

## Installing the **PowerPrompter**® Software

The PP-Manual-CD.doc file on the CD contains the Manual for PowerPrompter.

Close all other Applications/Programs that are running in Windows.

Insert the PowerPrompter CD Disk.

(These instructions assumes that d:\ is your cd rom drive)

Click on the Start Icon, Run, in the run area type in...

**d:\setup.exe**

follow the screen instructions.

Once the installation is completed. With PowerPrompter CD Disk still in the drive... Click on the Start Icon, then click on Run, in the run area type in...

**d:\hldr32.exe**, follow the screen instructions.

Place the Hardlock into the USB or Parallel port of your computer and Start the Prompting Program. The program will be found under Program Files/PowerPrompter.

### **Really Important:**

Go to Control Panel then access Display...

Set screensaver to None...

Go to Control Panel then access Power...

At the Power Tab --- Do not let Windows Manage your Power

At the Disk Drive Tab --- Do not turn off Drive after xx minutes.

For better scrolling performance you should set your display settings – colors to Medium (16 bit)

## Starting **PowerPrompter**®

1. Place the Hardlock in the Printer Port and Start the Program.  
*(All functions of the PowerPrompter Software, except Scrolling will work without the Hardlock. To Scroll the Hardlock must be attached to the Printer/Parallel Port)*
2. Double Click on the PowerPrompter Icon on the Desktop
3. Click on the OK Button to remove the copyright Message
4. Click on Options on the Menu Bar...
5. Click on Working Directory/Folder...
6. Select the Folder you wish to keep your scripts in.  
Once the Working Directory is Set it will remain the Default.

-or-

1. Click on the Start Button.
2. Click on Programs.
3. Double Click on PowerPrompter.
4. Click on the OK Button to remove the copyright Message.
5. Click on Options on the Menu Bar...
6. Select the Working Directory/Folder you wish to keep your scripts in.  
Once the working Directory is Set it will remain the Default.

Note:

To Create a PowerPrompter Icon/Shortcut on the desktop: Place the Pointer on the Desktop and Right Click, Select New... Select Shortcut... Select Browse... Double Click on the Program Files Folder... Double Click on the PowerPrompter Folder... Double Click on PowerPrompter.exe... Click Next... type Power Prompter (Include the space between Power and Prompter)... Click Finish

### **Controller Selection**

The PowerPrompter Program allows the use of several different Hand Controllers.

1. Trackball (This is the default)  
To Scroll Forward move the ball of the Trackball Forward –  
Moving the ball forward and back will control the speed of Scroll.  
To Reverse Direction – Left Click  
Moving the ball forward and back will control the speed of Scroll.
2. Standard Mouse (This is also a default)  
To Scroll Forward move the Mouse Forward –  
Moving the Mouse forward and back will control the speed of Scroll.  
To Reverse Direction – Left Click  
Moving the Mouse forward and back will control the speed of Scroll.
3. Scroll Wheel Mouse (USB) Center Wheel  
Roll the Wheel of the Mouse Forward (towards the top of the mouse) to Scroll Forward.  
Moving the Wheel Forward and back will control the speed of Scroll  
To Reverse Direction or Scroll Back, Roll the Wheel Back towards the bottom of the mouse.
4. A Ten Button Custom Controller
5. Wireless Wheel Mouse  
(Smoothness of Scroll will depend on quality of Wireless Connection)

Before starting your computer...

Plug the controller you wish to use into your computer.

Start the computer.

Start the PowerPrompter Program.

To change controllers click on File, then Controller Selection, then select your preference of Controller.

You will then have to restart the Prompter Program.

# PowerPrompter®

## Keystroke Quick Reference

### When Prompting

<b>Prompt to Edit</b>	<b>Right Click or F11</b> (Scroll at Stop)
<b>Change Scroll Direction</b> - (Forward/Reverse) <b>Standard Mouse or Trackball</b>	<b>Left Click</b>
<b>Wheel Mouse</b>	<b>Roll Wheel Forward and Back</b>
<b>Go to Edit</b> (Scrolling Must be Stopped)	<b>Right Click or F11</b>
<b>Jump to Beginning of Script</b>	<b>Ctrl + Home</b>
<b>Jump to End of Script</b>	<b>Ctrl + End</b>
<b>Jump to Next Bookmark</b>	<b>Shift + Right Click</b>
<b>Jump to Previous Bookmark</b>	<b>Alt + Right Click</b>
<b>Set Post-It</b>	<b>F1</b>

### When Editing

<b>Edit to Prompt</b>	<b>Right Click or F12</b>
<b>Tools:</b>	
<b>Post-Its</b> ( A quick reference mark for typos )	
Set Post-It	<b>F1</b>
Find Post-It (Edit Mode)	<b>Shift F1</b>
<b>BookMarks</b>	
Set BookMark (Edit Mode)	<b>F3</b>
Jump to Next Bookmark (Prompt/Edit Mode)	<b>Shift + Right Click</b>
Jump to Previous Bookmark (Prompt/Edit Mode)	<b>Alt + Right Click</b>
<b>FlashWords (User definable words or phrases for quick playback into text)</b>	
To insert a Flashword Press Alt+(letter assigned to Flashword)	
Example: Alt+P inserts (Pause) into text at cursor in Edit Mode.	
<b>Importing Files</b>	
Have the writer save the script as a <b>Word</b> or <b>RTF</b> file or as <b>Text</b> only file.	
From the PowerPrompter File Menu Click on File Import then follow screen commands.	
<b>Find Text</b>	<b>Ctrl+F</b>
<b>Replace Text</b>	<b>Ctrl+R</b>
<b>Spell Check</b>	<b>F7</b>
<b>Working Directory</b> Options/Working Directory	

### **Creating a New Prompter Script using PowerPrompter**

1. Select File on the Menu Bar... Click on New.
2. Enter a Name for the New File... Press Enter and start typing.
3. Click on the Save Icon periodically to save your script.  
(Scripts for PowerPrompter will be saved with the file extension of TPT)

### **Opening an Existing PowerPrompter File**

1. Click on the Open Icon on the Tool Bar.
2. Double Click on the File you wish to Open.  
(If a file is already open it will close before opening the next file).

### **Importing a Script made by another Word Processor**

1. Select File on the Menu Bar... Click on Import File...
2. Click the format of the original file...
3. Follow screen directions.  
(Import Options & Exception List – See Advanced Imports)

### **Closing an Existing PowerPrompter File**

1. Click on the Close Icon on the Tool Bar.

### **Saving a PowerPrompter File**

1. Click on the Save Icon on the Tool Bar.

### **Saving a PowerPrompter File to a Different Name.**

1. Select File on the Menu Bar... Click on Save As...  
Click on Teleprompter/TPT... Type in the New Name...  
Follow Screen Directions.

### **Exporting PowerPrompter Files to Microsoft Word or Wordperfect**

1. Open the File that's to be Exported.
2. Click on File on the Menu Bar.
3. Click on Export.
4. Click on the Format you wish to export to. (RTF Recommended).
5. Type in the name you wish to give the exported file.
6. Click OK.

### **Exiting the PowerPrompter Program Completely**

( Changes won't be saved )

1. Click on the X in the top right corner of the Screen.

### **Creating a Backup Floppy Disk of a Script**

1. Open the File to be Backed Up.
2. Put a Diskette in the A Drive.
3. Click File on the Menu Bar.
4. Click Backup To Floppy.
5. Follow Screen Directions.

## **Slaving two Computers together (Main & Back-Up)**

***You must have purchased 2 sets of PowerPrompter Software!***

Connect the Slave Cable you purchased from ESP to the Serial Port of your 2 computers.

### **On the Master/Main Computer:**

1. Open the file.
2. Click File... Click Master...
3. Right Click on Mouse to enter Scroll Mode.

### **On the Slave/Back-Up Computer:**

1. Open a duplicate file on the Slave/Back-UP computer.  
(Use create floppy backup on the Main Computer. After the file is saved on the diskette, insert this back-up disk in the Backup Computer)
2. Click File... Click Slave...
3. Right Click on Mouse to enter Scroll Mode.

To Terminate Slaving Press the ESC Key.

## **Working with Fonts**

### **Changing Font Sizes (Entire File)**

1. Click on Edit on the Menu Bar.
  2. Click on Select All
  3. Click on the Font Size Box
  4. (small down arrow - upper right of screen)
  5. Click on the Size to change to.
- (This process may take a moment, based on the size of the File)

### **Changing Font Sizes (Individual Words, or Areas of Text)**

1. Mark the area of Text that you wish to change the size of.
  2. Click on the Font Size Box
  3. (small down arrow - upper right of screen)
  6. Click on the Size to change to.
- (This process may take a moment, based on the size of the File)

### **Changing Font Color**

1. Mark the Word or Words to be changed.
2. Click on the Font Color Box.  
(First Box on Left, below Font Style, upper right of screen)
3. Click on the Color to be used.

### **Changing the Color of the Background**

1. Mark the Paragraph or Paragraphs to be changed.
  2. Click on the Background Color Box.  
(Second Box on Left, below Font Style, upper right of screen)
  3. Click on the Color to be used.
- (Only the Background of a whole line may be changed)

## Working with Text

### To delete, cut, copy, and paste text

To delete characters to the left of the insertion point, press the BACKSPACE key.

To delete characters to the right of the insertion point, press the DELETE key.

To delete words, select them, and then press the BACKSPACE or DELETE key.

To cut text so you can move it to another location, select the text. Then, on the Tool Bar, click the Cut Icon.

To copy text to another location, select the text. Then, on the Tool Bar, click the Copy Icon.

To paste text you have cut or copied, place the insertion point where you want to paste the text. Then, on the Tool Bar, click the Paste Icon.

### Finding Text

To find specific characters or words

1. On the Tool Bar click the Find Icon. Or Press the Ctrl Key and the F Key.
2. In the Find What box, type the characters or words you want to find.
3. Click Find Next.

### Replacing Text

1. On the Tool Bar click the Replace Icon. (Rplc.)
2. In the Find What box, type the word you want to find.
3. In the replace with What box, type the word to be used for Replacement.

### Underlining Words

1. Mark the Word or Words to be Underlined.
2. Click on the Underline Icon.

### Italicizing Words

1. Mark the Word or Words to be *Italicized*.
2. Click on the Italic Icon.

### Bolding Words

1. Mark the Word or Words to be **Bolded**
2. Click on the Bold Icon.

### Cap Letters (Entire Text)

1. Open the File
2. Press Ctrl+A (This marks entire text)
3. Click on Options on the Menu Bar
4. Click on All Caps

### **Marking or Selecting Text**

1. Insert the cursor to the point at which you want to start marking.
2. Press Ctrl+M
3. Insert the cursor to the end point at which you want to stop marking.
4. Press Ctrl+M

### **Marking or Selecting Text with Find**

1. Insert the cursor to the point at which you want to start marking.
2. Press Ctrl+M
3. Click on the Find Icon or Press Ctrl+F
4. Enter the text you wish to find.
5. Insert the cursor at the point at which you want to stop marking
6. Press Ctrl+M

### **Post-Its**

Post-Its' is a feature designed to denote a area that contains a typo or an area that a Speaker might want to come back to later.

While your scrolling in a rehearsal you might see a typo... press F1, This will place a ~p~ mark in the text. After the rehearsal is completed go to the start of the Script in the Edit Mode and press Shift and F1 at the same time. This will find the first Post-It. Fix the typo and remove the Post-It, Repeat to find the next Post-It. Etc.

### **FlashWords (User definable, Frequently used Words or Phrases)**

Frequently used Words or Phrases can be stored and re-played at the touch of a couple of keys. 26 Flash Word areas are available under Tools/Flashwords. The words can be bolded, underlined, and/or centered.

Example:

You may want to place the word (Pause) into a Script quite frequently. This is already setup in Flashwords under Alt+P.

Place the cursor in the text where you want the Flashword and Press Alt+P. This will automatically place (Pause) in the text.

Click Tools, then FlashWords to customize the FlashWords. In this area you can assign your own text to the 26 different FlashWord keys.

### **Bookmarks**

Bookmarks allow you to jump quickly to the next or previous Bookmark while Scrolling. When a file is Imported to PowerPrompter, a Bookmark is placed at the top of the Script . The Bookmark looks like <###> BookMarks can be manually added throughout the Script. Place the cursor where you want to insert and Press F3. Or Click Tools – Bookmarks – Insert. Shift+Right Click jumps to next BookMark. Alt+Right Click jumps to Previous BookMark.

### **Advanced Importing**

I find that making every sentence it's own paragraph is very easy to read on the Prompter. This is the default on Import to the PowerPrompter format and is done automatically. There is an Import Options area found under File on the Menu Bar. If there are certain words that you do not want a line break after, they may be

added in the Edit Exception List area under Import Options. If you do not wish to use any of the line break options, click on the different options available to set your own defaults for Import Options

### **Pointer**

An arrow has been placed on the Left edge of the Screen. This arrow is a reference to the line the presenter is saying. The arrow can be raised or lowered by placing the mouse pointer above or below the arrow in the Edit mode and clicking on the left mouse button.

There is a letter contained within the pointer indicating Scroll Direction F for Forward and R for Reverse.

### **Creating a Show File Order**

This is usually done after individual Rehearsals and before the Dress Rehearsal if possible.

**Warning:** A Show File is limited to 6000 lines of text. If you exceed that number Scrolling performance may become sluggish. If the file exceeds 6000 remove a file and Save the Show in a couple of smaller sections, limiting each section size to less than 6000 lines. One section might be before a Coffee Break and the Second section could be after the Coffee Break.

1. Click File from the Menu Bar...
2. Click Create Show Order...
3. Type in the name you want to give the Show... Click Save...
4. Double Click on the first file for the show,  
this will Add the file to the Box on the Right.
5. Double Click on the second file for the show...

Repeat this process until you have the files for the show in the proper order in the Box on the Right. If the files are not in the right order, you can click on a file in the Right Box and then Click on Remove Button. Repeat this process as needed.

6. Click on the OK Button to start the Combine process.

The individual TPT files will be given a new file extension of BAK indicating they are Backup files. Should you need to access these files use Windows Explorer to rename the file extensions back to TPT.

## **Printing**

1. Open the File you wish to Print...
2. Click File on the Menu Bar...
3. Click Print...
4. Click on the Format Options you wish to use for Layout of Printing.  
The Layout Options are:
  - Spacing just the way it is in the Scroll Mode.
  - Text Printed on Right Half of Page.
  - Text Printed on Left Half of Page.
  - Text Printed Full Page.
5. Select the Font Size you wish to use.

6. Fill in the header lines (Optional)
7. Click OK when you are ready to Print.  
(These options selected will remain the default until their changed).  
If you desire to print only a section of a Script: Open the file and mark the section to be printed. Follow the above directions for printing and then select - print selected text.

### **Inserting a Page Break**

(Good idea to place at the end of each speech before printing)

1. Click on Options on the Menu Bar...
2. Click on Insert Page Break.

### **Creating a Script with another Word Processor for use on the PowerPrompter**

1. The writer of the Script should Save the file in the *RTF* format under File Save AS on a disk formatted for IBM format. (RTF is recommended enabling words that are Underlined, **Bolded**, or *Italicized* to transfer and remain Underlined, **Bolded**, or *Italicized* in the Prompter).  
-Or-
2. The writer of the Script could Save the file as *Text Only* under File Save AS on a disk formatted for IBM format.

### **Note to Writers:**

The prompter file should have the words that are to be said and as few stage directions as possible... the person using the Prompter does not want to see all the Text of the Slides/Visuals... or the Text of a video...

So, Remove any text of Slides... Minimize the Stage Directions...  
Remove Headers and Footers before saving the File for the Prompter Operator.  
This will save considerable time on site for everyone involved. Thanks.

### **Note to Prompter Operators:**

It is a good idea to have a Major Word Processor such as Microsoft Word on your computer. When I receive a script from a client I first open it in Word and do the cleanup that many writers should have done. If they have not saved it as an RTF file you can do this as well. This can also be done with NotePad or WordPad an accessory of Windows.

## **Trouble Shooting**

### **Scrolling is to Slow:**

**Go to Control Panel then access Display...**

Set screensaver to **None...**

Click on the tab for your **Video Card** & Set to 60hz...

Click on the tab for **Settings** and...

**set the color palette to 256**

click on **Advanced Properties, the Performance Tab** &

Set the performance to Two Notch's less than maximum.

Set Video output to 800x600 if available, or 640x480

If problems still exists contact PowerPrompter Tech Support 1-630-887-0346

### **Scrolling freezes or jitters for a few seconds.**

Check that all other programs are closed

If you have Microsoft Office or Microsoft Word installed on your computer, remove FastFind from the Startup Menu.

#### **Removing FastFind**

Place the pointer on the Task Bar... Right click... Left Click on Properties... Left Click on Start Menu Programs... Left Click on Remove... (A list of Folders will appear) Double Left Click on the Startup Folder... Left Click on FastFind...Click on remove...Follow Screen Directions to Close (After removing Fastfind re-start the computer).

#### **Go to Control Panel then access Power...**

At the **Power Tab** --- Do **not** let Windows Manage your Power

At the **Disk Drive Tab** --- Do **not** turn off Drive after xx minutes.

At the **Monitor Tab** --- Do **not** turn off display after xx minutes.

#### **Go to Control Panel then access Display...**

Set screensaver to **None**...

Click on the tab for your **Video Card** & Set to 60hz...

Click on the tab for **Settings** & ...**set the color palette to 256**

click on **Advanced Properties, the Performance Tab** & set the performance to Two Notch's less than maximum.

#### **External Video not Displaying**

Switch your computers video mode by Pressing the appropriate function keys.

#### **Internal Video not Displaying**

Switch your computers video mode by Pressing the appropriate function keys.

#### **Internal Screen goes Blank**

**Go to Control Panel then access Display... Set screensaver to None...**

#### **Go to Control Panel then access Power...**

At the **Power Tab** --- Do **not** let Windows Manage your Power

At the **Disk Drive Tab** --- Do **not** turn off Drive after xx minutes.

At the Monitor Tab --- Do not turn off display after xx minutes.