

QPro Quick Reference Card

Connections

Ensure all cables are securely attached before starting your prompter computer and the QPro software.

Starting QPro

You can start the QPro software by either double-clicking the QPro icon on the computer desktop or selecting the name from the Start menu of the Windows operating system.

Create/Open Scripts and Rundowns

Select File >> New from the main menu bar.

Choose the required file type.

or

Select File >> Open and navigate to open an existing script or rundown.

or

Select File >> Recently Used to select from a list of previously opened files.

The QPro toolbars provide alternative methods of performing editing tasks.



Manage Rundowns

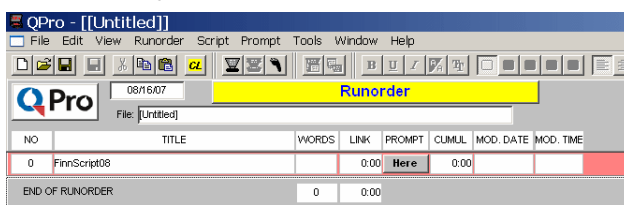
Right-click on the bar at the end of the rundown to insert a new script.

or

Press the Insert key on the keyboard.

or

Select Story >> New from the main menu bar.



Type in a script name and press Enter.

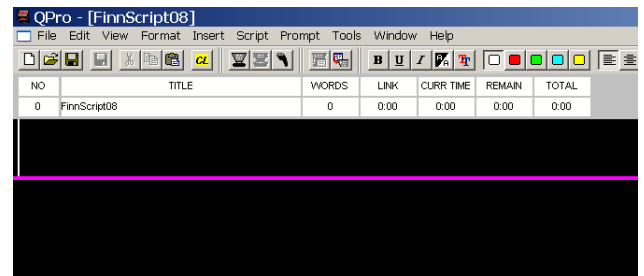
Right-click on an item name to access the context menu options for that item.

Click and drag a script name to change its position in the rundown.

Edit Scripts

1: Script Editor pane

If working with a rundown, you can edit scripts in the Script Editor pane on the right of your screen.



Place the cursor where you wish to edit and type your changes.

Double-click on an item name to open the text in the Script Editor pane. You can perform standard word processing tasks on the script.

Alternatively, you can open a Simple Script file and the Script Editor occupies the whole screen.

The QPro toolbars provide alternative methods of performing editing tasks.



2: Import scripts

If a script has been created in an application other than QPro you can import it into a QPro Rundown. To do this use the Import option in the Script menu and then locate the file you want to import.

QPro supports the following file types:

- Microsoft Word 97/ 2000/2003
- Rich Text Format (.rtf)
- Unicode Text
- Plain Text (.txt)

3: Export scripts

You can export a script so that it can be opened by another application. Highlight a script in the rundown and select File >> Export... and follow the instructions.

Prompt Scripts

Click the Begin Prompting button on the button toolbar of the QPro software.



Prompting may then be controlled by the currently selected scroll controller.

Scroll controls

Prompting of scripts can be controlled by a variety of scroll control devices.

Ensure that your scroll controller is connected before starting the prompting computer and software.

Connect scroll controllers directly to the Select Tools >> Options >> Prompt Engines >> Scroll Controls to configure the device.

Further information

Refer to the QPro user guide that came with your Autocue/QTV equipment for detailed information about configuring and operating the software.

1: Technical Support

Hardware & Software Support from the UK team:

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