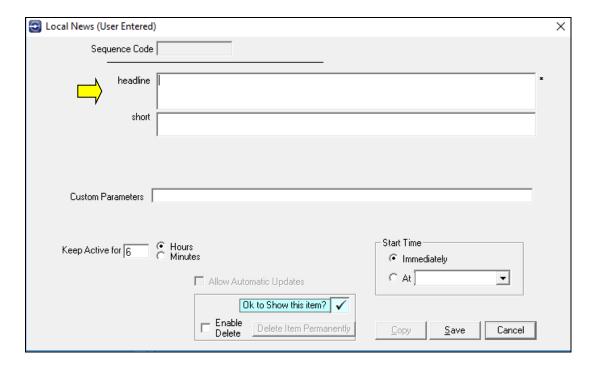# Manually Entering Headlines

Any type of headlines can be added manually. From the main screen select the Entry tab.

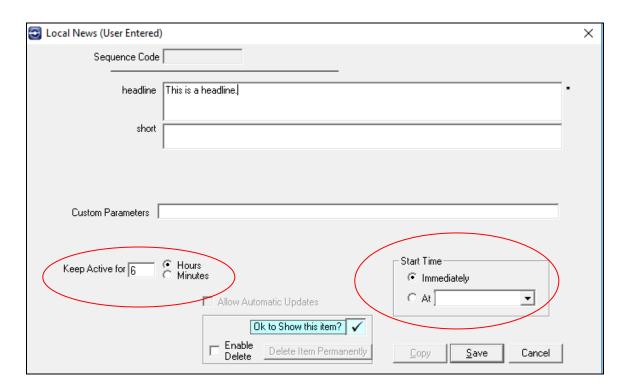Scroll down News Types and select a Type that is set up for User Entry.

The types that begin with BT come from DataBridge while those beginning with U are for User Entry

Once you've selected the Type, look to the right and you'll see a button for New Item.

Most stations only use the "headline" section, so you'll type your headline there. While typing, if a word turns red, that means the spelling function doesn't recognize it and you should check the spelling.

Keep active will determine how long this headline will remain active and available to go to air.

Start Time allows you to have the headline active immediately or choose a time when you would like it to become available.

Save.

When you return to the main Entry screen, you'll see the headlines for that Type.

If you want your headlines to go to order different from the order they were written, put in a Sequence Code for each headline. The lowest number would go to air first. It is suggested that you give the first headline a 10, the second headline a 20, etc. This gives you the opportunity to insert another headline into the order if necessary.