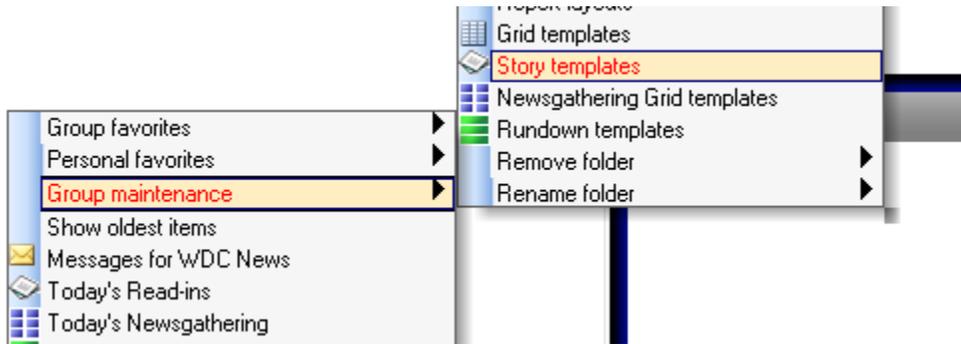


Managing Script and Rundown Templates

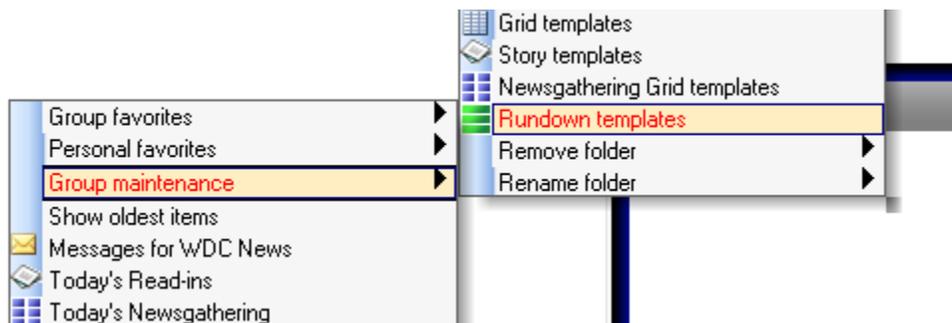
Group Managers create custom layouts for stories and rundowns for a group. Rundown templates can contain specific rows of content used daily in a newscast, as well as the skeleton of the story inside each row. Story layouts can include pre-determined fields for important information which can be entered by users.

To access story templates for modification, go to the group folder over that the templates belong to and select Group Maintenance -> Story templates. In most cases, this will be your site's main news folder.



This will display a list of the story templates in the list window. You can then open those templates and make your desired changes. Any changes made to those templates will only affect stories created from that template *after* you make the changes.

Group Managers can also create custom templates for rundowns. To access rundown templates, go to the group folder over that the templates belong to and select Group Maintenance -> Rundown templates



This will display a list of the rundown templates in the list window. You can then open those templates and make your desired changes, including:

- Order of stories
- Column layouts
- Content of stories
- Data in columns
- Start/End time of show
- Adding/deleting rows or breaks

Any changes made to those templates will only affect rundowns created from that template *after* you make the changes.

Be careful when making changes directly to the rundown. There is no way to bring up a previous version of the template after you've made your changes. If you want to experiment before changing the template, try this: Create a new rundown for the show you'd like to change. Make your changes to that rundown. Then go to the rundown rover for that show and save it as a template. You do that by clicking on the rundown rover, then layout, then tapping "Save as Template".

Once you've saved the new template, don't forget to delete the old one.