

# ZaPrompt Pro 1.8 USER GUIDE



Gilbert and Company Inc.

2030 Old Dixie Hwy Bay 3

Vero Beach, FL 32962

772.365.1420

[sales@zaprompt.com](mailto:sales@zaprompt.com)

# ***OVERVIEW***

ZaPrompt Pro is comprehensive Dual Screen TelePrompter Software. Users can easily import text files or create scripts from scratch using the Script Editor.

Some of the more advanced features are being able to project formatted text to the Canvas with color highlighted, bold, italic, or underlined text. Users may also choose from their system fonts the font style that they want projected to the canvas.

ZaPrompt Pro was designed for uses by either the keyboard or a remote control with a special feature to auto configure the program for a remote.

ZaPrompt Pro has an easy to use interface that allows users to quickly select how the text will scroll on the screen/screens. These controls include:

- Keyboard Shortcuts
- Speed Control
- Smoothness Control
- Font Size
- Primary Screen Flip Horizontal or Vertical
- Secondary Screen Flip Horizontal or Vertical
- Monitor Test
- Auto Configure for Remote Control

ZaPrompt Pro has a user Preference panel where the user can store the settings that work best for them. This way every time the user restarts the program it will start based on their preferences Instead of the default setting.

The Scrolling Canvas was designed as user friendly as possible. Once the user sends the script to the Canvas the text will begin to scroll according to the settings that they configured in the Control Panel. While the text is scrolling the user has several control and options that can be Implemented with the mouse, keyboard, or remote control. These controls include:

- Pause/Play/Stop
- Go To Line
- Increase/Decrease Scroll Speed
- Increase/Decrease Smoothness
- Sliding Brackets to center on line to be read.

At the bottom of the screen the user can see a progress bar that indicates how much of the script has ran along with a read-outs on long the script will run in seconds and minutes, what the Current scroll speed and smoothness is set at and the how much time is left and how long the script has run.

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## New to ZaPrompt Pro 1.8



There have been many new features added to ZaPrompt Pro in version 1.8. Most of these features have come from request from end users and are designed in enhance the overall performance of the program.

These features include:

- Resizable Scrolling Canvas on Main Screen.
- New Speed Scrubber in Scrolling Canvas.
- New Fast Forward and Rewind keyboard shortcuts.
- Integration of the Griffin Technology, Inc PowerMate USB Multimedia Controller Jog Wheel.
- New Record and Playback Feature.
- Improved overall performance of program.

The greatest of all the updates to ZaPrompt Pro is the Record and Playback Feature.

Now Users can record the way that they are scrolling the text in the Scrolling Canvas and force it to play back the same way.

Once the playback has been set the exact way the user wants the script to run, every time the script is played back, it will play back the same exact way.

The Next great update to ZaPrompt Pro is the resizable window in the main Scrolling Canvas. Now user can still access the other applications installed on their computer while working with the Scrolling Canvas in ZaPrompt Pro.

The Griffin Technology, Inc. PowerMate Jog Wheel adds a whole new dimension to ZaPrompt Pro. With added keyboard shortcuts and integration of the PowerMate USB Multimedia Controller the user will have full control of the speed and smoothness of the text in the Scrolling Canvas. In addition users will have quicker response times to adjustments made to speed and smoothness while they are doing live scrolls.

# INSTALLATION

## Section 1

### Installation

#### SYSTEM REQUIREMENTS

##### **PC 2000/XP/Vista System Requirements**

*Pentium one or higher Processor*

*1 GHz Processor or better*

*512 MB of Ram*

*47 MB of disk Space*

Note: PC Vista Users need to have OpenGL support installed for their Graphic Card. See Appendix A.

##### **Mac OS X System Requirements**

*Mac OS X 10.0 or higher*

*512 MB of Ram*

*1.0 GHz PowerPC G4 or higher*

*47 MB of Disk Space*

#### **PC INSTALLATION:**

Installation instructions for Windows 2000/XP/Vista. Check system requirements to make sure our software will run on your computer. NOTE: PC Installations require you to have OpenGL support installed for your Graphic Card. (See Appendix A) You will have to consult your graphic card manufacture for their recompilations and instructions on how to install the OpenGL support on your computer.

- 1. Insert the Installation CD or Unzip the installation folder downloaded from our website.*
- 2. Locate the Setup.exe file and double click it.*
- 3. Agree to the terms and conditions and follow the step-by-step installation. The software installer will do most of the work.*
- 4. Restart your computer before launching ZaPrompt Pro.*

#### **MAC INSTALLATION**

Below are the instructions for installing ZaPrompt Pro on a Mac running OS X 10.0 or higher. See system requirements to see if your computer is compatible with our software.

To install do the following:

- 1. Open the Installation CD or Unzip the downloaded folder.*
- 2. Locate the ZaPrompt Pro Folder and drag it to your applications folder*
- 3. Do Not remove any of the files from within the ZaPrompt Pro Application Folder, Drag the entire folder to your Mac OS Applications Folder*
- 4. Restart your Mac before launching ZaPrompt Pro.*

## 1.2 REGISTERING ZAPROMPT PRO

When you first launch ZaPrompt Pro a registration dialog box will pop up. You have three choices:

### 1. Start the 30 Day Trial

- To start the 30 day trial click on the trial button and
- Type “TRIAL” in the activation key text field.

### 2. Buy a ZaPrompt Pro Serial Number.

- To buy a ZaPrompt Pro Serial Number click the “Buy Now” button. You will be directed to the ZaPrompt Pro website where you can purchase a serial number that can be used to activate ZaPrompt Pro as a fully licensed Program.

### 3. Activate ZaPrompt Pro.

- Click the “Activate Button”. The activation window will open. DO NOT TYPE YOUR SERIAL NUMBER INTO THE TEXT FIELD!
- Click the Blue link that says “Click Here for Key (Must have Serial No.)”.
- You will be directed to our Safe Activation website.
- Enter your registration information (name, address, etc.) and in the Request Number type the request number that appeared in the activation window of ZaPrompt Pro.
- In the Serial Number field type the serial number you got when you purchased ZaPrompt Pro.
- Select Submit and an Activation Key will be generated that you can use to activate ZaPrompt Pro on your computer.
- Go back to the Activation window of ZaPrompt Pro.
- Type in the Activation Key that you got from the Safe Activation Website and press “Activate Now”.
- Your activation is complete. Now every time you launch ZaPrompt Pro it will start without the Activation window opening up.

# GETTING STARTED

## Section 2

This section covers the user interface of ZaPrompt Pro including the menu bar and it's items, the Editing Window is where you will create your scripts and edit them.

Script Formatting including color and style, and everything you will need to build a script that to be run on the scrolling canvas of ZaPrompt Pro.

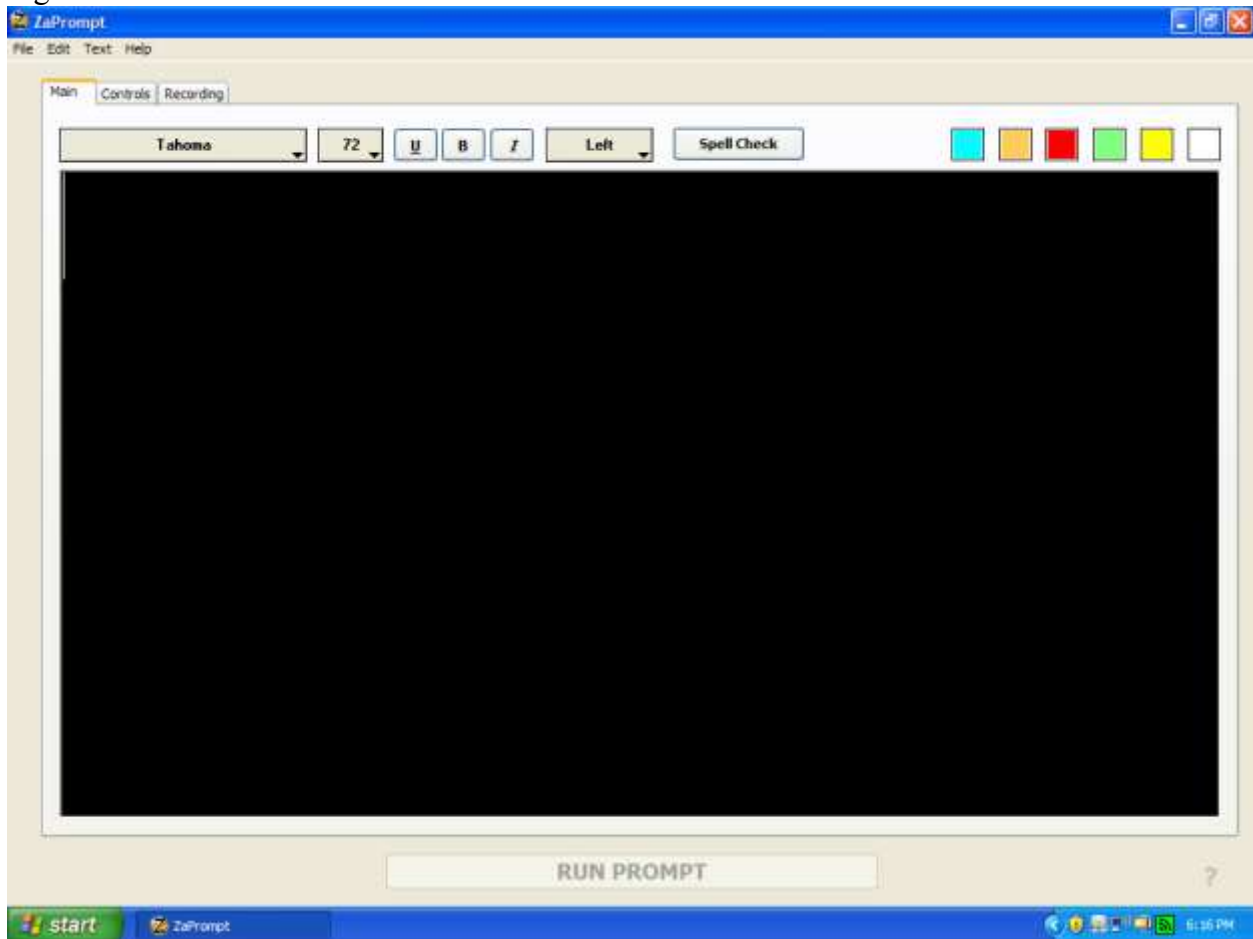
Also this section will cover the control panel where you will configure how your script will scroll and how it will be displayed on the monitor/monitors.

Then we will cover how to scroll your script on the canvas and how to manipulate the speed, smoothness and size of the font that is scrolling on the canvas.

### 2.1 The User Interface.

When you first Launch ZaPrompt Pro you will see a window that looks much like a word processor (Figure 2.1). In this window you will see a Menu Bar at the top. Two tabs (Main and Controls) near the top and a large black area called the Script Editor.

Figure 2.1



Above the Script Editing Window you will see a Text Style Drop down Menu, Text Size Menu, an Underline Button , Bold Button, and Italic Button.

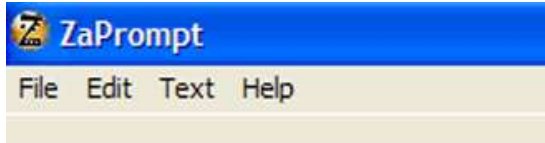
On the Right side of the window you will see four colored boxes. Red, Green, Yellow, and White. These are font color selectors.

At the very bottom of the window you will see a long button that says “RUN PROMPT”. This Button is used to start the Scrolling Canvas once you have Prepared you script. This button is only active while text is present in the Script Edition Window.

### Menu Bar

The Menu Bar has four drop down menus File, Edit, Text, Help. In this section we will cover what all of these Menu Items Do.

PC



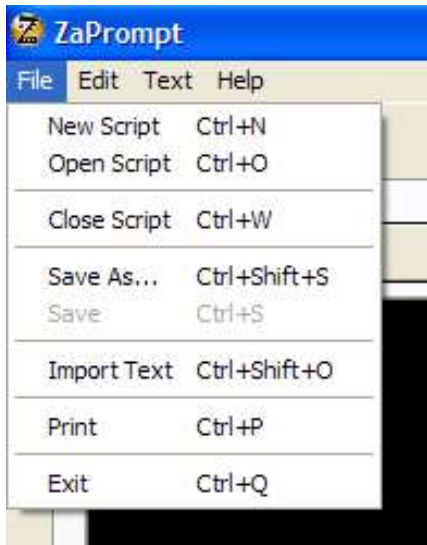
The Menu Items in ZaPrompt Pro were designed to make editing script as easy as possible. The File Menu has all the controls for creating new scripts, importing/exporting text files and saving ZaPrompt Scripts once you have compiled them.

Below you will see example of the menu items as they will appear in the ZaPrompt Pro program that has been installed on your computer. You will notice slight differences between the PC and Mac versions of the Software.

### 2.2 File Menu

File Menu Figure 2.2a

File - PC



Notice in Figure 2.2a that all of the menu items in the file menu have keyboard shortcuts to the right of the command. For example if you hold down the control key (PC) or command key (Mac) and push down the “N” key, the new file command will run without having to select it from the menu item.

Below are the menu items for the File Menu and a description of what each of their functions are. You will learn more on how to use these commands in Section 3.

**New Script** - Open new ZaPrompt Script

**Open Script** - Opens a ZaPrompt Script that has already been created

**Close Script** - Closes the current script and opens a new Script in the Editor Window

**Save As** - Allows you to save your script as a text file “\*.txt“, rich text file “\*.rtf“, or ZaPrompt file “\*.zap“. Save As also serves an export text function.

**Save** - Saves the current script as a ZaPrompt file

**Import Text** - Allows you to import text files “\*.txt“, rich text files “\*.rtf“, or ZaPrompt files “\*.zap“.

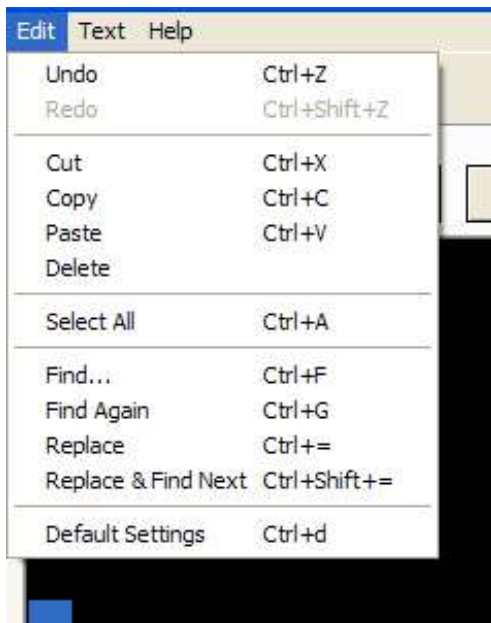
**Print** - Allows you to print the current text in the script editing window. Read about Printing later in this section.

**Exit** - Closes ZaPrompt Pro

## 2.3 THE EDIT MENU

Edit Menu Figure 2.3a

### Edit Menu PC



### Edit Menu

The Edit Menu looks similar to the edit menu that you would see in any word processor program with the usual text editing menu features. Below is a brief outline of these features. We will get more into editing scripts and using these menu item in section 3. To the right of the menu Items

in Figure 2.3a you can see all of the keyboard shortcuts for each of these functions. Notice that the Mac and PC menus are a little different.

**Undo/Redo** - In ZaPrompt Pro the Undo/Redo menu items work similar to those in a word processor. However, there is one major difference. ZaPrompt Pro undo/redo can undo or redo quite a bit of text because it only takes frequent snapshots of your script. Be careful when and how you use this feature.

**Cut** - Cuts any text that you have highlighted in the Script Editor.

**Copy** - Copies any highlighted text to the clip board.

**Paste** - Pastes the clip board to the Script Editor Window

**Delete** - Deletes text that is highlighted in the Script Editor Window

**Select All** - Selects all the text in the Script Editor Window

### **Find and Replace function in Edit Menu**

**Find..** - Finds words in Script Editor Window

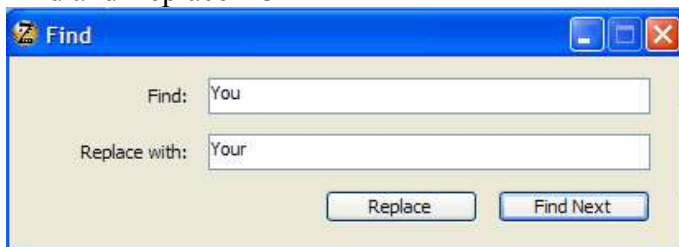
**Find Again** - Finds words again in Script Editor Window

**Replace** - Replaces words in Script Editor Window with words of your choice

**Replace and Find Next** - Finds next word and replaces it.

### **Find and Replace Figure 2.2b**

Find and Replace PC

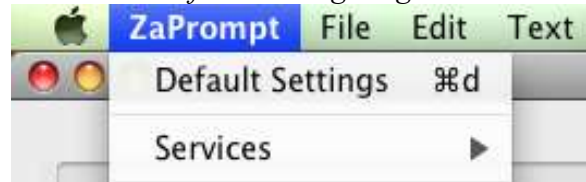


### **Default Settings**

Default settings on Mac and PC are found in two different places. On a PC you will find the Default Settings menu item in the Edit Menu. On a PC you will find it in the Application Menu Items. See the Mac Default Settings location in Figure 2.2b. We will cover how to use Default Settings later in this section.

### **Default Setting for Mac**

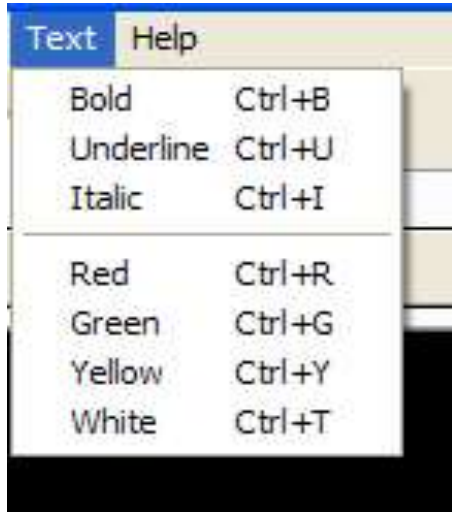
*Mac Default Settings Figure 2.2b*



## **2.4 THE TEXT MENU**

The Text Menu Item controls that formatting of the text in the Script Editor. With these controls you can color, underline, or make your text italic and/or bold. This is only one of the way that you can do this in ZaPrompt Pro. Latter on in this section you will learn about the controls in the Main Window that will do the same thing. Figure 2.4a shows the Text Menu for both Mac and PC. Like with all of the other menu items there are keyboard shortcuts to the right of each menu item.

Text Menu PC



**Bold** - Toggles bold or not bold on selected text in Script Editor.

**Underline** - Toggles Underline /no-underline on selected text in Script Editor.

**Italic** - Toggles Italic or no Italic on selected text in Script Editor.

#### **COLORS:**

**Red** - Changes selected text in Script Editor to Red.

**Green** - Changes selected text in Script Editor to Green.

**Yellow** - Changes selected text in Script Editor to Yellow.

**White** - Changes selected text in Script Editor back to White.

**Orange** – Changes Selected Text in script Editor to Orange – **New in V 1.6**

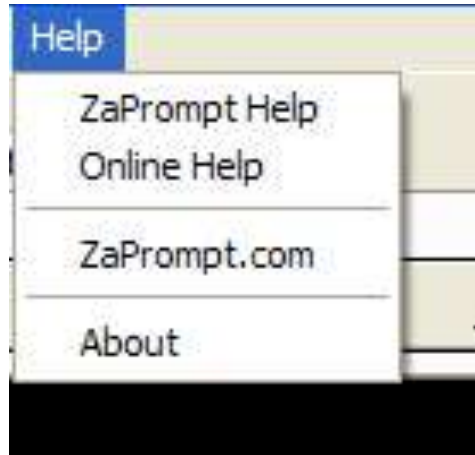
**Blue**- Changes Selected Text in Script Editor to Blue – **New in V 1.6**

**Spell Checker** – Check and correct spelling in your scripts – **new in V 1.6**

## **2.5 THE HELP MENU**

The Help Menu is a very useful tool for ZaPrompt Pro Users. The Help Menu has three recourses for helping you use and understand ZaPrompt Pro. The ZaPrompt Quick Help Viewer, ZaPrompt Online Help, and ZaPrompt.com. Below is a description of the Help Menu Items and what they do. You can see an image of the Help Menu in Figure 2.5a.

**Help Menu Figure 2.5a**  
**Help Menu PC**

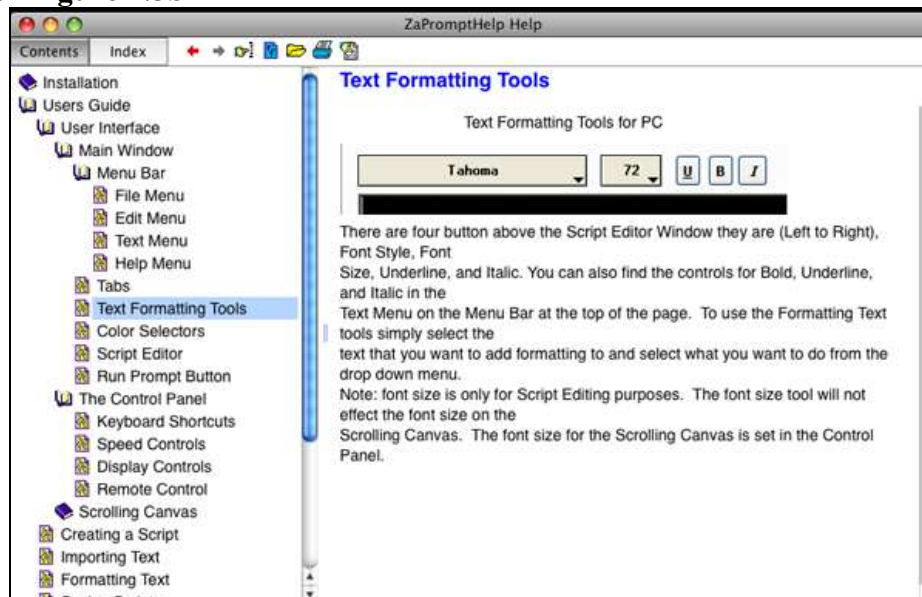


**ZaPrompt Help** - Launches the ZaPrompt Help Viewer (See Figure 2.5b).

**Online Help** - Opens help.ZaPrompt.com in web browser.

**ZaPrompt.com** - Opens ZaPrompt.com in web browser where you can find updates and help.

**Help Viewer Figure 2.5b**



## 2.6 THE MAIN WINDOW

The Main Window contains several things that you will be using in creating a scrip in ZaPrompt Pro. First is the Script Editor which is where you will Open, Import, or Type your scripts. Next

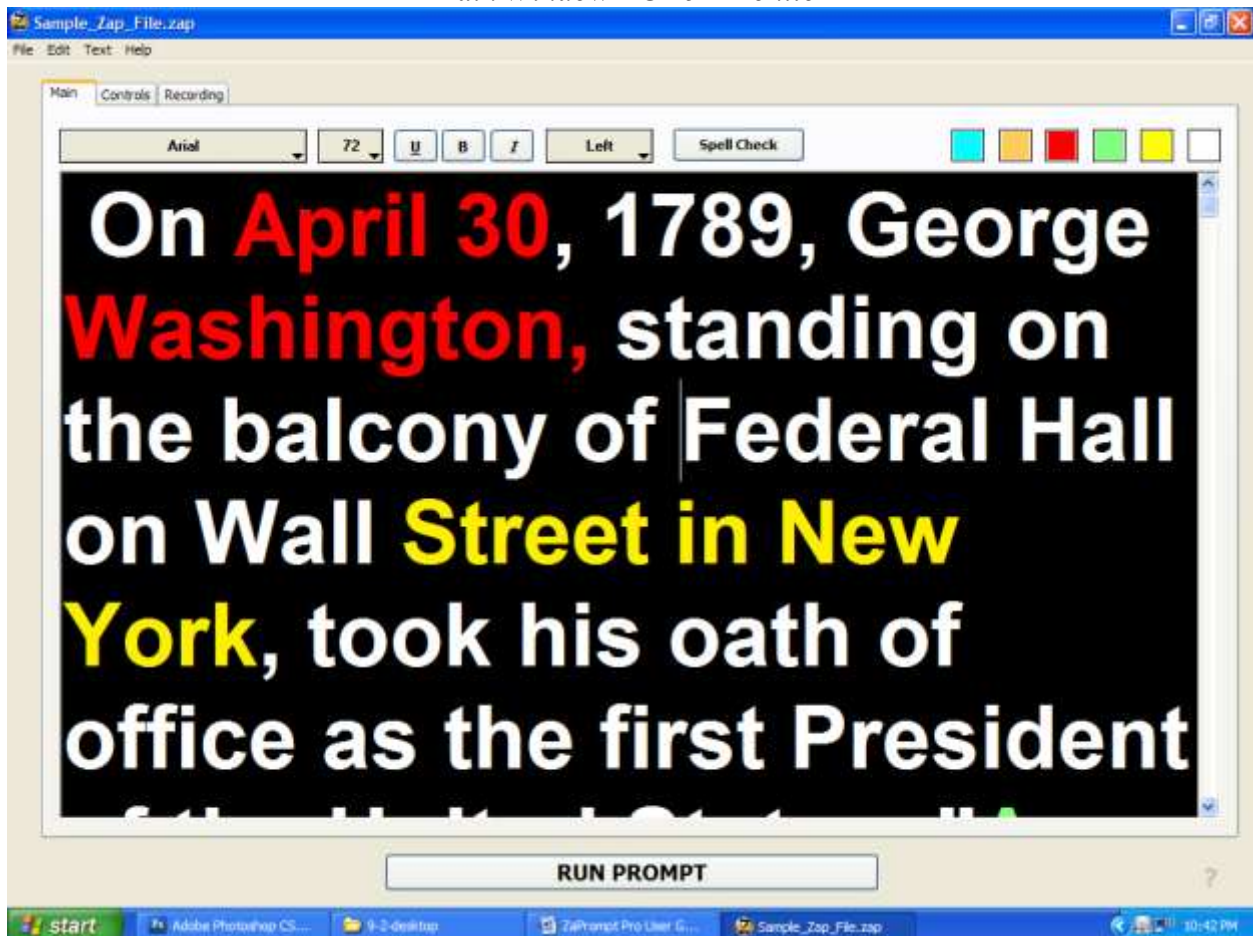
are the Formatting Controls where you will stylize your script by adding Text Styles, Bold, Underline, Italic, and/or colorize your text.

There are two tabs in the Main Window that will Toggle between the Script Editor and the Controls Panel for the program, and finally there is the long button at the bottom of the window that start the scrolling canvas.

In this section you will learn what all these objects are for and how to use them. You can see an image of the Main Window in Figure 2.6a. You will be working more with the Main Window in Section 3.

### The Main Window Figure 2.6a

*Main Window PC 15" Monitor*



### The Tabs

There are three tabs on the Main Window, one named "Main" The "Controls" Tab and the "Recording" Tab. These tabs toggle between the Script Editor and the Controls Panel (Controls Tab covered later in this section). You can see an image of the Main Window Tabs in Figure 2.6b

## Main Window Tabs Figure 2.6b



The Recording Tab will be covered in Section 3

## Script Editor

The Script Editor is the large black area in the center of the Main Window (Figure 2.6a above). This is where you will either import your scripts from other applications, or where you will type your scripts directly into the text area.

## Style and Formatting Buttons

There are four buttons above the Script Editor Window they are (Left to Right), Font Style, Font Size, Underline, and Italic. You can also find the controls for Bold, Underline, and Italic in the Text Menu on the Menu Bar at the top of the page. You can see an image of these controls in Figure 2.6c.

## Style and Formatting Buttons Figure 2.6c

*Style and Formatting Buttons PC*

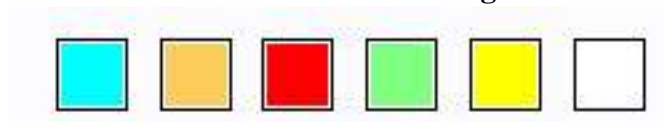


## Color Selectors

There are four colored boxes on the top right side of the Main Window. These colors are Red, Green, Yellow, and White.

You can change the color of selected text by simply single clicking on one of these colors. If you highlight a word and want it to appear green in the Script Editor and Canvas (See Canvas Below) then you simply click on green. You can also change font color by using the controls in the Text Menu at the top of the Main Window in the Menu Bar. You can see an image of the Color selectors in Figure 2.6d.

## Color Selectors Figure 2.6d



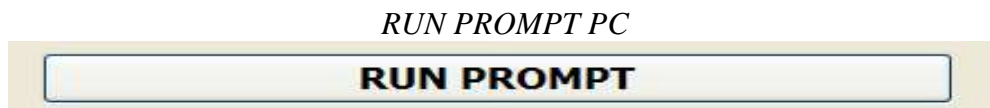
## Quick Help Viewer

At the bottom right side of the Main Window you will see a large grey Question Mark “?”. By Clicking on the Question mark the ZaPrompt Quick Help will open.

### **RUN PROMPT BUTTON**

There is a long button at the bottom of the Main Window named “RUN PROMPT”. This button is what will start the scrolling Canvas (See Scrolling Canvas). This Button is not active until there is text in the Script Editor. When you press this button all of the text and the text formatting that you have entered into the Script Editor will be projected on the Scrolling Canvas on the computer monitors/displays you have configured in the control panel. This button is visible on both the Main Tab and in the Controls Tab. You can see a image of the button in figure 2.6e.

**RUN PROMPT Button Figure 2.6e**



### **2.7 THE CONTROL PANEL**

You access the control panel by single clicking on the Controls Tab at the top of the Main Window. The Controls tab is where you will find all the controls that determine how the Scrolling Canvas (See Scrolling Canvas) will run.

There are three main control groups. Keyboard Shortcuts, Speed Settings, and Display Settings. The Keyboard Shortcut settings are located at the top left of the Controls window. There are only two of these controls that you can actually change, Scroll Speed and Smoothness.

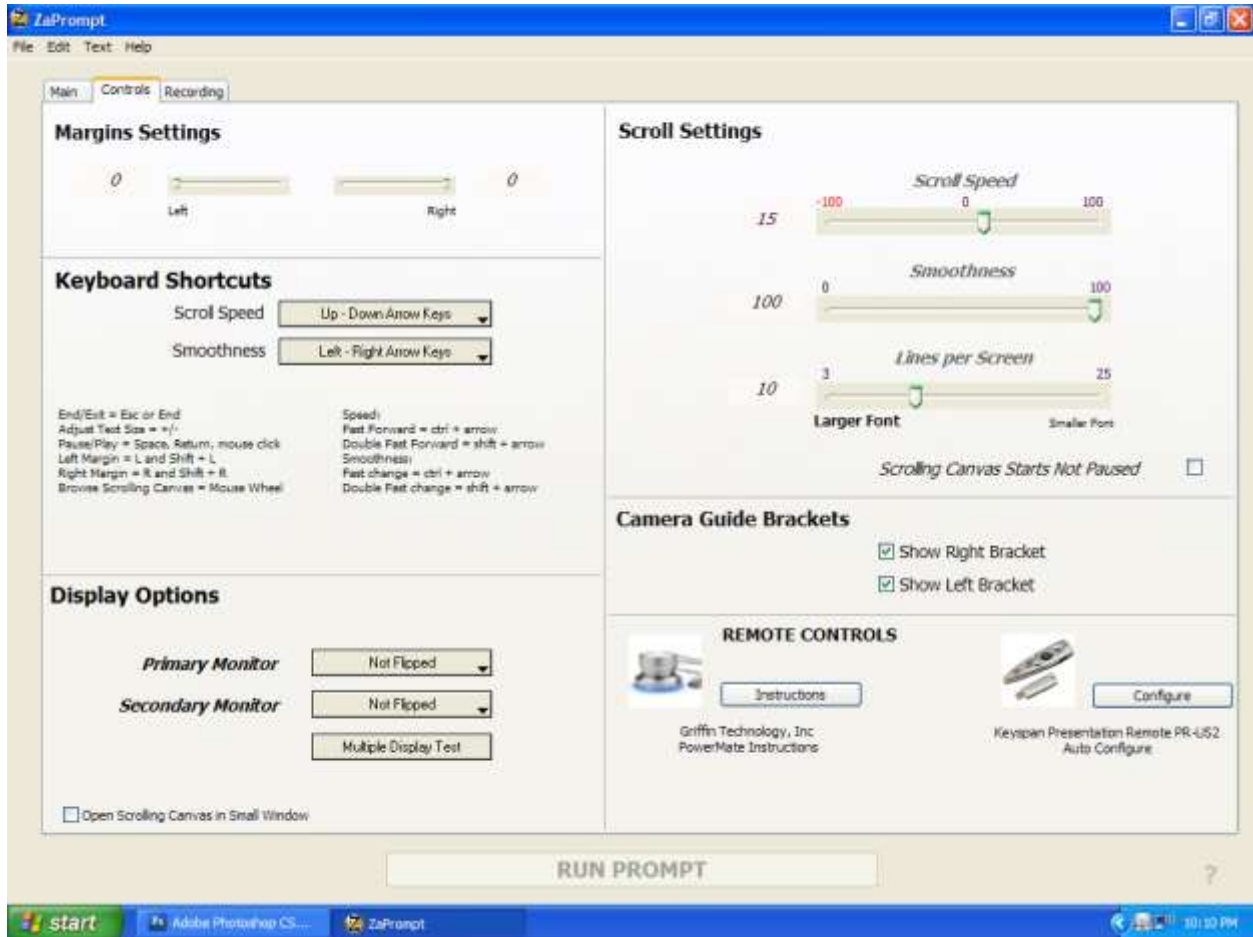
In the Speed Controls section you will set up the Scroll Speed which will determine how fast the text will scroll on the Scrolling Canvas. You will set up the Smoothness which will determine how smooth the text will scroll. The smoothness control will allow you to create smooth running text, or allow you to have the text stop and start at each line or group of lines. It takes some practice but you can time this perfectly combining both the speed and smoothness.

Lines Per Screen as exactly what is says. This determines how many lines of text will be visible on the screen that the Scrolling Canvas will be running on. One of the nicest thing about this function is that since it does not use standard font size, but instead lines per screen, you can have two different size monitors and they will both see exactly the same thing.

For example, if you have two monitors one 15” and the other 19” both of them will only see 12 Lines Per Screen if that is what was select in the Control Panel; however the 19” display will have larger font obviously. You can see images of the control panels for Mac and PC in Figure 2.7a below.

**Control Panel Figure 2.7a**

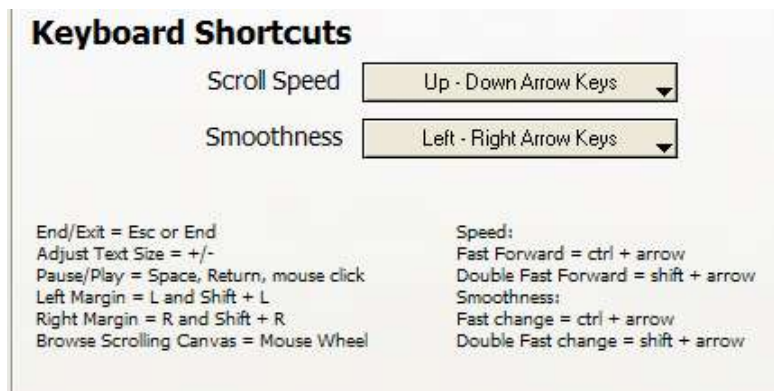
## Control Panel Mac



### Keyboard shortcuts

On the top left corner of the control panel you will find the Keyboard Shortcuts control group. These controls will run the operations that they are assigned to while the Scrolling Canvas is open. There are only two controls that you can actually change, the speed control shortcut and the smoothness control shortcut. There are three other keyboard shortcuts for running the Scrolling Canvas; Pause/Play, End/Exit, and Adjust Text Size. In Figure 2.7b you can see an image of these control.

### Keyboard Shortcuts Figure 2.7b



**Scroll Speed** - Sets what buttons will increase or decrease the scroll speed of the Scrolling Canvas.

**Smoothness** - Sets what buttons will increase or decrease the smoothness of the scrolling text in the Scrolling Canvas.

**End/Exit** – End and exits the Scrolling Canvas

**Pause/Play** - Allows you to pause and/or continue playing your script in the Scrolling Canvas. These shortcuts will always be the space bar and the return key

**Left and Right Margins** – Controls the Margins in the Scrolling Canvas.

**Browse Scrolling Canvas** – Allows user to browse the canvas using the mouse wheel

**Adjust Text Size** - Allows you to increase or decrease the font size in the Scrolling canvas.

**Advanced Speed and Smoothness** – These keyboard shortcuts allow the user to fastforward and fast rewind the text in the Scrolling canvas.

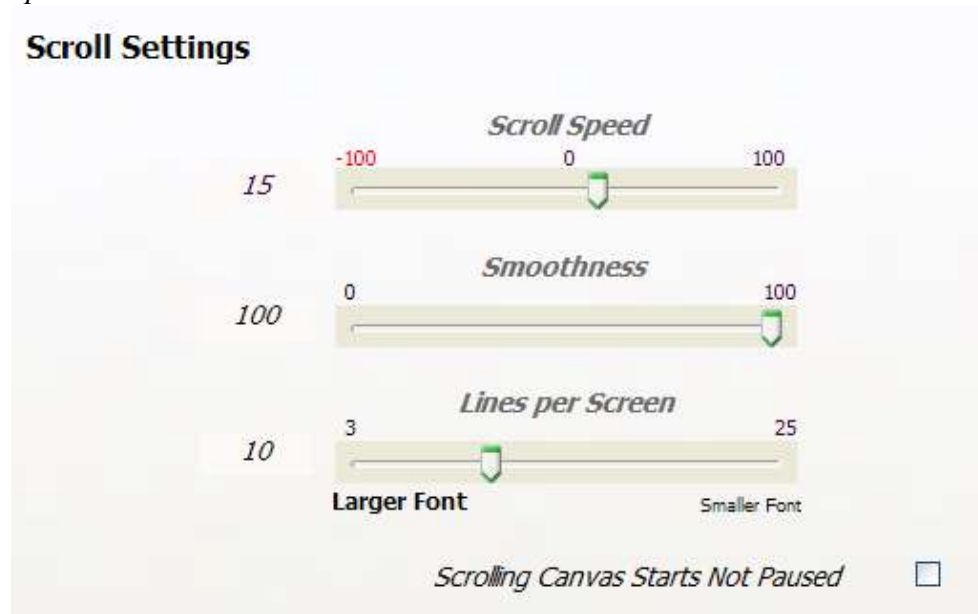
### Speed Control Settings

On the top right side of the Control Panel you will find three sliders. They are named; Speed Control, Smoothness, and Lines Per Screen.

These controls determine how the script will scroll in the scrolling canvas. The Scroll Speed control determines the speed, the Smoothness determines the initial smoothness, and the Lines Per Screen determine how large the font will appear on the Scrolling Canvas. You can see an image of the speed controls in Figure 2.7c.

**Speed controls figure 2.7c**

## Speed Controls PC



**Speed Control** - Sets the initial scrolling speed for the Scrolling Canvas

**Smoothness** - Sets the initial smoothness for the scrolling canvas. By lowering this number you can cause the script to pause at each line or groups of lines.

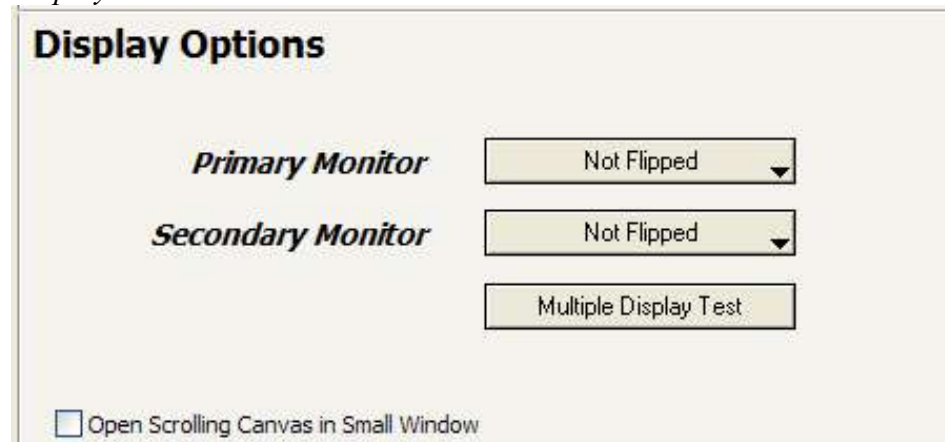
**Lines Per Screen** - Sets the initial font size for the scrolling canvas. The smaller the number the bigger the font.

### Display Controls

The display controls allow you to set the orientation of the primary and secondary (if used) to how you want them to appear once you start the scrolling canvas (Press "RUN PROMPT"). You have the option to flip either display horizontally or vertically, or to not flip them at all. By default neither display is flipped. There is also a button to detect if your computer recognizes that it is connected to two monitors. Figure 2.7d will show you an image of the control. Appendix B covers how to correctly configure the second monitor.

### Display Controls figure 2.7d

## Display Controls PC



Notice that Secondary Monitor button is inactive on the Display Controls for this PC. That is because there is only one monitor connected to the computer, therefore the program knows not to ask how to manage the second display.

The “Open Scrolling Canvas in Small Window” allows the user to have the Scrolling Canvas open half size on the Main Monitor so they can still have access to the other applications on the computer while running ZaPrompt Pro.

**Primary Monitor** - Determines the orientation of the primary monitor. The primary monitor is the monitor that will be ran on the screen controlled by the ZaPrompt Pro operator. You can flip it horizontally, vertically, or not flip it.

**Secondary Monitor** - Determines the orientation of the secondary monitor if it is being used. If you are using a TelePrompTer mirror then you will probably be flipping the secondary monitor horizontally. The options for this monitor are, flip horizontally, vertically, not flipped or don't use.

**Multiple Display Test** - Test to see if your computer detects the secondary monitor.

### Remote Control

The remote control setting allows you to automatically configure ZaPrompt Pro to work with a Bluetooth wireless mouse/pointer. The pointer has to have the ability to control the left and right arrow keys and it must have a pointer control.

By pressing the auto configure button what you are really doing is telling ZaPrompt Pro to use the left and right arrow keys to control the speed. You will not be able to control the smoothness with this mouse. The smoothness will have to be defined in the Control Panel.

The Griffin Technology, Inc PowerMate Instructions opens a new dialog window with instructions on how to configure the PowerMate to run with ZaPrompt Pro.

You can see an image of the Remote Control settings in Figure 2.7e.

### Remote Controls Settings 2.7e



## 2.8 DEFAULT SETTINGS

ZaPrompt Pro has a default setting window that will allow you to configure your copy of ZaPrompt Pro to open with the same Control Settings every time you open the program. To access the Default Settings on a Mac in the menu bar at the top of the window select ZaPrompt > Default Settings. On a PC in the menu bar at the tip of the page select Edit > Default Settings.

A window will open that looks exactly like the control panel. Set the controls how you want them to be configured and press “Save Settings and Close”, or press “Cancel” if you do not want to accept the changes.

## 2.9 SCROLLING CANVAS

There are no differences between the Scrolling Canvas for Mac or PC. So for this section we will only be using images from the PC version of ZaPrompt Pro.

The Scrolling Canvas is where it all comes together. Your script, and the controls that you have selected in the Control Panel.

On the primary screen you will notice several things going on in the Scrolling canvas. First you will obviously see the scrolling text, then on both sides you see two Yellow Brackets that can be positioned on the line that you want the subject to read.

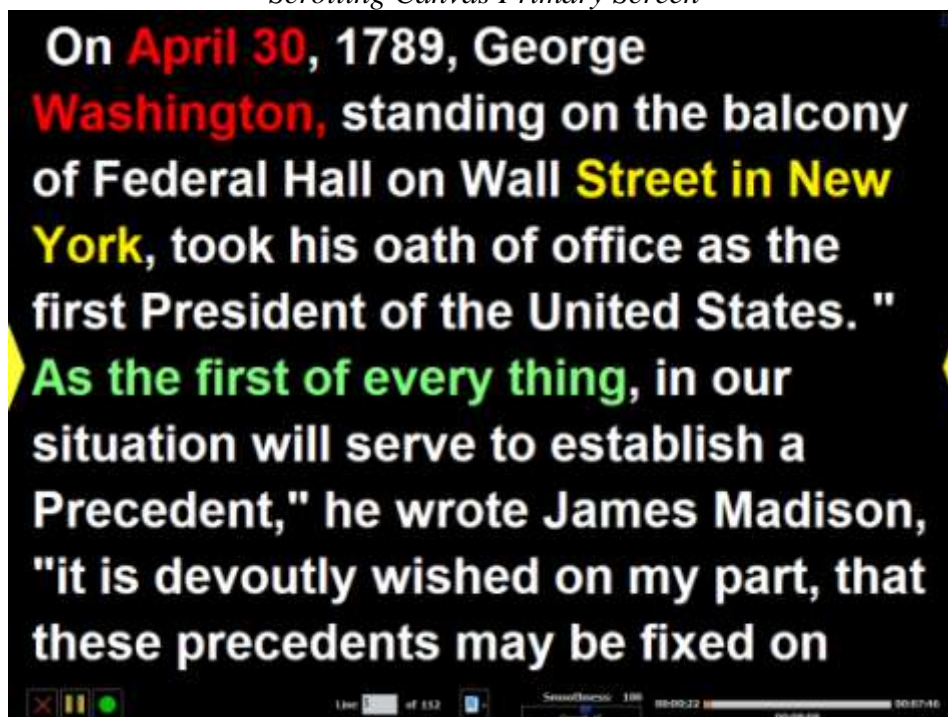
Along the bottom starting from left to right you first see a couple buttons. These buttons are the exit and Pause/play buttons.

Next you see the line counter with a white text box. You can enter the line you want to jump to in the white text box and press the return key on your keyboard. When you do this the script will jump to that line.

Next you will see the progress bar surrounded with time measurements. This Progress bar and the time measurements tell you a lot about your script. How long it will run, how far you are into the script and how much time is remaining. You can see the main screen at figure 2.9a.

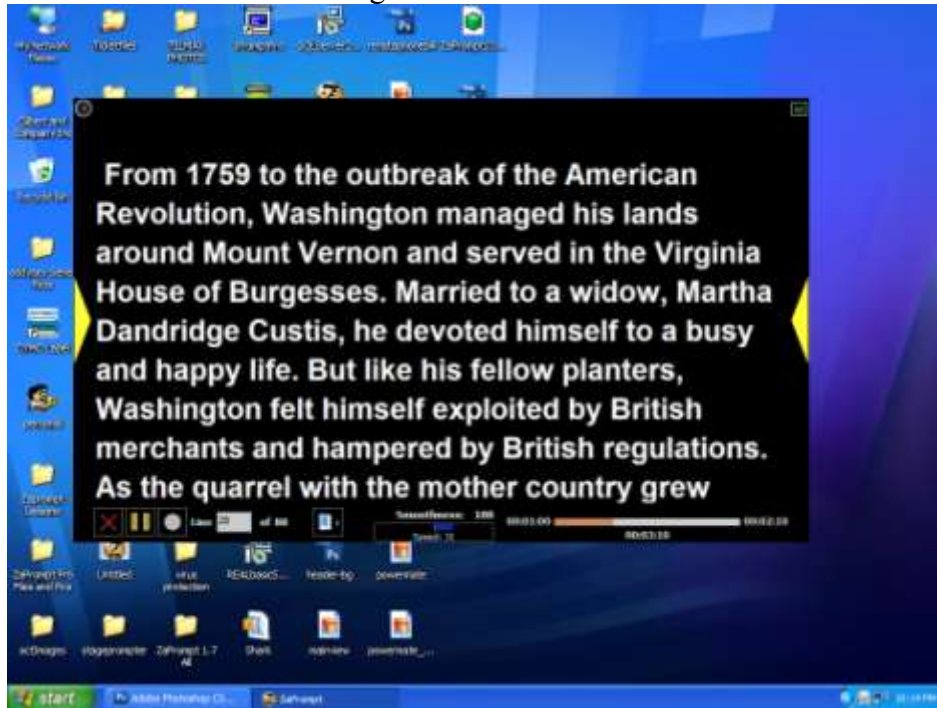
The secondary screen displays much the same as the primary screen, however one of the operator controls appear on the secondary screen. This screen is strictly for the reader. You can see the secondary display in figure 2.9b.

**Primary Display figure 2.9a**  
*Scrolling Canvas Primary Screen*



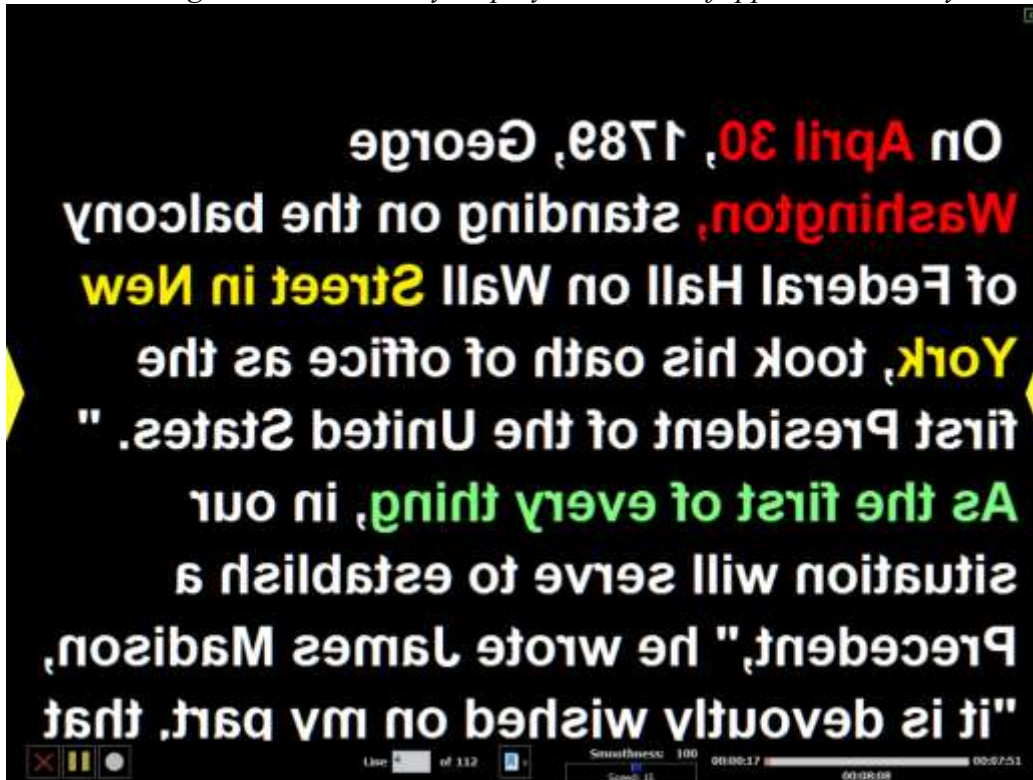
This Screen can be flipped horizontally, vertically or not flipped

## Scrolling Canvas Small Window



## Scrolling Canvas secondary monitor 2.9b

*Scrolling Canvas secondary display with screen flipped horizontally*



This Screen can be flipped Horizontally, Vertically, or not flipped

### The Control Bar

At the bottom of the scrolling canvas on the primary monitor you will see a long bar that has all the controls for the scrolling canvas. This section covers those controls and how they work.

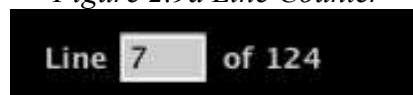
**Exit & Pause/Play** - Exit or Pause/Play your script with these buttons. They can also be controlled by the keyboard with the shortcuts from the Keyboard Shortcuts in the control panel. Figure 2.9c

*Figure 2.9c Exit , Pause Play & Record buttons*



**Lines Counter** - The line counter displays the current line of text in a white text box followed by the total number of lines. You can jump to any line in your script by entering the line you want to jump to in the text box and pressing the enter key on your keyboard. Figure 2.9d show an image of this control.

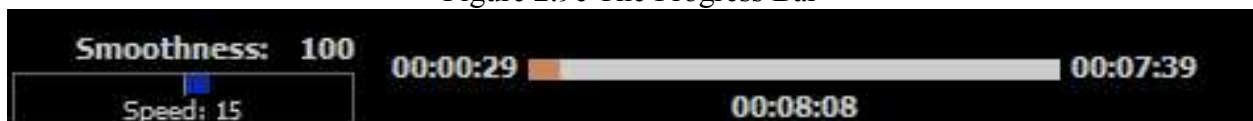
*Figure 2.9d Line Counter*



Enter line you want to jump to in text area and press enter.

**Progress Bar** - The progress bar is a very helpful tool when you are running a script in the Scrolling Canvas. From left to right you will first see the Scroll Speed and Smoothness settings. You can increase or decrease these values using the keyboard shortcuts while the script is scrolling. Next you see a progress bar that has three time measurements associated with it. To the left is the Time in or how long the script has been running, and on the right is the Time Out which is how much time is left for the script to Run. Underneath the Progress bar you will see how long the script will run at the current speed. Finally the Progress bar itself shows an orange bar that indicates how far you are into the script. Figure 2.9e has an image of what this control looks like.

Figure 2.9e The Progress Bar

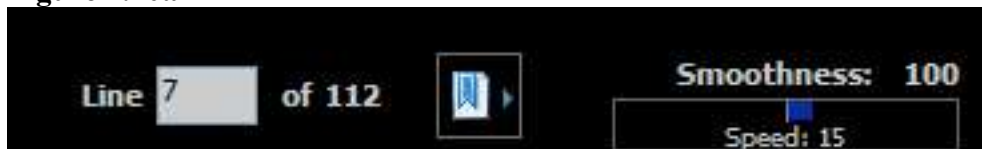


Increase or decrease Scrolling Speed or Smoothness with the arrow keys on your keyboard.

## 2.10 BOOKMARKS

New in ZaPrompt 1.6 is the advanced Bookmark tool. This tool is found on the tool bar at the bottom of the Scrolling Canvas between the Lines Counter and the Progress Bar. Figure 2.10a show an image of the Bookmark tool.

Figure 2.10a



**To use the Bookmark tool simply play your script or enter the line number in the Line Counter text field (then hit the return key) and locate the point in your script where you want to add a Bookmark.**

**Once you have located the position left click on the Bookmark Icon.**



The Bookmark Pop-up window will open. There are ten positions you can save in your script using the Bookmark tool. Each position is assigned a number. The number it is assigned is a keyboard shortcut. To navigate to any of these positions simply press the corresponding number on the keyboard or select it from the pop-up menu.

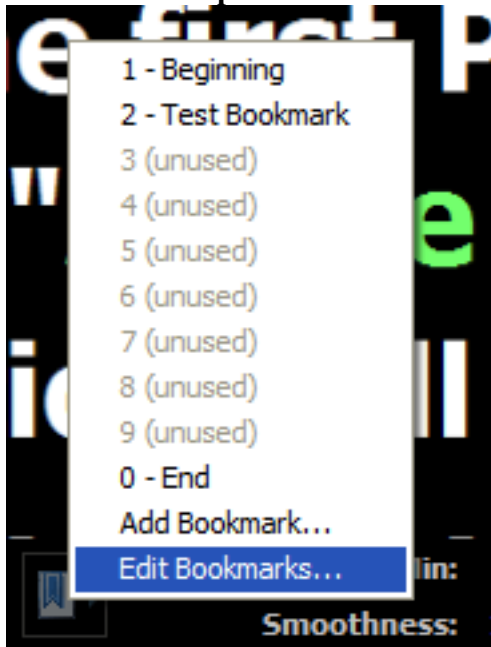
To create a Bookmark select the Add Bookmark... option in the pop-up menu. A dialog box will open.



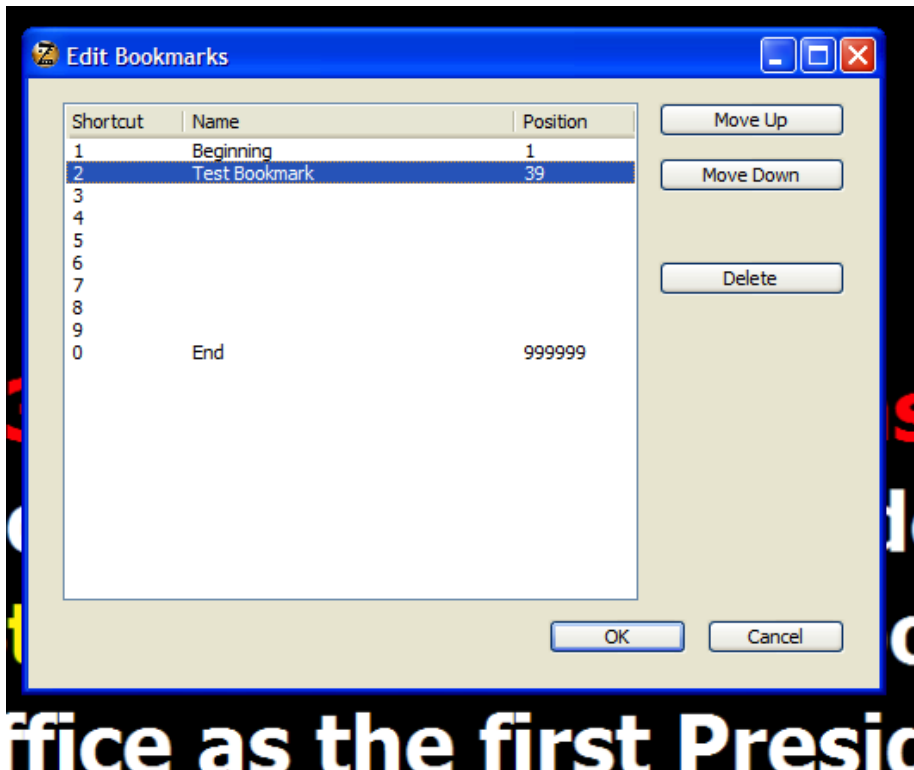
Type the name you want to use to identify this Bookmark and select the number key that you want to associate with it. Select "OK" and the Bookmark is created. If you select the Bookmark Icon again you will see that the Bookmark has been added and that the number 2 position has been used.

Once you have created all the Bookmarks you want in your script, you may find the need to edit or change them.

This can be done vary easily by selection the Bookmark Icon and Selecting the Edit Bookmark... Option.



A new dialog box will open where you can move or delete any one of the Bookmarks.



You can change the position and the keyboard shortcut to a Bookmark by selecting the up or down buttons. This will move the Bookmark to the next available slot.

If you want to remove a Bookmark, select it from the list field and select the delete button.

## 2.11 PRINTING SCRIPTS

Now it is time to back up a little bit. Now that you understand the User Interface of ZaPrompt Pro you are almost ready to begin creating scripts for yourself. One last subject in this section is on printing scripts.

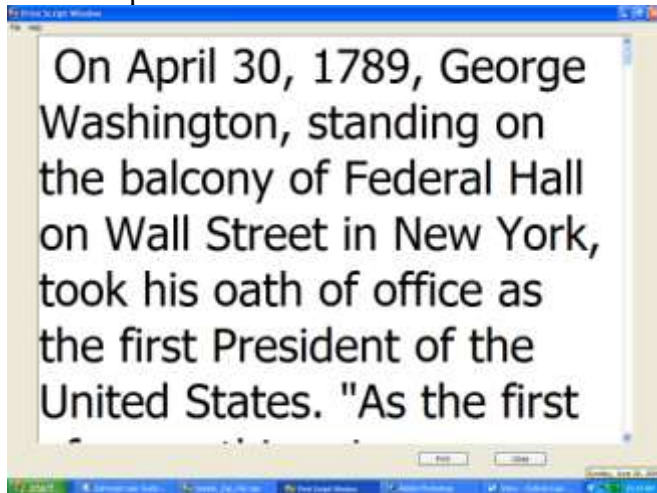
Since you are creating your scripts in the Script Editor you will be typing/importing white text on a black background. If you were to print your text like this you would use a lot of printer ink. To prevent you from having to do this your script will be opened in a new window with a white background and black text so it can be printed.

The window will open using the font size and style selected in the Script Editor window styled text drop down menus.

If you want a smaller/larger font to be printed change the font size before proceeding to print your document. Figure 2.9a shows an image of what the printing window looks like. To print a ZaPrompt Pro script, in the Menu Bar select File > Print. Once the window opens press Print and your Script will print. When you're done press close to return to the Script Editor Window.

### Print Script Window figure 2.11a

Print Script Window PC



## Section 2 End

# THE RECORDING FEATURE

## SECTION 3

The Recording Feature is new to ZaPrompt Pro. The purpose of this feature is to allow the user to record the speed of the Scrolling Canvas during a live scroll so it can be played back at a later time the exact same way.

The easiest way to use this feature is to simply press the record button in the Scrolling Canvas while the text is scrolling.

Figure 3.a show the record button both active and inactive.

Figure 3.a



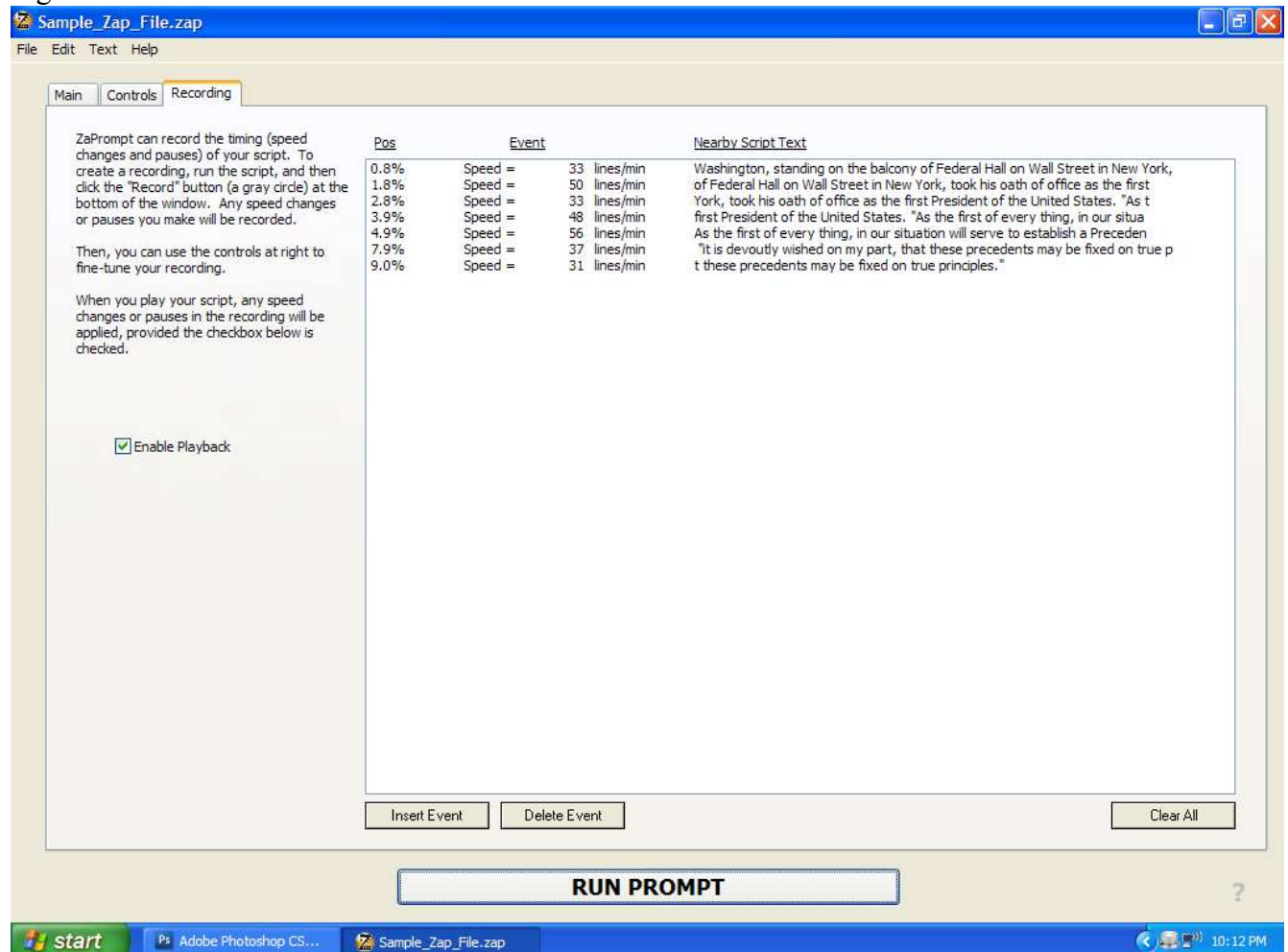
While the record feature is active the Record Button is Green and while it is inactive the button is Grey.

When using this feature you will use the Scrolling Canvas much as you would during a live session, in fact, you could be recording during a live session or a practice session.

Whenever you speed up or slow down the scrolling text, the change is recorded in the Recording Tab on the main window.

Figure 3.b shows the recording tab after a few changes have been recorded.

Figure 3.b



There are three columns in the Recording Tab record area the are POS (Position), Event (What is being recorded), and Nearby Script Text (Text nearest to the point the change was recorded).

You can fine tune the recording by selecting the event. You have the option to change the speed at that event or create the script to pause for any given amount of time.

Figure 3.c illustrates the recording editing tools in the Recording Tab Panel.

Figure 3.c

	<u>Pos</u>	<u>Event</u>	<u>Nearby Script Text</u>
then	0.8%	Speed = 33 lines/min	Washington, standing on the balcony
at the	1.8%	Speed = 50 lines/min	of Federal Hall on Wall Street in New
ges	2.8%	Speed = 33 lines/min	York, took his oath of office as the
	3.9%	Speed = 48 lines/min	first President of the United States
	4.9%	Pause 1.0 sec	As the first of every thing, in our s
so	7.9%	Speed = 37 lines/min	"it is devoutly wished on my part,
	9.0%	Speed = 31 lines/min	t these precedents may be fixed o

There are three buttons along the bottom of the Recording Panel that will help you control the recording. The first is “Insert Event”. This function will create an Event at the point you were in the script when you exited the Scrolling Canvas. The best way to use this feature is to play the script to the point where you want to make a change to the speed of the script and select the pause button. Then Exit the Scrolling Canvas, now when you Insert an Event into the Recording Panel it will be where you want it.

The next button is the “Delete Event” button. This button will allow you to delete an event in case you have made a mistake in how you want the Script to scroll at any given point, or if you want to omit a speed change at a certain point of the script.

The next button is “Clear All”. This button will clear all of the recorded changes to the speed. This is useful if you would like to start over.

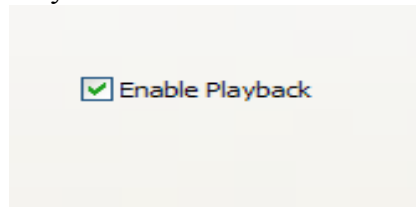
Figure 3.d shows the three buttons mentioned above.

Figure 3.d



Once you have recorded the script it is time to play it back. In the Recording Panel there is a “Play Back” check box. If this box is checked the text will play back using the recorded speed changes in the Recording Panel.

## Play Back Button



Now by pressing the “Run Prompt” button you are telling the ZaPrompt Pro that you want to use the recorded speed setting to play back the text.

The Scrolling Canvas has a control at the top left corner of the screen that looks like a clock that is only visible during playback.

Figure 3.e shows this control.

Figure 3.e



If you make a manual change to the speed of the Scrolling Text in the Scrolling Canvas during playback, the playback control is disabled and a red line will appear through the center of the clock, text will also appear across the screen telling you that you have disabled the playback.

To resume the playback simply click on the clock at the top left corner of the screen.

Playback will resume until you make another change, click on the clock again, or until the playback has reached the end of the recording.

## CREATING YOUR FIRST SCRIPT

### Section 4

Now that you are familiar with the user interface of ZaPrompt Pro it's time to put it all together. In this section you are going to see an example of a script put together, the controls set, and the scrolling canvas put to use.

A Mac version of ZaPrompt Pro will be used to create this example, using two monitors with the second monitor reflecting off of a TelePrompter Mirror.

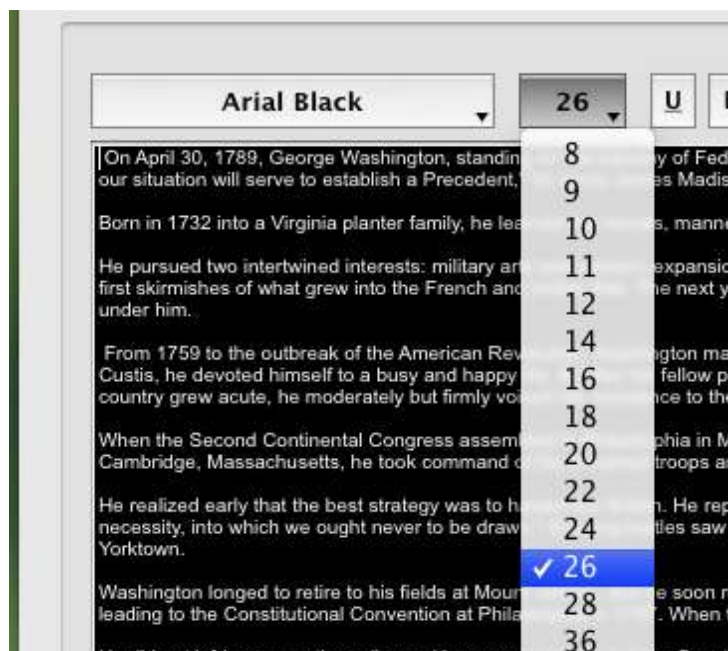
To keep it simple you will be importing the Example .rtf file located on the installation disk for ZaPrompt Pro.

#### 4.1 BUILDING THE SCRIPT

**Open ZaPrompt Pro if you haven't already and do the following:**

1. On the Menu Bar at the top of the page select **File > Import Text**.
2. Locate the **Sample\_RTF.rtf** file on the installation disk or in the download folder.
3. Select and click **open**.

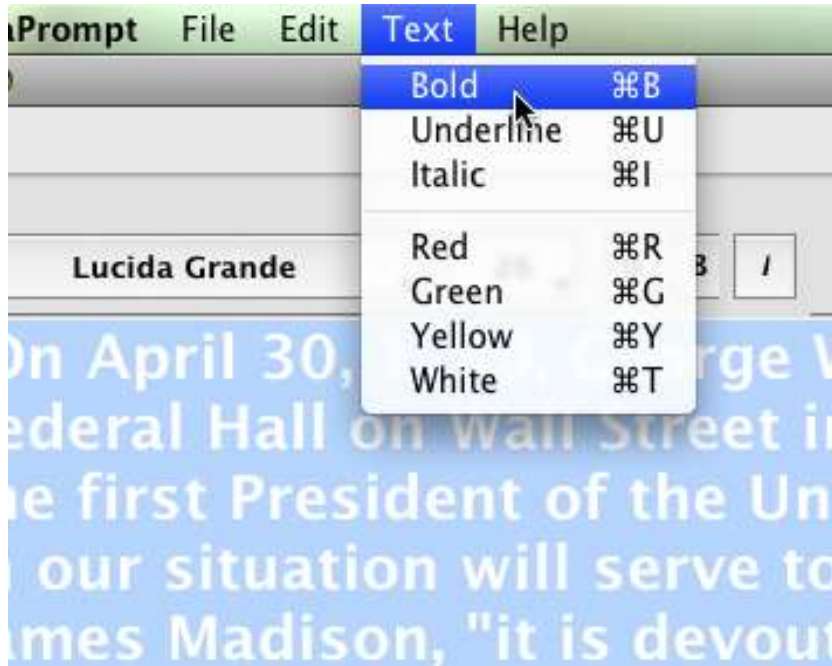
You will notice that the text imported in a very small font. To increase the font size select the **font size drop down menu** above the Script Editor and select **26 points** for the font size.



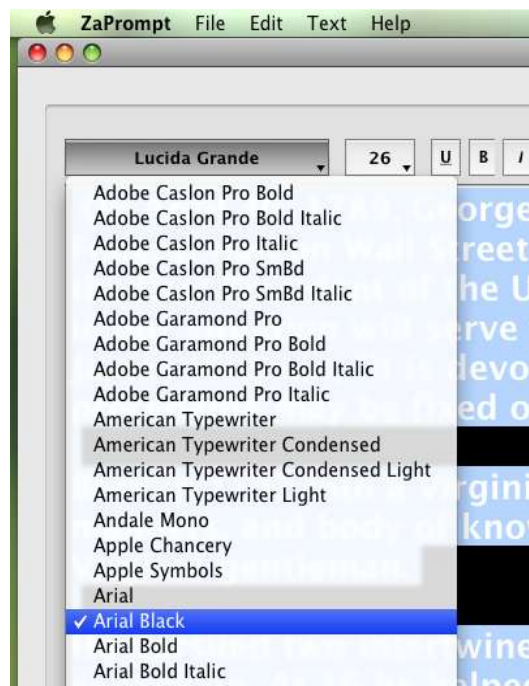
Now that you have the text loaded in the Script Editor lets change it ALL to **bold** and change the font to **Arial Black**.

1. In the Edit menu at the top of the page find and select **“Select All”**.

2. In the Text menu find and select **Bold**



3. Hold down the command button (control button on PC's) and press the **A** button on your keyboard to select all the text again.
4. From the font style drop down menu above the Script Editor locate **Arial Black** and select it.



**Now place your pointer anywhere in the Script Editor and single click to deselect the text.**

Lets add some color highlights to the first paragraph of the script. In this example we will use all three ways to add color to a script.

Hold down the left mouse button and drag over George Washington in the first line of text.



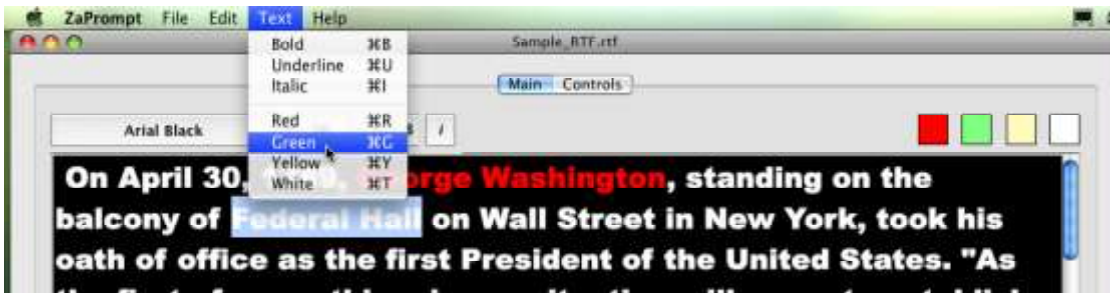
Single click the Red box in the color selector above the script editor.



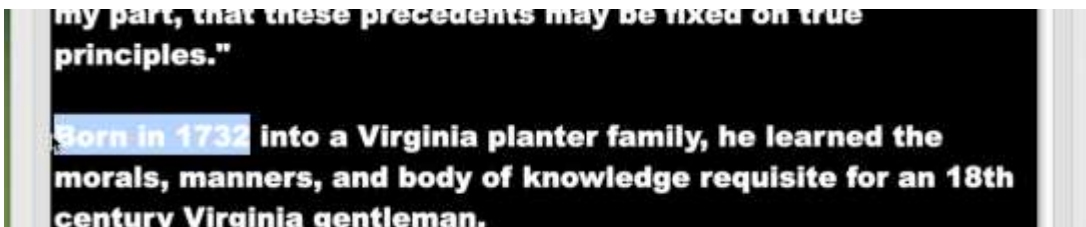
Now hold down the left mouse button and drag over the words Federal Hall in the second line to select it.



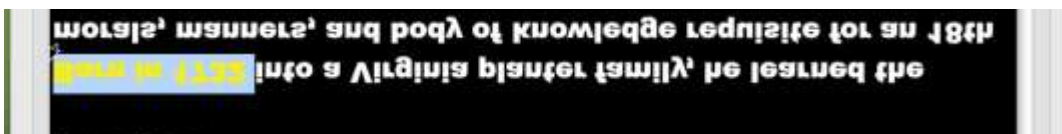
From the Text menu select Green.



In the first line of the second paragraph select Born in 1732 by placing the cursor in front of the first letter, holding down the shift key and pressing the right arrow key until it is all selected.



Hold down the command key and press the Y key to change the selected text to Yellow.



## 4.2 SETTING UP THE CONTROLS

Now that you have created the script it is time to prepare it to be projected onto the Scrolling canvas. To do this you will need to select the “Controls” tab at the top of the page to open the Control Panel.

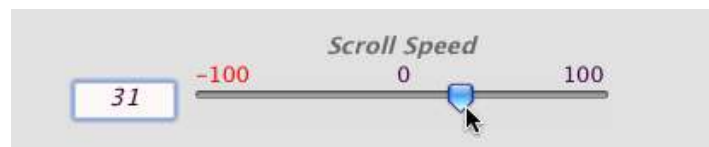


Once the Control Panel is open we can set up the initial controls for how the Scrolling Canvas will open. Once the Scrolling Canvas is running you can use the Keyboard Shortcuts to adjust these controls.

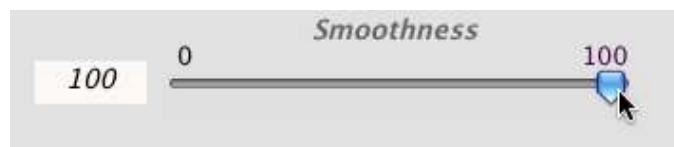
1. First set the Keyboard Shortcuts. For this lesson we will set the Speed Control shortcut to be the up and down arrows on the keyboard.



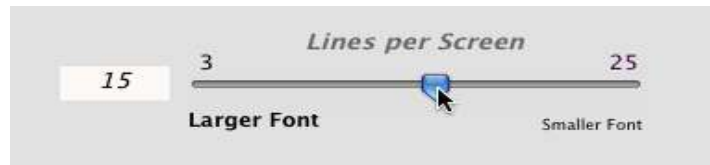
2. Now lets set the Scrolling Speed by moving the slider to 31. This is how your script will start to scroll once you press the “RUN PROMPT” button.



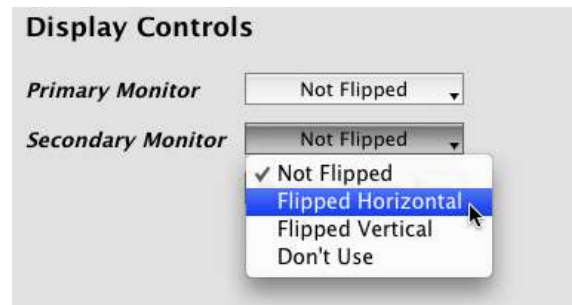
3. We don't want the Scrolling Script to pause at each line so we will set the smoothness to 100. This will create a nice even smooth scroll.



4. For the Lines Per Screen we want to have a medium size font so we will set this to 15. The smaller this number the larger the font will appear on the scrolling canvas.



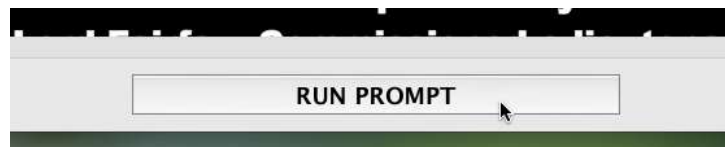
5. Next we will set the orientation of how the Scrolling Canvas will appear on each display. We will leave the Primary monitor “Not Flipped” and we will set the Secondary Monitor to “Flip Horizontally now when we start the Scrolling Canvas the Primary Screen will look normal and the Secondary Screen will be flipped.



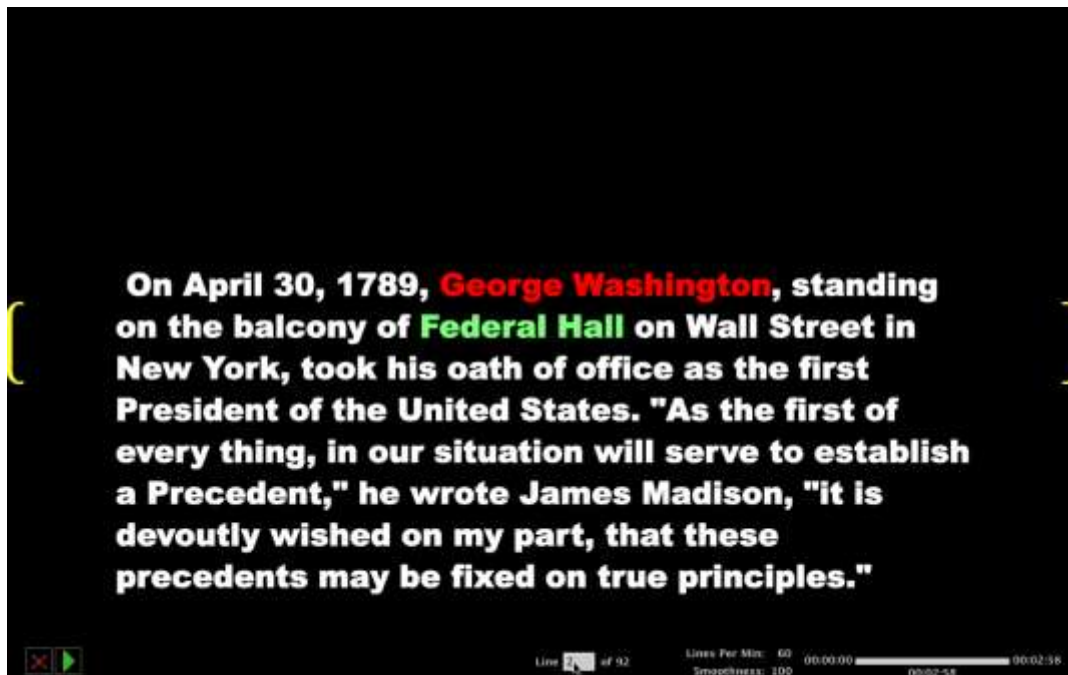
#### 4.3 STARTING THE SCROLLING CANVAS

Now that we have created the script and have set all the controls the way we want them, it is time to put it all to work.

1. To start the scrolling press the “RUN PROMPT” button at the bottom of the ZaPrompt Window.



The scrolling canvas will open and the script will start scroll.



While the Script is running you can use the controls at the bottom to speed up, slow down, or pause/play or exit the script.

- If you want to jump to any line in the script you can simply type the line number in the text area at the bottom of the screen and press the return key.
- To increase or decrease the font size press the - or + arrow on your keyboard.
- Once you are finish simply press the red X at the bottom left side of the screen and the canvas will close.

**You have completed the Example Lesson**

## APPENDIX A

### OpenGL Support for Window Graphic Cards

ZaPrompt Pro for windows requires that your graphic card has OpenGL support. Below is the definition of OpenGL.

**OpenGL (Open Graphics Library)** is a standard specification defining a cross-language cross-platform API for writing applications that produce 2D and 3D computer graphics. The interface consists of over 250 different function calls which can be used to draw complex three-dimensional scenes from simple primitives. OpenGL was developed by Silicon Graphics Inc. (SGI) in 1992[1] and is widely used in CAD, virtual reality, scientific visualization, information visualization, and flight simulation. It is also used in video games, where it competes with Direct3D on Microsoft Windows platforms (see Direct3D vs. OpenGL).

If your computer is experiencing problems with the Scrolling Canvas it is probably due to the fact that the current graphic card driver that you are using does not support OpenGL.

To locate and install the OpenGL driver for your graphic card do the following:  
Find out what graphic card is installed in your computer by doing the following

- 1. Windows 2000/XP right click on the start menu**
  - a. Left click on my computer*
  - b. Right click on properties*
  - c. Once the System Properties window opens select Hardware*
  - d. Click on Device Manager*
  - e. Locate Display Adaptor and expand it*
  - f. The name of your graphic card should appear, it will look something like "NVIDIA GeForce 6100"*
- 2. Windows Vista Do the Following:**
  - a. Right click on the start menu*
  - b. Left click on Computer*
  - c. In the task bar select Device Manager*
  - d. Locate Display Adaptors and expand it*
  - e. The name of your graphic card should appear, it will look something like "NVIDIA GeForce 6100"*

Once you know the type of graphic card that is installed in your computer Google search for the contact information of the manufacture of the card.

Go to their website and locate the download driver section.

Download and install the most current driver .

OpenGL support should now be installed for your graphic card.

## **APPENDIX B**

### **Setting Up Second Monitor**

#### **SETTING UP THE SECOND MONITOR**

When using a second monitor it is important that it is configured correctly. In this section you will learn how to configure the second monitor on Windows 2000/XP/Vista and Mac OS X.

There are two main ways to set up a secondary display, the first is to simply mirror the desktop and the other is to extend the desktop into the second monitor.

To configure the secondary monitor correctly for ZaPrompt Pro you want to extend the desktop into the second monitor.

#### **PC Laptops**

If you are using a PC Laptop you can usually do this by holding the function key and pressing the F9 key. Every time you press the F9 key while holding down the Function key a different multiple monitor option will appear. Select the option that uses both monitors and extends the desktop into the second monitor. If you are still seeing the Exact same thing in both monitors go to the next step and follow the instructions.

#### **Windows 2000/XP/Vista Desktop Computers**

For the above three Window Operations Systems extending the desktop into the second monitor is done basically the same way.

1. Left Click anywhere on the desktop, a menu will pop-up. Select Properties on Windows 2000/XP or Customize on Windows Vista (then select properties).
2. Once the Properties window opens select the Settings tab.
3. In the settings tab you should see both of your monitors. Select the second monitor.
4. Uncheck This is my primary monitor
5. Check Extend the Desktop onto the monitor.
6. Select Apply
7. Select Close

On Mac OS X setting up the second display is a lot easier than a PC. There are only a couple steps that you need to follow.

1. Open System Preferences
2. Select Displays
3. Select Arrange
4. Make sure Mirror displays is not selected
5. Close System Preferences

If your computer does not select the second display make sure that the display is plugged into the power and that it is connected to the computer. Also make sure that the power is turned to the secondary monitor.

If for some reason your second display can not be detected by your computer consult the owners guide that cam with the computer that you are trying to connect to a second monitor.