

Prompt

teleprompter software  
Version 7.5



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“This will save me time  
and money”

- Perry Lawrence

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## A note about processors and speed

Prompt can be a taxing application for any computer if you use a large display setting and/or big fonts. You may find that the scrolling text is too slow or choppy. If you find Prompt not responsive then set Prompt to use a smaller resolution and then quit Prompt. Now change your system settings to set the display resolution to that which you set in Prompt. Using a smaller Prompt resolution along with a smaller display resolution makes the fonts appear larger so you may be able to make the font smaller as well. Remember to only change your system resolution while Prompt is not running and then re-run Prompt.

## Overview

Prompt is a simple teleprompter application for use with multiple languages while using an English interface.

When on-camera talent performs, they read what they speak from a teleprompter. Traditionally, this task is performed by a dedicated computer with an application to edit and scroll the text at a user-driven speed. The video output of the scrolling text is reflected from a half silvered (pellix) mirror and the camera shoots through the other side of the mirror so that the talent is looking into the camera but reading the reflection of the text.

Prompt is the software which scrolls text either mirrored for a hardware teleprompter setup or not mirrored. Without the half-silvered mirror, you can use Prompt to scroll your right-reading text while positioning your camera to shoot just over the display to view the reader. Using a long lens setting, it looks remarkably like the reader is speaking the text without reading it. By placing the laptop computer between the talent and the camera the talent can read text from the top of the laptop screen and still appear to be looking at the camera. Trial and effort is the key to getting a natural look to this process but the further the camera is from the subject, the better. Prompt also has a moveable mask to cover all but a few

lines from the top to keep the talent's eyes focussed closer to the top of the display and thus closer to the camera lens's center.

Prompt can be scrolled with either a mouse and/or with the keyboard or a remote control (not included). Keyboard scrolling control is easier to use however mouse control works well for many people. Prompt supports many PowerPoint remote control devices. There are usually three buttons on the remote which control the speed faster (Page up), speed slower (Page down) and pause (the "b" key).

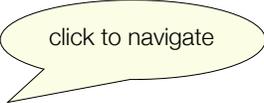
Prompt is also used as an assistance for presenters who wish to scroll text who are not on camera. Recording voice talent also use Prompt as it will help in the timing of text to be recorded.

## Features

- Plain text can be imported and exported.
- Simple text edit including copy, cut and paste.
- Control over font size and font choice.
- User control of scroll speed and smoothness using the mouse or keyboard or remote (not supplied).
- Looping function for unattended use in the keyboard run mode with single display.
- Prompt saves in it's own file format (.pmt). So you can send a Prompt file to the person who will be reading and they can send it back to you with their own TABS set, masking placement and any changes to the text including the font size.
- You can click and drag the Prompt window to reposition by clicking on the titlebar or the gray area in the edit area or the filename in the scrolling area.
- Option to hide the desktop with black.
- Macintosh or Windows playback with interchangeable saved .pmt files.
- Multi-language support (Left to Right languages only).
- Horizontal flipping (mirroring) of text alone or running flipped/unflipped on multiple monitors or both unflipped on multiple monitors for those who use hardware flipping on one display.
- On-screen timer/progress indicator including estimated time to end of scroll.
- Cue points (Tabs).

Simple is the key to Prompt as it has very little word processing functions (only cut, copy, paste and whatever you decide to type from within the program) and the ability to scroll the type, either mirrored, not mirrored, or both at the same time. Text can be imported and exported to and from the application in the standard .txt format and a native Prompt .pmt format. Prompt can be used as software for teleprompter hardware or operate as teleprompter software for display on a standard computer.

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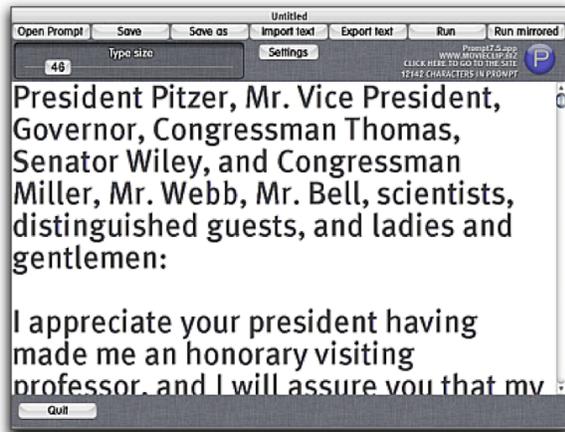
"Thanks for an affordable program that does just what it says it does!"

- Dave Farrants [Fox Video Productions]

## Overview

There are two basic areas in the application, The EDIT area and the SCROLL area.

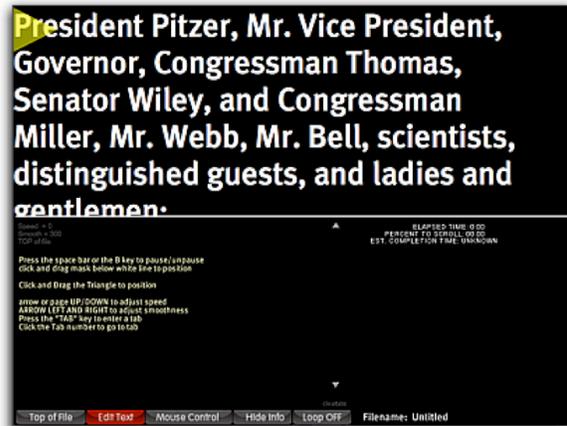
The **EDIT area** is where you can open a saved file, import text, export text, change font, change the window size (resolution), reposition the window on the display and quit. From here, you can also choose to Run, Run Mirrored, or run Dual Screen which will take you to the SCROLL area. Additional things you can do here is change the Character set for international users with keyboards other than English, reset to Default Settings and lastly, choose to Save or not save current settings for the program. Pressing the ESC key from here will prompt you to save if necessary and quit the application.



The EDIT area

The **SCROLL area** is where you, you guessed it; scroll. There are three ways of scrolling: right-reading text, mirrored text or the dual monitor mode where both right reading and mirrored are scrolled at the same time. When you enter the SCROLL area, you have the choice of scrolling with either the mouse or keyboard. There are other options here like hiding the controls, speeding up and slowing down the speed and smoothness (more about that later) and things like the position of the text mask and the position of the carat (the yellow pointer which is a moveable line indicator). You can also start the text from the top of the file or loop the scrolling text (non-

mirrored mode only). Pressing the ESC key from here will take you back to the edit text area quickly (you can also click the Edit Text button [Command+E for Mac or Control+E for Windows]).



The SCROLL area

## Preparing text

Start with the script in a word processor and then save it as plain text. Any word processor will perform this task. Font properties, color and any other formatting will not be brought into Prompt. Notepad for windows is a good program for making plain text and the Free [TextWrangler by BareBones Software](http://www.barebones.com/products/textwrangler/) is a great plain text word processor for the Mac. Now that you have a working script its time to import this text into Prompt.

Note: (If you are using a Windows word processor and transfer your files over to Macintosh you may find that your .txt files are not seen by Prompt (greyed out when you try to import them). Prompt Helper.app is included with Mac versions of Prompt and will convert .txt files and .pmt files created on Windows to be seen and used by the Mac version of Prompt. Also if you find a greyed out .txt file created on a Mac, and you know that it is in Plain Text format, you can use this application to have it visible to Prompt. A copy of this application is found on the <http://www.movieclip.biz/prompt.html> website as well.

Run Prompt and you will be taken to the EDIT Area.

# EDIT Area

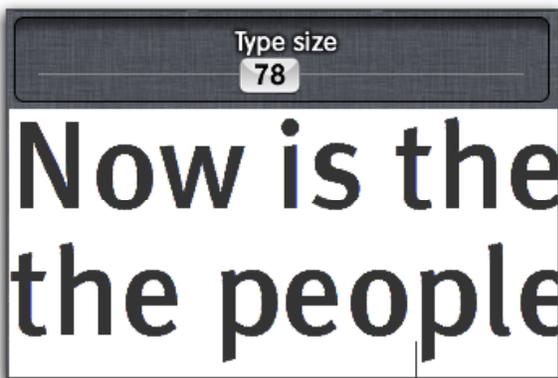
You can click and drag on the top grey menu bar or bottom grey area to reposition the application to anywhere on any monitor.

## Importing text

Click on the IMPORT TEXT button and you will be presented with a dialogue box asking you which file you wish to import. [Mac: Command+I or Windows: Cntrl+I]. Find your script and choose open from the dialogue box. Your text will be imported into the Prompt application and you are ready to roll. Only .txt files will be seen any other file should be greyed out. If you import a text file and do not get the text you expected then your file is not "Plain Text" and in some other format like .doc or .rtf. Prompt will not import these files properly.

## Type size

If you wish to change the type size, click on the TYPE SIZE numbers located on the left of the screen and drag the button showing the type size. All the text will be displayed and scrolled at the same size. Choosing a different font is described in the Settings section of this document



Type size indicator

## EDIT Text

The text on this screen is editable so you can use the mouse to highlight portions of the text to cut, copy or paste using the familiar key commands to do so. Typing will enter any new text. If, at any time you wish to revise the file, this is the place to do so. If you copy text from your favourite word processor then click inside the empty text window and use Command V for the Mac or Control V for Windows then your copied text will be brought into Prompt. No formatting like bold nor italics will be brought in. If you copy and paste from other applications you should make sure that they support plain text on the clipboard. In Settings | Justification you can choose either Left, Center or Right alignment.

## Saving a file

At this point, I suggest that you click the SAVE button and enter a name for your file. The suffix .pmt will be added to your filename. Double clicking on a saved Prompt (.pmt) file will not open Prompt. You must run the Prompt application and then choose OPEN.

## Opening a file

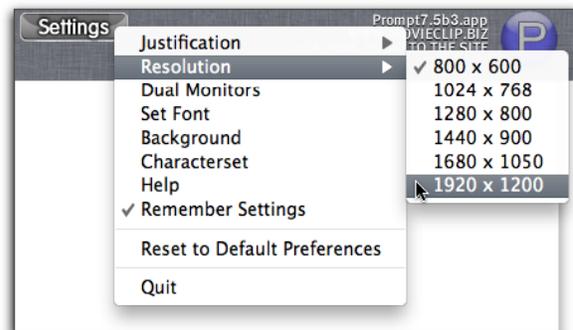
Open will only open a previously saved .pmt file which is different than IMPORT, which will bring in plain text you saved from a word processor. Double clicking on a saved .pmt file will not open Prompt and display the saved file. You must run Prompt and Open the file.

## Exporting text

If you need to save a copy of the text you revised inside of Prompt then you can export the plain text. The file format is .txt.

## Settings | Resolution

Prompt will run in different resolution sizes for single monitor; 800x600, 1024x768, 1280 x 800, 1440 x 900, 1680 x 1050, and 1920 x 1200. In dual display mode, it will display two monitors each running the same resolution of 1024x 768 or 1280 x 800. If you find that these sizes are not what you need then you may need to adjust the computer monitor display settings to change the computer's resolution to fit Prompt's resolution.

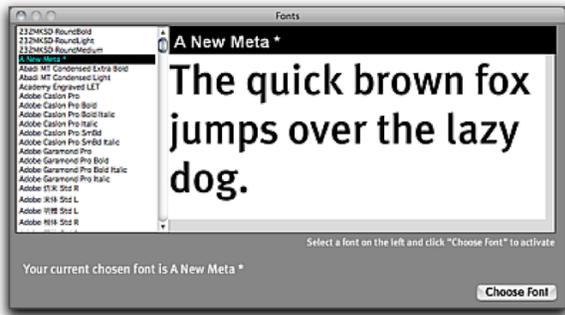


Resolution settings

## Settings | Choosing a font

You may need to change the font for readability or aesthetic reasons or because what you see is unreadable because you imported non-English text. Click on the Settings button and scroll down to Set Font. A separate window will open. At the bottom left you will see your current chosen font. The default font is called "A New Meta\*". Scroll down the list on the left to find a font that will display your text properly and click on the font name. The text on the right will display text in that font. You can click on the display text, below the big name of the font and change it. You can also paste text in this window as well, if you have copied text from some other application.

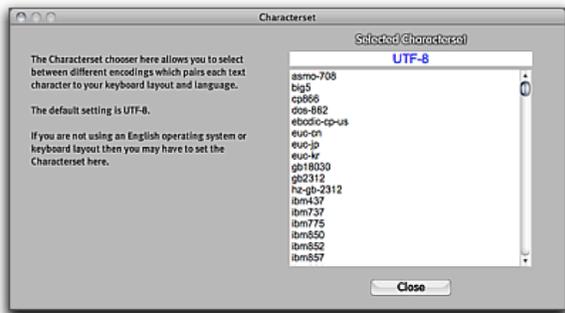
After you have found a font you like, click "Choose Font" then either close the window or click the "Settings" button to close the window automatically.



Font chooser

### Settings | Character set

If you are using a language that uses a character set other than Latin ( Italian, Spanish, Portuguese, French, German, Dutch, English, Danish, Swedish, Norwegian, and Icelandic), you can choose a character set other than the default UTF-8, try UTF-16 and the font Arial or Arial CE (on Windows). You may have a font that you use to display your native characters; try that. "A New Meta\*", the default font does not have the extra characters to display non-latin characters so if you change the character set then you will may have to change the font too. Some other fonts may not display the character set you choose and they usually show a box where the letter should be. Prompt will import and display many other non-Latin left-to-right reading languages however not all languages may be edited from within the application. It is suggested that you select a character set which is used by your computer and also use a font which you know works with your computer as well.



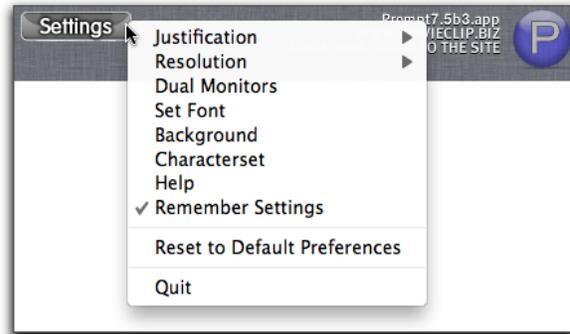
Character set window

### Settings | Background

Selecting this will put a black backdrop under Prompt if you are not filling your display by using the Resolution settings. If you need a border around your type then you may find what you like using the Resolution settings along with Background.

### Settings | Remember Settings

By default, Prompt will remember your settings. You can turn this off if you like. The settings saved are resolution, window placement, scrolling smoothness, chosen font and type size and justification along with the chosen character set will be used. Any time you change one of these settings then Prompt will remember them if you turn this setting on. If you save a file then some of these settings will be remembered in the .pmt file itself overriding the "Remember Settings" after you open it.



Remember Settings

You are now ready to run the file and so you should click the appropriately named button: RUN.

"I wish all businesses out there worked with their customers like you do. But alas, sadly enough this is one of those rare customer experiences that is positive and sets you head and shoulders above the competition."

- Steve Tompkins [CBTV World News]

# Scroll Area

You can run Prompt using the keyboard or the mouse. If you find that you need to tweak the position of the window relative to your display then click on the lower text called "Filename" and you can click and drag the window just like you could in the EDIT area by clicking on the title bar or grey lower area. Great for multiple monitor situations. The position of Prompt relative to your monitor (s) is saved with the file so It's recommended that you remember this when sharing files with other people or computers. The Background ON/OFF button makes Prompt run in a window floating above others or place a black background around the application. (Mac users will see the menu bar and dock are still visible). Now that you are in RUN mode, here's how it works.



SCROLL area

## Keyboard control

Press the ARROW UP or ARROW DOWN keys on the keyboard to start the text scrolling either forward or backward. An alternate for these keys are the PAGE UP AND PAGE DOWN keys. Press the ARROW LEFT or ARROW RIGHT keys when you wish to adjust the smoothness of the text travel. The smoothness adjustment is to compensate for different computer processors. The smoothness and speed achieve similar but different effects. In that each computer will play back at different rates, experiment with what feels right. The Speed and Smoothness are shown on screen when you scroll. These settings are saved with every use of Prompt so the next time you create a Prompt file the smoothness setting, font size, chosen font, resolution and screen position will be used again for the next session. If you are using mouse mode then the smoothness can be adjusted quite a lot when you move the mouse so the smoothness settings are always reset to 30 for Windows and 300 for Mac.

## Keyboard control | TOP OF FILE button

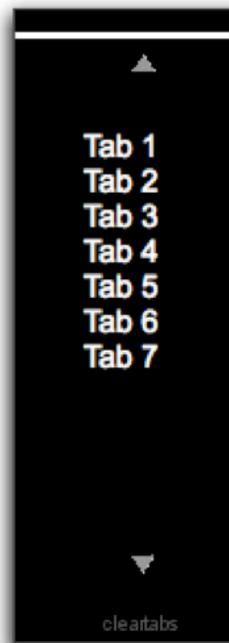
The TOP OF FILE button [Command + T for Macintosh or Control+ T for Windows] will take you to the beginning of the text if you choose to restart from the very beginning.

## Keyboard control | EDIT TEXT button

Clicking on the EDIT TEXT button [ESC on both platforms, or Command+E for Macintosh or Control + E for Windows] will take you back to the screen where you can edit the text, make adjustments, save or open a file as well as quit.

## Keyboard control | TAB

Pressing the TAB key on the keyboard will enter a numbered tab selection on your screen only when you are scrolling text. This is for easy and quick entry to remember places in the scrolling text. Press the TAB key to remember a place and use the mouse to click on the numbered tab to go to that spot again. There is also a "Clear Tabs" button. The small triangles above and below the TABS display area are for scrolling up or down your list of Tabs. In the Mirrored Text section, clicking on a TAB will reset the text to the Top of File and the text will be scrolled to the Tab point and the scrolling will stop, ready for you to start scrolling again. Note: The TAB set for mirrored will not be the same (but close) for non-mirrored and vice versa. If you edit the text or change the type size then your Tabs may not be where you put them. If you change resolution then the TABS will be erased.



TAB display

### Keyboard control | Masks

Using the mouse to click and drag vertically, you can move the mask that covers part of the text. A white line separates the top of the mask from the rest of the screen. Click just below this line to move the mask. In that you want the reader to read only the top lines, you can cover the other lines using this mask. Having the talent read only the top portion of the screen minimizes the look of reading on camera if you are not using a mirror. Again, experiment to determine with what you like. The mask settings are automatically saved and recalled when you save and open a Prompt file. The white line not only shows you the top of the mask but also serves as an indicator showing you your relative position as to how much copy has been scrolled. If the white line is all the way across the screen then you are near or at the top of the text. If the line is short and to the left this indicates that you are near or at the end of the text to be scrolled.

### Keyboard control | Pause scrolling

When you are at the top of a file and also at the end of a file, the indicator on the left, below the top of the mask, will also indicate this. At any time you can press the SPACE bar (or the "b" key) and pause the text from scrolling. All scrolling functions of Prompt are put on hold until the Space Bar (or the "b" key) is pressed again. You can adjust the speed and smoothness at this point if you wish. When using the "b" key the horizontal line will turn from white to yellow showing you that you are paused.

### Keyboard control | Loop Button

There is a LOOP button in the SCROLL area, which will only work in Non-Mirrored mode, which will continuously scroll text. It is a good idea that you pad the head and tail of your script with a countdown or some text when you use this function so the reader knows the end or beginning is near.

### Keyboard control | Hide Info

This button hides all the alpha numeric readouts like the Elapsed time, Percent to Scroll, Tabs, and The Estimated Completion time as well as the speed and smoothness readouts along with the help text. What you do see is your scrolling text, the carat triangle and the horizontal line indicating how much text is to be scrolled along with the bottom buttons.

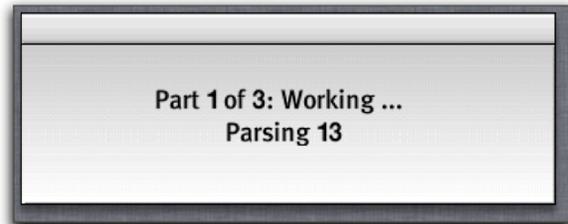
### Mouse control

When you are in the SCROLL area, pressing the MOUSE CONTROL button [Command+M for Macintosh or Cntrl + M for Windows] will toggle between the keyboard

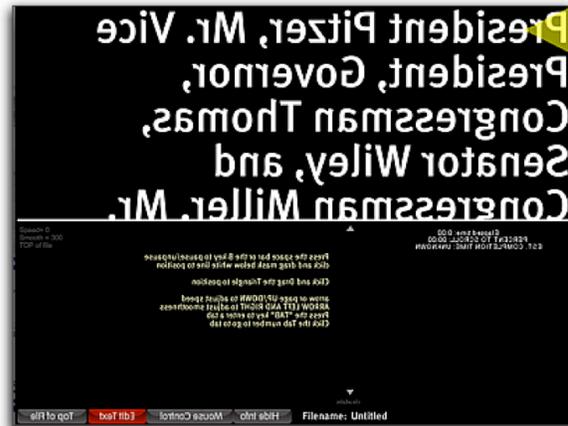
control and mouse control for scrolling. Move the mouse up the screen for forward speed and down for backward speed. Moving the mouse to the right will yield smoother scrolling and to the left, less smooth. A graphic indicator will show you your current speed and smoothness at the mouse position when over the indicator, and all the time just below the mask. The speed and smoothness will be shown at the mouse position and just below the mask. There are two more buttons which will allow you to hide or show the menus and or more display controls. The HIDE MORE button will remove the user-settable black mask. All other functions operate the same as the keyboard control.

### Run and Run mirrored

Both will scroll text. Ones flipped left to right, ones not. The Run mirrored section must prepare the text for mirrored scrolling and this can take some time on slower computers so there is a progress indicator displayed.



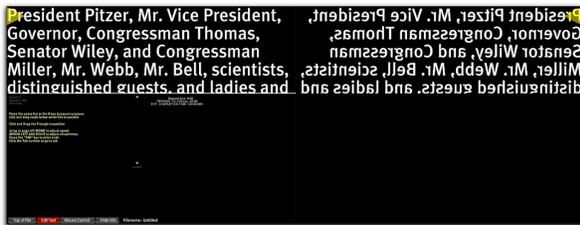
*Progress indicator*



*Run mirrored on a single monitor*

## Dual Display

For multiple monitor computers, or with a computer connected to a teleprompter monitor, there is Dual Resolution found under the Settings Menu in the EDIT area. There are two dual resolutions: Two monitors at 1024x768 and two monitors at 1280x800. Both will allow you to scroll right-reading text on the left display and mirrored on the right display or both right reading for those with hardware mirroring controls for one display. The controls are placed for viewing on the left monitor while the mirrored text will be displayed on the right monitor. You may have to adjust your system settings to arrange the displays and/or resolution settings. If you need to reposition the application window then you can click and drag on the bottom grey area while in the EDIT area or the filename in the SCROLLING AREA.



Dual display showing both monitor content

## Notes for Remote Control Users

There are some wireless and wired remote controls devices which come preprogrammed to use the PAGE UP, PAGE DOWN AND the "b" key and Prompt will work with these remotes. PAGE Up will scroll faster, PAGE DOWN, will scroll slower and the "b" key will pause all scrolling and change the horizontal indicator to yellow indicating the paused mode. You can change the pause speed setting while Prompt is in pause mode even though the scrolling is stopped. Pressing the "b" key again will toggle out of pause and you will be in the new speed. Most "Presenter" remotes designed for PowerPoint will work with Prompt.

# Troubleshooting

## Reset Preferences

You can click on the Preferences button in the EDIT area to open a window, which will allow you to reset Prompt to the default preferences. This will empty any text you have entered and reset all the preferences you may have already set to the factory defaults and place the window in the center of your main display.

## Non-Latin Languages

Prompt will import many other non-Latin left-to-right reading languages however not all languages may be edited from within the application. As mentioned earlier in this file, you may have to choose a font which supports your language as well as a different character set. If you

are using a font which will not display your file correctly, you may see boxes where the characters should be.

## Prompt will not fill the screen

Prompt will display in many fixed resolutions. If your monitor is a different resolution than Prompt, the software will not fill the display. To fix this, change the resolution of the display, if it has a 4 x 3 aspect ratio, to 1024 x 768 and run Prompt in that same resolution to fill the screen. If you find that your display distorts text then try setting Prompt to 1280 x 800, (a letterbox aspect ratio of 16:9), and adjust your display accordingly.

## Copy and Paste

In the EDIT area, you can copy and paste using keyboard commands (Command + V for Macintosh and Control + V for Windows). Mouse commands to copy and paste are not available. If you are copying from another application, copy your text and switch to Prompt then click inside the text EDIT window and Paste The Prompt window must be clicked on to receive focus. Pressing Command + A, after clicking in the window will select all the text for deletion or copying to another program. The file format for copying is Plain Text.

## Background

The background, when turned on will cover one display when in single display mode and two displays if in dual mode.

## Text formatting

Prompt doesn't like text files with lots of carriage returns. People who use teleprompters fear blank lines. Prompt software does not like them too.

When you input text for the teleprompter, take a look and see if your word processor shows "invisibles" and it will let you know where your carriage returns are. Only use them when you need a new paragraph and then save the text as "text only". If you need some extra space to have the on-camera talent breathe or pause try using "-" or something that takes up space in a line and isn't blank like the the example on the right.



Sample script without blank lines

### Importing text

Prompt will import Plain text files. These files which contain no formatting nor color have the suffix .txt. You can create these files by using your word processor to create the text and saving the file a "Text only" or "Text only with line breaks". There is a file called "SampleText.txt" which ships with Prompt. Try IMPORTING this file if you have trouble with your text file.

### Prompt complains that it is missing files

If the program complains that it is missing the folder called "Xtras" then there was an error decompressing the downloaded .zip file or you moved a folder called "Xtras" from the folder which contains the application.

Non Technical explanation for Windows users:

Find the original zip file that you downloaded and select it with your mouse. Now right click and choose to "Extract All" and pick a place that you would like to put it and click "Extract". That should do it.

Non Technical explanation for Mac Users.

Find the original zip file that you downloaded and double click it to decompress it. You should now have a .dmg file. Double click that and you should see an new icon on your desktop. Open that icon and you will find the Prompt folder. Drag this to the "Applications" icon on the left and it should be installed in your Applications directory of your computer. You can now drag the Prompt icon on your desktop to the trash.

Technical explanation:

Inside the directory which contains the application called Prompt, there should be a folder called Xtras. Inside this folder are components which the software needs. If move the application to another location and do not move the Xtras folder, then the application will not work.

### A note about processors and speed (again)

Prompt can be a taxing application for any computer if you use a large display setting and/or big fonts. You may find that the scrolling text is too slow or choppy. If you find Prompt not responsive then set Prompt to use a smaller resolution and then quit Prompt. Now change your system settings to set the display resolution to that which you set in Prompt. Using a smaller Prompt resolution along with a smaller display resolution makes the fonts appear larger so you may be able to make the font smaller as well. Remember to only change your system resolution while Prompt is not running and then re-run Prompt.

## Why Prompt?

There are many commercial teleprompter apps but they are only used with expensive hardware and rely on the half silvered mirrors. Prompt is a very simple solution that works with hardware teleprompters or just a computer and display. If you need any assistance please ask at [support@movieclip.biz](mailto:support@movieclip.biz)

Rob Johnson  
movieclip.biz

**System requirements** (Three separate apps)  
Mac Intel or PPC computer running OS 10.5 to 10.6.8  
Mac Intel computer running OS 10.6  
Windows 2000, XP, Vista and Windows 7.

Prompt © 2011 DataWay Multimedia Canada. Inc.

Languages tested:

Bulgarian Cyrillic

Chinese (traditional and simplified)

Czech

Danish

English

Ethiopian Amharic

Finnish

French

German

Greek

Hungarian

Indo-Aryan Marathi (Devanagari)

Italian

Japanese

Korean HanGeul

Lithuanian

Polish

Portuguese

Russian Cyrillic

Serbo-Croatian Cyrillic

Serbo-Croatian Latin

Thai

Spanish

Vietnamese