Venezolana
de Televisión

Basic User's Guide
Version 6.0

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Contents

Preface

This manual will show you how to use the basic features of the Electronic News Production System (ENPS). For more information on using the more advanced features of ENPS, refer to the ENPS Advanced User's Guide, or press `F1` while you are using ENPS to open the online help system. If you require additional assistance, contact your Group Manager or System Administrator.

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

Typographic conventions used in this guide

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

Typeface	Meaning	Example
`Sample text`	Keyboard shortcuts	Press `Ctrl+Q` to exit ENPS.
Sample → Text	Navigation through menus, where one menu option leads to another	Select **Personal folder → Quit** .
Sample text	Button names	Click *OK* to save your changes and close the window.

Chapter 1

Introduction

Welcome to ENPS, the AP's Electronic News Production System.

This guide is your follow-up introduction to ENPS, designed to cover the basics and help you get up and running right away. Refer to the *ENPS Advanced Users Guide* for instructions on how to use additional product features.

While this guide covers the concepts you will use most often, no off-the-shelf guide can explain how your organization works or how you do what you do, so your configuration may differ slightly from standard illustrations and explanations. Check with your ENPS System Administrator if you have questions. On tens of thousands of desktops around the world, ENPS has proven itself as fast, reliable and easy to use. Behind the simple interface is an awesome feature set:

- Maximum screen space, even on smaller monitors. No confusing menu bars or command lines. Windowed or full-screen operation, designed so windows never get "lost."

- Powerful Search function with saved searches and immediate Forward Search Alerts. Wildcard, stemming, and proximity searches are available in some languages.

- Instant indexing of every word in incoming news wire stories, and Top Line bulletin alerts.

- Scripting, with integrated spell check, thesaurus and a pronunciation guide available for a number of languages. Automatic save/restore, auto-timing, version control that lets you see who changed what and when, and font size control.

- Rundowns include user-defined layouts and fields and real-time interfaces to character generators, prompters and other devices, plus automatic archiving.

- Keyboard shortcuts and user-defined macro keys.

- Instant user-to-user and group-based Top Line Messaging, with attachments, and interactive Chat, for private person-to-person text exchanges – or group conferences–with anyone else on your ENPS network, local or remote.

- Private work areas for each user and public areas for each group.

- Off-line capability for laptops and off-site users.

- Fast, no compromise remote access capability.

- Newsgathering/Planning resource management functions, plus a Contacts manager and shared Read-ins/bulletin board information.

- Built-in Web browser, so you can browse the Internet without leaving ENPS, click on Web links in news wire stories to launch the page in the lower Editing Window, and drag/drop text from Web pages into scripts.

- Incoming e-mail capability, allowing field staffers equipped only with a standard e-mail account to quickly and easily get information back into the newsroom.

- HTML exporting features, for converting ENPS Rundowns and stories into HTML-formatted packages for use in a separate publishing system.

- TV-in-PC support, so you can watch television or house video on any standard ENPS workstation using inexpensive add-in cards.

ENPS was designed by broadcasters, for broadcasters. We frequently update the system to meet the changing needs and demands of modern television, radio and network newsrooms, and we appreciate the opportunity to work with you.

Messages: [Robert Ambrose] Please come to the newsroom urgently 3
Urgent: AP-PA--PIT-PA W Severe Thunderstorm Warning 5

13:00:00

Ctrl+1: Read Messages

Ctrl+2: Read Urgent Wires

Ctrl+O: Open Script for Editing

Ctrl+E: Expand Active Window

Alt+M: Launch Rover Menu in Active Window

X: Approves Item

Ctrl+i: New Row

Business Update (08/26/03 13:00)
Sports Extra (08/26/03 20:35)

	Story S...	...rt	A...		...0 Abstracts	MOS Status	MOS User Duration	Float	Est Duration	Actual	Cume	Details
B7		Intro	Mary	●					0:15	0:24	18:39	Studio Cam 1
B8	Shrinking Danube	Package			...26	STOP			1:30	1:26	20:05	Server
B9		Intro	John						0:15	0:17	20:22	Studio
B10	Copenhagen Mermaid	Package			...23	PLAY			1:30	1:23	21:45	Server
B11		Intro	Mary							0:04	21:49	Studio C...
B12	...ess Briefs	Media Merger	Peter	●	Media Merger VO 0:35	NOT READY	0:00		0:10	0:27	22:16	VO
B13		Intro	Peter		...Job Cuts VO...				0:15	0:24	22:40	VOSOT
C0									1:30	24:10		
C1			John						0:10	0:09	24:19	Studio
C2			Alan						0:45	0:00	25:04	Studio + VO
C3		Baske...	Alan						0:20	0:00	25:24	VO

Under 02:20

Page Up Page Down

Alt+< and Alt+>: Moves Between Open Scripts

Alt+C: Close Open Script
Alt+X: Close All Scripts

All Stories
AP-MO--Old: Lansdale (Tops)
AP-BC-Missouri Today,1450
AP-BC-Missouri Today,1450
AP-AK-FADQ-AK Kodiak Freezi...
AP-DC-(VA)--Washington Becel...
AP-CA---MRY-CA Recreational Forecast
AP-NC--3rd NewsMinute
AP-BC-Missouri Today,1450
AP-BC-Missouri Today,1450
AP-PA--Pennsylvania Business Today
AP-OR--PDX-OR...
AP-MA--E-Mail S...
AP-PA--PIT-PA W...
AP-AK-PAOT-AK Kotzebue Freezing Levels
AP-UT--SLC-UT 2nd Flood Potential
AP-CN-OWLW-CN State Forecast

AP-MA-E-Mail Scam
Shrinking Danube Intro [Eve
Copenhagen Mermaid Package [1:23

Rundown ...nes 09/12/03 17:00 Modified Robert Ambrose 08/26/03 12:59 From IBC Prep
[<mos>Mem...
<She's been g... ...since 1913 — and the Little
most famous landmark, drawing more than one million visitors every year.

So Copenhagen officials are holding a party to celebrate — ninety other mermaids are expected to join her in th...
water, there'll be performances by the Royal Ballet and a Danish Navy band — and fire brigade boats will salute w...

Alt+P: Open Script Properties

Alt+E: Edit Command

Alt+S: Edit Title

Ctrl+O: Resize Window

AP-Dollar-Gold (Tops)
Business Briefs-Job Cuts [E... 0:24

Rundown E... ...17:00 Modified Robert Amb... ...Eagy From...
[Anchor:John]
Dutch retailer Ahold is cutting two hundred jobs at food service operator Deli... — about nine per cent of the work force there.

(VOSOT)

Alt+1 Alt+2 Alt+3 Alt+4 Alt+5 Alt+9 Alt+6 Alt+7 Alt+8

Wires Jane Anderson 24 hour News Video Clips Briefing

Ctrl+W: All Wires

Ctrl+Y: Your Folder

Ctrl+R: Today's Rundowns

Ctrl+B: Briefing

Ctrl+P: Print

Ctrl+T: Send Message
Alt+T: Send a Story

Navegando ENPS

Es posible cambiar la tercera o cuarta carpeta para mirar el contenido de cualquier otra carpeta compartida. Desde el punto verde de la carpeta, escoja **Lugares** de la lista y elija la carpeta deseada.

Es posible añadir carpetas frecuentemente usadas a su lista de Favoritos yendo al **punto verde de la Carpeta → Favoritos personales → Añadir a los favoritos.**

Pautas

En la Ventana de Contenidos, haga doble-clic en una pauta o arrástrela a una Ventana de Composición para mirarla. Es posible que cada pauta tenga columnas diferentes pero todas tienen un Story Slug (título) y Segment (sub-título).


Page	Story Slug		Segment
A1	BIENVENIDA		ONCAM
A2	PERÚ AUTOBUS		VO
A3	PIRATAS		PKG
A4	CRECIMIENTO SHCP		VO GRF
A5	ALERTA SS DENGUE		ONCAM
A6	TULA NVA. REFINERÍA		VO

Los usuarios de ENPS con los privilegios apropiados pueden mover los archivos arriba o abajo dentro de la pauta o tirarlos a la basura arrastrándolos y pegándolos.

Haga doble-clic en un archivo dentro de una pauta o arrástrelo de la pauta a una Ventana de Composición para mirarlo.

Carpetas

Haga clic en el centro de una carpeta para mirar el contenido. La primera carpeta a la izquierda es de las Agencias. La próxima es su Carpeta Personal. La tercera es la Carpeta de Grupo, compartida con sus colegas. La cuarta carpeta se usa para navegar a otras carpetas compartidas.
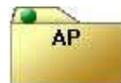
Los puntos verdes aparecen en carpetas, ventanas o íconos. Haga clic en ellos para ver más opciones acerca de ese artículo.
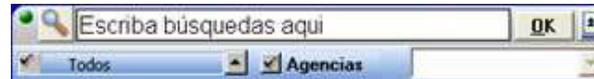
Mi ENPS

Haga clic en el ícono de *Mi ENPS* para un vistazo rápido de noticias de las agencias, contenido local y otros artículos importantes en ENPS. El administrador del sistema tiene que habilitar esta opción.

Búsquedas

Se usa la opción de Búsquedas para hallar todas las noticias de agencias, libretos, contactos y otra información sobre un tema.


Búsquedas tienen dos formatos: un cuadro de texto o un botón gris de *Buscar* en donde se puede hacer clic para ver más opciones.

Escriba las palabras claves en el cuadro de texto y haga clic en "OK" u oprima "Enter." Si escribe más de una palabra, ENPS busca solamente archivos que contengan todas esas palabras. Los resultados de la búsqueda se muestran en la Ventana de Contenidos.

Para hacer una búsqueda más específica, es posible elegir agencias en particular, escoger un período de tiempo y seleccionar lugares distintos dentro de ENPS – incluyendo los archivos o cualquier carpeta.

Vuelve a las búsquedas anteriores usando las flechas grandes. Se guardan las últimas 10 búsquedas hasta que salga de ENPS.
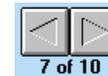
Haga clic en la flecha de doble-cabeza para ver más opciones de búsqueda. Haga clic en *Reinicializar Búsqueda* para volver a las opciones originales.

Es posible que haya búsquedas comunes para la Carpeta de Grupo que dan acceso rápido a las búsquedas más frecuentes. Haga clic en el punto verde del cuadro de texto de Búsquedas para escoger una.
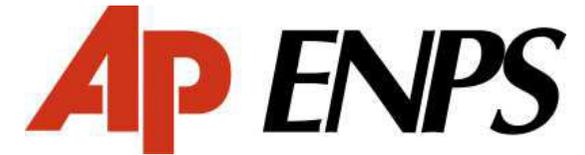
Guía de Referencia Básica: Versión 6.0
Para más ayuda con ENPS, oprima F1.

Para iniciar ENPS, haga doble-clic en el ícono de AP en el escritorio.

Para salir de ENPS, oprima Ctrl+Q, escoja el **punto verde de la Carpeta Personal→Salir**, o haga clic en el **X** en la parte superior derecha de la pantalla.
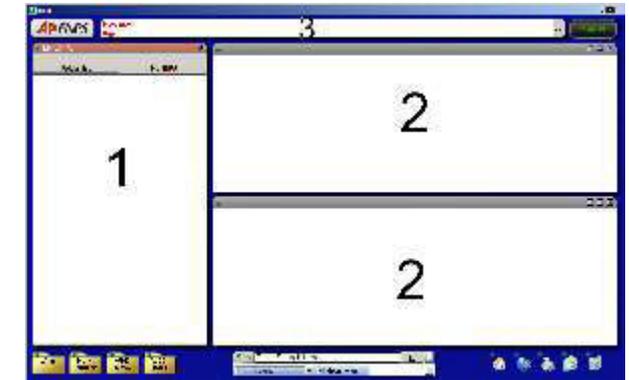
1 – La Ventana de Contenidos muestra listas de archivos como noticias de las agencias, contenido de las carpetas y resultados de búsquedas. Un **máximo de 200 archivos** caben en la Ventana de Contenidos. Para pasar por la lista, haga clic en las flechas en la cima de la ventana.

2 – Las Ventanas de Composición son para mirar y editar libretos, noticias de las agencias y otros artículos.

3 – El rectángulo blanco en la cima de la pantalla exhibe mensajes y noticias urgentes.

Arrastrar y Pegar

Haga clic y mantenga el botón oprimido en un archivo en la Ventana de Contenidos, arrastre el archivo al nuevo destino y déjelo allí.

Para copiar un archivo a otra carpeta, arrástrelo a la carpeta. Cuando el cuadro blanco aparezca, deje de oprimir el botón.

Arrastre un archivo al ícono de la impresora (Ctrl+P) para imprimirlo con las opciones ya configuradas. Haga clic en este ícono para cambiar estas opciones y elegir impresoras distintas.

Arrastre un libreto al ícono de mensajes para mandárselo a un colega. Escriba el nombre del recipiente cuando le pida y confírmelo de la lista. Haga clic en el punto verde del ícono (Ctrl+T) para mandar un mensaje corto con un máximo de 50 caracteres.

Arrastre un archivo a la basura para eliminarlo. Es posible recuperar archivos haciendo clic en la basura y mirando el contenido en la Ventana de Contenidos. Use el punto verde para ir a la basura de otras carpetas.

Leyendo Agencias

Haga clic en el punto verde de la carpeta de Agencias para escoger categorías o una agencia en particular. Las suscripciones de su emisora establecerán cuales categorías aparecen en la lista.

- Advisories
- Business/Financial News
- Farm/Agricultural News
- Features/Entertainment
- Politics
- Noticias Urgentes

Nuevas noticias se muestran en la Ventana de Contenidos. Para leer una noticia, haga clic en el título y se abrirá en la Ventana de Composición superior.

También es posible arrastrar la noticia por el título a cualquier Ventana de Composición.

Las Ventanas de Composición

Arrastre y pegue un libreto o noticia de las agencias a una Ventana de Composición para mirarlo o editarlo. Es posible tener hasta 20 artículos abiertos dentro de estas Ventanas en cualquier momento. Si tiene más de tres archivos abiertos, haga clic en las flechas a la izquierda de las pestañas para mirar los otros.

Haga clic en los cuadros azules a la derecha de la parte superior de la Ventana de Composición para expandir el archivo o mirarlo en pantalla completa (Ctrl+E). Haga clic en el para cerrar el archivo (Alt+C), guardando los cambios si sea necesario.

Es posible cambiar el tamaño de cualquier ventana del escritorio de ENPS arrastrando los bordes. Un cursor de flecha de doble-cabeza aparecerá.

Cuando una pauta o un horario de asignaciones llena la mitad superior de la pantalla y está abierto un tablero de control de medios, un ícono aparece que le permite intercambiar entre el tablero de medios y la Ventana de Composición.

Escribiendo un Libreto

Haga clic dentro de una Ventana de Composición y empiece a escribir para crear un libreto nuevo. Haga doble-clic en la pestaña para nombrar el artículo y oprima "Enter" al terminar. Arrastre el libreto a una carpeta o pauta para guardarlo. Si no lo arrastra a una carpeta o pauta, se guardará en su Carpeta Personal.
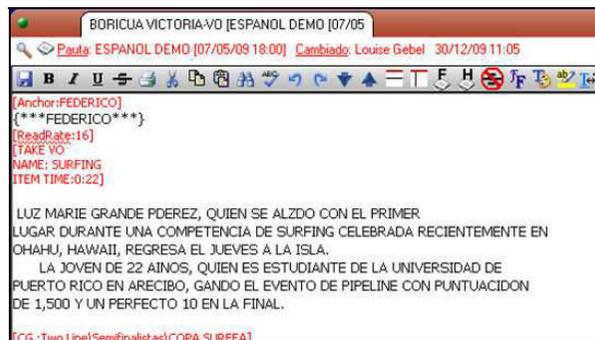
Para añadir **mandatos de producción técnica** al libreto, vaya al punto verde del libreto y escoja el mandato apropiado de la lista. También hay atajos para estos mandatos.

Haga doble-clic en un mandato para eliminarlo o editar los detalles. Los mandatos y los GCs son distintos para cada programa. Confirme cuales están usados por su programa.

Al empezar a trabajar en un libreto, una barra de herramientas con los siguientes íconos aparece en la cima de la Ventana de Composición.

Icono	Descripción
	Guardar
B	Negrita
I	Cursiva
U	Subrayado
	Texto Penetrado
	Imprimir
	Cortar
	Copiar
	Pegar
	Buscar
	Comprobación de Ortografía
	Deshacer
	Rehacer
	Ver la versión anterior del libreto
	Ver la versión próxima del libreto
	Mostrar información de fondo
	Mostrar tablero de medios
F	Campos del frente
H	Campos del encabezado
	Suprimir todo el texto penetrado
	Tipo y tamaño de letra
	Color del tipo de letra
	Escoger color del texto destacado
	Usar texto sin formato

ENPS Desktop Overview

Once you are logged into Microsoft Windows, you can open ENPS by double-clicking the ENPS icon on your desktop. The ENPS desktop is designed so that there are never lost windows; everything you need to see is always in sight and easily accessible. The desktop consists of the List Window, Top Line Area, Two Editing Windows, various folders, and buttons, all of which are described below, and covered in greater depth later in this guide.
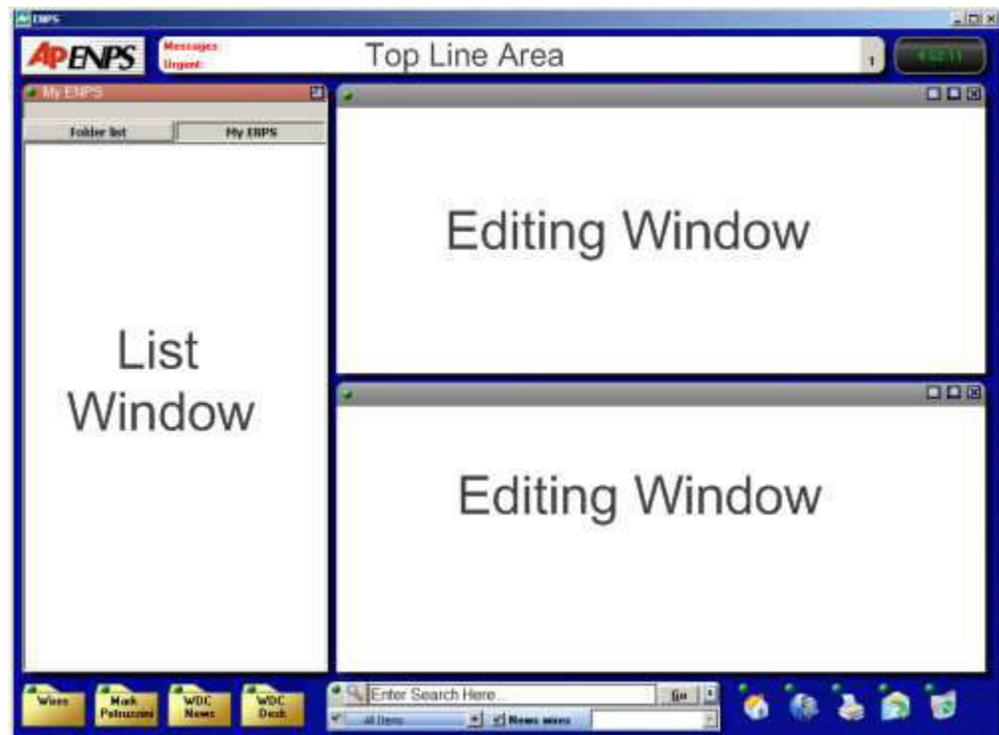
List Window

The List Window on the left side of the ENPS desktop displays the contents of a selected folder, the results of a Search, or the stories selected using the My ENPS feature, if available. If you click on the Wires folder, for example, the List Window displays incoming wires from all of the different news wire categories.

Different icons indicate the item type:

Wire story

	Urgent wire story
	Script
	Read-in
	Rundown
	Newsgathering Grid
	Newsgathering Grid Item
	Grid
	Contact
	Election
	MOS Object
	Group message
	Unopened message
	Opened message

When a window is selected in ENPS the title bar at the top of the window will be highlighted in red. The title bar will also indicate the source provider or category you are viewing.

There is a 200-item limit in the List Window. Depending on the number of items in the List Window, the title bar displays up and down arrows ▲▼ that allow you to scroll through the list. You can press `PgUp` or `PgDn` on your keyboard to move quickly through the list.

Click on the ⊡ icon on the far right to change the List Window's orientation from horizontal across the top of the ENPS desktop to a vertical along the left side of the screen.

Viewing List Window Items

To view any of the List Window items, click on a slug or press the `Up/Down` arrow keys to highlight entries. The item will appear in the top Editing Window. You can also drag an item into either Editing Window.

Changing the Size of the List Window

When the window is in its vertical orientation on the left side of the screen, you can change the size of the List Window. Hover the mouse cursor over the right border of the List Window until the double-sided arrow ↔ cursor appears, then click and drag the window to change its size.

Selecting List Window Items

To select more than one item at a time in the List Window, hold down the `Ctrl` key and click each item you want to select. To select a group of consecutive items, you can click on the first item, hold down `Shift` and then select the last item. All of the items in between will also be highlighted.

Top Line Messages

The rectangular box at the top of the ENPS screen displays Top Line Messages, which include message alerts from other users and urgent news wire stories.

| Messages: | ✉ | [Mark Petruzzini] Meeting in the conference room | 1 |
| Urgent: | ⚡ | AP-MS--Daybook,0262 | 26 |

To read a message or open an urgent wire from the Top Line Messages, click on its slug. The text will appear in the top Editing Window. Double-click on the queue number to reset it to zero.

The number to the right indicates the number of new items. There can be as many as 50 message alerts and 50 urgent wires before the queue is full. When the queue is full, the oldest message alerts are removed from Top Line Messages when a new message or urgent wire arrives. These messages can still be found in your message inbox and urgent wires can found in the urgent wires folder.

Rovers

Windows, icons, and folders have a green dot ● called a rover. When you click on a rover with either the left or right mouse buttons, a pop-up menu will appear and stay open with options for that item. For example, if you click on the Wires rover, you can select the news wire category you would like to view. Some rover options require higher security privileges and may not be visible to all users: check with your Folder Manager to review or change your access privileges.

Editing Windows

ENPS typically displays two identical Editing Windows which are identical to each other. In these windows you can view and edit wire copy, scripts, contacts, grids, and media clips. If there is a Newsgathering Grid or Rundown that fills the top half of the screen, you will only see one Editing Window.
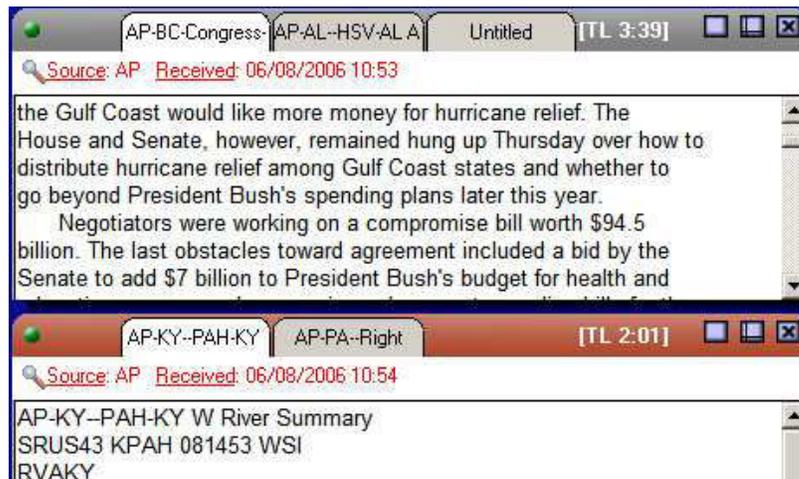
The two Editing Windows can hold up to 20 items total. Each item has its own folder tab showing the item name. The active item has a white tab. If you are

working with more than three items in an Editing Window, arrows ◀ ▶ appear next to the rover. These arrows allow you to switch between the items you have loaded in an Editing Window.

When you view an item in an Editing Window, its source information appears in red text just below the folder tab area. If you have a wire story open, the source, date, and time received will appear in this area. Other Editing Window items will display the item's creation and modification date, time, and author. If a new item is stored in a Group Folder, the group name appears at the far right of the header area.

Changing the Size of the Editing Window

If the Editing Windows are located on top of each other, hover the mouse cursor between the two windows until the ↕ icon appears, then click and drag the window to change its size. In the upper right corner of an Editing Window you will see the following icons:

Icon	Description
☐	Expands the window to occupy the full screen. Click this icon again to return to the previous window size. (`Ctrl+E`)
▣	Expands the window to double size. Click this icon again to return to the previous window size. (`Ctrl+O`)
✖	Closes the item. (`Alt+C`)
↩	You will see this icon when a Rundown or Newsgathering Grid fills the top half of the screen and a media control is open. Click this icon to switch between the media control and the Editing Window.

Wires Folder

Click on the Wires folder to display incoming wires. Select the Wires folder rover to display a menu where you can select wire categories and providers.

Personal Folder

Your Personal Folder is your private storage area in ENPS. Other users cannot access information in your Personal Folder, but you can access it from wherever you are using ENPS on your network. You can save any ENPS item, including wire stories, scripts, contacts, and Rundowns in your Personal Folder. Items in your Personal Folder will not be deleted unless you manually delete them.

Group Folder

The third folder is your Group folder. Different users are part of different Groups depending on their location and responsibilities. Anything stored in the Group folder can be accessed by other members of your group. If you are part of multiple Groups, you can access information in other Group folders using this folder's rover. Items in Group folders are automatically deleted after 30 days unless the first word in the folder name is `HOLD` such as "`HOLD Assignments.`" Items in HOLD folders are never deleted.

Corporate Folder

The fourth folder is the Corporate folder, which is useful for users who regularly work in more than one group. When you sign in, the Corporate folder is labeled with the name of your organization. However, you can navigate to other areas by selecting **Corporate folder rover → Locations** and selecting the folder you wish to view. This allows you to navigate to other stations in your group or other locations in your station.

Search

You can search for anything in the ENPS system including wire stories, Rundowns, scripts, Newsgathering Grids, Contacts, even discarded items in the Waste Bin.

The Search feature can appear in two different ways, depending on the amount of available screen space. If your monitor is set to a resolution of at least 1024x768 and the ENPS window is maximized, you will see this text entry box at the bottom of your screen:
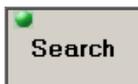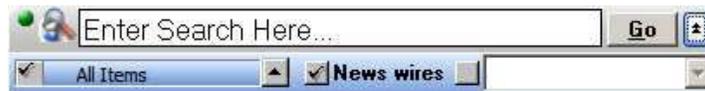
If less screen space is available you will only see the *Search* button, which you can click to access a separate window where you can conduct more detailed Searches. Searches can be as broad or specific as desired. It is possible to search everything in ENPS with a single click or refine a search based on item type, date, or other attributes. Refer to Chapter 8, *Search* for more details about finding items.

My ENPS

This feature gives you a quick overview of important wire stories and local content. If this feature is enabled for your enterprise, you will be able to see the latest top news stories from your wire feeds and e-mail, today's Rundowns from your main work group, and more. Refer to Chapter 4, *My ENPS* for more information.

Media Control

From the Media Control rover you can launch software applications such as the ENPS Web Browser or control hardware such as video and audio editors using the MOS protocol. The functions available from the Media Control rover are set up by your System Administrator. You can set any one of these functions to be loaded automatically when you click on the Media Control icon. See the *ENPS Advanced User's Guide* for information about how to use the MOS protocol.

Printer

To print a script or a Rundown drag its title from the List Window onto the Printer icon. When the icon is highlighted with a white square, release the mouse button. You can also drag a script's title tab or a highlighted block of text from an Editing Window to the Printer icon. Click on the Printer icon to display configuration options, including line spacing, formatting, and the number of copies. Click the

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printer rover to change printers. Refer to Chapter 15 "Printing" for more information.

Messaging

Use the Messaging icon to send certain items and messages to other users. You can send scripts or blocks of text, but you cannot send Rundowns or Newsgathering Grids. Refer to Chapter 10 "User Communications" for more information.

Waste Bin

Depending upon your access level, you can delete anything in ENPS except for wires. To delete an item, drag it to the Waste Bin and release the mouse button when a white square highlights the Waste Bin icon. Click the Waste Bin icon to display its contents.

The contents of your personal Waste Bin includes information that you have discarded from your Personal Folder and messages sent to you. These items are only visible to you. Items discarded from a group folder can be viewed and recovered by other members of the group. Items will normally remain in the Waste Bin for 10 days at which time they are permanently deleted from ENPS, although your System Administrator may change this value. Refer to Chapter 16 "Waste Bin" for more information.

	Urgent wire story
	Script
	Read-in
	Rundown
	Newsgathering Grid
	Newsgathering Grid Item
	Grid
	Contact
	Election
	MOS Object
	Group message
	Unopened message
	Opened message

When a window is selected in ENPS the title bar at the top of the window will be highlighted in red. The title bar will also indicate the source provider or category you are viewing.

There is a 200-item limit in the List Window. Depending on the number of items in the List Window, the title bar displays up and down arrows ▲▼ that allow you to scroll through the list. You can press `PgUp` or `PgDn` on your keyboard to move quickly through the list.

Click on the ⬜ icon on the far right to change the List Window's orientation from horizontal across the top of the ENPS desktop to a vertical along the left side of the screen.

Viewing List Window Items

To view any of the List Window items, click on a slug or press the `Up/Down` arrow keys to highlight entries. The item will appear in the top Editing Window. You can also drag an item into either Editing Window.

Changing the Size of the List Window

When the window is in its vertical orientation on the left side of the screen, you can change the size of the List Window. Hover the mouse cursor over the right border of the List Window until the double-sided arrow ↔ cursor appears, then click and drag the window to change its size.

Selecting List Window Items

To select more than one item at a time in the List Window, hold down the `Ctrl` key and click each item you want to select. To select a group of consecutive items, you can click on the first item, hold down `Shift` and then select the last item. All of the items in between will also be highlighted.

Reading News Wires

To view news wires click on the Wires Folder. Incoming wire story slugs are displayed in the List Window under the heading *All Stories.* This list updates automatically as new wires come in, with the newest stories appearing at the top of the list.

Rather than displaying just a list of slug lines, you can preview wire content using *Browse* mode, which displays several lines of the incoming copy in the List Window. To view wires in this mode select **List Window rover → Browse Mode**.

You can filter the Wire stories that are displayed based on category or provider. To view the contents of a particular category or agency, click the **Wires Folder rover** and select a menu option. The contents of the List Window will change to reflect your selection.

Click on the slug of a wire story in the List Window to view that story in an Editing Window. The slug of the story you are viewing is displayed in red in the List Window. To maintain your place, the story marked in red will not move beyond the bottom of the List Window until you select another story.

A bookmark lets you easily locate a story if you change folders and you have not saved the story to your Personal Folder. To add a bookmark, select **List Window rover → Set bookmark**. Remove the bookmark by selecting **List Window rover → Remove bookmark**.

As urgent wire stories are received, they immediately appear in the Top Line Message area. To view an urgent wire story from the Top Line Message area, click on its slug or press `Ctrl+2`. The number to the right of the slug indicates how many unviewed items are in the queue. To clear the queue, double-click the number.

My ENPS

My ENPS gives you an overview of wire stories, locally-created content, your assignments and other important items in ENPS. This feature must be enabled by your System Administrator for you to see it on your ENPS desktop.

You can display the My ENPS overview in the List Window in one of three ways: click the My ENPS icon on the right-hand side of the screen, press `Ctrl+Shift+M`, or press the *My ENPS* button at the top of the List Window. You can configure what types of information are displayed in My ENPS by selecting **My ENPS rover → My ENPS Configuration**.
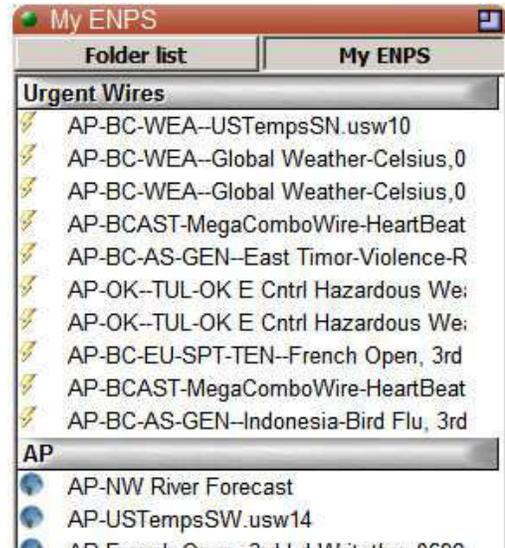
The following sections provide an overview of the types of information you can add to My ENPS from the configuration window.

Wires

Select the wires that you want to be included in My ENPS by selecting the checkbox in the *Enabled* column.

By default, the most recent incoming wire stories will be at the top of the List Window. If your station has a dedicated server for Top Stories you can change the option in the *Story Sort* column so that the stories that are being sent most frequently will appear first.

One type of wire lists the most popular wire stories. These entries are different from typical incoming wire stories because a single slug can represent a number of distinct stories. For example, when My ENPS displays "`School Board (6)`" it means that the Top Story Server has received six top stories with the "`School Board`" slug. When you click on this entry, or drag it to an Editing Window, ENPS will open the latest version of the story. If you want to see all versions of the story, drag "`School Board (6)`" to the *Go* button in the search box at the bottom of the screen, or if that is not visible, drag it onto the

Search button instead. This will initiate a search that will display all of stories that have the "`School Board`" slug.

ENPS Content

On this tab you can create My ENPS sections consisting of several types of ENPS content located on any server and in any folder or sub-folder in the station. To create a category, click the *New* button at the bottom left corner of the screen. Type a descriptive name in the *My ENPS Section* column. Next, choose the location and object type. To display a certain type of information, select its *Enabled* checkbox.

My ENPS Configuration

| Wires | ENPS Content | | Searches | | List Configuration | |

My ENPS Section	Server Group	Server	Program	Folder	Type	Enabled
Daily	Washington	Central	ENPS News	News	Read-In	✔

Object types include Scripts from today's Rundowns, Newsgathering Grids, Newsgathering Grid items, MOS objects, Messages, and Read-Ins. You may create multiple categories for ENPS content. If you select assignment items it will display items that are assigned to you.

Searches

The third tab allows you to include Forward Searches or saved Searches in your my ENPS categories. To display a certain type of information, select its *Enabled* checkbox.

My ENPS Configuration

| Wires | ENPS Content | Searches | List Configuration | |

My ENPS Section	Query Type	Description	Enabled
Budget deficit	Search	Government showdown	✔
Presidential race	Forward Search		✔

For Searches or forward searches to appear as choices in the dropdown list, you must have already created and named your search. Refer to Chapter 8 "Search" for more information. Macros can be named in a new "description" field next to each macro entry box.

Because users may include complex searches (which may include material on remote servers), some My ENPS searches may take a while to complete. My ENPS is designed to display categories as they become available, so you will see the material arrive as it is found. If you need to abort the process for any reason press `ESC` button to stop the search.

List Configuration

On the fourth tab you can configure how data is displayed in My ENPS. Set the maximum number of items that will be displayed in a category by double-clicking on the *Max. Items* column for the entry you want to change, then typing in the new number. The maximum value you can set for any category is 99.

To change the order in which information appears, select one or more section names, then click the up and down arrows in the lower left-hand corner of the window to move the position higher or lower.

My ENPS can refresh its information automatically. To enable this feature, select the auto-refresh box on the configuration screen and set the refresh interval in minutes. If when My ENPS is updating you need to cancel it for any reason, just press the ESC key.


Click *Ok* to save your changes.

Writing Scripts

This section will show you how to write and edit scripts in ENPS. It covers how to begin writing a script in your personal folder or a group folder, perform editing features, set script properties, insert production commands and script timing.

Starting a Script

There are a few different ways to start a script in ENPS. You can simply start typing into an empty Editing Window and when you save it, the script it will be stored in your Personal Folder. Or you can create a script in your personal folder by selecting **Personal Folder rover** → **New** → **Script** to open a blank script in the lower Editing Window. You can also press `Ctrl+N`.
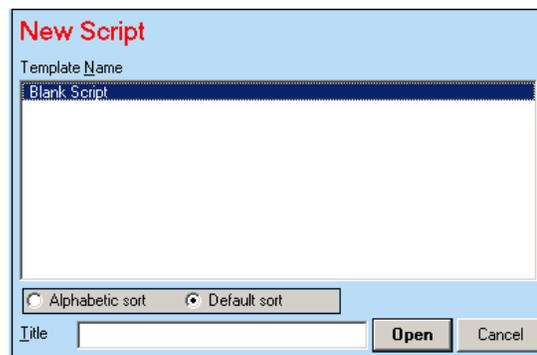
To create scripts that will be available in a group folder, select the **Group Folder rover** → **New** → **Script**. When you create a script in a group folder, you will see a dialog box with a list of all of the script templates that have been created by your group's Folder Manager. Select the one you want, then click or tab to the *Title* text entry box and enter a story name. Click *Open* to start the script.

When you edit an item stored in a shared work area, a lock icon will appear at the upper left of the Editing Window. If you are writing in your Personal Folder, the lock icon will not appear.

The lock icon indicates that you are editing the script and that other users cannot change that copy until you are finished, although they can view it or make their own copy. However, users with appropriate security privileges can choose to take control of a locked script and override any changes being made. ENPS will save a copy of your script in your personal folder and will send you a message to let you know who took control of the script.

Using the Script Editor

Once you start working on a script, an editing toolbar appears at the top of the Editing Window.

The following table summarizes the toolbar options:

Icon	Description
	Save the script. If you have not selected a script name, you will be prompted to enter one.
B	Set the current font to boldface. If you click this button while text is highlighted, it will toggle the boldface effect.
I	Set the current font to italics. If you click this button while text is highlighted, it will toggle the text between italics and plain text.
U	Set the current font to underlined. If you click this button while text is highlighted, it will toggle underline effect.
	Set the current font to the strikethrough effect. If you click this button while text is highlighted, it will toggle the strikethrough. This effect is useful for revising and you want to indicate what text should be deleted while still keeping it visible. Text marked with strikethrough is removed from script timing, although it is printed and sent to teleprompters. Another toolbar option allows you to delete all of the strikethrough text in the script.
	Print the current document using the options selected from the Printer rover. Refer to *Print Options* on page 65 for more information.
	Cut the current text from the script and place it on the Windows clipboard where it can be pasted into other documents.
	Copy the current text from the script and place it on the Windows clipboard where it can be pasted into other documents.
	Paste text from the Windows clipboard into the document.
	Find a text string in the current script.
	Perform a spell check.
	Undo the last action that was done on the script.
	Redo the last action that was undone.
	Go to the prior version of the script. Script versions are only available when you are working with a script in the group folder.
	Go to the next version of the script. Script versions are only available when you are working with a script in the group folder.
	Show the source content area. Refer to the following section for more information.
	If your script contains MOS pointers, you can display the media pane on the left-hand side of the script to view a small thumbnail preview of the media.
F	Toggle the display of Front fields. Refer to the ENPS Advanced User's Guide for more information.
H	Toggle the display of Header fields. Refer to the ENPS Advanced User's Guide for more information.

	Delete all of the text in the document that has the strikethrough effect.
	Change the typeface and size. You can change the font size for MOS commands independently from the rest of the script by selecting **Editing Window Rover → Font → MOS Font Size**.
	Change font color. It is not possible to choose the same color for background and font color.
	Set color for font highlighting.
	Switch to plain text.

Source Content Area

At the bottom of the script editor is a grey bar with an arrow called the content splitter. Using your mouse you can drag this bar to make the source content area larger or smaller. Below the grey bar, you can put comments, text, or MOS pointers. Although the text in this area can be printed, it will not contribute to the overall script time.

When the source content area contains text, the arrow on the splitter bar will appear with a red arrow. Click the arrow to open the source content area.

The keyboard shortcut to switch the cursor between the source content area and the script editor is Ctrl+Tab.

When the Source Content Area contains a pointer to audio or video material, you can drag the reference into the script area. When you do so in a script that is part of a Rundown, the material will automatically become part of the Rundown's playlist. MOS pointers below the grey bar will not become part of the playlist.

Writing a Script

In ENPS, scripts are written in a one-column format. Anchor text appears in black and production commands appear in red surrounded by square brackets, such as [ReadRate: 17]. You have a number of options you can execute while you are working with a script. Select the **Editing Window rover** to display additional options. Some of the following options are only available if the script you are working on is part of a Rundown:

Command	Description
Print (Ctrl+P)	Send a script or text file to the printer. This option allows you to print a script in the standard two-column broadcast format (with production commands printed on the left side of the page and the script text printed on the right side). It is not possible to add or delete printers from ENPS through this option.
Approve this Item	Approve an item for broadcast. This option is available if you have sufficient privileges. The status of the approved item displays in green in a Rundown.

Mark Not to be Broadcast	Insert a "Not to be broadcast" marker in an active script in a Rundown. The script can be returned to its original state by clicking on *Remove Not to be broadcast*. The command also changes the color of the text as a warning.
Show Prior Versions	Once a script is opened from a public Rundown or a Group folder, select this option to view earlier versions of a previously-saved document. Any prior versions will appear in the List Window with the most recent ones displayed at the top. The version number appears in brackets to the left of the slug, with higher numbers representing more recent versions. For example, v5 is a newer version than v2.
Import/Export	Import files from other applications and export ENPS files for use by external applications.
Publish to	Publish a wire internally or externally. This feature is only available if your System Administrator has enabled it for your enterprise.
Layout	Change the view of the current script. Layout options include adding and removing fields and showing MOS commands.
	If the System Administrator has enabled the two column view you can switch between the one and two column views from this menu. The two column view allows you to view production commands in one column and script text in the other.
	You can also select whether you want to preview media that is in the Source Content Area (**Show Black Line Content**) or in the script area (**Show Above-line Media**).
Font	Select from System, Arial or Courier New fonts and a Font Size of between 8 and 36 points for viewing text in Editing Windows.
Tools	Spell Check (`Ctrl+Shift+U`), Thesaurus or Pronouncer. The speller checks the entire document, and the thesaurus and pronunciation guide suggest alternates for selected words. These choices are not available for all languages.
	If multiple language dictionaries are installed on your system from this menu you can select the language dictionary you would like to use for spell checking and the thesaurus.
	In some languages ENPS will automatically underline misspelled words as you type. You can disable this option by selecting **Editing Window → Tools→ Spell Check Options → Check spelling as you type**. You can also set the spell checker to ignore words in all upper case (such as NASA or IBM), words that contain numbers and to automatically capitalize the first letter of sentences.
	ENPS will correct common typographical errors. For

	example, "teh" will be corrected to "the" or "adn" will be automatically replaced with "and." To disable the correction, hit the backspace key to retain the original spelling.
	Select **Editing Window** → **Tools**→ **Spell Check Language** to select the language you are writing in.
Find (Ctrl+F)	Searches for a phrase in the current item. Matches will be highlighted in red.
Edit	Cut (Ctrl+X) or Copy (Ctrl+C) of selected text, or Paste (Ctrl+V) of previously cut/copied text at the current location. Cut is used for moving text from one location, while Copy leaves text in its original location.
Undo (Ctrl+Z)	Reverse the previous action.
Switch Case	Convert all text in the window or any selected text to lower case or upper case.
Reformat	Remove carriage returns in a wire story to allow automatic text wrapping. This is not recommend for some tabbed material such as scores or financial data. Click *Undo* to reverse this command.
Save (Ctrl+S)	Save the current document without clearing the window so you can continue working.
Save to	Save a script to a specific location, provided you have permission to do so.
Change Object Type To	Sets the script to as an audio, video, or graphic object before you associate a specific file with the object.
Discard Changes → Confirm	Discard any changes you made to an item.

Text can be copied within the same window or from one Editing Window to another. To copy or move text highlight the area with the mouse and press Ctrl+C or Ctrl+X respectively then place the cursor where you want the text to appear and press Ctrl+V .

You can also move text using just the mouse. Highlight the text you want to move, hold down the mouse button on any part of the highlighted text, move the cursor to where you want the text to appear and release the mouse button. You can also use this technique to copy text from one Editing Window to another.

Inserting Production Commands

Production commands are special instructions that can be used to communicate information with people in the newsroom and in some cases they can be used to send instructions to hardware devices. Because these commands must be formatted precisely they cannot be edited directly from the script level. For information about adding pointers to media in your scripts refer to the *ENPS Advanced User's Guide*.

Production commands are displayed in red. When a script is printed in a two-column format for use on-air production commands appear on the left and black text is moved to the right-hand column.

When you add production commands enter them in the order in which they will take place. For example, a typical Voice Over/Sound on Tape (VOSOT) takes the following form:

1. An anchor appears on camera with still store/OTS.

2. Anchor reads the on-camera intro.

3. Director rolls VO.

4. Anchor reads VO text.

5. Director rolls sound on tape.

To add a production command select the **Editing Window rover** then select the command you want to insert. The following table describes the function of each of the production commands:

Command	Description
Anchor (Ctrl+L)	Place the name of the news reader or reporter into the text as a production command.
Insert (Ctrl+J)	Add an audio, video or graphic production command to the script. Not all news organizations will use the Insert menu. For those that do, it generally signifies something seen on screen while the anchor continues to read live text, such as a map.
Take (Ctrl+K)	Notify the director where to use audio, video, graphics and other production elements in a program.
Insert Tech Instruction (Ctrl+Shift+I)	Insert production commands to be used by the director or other staff involved in the technical aspects of the program.
Character Generator (Ctrl+G)	Insert supers into a script. Opens a window to where you can choose the type of CG. Enter the appropriate text and insert the production command into the designated script area.
Automation	Add automation control commands including Clip, Still, CG, Inset, Camera, Logo, Live Event, OS and Macro.
MOS Commands	Select an ActiveX control to run when you click on a MOS item reference in the script. This option is only available if it has been enabled by the System Administrator.
Duration (Ctrl+D)	Enters the length of an audio file, ad-lib or video clip, adding time to the total length of a script. Times of one minute or more must be entered as minutes and seconds. This can also be used to add the precise time of a sound bite, presuming the sound bite verbatim is not included in the

	script timing.
Change Read Rate	Change the ENPS default read rate. The default value is 18 characters per second unless the System Administrator has changed it.
Notes (Ctrl+H)	Insert notes or a production command tailored to the needs of the program.

To edit a production command, double-click on the command, or place the cursor anywhere inside the command and press Alt+E. To delete a production command, double-click on the command and select *Delete Command*. You can also highlight the command and press Alt+Delete or Shift+Delete.

Production Characters

Certain characters are used while writing scripts to separate director and production commands, editing instructions, and sound bites from text to be read by the anchor.

Some of these symbols will keep production commands on the left side of the script and text and other instructions on the right side. The text inside of these symbols is not included in a script's read time computation.

Symbol	Description
Square brackets [ ]	Production commands; inserted or deleted automatically. These brackets appear in red to distinguish them from other script material. It is not possible to type these characters. Example: [ReadRate: 17]
Angle brackets < >	Sound bite verbatim. Example: <Analyst: We're seeing a growing interest in GPS navigation technology this year.>
Parentheses ( )	Describes what is about to appear on-screen for the anchor or for word pronunciations. Example: (kwah-droo'-puhl)
Curly braces { }	Put cues in the prompter for the anchor. On some prompters this will make text appear in reverse video. Example: {***SOT***}

Structuring Script Content

Scripts in a Rundown may be grouped together for convenience. The exact format of these groupings will vary from site to site. The "Intro-Package-Tag" structure that follows is just one example of this structure.

The Intro Page contains the on-camera introduction as well as all the information needed by the director to call the package.

```
[Anchor:Bill]
{***BILL***}
Kaiser Permanente is launching a new program to encourage
```

```
patients to call a nurse if they don't know whether to call
911. But as Jay Cunningham reports, some critics say the
program could delay emergency care.
[TAKE PKG
DURATION:1:50]
{***PKG***}
[CG :Lower 3rd\Jan Kagehiro\Kaiser Permanente]
```

The Package Body contains the Reporter Tracks and Editor information:

```
{track}
[Notes:Tape 2, 05:36 Kaiser exterior]
<One hospital is launching a new marketing program designed
to encourage patients to call a nurse if they don't know if
they need to call 911.>
[INSERT SOT
AT: 0:35
TO: 0:45
ITEM TIME:0:10]
```

Editing an Existing Script

If you are working on an existing script,you will usually find the script in the work in progress/group folder or it will be in a Rundown. If the script is in a Rundown double-click the Rundown to open it or drag it into an Editing Window. The Rundown will open either on the left or across the top depending on your personal settings. Refer to Chapter 12 "Personal " for more information.

In ENPS Rundowns related scripts may be grouped together under a common slug. In the example above there are two scripts for "Storm." One is "Storm-Cleanup" and the other is "Storm-WX." Make sure you click on the correct portion of the Rundown line to open the script you want to display. The selected page will open in the top Editing Window.

Script Timing and Read Rates

Total script time is displayed in minutes and seconds at the upper right corner of the Editing Window, next to the *Expand* and *Close* buttons. The default read rate is 18 characters per second unless it has been changed by your System Administrator.

ENPS times the read rate in "characters per second" to ensure accurate timing in a variety of languages. The value of the read rate varies from anchor to anchor and the overall average read rate will vary from station to station.

Anchors and reporters should calculate their read rates to help them time their scripts more accurately. ENPS times scripts to the second, based on the read rate in the script. To calculate read rates complete the following steps:

1. Open a script in an ENPS Editing Window using with a read time of between 30 seconds to one minute.

2. Note the time on the clock.

3. Read the script as if on-air.

4. Note the time when you finish reading.

5. Insert the Read Rate command at the top of the script and adjust the number until the time matches the actual read time. Read rate values are usually between 16 and 20.

To change the read rate in a script select **Editing Window rover → Change read rate** and enter the new read rate in characters per second and press `Enter`. The new number is displayed in brackets in red. A characters-per-second read rate is approximately 10% of a words-per-minute rate so 18 characters per second is equivalent to 180 words per minute. Spaces are also timed with every 15 spaces equal to one second of read time.

As long as read rate commands are inserted in the appropriate places, a single script may contain separate blocks of text defined at different read rates. Additionally, the **Editing Window rover → Duration** command inserts additional time measurements for material such as sound bites (not transcribed or ready to be prompted).

1. Type Duration commands in minutes and seconds such as 1:02 or :08.

2. Read rate commands are most useful when combined with the Anchor scripting command that designates the person reading the script. Macros can be created which combine anchors or reporters and their individual read rates.

3. If no read rate is specified, ENPS times the script based on the system default.

4. If a block of text is highlighted, you can select **Editing Window rover → Time selection** to compute the read time of that text only.

Saving Scripts

There are several ways you can save a script outside of a Rundown:

- Press `Ctrl+S` or select **Editing Window rover → Save**.

- Drag and drop the title tab of the script to your Personal Folder or the Group Folder where you want to store it.

- Click the `X` on the Editing Window (`Alt+C`). When prompted to save your changes click *Yes*. To discard your changes click *No*. To cancel the action and continue editing the item click *Cancel*.

If you have not named a script ENPS will prompt you to do so when the script is saved. Remember that unless you created the script from the Group Folder rover

or a group Rundown it will be saved in your Personal Folder and will not be available to other users.

By default, ENPS automatically creates a backup of any in-progress scripts on the local workstation every 10 minutes. If a workstation is shut down before open files are saved those files will appear in an Editing Window with the word *Recovered* in the title when ENPS is restarted. You will then need to save the script to prevent losing it.
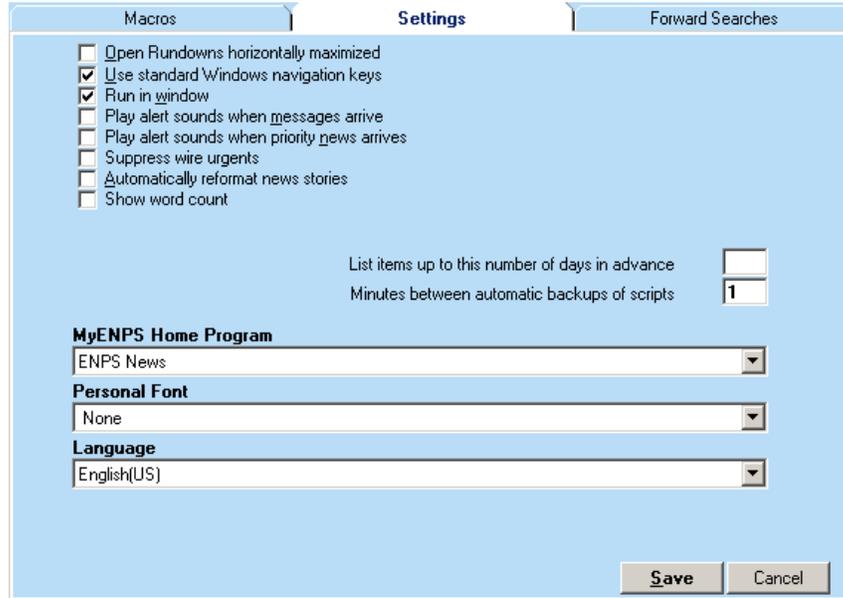
If you want to change the automatic backup interval complete the following steps:

1. Select **Personal Folder rover** → **Settings** → **Settings tab**.

2. Enter a new interval in the Minutes between automatic backups of scripts field. The minimum is one minute.

3. Click *Save*.

Although ENPS automatically saves backup copies of your script, if you are prompted to save your script and you click *N,* all versions will be discarded.

Setting Script Properties

Script property fields contain additional information about the script and are used for a variety of purposes from administrative cost tracking to broadcast machine integration. You can also search for scripts based on their script properties.

You can view these fields by clicking on the magnifying glass icon on the top left of a script `(Alt+P)`. Generally, these fields will be set for each work group by Folder Managers, who can tell you more about how to use them. After you enter the information for these fields, click the magnifying glass icon to return to the script text area.

Newsgathering Grids

A Newsgathering Grid, often called an Assignment Planner, is an overview of the day's prospective news stories. The Newsgathering Grid is composed of individual items. However, these items are significantly different from scripts. Instead of purely textual material, Newsgathering Grid items consist of a series of linked forms that can be filled in by desk staffers. The Newsgathering Grid allows desk staffers—or anyone with the proper permissions—to drag and drop material into a line of the grid for assignment use. These "collections" may contain wire stories, notes, contacts, PDF and Word documents, Excel spreadsheets, and even media relating to that story in the grid.
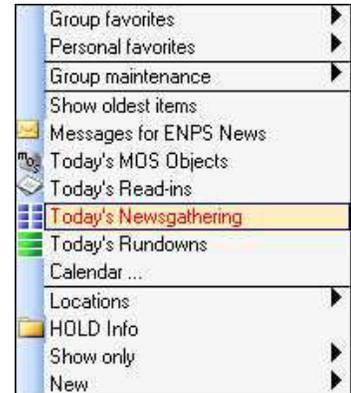
Opening Newsgathering Grids

Here are the most common ways to access Newsgathering Grids:

- Select **Group Folder rover → Today's Newsgathering**. Newsgathering Grids dated for today will appear in the List Window.

- Select **List Window rover → Recently opened files**.

- Click on the Group Folder. Newsgathering Grids will appear with other work in progress, with the most recent one at the top.

- To access a Newsgathering Grid for a particular day, select the date from the Calendar by selecting **Group Folder rover → Calendar**.

To open a Newsgathering Grid double-click its title in the List Window or drag it into an Editing Window.

Using the Newsgathering Grid

ENPS provides a standard layout for the Newsgathering Grid that can be customized by individual users or Folder Managers as needed.

Basic text entries can be made directly to the Newsgathering Grid in text fields such as Summary and Crew. Wire copy, scripts, contact numbers, etc. can be dragged and dropped into the Background column. The number indicates how many items have been dropped into the collection.

If a column is linked to one of the forms on a Newsgathering Grid item, a checkmark ✓ symbol appears in the linked column when information is entered into the " back" or details portion of an item by clicking on the magnifying glass icon. For example, if you enter information into any line of the Summary form, a checkmark symbol will appear in the Schedule column. You can click on the checkmark symbol to open the form.

Newsgathering Grid Items

An individual Newsgathering Grid item represents a single story or story prospect from today's news planner or a future one. Newsgathering Grid items have two sections: a blank area where you can enter any kind of information about the story and form fields for entering specific information.

As with most forms in ENPS, the sub-grids or forms found on a Newsgathering Grid item can be customized for each news organization. Group managers from your site will do this in consultation with AP. Generally, a Newsgathering Grid item includes sub-grids or forms as follows:

Form Fields	Description
Schedule	The "who, what, when, where" of the assignment. This often also includes the news organization's crew assignment.
StoryLog (optional)	A form for recording basic story information.
Costs (optional)	A form for tracking costs associated with the story.
Feeds	A form that includes technical information about feeds for the story.
Futures: (optional)	A form on which notes can be made to follow-up the story at a later date.

A Newsgathering Grid item can operate independently of the grid and be dragged and dropped almost anywhere. It can also be sent to another user as a Top Line Message.

One of the easiest ways to find a specific Newsgathering Grid item is through Search. ENPS will search for any word in a Newsgathering Grid item, and for any word on a wire story or note included in a Newsgathering Grid collection field. See the *Search* section in this guide for more information on using the search functionality in ENPS.

Working with Rundowns

This section covers the most basic features of Rundowns. For more information about using Rundowns, refer to the *ENPS Advanced User's Guide*.

If you have sufficient access privileges, you can create a new Rundown by selecting Group Folder rover → New → Rundown. If you create it from your personal folder, it will only be available to you and not the group.

A window will display a list of available templates on the left along with various Rundown property fields.

Select a template from the Rundown window on the left. Selecting a Rundown template automatically selects the script template associated with that Rundown. When you select a template, the Program name, the Timing and other Property fields change to reflect the appropriate settings.

To open a Rundown click the **Group Folder rover → Today's Rundowns** or press `Ctrl+R`. If you have used a Rundown recently, you may also open it by selecting **List Window rover → Recently opened files**. Open a Rundown by double-clicking on it in the List Window, or by dragging it to an Editing Window. Use the sizing buttons (at the upper-right corner of the Rundown) to switch between viewing the Rundown in the top portion of the screen, the left side, or in full-screen mode.

The content and properties of other Rundown columns will differ from group to group, depending upon the configuration designed by your Folder Manager.

To open a Rundown item for editing, double-click the title or segment name or drag the item into an Editing Window.

Search

You can search for anything in ENPS, including Rundowns, scripts, media objects, and more. Searches can be simple phrase searches or detailed queries with many conditions. You can search the archives of your Rundowns, search for Newsgathering Grid items, you can configure ENPS to perform Forward Searches that will alert you when a new wire story matches your search criteria.

Search Bar

This feature gives you access to the most often used Search options without having to open the Search window. If your monitor is set to a resolution of at least 1024x768 and the ENPS window is maximized, you will see the Search Bar at the bottom of your screen:
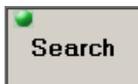

If there is insufficient screen space for the Search Bar you will only see the *Search* button. You click the *Search* button to open the full set of Search options.

From the Search Bar, enter the search terms in the text where it says *Enter Search Here.* Then select the checkboxes for at the bottom of the search bar for the types of items you want to search. By default, your search will include active content in ENPS and all news wires.

You can click the icon to switch between standard Search parameters and personal search parameters. You can find out more about personal search parameters under "Advanced Options" later in this chapter.

Select the first checkbox to have your Search locate items in your home group. If you want to search all local items, you can leave *All Items* selected. To search only specific types of items, click the arrow next to the *All Items* menu.
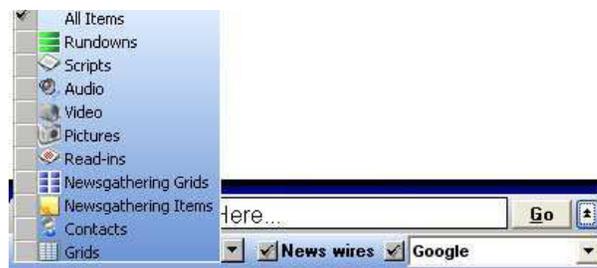
From here you can select the checkboxes of specific items, such as scripts, read-ins, or contacts. Click the down arrow to close this menu.

By default, your search will include wire stories. Uncheck the *News Wires* box if you do not want to include wire stories in your search.

Select the final checkbox to include websites in your search. Before you can use this option, you will need to select the websites that you want to make use for searching by following the directions in *Searching Web Locations: Extended Options* on page 39. The list of sites on the Search bar list will reflect the websites that have checkmarks on the Extended Options tab. You may select one of those sites to include your Search. Your System Administrator will set up the Websites that you can search through the Search Bar.

If you are using the Search Bar and you want to search only item titles, enter "`TITLE:`" at the start of your search terms. For example, you might enter `TITLE:holiday parade` in the Search Bar. If you want your search to contain both specific words in the title and words in the item text, you can use the field "`TEXT:`" to specify search terms that should appear in the body of the item. For example, if you want to find a story with the words "holiday parade" in the title and the words "opening ceremony" you would enter `TITLE:holiday parade and TEXT:opening ceremony` in the Search Bar.

Click *Go* to begin your search.

All of the matching search items will appear in the List Window. The newer the listing, the higher it appears in the search results in List Window**.** The List Window header will change to reflect the search criteria. Matches are listed with the newest items at the top. Click on a slug in the List Window to display the item in the Editing Window. When you open a story, all of the search terms that you entered in the Search window will be highlighted in red.

Search Window

The Search Bar lets you access a small portion of the full Search options. To access full Search capability click on the double-arrow icon ⬍ next to the *Go* button or press `Ctrl+Shift+B`.

Your searches can be as broad or specific as desired. When you type your search terms into the Search Bar it is the same as if you were typing in the *Words in Text* field in the Search window which searches item content.
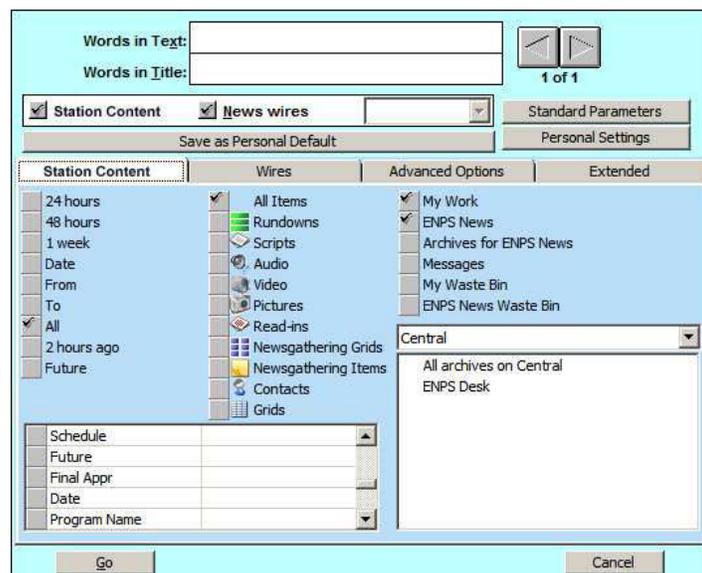
You can also use the *Words in Text* field to search document property fields, which are used to store information about a script. Refer to Chapter 5, *Writing Scripts* "Setting Script Properties" for information about setting document property fields.

Not all fields are enabled to work with Search, so check with your System Administrator to see which fields can be searched. To search a field, enter the search in the format of field name equals the search value, such as `Owner=Mary`. You can also add additional search terms to narrow the search, for example: `Tape=123 and Schools`.

Words in Title is a more specific search that only searches titles. You can search everything in ENPS with a single click or refine a search based on item type, date, or other attributes.

The Search Window contains two checkboxes that allow you to narrow the scope of your Search. If your organization's *Content* checkbox is selected in the Search Window, a simple Search will search all of your organization's content, including your Personal Folder and primary Group Folder. If the *News wires* checkbox is selected, a search will locate all news wire items. Both options can be selected at the same time, or you can exclude one or the other by removing the checkmark.

If your search criteria is returning a large number of results, you may notice a pause while the result list is retrieved. You can press the `Esc` key at any time to cancel the search.

When you click the *Search* button again you will see that the search criteria you entered are still there. ENPS stores the previous 10 searches that you have performed. To reset the Search criteria, click *Standard Parameters*. To recall an earlier search, click on one of the arrows at the top right of the window. All of the search parameters you entered will also be recalled.
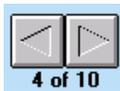
Using Logical Operators

ENPS provides a number of logical operators that let you include or exclude certain information from your search.

- You can use the Boolean operators `AND`, `OR`, `NOT` and the proximity operator `NEAR` to specify additional search information.

- The asterisk symbol (*) can be used as a wildcard. This is useful if you are not sure how to spell a word, or if you want to search for multiple variations of a root word. The asterisk may only appear at the end of a search term. A Search on surr* would return items that include the words "surreptitiously," "surreal," "surrender," "surround," etc.

- You can add parentheses to nest expressions within a query. The expressions in parentheses are evaluated before the rest of the query.

- Use double quotes (") to indicate that a Boolean or `NEAR` operator keyword should be ignored in your query. For example, "Abbott and Costello" will match items with the phrase, not items that match the Boolean expression. In

addition to being an operator, the word "and" is a noise word in English and you cannot search for it.

- The NEAR operator is similar to using AND, but requires that the two words appear within 50 words of each other.

The following table summarizes how different operators affect your search results:

Search Criteria	Returns
American plane	Items containing both the word "American" and "plane" anywhere in the item. The words do not have to appear next to each other.
American and plane	Same results as above.
American near plane	Items where "American" and "plane" are within 50 words of each other.
"American plane"	Items that contain the phrase exactly as it appears between the quotes.
American or plane	Items that have either "American" or "plane" or both. Both words do not have to appear in an item for it to be returned.
American not plane	Items that contain "American" except those that also contain "plane".
American and "cargo plane"	Only items that contain both the search word "American" and the exact phrase "cargo plane".
Medic*	Any item that contains a word beginning with the letters medic, such as medicine, medical, medication, etc.
Run	All items that contain "run," and in some languages, derivatives of "run" such as ran, running, runs, etc.

As you master ENPS, you will find that combinations of text and title searches can help to quickly narrow the scope of a search. You are able to refine your searches based on location, item type, and date and time parameters.

Local Content

The first tab lets you select content at your station. You can narrow your search by date parameters in the first column, item type in the second column, and work area in the third column. To include or exclude any option, click the appropriate checkbox.

The boxes at the lower left of the screen allow you to search based on specific script properties, but it only searches for the first word. If a script summary is "Flood victims search for new homes" and you

---
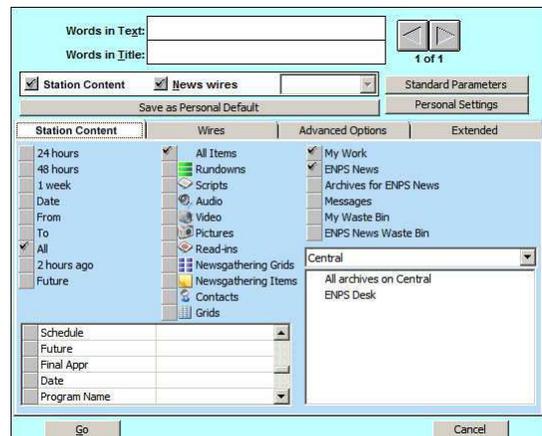
enter "victims" in a Script Summary field, you will not locate that script. So if you are not sure of the search's exact wording, use the *Words in Text* field instead.

The box at the bottom of the third column allows you to search other Group Folders at your location. For example, you could search for assignment items while you are in the news folder.

The drop-down menu allows you to search other locations in your enterprise. If you search locations other than your own, you cannot search news wire items at the same time.
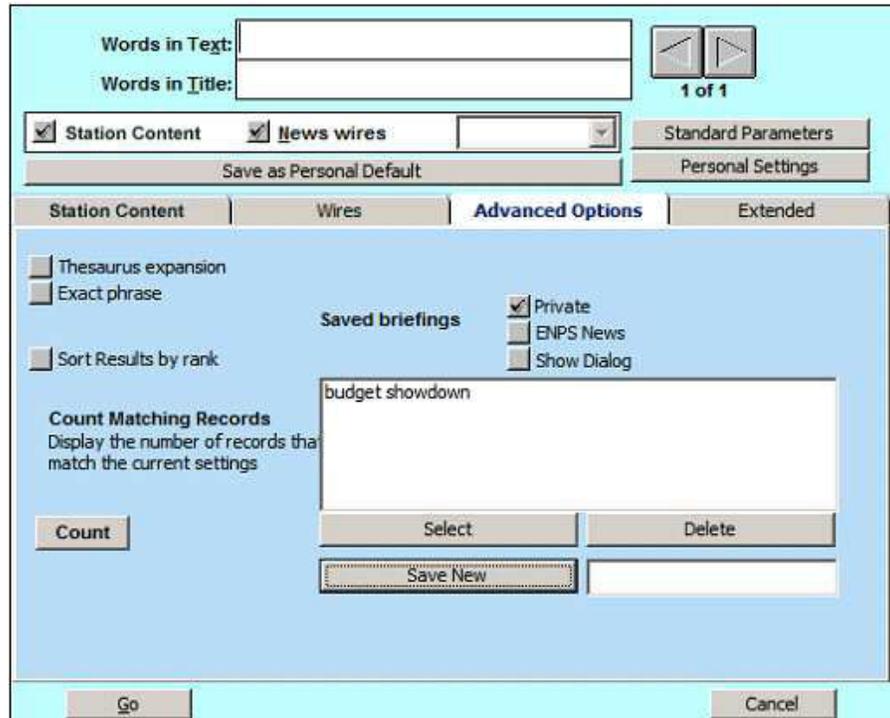
Wires

The second tab, Wires, lets you refine wire searches based on time, date, provider, and category. This search only locates information in active wires. At most sites, this is equal to about one week's worth of stories.

The column on the left allows you to choose specific time or date parameters. The **Categories** scrollbox in the upper right lets you make your search include all news areas, or have it limited to only ones you specify by clicking on them. A checkmark appears next to each one you select. The **News wires** scrollbox on the lower right allows you to limit your search based on particular news providers.

Advanced Options

The Advanced Search Options allow you to further customize the terms of your search in several ways: searching for synonyms, saving Search parameters, counting the number of results, and more.

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The table below describes each one of these options in detail:

Advanced Options	Description
Thesaurus Expansion	Expand a Search to include synonyms. For example, a Thesaurus expansion Search that includes "vehicle" also returns matches that contain the words "automobile," "bus," "truck," "machine," and "transportation." This setting is always available for U.S. English; check with your System Administrator to find out if this is supported in other languages.
Exact Phrase	Search for the exact phrase entered in the search field. This option is useful when you are searching for quotes. When the *Exact Phrase* box is not selected, each space will be the same as adding the AND operator. You will automatically search for an exact phrase when you put quotes around any part of your search query. This feature cannot be used with Thesaurus Expansion.
Sort Results by Rank	Return Search items in the List Window in order of relevance, so that the more often your search terms appear in an item, the higher the item appears in the List Window. When unchecked, and by default, Search items are listed in reverse chronological order, with the most recent items on top.
Count	Displays the number of items that match the Search.
Save as Personal Default	Save customized Search options so that they will appear automatically when you run Searches in ENPS. For example, if you deal exclusively with a particular wire you

	may set your default Search options to only search that wire.
Saved Searches	Save Searches for easy future access. Define all Search parameters, including item type and search criteria. If you wish to give the Search a title, enter it in the field next to the *Save New* button. Otherwise, its title matches the search criteria. Click *Save New*. You may save up to 10 personal Searches. Certain users may save a Search for an entire group by selecting the Group option before saving. Group Searches are limited to 20 per group. Unless a saved Search is designated as a group Search, only you can see and use it. All saved Searches are accessible via the Search rover.
Show Dialog	Open the Search window before a saved search is executed. This is useful for archives or contact searches where the search parameters stay the same but the keywords change.

Extended Options

Searching Server Locations

These options allow you to extend the range of your Search terms to include additional servers in your enterprise. To add one of your enterprise's ENPS servers to your search list, simply click in any empty cell in the *Server Group* column. Server Groups often correspond to the separate physical locations for your enterprise and can refer to different buildings, cities, or even countries.

Once you pick the site, select the specific server in that location in the *Server* column. Then you can select an individual program, all programs, or all archives from the *Program* column. You may enter a maximum of 10 entries in this list. Note that to access servers which have not been assigned to a server group, you must leave the Server Group column empty.

Once you have set up your search location list, click on the *Advanced Options* tab and then click *Save as my personal default* or *Save new*.

Remember that all of your extended Search selections are stored when you save your Search. Specific servers and groups searched may be different from one saved Search to another, so it is important to clearly identify each set of search parameters. Although you could be searching the same set of Server Groups, one set could refer to a different set of servers and programs than another saved search configuration. For example, you could set up a search that only included media servers.

Searching for Video and Audio Clips

If your System Administrator has configured a MOS video or audio server to be searchable from ENPS, you can select that machine from the list and then enter information about the clip as your search parameters.

Searching Multiple Locations

To conduct a series of multiple-location searches, open the Search box and enter your search terms, e.g. "mutual funds." The first set of results will be your default location. Results from other locations on your list can be displayed in three ways:

- Click the arrows at the top of the List Window to move to the next set of results or the previous one.

- Press the left and right arrows on your keyboard.

- Select a specific location from the pull-down list at top of the List Window.

Your server will always be the first location in this list.

You can design your search query so that it will search a specific server from your list. On the Server list you designate under the *Extended* tab, each server is numbered according to which row it appears in. So if you wanted to perform a query on "Mutual Funds" and you wanted to search the third server in the list, you would enter the following in the *Words in Text* area of the Search dialog box:

```
e3! Mutual Funds
```

It is recommended that you create a personal search which clears all of your search parameters and resets Search to "personal settings."

Searching Web Locations

You can also use Search to extend your search to websites. At the bottom of the *Extended Options* screen you will see a list of websites that your System Administrator has configured for use in Search.

You can select which sites you want to include in your search by selecting the checkbox next to the site name. Each site appears in a list on the right-hand side of the window. Click the up and down arrows at the bottom of the list box to change the order in which the sites are searched.

Enter your search terms and click *Go*. You can check the results of your query on the websites you have selected by clicking on the globe icon at the top of the List Window.

Your search results will appear in the lower Editing Window on the first site you have configured on the *Extended Options* screen.

You can advance to the other websites in your list by selecting a website name from the pull-down menu, by clicking on the left and right arrow icons ◄ and ►, or by holding down `Ctrl + Left Arrow Key` or `Ctrl + Right Arrow Key`.

You can run a website query on any text you find in ENPS. Highlight the terms, select Search rover → Extended Web Search and then select the website where you want to run the query.

You can also run a Web search directly from when you enter search terms. For example, to search the second website you have configured, enter:

```
w2! mutual funds
```

Searching Archives

On the first Search window tab, the third column contains a checkbox for *Archives for [Group name]*. Depending on how archives are stored at your station, the *Words in Title* textbox may not be available.

Enter your search terms in the *Words in Text* field. To further refine your search, unselect Personal and Group folders to exclude current material from the Search.

Click *Go*. The results appear in the List Window. Depending on the age of the items in the List Window, some will be displayed individually while others will be returned in the context of a Rundown. For items returned in a Rundown, the matching story row will be highlighted in red.

You can search either your own group's archives or all of the archives on a server that you specify. If you know the date of the archive you are looking for, select **Group folder rover** → **Calendar**, select the *Archives* checkbox, select the date, then click *View Selection*.

To search the Archives of a particular server, first select the server group from pull-down menu on the far right, then select *All Archives* from the Program column. Then click *Go*. The search results appear in the List Window.

Performing Forward Searches

A Forward Search instantly alerts you whenever a news wire story arrives that matches certain criteria. This is useful if you are following a story and want to be notified of new developments as soon as they come in. You can create up to 10 simultaneous Forward Searches and you must be logged in to view results. To create a Forward Search, complete the following steps:

Select **Personal Folder rover** → **Settings** and click on the **Forward Searches** tab.
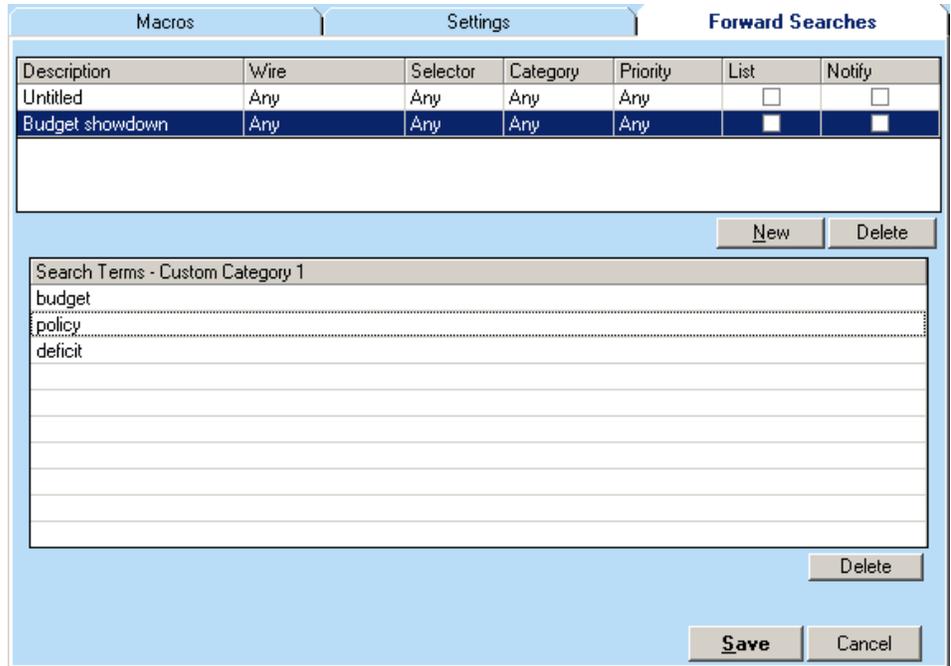
The box at the top of the window lets you select the wires you want to search. If you select the *Untitled* option, ENPS will search any incoming wire, selector code, category name, or priority. Or you can click the *New* button and enter the following criteria for your Forward Search category:

Option	Description
Wire	Select the wire name from the dropdown list.
Selector	Selector code for AP wires.
Category	Select from a dropdown list of category names, which include default values and categories created by your System Administrator.
Priority	Select the priority level.
List	When you select this option the forward search category you have specified in this screen will appear as a menu option when you click on the Wires rover.
Notify	Select this option to have incoming items that match your Forward Search criteria flash in the Top Line Area.

Click on a blank line in the Search Terms list and enter the search terms. Forward Searches use exact matches for specified words, except that appending * to any word implies a wildcard. You can also use AND, OR, NOT and NEAR, as you would with Searches. Click *Save* to store your changes.

If you no longer want to receive alerts for certain search criteria, you can delete a Forward Search by highlighting the Forward Search category or the Search Terms you want to delete then click the appropriate *Delete* button to remove it. Click *Save* to store your changes.

Search Hints and Tips

- If you want to search for words that appear in an Editing Window you can highlight the text, then click the *Go* or click the gray *Search* button. You may also drag the text to either of those locations and release the mouse button.

- You can search for any word except "noise words." In English, noise words include "a", "an", "and", "as", "for," individual letters/numbers, and other common words. Noise words are treated as placeholders. For example, if you search for "Word for Windows", the results could return "Word for Windows" and "Word and Windows".

- Characters such as ?, !, &, |, ^, #, @, $, commas, periods, and semicolons are ignored during a search. You may receive an error message if you include them in your query.

- Queries are not case-sensitive, so it does not matter if you use uppercase or lowercase.

- Variations of word forms will be returned if none of your query terms have "*" in them. For example, a query on "swim" will match "swam", "swum" and "swimming".

Creating Contacts

Contacts are a personal database for storing names, addresses, e-mails and more. To add a new contact, select **Personal Folder rover** → **New** → **Contact** then select where you want to create the contact information. Depending on your privilege level, you will have the following three options for creating your contact:

Option	Description
Public to all users on [Server Name]	All users with access to your ENPS server can access the contact information.
Private to [Group Name]	All users with privileges in your group folder, as well as users outside your home group with Folder Manager privileges, can access the contact information.
Personal	Only you can access the contact

Select the desired type of Contact. A blank Contact form appears in an Editing Window.

The area at the left provides fields for entering basic information such as name, organization, phone numbers, fax, etc. To enter information in a field, click in the field and begin typing. Use the arrow keys to move between fields.

On the right side of the Contact form is a blank space for typing any additional notes. All of the words in this area are fully searchable through the Search function.

To view all public contacts for a location, select **Group Folder rover** → **Show only** → **Public to all users on [Server Name]**. The contacts appear in the List Window on the left, which displays the heading Public to all.

To view all private group contacts, select **Group Folder rover** → **Show only** → **Private to [Group Name]**. The List Window displays the heading Private to [Group Name]. All users in a particular group can view private group contacts.

To view all of your personal contacts, select **Personal Folder rover** → **Show only** → **Contact**. The List Window displays the heading Contact.

Both personal and private group contacts will be displayed in the List Window with a small red rectangle next to them, while public server contacts will be flagged with a green rectangle. If you want to make a personal contact publicly available, drag it to a public folder. You will be prompted if you want to make the contact Public. If you answer "No," the contact will become a private group contact. If you answer "Yes" the contact will become public to all groups.

Only the 200 most recent contacts can be viewed in a List Window. To access any others, you must narrow your selection with a Search.

Chapter 10

User Communications

Read-Ins

Read-ins are group-wide informational update messages. When you initially log on to ENPS, all of the day's read-ins appear in the List Window along with any messages you received while you were not logged in.

To access the day's Read-Ins select **Group Folder rover** → **Today's read-ins**. You can also view daily read-ins by clicking the My ENPS icon on your desktop.
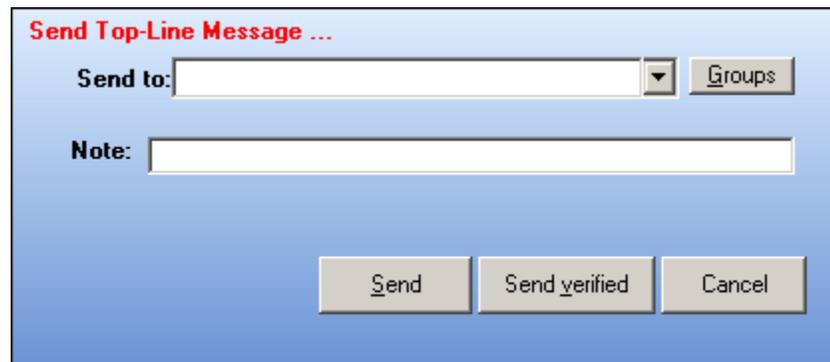
Folder Managers should refer to the *ENPS Advanced User's Guide* for instructions on creating Read-Ins.

Sending Messages

You can send short messages to other ENPS users by selecting **Messaging rover** → **Send** (Ctrl+T). In the *Send to:* field, type the full or partial name of each user separated by a comma or semi-colon.

Then, in the *Note* field, type a message up to 50 characters long.

You have two options for sending your message: you can click to send your message immediately, or click *Send verified* to check whether the recipients are logged in first. If they are not logged in, you will have the option of removing them from your list of intended recipients.
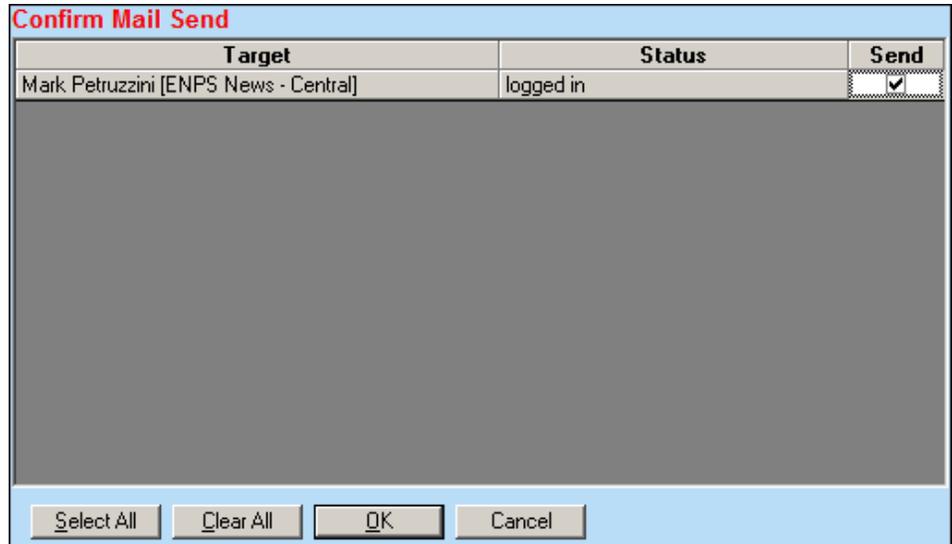
If ENPS does not recognize a user name, you will be prompted to pick out the correct one from a list of similar names. Once you confirm the recipient names, the message will be sent. If the recipient(s) are logged in to ENPS, the message will be instantly displayed in the Top Line Message area on the user's desktop. If the user is not logged on, the recipient will receive a message in the List Window the next time he or she logs into ENPS. You will receive a message telling you that the user is not logged on.

Sending Messages to a Group

If you typically send a message to the same group of users it will be helpful for you to create a message group. To create a Message Group, select **Messaging rover** → **Send**. Click the *Groups* button.
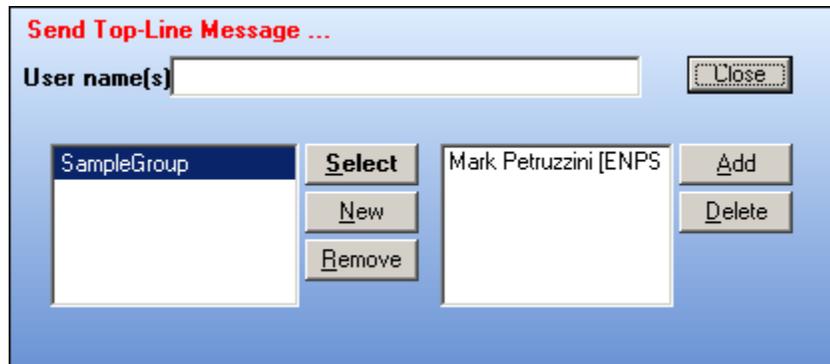
Click *New*.

Enter a descriptive name for the group. System Administrators can create global mail groups by clicking on the *Global Mail Group* checkbox. The group created will be publicly accessible and can be used by other users. Click *OK*. You will see the Group name added to the list box on the left.

To add users to your message group, enter the user names in the *User name(s)* field. You may either add one name at a time, or multiple names separated by commas or semicolons. Click *Add* or press `Enter`. If you want to remove group members, click on the member's name and click *Delete.* To remove a group, select the group name and click *Remove.*

To send a message to your message group, click on the group name and click *Select*. Enter your message text in the *Note* entry box and then click *Send.*

Once you have created the mail group, you can send a message to the group by typing the name in the *Send to* text box.

Sending Attachments

Any ENPS item may be sent to another user or a group except for Rundowns and Newsgathering Grids. Simply drag the item from the List Window or drag it by its folder tab from the Editing Window to the Messaging icon `(Alt+T)`. Release the mouse button when the white square highlights the icon. The Send Top Line Message dialog box appears. Complete the steps located above for sending messages to individuals or to groups.
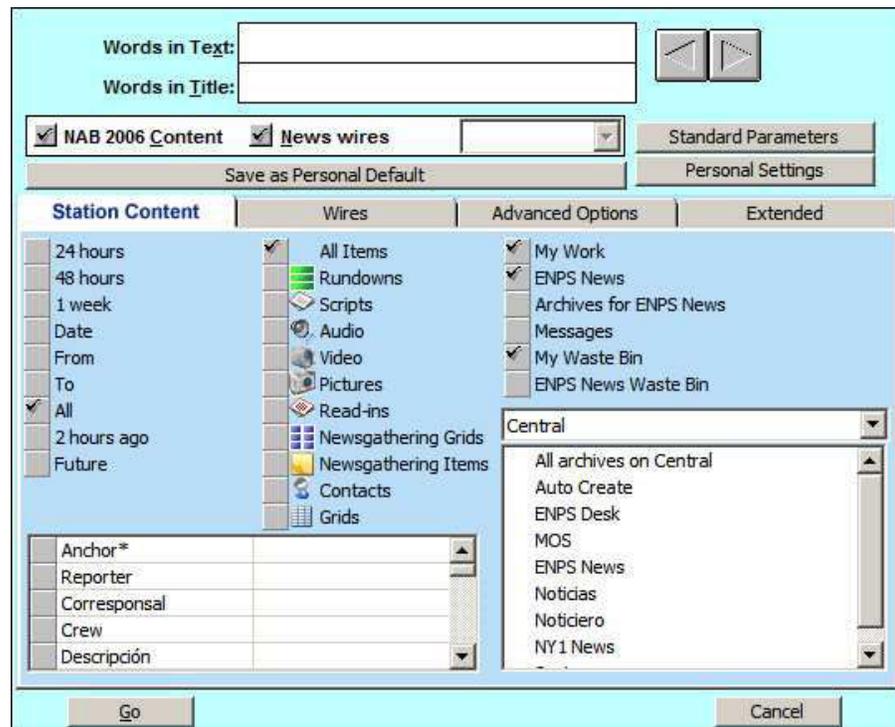
Reading Messages

Any Top Line Messages received while you are logged in appear in the queue of the Top Line Message area. If the message includes an attachment, such as a script or video clip, the icon will indicate the item type. The sender's name appears in brackets next to the icon.
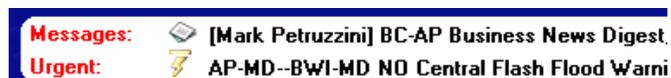
To view personal messages, click on the Messaging icon or press `Ctrl+M`. Plain text messages without attachments appear with an open envelope icon if they have already been viewed, or a closed envelope icon, if unopened.

To view all current group Top Line Messages, click the **Group Folder rover** → **Messages for [Group Name]**. The group messages appear in the List Window.

The Messaging rover provides a quick way to search the contents of your Top Line Messages. Click on the Messaging rover and select Find. A Search window appears, pre-configured to search only the contents of your Top Line Messages.

Enter the appropriate search criteria and click *Go*. The search results appear in the List Window.

Deleting Messages

Short text messages without attachments are automatically deleted 24 hours after they are read. Messages with attachments, such as scripts or contacts, remain in your message list for 30 days, unless you delete them by dragging them into the Waste Bin. If you wish to save a message beyond the normal duration, drag it into your Personal Folder.

Follow-Me Messaging

You can still receive messages from ENPS even when you are away from your desk or out of the office. Follow-Me messaging routes ENPS user communications for you directly to your cell phone, wireless device, or external e-mail account. This option must be enabled system-wide by your System Administrator before you can use it.

To enable Follow-Me messaging for your account, contact your System Administrator with the addresses you want to use with Follow-Me messaging. For an e-mail account this would follow the format `johndoe@mailservice.com`. For a cellular account, the format might be `12025551212@email.mobile.cellcompany.net`.

Once your System Administrator adds your addresses to ENPS, you are ready to set up your forwarding options. Select **Personal Folder rover → Follow-Me Messaging**.

You can set up three separate schedules, or range of start and end times, for when you want messages to be forwarded to you. Each of these schedules can be set for a different device. Select the schedule slot you want to use, then select the dropdown box labeled *Deliver messages to this address* and select the device type you want to set up. Then click on the days of the week you want the messages forwarded to that address. Click on the start and end time dropdown boxes to set what part of the day messages will be forwarded.

You can repeat this process with other schedules if you want messages to also be forwarded to separate devices or if you want to set up another time of day when you want messages forwarded. For example, you might set Schedule 1 to forward messages between 5:00 a.m. and 8:00 a.m., then you might set Schedule 2 to forward messages between 8:00 a.m. and 12:00 p.m. Click *Update* to save changes, then click *OK.* Note that messages will only be forwarded to your device when you are not logged into ENPS.

Using the Chat Feature

The Chat feature allows users to establish private user-to-user text exchanges or group conferences. Unlike Top Line Messages, Chat allows for more interactive conversations instead of simple text alerts and notifications.

The Associated Press

1. Select **Messaging rover** → **Chat**. The Chat Window appears. The Chat Window can be moved to another part of the desktop by dragging it with the mouse.

2. Enter a full or partial user name in the *Connect to* field and press `Enter`. You will see a drop-down list with names that match. Click on the appropriate user name. If the user you are trying to reach is not using ENPS, you will see a message saying the user is not logged in.
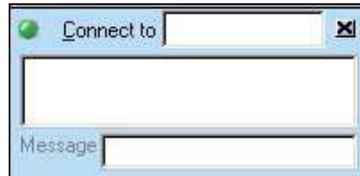
3. If the user you are attempting to chat with is connected to ENPS, you will see a message saying that you are connecting a Chat Window with the user's name at the top. You will see a red flag next to the user's name until that user accepts the Chat invitation by pressing the top button. Then the flag will change to green.

4. You may need to move and/or resize the Chat Window to view the Control Window underneath it. To resize the window, move the mouse cursor to the edge of the window. When the double-sided arrow appears, hold down the mouse button and drag the window boundary to the desired position.

5. During chat you can disconnect the user by clicking on the second button, or put them on hold by clicking on the third button.

Chat Dialog Window Options

The Chat Window is a separate window that can be resized and moved over any area of the ENPS desktop. Select **Chat Dialog Window rover**. A check is automatically placed next to each selection you make.

Chat Options	Description
Clear dialog	Erases the current Chat text.
Auto-conference	When checked, includes every user to whom you initiate a Chat session in your conference, so they see all messages.
Send to all	When checked, sends to all users (not on-hold) whether or not they are in the conference (equivalent to selecting every connected user).
Always on top	When checked, ensures that the Chat form is always visible, even while working in other areas of ENPS.
Show status messages	When checked, shows status messages (e.g., users connecting and disconnecting) as part of the Chat dialog.

Include date/time	When checked, includes the date (month/day) and time, as part of each message (sometimes helpful for reference purposes).
Save chat dialog	Shown while a Chat is active, allowing the exchange to be saved in your Personal Folder.

A user may only participate in one conference at a time. However, a user may be connected to other users not participating in the conference. When the conference button is pressed, that connection becomes part of the conference.

If the mouse pointer is held over a Chat connection in the control window, a tool tip window will show all user names for the connection.

If a user is simultaneously logged into multiple workstations, only the first may be available to receive Chat requests. ENPS has no way of knowing which session is desired.

Using the Browser

ENPS has a built-in Web browser that lets you visit websites without having to leave the ENPS desktop. Your workstation must have an Internet connection to use this feature. You can use the browser to search the Web or to open pages referenced in wire stories.

If you see a blue underlined link in a story, double-click on the URL to open it in the browser. The website opens in the lower Editing Window.

You can also open the Web browser by clicking on the Media Control icon. The Web browser opens in the lower Editing Window. The initial page that opens is set by your System Administrator.

Once the browser is open, you can visit a new site by entering its URL in the *Site* textbox. To visit the ENPS website you could enter either `http://www.enps.com,` `www.enps.com`, or just `enps.com`.

To insert a URL into your own script, type the URL beginning with `http://`, such as `http://www.ap.org`. ENPS will convert it to a link automatically.

While you are using the Web browser, click *Back* to move to the previous page or click *Forward* to return to a more recent page in that session. If you want to find out if there is a newer version of the Web page than the one you viewing, click *Refresh* to view the latest version. To stop a page from loading, click *Stop.*

You can copy and paste (or click and drag) text from a Web page into a script just as you would with any other Editing Window content. The format of the text will be the same as the source from which you are copying.

The ENPS browser allows to view RSS feeds you have previously stored in Internet Explorer. You can also add new feeds to the list on pages that offer RSS subscriptions. Click on the RSS icon to display a list of RSS feeds. The ENPS feed viewer has been successfully tested on a wide variety of RSS feeds, however, it is possible that some feeds will contain advanced functionality that will not be compatible with the ENPS browser.

Working with Favorites

You can keep a record of frequently used websites by selecting the *Favorites* button in your browser window.

Click *Add* to make the current website one of your favorites. To remove a website, first highlight the website name and then click *Delete.*

Favorites in the ENPS browser are the same as the ones in your default Web browser. You can sort websites into different folders to make information easier to find. For example, you could have separate folders for Business, Sports, Politics, etc. To manage your folders, click *Organize.* From this window, you can create a new folder, rename an existing folder, or move links and folders to new locations.
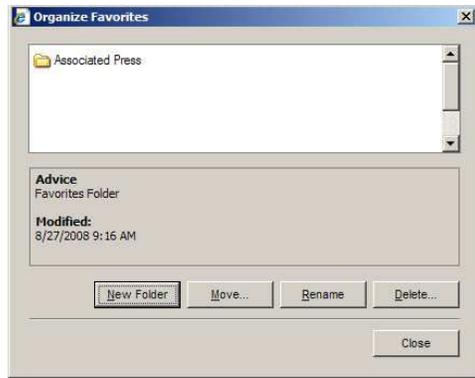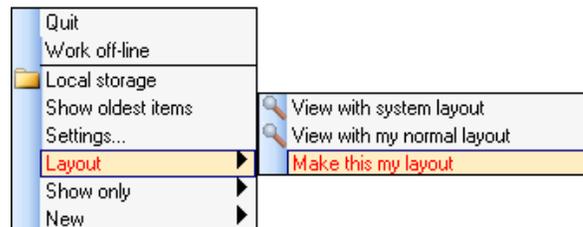
Personal Preferences

This chapter will show you how to customize your ENPS client layout and personal options.
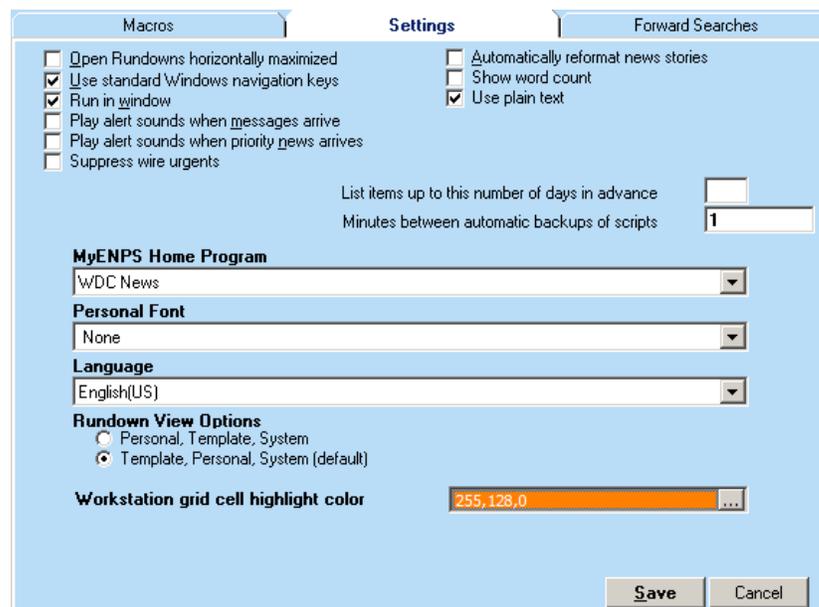
Controlling the Layout

You can configure how you want the screen to appear each time you launch ENPS. To save a screen layout as your personal default, select **Personal Folder rover** → **Layout** → **Make this my layout**.

Every time you log into ENPS, the proportions of the List Window and Editing Windows, as well as the Fourth Folder selection will match those settings. Your saved layouts must reference primary Group Folders, not sub-folders. Even after saving a screen layout, you can still resize windows as often as necessary. 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**.

Personal Settings

Select **Personal Folder rover** → **Settings** → **Settings** tab to view a list of additional personal preferences you can control.

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

Setting	Definition
Open Rundowns horizontally maximized	When checked, 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	When checked, removes ENPS overrides for keys such as 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	When checked, places ENPS in a standard window instead of the default full-screen mode. This option is useful if you regularly run other applications alongside ENPS. When this mode is enabled, you can navigate to and access other programs on the system taskbar.
Play alert sounds when messages arrive	When checked, ENPS sounds an alert when Top Line Messages are received.
Play alert sounds when priority news arrives	With this setting, ENPS sounds an alert when urgent wire items or Forward Search items enter the system.
Suppress wire urgents	This setting should be used with caution, as it will override all urgent wires in the Top Line Area. However, it will still allow urgent wire notifications for those stories which match Forward Search criteria. This is useful at sites where users only want to receive notifications regarding custom categories.
Automatically reformat news stories	When checked, this option automatically removes extraneous line feeds from news wire items as they are loaded into an Editing Window. This generates text flow 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	Select this option to display the word count in stories.
Use plain text	Select this option if you do not want to use the enhanced formatting options available in scripts 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. Since entries in the List Window are sorted chronologically, they will appear before today's work in progress. Change this value to the maximum number of days in advance that you want to appear in the List Window. You can enter any value up to 99 days. If you leave this field blank, all future entries will be displayed.

Minutes between automatic backups of scripts	Choose how often open scripts 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 minimum value for this setting is 1 minute.
MyENPS Home Program	If you are a member of multiple groups you can use this setting to select the group you want to use by default with MyENPS. Each group can have its own set of incoming wires.
Personal Font	You can choose an additional font you have installed in your Windows operating system to use within ENPS. Once you select a font from this dropdown list, you can use that font in scripts, Rundowns, and the List Window. The fonts you select in each part of ENPS will be preserved as part of your personal profile.
Language	Select 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. See **Error! Reference source not found.** *Writing Scripts* for more information.
Rundown View Options	Select the view that you want to use when you open Rundowns and Newsgathering Grids. By default, they will open with a priority for the template layout but you can change this setting so that they will open with your personal view.
Workstation grid cell highlight color	Set the cell highlighting color for Newsgathering Grids and Rundowns. Click the ⌷ icon to select the color you want to use. This option is only available if a configuration setting has been enabled on your workstation. Contact your System Administrator for more information.

You must click *Save* and restart ENPS for changes to take effect.

Folders

This section will show you how to create and work with folders for organizing information within ENPS.

Creating Sub-Folders

You can create up to 20 sub-folders within your Personal Folder. To create a sub-folder, select **Personal Folder rover → New → Folder**.

The New Folder dialog box appears. Type the name of the new folder and click *OK*. The new sub-folder is displayed in the list on the rover menu. Click the new sub-folder and the name of the folder is displayed in the heading of the List Window on the left.

To store information in a sub-folder, drag and drop the item from the Editing Window into the frame surrounding the folder. Or, create a new item using the New option from the sub-folder's rover, and drag and drop it into the folder.

Viewing Folder Contents

Click on the Personal Folder or a Group Folder to view its contents. The folder contents appear in the List Window on the left under the Heading of the same category. To view the contents of a sub-folder, click its title from the rover menu.

To view only items of a particular type inside a folder, click the folder's rover and select Show only, then select the item type to be viewed, such as Script, Grid, Contact, Picture, Video, etc.

The contents of the List Window will change to reflect only items of the specified type. If you wish to view only the oldest items in a folder, select **Folder rover → Show oldest items**. This is useful for cleaning out unnecessary items from your folders.

If you transfer an item from one group to another group it is considered copying the item. If you transfer an item from one sub-folder to another sub-folder in the same group it is considered a move, and the original will be deleted.

Folders can hold up to 5000 items, although your System Administrator may specify a different number. You will receive alert messages if you have a folder that contains more than 1000 items.

Working in Other Groups and Locations

If your security level allows you to have access to information in other groups, you can navigate to additional group folders on your own ENPS server or at other locations. Select **Group Folder rover** → **Locations**. Select the location to navigate to and then select the desired group.
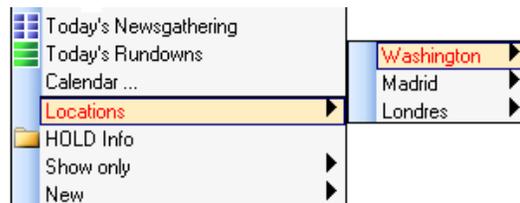
The Group name on the folder changes to indicate the change of location. The third and fourth folders may represent other Group Folders, depending on your access privileges.

If you regularly navigate to certain folders using **Locations** they can be saved as Favorites. To save favorite folder locations for your third and fourth folders, the Group and Corporate folders, click on the Group Folder rover. A menu appears showing Group favorites and Personal favorites at the top.
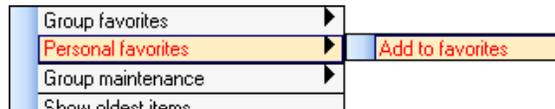
The rovers for both Group and Corporate favorite show choices for Group favorites and Personal favorites. You can add to your Personal favorites or remove folders from your Favorites. Group favorites are set by the Folder Manager.

Calendar

The Calendar is an easy way to access date-specific material in a folder.

1. To access the Calendar, select **Group Folder rover** → **Calendar**. The Calendar opens to the current date, which is highlighted with a frame.

2. To find a month, use the on-screen Left and Right arrows, on either side of the Today button, to move backward/forward between months.

3. To choose a date, click the date with the mouse.

4. To move back to Today's date at any time, click *Today*.

5. After selecting the proper date, in the *Location* field, select to view Work in progress or Archives.

6. In the Item Type field, choose whether you want to view All information from that day, only Rundowns, only Newsgathering Grids, or only Newsgathering Grid items.

7. When the proper parameters are selected, click *View selection*. The requested information appears in the List Window under the heading *Items for [Date]*. The Calendar can only display items from one folder and for one date at a time.

Returning to Your Home Group

If the third folder, the group folder, is currently a group other than your home group, return to your home group by selecting **Group Folder rover** → **My group**
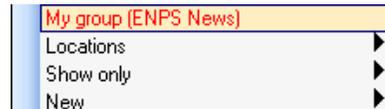

If the Corporate Folder (the fourth folder) is currently displaying the contents of a Group Folder, to return to its default status, click the **Corporate Folder rover** → **Return to [Corporate Name]**, and the group name will be restored.

Working Off-Line

You may need to use ENPS without a network connection either because you are working remotely or because there is a technical issue that prevents you from connecting from the main ENPS server such as a power failure or network problem.

Connecting to a Backup System

If your ENPS client is unable to contact the main server you will see this message:
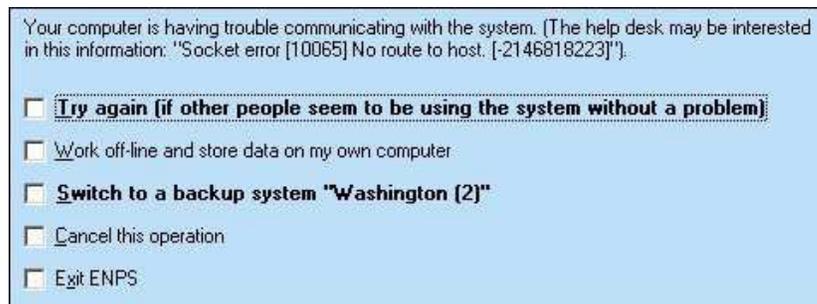
If other users are still able to work from the main server select *Try again*. Otherwise, you should always select *Switch to a backup system*. You can use the backup system in exactly the same way you use the main server. When the main server is back online you will see this message:
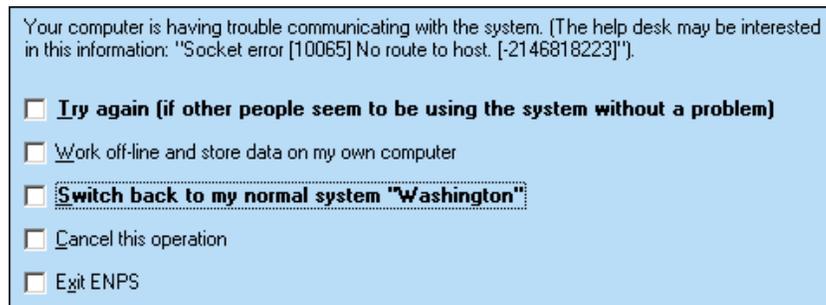
Select *Switch back to my normal system* whenever you see this message. If the network connection prohibits you from connecting to either the main server or the backup server, or you are working somewhere where you do not have a network connection, refer to the following section for information on how to work off-line.

For occasions when you want to work at a computer that is not connected to the network, ENPS allows you to work off-line and store material on your local hard disk. A script is the only item you can edit in off-line mode.

Switching to Off-Line Mode

To work off-line, select **Personal Folder rover** →
Work off-line. ENPS will open without the other three
folders, the *Search* button and the Messaging icon. The
only option available is the Local Storage folder icon.
The name of the Personal Folder has changed to Local
storage. Scripts saved to the Local Storage folder are
stored on your computer's hard disk. When you re-
connect to the network, you can transfer these items to
their proper folders.
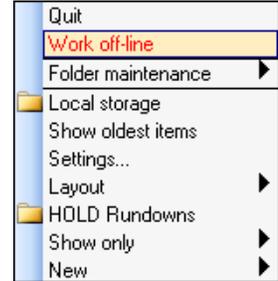
To view the contents of the Local Storage Folder, click on the Local Storage
folder or select **Local storage rover** → **Show only** and select the type of item to
be viewed. The selected item appears in the List Window on the left under the
heading of that same category.

- You can print scripts in off-line mode if a compatible printer is configured and
connected to your computer.

- Anything placed in the Waste Bin in off-line mode can be accessed when you
are re-connected. To do this, click the **Waste Bin rover**→ **Local waste bin**.

Reconnecting to ENPS

To return to the Group Folder and reconnect to ENPS,
select **Local storage folder rover** → **Connect to ENPS**.
After a few moments, the Desktop screen returns with the
usual four folders, the *Search* button, and the three icons.
If you start ENPS while disconnected from the network,
you will receive a Timeout on Connect message. To work
off-line, click the checkbox option (in the blue dialog box) that reads Work off-line
and store data on my own computer.
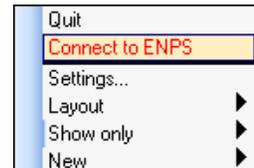
Printing

ENPS will work with most printers recognized by your Windows operating system. Group Folder Managers may set up print layouts for scripts, Rundowns, and Newsgathering Grids.

Setting up Printers

To access printer configuration settings, click on the Printer icon. The Print Setup window appears.

1. Select the printer you want to use from the *Current Printer* pull-down menu at the top of the Print Setup window. Available printers are set through the Windows control panel. See your System Administrator for information about installing new printers.

2. Select from the *Script Report Layout* pull-down menu.

3. Select from the *Rundown Report Layout* menu.

4. Configure the printer using the appropriate checkboxes in the *Script Options* field.
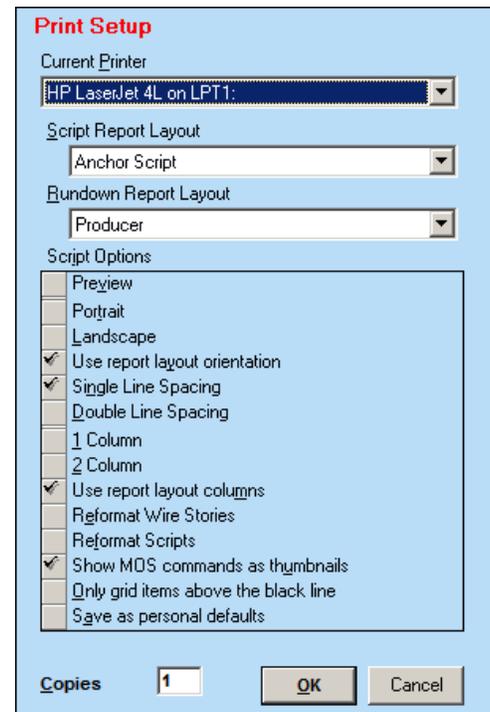
Print Report Layouts may be created by your System Administrator to provide preset styles and layouts for printing Scripts and Rundowns. The Print Options described below will override the settings in those layouts.

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*.

Print Options	Description
Preview	When checked, ENPS shows an on-screen preview before an item is printed.
Portrait/Landscape	Determines whether items print in portrait or landscape format. Select one or the other.
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.
Single or Double Line Spacing	Determines spacing properties for printed items.
1 Column/2 Column	Determines whether scripts are printed using full page width (1 Column), or in standard two-column television format (2 Column).
Use report layout columns	Prints a script with column properties defined for currently selected report.
Reformat Wire Stories	When checked, 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 Scripts	When checked, eliminates all non-consecutive carriage returns and line feeds in a script.
Show MOS Commands as Thumbnails	Abbreviates MOS commands. You will want this option selected unless you are diagnosing a problem with a MOS item reference.
Save as personal defaults	Check this option to save the current settings as your personal default printing options.
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*.
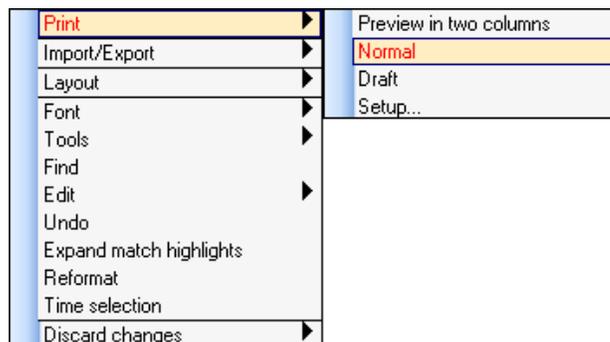
Printing Scripts

To print a script, you can drag the script title tab to the Printer icon. For additional printing options you can select **Editing Window rover → Print** and then select whether you want to preview the printout, normal or draft print, or select setup. Choosing **Setup** provides you with the same options as clicking on the printer icon at the bottom of the screen.

Printing Rundowns

You have a variety of options of printing Rundowns and associated scripts:

- To print a Rundown using the default Rundown Report layout, select **Rundown rover→ Print → Rundown only**.

- To print a Rundown and all of its scripts, select **Rundown rover→ Print → Rundown and all scripts**.

- To print a Rundown exactly as it is displayed on the screen, select **Rundown as displayed** or **Rundown as displayed and scripts**.

- To selectively print certain scripts, you may 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 scripts will be printed.
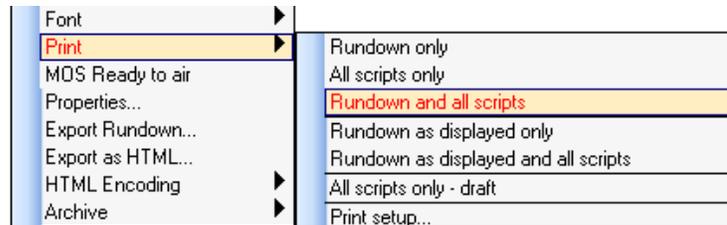
Standard script printing functions are designed for laser printers and are often too rich in borders and detail for most dot matrix printers.

A special feature for printing scripts in draft format is also available on the Rundown rover.

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

Printing Newsgathering Grid Items

To print all of the information in a Newsgathering Grid, select **Newsgathering Grid rover → Print → Print Newsgathering Grid rows and contents**. To further narrow the selection, you can also print All rows, Current row, or Selected rows.
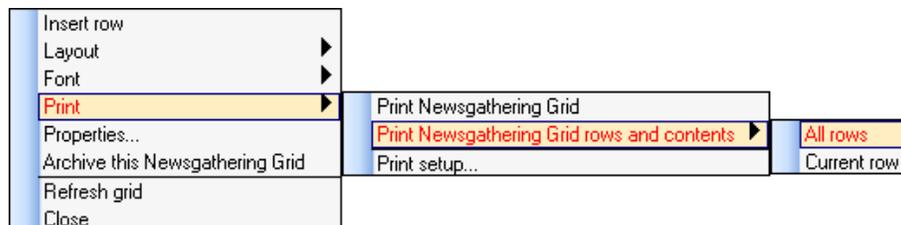
With a Newsgathering Grid item open in an Editing Window, select **Editing Window rover → Print Newsgathering item sub-grid(s)**, and select any or all of the linked sub-grids to be printed.

Waste Bin

Depending upon your access level, you can delete anything except Wire copy.

1. To delete an item from ENPS, drag it to the Waste Bin `(Alt+D)`.

2. Drop the item when the square highlight surrounds the Waste Bin.

3. Click the Waste Bin icon to display the contents of your Personal Waste Bin in the List Window.

Recovering an Item

Items remain in the Waste Bin for ten days before they are deleted permanently, although your System Administrator may modify this setting. During that time, there are two ways to recover an item in either your Personal or Group Waste Bin:

To recover personal items from the Waste Bin, click on the **Waste Bin**. The contents of the Waste Bin appear in the List Window. You can drag an item from the List Window back into either your Personal folder or Group folder to recover it. To recover items from a different source, simply click on the **Waste Bin rover** and select the desired location.

You can also recover an item using the Search function by completing the following steps:

1. Click the *Search* button. The Search window appears.
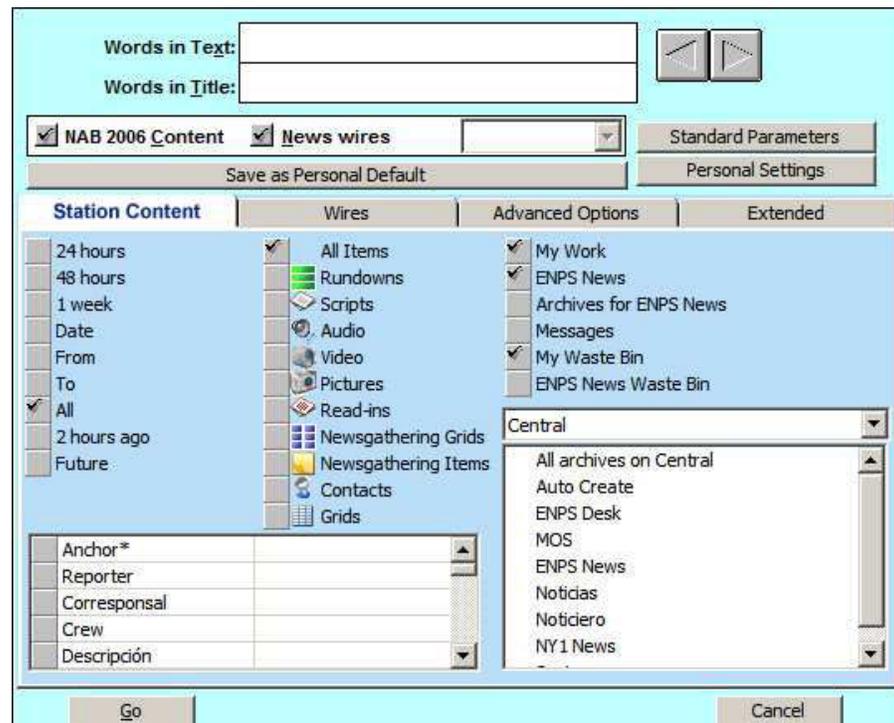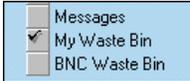
2. Under the Corporate Content tab, select *My Waste Bin* or the Waste Bin representing your group (in the column on the far right).

3. Type the search criteria in either the *Words in Text* or the *Words in Title* field.

4. Press *Go*. The search results appear in the List Window. Material in your Personal Waste Bin is available to you from any workstation, no matter where you log into ENPS.

Group Waste Bin

If an item is deleted from a group work area, such as a Group Folder (i.e., Rundown or Newsgathering Grid), it is stored in the Group Waste Bin of the group from which it originated.

1. To display the contents of a Group Waste Bin in the List Window, verify that the third or forth folder displays the name of the group you want to search. If you need to change the display on the folder, click the Group Folder rover and select the appropriate folder from the **Locations** menu.

2. Select **Waste Bin rover** → **Group Waste Bin**. The results appear in the List Window. Your Local Waste Bin, where items are stored if placed in the Waste Bin while you are working offline, can also be accessed by clicking on the Waste Bin rover.

Keyboard Shortcuts

ENPS keyboard shortcuts allow you to perform many functions using keystrokes rather than a mouse. Folder Managers may define custom group macros for the `Shift + F2 – F12` or `Ctrl + Shift + F2 – F12` keys. The following tables list shortcut keys and their descriptions. Refer to the *ENPS Advanced User's Guide* for a complete list of keyboard shortcuts and information on how to write macros to automate tasks.

Search

Keys	Description
`Ctrl+ Shift+B`	Launch a Search.

Editing Windows

Keys	Description
`Alt+<` `Alt+>`	Toggles through open items in an Editing Window.
`Alt+C`	Closes the active item in an Editing Window.
`Alt+D`	Deletes an item without having to drag and drop it into the Waste Bin.
`Alt+M`	Launches the rover menu of the active window.
`Alt+P`	Toggles between a script and script field list.
`Alt+S`	Edits the title of a script in an Editing Window.
`Alt+T`	Send the current script as a Top Line Message.
`Alt+X`	Closes all open items in an Editing Window.
`Ctrl+;`	Inserts the current date/time in the text.
`Ctrl+A`	Highlights all text.
`Ctrl+B`	Sets font to boldface.
`Ctrl+C`	Copies highlighted text.
`Ctrl+D`	Inserts the Duration command.
`Ctrl+E`	Toggles between full-screen and standard window views.
`Ctrl+F`	Launches the Find command for finding desired text.
`Ctrl+G`	Inserts the CG command.
`Ctrl+H`	Inserts the Notes command.
`Ctrl+I`	Set font to italics.

Ctrl+Shift+I	Inserts the Insert tech instruction command
Ctrl+J	Inserts the Insert command.
Ctrl+K	Inserts the Take command.
Ctrl+L	Inserts the Anchor command.
Ctrl+N	Starts a new script in the bottom window.
Ctrl+O	Toggles between expanded and standard window views.
Ctrl+P	Prints active item.
Ctrl+S	Saves the current item without closing it.
Ctrl+U	Underline text.
Ctrl+V	Pastes previously cut or copied text.
Ctrl+X	Cuts highlighted text.
Ctrl+Z	Activates the Undo command.
End	Moves to bottom (unless personal settings are modified).
Home	Moves to top (unless personal settings are modified).
Page Down	Displays next page.
Page Up	Displays previous page.
Shift + Delete	Deletes Production Commands.
Shift + Insert	Pastes previously cut or copied text.
Shift + Left/Right Up/Down Arrows	Highlights text.
Ctrl+ Shift+H	Find and replace text.
Ctrl+Up arrow	Move cursor to the start of the previous paragraph.
Ctrl+Down arrow	Move cursor to the start of the next paragraph.
Ctrl+Shift+ Down arrow	Select from the cursor to the end of the paragraph.

List Window

Keys	Description
Alt+M	Launches rover menu.
Arrow Down	Displays next item.
Arrow Up	Displays previous item.
Ctrl+	Select multiple items (where enabled).

Mouse click	
Ctrl+3	Display contents of the third folder.
Ctrl+4	Display contents of the fourth folder.
Ctrl+M	Displays list of all current Top Line Messages.
Ctrl+P	Prints a summary of objects displayed in the List Window.
Ctrl+R	Displays today's Rundowns.
Ctrl+W	Displays news wire items (All Stories).
Ctrl+Y	Displays contents of Personal Folder.
End	Moves to bottom (unless personal settings are modified).
Home	Moves to top (unless personal settings are modified).
Page Down (PgDn)	Displays next page.
Page Up (PgUp)	Displays previous page.

Rundowns & Newsgathering Grids

Key	Description
Alt+A	Moves the selected block of items above the currently selected row.
Alt+B	Marks/selects blocks of items.
Alt+M	Launches rover menu.
Alt+ Shift+B	Clears any marked/selected items.
Ctrl+E	Toggles between full-screen and standard views.
Ctrl+I	Inserts a new row.
Ctrl+O	Opens item.
Ctrl+P	Prints item.
Ctrl+R	Displays today's Rundowns in the third folder.

Rovers

Key	Description
Alt+1	Launches the Wires Folder rover.
Alt+2	Launches the Personal Folder rover.
Alt+3	Launches the Group Folder rover.
Alt+4	Launches the Fourth Folder rover.
Alt+5	Launches the Search Folder rover.
Alt+6	Launches the Printer icon rover.
Alt+7	Launches the Messaging icon rover.
Alt+8	Launches the Waste Bin icon rover.

Alt+9	Launch the Media Control rover.
Alt+0	Launch the My ENPS Configuration rover.

Top Line Message Area

Key	Description
Ctrl+M	Displays list of all current personal Top Line Messages in the List Window.
Ctrl+T	Starts a new Top Line Message.
Ctrl+1	Opens the latest Messages queue item in an Editing Window.
Ctrl+2	Opens the latest Urgent queue item in an Editing Window.

Universal Commands

Key	Description
Alt+left & right arrow	Moves focus between windows.
Ctrl+Q	Exit ENPS.

Index

Messages: [Robert Ambrose] Please come to the newsroom urgently   3
Urgent: AP-PA--PIT-PA W Severe Thunderstorm Warning   5

13:00:00

Ctrl+1: Read Messages

Ctrl+2: Read Urgent Wires

Ctrl+O: Open Script for Editing

Ctrl+E: Expand Active Window

Alt+M: Launch Rover Menu in Active Window

X: Approves Item

Ctrl+i: New Row

Page Up Page Down

Alt+< and Alt+>: Moves Between Open Scripts

Alt+C: Close Open Script
Alt+X: Close All Scripts

Alt+P: Open Script Properties

Alt+E: Edit Command

Alt+S: Edit Title

Ctrl+O: Resize Window

Alt+1   Alt+2   Alt+3   Alt+4   Alt+5   Alt+9   Alt+6   Alt+7   Alt+8

Ctrl+W: All Wires

Ctrl+Y: Your Folder

Ctrl+R: Today's Rundowns

Ctrl+B: Briefing

Ctrl+P: Print

Ctrl+T: Send Message
Alt+T: Send a Story

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

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 script 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.
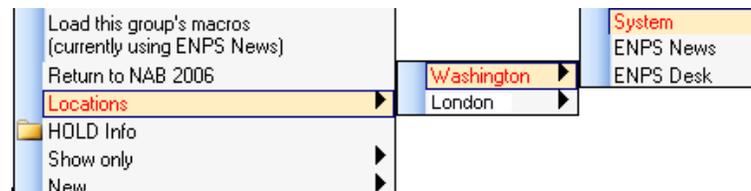
Group Users Default Settings

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.

Default Profiles

Profile Name	Comments	Modified	Modified By	
GUEST		--	--	
HELPDESK		--	--	
EDITOR		--	--	

[Select] [Delete]　　　　　　　　　　　　[Save] [Exit]

Settings | Macros/Forward Searches | Briefings

Profile Settings
- ☐ Open Rundowns horizontally maximized
- ☐ Use standard Windows navigation keys
- ☐ Run in window
- ☐ Play alert sounds when messages arrive
- ☐ Play alert sounds when priority news arrives
- ☐ Automatically reformat news stories
- ☐ Show word count
- ☐ Use LTR display on RTL system

Minutes between automatic backups of scripts
`10`

Language

4th Folder Server　　　**4th Folder**
`NAB 2006`

Default ActiveX

Font Settings
Personal Font　`None`

Window	Font Name	Font Size
List	Arial	12
Top Edit	Arial	10
Bottom Edit	Arial	10
Rundown	Arial	10
Newsgathering Grid	Arial	10
CG Device Control	Arial	10

Print Settings

Layout Server
`Central`

Layout Program
`ENPS Desk`

Script Layout
`*SYSTEM DEFAULT*`

Rundown Layout
`*SYSTEM DEFAULT*`

Options
- ☐ Preview
- ✓ Portrait
- ☐ Landscape
- ☐ Use report layout orientation
- ✓ Single Line Spacing
- ☐ Double Line Spacing
- ✓ 1 Column
- ☐ 2 Column
- ☐ Use report layout columns
- ☐ Reformat Wire Stories
- ☐ Reformat Scripts
- ☐ Show MOS commands as thumbnails
- ☐ Only grid items above the black line
- ☐ Fit grids to one page

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.
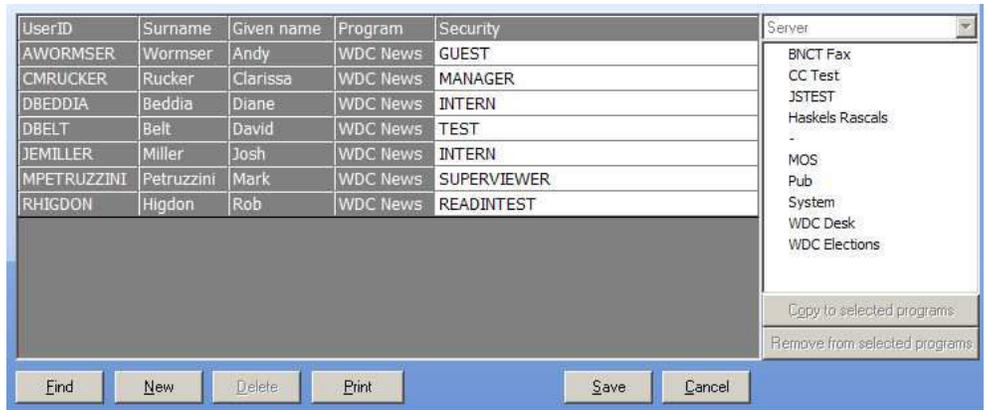
In the pane at the right you can select the server where the groups are located. When you are viewing the correct server highlight the name of the user. If you want to add multiple users hold down the `Ctrl` key and click each of the user names you want to add. Then click the names of the groups where 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.*

Creating Script Templates

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

1. Create a new script in your group folder by selecting **Group Folder rover** → **New** → **Script**.
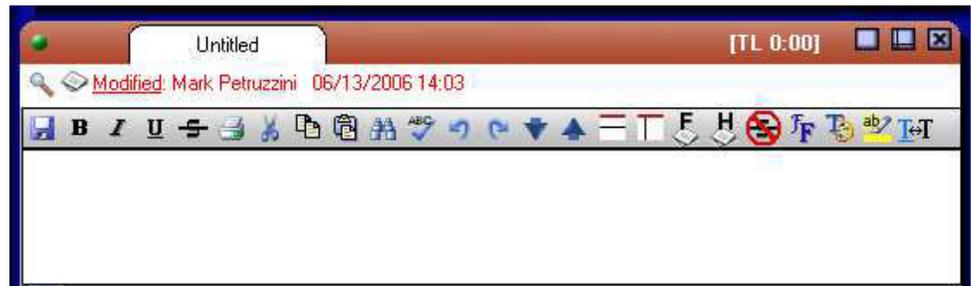
If you create the script in your Personal Folder, you must copy it to the Group Folder before you can save it as a template. You can also use an existing script as a template.

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

If you want to prevent users from changing or deleting text in the script template first highlight the text that you want to protect, then select **Script 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 **Script rover** → **Layout** → **Unprotect selected text**.

3. Select **Script rover** → **Layout** → **Add/remove/move fields**. Under the *Script Fields* tab you will see a list of defined field names that you can use for the script properties.
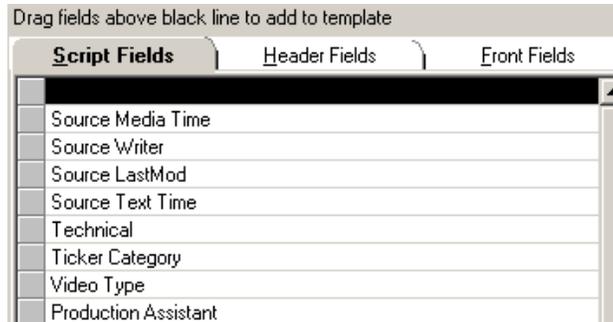
To add a field name to your script template, drag the field name above the black bar and release the mouse button. The field name will then appear in red. All of the fields above the black bar will appear in the properties of your script. You can change the display order of these fields by dragging and dropping the field names.
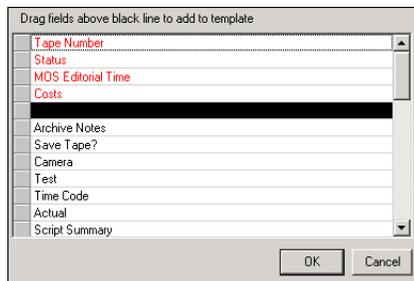
The Header Fields tab allows you to add fields which appear at the top on the front of the script. The Front Fields tab allows you to add fields which appear just below the Header Fields. These fields can provide information which can be displayed by columns in a Rundown. They may also be used with the 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 script and the property fields. Any text you enter into the fields or pull-down menu options you select will appear whenever someone creates a script using this template.

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

You can modify or delete script templates by selecting **Group folder rover → Group maintenance → Script templates**. Open the script 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 script templates you have chosen into an ENPS Rundown or select which script template should be used as the default template in a Rundown.

Creating Printing Layouts for Scripts

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

1. To access printed report layout options, select **Group Folder rover** → **Group maintenance** → **Report Layouts**.
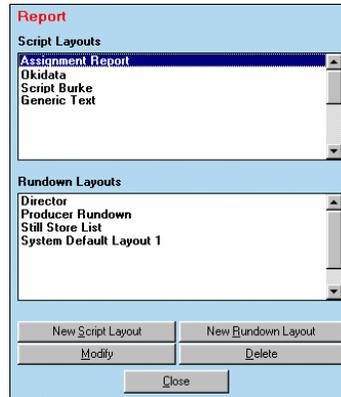
2. To create a new script layout, click the *New Script Layout* button. The Script Layout window appears.
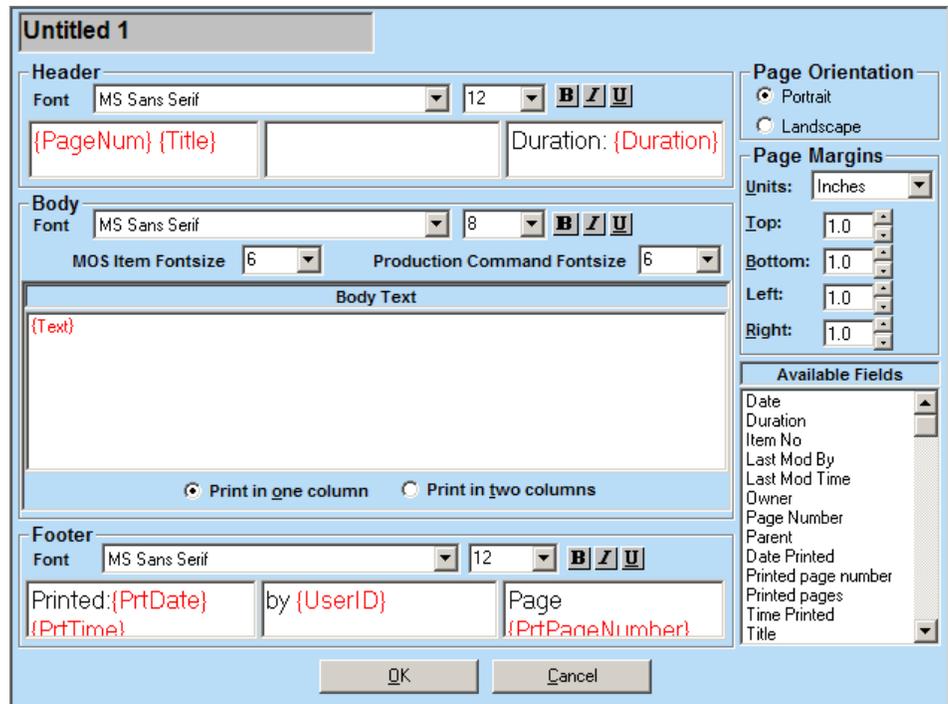
3. Enter the script name in the field labeled *Untitled* at the top of the window.

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 scripts 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 script divider in the Source Content area, while the {Text} field represents regular script text.

You can enter text that will appear along with the fields. For example, you might enter: "This script 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."

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**.
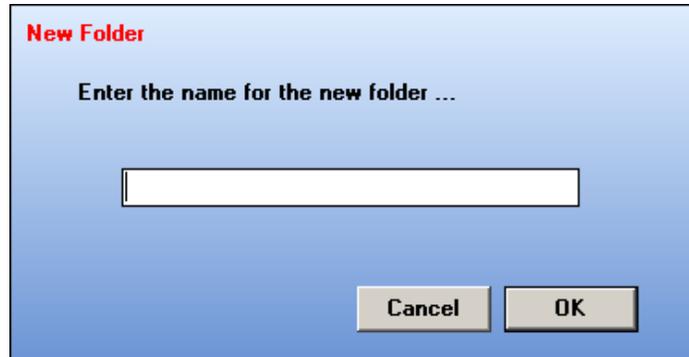
Enter the name of the new folder.

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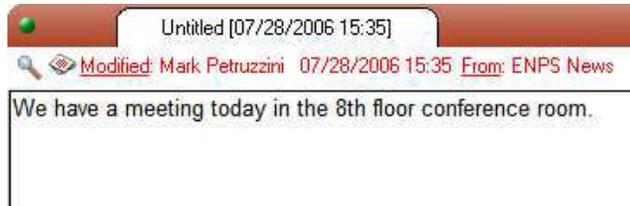
Group users will find this message highlighted in red at the top of their List Window when they open ENPS.

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

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` <u>not</u> 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 scripts 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 Scripts Only	Prevent users from adding non-approved scripts 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 and so on. You will need to set the *AutoCreate Time* field for this feature to work.
AutoCreateTime & Days	Set the day and time a Rundown will be created automatically, up to one year in advance of the Program Start Date. This is the field that triggers the AutoCreate process. If it is not set, the Rundowns will not be created.

Once you create and save a Rundown as a template it is possible to use that basic template to automatically create Rundowns for the days of the week selected in this field.

Group Managers can view 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.

Once the AutoCreate Rundowns have been created you can change the properties of each Rundown independently. If a change has been made to one of the day's Rundown properties, that change will be kept even if the master Rundown template changes. If a Rundown property for one of the daily Rundowns has not been set and it is changed in the master Rundown it will also change in the daily Rundown. |
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 script into the Rundown multiple times.
Duplicate Slug	If duplicate slugs are not allowed, selecting this option will

Options	display an option menu to users who attempt to drag in script with the same name as another script in the Rundown. If you enable this option, those users will be presented with the following choices: enter the script 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 script property fields to be copied into another Rundown. If this option is not enabled, when you copy a script from one Rundown to another, you will lose the script properties, which you can access by clicking on the script'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 Script Templates on Insert	Select this option to allow users to select from a list of script templates when they insert a new line in a Rundown. Users will also be able to title the script 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 script that will be recorded into a "Summary" item will have the Summary MOS item at the top, followed by script text and other MOS items. If the Rundown property *Use Summary Item* is checked, the Rundown will total only summary items for timing purposes. Scripts 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 script 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 script template. See Chapter 2, *Creating Script 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.

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] 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] 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 script 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 script.
Freeze page numbers	Page numbers will not appear in scripts 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 script windows while viewing a horizontally-maximized Rundown select **Layout → Dual script 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 scripts, Unlock all scripts	When airing a program Producers with approval privileges have the option to lock a Rundown, lock all scripts, 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 scripts in the Rundown and associated fields, although no user may add, delete, insert or move items in the Rundown itself. To prevent changes to scripts, select **Rundown rover → Lock all scripts**. 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 script, ENPS places a lock Approver status on the script. 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 script 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.

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 script.

- Drag a wire story from the List Window into a row in the Rundown.

- Drag a script 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 script. In each row, the color indicators adjacent to the story slug serve as indicators for whether the script 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 Script

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

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

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 script 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.

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 scripts.
Media Time	Reflects media durations manually entered into the scripts.
	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 script. 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 script 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 script 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.

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.

Entertainment Ticker Headlines

Beyonce, Mother Starting Fashion Label
'Shark Tale' Previews at Cannes
Security Increased for Osmond Funeral
Kelly Rowland, Roy Williams to Wed
Isaac Hayes Featured in Ad for Tennessee
'Frontline' Producer Receives Award
Kiss Bassist Comments Anger Australians
Hawaii Helps Local Girl Prevail on 'Idol'
'Frasier' Ends Run With Laughter, Surprise
Model Campbell Having Birthday Bash

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 script containing a list of local news headlines. You might call this script "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**.

Printing Rundown Report Layouts

The creation and editing process for Rundown layouts follows the same rules as Script 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.

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 scripts 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 scripts 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 script 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 scripts. 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.

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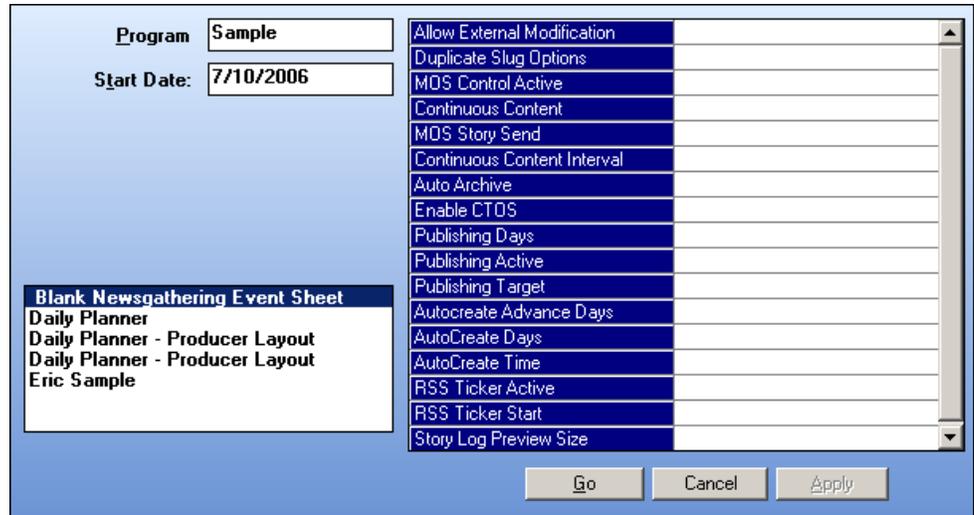
Group Managers should set up templates for the station. If you want to use an existing template select it from the list box on the left-hand side of the window or select Blank Newsgathering Grid Event Sheet.

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 scripts 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 script 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 script.
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.
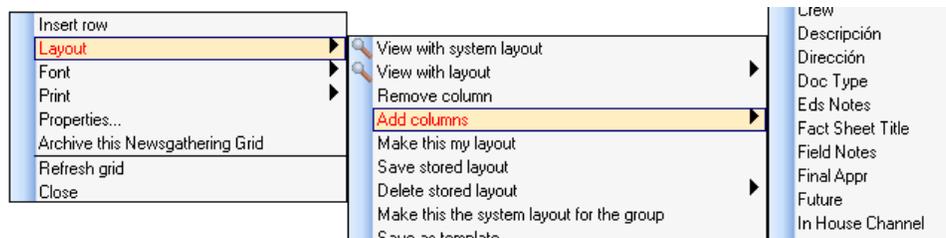
You can change the width of a column by moving your mouse cursor over the boundary between two columns in the header row. When the arrow changes into a double-sided arrow you can hold down the mouse button and drag the column to a different size.
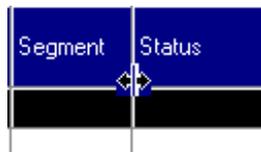
To change the order in which columns appear, position your mouse cursor on a column header and then hold down the mouse button. The cursor will change to a pointing hand and you can drag the column to a new position.
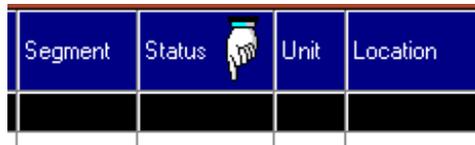
You may also change the sort order of Newsgathering Items in the grid by selecting **Newsgathering Grid rover → Layout → Sort by** and selecting the criteria you want to sort by.
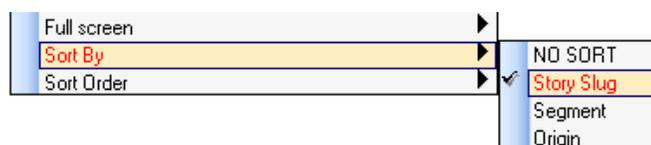
Select the **Sort Order** menu option to choose whether you want the list sorted in ascending or descending order. This is a personal layout option which can be applied to a template view.

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 scripts, Microsoft Word documents, Microsoft Excel spreadsheets, or Adobe Acrobat `.PDF` files into the Background or Scripts 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:
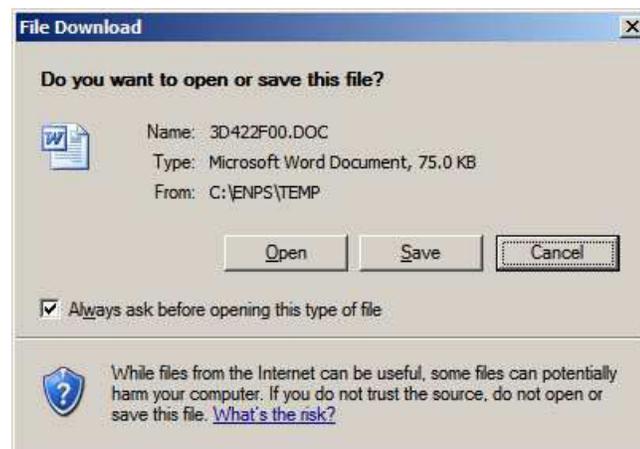
Turning Newsgathering Items into Stories

Newsgathering Items can quickly become the basis for stories simply by dragging the item from the Newsgathering Grid into a Rundown. The "script" or story log side of the Newsgathering Item will move below the grey line in the Rundown script 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 script. Anyone working in a Rundown can view a script's original Newsgathering Item by selecting **Script 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 script planner and the MOS object associated with the Newsgathering Item. This script 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 script 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 script 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 scripts, 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 "script" portion of the NG item and individually in the List Window.
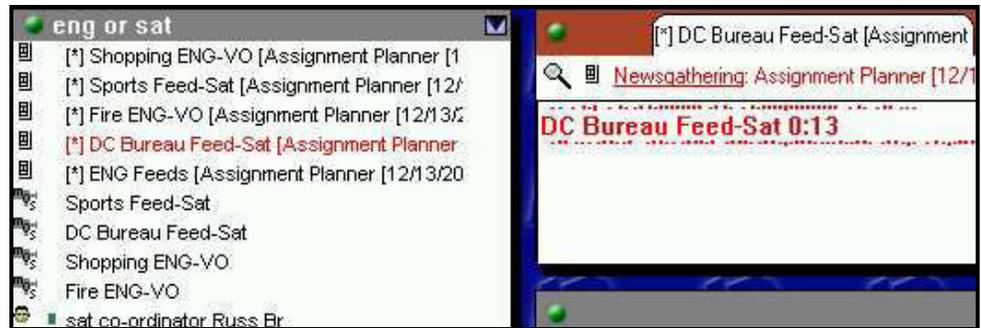
In the example shown here for "ENG or SAT," a search returns the Newsgathering Grid or assignment items with embedded MOS references, along with the MOS objects that have been pushed to ENPS.

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.

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 table-formatted text to Grid

Select option from list and OK, or Cancel.

    Paste text to grid cell
    Paste table over grid
    Paste table to replace grid

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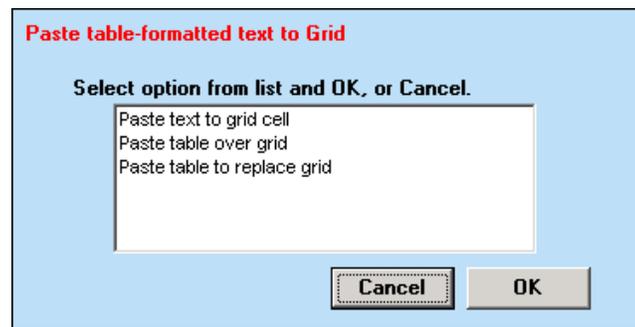
Paste text to grid cell: The cells of the Excel spreadsheet cells will be pasted into a single cell of the Generic Grid.

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

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

Section III
Hardware Control

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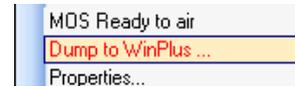
The person assigned to load the supers for each program should select this option on the assigned workstation. As with the prompter, only one workstation at a time should be driving the character generator during any one program.

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 <u>must</u> 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.

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 **Script rover** → **Character Generator** or press `Ctrl+G` to open the CG Templates box.
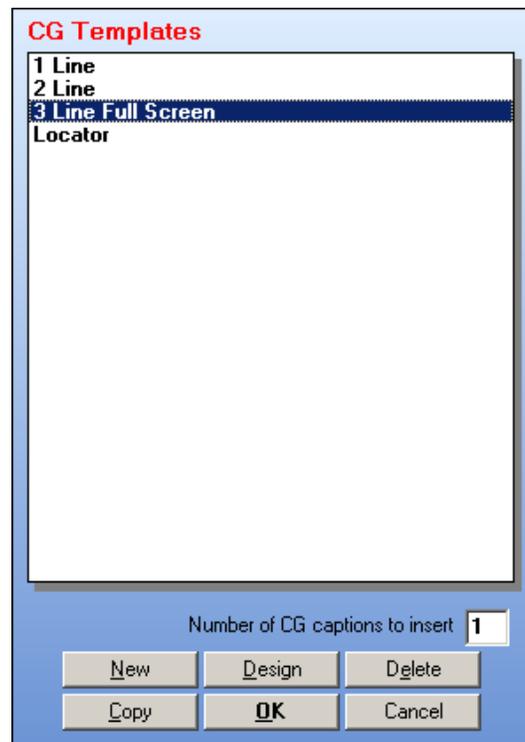
2. To create a new Template based on an existing Template, highlight the existing template, click *Copy* and rename the new template. Click *Design* to edit the new copy. To edit an existing Template, highlight it and click *Design*.

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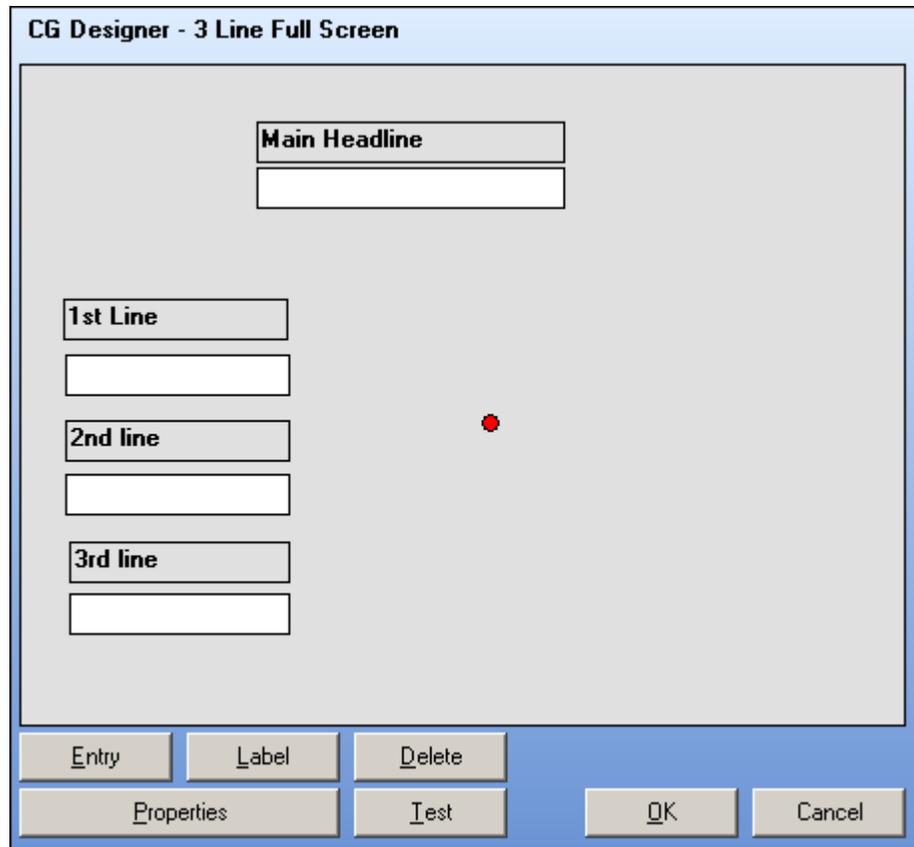
You should lay out your Template as a visual representation of what the finished super will actually look like on screen.

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.

Properties

Color	[ ] ▼
Font	[ ] ▼
Justification	[ ] ▼
Tab Order	[8 ▼]
Max Length	[ ]
Crawl	☐
Crawl Times	[Continuous ▼]
Crawl Speed	[1 Slow ▼]
Election field	[ ] ▼

[OK]   [Cancel]

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 Script, select the Character Generator option from the Script 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.

Main Headline

Downtown Fire

1st Line

Main St. Closed

2nd line

5 Cities Respond

3rd line

Possible Arson

Please complete the CG information and click OK

In time   12:05

Out time   12:25

OK   Cancel

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 script:

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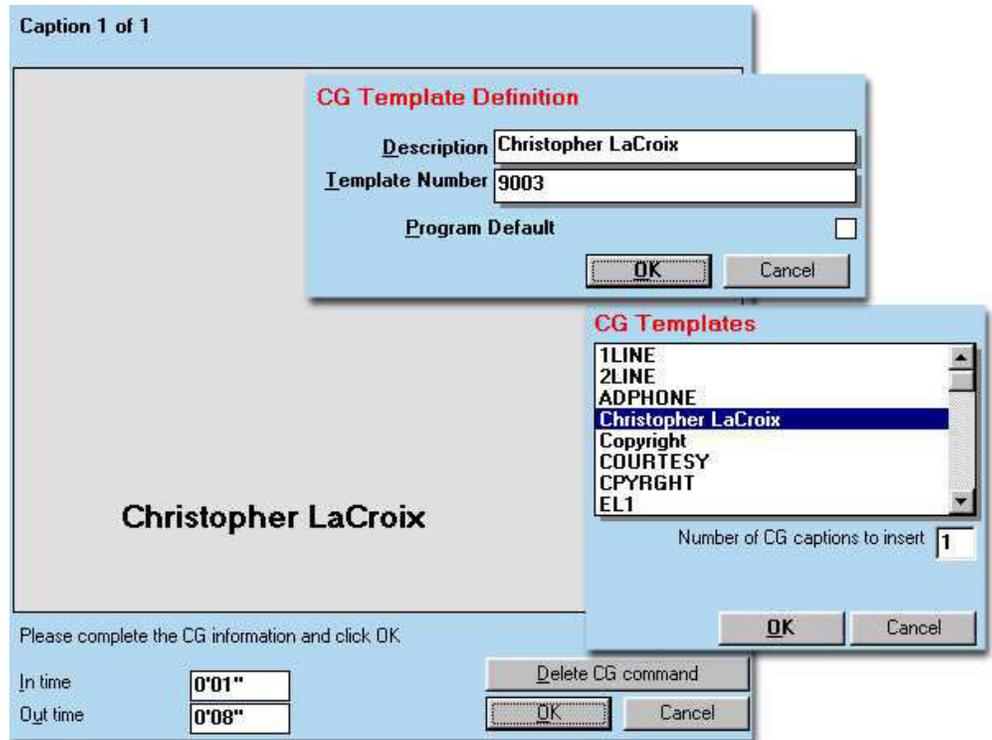
Use the label fields to describe the CG being called up and the person's name as the template name. It would look like this in a script:

```
[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 Scripts, 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 Script to reopen the CG template and update your scores.

College Football

Stanford Cardinals

Cal Bears

Navy

Army

Please complete the CG information and click OK

In time

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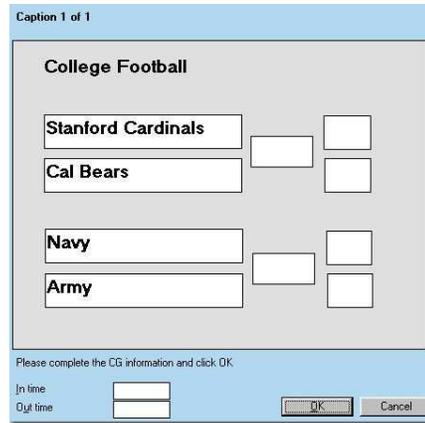
You can highlight the winners by character mapping an image to a rarely used key in the CG font set being used for the team names.

College Football

Stanford Cardinals   Final   14

Cal Bears *   28

Navy *   17

Army   Final   10

Please complete the CG information and click OK

In time   Delete CG command

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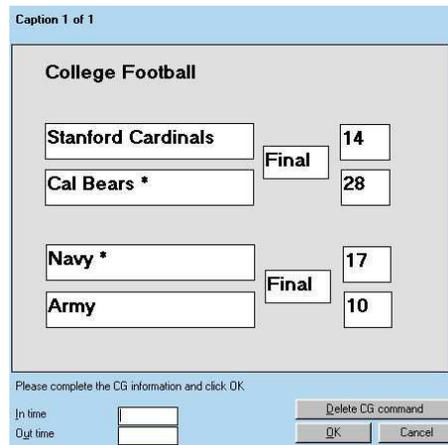
For example, we character mapped a ball to the asterisk * key in this example. The football will be inserted wherever you type *. You can use this technique in other situations as well (i.e. for adding bullets to full page CGs).

The updated CG template in the script 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.
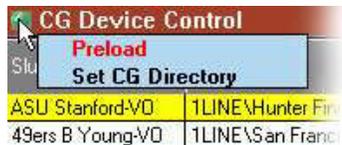
2. Select **CG Device Control Rover → Set CG Directory**.

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 Scripts 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 scripts regardless of whether it is inside or outside of a Rundown. Once a script 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:

ENPS Server   Third Party MOS Server

Normal TCP/IP.
No audio or video.

Browse and edit media
over a direct link
between an ActiveX
window in ENPS
and the MOS device.

TCP/IP Communication
through the network. No audio or video.

ENPS Workstation   Broadcast Quality
Output
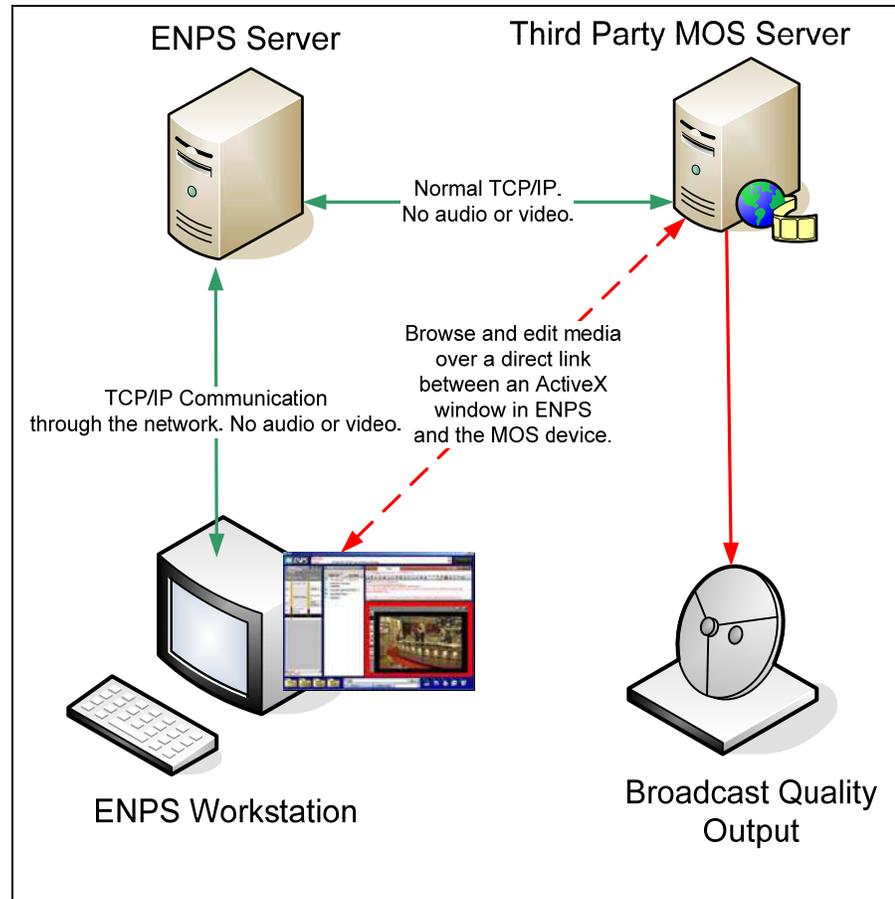
Media Controls

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 Scripts 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 script or wire story if URL detection has been enabled by your System Administrator.
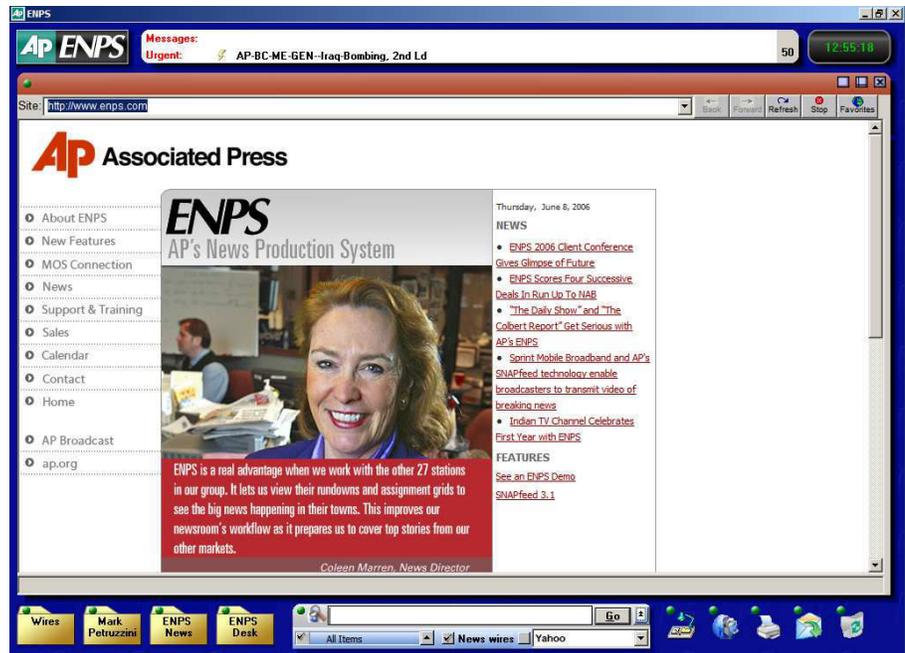
Material can be cut and pasted from a website into ENPS Scripts and assignments without needing to switch between ENPS and a separate browser application.

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.

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 script 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 Script 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 Script. The name given by default is the ENPS story name with a number appended that indicates the sequence of the object within the Script. 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 Script.* 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 script 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 script 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 script. 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 script template so that when a script 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 Script 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 Scripts 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 script 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 script 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 Scripts 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 scripts with the MOS object appearing once in each script.

| Font ▶ |
| Default browse mode |
| Default lines displayed per item ▶ |
| This folder browse mode ▶ |
| Print results summary |
| Set bookmark |
| Set as Recurring MOS Object |
| Recently-opened files |
| My ENPS |
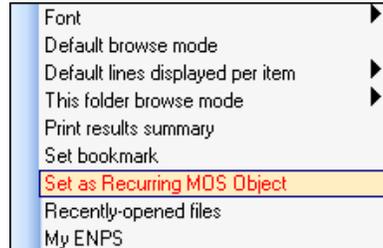
If the object is not set to Recurring, after several hundred iterations, you will see degradation in the server performance. Recurring MOS objects may be included in Rundown Templates. Select the appropriate object in the ENPS List Window, then select **List Window rover → Set as Recurring MOS object**. When set, ENPS will not keep track of Scripts in which the object appears and will not reflect object updates through to Script item references.

Step 2: Creating a MOS-Enabled Script Template

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

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

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

Bank Merger	:17 □ ▫ ☒
Created by: Robert Ambrose 18/10/2000 15:36 Modified: Robert Ambrose 18/10/2000 16:3	
MOS Obj Slug	BANK TAKEOVER\ROSCOE\1500
MOS Status	
MOS Object Time	:00
MOS Editorial Time	:00
MOS Channel	
MOS ID	RMMOS
Actual	
Writer	Robert Ambrose
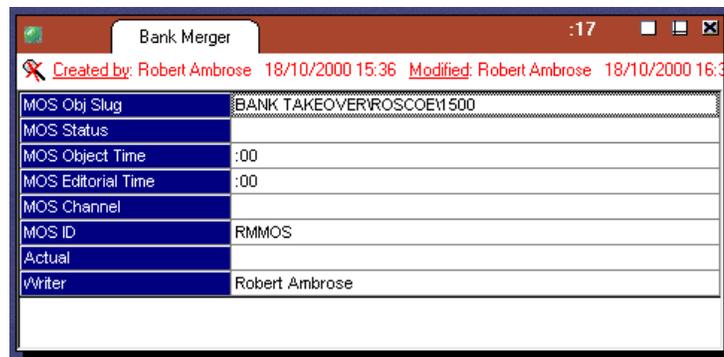
Full information is displayed only in Scripts that are included in a MOS Active Rundown.

You can set a property of a script template so that when a script 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** → **Script Templates**. Open a script 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 script 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 script template.

4. Create a new script 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 script AutoCreate field pre-filled in the script 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.

Using MOS and Media Controls

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

Step 1: Finding MOS Objects

MOS objects are stored in ENPS much like Scripts, 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 Scripts 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 scripts 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 Scripts

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

You can drag multiple media objects into your script 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 script. To select non-consecutive MOS items hold down the `Ctrl` button while you click each item.

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

A MOS object can be added to a Script 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 Script as either a single line reference to the MOS object containing the `MOSAbstract`:

If you select **Script rover** → **Layout** → **Show commands** you will see the full context of the MOS object tag:
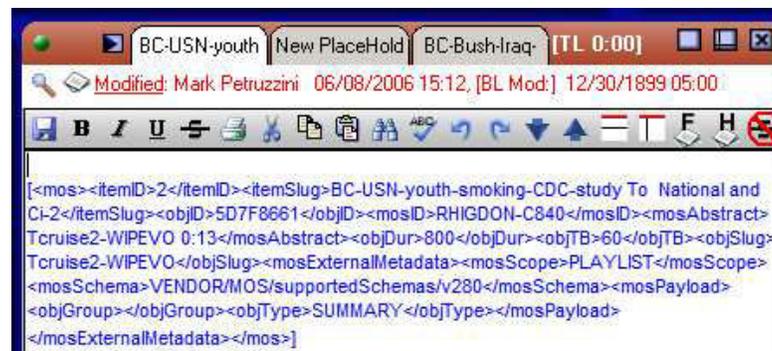
To hide the full context, select **Script rover** → **Layout** → **Hide commands**.

It is possible to edit the MOS Channel when a script is open for editing. This allows Producers and Directors to change playout channels even when a writer is still working in a script by clicking in the MOS Channel column and making the desired change. The MOS tag change will be applied after the script 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 script. See your MOS device user's guide for more information.

MOS objects appear on the left side of the two-column printout when a script 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 scripts, 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 Script. Users must always drag and drop the MOS object into the Script. 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 scripts already in a Rundown or placed in scripts which are then added to the Rundown. You can also create a blank Script that only contains a MOS object. Each Script may contain any number of Media objects, and objects of any type. For instance, a Script 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 Script. When this Script 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 scripts with the MOS Object appearing once in each script.

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 Script.

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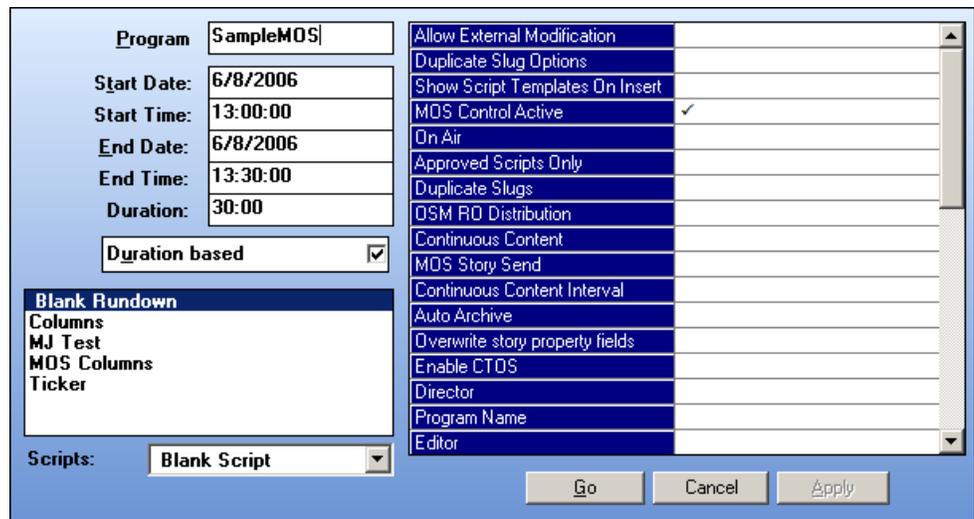
Click on the *MOS Control Active* box. This enables several things: when this flag is initially set, a playlist in each relevant Media Object Server is built, based on the objects or Clips that appear in ENPS Rundown Scripts.

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. Scripts 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 scripts, scripts in personal storage areas, and scripts 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 Scripts and Rundowns with the new information. Even if a Script 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 Scripts 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.
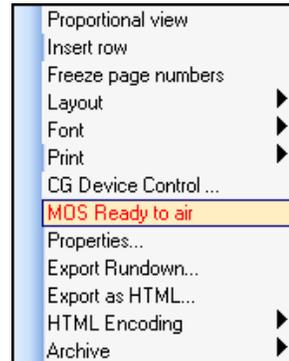
Select **Rundown rover → MOS Ready to air**.This only tells the Media Object Server that it may play, on air, the clips contained in the playlist created by the Rundown. This is a final check to make sure material played on air has been reviewed and approved by the Producer.

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 Script. For example, if a Script 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.

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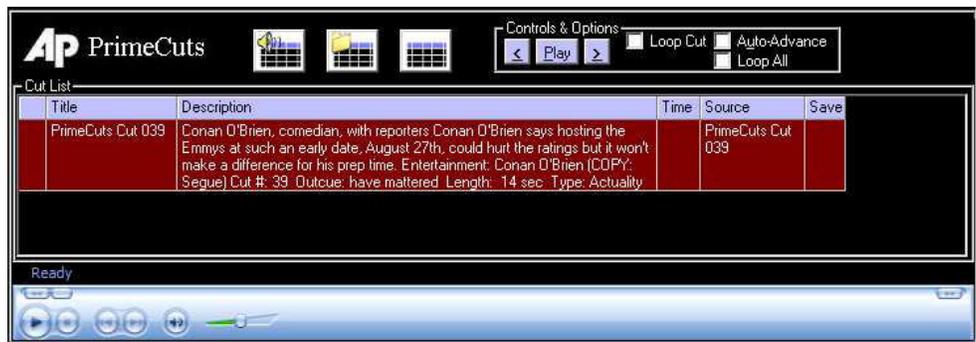
If you are writing a script and would like to include PrimeCuts audio, select **Media icon rover** → **AP PrimeCuts** and then select the audio file you would like to add.

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.

| | 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 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 script 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 script 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 script 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 script you can select **Media icon rover** → **AP GraphicsBank** and execute a search.
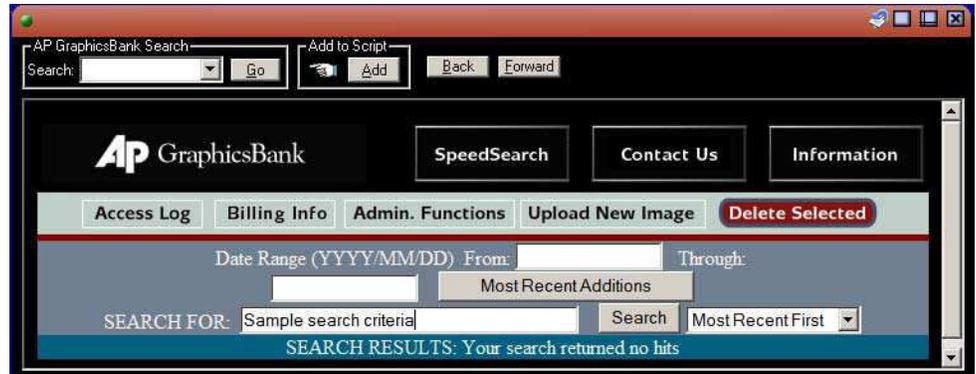
Search

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 script. You can click the *Add* button and the MOS reference to the image will appear in the script that is currently visible in the Editing Window. This will place the MOS reference at the last cursor position in the script. Or you can you can click and drag the hand icon to select a position in the script 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`.

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 script, 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

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, scripts, 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 script.

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

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.
 	
`+{LEFT 5}`
 	
Highlight five characters to the left.
	`Shift +`
	`Left arrow`
	`or Right`
	`arrow`

`%+<  %+>`
 	
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`

Macro and Description	Keys
`{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 script. Be careful when using this command.	
`%X`	Alt+X
Close all items in the Editing Window.	
`^A`	Ctrl+A
Select all text.	

`^B`	`Ctrl+B`

Select bold formatting.

`^E`	`Ctrl+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.

`^I`	`Ctrl+I`

Select italics formatting.

`^P`	`Ctrl+P`

Print the script in the selected Editing Window or the entire Rundown.

`^U`	`Ctrl+U`

Select underline formatting.

`{UP}`	`Up arrow`

Move to the previous line.

`^{UP}`	`Ctrl+ Up arrow`

Move cursor to the start of the previous paragraph.

`^+{UP}`	`Ctrl+Shift+ Up arrow`

Select from the current position to the start of the paragraph.

`{DOWN}`	`Down arrow`

Move to the next line.

`^{DOWN}`	`Ctrl+Down arrow`

Move cursor to the start of the next paragraph.

`^+{DOWN}`	`Ctrl+Shift+ Down arrow`

Select from current position to the end of the paragraph.

`{END}`	`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.

`{HOME}`	`Home`

Move to the top of the current item or to the beginning of the current line, depending on personal settings.

```
{ROVER:SCRIPT:ED_APPROVE}
```
Approve the item.
```
{ROVER:SCRIPT:ED_CANCELCONFIRM}
```
Close script 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 script.
```
{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 script 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 script 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 script.

```
{ROVER:SCRIPT:ED_PRINTOPTIONS}
```

Shows printer set-up form.

```
{ROVER:SCRIPT:ED_PRIOR}
```

Show prior versions; public scripts only.

```
{ROVER:SCRIPT:ED_PUBLISH_ WireGroupID}
```

Publish the current script. 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 script in the active Editing
Window in the Personal Folder without closing it.

```
{ROVER:SCRIPT:ED_SCR_BLARROW}
```

Toggle the position of the script black line.

```
{ROVER:SCRIPT:ED_SCR_PROTECT}
```

Protect text.

```
{ROVER:SCRIPT:ED_SCR_SAVETEMPLATE}
```

Save the script template.

```
{ROVER:SCRIPT:ED_SCR_SHOWMEDIAABL}
```

Set the Script Media Viewer to preview MOS items above
the black line.

```
{ROVER:SCRIPT:ED_SCR_SHOWMEDIAABL}
```

Set the Script 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 script 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 script 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` Rover for Wires Folder.	`Alt+1`
`^W` Display a list of news wire stories. Same as clicking on the Wires folder.	`Ctrl+W`

```
{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 script in the bottom window. Same as the New Script 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` Rover for Third Folder.	Alt+3
`^R` Displays a list of today's Rundowns. Same as choosing Today's Rundowns from the third folder's rover.	Ctrl+R
`{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 script 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` Open fourth folder rover.	`Alt+4`
`{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 script.	
`{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 script 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.	`Ctrl+` `Shift+B`
`{ROVER:BRIEFING:BRIEFING_GROUP_name}` Invoke Group Briefing of given name.	
`{ROVER:BRIEFING:BRIEFING_SAVED_name}` Invoke Briefing of given name.	

My ENPS

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

Printing

Macro and Description	Keys
`%6` Open the Print rover.	`Alt+6`

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

Waste Bin

Macro and Description	Keys
`%8` Open the Waste Bin rover.	Alt+8

Macro and Description	Keys
{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.	

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 script. The script 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 scripts.

`{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_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 scripts.

{ROVER:RUNDOWN:RD_PRINTALLMARKED}

Print Rundown as displayed and all marked scripts.

{ROVER:RUNDOWN:RD_PRINTALLUNMARKED}

Print Rundown as displayed and all unmarked scripts.

{ROVER:RUNDOWN:RD_PRINTRW}

Print Rundown only (using report layout selections).

{ROVER:RUNDOWN:RD_PRINTRWALL}

Print Rundown (using report layout selections) and scripts.

{ROVER:RUNDOWN:RD_PRINTRWALLMARKED}

Print Rundown using report layout selection and all marked scripts.

{ROVER:RUNDOWN:RD_PRINTRWALLUNMARKED}

Print Rundown using report layout selection and all unmarked scripts.

{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 scripts.

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}` Insert a row.	Ctrl+I
`{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.	

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.

Scripts

Insert a CG into a script 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 script. 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 script window bigger for use by an anchor/ presenter on air. A script must be open in the upper script window and the cursor located within the script.

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

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

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

Open a script 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 script.

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

Copy a series of scripts into contacts. This is useful when contacts have been transferred from another system and are stored in ENPS as scripts – 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 scripts 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 scripts.

```
{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 script from a Rundown.

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

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

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

Print all scripts in a selected Rundown.

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

Print marked scripts in a selected Rundown.

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

Rundowns

Press `Space` on the timing bar, open the on-air script in view mode and move down the Rundown. The first script 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 script and use this macro. It leaves the focus on the script after each change to allow easy scrolling through the script 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 script.

```
{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 script.

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

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

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

And this macro will close the first script and open subsequent Scripts 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 Scripts 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 scripts 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 scripts are approved. This macro will remove approval from any scripts 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 scripts 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
```

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