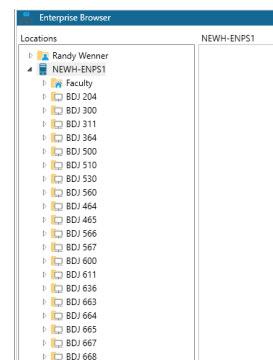


AP ENPS 8 CHEAT SHEET

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



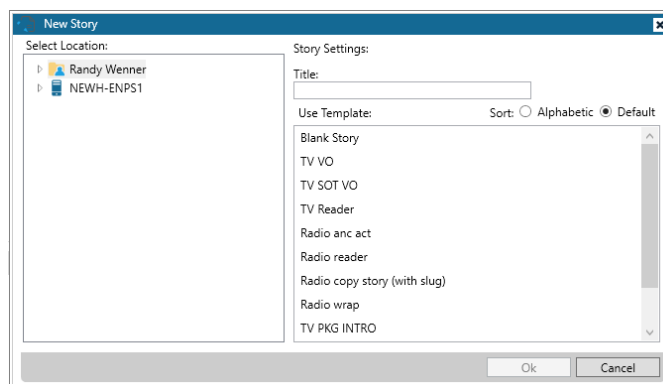
To NAVIGATE, keep clicking until you find the HOLD section for your class.



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



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**

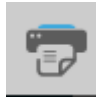
Printing

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



2) For a Writing/Radio Class s

First, set your print options correctly:



- 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
 - To actually print a story: from your class hold folder, drag the slug down to the printer icon
 - Click Print

3) For a TV/Video Class

First, set your print options correctly:



- To print, click on the printer icon on the bottom left
 - 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
 - To actually print a story: from your class hold folder, drag the slug down to the printer icon
 - Click Print

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**.