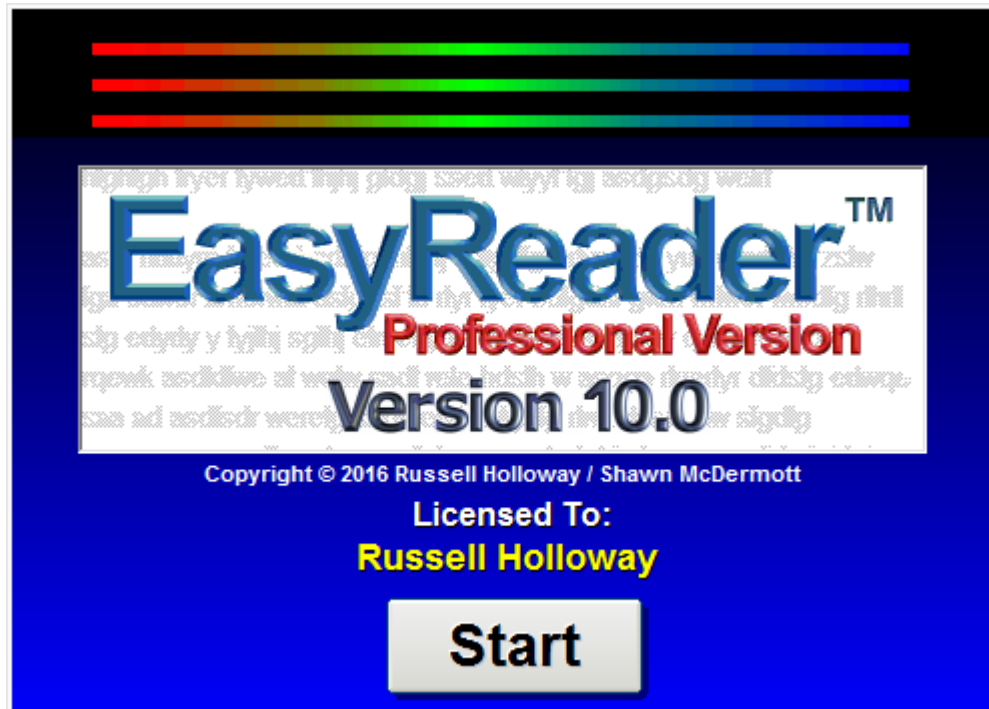


EasyReader Pro™
Prompting Software
For Windows XP – Windows 10



**Instruction
Manual
Version 10.0**

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is distributed exclusively by

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EasyReader Pro™ Software Specifications

Operating System Supported: Win 9x/NT4/2000/ME/XP/Vista/7/8.

Screen Resolutions Supported: 640x480 and up.

Color Depths Supported: 256 Color, High Color, True Color.

Full-featured premium Word Processor.

- block editing, search/replace function, cut/copy/paste, spell checker, support for bold, italic, underline, and strike-through text, all-caps function, all lower-case function, undo/redo support, natively supports Text and Rich Text files, loads most Microsoft Word files (if Microsoft Word is installed).
- loads any TrueType font, scales from 8 point to 48 point size.
- supports multiple colors for text, screen, and text background. All colors can be customized.
- editor writes to 50% size, doubles for scrolling.
- custom margins options for scroll screen.
- Prints scripts in a wide variety of formats.

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.

Hand and Foot Controllers now available: Work on desktops or laptops.

ShuttleXpress Controller now available: Work on desktops or laptops.

Hardware Requirements

EasyReader Pro™ 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 640x480 using True Color. The highest performance can be found using 640x480 or 800x600 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 EasyReader Pro™ are much more dependant 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 EasyReader Pro™

This version of EasyReader Pro™ is distributed on a single USB memory key. This key contains the software, the manual, all support files, and a Script directory. If you are using Windows 2000 or Windows XP, there is no need to install software to support the key. Just insert the memory key, and then browse to the file “Setup.exe” on the memory key. Run this file, and the program will install to the hard drive after a few seconds.

If you are using Windows 98 or Windows Me, you will need to install support for the memory key. Contact Audio Video Design if you need help installing the correct driver.

The Setup.exe program will allow you to view the manual, install Adobe Acrobat Reader, and install EasyReader Pro™. You can install EasyReader Pro™ to as many computers as you wish, but the software will only scroll on a computer that has the memory key attached.

If you like, you can store your scripts in the Script directory on the memory key. That way, you can take the memory key with you, install the software to whatever computer you will be using, and load your scripts from the Script directory.

Running EasyReader Pro™

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 EasyReader Pro™.

There are three ways to prepare scripts for prompting in EasyReader Pro™.

- The easiest way to prepare a script is to create it using EasyReader Pro's™ internal word processor. Just enter your text, and use the built-in functions to select text attributes, colors, and functions such as story breaks.
- You can also load a script from an external word processor using the button in the upper right corner on the editor screen. 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 have Microsoft Word installed on your computer, EasyReader Pro™ will allow you to load Word **.DOC** and **.DOCX** files directly into the editor. Just select the **Word Documents** option under the **Files of Type** selection box when you are opening a document. After you have loaded the document, you can modify it any way you wish. If you save the edited document in **.RTF** format, you can load it back into the word processor that created it with the changes intact.
- EasyReader Pro™ 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 EasyReader Pro™.

Editing Scripts in EasyReader Pro™

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.

EasyReader Pro™ 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 50% of the size it will appear on the screen in scroll mode. Thus, 24 point in the Editor becomes 48 point size in Scroll Mode, 26 point font becomes 52 point size, and so on. You will find that sizes in the 36-60 point range work best 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, All Caps, 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.

Editor Screen Buttons Detailed

Color Selection Buttons



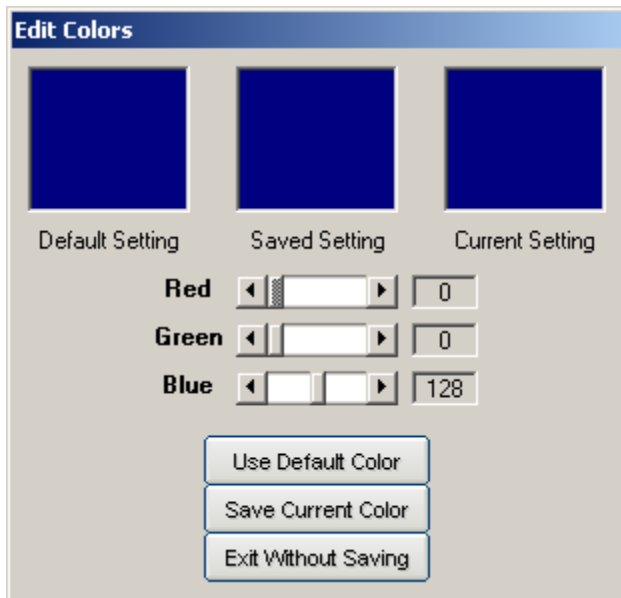
These three rows of buttons specify the colors used for EasyReader Pro™ displays.

The **Screen Color** buttons specify the color used for the overall background display.

Only one Screen Color can be specified in a script, so any new selection will override an existing selection

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.

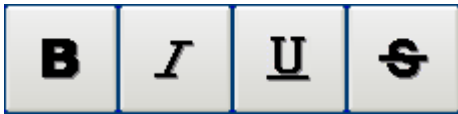
The **Text Back Color** buttons specify the background text color to be displayed. These buttons apply color changes only to highlighted text. In addition, any text you type after selecting one of these buttons will take on that color for its background.



If you right-click any of the **Color Selection** buttons, you are presented with a color configuration menu called **Edit Colors**. This menu will allow you to adjust the properties of display colors to suit your taste.

The use of this menu is self-explanatory. Just remember that you can correct any mistakes with the **Use Default Color** button.

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.

Buttons Are:  **B** **Bold**  *I* *Italic*  U Underline  ~~S~~ ~~Strikethru~~.

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 EasyReader Pro™ starts, it adds all the fonts loaded on your system into this box. To add another font to EasyReader™, install it using the standard Fonts program under Control Panel.

The box on the right selects the font size. EasyReader Pro™ supports font sizes from 8 to 48 points. Remember, the prompter display doubles the font size, so fonts displayed in the editor at 30 points will display in the prompter at 60 points. Fonts displayed in the editor at 48 points will display in the prompter at 96 points. Just think of the text in the editor as a half-sized representation of the prompter.

Text Alignment Buttons



These buttons allow you to set the text alignment. Text can be left-aligned, centered, or right-aligned. Alignment applies to the

entire script.

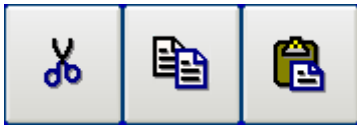
All-Caps and All Lower-Case Buttons



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.)

Case selection applies only to selected text. Unlike other functions, these buttons have no impact on non-selected text.

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 EasyReader Pro™ is a popular way to transfer scripts. EasyReader Pro™ automatically checks pasted text to insure that the font size is within normal limits.

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 Upper-Case, 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.

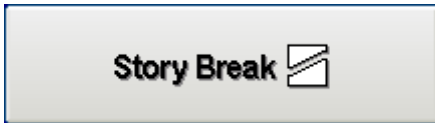
Clear Text



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

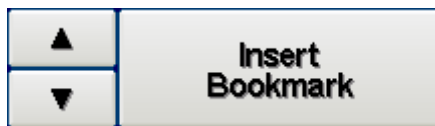
first ask if you are sure you want to erase the text. Answering yes will immediately clear out all editor text.

Story Break



The Story Break button inserts a special series of characters in the editor text. These characters instruct EasyReader Pro™ to display a Story Break when the program is in prompter mode. The characters inserted by this button are: ^----. The Story Break is important because it not only indicates a break in the script, but it also provides a Bookmark to use while prompting.

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 keyboard shortcut for Insert Bookmark.

Bookmark characters are only displayed in the editor, not while prompting. The regular bookmark character is a carat (^), and the Selective bookmark character is a tilde (~). The two small buttons on the left 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.

Selective Bookmark



Selective Bookmarks are a special type of bookmark that provide additional functionality when scrolling. Selective Bookmarks act just like normal bookmarks in scroll mode, but they are also mapped to the 2-9 keys on the keyboard (keys 1 and 0 always take you to the beginning and the end of the text). If you have inserted Selective Bookmarks, you can jump to their location by pressing keys 2 through 9.

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 the editor text. The keyboard

shortcut for Undo is **Ctrl-Z**.

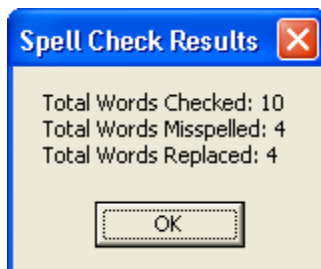
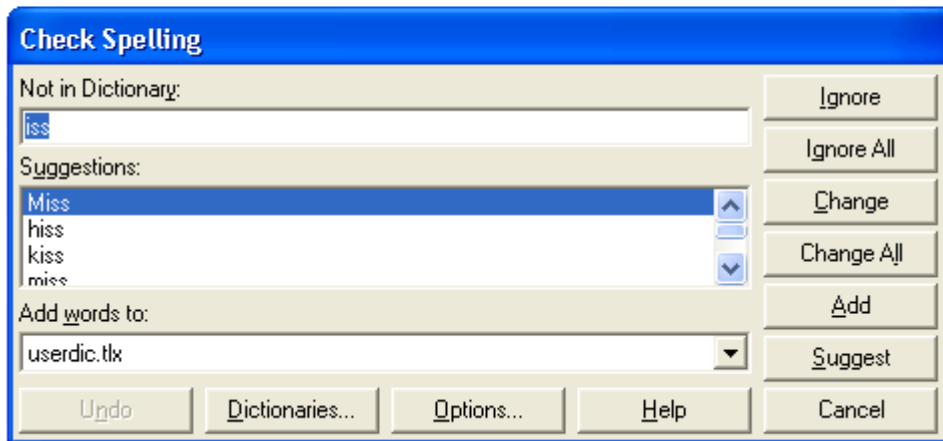
Spelling



The Spelling button invokes EasyReader Pro's™ spell checker. This spell checker is powerful, but quite simple to use.

This **iss** a test of
EasyReader Pro's
Spelleng Checkur.

To use the spell checker, just click the Spelling button. The program will quickly scan the document for any words that it does not recognize in its dictionary. It then prompts you for instructions about how to handle any unknown words. You can add words to the dictionary, ignore

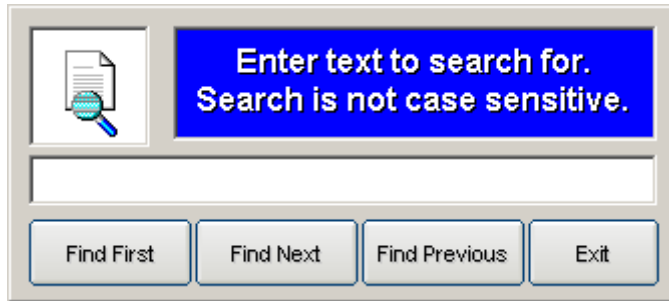


any further instances of a word, or take the dictionary's suggested replacement. When spell-checking is complete, EasyReader Pro™ presents a summary of results similar to the one on the left.

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 window on the left.

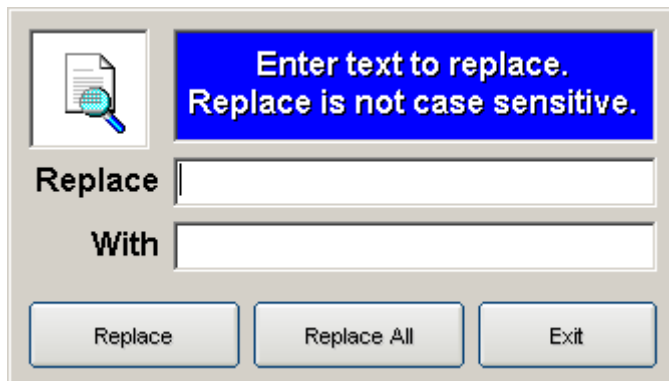
To search for text in the editor, simply enter the text you want to search for in the box provided. You

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. When you select this button, you are presented with the window on the left.



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.

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.

Shortcuts Active In The Editor								
Ctrl	L	Load	Ctrl	X	Cut	Ctrl	A	Select All
Ctrl	S	Save	Ctrl	C	Copy	Ctrl	M	Bookmark
Ctrl	P	Print	Ctrl	V	Paste	Ctrl	R	Recent Files
Ctrl	F	Find	Ctrl	B	Bold	Ctrl	1 - 8	Text Color
Ctrl	Z	Undo	Ctrl	I	Italic	F1		Start display at first line
Ctrl	Y	Redo	Ctrl	U	Underline	F2		Start display at current line

Shortcuts Active In The Scroller						
←	→	Slow Adjust	Home	Max Speed	Backspace	Reverse Scroll
↓	↑	Fast Adjust	End	Min Speed	F9	Toggle Arrow
Page Up		Last Bookmark	Space	Pause / Resume	F10	Toggle Full-Screen
Page Dn		Next Bookmark	Esc	Exit to Editor	F12	Blank Screen
1 - 0		Jump to Bookmark	B	Insert Bookmark	F	Search (If Paused)

Editor / Prompter Width

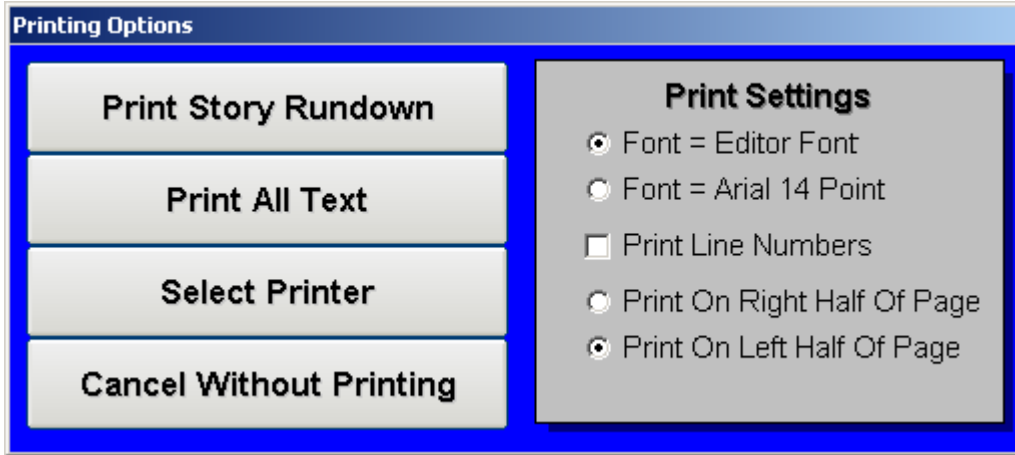


The Editor / Prompter Width bar allows you to set the width of the text displayed both on the editor screen, and in the scroller screen. Changing this setting has an immediate effect on the editor. This setting defaults to the maximum width. Experiment with this setting if you would like a narrower prompter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

Print



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



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

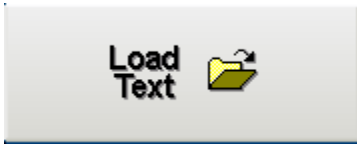
The Print function varies depending on whether or not

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**.

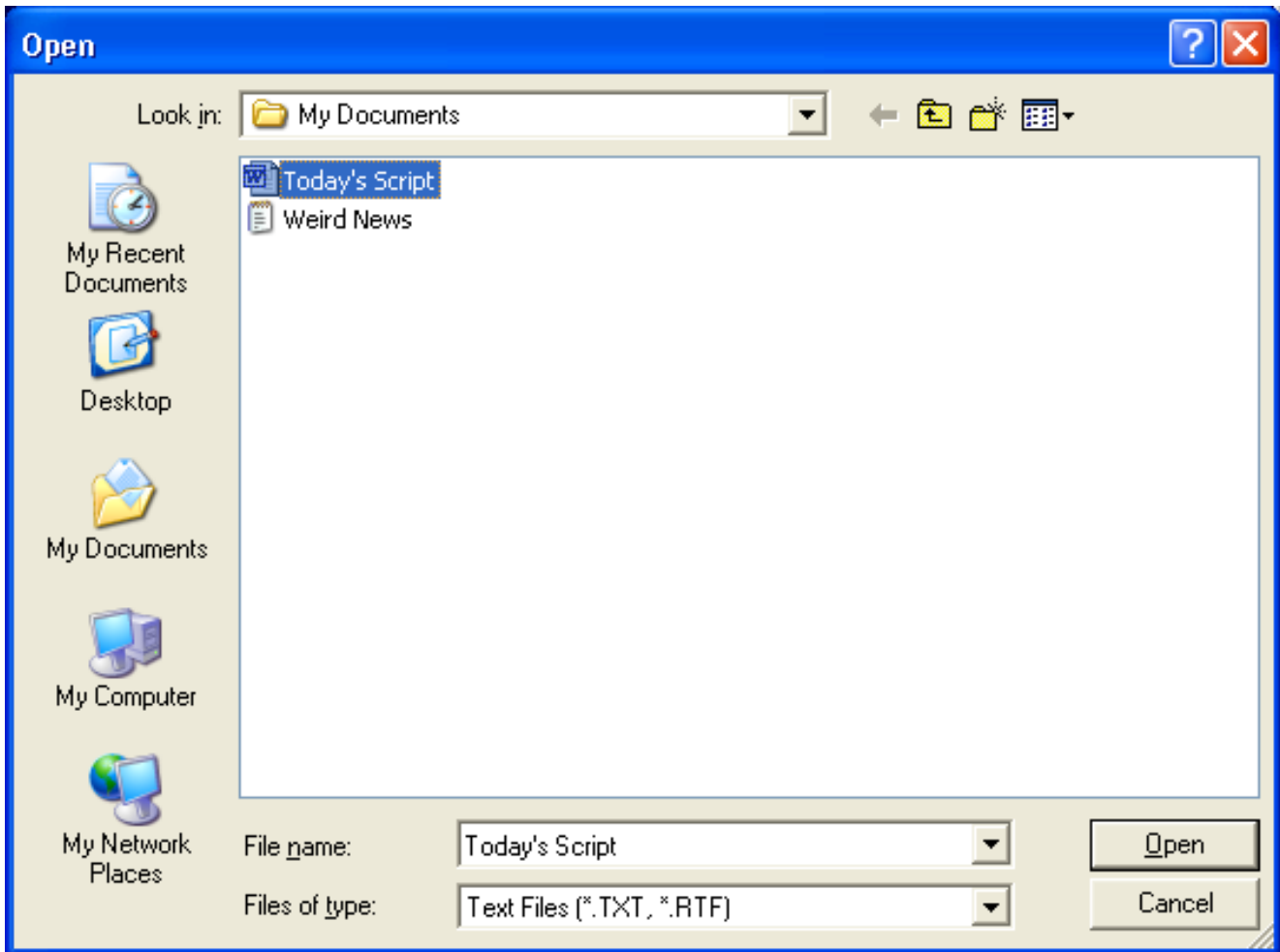
The top button on the left labeled: **Print Story Rundown** allows you to print only the first line from each section. Sections are determined by Story Breaks. The first line in the script is always the first line printed in the Story Rundown. Any subsequent lines that immediately follow a Story Break are also printed. The **Select Printer** button simply allows you to specify the printer you wish to use to print the text. Otherwise, the default printer is used

Print Settings allow you to set various printing options. The **Font** option allows you to print using either the current font displayed in the editor, or it forces the printer to use Arial 14 Point. Selecting **Print Line Numbers** instructs the printer to print the current line number beside each line of text. **Print On Right Half Of Page** and **Print On Left Half Of Page** instruct the printer how to format the output.

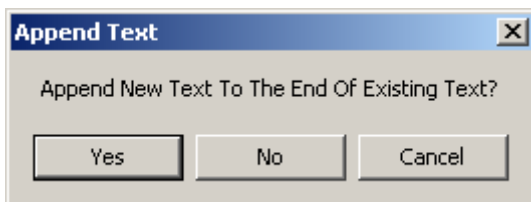
Load Text



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. However, by clicking the arrow at the end of the Files of type box, you can also tell the program to list all Word .DOC files.



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

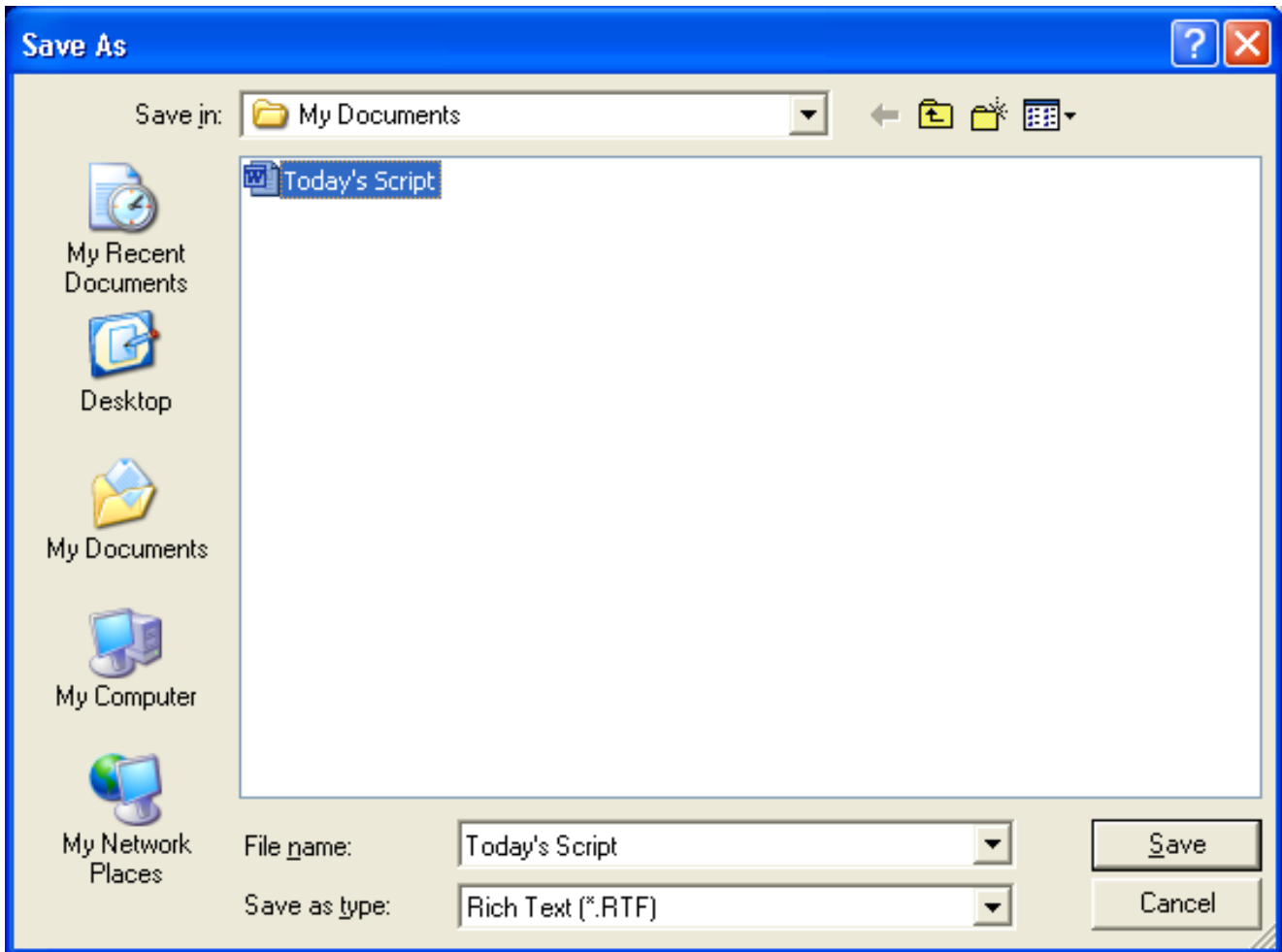
Break. If you choose No, text will be loaded at the location of the cursor.

The button to the right of the Load Text button displays a list of the last few files that were loaded. This permits rapid selection of commonly used files.

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.

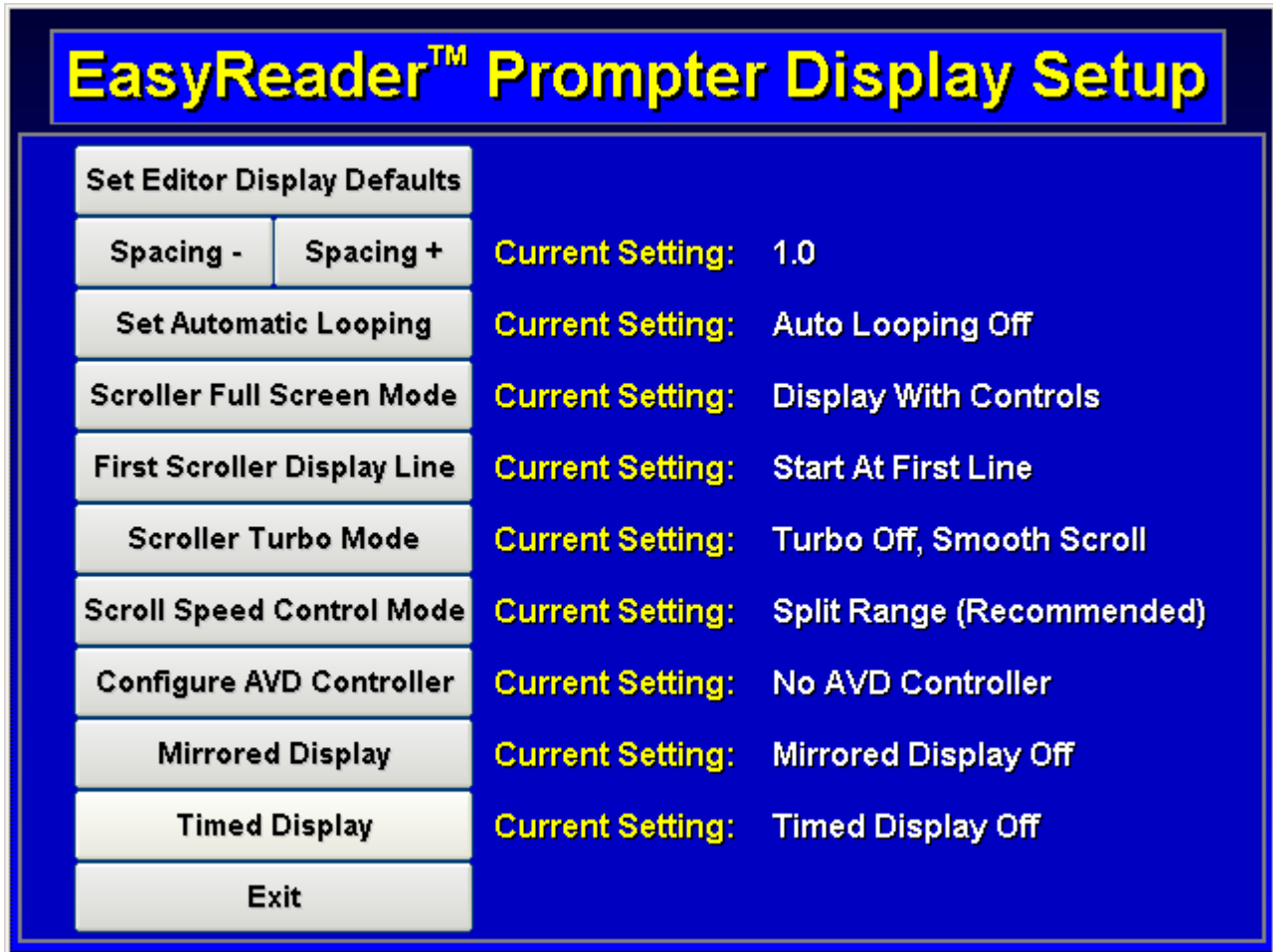
EasyReader Pro™ defaults to saving all files in .RTF format. The only exception is when a file was loaded with a .TXT extension. You can still save the file as .RTF by overriding the selection in the Save as type box.

Files that were loaded in Microsoft Word .DOC or .DOCX format cannot be saved in .DOC or .DOCX format. They should be saved as .RTF files.

Setup



The Setup button Invokes the EasyReader Pro™ Display Setup Menu.



The Display Setup Menu allows you to set various EasyReader Pro™ operating parameters. The Display Setup Menu handles defaults for both the editor and the scroller, as well as providing a way to customize the USB hand controller.

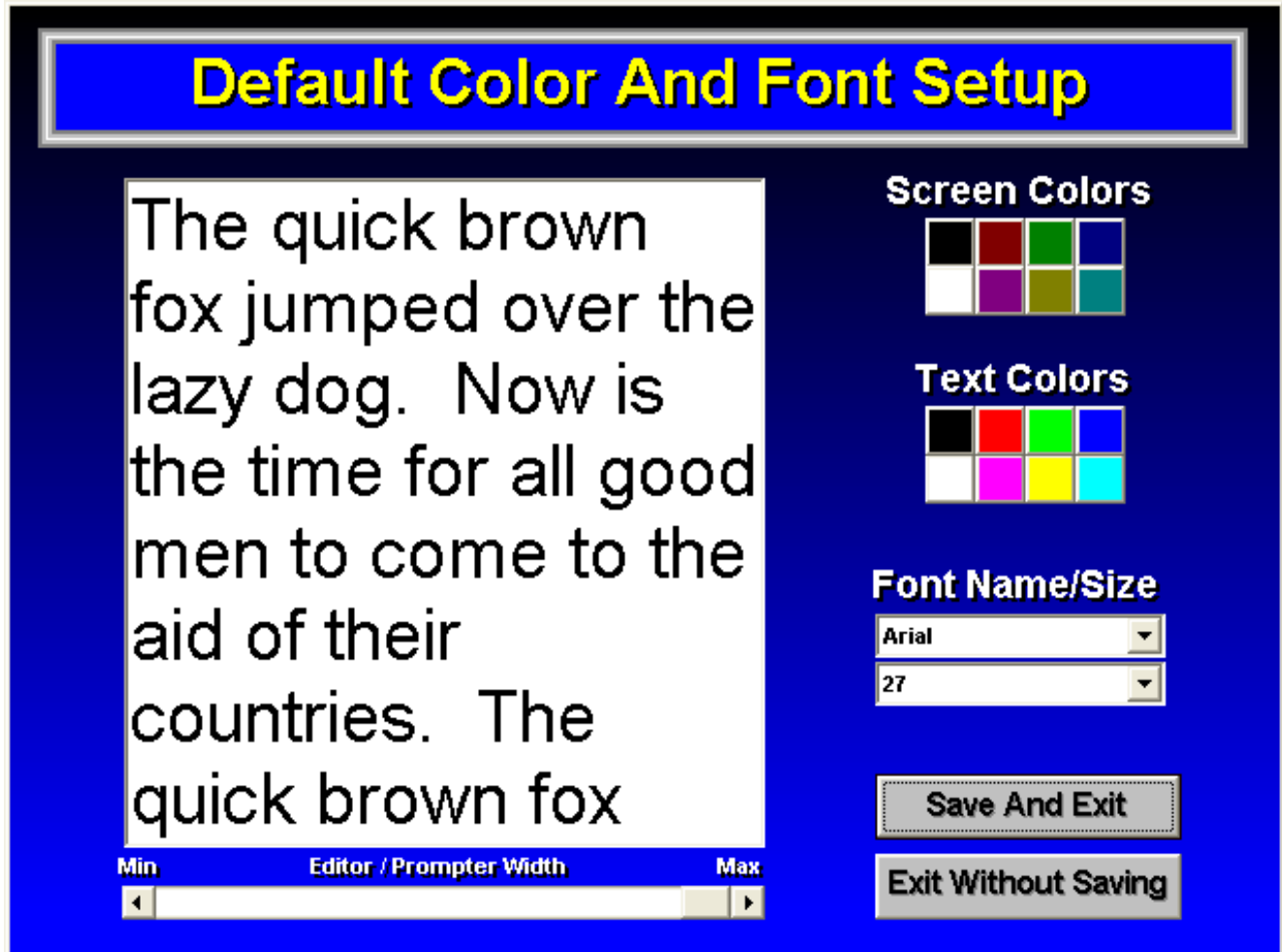
All of the options on this menu are saved each time EasyReader Pro™ exits.

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

Setup Menu – Set Editor Display Defaults



The **Set Editor Display Defaults** button brings up the following screen:



This screen allows you to set the default Screen Colors, default Text Colors, default Font Name, default Font Size, and default Editor / Prompter Width.

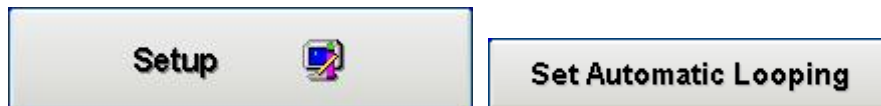
As you make your selections, they are displayed in the preview window. Remember, none of these settings are locked-in when you are creating scripts. You can change any or all of them from the editor. However, these are the settings that are initially present in the editor each time the program loads.

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.

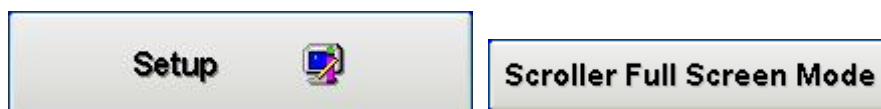
Setup Menu – Set Automatic Looping



The **Set Automatic Looping** setting dictates whether or not EasyReader Pro™ runs in automatic mode. When Automatic Looping is turned off (the default), EasyReader Pro™ will only respond to user input. When Automatic Looping is on, EasyReader Pro™ responds to a limited number of inputs.

With Automatic Looping on, EasyReader Pro™ will pause for five seconds when it enters the scroller mode. It then automatically begins scrolling until it reaches the end of the text. It waits for five seconds at the bottom of the text, and then begins scrolling from the top again. In this mode, it will respond to speed changes, but not to other inputs such as pause.

Setup Menu – Scroller Full Screen Mode



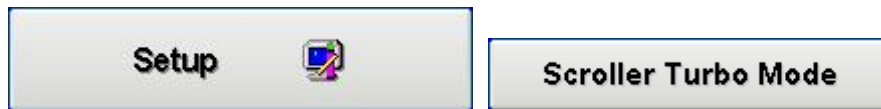
The **Scroller Full Screen Mode** setting controls the default behavior when EasyReader Pro™ enters the scroller mode. Display With Controls (the default) means that the program will show all user controls when prompting. Display Full Screen means the controls are hidden. This setting is easily changed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

Setup Menu – First Scroller Display Line



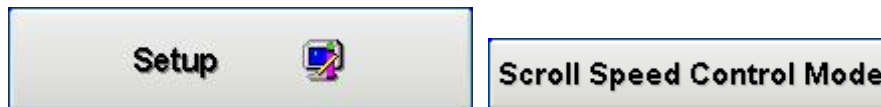
The **First Scroller Display Line** setting controls the first line to be displayed when the user clicks the Start button on the editor screen. Start At First Line (the default) tells EasyReader Pro™ to begin prompting from the first line in the editor, no matter what line you are currently editing. Start At Current Line tells EasyReader Pro™ 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 EasyReader Pro™ to scroll text at much higher speeds. However, this comes at the price of smoothness. Use this setting only if your computer/video card combination is very slow.

Setup Menu – Scroll Speed Control Mode

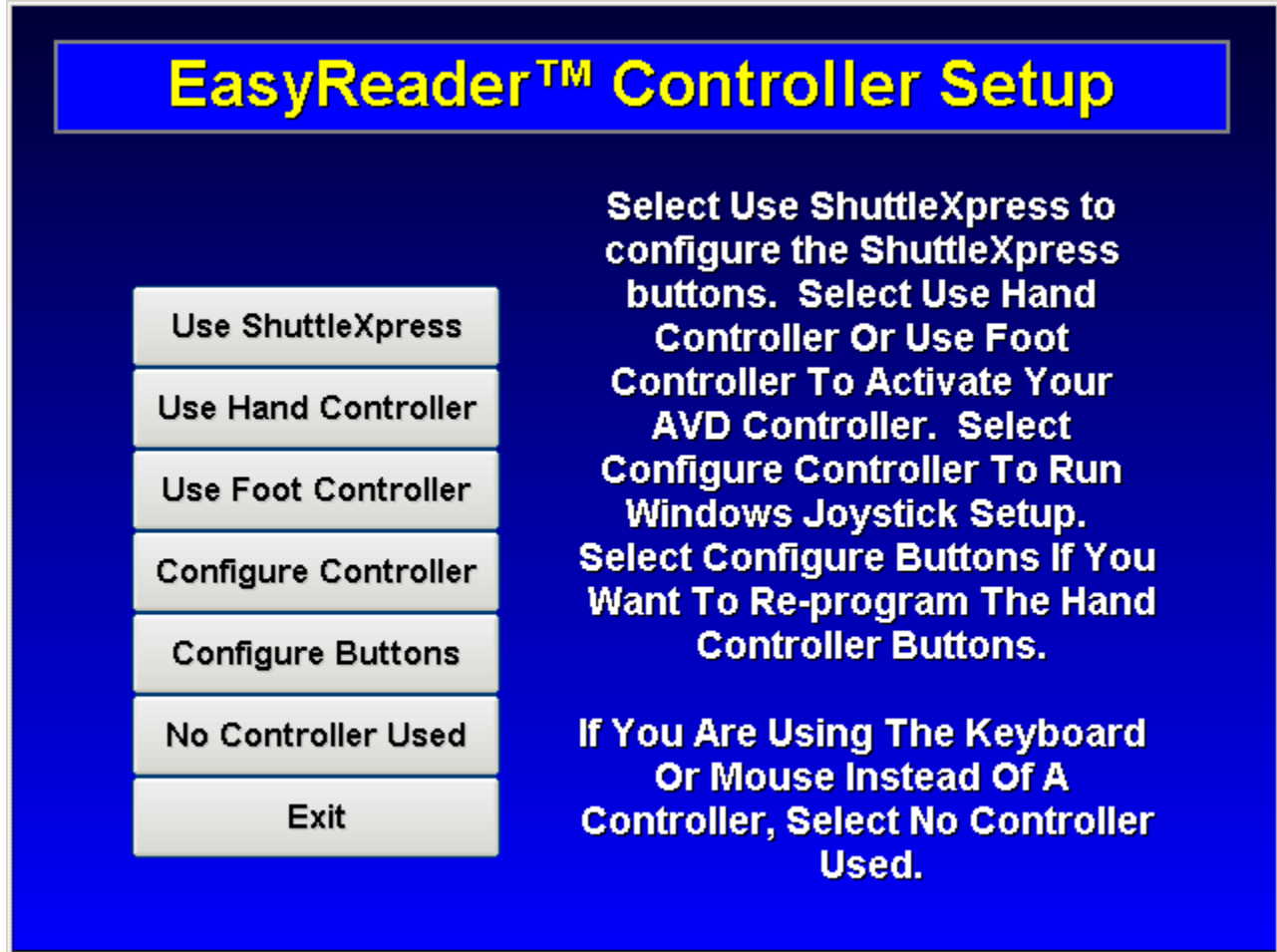


The **Scroll Speed Control Mode** setting determines how EasyReader Pro™ responds to speed inputs while scrolling. Split Range (the default) tells EasyReader Pro™ to run at full forward speed when the control is at the far right, pause when the control is centered, and run at full reverse speed when the control is at the far left. Full Range tells EasyReader Pro™ 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. While Full Range is slightly more sensitive, it does not support controller configuration buttons, and is somewhat more cumbersome to operate.

Setup Menu – Configure USB Controller



The **Configure USB Controller** button brings up the following screen:



The **Use ShuttleXpress** button tells EasyReader Pro™ to utilize the optional ShuttleXpress controller. Selecting this option will display the ShuttleXpress button configuration screen. You assign any one of eight different functions to each of the five ShuttleXpress buttons.

The **Use Hand Controller** button tells EasyReader Pro™ to respond to USB Hand Controller inputs. It will alert you if it cannot find the controller.

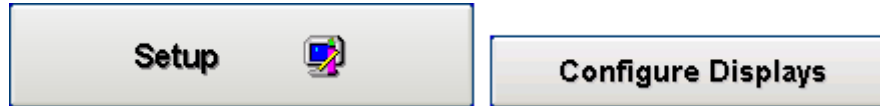
The **Use Foot Controller** button tells EasyReader Pro™ to respond to USB Foot Controller inputs. It will alert you if it cannot find the controller.

The **Configure Controller** button brings up the standard Windows game controllers setup. Use this program to calibrate and test the controller.

The **No Controller Used** button tells EasyReader Pro™ to ignore controller input. You can still control scrolling with the keyboard or the mouse.

The **Configure Buttons** button brings up a simple button configuration display that allows you to set the function of the two buttons on the USB Hand Controller. The defaults for the hand controller are: Button 1 – Jump To Next Bookmark. Button 2 – Jump To Previous Bookmark. The controller buttons always take on a Begin Scroll function when the program enters scroll mode. It's only after the text begins scrolling that the buttons take on their set values. Note that the foot controller is not configurable.

Setup Menu – Configure Displays



Configure Displays sets up EasyReader Pro's™ various output modes. Through this setting, you can instruct EasyReader to use any of the following display profiles: **One Display; One Display, Mirrored Left-To-Right; Two Displays, Non-Mirrored; 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, Non-Mirrored 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 orients the text the same way as the first monitor. The second monitor uses the positioning arrow, but only the first monitor displays time and speed indicators.

Two Displays, Mirrored Left-To-Right works just like **Two Displays, Non-Mirrored**, except that text sent to the second monitor is mirrored left-to-right.

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 causes EasyReader Pro™ 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.

Start



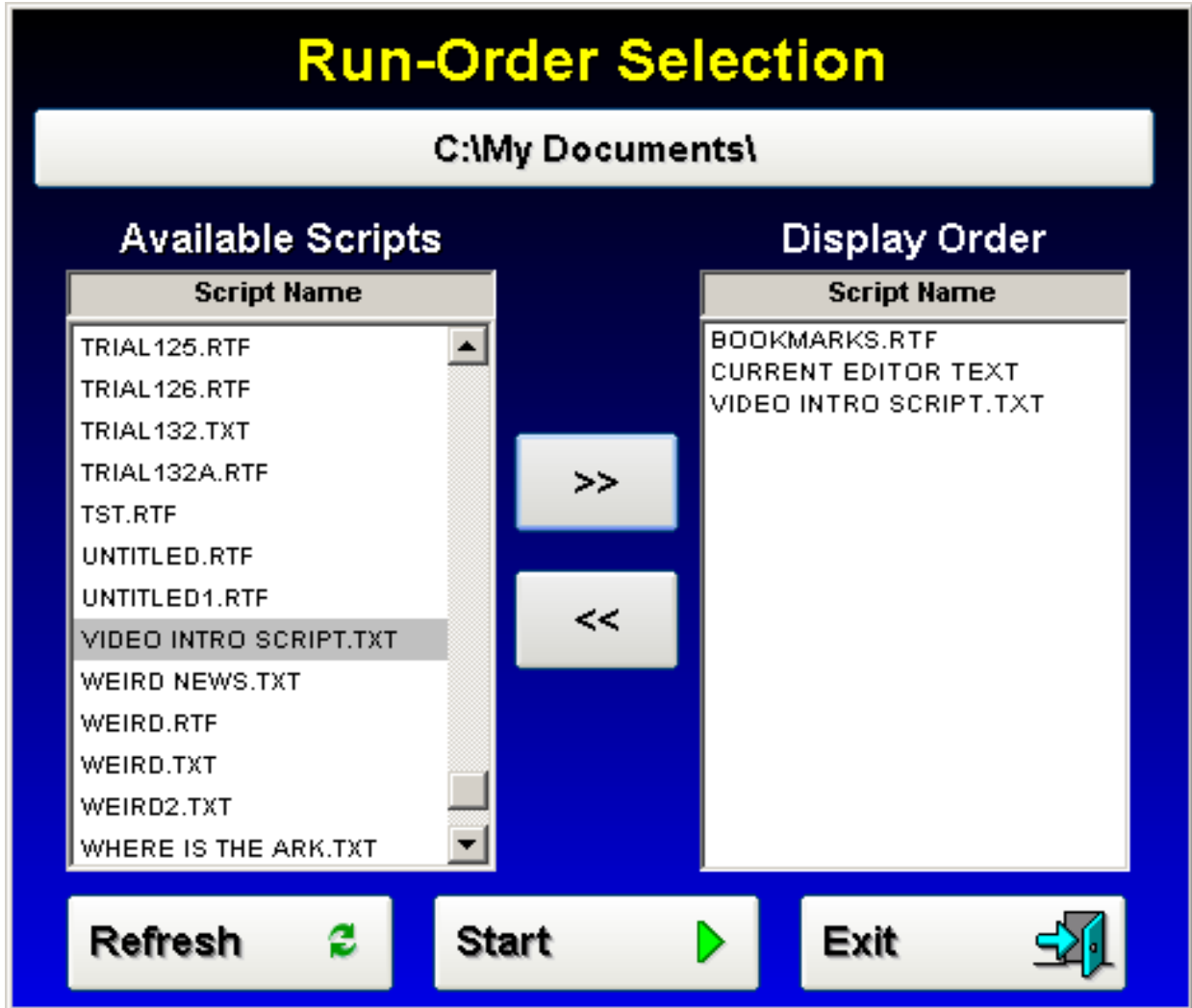
The **Start** button tells EasyReader Pro™ to leave the editor screen and jump to the scroller screen. When this button is clicked, EasyReader Pro™ checks to make sure that there is some text to display. If the editor does not contain any text, this button has no effect. The behavior of this button is 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 EasyReader Pro™ to enter scroller mode and begin displaying text at the current cursor line.

Run Order

Run Order

The **Run Order** button tells EasyReader Pro™ to enter Run Order mode. Run Order mode allows for the selection and arrangement of multiple saved scripts



Run Order mode does not change editor text, and it can even incorporate the editor text along with saved text. To use current editor text, just select the **CURRENT EDITOR TEXT** entry from the Available Scripts column. To add a script to the display list, just double-click its name in the Available Scripts column. To remove it from the display list, just double-click its name in the Display Order column. Select all scripts at once by clicking the >> button, or remove all scripts by clicking the << button. Change the display

sequence of scripts by dragging them to the desired location in the Display Order column.

To set a new default directory, click the button at the top of the window. All files from that directory will then be selectable. This works with network locations, so you can use this feature to specify a central script directory that is shared by multiple script users and producers.

Exit



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

first.

Editor Functions Only Available Through The Keyboard

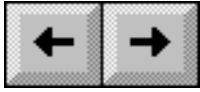
F1 **F1 – Start Display At First Line.** Pressing F1 while in the editor will tell EasyReader Pro™ to enter scroller mode and begin the display at the first line in the editor. This overrides any settings for where to begin scrolling. F1 only works when the editor contains text.

F2 **F2 – Start Display At Current Line.** Pressing F2 while in the editor will tell EasyReader Pro™ 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.

EasyReader Pro™ Scroller Mode

EasyReader Pro™ can be controlled in Scroller Mode through three different means: Keyboard, Mouse, and USB 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, but have no effect when the USB controller is used.



The **Up** and **Down Cursor** keys are used to make large adjustments to scrolling speed. These keys can work along with the mouse, but have no effect when the USB controller is used.



The **Home** key is used to immediately jump to maximum speed (either forward or reverse). This key can work along with the mouse, but has no effect when the USB controller is used.



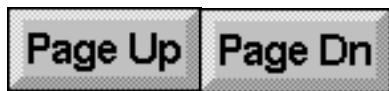
The **End** key is used to immediately jump to minimum speed (either forward or reverse). This key can work along with the mouse, but has no effect when the USB controller is used.



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 will function while the USB controller is used.



The **Backspace** key is used to reverse the scrolling direction. This key can work along with the mouse, but has no effect when the USB controller is used.



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 will function while the USB controller is used.



Number keys **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, and **0** are used to jump to specific 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 Bookmarks. These keys will function while the USB controller is used. Remember, these are the keys at the top of the keyboard, not the keys on the numeric keypad.



The **F9** key is used to toggle the position arrow at the left side of the screen on and off. This key will function while the USB controller is used.



The **F10** key is used to toggle Full Screen mode on and off. This overrides the Full Screen setting configured through Setup. This key will function while the USB controller is used.



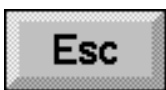
The **F12** key is used to blank the screen when the prompter is not in use, or you want to hide the screen. Press **F12** to restore the screen.



The **B** key 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 EasyReader Pro™ Bookmark functions will immediately use the new Bookmark. When the scroller is exited, EasyReader Pro™ will ask if you want to make the new Bookmarks permanent. This key will function while the USB controller is used.



The **F** key 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 will function while the USB controller is used.



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:

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 Hand Controller Functions Used In Scroller Mode

The USB Hand Controller is quite easy to use, and is very configurable. Refer to the Setup section to learn how to configure the controller buttons.

The USB hand controller functions in two different ways depending on the setting for Scroll Speed Control mode. Scroll Speed Control mode is set through the Setup menu. The recommended setting is Split Range mode.

Split Range mode allows the USB hand controller to set both the display speed and direction by using only the rotator knob on the controller. It also frees up the buttons and allows them you to configure them.

Full Range mode provides slightly more detailed control than Split Range mode. However, it is much less flexible than Split Range mode. In Full Range mode, the USB hand controller buttons cannot be configured. In addition, the rotator knob on the controller can only control the scroll speed and not the direction.

USB Hand Controller Operation In Split Range Mode: Either button is used to start scrolling. As soon as the text begins scrolling, the buttons take on their user-configured roles. Turn the controller knob all the way to the right to scroll text forward at full speed. Turn the knob all the way to the left to scroll text backward at full speed. Center the knob to pause the scroll. Intermediate forward scroll speeds are between the far right and the center. Intermediate backward scroll speeds are between the far left and the center.

USB Hand Controller Operation In Full Range Mode: Either button is used to start scrolling. Turn the controller knob all the way to the right to scroll text at full speed. Turn the knob all the way to the left to pause the scroll. Intermediate scroll speeds are between the far right and the far left. The left button toggles pause on and off. The right button changes direction. These functions cannot be changed in this mode.

USB Foot Controller Functions Used In Scroller Mode

The USB Foot Controller is very straightforward. There are three buttons available, and their operation is simple.

There is normally no need to calibrate the foot controller. Since it is composed only of buttons, the computer simply has to recognize its existence for it to work.

USB Foot Controller Operation In Split Range Mode: The large central button is used to start scrolling. It is also used to pause and resume the scroll. The left raised button is used to move the position indicator to the left. This has the effect of slowing the scroll down when it's moving forward, and speeding the script up when it's moving in reverse. It will also pause and then change the scroll direction if the indicator is moved from the right half of the indicator box into the left half. The right raised button is used to move the position indicator to the right. This has the effect of speeding up the script when it is moving forward, and slowing down the script when it is moving in reverse. It will also pause and then change the scroll direction if the indicator is moved from the left half of the indicator box into the right half.

USB Foot Controller Operation In Full Range Mode: The large central button is used to start scrolling. It is also used to pause and resume the scroll. The left raised button is used to slow down the scroll speed, and the right raised button is used to speed up the scroll speed. If the left button is used to move the indicator to the far left of the indicator box, it will pause the scroll. Use the right button to move the indicator away from the left edge to resume the scroll. Note that there is no way to change the scroll direction with the foot controller in Full Range mode. However, direction can still be changed from the keyboard or with the mouse.

Configuring Dual Monitors

EasyReader Pro™ depends on Windows to control access to dual displays. Every version of Windows since 98SE has built-in multiple display support. While most laptops support dual-displays, most 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. You can also add a second video card to your system, but this 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. We offers several video cards that feature dual-display support, and built-in scan converters. These cards are available at very reasonable prices. Contact us if you wish to purchase one of these cards.

When using dual displays with EasyReader Pro™, 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 EasyReader Pro™. 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 software just for this purpose, and that software should make it easy to perform this function. If you don't have your video card or laptop documentation, the following sections should help.

If you have one of the more popular dual-head cards (Nvidia, Ati) with relatively new drivers, these cards provide their own alternative 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, EasyReader Pro™ 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.

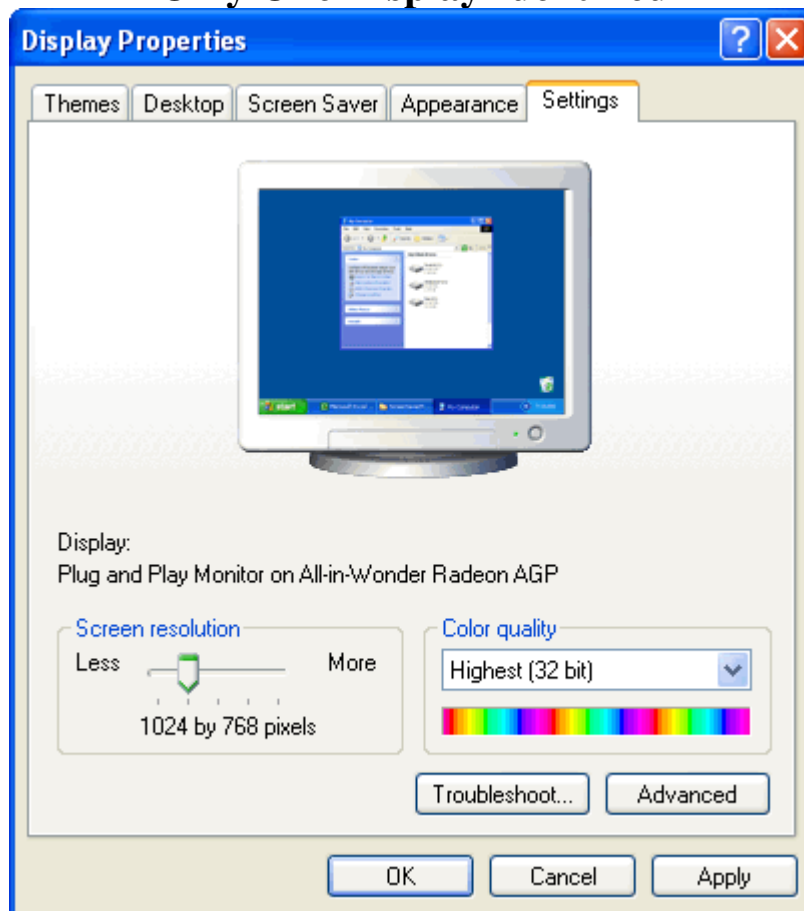
For performance reasons, the software does not "scale" the displays. Therefore, you will see varying amounts of empty space around at least one of the displays when you use resolutions that are not equal.

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

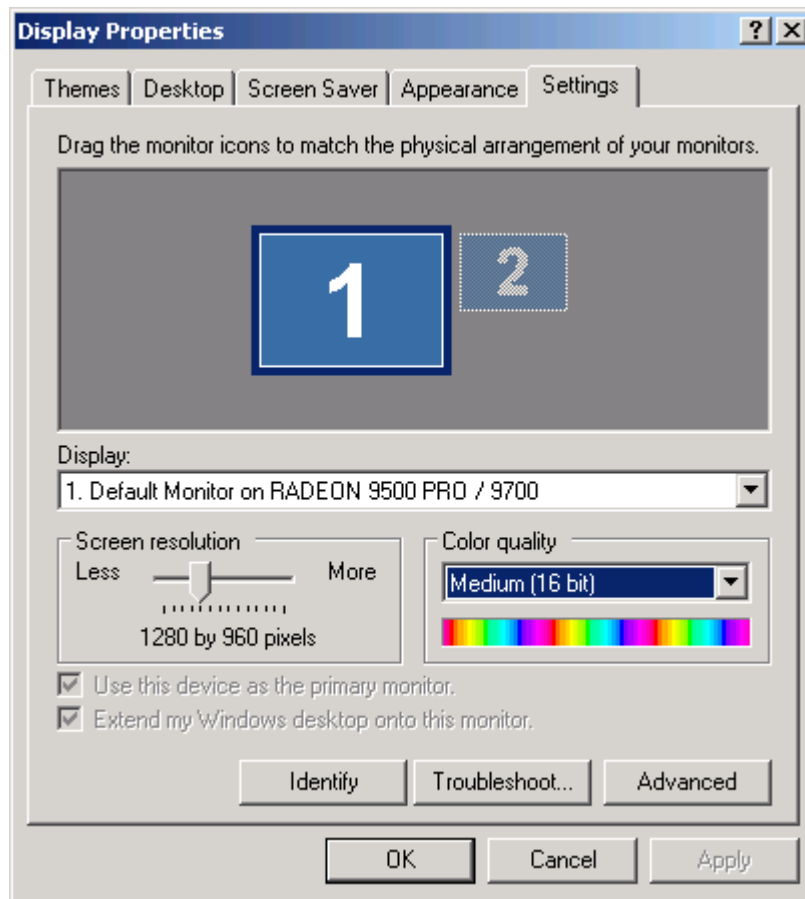


This dialog shows only one display available for the desktop. If more than one display is found, a drop-down box is shown under the Display: label with a description of each available display. In addition, a window would be shown on the top half of the dialog. This window would contain at least two small 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 35 to see how the display looks when configured correctly.

Two Monitors Identified, Only One Monitor Enabled

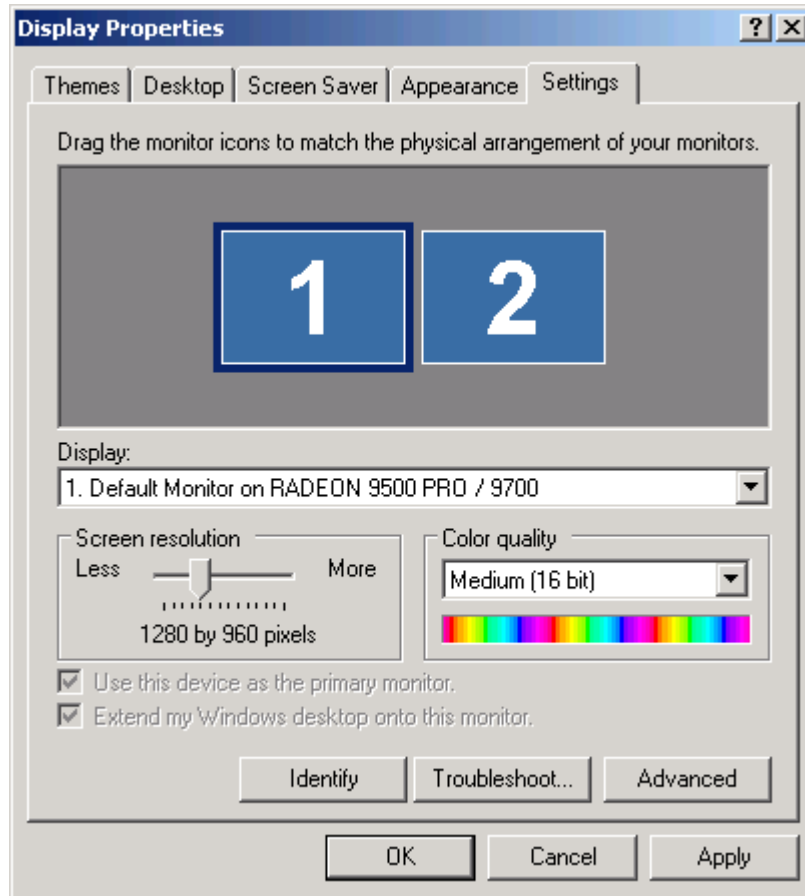


This display shows that there are two displays available for use. Display 1 (the primary display) is enabled, but Display 2 is not enabled. EasyReader Pro™ will work with this configuration if you enable and configure the second display. To do this, click the grayed-out Display 2 box. You will then be 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 EasyReader Pro™ 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.

How to Calibrate your USB Hand Controller

In order to use your USB Hand Controller, it must be calibrated.

- 1.) If you are using the Rockfire USB adapter, set the slider on the top to position 3, and plug the USB hand controller into the Rockfire adapter. Then, plug the Rockfire adapter into one of the computer's USB ports.
- 2.) If you are not using the Rockfire adapter, just plug the controller directly into the computer's joystick port.
- 3.) Follow any prompts the computer gives you about drivers.
- 4.) Start the EasyReader Pro™ software.
- 5.) Click the Setup button, click Configure USB Controller, then click Configure Controller.
- 6.) Select the appropriate controller. If you are using the Rockfire adapter, select the Rockfire USB Adapter Mode 3. On some systems, this might be identified as a 4 button, 4 axis controller instead.
- 7.) If you are not using the Rockfire, select 2-axis, 2-button joystick.
- 8.) The status should read OK. Otherwise, it will read Not Connected.
- 9.) Click the Properties button.
- 10.) Click Calibrate and follow the on-screen instructions where applicable. When you are prompted to center the controller, turn the knob midway between the left and right stops. When asked to move the controller to each corner, just turn the knob all the way left and right before centering it again. Ignore any prompts to calibrate other items such as a throttle or rudder control, and just click Next each time. When you are finished, the display should state that you have successfully calibrated the controller. If it does not, you will need to try calibrating it again. Make sure that you save your calibration settings after a successful calibration. If you are using the Rockfire controller, do not worry about the multiple buttons displayed. As long as buttons 1 and 2 work, the controller is fine.
- 11.) After Calibration is complete, click Test to check your settings.
- 12.) The small "+" character in the middle of the test display should move up and down when you turn the controller knob. Don't worry if it moves slightly left or right as well. This is normal.
- 13.) If the controller tests correctly, click OK.
- 14.) Exit EasyReader Pro™ and then run it again.
- 15.) Make sure that the USB Hand Controller is selected in Setup.
- 16.) The controller should now work correctly with EasyReader Pro™.

Tips For Using EasyReader Pro™

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.

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 EasyReader Pro'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. EasyReaderPro™ 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.

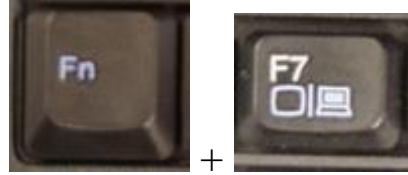
4.) My scroll screen stops before the end.



- 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 EasyReader™ 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 EasyReader™ software. This directory is usually **C:\Program Files\EasyReaderPro** or **C:\Program Files\EasyReaderLite**.
- You should see a file labeled **EasyReaderPro.pref**. Note that both EasyReader Pro™ and EasyReader Lite™ use the same **EasyReaderPro.pref** file.
- Double-click the **EasyReaderPro.pref** file to load it.
- The settings for EasyReader™ 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.
- Now, run EasyReader™ and select the **Setup** button. This will load the **Setup Menu**.
- Select the **Configure USB Controller** button, and you will see the **EasyReader™ Controller Setup Menu**.
- Click the **Use Shuttle Xpress** button to load the Shuttle Express Configuration window.
- Click the **Save** button to activate the Shuttle Express support in EasyReader™.
- Note that you can also use this button to remap any of the Shuttle Express Controller buttons.
- EasyReader™ should now work correctly with the Shuttle Express Controller.

Technical Support

Shawn McDermott

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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 (HollowSoft Consulting)

256-739-7132

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