Setting Up Macros

Macros help you to save time by automating tasks you perform frequently. These actions might include printing a Rundown for your newscast, displaying group messages, modifying your screen view, recalling a group search or many other common tasks.

To set up your macros **Personal Folder rover** → **Settings** and click the **Macros** tab.
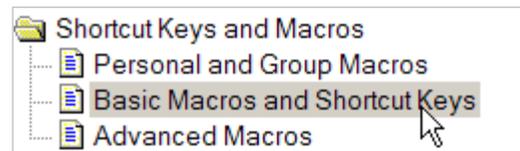

You may assign up to 20 macros: the F2 through F12 keys when pressed alone and F2 through F12 while holding down the `Ctrl` button. Select the *Unshifted* or *Ctrl+* buttons at the top of the window to switch between the two macro sets. When you navigate to Groups you will also be able to use Group macros by pressing `Shift` or `Ctrl+Shift`.

Each macro has two fields: **Description** is a plain language description for what the macro does, e.g. "Highlight five characters to the left." The **Macro** field contains the macro code itself. For example, to highlight five characters to the left the macro is: `+{LEFT 5}`

> You can view a full list of macros using by pressing `F1` to open the ENPS Online Help.

On the navigation pane on the left click **Shortcut Keys and Macros** then click **Basic Macros and Shortcut Keys**. This section is divided by topics including stories, Rundowns, Newsgathering Grids, Searches, etc.

To copy a macro, highlight the macro code and press `Ctrl+C`. Then click in a text box in the **Macro** column and press `Ctrl+V` to paste it into the box. You can then write your own description in the **Description** column or copy and paste the description from the online help using `Ctrl+C` and `Ctrl+V`.

The following table lists some of the most popular macros:

Description	Macro
Toggles "On Air" on and off in an active rundown	{ROVER:RUNDOWN:RD_ONAIR}
Toggles "MOS Control Active" on and off in an active rundown	{ROVER:RUNDOWN:RD_MOSCONTROL}
Print All Scripts in selected rundown	{ROVER:RUNDOWN:RD_PRINTRWSCRIPTS}
Print marked scripts in selected rundown	{ROVER:RUNDOWN:RD_PRINTRWSCRIPTSMARKED}
Print unmarked scripts in selected rundown	{ROVER:RUNDOWN:RD_PRINTRWSCRIPTSUNMARKED}
Print Rundown	{ROVER:RUNDOWN:RD_PRINTRW}
Toggle Split Screen Vertical with Script and Rundown	{ROVER:RUNDOWN:RD_FULLSCREENVERTICALSCRIPT}
Open Script Full	^O{WAIT}^E
Save work and Return to Rundown Full	^S{WAIT}%X{PAUSE}^E
Freeze Page Numbers	{ROVER:RUNDOWN:RD_FREEZE}
Anchor Name ReadRate - Premade Replace the word NAME with your anchor's name in both places. Update the readrate to your anchor's name	{ENTER}{BS}{WAIT}^LNAME~{WAIT}{{}***NAME***{}}~{WAIT}{ROVER:SCRIPT:ED_INSERTREADRATE}{WAIT}16~
Run Saved Group Search Replace "name" with Search name.	{ROVER:BRIEFING:BRIEFING_GROUP_name}
Recall Saved Personal Search Replace "name" with Search name.	{ROVER:BRIEFING:BRIEFING_SAVED_name}
View with saved Rundown layout. Replace "name" with layout name.	{ROVER:RUNDOWN:RD_LAYOUTSTORED_name}
Restore personal Rundown layout	{ROVER:RUNDOWN:RD_LAYOUTRESTORE}
Create new Newsgathering Item 3rd Folder	{ROVER:FOLDER3:MF_CALENDAR}
Create new Newsgathering Item 4rd Folder	{ROVER:FOLDER4:MF_CALENDAR}
Change Newsgathering Item Date	{ROVER:SCRIPT:ED_PLANNING_DATE}
Show calendar 3rd folder	{ROVER:FOLDER3:MF_CALENDAR}
Show calendar 4th folder	{ROVER:FOLDER4:MF_CALENDAR}
Drop highlighted stories below the black line	^{PGDN}{WAIT}%a