







Proper ENPS 8 Scripting for BDJ 364


All scripts must be written in ENPS unless otherwise instructed.

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 364-(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 → Story → 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 364-(your section number)”
- Name your story in the Title box: your last name story slug date
- Choose a template that is closest to the format you want—do not use the default “Blank Story”, then select OK
- Remember, this template 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, and write your script.


Writing a new script in a rundown

- Open the line of the rundown of your story, and type at least one character to turn it into a text scripting window
- Choose a template that is closest to the format you want: **HOME tab>STORY MACROS**
- Write your script

Saving scripts


- To save your script, click on the  drop down icon, Save. (or keyboard shortcut CTRL+S)



- 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 Word




- To print, left click on the printer icon  on the bottom left
 - Select printer (the one in the room where you are)
 - Rundown Options
 - Radio Rundown
 - Story Options:
 - ANCHOR SCRIPT
 - Check the box: Show MOS commands as thumbnails
 - Double spaced
 - Page Orientation
 - Use report 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 copy of a script/story
 - 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 report 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

- Convert to Word: either open the pdf in Word then save as Word docx, or open in Adobe Acrobat and export to Word docx

- Upload to Blackboard
 - Save As
 - Choose folder
 - Format: Word Document
 - Save



- To delete a script, click on the slug and drag it to the garbage icon , bottom left