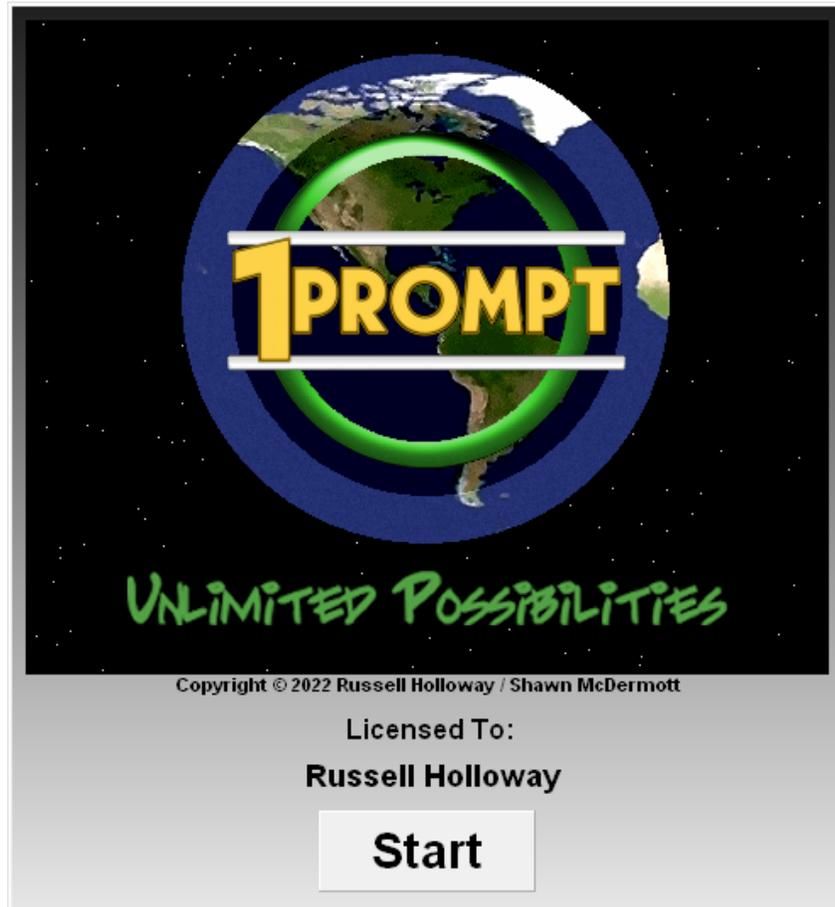


1PromptLite™
Prompting Software
For Windows XP – Windows 11



Instruction Manual Version 12.0

Shawn McDermott
info@1prompter.com
www.1prompter.com

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is distributed exclusively by

Shawn McDermott

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1PromptLite™ vs 1PromptPro™

If you like 1PromptLite™, but would like the same software with many more features, consider upgrading to 1PromptPro™.

1PromptPro™ contains the following features not found in 1PromptLite™:

1. Timed Display
2. Selective Bookmarks
3. Screen Color Selection
4. Adjustable Que Arrow
5. Load .DOC and .DOCX Word Files
6. Screen Blanking in Scroll Mode
7. Turbo Mode
8. Automatic Looping
9. Search while Scrolling
10. Insert Bookmarks While Scrolling
11. Story Breaks
12. Spell Check
13. Split and Full Range Speed Control
14. Load Previous Scripts From List
15. Max Speed Fine Tuning
16. Print Story Rundowns
17. Print Line Numbers
18. Right and Full Printing Alignment
19. All Caps
20. All Lower Case

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1PromptLite™ Software Specifications

Operating System Supported: Windows XP – Windows 11.
Screen Resolutions Supported: 800x600 and up.
Color Depths Supported: 256 Color, High Color, True Color.

Full-featured premium Word Processor.

- block editing, search/replace function, cut/copy/paste, support for bold, italic, underline, and strike-through text, undo/redo support, natively supports Text and Rich Text files.
- loads any TrueType font, scales from 8 point to 48 point size.
- supports multiple colors for text and text background. All colors can be customized.
- custom margins options for scroll screen.
- Script printing.

One-click scrolling: From top of script or from Cursor Point.

Language support: Virtually every language is supported, including right-to-left languages (Hebrew and Arabic) and oriental languages.

Easy-to-use screen interface: Intelligent and intuitive screen commands

Easy-to-use speed control: Smooth at all readable speeds using minimum computer specs as listed above.

USB Trigger Controller now available: Work on desktops or laptops.

ShuttleXpress Controller now available: Work on desktops or laptops.

USB RF Wireless Controller now available: Work on desktops or laptops.

Hardware Requirements

1PromptLite™ requires a PC with a minimum of a P100 processor. The video card must support 64-bit Windows graphics acceleration and have at least 2MB of video RAM. Smooth scrolling is more dependent on the video/graphics chipset than on the speed of the processor.

High-color or true-color scrolling is best accomplished on a computer with faster graphics acceleration, more video RAM, and a faster processor speed, especially when prompting in 800x600 or greater resolution.

If running from a notebook computer, a TFT Active Matrix display will insure no lagging or smearing of scrolling text for the operator. It is also important to find out whether the notebook you're considering as prompter host is capable of displaying out the VGA port and onboard simultaneously.

Maximize Performance Through Optimum Display Settings:

Although the program supports virtually any display resolution your video card is capable of, very high resolution displays with High Color or True Color are only recommended for very fast PC's with powerful video cards. The number of colors displayed has the largest impact on performance. 1024x768 at 256 colors is typically faster than 800x600 using True Color. The highest performance can be found using 800x600 or 1024x768 resolution at 256 colors. For best results, start at one of these resolutions and color depth. Then, increase the screen resolution and color depth until you have determined the maximum settings your PC can handle. Remember, programs like 1PromptLite™ are much more dependent on your video card speed than your computer speed. A slower system with a good video card will perform much better than a faster computer with a slower video card.

Installing 1PromptLite™

After downloading the software:

- 1.) Determine where the downloaded file is located.
- 2.) While 1PromptLite™ can usually be installed simply by double-clicking the setup program, it is advisable to right-click the program and choose “Run as Administrator”.

After Setup Begins:

- 1.) Follow the on-screen prompts to complete the installation. You may change the directory into which the program is installed. The default directory is C:\Program Files (x86)\1Prompter Lite.
- 2.) Try prompting using the demo script pre-loaded into the editor. If performance is not acceptable at default resolution, try reducing the screen resolution and color depth. If even higher scroll speed is desired, consider upgrading to 1PromptPro™ for additional speed control options such as Turbo Speed.

After Setup Completes:

1PromptLite™ will run in Demo mode until it has been activated.

To activate the software, click the Activate 1PromptLite™ button on the startup screen. Follow the instructions on the activation screen to register the software and get full functionality from 1PromptLite™.

Running 1PromptLite™

The **Editor Screen** works much the same way as any quality word processor does. Highlight text and select **Bold** to make it bold. Press the **Undo** button to cancel changes. Press the **Select All** button to highlight all the text at once. If you are familiar with **Microsoft Word** or any other word processor, you already know how to use 1PromptLite™.

There are three ways to prepare scripts for prompting in 1PromptLite™.

- The easiest way to prepare a script is to create it using 1PromptLite's™ internal word processor. Just enter your text, and use the built-in functions to select fonts, text attributes, colors, and other functions (additional features like **Story Breaks** can be added by upgrading to 1PromptPro™).
- You can also load a script from an external word processor using the **Load** button on the menu bar, or the **Load** function on the **File** menu. You will be able to load any **.RTF** (Rich Text Format) or **.TXT** ASCII file created on another computer, or on the system you are working on. (If you need support for **Microsoft Word** **.DOC** and **.DOCX** files, consider upgrading to 1PromptPro™, which will allow you to load **Word .DOC** and **.DOCX** files directly into the editor).
- 1PromptLite™ also supports pasting from other programs. You can create a document in **Word** (even setting the colors you want to use), copy it to the clipboard, and paste it into 1PromptLite™.

Editing Scripts in 1PromptLite™

One of the first steps in editing a script is to select a font from the pull-down menu. Fonts that are san-serif are usually best for teleprompting, but it's always best to experiment.

To change the font size, just select a new font size from the size pull-down menu. Of course, larger font sizes can be read from a greater distance away from the prompter.

1PromptLite™ versions 4.6 and above support multiple fonts and font sizes in the same script. However, keep in mind that changes in fonts and font sizes will impact the number of lines displayed at any given speed (larger fonts take longer to scroll by, and have fewer characters on a line.) If you require the text to scroll without any variations in the number of lines displayed in a given time, just make sure to set all text to use the same font and font size.

When creating your script in the editor, keep in mind that the Editor displays the script at the same size it will appear on the screen in scroll mode. You will find that sizes in the 26-36 point range work well for your scroll screen display.

If you would like to apply an attribute to all the text in the editor, just click the Select All button. Then, any attributes you select (Bold, Italic, Colors, etc.) will immediately be applied throughout the text.

Use the mouse to highlight lines, words, or phrases that require emphasis, then either change the color, size, or style (bold, italic, underline or block reverse-out) for emphasis. Now is also the time to mark your script up for scrolling, adding lines, spelling out numbers, adding bookmarks, or whatever you choose to make the script scroll at a reasonably steady pace.

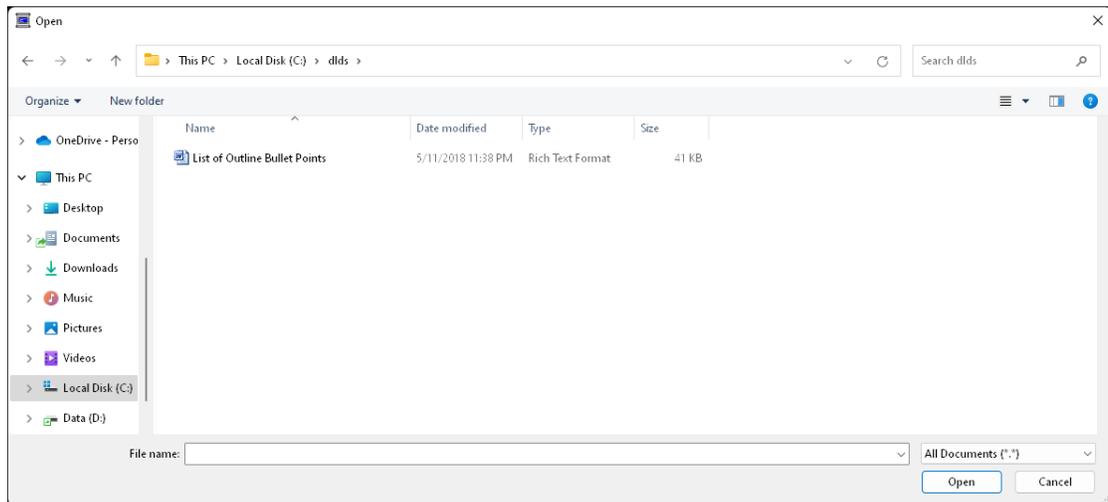
Menu Bar Buttons Detailed

Clear Text



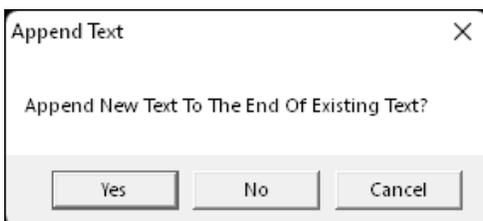
The Clear Text button allows you to erase all text in the editor at once. If you press the Clear Text button and the document contains a script, it will first ask if you are sure you want to erase the text. Answering yes will immediately clear out all editor text.

Load Text



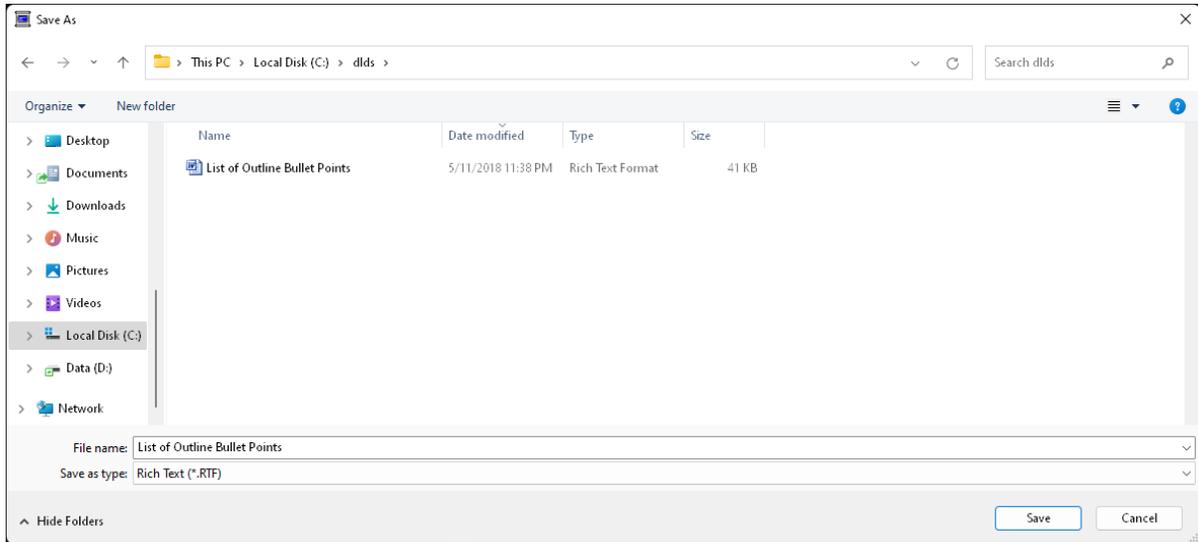
The Load Text button allows you to load saved scripts. Its keyboard shortcut is **Ctrl-L**.

The program automatically displays a list of all files ending in .TXT or .RTF in the current directory. (1PromptPro™ adds the ability to list all .DOC and .DOCX files as well).



If the editor already contains text, you will be shown the window to the left. If you choose **Yes to Append New Text**, the document will be loaded at the end of the existing text, and separated by a Story Break. If you choose **No**, text will be loaded at the cursor location. The down-arrow button to the right of the Load Text button displays the last few loaded files. This allows rapid selection of commonly used files. Its keyboard shortcut is **Ctrl-R**.

Save Text



The Save Text button allows you to save scripts from the editor. Its keyboard shortcut is **Ctrl-S**.

The program automatically displays the name of the last file loaded into the editor. If no file was loaded, the name of the current file defaults to Untitled.RTF.

1PromptLite™ defaults to saving all files in .RTF format. The only exception is when a file was loaded with a .TXT extension. You can still save the file as .RTF by overriding the selection in the Save as type box.

Print



The Print function prints your scripts with a wide variety of options. Its keyboard shortcut is **Ctrl-P**.

Printing Options	
Print Story Rundown	Print Settings <input checked="" type="radio"/> Font = Editor Font <input type="radio"/> Font = Arial 14 Point <input type="checkbox"/> Print Line Numbers <input checked="" type="radio"/> Print On Right Half Of Page <input type="radio"/> Print On Left Half Of Page <input type="radio"/> Print Full Page
Print All Text	
Select Printer	
Cancel Without Printing	

When you press the Print button, you are shown the window on the left.

The Print function varies depending on whether or not you have highlighted text in the editor window.

If no text is highlighted, the second button from the top is labeled: **Print All Text** (as above). If you have highlighted any text in the editor, the second button is labeled: **Print Selected Text**.

Additional functions such as **Print Story Rundown** (which allows you to print only the first line from each section), **Print Line Numbers**, **Print On Right Half Of Page**, and **Print Full Page**, are only available in 1PromptPro™.

Find



The Find button allows you to quickly search through editor text. The keyboard shortcut for this button is **Ctrl-F**. When you select this button, you are presented with the following window.

To search for text in the editor, simply enter the text you want to search for in the box provided. You can search for the first instance of the text, the next instance of the text, or a previous instance of the

text. Text searches are not case-sensitive.

Replace



The Replace button allows you to quickly replace editor text. The keyboard shortcut for this button is **Ctrl-H**. When you select this button, the following window is displayed.

To replace text in the editor, simply enter the text you want to replace in the box labeled **Replace**. Enter the new text you want to use in the box labeled **With**. Like the Search function, the Replace function is not case-sensitive.

You can replace only one instance of the text at a time by pressing the **Replace** button on the window. If you want to replace all instances of the text in the editor, you can press the **Replace All** button.

Select All



The Select All button allows you to instantly highlight all text in the document. This is useful if you want to change the foreground color of all text at once, change all text to **Bold**, change all text to **Underline**, etc. The keyboard shortcut for this button is **Ctrl-A**. You can also use the mouse or keyboard to highlight all the text in the editor.

Spelling



The Spelling button invokes the spell checker, and is only available in 1PromptPro™.

Cut, Copy, and Paste



These buttons perform the standard Windows **Cut**, **Copy**, and **Paste** functions. The button on the left is **Cut**, the middle button is **Copy**, and the button on the right is **Paste**. These buttons (like many other features in the editor) are also implemented through keyboard shortcuts. These shortcuts are: **Ctrl-X** to **Cut**, **Ctrl-C** to **Copy**, and **Ctrl-V** to **Paste**.

Copying text from another word processor and pasting it into 1PromptLite™ is a popular way to transfer scripts. 1PromptLite™ automatically checks pasted text to insure that the font size is within normal limits.

Undo and Redo



The Undo and Redo buttons are used to cancel (in the case of Undo) or re-apply (in the case of Redo) changes made to editor text. The keyboard shortcut for Undo is **Ctrl-Z**, and the keyboard shortcut for Redo is **Ctrl-Y**.

Font Selection Boxes



These two boxes allow you to set the font name and size. Remember, like almost every other setting, choices made here apply only to the selected text. If you want to change all text to the same font, just click the Select All button before choosing a new font.

The box on the left selects the font name. When 1PromptLite™ starts, it adds all the fonts loaded on your system into this box. To add another font to 1PromptLite™, install it using the standard Fonts program under Control Panel.

The box on the right selects the font size. 1PromptLite™ supports font sizes from 8 to 48 points. Remember, the prompter displays fonts at the same size they appear in the editor.

Text Attribute Buttons



These four buttons set various attributes that are applied to highlighted text. In addition, any text you type after selecting one of these buttons will appear in that attribute. These buttons allow you to set more than one attribute at the same time. For instance, text could be simultaneously Bold, Italicized, and Underlined. The shortcut for Bold is **Ctrl-B**, Italic is **Ctrl-I**, and Underline is **Ctrl-U**.

Text Alignment Buttons

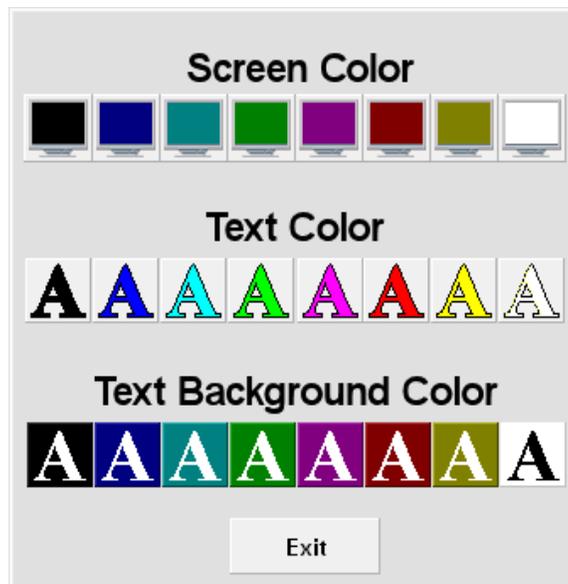


These buttons allow you to set the text alignment for the entire script. Text can be left-aligned, centered, or right-aligned. Right-aligned text is usually used with right-to-left languages such as Arabic or Hebrew.

Color Settings Button



This button brings up the following window which allows you to set the Screen Color, Text Color, and Text Background Color.



The **Screen Color** buttons specify the color used for the overall background display, and are only available in 1PromptPro™.

The **Text Color** buttons specify the foreground text color to be displayed. These buttons apply color changes only to highlighted text. In addition, any text you type after selecting one of these buttons will appear in that color.

The **Text Background Color** buttons specify the background text color to be displayed. These buttons apply color changes only to highlighted text. In addition, any text you type after selecting one of these buttons will take on that color for its background.

All-Caps and All Lower-Case Buttons



These buttons allow you to force all text to Upper-Case (the button on the left), or all Lower-Case (the button on the right.)

These buttons are only available in 1PromptPro™

Story Break



The Story Break button inserts a special series of characters in the editor text to display a Story Break when the program is in prompter mode. This button is only available in PromptPro™.

Insert Bookmark



The Insert Bookmark button inserts a special Bookmark character that is used in prompter mode to indicate a Bookmark. **Ctrl-M** is the shortcut for Insert Bookmark.

Bookmark characters are only displayed in the editor, not while prompting. The two small buttons on the right of the Insert Bookmark button are used to search back and forth to find Bookmark characters. If no matches are found, these buttons have no effect.

Insert Selective Bookmark

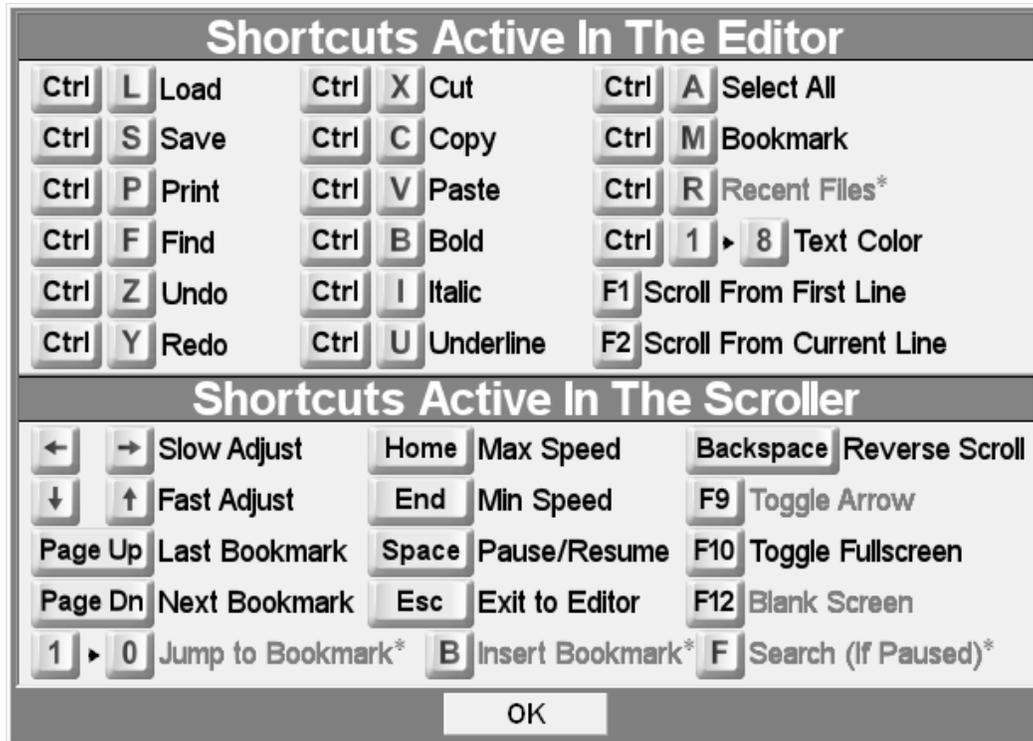


Selective Bookmarks are similar to regular bookmarks, but they are mapped to the 2-9 keys at the top of the keyboard. When scrolling, you can instantly jump to any of these bookmarks simply by pressing keys 2-9. This button is only available in PromptPro™.

Keyboard Shortcuts



The Shortcuts key simply displays a menu of all keyboard shortcuts available in the program. It displays keyboard shortcuts that apply to the editor in the top half, and shortcuts that apply to the scroller in the bottom half.



Setup



The Setup button Invokes the 1PromptLite™ Display Setup Menu.

1PromptLite™ Display Setup		
Default Editor Settings		
Spacing -	Spacing +	Current Setting: 1.0
Set Automatic Looping		Current Setting: Auto Looping Off
Scroller Full Screen Mode		Current Setting: Display With Controls
First Scroller Display Line		Current Setting: Start At First Line
Scroller Turbo Mode		Current Setting: Turbo Off, Smooth Scroll
Speed Control Mode		Current Setting: Split Range (Recommended)
Setup Speed Controller		Current Setting: No Speed Controller
Configure Displays		Current Setting: One Display
Timed Display		Current Setting: Timed Display Off
Configure Closed Caption		Current Setting: Off
Max Speed -	Max Speed +	Current Setting: 1.0
Exit		

The Display Setup Menu allows you to set various 1PromptLite™ operating parameters. The Display Setup Menu handles defaults for both the editor and the scroller, as well as providing a way to customize the various available speed controllers.

All of the options on this menu are saved each time 1PromptLite™ exits.

We will look at all eleven setup buttons on the next few pages.

Setup Menu – Default Editor Settings



The **Set Editor Settings** button brings up the following screen:



This screen allows you to set the default Text Colors, default Font Name, default Font Size, and default Editor / Prompter Width. Default Screen Colors can only be set in 1PromptPro™.

As you make your selections, they are displayed in the preview window. Remember, none of these settings are locked-in when you are creating scripts. You can change any or all of them from the editor. However, these are the settings that are initially present in the editor each time the program loads.

Setup Menu – Spacing



The **Spacing** setting modifies the amount of space between lines in the scroller. It has no impact on the editor. Values range from .75 to 2.0. To change the values for this setting, click the **Spacing -** button to reduce spacing, and the **Spacing +** button to increase spacing. Selecting values less than 1.0 reduces blank space, but could cause text to be cut off at the bottom.

Setup Menu – Set Automatic Looping



When **Set Automatic Looping** is enabled, the software pauses for five seconds when it enters the scroller mode. It automatically begins scrolling until it reaches the end of the text. It waits five seconds at the bottom of the text, then restarts. This function is only available in 1PromptPro™.

Setup Menu – Scroller Full Screen Mode



The **Scroller Full Screen Mode** setting controls the default behavior when 1PromptLite™ enters the scroller mode. Display With Controls (the default) means that the program will show all user controls when prompting. Display Full Screen means the controls are hidden. This setting is easily changed when 1PromptLite™ is in the scroller mode.

Setup Menu – First Scroller Display Line



The **First Scroller Display Line** setting controls the first line to be displayed when the user clicks the Start button on the editor screen. Start At First Line (the default) tells 1PromptLite™ to begin prompting from the first line in the editor, no matter what line you are currently editing. Start At Current Line tells 1PromptLite™ to begin displaying from whatever line you are currently editing. This can be overridden by using the F1 key to start at the first line, and the F2 key to start at the current line.

Setup Menu – Scroller Turbo Mode



The **Scroller Turbo Mode** setting allows the software to scroll text at much higher speeds. This function is only available in 1PromptPro™.

Setup Menu – Scroll Speed Control Mode



The **Scroll Speed Control Mode** setting determines how the software responds to speed inputs while scrolling. Split Range (the default) tells the software to run at full forward speed when the control is at the far right, pause when the control is centered, and run at full reverse speed when the control is at the far left. Full Range tells the software to run at full speed (forward or backward) when the speed control is at the far right, and pause when the speed control is at the far left. This function is only available in 1PromptPro™.

Setup Menu – Setup Speed Controller



The **Setup Speed Controller** button brings up the following screen:

1PromptLite™ Speed Controller Setup

Setup ShuttleXpress	Select the Setup ShuttleXpress button to configure all five of the ShuttleXpress controller buttons.
Use USB Trigger Controller	Select the Use USB Trigger Controller button to activate the Handheld Trigger Controller
Use RF Wireless Controller	Select the Use RF Wireless Controller button to activate the Handheld Wireless Controller
Use Foot Controller	If you are using the keyboard or a mouse instead of a controller, select the No Controller button
No Controller	
Exit	

The **Setup ShuttleXpress** button brings up the ShuttleXpress configuration screen. You assign any one of eight functions to each ShuttleXpress button.

The **Use USB Trigger Controller** button tells 1PromptLite™ to respond to Trigger Controller inputs. It will alert you if it cannot find the controller.

The **Use RF Wireless Controller** button tells 1PromptLite™ to respond to Trigger Controller inputs.

The **Use Foot Controller** button tells 1PromptLite™ to respond to the USB Foot Controller inputs.

The **No Controller** button tells 1PromptLite™ to ignore controller input.

Setup Menu – Configure Displays



Configure Displays sets up 1PromptLite's™ various output modes. Through this setting, you can instruct 1PromptLite™ to use any of the following display profiles: **One Display**; **One Display, Mirrored Left-To-Right**; and **Two Displays, Mirrored Left-To-Right**.

One Display outputs scrolling text directly to the same monitor used for editing. The text is not reversed.

One Display Mirrored Left-To-Right outputs scrolling text directly to the same monitor used for editing. The text is reversed left-to-right.

Two Displays, Mirrored Left-To-Right outputs scrolling text to the monitor used for editing, as well as to an external monitor. Scrolling operations are controlled by an operator at the first monitor. The second monitor mirrors the text left-to-right from the first monitor. The second monitor uses the positioning arrow, but only the first monitor displays time and speed indicators.

For dual-monitor support to work correctly, you must configure your computer to support it. Windows should be set to extend the desktop to the second monitor. If you do not know how to set your system for multiple monitors, please consult your hardware documentation and the Windows help system.

Setup Menu – Timed Display



Timed Display mode is only available in 1PromptPro™. It causes the software to automatically set a scroll speed that will force the text to complete scrolling in a specified time. The duration is set at the bottom of the screen in Scroll mode. When the scroller is running in Timed Display mode, it will ignore most user inputs, and responds only to commands to start scrolling, and restart scrolling. Another difference with Timed Display mode is that the screen starts out blank, and the first lines of text scroll in from the bottom. Note that this mode cannot scroll text more quickly than the computer is normally capable of doing. This mode works well with reasonable time settings, and eliminates any scrolling speed variations.

Setup Menu – Max Speed



Max Speed is only available in 1PromptPro™. It controls the upper limit on how fast 1PromptPro™ can scroll text. The default is 1, and this is normally sufficient for most purposes. Setting Max Speed higher increases the scroll speed, but results in less detailed control of speed.

Exit



The **Exit** button tells 1PromptLite™ to quit and return to Windows. If the editor text has been changed, it will ask if you want to save first.

Buttons At The Bottom Of The Editor Screen

Start



The **Start** button tells 1PromptLite™ to leave the editor screen and jump to the scroller screen. When this button is clicked, 1PromptLite™ checks to make sure that there is some text to display. If the editor does not contain any text, this button has no effect. The behavior of this button is determined by the value in the Display From button.

By default, scroller text display begins at the First line. However, the Display From button also supports Display From Current Line. This means that clicking the start button will cause 1PromptLite™ to enter scroller mode and begin displaying text at the current cursor line.

Editor / Prompter Width



The Editor / Prompter Width bar allows you to set the width of the text displayed both on the editor screen, and in the scroller screen. Changing this setting has an immediate effect on the editor. This setting defaults to the maximum width. Experiment with this setting if you would like a narrower prompter or editor display.

Editor Functions Only Available Through The Keyboard



F1 – Start Display At First Line. Pressing F1 while in the editor will tell 1PromptLite™ to enter scroller mode and begin the display at the first line in the editor. This overrides any settings for where to begin scrolling. F1 only works when the editor contains text.



F2 – Start Display At Current Line. Pressing F2 while in the editor will tell 1PromptLite™ to enter scroller mode and begin the display at the current line in the editor. This overrides any settings for where to begin scrolling. F2 only works when the editor contains text.

1PromptLite™ Scroller Mode

1PromptLite™ can be controlled in Scroller Mode five different ways: Keyboard, Mouse, USB Controller, Foot Controller, and RF Controller.

Keyboard Controls Used In Scroller Mode



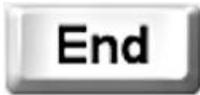
The **Left** and **Right Cursor** keys are used to make small adjustments to scrolling speed. These keys can work along with the mouse and the Trigger controller.



The **Up** and **Down Cursor** keys are used to make large adjustments to scrolling speed. These keys can work along with the mouse and the Trigger controller.



The **Home** key is used to immediately jump to maximum speed (either forward or reverse). This key can work along with the mouse and the Trigger controller.



The **End** key is used to immediately jump to minimum speed (either forward or reverse). This key can work along with the mouse and the Trigger controller.



The **Space** key is used to pause / resume the scroll. It is also used to begin scrolling when the program first enters the scroller screen. This key can work along with the mouse and the Trigger controller.



The **Backspace** key is used to reverse the scrolling direction. This key can work along with the mouse and the Trigger controller.



The **Page Up** and **Page Down** keys are used to jump to Bookmarks. Page Up jumps to the previous Bookmark, and Page Down jumps to the next Bookmark. These keys can work along with the mouse and the Trigger controller.



Number keys **1, 2, 3, 4, 5, 6, 7, 8, 9,** and **0** are only available in 1PromptPro™. It is used to jump to specific Selective Bookmarks. The **1** key will always jump to the beginning of the text, and the **0** key will always jump to the end. Keys **2, 3, 4, 5, 6, 7, 8,** and **9** will take you to the first eight Selective Bookmarks. These keys can work along with the mouse and the Trigger controller. Remember, these are the keys at the top of the keyboard, not the keys on the numeric keypad.



The **F9** key is only available in 1PromptPro™. It is used to toggle the position arrow at the left side of the screen on and off. This key can work along with the mouse and the Trigger controller.



The **F10** key is used to toggle Full Screen mode on and off. This overrides the Full Screen setting configured through Setup. This key can work along with the mouse and the Trigger controller.



The **F12** key is only available in 1PromptPro™. It is used to blank the screen when the prompter isn't in use, or you want to hide the screen. Press **F12** to restore the screen.



The **B** key is only available in 1PromptPro™. It is used to insert Bookmarks in the text while it is scrolling. Pressing the **B** key will momentarily display an indicator at the bottom of the screen. This indicator verifies that the Bookmark was successfully inserted. All Bookmark functions will immediately use the new Bookmark. When the scroller is exited, it will ask if you want to make the new Bookmarks permanent.



The **F** key is only available in 1PromptPro™. It activates the Find function in scroller mode. The **F** key only works when scrolling is paused. The Find function works much like the Find function in the editor. This key can work along with the mouse and the Trigger controller.



The **Esc** key exits the scroller mode immediately. If any Bookmarks were inserted while scrolling, the program will ask if you want to make them permanent. The **Esc** key returns to the editor at the location of the last line displayed in the scroller.

Mouse Controls Used In Scroller Mode

For the mouse to function correctly in scroller mode, make sure that the mouse pointer is in the scrolling text window.

Mouse Functions When Scroll Speed Control Mode Is Split Range:

Right Mouse Button Click: Click to start initial text scroll. After initial text scroll begins, clicking the **Right** button will toggle pause on and off.

Left Mouse Button Drag: Hold down the **Left** button and slide the mouse **Forward** or **Right** to move the speed control to the right. Slide the mouse **Back** or **Left** to mouse the speed control to the left. This method will change both scroll speed and direction.

Mouse Functions When Scroll Speed Control Mode Is Full Range (Only Supported in 1PromptPro™):

Right Mouse Button Click: Click to start initial text scroll. After text scroll begins, clicking the **Right** button will toggle pause on and off.

Left Mouse Button Drag: Hold down the **Left** button and slide the mouse **Forward** or **Right** to move the speed control to the right. Slide the mouse **Back** or **Left** to mouse the speed control to the left. This method will change scroll speed only

Right Mouse Button Drag: Hold down the **Right** button and slide the mouse **Forward** or **Right** to set scroll direction forward. Slide the mouse **Back** or **Left** to set scroll direction backward.

USB Trigger Controller Functions Used In Scroller Mode

Trigger Button 1 Click: Click to start initial text scroll. After initial text scroll begins, clicking Button 1 will toggle pause on and off.

Trigger Button 2 Click: Click to start initial text scroll. After initial text scroll begins, clicking Button 2 will reverse scroll direction.

Roller Ball Functions When Scroll Speed Control Mode Is Split Range:

Spin the roller ball up and/or to the right to scroll text forward at increasing speeds. Spin the ball down and/or to the left to scroll text backward at increasing speeds.

Intermediate forward scroll speeds are between the far right and the center of the speed indicator. Intermediate backward scroll speeds are between the far left and the center of the speed indicator. Moving the controller to the center of the speed indicator will pause the scroll.

Roller Ball Functions When Scroll Speed Control Mode Is Full Range (Only Supported in 1PromptPro™):

Spin the roller ball up and/or to the right to scroll text at increasing speeds. Spin the ball down and/or to the left to scroll text at decreasing speeds.

Maximum speed (in either direction) is at the far-right of the speed indicator. Minimum speed (in either direction) is at the far-left of the speed indicator. Moving the controller to the far left of the speed indicator will pause the scroll.

RF Wireless Controller Functions Used In Scroller Mode



Pause / Resume: Press to start initial text scroll. After initial text scroll begins, pressing Pause / Resume will toggle pause on and off.

Previous Bookmark & Next Bookmark: Go to the appropriate bookmark.

Reverse Direction: Change scroll direction keeping the current speed.

Toggle Full-Screen: Hides or shows speed and direction indicators.

Speed / Direction Pad Operation In Split Range Mode:

Press the pad at the top or right to scroll text forward at increasing speeds. Press the pad at the bottom or left to scroll text backward at increasing speeds. The harder the pad is pressed, the more rapid the speed change.

Intermediate forward scroll speeds are between the far right and the center of the speed indicator. Intermediate backward scroll speeds are between the far left and the center of the speed indicator. Moving the controller to the center of the speed indicator will pause the scroll.

Speed / Direction Pad Operation In Full Range Mode (Only Supported in 1PromptPro™):

Press the pad at the top or right to scroll text at increasing speeds. Press the pad at the bottom or left to scroll text at decreasing speeds. The harder the pad is pressed, the more rapid the speed change.

Maximum speed (in either direction) is at the far-right of the speed indicator. Minimum speed (in either direction) is at the far-left of the speed indicator. Moving the controller to the far left of the speed indicator pauses the scroll.

Configuring Dual Monitors

1PromptLite™ depends on Windows to control access to dual displays. Every version of Windows since 98SE has built-in multiple display support. While most laptops include support for dual-displays, many desktop computers do not.

If you already know how to configure multiple displays under Windows, it is only necessary to set both displays to use the same resolution. Because of the added work of displaying with two displays, it is also recommended that you set the number of display colors to 16 bit or less (this should not be necessary with higher-end cards, or cards set to lower resolutions.)

Note that very few laptops have upgradeable video systems, so if your computer does not support dual-displays, you will need to use a different laptop. However, virtually every laptop built in the past few years already supports dual displays.

If you have a desktop computer without dual-display support, you have a couple of options. The easiest way to get dual-display support is to replace your current video card with a “dual-head” video card that supports two displays. Adding a second video card can also work, but it is more difficult, and usually requires some “tweaking” to function. Also, the performance of the system is only going to be as good as the slowest video card.

When using dual displays with 1PromptLite™, you must configure Windows to extend the desktop to the second display. Some equipment (usually laptops) allows you to set the second display as a mirror of the first display. This setting will not work correctly with 1PromptLite™. Only the extended desktop setting will work correctly.

The best source of information about configuring your system for dual displays is your video card or laptop documentation. Many video cards and laptops offer special settings for this purpose. If you don't have your video card or laptop documentation, the following sections should help.

Most dual-head cards with relatively new drivers provide their own methods to configure them for multiple displays. When you go to display settings, just select the Advanced button, and look for your particular video card's multiple display settings. The generic procedures listed on the next few pages will also work, but they are not as convenient. The procedures on the next few pages should work with cards from different manufacturers.

Many laptops now come with "Wide Screen" displays. These are displays that have a wider aspect ratio than normal. Instead of a "standard" resolution such as 1024 x 768, they might have a resolution of 1280 x 768. While this is not an issue when displaying directly to the laptop screen, it can be a problem when using a Wide Screen laptop with a standard ratio display.

As of version 7.0, 1PromptLite™ supports dual-screen displays of different resolutions. While it is recommended that you set the resolution of each screen to be equal, the software works with most resolution combinations.

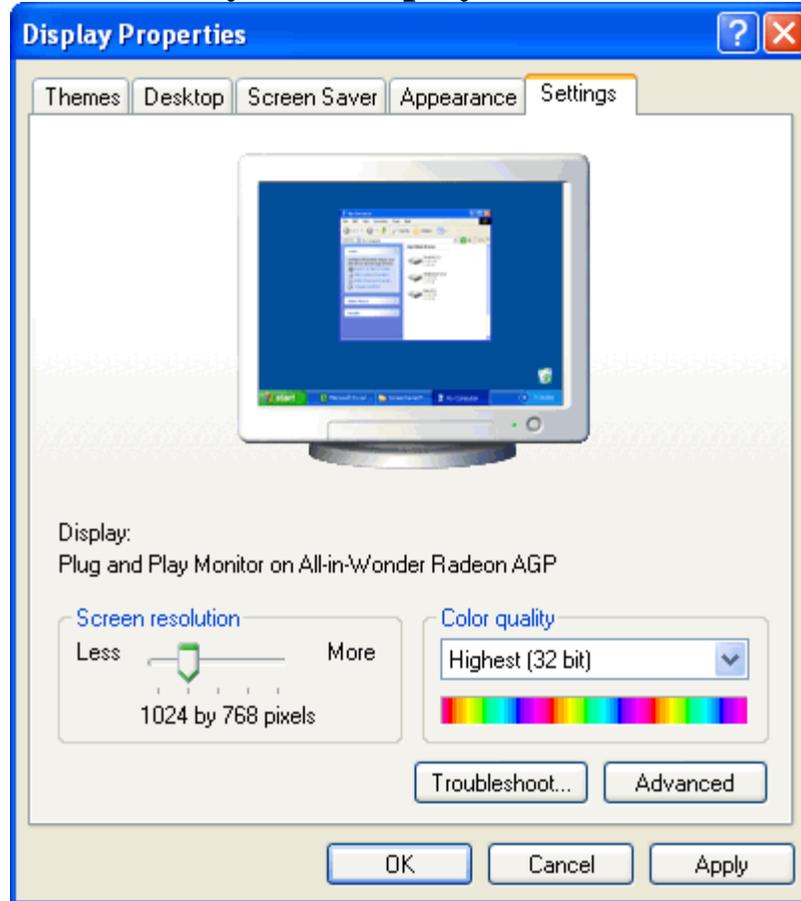
For performance reasons, the software does not "scale" the displays. Therefore, you will see varying amounts of empty space around at least one of the displays when you use resolutions that are not equal.

For instance, if your laptop has a resolution of 1280 x 768, and the prompter display has a resolution of 1024 x 768, the width of the laptop scroller and editor will be reduced to equal 1024 pixels. While the prompter display will completely fill with the prompter output, you will see a border around the laptop display when the text is scrolling.

If the prompter display has a higher resolution than the laptop display, the opposite will occur. A prompter display with 1152 x 864 resolution can be driven by a laptop with 1024 x 768 resolution. In this case, the laptop display fills the screen, but the prompter display has a border around it.

If you have a desktop computer and are not sure if it already has dual-display support, you can use Windows to find out. Right-click on an open area of the desktop, and select Properties from the drop-down menu that appears. Display Properties should then be displayed. Select the Settings tab on the right and you should get a display that is similar to one of the following:

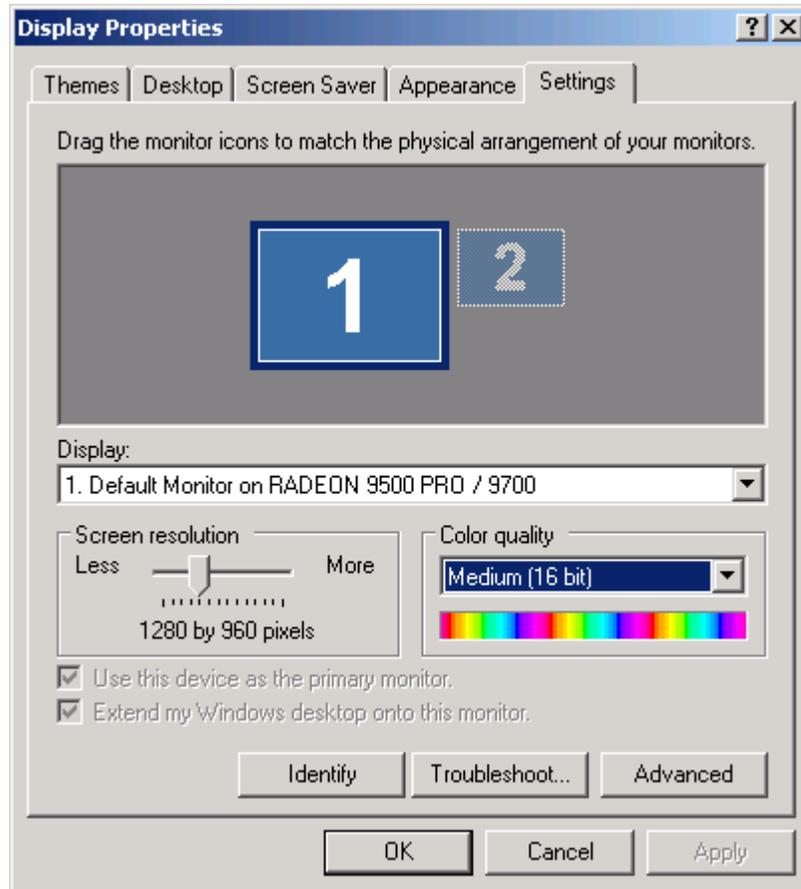
Only One Display Identified



This dialog shows only one display available for the desktop. If more than one display is found, a drop-down box is shown under the Display: label with a description of each available display. In addition, a window would be shown on the top half of the dialog. This window would contain at least two small boxes with numbers on each box.

If you see a display like this, your computer does not have dual-display support available. Make sure you have a properly-configured dual-head video card or dual-display laptop, or install a second video card. Refer to the dialog on page 36 to see how the display looks when configured correctly.

Two Monitors Identified, Only One Monitor Enabled

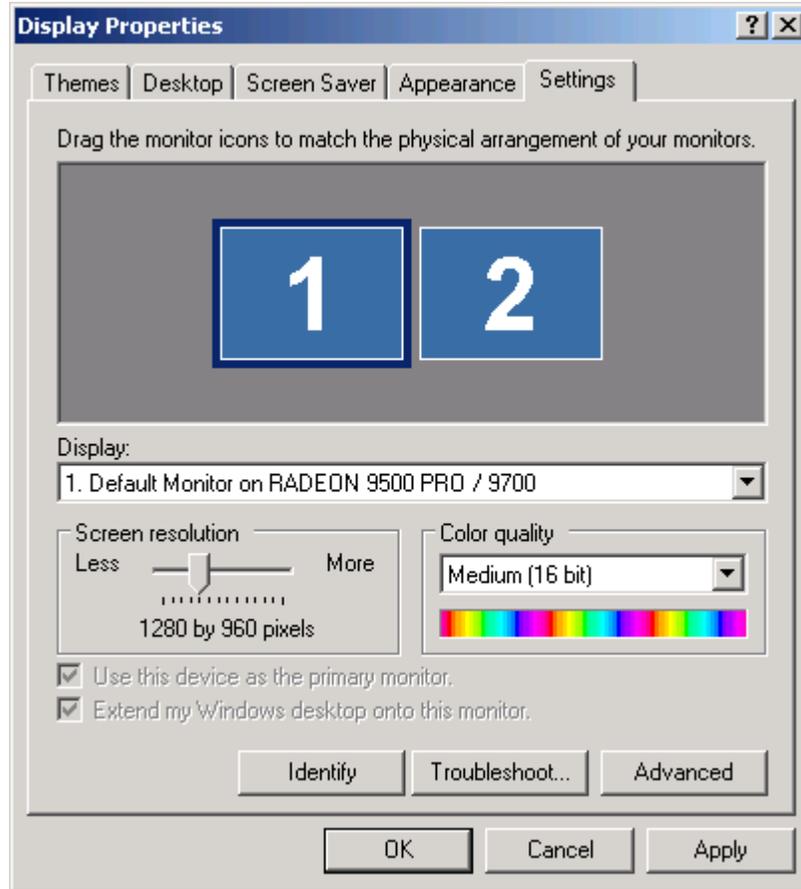


This display shows that there are two displays available for use. Display 1 (the primary display) is enabled, but Display 2 is not enabled. 1PromptLite™ will work with this configuration if you enable and configure the second display. To do this, click the grayed-out Display 2 box. You will then be shown Display two's information, and you should be able to check the box titled Extend my Windows desktop onto this monitor.

After checking this box, Display 2 will be enabled. It is recommended (but not required) that both displays should have the same resolution and number of colors. In addition, the box representing Display 1 should be directly to the left of, and aligned top to top with the box representing Display 2.

Ideally, the display configuration should match that of the example on the next page.

Two Displays Identified, Both Displays Enabled, Correct Settings



If your display configuration looks similar to this, you are ready to use 1PromptLite™ in dual-screen mode. Notice that in this example, both displays are enabled and have the same resolution settings (both display boxes are the same size.) While this is recommended, it is not required. You can have different screen resolutions for Display 1 and Display 2, as long as Display 1 is directly to the left of, and aligned top to top with Display 2

If you choose to use two displays with different resolutions, please keep in mind that at least one of the displays will have a small amount of unused space. Depending on the differences in resolution, this unused space could be at the top and/or sides of the display. It's even possible to have empty space around the top and bottom of one display, and empty space around the left and right sides of the other display.

Tips For Using 1PromptLite™

Always type in a few lines of dashes or lines at the very beginning of your script along with some kind of identification, such as "Bob Smith's Script, June 1, 9:00 AM", and then put in a few hard return lines before the first line of the script comes up. This will allow you to get up to speed before your reader starts their script. Also put a few lines or spaces at the end of your script so that you can roll past the last line for your reader.

Make sure you've marked up your script for a steady pace. This may involve spelling out numbers; while the number 9,856,577 only takes up nine spaces on the screen, it is more than a mouthful to actually say.

Avoid using any type of bullets. Although the software supports them, they make scripts more difficult to read at a steady pace. Bullets help the appearance of presentations, but are not really appropriate for prompting.

Add blank lines between thoughts or paragraphs. Anything you can do to make the scroll speed more consistent will make it easier when it comes time to scroll the script.

Use 1PromptLite's™ colors to indicate changes to the reader(s). This reduces the amount of text displayed, and makes text delivery more consistent.

Display Troubleshooting

1.) I entered a script and clicked on a button to scroll it, but the text did not scroll.

- Make sure the script was in a large enough font to scroll multiple lines. 1PromptLite™ will not scroll unless there is more text to display than will fit on the screen.
- Press Enter or the left controller button to start.
- Enter multiple lines or repeating characters at the beginning of every script.

2.) After booting up, I attached the video cable and have no image on the prompter screen.

- Attach the cable and the external monitor (or scan converter) **FIRST, BEFORE** you boot up. This allows the computer to recognize that an external monitor is attached.
- If using a laptop, verify that the external VGA video connection is enabled. Refer to the **Enabling External Video on Laptops** section.
- Verify both displays are enabled in the Control Panel display settings. Refer to the **Configuring Dual Monitors** section.
- Remember that the software does not output an image on the prompter screen until you leave the editor and enter scroll mode.

3.) My color display in scroll mode is way too slow.

- Your computer may not be powerful enough to display in full color. Refer to the section about improving display performance on page 2.
- Set your display to 800x600, 256 colors.

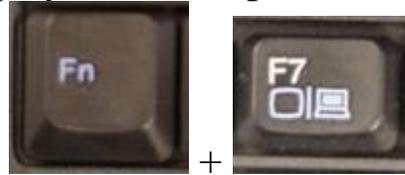
4.) My scroll screen stops before the end.

- Add multiple blank lines or lines of repeating characters (\$\$\$\$\$\$\$\$\$\$\$\$ is a good one) at the **END** of every script so you may scroll through the end of the script, ending on the "nonsense" line of characters.

Enabling External Video on Laptops

The method to enable external video on laptops varies between different laptop models. You may need to refer to your laptop documentation if you cannot enable external video using these instructions.

Usually, you will need to press a combination of keys together on your keyboard in order to enable external display. For example, IBM Thinkpad



laptops usually use the key combination  + , and toggle the video output through the following stages:

- 1.) Turn on the external VGA port, and turn off the laptop screen.
- 2.) Turn on both external VGA port and the LCD display of the notebook.
- 3.) Turn off the external VGA port and turn on the laptop screen.

Obviously, the prompter would require that the laptop display be at stage 2 (both internal and external video enabled) for it to work correctly.

Dell laptops frequently use the Fn key and the F3 or F8 keys to perform the same function.

Compaq and HP laptops usually use the Fn key and F3.

Toshiba laptops usually use the Fn key and F5.

Sony laptops usually use the Fn key and F7 or F8.

Acer laptops usually use the Fn key and F8.

However, different models of laptops from the same manufacturer can use different keys for the same purpose. Also the settings sequence listed for the Thinkpad is not necessarily followed by all manufacturers. Please consult your laptop documentation if you are still unable to enable external and internal video simultaneously.

Configuring the Shuttle Express Controller for 1Prompt™ Software

- Install the Shuttle Express driver. You can use the disk included in the controller box, or download it from <http://forums.contourdesign.com/viewtopic.php?f=14&t=3772>
- After the driver is installed, you will see a small dimpled circle in the task bar. This is the Shuttle Express Driver Agent.
- Left-click on this circle, and you will see an option to **Open Control Panel**.
- Select the **Open Control Panel** option.
- You will now see the **Contour Shuttle Device Configuration** window.
- In the upper-left area of the window, you will see a button labeled **Options**.
- Click the **Options** button, and you will see a list of several entries.
- Select the entry labeled **Import Settings**.
- You will now see a file selection box.
- Browse to the directory where you installed the 1Prompter™ software. This directory is usually **C:\Program Files(x86)\1Prompter Lite**.
- You should see a file labeled **1PromptLite.pref**.
- Double-click the **1PromptLite.pref** file to load it.
- The settings for **1Prompt™** are now loaded into the Shuttle Express Driver Agent.
- If you have installed one of the newest drivers, you will also have to disable an extra setting.
- Click on the **Options** button again, and look for an entry labeled **Disable Speed Control**.
- If you have this entry, make sure that it is checked.
- You do not have to configure **1Prompt™** to use the Shuttle controller. It will be detected automatically.
- You can configure the Shuttle Express buttons for alternative uses in **1Prompt™**. To do this, click the **Display Setup Menu** icon in the editor toolbar.
- When the **1Prompt™ Display Setup** menu appears, click **Setup Speed Controller**.
- When the **1Prompt™ Speed Controller Setup** menu appears, click **Setup Shuttle Xpress**.
- You can now configure the Shuttle buttons for various functions.
- Just save your settings, and **1Prompt™** will utilize the new button functions

Technical Support

E-mail: **info@1prompter.com**

If you have questions or suggestions about additional software features, hardware compatibility, performance issues, software bugs, or installation problems, please contact:

Russell Holloway

E-mail: **russavd@outlook.com**