User's Guide
Version 5.0 for Mac OS X®

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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 30 years. The last twenty 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 and now the introduction of MagicScroll Version 5 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

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.

Version 5 faced many technical challenges to create the best prompting solution for users of Apple's Mac OS X. We've met those challenges, and now have a solid, simple-to-use, powerful solution for Macintosh that works on legacy G4/G5 computers and on the next generation of Intel™ powered computers.

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 to your NTSC compatible 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. Also, FontSets allow you to create "style sheets" consisting of a Font, Size and Margins.

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" NTSC (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 NTSC monitor quickly to black for stage blackouts.

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

12) Graphic Control Window- performs the actual smooth scrolling of your text through the Mouse or Trackball ADB device. Almost all of the features of MagicScroll are located on the controller window, allowing quick access to MagicScroll's features.

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.

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. The first section provides step-by-step instructions for installing MagicScroll. Be sure to read this carefully.

Be sure to read the Read Me! file located on the USB product disk. It will reflect any changes in the installation and operation of MagicScroll and may save you some time. The rest of the manual provides instructions for operating MagicScroll: how to load FontSets, set bookmarks, scroll forward and backward, load search combinations, troubleshooting, reference, and a glossary.

Installation

Quick Installation

If you are an experienced Macintosh user and don't like to read manuals, here's what you need to get started. If you don't consider yourself an experienced user, you might want to skip ahead to the step-by-step instructions.

1. Attach the USB Application drive to a compatible Macintosh Computer. MagicScroll version 5.0 requires Mac OS X v.10.3.9 or later to operate.

2. Copy the MagicScroll Folder to your Applications folder..

3. The USB device must remain attached to your computer to operate MagicScroll. If it is not, MagicScroll will only run in Demo mode, and you'll be unable to scroll text.

4. Start MagicScroll by double-clicking its icon in the MagicScroll folder.

5. Configure the video output card by selecting the "Video Output..." submenu under the Preferences item in the File menu. Select the monitor that you want to use for NTSC output. Click OK.

6. If you want to remove the USB drive, you must "Eject" it in the finder.

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.

Step-by-step installation

The following is a step-by-step guide to installing the MagicScroll software and hardware. Again, be sure to read the "Read Me" file, as it will have any changes to the following instructions.

Before you install MagicScroll, read this section to make sure that you have the equipment, software, and basic Macintosh skills you need in order to work with MagicScroll and this manual.

In order to work with MagicScroll, you need:

• A G3, G4, G5 or Intel Macintosh computer meeting the operating system requirements for Mac OS X v10.3.9 or later

• At least 20 megabytes free on your hard disk.

• An NTSC composite video monitor to connect to your video card and provide the image of the smooth scrolling script to the operator and/or the talent.

• Mac OS X v10.3.9 or later

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™.

If you don't know how to do these things, take the time to read the Macintosh System Software User's Guide. It provides a thorough introduction to the basics of working with Macintosh disks, applications, and files.

The basic steps for installing MagicScroll include:

1) Attaching the MagicScroll USB application device to the USB port of your computer.

2) Confirming or installing a compatible video card or NTSC scan converter video output to your prompter monitors.

3) Copying the MagicScroll Folder from the USB device to your Applications folder.

4) Running MagicScroll and configuring the video output for NTSC scrolling.

1. Attach the USB Application device to an available USB port on your computer. This device contains the application, documentation and acts as the security key. If no key is connected to your computer, MagicScroll will disable the scrolling engine and you will be unable to get smooth scrolling on your NTSC output. However, you'll still be able to edit and prepare scripts for later use.

If you already have other USB devices plugged filling up your available USB ports, you may need to obtain a USB Hub. A USB hub is a device which provides up to 4 additional USB ports for your Macintosh.

2. Install a compatible NTSC video card, attach an NTSC scan converter to your Powerbook/MacBook Pro, or use the built-in S-Video output on your Powerbook/ MacBook Pro (see your Macintosh owners manual or 3rd party video card manual). To get NTSC or S-Video out of the MacBook Pro, you may need the "Apple DVI to Video Adapter Kit" part number M9267G/A. If no NTSC device is attached you will be limited to scrolling on your Main Mac screen.

3. If you haven't already, turn on your Macintosh.

4. Locate the USB device - MagicScroll - in the Finder, double-click it to open its directory window. Drag the "MagicScroll Folder" to your Applications folder on your computer.

6. Boot MagicScroll by double clicking the application icon in the MagicScroll folder on your computer. Note: the "MagicScroll Folder" will remain on the USB device. *Do NOT launch MagicScroll from the USB device - launch it from the folder you copied to your Applications Folder.*
Select the "Video Output" sub-item under the Preferences item under the File menu. Drag the "Scroll" icon to the video card that you intend to use for scrolling. If you place the "Scroll" icon on your "main" monitor (the one with the menu across the top), then you won't scroll to an external monitor. However, you will be able to scroll on your Mac monitor for rehearsal and script prep.

>> *New in Ver. 4!*

This dialog box also allows you to configure other scrolling features such as the size of the NTSC Preview window. You can also flip the NTSC output monitor horizontally or vertically. For more information, please see chapter 3, page 22 - Video Output preferences.

8. If you encountered any problems with installing MagicScroll then re-read the installation procedures and check the "Troubleshooting" section of this manual. If these efforts fail to get everything up and running, then give us a call at 415-626-5283.

Configuring the "Displays" panel in System Preferences.

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

The following instructions describe how to adjust your "Displays" preferences in the System Preferences. Please refer to your Macintosh manual for more detailed information about setting the status of monitors.

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 video card installed and active, a button called "Arrange" will appear. Press "Arrange" in order to properly position your monitors.

If you're using a PowerBook or MacBook, 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.

Choose a display resolution for each of your attached monitors. In the case of PowerBooks or MacBooks, you will most likely choose "640x480 NTSC" for the resolution of the OUTPUT monitor... NOT your main monitor (laptop screen.)

Close "Displays."

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

Icons & Tools

The MagicScroll
Control Panel

The Font Icon

Boot MagicScroll by double clicking the program icon. The program will boot, displaying the MagicScroll logo on the "Output" (NTSC) video monitor. The operator's screen, or the "Main" monitor will display a new "Untitled" window and the MagicScroll Control Panel. Almost every feature of MagicScroll can be accessed through the Prompter Control Panel window. This window is moveable but not resizeable or closeable. The panel contains a combination of icons, switches and the MagicScroll slider icon. Of course, clicking an icon will activate a particular function.

The switches are activated by simply clicking them, which toggles them on and off. If you hold the mouse over a button, you will see a small label describing what that button does. If you click a modifier key (Option key, Shift key, Control key), the label will change to reflect what the button does with those modifier keys held down.

The Font Icon

The Font icon allows for quick changes between different font sizes and styles. Unlike previous versions of MagicScroll, you may now mix different fonts and font sizes throughout your document.

When using the Font icon to alter the appearance of your text, you must first highlight the text to be altered by selecting it. If you want to change the font for the entire document you must first "Select All" from the Edit menu. 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 a font, simply click the Font icon and select the desired font size. If you select "Other", you may specify a point size for your videotext.

To change the font in a document, hold down the Option key while clicking the Font icon, and all of your available fonts will appear. Select the font you'd like to use.

To change a FontSet, hold down the Command key while clicking the Font icon.

The font and size choices are also available in the menubar across the top of the operator's screen. The FontSets menu is available under the Edit menu.

By holding down the Shift key while clicking the Fonts icon, you can choose the line spacing you want to use for your entire document. You can choose from single, 1-1/2, or double spacing.

You can highlight words or sections of your documents/scripts with underlines, italics, bold or patterns. Styles are available through the Font icon by using the Shift key.

Simply select the text to be highlighted, hold down the Shift key, click the Font icon, and select the type of highlighting you want. You can also set the style of selected text through the Style menu across the top of the menubar or by using the corresponding Command key combinations:

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

FontSets

It may be helpful to create FontSets, which are style sheets that include a font, size, and margins that you can apply to a document or selected text quickly. FontSets are created in the Edit menu.

To create FontSets, choose Edit Fontsets from the Edit menu. The window that appears shows you a list of the current FontSets.

Create a new FontSet by clicking the New button at the bottom of the window. Click the Font popup menu and select the font that you want.

Font Sets	
Font: Times	Current Font Sets
Size: 48	Times 48 Left
Justify: Left	Trebuchet MS 48 Left
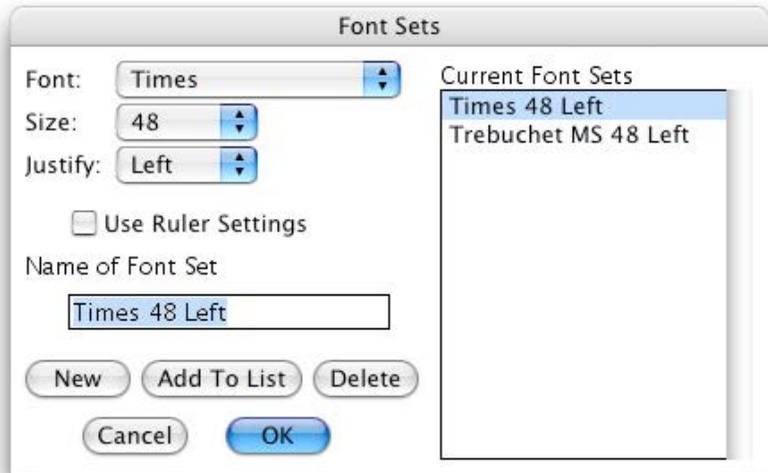
The FontSets Window

All of the fonts that are installed in your system will appear in this popup menu. MagicScroll automatically enters the name of the font in the "Name of Font Set" field.

Now select a size for your new FontSet. Click the Size popup menu and select the point size that you want. You may also select "Other..." and indicate a specific point size for the font. Again, MagicScroll places the size into the "Name of Font Set" field, next to the font name.

Then choose the desired justification. If you want specific margins, select the checkbox labeled "Use Ruler Settings", which will use the current document's margin settings.

Although MagicScroll automatically names the FontSet for convenience, you may choose to give it another name by typing directly into the "Name of FontSet..." field. For example, you may want to call it the "Outdoor Font" or perhaps "The CEO's Favorite."
After confirming the name of your new FontSet, click the "Add to List" button.

Repeat this procedure to create as many FontSets as you desire. If

you want to delete a FontSet, select it from the scrolling window on the right and then click the Delete button. When you're done, click OK.

Your newly created FontSets will appear on the Edit menu and on the Font Icon while holding down the Command key. Simply select the desired FontSet and any text you've selected will then change to the font, size, justification and margins of that FontSet. If you want to apply the FontSet to the entire document, hold the Option key down while you select the FontSet from the menu.

You may find that you want to adjust or change a current FontSet. Bring up the FontSet creation window by choosing Edit FontSets... from the Edit menu.

Instead of clicking the New button, click the FontSet that you want to modify in the scrolling window to the right to select it. The specifications for this FontSet will then appear under the corresponding popup menus.

Adjust the FontSet by altering the Font, Size, Justification, or Margins. See "Creating New FontSets" if you're not sure how to do this.

After making your changes, you may want to re-name your font set by typing in the "Name of FontSet..." field. Then either click OK, or "Add to List". If you click OK now, the window will close and the adjusted FontSet will replace the previous one under the FontSet icon. If you click "Add to List", MagicScroll puts a new FontSet at the end of the current list and allows you to continue editing your FontSets.

If you are unhappy with your changes, click the Cancel button to close the window

To delete a FontSet, bring up the FontSet creation window by choosing "Edit FontSets" from the Edit menu. Click the FontSet that you want to delete in the scrolling window to the right. The specifications for that FontSet will then appear under the corresponding popup menus. Now

click the Delete button. The FontSet will be deleted from the list. If you change your mind, click the Cancel button and any changes or deletions you've made will not be saved.

The Find and Find/Replace Icon

Clicking this icon brings up the Find and Replace window. You can also open the Find and Replace window by selecting "Find & Replace" from the Edit menu or by using Command-F.

To use the Find and Replace window, enter the word or words to search for into the "Search for" field. Either activate or de-activate the Match Partial and Case Sensitive checkboxes. Then click the Find button or press the Return key. The find function always searches forward from the point of your cursor. When the search reaches the end of your document, you will be asked if you want to continue the search from the beginning of your script. When you are done you may either close the Find and Replace window or leave the window open and click in an open document/script window.

Find & Replace Icon

Note that if the Match Partial checkbox is not activated, the Find feature will only return exact matches of the word you are searching for. For example, if you want to find the word "test" included within the word "testing", you will need to activate the Match Partial checkbox.

Find and Replace allows for quick changes to elements of your document. Enter the text you want to find in the "Search for" field. Then enter the new replacement text into the "Replace with" field. Activate the Match Partial and/or Case Sensitive checkboxes if desired. Now either click the Find button and begin to selectively replace text, or click the Replace All button. When searching selectively, you must click the Replace button each time you want to replace text.

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If you click the Replace All button, MagicScroll will change every instance of matching text it finds throughout your document and then inform you as to how many changes were made.

You may also search for and replace certain "invisible" characters by putting a caret (^=shift-6) in front of the letter "P" for paragraph returns, or in front of "T" for tabs.

The Bookmarks Icon

The Bookmarks feature allows you to set a bookmark at a given point in the document. By setting bookmarks you can quickly move from one section of your document/script to another with the click of the mouse. Bookmarks are saved with your script.

There are twenty bookmarks available in MagicScroll. 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.

The Bookmark Icon

Next, hold the Command key down, click the Bookmarks icon and select the number of the bookmark you want to set.

You can also use keyboard commands to set bookmarks. To set marks 1 through 10 use "Command-Option-#", with "#" being the number of the bookmark that you want to set. (Bookmark 10 is set by using Command-Option-0) For marks 11 through 20, use "Control-Option-#", with "#" being the number of the bookmark +10 that you want to set. Also, you can set a bookmark by choosing Set Bookmark from the Utility menu.

The Create Bookmark dialog box will appear, asking you to name the bookmark. If text is selected in your document, then the first 20 letters of 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.

You can also set an "Instant" bookmark that bypasses the "Name this bookmark" dialogue by holding down the Shift key in addition to the other keys required to set a bookmark. For example, first place your cursor where you want the bookmark, and then hit the Shift-Option-Command-4 to instantly set bookmark #4.

You can quickly go to a pre-set bookmark in one of four ways. Simply click the Bookmark icon and select the bookmark you want to go to, or choose "Go to Bookmark" from the Utility menu. Or you can use the keyboard equivalent of "Command-#" for marks 1-10 or "Control-#" for marks 11-20. These keyboard commands can be used while scrolling, allowing you to jump quickly to any marked place in your script without exiting scroll mode. Also, in the Script Queue window you can go to any bookmark in any script by clicking the bookmark pop-up menu.

To delete all of your bookmarks, hold the Option key down while clicking the Bookmark icon. A dialogue will ask you if you really want to do this. The only way to delete an individual bookmark is to re-set it with a different location and/or a different name.

The Scroller Icon

In Version 5, you must use the *ESC* (Escape) key to exit scroll mode.

 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 NTSC 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.

To scroll, simply click the Scroller icon or press the Command-G keys. This initializes the NTSC 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 a compatible NTSC video card installed, you can still see the Preview window by selecting your internal (main) screen as your scrolling monitor.

The Scroller Icon

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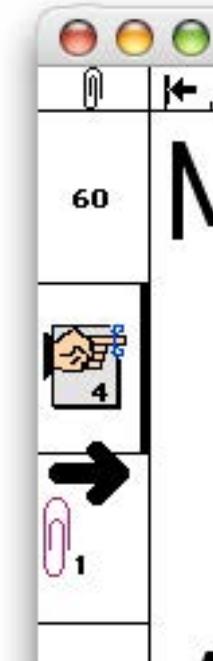
The "Preview" window can be permanently left open and placed in a convenient position on your screen. From the Window menu, choose Show Preview Window. The size of the preview window can be set by selecting Preferences (Video Output submenu) from the File menu.

Important Note: You will notice that the direction that you move the mouse and the direction that the script moves may seem backward from what you're used to with Macintosh scrolling windows. The reason for this is a throwback from the early prompters when a mechanical rheostat would actually move the paper script forward and backward underneath a B&W video camera. Moving the rheostat forward

(or pushing it up) would move the script forward while moving it backward (down) would physically move the paper script backward. We designed the MagicScroll slider to emulate mechanical tele-prompters.

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.

The pointer sets a reference point for the talent and the operator while scrolling. It is displayed on the NTSC screen and can be moved up or down by just clicking and dragging it. You can change the shape of the pointer or turn it off by holding down the Command key while clicking it. You can also change the pointer display by selecting Preferences (Video Output submenu) from the MagicScroll menu.

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, simply click the Paperclip icon at the top of the sidebar and drag it to a place within the sidebar next to the text you want to mark. You'll notice that the paperclip is numbered. The first paperclip you place will be #1. Additional paperclips will be numbered sequentially as you place them. To place a paperclip WHILE SCROLLING, simply press the space bar. When you stop scrolling, your paperclips will appear in the sidebar.

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

the OPTION-SHIFT-TAB keys.

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

The sidebar also indicates any bookmarks you've set. When you go to a bookmark, MagicScroll places the desired bookmark just beneath the Pointer.

You can show the line numbers of your document in the sidebar by choosing "Show Line Numbers" from the Window menu or by entering Command-Option-L from the keyboard. You can instantly go to any line number by choosing "Go to Line" from the Window menu, or by entering Command-L from the keyboard.

Line numbers can be printed with your document so that other people on the set will have a script for reference. Before printing, be sure to show the line numbers. Then, select Preferences (General submenu) from the File menu. Activate the Print Line Numbers checkbox, and click OK. Remember, if you make changes to your script, or if you change the Font or Size, your line numbers may change.
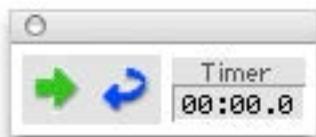
The Timer/Stopwatch

The Timer Window: Start/Stop & Reset

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

The timer is activated while scrolling by pressing the "T" key. To stop or pause timing, press the "T" key again. Exiting scroll mode by clicking the mouse or pressing the Esc key also stops the timer.
You can control the timer while you are not scrolling by clicking the green arrow (red stop sign) to start (stop) the timer, or clicking the blue arrow to reset the timer.

Selecting Command-T, clicking on the time in the timer window, or clicking

the arrow next to the ART field in the Script Queue window will place the time into the Actual Running Time (ART) field of the Script Queue window for the currently active document/script.   For more information about the Script queue, please see page 20.

Other Toolbar Controls

At the bottom of the prompter control window is a set of toggle switches for activating and de-activating different features. Simply 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 Bookmark #1 and Bookmark #2 (See Bookmarks). During scrolling, when you get to Bookmark #2, you will be automatically returned to Bookmark #1. It's important to place Bookmark #1 before Bookmark #2 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.

The Loops, Blanking and Linking buttons.

The Blanking switch turns the output to the NTSC 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.

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.

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.

To the right of each file name is an indicator giving an Estimated Running Time (ERT) and an Actual Running Time (ART). The ERT is based on the current CPS (Characters Per Second) set in the "ERT pace" field of the Preferences (General submenu) item under the File menu.

The Script Queue Window

You can set the Actual Running Time by first timing a script using the timer, and then clicking the gray arrow to the right of the ART field. The time displayed on the timer will appear in the ART field for that script. Command-T will also transfer the time from the timer to the ART field.
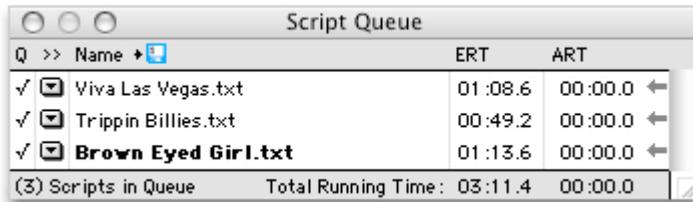
At the bottom of the window is a line indicating total running times for the scripts in the queue, including only those scripts which have a checkmark.

A small disc icon next to "Name", indicates whether the "Remember Files in Script Queue" preferences option has been activated. When it is active, the next time you launch MagicScroll, the files in your cue will automatically be opened.

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

The MagicScroll menu...

Most of the menu options here are standard options for all applications.

Preferences:

The Preferences submenus allow you to set various attributes of MagicScroll.

General Preferences...

The MagicScroll General Preferences dialog box allows you to set various MagicScroll attributes such as the current ERT settings, Toolbar orientation, and various printing attributes.

When the "Remember Files in Script Queue" checkbox is activated, MagicScroll will save an alias to all of the currently open files in the Script Queue. The next time you start up MagicScroll, the files in the script queue will be opened automatically. The appearance of a small disc icon in the Script Queue window reminds you that this feature is activated.

The "Arrange Toolbar" popup menu allows you to arrange the toolbar

so it is displayed either vertically (default) or horizontally.
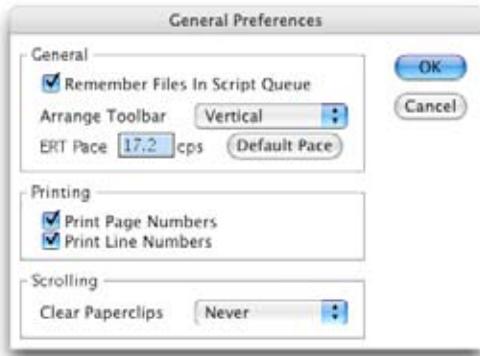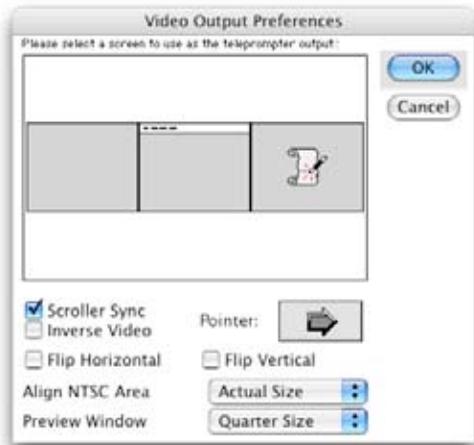

General Preferences

The "ERT" for files in the script queue is estimated by multiplying the length of the file by the "ERT Pace", set in the ERT Pace field. By default, the ERT pace is 17.2 characters per second, which is the average speed of most readers.

The "Print Page Numbers" option and the "Print Line Numbers" option will add page numbers and line numbers to your scripts when you print them out on a printer.

Preferences >> Video Output...

The Video Output Preferences dialog box allows you to set various attributes of the NTSC output display.

The top region of this dialog box allows you to specify on a multiple-monitor Macintosh which monitor will be used for NTSC output. You

General Preferences

should select the monitor that is being viewed by the talent. If the monitor selected is not the main monitor (the monitor with the menu bar), the monitor will be blacked out and the scrolling text will be immediately displayed.

The "Scroller Sync" checkbox specifies that the NTSC output display should be synchronized with your editing. If this checkbox is activated, editing changes you make in the script will show up immediately on the NTSC output monitor. If it's de-selected, any changes you make while editing will not appear on the Output monitors until you either enter Scroll mode, or hit "Command-D" to force the screen to update. This setting is overridden by the "Blanking" toolbar item, which can cause the

NTSC output display to be blacked out when not in scroll mode.

The "Inverse Video" checkbox changes the NTSC output to black letters on a white background, instead of white letters on black.

The "Flip Horizontal" and "Flip Vertical" checkboxes allow you to flip the NTSC 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 NTSC Preview window; the image in the NTSC Preview window will be oriented correctly during scrolling.

The "Pointer" popup menu allows you to select which pointer icon (if any) will appear on the teleprompter display.

The Align NTSC Area popup menu allows you to set how you want your text displayed on the output/teleprompter window.
Centered: Centers your text in the middle of the screen.
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.

You can also select "No NTSC Display" to turn off NTSC display.

The "Preview Window" popup menu allows you to set the size of the Preview Window as a factor of the NTSC display. Your options are Full size, Half size or Quarter size.

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 will ask if you want to save changes before closing, which helps to keep you from erasing valuable modifications accidentally.

Save: (Command S)

Updates the file you are working on with the latest changes, by saving text changes, paperclips and bookmarks. You can always tell if you have already Saved the most current version of your script, because Save will be gray instead of black.

Save As...

Allows you to create a new file name for the current document. Particularly useful if you wish to save different versions of the same document.

Save A Copy As...

This allows you to save a copy of the current document. It is different than "Save As..." because it doesn't change the name or location of the
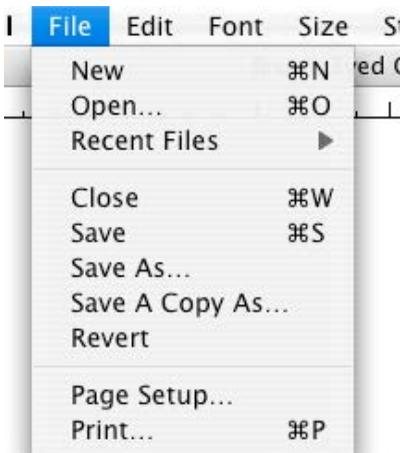
The File Menu

file you're working with, it simply and quickly allows you to make a safety backup of an open document on your hard drive. When selected, MagicScroll will automatically name your backup "Filename copy" in the Save dialogue window. You can type in a different name if you choose to.

Revert File:

This allows you to revert to your last saved version of a script/file. Any changes you made since the last change will be discarded.

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.

Quit: (Command Q)

  Enables you to exit MagicScroll and return to the Finder/Desktop of the Macintosh.
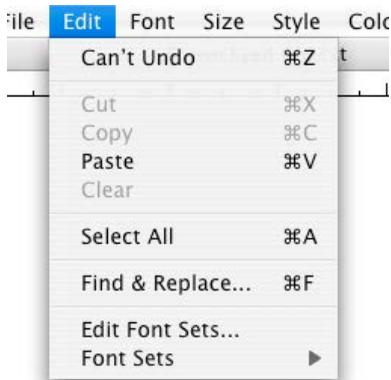
The Edit Menu

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.

Clear:

Essentially a delete function. It eliminates selected text but does not put it into the clipboard for pasting 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.

Find & Replace... (Command F)

Not only will this function allow you to find a particular word, but it will also replace that word with whatever you so designate. This feature can also be accessed through the Find icon in the Prompter Control window or by using the keyboard equivalent of "Command-F." See the section on Find & Replace (page 13).

The Edit Menu

Edit FontSets:

This brings up the FontSet creation window which allows you to create additional FontSets for use with MagicScroll. For more information on how to create and use FontSets, see the section on the Fonts icon (page 9).

FontSets:

These are like style sheets that can be applied to a document. They include a particular Font, Size, Margins and Justification.
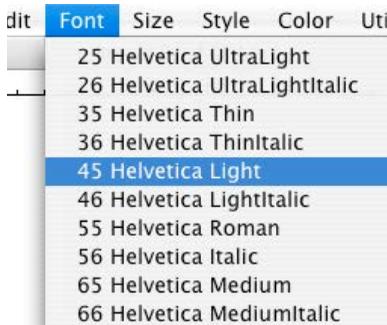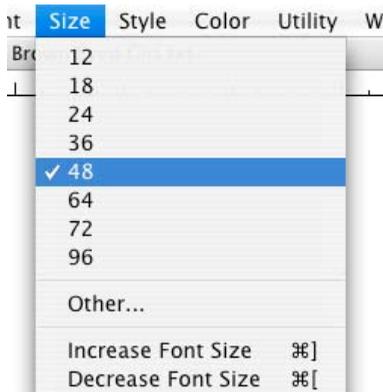
The Font Menu:

MagicScroll works with any fonts you have installed on your Mac. These can be Truetype, bitmapped, or ATM compatible Postscript fonts. To change the font of a document, just drag down to the one you'd like.

If you want to change the font of the entire document to the same font, hold down the Option key while selecting the font. This will apply the same font to the entire document.

The Font Menu

The Size Menu:

To change the size of a font, select the desired size from the Font menu. If you select "Other" you may specify a specific point size for your videotext.

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

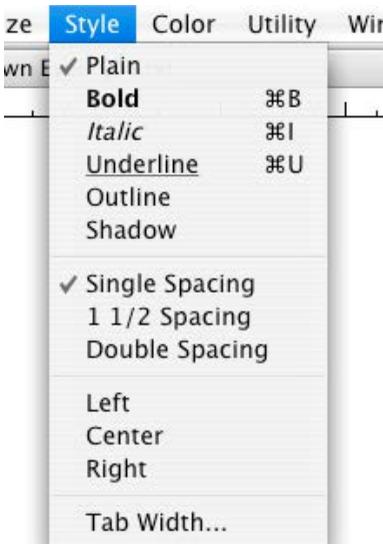You can also bump up by one point the size of the current selection (or the entire document when used with the Option Key) by selecting "Increase Font Size" You can decrease the size by one point by selecting "Decrease Font Size."

The Size Menu

The Style Menu:

There are six different styles available for highlighting or emphasizing words or phrases in your script. Simply highlight the desired text and select Plain, Bold, Italic, Underline, Outline, Shadow or Pattern from this menu. Holding the Shift key while clicking the Fonts icon will also bring up the Styles menu.

Spacing :

This allows you to apply different line spacing to your entire document. You can choose from Single, 1-1/2, or Double spacing. You can also access this feature by holding down the Option key while clicking the Font icon.

Justification:

You can justify your text so that it aligns either to the left edge, right edge or in the center of your document.

Tab Width…

You can change the tab width used for all tabs in your document. By default, tabs are 1/2 inch wide. There is no way to mix tab lengths within a document.

The "Style" menu

The Color Menu:

This menu lets you apply color to text that you've selected. Simply choose one of the pre-defined colors, or select "Other..." to define a color using the Mac's color pickers. Of course, you'll require color prompter monitors for this feature to work properly.
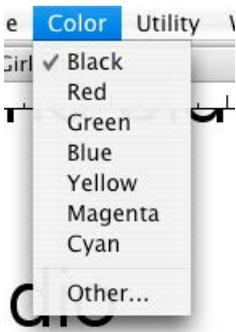
The Color Menu

The Utility Menu

Set Bookmark: (Command-option-# for 1-10)
(Control-option-# for 11-20)
 There are twenty bookmarks available in MagicScroll. 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.

Next, hold the Command key down, click the Bookmarks icon and select the number of the bookmark you want to set.

You can also use keyboard commands to set bookmarks. To set marks 1 through 10 use "Command-Option-#", with "#" being the number of the bookmark that you want to set. (Bookmark 10 is set by using Command-Option-0) For marks 11 through 20, use "Control-Option-#", with "#" being the number of the bookmark +10 that you want to set. Also, you can set a bookmark by choosing Set Bookmark from the Utility menu.

The Create Bookmark dialog box will appear, asking you to name the bookmark. If text is selected in your document, then the first 20 letters of 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.

The "Utility" menu

Go To Bookmark: (Command-# for 1-10)
                                (Control-# for 2-20)

You can quickly go to a pre-set bookmark in one of four ways. Simply click the Bookmark icon and select the bookmark you want to go to, or choose "Go to Bookmark" from the Utility menu. Or you can use the keyboard equivalent of "Command-#" for marks 1-10 or "Control-#" for marks 11-20. These keyboard commands can be used while scrolling, allowing you to jump quickly to any marked place in your script without exiting scroll mode. Also, in the Script Queue window you can go to any bookmark in any script by clicking the bookmark pop-up menu. (See page 20 for more info on the Script Queue window)

To delete all of your bookmarks, hold the Option key down while clicking the Bookmark icon. A dialogue will ask you if you really want to do this. The only way to delete an individual bookmark is to re-set it with a different location and/or a different name.

Go to Next Paperclip: (Command-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 17, 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.

Copy timer to ART: (Command-T)

This places the time displayed in the Timer into the current document's Actual Running Time (ART) field in the Script Queue window.

Reset Timer:

This sets the timer to 00:00.0.

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.

Show Preview Window:

If you have "torn off" the NTSC Preview window and placed it somewhere on your screen, this command will allow you to close the window. To bring the window back, you will need to re-drag the window to a place on your screen.
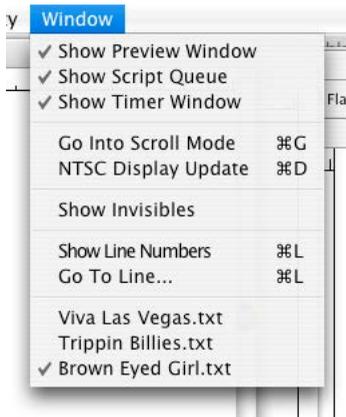
Show Script Queue Window:

This either displays or hides the Script Queue window, which is used for file/script linking while scrolling. See page 20, for a complete description on how to use the Script Queue window.

Show Timer window:

This either displays or hides the timer window, which is used for timing a script.

Go Into Scroll Mode: (Command-G)

This initializes the NTSC monitor to your current place in the script and activates the smooth scrolling engine. It also activates the on screen NTSC window, so you can see exactly what's going out to your prompter monitors. You can then use your mouse to scroll forward and backwards. For a complete description of how to scroll, see the Scroller Icon section in the "Icons and Tools" chapter, page 16

NTSC Display Update: (Command D)

This initializes the NTSC output monitor on command.
This is helpful for quickly displaying last minute script changes without having to click the MagicScroll slider. If you have "Scroller Sync

The Window Menu

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On", the NTSC screen will automatically update any changes you make to the script. There is sometimes a short delay before the NTSC screen updates.

Show Invisibles:

This allows you to see where tabs and paragraph returns are placed in your script These will only show up on the Mac's/Operator's screen and will not appear on the NTSC output. You can also search for and replace tabs and paragraph returns by using Find & Replace (see page 13).

Show Line Numbers: (Command-option-L)

When activated, this shows the line numbers of your script in the side-bar of the document.

Go To Line Number... (Command-L)

A dialogue box will appear asking you what line number you'd like to go to. Click OK and your script will jump to the line number indicated.

If you select the name of a window below the Goto menu item, that window is brought frontmost.

Keyboard Shortcuts

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.
Option + Shift + Tab	Go to previous paperclip. This immediately moves the teleprompter script to the previous paperclip location.
Command + [1..0]	Goto Bookmark 1 through 10
Control + [1..0]	Goto Bookmark 11 through 20
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
Option + Font menu item	Set entire text (not just selected text) to specified font.

Shortcuts while NOT scrolling, continued:

Option + Size menu item   Set entire text (not just selected text) to specified size.

Command + Sidebar Pointer   Change the style of the on-screen pointer, or turn it off.

Command +]   Increase font size of selection

Command + [Decrease font size of selection

Command + Option +]   Increase font size of entire document (not just selected text)

Command + Option + [Decrease font size of entire document (not just selected text)

Command + B (I) (U) Set to bold, italic, or underlined text

Command + Scroll Icon   Lets you choose the size of your Preview scroll window.

Command + T   Copy Timer to ART of current document

Command + G   Go Into Scroll Mode

Command + D   Update NTSC Display

Command + L   Go To Line

Command + Option + L   Show/Hide Line Numbers

Page Up / Page Down   Scroll Document up/down one page

Command + Up Arrow   Scroll Document up one page (same as above)

Command + Down Arrow   Scroll Document down one page (same as above)

Home Key   Scroll Document to top

End Key   Scroll Document to end

Command + Option + Up   Scroll Document to top (same as above)

Command + Option + Down   Scroll Document to end (same as above)

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

Control + [1..0]   Goto Bookmark 11 through 20

Option + Command + [1..0]   Set Bookmark 1 through 10

Option + Control + [1..0]   Set Bookmark 11 through 20

Shift + Option + Command + [1..0] Set Bookmark 1 through 10 without prompting for the bookmark name.
(The default name will be used automatically.)

Shift + Option + Control + [1..0] Set Bookmark 11 through 20 without prompting for the bookmark name.
(The default name will be used automatically.)

Shift + Set Bookmark menu item: Set bookmark 1 through 20 without prompting for the bookmark name.
(Same as above.)

Sample Session

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 an ASCII 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 NTSC monitor. Do this by clicking the Font Menu while holding down the Option key and select the desired font. Then choose a large point size (48 or larger) from the Size menu while holding the Option key down. (The Option key applies your change to the entire document, not just selected text).

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.

Roll It!

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 start prompting.

When you're done scrolling, click the mouse button again to exit scrolling. You may want to customize the feel of MagicScroll at this point by changing the pointer by holding the Command key down while clicking the pointer arrow.

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 "Save a copy as..." You can quickly return to scrolling by clicking on the Scroll icon or typing Command-G.

Prompting tips for Operators

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.
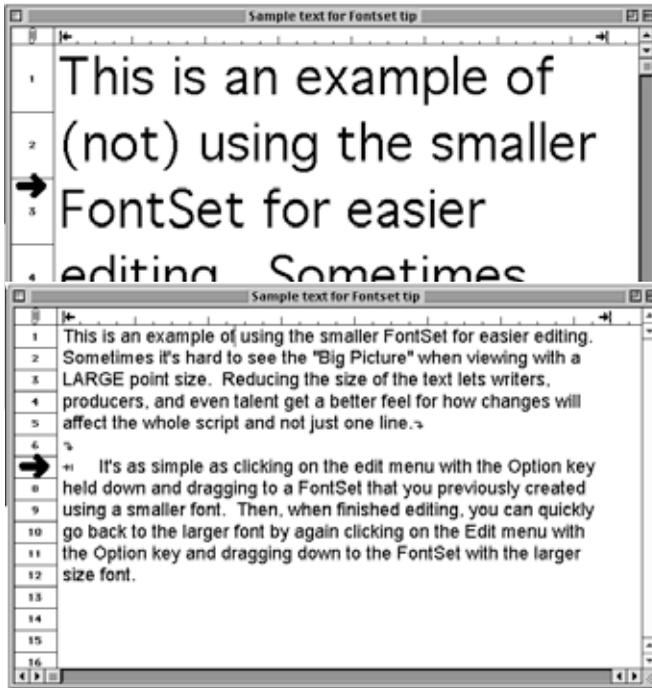
Use Automatic Naming of Bookmarks.

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).

Use FontSets for Easy editing.

One of the most powerful tools in MagicScroll is the ability to move quickly from large type to small type with a single click of the mouse.

This is particularly helpful when doing on-the-set editing of scripts. Producers and writers often use the prompter screen as a visual reference for changing copy when small script changes are suddenly called for. Unfortunately, the large type (48 point or higher) tends to lead to "tunnel vision" in the editing process. The result is that a small word change to the script that's visible might not work in context with the words around it.

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. Then create a FontSet in that font and size and name it something like "Easy Edit."

Sometimes, when importing ASCII files created in other word processors (particularly DOS versions), you'll find that there are paragraph returns at the end of each line. These may affect the way words appear on screen as, ideally, you just want paragraph returns at the end of paragraphs. By using the Find & Replace feature to look for paragraph markers (Shift-6-P), you can quickly go through your script and change unwanted markers into spaces and keep or add paragraph returns at the end of paragraphs.

Use Find & Replace to "clean up" scripts.

Photocopy the next page...!

Duplicate the "Tips for Talent" sheet on the next page and keep copies handy for non-professional talent. You may want to provide a copy for the director so that he/she can choose to give it to talent.
Welcome to the world of teleprompting!

Tips for Talent!

There are a few secrets to using the teleprompter and making it work for you, (instead of the other way around.)

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!!!

Troubleshooting

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:
Every time the Mac boots, the cursor isn't visible and I have to move the mouse around to find it.

This problem occurs because the NTSC monitor, or output monitor is designated as the Main (menu) monitor. Any startup screen you use will also display on the NTSC monitor. To change this, select the "Displays" option in the System Preferences, select the "Arrange" button, then drag the white menu line to the monitor that you want as the Startup monitor.

Problem:
You click the Find button in the Find and Replace dialog box and all you hear is a beep.

The beep indicates that it cannot find the word you're searching for. If you are sure that the word is in your script somewhere try activating the "Match Partial" checkbox and you may have more success.

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.

Glossary

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.

FontSet: In MagicScroll, a combination of font, size, justification and margins that define the appearance of text in documents and on the NTSC output monitor.

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 synonomously 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.