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Welcome to Teleprompter!

Congratulations on your purchase of Teleprompter! This user guide hopes to answer any common questions you have regarding Teleprompter, as well as educate your usage of the software so you may take full advantage of its capabilities.

If at any time you need help with Teleprompter, visit pavonine.co/teleprompter/support for additional support.

Using this Manual

This manual often uses formatting to denote what phrases refer to.

For example, *Italicized* phrases refer to elements of the user interface or key phrases. *Underlined* phrases refer to other sections of the manual or user interface. Click on these to jump to them.

Common Phrases

Throughout this documentation, certain phrases will used repeatedly. It’s important to understand what they mean so you may fully understand the documentation.

*Script, Document*
The script or document represents one Teleprompter file, consisting of a text, speed, timing information, and overlay settings.
Interface Overview

When you open up a new Teleprompter document, you’re greeted with the following interface:

1. Opens the *Overview* side pane. In the overview, you can edit the zoomed-out text in any location, and view the all the segment times for the script. For more on the *Overview* pane, see *Overview*.

2. Opens the *Segments* side pane. Use the segments to make bookmarks in the script that you can later jump back too, and enter planned times for each segment. For more on the *Segments* pane, see *Segments*.

3. The *Reset* button stops movement of the script, and moves it back to its beginning. Only available in when the script is not playing.

4. The *Reverse* control starts the script moving backwards, while the *Play* control starts moving the script forward. When the script is either playing or reversing, the
respective control changes to a *Pause* control. Click the pause control to stop script movement, or the other control to switch direction.

5. The *Speed Slider* controls the speed of the script. You can scroll or drag on this slider to adjust the speed. This slider is disabled when using automatic speed mode. For more about automatic speed mode, see **Automatic Prompting**.

6. Open the *Recording* panel, which records video and/or audio when prompting. For more on recording see **Recording**.

7. Opens the *Timer* panel. The timer allows you to see the elapsed and remaining time when prompting. For more about the timer, see **Timer**.

8. The *Script, Overlay, and Screens* buttons open their respective side panels. For more information, see **Script, Overlays, Screens**.

9. The *Formatting Bar*. Use this bar to adjust the font, text size, color, line spacing, etc. This bar can be hidden in the **Preferences**.

10. The text entry area. Click here and type when the script isn’t moving to edit the text. For more information, see **Text Entry**.
Text Entry

Teleprompter includes a full rich text editor, just like TextEdit.

You may edit the text when the script is not moving. While the script is not moving, click in the text entry area to begin editing.

To edit the text while the script is moving, use the Overview sidebar.

Teleprompter supports many text formatting features. Access them through the Fonts and Colors buttons in the script sidebar, or under the system-standard Format menu, or by using the Formatting Bar above the text entry area.

Background Color

Change the background color of the script by clicking the colored square in the Background Color section of the Script sidebar. Then select a color in the menu that appears.

Copy & Paste

You may also paste text into the teleprompter using Edit > Paste and Match Style or ⌘ V. The text will automatically change to the formatting of the text in the script. (You can change this in Preferences.) Remember that black text against a black background
will not show up. To paste with the text’s original formatting, use Edit > Paste or Command+Option+Shift+V.

**Inserting Images**

You may insert images into the text by dragging or pasting them into the text. Images are kept inline with the text at their original size.
Importing Files

Teleprompter can open TXT (plain text), RTF (rich text), and Microsoft Word (doc or docx) documents. To import a document, choose File > Import.

In the resulting window, find the file you wish to open in Teleprompter.

In the options panel, you may change the font, font size, font color, background color, and/or alignment of the file when imported.

Check the box next to Change Font, for example, to change the font size once the document is imported. Or, keep the box unchecked to preserve the original font size.

Once you’re ready to import the document, click Open, and the file will open as a new Teleprompter document. You’ll need to save the document as a Teleprompter file again, since it now includes additional Teleprompter functionality.
Exporting Files

To export the current script from a Teleprompter document to a standard, RTF, TXT, or Word Document file, click *File > Export.*

In the resulting window, choose a name and location for your exported file. Then, choose a file format. Plain text files will discard any formatting applied to the text. If exporting as .rtf, .doc, or .docx, you may choose to change the font, font size, font color, background color, and/or alignment of the exported file.

Click *Save* to save the new file.
Prompting
Once your the text of your script is ready, it’s time to start prompting!

Click the *Play* button, and the script will begin advancing from its current position.

Adjust the speed of script motion using the *Speed* slider. You may also scroll over the *Speed* slider, or the text itself to adjust the speed.
• You can adjust the maximum speed in the *Script* sidebar, under *Maximum Speed*.

• You can change how scrolling adjusts the speed, or adjust how wheels or other devices change the speed in *Preferences*.

When the script is playing, the *Play* button turns into a *Pause* button. Click this *Pause* button to stop the script.

Use the the *Reverse* button to scroll the script backwards. Like the *Play* button, the reverse button changes to a *Pause* button when the script is reversing.

When the script hits the end while playing, or hits the beginning while reversing, it automatically stops.

Click the *Reset* button to stop the script and move it back to the beginning.

You may also Play/Pause the script with the Spacebar. The spacebar only works for playing when not editing the text. Otherwise, it inserts a space. To start the script with the spacebar, either scroll the text so the cursor is no longer visible or click the gray area beside the text to stop editing.
There are many keyboard shortcuts available when prompting. See the *Control* menu for a list of these.

Customize the keyboard shortcuts in **Preferences > Keyboard**.
Segments and Automatic Speed

Open the Segments sidebar by clicking the Segments button in the top toolbar, or by choosing View > Show Segments in the menu bar.

Check this box to use the durations of the segments to automatically change the scrolling speed. When this box is checked, the Speed slider is disabled. Automatic pauses are also executed when this box is checked.

Check this box and set a time for a scheduled pause before the segment. Check the Automatic Speed box to execute these pauses automatically.

Enter a name for the segment for quick reference.

The planned duration of this segment. Check the Automatic Speed box to adjust the speed automatically so the script scrolls through the text of the segment in the specified duration.

The total duration of all the segments.

Add a new segment at the blinking text cursor.

The starting timecode of the first segment. Reflected in the timer and time overlays.

This marker shows the location of segment number 2, “Ground Plan” in the text. Drag this marker to move the segment’s starting location.

This red line shows the current scroll position relative to the segments.

Click this button to scroll the script immediately to segment number 2. An equivalent shortcut is Command+2 on the keyboard.

Click to scale the durations of all the segments by the given percentage. After scaling, the total duration of the script will be New Duration.
Using the Timer

To open the timer panel, click Timer in the toolbar, or choose View > Show Timer from the menu bar. The below sidebar is shown above the text.

- **Elapsed**: Shows the time elapsed since the script started Playing. Resets to zero when the script is Reset. Reset to zero anytime the script is not playing by clicking the **RESET** button.

- **Remaining**: Shows how long it will take the script to reach the end at the current speed. Adjust the **Speed** slider to watch this number change.

- **Total**: The sum of the Elapsed and Remaining values. How long the script will have taken to get from top to bottom at the current speed.

- **Behind Schedule**: How far ahead or behind the schedule set by the **Segments** is the script? Always reads zero when **Automatic Speed** is enabled.
Overview

Click the *Overview* button on the far left side of the toolbar to open the overview panel.

The duration of the “Entrances” segment.

The time at which “Entrances” segment ends and the “Ground Plan” segment begins.

• Drag this time to adjust it.
• Drag the arrow above to change the duration of the segment above segment.
• Drag the arrow below to change the duration of the below segment.

This line follows the mouse cursor and shows the equivalent time to the position in the text.

Scroll the script to this point when not playing.

The red outline shows the current position of the script.

Right click to show a contextual menu.

Scroll the script to this point when not playing.

Drag this line to move the segment boundary in the text.

This text supports full editing, even while the script is playing.

Drag this line to move the overview in and out. You may also use pinch-to-zoom on trackpads.

Ordinarily the Dutch house
in ground plan was a long
rectangle with an
eell extension at one
end. Oftentimes the
ell extension
swept down to within a few
feet of the ground. There
was no attempt at
symmetry of plan in the
arrangement of the
houses but the w
The zoomed out Overview is also useful for comparing the relative lengths of Segments. In this screenshot, we can see that “Ground Plan” will move more quickly than “Entrances,” since it has less time allocated relative to its text length.
Recording

To open the Recording pane, click the recording button in the toolbar, or choose View > Show Recording in the menu bar.

Recording settings are per-script and per-device. This means it’s possible to have multiple recording sessions active at once in multiple scripts, or on multiple devices.

Click to start and stop recording. The default shortcut is Shift+Command+M, but can be changed in the Preferences.

When checked, recording begins automatically when the script starts playing, if recording is not already started.

Choose a video device and/or video device to record from. If only an audio device is selected, an audio file is saved instead of a video file.

When checked, recording stops automatically when the script is reset, if recording is not already stopped.

Choose a file name for the recording, and a location to save the file. Teleprompter automatically adds or increments a number at the end of the file name on subsequent recordings.

Use this slider to adjust the recorded audio volume.

Shows the current audio volume.
Adjusting Resolution, Flip Settings, and Opacity

Adjusting Script Dimensions
Adjust the dimensions of the script from the Script sidebar. Open the Script sidebar from the window’s top toolbar by clicking the Script button, or from the menu bar by clicking View > Show Script Pane.

Adjust the resolution settings in the Resolution section, highlighted in red below.

The script is rescaled and letterboxed to fit on different sized screens and windows.
The text margins can be visually adjusted from the *Overlay* pane. With the *Overlay* pane open, simply drag the aqua rectangle to resize the text margins.

Adjusting Flip Settings

To adjust the flip settings for the editor window, use the area of the *Script* sidebar highlighted in the image on the right.
Arrow, Times, and Overlays

To start adding elements that show over the text, open the Overlay pane from the toolbar, or from the View menu.

The aqua boxes represent the outline of each element. Click and drag to move them around, or pinch to resize them. The placement of the text can be adjusted by dragging its edges.

As the Dutch Colonial style developed in the eighteenth century more attention was paid to the

11:21:40 AM
CLOCK
0:00:01
AHEAD OF SCHEDULE

Enable or disable the arrow, choose a style, color, and opacity for it.

Show the times Elapsed, Remaining, or the Total time, just like in the Timer. Check the box to include a descriptive title below the time.

The scheduled time can be different colors depending on whether the script is ahead or behind of the schedule set by the Segments.

Shows the current time. Uses the system time preferences defined in System Preferences > Language and Region > Advanced > Medium.

Shows an image of your choosing over the text. Checking Exclude Editors only shows the image on other screens, or in Clone Windows.
Using Multiple Screens

Open the the Screens sidebar by clicking the Screens button in the toolbar, or by selecting View > Show Screens Pane.

The Screens sidebar shows a list of all available screens.

Screen configuration is preserved when re-opening documents on the same Mac.

Use the File > Switch to Recent menu to replace the currently open document with another document, using the same screens as the current document. This is useful to doing a “quick change” of scripts.
Broadcast the Script over the Network

Open the the Screens sidebar by clicking the Screens button in the toolbar, or by selecting View > Show Screens Pane.

Below the list of locally attached screens, the Screens sidebar shows screens available on the local network. Ensure that Teleprompter is running on the other Mac or iOS device you wish to broadcast to, and that the other device is connected to the same WiFi network.

The File > Switch to Recent menu will also change the script on remote screens in addition to local screens.
Temporarily Hide Text on Screens

Open the the Screens sidebar by clicking the Screens button in the toolbar, or by selecting View > Show Screens Pane.

At the top of the sidebar is the text blocking menu. This menu allows you to temporarily hide text on all screens and preview windows.
Multiple Windows

You can create another window in which to view your script by choosing File > New > Window. From the menu bar.

If you want to create a lighter-weight window that supports taking over a screen, use File > New > Clone Window, or, click the New Clone Window button in the Screens sidebar.

The clone window has many controls in its toolbar.

Changes flip for just this window. Also available in the View menu.

Make this window transparent, in case you want to view something behind it.

Toggle the Overlay or Arrow for all windows.

Make the window fullscreen, and prevent changing spaces, or computer sleep (which normal fullscreen does not). Exit this mode by pressing the ESC key. This is equivalent to the fullscreen mode induced by “checking” a screen in the Screens menu.

You might want to hide the clone window’s toolbar by going to the menu bar and clicking View > Show Toolbar. This command toggles on and off the toolbar.

The File > Switch to Recent menu will change the script in secondary windows in addition to the main window when used.
Remote Control and Editing

Teleprompter is capable of controlling and editing scripts on other devices. Ensure that both devices are running Teleprompter and connected to the same WiFi network. Ensure that the script you wish to edit is open on the other device.

Choose File > Open from Network… to view the available documents.

Select the document you wish to control or edit, and click Open. The document will open in a new window. Use this document just as you would on the remote device. Feel free to edit the text, play/pause, change the speed, etc.

These changes will take place simultaneously on the original document, and all copies of the script open over the network. Changes to the script are saved on the device where it was originally opened. If the host device disconnects, the script closes.
Remote Control from iPhone

Before using the remote control feature of Teleprompter, some conditions need to be met.

- Teleprompter must be open on the Mac or iOS Device you wish to control. *Enable Networking* must be checked in preferences.

- The document you wish to control must be open.

- The **Teleprompter Controller** app, available on the App Store, must be running on the controlling iPhone.

- Both devices must be connected to the same supported WiFi network. Teleprompter remote control may not work on some networks. If you are on an unsupported network, or no WiFi network is available, Teleprompter supports Bluetooth remote control. See Using Remote Control via Bluetooth.

**Using Remote Control on an iOS Device**

After verifying that the above conditions are met, launch the **Teleprompter Controller** app on your iPhone (or iPad).

When you launch Teleprompter Controller, you are presented with a list of available scripts found on the network. The headings above each group of scripts indicate on which Mac or iOS device the scripts reside.

Tap the script you wish to control to start controlling it.
Once you’ve selected script you wish to control, the controller interface appears.

- Tap to show or hide the Timers. For more on what these mean, see Timers.
- Show a menu to Jump to one of the Segments. In the resulting menu, tap the segment to jump to it.
- Go back to the script selection menu.
- Tap to start or stop recording on the device which is hosting the script. You must first open the Recording pane on the host device to use this button.
- Drag to adjust the speed of prompting. Disabled in Automatic speed mode.
- Dragging to adjust the speed is supported anywhere on this screen for convenience.
- Choose whether to set the speed from the slider, or to use the durations from Segments to set the speed automatically.
- Tap to stop prompting and return the script to its beginning. A confirmation dialog makes sure you want to reset.
- Also resets the timers.
- Tap to reverse. Tap again to pause.
- Tap to play. Tap again to pause.
Using Remote Control with Bluetooth

While Teleprompter and Teleprompter Controller are capable of communicating with Bluetooth, there are some special considerations to keep in mind.

Requirements for using Bluetooth:

• Both devices must have Bluetooth activated.

Notes about using Bluetooth with Teleprompter:

• Remote control over Bluetooth has noticeably more latency than using WiFi. Control inputs will take longer to register remotely, and there may be a delay in finding available scripts on the network.
• Bluetooth devices may sometimes not see each other. If this occurs, go the Bluetooth menus on each device and pair them to each other.
Preferences

To adjust Teleprompter’s preferences, select Teleprompter > Preferences from the menu bar.

The preferences menu is broken up into seven categories. Use the buttons in the toolbar to switch panes.

General (Miscellaneous) Preferences

When this box is checked, pressing Command + V when entering text pastes the text with the same formatting as the rest of the text. This is intended to prevent you from pasting black text on a black background.

Command+Option+Shift+V, which normally pastes text without the original formatting, is remapped to paste the text with the original formatting.

When dragging times in the Overview, how much should they be quantized (rounded).

Should “ESC to Exit Fullscreen” be shown when clone windows become fullscreen, or screens are

Resets all preferences, including network and device settings.
Network Settings

Checking or unchecking this box immediately enables or disables sending or receiving broadcasts to other devices, as well as remote control. If you are concerned about security, and don’t need any of Teleprompter network functionality, uncheck this box.

When multiple devices communicate using a network key, the text and control information is encrypted using industry-standard encryption.

You must set the same network key in the preferences of each device, otherwise they will not be able to communicate.
New Document Template

This window shows an example Teleprompter document. The settings for this document, including the font, background color, resolution, maximum speed, arrow, time overlays, and overlay settings, are used when creating a new document.

The example text is included as a demonstration, and is not included in new documents.
Customizing Keyboard Shortcuts

Open Teleprompter > Preferences > Keyboard to customize Teleprompter’s keybindings.

Many non-keyboard devices (pedal controllers, remote triggers) are actually detected by the system as keyboards. If a device isn’t showing up in Buttons & Wheels, try clicking a keybinding button and pressing its buttons.

Click the button with the keyboard shortcut to change it. Then, press the new keyboard shortcut, or press escape to cancel.

Sometimes, you do not want a keyboard shortcut to activate while editing the text.

For example, we want → to move the cursor right while text editing, not change the speed.

Uncheck Use while Editing Text hotkeys while text editing.

Choose how much the speed increases or decreases for hotkeys that change the speed.

Holding down the hotkey changes the speed continually proportionally to this amount.

Use this button to delete a hotkey.

Click this button to add a new key binding. You may configure any number of key bindings for a given action.

Only the first hotkey will show in the menu bar.
Customizing Mouse Behavior

To change how the mouse works with Teleprompter, open Teleprompter > Preferences > Mouse.

This panel only governs the left, middle, and right mouse buttons, as well as scrolling. For changing the functionality of other mouse buttons, see Buttons & Wheels.

For the increase and decrease speed actions, how much should the speed change?
Configuring Wheels and other Control Devices

Button and wheels control the frontmost script. Most types of controllers should be supported. If you’re having trouble getting a controller working, contact support at support@pavonine.co.

This circle lights up and is scrolled to when its button is pressed. The black dot shows its current position.

This circle lights up and is scrolled to when the wheel, dial, or axis is moved. The black dot shows its current position.

This circle lights up and is scrolled to when its button is pressed.

This slider controls how much the script is affected based on control movement.

This slider defines a threshold for moving the control before the action takes effect. Useful for control devices that have some inaccuracy when at rest.

Checking this box allows the wheel to control the frontmost script even when Teleprompter is not the active application.

Checking this box allows the wheel to control the frontmost script even when Teleprompter is not the active application.

Checking this box reverses the operation of the control.

Click the Calibrate button to reset the “neutral” position of the control to its current position.

Use the control as a scroll wheel to change the speed. Useful for dials.

Use the control’s offset from neutral to continually increase or decrease the speed. Useful for spring-loaded wheels.

Scroll the script up and down based on the control’s offset from neutral. Useful for spring-loaded wheels. Only available when the script is paused.
Troubleshooting

I’ve pasted or imported text into Teleprompter, but I can’t see it.

You may have black text onto a black background, or white text onto a white background. Try selecting the text and changing its color.

I’ve pasted or imported text into Teleprompter, but it has weird margins.

The text may have contained margins. Use Format > Text > Show Ruler to show the ruler and adjust or remove pasted text margins.

“Different Network Key” message when trying to connect over the network.

The other device may have a different network key set. Go to Teleprompter > Preferences > Network > Change Network Key, and ensure all devices have the same network key set. Devices with different network keys cannot communicate.

“No Documents” message when trying to connect over the network.

You must first open the documents on the device you’re connecting to.

Teleprompter isn’t scrolling.

Ensure that the script is not actually playing with a speed of zero. Ensure that no wheels or joysticks are connected that are giving erroneous input.
Contact Information

If you require more assistance than this manual can provide, or if you have comments or questions regarding Teleprompter, visit pavonine.co/teleprompter/support to contact Teleprompter support.

Thanks for using Teleprompter!