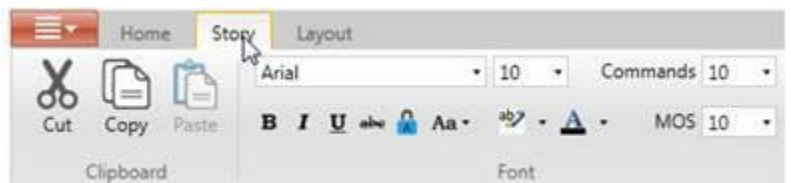


Ribbon

ENPS 8 no longer uses “rovers” to access functionality. Instead, each type of content you are working with (stories, rundowns, etc.) has its own **Ribbon** at the top of the screen.

All Ribbons share the **File** menu and the **Home** tab next to it. The Home tab on the Ribbon is where you can find all your custom Macro shortcuts.



To save screen space you can hide the Ribbon at the top of the screen just by double-clicking on the active tab.

NavBar



Mouse over an icon to see what it does. This is how you **NAVIGATE** ENPS.



Drag an item to the **Printer** icon to send it to your default printer or click on the icon to configure [print options](#).






Wire Viewer opens the wire browser where you can view wires. Wires display with the newest wires on top.



Your **Personal Folder** is your private workspace in ENPS. Use this folder to store items like stories, media objects, and contacts that are only visible to you.



Home folder is not utilized by NCC News.

	<p>Enterprise Browser lets you navigate to your class BDJ folder. This is where you will access your class folder and do writing and rundown creation.</p>
	<p>Message Center is where you can send and receive messages from other users. Right-click>New Message>type first name, then choose from list of users.</p>
	<p>MOS displays available plug-ins for Graphics (xPression) and the video server (NXMB.) Right-click to access them. These are only used with tv classes in the studio.</p>

Customize the NavBar

It is possible to add your own shortcuts to the NavBar by dragging items such as a Class folder, story, Rundowns, or Wire categories to it. You will **NEED** to do this when creating a rundown for a specific class.



You can only drag one item at a time. To remove an item from the NavBar right-click on it and select **Remove from NavBar**.

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

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

Wire Viewer



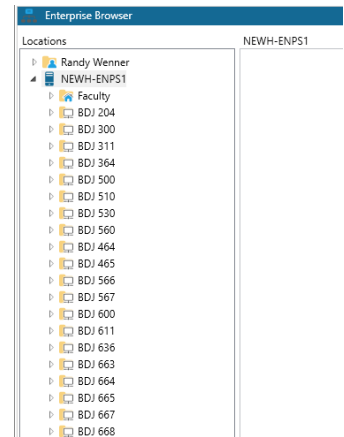
Browsing wires in ENPS 8 is done in a pop-up **Wire Viewer**. Pin buttons on the two right hand panes allow you to “pin” either a category or an individual story, which means adding them as an open WINDOW or TAB. Stories can also be pinned by hitting the **space bar**. This allows you to save stories for later reading or editing into stories for output. The entire Wire Viewer can also be pinned back.

Enterprise Browser



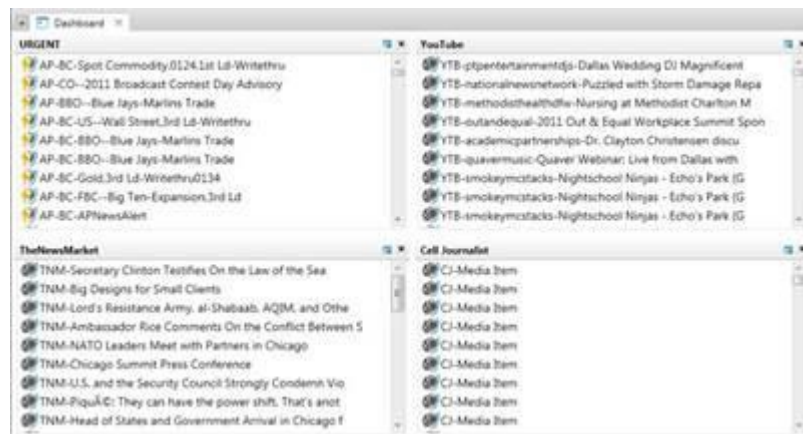
The **Enterprise Browser** replaces the old **LOCATIONS** menu as the way to browse content in other ENPS folders. Items in group folders and sub-folders are automatically deleted after 30 days, unless the first word in the folder name is **HOLD** such as “**HOLD** 311-1.” Items in **HOLD** folders are not deleted until the end of the semester.

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



Dashboard

The Dashboard gives you quick access to various content. Just about anything in ENPS – wires, folder lists, search results, etc. – can be placed into Dashboard tiles. You can customize which content appears on the Dashboard by clicking the Settings icon on the Dashboard Ribbon.



Search






The **Search** box at the top of the lets you search for any content in ENPS, including stories, Rundowns, wire stories, contacts, web sites, even discarded items in the Waste Bin. The Search ribbon includes ways to modify searches.

Start typing in the Search Bar at the top of the screen and click the magnifying glass icon or press Enter. Use Boolean connecters and standard web search techniques.

Home Tab

The following options are available on the **Home** Tab, which will appear on the Ribbon regardless of what you are working on.

Macros	
 Global Macros ▾  Story Macros ▾  Rundown Macros ▾	<p>Run a macro. Story and Rundown macros can only be run in their respective areas.</p>














Organizing Windows

Icons in the top right corner of a window allow you to change its orientation on the screen, big/small, left/right, etc.

File Menu



The **File** menu is always visible while you are using ENPS. Some of the options on the **File** menu will be greyed out depending on which items you have in your active window. The **Save** and **Save as** options, for example, are only active if you have a story selected as your active window.

 New	<ul style="list-style-type: none"> •  New Rundown •  New Story •  New Story Copy •  New Message •  New Planning Grid •  New Social Media Post •  New Macro •  New CG Template
 Print	<p>Print the current item.</p>
 Close	<p>Close the current item.</p>
 Help	<p>Open online help.</p> <p> Shortcut key: F1</p>

Printing



Before you print you will need to set up your default [Print Settings](#) by clicking on the Printer icon.

1) For a Writing/Radio Class

Make the following choices that you see in the screenshot, **except choose the printer for your classroom!**

Print Options

Current Printer

Hewlett-Packard LaserJet 2420
Hewlett-Packard LaserJet 2420,HP LaserJet 2420 PCL6 Class Driver,

Copies

Rundown Options

Radio Rundown

Only grid items above the black line
 Print rundown as displayed

Story Options

ANCHOR SCRIPT

Show MOS commands as thumbnails

Line Spacing:
 Single Spaced
 Double Spaced

Page Orientation

Use report layout orientation
Portrait
Landscape

Number of Columns

Use report layout columns
1 Column
2 Column

Preview
 Save as personal defaults

Save Cancel

the printer for your classroom!

Print Options

Current Printer

Hewlett-Packard LaserJet 2420
Hewlett-Packard LaserJet 2420,HP LaserJet 2420 PCL6 Class Driver,

Copies

Rundown Options

Producer Rundown

Only grid items above the black line
 Print rundown as displayed

Story Options

ANCHOR SCRIPT

Show MOS commands as thumbnails

Line Spacing:
 Single Spaced
 Double Spaced

Page Orientation

Use report layout orientation
Portrait
Landscape

Number of Columns

Use report layout columns
1 Column
2 Column

Preview
 Save as personal defaults

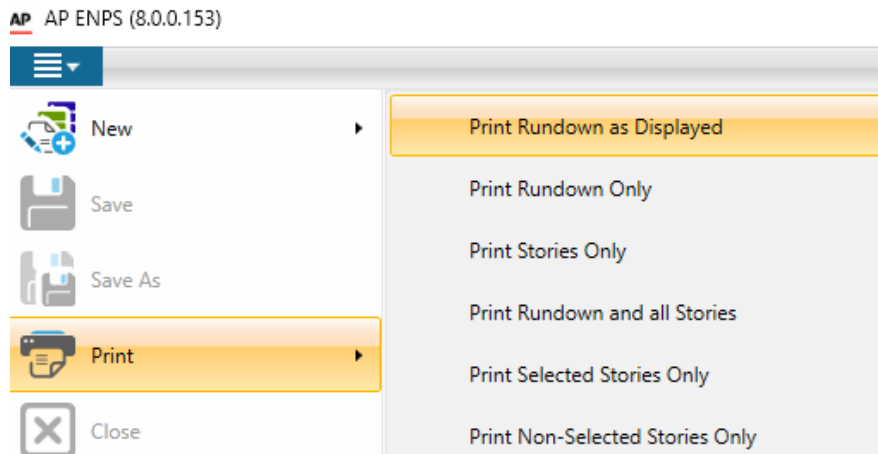
Save Cancel

2) For a Television Class

Make the following choices that you see in the screenshot, **except choose**

To **print a 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**. **NOTE: you will print the number of copies indicated right under the Printer choice!**

To **print a rundown**, you have choices; from the rundown, click FILE>PRINT, and you'll see these selections you'll need to choose from:



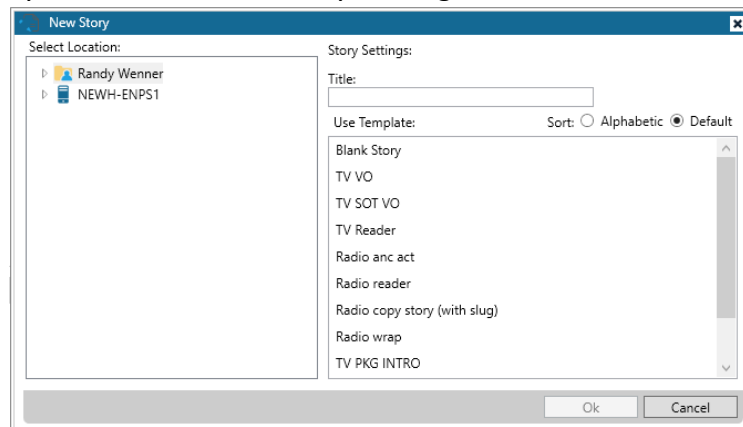
- First, click the **PRINTER** icon in the lower-left of the NavBar to choose the correct printer for the room you are in, and the number of copies
- **PRINT RUNDOWN ONLY** for just the rundown
- *Or* **PRINT RUNDOWN AND ALL STORIES**

Getting Around ENPS 8

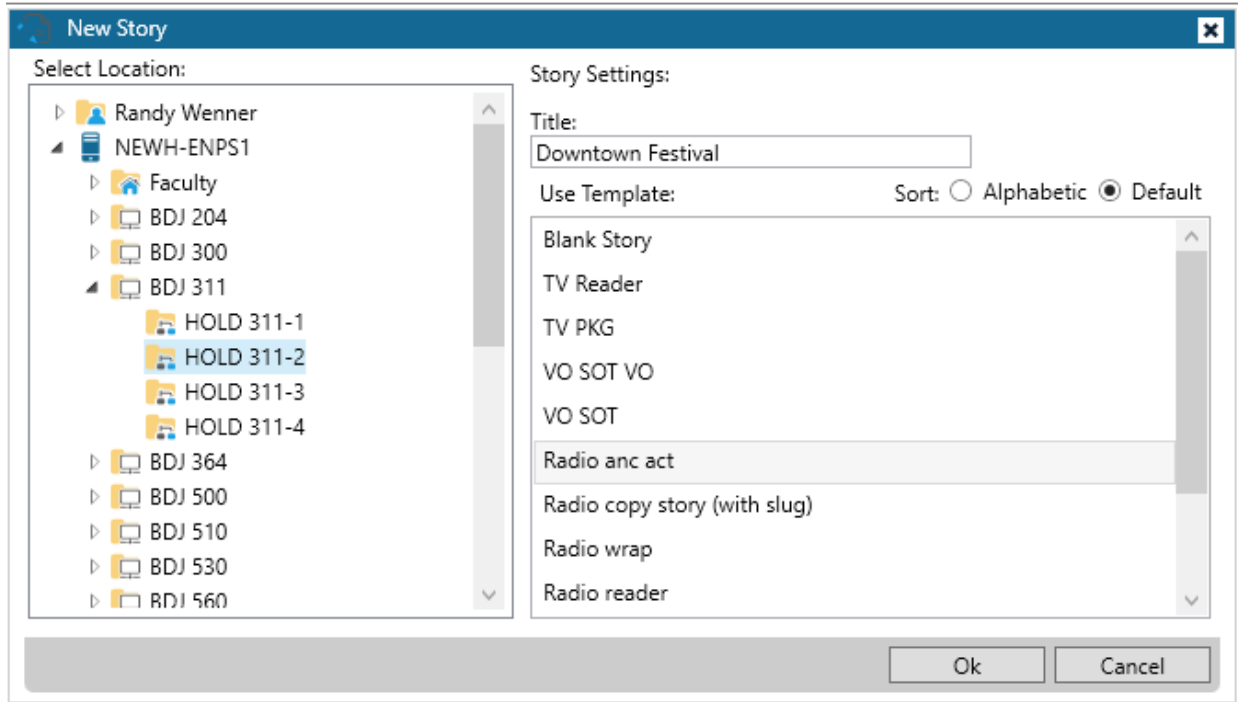
Writing a Story

Always create stories in the HOLD folder for the class you are writing for (e.g., HOLD 311-2).

STEP 1: find your class folder, first, by clicking: **FILE>NEW>NEW STORY**



STEP 2: find your class folder under **SELECT LOCATION** by clicking on **NEWH-ENPS1**, then choose your CLASS FOLDER AND HOLD SECTION (e.g., **HOLD 311-2**) and **enter a title**, and **choose a template** that most closely matches the format of the story you plan to write.



Adding production commands

Production Commands are technical markings used in a newscast. Production commands appear in red surrounded by gray. The only one we currently use at NCC News is the SOT command, which is included in several of the prepared story templates. When you enter an actual time in DURATION, ENPS will add the SOT time to the estimated story running length.

TAKE SOT
DURATION:0'00"

<write sound bite transcript here...>

Note: to prevent ENPS from double-timing the text of the actuality, surround the transcript with the “**greater than**” and “**less than**” keys. Example: <“Here is the transcript.”>

- When your script is finished, save it by pressing CTRL-S, and click **YES** to save changes.

To edit a production command, say, to add a SOT duration, double-click on the command and replaces the DURATION zeros with the actual SOT time.

To delete a production command, double-click on the command and select **Delete**. You can also highlight the command and press **Shift+Delete**.

Macros

The simplest and most accurate way to add elements to a story is by using **macros**. These are menu selections or keyboard key combinations that add certain “parts” to a script.

To add one to a story script, select **HOME>STORY MACROS**, and you’ll see the following list of choices:

- Shift + F2:** Slug/Heading (story slug, date, writer’s name)
- Shift + F3:** Reader (ANC/type of shot)
- Shift + F4:** SOT (ACTUALITY)
- Shift + F5:** Radio anc/act
- Shift + F6:** Radio Wrap
- Shift + F7:** TV VO
- Shift + F8:** TV SOT/VO
- Shift + F9:** Package (lead)
- Shift + F10:** Package (body)

Or, to use keystrokes instead, press SHIFT together with the function key that has the macro you want.

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 xPpression (graphics.) More details are available in the handouts for xPpression and Uploading Video to the Video Server on nccnewslinks.com

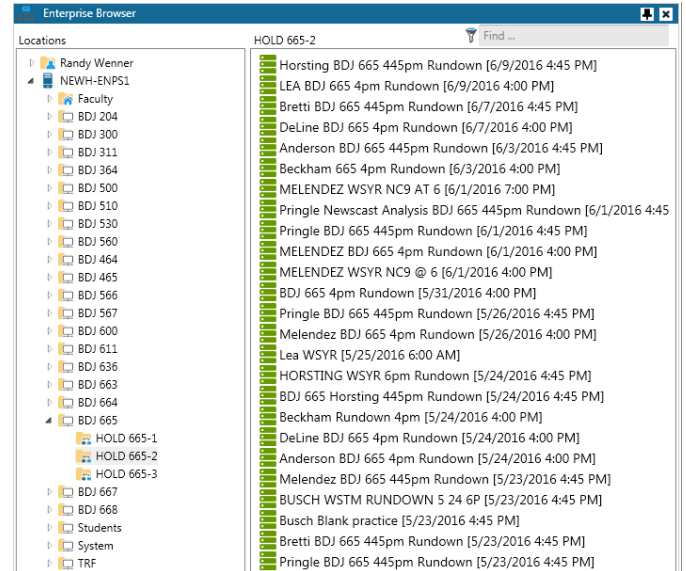


Creating a Radio or TV Rundown

Opening a Rundown

To access an existing Rundown:

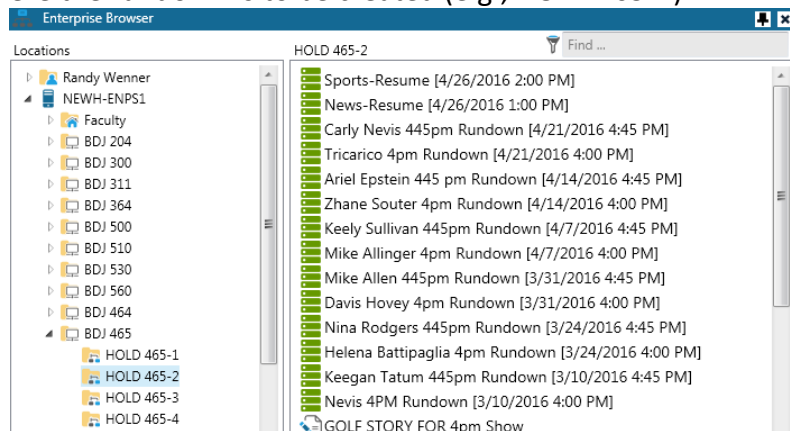
- Click on the ENTERPRISE BROWSER, and select the HOLD section of the class where the rundown is kept (e.g., HOLD 665-2)
- Double-click on the rundown you want to open



Creating a Rundown

Always create rundowns in the **HOLD** folder for the class you are writing for (e.g., HOLD 465-2). To do this, you'll need to create a shortcut to the HOLD folder on your NavBar.

- **STEP 1:** Click on the ENTERPRISE BROWSER, and find the HOLD section of the class where the rundown is to be created (e.g., HOLD 465-2)



- Drag the HOLD folder down to your NavBar



- Right-click on the HOLD folder on the NavBar, and choose NEW RUNDOWN



 A screenshot of the 'New Rundown' dialog box. The title bar says 'New Rundown'. Below the title bar is a search field. The main area is titled 'Basic Properties' and contains several fields:

- Title: Smith 4pm Rundown
- Rundown times: Start Time: 6/9/2016 4:00:00 PM; End Time: 6/9/2016 4:28:50 PM; Duration: 28:50
- Rundown Template: BDJ 465 4pm Rundown
- Story Template: Blank Story
- Duration based:
- On Air:
- Rundown Numeric Pages:
- Program Name: (empty field)

 At the bottom are 'Save' and 'Cancel' buttons.

STEP 2: modify the template fields with your own data:

- First, choose the correct **RUNDOWN TEMPLATE**
- Then **modify the Title** by adding your own last name and start time of your newscast; change the **START** and **END TIMES** as needed.
- Click Save

Titling Rundown Items

Enter story slugs in the Story Slug column by typing directly on the rundown. You'll have to replace the generic slug of each line of the rundown. The main thing to be aware of is that you can title various elements (or segments) of a single story to "keep them together", making it easy to move them all at once.

To lock multiple lines of the same story together, add a hyphen and segment name when entering information in the Story Slug field. For example:

Page	Story Slug	Segment
A20	FIRST WEATHER STINGER	VO
A21	FIRST FORECAST	TOSS
A22		CG

The item's Story Slug field increases in height if it includes multiple segments.

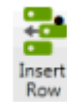
IMPORTANT: the original slug **has to be identical** for all segments grouped together, capitals/small letters, etc. The stories above are titled "First Forecast-toss", "First Forecast-CG", etc., and they appear joined **TOGETHER** on the rundown as you can see.

Editing Rundown Items

To open a Rundown item for writing/editing, double-click on the story line. To save changes you made to a story, you can use CTR-S.

Inserting New Rows

Create a new row above the active line of the Rundown by selecting **RUNDOWN** tab > **Insert Row** or by pressing Ctrl+I.



Deleting Stories From a Rundown

To delete a Story from a Rundown, either **drag it to the Waste Bin** or highlight it and press Ctrl+Shift+D.

Moving Stories within a Rundown

To move a Rundown item, simply drag it to a new position.

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. Selected stories are marked with a dark grey background. Now drag (or Print) just this group.

Floating Stories

The ENPS float feature will keep the story in its designated slot in the ENPS Rundown, but remove it from timing, teleprompter, CG or any other peripheral device connected to the system.

To float a story, clicking on the FLOAT column in the story row will place a check mark in the row, and the color coding of the row to turn RED. To re-activate the story, uncheck the float column.

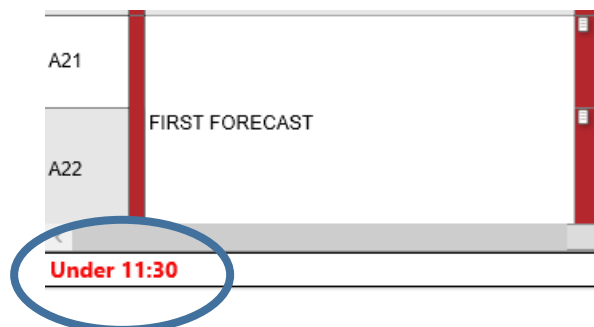
Story Slug	Segment	Float
	Interview with Mayor Stevens	<input checked="" type="checkbox"/>
Mayor's Race	Interview with Councilman Jones	<input type="checkbox"/>
	Latest Poll Numbers	<input type="checkbox"/>
Revolutionary Inver	Interview	<input type="checkbox"/>

Building a newscast within a Radio or TV Rundown

- Create a rundown as outlined in **CREATING A RADIO OR TV RUNDOWN**.
- To enter a story slug on the rundown, just type it in.
- Click on any other column you need to enter information into. Here are some of the available fields for the Rundown window. Some fields may contain more information than can be displayed on the screen:
 - **Page** page number that will be printed on the script. A letter is used to indicate the segment and a number, the particular story within that segment, such as **B02** for the second story in the second segment. Items in the **Z-block** (pages beginning with Z) are not included in script timing, so you can “float” stories here.
 - **Story/Slug** brief descriptive title for the story
 - **Segment** indicates whether there are multiple elements to a story (like a toss to reporter, anchor tag, etc.) Should be used to indicate type of story (e.g., VO, PKG, rdr, toss, tag, etc.)
 - **Effects** visual effects [like 2-shot Anc L/Anc R, 1-shot Anc L, dbl box anc/UNIV AVE CAM, OTS, flashcam, Dejero, etc.]
 - **Anchor** used in the rundown to indicate which anchor(s) read an item
 - **Story Writer** indicates who has been assigned to write the story
 - **Play Back** in radio, indicates sequential order of sound cuts
 - **Actual** computer-estimation of story running length
 - **Est Duration** length of the story, as assigned by producer, in minutes and seconds, entered manually
 - **Final Appr** Used by director to indicate story ready for newscast
 - **Float** used to take a story temporarily OUT of the active Rundown
 - **MOS Commands** provides a quick look at what MOS commands have been added to scripts (graphics, videos, and director commands)

Rundown Timing/Backtime

“Over/Under” time appears at the **lower left corner** of the Rundown.:



This tells how the total program time compares with the expected program length (from START/END TIMES.) This is based on the **Est Duration** timing fields.

The following rundown fields are involved in the timing of the show:

- **ACTUAL** This field displays the computer-generated estimated length of a story. When the story is written, the **ACTUAL** field will show how long the story **apparently seems to run** (if the computer is correctly counting characters, etc.)
- **EST DURATION** This field is the field of each story the computer uses to **actually time the show**.
- **BACKTIME** This field is used by the computer to display the **BACKTIME** of each story. It indicates what time of day each story should begin, if the show is to end on the agreed-upon **BACKTIME** (the “off time” of the show, when it fades to black.)

To **BACKTIME** your show:

- Make sure the rundown has the proper out time entered (the time your show actually ends.) Double-click on the TITLE of the Rundown to check START and END time.
- Make sure each story in your show has some kind of a time in the **EST DURATION** field; this is what the computer will use to **BACKTIME** your show.
- The computer continually backtimes your show in the **BACK** column. It starts at the out time (end of show) and starts subtracting the **EST DURATION** of each story and break from the out time. You can tell if you are on time from the indicator at the lower left hand side of the rundown: if you are light (not enough stories), the rundown will indicate “**Under 2:30**” (or however **short** your show seems to be.) If you are heavy (too many stories), it will say “**Over 2:30**” (or however **long** your show seems to be.) If your show times out exactly to the second, it will read “**Timed OK.**” (It’s generally good, though, to be a little light, from **1:00** to **1:30** light for a half-hour show, or **:20 - :30** light for a 6/7 minute radio newscast.)
- To get the **Backtime** numbers to change, you must either add or delete/float stories.

Story Color Codes

In each row, the color indicators adjacent to the Story slug serve as indicators for whether the Story contains content—including text and/or media—and whether it has been approved:



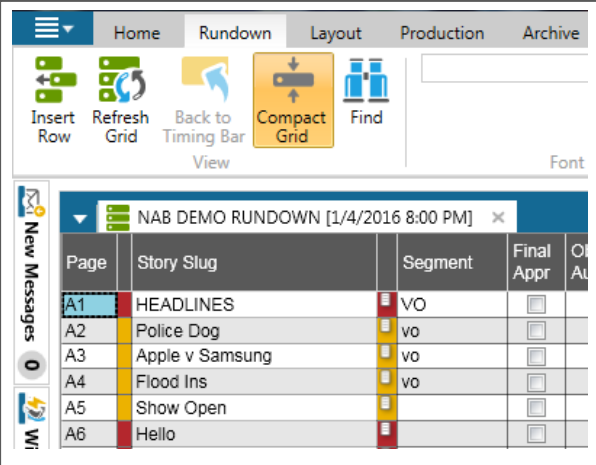
A yellow marker indicates that an item **does not have any content**.



A red marker indicates that an item **contains content, but it has not been approved**.



A green marker indicates that an item **contains content and has been approved**.



The screenshot shows the 'Rundown' tab of the software interface. The 'Compact Grid' button is highlighted in yellow. Below the ribbon, a table displays the Rundown content:

Page	Story Slug	Segment	Final Appr	Of Au
A1	HEADLINES	VO	<input type="checkbox"/>	
A2	Police Dog	vo	<input type="checkbox"/>	
A3	Apple v Samsung	vo	<input type="checkbox"/>	
A4	Flood Ins	vo	<input type="checkbox"/>	
A5	Show Open		<input type="checkbox"/>	
A6	Hello		<input type="checkbox"/>	

You can reduce the height of each row in your Rundown by selecting the **Compact Grid** button on the Rundown Ribbon. This maximizes the number of rows a user can see in a Rundown.

Go to Air

When your show is ready to go to air, click the **On Air** button on the Production tab of the **Rundown Ribbon**. The yellow timing bar is ready and will appear at the top of the Rundown once you hit the **Space Bar**. Hit the **Space Bar** again to move the timing bar forward, **AT THE START OF EACH LINE OF THE RUNDOWN**.



At the bottom of the Rundown, you'll see whether you are over or under:

 **Under 29:00** **SEGMENT: 00:12, 00:12** **STORY: 00:12** **PROG: 29:48**

Printing Rundowns

Rundowns/Entire Newscast Scripts

First, “**Freeze**” the **page numbers**, to ensure that page numbers appear in any printed script:

- Click on **PRODUCTION>Freeze page numbers**

Then click on **FILE>PRINT**

Finally, choose what it is you want to print, usually either:

- Click the **PRINTER** icon in the lower-left of the NavBar to choose the correct printer for the room you are in, and the number of copies
 - **PRINT RUNDOWN ONLY** for just the rundown
 - *Or* **PRINT RUNDOWN AND ALL STORIES**
-

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