

## TeleScreen-32 Tutorials

[Prepare before you start the Tutorials](#)

[Opening and importing text files](#)

[Using the Control Bar](#)

[Using Dual Monitors](#)

[Using Speed Controls](#)

[Using Alternate Files](#)

[Using Text Markers](#)

## Prepare before you start the Tutorials

### *Color Depth*

The most common problem you may incur may be the TeleScreen-32 responsiveness. This issue is apparent when the keyboard or mouse responds slowly. Another indicator of poor response is a slow scrolling speed that does not change when the speed control is used. The fixable problem lies within your video card and it's settings.

TeleScreen-32 internally scrolls the text in your video card's memory, not your computers main memory. This is why TeleScreen-32 only requires 24 to 32 megabytes of ram to run. The amount of memory on your video card plays a major roll in the graphic scrolling performance of TeleScreen-32. Having too little video card memory will be apparent if TeleScreen-32 responds poorly.

To remedy this issue you can install more video ram or buy another video card, or adjust the way your computer processes graphics. The most practical fix is to adjust your computers use of video ram and make it easier for your video card to process graphics. This can be accomplished by resetting your video cards color depth.

The color depth setting determines how many color bits make up each pixel or screen dot held in your video cards memory. Having 32 or 24 bits per pixel is called True Color and this is why graphic images, movies and other graphic displays look so realistic. Next is 16 bits per pixel. This is called Hi-Color, not as nice as True Color but acceptable for most graphic image displays. Lastly is the 8 bits per pixel mode. This is called low color or 256-color display mode. This mode is not good for detailed graphics, but very easy on your video cards memory usage and its stress levels.

If your TeleScreen-32 response is slow or non-responsive, change your video cards color depth to a minimum of 16 or 8 bit color and the responsiveness problem should be immediately remedied.

To change you color depth use the **[Start] [Settings] [Control Panel] [Display][Settings]** option in windows to change to 256-color mode or 16-bit Hi-Color mode. See, no need to buy another video card or more video ram.

### Mouse Required

The keyboard can be used for most operations of TeleScreen-32 but a mouse makes it much quicker and easier on your memory of keyboard short cuts. A mouse can control all operations and functions of TeleScreen-32. Moreover the mouse doubles as a built in hand controller. A mouse wheel is not required but will make scrolling speed adjusting much easier.

### ***Terms used in this Tutorial***

Dual Monitor            Two separate monitors connect separately

Editor	The script text editor in TeleScreen-32
Main Screen	This the default TeleScreen-32 startup interface
Pixel	A single dot on your computer screen
Script file	Any text type of file used for scrolling
Main Screen	The startup screen with the edit and options panels
Play Screen	The window or screen on which the text is scrolling
Text Markers	Visible Book Marks

[Back to Top](#)

## Using Alternate Files

In this exercise you will learn how to use the Alternate files. Alternate files have many features that are designed to control, display and play multiple script files. Multiple script files can be used with multiple talents or a single talent needing different settings for each script file. Alternate files provide a different scrolling speed delay, background color, font, font color, vertical spacing, loop, file name, and text alignment for each alternate file.

### **Discussion:**

Each alternate file has three buttons to help manage the script file settings and file play/loop order when scrolling script files.

The first button is the **[Use]** button. This button when clicked will focus TeleScreen-32 on the associated script file and any settings that are changed will apply to the associated script file. You can load any alternate file script into the editor by clicking the individual **[Use]** button. This can be done while scrolling if using a *dual monitor* system with an operator person.

The **[Play]** button when selected will indicate that the file should be played during the next script scrolling event. Multiple **[Play]** buttons may be selected. When the next scrolling is started, each Alternate file that is selected will scroll in succession one after another starting with the script that is currently in the editor. When the last Alternate file has played TeleScreen-32 will return to the editor or pause until [Esc] is pressed, then return to the editor.

The **[Loop]** button is used to replay a script file over and over. Multiple **[Loop]** buttons may be selected. When the next scrolling is started, each Alternate file that is selected will scroll in succession one after another starting with the script that is currently in the editor. Multiple Alternate files that have the **[Loop]** button selected will continue scrolling one after another until you stop the scrolling event and return to the editor.

### **Exercise:**

1. Click the first **[Use]** button. We will now load or open a script file.
2. Click the open file icon on the editor menu bar or the **[File][Open]** from the File pull down menu. Using the open file dialog box, locate a script file from any folder in your computer and click **[Open]**.
3. Click the background color icon on the editor menu bar. Next, select a color that is different than the font colors of your text.
4. The *Control Bar* on the top right of the main editor screen contains a horizontal speed *Delay* slider. With your mouse drag the slider to 006.
5. Click on the *Font* tab located in the option panels on the right hand side of the main editor screen.
6. Click and drag the *Vertical Line Spacing* slider to 20. This will add a small blank space between each vertical line as it is scrolled when played.

7. Click the *Forward* button on the *Control Bar* to scroll and check the first script file for any adjustments that need to be made.
8. After making any adjustments to the **first** scrip file settings, click the **second** alternate file [**Use**] button.
9. At this point you are ready to open another script file in the second alternate file "slot". Starting with number two above, load an additional script file and change it's settings. Try to use different parameters for the second file; set the background color to a color other than the first alternate file background color; drag the speed *Delay* slider to 010; the *Vertical Line Spacing* slider to 40.
10. After adjusting all alternate files, use the function keys to load a different alternate file and associated settings during a scrolling session. Function Keys are assigned as F4 first alternate, F5 second alternate, F6 third alternate etc.

### Conclusion:

You can set up a unique script file and associated settings to any Alternate file "Slot". The settings are saved in the TeleScreen-32 configuration and will be available next time you start TeleScreen-32. You can also have multiple TeleScreen-32 configurations each with it's own unique Alternate File set.

[Back to Top](#)

## Using the Control Bar

In this exercise we will explore the various control methods that can be used from the floating **Control Bar**.

### **Discussion:**

The **Control Bar** is a docking control that can be used for both single and dual monitor systems. The **Control Bar** options are also available from the main menu and via keyboard short cuts. The **Control Bar** can be manually dragged to either the operator monitor (primary monitor) or the play screen (primary or secondary monitor) for controlling the scroll delay speed, scroll direction, pausing and stopping. It is not necessary to use the **Control Bar**, but it will make playing a script file easier.

### **Exercise:**

1. This exercise requires that you be using either a single monitor system or the primary monitor on a dual monitor system.
2. To begin, click the *Screen* tab located in the option panels on the right side of the main screen. Then click the [**Full Screen**] radio button on the *Window Size* sub panel if it is not already checked. This exercise requires that you be using the entire play screen area.
3. Click the right bottom corner and drag the **Control Bar** frame from the upper right main screen docking position to the left side of the main screen over the editor and release it. Notice that when dragging the **Control Bar** frame the grip triangle turns red.
4. After releasing the **Control Bar** a message window appears that asks if it should adjust the scrolling window size to accommodate the **Control Bar** when scrolling a script. Click the [**Yes**] button. If the **Control Bar** is released over the future scrolling text area on the play screen, TeleScreen-32 will not update or repaint the scrolling window. **TIP:** *In the future if you are using a manually adjusted scrolling Window Size, answer [**No**] to keep the **Control Bar** at its released play screen position.*
5. Click and drag the horizontal Delay slider to 006. This will set TeleScreen-32's focus on the *Delay* slider and you can now use the arrow keys as well when adjusting the scroll *Delay*.
6. Click the [**Forward**] button on the **Control Bar** to begin playing the script; then click the [**Pause**] button after a few lines have scrolled. The [**Pause**] button is a *toggle* button and will resume scrolling when clicked a second time. Clicking the [**Forward**] button will also resume scrolling.
7. The [**Reverse**] button is a *reverse while down* button. Click the [**Forward**] button until a screen or two has scrolled up, then click and release the [**Reverse**] button. Notice that TeleScreen-32 went into the *pause mode* after releasing the [**Reverse**] button.
8. Click and release the [**Reverse**] button a few times until you have reached the beginning of the script file. Try to avoid holding the [**Reverse**] button when locating a new start position in the script file. If

- you back up to the beginning of the script file and the first line is repeating, click the [**Forward**] button to change scrolling directions.
9. Click the [**Forward**] button and adjust the scrolling *Delay* until the read speed is comfortable for the talent, then click [**Pause**].
  10. If you need to reposition the **Control Bar**, click the caption bar on the top of the **Control Bar** and drag to a new play screen position. Notice that the play screen cleared when you released the **Control Bar**.
  11. The [**Stop**] button will return to the Main screen editor. Click the [**Stop**] button and return to the main screen editor.

### Conclusion:

The floating **Control Bar** provides you clickable and visible controls for scrolling a script file. The keyboard shortcuts are also available and can be used instead of, or with, the **Control Bar**. You can also use the *Fixed Position Play Menu* instead of the **Control Bar**, but not both at the same time.

[Back to Top](#)

## Using Speed Controls

There are three methods for controlling the speed while scrolling a script file. Seldom will a Talent read the script at a constant rate. Whether the operator or the talent is controlling the scrolling speed, variable speed control makes changing the scroll speed easy as a single arrow key click or a roll of the mouse thumb wheel.

### **Discussion:**

The speed control settings changed in TeleScreen-32 are saved with the TeleScreen-32 configuration and become the default speed controls once saved. The arrow keys can be used if selected and the play screen has the TeleScreen-32 focus. Dual monitor operators should bear in mind that the arrow keys are used for changing many options on the main screen interface while scrolling. This may lead the operator into mass operator confusion. For instance, if while scrolling the operator has selected the arrow keys to control the speed, he or she should not use the arrow keys to adjust the vertical spacing while scrolling. When TeleScreen-32's main screen interface is hidden on a single monitor system, the play screen automatically has focus and will use the arrow keys correctly. If, as mentioned above, you do have the main screen interface visible and you use controls on the main interface that utilize the arrow keys, that control has the TeleScreen-32 focus and the arrow keys will no longer control the scroll speed. The speed controls sound confusing, but with a little practice are easy to use.

### **Exercise:**

1. This exercise requires that you are running a single monitor system or using the primary monitor on a dual monitor system. You must also have a mouse wheel available and have a script file loaded into the editor.
2. First we will test the mouse wheel to make sure it is performing correctly. Click anywhere on the text in the script editor window. Now rotate your mouse wheel forward and backwards a few times. If the mouse is behaving correctly, the text should scroll in the editor window when moving the mouse wheel. If not, consult the mouse settings in the windows *Control Panel* to make sure the mouse wheel is set for scrolling before continuing with this exercise.
3. Click the *Screen* tab located in the option panels on the right side of the main screen.
4. Locate the **Control the speed when playing with** section on the *Screen Panel*. The radio buttons show the choices you can use for scrolling speed control. The default is [**Keyboard Only**], and you can use the up and down arrow keys to control the scrolling speed. The up arrow will increase the speed and the down arrow will slow the scrolling speed.
5. Click the [**Mouse Wheel**] radio button. Click either the *Play* option on the main menu bar or the *Forward* button on the floating control bar to start playing the current script.
6. Rotate the mouse wheel forward and backwards a few times to see the scrolling speed changes. It should take 3 pushes on the mouse thumb



wheel to go from full speed to slow speed and visa versa. If not, you can change the mouse thumb wheel sensitivity using the mouse settings in the windows *Control Panel*.

7. Locate the **Control the speed when playing with** section on the *Screen Panel* and click the **[Mouse Movement]** radio button.
8. The **[Mouse Movement]** speed control works when pushing your mouse forward (away from you) and backwards (towards you). The amount of mouse movement is generally small, a few inches forward or backward to go from full speed to slow speed.

### Conclusion:

The most popular speed control is the mouse wheel. As mentioned, it can double as a hand controller when using the primary monitor for scrolling text. If you are the talent and operator, set the mouse out of camera view for a one-person shoot and no one will know but you!

[Back to Top](#)

## Using Dual Monitors

Using dual monitors frees up the talent to do what they do best and puts you in control. Even though TeleScreen-32 was designed for two person operation, the talent and teleprompter operator, it can also be used by a single person very easily. Using two monitors, the operator can run the session without the talent knowing or seeing any of the behind the scenes teleprompter operations. The operator console provides all of the functionality of TeleScreen-32 even while the talent is reading the teleprompter copy. The speed, colors, text files and scroll direction can be changed as the text is being scrolled on the second monitor.

### **Discussion:**

One of the most common problems using dual monitors is the mode they are configured in. The various dual monitor modes have specific advantages and disadvantages. Here are a few common mode descriptions:

The *Copy* or *Clone mode* will send the same SVGA monitor signal to both the primary and secondary monitor.

The *Virtual mode* will employ both monitors to make one large display. In this mode the Desktop will span both monitors as one display and your computer will send two different SVGA signals to the primary and secondary monitors.

The *Separate mode* is the one we use for TeleScreen-32. In this mode the Desktop is extended onto the second monitor. The Desktop is not drawn on the second monitor automatically as in the virtual mode above. You can however manually move application displays onto the second monitor and run them separately from the primary monitor applications. When running TeleScreen-32, we use this mode for dual monitor management and support.

The [**Second Monitor**] main menu option (on the top main menu) appears when your second display appears to Windows as a *Separate* second display and adapter. If the [**Second Monitor**] menu option does not appear when starting TeleScreen-32 on a dual monitor system follow these steps to change the display mode:

1. From your Desktop, click on the [Start][Settings][Control Panel][Display][Settings] tab.
2. On the *Properties Page* you should see two separate graphic image monitors numbered "1" and "2". Click the second monitor image then check *Extend my Windows desktop onto this Monitor*. You will need to restart TeleScreen-32 after changing this windows setting.
3. If you do not see two separate graphic image monitors consult your video adapter/driver documentation and search for information about the possible dual display options and how to change them. Some video card

manufactures call this the *Dual Head* mode. After seeing the two separate monitors on the *Properties Page* go to step #2 above.

### Dual monitor features and options in TeleScreen-32 :

The [**Show Operator Scroll Monitor**] will automatically relocate the operator scroll monitor display and *Control Bar* to the left side of the main screen interface. Since you cannot edit the scrolling text while scrolling the text, the editor will be hidden. This will allow the right side option panels and settings to be changed when scrolling text.

The [**Show Second Monitor**] option is used for testing your secondary monitor or sending messages to the talent with the talk back feature.

The [**Show Text on Second Monitor**] sets the main scrolling play screen to the secondary monitor. When checked, it will turn off other single monitor options automatically.

#### **Exercise:**

1. This exercise requires that you are running a dual monitor system as described above. You must also have the [**Show Text on Second Monitor**] option checked before continuing.
2. Click the [**Second Monitor**] main menu pull down, then check [**Show Operator Scroll Monitor**]. This will relocate the operator monitor panel that lives in the right side option panels to the editor side of TeleScreen-32's interface.
3. Click the [**Show Second Monitor**] to activate and show the second monitor. *Note: It is not necessary to click the [**Show Second Monitor**] when clicking [**Play**] or [**Forward**] when starting a scrolling event.*
4. Drag and set the speed *Delay* on the *Control Bar* to 006. Click [**Forward**] on the *Control Bar* then click [**Stop**] on the *Control Bar*.
5. If using a mirror reverse hood as the Talent monitor, you will need to reverse mirror the text being sent to the Talent monitor. You do not need a mirrored hood setup for this exercise however.
6. From the [**Format**] main menu pull down, click [**Reverse Mirror Text**]. Next, click [**Forward**] on the *Control Bar*. Notice that the text scrolling on the operator monitor is not mirror reversed, but the talent monitor is reversed. After playing a page or two, click [**Stop**] on the *Control Bar*.
7. Click the main menu *Screen* pull down and click [**Top to bottom Scroll**]. This feature is designed for users that have their monitor on it's head and upside down or just prefer text scrolling in from the top of the *Play screen*.
8. [**Reverse Mirror Text**] can be used in any scrolling mode with a single or dual monitor system. The [**Reverse Mirror Text**] feature will reverse the all text and graphic output that is sent to the second monitor.

Conclusion:

Dual Monitor users have tools that will put the teleprompter operator in control. Although the single monitor user can use all of the features of TeleScreen-32, the dual monitor user can take advantage of the multiple monitor features of the Windows operating system and hardware. External teleprompter display hardware is 100% compatible with TeleScreen-32 and you should have no problems after employing TeleScreen-32 for your next teleprompting session.

[Back to Top](#)

## Opening and importing text files

TeleScreen-32 will use any standard text based file for script prompting (not doc or rtf files). You can open or import any file saved with your favorite word processor, providing it is saved in the correct format. You can also cut and paste directly from other word processing systems. TeleScreen-32 provides it's own text editor to compose and/or edit a script file on the fly. The normal editor mode uses half of the vertical main screen for the editor. You can use the **[Show Editor Only]** option to edit in the full screen mode.

### **Discussion:**

Opening a new text file requires that you click the **[Open]** file icon or use the main menu *File* **[Open]** pull down option to locate the file and enter the file name into a file open dialog box. Once a text file is loaded in the editor you can modify and save the file in it's original format by using the file **[Save]** icon or use the main menu *File* **[Save Text File]** pull down option. Most file open problems occur when the file is saved in a word processor in a non-compatible format.

Other word processing documents often contain formatting codes that are not recognized by TeleScreen-32. It is very important that you save a file to be opened by TeleScreen-32 in a simple format. Margins, indents, bookmarks, special characters and a host of other word processing control codes can cause errors when loading them into TeleScreen-32. They can sometimes cause text to be scrolled incorrectly by dropping or repeating lines or words. Sometimes a single word may be dropped because of the hidden special formatting codes that were saved by your word processor.

### **Exercise:**

1. This exercise requires that you have a word processor system installed and running. If you haven't started your word processor please do so now before continuing. In this exercise we will use MS Word; your word processor options and functions should be similar.
2. **Saving a script** in the correct format sample exercise.
3. First, within your word processor, open a draft or finished script file.
4. Check your document for margins, possible macros, hyper jumps or any non-text file formatting, and remove the formatting from the document.
5. Now using the word processor, click the *File* menu pull down and locate the *File Save As* option. Click the *Save As Type* feature and next click *Text Only with Line Breaks \*.txt*.
6. Type a name other than the original script file name into the *File Name* box then click *Save*.
7. If you have not started TeleScreen-32, start it now and use the **[File][Open]** option to load the script file we saved in the step above.
8. Now, use the **[File][Save]** option to re-save the script file so the line breaks or paragraphs will match TeleScreen-32's play screen's constraints and size. This file can now be played in TeleScreen-32 without further modifications.

9. **Copy and Paste** sample. This sample requires you start both your source word processor or browser and TeleScreen-32.
10. Using *Cut and Paste* we will place text directly into TeleScreen-32's editor from another source. The source could be your word processor, a web page or any document that you can use select and copy.
11. If you have not started TeleScreen-32, start it now. Click the **[File] [New]** option. This will clear out the text editor buffer. Your default font, color and settings from your last file saved are still in effect.
12. Start your web browser or word processor and locate or load a page of text. The text can be in any format or font. With your mouse, select a page of text then click the *Edit* pull down then click the *Copy* option from your word processor or browser.
13. Back in TeleScreen-32, click the editor to get it's attention. Next, click the **[Edit]** menu pull down then click **[Paste]**.
14. Now our editor contains the new text and TeleScreen-32 formatted the text when we used the **[Paste]** option.
15. Click the **[Play]** option on the top main menu. Before scrolling the text, TeleScreen-32 will ask for a file name for the newly pasted text. Enter a file name into the *Save File* dialog box and then the scrolling will begin.

### Conclusion:

Script file sources can be gathered from any document source. There is no need to re-type or re-enter text if it has already been done. When saving text files from your word processor, remove any special formatting and save as appropriate. When using *Copy* and *Paste* the formatting will be removed when you paste the text into TeleScreen-32.

[Back to Top](#)

## Using Text Markers

Text markers provide an easy quick way to navigate through a script file while scrolling. This feature can be used when starting a script file or playing a script file. Because the list of *Text Markers* is generated as you add text markers you do not need to remember which text markers or bookmarks are located where in the script file.

### **Discussion:**

Text markers are delimited text entries that you add at certain jump points or bookmark points in your script file. To add a new text marker right click in the script editor in the text area that the marker should be placed. Next, click [**Insert Jump To Marker**]. This will insert the text marker at the current text location.

You can manually insert the Text Markers like any other text. If you are using the manual method, make sure you use the [**Refresh**] option from the *Text Markers List box* so the list will show your new Text Markers. *Note: When using Text Markers, the scroll will begin on the line below where your text marker has been inserted.*

The *Text Markers List* panel on the right hand of the main screen is used to change the marker delimiter character and remove text markers. The other feature of the *Text Marker List* is to set whether the [**Use PGUP/PGDN keys**] are used to move from marker to marker while scrolling text. You can also use the [Ctrl] key and the number of the text marker to jump from text marker to text marker while scrolling a script file. Or as our exercise will show, use the [**Text Markers**] panel

### **Exercise:**

1. This exercise requires that you have TeleScreen-32 running in the normal editor mode. While the normal editor mode is not necessary, it will make this exercise easier. *Text Markers* can be used without the [**Text Markers**] panel and interface. For this exercise we will use the [**Text Markers**] panel when adding new *Text Markers*.
2. Click on the [**Text Markers**] tab on the right side of the main screen.
3. If there are any text marker entries in the panel, click [**Remove All Markers**] to get a clean slate.
4. Next, click on the beginning of the 5<sup>th</sup> or 6<sup>th</sup> line of text in the *editor* before the first character. Note: It is not necessary to insert the Text Marker on a blank line but it simplifies editing. Do not insert a *Text Marker* at the very beginning of the script text.
5. Click the right mouse button and the editor popup will be displayed.
6. Select and click [**Insert Jump-To Marker**]
7. In the *editor*, navigate down to the next paragraph or the 20<sup>th</sup> line or so. Click the editor to set the next *Text Marker* location.
8. Right click the editor, then select [**Insert Jump-To Marker**] a second time. Notice the previous *Text Marker* was added to the *Text Markers* list.

9. When you are finished adding *Text Markers* click the [**Refresh**] button to display all current markers. Click the [**Refresh**] button now.
10. On the [**Text Markers**] panel notice the script text that was added for each *Text Marker* entry. Click the individual *text marker* entry to reposition the editor. If you clicked [*Forward*] or pressed [**Alt**]+[*P*] the scroll would begin from the repositioned text location.

### Conclusion:

If using a dual monitor system you can reposition while scrolling a script by using the [**Text Markers**] panel. Click the [**Second Monitor**] main menu option to activate the second monitor scrolling options. Click [**Show Text on Second Monitor**] and [**Show Operator Scroll Monitor**] to relocate the operator monitor to the left side of the main screen. This will leave the [**Text Markers**] panel available on the right side while scrolling on a Dual Monitor system.

If using a single monitor, use the [Ctrl] key and the number of the *Text Marker* to reposition when scrolling.

If using the Alternate files option, each Alternate File can have it's own set of *text markers*.

[Back to Top](#)