



FOR iPad VERSION 2.4

USER MANUAL

Teleprompt+ for iPad User Manual Version 2.4

Introduction



Teleprompt+ is a simple, yet powerful professional teleprompter application for the iPad, iPhone and iPod touch. Whether you are a video producer looking for an affordable, portable alternative to traditional teleprompter setups, or a public speaker looking for a powerful aid for delivering speeches, our goal is to provide you with the easiest to use and yet most effective prompting solution available on the iOS platform.

In addition to basic text prompting functions, Teleprompt+ offers many advanced options and features that will enable you to custom tailor your prompting setup according to your own needs. We offer such advanced features as text mirroring (for true hardware mirror setups), wireless remote control capability, custom VGA and HDMI output support, import and export capability via Google Docs and Dropbox, audio record-

ing, video recording, and grouping and manually sorting scripts.

Despite these advanced features, it is incredibly simple to get up and running with Teleprompt+. We've strived to keep Teleprompt+ as simple to use as possible, and we believe we've succeeded. Within minutes of purchase, you can be prompting with little setup or knowledge of the product. To get started quickly, we suggest you review the [Getting Started](#) section of this guide, and then dig deeper into the advanced features to find the options that meet your needs. We also offer several instructional videos that you can access directly from the app's integrated help screen, or from our website at www.bombingbrain.com.


We are constantly looking to improve our product. If Teleprompt+ is not meeting your needs in some way, or if you have suggestions for improvement, please contact us at support@bombingbrain.com. Enjoy!

Gene Whitaker

CEO, Bombing Brain Interactive

Getting Started

The text that you read in Teleprompt+ is referred to as a **script**. Prompting with Teleprompt+ can be as simple as following 5 basic steps:

1. Launch the app by tapping the app's icon.
2. Tap the  button to add a new script.

3. Tap the *Script name* field and type a name for your script.
4. Tap the content field, and either type in your script, copy/paste your script from another app such as Mail or Pages, or import your text from Google Docs or Dropbox (see Importing Text for more details).
5. Tap the *Start* Button.

That's it! A countdown will appear, followed by the prompting screen (also referred to as **prompting mode** in this guide), where your text will begin scrolling from bottom to top of the screen using several default appearance and behavior settings that are built into Teleprompt+.

MOVIE 1.1 Your first Prompting Session

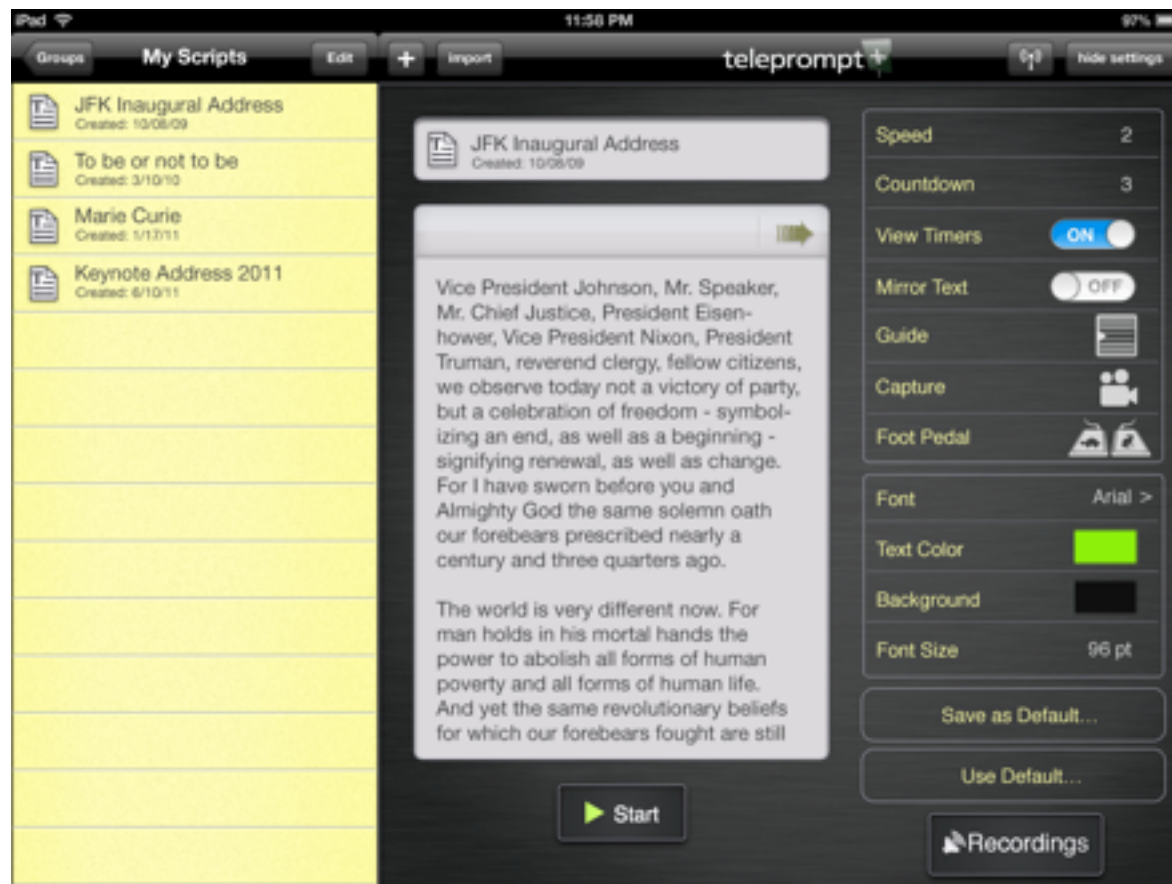


Modes

Teleprompt+ uses two main views or *modes*. The vast majority of setup and prompting is done using these two views:

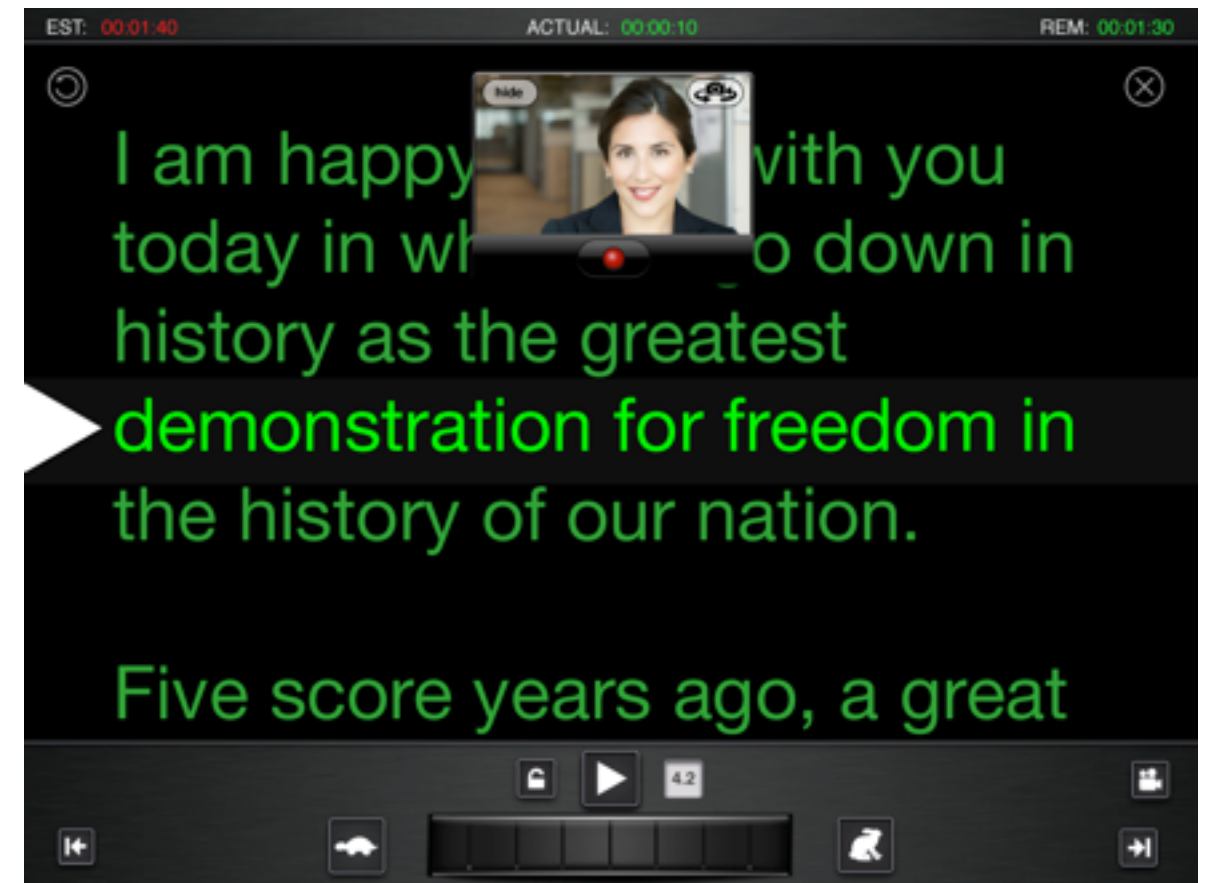
Editing Mode

This is the view that appears when you launch Teleprompt+. Use this mode to enter your script and configure the appearance and playback settings for each individual script.



Prompting Mode

This is the prompting or *playback* view, where Teleprompt+ actually renders your script and scrolls the text for you to read in real time.

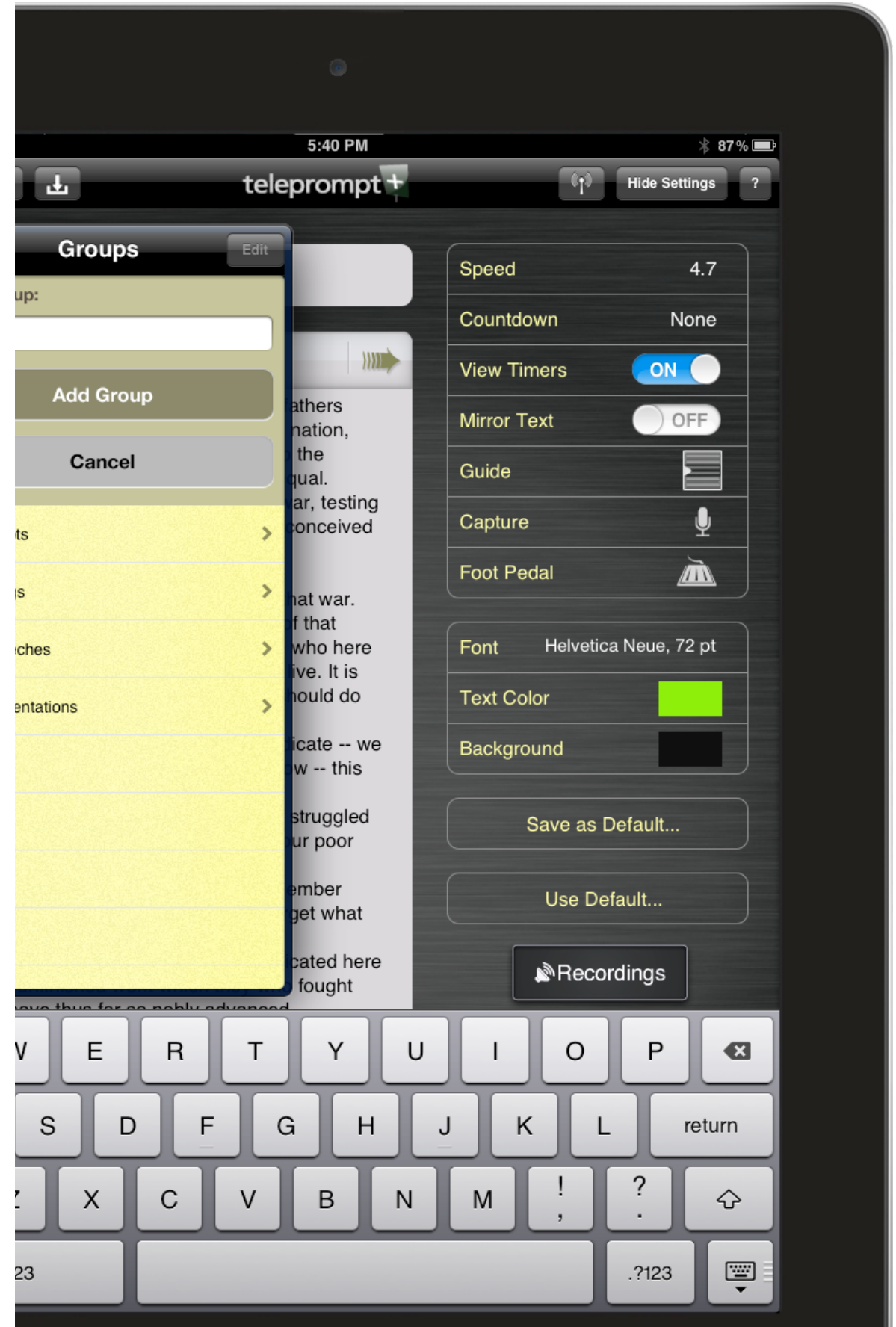


Editing mode

When you launch Teleprompt+, the app will be in **Editing Mode**. This mode is used for script editing, and also for configuring how the script will behave when prompting (settings). When the app starts up, it will always load up the text and settings for the most recent script with which you were working. If this is the first time you are using Teleprompt+, the app will present you with a blank form to enter your first script.

The editing mode consists of three main areas:

- *Group & Script List* - the list of groups and scripts stored in Teleprompt+
- *Editor* - Script entry and modification
- *Settings* - custom playback and appearance settings



INTERACTIVE 2.1 Editing Mode



Group and Script List

IN THIS SECTION

1. **Group List**
 1. **Selecting a Group**
 2. **Creating a Group**
 3. **Adding New Scripts to a Group**
 4. **Switching Between Groups**
 5. **Reordering/Rearranging Groups**
 6. **Renaming a group**
 7. **Deleting a Group**
2. **Script List**
 1. **Selecting a Script**
 2. **Creating a Script**
 3. **Deleting Scripts**
 4. **Moving Scripts Between Groups**
 5. **Rearranging and Organizing Scripts**

Group List

The **group list** is a way of organizing your scripts into distinct sections. When the iPad is in landscape orientation, the group list will appear on the left as pictured on the [previous page](#). To access this list while the iPad is rotated to portrait orientation, simply tap the Scripts button at the top left of the screen.



When first tapping this button the app will show you the scripts in the current default group. To see the list of groups simply tap the groups button at the top left of the list.

Selecting A Group

To view the scripts within a group, tap on the group's name in the group list. This will slide the group view out of the way and show you all the scripts within that group.

Creating A Group

To create a group make sure you are in the group list and tap the new group button at the top left of the group list. A small area will drop down where you can give the group a name. After the name has been entered, tap the *Add Group* button and your group will be added to the group list.



New Group Button

Adding New Scripts To A Group

There are many way to import scripts into Teleprompt+. These methods are described in detail later in this document. To define which group a script is placed into just make sure you have tapped on the desired group before you import or click the add script button. Doing this informs the app this is the current group and any new scripts should be added to this group.

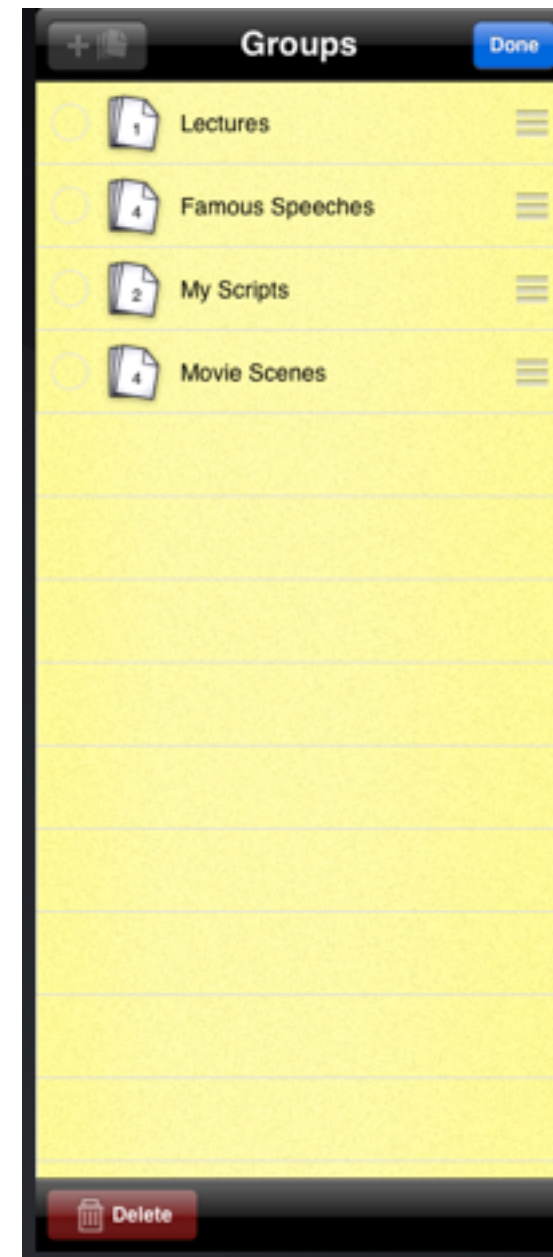
Switching Between Groups

To switch between groups, tap the *Groups* button at the top of the script list. This will show you a list of all your groups. Tap on the group you would like to see and the script list for that group will slide in.

Reordering/Rearranging Groups

To organize your groups simply tap the *Edit* button to enter edit mode. You should see 3 lines to the right of each group. Place your finger on these lines to drag a group up and down. When the group is where you want it just lift your finger.

To exit edit mode just tap the *Done* button at the top right of the group list.



Renaming A Group

To rename a group tap the *Edit* button to enter edit mode. Tap the name of the group and it will enter edit mode. Just enter the new name and either press the return button on the keyboard or press the done button.

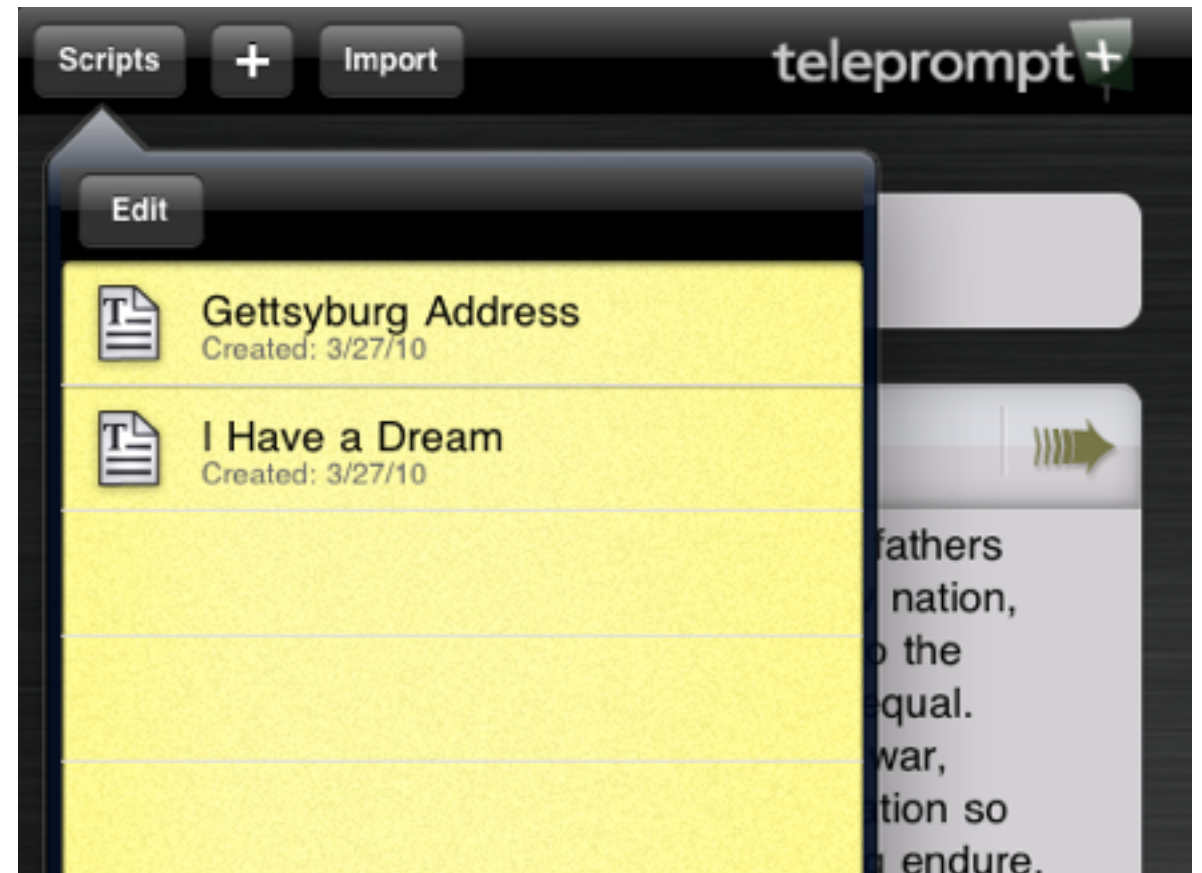
Deleting A Group

To completely remove a group and all scripts within that group tap the *Edit* button at the top right of the group list. This will put the list into edit mode. Tap the small circle to the left of the group name. This will put a small checkbox next to the group. Do this for all the groups you wish to delete and then press the *Delete* button at the bottom of the list. The app will then confirm that you want to do this. If you tap the *Yes* button, all the selected groups will be deleted.

Note: Any scripts that are stored within a group that is being deleted will also be deleted. This cannot be undone. If you do not want to delete the scripts move them to another group before deleting (see [Moving scripts between groups](#) below.)

Script List

The script list is a list of all the scripts that you have created and stored using Teleprompt+. When the iPad is in landscape orientation, the script list will appear on the left. To access this list while the iPad is rotated to portrait orientation, simply tap the *Scripts* button at the top left of the screen (pictured here).



Selecting A Script

To access a script, simply tap on the script's name in the script list. The content and settings for that script will populate the *editor*.

Creating A Script

To create a script, tap the add script button. The editor will display an empty form for you to enter your script name and content.

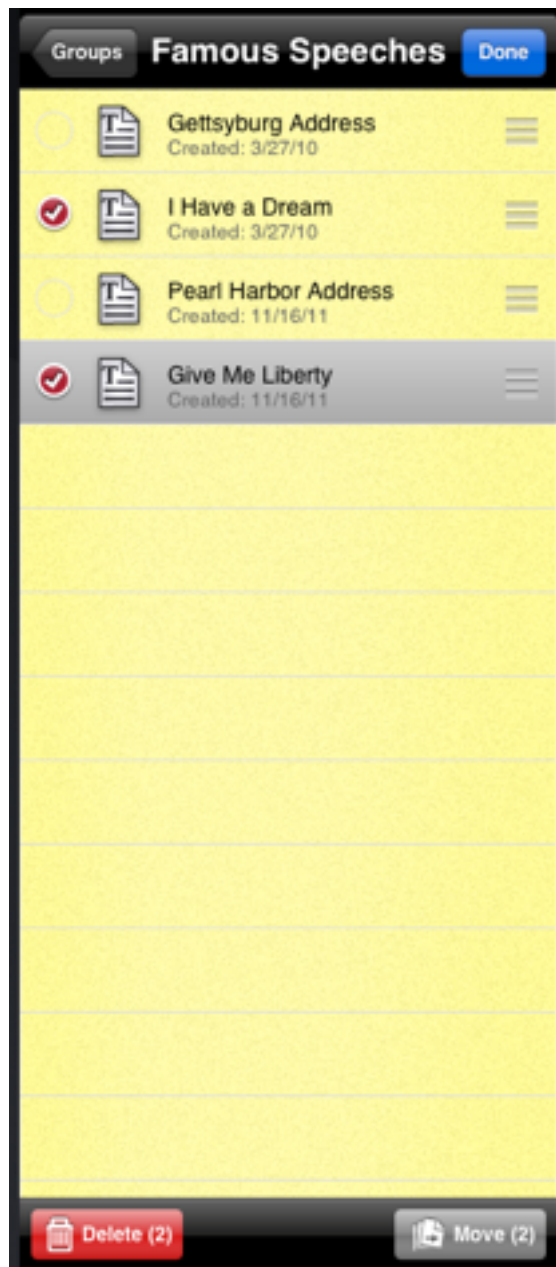


Add Script Button

Deleting Scripts

To delete one or more scripts, tap the **Edit** button, then tap the circle to the left of any scripts you wish to delete. Then tap the Delete button at the bottom of the list to remove all selected scripts.

Note: This action cannot be undone.



Moving Scripts Between Groups

If you wish to move one or more scripts to a different group simply tap the *Edit* button at the top right of the script list to enter edit mode. Then tap the circle to the left of each script you would like to move. Next, tap the *Move* button at the bottom right of the script list. This will bring up a list of all groups. Tap on the group to which you would like your script to move.

Rearranging And Organizing Scripts

To organize your scripts in any order you wish tap the *Edit* button to enter edit mode. You should see 3 lines to the right of each script. Place your finger on these lines and drag the script up and down. When the script is where you want it, just lift your finger.

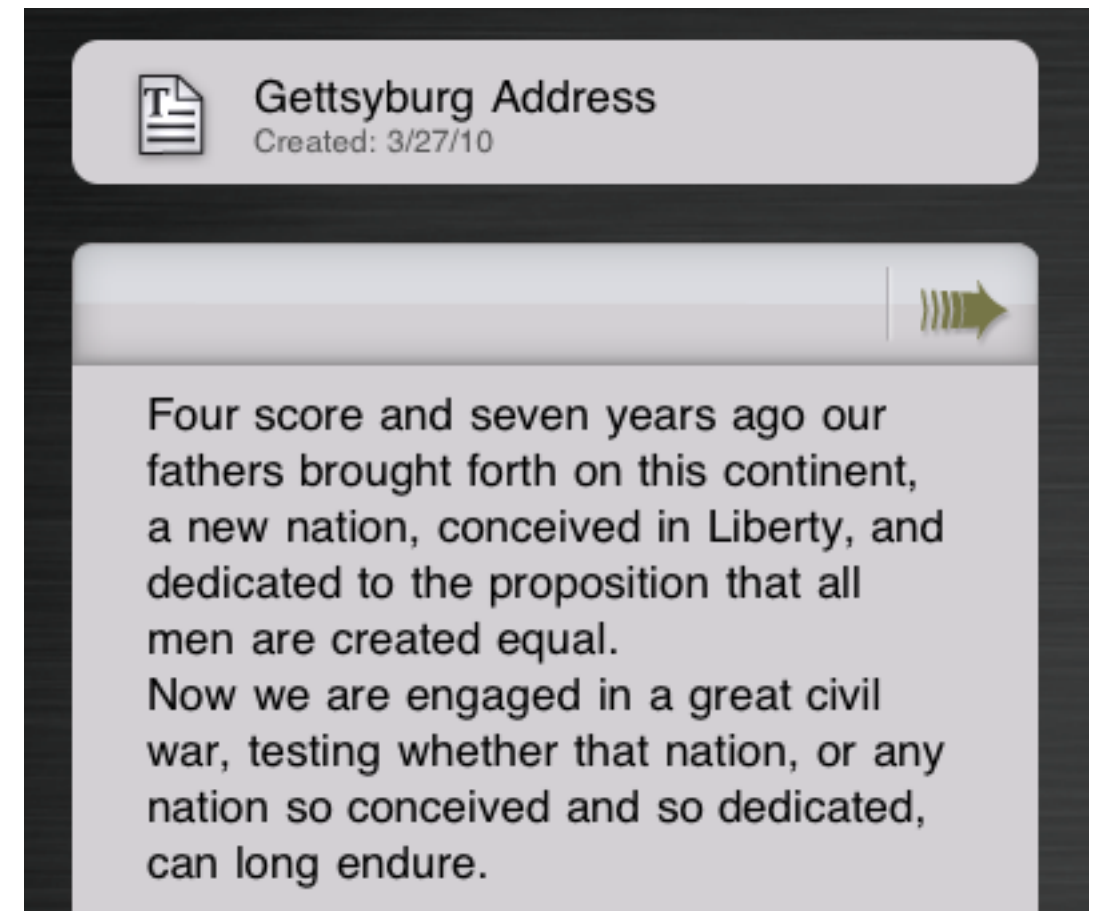
To exit edit mode tap the *Done* button at the top right of the script list.

Editor

IN THIS SECTION

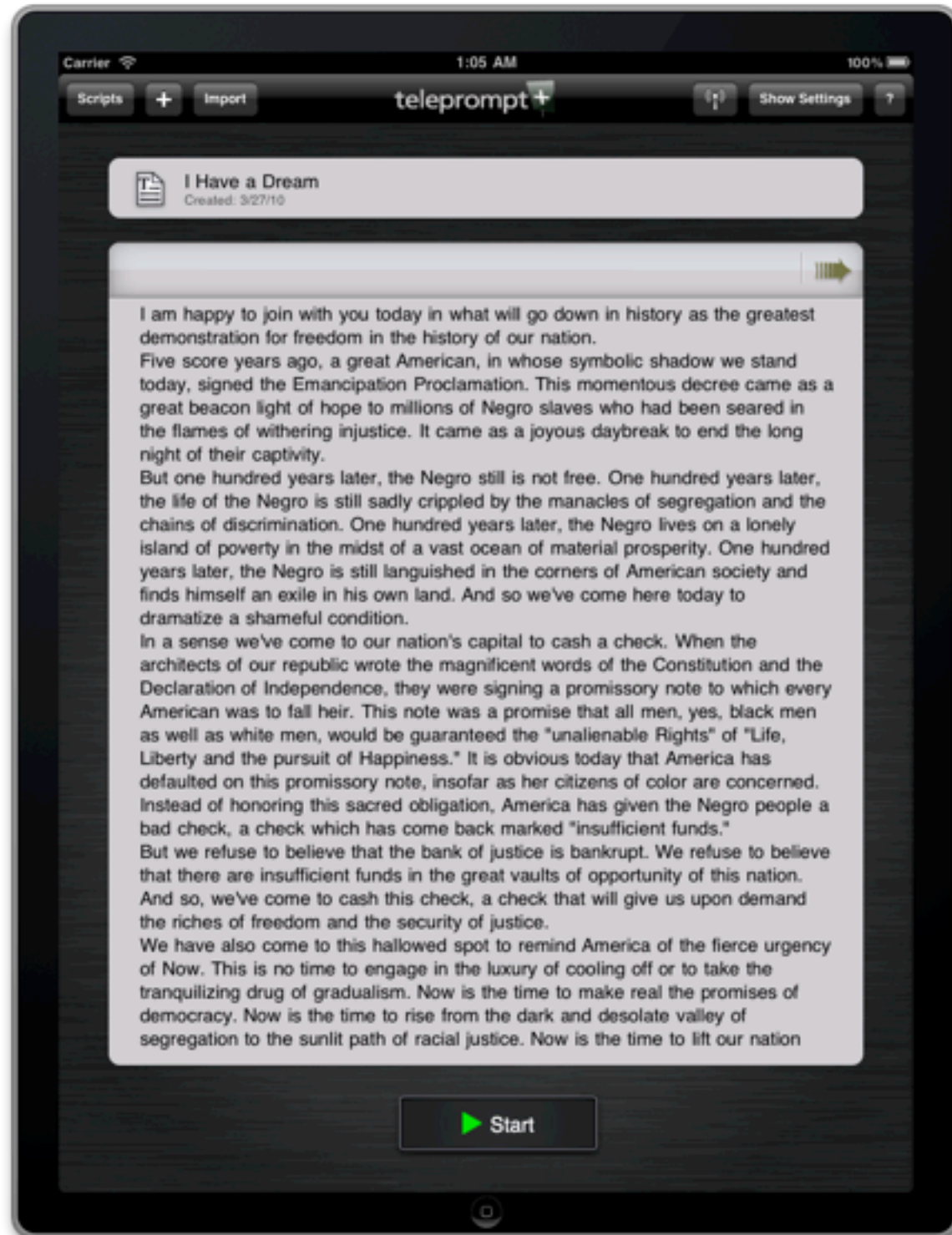
1. Expanding the Editor
2. Importing Text
 1. Copy/Paste From Another App
 2. Google Documents Import
 3. Dropbox Import
 4. iTunes File Sharing Import/Export
3. Cue Points

The *editor* is where you can input your script and edit it as needed. The editor contains all functions for editing and structuring your script. Text can be imported into the editor using a variety of methods. The editor is also used to position and manage **cue points** within your script. Cue points will be described below.



Expanding the Editor

The text fields within the editor can be expanded for more viewing area by tapping the *Hide Settings* button at the top left of the screen. This will increase the size of the text fields for easy reading and editing. To see *settings* again, tap the *Show Settings* button.



Importing Text

The simplest method of text entry is direct editing. Simply tap the name and content fields to enter and modify your text using the on-screen keyboard.

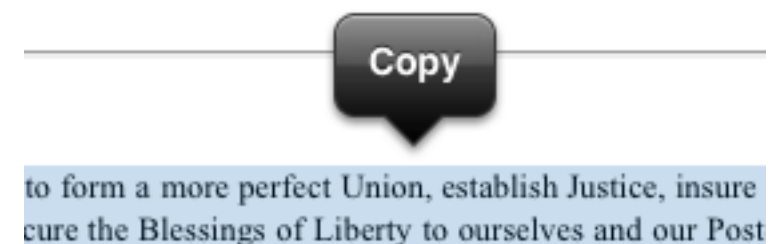
In addition to direct text editing, Teleprompter+ offers several alternatives for importing text from other sources:

Copy/Paste From Another App

This example demonstrates copy/paste from the Safari app, but the same method can be used to copy text from any other application that supports text.

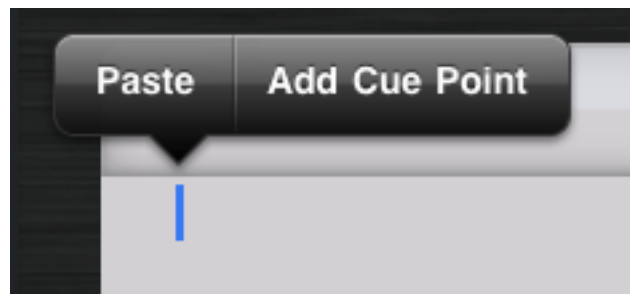
Note: like most teleprompters, Teleprompter+ is a text-only application. Special formatting such as bold/italic will not translate to Teleprompter+. The text will copy, but you will lose the formatting.

1. First, launch the app and select the text. To do this, tap and hold on the text until a magnifying glass appears. Once this appears, lift your finger. A copy/paste menu will appear. Tap *Copy*.



2. Next launch Teleprompter+ and create a new script (see *Creating a script* above). Tap and hold in the content field until you see the magnifying glass appear. Lift your finger. A

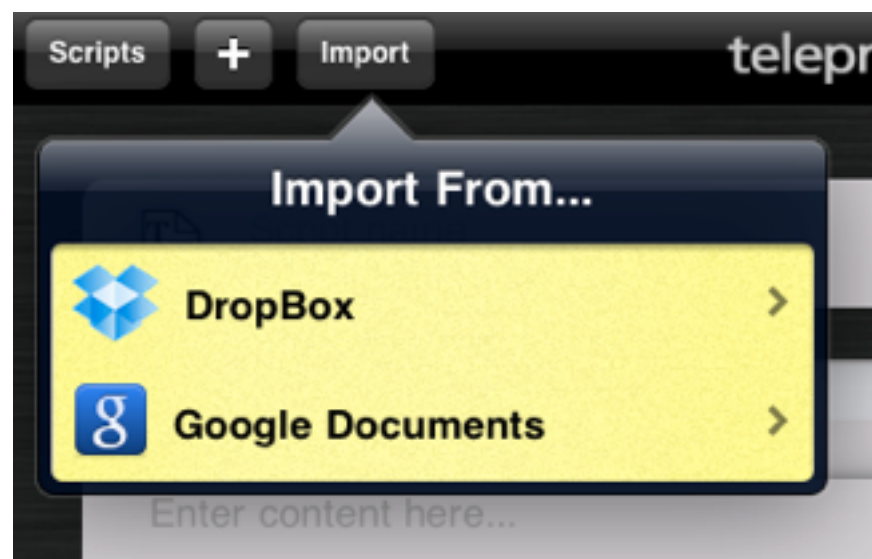
menu will appear. Tap Paste. Your script text will now appear in Teleprompt+.



Google Documents Import

Teleprompt+ integrates with the **Google Docs** service to provide simple import of scripts that have been written and saved to your online Google Documents account. To import from Google, follow these simple steps.

1. First, ensure your iPad has an internet connection either via WiFi or a cellular network. Create a new script. Tap the Import button that appears above the *editor*. A menu will appear listing available online document services. Tap *Google Documents*.



2. Enter your Google Docs account login and password.
3. After a successful login, a list will appear showing the text documents available on your Google Docs account. Tap on a file name to download the text and import the script.



MOVIE 2.1 Google Documents Import

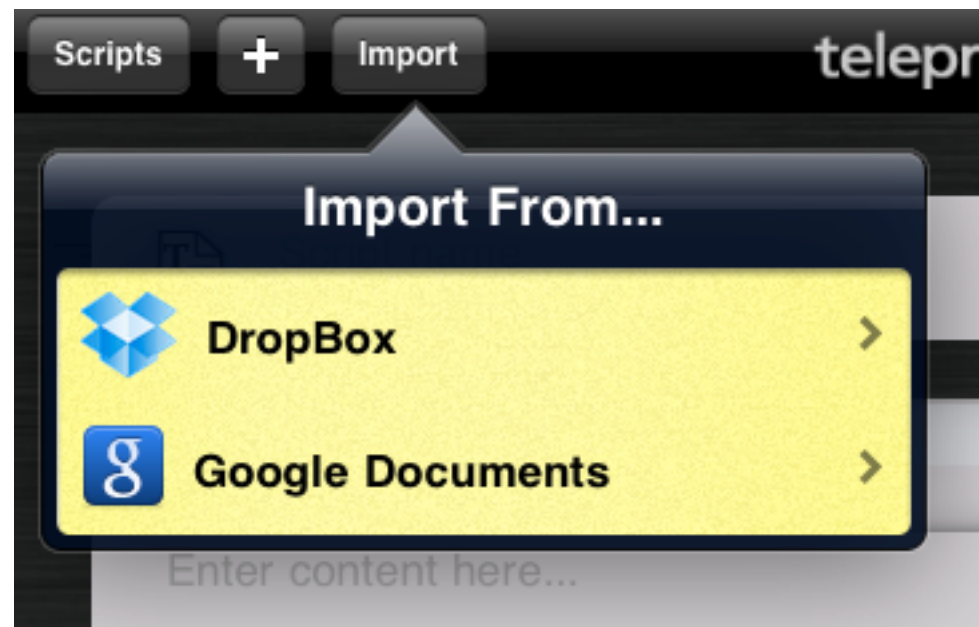


Dropbox Import

Teleprompt+ also integrates with the **Dropbox** online file service. It can import text (.txt) documents from your Dropbox account.

Note: Teleprompt+ can only import text files. If you are using a rich editor such as Microsoft Word, please save your document as text (.txt) before attempting to import it into Teleprompt+.

1. Ensure your iPad has an internet connection either via WiFi or cellular network. Create a new script. Tap the Import button that appears above the *editor*. A menu will appear listing available online document services. Tap *Dropbox*.



2. Enter your Dropbox account login and password.
3. After a successful login, a list will appear showing the folders and text documents available on your Dropbox ac-

count. Use the list to browse folders and tap on a file name to download the script.



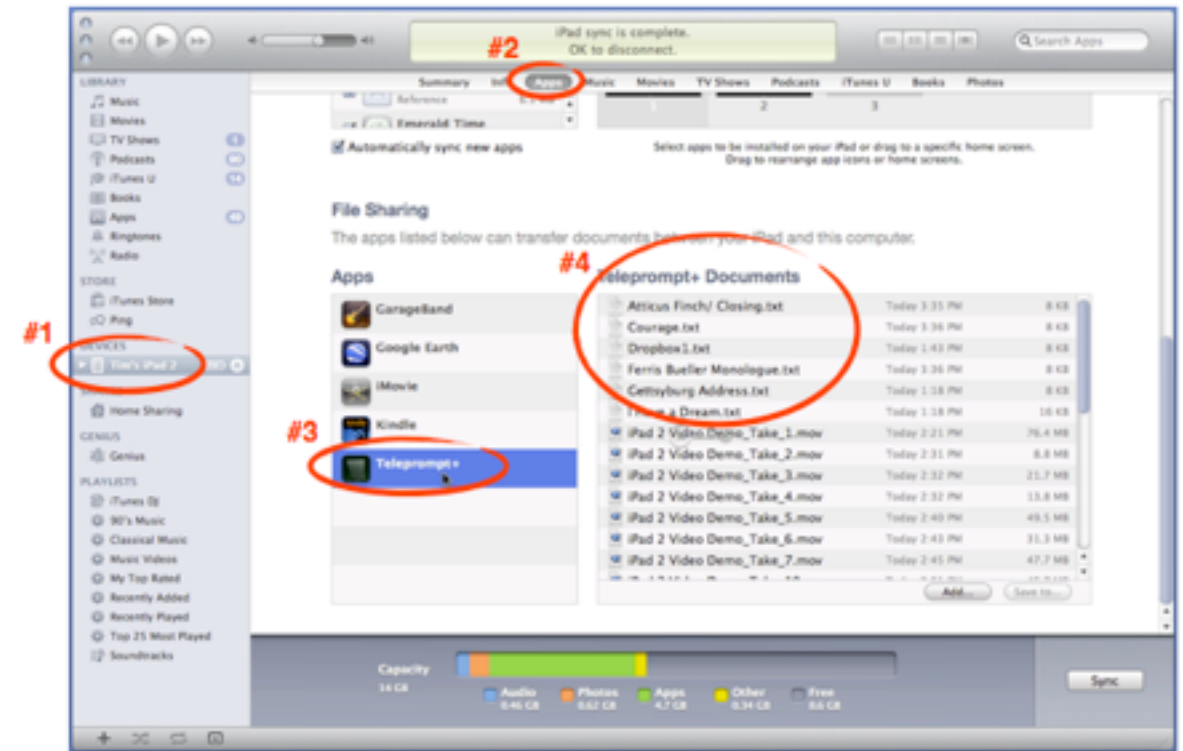
Teleprompt+ also has the capability to save any changes you make in the script editor back to your Dropbox account. After you've made your edits in Teleprompt+, tap on the import button again, and select Dropbox. Navigate to the location of your file. The file will now show the words Tap to Sync. Tap on your file in this list, and Teleprompt+ will ask you if you want to update the Dropbox copy of the script to match what you have in the app. Tap Yes.



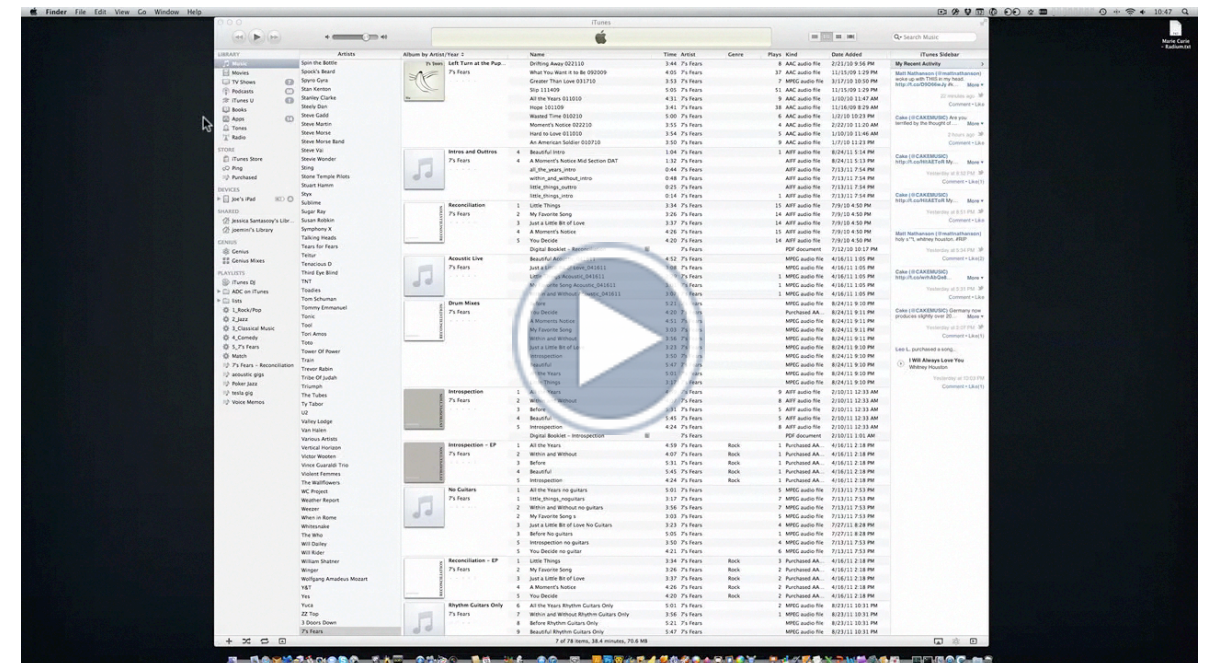
iTunes File Sharing Import/Export

Teleprompt+ can also import and export text directly to your computer using iTunes File Sharing.

1. Attach your iPad to your computer using the sync cable that came with your iPad. Open iTunes on your computer. Your iPad will appear on the left hand side of the screen under *Devices*. Click on your iPad.
2. Click the *Apps* tab at the top of the iTunes window.
3. Scroll to the bottom of this screen and you will see a *File Sharing* section. A list shows all of the apps that support file sharing on your iPad. Scroll down until you see Teleprompt+ and click on it in the list.
4. A list of the scripts on the iPad will appear. Simply drag and drop the scripts from Teleprompt+ to export them from you iPad to the computer. To add a script to the iPad, drag a text document from your machine into the files area for Teleprompt+. Your script will now appear in the script list on your iPad.



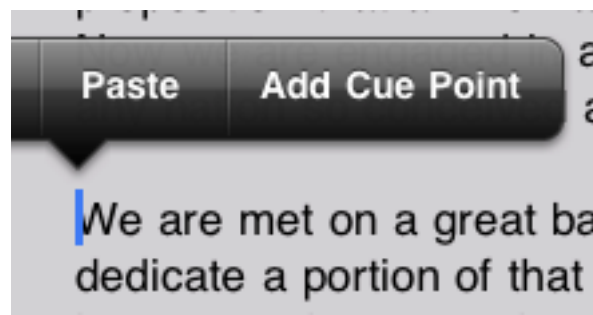
MOVIE 2.2 iTunes Import/Export



Cue Points

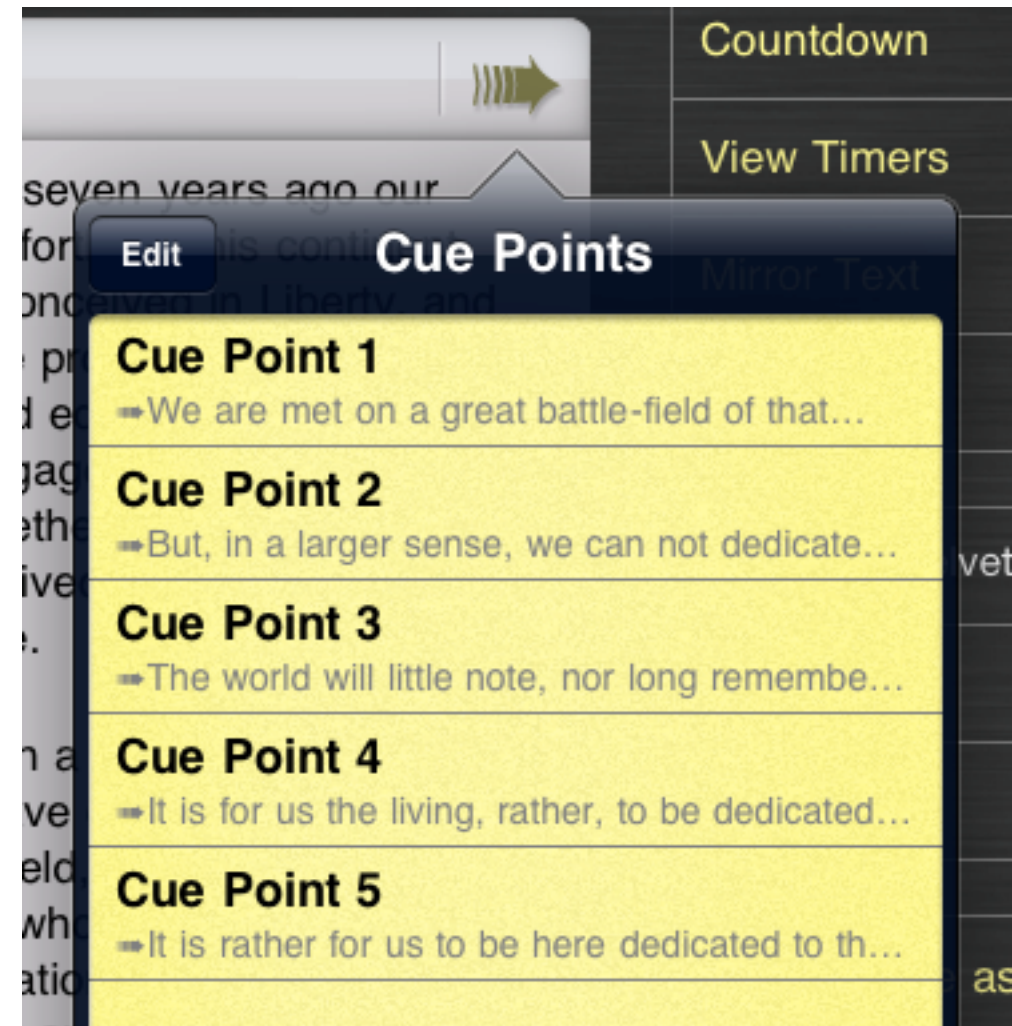
Teleprompt+ supports *cue points* for fast cueing inside a script. *Cue points* allow you to mark key points in the script so that you can quickly jump to those points during prompting.

To add cue points to your script, tap and hold your finger at the position you would like to mark in the editor. A menu will appear with some copy/paste options and a cue point option. Tap Add Cue Point.



Teleprompt+ will insert a small symbol (➡) in your script to mark the position of the cue point.

To review all of the cue points you have set within a script, tap the cue point button at the top right of the content editor field. A menu will appear showing a list of all of your cue points. Tap on a cue point to advance text editor to that position.



To remove a cue point, simply place your cursor after the cue point marker, and tap the delete button on the keyboard.

To see cue points in action, tap the start button to begin prompting. Your script will begin to scroll. To quickly jump to one of your predefined cue points while prompting, tap the forward or reverse cue point buttons to the far left and right of the console.



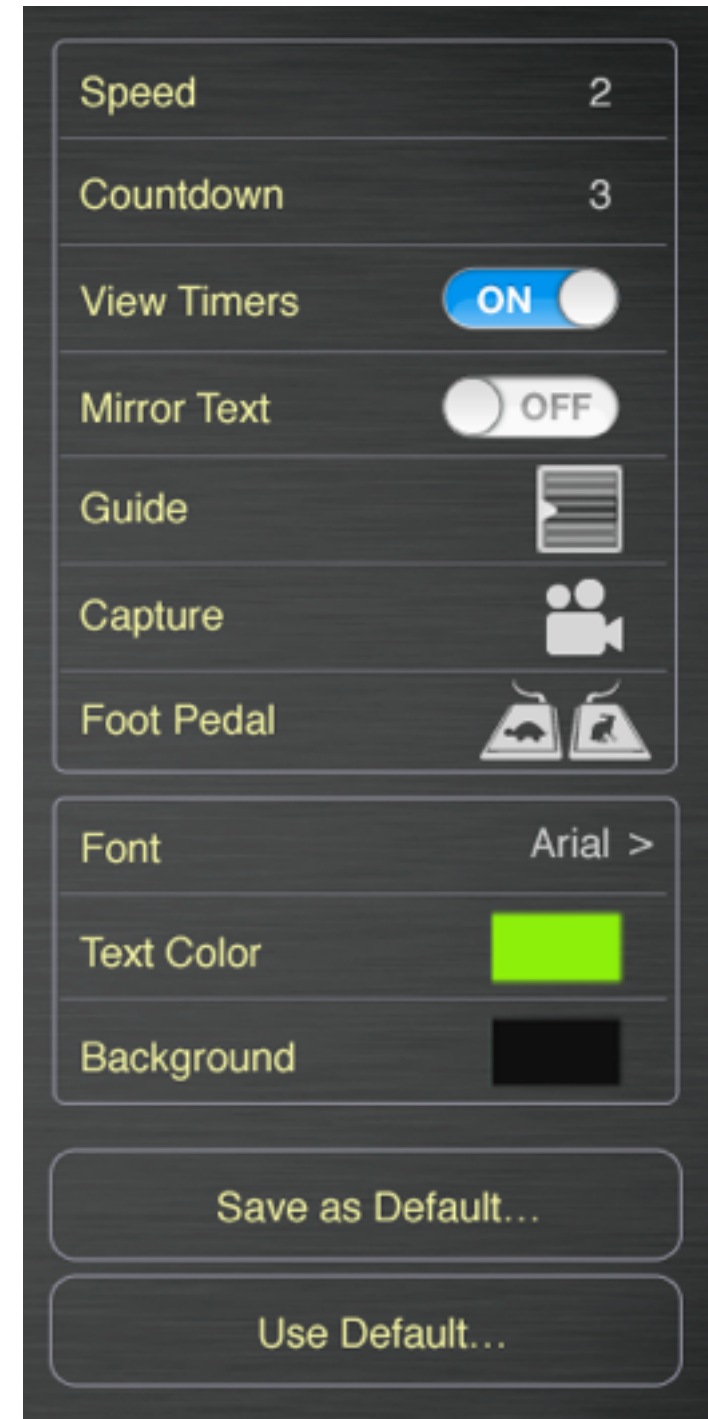
Tapping these buttons will advance the prompter to the position of the next or previous cue point. Teleprompt+ remembers the position of your cue points, but does not display their markers while in prompting mode, to reduce distraction to the reader.

Settings

IN THIS SECTION

1. Behavior Settings
2. Appearance Settings
3. Setting Defaults

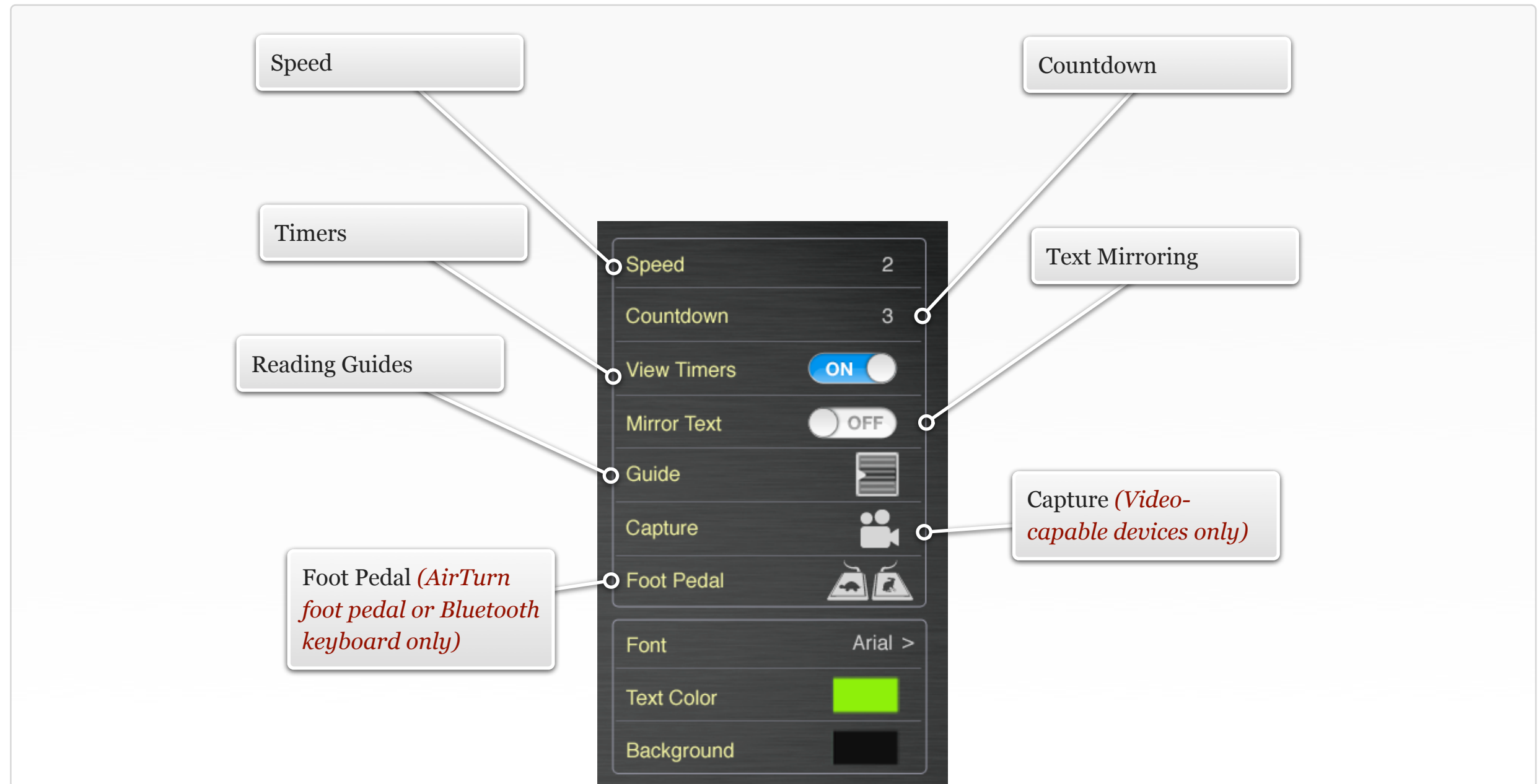
The settings view appears to the right of the editor and shows nearly all of the behavior and appearance settings for your script. One nice feature of Teleprompt+ is that these settings are customized and saved per script, so you can have different settings for each script.



Behavior Settings

The top group of settings are the playback behavior settings. These settings determine how Teleprompt+ will present and scroll your script. Tap on each setting name to reveal controls for each setting.

INTERACTIVE 2.2 Behavior Settings

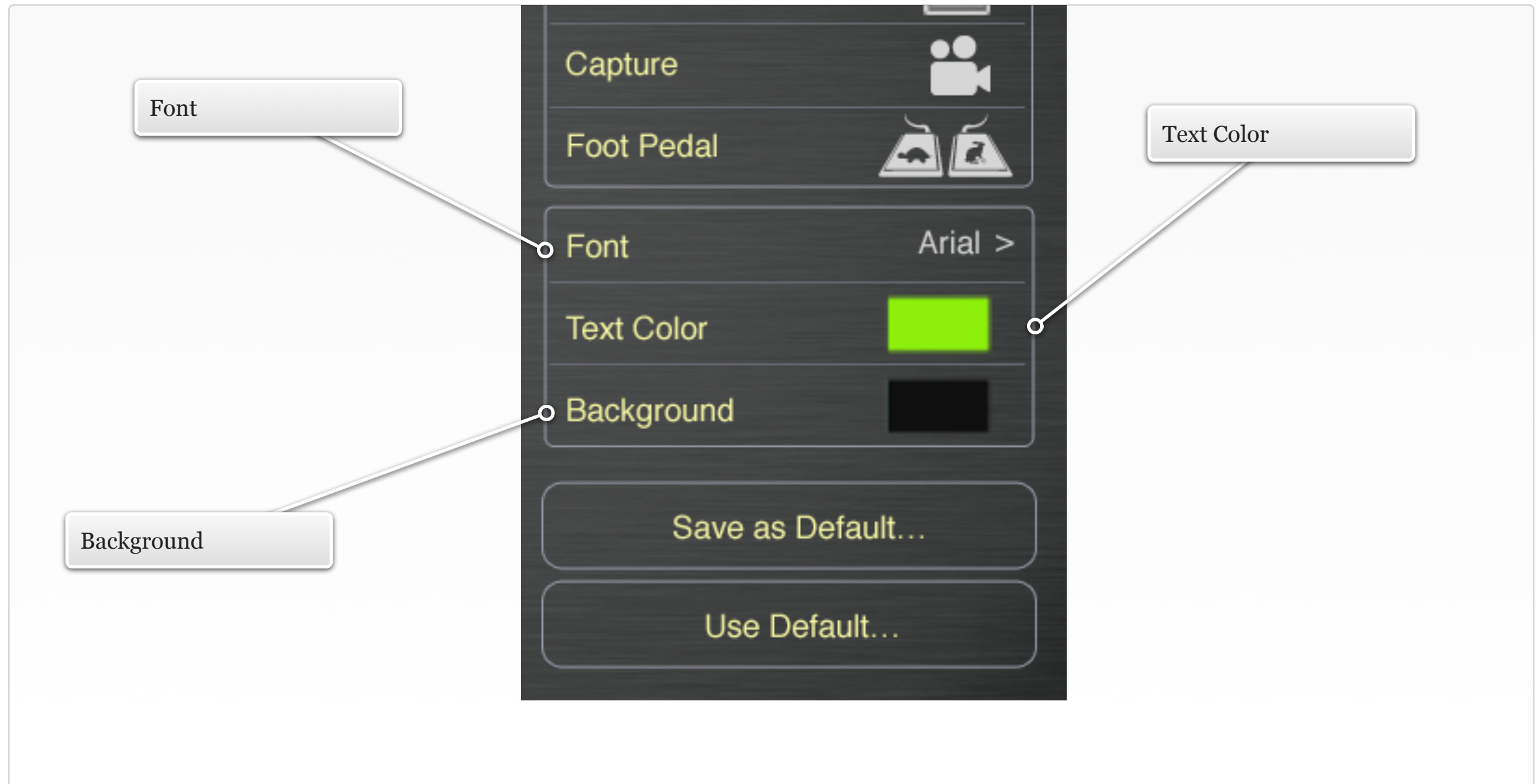


Note: Capture Setting only appears if you have a video capable device. Foot Pedal Setting only appears if you have connected an AirTurn or other Bluetooth device.

Appearance Settings

The bottom group of settings configure the text's appearance when prompting.

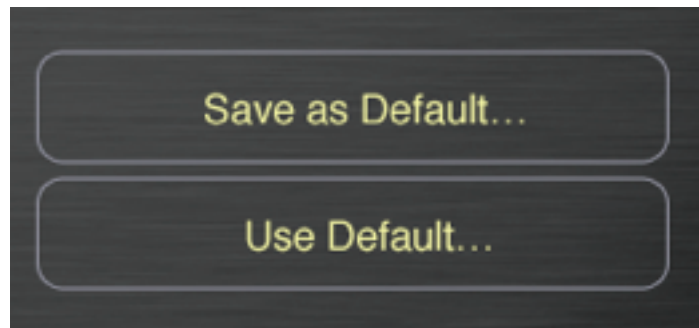
INTERACTIVE 2.3 Appearance Settings



Setting Defaults

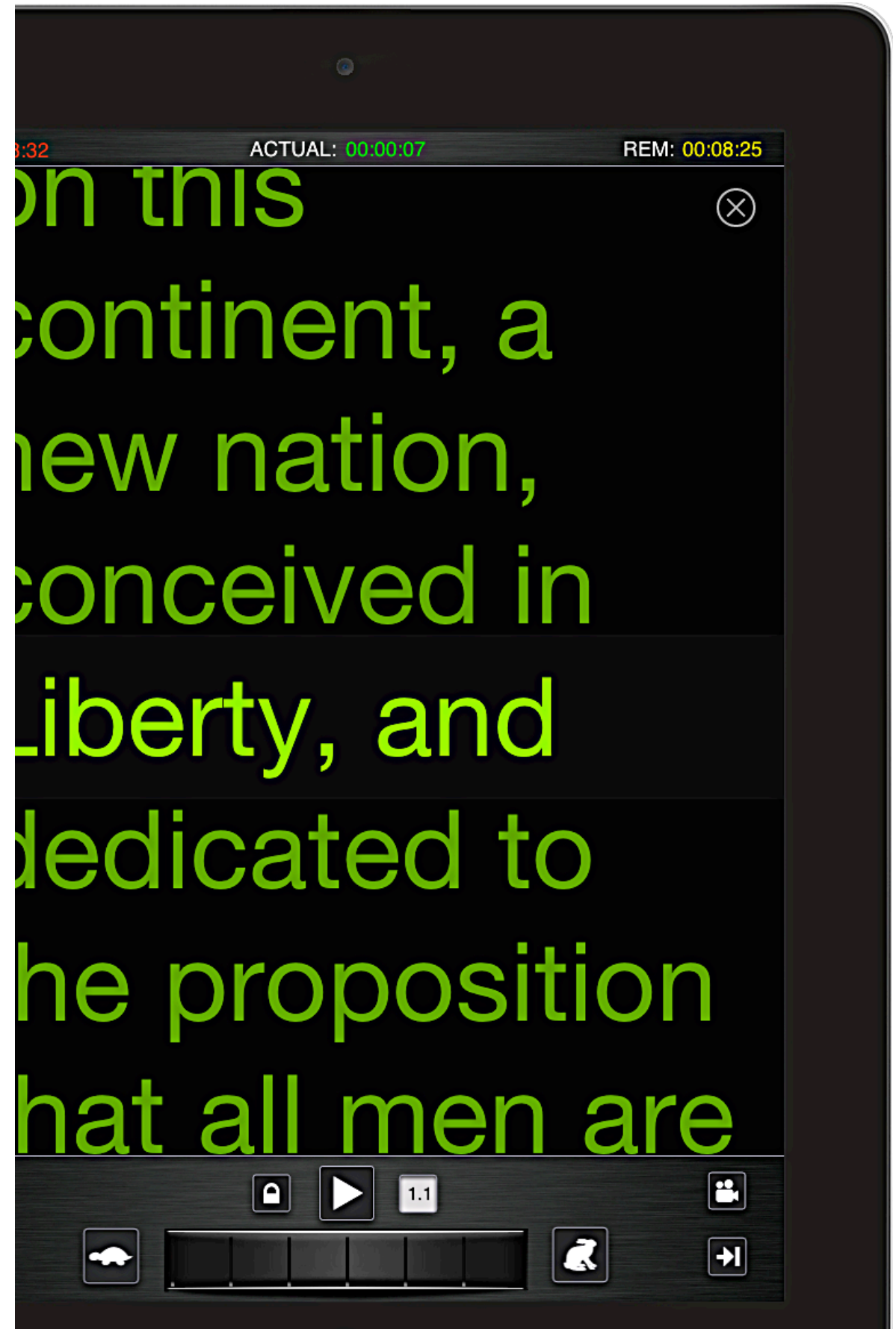
Teleprompt+ makes it extremely easy to save your favorite custom settings as default for easy application to other scripts. To configure your default settings, simply tap the *Save as Default* button once you have chosen your preferred settings in any script.

To apply these settings to any other script, open the script by tapping on its name in the *Script List* and then tap the *Use Default* button.



Prompting Mode

Once you have a script created in Teleprompt+ and have configured the settings, tap the Start button to begin prompting. This will launch Teleprompt+ into *Prompting Mode*.



INTERACTIVE 3.1 Prompting Mode

EST: 00:01:40 ACTUAL: 00:00:10 REM: 00:01:30

⏮ ⏹

I am happy to join many of you today in what will go down in history as the greatest demonstration for freedom in the history of our nation.

Five score years ago, a great

Timers

Text Area

Console

⏪ 🐢 4.2 🐇 ⏩ 🎥

The image shows a presentation window with a dark background and green text. At the top, there are three timer labels: 'EST: 00:01:40' in red, 'ACTUAL: 00:00:10' in green, and 'REM: 00:01:30' in green. Below the timers are two circular icons: a refresh icon on the left and a close icon on the right. The main text area contains the text 'I am happy to join many of you today in what will go down in history as the greatest demonstration for freedom in the history of our nation.' and 'Five score years ago, a great'. A callout box labeled 'Timers' points to the timer labels. A callout box labeled 'Text Area' points to the main text area. A callout box labeled 'Console' points to the bottom right area of the presentation window. At the bottom, there is a control bar with several icons: a left arrow, a turtle icon, a play button, a box with '4.2', a rabbit icon, a right arrow, and a video camera icon. There is also a row of seven small, empty rectangular boxes in the center of the control bar.

Timers

At the top of the screen are *timers* that can help you properly time your speech or session. Teleprompt+ calculates an estimated speaking time based on the length of your script, and the playback speed selected. Running timers will show elapsed time, actual prompting time and time remaining based on the estimate. The timer bar can be turned off if you prefer (see **Behavior Settings** in the previous chapter).

Text Area

Your script will appear in the center of the prompting view and scroll automatically.

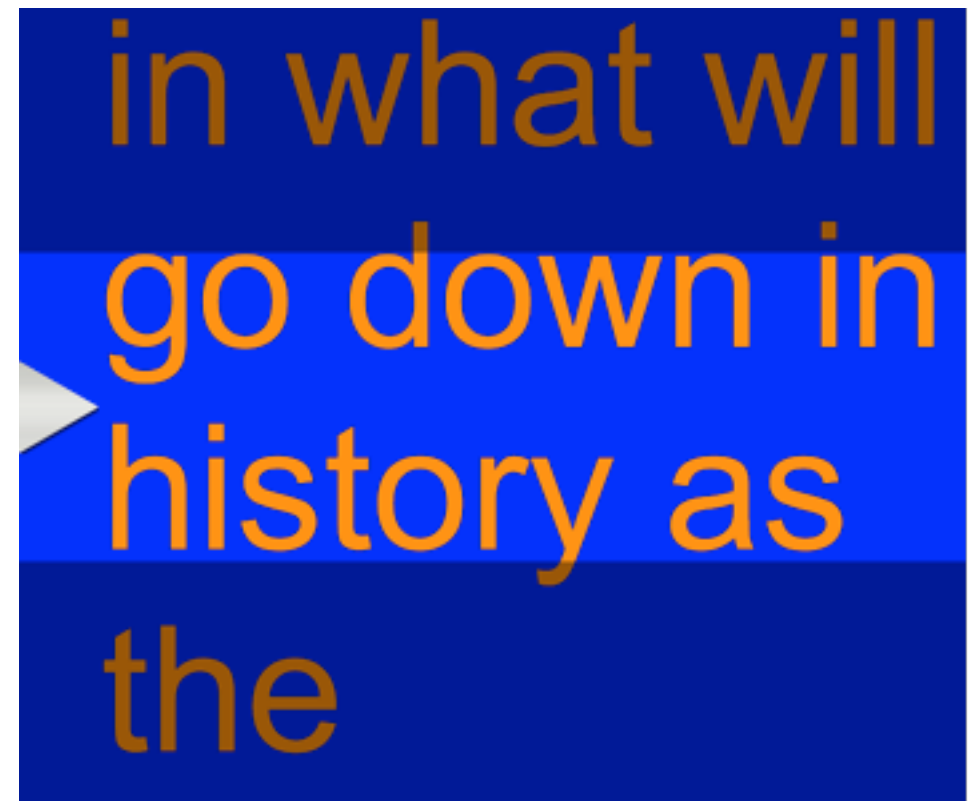
Gestures

Teleprompt+ recognizes *hand gestures* made directly within the text area:

- **Single Tap:** Tap once with one finger to reveal the *Console* (see **Console** later in this chapter)
- **Swipe:** To scroll the text forward or backward live while prompting, simply place a single finger directly on the text and swipe up or down to the position the text where you desire.
- **Two-Finger, Double Tap:** You can pause and resume playback by tapping twice quickly (double-tapping) anywhere on the text area using *two* fingers.

Guides

Optional *reading guides* appear as either an arrow, highlighted area, or both in the text area if you enable them in your settings (see *Reading Guides* in the *Settings* section of this guide). The purpose of a reading guide is to highlight a *focus area* where the reader should concentrate his or her attention while reading. Here we have enabled both an arrow and highlighting guides. As you can see the reading area is identified by an arrow and highlighted area. The remaining text is shaded.



Console

Tap the screen once to reveal the *console*. The console appears at the bottom of the screen. It will *auto-hide* after about 5 seconds. Tap the *lock* button to lock the console in place if you do

not want it to auto-hide. The console contains the following *controls* that will allow you to tweak the playback of your script in real time.



Playback Controls

Playback can be controlled by tapping the *pause/play* button to stop and resume scrolling. Your chosen *speed* is displayed to the right of the pause/play button. To quickly increase or decrease speed, tap the *slower* or *faster* button. If you require more precise speed control, the *speed wheel* can be used to make very fine speed adjustments.

The buttons in the left and right corners of the console are *cue point* buttons. These buttons will advance or reverse the text to specific points that you have predefined in your script. For more information about placing cue points in your script, please see *Cue Points* in the *Editor* section of this guide.

If your device is capable of recording either video or audio, a *capture* button will appear to the right of the console. Tap this button to begin recording. For more information on capturing media while prompting, see the [Advanced Features](#) section of this guide.

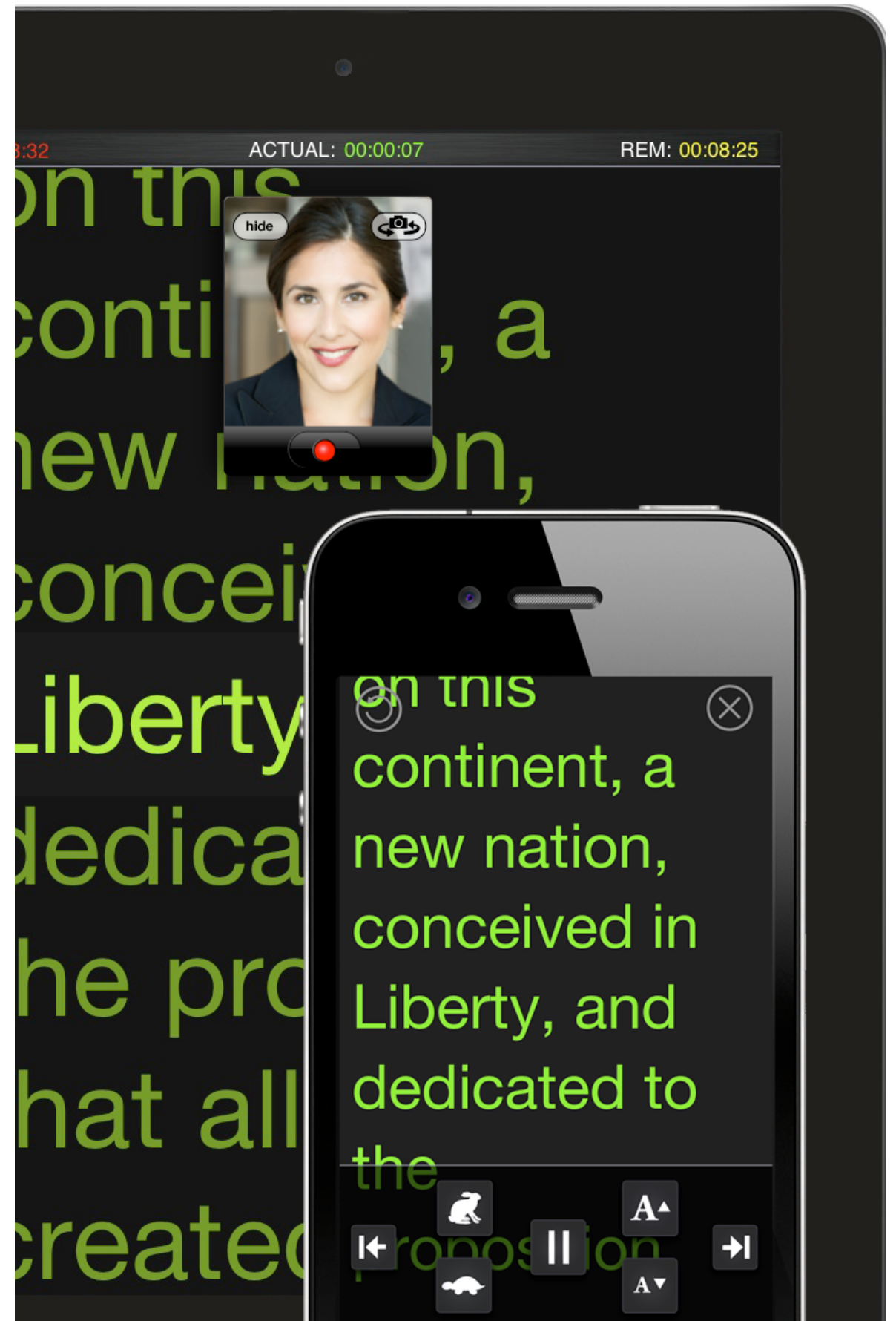
Reset And Exit

When you reveal the console, two additional controls appear toward the top of the screen. On the left, a *reset* button allows you to restart your script from the beginning. On the right, the *exit* button is used to exit prompting mode.



Advanced Features

Now that we've taken a look at the major functions of Teleprompt+, it's time to dive further into the more advanced features of the application. Many users will be perfectly happy never looking at any of these features, but for those wanting to get the most of what Teleprompt+ has to offer, this chapter is for you.



Gestures

IN THIS SECTION

1. **Single-Finger Swiping up and down**
2. **One or Two-Finger Double Tap**
3. **Single-Finger Swipe Left and Right**
4. **Two-Finger Swipe Up and Down**
5. **Two-Finger Swipe Left and Right**
6. **Pinch out and Pinch in**
7. **Draw a Counter-Clockwise Circle with One Finger**

In an earlier chapter, you learned how to change your prompter settings live via the console buttons at the bottom of the screen. Teleprompt+ also allows you to make changes to these settings via shortcut gestures. This section will explain what these gestures are and how to access them.

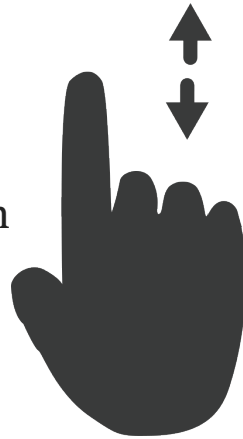
While none of these gestures is required, some users find shortcuts make them more productive. You can access all of the same functions via other means. But all of those other means require more steps, and thus it may be helpful to commit at least the most frequent of these to memory.

All of the gestures referred to in this section are utilized during a prompting session. If you'd like to follow along, select a script and begin prompting.

Note: all of the gestures described here, unless otherwise noted, are also available from a wireless remote control iOS device running Teleprompt+ or Remote+. See the section on wireless remote control for more details about controlling your prompting session via another iOS device.

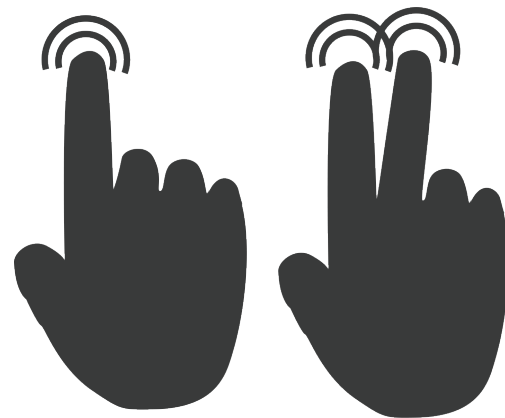
Single-Finger Swipe up and down

If you swipe your finger up and down the screen while the text is moving, you can scroll the current position of the text. This is great for quickly moving forward or backward in the script and getting your text to a precise position.



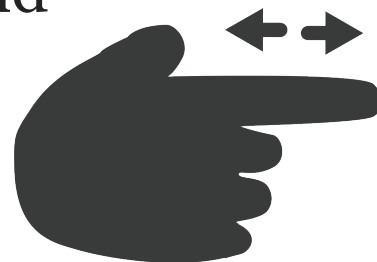
One or Two-Finger Double Tap

Double tap on the screen with either one or two fingers to toggle between a play and pause state for your prompting. (In earlier versions, this only worked with two fingers.)



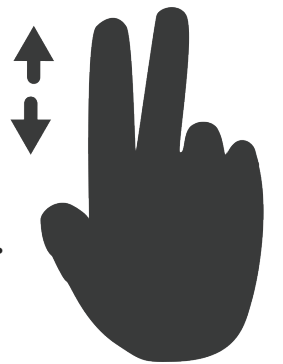
Single-Finger Swipe Left and Right

Swiping the screen with one finger to the right will jump your script to the next cue point, if the current script contains cue points. Swiping the screen with one finger to the left will jump the script to the previous cue point, if the current script contains cue points.



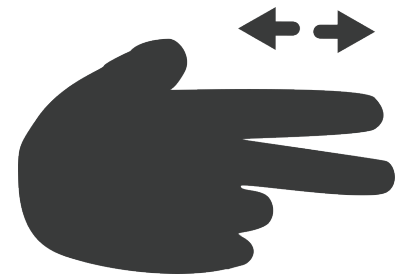
Two-Finger Swipe Up and Down

Swipe with two fingers upward on the screen, and the speed of your scrolling text will increase. Swipe with two fingers downward on the screen, and the scrolling will slow down. This gesture is sensitive to the speed of your swipes, so the faster you swipe, the greater the change in speed.



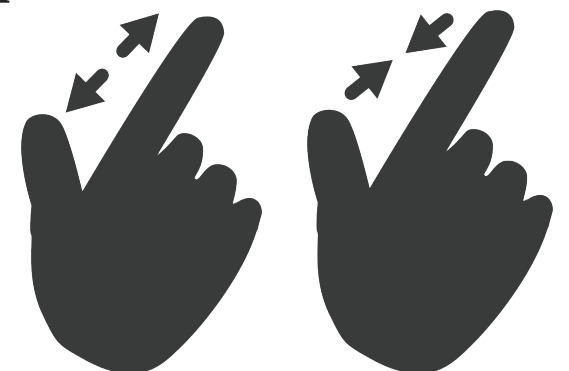
Two-Finger Swipe Left and Right

Swiping with two fingers to the right will jump to the next script in your current group. Swiping with two fingers to the left will jump to the previous script in the current group. Use this gesture to quickly change scripts on the fly without having to leave live prompting mode.



Pinch out and Pinch in

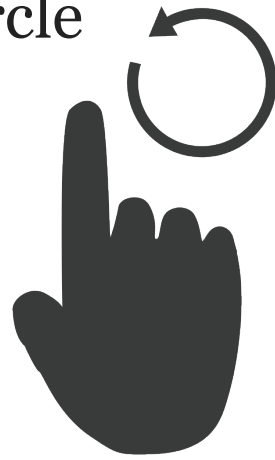
Using the thumb and forefinger, spread your fingers away from each other to increase the font size. Pinch your two fingers closer together to decrease the font size.



Note: This particular gesture is not available on the remote control. There are font up and down buttons on the remote control console, however, which can be used for the same purpose.

Draw a Counter-Clockwise Circle with One Finger

Drawing a circle with one finger counter-clockwise will restart the script from the beginning. You may see a blank screen for a few seconds as the script begins from below the bottom of the screen and scrolls upward.



Mirrored and Dual Mode Prompting

IN THIS SECTION

1. Text Mirroring
2. External VGA and HD Display Support

Text Mirroring

Teleprompt+ supports **text mirroring** for split-glass reflector hardware that is commonly used in film and broadcasting. If you have turned on the *Mirror Text* setting for a particular script, the *text area* in prompting mode will invert the script text and the reading guides on screen. When the iPad is placed in the camera reflector, the text will appear correctly to the reader.



There are several excellent teleprompter mounts available for the iPad that we recommend. If you are interested in learning

more about using Teleprompt+ with one of these mounts, please visit the recommended hardware page on our web site:

[Teleprompt+ Recommended Hardware \(will launch in web browser\)](#)

External VGA and HD Display Support

Teleprompt+ supports video signal output while prompting using either the [Apple VGA Adapter](#) or the [Apple Digital AV Adapter](#). Please refer to Apple's product pages to make sure that your iOS device supports the adapter that you would like to use. Using one of these adapters, you can use your iPad as a "wired remote" for an external display such as a VGA monitor or an HD capable television, monitor, or projector.



1. To begin, attach one of the two Apple adapters identified above to your external display and iPad before starting Teleprompt+.
2. Launch Teleprompt+, choose a script to run, and tap *Start*.
3. When an adapter is detected, Teleprompt+ will send and synchronize the text and reading guides to the external screen. The timers and the console will appear only on the iPad screen so the reader is undistracted.

Note: If you are using the VGA adapter, the external screen will only be supported while in Prompting Mode, in Editing Mode, Teleprompt+ will not send any signal to the external screen. This is normal behavior.

External Display Text Mirroring

Teleprompt+ also has a unique feature when using an external display *and* text mirroring combined. When you tap *Start*, if the *Mirror Text* setting is enabled and an adapter is detected, Teleprompt+ will prompt you and ask how you would like to mirror the text. You have two options:

- **External Screen Only** - In this mode, Teleprompt+ will only invert the text on the external display, while keeping the text on the iPad in a normal orientation. This is perfect for integrating Teleprompt+ with traditional split-glass setups where a VGA monitor is placed in the reflector. In this configuration both reader and the controller will see the text correctly.

- **Both Screens** - In this mode the text will be inverted on both the iPad and the external display. Use this mode if you intend to use two reflectors - one holding the iPad and one holding the external display. This mode is excellent for dual reflector setups where the reader has a choice of which reflector to read.

Wireless Remote Control

IN THIS SECTION

1. **Version Compatibility**
2. **Wireless Network Setup**
3. **Remote Control Setup**
4. **Live Remote Control**
5. **Bluetooth Foot Pedal Remote Control**
6. **Bluetooth Keyboard Remote Control**

Teleprompt+ has the capability to be remotely controlled, as well as control another device, using the following wireless devices:

iPhone, iPod touch, or an iPad - An iOS device that has 802.11 or Bluetooth wireless networking support can be used to remotely control Teleprompt+.

Bluetooth Keyboard - Any bluetooth-capable keyboard that has been paired with the iPad can control Teleprompt+ using certain keystrokes.

AirTurn Bluetooth BT-105 Foot Pedal - Use the AirTurn BT-105 transmitter and foot pedals paired with the iPad for hands-free remote control.

Macintosh - A desktop or laptop computer running Teleprompt+ for Mac can also be used to remotely control an iPad running Teleprompt+ over a local 802.11 wireless network.

When using an iOS device, you must run one of the following apps on the device:

[Teleprompt+ for iPad](#) or [Teleprompt+ for iPhone](#)
(full paid version)

[Teleprompt+ Remote](#)
(free iPhone app)

When using a Macintosh, you must run:

[Teleprompt+ for Mac](#) (full paid version)

Version Compatibility

New versions of Teleprompt+ are normally not compatible with older versions of Teleprompt+ for remote control purposes. This is because we often rework remote control functionality in our updates. In order for the remote to work, both the prompting device and the remote control have to communicate in the same language. For this reason it is imperative to have matching versions of the app on both devices.

For the greatest reliability, please ensure that you are running the *same app version* of Teleprompt+ on all devices. For example, if you are running Teleprompt+ for iPad version 2.2 on an iPad, and using Teleprompt+ Remote on an iPhone as the remote control, please ensure you are using version 2.2 of the remote software as well. We recommend always keeping your app versions current. To do this, run the App Store app on all devices and tap the “Updates” button at the bottom of the screen. If Teleprompt+ or Teleprompt+ Remote appears in the list of updated apps, tap *Install* to download and install the update. If Teleprompt+ does not appear in this list on either device, your apps should be up to date and compatible.

Wireless Network Setup

Once you have *Teleprompt+* (full version) installed on the prompting device, and either *Teleprompt+* or *Teleprompt+ Remote* installed on the remote control device, first ensure that either **WiFi** or **Bluetooth** is enabled on both devices:

Note: If using a Mac for remote prompting, you *must* use a WiFi network. Teleprompt+ for Mac does *not* support Bluetooth remote control. See the Wireless Remote section of the Teleprompt+ for Mac manual for more information.

1. Launch the Settings app.



2. Choose which wireless protocol you prefer and enable it:
 - For **WiFi** (802.11 wireless network), tap the *WiFi* setting, then make sure the switch is set to “On” and choose a wireless network to join. Make sure both devices are connected to the same wireless network.
 - For **Bluetooth** (peer to peer device connection), Tap the *General* setting, then tap *Bluetooth*, and move the switch to “On.”

Note: Bluetooth is normally off by default, so you will need to perform this step for Bluetooth connections.

3. Repeat the above steps for the other device.

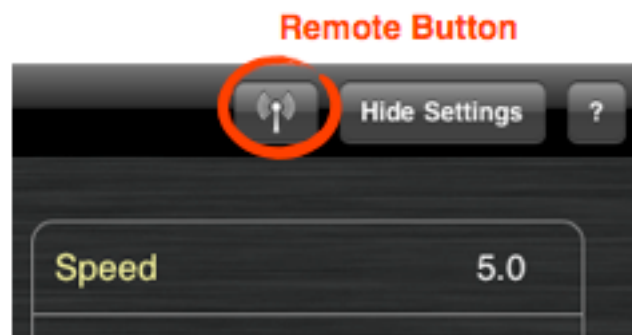
Remote Control Setup

Once you have enabled wireless networking on your devices, you are now ready to setup Teleprompt+ for remote control.

1. Launch Teleprompt+ on the prompting device.

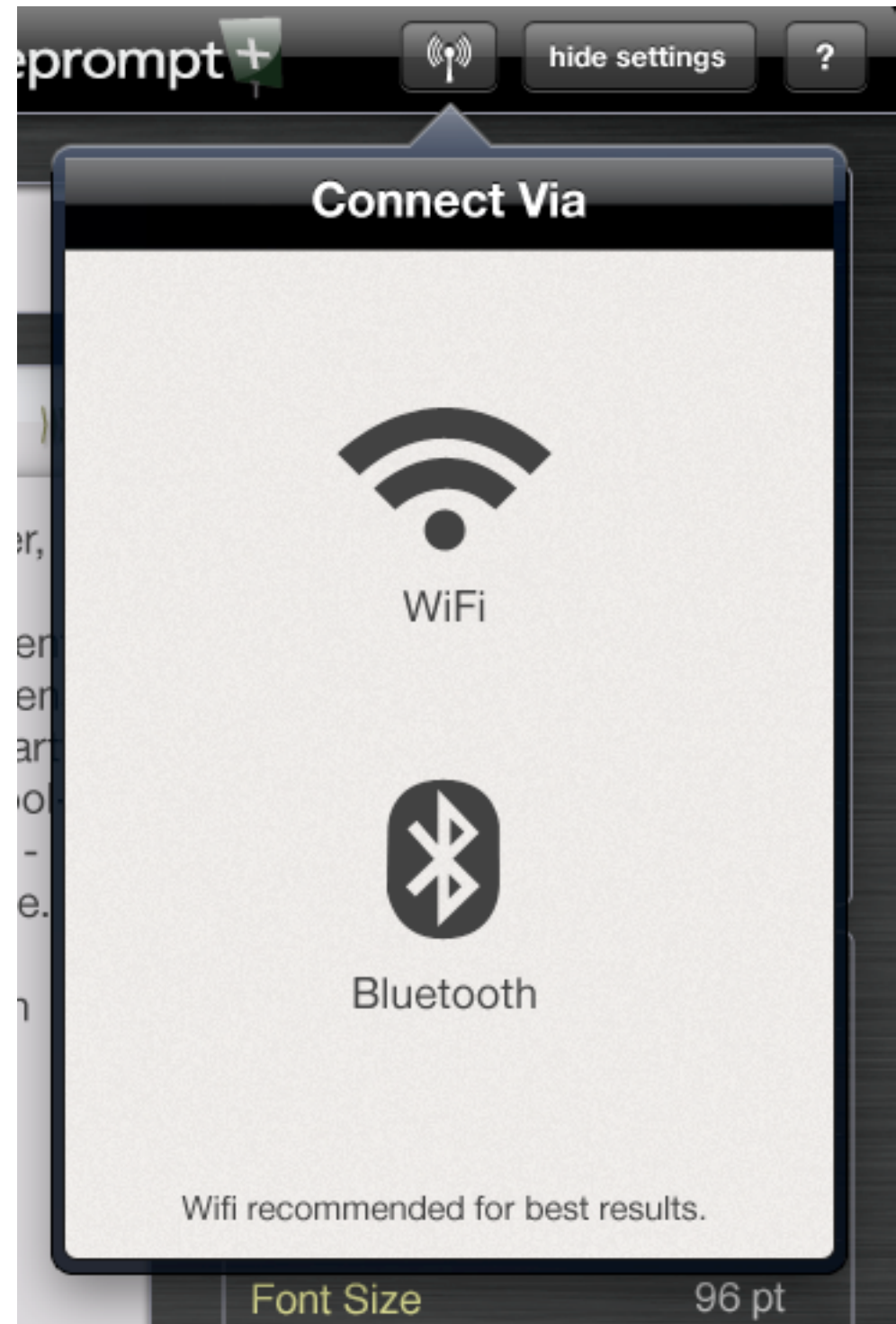
2. Launch the remote software on the remote device:

- If you are running the *full version of Teleprompt+* on the remote device, launch the app and then tap the *Remote* button (at the top left in *Editing Mode* on the iPad, on the bottom toolbar on the iPhone or iPod touch) to access the device list.



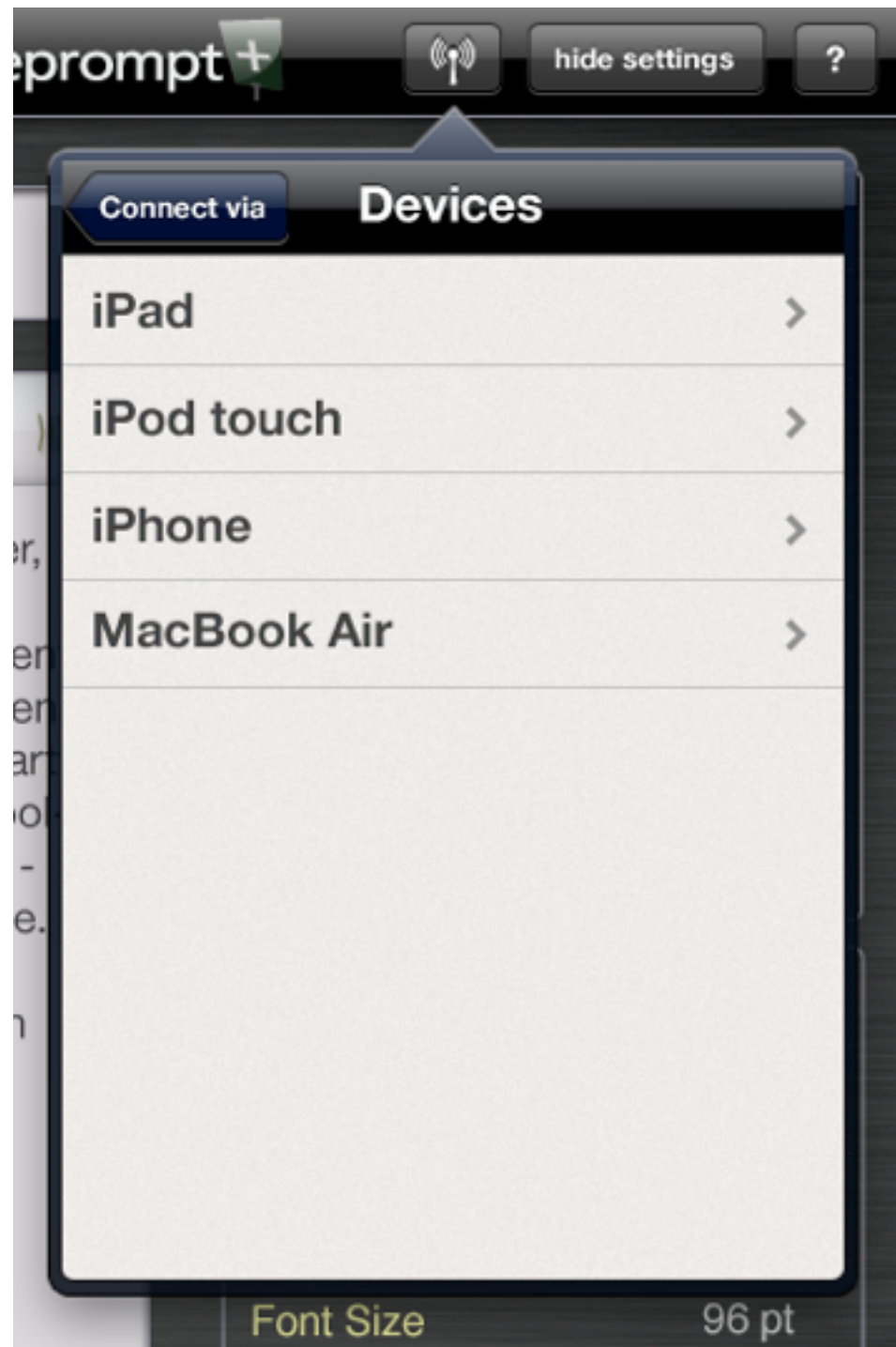
- If you are using *Teleprompt+ Remote*, simply launch the app.
3. Choose your network connection. Teleprompt+ will ask which type of connection you prefer to use. Choose a WiFi or Bluetooth connection.

Note: for connecting to a Mac running Teleprompt+ for Mac, you need to select WiFi. Teleprompt+ for Mac does not support Bluetooth connections.



4. Choose a device to control. The *Device List* will appear. If your devices are able to pair, or the devices are set up on the same wireless network correctly, you should see the

name of the prompting device in this list. Tap the device name to initiate a remote control request.



5. On the prompting device, you will be prompted with a *remote control request*. Tap *Yes* to allow remote control.



6. On the remote device, a list of groups and scripts on the prompting device will appear. Tap the name of the group followed by the name of script that you want to control. The prompting device will begin to run the script using the settings that are defined on that device. You are now remotely controlling the script.

Live Remote Control

Text Preview

Once a connection is established and prompting is initiated, Teleprompt+ has the ability to preview the text on the remote device during prompting. The app makes every effort to keep the text in sync between the devices. This allows two-person prompting sessions where the controller does not need to be able to see the prompting screen that the reader is viewing. During prompting in a remote control session, the prompter and the remote will exhibit the following appearance behaviors:

Prompter - On the prompting device, the text will appear and behave as specified in the script's settings. Use the remote to modify some of these settings live during prompting.

Remote - On the remote device, Teleprompt+ will also display the text from the script and scroll it at the speed that is configured in the script's settings. The text will appear on the remote with the same font and colors as on the prompting device. The size of the text will depend on your remote setup. *The remote will always try to mimic the exact appearance of the prompting device.* This is to ensure that the text alignment and spacing is consistent and synchronized on both devices. The remote may need to change orientation from landscape to portrait in order to best mimic the aspect ratio of the prompting device. This is to avoid “stretching” or “squishing” the text on the remote device to try and compensate for screen aspect ratio differences.

- If the remote's screen and the prompting screen are the same size (such as iPad-to-iPad, iPhone-to-iPhone, same device rotation), the text should appear pretty much identical, because there is no need to scale.
- If the remote's screen is different from the prompter (iPhone-to-iPad, or iPad to Mac, etc.), the remote will scale its text view to match the prompting device's view size and aspect ratio. The text should stay in sync with what is currently on the prompter.

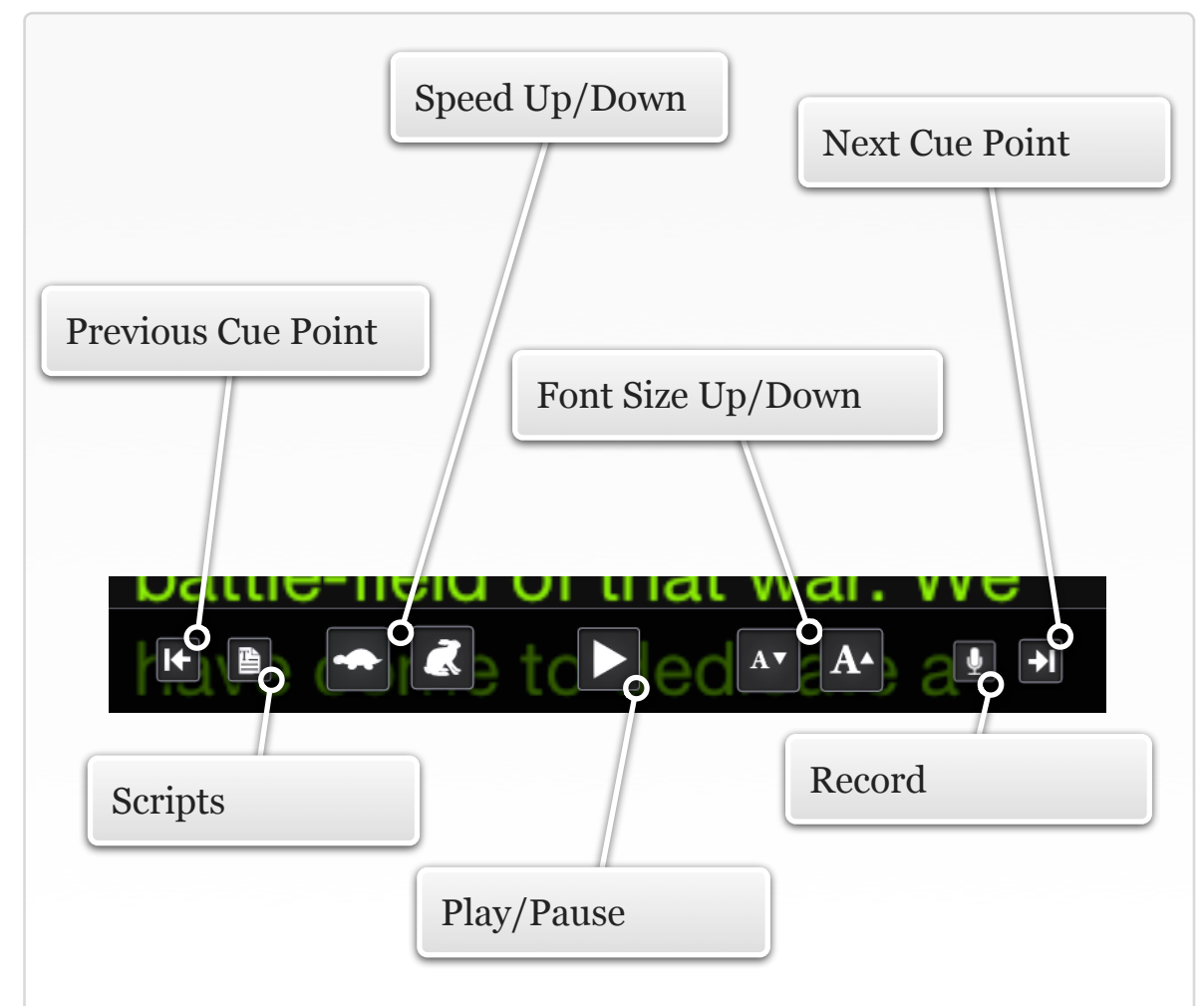
Controlling Playback Behavior

During a remote prompting session the following settings can be altered in real time.

Scroll Position - To scroll the text forward or backward, simply swipe a single finger directly on the text preview on the remote. The prompter will advance or reverse its position in sync.

Use the console on the remote to control the following:

INTERACTIVE 4.1 Remote Console on iPad



Reset and Exit - Tap the *Reset* button at the top left of the remote screen to restart the script on both devices. Tap *Exit* to stop the script and exit remote control.



Reset Button



Exit Button

Bluetooth Foot Pedal Remote Control (iPad version only)

Teleprompt+ supports the [AirTurn BT-105](#) Bluetooth transmitter and foot pedal system for hands-free wireless remote control while prompting. The transmitter must be paired with the iPad before use with Teleprompt+. Once paired, Teleprompt+ provides a number of possible configurations for the foot pedal that can be customized per script.



Setting Up And Pairing The BT-105

The following steps must be followed once to pair your AirTurn with the iPad. You should not need to repeat these steps once paired.

1. Plug one or two foot pedals into the AirTurn BT-105. If only using one foot pedal you can plug the pedal into either jack.
2. Turn on the BT-105 by pressing the red power button and holding for one second. The LED will blink 3 times and attempt to pair with your iPad.
3. Go into the *Settings* app on your iPad and tap the “General” section on the left side.
4. Tap the Bluetooth option.
5. If Bluetooth is off, move the switch to “On.”
6. In list under *devices* you should see your AirTurn listed. The device name will start with the word “AirTurn” followed by some alphanumeric characters. If you do not see the device listed, make sure the AirTurn is on and the green light is blinking. Refer to the “Profiles” section of the AirTurn user manual and make sure your AirTurn is set up for the *iPad* profile.



7. Once you see the AirTurn in the device list, the words “Not Paired” will appear at the right. Tap on your device name and your iPad and AirTurn should become paired. You will see the words “Connected” at the right.
8. Start Teleprompt+. You should now see the “Foot Pedal” item appear under the settings on the right.

Configuring Teleprompt+ Foot Pedal Support

The Foot Pedal setting will appear when a BT-105 is detected by Teleprompt+. Tap the setting to reveal the configuration options for the foot pedal. Tap on the icon for any configuration to choose how Teleprompt+ reacts to the foot pedals. Teleprompt+ offers 3 pedal configurations for the BT-105.

Single Pedal, Pause/Play - In single pedal configuration, the BT-105 will stop and start scrolling while prompting when the foot pedal is depressed.

Dual Pedal, Speed Control - With a two-pedal setup, Teleprompt+ offers two configurations. The first option is to in-

crease or decrease speed. Press the left foot pedal to slow the pace of scrolling while prompting. Press the right pedal to increase scrolling speed. You can also press both pedals simultaneously to pause and resume scrolling.

Dual Pedal, Cue Points - The second two-pedal option is to cue the script to the cue points that have been defined in your script. Press the right foot pedal to advance to the next cue point in your script. Press the left foot pedal to reverse the script to the previous cue point. Press both pedals simultaneously to pause and resume scrolling.

GALLERY 4.1 Foot Pedal Configuration



Bluetooth Keyboard Remote Control

In addition to device-to-device remote control, you can also pair your iPad with a Bluetooth keyboard to control prompting. While in *Edit Mode*, the Bluetooth keyboard will act like a standard editing keyboard. In *Prompting Mode*, you can use certain keystrokes to control playback behavior.

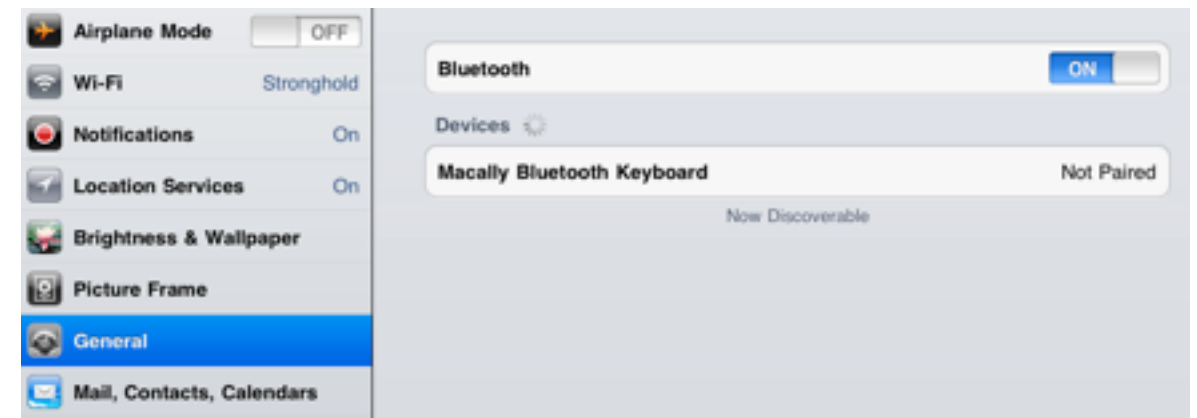


Setting Up A Bluetooth Keyboard

Make sure your Bluetooth Keyboard is on and in pairing mode. Please refer to the keyboard manual for instructions on how to accomplish this.

1. Launch the “Settings” App on your iPad and tap the “General” section on the left side. Tap the Bluetooth option.
2. If Bluetooth is off, move the switch to “On.”
3. In list under *devices*, you should see your keyboard listed.
4. Your keyboard should appear in the device list with the words “Not Paired” at the right, tap on the device name

and your iPad and keyboard should be paired. When this is finished, you will see the word “Connected” at the right.



5. Start up Teleprompt+. You should now see the “Foot Pedal” section under the settings on the right. This setting is primarily used for configuring an AirTurn BT-105 foot pedal (see *Bluetooth Foot Pedal Remote Control* above), but you can also use this setting to configure how the up and down arrow keys affect prompting. Pressing the *down arrow* acts like the *right foot pedal* while the *up arrow* acts as the *left foot pedal*. If you select the single pedal setting then both buttons will play and pause the prompting.

Prompting With A Bluetooth Keyboard

During prompting, use the following keystrokes to control prompting behavior:

Play/Pause: Space Bar

Slow Down: <

Speed Up: >

Previous Cue Point: [

Next Cue Point:]

Start/Stop Video/Audio Recording: R

Exit Script: X

Restart/Begin Script: B

Decrease Font Size: -

Increase Font Size: +

Hide/Show Video Window: H

Up Arrow: Pause/Play, Slow Down, Previous Cue Point (depends on foot pedal setting)

Down Arrow: Pause/Play, Speed Up, Next Cue Point (depends on foot pedal setting)

Wired Remote Control

IN THIS CHAPTER

1. **Button Functions on the Wired Remote**
2. **Hardware Buttons on the iOS Device**

Teleprompt+ allows you to control your prompting session via a wired remote, using the buttons on your Apple earbuds or other compatible headphones with the same control buttons.

INTERACTIVE 4.2 White Earbuds with Remote Buttons



Note: The wired remote function in Teleprompt+ was designed to work with Apple's earbuds. Any similar remote control feature should work just as well with Teleprompt+. We can't guarantee, however, that your remote will work the same, if the functionality of your remote is different from Apple's.

Button Functions on the Wired Remote

The white Apple earbuds that come with your iPhone (or that you bought separately from Apple) contain three buttons along the cord. A Volume Up, a Volume Down, and a Middle button. The three buttons behave as follows during live prompting:

Volume Up

Press the Volume Up button, and the scrolling speed will increase. Repeat pressing this button to speed up even more.

Volume Down

Press the Volume Down button, and the scrolling speed will decrease. Repeat pressing this button to slow down further.

Middle Button

Press the Middle button once to toggle between pausing and continuing the scrolling display.

Double-press the Middle button to advance to the next cue point.

Hardware Buttons on the iOS Device

In addition to using the buttons included with Apple's earbuds (or your third-party compatible remote buttons), you can also use the hardware Volume Up and Volume Down buttons on the iOS device itself to increase and decrease scrolling speed.

This works on the iPhone, iPad, and iPod touch.



Audio and Video Recording

IN THIS SECTION

1. **Audio Recording**
2. **Video Recording**
3. **Browsing and Reviewing Recordings**

Teleprompt+ can capture audio and video on devices that have a camera (iPad 2, iPhone 4 and 4th generation iPod touch). If your device does not have a camera, the capture type will be set to audio.

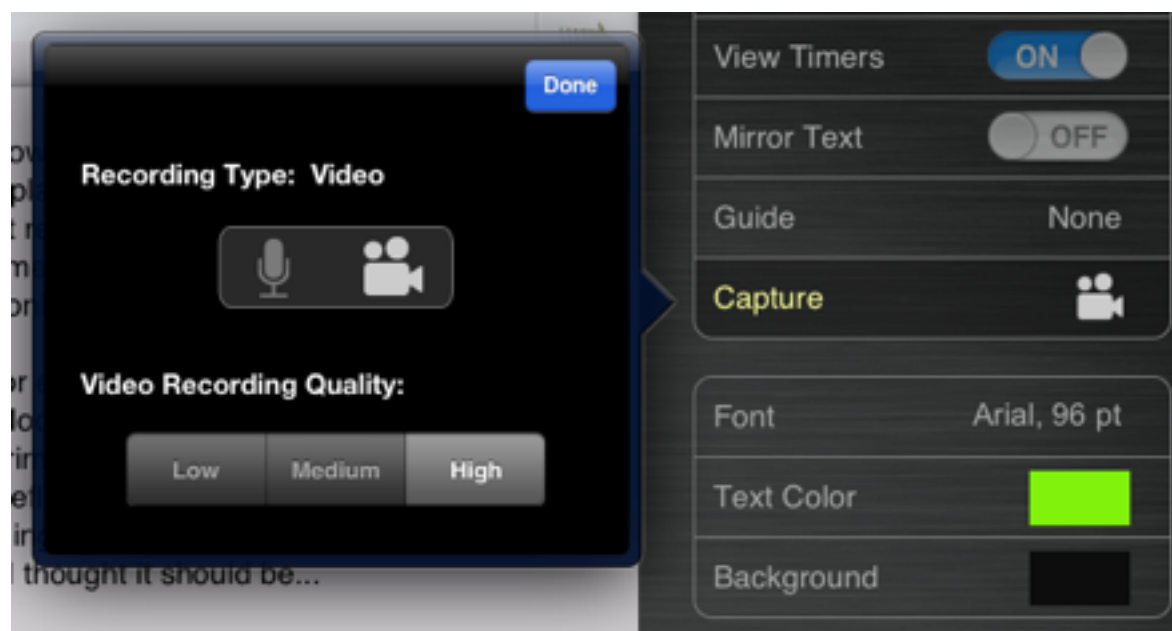
Audio Recording

If your device has a microphone, while prompting you will see a record button in the console. Tap this button to record an audio take. When audio is being recorded the record button will have a yellow glow. You can stop and start recording as many times as you like, as long as your iPad has space for the audio files. To review and share audio files, see **Browsing and Reviewing Recordings** later in this section.



Video Recording

If your device has a camera and can support video capture (such as the iPad 2), the *Capture* setting will appear in the settings while in *Edit Mode*. Tap this setting to reveal the capture console. You can configure Teleprompt+ to record audio-only, in which case the app will behave as above while prompting. To capture video, tap the *Video* capture type, and then select the quality level at which you would like to record.



Note: high-quality recordings can consume a large amount of space on your device for only a few minutes of video, so please ensure you have adequate space on your iPad.

While prompting, the *Record* button will appear like a camera on the console. Tap the record button to open the video recording preview window. This window can be moved to any position on the screen and resized by pinching and zooming. Place

the preview window outside of the area that you will be reading from for best results. You can also hide this window once recording has started using the *Hide* button.

If your device has both front and rear-facing cameras, the recording window will show a *Camera Selection* button. Use this button to switch between the front and rear camera. The front camera can be used to record a speaker while prompting to record a presentation. Use the rear camera while prompting to detail a subject or describe something of interest while reading from the prompter and recording audio.

To begin recording, tap the *Video Record* button. The button will glow bright red. To stop, tap the button again. Multiple takes can be recorded by stopping and starting recording.



Browsing and Reviewing Recordings

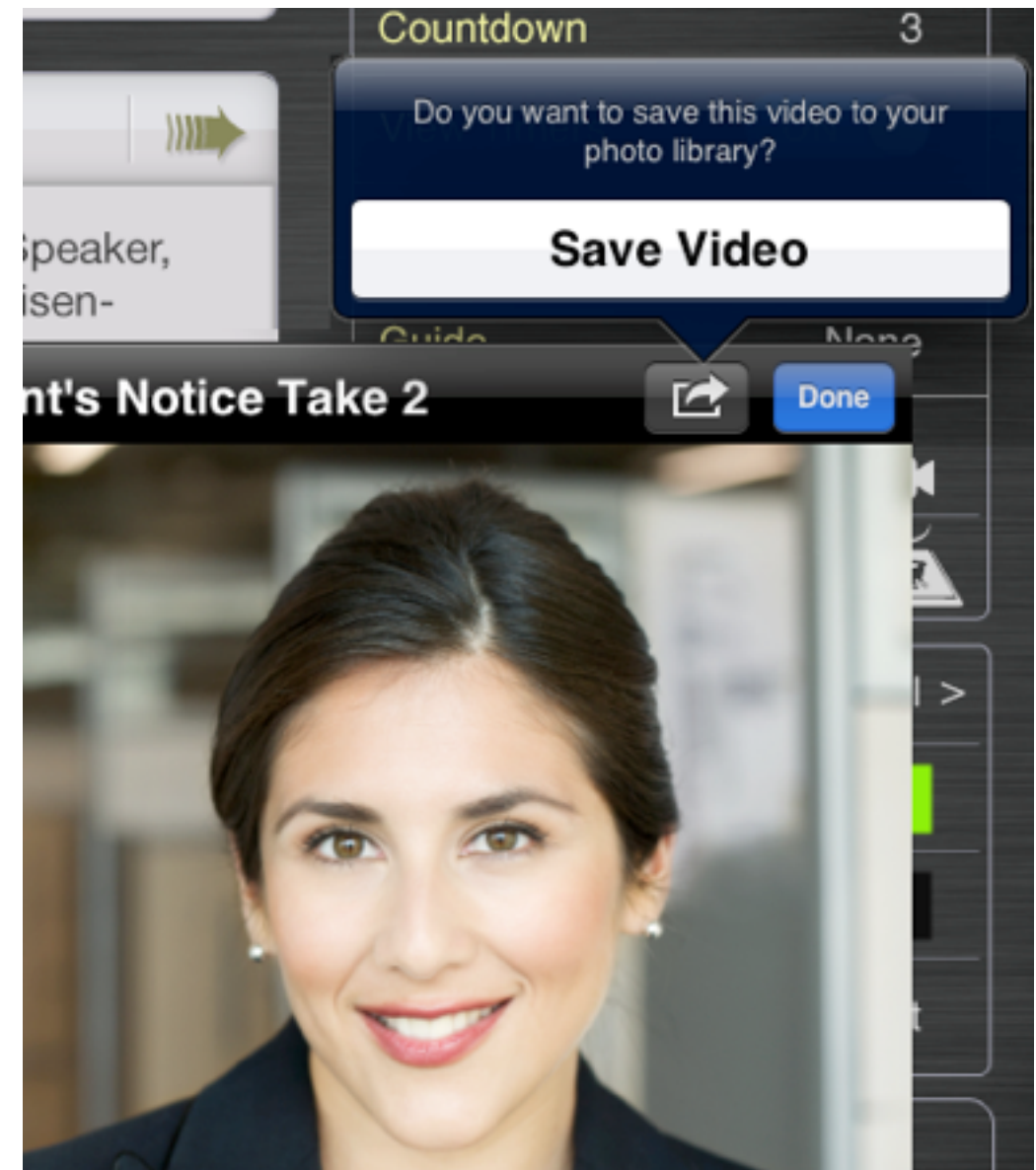
To review your recordings (both audio and video), exit prompting mode and return to editing mode. Below the settings on bottom right of the editor is a Recordings button. Tap this button to review a list of your recordings. In this view you can play back your recordings. Tap the play button next to each recording in the list to play back the recording.

To remove a take, swipe your finger across the name of the Take. A *Delete* button will appear. Tap *delete* to remove the recording.



Transferring Recordings With Photo Library

You can transfer Teleprompter+ video recordings to the photo library for easy sharing in iPhoto or iMovie. Tap the actions button while playing back a video. A Save Video button will show. Tap the button and your video will be shared to your photo library on the iPad.



Transferring Recordings With iTunes File Sharing

To transfer your recordings outside of Teleprompt+ using iTunes, follow these steps:

1. Attach your iPad to your computer using the sync cable that came with your iPad. Open iTunes on your computer. Your iPad will appear on the left hand side of the screen under *Devices*. Click on your iPad.
2. Click the *Apps* tab at the top of the iTunes window.
3. Scroll to the bottom of this screen and you will see a *File Sharing* section. A list shows all of the apps that support file sharing on your iPad. Scroll down until you see Teleprompt+ and click on it in the list.
4. A list of the Teleprompt+ files on the iPad will appear. Simply drag and drop the audio or video files from Teleprompt+ to export them from you iPad to the computer.

Bluetooth

Bluetooth is a specification for the use of low-power radio communications to wirelessly link phones, computers and other network devices over short distances. The name Bluetooth is borrowed from Harald Bluetooth, a king in Denmark more than 1,000 years ago.



Related Glossary Terms

Drag related terms here

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Cue points

Bookmarked areas within a script that allow for easy jumping from one section to another while prompting. Cue points can be added anywhere within a script, and you can create as many as you like.

Related Glossary Terms

Drag related terms here

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Dropbox

Web service that allows you to store files in the cloud to be accessed from any computer with Internet access. Teleprompt+ can access your Dropbox file storage and import plain text files that you store within your Dropbox area. To find out more about the Dropbox service, you can visit www.dropbox.com.



Related Glossary Terms

Drag related terms here

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Find Term

Chapter 2 - Editor

Editing Mode

This is the view that appears when you launch Teleprompt+. Use this mode to enter your script and configure the appearance and playback settings for each individual script.

Related Glossary Terms

Drag related terms here

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Google Docs

A web service offered by Google. Share documents between computers and other people easily for free using the Internet. Teleprompt+ can read the documents in your Google Docs account, making for a great way to share your scripts between different computers, or between your iOS and Mac OS devices.

You can find out more about Google Docs at docs.google.com.



Related Glossary Terms

Drag related terms here

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Find Term

Chapter 2 - Editor

Group list

Located on the left side of the Editing Mode window, the group list contains all of your script names, collected into the groups you create. You can reorder scripts within a group, or move scripts from one group to another via the Edit button.



Related Glossary Terms

Drag related terms here

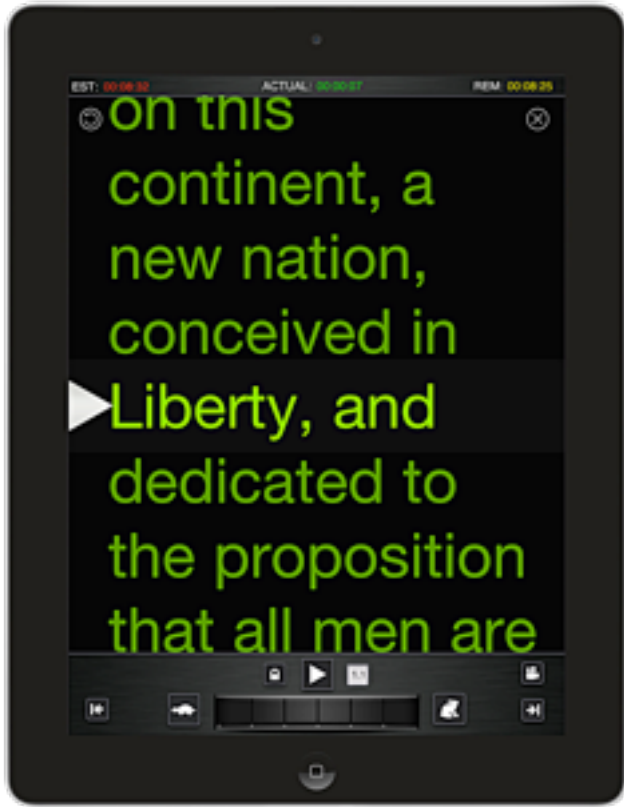
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Find Term

Chapter 2 - Group and Script List

Prompting mode

This is the prompting or *playback* view, where Teleprompt+ actually renders your script and scrolls the text for you to read in real time.



Related Glossary Terms

Drag related terms here

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Chapter 1 - Getting Started

Script

The text of a single prompting session. A script is formatted in plain text, and can have unique settings and cue points assigned to it.

Related Glossary Terms

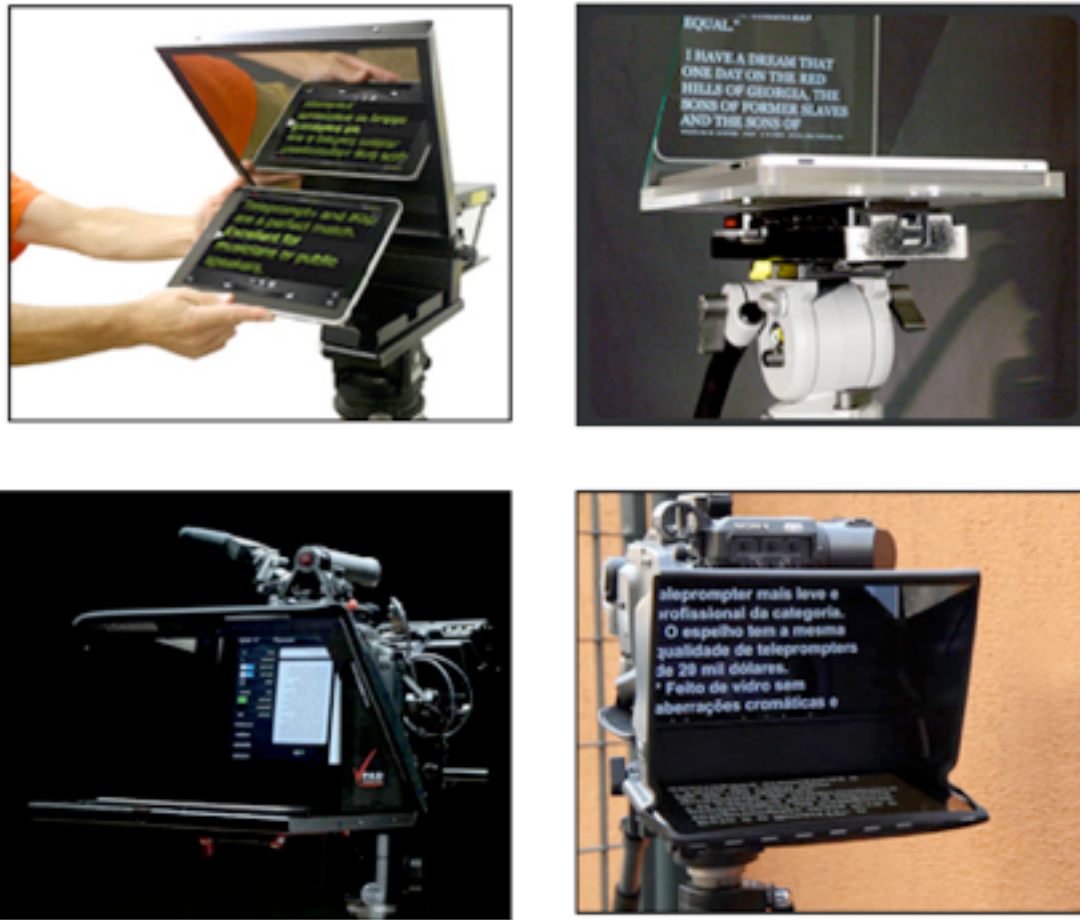
Drag related terms here

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Chapter 1 - Getting Started

Text mirroring

When using a professional reflector device for teleprompting, the display text gets reversed in the mirror. To correct for this, Teleprompt+ can “mirror” its text, so that it looks backwards on the iPad’s screen, but correct in the reflector’s display.



Related Glossary Terms

Drag related terms here

Index

Find Term

Chapter 4 - Mirrored and Dual Mode Prompting

WiFi

WiFi (short for Wireless Fidelity) is a protocol that allows electronic devices to exchange data wirelessly over a computer network. It is commonly found in portable electronic devices, such as the iPad, as well as laptop computers.



Related Glossary Terms

Drag related terms here

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