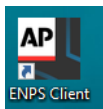
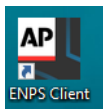







# Proper ENPS 8 PKG Scripting for BDJ 464/664



All scripts must be written in ENPS. No Exceptions.

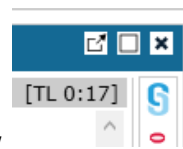
## Getting Started




- Open ENPS 8 by clicking on the  icon on your desktop.
- Click the  icon at the bottom of the screen.
- Click on the dropdown triangle next to NEWH-ENPS1 and find your class hold folder, i.e. “HOLD 464 or 664-(your section number)” Click on that folder and drag it down next to the  icon.
- Click on the  icon. Click on the folder with your name on it and drag it down next to the  icon.
- Your class and personal folders are now accessible from the bottom of the screen.
- Right click on your personal folder icon  → Personal Settings → Minutes between automatic backups of stories: 1. Apply, Save.

## Writing a New Script



- Open a new script by going to the top left and clicking on the  drop down icon.
- Select New Story
- Open the dropdown triangle on NEWH-ENPS1 and navigate to and highlight your class script folder, i.e. “HOLD 464 or 664-(your section number)”
- Name your story in the Title box: your last name package name date
- Use Template: Blank Story
- OK
- Shift + F3 to insert anchor intro scripting
- Shift + F9 to insert reporter intro and Take PKG scripting
- Shift + F10 to insert package scripting.
  - Remember, this macro is only a basic outline. You will need to make changes to reflect the actual order of the elements in your story. Copy and paste or cut to make changes.
- Shift + F3 to insert reporter tag scripting
- Shift + F3 to insert anchor tag scripting
- Write your script
- To save your script, click on the  drop down icon, Save.



- To close your script: click on the X in the top right of the script window  ; this is not the same as the X in the top right of the ENPS 8 window.
- To re-open a script, find it in the folder where you saved it and double click on the slug.

## Printing/Exporting to PDF



- To print, right click on the printer icon  on the bottom left , select print set up
  - Select printer (the one in the room where you are)
  - Rundown Options
    - Producer Rundown
  - Story Options:
    - ANCHOR SCRIPT
    - Check the box: Show MOS commands as thumbnails
    - Single spaced
  - Page Orientation
    - Use reporter layout orientation
  - Number of Columns
    - 1 Column
    - Check the box: Preview
    - Check the box: Save as personal defaults
  - Save
  - From your class hold folder, drag the slug down to the printer icon
  - Click Print
  
- To save a PDF copy of the script in your external hard drive projects folder that you will upload to Blackboard
  - From your class hold folder, drag the slug down to the printer icon
  - Current Printer
    - Adobe PDF
  - Print Options
    - NorthAmerica Letter
  - Story Options:
    - Anchor Script
    - Check the box: Show MOS commands as thumbnails
    - Line Spacing: Single Spaced
  - Page Orientation
    - Use reporter layout orientation
  - Number of Columns
    - 1 Column
  - Click Print
  - Wait a few seconds for the Save navigation window to appear
  - Navigate to your external hard drive
  - File name: Re-name the document
  - Save as type: PDF files
  - Save
  
- To delete a script, click on the slug and drag it to the garbage icon , bottom left