



# **Teleprompter**

## ***User Guide for Version 2.0.2***

Pavonine Software  
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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](http://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.

## Common Phrases

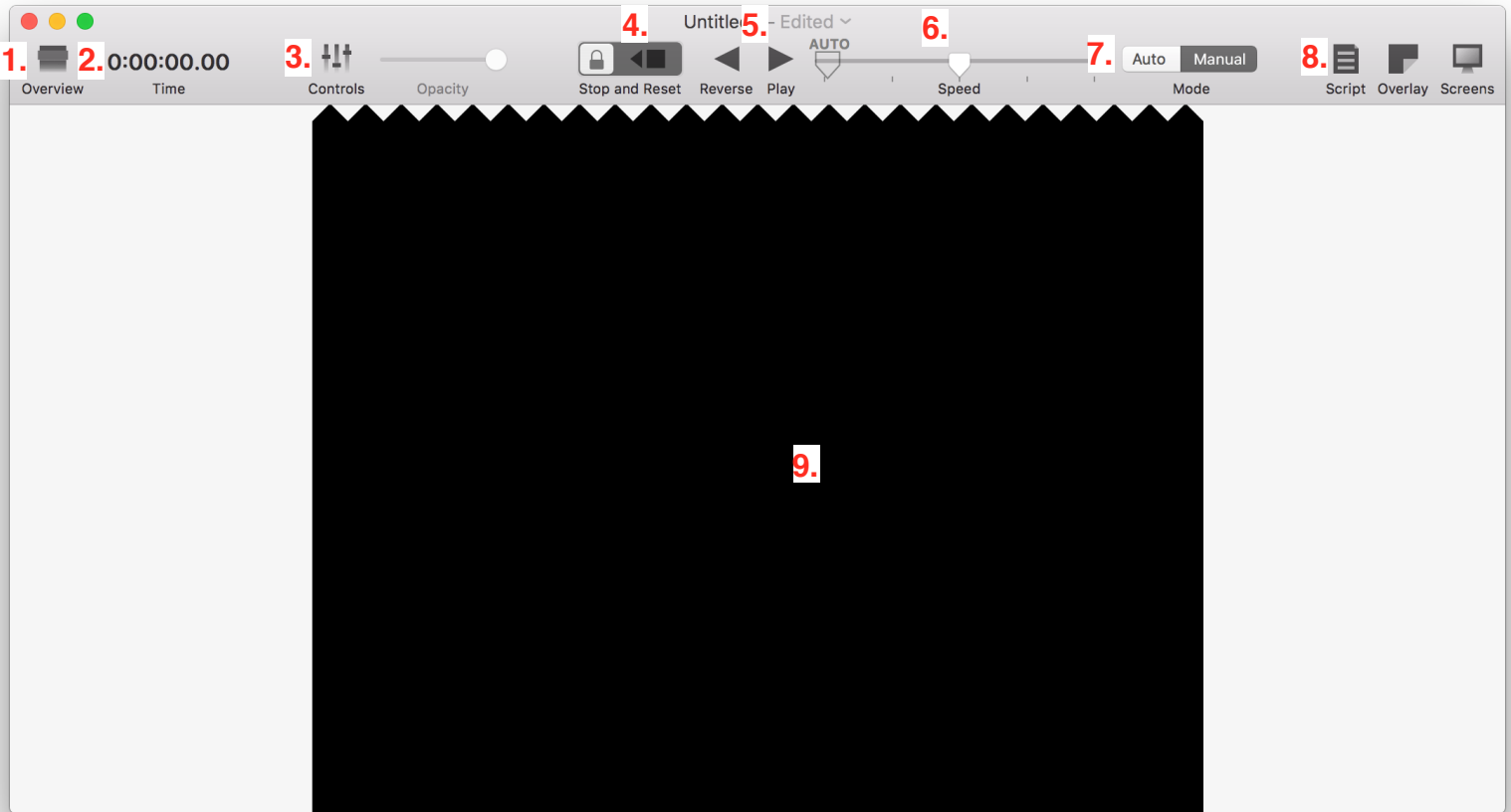
Throughout this documentation, certain phrases will be used repeatedly. It's important to understand what they mean so you may fully understand the documentation.

*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. For more on the overview pane, see [Overview](#).
2. Displays the current time of the script. Click here and enter a time index to scroll to that time.
3. Toggles the controls HUD (Heads Up Display). With the controls HUD toggled on, you cannot edit the script's text. However, prompting controls are displayed, and you may use the space bar and other keys to control prompting. The *Opacity* slider controls the opacity of onscreen controls. For more on the Controls HUD mode interface, see [Controls HUD](#).
4. Stops movement of the script and moves to its beginning. You must unlock this control before using it by clicking the lock to its left. The purpose of the lock is to prevent unwanted clicks during presentation.
5. 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



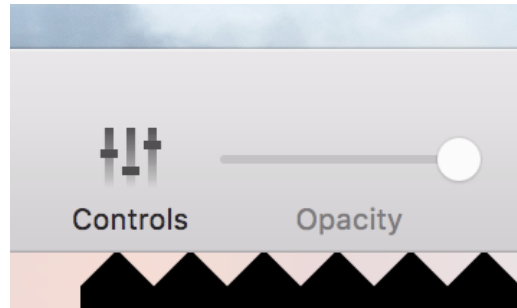
respective control changes to a *Pause* control. Click the pause control to stop script movement, or the other control to switch direction.

6. Controls the speed of the script. The grey *AUTO* indicator indicates the automatic timing speed, when the speed mode is in auto.
7. Choose between either *AUTO* or *Manual* speed modes. In *Manual* mode, the speed is controlled manually via the *Speed* slider, via remote control, or via the *Prompt* interface. In *AUTO* mode, Teleprompter controls the speed of the script automatically based on timing settings in the *Overview* or *Script Panes*. In *AUTO* mode, manual interaction with the *Speed* slider is disabled. For more about automatic timing, see [Automatic Prompting](#).
8. The *Script*, *Overlay*, and *Screens* buttons open their respective side panels. For more information, see [Right Side Panels](#).
9. The text entry area. Start typing here to enter the text of your script. For more information, see [Text Entry](#).

# Text Entry

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

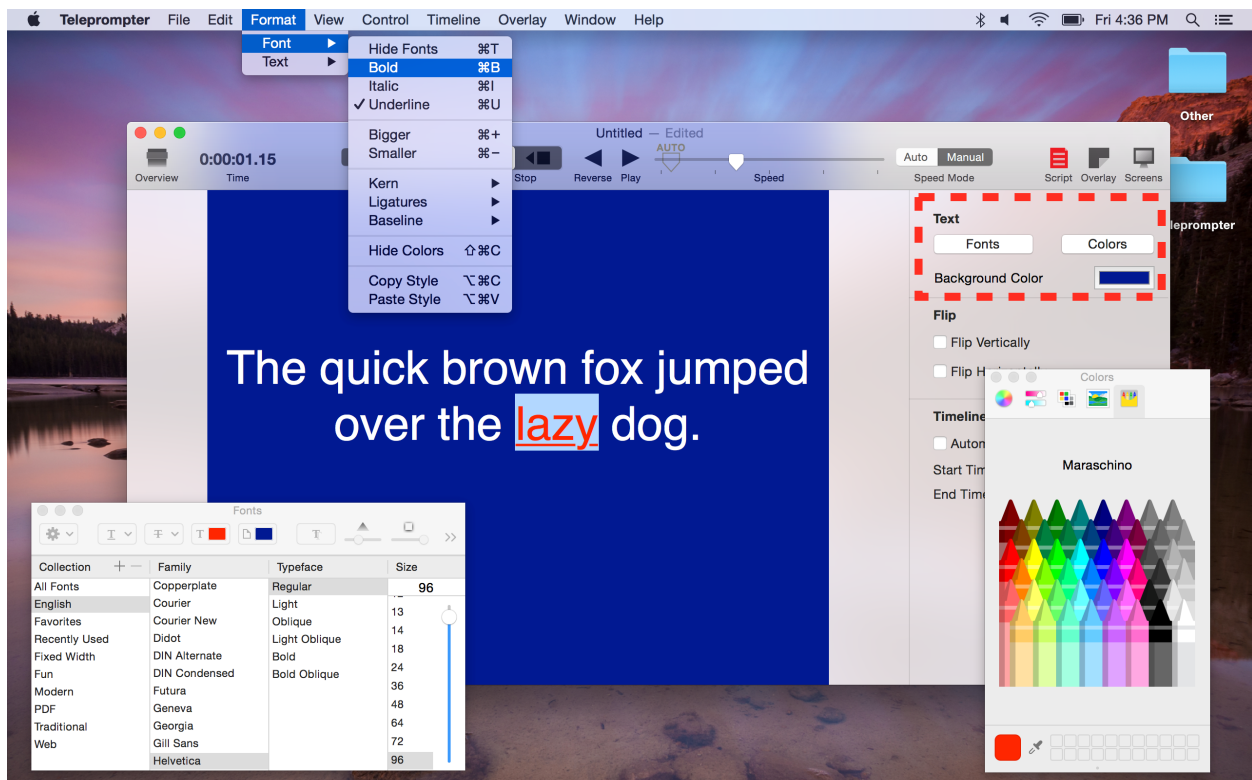
To begin editing text, make sure the HUD (Heads Up Display) Controls are disabled.



**PICTURED: CONTROLS ARE DISABLED**

Now, you can begin typing text into the prompting area.

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.



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*.

# Automatic Prompting

Teleprompter has comprehensive automatic prompting features that allow you to precisely time the prompting of your script. First, let's go over some automatic prompting terms:

## Terms

### *Marker*

A marker connects some point in the text to some point in time. By calculating the distance between markers, Teleprompter can figure out at which speed to prompt the script.

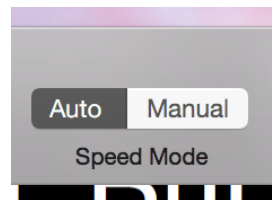
### *Segment*

A segment is the space between two markers. It has two endpoints both on the script and in time.

## Using Automatic Prompting

To configure markers, use the overview, described in the next section.

Once you're ready to use automatic prompting, set the *Speed Mode* control to *Auto*. To resume manual prompting, change the *Speed Mode* selector back to *Manual*.



# Overview

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

## Overview Elements

On the left side of the overview pane, your script is shown in a zoomed out form. On the right side, a time ruler from your script's start time to your script's end time is shown. While the time ruler doesn't directly correlate to the script, it allows you to see the relationship between the segments. The overview interface works much like a video editor.

When you move the pointer over the overview display, the *Time* display change to the red *Overview Time* display. This tells you the time in the script that your cursor is over.

This indicator shows at which position the script is currently at.

This is a timeline marker. It shows a connection between a place in the script and a time index.

Selected timeline makers are green. Press *delete* to delete selected timeline markers. To select timeline markers, hold down *shift* or *command* while selecting to select multiple markers.

As you skim your pointer over the overview, it is followed by a red line. This line shows the corresponding positions in both the script and time.

Right click anywhere in the overview to bring up a contextual menu. From there, you can insert a new marker, or jump the script to that point.



## Using the Overview

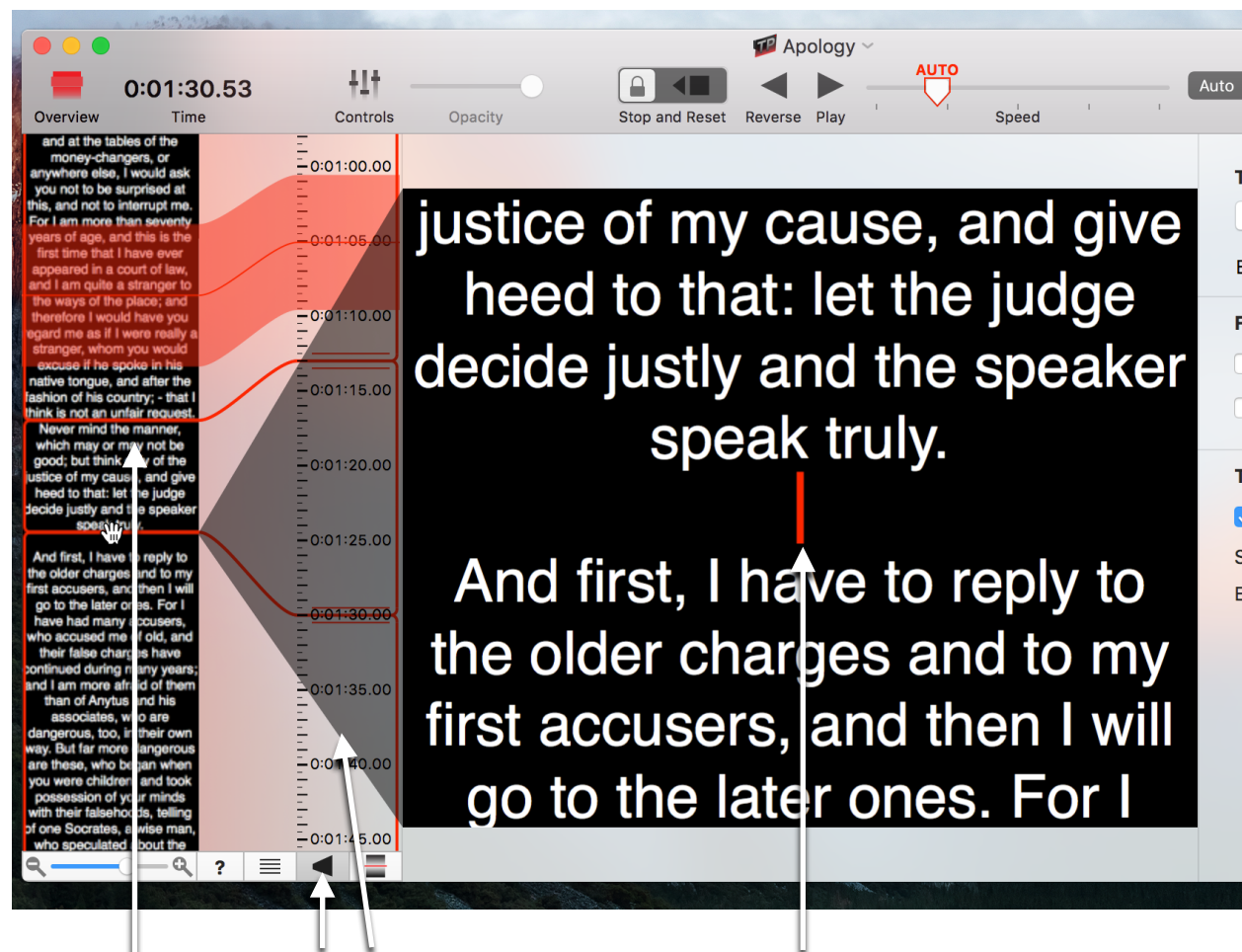
Insert overview markers by right clicking in the overview and selecting *Insert Marker* or by pressing *Command + Shift + B* with your mouse hovering over the overview.

## Tips and Tricks

- If using a trackpad, pinch to zoom the overview in and out.
- Double click in the overview to jump the script.

## Moving Markers

To move a marker's position in the script, drag the side of the line in the script.



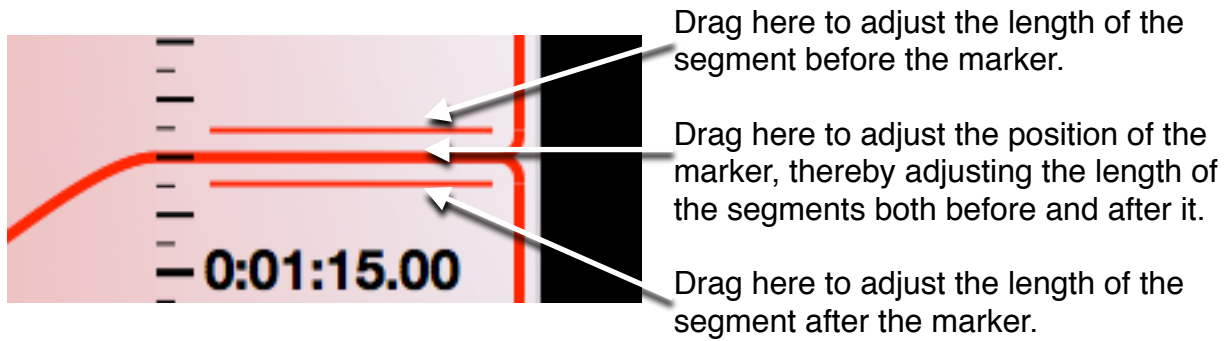
Drag to move.

This button controls whether the script previews where the marker is.

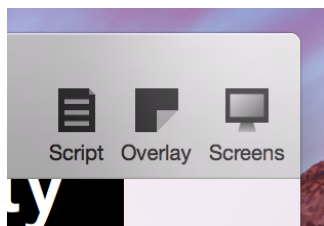
This red mark shows the marker's position.

Mouse down over the marker's text position to get a preview of where it is.

Drag the marker line on the time side to adjust the marker's time. Depending on where on the line you drag, the effects of your drag are different.

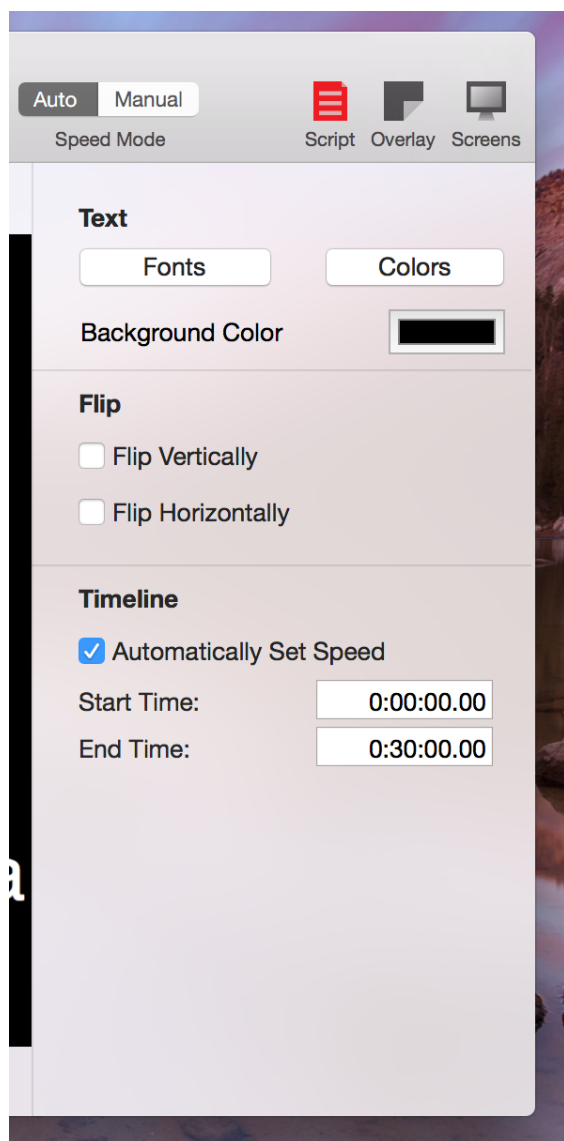


# Right Side Panels



There are three settings menus on the right side of the Teleprompter window. Click a button to open the respective panel. Click the button again to close it.

## Script



The script panel has settings pertaining to the script in general.

### Text

The *Fonts* and *Colors* buttons are shortcuts to the system-standard settings menus.

Click the color box next to *Background Color* to change the background color of the script.

### Flip

Choose to flip the script in the main window vertically, horizontally, or both.

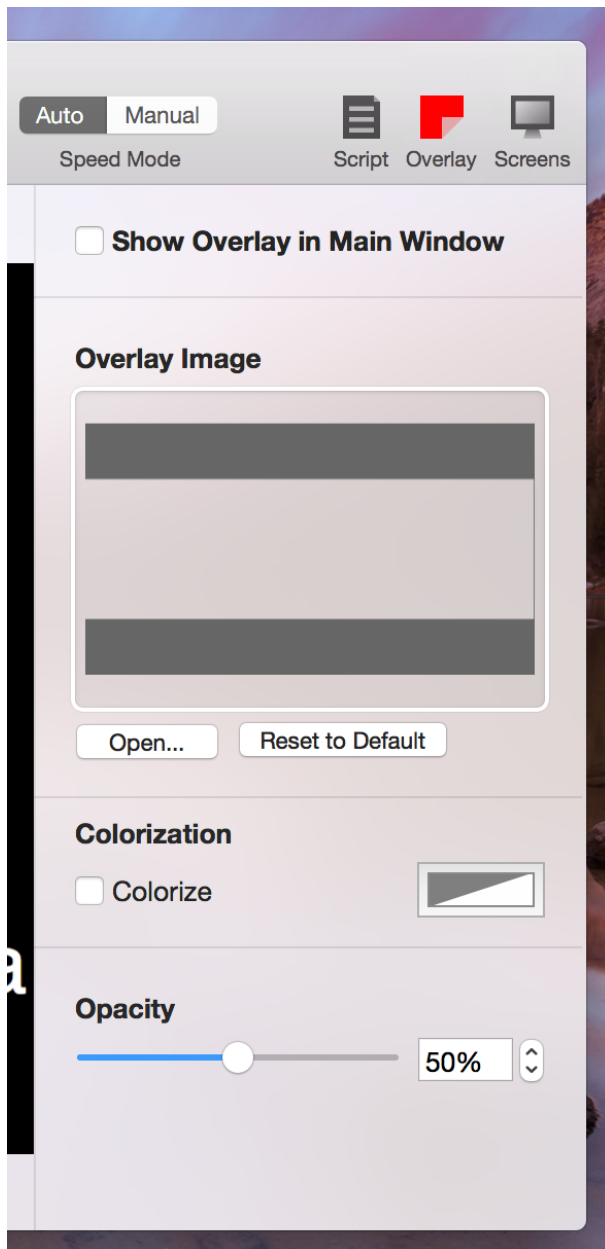
### Timeline

The timeline controls control the automatic timing of the script. Choose whether to use automatic timing, and choose a start and end time. These settings correspond to those in the overview.



# Overlay

The overlay panel contains settings relevant to showing an image overlay over the script.



Firstly, check the box if you would like the overlay to be shown in the main window.

## Overlay Image

Choose an overlay image by dragging or pasting one into the image box. Or, open it using the *Open...* button. Click *Reset to Default* to reset the image to the one defined in [Preferences](#)

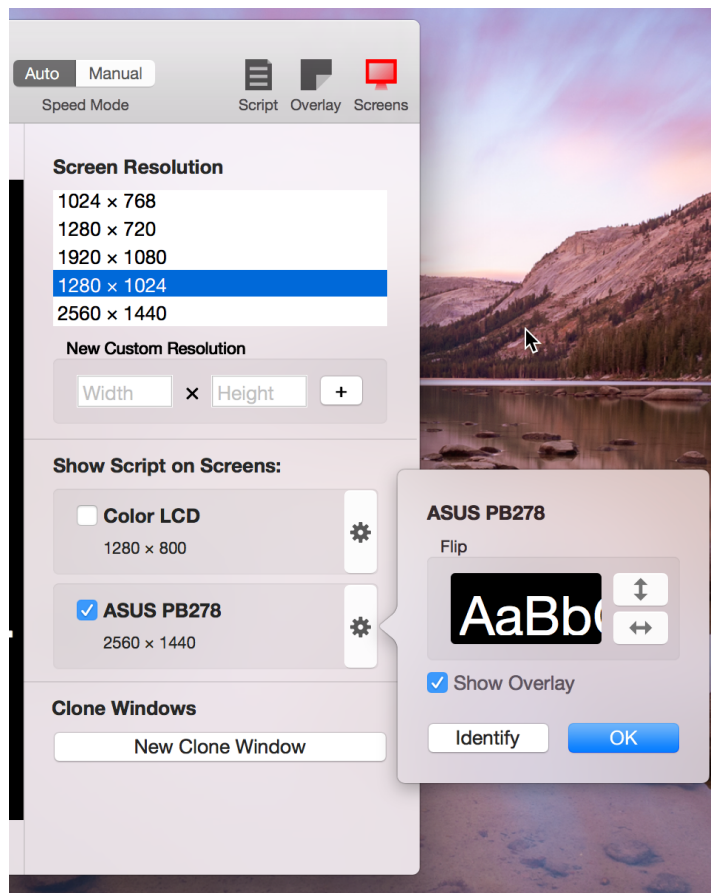
## Colorization

Check *Colorize* and choose a color in the right-hand color square to tint the image to the color of your choosing.

## Opacity

Change the opacity of the overlay.

# Screens



The *Screen Resolution* table lists available screen resolutions. The script will lock to the selected size. Click *Changes With Window* if you want the script to change with the window size.

To add a new resolution, enter the width and height in their respective boxes, then click the **+** button.

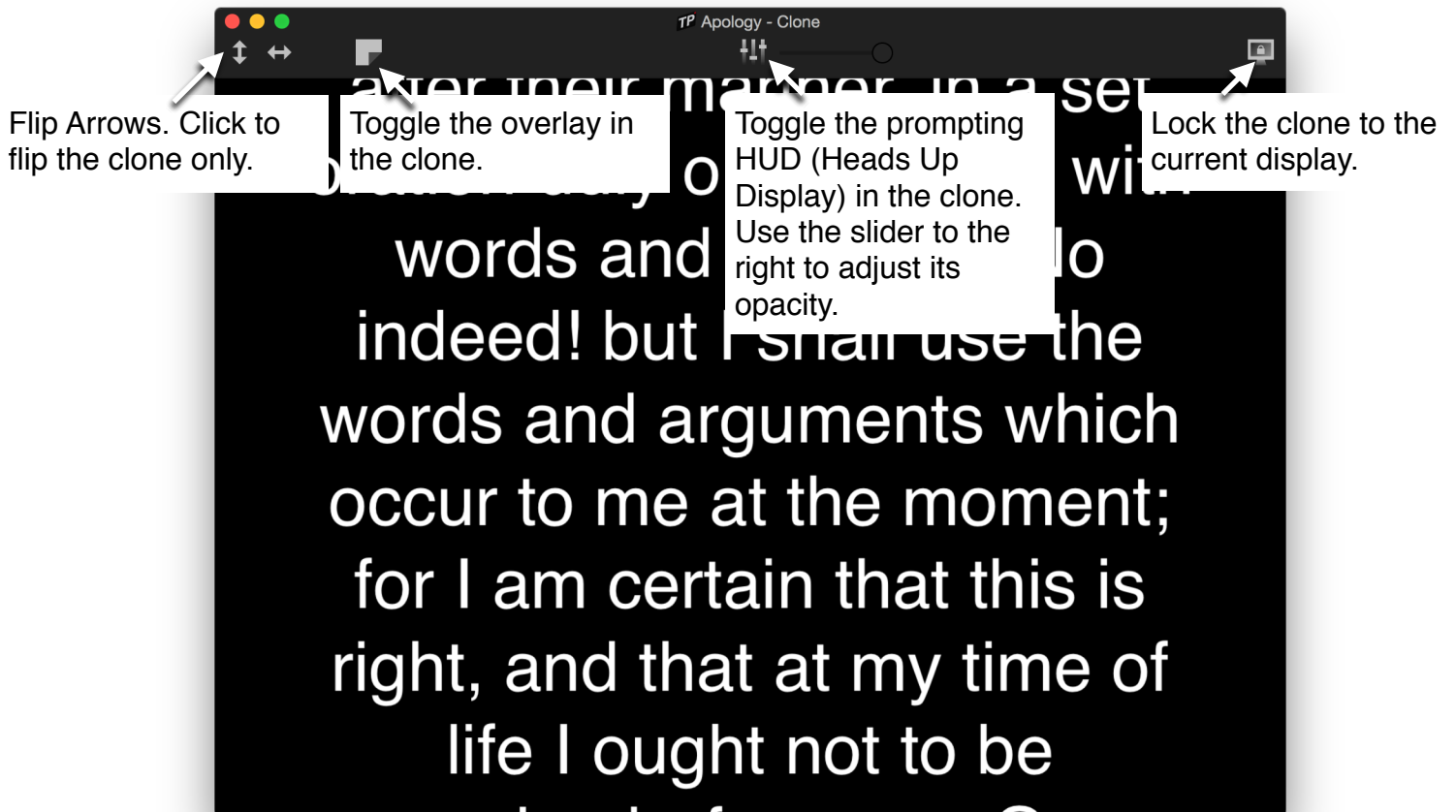
Connected displays show up in the *Show Script on Screens:* section. Check the box next to a display's name to show the script on that display. Click the gear button to open configuration options for a display. Click the arrow pairs to change the flip of the display.

To create a clone of the script, click *New Clone Window*. A new

window will open that contains a copy of the prompting script. We will explore clone windows in the next section.

# Clone Windows

When you click *New Clone Window* in the Screens panel or select *File > New Clone Window* from the menu, Teleprompter creates a new clone of the script.



Use the clone window as you would any other window. You may create as many clone windows as your computer can run. Read more about the prompting HUD in the next section.

# Controls HUD (Heads Up Display)

When the Controls HUD is toggled on in the main window or in a clone window, the prompting HUD is shown over the script. When the controls are shown, Teleprompter's performance improves as it does not have to support text editing.

The screenshot shows the Teleprompter interface with the Controls HUD overlaid. The HUD includes a top bar with window controls, a title bar 'Apology — Edited', and a menu bar with 'Overview', 'Time', 'Controls', 'Opacity', 'Stop and Reset', 'Reverse', 'Play', 'Speed', 'Mode', 'Script', 'Overlay', and 'Screens'. The main area displays a script with white text on a black background. The HUD controls are as follows:

- Speed Mode Selector:** Located at the top left of the HUD, it has two buttons: 'MANUAL' (highlighted in red) and 'AUTO'. A callout explains: 'Speed Mode Selector: Choose *MANUAL* for manual prompting, choose *AUTO* for automatic prompting. The speed slider will be disabled in *AUTO* mode.'
- Speed Slider:** A vertical slider on the left side of the HUD, ranging from 175 to 400. The current value is 278, which is highlighted in red. A callout explains: 'Speed Slider: In *MANUAL* mode, click and drag or use the + and - keys to change the script's speed. When the script is playing, you may also scroll to change the speed. Speeds are measured in pixels per second.'
- Reset:** A button with a red lock icon and a red square icon. A callout explains: 'Reset: Click the lock to unlock the reset button. Click the reset button to stop the script and move it to the beginning.'
- Play:** A button with a red right-pointing triangle. A callout explains: 'Play: Click or press the spacebar to play the script. Click or spacebar again to pause.'
- Reverse:** A button with a red left-pointing triangle. A callout explains: 'Reverse: Click or press the spacebar to reverse the script. Click or spacebar again to pause.'
- SCROLL + - KEYS:** A button with a red left-pointing triangle. A callout explains: 'Reverse: Click or press the spacebar to reverse the script. Click or spacebar again to pause.'

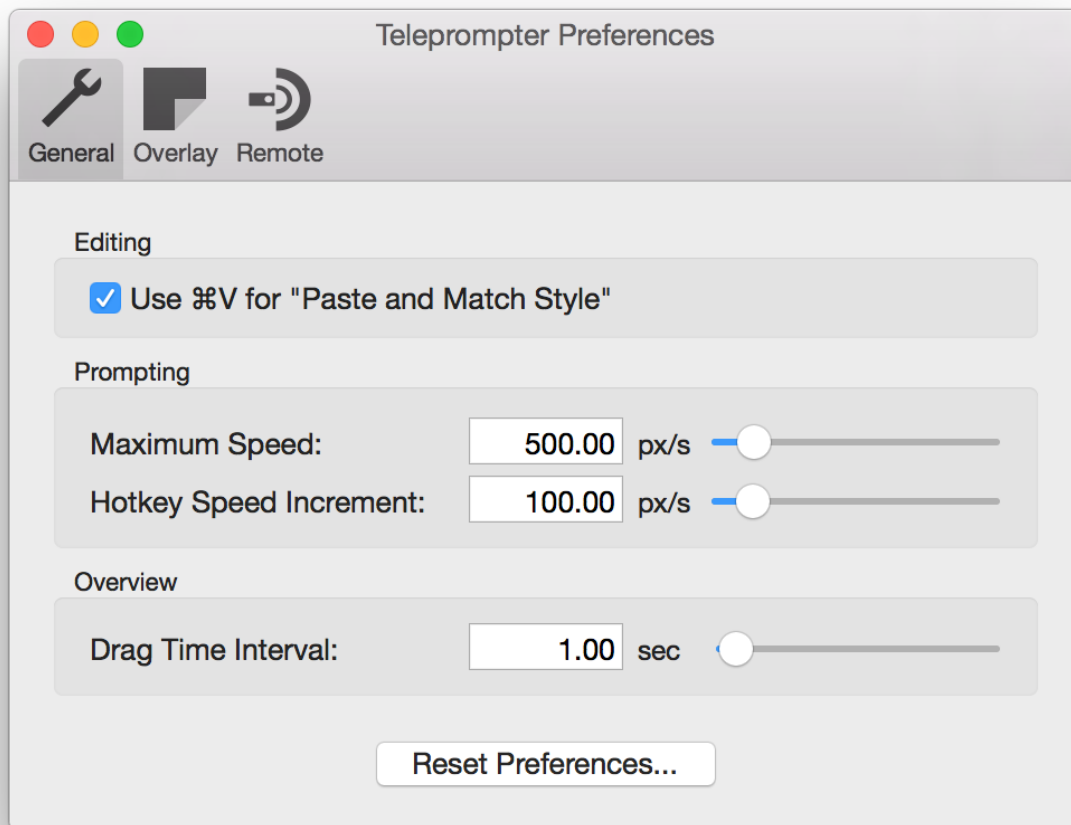
The script text visible in the background includes: 'd this is the', 'first time that I have', 'appeared in a court of law,', 'stranger to', 'the ways of the place; and', 'therefore I would have you', 'regard me as if I', 'stranger, whom you would', 'excuse if he spoke in his'.

# Preferences

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

The preferences menu is broken up into three categories.

## General



### Use Command+V for “Paste and Match Style”

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.

## Maximum Speed

Set the manual prompting's maximum speed, in pixels per second.

## Hotkey Speed Increment

Set how much the speed changes when you hit the + or - keys.

## Drag Time Interval

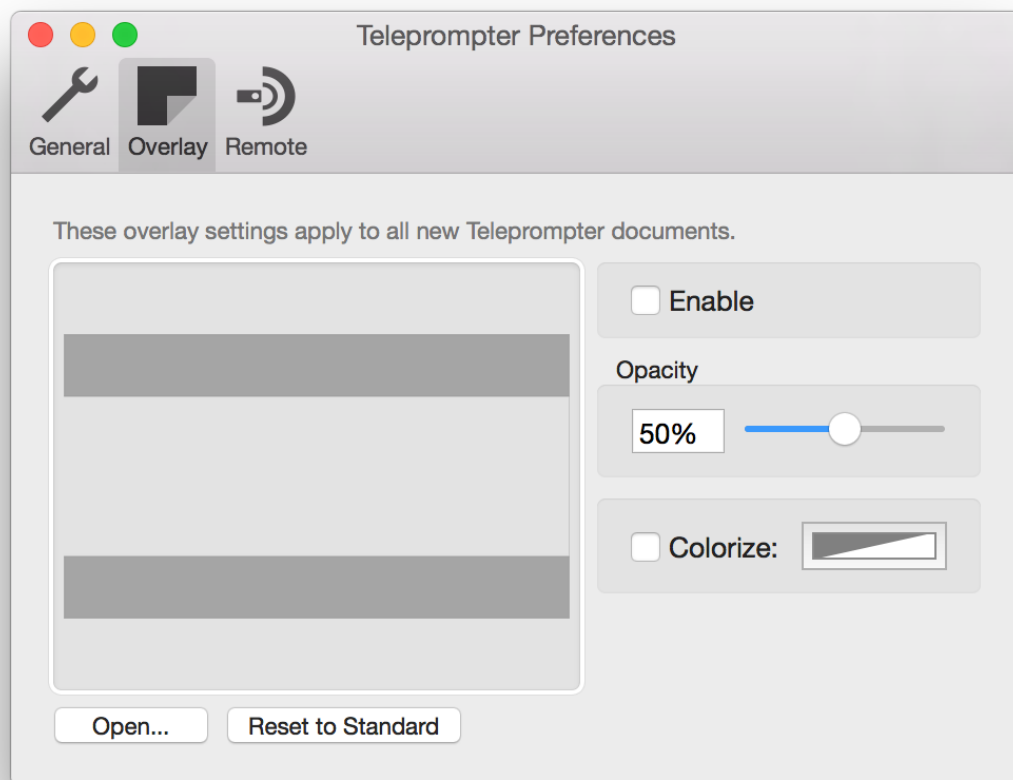
Set the snapping time interval of markers in the [Overview](#).

## Reset Preferences

Reset all Teleprompter preferences. This cannot be undone.

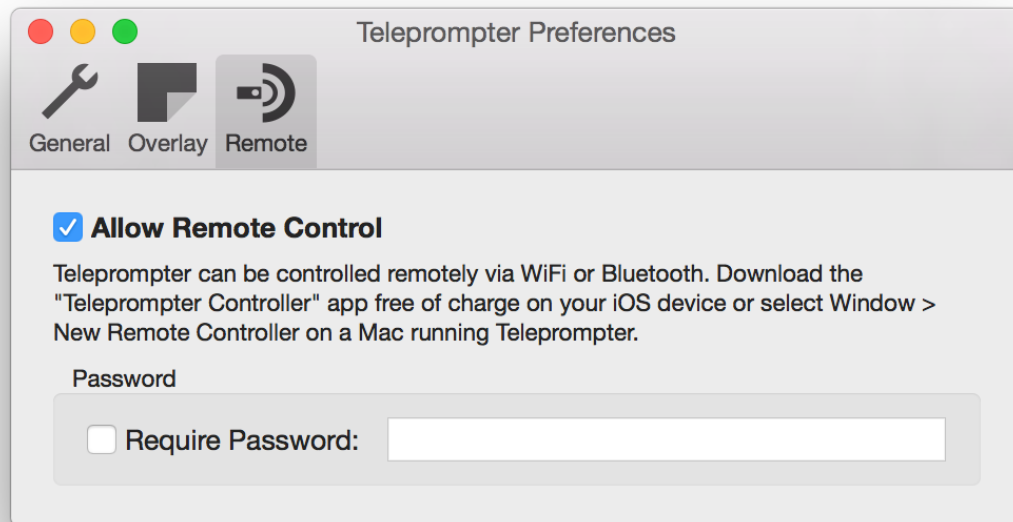
## Overlay

The overlay preference pane provides a set of default overlay values to be used in new Teleprompter documents. This pane works very much like the [Overlay](#) section of the [Right Sidebar](#).



# Remote

The remote pane controls preferences relating to Teleprompter's remote control capabilities.



Un-check *Allow Remote Control* to completely disable Teleprompter's networking capabilities.

Check *Require Password* and enter a password in the box to the right to enable password based authentication. Any devices wanting to control Teleprompter must authenticate using the given password.

## Security Notes:

- The password is never sent over the network in plain-text, and is stored on each device in its respective keychain.
- While password protection will prevent unauthorized clients from connecting to Teleprompter, it will not protect against denial-of-service (DOS) attacks. For optimal security, use Teleprompter only on a closed, secured network.

For more on remote controlling Teleprompter from another Mac or iOS device, see the next section.

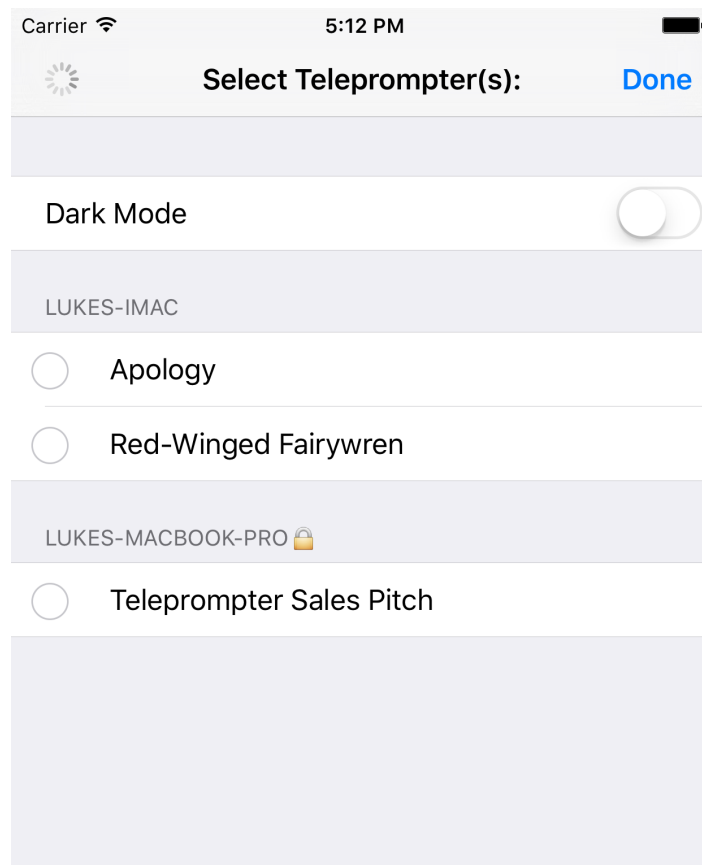
# Remote Control

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

- Teleprompter must be running on the Mac you wish to control. *Allow Remote Control* must be checked in preferences.
- The **Teleprompter Controller** app, available on the App Store, must be running on the controlling iPhone.
- Both the Mac and the iPhone 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).



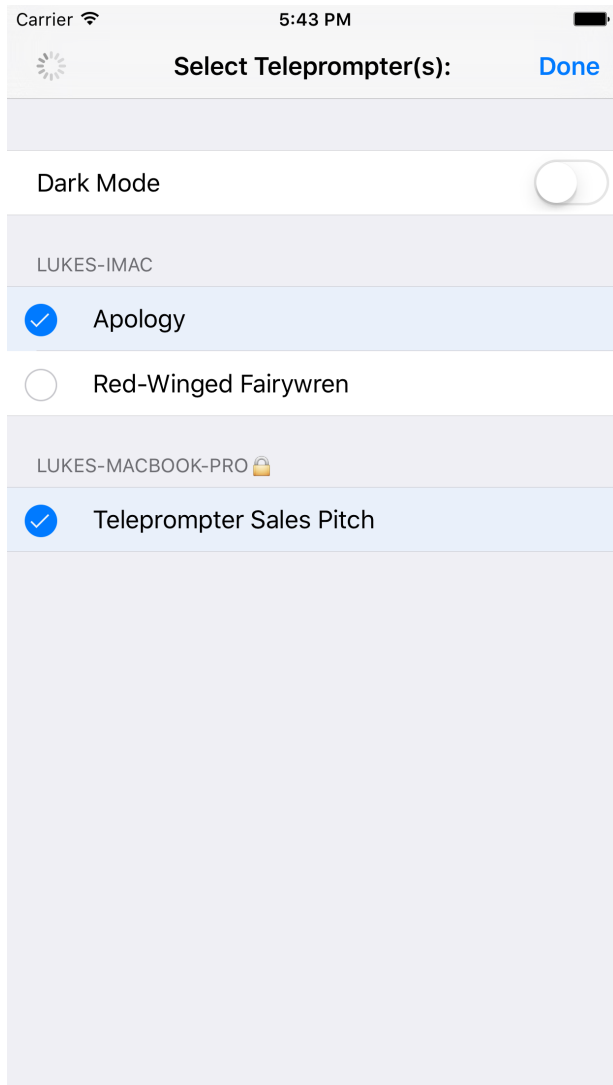
When you launch Teleprompter Controller, you are presented with a list of available scripts found on the network, under a heading of which Mac they are on.

Secured Macs requiring a password are denoted by a “🔒” symbol. If you haven’t already entered the password for this Mac, or the password has change, you will be prompted for a password when selecting one of its scripts.

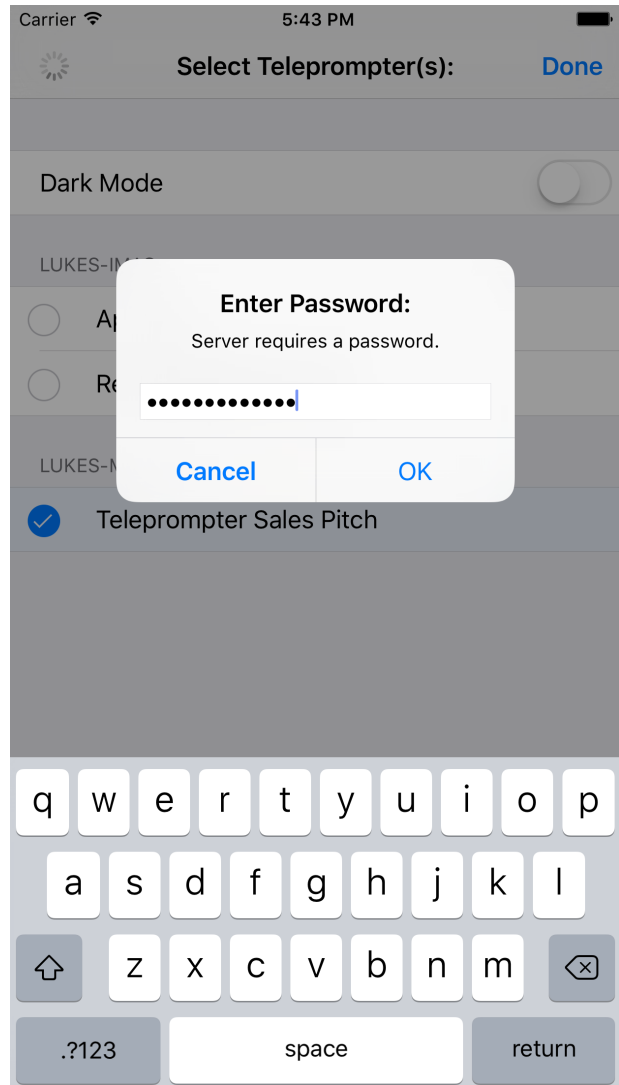
Select which scripts you wish to control. A blue check mark will appear indicating which scripts you are controlling.

Flip the *Dark Mode* switch to change Teleprompter Controller’s interface to make it more friendly for dark rooms.



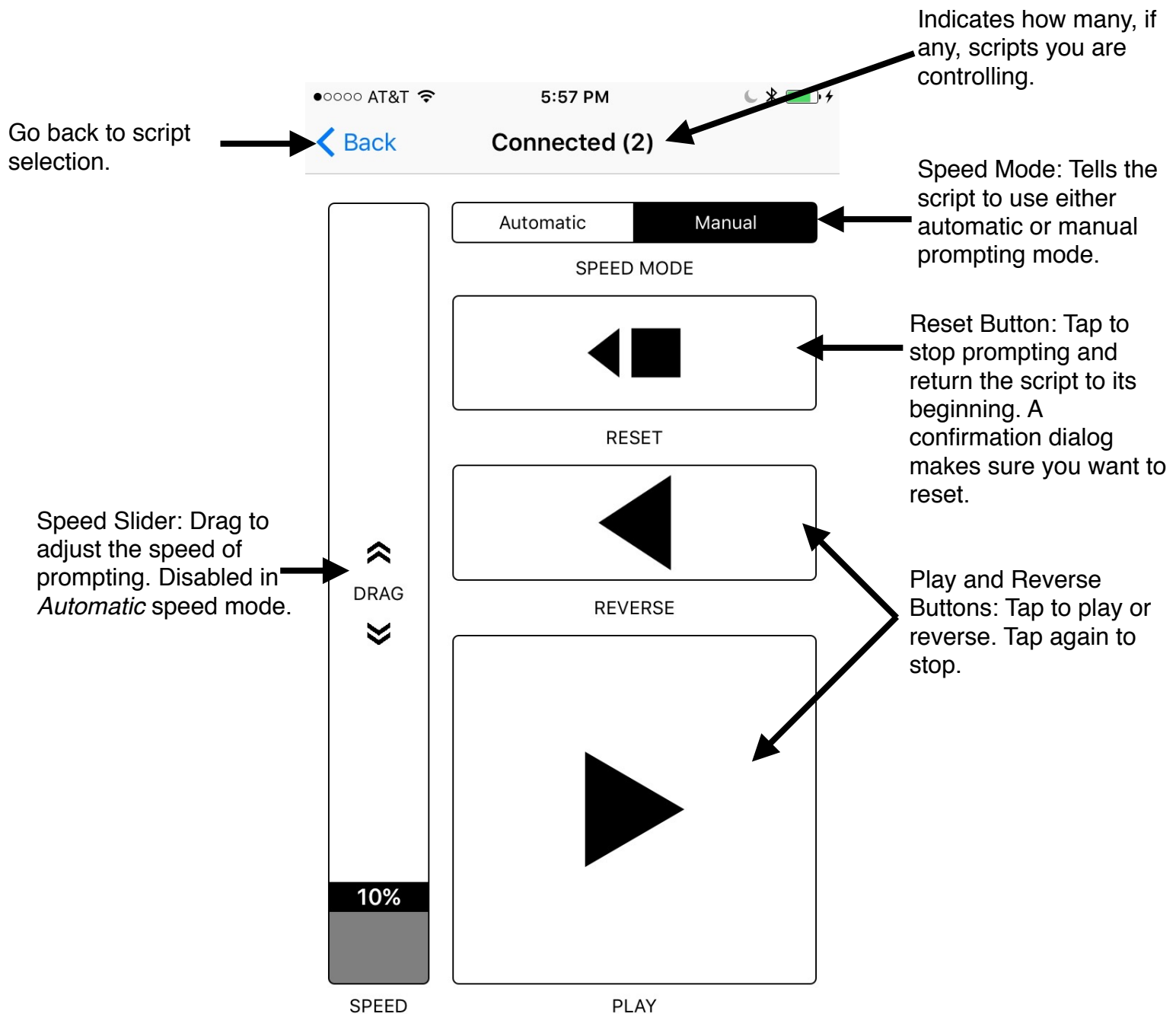


▲ SELECT THE SCRIPTS YOU WANT TO CONTROL. SELECTED SCRIPTS ARE MARKED WITH A BLUE CHECK. TAP *DONE* WHEN YOU ARE DONE.



▲ PASSWORD-PROTECTED SERVERS REQUIRE YOU ENTER A PASSWORD.

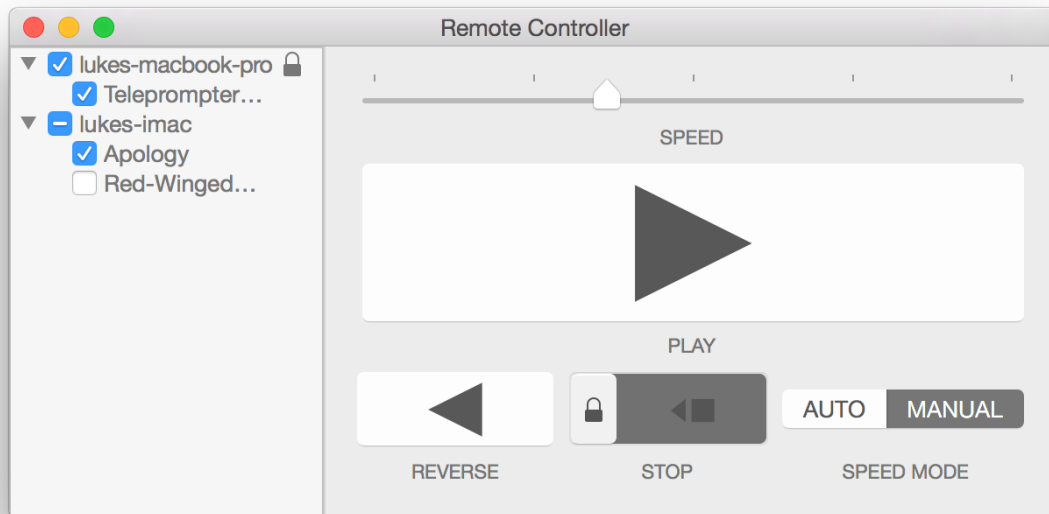
Once you've selected scripts you wish to control, tap *Done* to bring up the controls. This interface uses concepts similar to those found elsewhere in Teleprompter. Below is an overview:



## Using Remote Control on Another Mac

You may also control Teleprompter from another mac running Teleprompter. The same conditions must be met as for an iOS device.

First, click *File > New Remote Controller* in the menu bar to open a new Remote Controller.



The interface of the Remote Controller is almost exactly the same as the iPhone controller. A list of scripts is on the left, and controls are on the right. You must unlock the *Stop* button.

## 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.

# 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](https://pavonine.co/teleprompter/support) to contact Teleprompter support.

Thanks for using Teleprompter!