


## How to Create a CPTV News Story Script

1. Only create scripts for news stories that are approved by the teacher.
2. Save the script to the **PROGRAMS ONLY** external hard drive.
3. Print 5 copies of the script in size 14 arial font, double-spaced. Do not bold. This is printed in size 14 arial font. It is double-spaced and it is not bold.

Give one copy to each:

1. anchor 1
  2. anchor 2
  3. teacher
  4. place one copy on the stack next to the teleprompter.
  5. keep one copy
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4. Transpose your script onto the teleprompter using correct teleprompter script format. See back of page 
  5. Double-check your work to make certain that your work is perfect.
  6. Have an anchor read the script on the prompter.

# TELEPROMPTER SCRIPT FORMAT

- ARIAL FONT
- SIZE 32 BOLD
- ALL CAPITAL LETTERS
- DOUBLE SPACED
- STORIES DIVIDED BY  
DOTTED LINE
- ALL SCRIPTS IN ONE FILE  
BY DATE