selected, you will still receive notifications for those stories which match the criteria for your Forward Searches. |

| | |
|---|---|
| Automatically reformat news stories | Allow text to be displayed across the full width of the Editing Window. Select **Editing Window rover → Undo** to restore original formatting for a selected item. Selecting this option may make it difficult to read stories with tabular data such as stock data or sports statistics. |
| Show word count | Display the word count in stories. |
| Use plain text | Do not use enhanced formatting options available in stories such as bold, italics, and font colors. |
| List items up to this number of days in advance | The List Window may contain a large number of Rundowns and Newsgathering Grids for future dates. Change this value to the maximum number of days in advance that you want to appear in the List Window. If you leave this field blank all future entries will be displayed. If set, any future items can be found through search. |
| Minutes between automatic backups of stories | How often open stories in an Editing Window are backed-up. In the event of a computer or software failure, the last saved versions will be saved to your local hard disk. The recommended value for this setting is one minute. Users must still save stories manually in order for ENPS to permanently save the change. |
| MyENPS Home Program | The group you want to use by default with MyENPS. Each group can have its own set of wires. |
| Personal Font | Choosing a personal font allows you to choose that font for use in ENPS windows. Once choosing a font here, you must still select the font in appropriate windows, for instance the list or editing windows. |
| Language | Selects the language you want to use for the menus in ENPS. Note that this option controls the ENPS interface only; the spell check language is set from the Editing Window rover. |
| Rundown View Options | View that you want to use when you open Rundowns and Newsgathering Grids. By default, they will open with the template layout but you can change this setting so that they will open with your personal view. |

Click *Save* changes to take effect.

# Saving Your ENPS Layout

You can configure how you want the screen to appear each time you launch ENPS. Every time you log into ENPS the proportions of the List Window and Editing Windows and Fourth Folder selection will match those settings. Your saved layouts must reference Group Folders, not sub-folders.

To save a screen layout as your personal default select **Personal Folder rover → Layout → Make this my layout**.



To return to your personal layout, select **Personal Folder rover → Layout → View with my normal layout**. To switch to the standard system layout, select **Personal Folder rover → Layout → View with system layout**.