



USER MANUAL

SOFTWARE AND HARDWARE
SETUP AND OPERATION

ALWAYS IN FRONT.
Autocue

Autocue and QTV have been serving the broadcast industry since the mid-1950s when QTV in New York and Autocue in London supplied the very first prompters via their rental divisions.

Creating broadcast history. The two companies merged in 1984 under Autocue Group and, with the introduction of the QSeries family of software, became the only company to offer the television industry a single solution for all transmission, newsroom, scripting and prompting requirements. QTV forms the Americas division of Autocue Group's prompting sales and rental services.

Prompter of choice around the globe. Autocue Group is known worldwide for its service and dependability, serving such prestigious clients as the BBC, Bloomberg, NBC and CNN. The Group's prompting solutions are compatible with all newsroom systems on the market and are in use worldwide by broadcasters, production professionals, government facilities and corporate producers requiring excellence in prompting and newsroom automation solutions.

For further information, please visit:

www.autocue.com

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Preface

2.1: About this guide

This guide provides:

- an overview of QPro including the QPro software and QBox hardware
- guidance on installing QPro
- guidance for configuring QPro software and QBox hardware
- an overview of the scroll controls that are used with QPro
- information about the operation of the QPro software

QPro is part of Autocue's QNxt application suite.

2.2: Audience

This guide is for operators and presenters wishing to set up and operate QPro within QNxt. It is also useful for personnel in the media production industry wanting an overview of Autocue's QNxt solution. This guide is also suitable for novices as well as expert users of Autocue's product line.

NOTE: The only prerequisite of this guide is that you should be familiar with using the Microsoft® Windows operating environment.

2.3: How to use this guide

It is recommended that you follow the step-by-step procedures for setting up and operating QPro from beginning to end.

Other non-procedural information in this guide can be used for reference purposes.

2.4: Associated documentation

This document describes the installation and operation of the QPro application . If you are integrating QPro with a newsroom automation system from Autocue, or a third-party vendor, you will need the appropriate API configuration documentation.

2.5: Copyright information

All rights reserved.

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2.6: Disclaimer

Autocue Group Ltd reserves the right to revise this publication and to make changes in its content without obligation of Autocue Group Ltd to notify any person or persons of such revision.

CHAPTER 1: QNext Overview

QNext is Autocue's revolutionary prompting and scripting application suite. QNext offers a range of prompting solutions to match your needs and your budget. From the entry-level QStart through the QPro to the fully-featured QMaster for the more demanding, live broadcast environment.

The QNext prompting applications were developed in response to customer needs for a modular product set that can be upgraded to more feature-rich variants at any time.

NOTE: QNext products are designed to interface with prompter display units from most manufacturers.

1.1: The QNext software suite

1.1.1: QStart

QStart is Autocue's entry-level prompting solution.

Install the software on a computer and connect it to a prompt display unit and you are ready to begin work. Being a software-scroll application QStart needs no additional hardware.

Ideal for simple prompting environments, QStart supports prompting and editing of single scripts. The application has limited editing capabilities and prompting is controlled via a standard PS2 or USB mouse.

If you need to manage multiple scripts in a runorder or prompt in more challenging environments you should consider either QPro or QMaster. To upgrade to either product, you will need to purchase and install a new licence key.

1.1.2: QPro

QPro is Autocue's professional software-scroll prompting application. QPro's extensive array of features, including a full script edit suite, closed captioning, conference system integration, PowerPoint integration, on-screen preview of the

prompt output, is targeted at prompting professionals who want a robust and fully-featured prompting solution but do not need the advanced features of QMaster. QPro is controlled either via the computer mouse or a number of dedicated scroll control devices.

1.1.3: QMaster

Autocue's IP-based networked prompting system, involving a software application on the control computer that communicates with the QBox to scroll the script. QMaster is targeted at professionals who want a robust, resilient and fully-featured prompting solution for use in:

- Demanding live broadcast productions and conference events
- News broadcasting - both studio and field
- Dynamic and creative shoots, which require wireless connectivity or specialised prompting set-ups
- Multi-location prompting systems that are operated over a LAN/WAN or the Internet

QMaster is supplied with Autocue's QBox hardware scroll unit which interfaces with the prompter. The QBox advantages include:

- substantially increased system reliability
- the best script image quality, and
- the ability to use a prompter in situations where previously it was considered impossible.

QMaster combines the advantages of the QBox with all of QPro's capabilities and features. It is supplied with a multi-button control unit, ideal for studio applications. Importantly it can be complemented with a number of value-adding extension modules:

- Wireless connectivity (to the central control computer and to control devices)
- Newsroom interface (to all mainstream newsroom computer systems)
- Multi-controller interface (to control a prompter with multiple controllers)
- Multi-head feature (allows each presenter to independently control their prompter while off air)

1.1.4: Feature summary

Feature		QStart	QPro	QMaster
Scripting	Edit single script	✓	✓	✓
	Open and edit multiple scripts		✓	✓
	Limited editing tools	✓		
	Comprehensive suite of tools		✓	✓
Rundown management			✓	✓
Interfaces	PowerPoint		✓	✓
	Conference systems		✓	✓
	Closed captioning		✓	✓
	Automated newsroom systems			✓
Scroll controls	Software	✓	✓	✓
	Computer mouse	✓	✓	✓
	Serial 2-button		✓	✓
	Serial multi-button			✓
	Wireless			✓
	Multiple			✓
Wireless operation				✓
Multi-head prompting				✓

1.2: QNxt hardware - QBox

QBox is a hardware scroll device with a difference. It supersedes the Autocue IMT card and delivers a step change improvement in prompting capability. Its main innovation is that it connects to the control computer via an Ethernet connection, opening up a range of hitherto unachievable user benefits. The script is stored on the QBox and can be scrolled either remotely from the central control computer or locally by a presenter using a scroll control. The link between the QBox and the control units can either be wired or wireless, thus untethering the prompter and the camera, opening up exciting new scenarios in which a prompter can be employed.

In addition to opening up new usage models the QBox provides an unprecedented level of resilience to produce the most reliable prompting system ever.

CHAPTER 2: QPro Software Installation

This chapter describes the steps for installing Autocue's QPro software.

The installation of QPro entails the following steps:

1. Pre-installation checks
2. QPro software installation
3. Launch QPro and configure connections
4. Configure the scroll controls and QPro user preferences

When installation has been completed you will be ready to create scripts and start prompting.

2.1: Pre-installation checks

Before setting up a QPro system, make sure that the your computer meets the minimum performance criteria and that you have all the required hardware and accessories.

2.1.1: Computer specification

The minimum computer specification for optimum QPro performance is:

- 1.6 GHz Intel Pentium or compatible processor
- 512 MB RAM
- 250 MB free disk space
- PCI or AGP graphics card (AGP preferred)
- 1024x768 16-bit High colour (recommended)
- FireWire or LAN port

Supported operating systems include:

- Windows 2000 Pro SP4
- Windows XP Pro SP2

2.1.2: Hardware requirements

In order to install and operate QPro you will need the following equipment:

- computer, keyboard, mouse and monitor
- QPro CD-ROM
- scroll control device
- USB licence dongle
- a prompter
- cabling

Computer. Your computer should meet the minimum specification given above.

A PS2 or USB mouse or dedicated scroll control device.

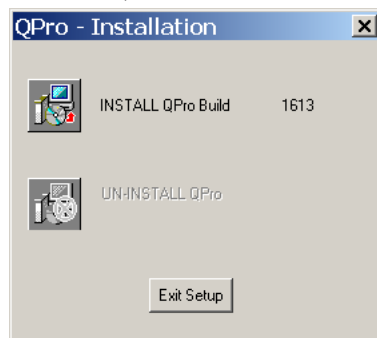
Prompter. A prompter display unit (or any VGA/composite monitor) is required to view the output. You will also need the appropriate composite or VGA cable to connect the prompter/monitor.

Cabling. The type of connection you use will depend upon the QPro configuration. If you have access to a Local Area Network (LAN), you will require additional Ethernet cables and available ports on a hub or switch.

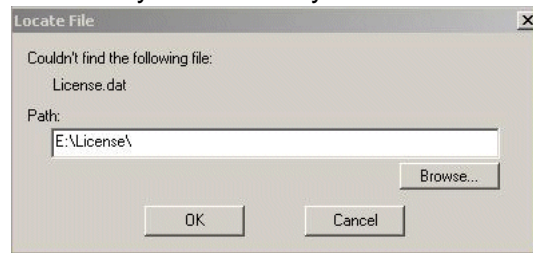
2.2: QPro installation procedure

The steps outlined below will guide you through QPro installation:

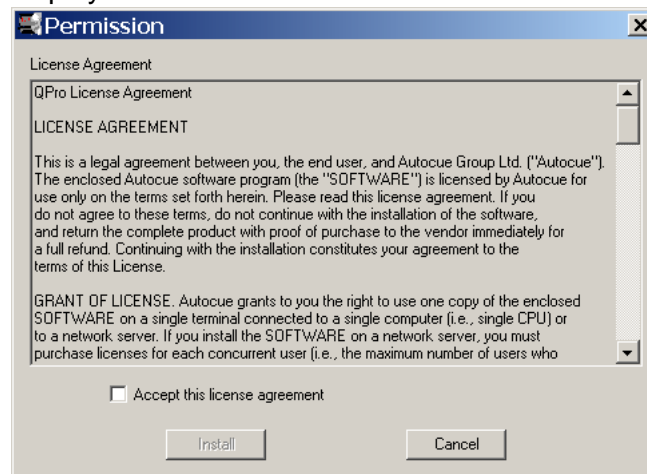
1. Insert the QPro CD into your computer.
2. On the QPro Installation dialog, click **Install QPro**.



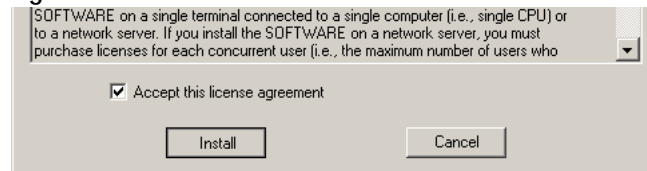
3. If the license file is not on the CD-ROM, a dialogue screen is displayed that asks you to locate your license file.



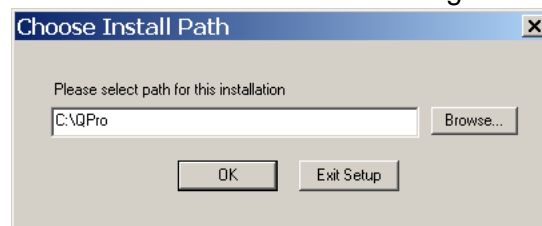
4. Click **Browse ...** to locate the folder containing your licence key. Press **OK** to proceed. The License Agreement dialogue box is displayed. If the license file is on your computer, the License Agreement dialogue box is displayed.



5. Read through the license agreement and click **Accept the license agreement checkbox**, and then click **Install**.



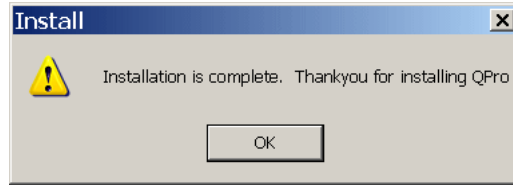
6. The **Choose Install Path** dialogue box is displayed.



NOTE: Autocue strongly recommends that you use the default location of C:\QPro.

7. Click **OK** to use the default location.
8. If you wish to use an alternative location, use the **Browse ...** button to select a alternative path.

9. Various messages are displayed indicating that the installation is in progress and the QPro files are being copied, extracted and downloaded from the CD.
10. When the installation is complete, a message is displayed indicating successful setup. Click OK.



11. Insert the USB license dongle supplied with your CD.

2.2.1: Language support

By default the British and American language dictionaries are installed during the installation process.

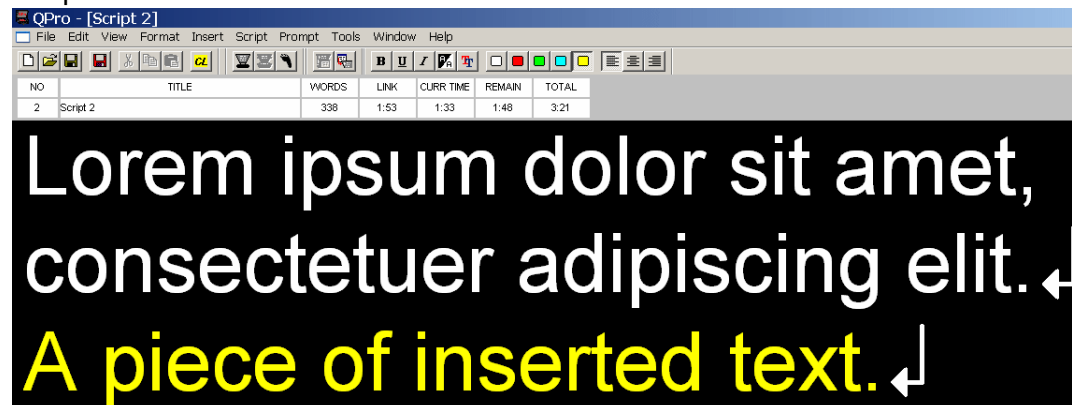
If you requested alternative or additional language dictionaries when you ordered the QPro software the relevant files will be on the QPro installation CD-ROM in the \Lexicography directory. Copy all the files in this directory on the CD-ROM to the following directory on the computer: C:\WinCue\Lexicography

If you require additional language support please contact Autocue and we will send you the relevant files. Refer to Appendix B: Sales and Support Information for contact details.

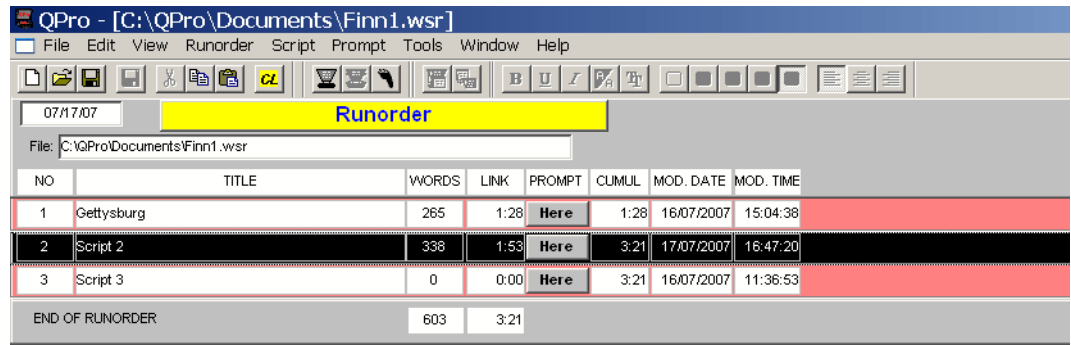
You can now launch the QPro software by clicking on either the QPro icon that will have been added to the computer desktop and to the Windows Start menu.

2.3: Elements of the QPro user interface

QPro includes windows for editing and viewing scripts. An example of the QPro Script Editor interface is below.



Runorders can also be edited and viewed. An example of the QPro Runorder interface is below.



Options can be set using toolbar buttons and menus. QPro also includes fields that tell the user key information about the scripts such as the number of words and the estimated time a script will take to be read.

You are now able to create and edit scripts. To learn more about scripting and the actions of the various menus and buttons of the interface refer to Chapter 8: Create and Edit Scripts.

In order to commence prompting you will also need to configure your software and hardware and interfaces. To configure QPro software, refer to Chapter 3: QPro Configuration

2.3.1: Keyboard short-cuts

When operating QPro, you can use the toolbar buttons and menus using normal mouse operations.

Actions that are performed frequently or repeatedly can be assigned a keyboard shortcut. Short-cuts provide greater efficiency and allow program operations to be performed faster. Short-cuts may also be beneficial if a user is more comfortable with using a keyboard to provide input.

The table below lists common keyboard short-cuts.

Function	Key combination
Cut	[Ctrl] and [X]
Copy	[Ctrl] and [C]
Paste	[Ctrl] and [V]
Search/Replace	[Ctrl] and [H]

For additional keyboard short-cuts refer to Chapter 8: Create and Edit Scripts.

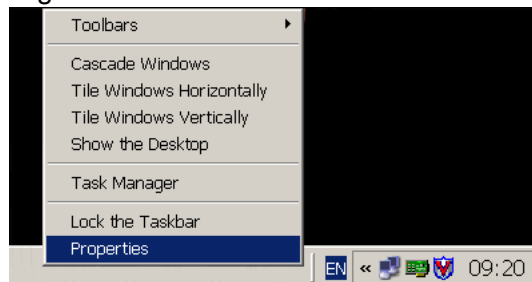
CHAPTER 3: QPro Configuration

After you have installed QPro you can configure the parameters that apply to the general operation of the software. This chapter provides an outline of the steps to take to set the parameters so that QPro performs to your requirements.

3.1: Preparing your computer

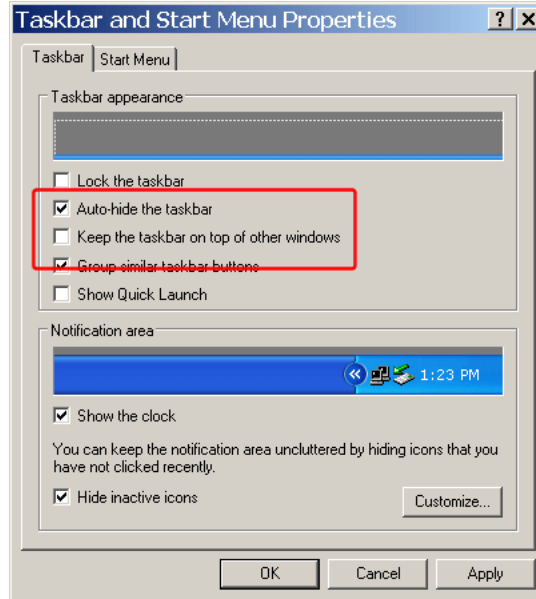
The first setting on your computer that may need to be altered is the appearance of the Windows Taskbar. The prompt output from your QPro is controlled using software scroll so your computer monitor becomes your prompt monitor when you begin prompting. Anything that appears on the computer screen will be seen on all prompter display units.

1. Right-click on the Windows taskbar and select **Properties**.



2. Ensure that the **Keep the taskbar on top of other windows** option is not selected.

3. Select the Auto-hide the taskbar option.



4. Click OK.

3.2: Starting QPro

You can start QPro by either

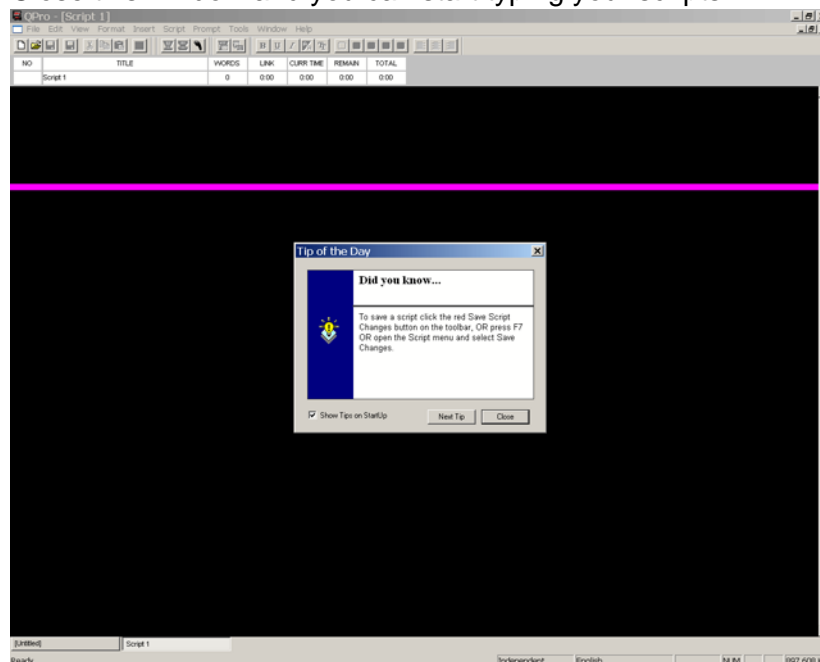
- selecting Start >> All Programs >> QPro

or

- double-clicking the QPro icon on the desktop.



When QPro starts for the first time, a blank script file is created as well as an untitled runorder containing the script file and the Tip of the Day window is displayed. Close this window and you can start typing your scripts.

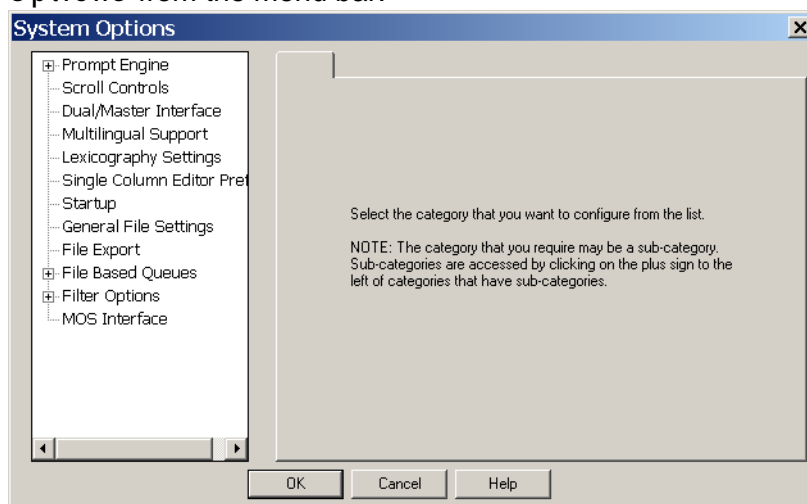


For information about writing and editing scripts files, refer to Chapter 7: Create and Edit Scripts.

For information about runorders, refer to Chapter 6: Managing Multiple Scripts.

3.3: Configuring QPro

To configure QPro, open the System Options dialog by selecting Tools >> Options from the menu bar.



NOTE: Parameters set via the configuration dialogs will be available every time you start the QPro software.

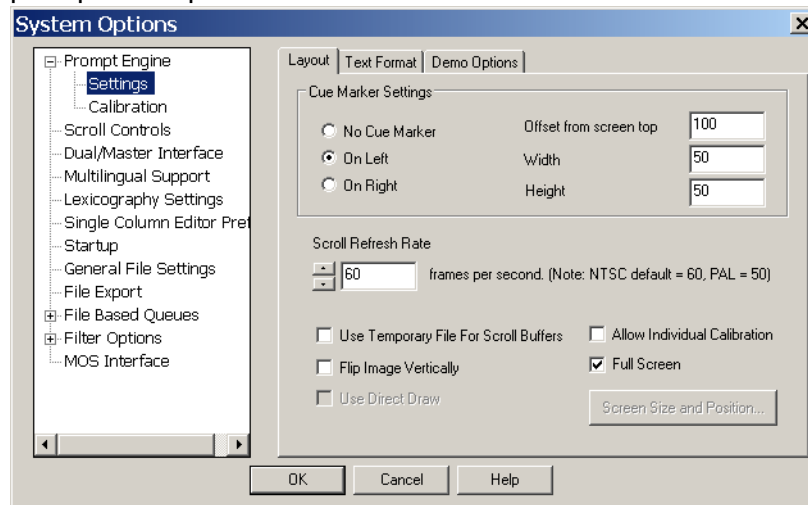
Click on an option in the table below for information about the parameters that can be set.

Configuration Option	Configuration Option
Prompt Engines	Startup
Scroll Controls	General File Settings
Multilingual Support	File Export
Lexicography Settings	File Based Queues
Single Column Editor Preferences	Filter Options

3.4: Prompt Engines

Click on [+] next to the entry to expand the list of options relating to prompting control.

Click Settings to display the parameters controlling the appearance of your prompted scripts.



3.4.1: Layout

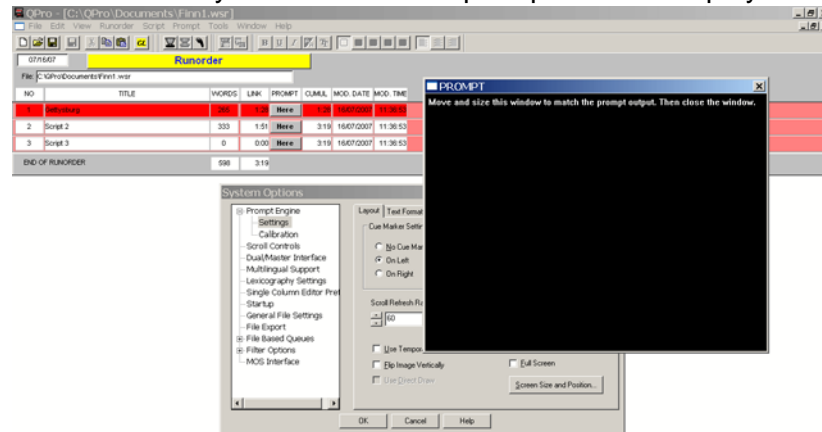
You can define the appearance and position of the cue marker when prompting by changing the parameters in the Cue Marker Settings panel on the Layout tab. You may choose to not have a cue marker or position it to either the left or right of the script. You can also define the size of the marker and where it appears in relation to the top of the prompt display unit screen.

NOTE: The size and offset should be set in relation to the size of the prompt display unit you will be using.

The other settings you might consider setting are the prompt monitor screen size and position.

It is recommended that you select Full Screen to use all of your computer screen as the prompt monitor display.

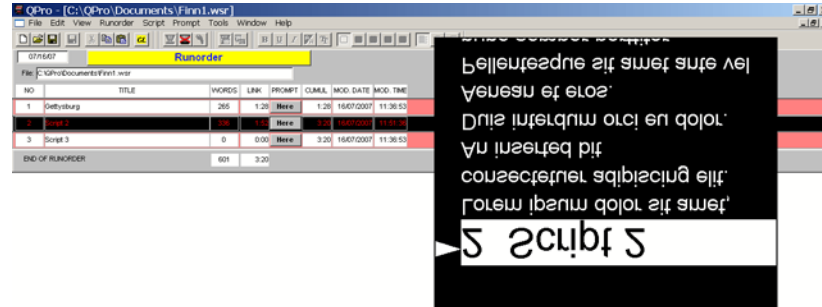
Alternatively, you may click the Screen Size and Position button to define a smaller area of your screen as the prompt monitor display.



CAUTION:

Remember that when you enter prompt mode, whatever is showing on your computer monitor will be duplicated on the prompter display units that you are using.

Some prompter display units allow you to select an option to invert the image vertically so that when it is viewed from in front of the camera it reads correctly. If the prompter display unit you are using does not allow this, you can select the Flip Image Vertically control so that the QPro output is inverted.

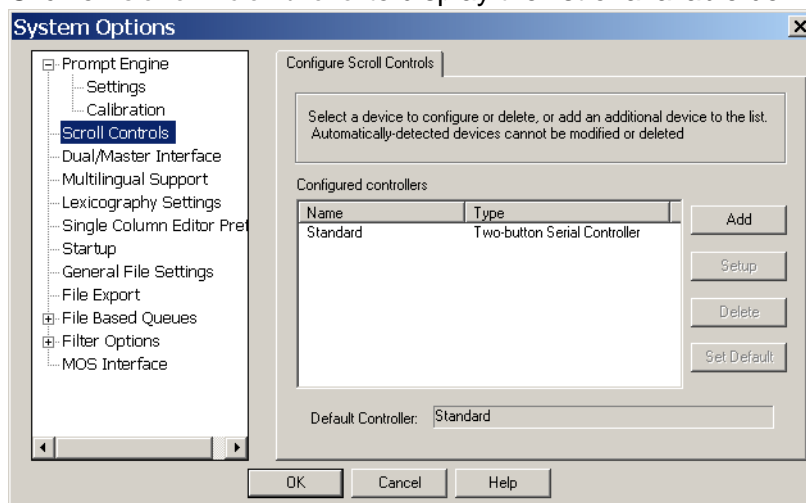


3.4.2: Text Format

On the Text Format tab you can select the spacing between lines on the prompt output. This can be specified either in relation to the text size or as a number of extra scan lines between lines of text.

3.5: Scroll Controls

Click on Scroll Controls to display the list of available devices.

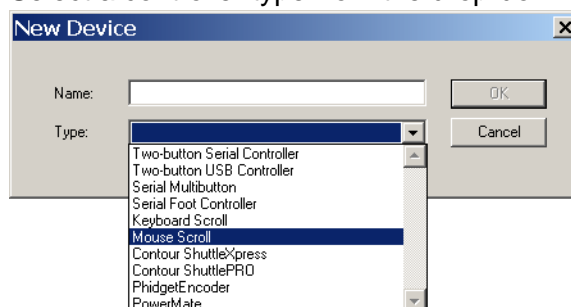


3.5.1: Adding controllers

The default installation is to use an Autocue serial two-button controller.

You can use alternative scroll controllers.

1. Click Add and enter a name for your chosen controller.
2. Select a controller type from the drop-down list of supported types.



3. Click OK and the named device will be available in the Configured Controllers list.

3.5.2: Configuring controllers

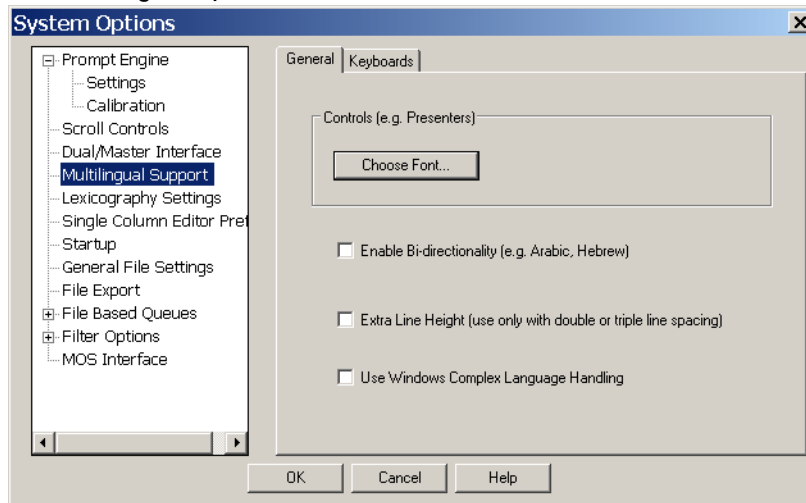
To configure your controllers, click Setup to access the appropriate dialogs.

Refer to Chapter 4: Scroll Controls for detailed information about configuring a particular device.

3.6: Multilingual Support

QPro can be used in many different languages but you must install the correct fonts for the language that you would like to use. This must be set-up from within the Windows operating system software.

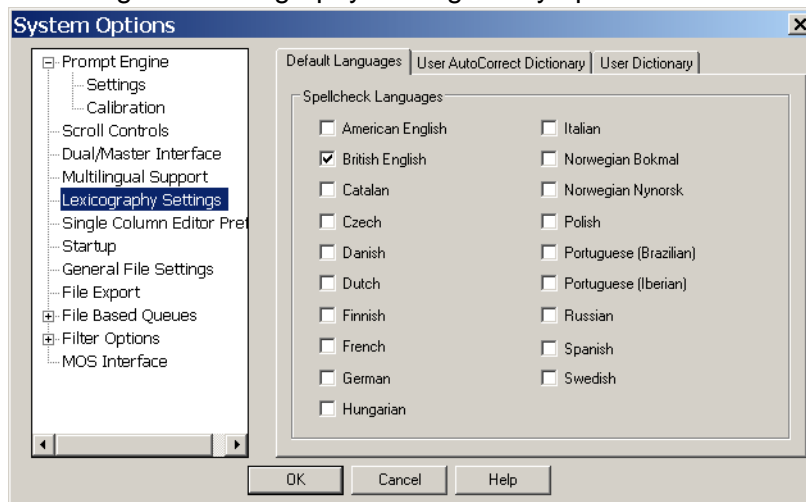
If you will be using languages that use right-to-left reading scripts, for example Arabic or Hebrew, you should select the Enable Bi-directionality and Extra Line Height options.



You should also nominate the computer keyboard layouts that you wish to enable by selecting them from the list shown on the Keyboards tab.

3.7: Lexicography Settings

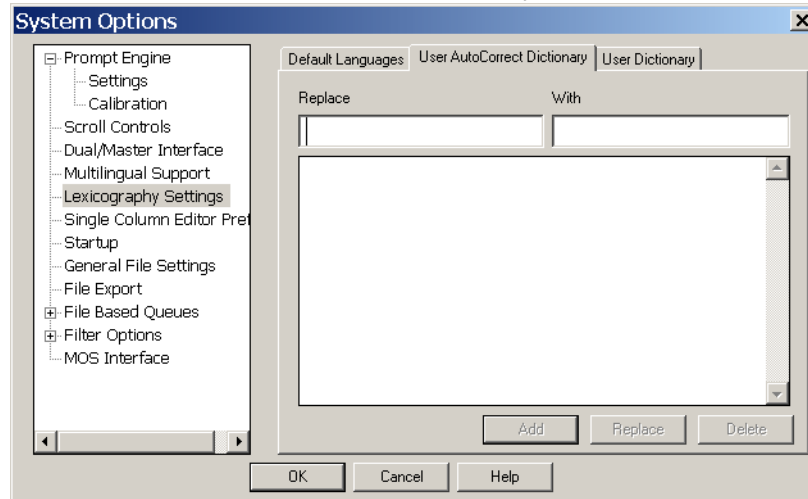
Choosing the Lexicography Settings entry opens the Default Languages tab.



Select those languages you wish to be used during spell checking of your scripts.

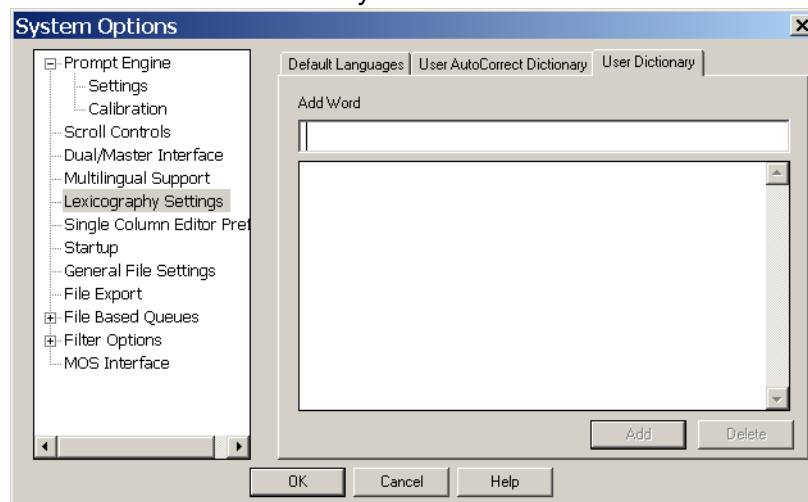
NOTE: If you require additional language support please contact Autocue to discuss your requirements and we will send you the necessary files.

Click on the User AutoCorrect Dictionary Tab.



If you want to replace a particular word with another one you can add the required combinations here. Enter the word to be changed in the `Replace` field and the corrected word in the `With` field. When you click on `Spell Check` in the `Script Editor`, your replacement word will be one of the options.

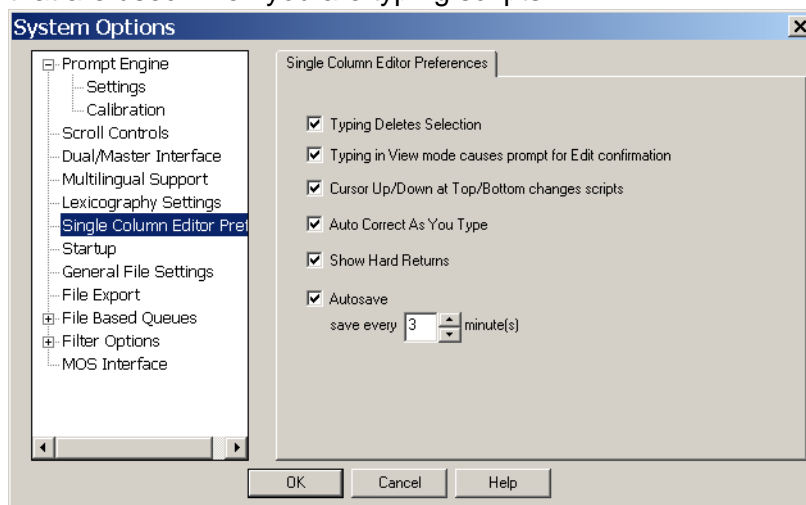
Click on the User Dictionary Tab..



You can add words to the dictionaries used during the spell check process. The `User Dictionary` is useful where your company or industry uses special terms or acronyms. Having such words or terms in the `User Dictionary` means that they are not highlighted as incorrect during spell checking.

3.8: Single Column Editor Preferences

On the Single Column Editor Preferences tab you can set the editing parameters that are used when you are typing scripts..

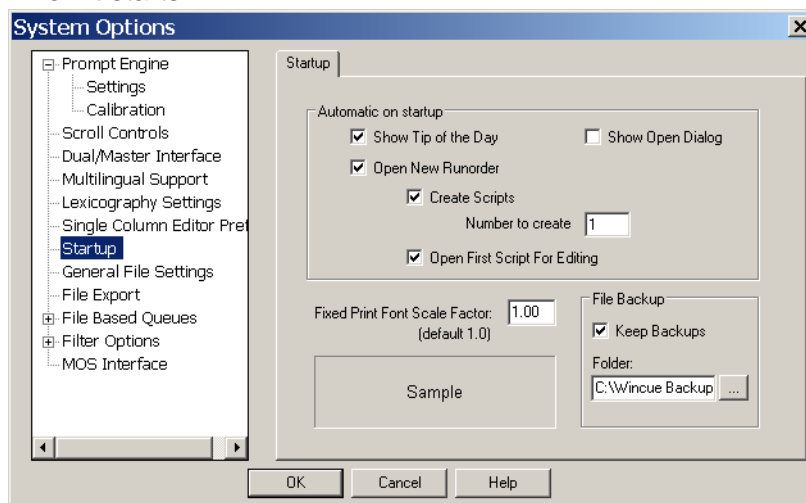


The parameters you can set include, whether:

- text you select in a script is deleted when you type additional text
- words you type are auto-corrected
- hard returns are displayed

3.9: Startup

The Startup tab allows you specify certain actions that the QPro software performs when it starts.



Options that can be set include showing a Tip of the Day, automatically creating a runorder and then adding one or more script files to it.

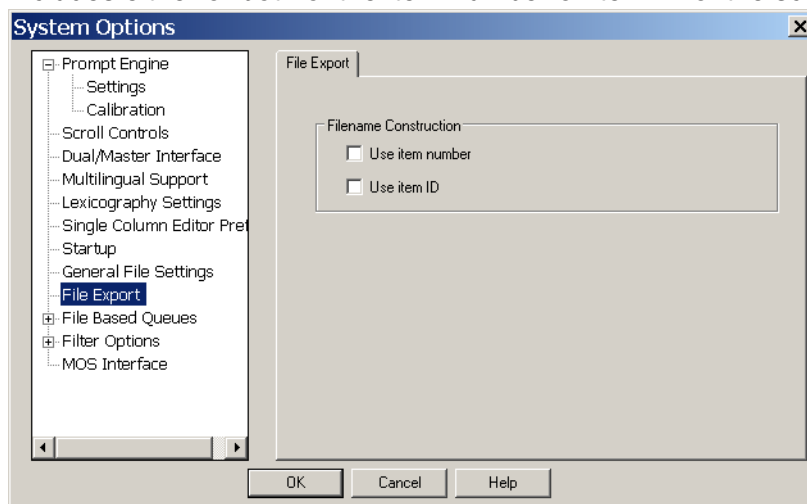
3.10: General File Settings

Use the General File Settings tab to nominate the directory path for files associated with QPro. Autocue recommends using the default path of:
 C:\QPro\Documents

3.11: File Export

When you export scripts in a runorder, you can save them in either the native QPro format or alternative common file formats.

On the File Export tab you can specify whether the file name of the exported file includes either or both of the item number or item ID of the script..



3.12: File Based Queues

In this section you can configure the appearance for all QPro script files.

3.12.1: Single Column Defaults

This is used to set up the appearance of your QPro script files.

General tab. If you find that your script font is too small then you can set the default font type here. The font style and size that you set here will be used as the default for all of your scripts.

Banners. This tab is used if you want to change the colour or font style used for the prompter banner.

Padding	Increasing this value will make your banner thicker.

Trailing Gap	Increasing this value will put a larger gap between the banner and the first line of text.
Fields to Display	This control changes the order of the Item Title and the Item Number.

Presenter Table. There are two ways of adding presenters to a script.

1. On opening a script file you can add presenters by selecting **Properties** from the file menu. Any presenters created or settings changed using this method are only available to that specific script file.
2. By adding Presenters using the **Tools >> Options >> File Based Queues** method any presenters or settings changed here will apply to all QPro files.

Although there are different ways to add presenters to a script the set-up for this is the same.

Presenters. Presenter's settings allow you to customise settings for individual presenters. The font, colour, style and read rate can be allocated for individual presenters. These settings will be automatically applied to the script when the presenter is selected.

There is always a DEFAULT presenter in QPro that is used to set the default script file settings. For detailed information about presenter profiles, refer to section 7.5.

3.13: Filter Options

This section explains the settings that can be used to handle the conversion of non-native files that are imported into QPro.

In the QPro Configuration dialog, click on **[+]** next to **Data Converters** and select a file type from the options available.

3.13.1: Importing RTF files

Translate Carriage Returns to Spaces. If this setting is selected carriage returns will be converted into spaces. Without this setting being selected QPro will convert the single returns into double returns.

Combine Multiple Spaces into Singles. When this setting is selected large spaces within the imported text will be reduced to a single space.

Strip Leading Spaces from Lines. If this setting is selected spaces at the start of lines will be removed.

Dot Space Converts to Carriage Return. If this setting is selected then any spaces after a full-stop will be converted into a new line.

Check For Special Character. An example is /M =Marker When this option is selected, any occurrences of the character are detected within the imported text file, a marker will be placed in the script.

Automatically use these settings. If this setting is selected then whenever you import one of these file types it will use the settings that have been selected without giving you the opportunity to change them.

Select Default Font. This setting is used when you import a file that contains fonts that are not available on your computer. By selecting a font from the list and clicking on the tick box, QPro will automatically replace the non-valid font with the one you selected.

Import Overrides. If you have to change the character set or locales that are used when importing word files then you can change this here.

Code Page. This is used to specify the default code page for imported files. The Unicode code page specifies the language type.

3.13.2: Importing plain text files

Translate Carriage Returns to Spaces. If this setting is selected carriage returns will be converted into spaces. Without this setting being selected QPro will convert the single returns into double returns.

Combine Multiple Spaces into Singles. When this setting is selected large spaces within the imported text will be reduced to a single space.

Strip Leading Spaces from Lines. If this setting is selected spaces at the start of lines will be removed.

Dot Space Converts to Carriage Return. If this setting is selected then any spaces after a full-stop will be converted into a new line.

Convert String to Marker. Enter a word or character in the box below this setting. On import, any occurrence of the word or character within the imported text will be converted into a Marker.

Automatically use these settings. Click the Automatically use these settings checkbox if you want to prevent this dialogue box appearing again.

3.13.3: Microsoft® Word files

Select Microsoft Word Files and click on the displayed tabs and enter values for the various parameters to specify how QPro converts this type of file when importing.

Common. If you do not want to see the import dialogue box then tick this setting.

Select Default Font. This setting is used when you import a file that contains fonts that are not available on your computer. By selecting a font from the list and clicking on the tick box, QPro will automatically replace the non-valid font with the one you selected.

The following fonts can be selected in QPro to appear on the output. When these fonts are selected in QPro, the same fonts are shown in the output on the prompt monitor. However, if any other fonts besides this set are selected, QBox will substitute Arial, which will be displayed on the prompt monitor.

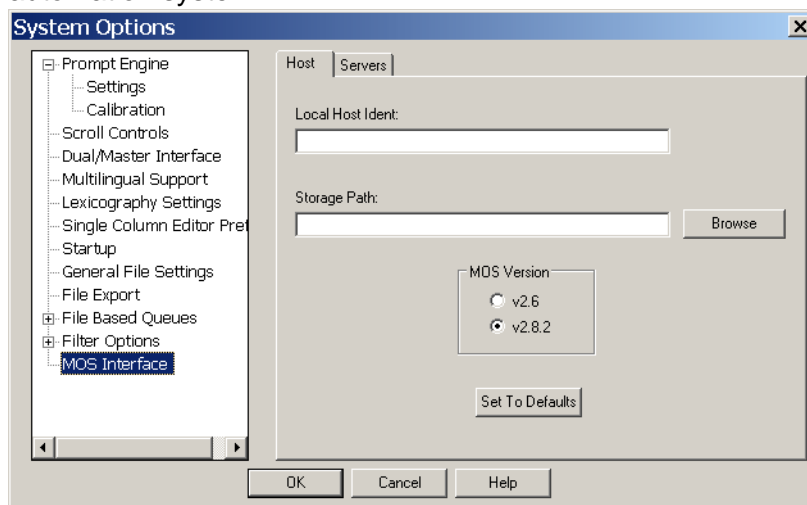
Typeface	Available Font Styles	Typeface	Available Font Styles
Arial (default font)	Regular, Bold, Italic, Bold Italic	Raavi	Regular
Comic Sans MS	Regular, Bold	Shruti	Regular
Estrangelo Edessa	Regular	Simhei	Regular
Franklin Gothic Medium	Regular, Italic	Sylfaen	Regular
Gautami	Regular	Symbol	Regular
Impact	Regular	Tahoma	Regular, Bold
Kartika	Regular	Times New Roman	Regular, Bold, Italic, Bold Italic
Lucida Sans Unicode	Regular	Trebuchet MS	Regular, Bold, Italic, Bold Italic

Import Overrides. If you have to change the character set or locales that are used when importing word files then you can change this here.

Code Page. This is used to specify the default code page for imported files. The Unicode code page specifies the language type.

3.14: MOS Interface

Click on MOS Interface entry to set the interface parameters for this newsroom automation system.



For detailed information about configuring a newsroom automation interface, refer to the separate API guide for your particular automation system.

CHAPTER 4: Scroll Controls

Scroll controls are used to control prompting of scripts. They can be connected to a computer running QPro software.

4.1: Types of scroll control

Prompting can be controlled using hand or foot devices that use either the USB or serial interfaces of a computer.

Controls range from simple devices providing basic start, stop and speed control to complex multi-button controllers that can be individually configured to perform tasks that are specific to your prompting environment.

4.1.1: Supported scroll controls

QPro is designed to work seamlessly with Autocue's own scroll control devices:

- Two-button Serial Controller
- Multi-button Serial Controller
- Serial Foot Controller

After extensive testing, Autocue has certified its hardware and software to be compatible with the following third-party controllers:

- Contour Design's ShuttlePRO and ShuttleXpress

If you use a controller from an alternative manufacturer, contact us to discuss having it certified for use with QPro.

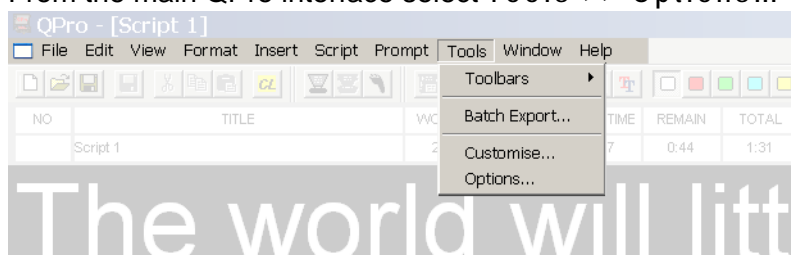
NOTE: For optimum performance it is recommended that a dedicated scroll control is used when prompting, but devices such as a standard computer mouse may be used if no alternative is available.

Hardware and software such as the Virtual Spider Box allow you to have several scroll controls attached at any time so that if one device fails you can simply select an alternative from the QPro menu options.

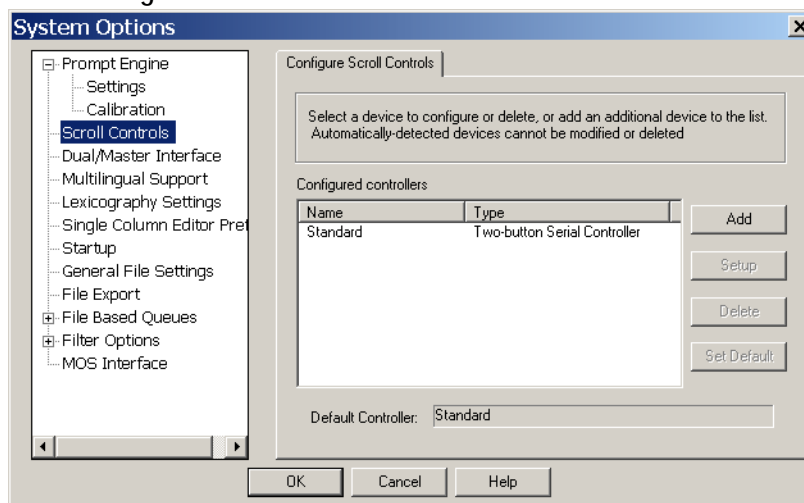
4.2: Selecting a scroll control in QPro

Scroll control devices are selected via the System Options window.

1. From the main QPro interface select Tools >> Options...



2. On the System Options window, click on Scroll Controls to display the Configure Scroll Controls tab.



The Configured controllers panel lists all the scroll controls that are currently defined for your QPro software.

3. From the list, select the controller you wish to use.
4. If you wish to use the Default Controller, click OK.

When you add a scroll controller for operation with QPro, you can configure it so that the various buttons and wheels perform specific actions.

CAUTION: Do not configure scroll controls when you are in Prompt mode.

4.2.1: Assigning a default controller

If you want to change the default controller you must select an entry from the list of those available and click Set Default.

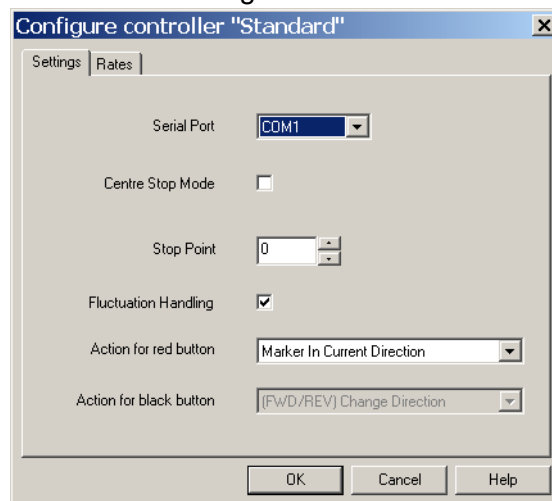
4.3: Autocue Two-button Serial Controller

Autocue’s standard scroll control has one programmable red button, a forward/reverse button and a knurled wheel that controls the scrolling rate. The controller can be plugged directly into your computer.



4.3.1: Configuration

Settings for the serial two-button scroll control can be changed in the Configure Controller dialog box.



You can set stop settings and button actions in the dialogue box according to your scrolling requirements. It is also possible to change the speed in which you scroll in the dialogue box.

To change to a different serial port from the one selected, unplug the scroll control from the serial port and plug it into another one.

NOTE: If your computer has one serial port, the serial port menu shows as COM1 only.

Centre Stop Mode. The Centre Stop Mode enables you to change the direction of the prompted text as well as control the speed of the text.

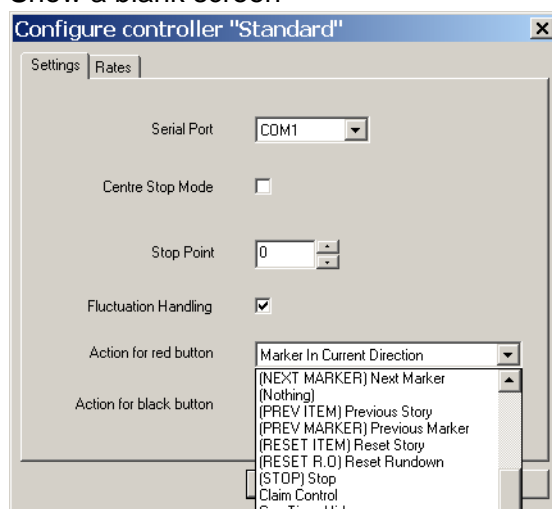
To enable this feature, select the Centre Stop Mode box.

Stop Point. To select a Stop Point, enter a value in the Stop Point box. This is a point during the turn of the scroll wheel where scrolling stops. Values range from 0 to 100. A Stop Point set to 50 corresponds to turning the wheel half way (180 degrees from the start).

The value you select depends upon your needs as an operator. If you are an operator who is likely to be moving backwards and forwards in the same script such as during a rehearsal, or is making last-minute changes, you might want to set a lower Stop Point value. On the other hand, if you are an operator that is likely to be scrolling continuously, and is less likely to be moving backwards and forwards in a script, you may consider setting a higher Stop Point value.

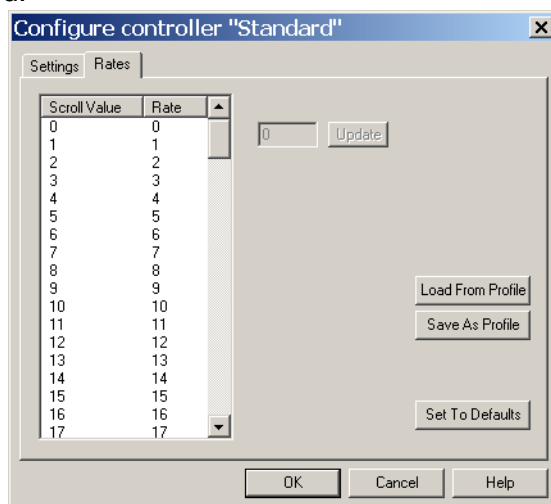
Red button actions. To select an action for the red button, click on the arrow to the right of the field and select the required action from the displayed list. Available actions include:

- Move to different points in the script
- Control real time clock and cue timer settings
- Manage runorders
- Add user messages
- Set remote interface triggers
- Show a blank screen



Scroll rates. The scroll rate is the speed at which the script moves up the prompter screen. As the control wheel is turned, the speed of the script increases according to the value specified for the distance the wheel is turned. The default values are set so that when the wheel is turned approximately halfway, the script is moving at an average reading speed.

To modify scroll rates, click on the Rates tab. A list of Scroll Values and rates is displayed.



- To update the existing scroll rate setting
 1. Select a scroll value.
 2. In the field next to the Update button, enter a new scroll rate.
 3. Click the Update button.
 4. The new scroll rate is displayed for the scroll value.
- To save the scroll rates as a profile
 1. Click the Save As Profile button.
 2. Enter a profile name in the Profile Name field.
 3. Click OK. Once the profile is saved, you can then load it again the next time you wish to use the settings in the profile. You can do this by clicking the Load button and selecting the profile from the dialogue box. It is also possible to use a profile created for an Autocue Serial Multibutton scroll controller.

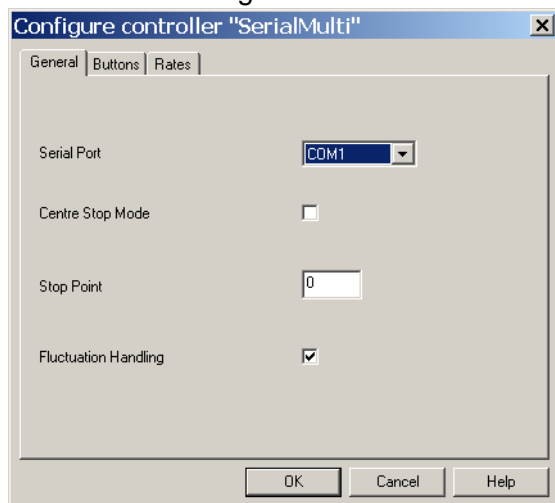
4.4: Autocue Serial Multibutton Controller

The Serial Multibutton Controller has one 9-way D connector which is plugged in to a serial port on your computer. The 15-way D connector on the back of the multibutton control is for a remote foot control unit.



4.4.1: Configuration

Settings for the serial multi-button scroll control can be changed in the **Configure Controller** dialog.



You can set stop settings and button actions in the dialogue box according to your scrolling requirements. It is also possible to change the speed in which you scroll in the dialogue box.

To change to a different serial port from the one selected, unplug the scroll control from the serial port and plug it into another one.

NOTE: If your computer has one serial port, the serial port menu shows as COM1 only.

Centre Stop Mode. The Centre Stop Mode enables you to change the direction of the prompted text as well as control the speed of the text.

To enable this feature, select the Centre Stop Mode box.

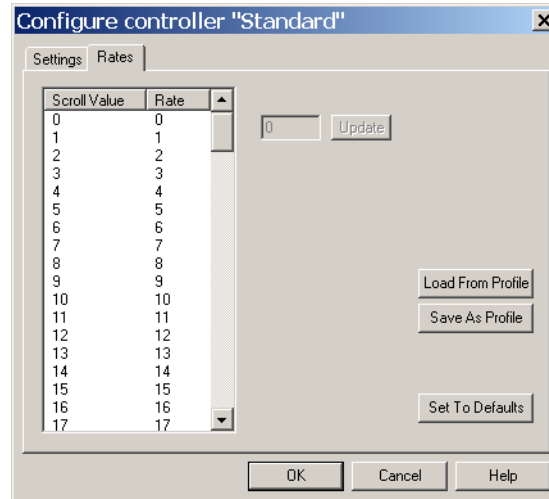
Stop Point. To select a Stop Point, enter a value in the Stop Point box. This is a point during the turn of the scroll wheel where scrolling stops. Values range from 0 to 100. A Stop Point set to 50 corresponds to turning the wheel half way (180 degrees from the start).

The value you select depends upon your needs as an operator. If you are an operator who is likely to be moving backwards and forwards in the same script such as during a rehearsal, or is making last-minute changes, you might want to set a lower Stop Point value. On the other hand, if you are an operator that is likely to be scrolling continuously, and is less likely to be moving backwards and forwards in a script, you may consider setting a higher Stop Point value.

Scroll rates. The scroll rate is the speed at which the script moves up the prompter screen. As the control wheel is turned, the speed of the script increases

according to the value specified for the distance the wheel is turned. The default values are set so that when the wheel is turned approximately halfway, the script is moving at an average reading speed.

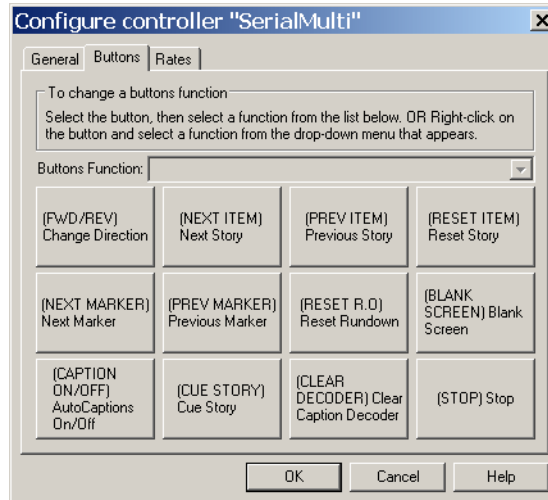
To modify scroll rates, click on the **Rates** tab. A list of Scroll Values and Rates is displayed.



- To update the existing scroll rate setting
 1. Select a scroll value.
 2. In the field next to the **Update** button, enter a new scroll rate.
 3. Click the **Update** button.
 4. The new scroll rate is displayed for the scroll value.
- To save the scroll rates as a profile
 1. Click the **Save As Profile** button.
 2. Enter a profile name in the **Profile Name** field.
 3. Click **OK**. Once the profile is saved, you can then load it again the next time you wish to use the settings in the profile. You can do this by clicking the **Load** button and selecting the profile from the dialogue box. It is also possible to use a profile created for the multibutton scroll controls.

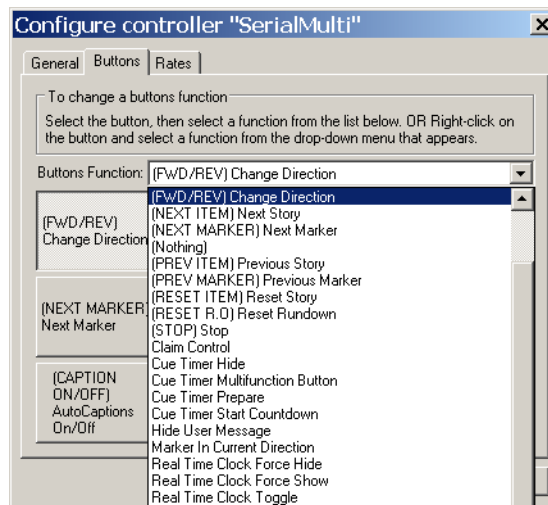
Buttons. Each of the 12 buttons on the controller can have an action assigned to it.

1. Click the Buttons tab.



In this menu you can configure the function for the 12 buttons of the controller.

2. Click on a button and the action currently assigned to it is displayed in the Button Function field. Click the arrow at the end of the field to display the list of available functions.



3. Choose a function or action for the button from the list.

NOTE: Once a button function has been chosen, that function will not be available to assign to any other button.

4.5: Contour Design ShuttlePRO and Xpress

Autocue's software and hardware has been tested for optimum performance with the USB shuttle controls from Contour Design.

The two supported controls are designed for one-hand access to the fully programmable buttons and jog/shuttle knob. The inner ring or 'jog' rotates through 360 degrees and provides precision forward and reverse scrolling. The outer black ring or 'shuttle' is rubberized and spring-loaded. You can also use the jog and shuttle for many other purposes such as volume control and sequencing. Each Shuttle controller has a USB cable for connecting to your computer or QBox.

ShuttlePRO. The ShuttlePRO has 15 fully programmable buttons, nine of which have removable key caps for easy labelling and referencing.



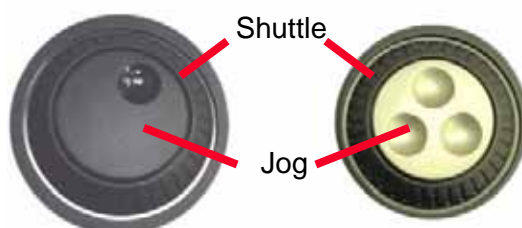
ShuttleXpress. The ShuttleXpress has five fully programmable buttons.



Connect a Shuttle controller to a USB port on your computer. The operating system will detect the device and install it as a “USB Human Interface Device”.

NOTE: Once a Shuttle controller is connected it can also be used to control other Microsoft® Windows-based applications.

The ‘shuttle’ and ‘jog’ controls. The Contour Design controllers include independently assigned wheel and button inputs on the knob to perform scrolling and other prompting actions, such as moving from one script to the next in a runorder. These controls are referred to as the 'shuttle' and the 'jog'.



NOTE: By default, the shuttle controls the scroll speed and the jog controls the previous/next story jump function.

The shuttle is the rubberised outer wheel. Turn the shuttle to the right to start forward scrolling and to the left for reverse scrolling. The shuttle is spring loaded, so that when it is released it returns to the original pre-scrolling position. The shuttle delivers a smooth scrolling action.

The inner wheel is the alloy-based jog control. This is not spring loaded making it suitable for controlling movement between stories in a script. Turn the jog to the right to jump to the next story and to the left for the previous story.

NOTE: The shuttle and jog controls can operate at the same time. For example, if you are scrolling with the shuttle and turn the jog, the script will jump to the next story and continue scrolling from that point.

4.5.1: Configuring the shuttle and jog controls

The shuttle and jog controls may have the following actions assigned to them:

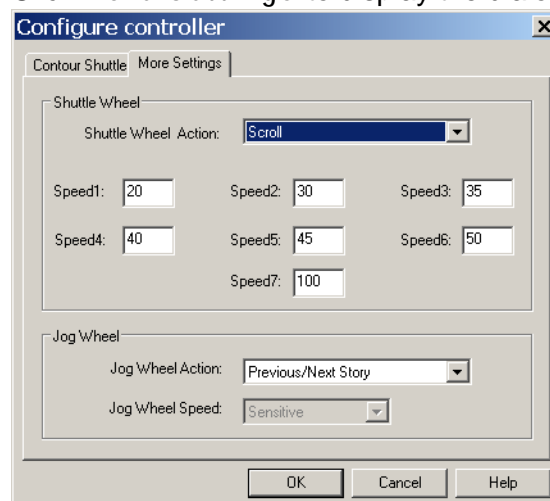
- Scroll
- Previous/Next Story

If you wish, you can also choose to assign no action to either control.

NOTE: If you assign an action to one control you will not be able to assign the same one to the other control.

Follow the steps outlined earlier in this section to select a controller.

1. Click **Set up**.
2. Click **More Settings** to display the dialog illustrated below.



NOTE: The More Settings dialog is the same for both the ShuttlePRO and Xpress controllers.

3. Select an action for the shuttle from the list in the Shuttle Wheel Action field.
4. To adjust the speed of the shuttle from the default, enter values in the seven boxes. Each box represents the desired speed at the various wheel positions.
5. Select an action for the jog control from the Jog Wheel Action list.
6. Click OK to return to the Configure Scroll Control dialog.
7. Click OK to save and implement the changes made and return to the QPro primary interface.

Scrolling with the shuttle. Different scrolling speeds can be set for each of the speed increments. The speed increments reflect how far the scrolling wheel is turned. For example, when the scroll wheel is turned fully to the right, typically for fast-forwarding through a script, the scroll wheel is on speed increment 7. A slight turn would be a lower speed increment of 1 or 2.

The values displayed in the screen are default values. 45 and 50 at speed increment 5 and 6 represent the average reading speed. Typically, the scroll speed increases as the wheel is turned further.

Using the shuttle for controlling scroll speed is particularly advantageous if you have to scroll through long scripts, and where there is the need to thoroughly check the content of the same script, particularly during a rehearsal. The shuttle allows you to scroll backwards and forwards, as well as “fast-reverse” and “fast-forward” to different points of a script.

The speed increments allow you to alter reading speeds, where you can set low and high values at the different speed increments. Changing speed increments is particularly useful as it allows you to synchronize your reading speed with the reading speed of the presenter.

NOTE: Removing your hand returns the shuttle to the centre position and stops scrolling.

Scrolling with the jog control. If you assign to scroll control to the jog, you can also choose one of the following settings:

- **Sensitive** jog speed allows scrolling to take place at relatively high speed as soon as the jog is moved to the right. Turning the

jog back to the left lets you return to the original position at relatively high speed.

- **Normal** jog speed allows scrolling at a normal speed to take place as soon as the jog is moved to the right. Turning the jog back to the left lets you return to the original position at normal speed.
- **Insensitive** jog speed allows scrolling to take place at a relatively slow speed when the jog is turned to the right. Turning the jog back to the left lets you return to the original position at a relatively slow speed.

The sensitive setting is best suited for more experienced operators who are familiar with rapidly pinpointing information in a script. It is also suitable for performing operations quickly such as during a time-constrained rehearsal.

The insensitive setting is suited for scripts with fewer lines of text, where performing tasks at speed is not essential.

Story jumps with the shuttle. Story jumps can be assigned to the shuttle. By turning the wheel slightly to the right, it is possible to jump to the next story in the runorder. Turning the wheel slightly to the left will jump to the previous story in the runorder. The following subsections describe user suitability for the shuttle and the procedure that needs to be followed to set story jumps.

This is particularly useful for operators that have many smaller scripts in their runorders, and need to check multiple scripts quickly. Using story jumps is particularly useful during a rehearsal.

Story jumps with the jog. By turning the jog to the right, you jump to the next story. Turning the jog to the left will jump to the previous story in the runorder. Using the jog wheel for story jumps is particularly useful for those users that need to jump quickly from one script to the next, such as when scripts need to be changed quickly during a rehearsal.

4.5.2: Assign actions to controller buttons

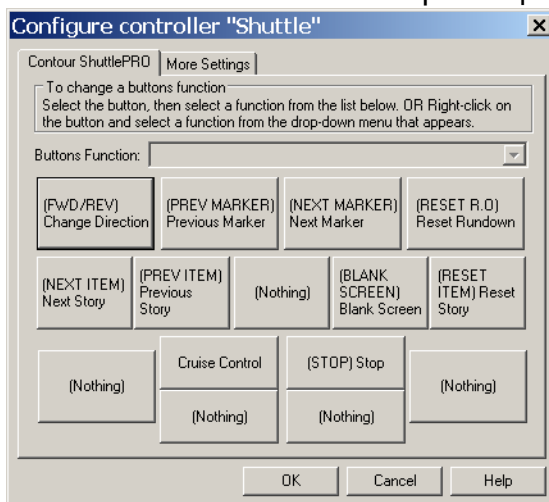
The most common functions when prompting are listed below. These functions are usually assigned to the first five buttons of a multi-button controller.

Function	Description
PREV ITEM	The scroll position will reset to the beginning of the previous story.
NEXT ITEM	The scroll position will reset to the beginning of the next story.
FWD/REV	This changes the direction of the scroll. The cue marker will change direction to indicate the scroll direction.

Function	Description
RESET ITEM	The scroll position will reset to the beginning of the current story.
RESET R.O.	The scroll position will reset to the beginning of the runorder.

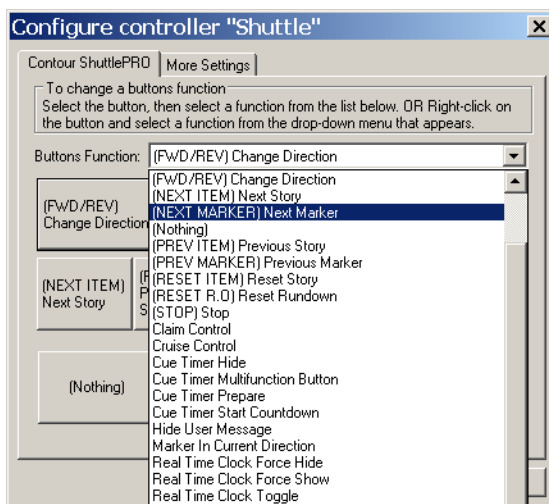
ShuttlePRO. The ShuttlePRO has 15 configurable buttons to which a large variety of scrolling actions can be assigned.

1. Highlight the name of your ShuttlePRO name from the Configured controllers list and click Setup to display the following dialog.



The illustration shows the default assignment of buttons.

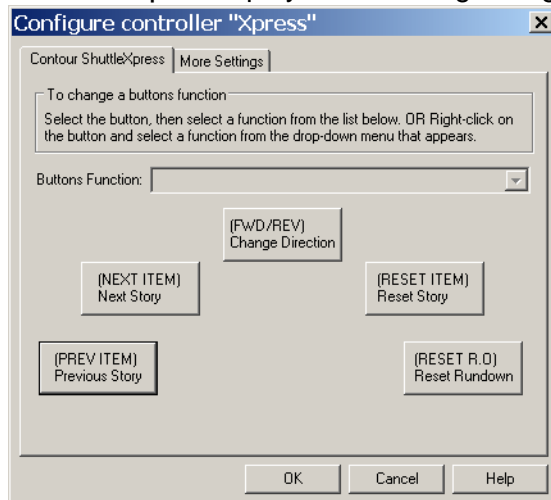
2. Click on a button and the action currently assigned to it is displayed in the Button Function field. Click the arrow at the end of the field to display the list of available functions.



3. Select an action from the list.
4. If you want to change the functions assigned to other buttons, click on each and select an action from the list.
5. Click O.K.

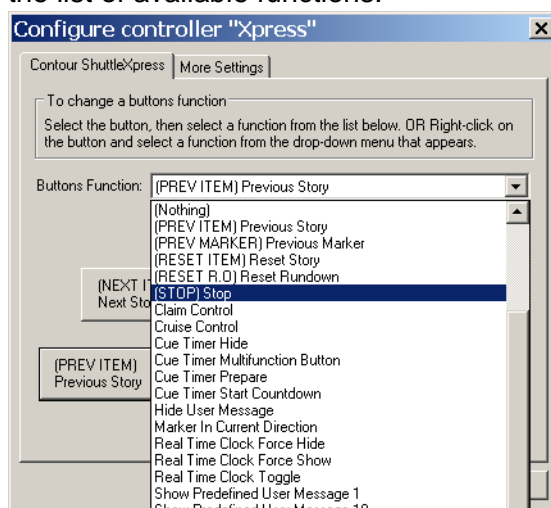
ShuttleXpress. The ShuttleXpress has 5 configurable buttons where a large variety of scrolling actions can be assigned.

1. Click **Set up** to display the following dialog.



The illustration shows the default assignment of buttons.

2. Click on a button and the action currently assigned to it is displayed in the **Button Function** field. Click the arrow at the end of the field to display the list of available functions.



3. Select an action from the list.
4. If you want to change the functions assigned to other buttons, click on each and select an action from the list.
5. Click **OK**.

Swapping button functions. To prevent you accidentally assigning the same action to more than one button, when an action is selected it is removed from the available action list.

It is recommended that you first assign the action (Nothing) to a button so that the action previously assigned becomes available to another button.

CHAPTER 5: Upgrading QPro Components

You will need to upgrade your Autocue products when new features and enhancements are released for the software.

When features are made available, Autocue customers are informed and requested to upgrade the products they have purchased.

Follow the procedures outlined in this chapter and any additional steps that are contained in the notification email or letter.

CAUTION: After upgrading, ensure that the version numbers of your software and firmware are compatible. If you have any doubts, contact Autocue Technical Support for information.

5.1: QPro software upgrades

When upgrading QPro, the existing `License.dat` can still be used.

NOTE: Some new add-in modules will need to be purchased. A new licence file will be made available in such circumstances.

The QPro setup program updates the configurations in the QPro folder as well as the QSeries folder.

NOTE: The upgrade application searches for QPro at the locations assigned during installation. If any program folders have been moved or deleted since installation the upgrade procedure will fail.

The setup program includes a wizard that allows you to perform the upgrade steps.

NOTE: If you click the Cancel button when operating the dialogue boxes during the upgrade, the wizard terminates.

Before performing the software upgrade, make sure that you have the Winzip folder containing the upgrade files. The files are provided via email or are made available on the Autocue web site.

1. Extract the installation files from the Winzip folder.
2. Double-click Setup.exe.
3. Click Next. The Select Setup Mode dialogue box is displayed.
4. Click Upgrade Installed Components. The QPro Setup dialogue box is displayed confirming that you are ready to do the installation.
5. Click OK. Messages are displayed indicating that the upgrade is in progress as the files are being copied, extracted and installed.
6. When the setup program has completed the upgrade procedure, a message is displayed indicating that the upgrade was successfully installed.
7. Click OK to complete the software upgrade.

CHAPTER 6: Managing Multiple Scripts

This chapter describes the ways QPro allows you to manage more than one script via runorders. When you create a runorder, you can then create or import multiple script files to store within the runorder.

NOTE: Autocue uses the term runorder to refer to the sequence of items in a news broadcast. Other common terms which mean the same include running order, rundown and queue.

A QPro runorder is a collection of script files. Using a runorder is a way to manage and prompt multiple scripts. Editing individual scripts is carried out in the same way as using a simple script file editor.

6.1: QPro Runorder window

The QPro runorder displays a list of the stories, which will be displayed for the presenter. The stories are then prompted in the order they appear in the runorder list. The Script Editor is used to create the text attached to each of the stories.

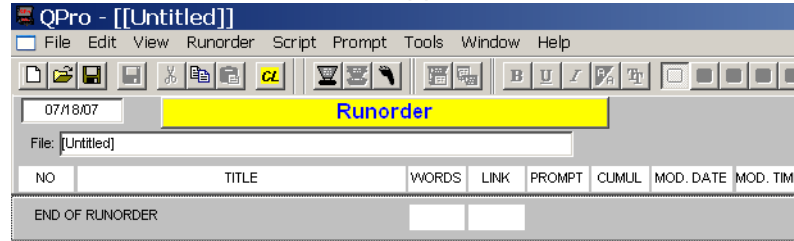
Follow the steps outlined below to create a new QPro script.

1. To open a new file, either:
 - select File >> New... from the menu bar
 - or
 - click the New File button on the toolbar



- or
- press the key sequence:
[Alt] >> [F] >> [N]

2. An Untitled Runorder will appear.



6.1.1: Runorder window column identifiers

No. This provides a unique number for all stories in the runorder and is not connected with the running order.

Title. Simply a title to identify the individual stories.

Words. A count of the number of words in each script.

Link. This is the estimated time for this script to be read by a presenter based on the set read rate. (The default read rate is approximately 180 words per minute).

Cumul. This is the estimated from the start the rundown to the end of a particular script.

Mod. Date. This is date on which the script in the runorder was last saved.

Mod. Time. This is time at which the script in the runorder was last saved on the Mod. Date.

NOTE: The [HERE] button in the Prompt column automatically places QPro into prompt mode and displays the selected script on your prompter display unit. For detailed information about prompting, refer to Chapter 8: Prompting a Script.

6.2: The Script Editor window

A script is created or edited in the Script Editor window. The content of this window is what will be seen when QPro is in the prompt mode. The default appearance for text in the Script Editor is white on a black background. You can also import scripts for editing in the Script Editor window.

The Script Editor window displays the Story Title and other information at the top of the window.

NO	TITLE	WORDS	LINK	CURR TIME	REMAIN	TOTAL
2	Script 2	338	1:53	1:33	1:48	3:21

The first field, labelled No, shows the ID number of the script as shown in the runorder window. The field labelled Words, displays the number of words in the script. The estimated duration of the script based on the number of words and the set read rate is displayed in the field labelled Link.

For detailed information about writing and editing scripts, refer to Chapter 7: Create and Edit Scripts

6.3: Managing scripts in a runorder

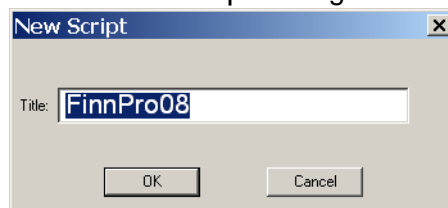
After creating a new runorder you need to add one or more scripts.

6.3.1: Creating scripts

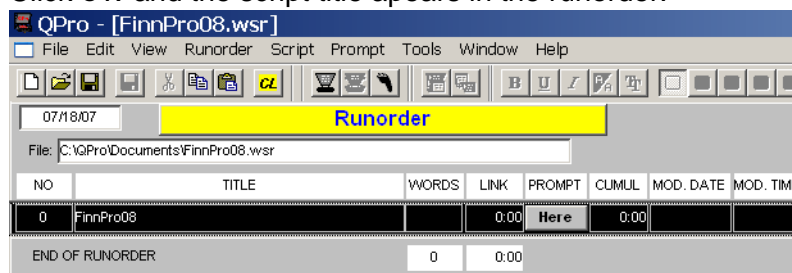
To create a new script:

Follow the steps outlined below to create a new QPro script.

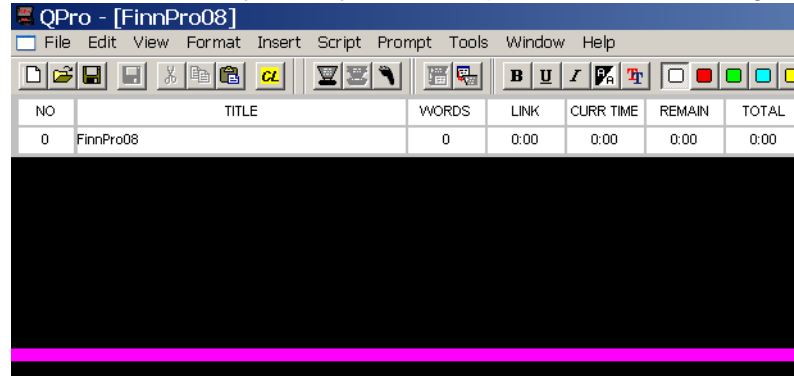
- To insert a new, blank script file, either:
 - select **Script >> New...** from the menu bar
 - or
 - press the **[Insert]** button on your computer keyboard
 - or
 - press the key sequence:
[Alt] >> [S] >> [N]
- In the **New Script** dialog enter the title of your script.



- Click **OK** and the script title appears in the runorder.



4. Press [Enter] on your keyboard to open the file for editing.



5. Type the text of your script into the Script Editor window.

6.3.2: Editing scripts

To edit the text of a script using the Script Editor, double click on the item in the QPro Runorder window. A black bar on the runorder order indicates the script you are currently editing. The Story Title will be shown at the top of the Script Editor window. The cursor is automatically placed in the Script Editor window and you can type in the text for the story. The text written in the Script Editor will appear on the prompter's output.

To quit the Script Editor, press the E s c (Escape) key on the keyboard.

6.3.3: Saving scripts and runorders

It is good practice to save the runorder and scripts regularly to ensure no information is lost accidentally.

To save a runorder and the accompanying scripts:

1. Choose File >> Save As from the menu bar.
2. Enter the name of the runorder in the Save As dialogue box that is displayed. Enter the name of the Runorder in File name text box and click Save .

NOTE: You can also use the Save button on the toolbar to save your work.

To save changes made to a script choose File >> Save from the menu bar. The script changes will be added to the existing file.

6.3.4: Moving scripts within a runorder

The stories within a runorder can be reordered very easily using the drag and drop facility in QPro. Drag-and-drop is the easiest way to move a story within a Runorder.

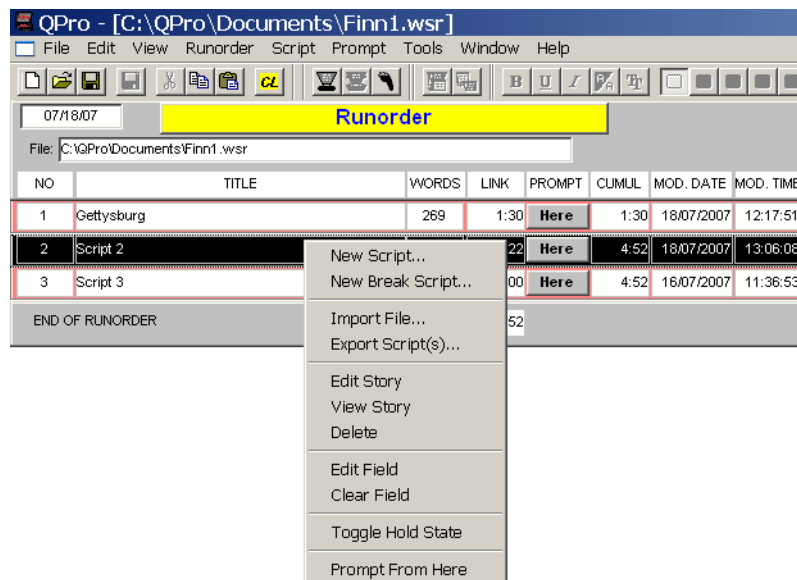
1. Select the script you want to move by clicking on its title and holding down the left-hand mouse button.
2. When the drag and drop pointer appears, move the dotted insertion point to the new location
3. Release the mouse button to drop the script in its new place in the runorder.

Renumbering stories in the runorder. The stories within a runorder can be renumbered at any stage when lines are added or deleted. Select Runorder >> Renumber Scripts from the menu bar.

6.3.5: Editing within the runorder

It is possible to edit the runorder and the attached scripts in the runorder window. It is often quicker and more convenient to use a context menu accessed using the right-mouse button rather than the pull down menus.

Right-click once on the script you wish to edit. A menu appears next to the cursor. This section describes the commands available from this menu.



New Script... To add a new story to the runorder, click once with the right mouse button on the position in the runorder where you want it to appear. A sub menu appears next to the cursor. Select New Script from this menu and the New Item Title dialogue box appears. Enter the story name in the text box and click OK.

NOTE: You can also access this function by selecting **Script >> New...** from the menu bar.

New Break Script... This command adds a special item to a runorder that indicates a natural pause or interlude in the prompting of a script. The most common purpose is to indicate a commercial break during a broadcast so that the director can easily see which scripts are in each segment of a programme.

NOTE: You can also access this function by selecting **Script >> New Break...** from the menu bar.

Import File... This command allows you to import a previously written script into the runorder. If the file is not in a standard QPro format, you will be asked to select a filter for the chosen file format.

NOTE: You can also access this function by selecting **Script >> Import File...** from the menu bar.

Export Script(s). You can export scripts from a runorder and save them in either the native QPro format or alternative common word processing file formats. To export one file, right-click on the file name in the runorder and then select **Export Script(s)** from the context menu.

You can export more than one script by selecting a script name in the runorder and hold the [Ctrl] key and selecting other scripts. Right-click on one of the highlighted names and select **Export Script(s)** from the context menu.

NOTE: Export all the scripts in a runorder by selecting **Script >> Export All Scripts...** from the menu bar.

Edit Story. To do this click once with the right mouse button on the line you to view. A menu appears next to the cursor. Select **Edit Story** from this menu. The item can then be edited.

You can also edit the attached script by double-clicking on the item and the text will appear in the Script Editor window.

NOTE: You can also access this function by selecting **Script >> Edit Story...** from the menu bar.

View Story. To do this click once with the right mouse button on the line you to view. A menu appears next to the cursor. Select **View Story** from this menu. Viewing the text allows you to read the relevant script but does not allow you to make changes to it.

The item can also be viewed by selecting it from the runorder list and using the menu commands. Choose **Story**, and then **View** from the menu.

Finally, you can view the attached script by double-clicking on the item and the text will appear in the **Script Editor** window.

Delete. It may be necessary to delete stories from the runorder. To do this click once with the right mouse button on the line you wish to delete. A menu appears next to the cursor. Select **Delete** from this menu. A dialog box will appear asking the question "Sure you want to delete this item?" Click **Yes** to delete. The item will be deleted from the runorder and the text will disappear from the **Script Editor**.

The item can also be deleted by selecting it from the runorder list and using the menu commands. Choose **Script >> Delete** from the menu bar. A dialog box with the message "Sure you want to delete this item?" will appear. Click on **Yes** to delete.

NOTE: You can also access this function by selecting **Script >> Delete** from the menu bar.

Toggle Hold State. **Toggle Hold State** allows you to put an item on standby. The selected item will not be prompted and will not be included in any timing calculations. To do this right-click with the mouse on the item to be put on hold. From the displayed context menu select **Toggle Hold State**. The item selected turns blue.

NOTE: You can also access this function by selecting **Script >> Toggle Hold State** from the menu bar.

Prompt From Here. The **Prompt From Here** command allows you to begin prompting from anywhere within the runorder. To enable this, right-click once on the line at which you wish to begin prompting. Select **Prompt From Here** on

the context menu. The Cue Marker on the prompter moves to the start of the selected item and the entry in the runorder is highlighted in yellow.

6.3.6: Deleting more than one script

It may be necessary to delete multiple items from the runorder. This removes the highlighted lines and the related text contained in the Script Editor.

Hold the [Ctrl] key on the keyboard and click once on each of the stories you wish to delete from the runorder. Choose **Story**, then **Delete** from the menu. A dialog box will appear asking the question "Sure you want to delete this item?" Click **Yes** to delete.

Alternatively, hold the **Ctrl** key on the keyboard and click once on each of the stories you wish to delete from the runorder. Right-click with the mouse on any highlighted story. A menu appears next to the pointer. Choose **Delete** from the menu. A dialog box will appear asking the question "Sure you want to delete this item?" Click **Yes** to delete.

CHAPTER 7: Create and Edit Scripts

QPro can be used to create scripts. Multiple scripts can be combined into runorders. Multiple scripts are useful where more than one presenter will be reading the script. Using a single script is better for solo presenters. Also it allows whoever is editing the script to focus on the words that go into the script rather than the script itself, allowing for more accurate script writing.

7.1: QPro Script Editor interface

The main menu and button toolbars of the QPro interface are illustrated below.



The controls on the toolbars are used to edit and control the scripts you create. Using the mouse to click buttons on the toolbars provides quick access to commonly used commands and tools.

Standard toolbar

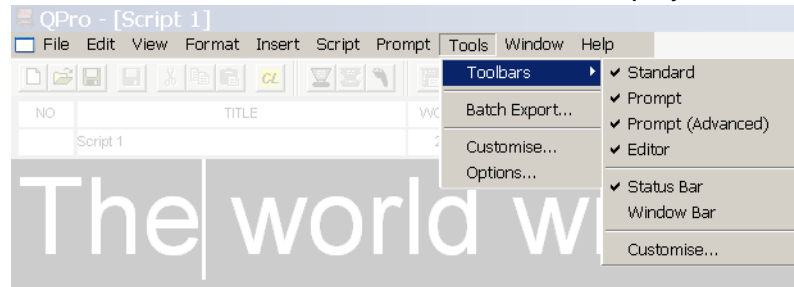


Formatting toolbar



To display or hide a toolbar

1. On the menu bar select Tools >> Toolbars.
2. From the sub-menu select the toolbars to be displayed.

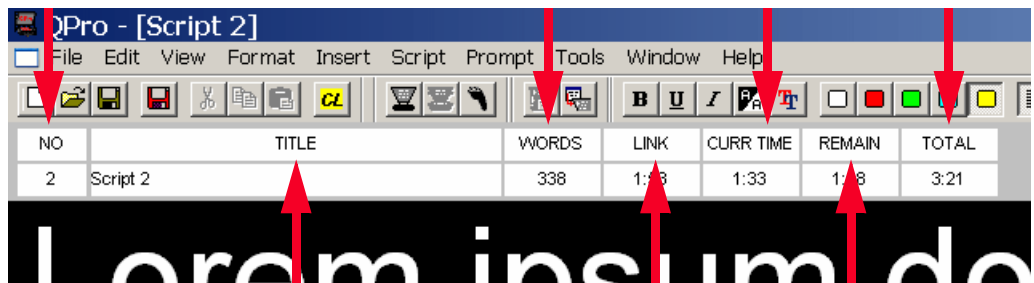


The selected toolbars will have a check mark (✓) next to them.

7.1.1: Script Editor headers

The header fields of the Script Editor are used to display the details of the script that you are editing or writing.

Item number of the script	The number of words in the script	The time from the beginning of the runorder to the position of the cursor	Estimated read time of the whole runorder
---------------------------------	--	--	--



Script title

Estimated
time to read
this script

Read time
remaining
to the end
of the
whole
runorder

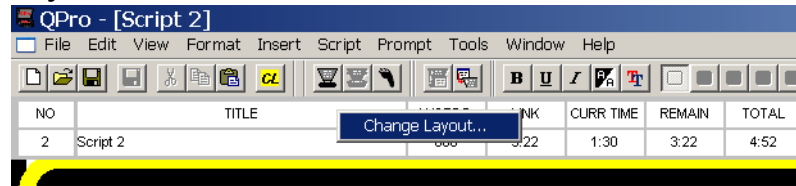
Change layout. You can amend the appearance of your script.

1. Change the layout of your scripts by
 - clicking the Change Layout button on the toolbar

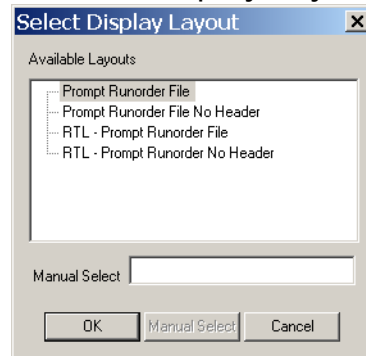


or

- right-click in the header field of a script and select Change Layout.



2. A Select Display Layout window will appear.



3. Select Prompt Runorder File No Header and click on OK. This will remove the Script Editor Header.

NOTE: The RTL options refers to "Right Aligned Text" which is used for foreign languages like Arabic.

7.2: New script creation

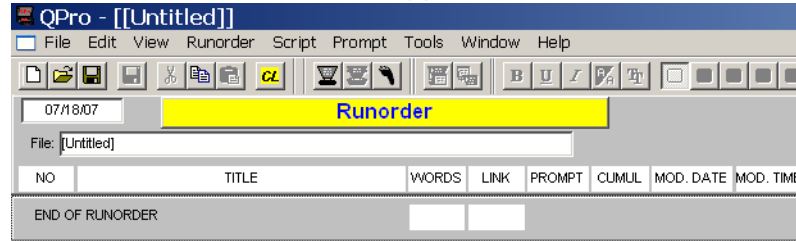
Follow the steps outlined below to create a new QPro script.

1. To open a new file, either:
 - select File >> New... from the menu bar
 - or
 - click the New File button on the toolbar



- or
- press the key sequence:
[Alt] >> [F] >> [N]

2. An Untitled Runorder will appear.

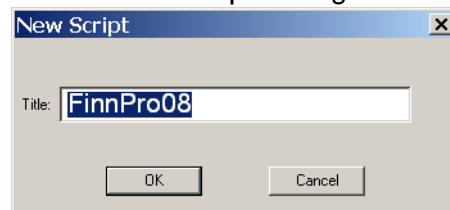


NOTE: For information about using runorders, refer to Chapter 6: Managing Multiple Scripts

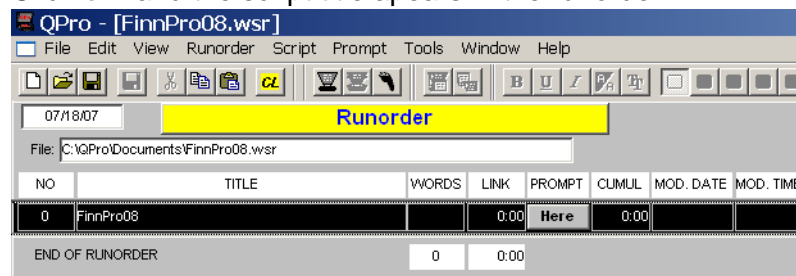
3. To insert a new, blank script file, either:

- select Script >> New... from the menu bar
- or
- press the [Insert] button on your computer keyboard
- or
- press the key sequence:
[Alt] >> [S] >> [N]

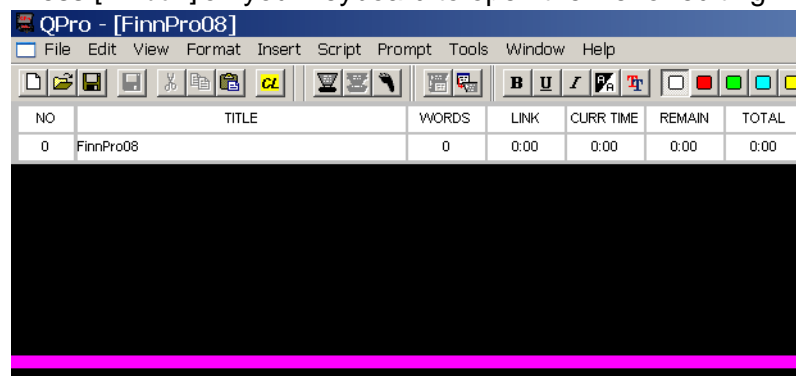
4. In the New Script dialog enter the title of your script.



5. Click OK and the script title appears in the runorder.



6. Press [Enter] on your keyboard to open the file for editing.



7. Type the text of your script into the Script Editor window.

8. When you have finished entering the text, save your work using one of the following:

- select File >> Save from the menu bar
- or
- click the Save button on the toolbar



- or
- press the key sequence:
[Alt] >> [F] >> [S]
- or
- hold down the [Ctrl] key and press [S]

NOTE: All QPro files have a *.wsr file name extension and are saved by default to the C:\QPro\Documents folder.

7.3: Editing an existing script

When amending, updating or correcting a script, you can either enter new text directly or insert text from other sources. You can also edit scripts using the search and replace function.

NOTE: It is a good working practice to regularly save your changes by pressing the Save button or the keyboard shortcut sequence [Ctrl] and [S].

Direct entry. In the Script Editor, enter text directly using a keyboard.

Cut and paste. To copy text from an existing script:

1. Select the text in the source file by dragging the cursor to highlight the required text
- or
- Press [Ctrl] and [A] to select all the text.
2. Press [Ctrl] and [C] to copy the text
3. Ensure the cursor is at the point at which the new text is to be inserted in the script you are editing.
4. Press [Ctrl] and [V] to paste the copied text.

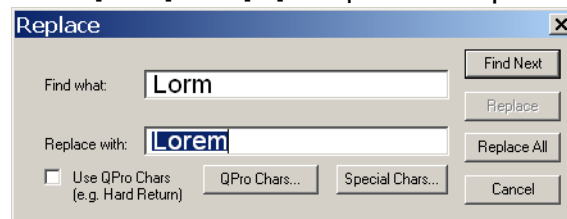
NOTE: You can also drag and drop selected text to any other open script file.

You can also perform these actions by using the cut, copy and paste buttons on the standard toolbar.



Search and replace. You can locate text to be changed in a script using the search and replace method.

1. Press [Ctrl] and [H] to open the Replace dialog.



2. Enter the text you are searching for and the text it is to be replaced with in the appropriate fields.
3. Click Find Next to highlight the next occurrence of the search string and then click Replace.

Each time you click Replace, QPro automatically highlights the next occurrence of the search string.

Click Replace All to automatically replace every occurrence of the search string.

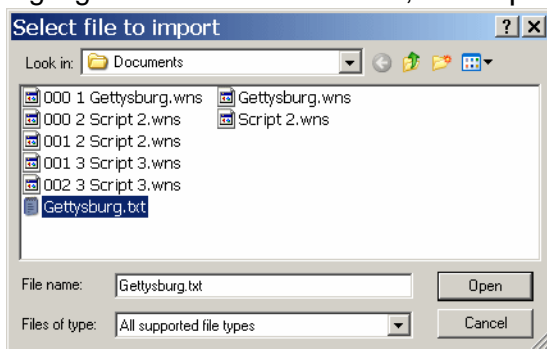
You can also search for special QPro characters that appear in script files such as Marker and Block identifiers.

7.3.1: Importing scripts

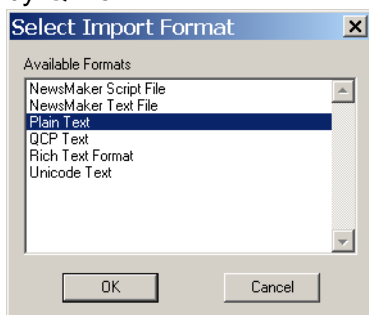
As well as typing in scripts you can import text into QPro script files.

1. Position the cursor where you want the imported text to be placed in the script.
2. Select Insert >> File... from the menu bar.

3. Navigate to locate the name of the file you wish to import. When you have highlighted the name of the file, click **O p e n**.



4. You will be asked to nominate the file format type from the list supported by QPro.



5. Click **OK**. The text in the source file will be inserted at where you have the cursor positioned within your script.

7.4: Formatting a script

A script can be formatted to meet the requirements of the person who will be reading the script. For example you can set the typeface, colour and size of the words that appear on the prompter monitor. The following table indicates the available formatting options and the corresponding control keys.

Format alteration	Key sequence
Underline	[Ctrl] and [U]
Italic	[Ctrl] and [I]
Bold	[Ctrl] and [B]
Select alternative font	[Ctrl] and [F]
Inverse	[Ctrl] and [E]
Change text to the default colour	[Ctrl] and [0]
Change text colour to red	[Ctrl] and [1]
Change text colour to green	[Ctrl] and [2]
Change text colour to blue	[Ctrl] and [3]
Change text colour to yellow	[Ctrl] and [4]
Justify text to the right	[Ctrl] and [Shift] and [R]

Format alteration	Key sequence
Justify text to the left	[Ctrl] and [Shift] and [L]
Justify text to the centre	[Ctrl] and [Shift] and [C]
Format all text	[Ctrl] and [Shift] and [A]
Select all text	[Ctrl] and [A]

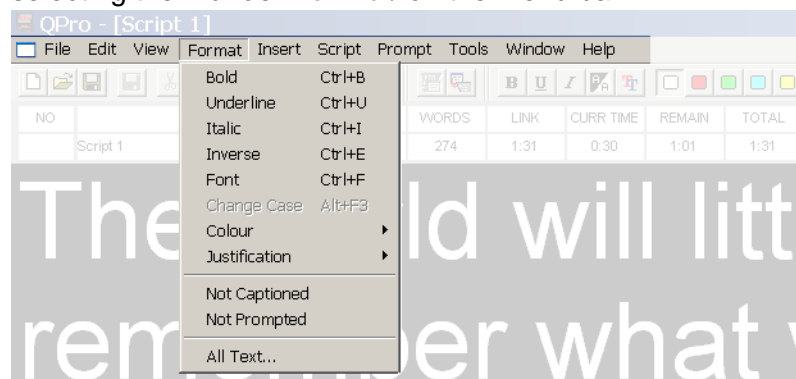
These options may also be activated by:

- clicking the corresponding button on the toolbar

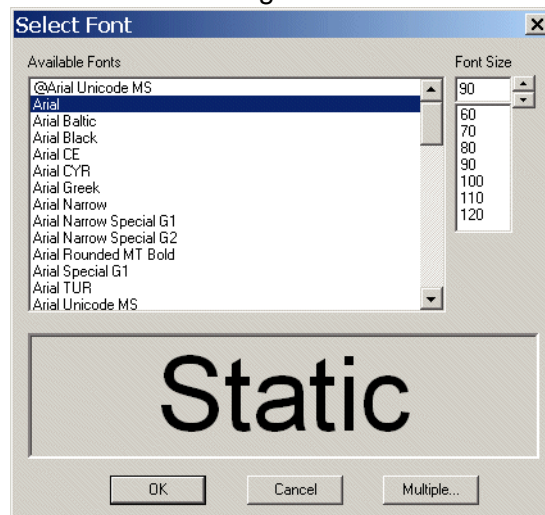


or

- selecting them under Format on the menu bar



Select alternative font. Choosing to select an alternative font opens the Select Font dialog.






Choose a different typeface and then select the required size for the text. An example of the appearance of your chosen settings is displayed in the lower display panel of the dialog.

When you are satisfied with your selections, click OK .

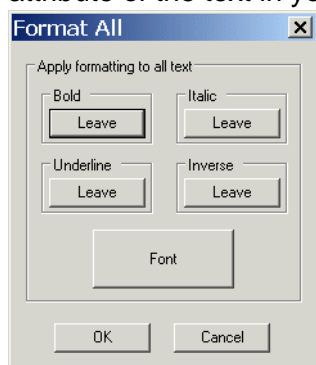
Inverse. Choosing Inverse relates to the default colour of the text you write and the background. Default QPro scripts are written as white text on a black background.

Inverse changes any highlighted text to be black text on a white background.

If the highlighted section has already had a different colour applied to the text, selecting Inverse changes this to be black text on the coloured background.

Example	Description
	Original text
	Text highlighted
	Inverse selected

Format All. Choosing to Format All allows you to change more than one attribute of the text in your script. The Format All dialog is illustrated below.



The default settings are to leave any formats as they are currently set. Click the button for each type of formatting to either leave it as it is, turn off all occurrences of the format or turn the type of formatting on for all text in the script.

Click the Font button to alter the typeface and size for all the text in the script.

7.5: Presenters

If more than one person will be speaking from your script you can insert a presenter name at appropriate points to indicate who is supposed to be speaking.

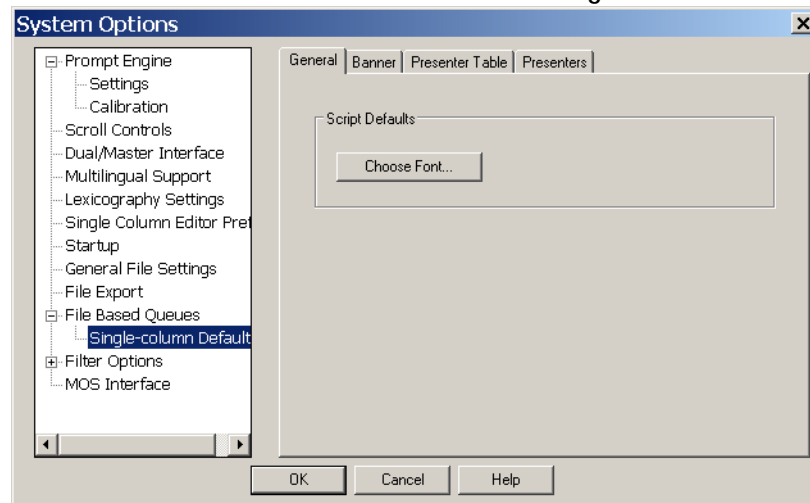
Individual presenters may have their own preferences for fonts, font size, colour and style. You can build a list which contains the personal preferences for each of your presenters. This list can also contain their individual read rates. When you insert a presenter name into your script their settings will automatically be used.

7.5.1: Creating Presenter profiles

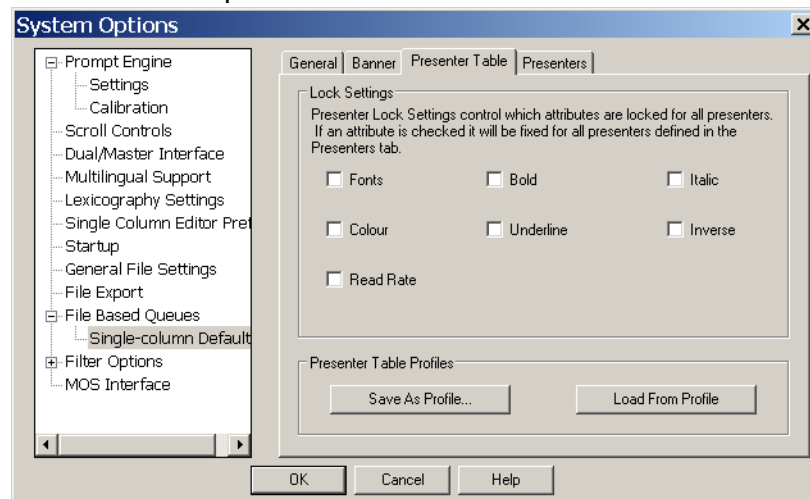
Follow the steps outlined below to create a set of parameters for an individual presenter.

NOTE: Presenters that are created will only be available to include in new scripts and runorders. They will not be available for any files or runorders currently open.

1. Select **Tool >> Options...** from the menu bar.
2. On the **System Options** dialog that is displayed, click on the **[+]** next to **File Based Queues** and then click on **Single-Column Defaults**.

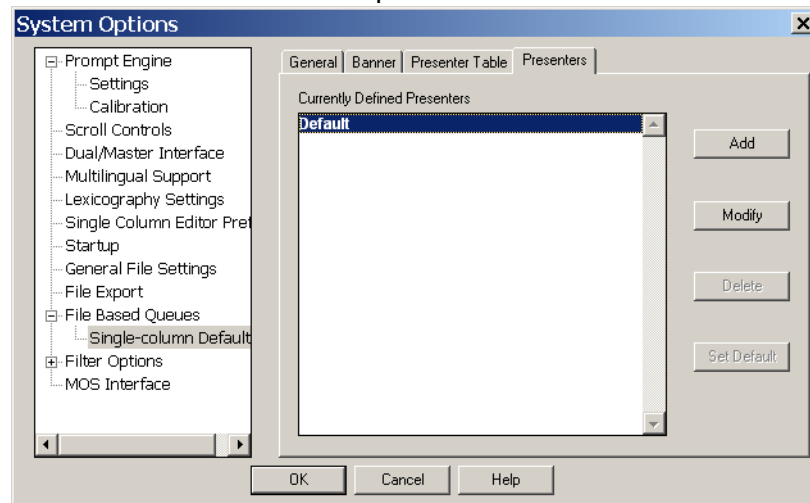


3. Click the **Presenter Table** tab to specify which parameters may be set for an individual presenter.

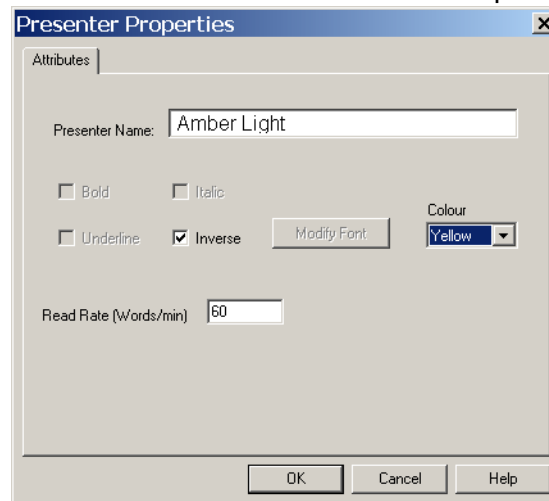


NOTE: Parameters that are not checked are fixed for all presenters.

- Click the **Presenters** tab to display a list of presenters currently available for inclusion in scripts.



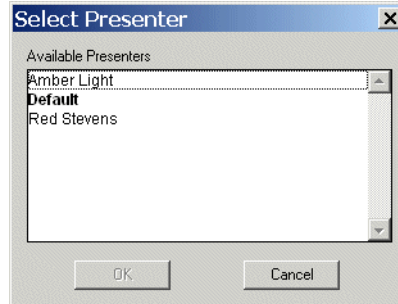
- Click **Add** to create a new Presenter profile.



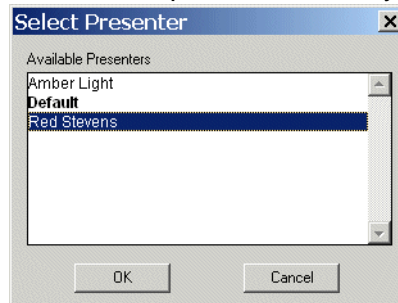
- Enter the name of the Presenter and then select the parameters you wish to apply to all scripts written for that presenter.
- If you wish to change the profile for a Presenter, click **Modify**.
- If you want to remove a particular Presenter profile, click **Delete**.
- After making all the additions or changes to Presenter profiles, click **OK**.

7.5.2: Adding a Presenter to a script

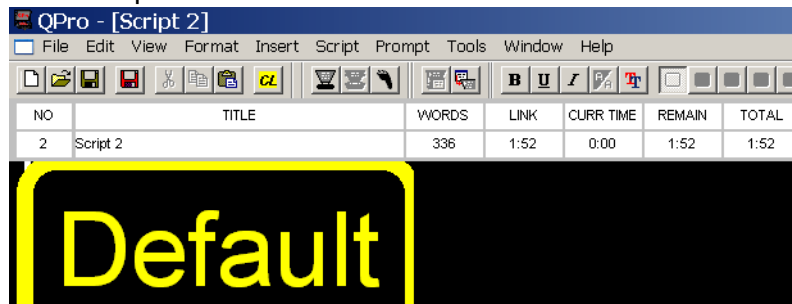
1. Ensure the cursor is at the position in the script where you wish to place a presenter name.
2. Choose Insert >> Presenter from the menu bar. The Select Presenter dialog box is displayed.



3. Click on the presenter name you wish to insert.



4. Click on OK. A yellow rectangle containing the presenter name appears in the script.

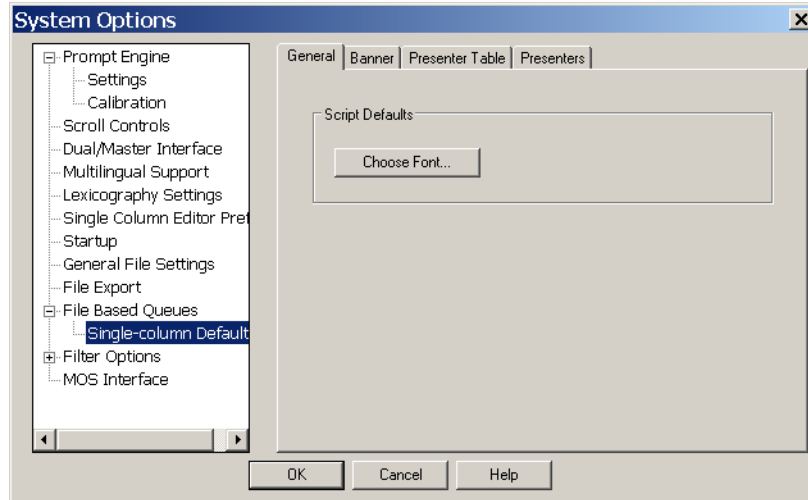


NOTE: If a profile includes setting a colour for the text of scripts for a particular presenter, all text after the point where the name is inserted will change to the specified colour.

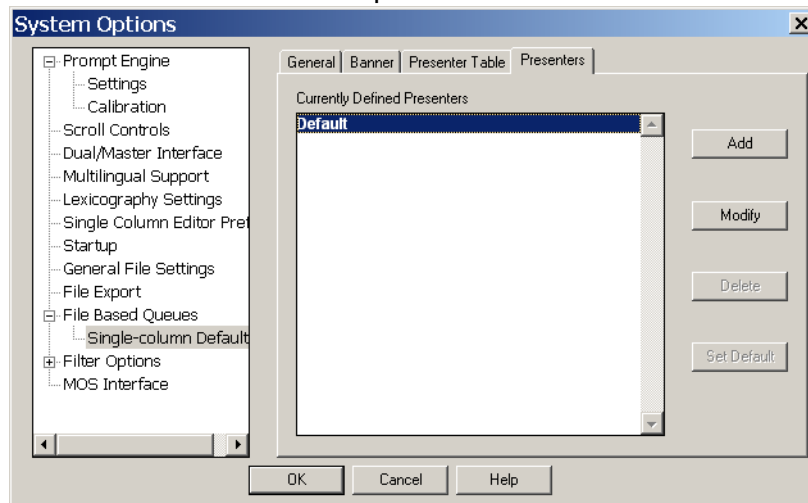
7.5.3: Modifying or deleting Presenter profiles

Follow the steps outlined below to amend or remove a particular Presenter profile.

1. Select **Tool >> Options...** from the menu bar.
2. On the **System Options** dialog that is displayed, click on the **[+]** next to **File Based Queues** and then click on **Single-Column Defaults**.



3. Click the **Presenters** tab to display a list of presenters currently available for inclusion in scripts.



4. Select the name of the required Presenter.
5. If you wish to change the profile, click **Modify**.
If you want to remove the profile, click **Delete**.
6. After making your changes, click **OK**.

7.6: Markers

When prompting a large script it is sometimes useful to be able to jump to specific parts of a script without having to scroll through the whole script.

7.6.1: Adding position markers to a script

Special markers or flags can be placed at points where you may need to jump to.

1. Place the cursor at the point where you wish to jump to.
2. Choose Insert >> Marker from the menu bar.
3. A flag is inserted and displayed at the location.

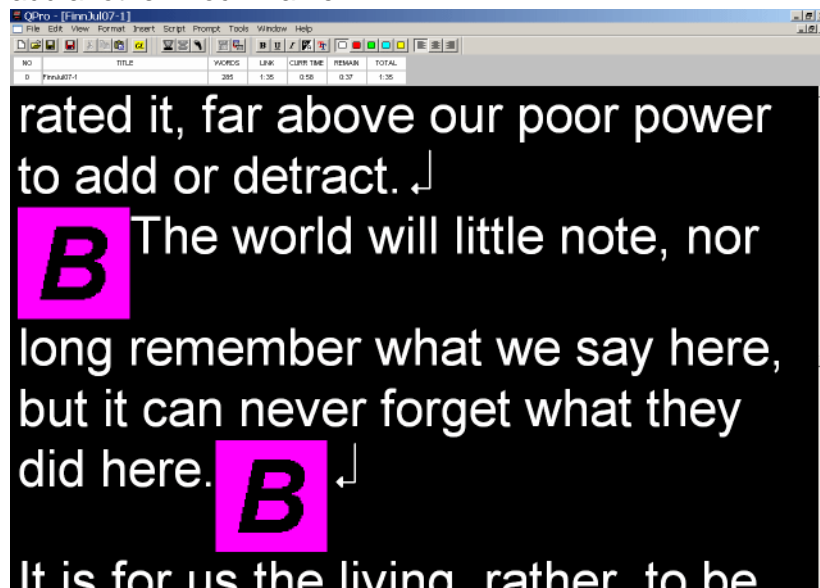


There are several commands and short-cuts that control jumping to markers within a script, for information about these, refer to section 9.3.2.

7.6.2: Inserting Block markers

A Block Marker can be used to move or copy a block of text from one location to another.

Place the cursor where you want the block to start and press [Alt] and [B] to add a Block Marker. Then move your cursor to where you want the block to end and add another Block Marker.



Press [Ctrl] and [T] and you will be given two options Transfer or Copy. Click on the option you want to use.

If you select Transfer then the text block will disappear. Move your cursor to its new location and press [Ctrl] and [V] to paste.

If you select Copy then the Block Markers will disappear. Move your cursor to the position where the copied text is to appear and press [Ctrl] and [V] to paste.

CHAPTER 8: Prompting a Script

After completing the writing or editing of a script you can then send it to a prompter display unit for a presenter to read.

NOTE: All forms of prompt output are controlled by the scroll controller that you have identified as the default controller. For details about selecting and configuring scroll controllers, refer to Chapter 6: Scroll Controls

8.1: Beginning a prompting session

When you are ready to prompt your script choose either:

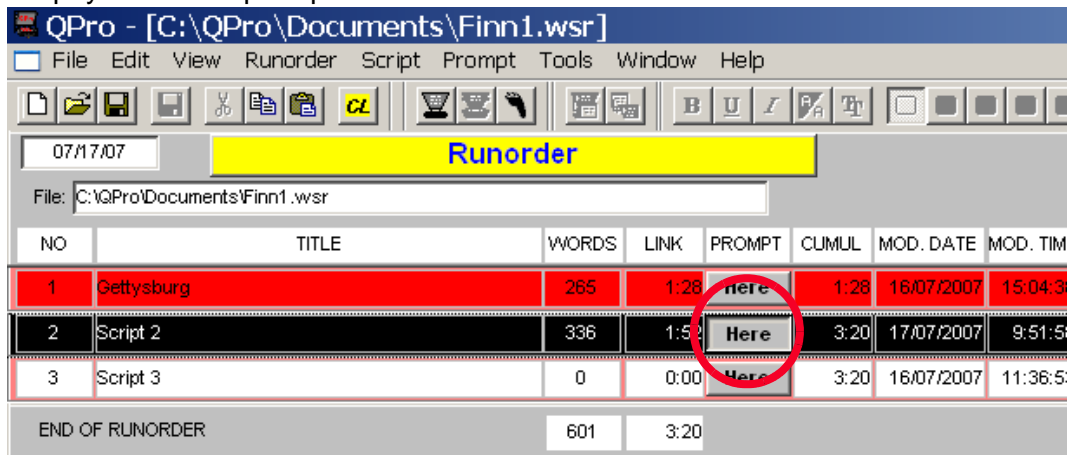
- Prompt >> Begin Prompting from the menu bar.

or

- click the Begin Prompting button on the toolbar.



or if you are in a runorder, you can click the Here button in the row containing the script you want to prompt.



The first few lines of your script will appear on any connected prompting monitor. To control prompting, use the scroll control attached to your computer. For detailed information about configuring these devices refer to Chapter 4: Scroll Controls.

8.2: Ending a prompting session

When you have finished prompting your script either:

- select Prompt >> Stop Prompting from the menu bar

or

- click the Stop Prompting button on the toolbar.



This will clear the prompt output screen.

APPENDIX A: QPro Menu Reference Guide

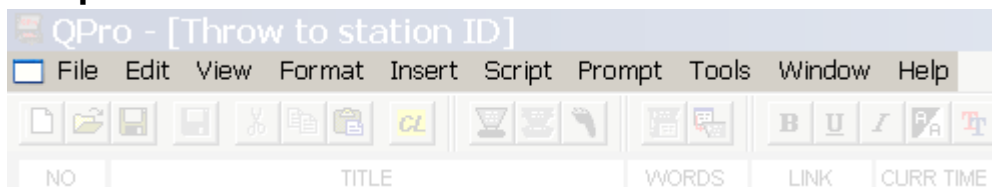
The following tables give an overview of the commands accessed from the QPro menu bar.

The menu bar displays different options depending on whether you are working with a runorder or script.

Runorder menu bar.

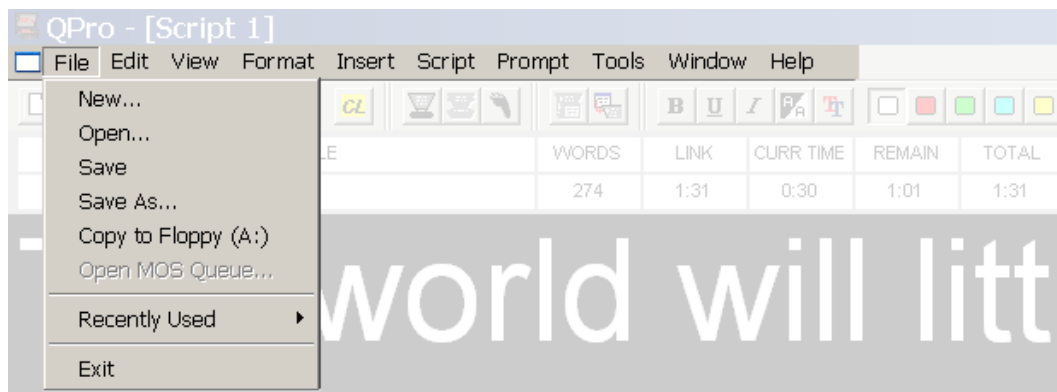


Script menu bar.



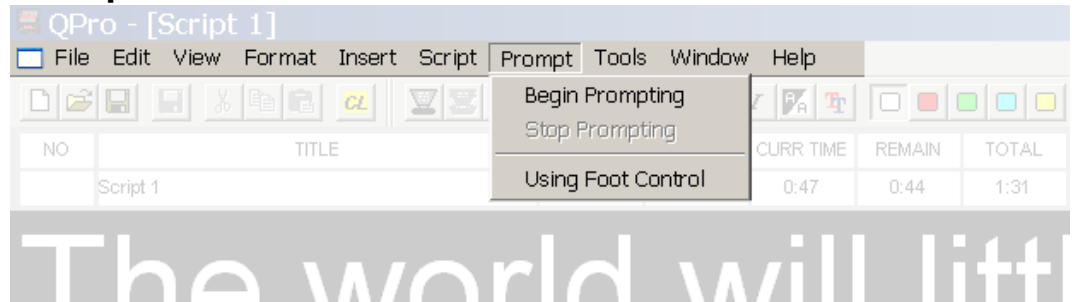
A.1: Common menus

File menu.



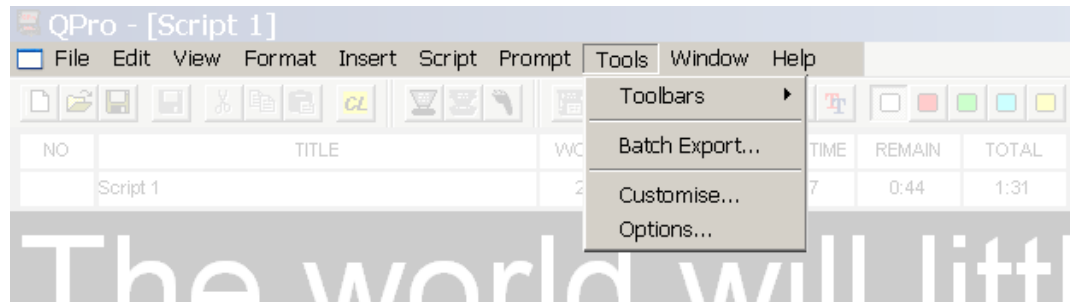
Option	Description
New...	This opens the new file dialogue box.
Open...	This opens a standard Open file dialogue box, if you click on a non-QPro file such as a MS-Word or text file then QPro will import the selected file. You may open more than one file at any time and just switch between them by minimizing the file that you don't want, but only one file can be active "being prompted" at any time. All QPro files will have one of the following file extensions, *.wss or *.wsr. These files cannot be imported into one another.
Save	Click on this to save your work.
Save As...	If you want to re-name your file or save the file in a different location.
Copy to Floppy (A:)	Automatically saves your file to the floppy disk drive if there is one installed in your computer.
Open MOS Queue	This is used to change how the currently opened file is displayed, and to add presenters.
Recently Used	This section of the menu is a list of the names of script or runorder files with which you have been working.
Exit	Closes the QPro application.

Prompt.



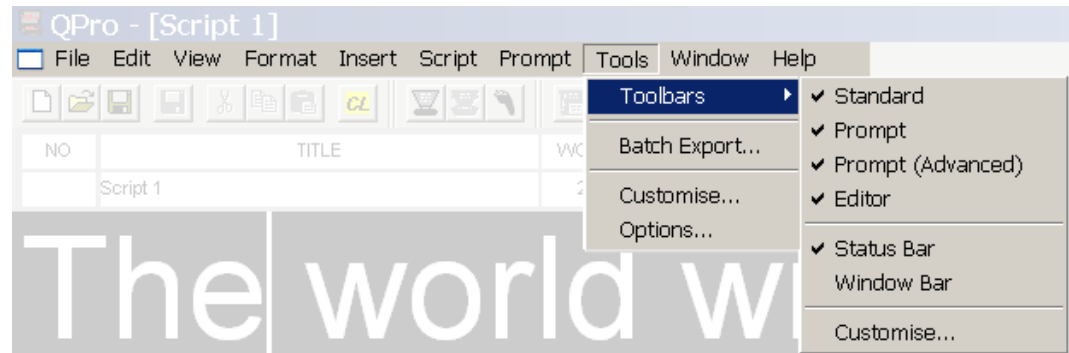
Option	Description
Begin Prompting	Click on this to enable the prompt output.
Stop Prompting	This will deactivate the prompt output and clear all data from any connected QBox.
Using Foot Control	

Tools.



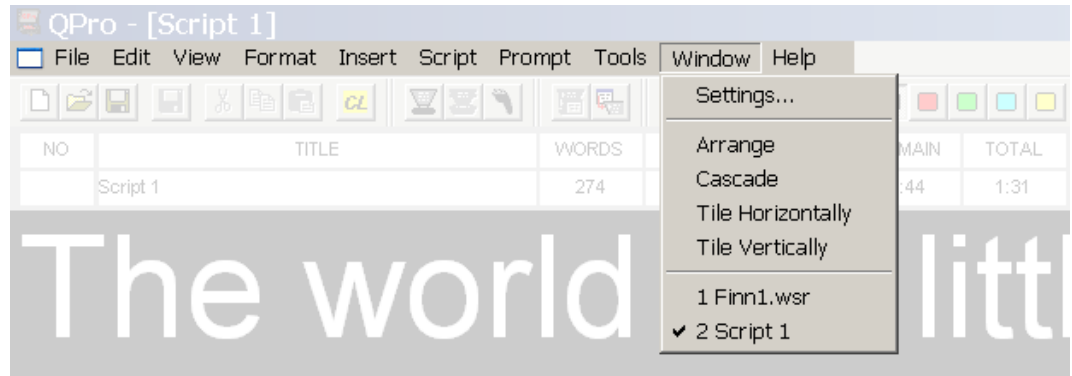
Option	Description
Toolbars	Display or hide QPro toolbars.
Batch Export...	
Customise...	
Options...	Opens the QPro Configuration dialog. For detailed information refer to Chapter 5: QMaster Configuration.

Tools >> Toolbars.



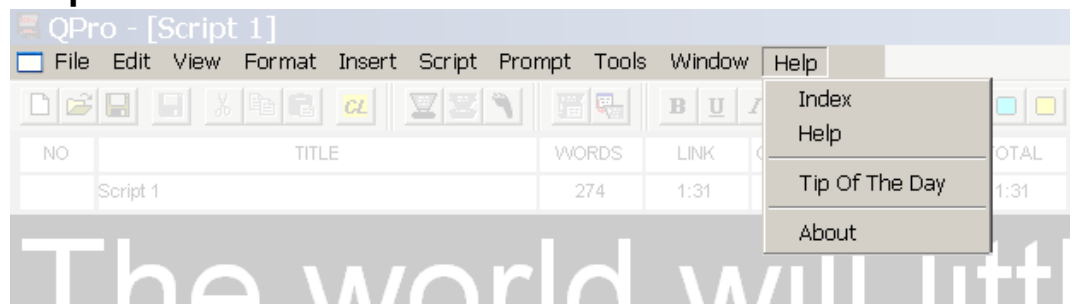
Option	
	<p>The Toolbars option allows you to choose which toolbars are displayed in the QPro interface on your computer.</p>
<p>Standard Toolbar</p>	
<p>Editor Toolbar</p>	
<p>Prompt Toolbar</p>	
<p>Prompt (Advanced) Toolbar</p>	
<p>Window Bar</p> <p>Shows which files are loaded in QPro.</p> <p>You can change which is the active file by clicking on its name.</p>	
<p>Status Bar</p> <p>Shows the status of QPro.</p> <p>Information about current command is shown at the left of the bar. Other information is also displayed, including the language being used and whether QPro is acting as a Master, Slave or Independent machine</p>	

Windows.



Option	Description
Cascade	This re-sizes the windows so that they overlap one another.
Tile Horizontally	If you have more than one runorder open you can have both displayed horizontally at the same time.
Tile Vertically	If you have more than one runorder open you can have both displayed vertically at the same time.
Close	This will close the current QPro file.
Next Item	This will move down an item in the runorder.
Previous Item	This will move you up an item in the runorder.
<i>Script file or Runorder Name</i>	The name or names of open scripts or runorders are shown at the bottom of the Windows menu. <hr/> NOTE: If there are two or more files loaded the active file will have a ✓ by its name. <hr/>

Help.

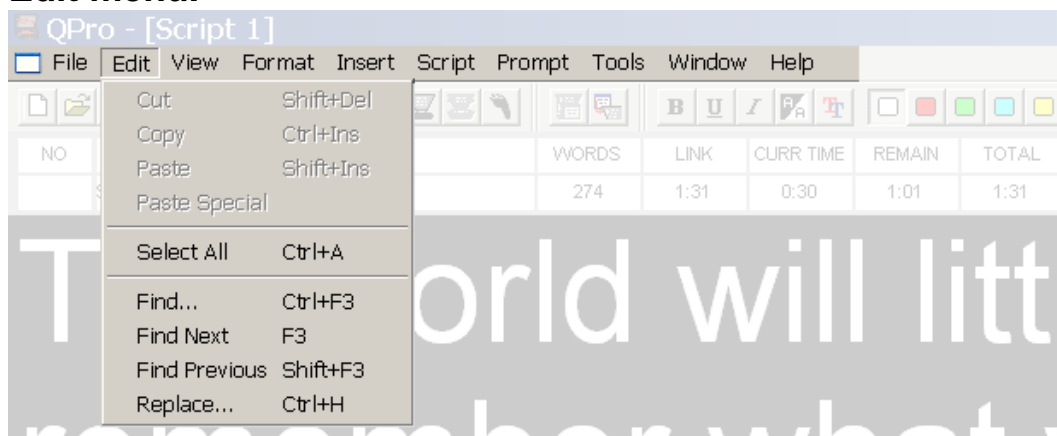


Option	Description
Index	Both Index and Help commands open the QPro Help files.
Help	
Tip Of The Day	Displays a random selection from the available tips relating to QPro operation.

Option	Description
About	This will give you information about the QPro system that you have purchased.

A.2: Script menus

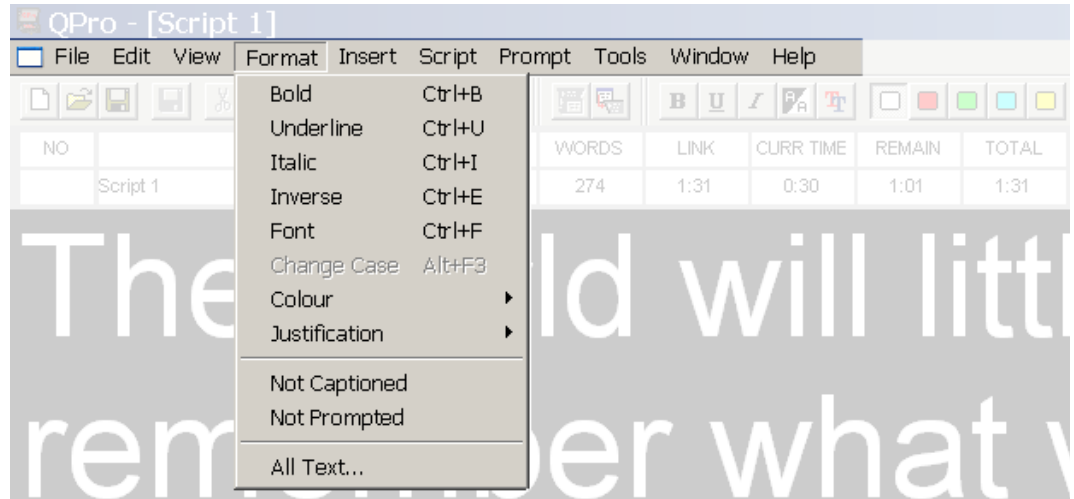
Edit menu.



Option	Description
Cut	This becomes active when you highlight a section of text, you can then remove the selected text by selecting Cut from the menu or by using the keyboard shortcut [Shift] + [Del] or by clicking on the cut icon.
Copy	This becomes active when you highlight a section of text, this is useful when you want to copy large portions of text within your story.
Paste	This becomes active after you have cut a section of text from your script, you can then paste it else where in the story.
Paste Special	When this is selected you will this menu. If you need to paste a section of text in within your current script in a different format then you can use one of the available formats to do this. Depending on which format you select you will be presented with a Paste Settings window. See 6.3 Data Converters for more information.
Select All	This will select all the text in your current script.
Find	Use this to find words within the script.
	Type in the word that you want to search for then click Ok to begin the search. This will then find the first instance of the specified word in the script. By clicking on the Special Characters tab you can search for these additional characters.

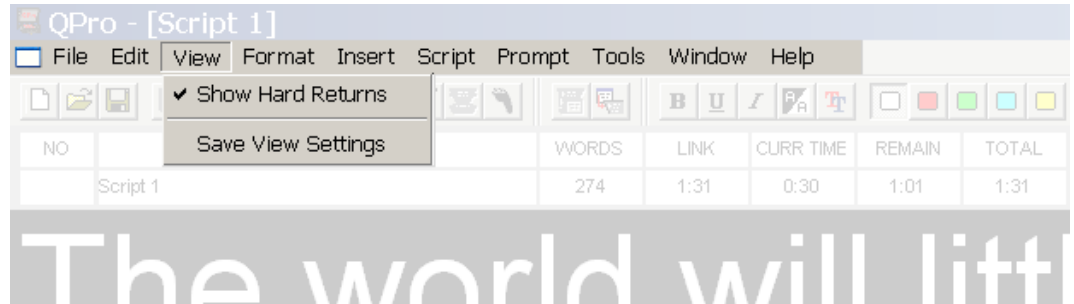
Option	Description
Find Next	If you want to continue searching for a word you can use this function. Each time the word that you have specified is found it will be highlighted.
Find Previous	Search for a word or phrase in a reverse direction from where you are currently editing your script.
Replace	Use this to automatically search and replace words within the script.
Spell Check	<p>Once spell checking is selected you will see this window.</p> <hr/> <p>NOTE: Spell checking will start from wherever the cursor is in the script.</p> <hr/>
	<p>Spell Check settings:</p> <p>Ignore Will ignore the current word in the “consider changing” box.</p> <p>Ignore All will ignore all instances of the same word within the current script.</p> <p>Change Will change the current “consider word” to one that is in the dictionary.</p> <p>Change All Will change every instance of the current word to the one that has been suggested.</p> <p>Add To Dictionary Use this to add more words into the QPro Dictionary.</p> <p>Add To Auto-correct If you want to automatically change particular words click on this to add them to the Auto-correct dictionary.</p> <p>Suggest More Click on this to see if there are more suggestions for a particular word.</p>

Format.

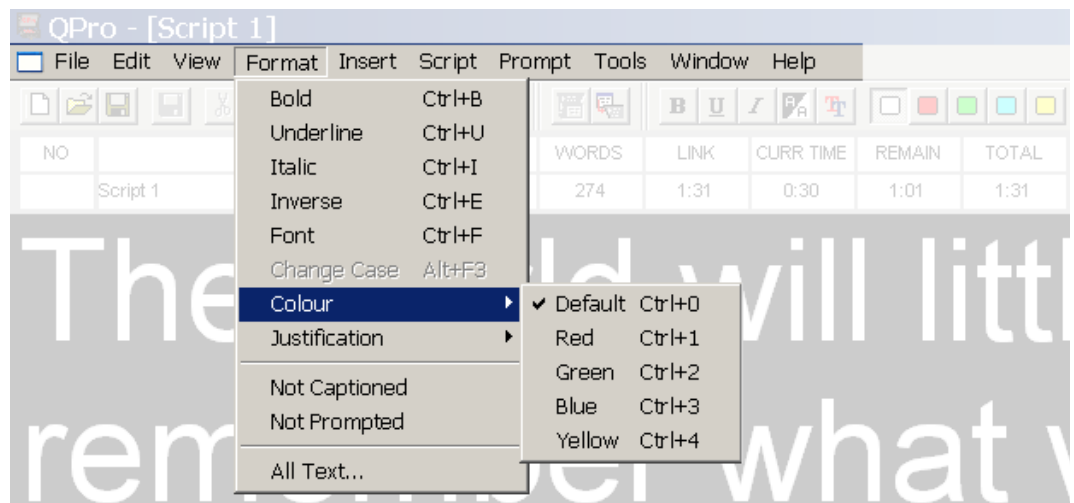


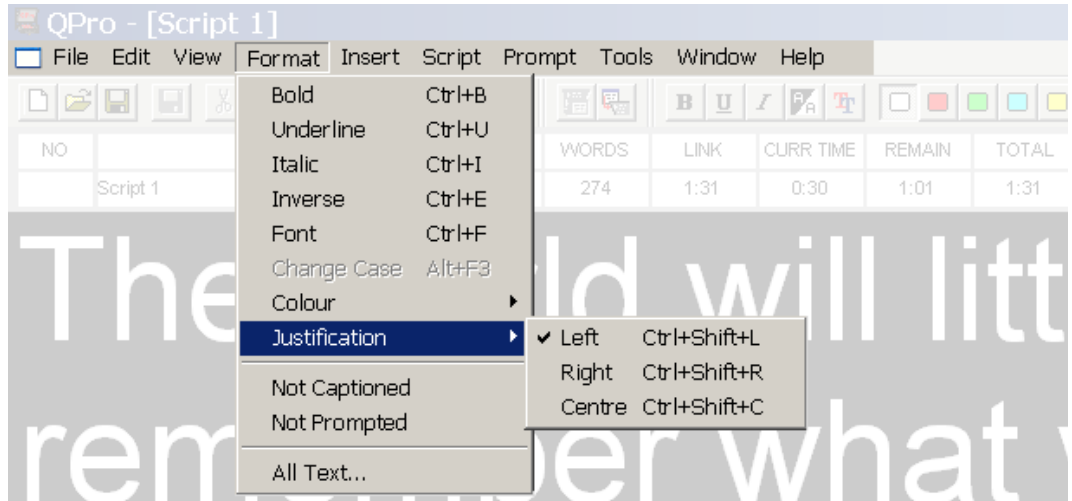
Option	Description
	To see this menu the QPro Editor has to be the active window.
	The first section shows standard word processing formatting functions; these options are also on the button toolbar.
Not Captioned	When this is selected any text that you don't want to go to the Caption Generator is highlighted as shown.
Not Prompted	For text that you don't want to be prompted you can use the Not Prompted option. The text will then be highlighted as shown in the editor but will not appear on the prompter screen.
All Text...	<p><i>Use this option to format all the text within a script</i></p> <p>All Text... settings:</p> <p>Leave This will leave the text as it is.</p> <p>On This will turn on the formatting function that you have selected and format the script.</p> <p>Off This will remove the formatting from the script.</p>

View.

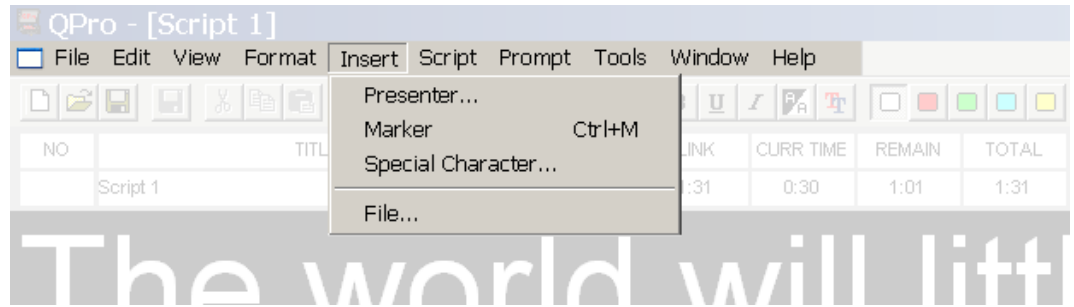


Option	Description
To see this menu the QPro Editor has to be the active window.	
The first section shows standard word processing formatting functions; these options are also on the button toolbar.	
Show Hard Returns	When this is selected any text that you don't want to go to the Caption Generator is highlighted as shown.
Save View Settings	For text that you don't want to be prompted you can use the Not Prompted option. The text will then be highlighted as shown in the editor but will not appear on the prompter screen.



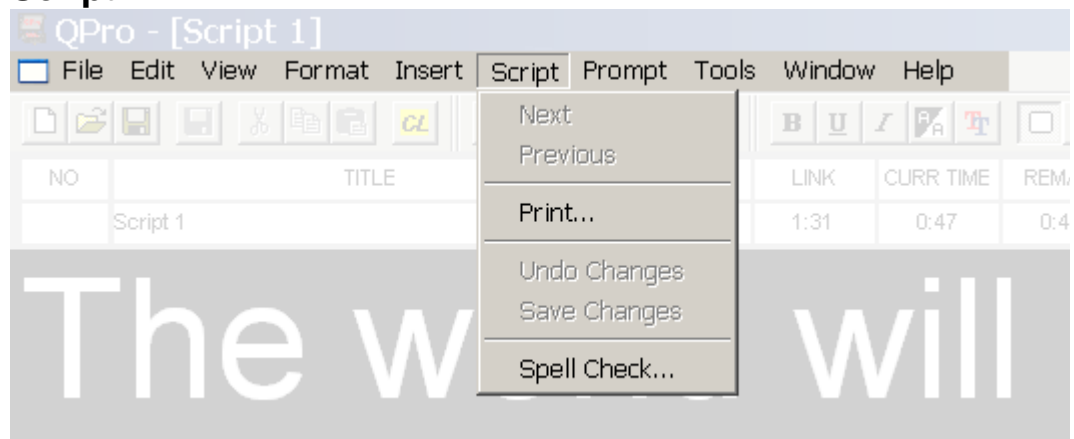


Insert.



Option	Description
Presenter...	Insert the name of a presenter at the current cursor position in a script. On installation there is one Default presenter available. Refer to section 8.5: Presenters for detailed information on creating and editing presenter profiles.
Marker	Insert a marker at the current cursor position in a script. This allows you to jump to a specific point in a script without having to scroll through all the text. Refer to section 8.6: Markers for detailed information on using markers.
Special Characters...	
File...	

Script.

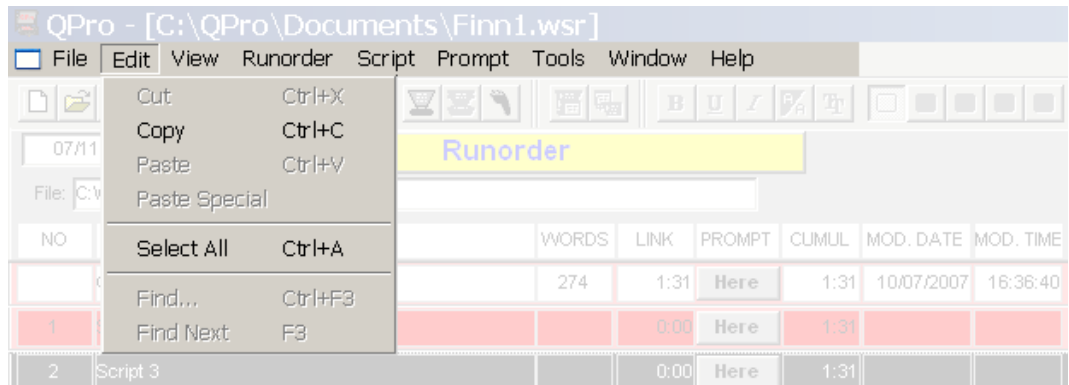


Option	Description
To see this menu a QPro Editor must be active.	
Next	Open the next script in the runorder.
Previous	Open the previous script in the runorder.
Print...	
Undo Cchanges	

Option	Description
Save Changes	
Spell Check	<p>Once spell checking is selected you will see this window.</p> <hr/> <p>NOTE: Spell checking will start from wherever the cursor is in the script.</p> <hr/>
	<p>Spell Check settings:</p> <p>Ignore Will ignore the current word in the “consider changing” box.</p> <p>Ignore All will ignore all instances of the same word within the current script.</p> <p>Change Will change the current “consider word” to one that is in the dictionary.</p> <p>Change All Will change every instance of the current word to the one that has been suggested.</p> <p>Add To Dictionary Use this to add more words into the QPro Dictionary.</p> <p>Add To Auto-correct If you want to automatically change particular words click on this to add them to the Auto-correct dictionary.</p> <p>Suggest More Click on this to see if there are more suggestions for a particular word.</p>

A.3: Runorder menus

Edit menu.



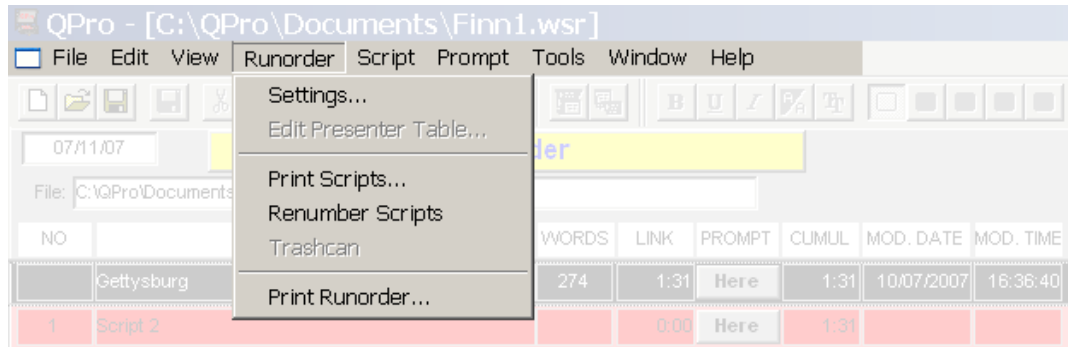
Option	Description
Cut	This becomes active when you highlight a section of text, you can then remove the selected text by selecting Cut from the menu or by using the keyboard shortcut [Shift] + [Del] or by clicking on the cut icon.
Copy	This becomes active when you highlight a section of text, this is useful when you want to copy large portions of text within your story.
Paste	This becomes active after you have cut a section of text from your script, you can then paste it else where in the story.
Paste Special	When this is selected you will this menu. If you need to paste a section of text in within your current script in a different format then you can use one of the available formats to do this. Depending on which format you select you will be presented with a Paste Settings window. See 6.3 Data Converters for more information.
Select All	This will select all the text in your current script.
Find	Use this to find words within the script. Type in the word that you want to search for then click Ok to begin the search. This will then find the first instance of the specified word in the script. By clicking on the Special Characters tab you can search for these additional characters.
Find Next	If you want to continue searching for a word you can use this function. Each time the word that you have specified is found it will be highlighted.

View.



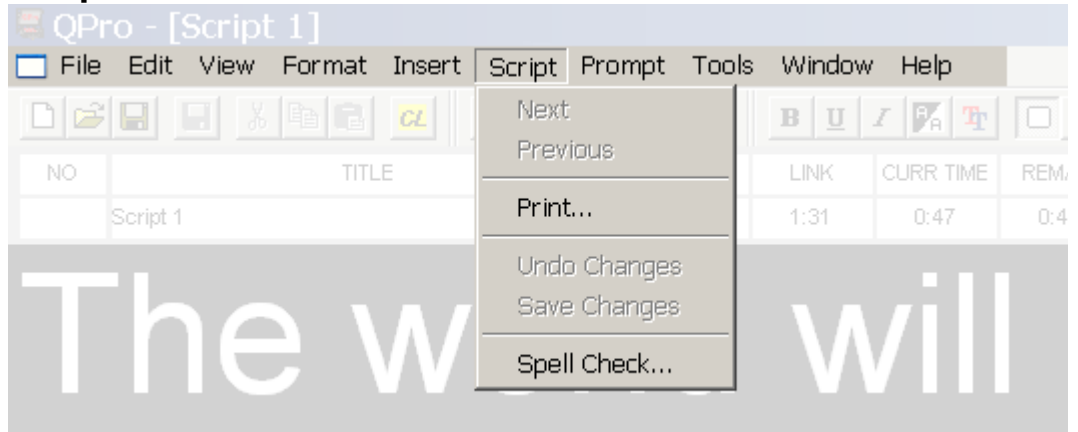
Option	Description
	To see this menu you must have a runorder open and active,
Change Layout	

Runorder.



Option	Description
To see this menu you must have a runorder open and active.	
Settings...	
Edit Presenter Table...	
Print Scripts	Use this option to print the scripts in your Runorder.
Renumber Scripts	Select this option to number the scripts in your Runorder sequentially.
Trashcan	
Print Runorder	

Script.



Option	Description
To see this menu the QPro Editor has to be the active window.	
The first section shows standard word processing formatting functions; these options are also on the button toolbar.	
Not Captioned	When this is selected any text that you don't want to go to the Caption Generator is highlighted as shown.

Option	Description
Not Prompted	For text that you don't want to be prompted you can use the Not Prompted option. The text will then be highlighted as shown in the editor but will not appear on the prompter screen.
All Text...	<i>Use this option to format all the text within a script</i>
	All Text... settings:
	<p>Leave This will leave the text as it is.</p>
	<p>On This will turn on the formatting function that you have selected and format the script.</p>
<p>Off This will remove the formatting from the script.</p>	

APPENDIX B: Sales and Support Information

International Head Office

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web:www.autocue.com

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e-mail:sales@autocue.co.uk

Lee Spurway - Customer Service Manager
Tel:+44 20 8687 4862
Fax: +44 20 8687 4869
e-mail:sales@autocue.co.uk

Technical support

For technical support please use one or more of the following options.

Phone.

1. Call the main Autocue number:
+44 20 8665 2992
2. Select the support option

3. Leave a message including as much detail about the problem as practical.

Email.

1. Send an email to:

support@autocue.co.uk

Remember to include as much detail as possible. A phrase such as "Screen blank" makes it difficult for the support staff to diagnose a problem and will delay providing you with an answer.

Web site.

1. Go to www.autocue.com
2. Select "Support" and then "Problem Form"
3. Complete the form and submit it.