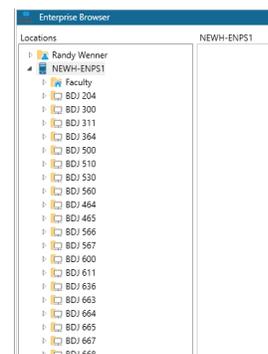


# AP ENPS 8 CHEAT SHEET

**NAVIGATE ENPS** through the **ENTERPRISE BROWSER** in the NavBar. Add shortcuts to the **NavBar** by dragging items: Class folder, story, Rundowns.

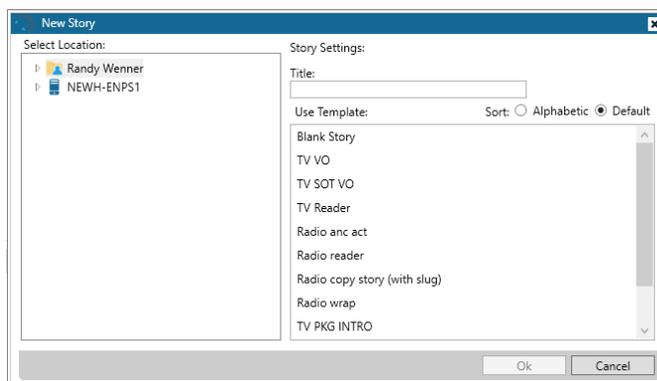


To **NAVIGATE**, keep clicking until you find the **HOLD** section for your class.

## Writing a Story:

**FILE>NEW>NEW STORY>NEWH-ENPS1>your CLASS FOLDER/HOLD SECTION.** Enter a title, and choose a template.

If writing in a blank line in a rundown, create a story template in the script by using a menu/macro:



To add one to a story script, select **HOME>STORY MACROS**, and select a story template.

## Adding graphics and video files to TV scripts

Right-click on the **MOS** icon in the NavBar to select which plug-in you want to open, **NXMB** (video files) or **xPression** (graphics.) More details are available in the handouts for **xPression** and **Uploading Video to the Video Server** on [nccnewslinks.com](http://nccnewslinks.com)



**Save Stories Frequently!** Change your personal settings to **save stories every minute**:

- Right-click on your **PERSONAL FOLDER** (usually the 2<sup>nd</sup> one, next to **WIRES** on the **NavBar**)
- Choose **PERSONAL SETTINGS**
- Change **MINUTES BETWEEN AUTOMATIC BACKUPS OF STORIES** to the number **1**

## Printing

**First, set print options:** click on **PRINTER** icon & choose **Room printer** and **number of copies**, and these other parameters: (see next page)



## RADIO SCRIPT

## TV SCRIPT

**Print Story:** drag its filename from a folder to the Printer icon. If the item is currently open, you can **drag it to the Printer icon by its title tab.**

**Print Rundown:** from the rundown, click FILE>PRINT:

- **PRINT RUNDOWN ONLY** for just the rundown/**PRINT RUNDOWN AND ALL STORIES**

## Opening a Rundown

- Click on the **ENTERPRISE BROWSER**, and select the HOLD section of the class where the rundown is kept (e.g., HOLD 665-2)
- Double-click on the rundown you want to open

## Creating a Rundown

- **ENTERPRISE BROWSER**> HOLD section of the class>Drag the HOLD folder down to your NavBar
- Right-click on the HOLD folder on the NavBar, and choose **NEW RUNDOWN**
- Choose **RUNDOWN TEMPLATE**>**Modify the Title** by adding your own last name and start time of your newscast; change the **START** and **END TIMES** as needed, and **SAVE.**