Changing a Log Format for a Holiday

Formats are created by editing the program schedule of one of the schedule days and then saving part of the schedule in a format file. Once a format file has been created, it can then be scheduled to run on a particular date at a particular time. Formats are intended to be used for one-time replacements of portions of a day's program schedule with something else and, in some cases, like a holiday log for an entire day. The most common example is a sporting event, although you will soon find lots of uses for formats – one time remotes, special event coverage, temporary format changes – such as a holiday programming, and probably lots of other things. Use a format and schedule it when you do not want to permanently change the program schedule for the day the special format will be used.

> ✏ **FYI** - For more information regarding Special Formats, please see the on-screen manuals included with your software or contact Marketron Customer Service.

To change your log format for a holiday, complete the following instructions:

1. Copy the Programming and the Avails from the day of the week that the holiday is on (generally Monday) to Special Day number three. This is done through "Copy log formats" on Menu A. Make sure you press "+" to copy both your programs and avails and, if applicable, Table of Events. The copy method for a Holiday Log would be "day to day".

2. Go to "Change location of commercial avails" and select Special Day number three. Then select the 12a hour. To clear out the fill order numbers for the hour just insert 999 and enter. Then continue to clear out all of the fill order numbers for the entire day. If you will have commercial breaks on this log, you'll need to add the avails appropriately.

3. Go to the "Change the scheduled programs" and clean up any notes or programs that are not going to occur because it is a holiday.

4. Go to "Save or recover archives and formats." Choose option two for format. Then choose the option for "Save a format file." Now select Special Day number 3. Enter the "+" key to save the source day as a new format file. Then enter a name for the format of your choosing. Make sure it is something you will remember so you can use this same format in the future. You will then be asked for the start time of the format and you want to enter 12a. Then you will be asked for an offset in seconds and you just want to enter through. Next you will be asked for the end time of the format. You will enter 12a in this field as well and then enter through the offset in seconds. Remember the start time is inclusive and the end time is exclusive. Then enter to save the format.

5. Go to "Schedule use of special formats" and press "+" to add a new format schedule. Select the new format that you have just created and hit the enter key. Then place in the day of the holiday in the schedule date field. Then place 12a in the schedule time field. Once you hit enter the format will be scheduled. When you assemble the log for that day use the regular log and the overlay will take care of the rest.

> 💡 **TIP** - If you have any questions or concerns, or would like assistance, please fell free to contact Marketron customer support at **888.239.8878**.