



User's Guide

Version 6.0 for

Mac OS X[®]



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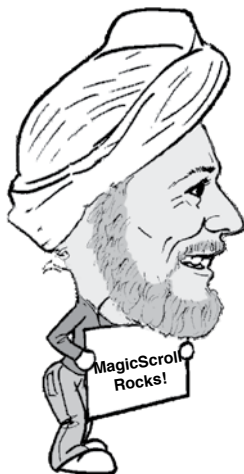
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Japji Khalsa
President, Magic
Teleprompting, Inc.

Let me introduce myself. I'm Japji (Jop-gee) Singh Khalsa, the designer of MagicScroll. I've been working in the film/video business for over 40 years. The last thirty of those years has been spent growing the largest teleprompting rental business in Northern California, called Magic Teleprompting, Inc.

Teleprompting has come a long way in those twenty years. When I first started, paper scroll systems were the most anyone could expect from a teleprompter. However, computer based prompters slowly made their way into the market as the technology advanced and the prices came down. Pretty soon, the DOS world was saturated with programs-- all of them touting different features and different prices. Unfortunately, prompting on the Macintosh® was a slightly different story. Around the time of the introduction of the Mac Plus, a couple of people tried to write a prompting program for the Mac. It was feature filled, but it lacked two essential elements of a prompter. It didn't provide NTSC composite output to allow interfacing with the thru-the-lens display unit, and most importantly, it didn't scroll smoothly. Fortunately, technology eventually caught up with imagination in the form of MagicScroll Version 1, introduced in 1991.

Choosing to write a program for the Mac was no small task, especially considering the preponderance of inexpensive DOS based systems. I thought my experience in the business and my years of teleprompting allowed me to design a program from the ground up. A program that wouldn't be just a glorified word processor, but one that would cater to the special needs of teleprompting. I wanted to write a great prompting program. I believe MagicScroll is just that. It provides a suite of prompting tools that are practical, powerful and graceful but not overly-ambitious. With practice and experimenting, these tools can allow a novice to move quickly into the realm of great prompting.

Since the introduction of Version 1, MagicScroll has continuously evolved as we moved through versions 2, 3, 4, 5 and now the introduction of MagicScroll Version 6 for Mac OS X, designed for the latest versions of both the Macintosh line of computers and the Mac operating system.

Integrating customer feedback, and our own experience using MagicScroll in our rental business, we have selectively added features while increasing performance and ease-of-use. A novice with basic Mac skills

Continued next page...

can still easily operate MagicScroll, while a more dedicated professional will find new functionality that will help him/her achieve excellence in the field of teleprompting.

Our previous version (5.1.3) has been a workhorse for many years. But as Apple issued refinements to the OS, slowly things began to break, and our dedicated users requested an update to their favorite prompting system. Some users even tried other brands, but kept reminding us how MagicScroll is so much better and easier to use.

Our focus over the development of Version 6 was to maintain our famed ease of use and to ensure a reliable app. We didn't go crazy on adding features, though a few new ones have made it into this version.

Over the course of 3 years, Version 6 faced many technical challenges as we re-wrote the code from the ground up. We've met those challenges, and now have a solid, simple-to-use, powerful solution for Macintosh that should keep our users happily prompting for the foreseeable future.

And yet, Most of MagicScroll's features will go unnoticed by the producers and directors who expect the teleprompter to "just work". But you, as an operator/owner, will know that great teleprompting can and does happen. I hope that MagicScroll helps you achieve that greatness.

Thank you for choosing MagicScroll as your prompting software solution.

Japji Khalsa
President, Magic Teleprompting, Inc.

P.S. To help guide you towards great teleprompting, I've included a section in this manual on teleprompting tips– not just on how to use MagicScroll, but tips on teleprompting in general that have come from my years in the business.

We are pleased you have chosen MagicScroll™. We believe you will find it indispensable as a teleproduction tool that will make you and your talent look good.

MagicScroll is the premier professional teleprompting system available for the Macintosh. It enables your Macintosh computer to scroll videotext smoothly on a teleprompter. MagicScroll will output this videotext to your attached monitor devices that then feed your thru-the-lens or podium prompter display.

The features of MagicScroll include:

- 1) Fonts- the ability to set your script in any Font and Size that is installed on your Macintosh, as well as to mix and match fonts.
- 2) Colors-the ability to use different colors in your script.
- 3) Find and Find/Replace- helps you find places in your script and make changes to words or phrases.
- 4) Bookmarks- allow instant locating of pre-defined sections of your script. Bookmarks can be named and saved with your document.
- 5) Paperclips- allow instant marking of points in your script while scrolling. Up to 128 paperclips can be placed and saved with your file.
- 6) Script Queue- allows automated “linking” from the end of one file/ script to the beginning of the next file in the “queue.”
- 7) Timer- a built in stopwatch for timing rehearsals or takes.
- 8) An “On Screen” (Preview) window- allows the operator to see exactly what is being output to the prompter monitors.
- 9) Loops- lets the text continually cycle between two defined book-marks.

10) Blanking Switch- to set your output monitor quickly to black for stage blackouts. *New in V6* is the ability to choose a graphic instead of black when blanking is on.

11) Inverse Video- switches your output text from white on black to black on white.

12) *New in V6* - Ability to fade the top and bottom edges of the scrolling window to bring focus to the current spoken text. The amount of fade is adjustable in preferences.

13) Moveable Pointer- a choice of four moveable pointers helps the talent and the operator keep their places in the script.

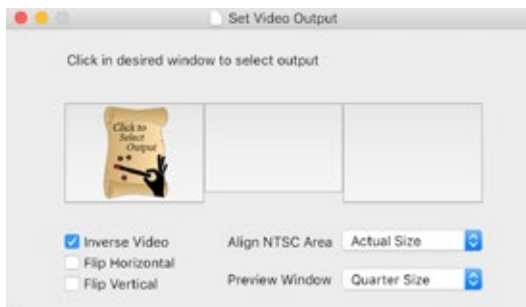
15) Reverse horizontal/vertical scan- allows you to reverse the output image while still viewing a non-reversed image on your computer.

16) *New in V6* - The return of the Script Meter! Removed in V5, we've brought back the graphic meter that shows you approximately where you are in the script as you scroll.

This manual will help you get the most out of MagicScroll. MagicScroll was designed to be as easy to use as possible. That's why we selected the Macintosh as a platform. Be sure to read this carefully.

Installation

1. Download and Install MagicScroll from the App Store, and be sure it's placed in your Applications folder..
2. Start MagicScroll by double-clicking its icon in the MagicScroll folder.



3. If you have a 2nd output monitor attached to your Mac, Configure the video output by selecting the “Set Video Output” menu under the main MagicScroll menu. Select the monitor that you want to use for scrolling output. Click OK.
4. Review the preferences settings by selecting “Preferences...” under the main MagicScroll menu.
7. Have fun using MagicScroll! If you encounter problems, refer to the manual. Should you need to phone in for assistance, please check the appropriate section of the manual before calling.

In order to work with MagicScroll, you need:

- A Macintosh computer meeting the operating system requirements for Mac OS X v10.11 (El Capitan) or later
- At least 40 megabytes free on your hard disk.
- A second video monitor attached to your Mac to provide the image of the smooth scrolling script to the operator and/or the talent.

You might also find it helpful to own:

- A word-processing application, such as Microsoft Word..

Before you continue with the instructions in this manual, make sure that:

- You know how to perform basic Macintosh tasks. For example,, you should know how to select icons, text, and other objects by clicking, double-clicking, and dragging; how to move, resize, and scroll the contents of windows; how to choose commands from menus and respond to alerts and dialog boxes; and how to create and name new folders, copy and name files and disks, and do other work in the Finder™.

Configuring the “Displays” panel in System Preferences.

Although configuring MagicScroll for scrolling videotext output is as simple as dragging the scroll icon to the monitor, the following section provides more detailed information on configuring your monitors with the Displays setting.

Open “System Preferences” located in the Apple Menu in the upper left of your screen.

Choose “Displays” from the “Hardware” section of your preferences.

The “Displays” panel appears in each of your attached monitors.

If you have more than one external video monitor attached, a button called “Arrange” will appear. Press “Arrange” in order to properly position your monitors.

We recommend DIS-abling “Mirror Displays.” (Mirror displays puts the same image in ALL your attached monitors.)

Normally, you would drag each monitor icon until its position corresponds to the location of the actual monitor. However, since the MagicScroll monitor is generally used only for MagicScroll, we’ve found that placing it at either the top-right or lower-left corners works best. This helps keep your cursor from disappearing off the edge of your main monitor. Avoid placing it at the lower right corner, as MagicScroll and other programs tile new windows in such a way as to sometimes cause them to overlap into the MagicScroll monitor.



The “Main” Monitor contains the standard Macintosh menu bar and desktop and is identified by a tiny Menu Bar across the top. You’ll use it as your “base of operations” -- while using a NON main monitor for your video output scrolling.

If you need to change Main monitors (i.e. if the NTSC/Output monitor has the tiny menu bar), then drag the tiny menu bar from the current monitor icon (still using the Monitors CDEV) and place it onto the one you want as your main monitor.

Close “Displays.”

If you have not yet configured MagicScroll for video output, choose the “Video Output” option under the main MagicScroll application menu item and follow the previous configuration instructions.



The MagicScroll
Tool Bar

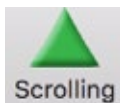
Boot MagicScroll by double clicking the program icon. The operator's screen, or the "Main" monitor will display the MagicScroll Tool Bar, and possibly other windows including the pre-

view window, Script Queue, and time. Most features of MagicScroll can be accessed through the Prompter Tool Bar. This 'floating' toolbar is moveable but not resizeable or closeable. The panel contains a combination of icons and switches - clicking an icon will activate a particular function.

The switches are activated by simply clicking them, which toggles them on and off. Each of the icons in the toolbar also have a label describing their function.

The Scroller Icon

The Scroller icon activates the forward and backward scrolling of your teleprompter script. This scrolling action works differently than standard Macintosh scrolling windows because it activates the smooth scrolling engine within MagicScroll. In order to get smooth scrolling on your output monitor you must use this icon-- not the Macintosh window scrolling arrows at the top and bottom of a scrolling window. Of course, you can still use the window scroll arrows to get around your document/script-- but text will not scroll smoothly.



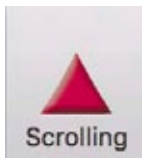
The Scroller Icon

In Version 6, you can use the **ESC** (Escape) key to exit scroll mode.

Or, set your prefs such that a mouse click exits scroll.

To scroll, click the Scroller icon or press the Command-G keys. This initializes the scrolling monitor to your current place in the script and activates the smooth scrolling engine. It also activates the on screen Preview window, so you can see exactly what's going out to your prompter monitors. If you do not have an external video monitor, MagicScroll will scroll your text in FULL Screen on your computer.

When you are in scroll mode, the icon will turn RED and animate to



Icon turns red
WHILE Scrolling

help you not forget that you are scrolling (versus editing).

Using your mouse or trackpad, move the cursor up to make the script scroll forward and down to scroll the script backward. To stop scrolling, press the ESC (escape) key. You can pause the scrolling by pressing the Return key. Press the Return key again to resume scrolling.

The “Preview” window can be permanently left open and placed in a convenient position on your screen. From the Window menu, choose Show Preview Window. The size of the preview window can be set by selecting Preferences (Video Output submenu) from the File menu.

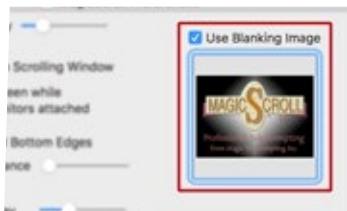
Loops/Blanking/Linking



The Loops, Blanking
and Linking
buttons.

At the center of the toolbar are a set of buttons for activating and de-activating different features. Clicking the icon will toggle the switch from on to off and vice-versa.

The Loops switch allows you to cycle your script continuously between a bookmark that has been defined as the start of the loop, and a second bookmark that has been defined as the end of the loop. (See Bookmarks). During scrolling, when you get to Loopmark #2, you will be automatically returned to Loopmark #1. It's important to place the starting Loopmark before the second for this feature to work properly. Because the Loop feature and the Linking feature are mutually exclusive, only ONE of these can be active at a time. The Loop function is not document-specific, so if you switch from one script window to another, the Loop feature will remain activated.



Set a Custom
Blanking Image

The Blanking switch turns the text output to your monitor on and off, sending “black” to the monitor when in the “ON” position. As a failsafe mechanism, when you click the Scroller icon, MagicScroll automatically turns the Blanking switch off. When you enter “Scroll mode” your output will automatically be activated, and conversely, when you exit scrolling, the output will return to “black.” This switch does not have a corresponding menu item.

New in V6 is the ability to set a custom blanking image/logo. In the prefer-

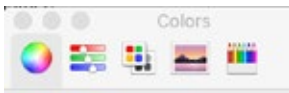
ences window, drag an image from your finder into the box. Check the box to use/not use the custom blanking image.



The Colors Icon



Apple Color Wheel



Sliders/Swatches/
Pencils/Etc



The Font Icon



Decrease/Increase
Font Size

The Linking switch activates the linking feature of the Script Queue window. When Linking is OFF, a single script/file will scroll until it gets to the end of the file, and then it will stop. When Linking is ON, scripts will scroll directly from one file to another without having to stop scrolling, bring up a new window, and start scrolling again.

Colors Icon

By clicking the colors icon, you'll bring up the Apple Color wheel. From here you can alter the color of selected text. Select the text you want to change, and then click within the wheel. You can also drag colors to the boxes below to define your favorite, most used colors.

You can also select different colors by choosing one of the alternate color pickers, including the HSB Slider, Swatches, Images, and pencils.

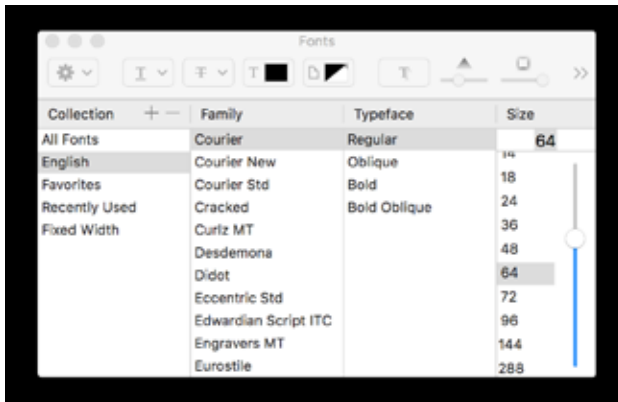
NOTE that, if you typically set your scrolling window to inverse, (white text on black), if you change the color of the text to white, it will appear on the output screen as black which will make it appear blank against the black background.

The Font Icons

The Font icon activates the Fonts window, allowing you to choose a font, style, size and color for your teleprompter text.

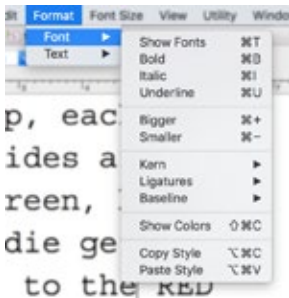
If you have not selected any text before opening this window, any changes you make will apply to the entire document. If you want to just change specific text, be sure to select it first. Alternatively, you can change the font styles of the entire document by holding down the option key while selecting Font, Size, Style or Color from the *menus at the top*.

To change the size of text, click the desired font size from the menu.



If the menu doesn't have a size you like, you can also enter a specific point size in the area just below "Size". For quick size changes, use the "Smaller/Larger" icons at the right of the toolbar. If text is selected, it'll change just the text, otherwise it will change the entire document.

The font and size choices are also available in the menubar across the top of the operator's screen. By choosing Format, or Font Size, you can alter all of the document, or just selected text.

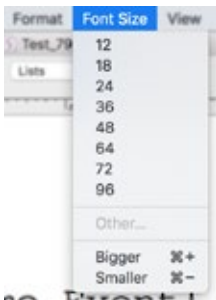


You can highlight words or sections of your documents/scripts with underlines, italics, bold or patterns. Select the text to be highlighted, and using either the menus at top, or the Font window, apply the style you want. You can also set the style of selected text by using the corresponding Command key combinations:

- Command-B for Bold
- Command-I for Italics
- Command-U for Underline

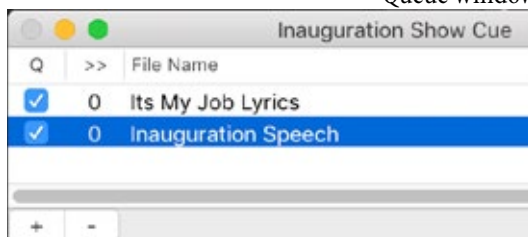
- Command-Option-C copies a STYLE
- Command-Option-V pastes style onto selected text

- Command - Up/Down Arrow jump to top/end of file.



The Script Queue Window

The Script Queue Window



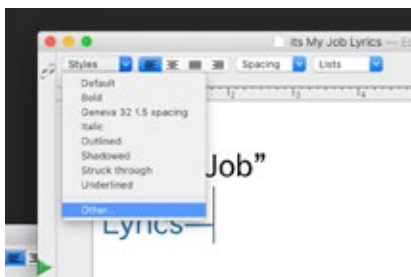
Activate the Script Queue feature by choosing “Show Script Queue” from the Window menu. Script Queue gives you control over the scrolling order of your different scripts/files. Any open document will appear in the Script Queue window, with newly opened documents appearing at the end of the list. You can re-order this list by clicking a file name and dragging it up or down to a new place in the queue. The current working document is shown in bold letters.

At the far left of each file name is a checkmark that can be toggled on/off by clicking it. A checkmark next to a file name indicates that the script will be included in the queue while scrolling with the Linking switch turned “On.” To remove, or bypass, a script from the queue, turn the checkmark off.

To the left of each file name is a pop-up menu beneath the “>>” column that allows you to access any bookmark within a script. Simply click the pop-up menu and select the desired bookmark. MagicScroll will automatically bring up the selected script and go to the indicated bookmark.

Script Queues can be saved and named under the “File” menu.

Pre-defined Text Style



Styles Menu at top of document

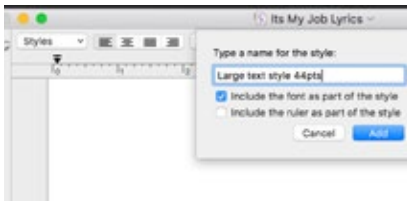
It may be helpful to create favorite styles, which include a font, size, and line spacing that you can apply to a document or selected text quickly. Styles are created in the tools and menus at the top of each document..

To create a predefined style, first format some text to the style you want by adjusting the font, size, and line spacing. Select the formatted text. Then choose Styles>>Other from the menu. The window that appears shows you a list of the current Styles.



Creating Text Styles

Selecting “Other” brings up a window that highlights the current style of the selected text. Choose the radio button “Document Styles” then choose “Add to Favorites” and a dialogue will pop up, asking you to name the new style.



Name your Style

Give your style a memorable name, and be sure to select the “Include the font as part of the style”. Then click “Add”. Your new style will now appear in the Styles menu of each document.

To delete a style, select “Other” from the document’s Style menu at the top left of the document. Click the radio button “Favorite Styles”. Select the style you want to delete from the popup menu of different styles. Click the “Remove from Favorites” button.



Remove a Style

The Sidebar

Each open script window has a sidebar along the left side of the window. This sidebar contains tools and references to help the prompter operator manipulate and access the script. In the sidebar you’ll find the Pointer, Paperclips, Bookmark Indicators and Line Numbers (when activated).

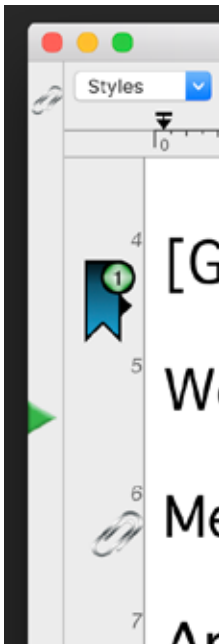
Pointer

The pointer sets a reference point for the talent and the operator while scrolling. It is displayed on the output screen and can be moved up or down by just clicking and dragging it.

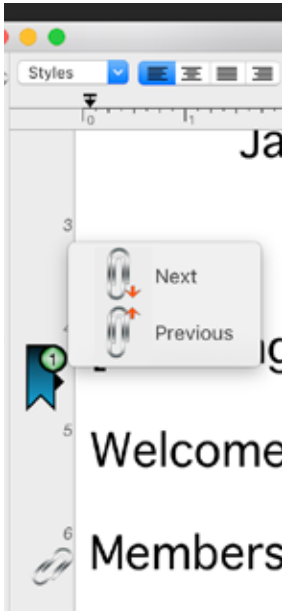
Paperclips

Paperclips mark places in your script to allow quick access or referral. They are similar to Bookmarks except that you can’t give them names and you can only go to them in sequence.

To place a paperclip while you are NOT scrolling, click the Paperclip icon at the top of the sidebar and drag it to a place within the side-



The Sidebar, including: Paperclip, Bookmark, Pointer and line numbers.



Cycling through Paperclips

bar next to the text you want to mark. To place a paperclip WHILE SCROLLING, press the SPACE BAR. When you stop scrolling, your paperclips will appear in the sidebar at the point in the script where you clicked the space bar.

You can go to paperclips WHILE SCROLLING, or while NOT scrolling.

To go to a paperclip, press OPTION-TAB or choose “Go To Next Paperclip” from the Utility menu. This will cycle you through the paperclips sequentially. To cycle backwards through paperclips, hit the OPTION-SHIFT-TAB keys.

You can also “Control-Click” in a blank area of the Sidebar to pull up a dialogue for next or previous paperclip.

You can clear all of your paperclips by choosing Clear Paperclips from the Utility menu.

Bookmarks

The sidebar also indicates any bookmarks you’ve set. When you go to a bookmark, MagicScroll places the desired bookmark just to the right of the Pointer. The icon of the bookmark will indicate the number of the bookmark.

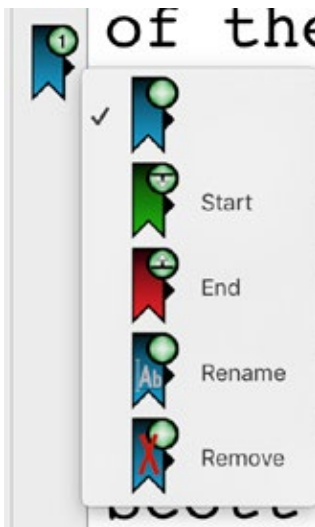
By CONTROL-Clicking any set bookmark (blue) in the side bar, you can change it’s ‘status’.

Start makes that bookmark the starting point for looping text when using the looping feature.

End makes that bookmark the end of a loop.

Rename will prompt you to change the current name of the bookmark.

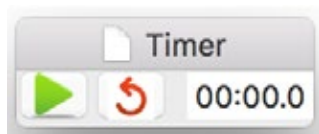
Remove will delete the selected bookmark.


 Bookmarks/Status
(Control click)

Line Numbers

You can show the line numbers of your document in the sidebar by choosing “Show Line Numbers” from the View.

The Timer/Stopwatch



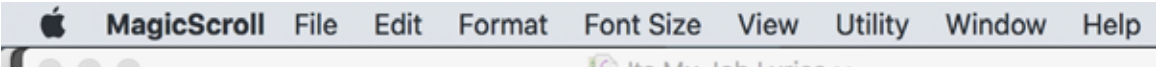
To show the Timer window, select “Show Timer Window” from the Window menu.

The timer is activated by pressing the green arrow. To stop or pause timing, press the red X. Click the red loop to reset the timer.



You can show the timer in the Preview/Output windows by activating “Show Timer in Output window” in MagicScroll Preferences.

The menu bar in MagicScroll consists of the standard “MagicScroll”, “File” and “Edit” menus and additional ones called “Font,” “Size,” “Style,” “Color,” “Utility” and “Window.” Most, but not all, of the functions can also be accessed through the Prompter Control window and the corresponding icons or buttons. You should know how to Open a file and be able to navigate around your hard drive to find the file you want.

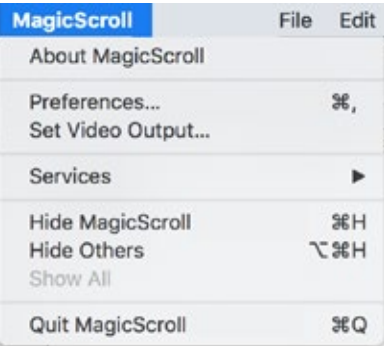


The MagicScroll menu...

Most of the menu options here are standard options for all applications. The following goes into detail about MagicScroll specific items.

Preferences:

The Preferences menu reveals the dialog box that allows you to set various MagicScroll attributes such as mouse scrolling sensitivity and various other scrolling attributes.



The MagicScroll Menu

The sensitivity of your scrolling movements can be customized with the “Mouse Sensitivity” Slider.

Enabling “Show Timer in Scrolling Window” places the time of the timer (but not the buttons) in the upper right corner of the scrolling window.



“Scroll Full Screen while NO other monitors attached” is an option when the output video is set to scroll to your main screen (Or, in many cases, your only screen)

When activated, your main screen will fill with scrolling text, covering all the tools and edit windows behind it. Upon exit-

ing scroll mode, the screen reverts to your working environment that includes tools, files and preview window.

If it is NOT activated, then when you enter scroll mode, the text scrolls only in the preview window at the size it was set to.

The “Fade Top and Bottom Edges” is a new feature in Version 6. It allows you to add an adjustable gradient fill over the top/bottom edges of your output screen. This can help ‘bring focus’ to your reader, much like a pointer might. The amount of fade is adjustable, with the MOST fade enabled when the slider is to the far left, with less fade as you slide the adjuster to the right

“Live Update Delay” adjusts the responsiveness of displaying changes made to a document in the output window. Changes made to a document will update more quickly on the output monitor with the slider to the furthest left. As you slide right, updates will happen more intermittently. Conversely, if the slider is to the far left, your Mac will be using more processing power to display changes, and other functions may slow down. We find a happy medium is

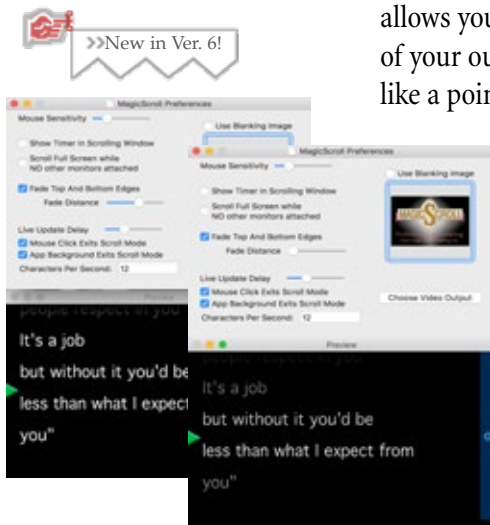
best, depending on the speed of your particular computer.

“Mouse Click Exits Scroll Mode” allows you to click your mouse to exit scrolling instead of using the escape key.

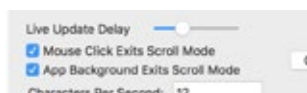
“App Background Exits Scroll Mode” causes MagicScroll to stop scrolling, exiting scroll mode, if you should click on another app while scrolling.

Video Output...

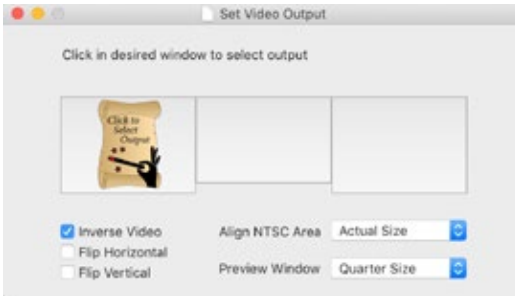
The Video Output Preferences dialog box allows you to set various attributes of the scrolling text output display and preview window. The top region of this dialog box allows you to specify on a multiple-monitor Macintosh which monitor will be used for scrolling your text. You should select the monitor that is being viewed by the talent.



Fade top/bottom edges



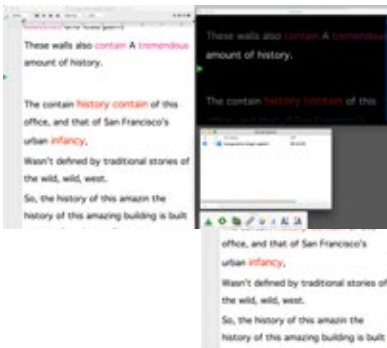
If the monitor selected is not the main monitor, the monitor will be blacked out and the scrolling text will be immediately displayed.



Setting the output monitor

The “Inverse Video” checkbox changes the scrolling text output to black letters on a white background, instead of white letters on black. All other colors will remain the same.

The “Flip Horizontal” and “Flip Vertical” checkboxes allow you to flip the output display on the horizontal or vertical axis. These options are useful if your prompter monitors do not support hardware flipping for use with a prompter mirror. These settings will not affect the Preview window; the image in the Preview window will be oriented correctly during scrolling.



The Align Scrolling Text popup menu allows you to set how you want your text displayed on the output/teleprompter window.

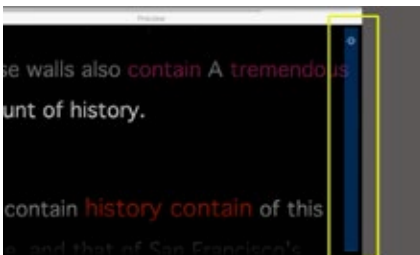
Size to Fit: Uses your text margins to fit the text left-to-right on the output monitor.

Actual Size: Aligns your text at the top/left of the output screen and uses the actual size of your text to fit on the screen.

We’ve found that “Actual Size” is the best for most situations.

Preview half/quarter size

The “Preview Window” popup menu allows you to set the size of the Preview Window as a factor of the output display. Your options are Full size, Half size or Quarter size. Full Size is NOT an option when you only have one/main monitor. (Though you ‘can’ scroll full size.)



NEW in version 6 is the (return of) the Progress Meter. At the right side of the preview window, the blue overlay and it’s corresponding white dot show you approximately where you are in the script. This updates live as you scroll, so you’ll be able to see how far you’ve scrolled, and about how far you have to go to the end of the script.

The File menu...

New: (Command N)

Opens a new untitled window. You can either type in new text or paste in portions of another file.

Open... (Command O)

Opens either a MagicScroll document or an ASCII text file. You may also open files from the Mac's Finder by dragging the file(s) over the MagicScroll application icon. The maximum number of open files is only limited by the amount of RAM allocated to MagicScroll.

Recent Files:

MagicScroll remembers your last ten documents that you've had open.

Close: (Command W)

Closes a window. MagicScroll typically auto saves your work, and you will not likely get an alert asking if you want to save your document.

Save: (Command S)

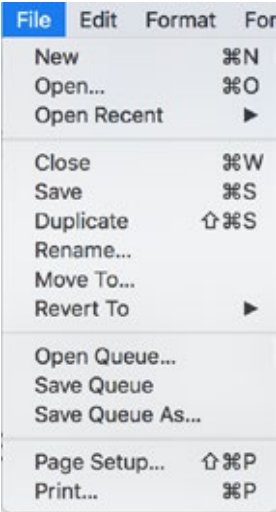
Updates the file you are working on with the latest changes, by saving text changes, paperclips and bookmarks.

Duplicate: (Command Shift S)

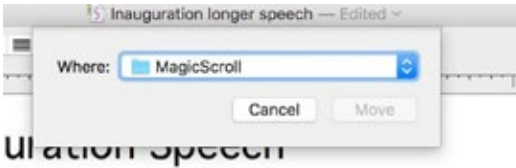
Opens a new window with all of the content of the current file. A dialogue for naming the newly created (clone) appears.

Rename:

Highlights the text at the TOP of the document, where a new name can be entered. This will NOT make a copy of the previous file, but just rename the current file.



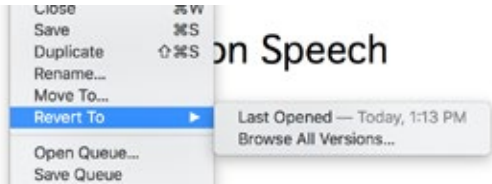
The File Menu



Move to...

Provides a dialogue to navigate to a new folder or drive to save the current file. The newly moved file will then be located in the new location, and will NO LONGER be located in it's original folder or drive.

Revert To:



This allows you to revert to your last *opened* version of a script/file. Any changes you made since you opened the file will be discarded. You can also “Browse All Versions” of a document, which will bring up a Time Machine window of recent documents. Apple’s Time Machine must be active for this to work, otherwise the option will be greyed out.



Browsing older versions
(Time Machine active)

Open Queue/Save Queue/Save Queue as...

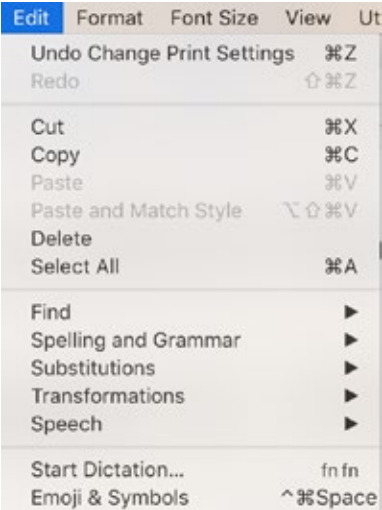
These function the same as standard document save/open menus, but work only with Queues that you’ve created in the script Queue menu. We recommend saving the Script Queue at the same file heirarchy as the script files you’re working with. So if your current script files are in a folder called “Big Show Files”, then place the saved Queue file in the same folder.

Page Set Up...

Allows you to choose the correct parameters for your printer. Since most teleprompter files utilize large fonts, a helpful MagicScroll trick is to set the “Size” or “Reduction” setting to a number between 30-50%. This keeps your document’s image/margins/appearance in tact, while reducing it so that it prints on less pages.

Print... (Command P)

Takes you through the standard print dialogue for your printer.



The Edit Menu

The Edit Menu

Undo/Redo: (Command Z)

If you try a change of font style or edit some text and find it is not to your liking this function allows you to undo the change immediately.

Cut: (Command X)

Highlight the block of text desired and Cut will move it into your Clipboard.

Copy: (Command C)

Copies highlighted text into the Clipboard.

Paste: (Command V)

Pastes whatever text you’ve either Copied or Cut into the clipboard to the current insertion point in your document.

Paste and Match Style: (Command/Option/Shift/V)

Pastes copied text into your document and matches the style of the text around it..

Copy and Paste STYLE ONLY

(Command option C/Command Option V)

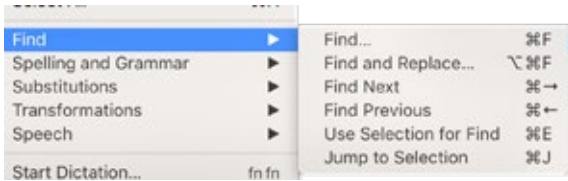
This command is NOT in this menu, but is instead in the Format menu. We felt it important enough to mention it here. This can be VERY helpful when fine tuning a prompting script. Copies the text style (color/size/font), but does not copy the actual text. The Style can then be pasted ‘onto’ other text. For example, to change all the “BOB ENTERS” to a different color, you can ‘paste’ the color onto each instance.

Delete:

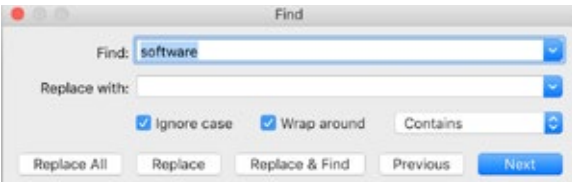
Eliminates selected text but does not put it into the clipboard for past-

ing in later.

Select All: (Command A)



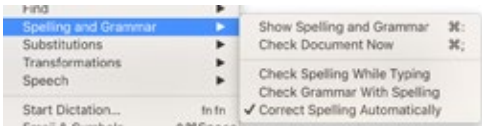
By highlighting this command, you select all the text in the current active window. If you want to change the font, size or FontSet of the entire script, you can either Select All, or alternatively, hold down the Option Key while selecting the text style to be applied.



The Find Menu and
dialogue at top of the document

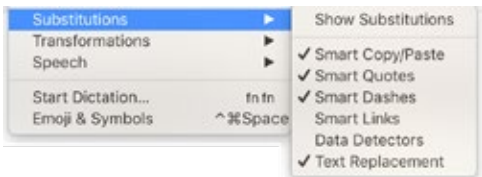
Find / Find and Replace... (Command F / Command Option F)

Brings up a find window. Finds a particular word, also allows you to replace that word with other text. Find Next/Find Previous etc. can also help you navigate your document.



Spelling and Grammar:

Select whether and how you want MagicScroll to check for Spelling and Grammar errors.



Substitutions:

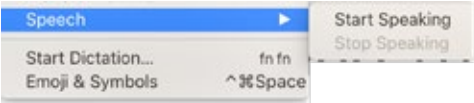
Check the options you prefer. Note that by choosing “Show Substitutions”, you’ll be brought to a macOS setting that lets you program “Text Replacement” short cuts. For example, you can create a shortcut that automatically types “Video Plays Here” when you type VPH.



Transformations:

While we prefer upper and lower case for our prompter scripts, sometimes a presenter might prefer ALL CAPS. You can easily change all or part of a document with these menu items.

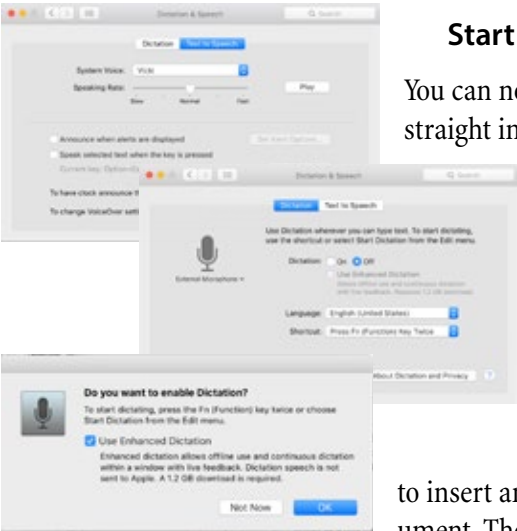
Speech:



Speaks aloud selected text, or from the top of the document. The pace, and choice of voice can be adjusted in macOS settings under Dictation and Speech.

Start Dictation:

You can now speak into your Mac’s microphone to dictate text straight into a MagicScroll document. The first time you use Start Dictation, you will be shown a dialogue to activate Enhanced Dictation. We recommend you install the 1.2GB file. If you choose not to, Dictation will attempt to use the internet/Apple to translate your words.

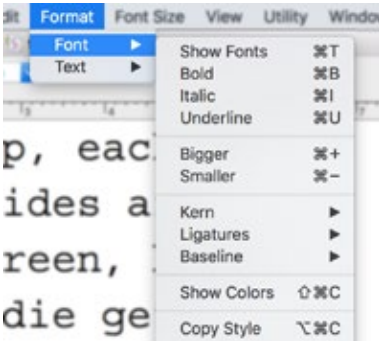


Dictation and Speech

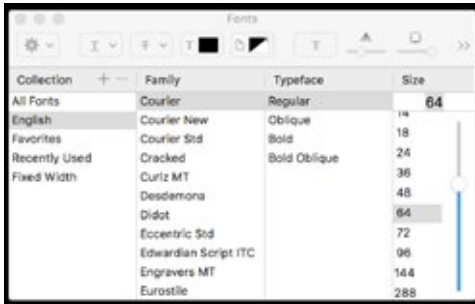
Emoji and Symbols:

Emoji’s have made it to the world of teleprompting! This menu brings up a dialogue to insert an Emoji or symbol into your document. The emoji will scroll with the document, just as if it were a character in the text.

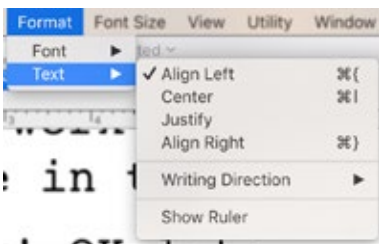




The "Format" Font Menu



The "Font" Panel



Inauguration

Rulers ON (top) / Rulers OFF (Below)

The Format >> Font Menu:

Most standard fonts and style options are available through this menu. If you want to change the font, font style, or size of the entire document, hold down the Option key while selecting the font. This will apply the same selected formatting to the entire document.

Show Fonts (panel) (Command T) brings up a window that gives you full control over the color, size, font and other typographic fine tuning. You can specify a specific font size in the box just below "Size", or use the slider to increase/decrease your text size.

Copy Style can be VERY helpful when fine tuning a prompting script. Copies the text style (color/size/font), but does not copy the actual text. The Style can then be pasted 'onto' other text. For example, to change all the "BOB ENTERS" to a different color, you can 'paste' the color onto each instance.

The Format >>Text Menu:

Alignment:

Selected text can be aligned right, left, center and justified to the margins.

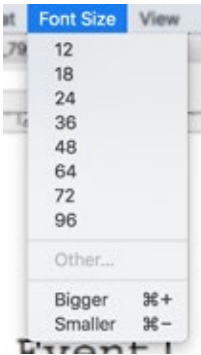
Writing Direction:

Change the default setting of left to right with caution!

Show Ruler:

This reveals and hides the ruler that shows the margin and tab stops at the top, in addition to the formatting options such as style, Size, etc.

Font Size:



Choose from a set of pre-set sizes to apply to selected text, or to then entire document.

If you want to change the font size of the entire document, hold down the Option key while selecting the size.

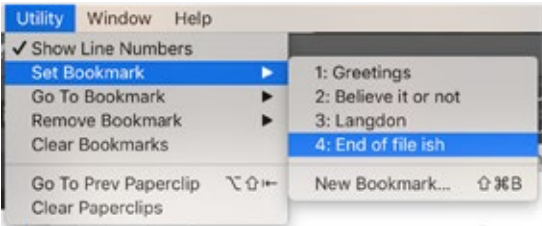
You can also bump up by one point the size of the current selection (or the entire document when used with the Option Key) by selecting “Increase Font Size” You can decrease the size by one point by selecting “Decrease Font Size.”

The Utility Menu:

Several of the special MagicScroll features that help you navigate your script are in this menu.

Show Line Numbers:

Displays the line number in the sidebar of your document. These do not display on the output screen.



Set Bookmark: (Command-Shift-B)

New in version 6 are an unlimited number of bookmarks. The bookmark sidebar icons are described in detail on page 15.

To set a bookmark at a specific point in your script, place the insertion point or select a word or phrase at the point in your script where you want to place the bookmark. (We recommend you don’t select much more than 20 characters of text.)

Next, hit the Command, Shift and B keys, or alternately, choose “New Bookmark” from the menu..

The Create Bookmark dialog box will appear, asking you to name the bookmark. If text is selected in your document, the selection will

appear as the default name. If no text is selected, then the previous name of the bookmark will appear as the default name. If the mark has not been named before, and no text is selected, then the default name will be “Bookmark #”. If you want to name it something other than what comes up, just type the new name into the Bookmark Name field.

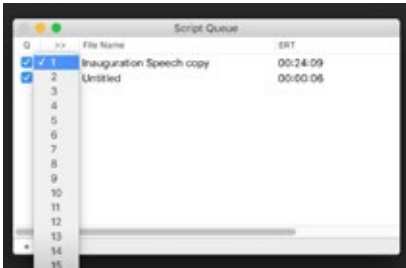
Now click OK or press the Return key. If you change your mind about setting a bookmark, click Cancel.

MagicScroll puts a Bookmark icon in the Sidebar of your script to help identify the location and number of bookmarks. See the Sidebar section on page 17 for more information on the sidebar.

Go To Bookmark: (Command-# for 1-10)
(Command-Option-# for 11-20)
(Command-Control-# for 21-30)

You can quickly go to a pre-set bookmark in one of three ways.

- 1) Choose “Go to Bookmark” from the Utility menu.
- 2) Use the keyboard equivalents as noted above. These keyboard commands can be used while scrolling, allowing you to jump quickly to any marked place in your script without exiting scroll mode.
- 3) In the Script Queue window you can go to any bookmark in any script by clicking the bookmark pop-up menu. (See page XX for more info on the Script Queue window)



Going to Bookmarks
with Script Queue

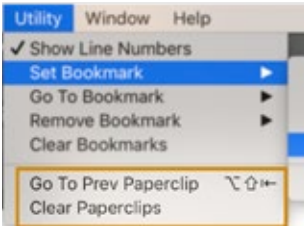
Remove Bookmark: (Menu or Control click the actual bookmark)

New in version 6, ability to delete individual bookmarks. Select the bookmark you want to remove from the menu, and it will then be deleted... there is NO dialogue asking to confirm this.

Clear Bookmarks: (Menu or Control click the actual bookmark)

Select this option to delete all of your bookmarks. A dialogue will ask you if you really want to do this. To delete an *individual* bookmark use the menu above this one..

Go To Next/Prev Paperclip: Next (Option-Tab)
 Previous (Shift-Option-Tab)

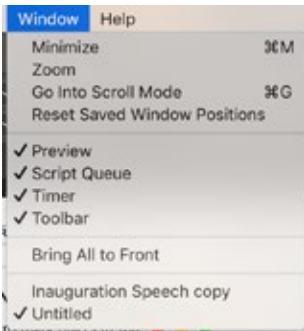


Paperclips mark places in your script to allow quick access or referral. They are similar to Bookmarks except that you can't give them names and you can only go to them in sequence. See the section on the Sidebar in the "Icons and Tools" Chapter, page 14, for a complete description of the use of paperclips.

Clear Paperclips:

This clears (deletes) all of the current document's paperclips. You can clear individual paperclips by dragging them off of the sidebar and releasing the mouse.

The Window Menu:



The Window menu lets you quickly move to any open file/script by selecting the one you want. It also gives you control over some of MagicScroll's program windows and other features.

Minimize

Contracts the current window off the screen and into the dock. Click it in the dock to expand it back to its full size.

Zoom

Expands the current window to the full size of your screen.

Go into Scroll Mode: (Command-G)

Use this menu item to begin scrolling. Alternately, use the green scroll icon in the toolbar, or the Command G (for GO) key combo. The
ESCAPE KEY ENDS SCROLLING

Various Utility menus and windows

Select these to show or hide them.

Here's a handy reference for all the keyboard commands and shortcuts in MagicScroll. Of course, many of these items are activated through Menus and Icons. However, as you become more comfortable with the features in MagicScroll, you'll find that using keyboard commands will increase your productivity and speed.

Scroll Mode Keyboard Shortcuts

The following keys perform various functions *while in scroll mode*.

Spacebar	Set paperclip. This sets a paperclip at the line where the prompt arrow points in the script.
Option + Tab	Go to next paperclip. This immediately moves the teleprompter script to the next paperclip location.
Shift + Option + Tab	Go to previous paperclip. This immediately moves the teleprompter script to the previous paperclip location.
Command + [1..0]	Goto Bookmark 1 through 10
Command + Option + [1..0]	Goto Bookmark 11 through 20
Command + Control + [1..0]	Goto Bookmark 21 through 30
T	Start/Stop timer from running.
Option + T	Reset timer.
Escape	Exits scroll mode
Return	Hitting it once pauses scrolling -- hitting it again begins scrolling at the pre-pause pace.

The following keys perform various actions while in normal (non-scroll) mode.

Command + N	New Document
Command + O	Open Document
Command + W	Close Document
Command + S	Save Document
Command + P	Print Document
Command + Q	Quit Application
Command + Z	Undo/Redo edit operation
Command + X	Cut selected text
Command + C	Copy selected text
Command + V	Paste selected text
Command + A	Select all
Command + F	Find & Replace

Shortcuts while NOT scrolling, continued:

Command + +	Increase font size of selection, or entire document if no text is selected
Command + -	Decrease font size of selection, or entire document if no text is selected
Command + B (I) (U)	Set to bold, italic, or underlined text (for system fonts)
Command + T	Shows/Hides the full text formatting menu of fonts/sizes
Command + G	Go Into Scroll Mode
Page Up / Page Down	Scroll Document up/down one page
Command + Up Arrow	Jump to top of script file
Command + Down Arrow	Jump to end of script file
Home Key	Jump to top of script file
End Key	Jump to end of script file
Option + Tab	Go To Next Paperclip in current document
Option + Shift + Tab	Go To Previous Paperclip in current document
Command + [1..0]	Goto Bookmark 1 through 10
Command + Option + [1..0]	Goto Bookmark 11 through 20
Command + Control + [1..0]	Goto Bookmark 21 through 30
Command + Shift + B	Set new Bookmark with naming dialogue
Option + Command + Shift + B	Set new Bookmark without prompting for the bookmark name. (The default name will be used automatically.)

If you've read this manual up to this point, then you should be familiar with all of the commands, functions, and tools in MagicScroll. Now let's put them together and run through a sample prompting session step-by-step.

Boot MagicScroll and Open a File

First, boot MagicScroll by double-clicking the MagicScroll icon from the finder. You will see the Prompter Control panel. Select New from the File menu to open a new "Untitled" window. You could start entering text in the new window, but let's say that you've already done the script in another program and that you saved it as text in that program. Choose open from the File menu, navigate to the script you want and choose Open.

Adjust your Windows

The new window will appear with the script in it. Now, if you like, reposition the Prompter Control window to a position on your screen that is most comfortable and out of the way of the script windows.

Select a Font and resize your script.

Next, since you opened a text file and not a MagicScroll file, you'll probably need to change the font and size of the text to something that is readable by your talent on the output monitor. Do this by hitting the Command-T menu to bring up the font formatting window. Change font, size, other to a desired style.

Do some script prep.

Now, if you have a little time before you have to prompt, you can do a little prep to help speed the production along. First, proofread your script by scrolling it for yourself by entering scroll mode and viewing your text in the Preview window. This way you'll see how the text appears to the talent. If a word is too long for the line and needs to be hyphenated, or if there is a typing error, you'll be able to catch it before the talent does. As you're scrolling, you can use the paperclips by pressing the spacebar to mark places to come back to after reading through the script. Next, go through and set some bookmarks that correspond to key parts of the script.

Now you're ready to roll. Go to the start of your script, or another starting point. Then click once on the MagicScroll Scroll icon and

Roll It! start prompting.

When you're done scrolling, if you've set your preference such that a mouse click exits scrolling, then click the mouse button again to exit scrolling. You can also hit the ESC key to exit scrolling. You may want to customize the feel of MagicScroll at this point by changing the position of the pointer by clicking on it and dragging it up or down.

Make quick changes.

You will almost certainly need to make changes to your script. To do this, be sure that you are not scrolling. Make your changes by selecting, deleting and typing text as necessary. You may find it helpful to change to a smaller size font, which will allow you to see more of your script at a time. This can be particularly helpful if you're making many changes.

Save your changes!

After making your changes, be sure to Save your document. If you have time, you may want to make a backup by choosing "Duplicate..." You can quickly return to scrolling by clicking on the Scroll icon or typing Command-G.

This section is a collection of tips and suggestions for teleprompting in the field and studio. These ideas cover everything from the setup to the wrap on a video production and don't limit themselves to the use of MagicScroll. We hope they'll prove helpful in improving an operator's production and teleprompting skills.

Tips for Location shooting.

When "on location" check for the following:

- 1) Try to get "clean" electrical power, ideally not on the same circuit as the lighting department. (A blown circuit while in the middle of a "Save" could prove fatal to your document!)

- 2) Determine a good place to set up the teleprompter. Take into consideration the need for electrical power and the ability to see/hear talent.

- 3) If you aren't in the same room as talent, you'll need to make arrangements with the sound department to get an audio feed.

- 4) Find out where you can store extra cases and equipment so that they'll be out of the way.

By checking for these things early on, you can save time by avoiding last minute changes and surprises!

Get introduced to talent.

Introduce yourself or have someone introduce you to talent! If you can't do this in person, then you may want to do a quick screen/script that says "Hello, my name is so-and-so and I'm your friendly prompter operator." Often times, this friendly introduction can help non-professional talent relax when they realize that the prompter screen has a human element behind it.

Determine who makes script changes.

Find out who will provide you with official script changes. Often times on larger productions, many people will attempt to suggest or make changes to scripts. In these cases, determining whether it's the producer, scriptwriter or talent who can designate a particular change is especially important.

Listen!

Listening is one of the most important things an operator can do on a set. By paying close attention to conversations between the director, producer, talent and other crew members, a good operator will

not only be ready to roll when the time comes, but will also be able to anticipate script changes, new starting points and other special needs as they arise.

Let talent set the pace.

When actually scrolling, the pace of the scroll should be set by the talent, not by the teleprompter operator. If possible, let talent know that he/she is setting the pace and that you are following their lead.

Lead the talent a little bit.

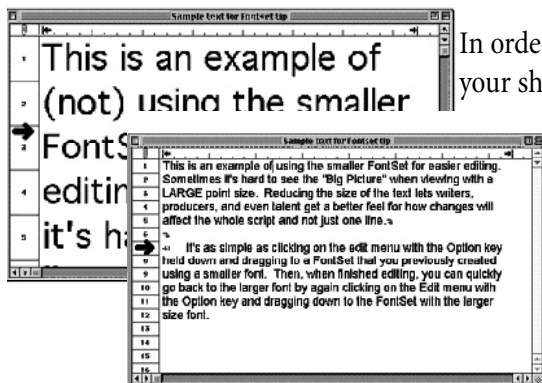
When scrolling, “lead” the talent a little bit. Instead of keeping the current line that talent is speaking in the middle of the prompter screen, lead the talent a little bit by keeping the current line in the top 1/3 of the prompter screen. This way, talent can read ahead and anticipate what’s coming. Of course, everyone is different and you may find that some people like it even closer to the top of the screen or perhaps more towards the middle.

Build trust.

Help make the talent feel comfortable and relaxed by building trust. You can do this by scrolling accurately and smoothly, by listening and responding to prompter related requests/questions by talent, and by feeling comfortable and confident yourself.

Use Automatic Naming of Bookmarks.

Remember that MagicScroll can name bookmarks automatically based on the selected text when activating the “Set Bookmark” function. Conversely, if you don’t have any text selected when choosing “Set Bookmark”, it will automatically name it based on a previous name (if you’ve previously named the bookmark).



In order to facilitate successful changes by someone looking over your shoulder or into the prompter monitor, quickly change to a smaller font size (18-24 point) that gives them the bigger picture of the script. You may even want to experiment with different fonts and sizes to see what looks better in the smaller format.

Photocopy the next
page...!

Tips for Talent!

Picture a friend or colleague behind the prompter mirror. You will be looking directly into the lens and will 'connect' with your audience.

Read the text from the middle of the screen. If you like to read ahead, then read from the top 1/3 of the screen and let your prompter operator know that's your preference. Ask him/her to place the pointer at that place on the screen. The prompter operator will scroll the words on the screen as you read. His goal is to keep the line you are reading as close to the pointer as possible. The words will scroll by at whatever speed you read them. YOU are in control of the scroll speed. If you have any doubts about this... try it by stopping and speeding up during a rehearsal.

Concentrate on your message, not the words. Pause normally! Stop at periods. Remember it's all news to your audience. They don't know you've rehearsed it over and over.

The goal is to make it look like you're not reading. To avoid PROMPTER PANIC, try blinking occasionally, turning your head, ...smiling?... pretend you're talking to real people...

The Director is your friend. He will try to make your job as easy as possible. When the Director says "Action", take a deep breath to relax, wait one or two seconds, then begin. Until the Director stops you, YOU ARE IN CONTROL.

Singers know that your vocal cords are the first part of your body to dehydrate. Therefore, drink lots of liquids. You may find it helpful to have a glass of room-temperature water within arms reach.

Three more things.... RELAX... RELAX... RELAX....

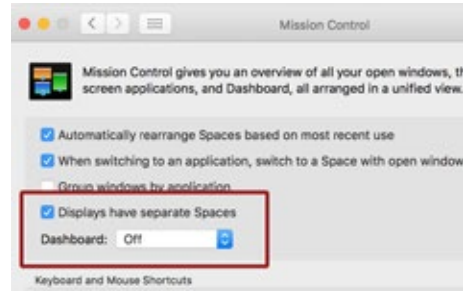
Maintain your energy level until the Director says 'CUT'. When you finish speaking your piece you'll probably want to look towards the director or camera person, but try to avoid this by continuing to look into the prompter. This will allow the editors time to make his/her cut.

Don't forget... this is supposed to be (and can be) FUN!!!

If you're having problems with the installation or operation of MagicScroll, be sure to review the relevant section of this manual. This section will attempt to locate common problems encountered by operators and engineers. If you are unable to resolve your problem with this manual, then call Magic Teleprompting, Inc. at (415) 626-5283 for support.

Problem:
I'm seeing the menu at the top of my output monitor

The macOS attempts to place a menu for your current app in all windows for that app. To bypass this, you must go to System Preferences, Mission Control, and then ENABLE (turn the checkmark ON) the option that says



“Displays have Separate Spaces” You will need to log out and then back into your account to activate this.

Problem:
I'm trying to scroll full screen on my Mac, but only the preview window scrolls.

In the MagicScroll preferences window, ENABLE the selection that says “Scroll Full Screen while no other monitors attached”



Problem:
The Script starts to jump around while scrolling.

This may be happening because the “Script Loop” feature is on. It may be looping between two bookmarks in your document. Check the placement of your bookmarks or turn the Loops feature off.

Problem:
Loops Function and Linking Function won't work at the same time.

By design, Loops will not work while Linking is on, and vice-versa. This functionality serves as a failsafe mechanism in case you forget to turn Loops Off while you're in the middle of scrolling several scripts.

Alert box: Dialog box informing you of a problem, an incorrect value, or other condition where the application cannot proceed.

Application: Program that performs a specific task, such as graphics, accounting, or teleprompting. MagicScroll is an example of an application.

ASCII: American Standard Code for Information Interchange. A collection of 128 alphanumeric characters and symbols whose internal computer representation is standardized. For example, the ASCII code for the letter “A” is 65 and the ASCII code for the letter “a” is 97.

Blackout: a stage term for turning off all stage and audience lighting in an auditorium. The purpose is to darken the hall so as to show films or videos or for special effects. Turning “Blanking” on in MagicScroll creates a Blackout to the prompter monitors.

Character: Single letter, numeral, punctuation mark, or symbol as part of a typeface.

Character Set: Set of letters, punctuation marks, and other symbols available in a particular typeface.

Clipboard: Area of memory (or disk) used as temporary storage to support cut, copy, and paste operations. See cut, copy, and paste.

Copy: Noun: Generic name for a publication’s text. Verb: Place the currently selected object onto the clipboard without removing it from the screen. See cut and paste.

Cut: Place the currently selected object onto the clipboard and remove it from the screen. See copy and paste.

Desk accessory: Utility program on the Macintosh. Examples of Macintosh desk accessories are the Calculator, Note Pad, Key Caps, and Chooser.

Desktop: Your working area on the Macintosh screen. This includes the menu bar and the gray area on the screen. The MagicScroll desktop appears on your screen when you open the MagicScroll application.

Dialog box: Window that appears on a document window to provide command options, inform you of problems, and so on. In some cases, a dialog box has a title bar that allows you to move the box.

Directory: Pictorial, alphabetical, or chronological list of the contents of a folder or disk or a file that contains a list of all the names and locations of other files stored on a disk.

Document: File created with a Macintosh application. See file.

Document window: Window displaying a document. You can scroll up or down in a document win-

dow to display different parts of the document. You can have more than one document window open at a time, but only one document window can be active.

Drag: Move the mouse, with the button depressed, to move or select an object or to choose a menu option.

File: Organized, named collection of data. Although files can be stored in all types of memory, most references to files refer to files on floppy or hard disks. In Macintosh parlance, file is often used synonymously with document.

Floppy disk: Removable magnetic storage medium for computers. Although Macintosh floppy disks have a hard plastic shell, the disks themselves are Mylar.

Folder: Macintosh subdirectory. A folder can contain documents (files), applications, and other folders. You can use Macintosh folders as you would use actual manila folders, to organize information in a way that is clear and useful to you. See hierarchical file system.

Font: Complete set of characters in one typeface, size, and style. In Macintosh parlance, font is often used synonymously with typeface.

Hard disk: High-capacity, magnetic storage system. Unlike floppy disks, hard disks are generally not removable. See floppy disk.

Hierarchical file system: (HFS) File organization system that lets you organize computer files and applications in nested subdirectories. On the Macintosh, folders, which are analogous to subdirectories, can be nested in other folders. See file and folder.

Icon: Graphic image that represents an object or concept. A screen icon in a mouse-based application may represent an object such as a document, disk, or application. Clicking that icon allows you to access it. An icon may also represent a concept, such as a wristwatch for “wait.”

Import documents: Use of the text of other Macintosh documents in MagicScroll using the Open... command.

Insertion point: Flashing line indicating where the characters you type will appear. The insertion point is moved by moving the mouse and clicking the I-beam pointer in a new location.

Justify: Set text with uniform left and right margins. To achieve this, extra space may be distributed between letters and/or words. Right justified and left justified refer to text aligned against the right and left margin, respectively.

Margin: Blank area from the edge of the page to the edge of the text (not including indents).

Memory: Computer hardware component used to store information for later retrieval. Memory is measured in number of bytes rounded to the nearest power of 2. Thus 65,536 bytes of memory is

abbreviated to 64K. (K is metric for 1,000.) See ROM and RAM.

Menu: List of options allowing you to choose the next action you want to take. See menu bar and menu title.

Menu bar: Horizontal bar at the top of the desktop containing menu titles. See menu bar and menu title.

Menu title: Name of a menu. Menu titles are listed horizontally on the menu bar on the desktop.

NTSC: Television video signal of 525 lines, 30 frames per second- the U.S. standard for television broadcast and playback.

Paperclip: In MagicScroll™, markers that can be placed at specific points in the script. They are automatically numbered and can be accessed by cycling through them using the Command-Space keys.

Paste: Place the contents of the clipboard on the active page of your document. You can paste text and objects. See cut and copy.

Point: Unit of measure of type size.

Pointer: 1) Icon that moves around the screen when you move a mouse. Objects, tools, or commands can be selected with a pointer.

2) In MagicScroll™, a graphic reference point on the NTSC video screen and NTSC mini window that talent and operator can use to stay “in sync” while scrolling.

Program: List of instructions that a computer can execute. In Macintosh parlance, program is often used synonymously with application.

RAM: Random Access Memory. The active, working memory of the computer where your data, the current program, the operating system, and the screen image reside.

Real Estate: In computer lingo, the area on a computer screen for displaying the output of the computer. A larger screen will have more area to display elements of a program or operating system, while a smaller screen will have less.

RGB: Abbreviation of Red-Green-Blue. A method of displaying color on a video screen by transmitting the three colors red, green, and blue as separate signals.

ROM: Abbreviation of Read Only Memory. A type of computer memory that retains its information when the power is off, and cannot be changed by the user.

Scroll: Move a document or directory in its window so that you can view another part of it. In

MagicScroll, to move the text of a script window forward or backwards using the MagicScroll slider.

Scroll bars: Vertical and horizontal bars on the right and bottom edges of the document window that allow you to view a document larger than the screen. By clicking or dragging on the scroll bar you can change your view of the document.

Selection: Noun: Object(s) or text selected by the user to be affected by the next command. Selections are usually highlighted or marked by outlines. Verb: Highlight text or click an object or group of objects.

Set: In film or video: the area that is used for the videotaping or filming of a production. In stage: the scenery constructed for a theatrical performance.

Startup disk: Disk that contains a System Folder and the necessary files to start up the Macintosh.

System folder: Folder containing the System File and the Finder and often other applications and utilities. A disk should contain only one system folder.

Talent: In a video or film production, the person who speaks and appears on camera.

Type style: Character modifications such as bold, italic, and so on.

Wrap: 1) Automatic continuation of text from one line to the next, making it unnecessary to hit the Return key at the end of each line. 2) The end of a video or film shoot when the crew is finished shooting and puts away their equipment. They can then go home, have dinner, go golfing or whatever they do when they're not working.