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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 <u>pavonine.co/teleprompter/support</u> 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. <u>Underlined</u> phrases refer to other sections of the manual or user interface. Click on these to jump to them.

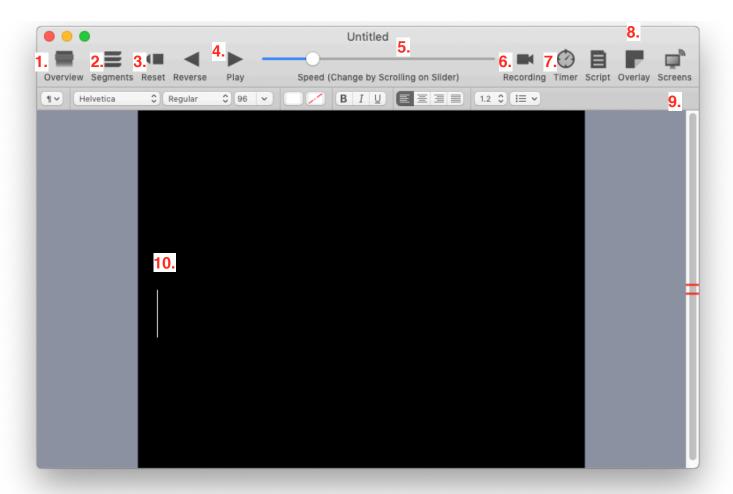
Common Phrases

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 <u>Segments</u>.
- 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 <u>Automatic Prompting</u>.
- 6. Open the *Recording* panel, which records video and/or audio when prompting. For more on recording see <u>Recording</u>.
- 7. Opens the *Timer* panel. The timer allows you to see the elapsed and remaining time when prompting. For more about the timer, see <u>Timer</u>.
- 8. The *Script, Overlay, and Screens* buttons open their respective side panels. For more information, see <u>Script, Overlays, Screens</u>.
- 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 <u>Text Entry</u>.

Text Entry

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

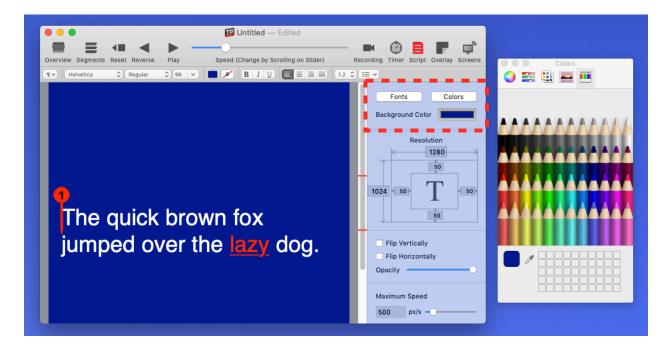
You may edit the text when the script is not moving. While the script is not moving, click in the text entry area to begin editing.

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*.

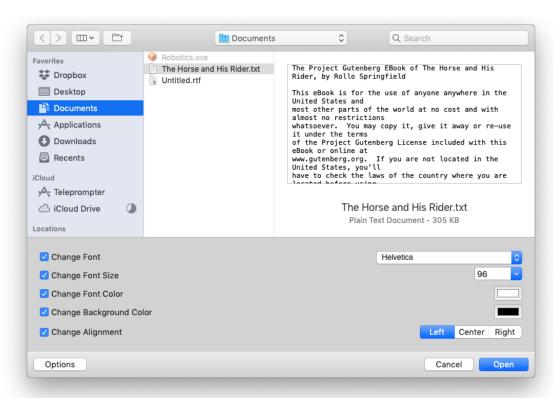
In the the resulting window, find the file you wish to open in Teleprompter.

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.

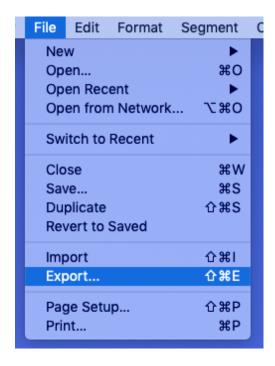


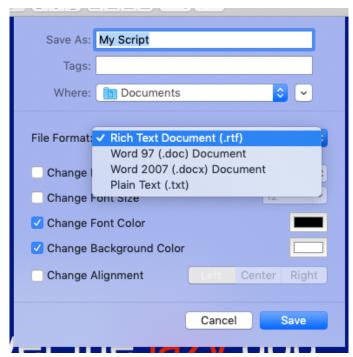


Once you're ready to import the document, click *Open*, and the file will open as a new Teleprompter document. You'll need to save the document as a Teleprompter file again, since it now includes additional Teleprompter functionality.

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 <u>Preferences</u>.

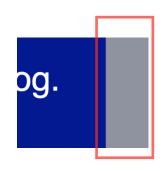
When the script is playing, the *Play* button turns into a *Pause* button. Click this *Pause* button to stop the script.

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 <u>Preferences > Keyboard</u>.

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.



○ Reg Check this box to use the durations of the segments to Add a new segment at the **Automatic Speed** automatically change the blinking text cursor. scrolling speed. Add Segment at Cursor When this box is checked. The starting timecode of the the *Speed* slider is disabled. first segment. Reflected in Automatic pauses are also Start Timecode 0:00:00.00 the timer and time overlays. executed when this box is checked. This marker shows the Pause Before for: 0:00:00.00 location of segment number Check this box and set a time Entrances 2, "Ground Plan" in the text. for a scheduled pause before Drag this marker to move the the segment. Check the Duration: 0:01:00.00 segment's starting location. Automatic Speed box to execute these pauses Pause Before for: 0:00:00.00 This red line shows the automatically. Ground Plan current scroll position relative to the segments. Duration: 0:02:00.00 Enter a name for the segment for quick reference. Click this button to scroll the script immediately to segment The planned duration of this number 2. An equivalent segment. Check the shortcut is **Command+2** on Automatic Speed box to the keyboard. 0:03:00.00 Change... adjust the speed automatically so the script scrolls through the text of the 0:03:00.00 Current Duration segment in the specified duration. 0:03:00.00 New Duration 100.00% The total duration of all the Scale Segments by segments.

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Cancel

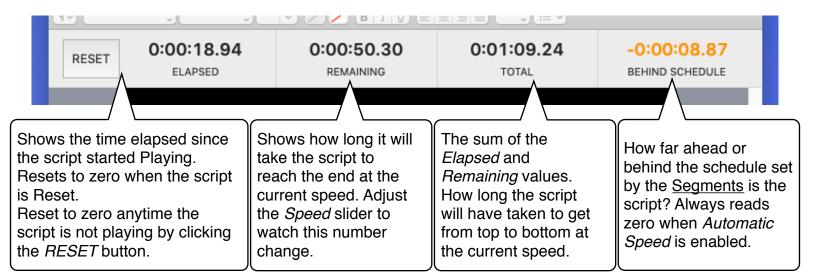
Click to scale the durations of all the segments by the given percentage. After scaling, the total duration of the script will be *New Duration*.

Change Duration

Using the Timer

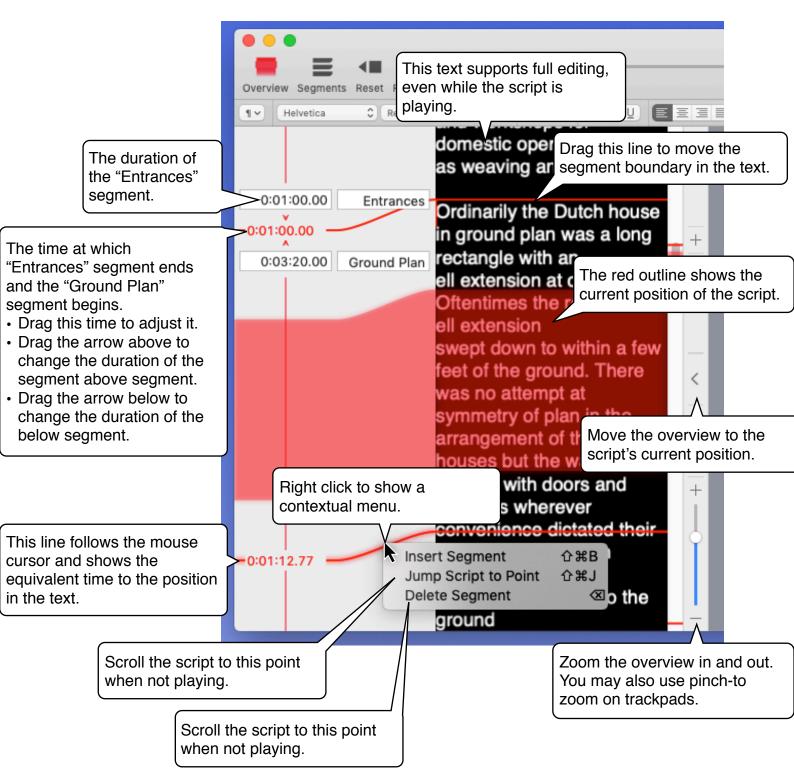
To open the timer panel, click *Timer* in the toolbar, or choose *View > Show Timer* from the menu bar. The below sidebar is shown above the text.



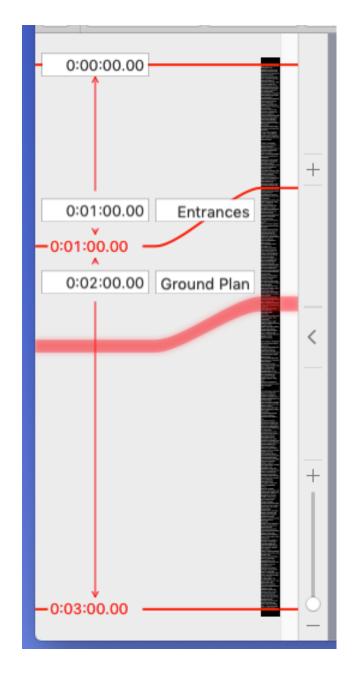


Overview

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

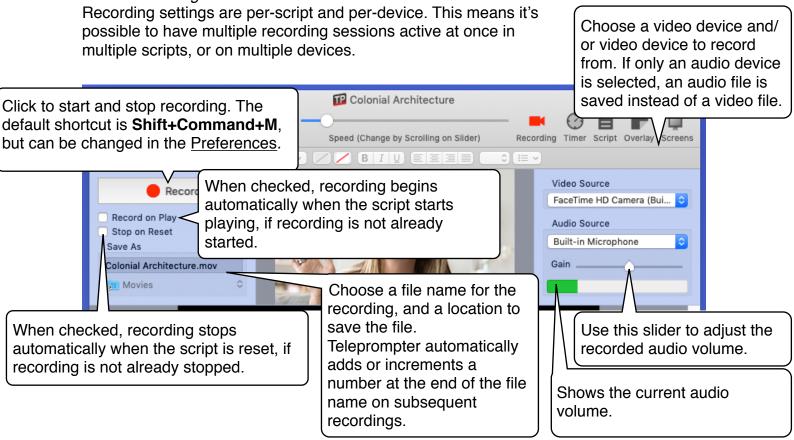


The zoomed out *Overview* is also useful for comparing the relative lengths of *Segments*. In this screenshot, we can see that "Ground Plan" will move more quickly than "Entrances," since it has less time allocated relative to its text length.



Recording

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



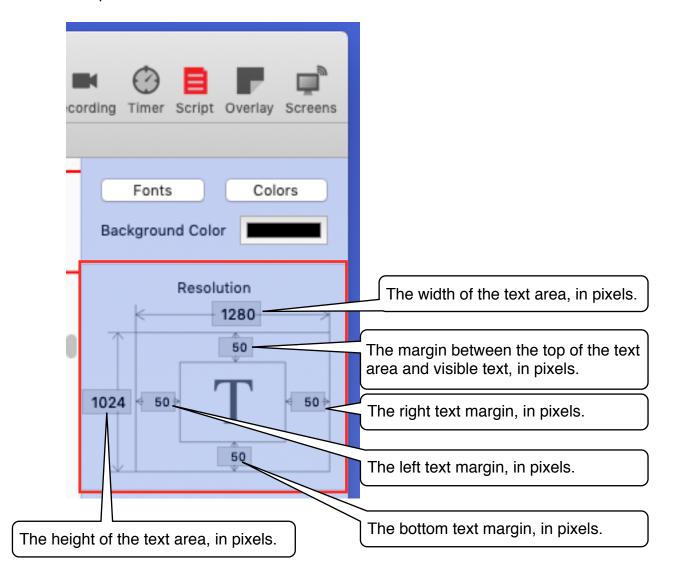
Adjusting Resolution, Flip Settings, and Opacity

Adjusting Script Dimensions

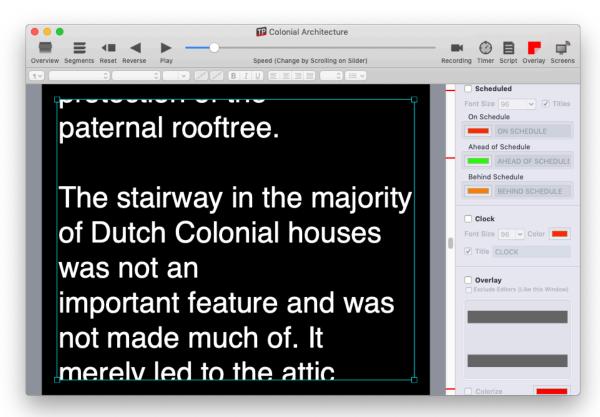
Adjust the dimensions of the script from the *Script* sidebar. Open the *Script* sidebar from the window's top toolbar by clicking the *Script* button, or from the menu bar by clicking *View > Show Script Pane*.

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.

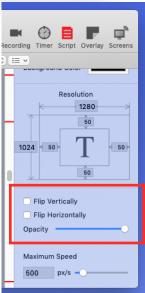


The text margins can be visually adjusted from the *Overlay* pane. With the *Overlay* pane open, simply drag the aqua rectangle to resize the text margins.



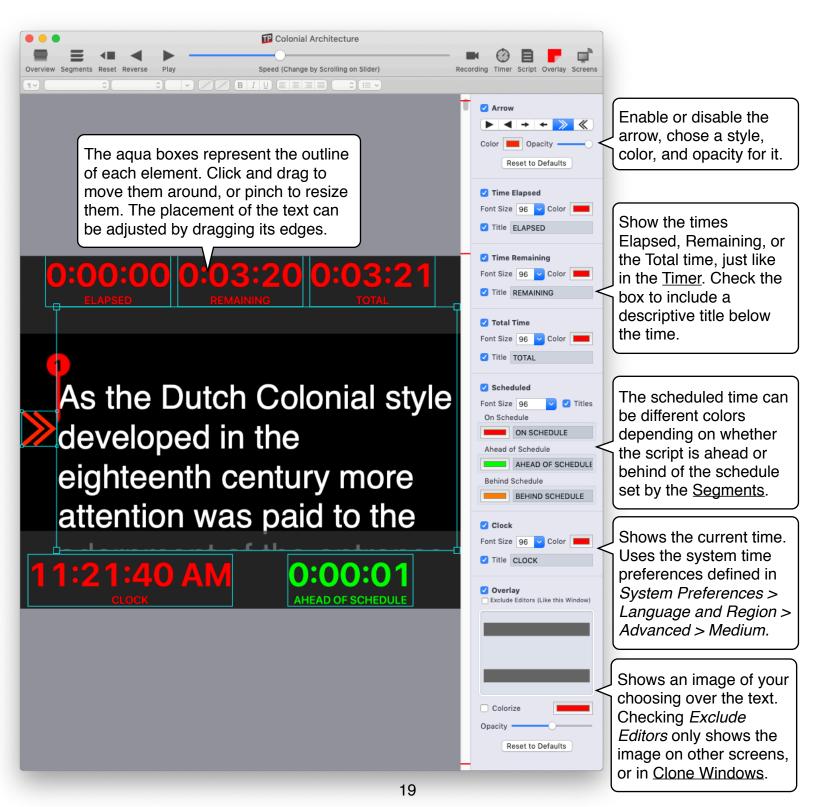
Adjusting Flip Settings

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

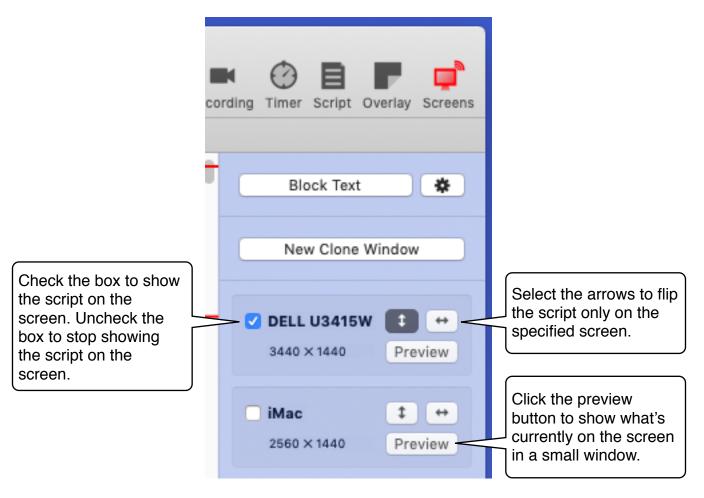
To start adding elements that show over the text, open the *Overlay* pane from the toolbar, or from the *View* menu.



Using Multiple Screens

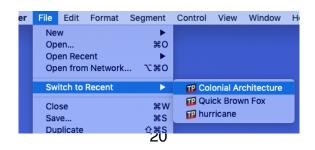
Open the the *Screens* sidebar by clicking the *Screens* button in the toolbar, or by selecting *View > Show Screens Pane*.

The Screens sidebar shows a list of all available screens.



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

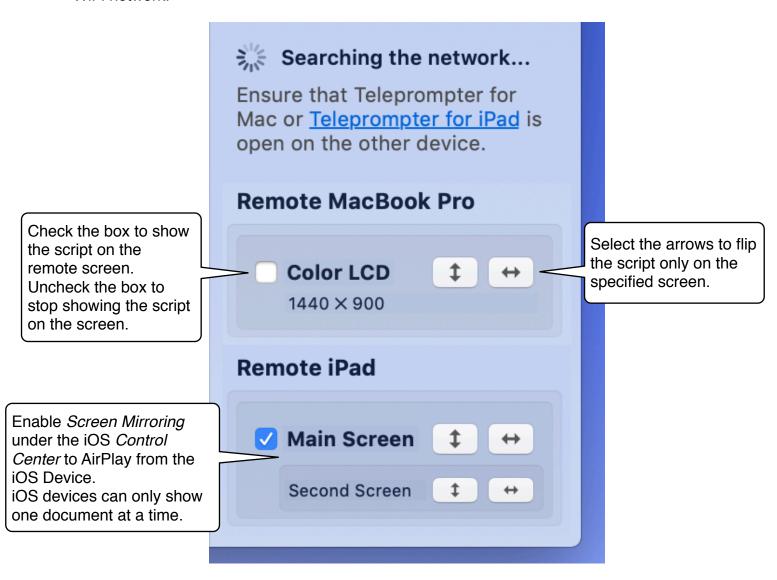
Use the *File > Switch to Recent* menu to replace the currently open document with another document, using the same screens as the current document. This is useful to doing a "quick change" of scripts.



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.

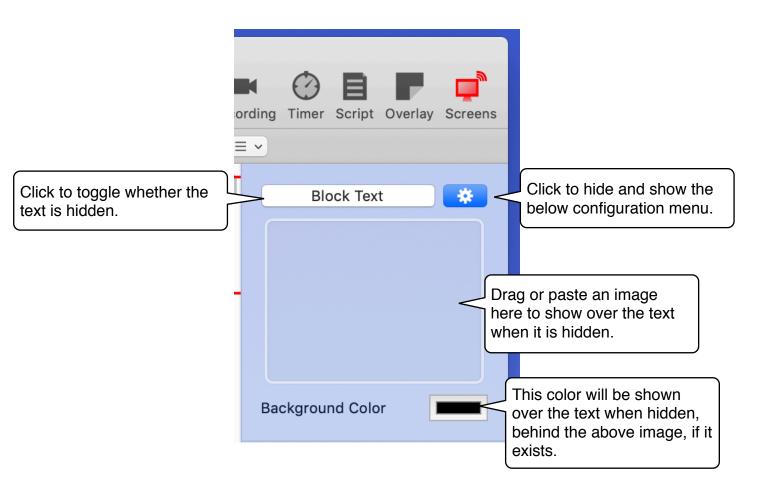


The *File > Switch to Recent* menu will also change the script on remote screens in addition to local screens.

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.

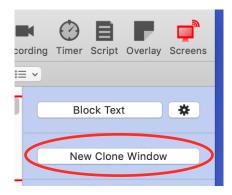


Multiple Windows

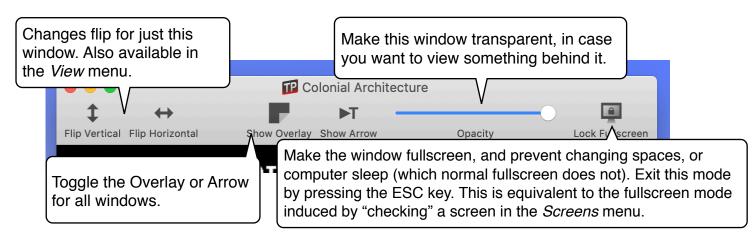


You can create another window in which to view you script by choosing *File > New > Window*. From the menu bar.

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.



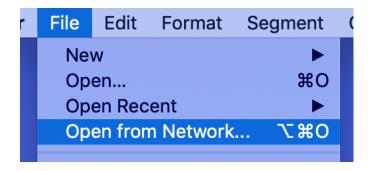
You might want to hide the clone window's toolbar by going to the menu bar and clicking *View > Show Toolbar*. This command toggles on and off the toolbar.

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

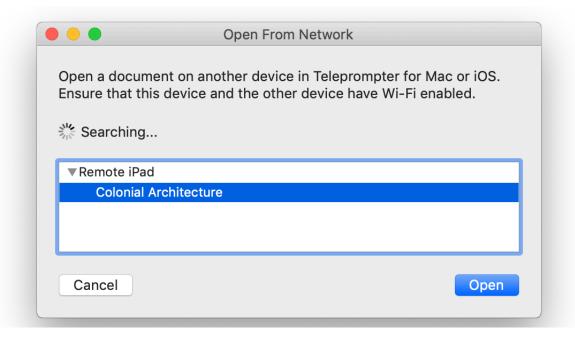
Remote Control and Editing

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



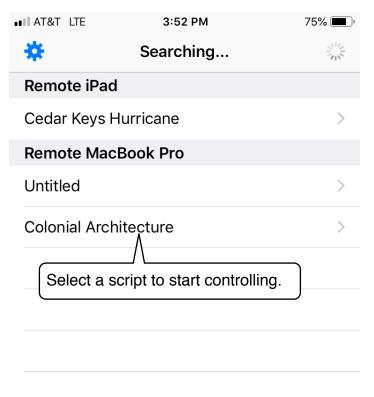
remote device. Feel free to edit the text, play/pause, change the speed, etc.

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 <u>Using Remote Control via Bluetooth</u>.



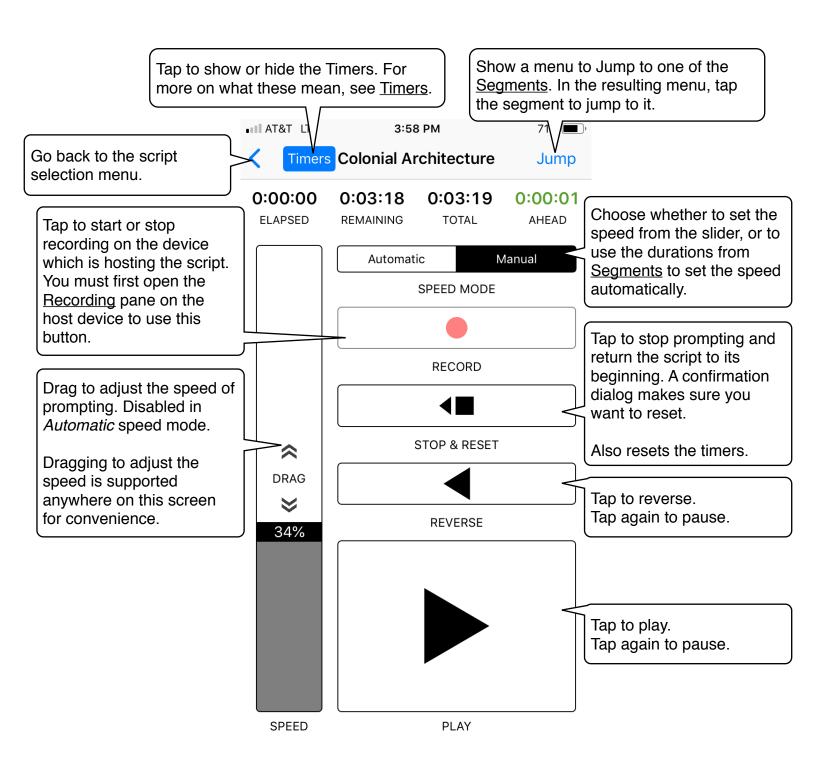
Using Remote Control on an iOS Device

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.



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

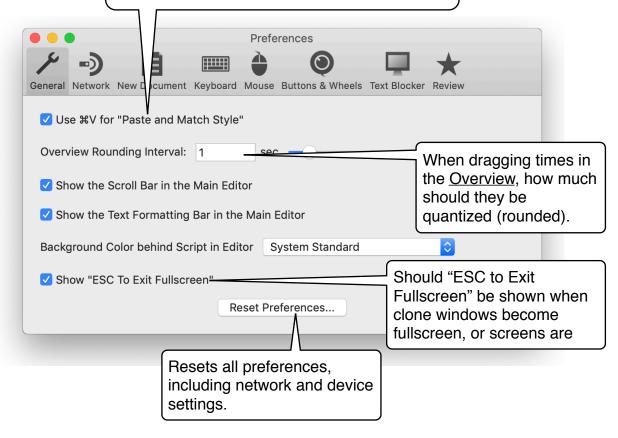
To adjust Teleprompter's preferences, select *Teleprompter > Preferences* from the menu bar.

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

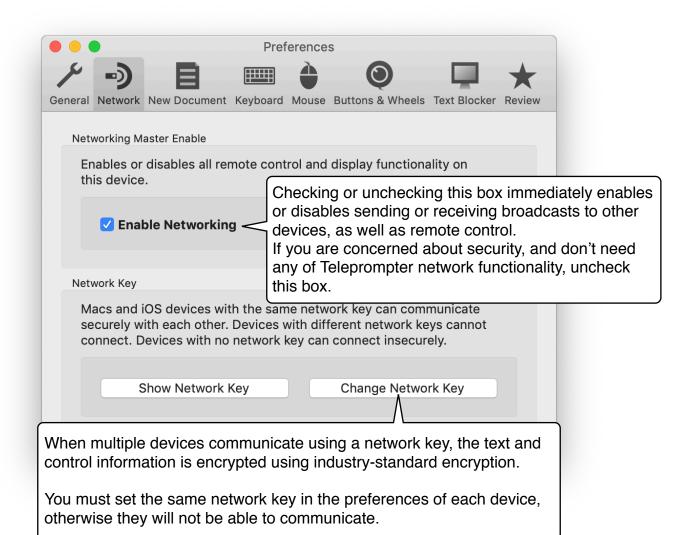
General (Miscellaneous) Preferences

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.



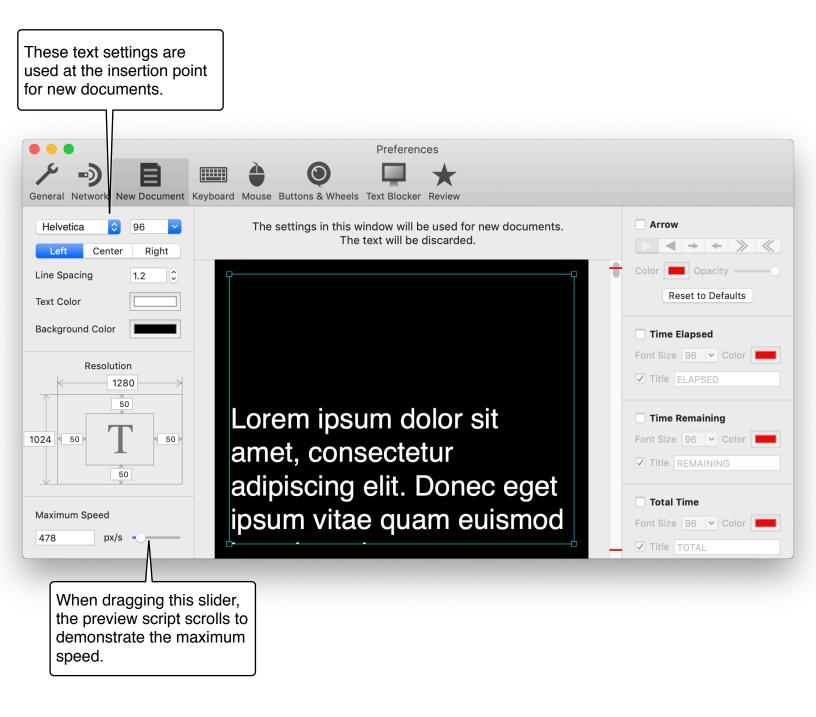
Network Settings



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.

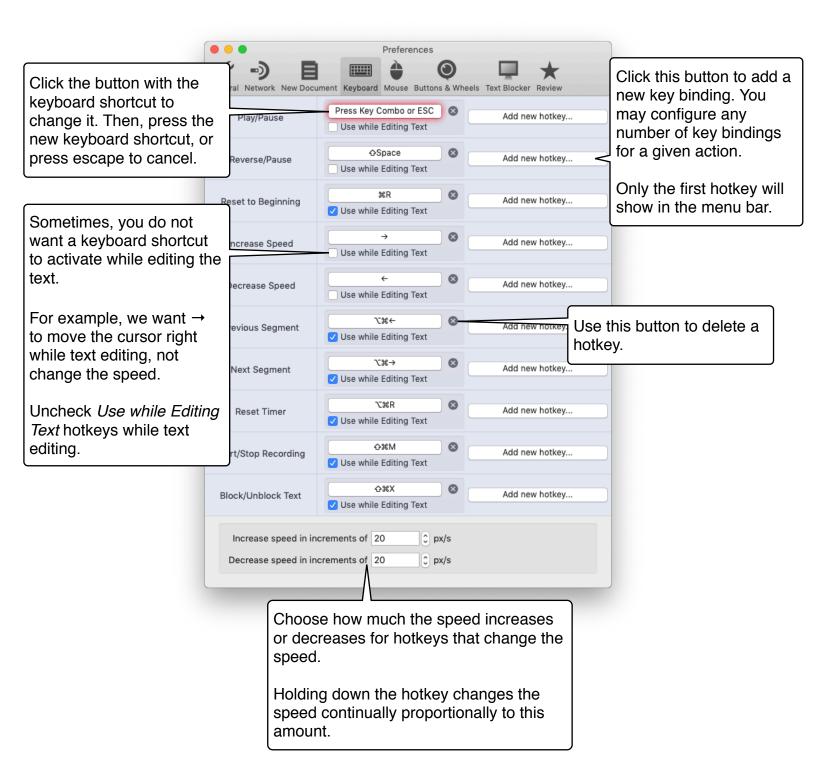
The example text is included as a demonstration, and is not included in new documents.



Customizing Keyboard Shortcuts

Open *Teleprompter > Preferences > Keyboard* to customize Teleprompter's keybindings.

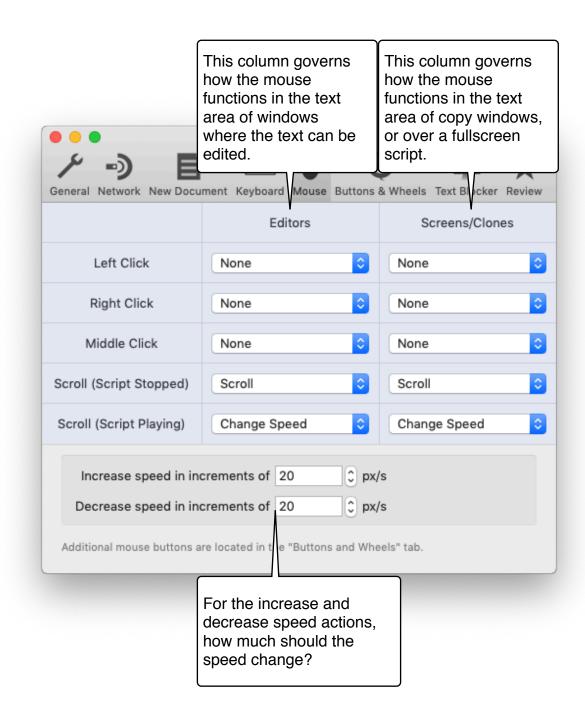
Many non-keyboard devices (pedal controllers, remote triggers) are actually detected by the system as keyboards. If a device isn't showing up in <u>Buttons & Wheels</u>, try clicking a keybinding button and pressing its buttons.



Customizing Mouse Behavior

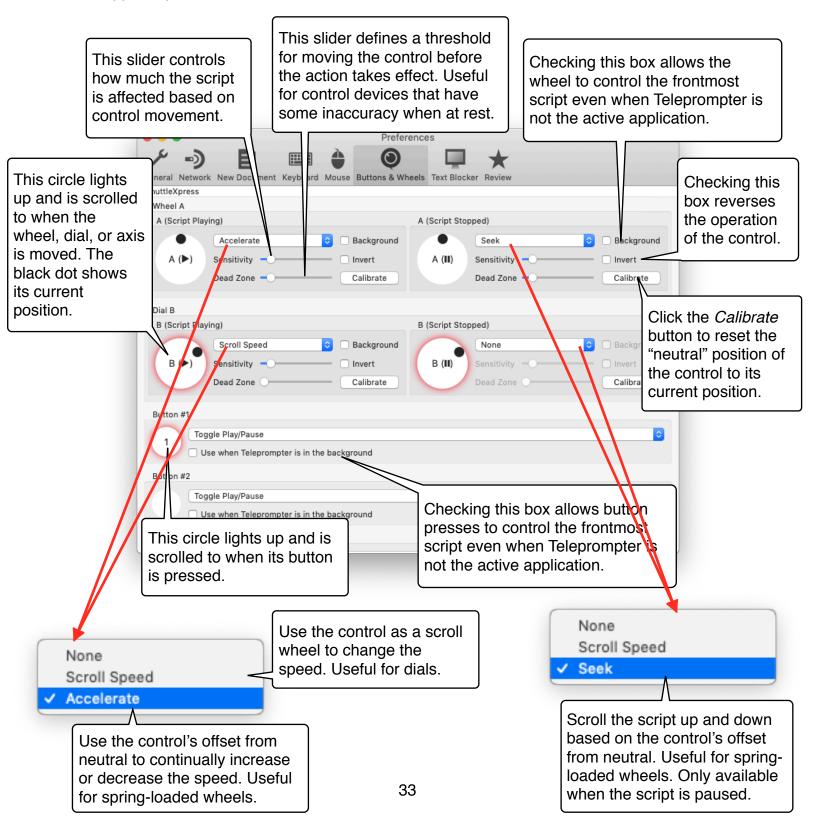
To change how the mouse works with Teleprompter, open *Teleprompter > Preferences > Mouse*.

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



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.



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 <u>pavonine.co/teleprompter/support</u> to contact Teleprompter support.

Thanks for using Teleprompter!