

ENPS Rundowns

Make sure your rundown has columns in a certain order. If needed, in any open rundown, use your mouse to drag and drop the title cell of columns in the rundown to this order (you might have to scroll way to the right to find some “hidden” columns...it doesn't matter what columns follow the status column...like spreadsheets, you can shrink a column width by dragging the column border in...)

Page	Story Slug	Segment	Effects	Still Store	Anchor	Story Writer	Play Back	Actual	Est Duration	Back
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Now save this new layout as your permanent layout by clicking:

ROVER>LAYOUT>MAKE THIS MY LAYOUT

To view Rundowns in the future with your personal layout, select Rundown rover>Layout >View with my normal layout.

PURPOSE OF RUNDOWN COLUMNS

- **Segment** indicates type of story, and 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., copy, anc/act, VO, PKG, rdr, toss, tag, FSSS, etc.) If story slug includes a dash [-], segment can be used to indicate related parts of the same story. Example: Fire-toss, Fire-intro, Fire-pkg, Fire-tag, etc.
- **Effects** visual effects [like 2-shot Fred&Barney, 1-shot patio, dbl box anc/patio, FSCG (full screen CG), OTS, live lab, patio, etc.]
- **Still Store** indicates name of all OTS and MONITOR fullscreen SS (still store) graphics used during story (NO CGs should be listed here!)
- **Anchor** used in the rundown to indicate which anchor(s) read an Item. Example: “Fred/Barney” (This only appears in rundown, not in script; must also be entered properly in script!)
- **Story Writer** indicates who has been assigned to write the story
- **Play Back** in RADIO, indicates CART playback machine number; in TV, used by director to assign video playback machine
- **Actual** computer's estimate of story running length
- **Est Duration** length of the story, as assigned by producer, in minutes and seconds, entered manually
- **Back(timing)** computer's projection of “real time on wall clock” each line of the rundown should begin. Does NOT start at start time of show, but starts at bottom with the END TIME of show, and subtracts upwards all times that appear in the LENGTH column. Tells us that IF you want your show to END at the END TIME, what time on the clock each story of the show should BEGIN. By comparing this during the broadcast to the clock on the wall, you determine whether you are on time or not.
- **Status:** [a drop down menu, chosen from rundown] Use this to keep track of status of story (e.g., assigned, being edited, done, etc.)
- **Float** used to take a story temporarily OUT of the active rundown

How to Write Scripts in a Rundown

1. Do not just start writing in a blank script page, hoping to add special director or computer markings later! Open a line of the rundown, and use a macro or a script template to provide a shell of a script for you, with the special markings already included!!! To modify scripts and add production commands, use a macro by referring to the list below, and choosing the macro that most closely matches the production commands you need. Macros are used by holding the SHIFT key and a Function key down together. For example, if you wanted to add a SOT to a script, you'd press SHIFT-F4.
2. What the script template might contain:
 - [ANC: xxx/shot] erase the x's and tell the director what anchor(s) and, if TV, what visual effect happens here. If you enter just a talent title (e.g., ANC) it tells the director you want an implied solo camera shot of the talent. If you want a 2 shot of two of the talent, enter "2 shot ANC/COANC" or whatever pair you want. Usually in a mark like this designating talent, the actual copy of the story would follow next in the script. If a graphic is involved, like an OTS or MON, add the graphic name, like ".../OTS/budget"
 - [TAKE VO] (or something similar) tells the director to take videotape at this point of the script (or take a SOT, package, or take live lab, or take patiocam, etc.)
 - { *** SOT *** } appears in copy AND IN PROMPTER as a cue to talent: who's speaking, when to stop talking, etc.
 - [Duration:0:00] double-click on production command in red to enter accurate SOT length; important so computer can more accurately estimate running length of story
 - [OUTCUE: ...] double-click on production command in red to enter outcue of SOT or PKG (critical for many people to see this)
 - < include actual SOT transcript, but leave the brackets> within the chevron/brackets, enter transcript for SOT, if available. Because it's in these special chevron/brackets, won't be timed by computer (it times the SOT from the [Duration: :12])
 - [TAKE:VO CONT] tells director/crew whether video follows a SOT

MACROS

Macros are shortcuts that can quickly enter certain commands into a script. Add macros by pressing SHIFT along with the function key of the desired macro.

F2	SLUG OF RADIO SCRIPT
F3	ANC/type of shot
F4	ACTUALITY (SOT)
F5	RADIO WRAP
F6	VO
F7	VO/SOT
F8	VO/SOT/VO
F9	PACKAGE LEAD
F10	PACKAGE BODY