

Printing in ENPS

This document shows you how to do the initial printing setup in ENPS. Typically you will only need to do this once unless your print settings change. This document will also show you how to print various types of items in ENPS.

Configure Your Print Settings



1. Select a Printer

Open the **Print Setup** window by clicking on the Printer icon or select **Printer rover** → **Printer setup**.

Select the default printer from the **Current Printer** drop-down menu. The first entry is *Windows default* followed by the printer name. By selecting this option you will always print to the Windows default printer.

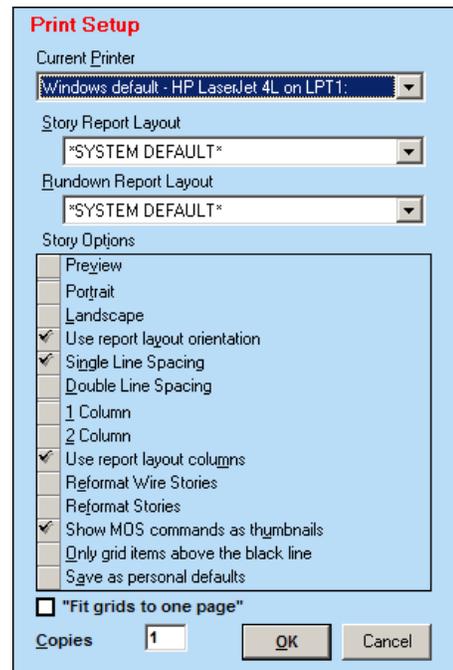
2. Set Print Settings

Layouts may be created by your System Administrator to provide preset styles and layouts for printing stories and Rundowns. Select the layouts from the *Story Report Layout* and *Rundown Report Layout* pull-down menus.

Configure the printer using the appropriate checkboxes in the *Story Options* field, listed below. The **Story Options** you select override the settings in any layouts you are using.

3. Select Print Options

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



| Option | Behavior when checked |
|-------------------------------|---|
| Preview | ENPS shows an on-screen preview before an item is printed. |
| Portrait/landscape | Print in portrait or landscape format. |
| Use report layout orientation | Prints a report with orientation defined for the currently selected report layout. Make sure you normally have this option selected so that you ensure the correct portrait/landscape orientation for your printout. ✓ This is a recommended setting. |
| Single or Double Line Spacing | Spacing for printed items. |
| 1 Column/2 Column | Print using one column (full page width) or standard two-column television format. |

| | |
|---------------------------------|--|
| Use report layout columns | Prints story with column properties defined for currently selected report. ✓ This is a recommended setting. |
| Reformat wire stories | Eliminates all non-consecutive carriage returns and line feeds in news wire stories, generating much cleaner and easier-to-edit material. This may not work as desired for tabular material such as scores or stock grids. |
| Reformat stories | Eliminates non-consecutive carriage returns and line feeds in a story. |
| Show MOS commands as thumbnails | Abbreviate MOS commands. You will want this option selected unless you are diagnosing a problem with a MOS item reference. ✓ This is a recommended setting. |

Other **Print Setting** options:

| Option | Description |
|---------------------------|--|
| Save as personal defaults | Save the current settings as your personal default printing options. Once you click OK the currently selected options will be saved and will be by selected by default the next time you start ENPS. |
| Fit grids to one page | Any Rundown or Newsgathering Grid sent to the printer will be sized to fit on one page. If this option is not checked, grids may be split across multiple pages. |
| Copies | Determines the number of copies generated when an item is printed. |

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

Printing ENPS Content

This section will show you how to print stories, Rundowns, and Newsgathering Grid items.

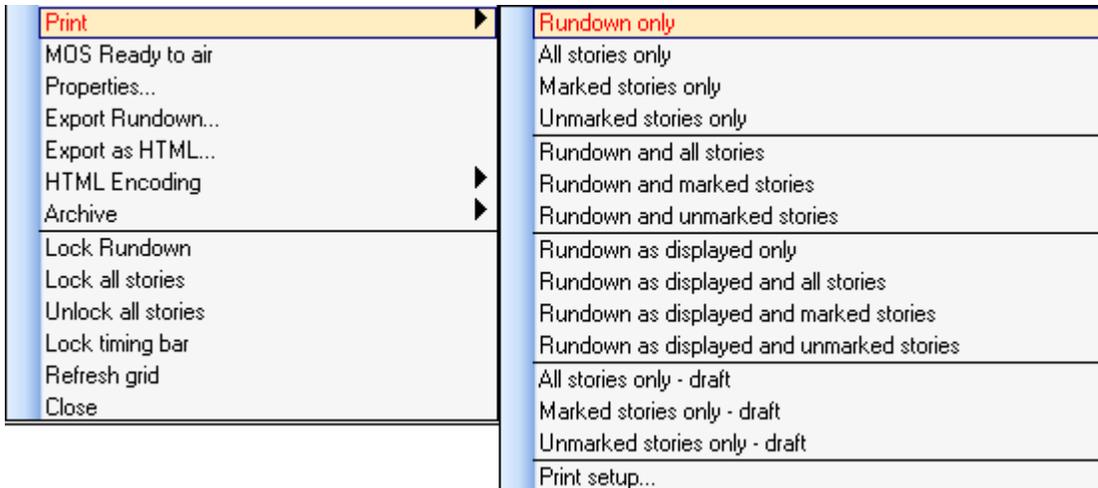
Printing Stories

To print a story simply drag the story title tab or wire slug to the **Printer** icon. You can also print by hitting `Ctrl+P` or clicking on the print icon on the tool bar in the story Editing Window.

Printing Rundowns

You have a number of options for printing a Rundown and its associated stories:

- To print a Rundown using the default Rundown Report layout select **Rundown rover** → **Print** → **Rundown only**.
- To print a Rundown and all of its stories select **Rundown rover** → **Print** → **Rundown and all stories**.
- To print a Rundown exactly as it is displayed on the screen select **Rundown as displayed** or **Rundown as displayed and stories**.
- To selectively print certain stories you can mark rows in the Rundown by pressing `Ctrl` and then clicking on the row (or by pressing `Alt+B`) then pressing `Ctrl+P`. The corresponding stories will be printed.

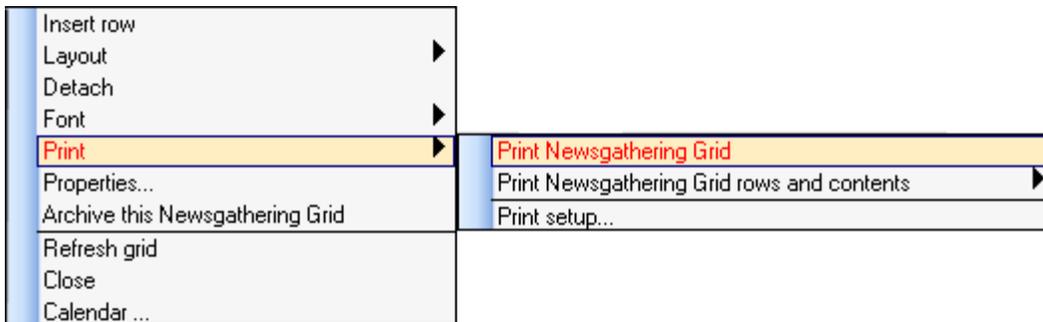


If you highlight stories using **Alt+B** or by pressing **Ctrl** and clicking the mouse button you can select to print all stories, unmarked stories, or the Rundown plus either story options. This allows you to exclude package stories, for example, from the printing of the newscast. This option also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

Printing Newsgathering Grid Items

To print a Newsgathering Grid, select **Newsgathering Grid rover** → **Print** .

✓ **Recommended:** Most users choose the **Print Newsgathering Grid** option instead of printing rows and contents.



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