teleprompt+

brought forth on this
continent, a new
nation, conceived in
Liberty, and
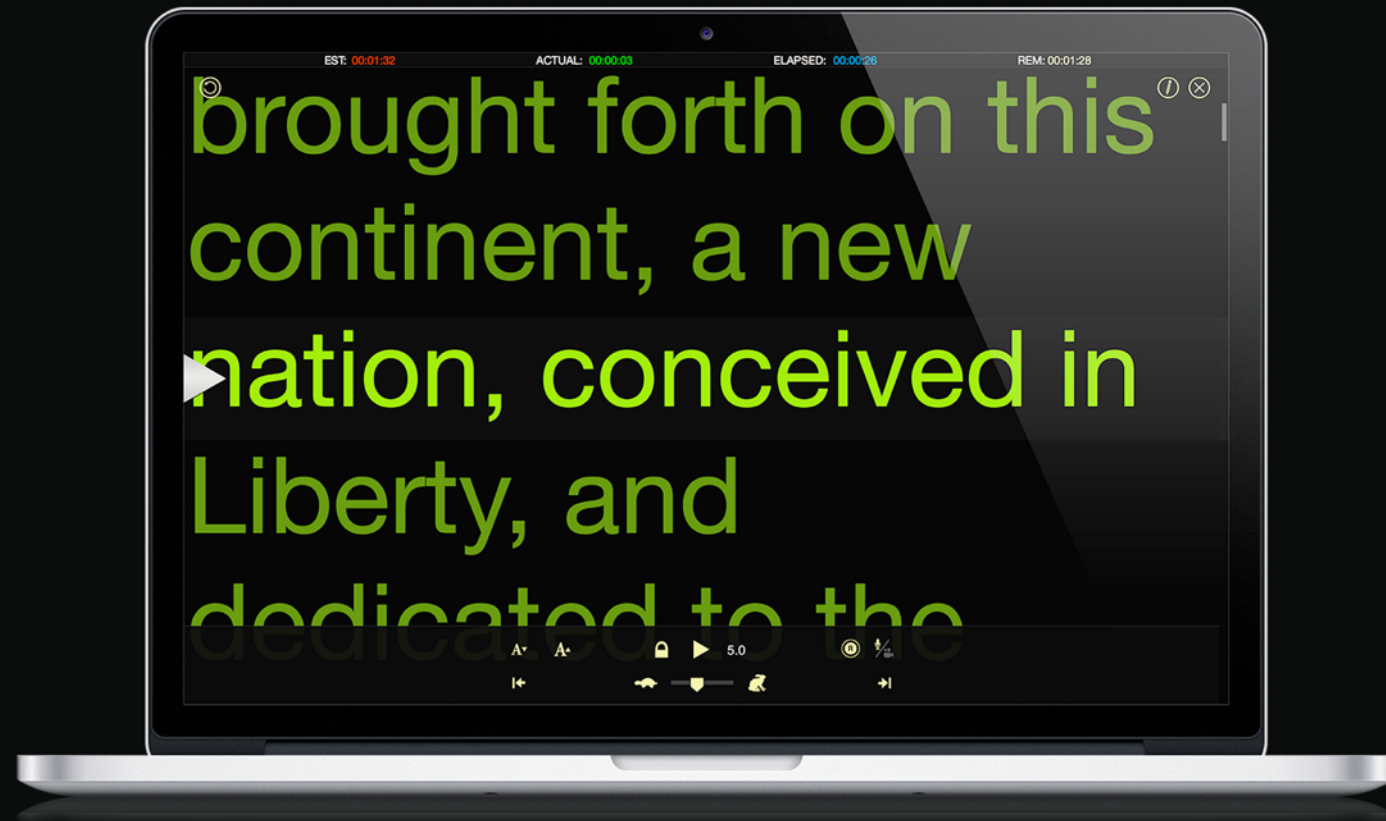dedicated to the

A˅   A˄   🔒 ▶ 5.0   ◎ ⚡

for Mac
USER MANUAL

by
Bombing Brain
INTERACTIVE

Introduction

Teleprompt+ is a simple yet powerful professional teleprompter application for the Mac. 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 most effective prompting solution available on the Mac 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, rich text, import and export capability via Google Drive and Dropbox, audio recording, 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, then dig deeper into the advanced features to find the options which meet your needs. We offer additional support 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 Discovery of Radium
841 Words   Est. Time: 00:02:21

I could tell you many things about radium and rad
would take a long time. But as we can not do tha
you a short account of my early work about radiu
more a baby, it is more than twenty years old, but
the discovery were somewhat peculiar, and so it i
to remember them and to explain them.

We must go back to the year 1897. Professor Cu
that time in the laboratory of the school of Physic
where Professor Curie held his lectures. I was eng
on uranium rays which had been discovered two
Professor Becquerel.

I spent some time in studying the way of makin
measurements of the uranium rays, and then I wa
there were other elements, giving out rays of the

Your First Prompting Session

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 double clicking the app's icon in your Applications folder.

2. Click the + button at the bottom of the left scripts panel to add a new script (click the script button at the top left of the window to reveal the scripts panel if not already visible).

3. Type a name for your script in the script name field.

4. Click 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 Drive, Box, or Dropbox (see **Importing Text** for more details).

5. Click the Start Button.

Thats 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⁺.

Modes

Teleprompt$^+$ uses two main views or modes. The vast majority of setup and prompting is done using these two views.
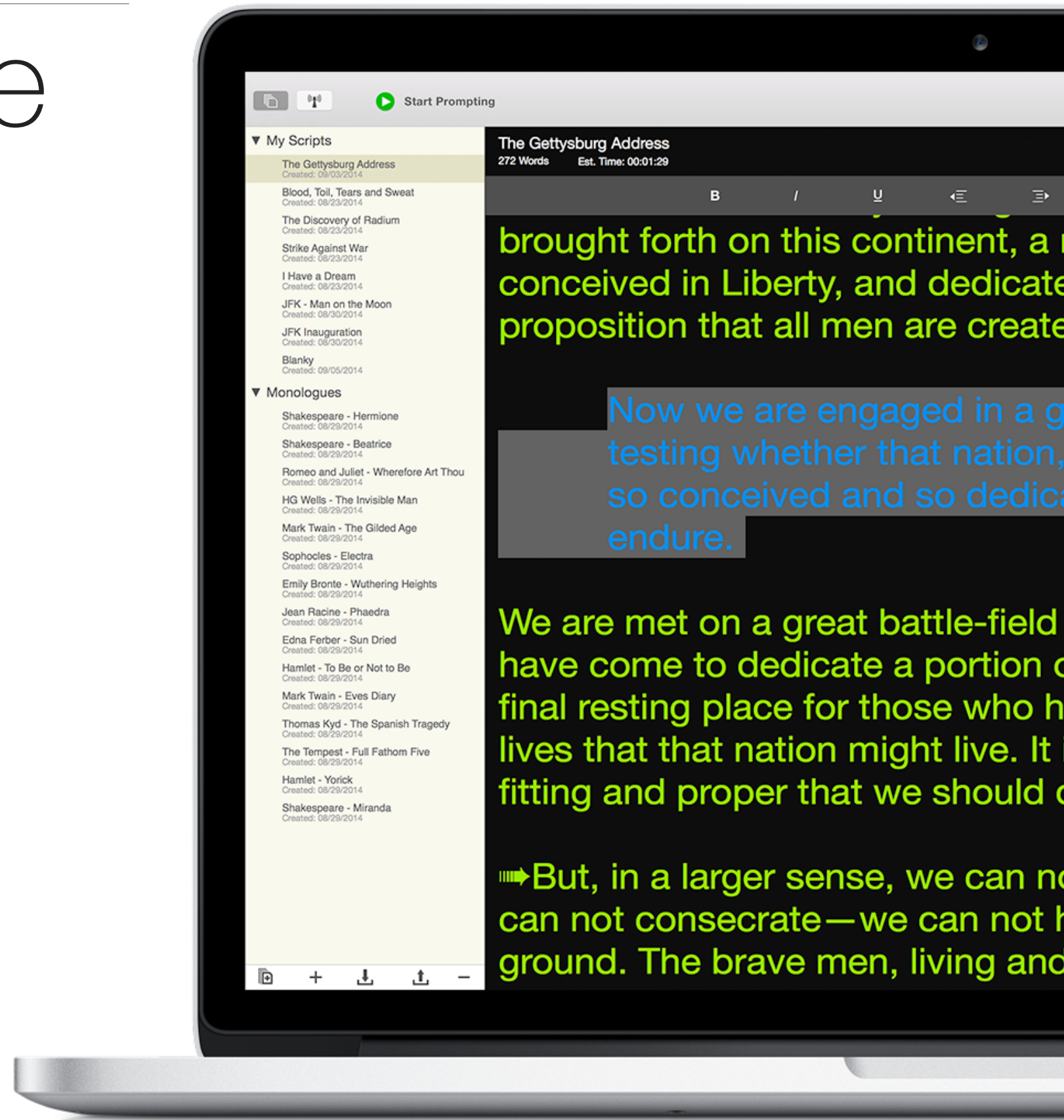
Editing Mode

This is the view that appears when you launch Teleprompt$^+$. Use this mode to create and organize your scripts, configure the appearance and playback settings for each individual script, access audio and video recordings you've made, change global settings for the entire app, and learn more about the app via the help page.

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. You can also record audio and video in this mode and make quick edits to your script while prompting.

Editing Mode

When you launch Teleprompt+, the app will be in Editing Mode. This mode is used for script library management and script editing, and also for configuring how scripts will behave when prompting.

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, along with several sample scripts.

The editing mode consists of three main areas:

INTERACTIVE 2.1 Editing Mode

Groups

The Group/Script List allows you to organize your scripts into different categories. You can group your scripts any way you like. By client, speaker, subject, project, etc.

If the Group/Script list is not currently showing, you can always make it appear by clicking on the group/script icon on the left of the top toolbar in Edit Mode. On the Mac, groups and scripts are combined into a single list.

To hide the list again and give yourself more room for editing your scripts, you can click on the group/script icon on the top toolbar again.

When you launch Teleprompt⁺ for the first time, there will only be one group listed, "My Scripts". You can add more groups as needed.

Selecting a Group

To select a particular group, click on the group's name in the group list. The name of the group will become highlighted.

Opening and Closing a Group

If the current group is not showing its scripts, you can click on the black disclosure triangle to the left of the group name

to reveal the script names inside that group. Toggle this triangle to show and hide the scripts inside any group.

Creating a Group

To create a group make sure the group/script list is visible and click on the new group button at the bottom left of the group/script list. A new Group will appear at the bottom of your list, named Untitled Group. You can give the group a new name by typing the name immediately after clicking the new group button. After the name has been entered, hit the return key.

Untitled Group
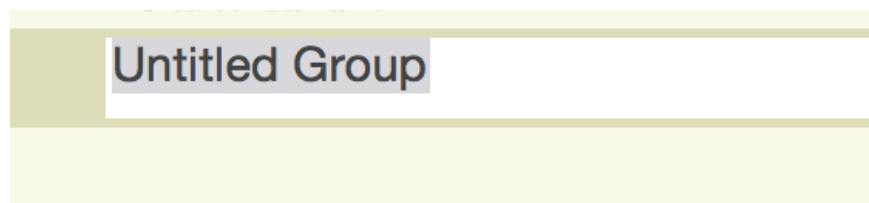
Adding New Scripts to a Group

There are many ways 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 clicked 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.

Reordering Groups

To organize your groups click and hold the name of the group you wish to move. Drag the group name up or down to a different place on the list, then let go.

Renaming a Group

To rename a group double click on the group's name. Enter the new name then press the return key on the keyboard.

Deleting a Group

To completely remove a group and all scripts within that group start by clicking on the group name to select it. Next, click on the minus icon on the right side of the group/script list's bottom toolbar. A sheet will come down from the top of the window, asking if you are sure you wish to delete the entire group and all of its contents. If you are sure you actually wish to delete everything inside that group, click Delete. Otherwise, click on the Cancel button.

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** in a later section.)

Scripts

The group/script list contains all the scripts that you have created and stored using Teleprompt$^+$. If the Group/Script list is not currently showing, you can always make it appear by clicking on the group/script icon on the left of the top toolbar in Edit Mode. On the Mac, groups and scripts are combined into a single list.

Selecting a Script

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

Creating a Script

To create a script, click on the add script button on the bottom toolbar. It's the second button from the left, next to the add group button. The editor will display an empty form for you to enter your script name and content.

add script button

Note: You must enter a name for your script in order to proceed. You can change the name later, if necessary.

iCloud Script Syncing

Using Apple's iCloud service, you can sync your scripts between multiple devices, and always have your scripts backed up on Apple's cloud servers. See the section later on Global Settings for more details on how to set up iCloud sync.

If you have scripts saved on another iOS or Mac device running Teleprompt+ 3, and you turn iCloud on, you will immediately start to see your scripts and groups from other devices appearing on your new device. If this is your first Teleprompt+ device, if you turn on iCloud sync, any new scripts will immediately be saved to the cloud for future devices to grab.

If you decide not to use iCloud right away, you can always turn it on later. See the section on Global Settings for more information about turning iCloud on or off.

Importing Scripts

The simplest method of text entry in Teleprompt+ is direct editing. Simply type in a name, then click in the content field and start typing to enter and modify your text using the keyboard.
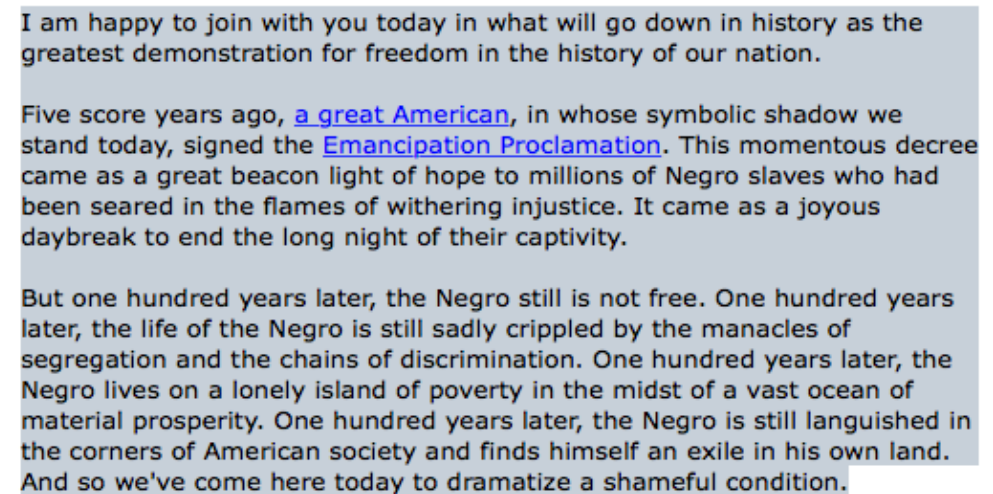
In addition to direct text editing, Teleprompt+ offers several alternatives for importing text from other sources:

Copy/Paste From Another App

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

Note: like most teleprompters, Teleprompt+ is a text-only application. Some special formatting such as bold/italic will translate to Teleprompt+, but other more complicated formatting may be lost, and no images or other media will be pasted into Teleprompt+. The text will copy, but you may lose some the formatting and other media.

1. Launch Safari and select the text on a web site. To do this, click and drag over the text you wish to select, and let go of your mouse when you have the correct text selected. Then, either go to the Edit menu and click on Copy, or use the keyboard shortcut Command+C.

2. Switch back to Teleprompt+ and create a new script (see Creating a script above). Make sure you enter a name for your script. Click inside the content field to make that field active, then either go to the Edit menu and click on Paste, or use the keyboard shortcut Command+P. Your copied script text will now appear in Teleprompt+.

Google Drive Import

Teleprompt+ integrates with the Google Drive service to provide simple import of scripts that have been written and saved to your online Google Drive account. Files must be in Plain text (.txt extension), Google Document, Microsoft Word (.docx), or Rich Text (.rtf) format in order to be imported into the app. To import from Google, follow these simple steps.

1. First, ensure your device has an internet connection either via WiFi or a cellular network, and be sure you are currently in the group where you want the imported file to reside. Click on the Import button that appears on the bottom group/script list toolbar. A new window will appear with available online document services. Click on Google Drive.

import button

2. Enter your Google Drive account login and password. (Once logged in, your account information will be remembered, so you'll be able to skip this step for future imports.)

3. After a successful login, a list will appear showing the text documents available on your Google Drive account. Click on a file name to download the text and import the script.

Dropbox Import

Teleprompt+ also integrates with the Dropbox online file service. It can import text (.txt), Microsoft Word (.docx), and rich text (.rtf) documents from your Dropbox account.

Note: like most teleprompters, Teleprompt+ is a text-only application. Some special formatting such as bold/italic will translate to Teleprompt+, but other more complicated formatting may be lost, and no images or other media will be pasted into Teleprompt+. The text will copy, but you may lose some the formatting and other media.

1. Ensure your device has an internet connection either via WiFi or cellular network, and be sure you are currently in the group where you want the imported file to reside. Click the Import button that appears on the bottom toolbar of the group/script list. A new window will appear listing available online document services. Click on Dropbox.

2. You will be asked to authorize use of your Dropbox account. Click OK to authorize Teleprompt+ to access your Dropbox. (Hereafter, when you import from Dropbox, you will be able to skip this step.)

3. After a successful login, a list will appear showing the folders and text documents available on your Dropbox account. Use the list to browse folders and click on a file name to download the script.

Exporting Scripts

Scripts can also be exported out of Teleprompt+ in a few different ways.

Exporting To Google Drive

Teleprompt+ integrates with the Google Drive service to provide simple export of scripts to your online Google Drive account. To export to Google, follow these simple steps.

1. Ensure your device has an internet connection either via WiFi or a cellular network.

export button

2. Select the script you'd like to upload by clicking on its name. If you would like to export multiple scripts at once, hold down Command as you click each name.

3. Click on the Export button that appears on the bottom script/group list toolbar.

4. A list of upload services will appear in a new window. Click on Google Drive.

5. If you haven't done so already, enter your Google Drive account login and password. (Once logged in, your account information will be remembered, so you'll be able to skip this step for future exports.) The files will be transferred to your Google Drive Account.

Exporting To Dropbox

Teleprompt+ integrates with the Dropbox service to provide simple export of scripts to your online Dropbox account. To export to Dropbox, follow these simple steps.

1. Ensure your device has an internet connection either via WiFi or a cellular network..

2. Select the script you'd like to upload by clicking on its name. If you would like to export multiple scripts at once, hold down Command as you click each name.

3. Click on the Export button that appears on the bottom script/group list toolbar.

4. A list of upload services will appear in a new window. Click on Dropbox.

5. If you haven't done so already, you will have to authorize connection between Teleprompt+ and Dropbox. Agree to connect the services. (Once logged in, your account information will be remembered, so you'll be able to skip this step for future exports.)

6. Navigate to the specific folder in your Dropbox where you'd like to add the scripts. Click the Upload button. The files will be transferred to your Dropbox Account.

Deleting Scripts

To delete one or more scripts, first select any scripts you wish to delete. Then click on the Delete button on the bottom of the group/script list toolbar to remove all selected scripts. A warning sheet will appear, asking if you are certain you wish to delete the selected scripts. Click Delete if you are certain. Otherwise, click Cancel, and the scripts will not be deleted.

Note: This action cannot be undone.

Moving Scripts Between Groups

If you wish to move one or more scripts to a different group simply click and hold on the script's name, then drag it to the desired group. Let go, and the script will be placed in that group.

Script Editor

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 left Group/Script list can easily be hidden by clicking on the group/scripts button in the left corner of the Editor's bottom toolbar. This will expand the Editor and give you more room to work with your text.

group/scripts button

You can take it a step further and take the editor full screen by clicking and *un-selecting* all of the buttons to the right of the top toolbar.


toggle all right buttons off

Rich Text Editing

Teleprompt+ 3 supports Rich Text in scripts, so you can use color, bold, italic, underline, and indentation to indicate emphasis or otherwise assist your talent with performance cues.

Bold, Underline, Italic

When editing a script, you will notice a toolbar at the top of the script area. There are buttons on this toolbar for making text bold, italic, or underlined. Simply select the text you wish to alter by clicking and dragging the selection range. Then select the appropriate button on the toolbar. Or click on one of the buttons, such as bold, and type in some new text, and the new text will adopt the properties selected on the toolbar.
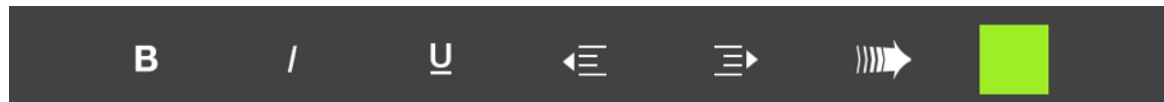
Text Color

Changing text color is similar to making text bold, underlined, or italic. Select the text you wish to alter, then click on the color tile on the toolbar. A color picker will appear, allowing you to choose from several colors.

Note: Once you customize the color of some pieces of your script, that text will no longer change color when changing the script text color on the Settings Panel. If you wish to change the entire script to a particular color, it's more advisable to simply change the color on the Settings Panel.

Indentation

You can also indent certain paragraphs of text in your script to indicate portions to be read by a different speaker, or for any other reason. Click on the indent left or right buttons to move the currently selected paragraph or paragraphs to the left or right, respectively. You do not need to select an entire paragraph to indent it. Just place your cursor in a particular paragraph, and the entire paragraph will move when you use the indent buttons.

Script Settings

The settings panel 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.

To see the settings panel, click on the settings button (left-most button on the right side of the top toolbar.)

Speed/Time

Use the Speed setting to adjust the starting speed of the script. This speed can also be adjusted during prompting if needed. Alternatively, click on Time to choose a running time for your script. Teleprompt+ will automatically set a scroll speed so that prompting will complete in the time indicated.

Display

The Display settings control a number of different display settings for your text.

Countdown

The Countdown setting sets a countdown that runs before your script begins. An animated countdown will give your script reader a few seconds to prepare before the text begins scrolling. You can disable the countdown entirely, or choose the length of the countdown (in seconds).

View Timers

View Timers allows you to show or hide the timers that appear at the top of the screen during prompting.

Mirror Text

Turn the Mirror Text setting on if you are mounting your device in a true teleprompter reflector setup. Teleprompt+ will invert the text while prompting, so that text will appear correctly on the teleprompter mirror.

Guide

The Guide setting is used to configure reading guides. Reading guides appear as an arrow or highlighted area of the text on screen during prompting. The purpose is to help the reader focus. Teleprompt⁺ offers arrow and shaded area guides, and these options can be combined. If shading is turned on, you can also adjust the size of the reading area using the Guide Size control.

Text Options

Use the text options controls to change the font and adjust size to your preference.

In this area, you can also change the justification of your text to left, right, centered, or fully justified.

Finally, you can also adjust the margins of your text in this panel. Use the left and right sliders to move your text closer or further away from the edges.

Note: Margins and text size are only applied to prompting mode. The script editor font and appearance will not be affected by either of these settings.

Colors

The Text Color setting allows you to choose the overall color of your prompting text. Click the text color tile and a color picker will appear, allowing you to choose any color you like.

Note: if you have used the rich text tools in the editor to format specific areas of text with different colors, these ranges of text will not be affected by changing the overall color. If you want to reset all of the text to use the overall color, click the Reset button at the top left of the menu.

The Background setting allows you to choose the color of your prompting background. Click the text color tile and a color picker will appear, allowing you to choose any color you like.

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 click on 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 clicking on its name in the Group/Script List and then click on the Use Default button.

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, click on your script text at the point where you wish to insert a cue point. Then, either click the Cue Point button in the rich text editing toolbar, or right click (Command+Click) on the text in the text editor and select Add Cue Point from the contextual menu.

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

Add new Cue point

Cue point 1
In a sense we've come to our natio...

Cue point 2
It would be fatal for the nation t...

Cue point 3
There are those who are asking the...

Cue point 4
I have a dream that one day this n...

Cue point 5
And this will be the day—this will...

Cue point 6
Land where my fathers died, land o...

Cue point 7
Let freedom ring from the snow-cap...

Cue point 8
From every mountainside, let freed...

To review al of the cue points you have set within a script, a list of them can be found in the right panel. Click on the cue points button (middle button on the right side of the top toolbar). A menu will appear showing a list of all of your cue points. Click on a cue point to advance text editor to that position.

To remove a cue point, simply place you cursor after the cue point marker in your script, and click the delete button on your keyboard.

To see cue points in action, Click on the Start Prompting button to begin prompting. Your script will begin to scroll. To quickly jump to one of your predefined cue points while prompting, click on the forward or reverse cue point buttons on the bottom left and right of the console.

Clicking on 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.

Recordings

Teleprompt+ has the ability to record both video and audio using the built-in camera and microphone on your Mac. The right-most button on the top toolbar displays the Recordings panel, which lists all the recordings you make for a particular script. For more information on the advanced features of the recording capabilities of Teleprompt+, see the **Advanced section** of this user guide.

7 Recordings

▼ Video

▶ **Take 5** 00:09
2014-09-16 03:25 PM

▶ **Take 4** 00:08
2014-09-16 03:24 PM

▶ **Take 3** 00:06
2014-09-16 03:24 PM

▶ **Take 2** 00:17
2014-09-01 11:26 AM

▶ **Take 1** 00:01
2014-09-01 11:25 AM

▼ Audio

▶ **Take 2** 00:11
2014-09-16 03:24 PM

▶ **Take 1** 00:03
2014-09-16 03:24 PM

Getting Help

Teleprompt+ offers an in-app help menu, so you always have quick access to all the information you need to get the most out of your Teleprompt+ purchase.

Accessing The Help Menu

The Help menu can be found on your top menubar. Click on Help, and the menu will appear with several options.

Accessing This Manual

This manual is available in two forms: as a free download on the iBookstore, and as a PDF. The iBooks version can be viewed in Apple's free iBooks app on either a Mac running 10.9 or later, or on any iPad running iOS 6 or later.

Video Tutorials

Video tutorials for various aspects of Teleprompt+ are available on our Vimeo page, on our web site, and directly from the help menu. We will be adding more videos over time, so check back to see what's new.

Recent Blog Articles

On bombingbrain.com, our blog serves as a great tool for learning about the latest changes and updates involving Teleprompt+. We post tips and tricks, as well as stories about how others are using Teleprompt+ in their daily workflows.

Rating Teleprompt+

App ratings are an important tool for us to gather feedback about how we're doing. If you're enjoying using Teleprompt+,

please consider leaving us a review on the Mac App Store. The link from the help menu will make that easier.

App reviews help others discover Teleprompt+, and they help us continue to make improvements to the app.

Contacting Support

If you are still having trouble with an issue that isn't covered in the manual, on our blog, or anywhere else in our help sec-

tion, you can always email us at the link provided in the help menu. We love to hear from our customers. The two options listed under Support Tools Reset Preferences… and Reset To Original State… should be used with caution, as they will remove any customizations you have done within the app. Only use these under the recommendation of a Bombing Brain support representative.
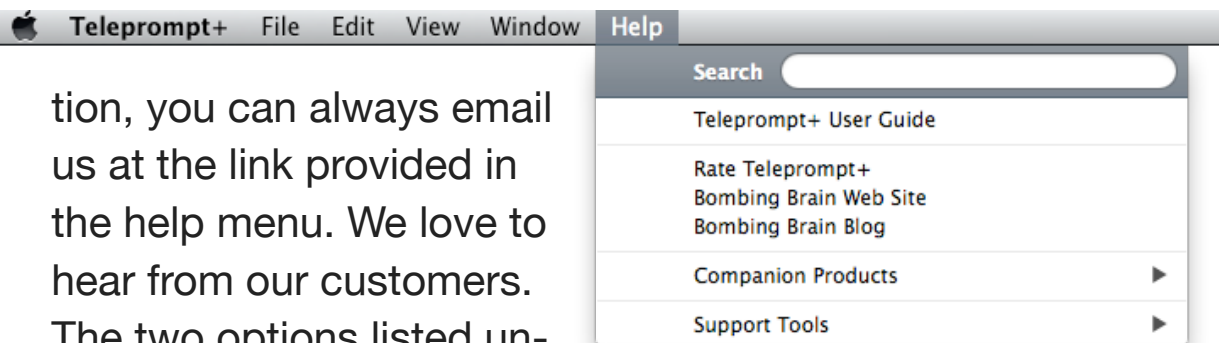
Prompting Mode

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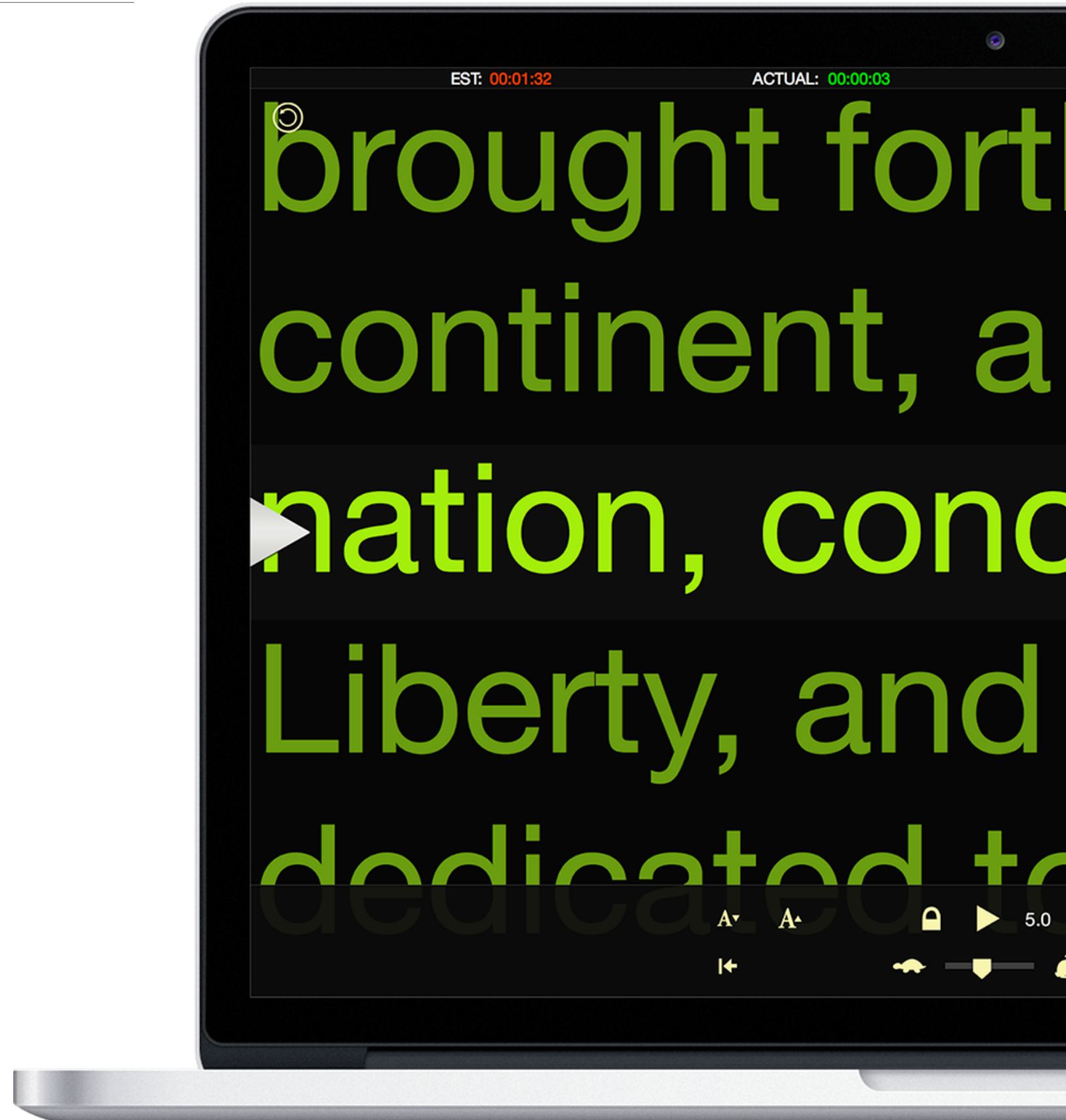
Basic Prompting Elements

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 and estimated time for the entire script, elapsed time, actual prompting time and time remaining based on the current speed. The timer bar can be turned off if you prefer. (See **Display Settings** in the previous chapter.)

| EST: 00:03:48 | ACTUAL: 00:00:12 | ELAPSED: 00:00:23 | REM: 00:03:35 |

Text Area

Your script will appear in the center of the prompting view and scroll automatically, unless you set the prompting preference to not scroll automatically. (See section on **prompting preferences** for more information.)

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 **Guide** in the Settings section of this guide to learn about setting this preference). 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.

we can not do that, I

shall only give you a

short account of my early

work about radium
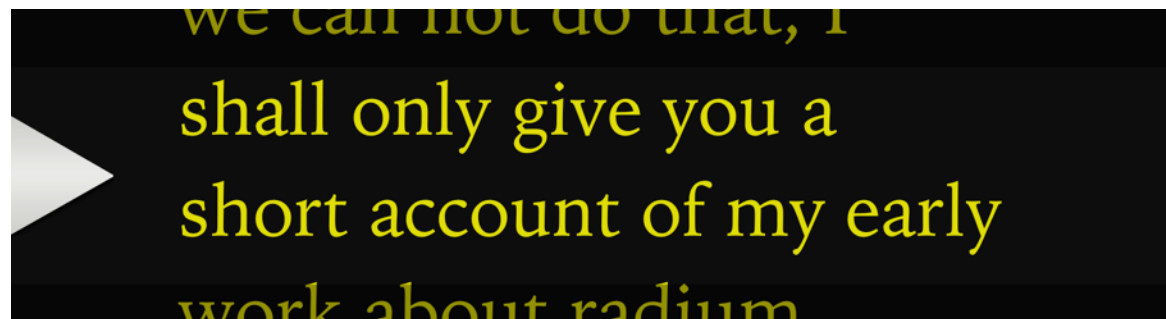
reading guide with arrow

The Console

Click on the screen once to reveal the console. The console appears at the bottom of the screen. It will auto-hide after about 5 seconds. Click on 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 clicking on the pause/play button to stop and resume scrolling. Your chosen speed or time is displayed to the right of the pause/play button. To quickly increase or decrease speed, click on the slower or faster button. If you require more precise speed control, the speed slider can be used to make very fine speed adjustments.

The buttons in the lower 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 using a mac that is capable of recording either video or audio, a capture button will appear on the upper right side of the console. Click this button to begin recording.

To see more controls for recording, click on the audio/video button, located to the right of the capture button.

Recording Console Extension

Once activated, the recording console extension will appear above the main console and control several aspects of the recording functionality within Teleprompt[+].
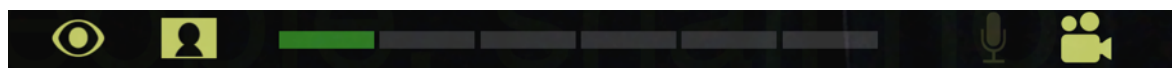
Audio Vs. Video Recording

Use these two buttons to switch between recording audio only and audio plus video. The rest of the controls on the recording console extension will change depending on which recording mode you choose.

The Audio Level Meter

In the center of the recording console extension is an audio level meter. Bars will light up green as you speak, indicating that the microphone is receiving sound. If the final bar lights up red, your signal is close to peaking, which can cause digital distortion. Adjust your distance from the microphone, or speak at a lower volume to avoid this.

Preview Toggle

Teleprompt[+] can show a preview of your video as you are recording, to make sure you are framed properly. This preview can appear as either a small window in front of the text, or a faded full screen preview behind the text. Once you have

yourself framed, you can use this button to turn off the preview to limit distraction.

Preview Type

An additional toggle button will switch between windowed preview and the full screen preview.

Reset and Exit Buttons

When you reveal the console, 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.
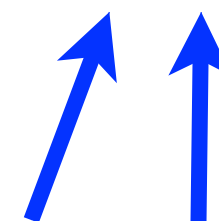
reset   *quick edit*   *exit*

Quick Edit Mode

The final button among the additional controls at the top of the screen will engage Quick Edit Mode. For more on making quick edits to your script while prompting, see the **next section on Quick Edit Mode**.

Quick Edit Mode

Sometimes you need to make quick edits to your script, even after you've begun a prompting session. For this reason, Teleprompt⁺ has a feature called Quick Edit. As the name implies, Quick Edit is meant for small last-second adjustments, not necessarily full script rewrites.

Entering Quick Edit Mode

To enter Quick Edit mode during a prompting session, first click on the center of the screen to bring up the console and additional function buttons if they are not already visible. At the top right of the screen, next to the exit button, is the Quick Edit button. Click on that, and the scrolling will pause, and a red title bar on the top of the screen will indicate that you are now in Quick Edit mode.

quick edit

Making Edits

Scroll to the part of your script where you wish to make a change, and select the text as you normally would. Use the keyboard to correct spelling mistakes, remove or add a word or phrase, or make other text changes as needed. A toolbar near the top of the screen will give you functions such as bold, underline, italic, indent, and color. You can also add new cue points in this mode.

Exiting Quick Edit Mode

When you are finished making your edits, you can exit Quick Edit mode and return to your prompting session where you left off by clicking on the Done button on the top toolbar.

Quick Edit

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MacBook Air
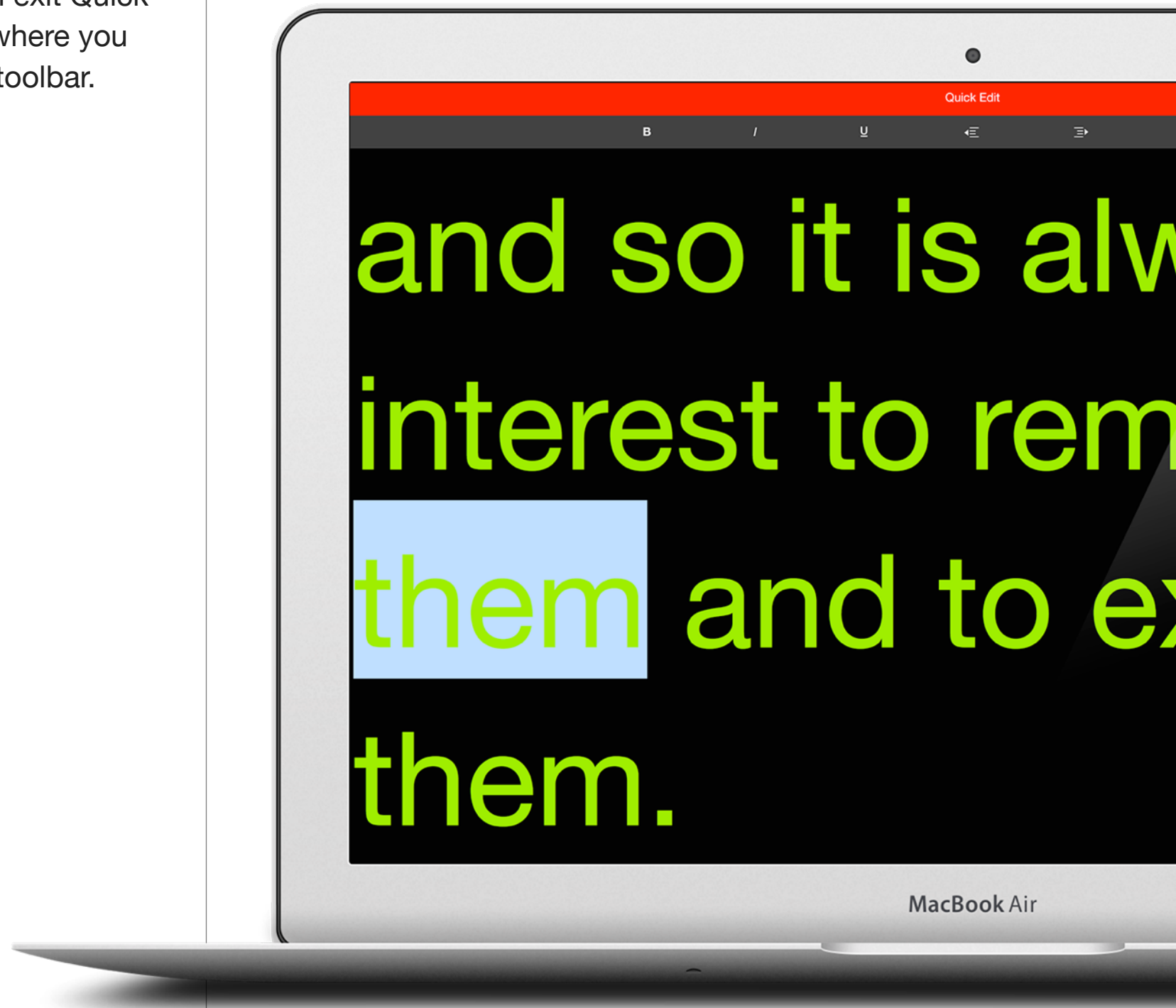
Gestures

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

Manually Scrolling Text

Use two fingers on your trackpad to drag the text up or down on the screen. You can use this method to quickly scroll to a particular part of the script, or with the prompter paused as your main way to advance the text.
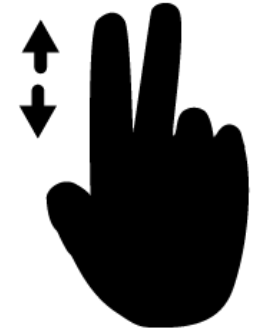
Play/Pause

Double tap with two fingers on the trackpad to start or pause the prompter scrolling.

Adjust Position of the Reading Guide

If you have the arrow enabled for your reading guide setting, you can adjust where the arrow sits on the screen vertically by dragging it up or down. (Learn more about the reading guide feature in the **previous section on Basic Prompting**.)

CHAPTER 4
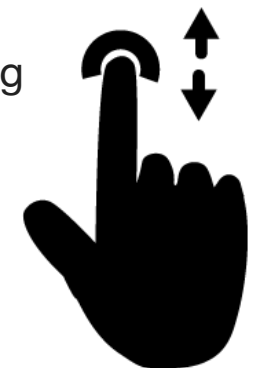
Advanced Features

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.

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Mirroring and Dual Mode Prompting

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 device is placed in the camera reflector, the text will appear correctly to the reader.
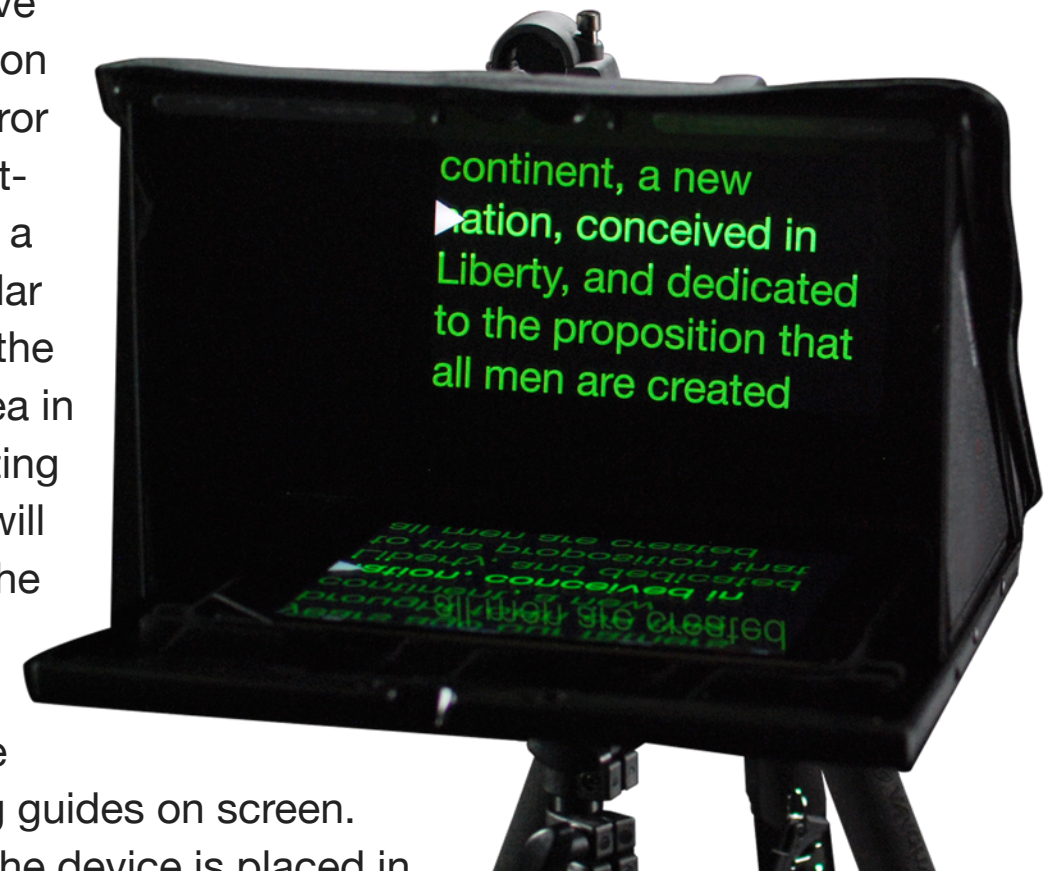
External Screen Support (VGA, HDMI and AirPlay)

Teleprompt$^+$ supports video signal output while prompting. You can also setup AirPlay on the Mac to send video to an AppleTV or other AirPlay compatible monitor.

AirPlay can be enabled from the right side of your main menubar. Click the AirPlay icon, then select one of your video-enabled AirPlay devices (such as an AppleTV). Teleprompt+ will treat to AirPlay monitor as an external screen.

For physical attachment to a display using an adapter, Please refer to Apple's product pages to make sure that your device supports the adapter that you would like to use. Using one of these adapters, you can use your Mac as a "wired remote" for an external display such as a VGA monitor or an HD capable television, monitor, or projector.

To begin, make sure you are not currently prompting. Attach the Mac to your external display. Teleprompt+ will detect the attached display and handle it on one of two ways.

Teleprompt+ can be configured to simply mirror everything that appears on the mac's screen to the external screen. This is known an *un-managed* screen - Teleprompt+ takes no control of the external screen, and instead allow the Mac to simply mirror its picture on the external display. To choose this mode, go to the External Screen tab of the preferences panel and uncheck the Dual Screen Mode Enabled checkbox.

A more powerful alternative is to treat the external display as a remote display. This is known as a *managed* screen. To en-

able managed external screen, check the Enabled checkbox for Dual Monitor in the External Screen tab of the preferences panel. In managed mode, Teleprompt+ will override the default screen mirroring behavior and take control of the external display. While editing on the mac, the external screen will display a standby screen. When prompting, Teleprompt+ will send and synchronize the text and reading guides to the external screen. The timers and the console will appear only on the device screen so the reader is undistracted by the console.

External Display Text Mirroring

Teleprompt+ also has a unique feature when using an external display and text mirroring combined. When you start prompting, if the Mirror Text setting is enabled for the script, and an external screen is detected, Teleprompt+ will mirror the text on one or both of the screens depending on the global "Mirroring Options" chosen in the External Screens tab of the preferences panel. These options affect the each of the displays as follows:

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

- **Device Only** - in this mode, only the Mac screen is inverted. This is helpful in situation where the Mac is

mounted in a split-glass camera mount, and the external display is being used as a secondary monitor outside of the reflector.

- **Mirror Both Screens** - In this mode the text will be inverted on both the Mac and the external display. Use this mode if you intend to use two reflectors - one holding the Mac 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.

SECTION 2

Remote Control Sessions

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 running iOS 7 or later that has 802.11 wireless networking support can be used to remotely control Teleprompt⁺.

Note: Older versions of Teleprompt⁺, such as Teleprompt⁺ 2.x for iPad, Teleprompt⁺ 1.x on the Mac, or Teleprompt⁺ Remote, do not work with Teleprompt⁺ 3.

The Mac version can only interact with iOS devices via a WiFi connection - Bluetooth connections are not supported in the Mac version, other than for connecting to an external keyboard.

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. If you are running Teleprompt⁺ version 3.0 on a Mac, please ensure you are using version 3.0.4 or above on any iOS devices. We recommend always keeping your app versions current. To do this, run the App Store app on all devices and tap or click the "Updates" button at the bottom of the screen. If Teleprompt⁺

appears in the list of updated apps, tap or click 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.

The Master Device

A remote session in Teleprompt+ 3 consists of a master device and one or more controlled devices. The master device is the device upon which the operator of the teleprompter will interact. Stopping and starting the prompter. Adjusting the speed and margins. This is all done on whichever device is designated as the master device. All other devices are simply display devices that follow whatever the master device dictates.

The Controlled Device(s)

The controlled devices in your remote session behave as "dumb" video terminals. In other words, they simply display the prompting session as it appears on the master device. You cannot make adjustments or edits on these devices. All changes must be made on the master device. In this way, controlled devices behave much like an external display hooked up to your device's output port.

For this reason, we recommend that the devices in your reflector setups, the devices that are placed in front of the talent, be controlled devices. The master device is best controlled by the teleprompter operator.

Starting a Remote Session

To start a session and designate a device as the master, simply click on the remote button. This icon can be found:

• on the top toolbar of the Mac and iPad in edit mode

• on the bottom toolbar of the iPhone or iPod touch in the script list view

• on the top left of the screen in prompting mode when the console is visible (iOS only)

remote button

Once you click the remote icon, you will see a list of devices you can designate as controlled devices. To ensure your other devices appear on this list, be sure they have the correct version of Teleprompt+ 3 installed and running. Be sure that WiFi is enabled on all the devices you wish to participate in the remote session as well.

After clicking on a device name, you should see a brief animation while the other device attempts to communicate with your master device. The first time you connect to a device, a

permission alert dialog will appear on the controlled device, asking for permission to connect to the device for remote mode. Tap Yes to grant permission, and the devices will connect to each other. The controlled device screen will switch to "standby" mode, with color bars, indicating that it is now ready for whatever script you wish to prompt from the master device.
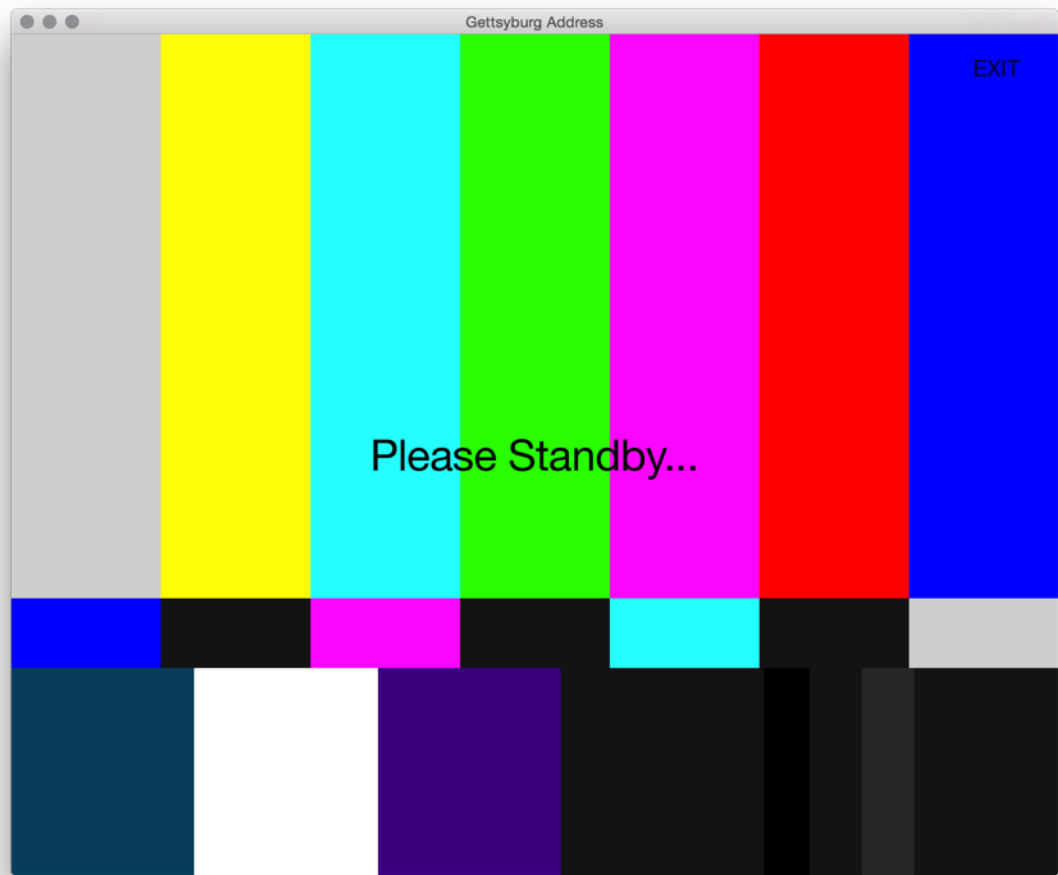
Choosing a Script

Once you are connected to your controlled device or devices, you can choose a script on your master device, or any script that appears on any of the controlled devices.

To choose a script that is on the master device, exit the remote view by clicking the remote button on a Mac, tapping the back button on the iPhone, or tapping outside the popover window on the iPad. Select a script from your script list, and click the Start Prompting button. The prompting session will begin on all connected devices.

To choose a script that is on one of the controlled devices, return to the remote devices list and click the script icon button to the right of the name of the device housing the script you wish to prompt. On the resulting screen, you will see a list of the groups available on that device. Choose the appropriate group, and you will see a list of scripts in that group. Select a script, and prompting will begin automatically.
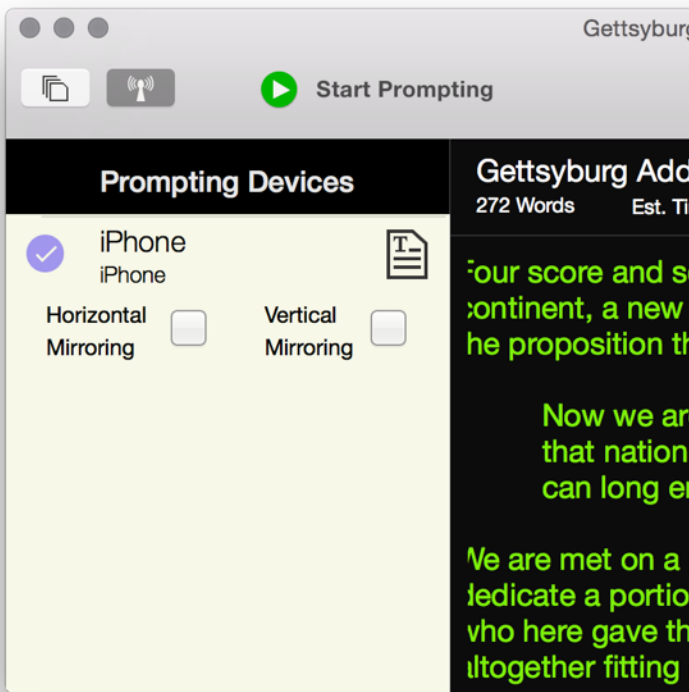
From the master device, you can start, pause, jump to cue points, adjust the speed—just about anything you would normally do in prompting mode. Any adjustments made will be reflected on all of the devices in the remote session.

Flipping the Controlled Devices Horizontally or Vertically

Depending on your studio setup and use of reflectors, you may wish to "flip" the display on your controlled devices. Each device can be flipped individually to suit your specific needs.

In the remote devices list, two switches, one for horizontal flipping, one for vertical, will appear under the remote device name once the remote device is connected. Turn the desired switches to the on position, and the controlled device's display will be flipped accordingly.

Ending the Remote Session

To end a remote session from the master device, stop the script that is currently prompting, then click on the remote icon again. You can disconnect individual devices on the remote devices list by clicking on their names. In this way, you can remove a device without ending the entire session.

Keyboard Control

In addition to device-to-device remote control, you can also pair your Mac 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.

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)

Recordings

Your Mac has a camera and can support audio and video capture while prompting. You can configure Teleprompt⁺ to record audio-only, or video and audio. For video, you can configure the quality level that is captured. Click the Teleprompt+ menu at the top of the screen, then click Preferences. Click the Recording tab 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 Mac for only a few minutes of video, so please ensure you have adequate space on your device.

To choose between recording audio or video, please see the **Recording Console Extension** section of this guide.

To record while prompting, a Record button will appear on the main console. Click the record button to start and stop your recording. The button will turn red to indicate that recording is in progress. A small red recording indicator will also appear at the top right of the screen, so you can tell if recording is engaged even when the console is hidden. Multiple takes can be recorded by stopping and starting recording.

If you are recording video, and you have the preview mode set to windowed mode, the preview window will appear over your text when you begin prompting. 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 preview toggle button.

If you instead prefer the behind-text preview, your preview will appear full-screen and faded behind the text.

Switch between these two preview modes using the preview mode toggle button.

Recording Tips

During audio recording, you can check your microphone input level using the level meter on the recording console extension. If the meter is lighting up red on the far end of the meter, your input is a bit too loud. Try adjusting your distance from the microphone, or modulating the volume of your voice to avoid digital distortion.

When recording video, be careful to note the position of the camera on your Mac and position the prompting window directly below it on screen. This will ensure the speaker is making best eye contact with the camera as possible. We recommend standing as far from the prompter as possible and increasing the margins around the text to limit the amount of eye movement from left to right (or eye-scanning) while prompting. This will make it easier to appear natural while reading.

Video recording makes for an excellent practice tool for giving talks from the teleprompter. Reviewing video that you record of yourself will give you a very good indication of what other people see when they watch you read from the prompter. Analyze your eye movements and your body language and try to make it all seem more natural. Reading from a teleprompter is a learned skill; no one is born great at it. Keep practicing.

# Browsing and Reviewing Recordings

To review your recordings (both audio and video), exit prompting mode and return to editing mode. On the top right toolbar, next to the settings and cue points buttons, is a recordings button. Click this button to review a list of your recordings for the currently selected script. In this view you can play

back or share your recordings. Click the play button next to each recording in the list to play back the recording.

To remove a take,click the "trash can" icon next to the take. A confirmation dialogue will appear. Click Delete to remove the recording.

# Accessing Video and Audio Recordings

To access your audio and video files for use in other applications such as iMovie or for sharing, they can be found in the "Teleprompt+" folder in your user folder in the finder. Alternatively you can right-click (control-click on a file in the recordings list and click "Show in finder" to reveal the file on your Mac. From here you can copy/move or share the file as needed.
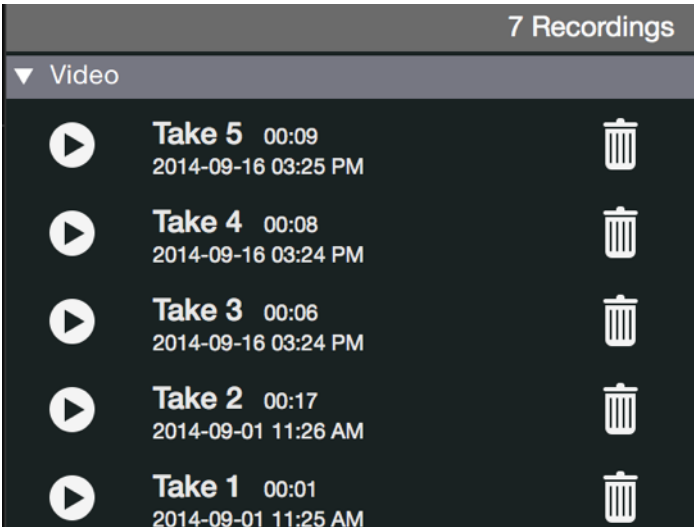
Global Application Preferences

Certain advanced features of Teleprompt+ effect the application on a global level. Changing these preferences will effect every script in the application, rather than just the current script. For most users, the bulk of these settings will never need to be changed. But if you have advanced needs, you may find the preferences provided in this section useful.

On the Mac, the global preferences can be found by clicking the Teleprompt+ menu at the top of the screen, then choosing Preferences.
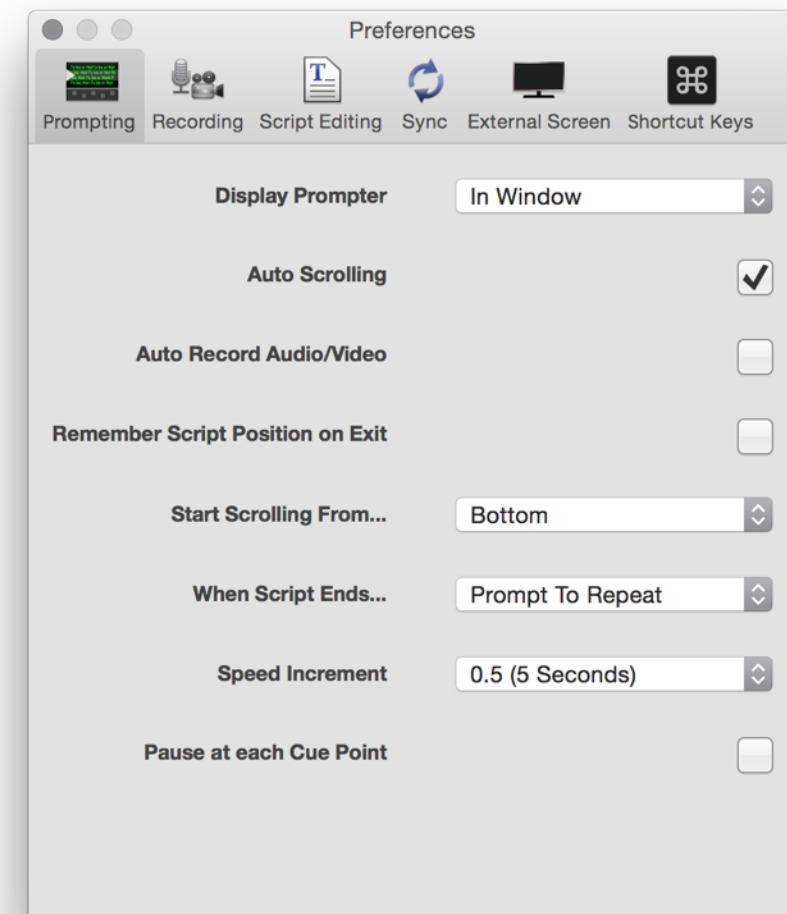
Prompting

The prompting options provide several advanced behavior controls that will be applied during prompting.

Display Prompter

This preference determines if the prompter will be displayed full screen while prompting or in a window.

Auto Scrolling

Un-checking this option will disable the default behavior in prompting mode to start scrolling immediately when Start Prompting is clicked. Prompting mode will launch, but the script will remain paused until you start it manually either on the console or with a remote device.

Auto Record

Turn this option ON to automatically start a recording session whenever prompting mode is engaged. Recording will be either audio or video, depending on your current setting.

Remember Script Position On Exit

If you need Teleprompt+ to remember where you left off the next time you start prompting your scripts, turn this switch to the ON position. Otherwise, your scripts will always begin at the beginning of the script.

Start Scrolling From

When prompting begins, you can use the three options here to determine whether the text starts at the top of the screen, the middle of the screen, or the bottom of the screen.

When Script Ends

Choose one of these three options to determine what happens when a script reaches its end in prompting mode. You can choose to have Teleprompt+ repeat the script automatically from the beginning, go to the next script in the current group, or prompt you with a dialog asking if you wish to repeat (default). The Goto Next Script option is great if you want to break a longer script into smaller, more manageable chunks as separate scripts.

Speed Increment

This setting effects the interval of speed change when pressing the slower and faster buttons on the prompting console. Available choices range from 0.1 (1 second if you are in Time mode), all the way up to 2.0 (20 seconds if you are in Time mode). In other words, from very fine tuned to pretty rough, depending on your preference. By default, this setting is set to .5 (5 seconds in Time mode), which is a nice happy medium. You can use the wheel on the console to make more fine tuned or sweeping adjustments via swiping.

Pause At Each Cue Point

Turning this switch to the ON position will cause Teleprompt+ to pause the prompter whenever it reaches cue point in the script.

Recording

Use this preference to choose the quality level for recording video.

Script Editing

The editing options determine the appearance and behavior of of the script editor.

Edit Using Script Font
Turning this switch to the ON position will show the chosen script font in the script editor. Under normal use, the script editor always shows the standard Helvetica Neue font, for easy small legibility. Enabling this setting will change that font to whatever font you use for prompting.

Note: This will only effect the font face, not the size, in the Editor.

Syncing
The syncing options allow you to enable/disable synchronization of your scripts through iCloud.

Use iCloud
This setting engages iCloud syncing for all of your Teleprompt+ devices. iCloud sync requires both an Internet connection and an iCloud account. Any edits to scripts or settings that you make throughout Teleprompt+ will be reflected on all devices with the same iCloud account. In this way, you can make edits to a script on your iPhone or Mac, then have those changes automatically happen on the iPad where you are prompting, for instance.

External Screen

These settings determine how Teleprompt+ should control an attached external screen if connected to the device.

Dual Screen Mode
Disabling this option will tell Teleprompt+ to use the standard, built-in screen mirroring functionality provided by the Mac when an external screen is detected (everything on the Mac screen will also be displayed on the external screen).

Enabling this option will allow Teleprompt+ to manage the external screen itself. In this mode, the Mac will act as a controller, while the external screen will act as a monitor. For more information on this topic, see **External Screen Support** under Advanced Features.

Mirroring Options
The mirroring options determine mirroring behavior when an external screen is connected. These options apply only when you have the Mirror Text script setting set to ON, and you have an external screen attached. Depending on your hardware setup, you may need one or both screens to be "mirrored." That is, the text will be shown in reverse, so that it reflects properly in a hardware mirror rig. You can choose to mirror only the external screen, only the device's screen, or both screens.

Shortcut Keys

Use this preference section to customize keyboard shortcuts for actions that you may use while prompting. Default shortcuts have been chosen for you, but you can change these according to your needs.

Preferences	
Prompting	Recording	Script Editing	Sync	External Screen	**Shortcut Keys**

Play/Pause	<SPACE>
Exit Prompting	<ESC>
Increase Font	+
Decrease Font	-
Increase Speed	↑
Decrease Speed	↓
Next Cue Point	]
Previous Cue Point	[
Restart Prompting	R

Reset