



## USER MANUAL

# Introduction



Teleprompt<sup>+</sup> is a simple yet powerful professional teleprompter application for the iPad, iPhone, and iPod touch. Whether you are a video producer looking for an affordable, portable alternative to traditional teleprompter setups, or a public speaker looking for a powerful aid for delivering speeches, our goal is to provide you with the easiest to use and most effective prompting solution available on the iOS platform.

In addition to basic text prompting functions, Teleprompt<sup>+</sup> offers many advanced options and features that will enable you to custom tailor your prompting setup according to your own needs. We offer such advanced features as text mirroring (for true hardware mirror setups), wireless remote control capability, custom VGA and HDMI output support, rich text, import and export capability via Google Docs and Dropbox,

audio recording, video recording, and grouping and manually sorting scripts.

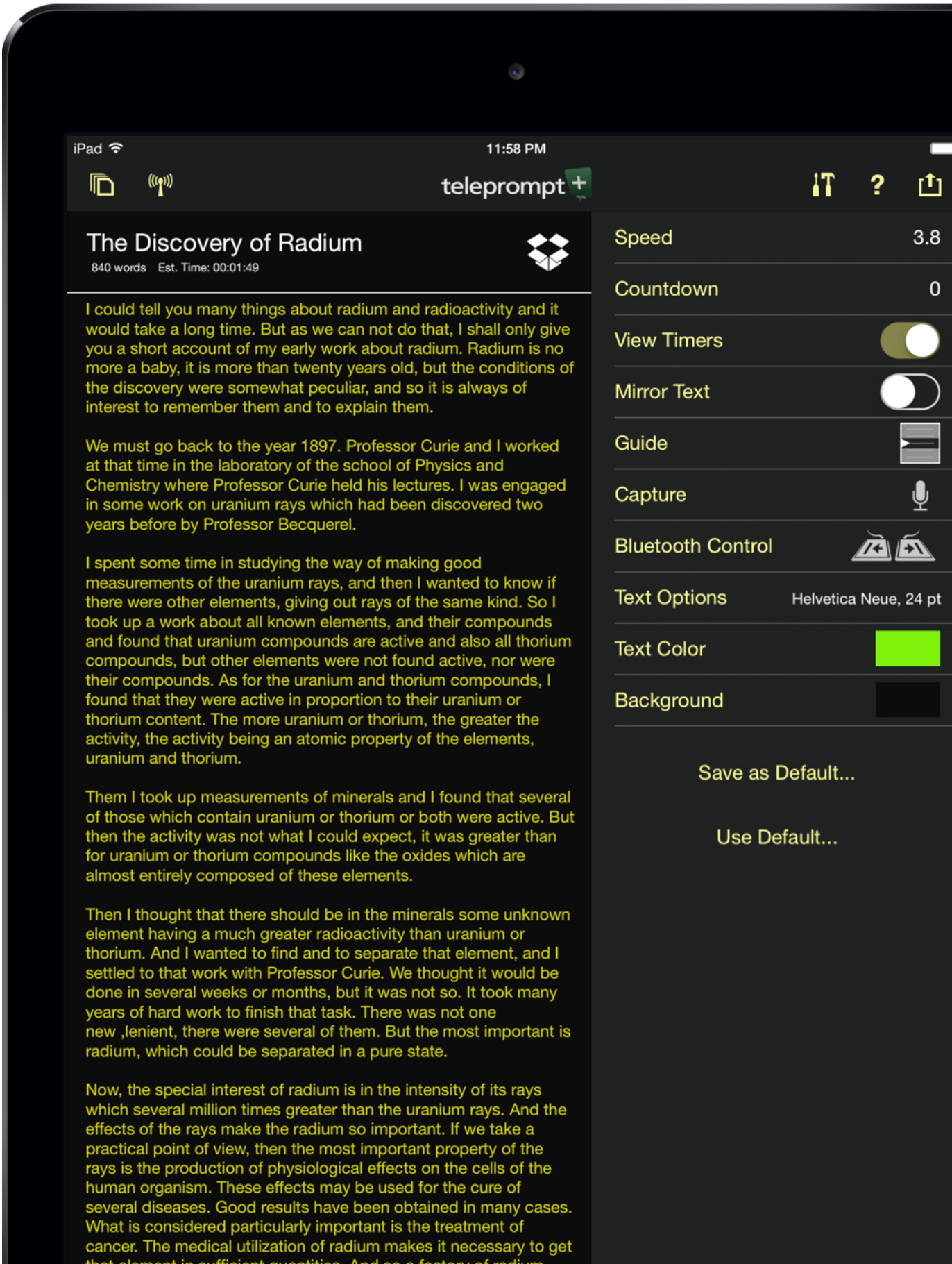
Despite these advanced features, it is incredibly simple to get up and running with Teleprompt<sup>+</sup>. We've strived to keep Teleprompt<sup>+</sup> as simple to use as possible, and we believe we've succeeded. Within minutes of purchase, you can be prompting with little setup or knowledge of the product. To get started quickly, we suggest you review the Getting Started section of this guide, then dig deeper into the advanced features to find the options which meet your needs. We also offer several instructional videos that you can access directly from the app's integrated help screen, or from our website at [www.bombingbrain.com](http://www.bombingbrain.com).

We are constantly looking to improve our product. If Teleprompt<sup>+</sup> is not meeting your needs in some way, or if you have suggestions for improvement, please contact us at [support@bombingbrain.com](mailto:support@bombingbrain.com). Enjoy!

Gene Whitaker

CEO, Bombing Brain Interactive

# Getting Started



# Your First Prompting Session

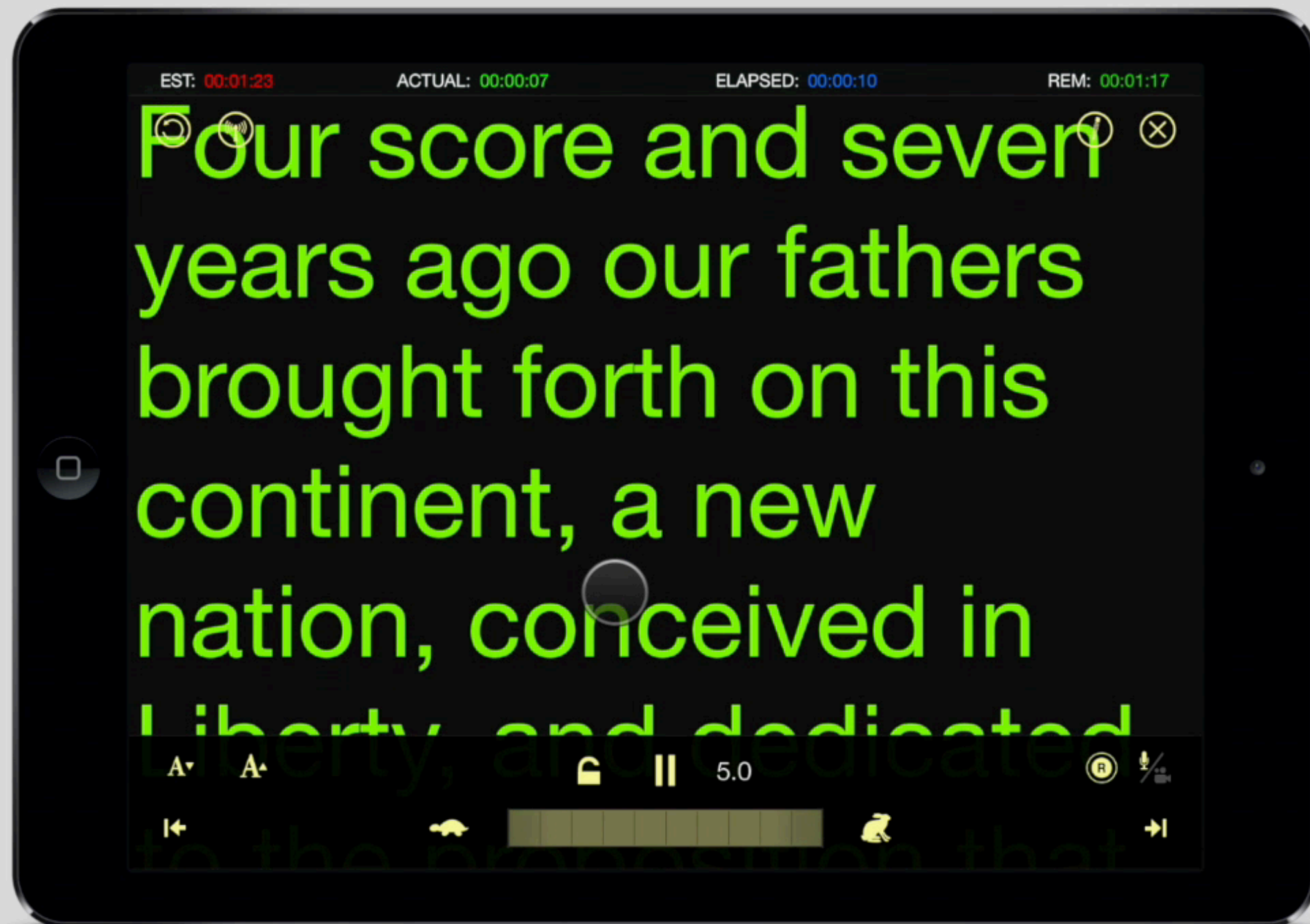
The text that you read in Teleprompt<sup>+</sup> is referred to as a script. Prompting with Teleprompt<sup>+</sup> can be as simple as following 5 basic steps:

1. Launch the app by tapping the app's icon.
2. Tap the "Scripts" button at the top left of the screen to reveal the script list.
3. Tap the + button at the bottom to add a new script.
4. Type a name for your script in the script name field.
5. Tap the content field, and either type in your script, copy/paste your script from another app such as Mail or Pages, or import your text from Google Drive or Dropbox (see **Importing Text** for more details).
6. Tap the Start Button.

That's it! A countdown will appear, followed by the prompting screen (also referred to as prompting mode in this guide), where your text will begin scrolling from bottom to top of the screen using several default appearance and behavior settings that are built into Teleprompt<sup>+</sup>.



MOVIE 1.1 *Your First Prompting Session*



# Modes

Teleprompt<sup>+</sup> uses two main views or modes. The vast majority of setup and prompting is done using these two views.

## Editing Mode

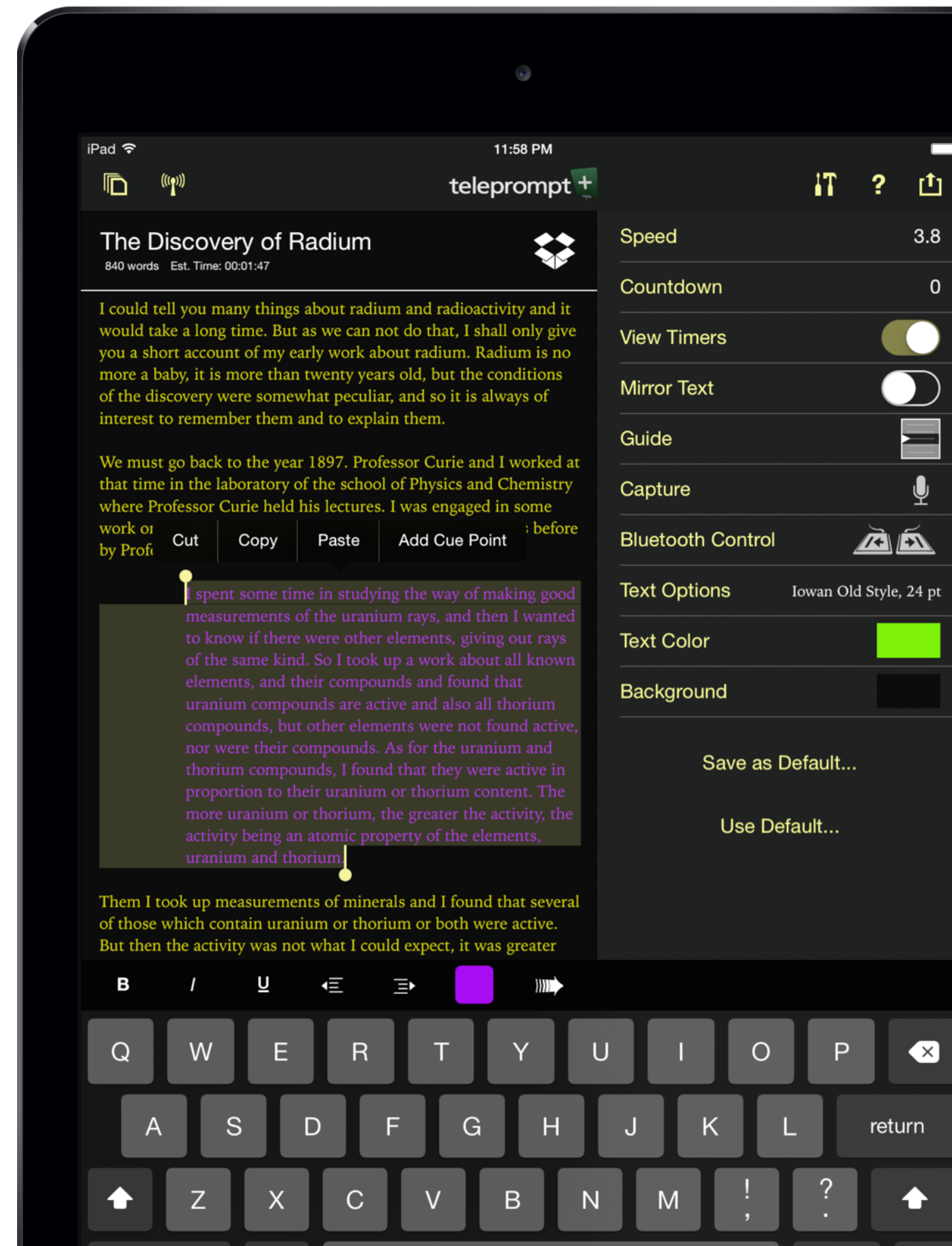
This is the view that appears when you launch Teleprompt<sup>+</sup>. Use this mode to create and organize your scripts, configure the appearance and playback settings for each individual script, access audio and video recordings you've made, change global settings for the entire app, and learn more about the app via the help page.

## Prompting Mode

This is the prompting or playback view, where Teleprompt<sup>+</sup> actually renders your script and scrolls the text for you to read in real time. You can also record audio and video in this mode and make quick edits to your script while prompting.

# Editing Mode

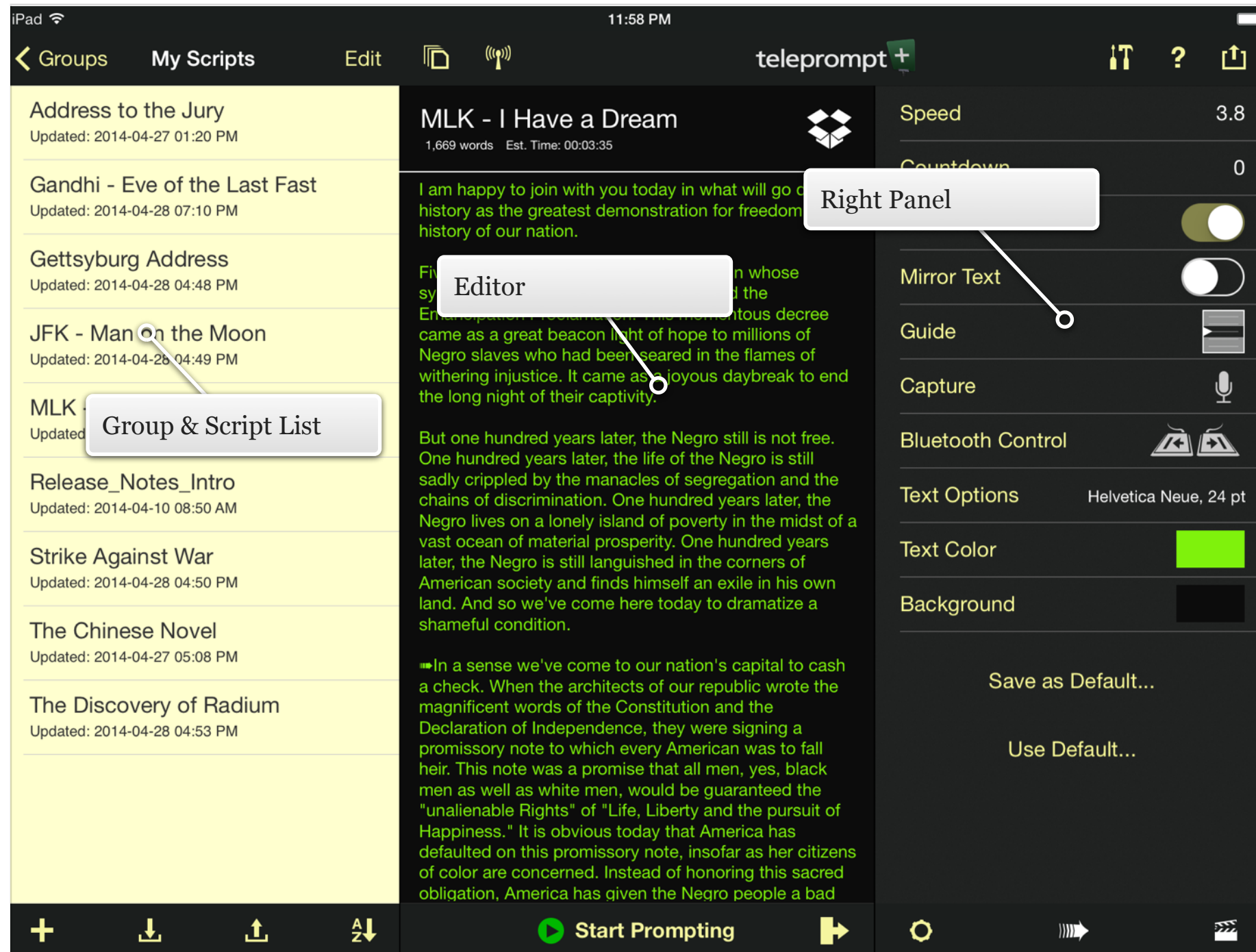
When you launch Teleprompt<sup>+</sup>, the app will be in Editing Mode. This mode is used for script library management and script editing, and also for configuring how scripts will behave when prompting.



When the app starts up, it will always load up the text and settings for the most recent script with which you were working. If this is the first time you are using Teleprompt+, the app will present you with a blank form to enter your first script.

The editing mode consists of three main areas:

## INTERACTIVE 2.1 Editing Mode

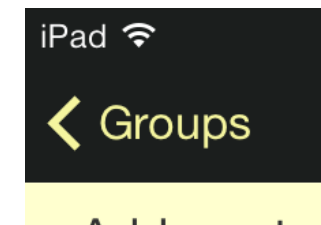




# Group List

The Group List allows you to organize your scripts into different categories. You can group your scripts any way you like. By client, speaker, subject, project, etc.

To see the Group List, start by tapping the scripts button located on the far left of the top toolbar, or swiping the editing area to the right. The list area will be revealed on the left. If the list area is showing scripts, rather than groups, you can navigate back one level to the groups by tapping the Groups button on the far left of the top toolbar.



To hide the list again and give yourself more room for editing your scripts, you can swipe to the left on the editing view, or press the scripts button again to close the list view.

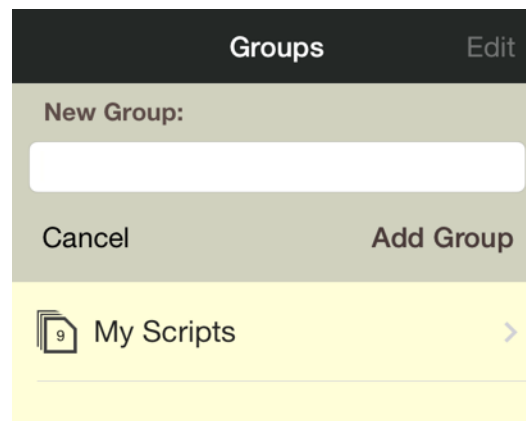
When you launch Teleprompt+ for the first time, there will only be one group listed, “My Scripts”. You can add more groups as needed.

## Selecting a Group

To view the scripts within a group, tap on the group’s name in the group list. This will slide the group view out of the way and show you all the scripts within that group.

## Creating a Group

To create a group make sure you are in the group list and tap the new group button at the bottom left of the group list. A small area will drop down where you can give the group a name. After the name has been entered, tap the Add Group button and your group will be added to the group list.



## Adding New Scripts to a Group

There are many ways to import scripts into Teleprompt+. These methods are described in detail later in this document. To define which group a script is placed into just make sure you have tapped on the desired group before you import or click the add script button. Doing this informs the app this is the current group and any new scripts should be added to this group.

## Switching Between Groups

To switch between groups, tap the Groups button at the top of the script list. This will show you a list of all your groups.

Tap on the group you would like to see and the script list for that group will slide in.

## Reordering Groups

To organize your groups simply tap the Edit button to enter edit mode. You should see 3 lines to the right of each group. Place your finger on these lines to drag a group up and down. When the group is where you want it just lift your finger.

To exit edit mode just tap the Done button at the top right of the group list.

## Renaming a Group

To rename a group tap the Edit button to enter edit mode. Tap the name of the group and it will enter edit mode. Just enter the new name and either press the return button on the keyboard or press the done button.

## Deleting a Group

To completely remove a group and all scripts within that group tap the Edit button at the top right of the group list. This will put the list into edit mode. Tap the small circle to the left of the group name. This will put a small check mark next to the group. Do this for all the groups you wish to delete and then press the Delete button at the bottom of the list. The

app will then confirm that you want to do this. If you tap the Yes button, all the selected groups will be deleted.

Note: Any scripts that are stored within a group that is being deleted will also be deleted. This cannot be undone. If you do not want to delete the scripts move them to another group before deleting (see **Moving Scripts Between Groups** in a later section.)

# Script List

The Script List is a list of all the scripts that you have created and stored using Teleprompt+. If the Script List is not currently visible in Editing Mode, tap the scripts button located on the far left of the top toolbar, or swipe the editing area to the right. The list area will be revealed on the left.

If you are seeing the list of groups, rather than scripts, you can tap on any group to see that group's list view.

## Selecting a Script

To access a script, simply tap on the script's name in the script list. The content and settings for that script will populate the editor.

## Creating a Script

To create a script, tap the add script button on the left side of the bottom toolbar. The editor will display an empty form for you to enter your script name and content.



*add script button*

Note: You must enter a name for your script in order to proceed. You can change the name later, if necessary.



# iCloud Script Syncing

Using Apple's iCloud service, you can sync your scripts between multiple devices, and always have your scripts backed up on Apple's cloud servers. See the section later on Global Settings for more details on how to set up iCloud sync.

If you have scripts saved on another device running Teleprompt+, and you turn iCloud on, you will immediately start to see your scripts and groups from other devices appearing on your new device. If this is your first Teleprompt+ device, if you turn on iCloud sync, any new scripts will immediately be saved to the cloud for future devices to grab.

If you decide not to use iCloud right away, you can always turn it on later. See the section on Global Settings for more information about turning iCloud on or off.

## Importing Scripts

The simplest method of text entry in Teleprompt+ is direct editing. Simply type in a name, then tap the content field and start typing to enter and modify your text using the on-screen keyboard.

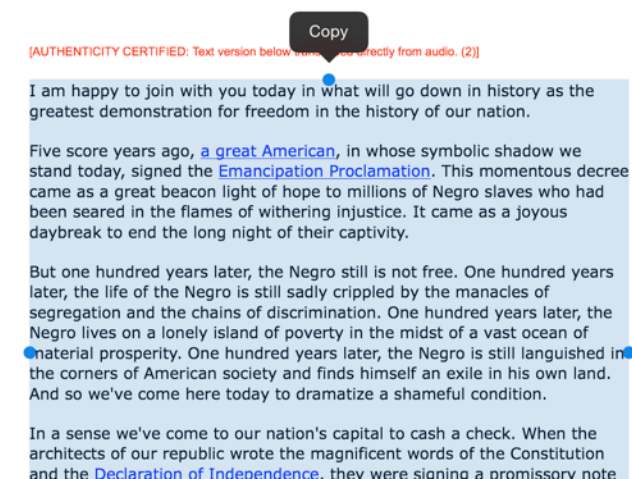
In addition to direct text editing, Teleprompt+ offers several alternatives for importing text from other sources:

### Copy/Paste From Another App

This example demonstrates copy/paste from the Safari app, but the same method can be used to copy text from any other application that supports text copying.

Note: like most teleprompters, Teleprompt+ is a text-only application. Some special formatting such as bold/italic will translate to Teleprompt+, but other more complicated formatting may be lost, and no images or other media will be pasted into Teleprompt+. The text will copy, but you may lose some the formatting and other media.

1. Launch the Safari app and select the text on a web site. To do this, tap and hold on the text until a magnifying glass appears. Once this appears, lift your finger. A copy/paste menu will appear. Tap Copy.



2. Launch Teleprompt+ and create a new script (see Creating a script above). Make sure you enter a name for your script. Tap and hold in the content field until you see the magnifying glass appear. Lift your finger. A menu will appear. Tap Paste. Your script text will now appear in Teleprompt+.

### Google Drive Import

Teleprompt+ integrates with the Google Drive service to provide simple import of scripts that have been written and saved to your online Google Drive account. Files must be in Plain text (.txt extension), Google Document, Microsoft Word

(.docx), or Rich Text (.rtf) format in order to be imported into the app. To import from Google, follow these simple steps.

1. First, ensure your device has an internet connection either via WiFi or a cellular network, and be sure you are currently in the group where you want the imported file to reside. Tap the Import button that appears on the bottom script list toolbar. A list will appear of available online document services. Tap Google Drive.



*import button*

2. Enter your Google Drive account login and password. (Once logged in, your account information will be remembered, so you'll be able to skip this step for future imports.)
3. After a successful login, a list will appear showing the text documents available on your Google Drive account. Tap on a file name to download the text and import the script.

## MOVIE 2.1 *Import Scripts from Google Drive*



### Dropbox Import

Teleprompter+ also integrates with the Dropbox online file service. It can import text (.txt), Microsoft Word (.docx), and rich text (.rtf) documents from your Dropbox account.

*Note: Teleprompter+ can only import text files. If you are using a rich editor such as Microsoft Word, please save your document as text (.txt) or (.rtf) before attempting to import it into Teleprompter+. Images and other media will not be imported, even from rich text files.*

1. Ensure your device has an internet connection either via WiFi or cellular network, and be sure you are currently in the group where you want the imported file to reside. Tap the Import button that appears on the bottom toolbar of the script list. A menu will appear listing available online document services. Tap Dropbox.

2. You will jump to the Dropbox application, and you will be asked to authorize use of your Dropbox account. Tap ok to authorize Teleprompt+ to access your Dropbox. (Hereafter, when you import from Dropbox, you will be able to skip this step.)
3. After a successful login, a list will appear showing the folders and text documents available on your Dropbox account. Use the list to browse folders and tap on a file name to download the script.

### iTunes File Sharing

Teleprompt+ can also import text directly to your computer using iTunes File Sharing.

1. Attach your device to your computer using the sync cable that came with it. Open iTunes on your computer. Your device will appear on the left hand side of the screen under Devices. Click on its icon.
2. Click the Apps tab at the top of the iTunes window.
3. Scroll to the bottom of this screen and you will see a File Sharing section. A list shows all of the apps that support file sharing on your device. Scroll down until you see Teleprompt+ and click on it.
4. A list of the scripts on the device will appear. Only files in plain text (.txt), Microsoft Word (.docx) and rich text (.rtf) documents will appear in this list. To add a script to the device from your computer, drag a text document from your machine into the files area for Tele-

prompt+. Your script will now appear in the script list on your device.

## Exporting Scripts

Scripts can also be exported out of Teleprompt+ in a few different ways.

### Exporting To Google Drive

Teleprompt+ integrates with the Google Drive service to provide simple export of scripts to your online Google Drive account. To export to Google, follow these simple steps.

1. Ensure your device has an internet connection either via WiFi or a cellular network. Tap the Export button that appears on the bottom script list toolbar.



*export button*

2. Select the scripts you'd like to upload by tapping on the circles to the left of their names. As you select a script, a check mark will appear next to its name.
3. Tap the upload button on the bottom toolbar of the script list.
4. A list of upload services will appear. Tap Google Drive.
5. If you haven't done so already, enter your Google Drive account login and password. (Once logged in, your account information will be remembered, so

you'll be able to skip this step for future exports.) The files will be transferred to your Google Drive Account.

NOTE: All scripts exported from Teleprompt+ will be in rich text format even if it was originally imported from a plain text or Word document. This is to assure that any special colors or formatting you applied to the script remains intact.

## Exporting To Dropbox

Teleprompt+ integrates with the Dropbox service to provide simple export of scripts to your online Dropbox account. To export to Dropbox, follow these simple steps.

1. Ensure your device has an internet connection either via WiFi or a cellular network. Tap the Export button that appears on the bottom script list toolbar.
2. Select the scripts you'd like to upload by tapping on the circles to the left of their names. As you select a script, a check mark will appear next to its name.
3. Tap the upload button on the bottom toolbar of the script list.
4. A list of upload services will appear. Tap Dropbox.
5. If you haven't done so already, you will be bounced to the Dropbox application, which will ask you to authorize connection between Teleprompt+ and Dropbox. Agree to connect the services, and you'll be brought back to Teleprompt+. (Once logged in, your account information will be remembered, so you'll be able to skip this step for future exports.)

6. Navigate to the specific folder in your Dropbox where you'd like to add the scripts. Tap Upload Here. The files will be transferred to your Dropbox Account.

NOTE: All scripts exported from Teleprompt+ will be in rich text format even if it was originally imported from a plain text or Word document. This is to assure that any special colors or formatting you applied to the script remains intact.

## Exporting via iTunes File Sharing

Teleprompt+ can also export text directly to your computer using iTunes File Sharing.

1. Attach your device to your computer using the sync cable that came with it. Open iTunes on your computer. Your device will appear on the left hand side of the screen under Devices. Click on its icon.
2. Click the Apps tab at the top of the iTunes window.
3. Scroll to the bottom of this screen and you will see a File Sharing section. A list shows all of the apps that support file sharing on your device. Scroll down until you see Teleprompt+ and click on it.
4. A list of the scripts on the device will appear. Simply drag and drop the scripts from Teleprompt+ to export them from you device to the computer.

## Sharing Scripts

Scripts can be easily emailed or printed right from within Teleprompt+.



## Emailing a Script

1. To email a script, first select the script from the script list.
2. Tap the share button in the far right corner of the top toolbar. A popover menu will appear.



*share button*

3. Tap email. An email sheet will appear, with your script attached.
4. Type in the email address(es) to which you wish to send the email.
5. Tap Send to send the script.

## Printing a Script

To print a script directly from your iOS device, you will need an compatible wireless printer.

1. Select the script you would like to print from the script list.
2. Tap the share button in the far right corner of the top toolbar. A popover menu will appear.
3. Tap print. A print dialog will appear, asking you to choose your printer, paper, size, etc.
4. Tap the print button to send the script to your printer.

## Deleting Scripts

To delete one or more scripts, tap the Edit button, then tap the circle to the left of any scripts you wish to delete. Then tap the Delete button at the bottom of the list to remove all selected scripts.

Note: This action cannot be undone.

## Moving Scripts Between Groups

If you wish to move one or more scripts to a different group simply tap the Edit button at the top right of the script list to enter edit mode. Then tap the circle to the left of each script you would like to move. Next, tap the Move button at the bottom right of the script list. This will bring up a list of all groups. Tap on the group to which you would like your script to move.

## Rearranging and Sorting Scripts

Scripts within any group can be sorted by name, date, or in a custom order of your own choosing.



*sort button*

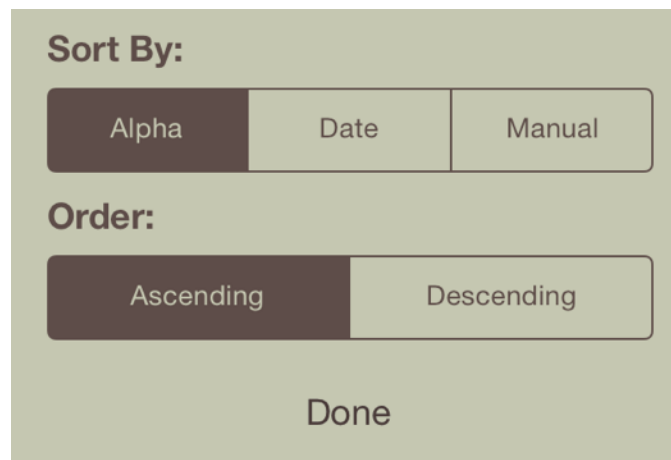
### Automatic Sorting

To sort by script name or date, tap the sort button, located on the bottom toolbar of the script list. Choose either Name

or Date, then choose whether you'd like ascending or descending order. Tap Done.

## Manual Sorting

To sort your scripts manually instead, start by tapping on the sort button on the bottom toolbar of the script list. Choose Manual, then tap Done. Tap Edit on the top toolbar of the script list, and you'll see sort icons on the right side of all your script names. Tap and hold a script's sort icon, then drag it to the desired position. Repeat until all scripts are in the order you like. Tap Done when finished.



# Script Editor

The editor is where you can input your script and edit it as needed. The editor contains all functions for editing and structuring your script. Text can be imported into the editor using a variety of methods. The editor is also used to position and manage cue points within your script. Cue points will be described below.

## Expanding the Editor

The left Group/Script list can easily be hidden by either tapping on the scripts button in the left corner of the Editor's top toolbar, or by swiping the Editor area to the left. This will expand the Editor and give you more room to work with your text.



*scripts button*

You can take it a step further and take the editor full screen by tapping the toggle button on the right side of the Editor's bottom toolbar. This will hide the Settings panel entirely, again giving you more room for the Editor to expand.



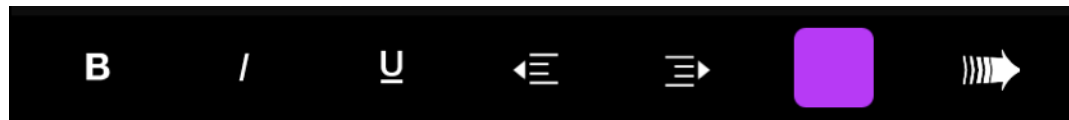
*full-screen toggle*

# Rich Text Editing

Teleprompt+ 3 supports Rich Text in scripts, so you can use color, bold, italic, underline, and indentation to indicate emphasis or otherwise assist your talent with performance cues.

## Bold, Underline, Italic

When editing a script, you will notice a toolbar at the top of the virtual keyboard. There are buttons on this toolbar for making text bold, italic, or underlined. Simply select the text you wish to alter by tapping and holding your finger on the text and adjusting the selection range. Then select the appropriate button on the toolbar. Or tap one of the buttons, such as bold, and type in some new text, and the new text will adopt the properties selected on the toolbar.



## Text Color

Changing text color is similar to making text bold, underlined, or italic. Select the text you wish to alter, then tap the color tile on the toolbar. A color picker will appear, allowing you to choose from several standard colors. Select the Advanced option, and you can dial in a precise color of your choosing.

Note: Once you customize the color of some pieces of your script, that text will no longer change color when changing the script text color on the Settings Panel. If you wish to change the entire script to a particular color, it's more advisable to simply change the color on the Settings Panel.

## Indentation (iPad Only)

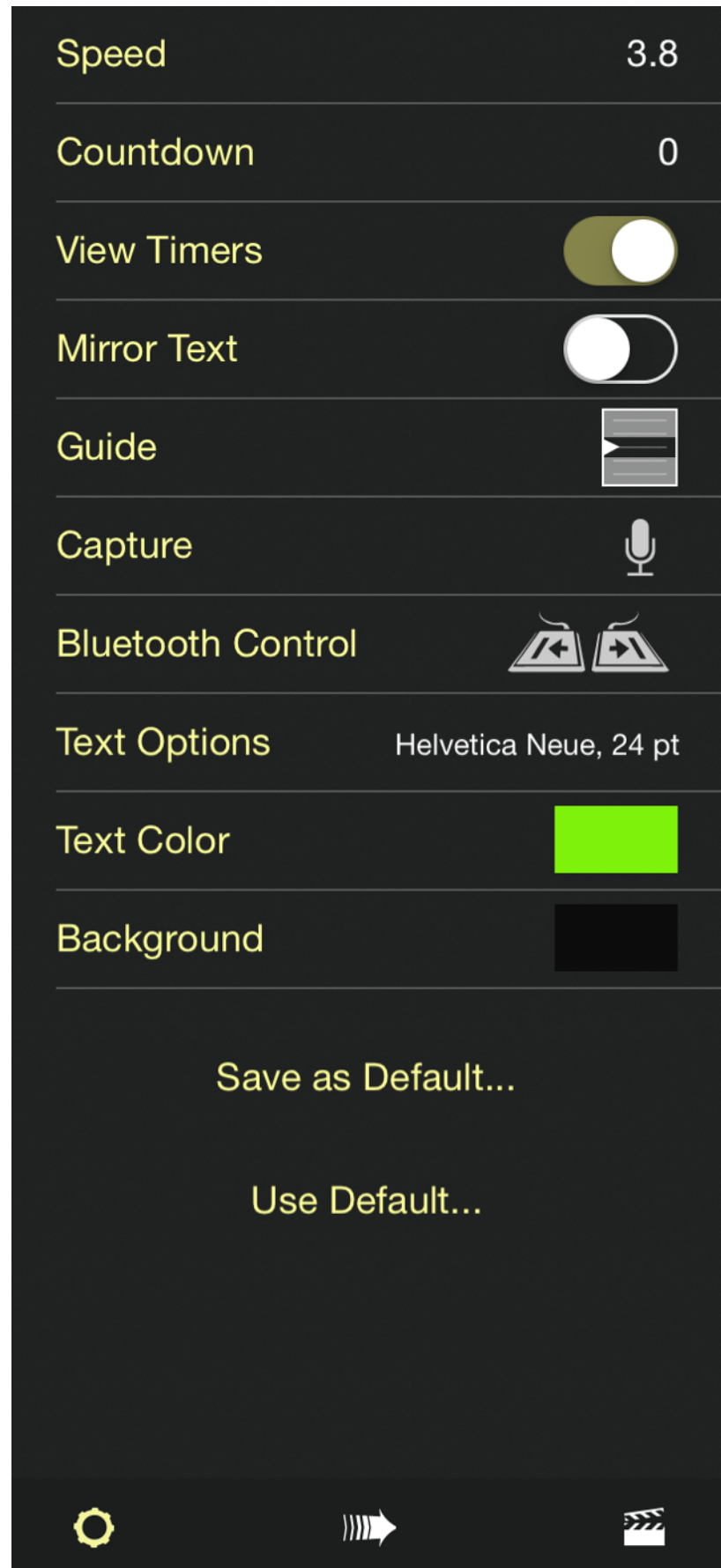
You can also indent certain paragraphs of text in your script to indicate portions to be read by a different speaker, or for any other reason. Tap the indent left or right buttons to move the currently selected paragraph or paragraphs to the left or right, respectively. You do not need to select an entire paragraph to indent it. Just place your cursor in a particular paragraph, and the entire paragraph will move when you use the indent buttons.

# Script Settings

The settings panel appears to the right of the editor and shows nearly all of the behavior and appearance settings for your script. One nice feature of Teleprompt+ is that these settings are customized and saved per script, so you can have different settings for each script.

To see the settings panel, first be sure the right panel is currently visible. If not, and your script editor is stretching all the way to the right edge of the screen, tap the right panel toggle button on the right side of the bottom toolbar. Be sure the settings panel (leftmost icon) is selected between the three icons on the bottom of the right panel.





## Behavior Settings

The top group of settings control prompting behavior.

### Speed

Use the Speed setting to adjust the starting speed of the script. This speed can also be adjusted during prompting if needed. Alternatively, tap Time in the top of the menu to choose a running time for your script. Teleprompt+ will automatically set a scroll speed so that prompting will complete in the time indicated.

### Countdown

The Countdown setting sets a countdown that runs before your script begins. An animated countdown will give your script reader a few seconds to prepare before the text begins scrolling. You can disable the countdown entirely, or choose the length of the countdown (in seconds).

### View Timers

View Timers allows you to show or hide the timers that appear at the top of the screen during prompting.

### Mirror Text

Turn the Mirror Text setting on if you are mounting your device in a true teleprompter reflector setup. Teleprompt+ will invert the text while prompting, so that text will appear correctly on the teleprompter mirror.

### Guide

The Guide setting is used to configure reading guides. Reading guides appear as an arrow or highlighted area of the text

on screen during prompting. The purpose is to help the reader focus. Teleprompt+ offers arrow and shaded area guides, and these options can be combined. If shading is turned on, you can also adjust the size of the reading area using the Size control.

## Capture

The Capture setting controls many aspects of the recording features of Teleprompt+. Switch between recording audio only and video with audio, the quality of your video recording, and which preview mode to use for video. Video can be previewed either as a small window in front of your text, or a full-screen faded preview behind your text.

## Bluetooth Control

The Bluetooth Control setting will help you configure a Bluetooth foot pedal or Bluetooth keyboard. See the section on using Bluetooth devices with Teleprompt+ in the Advanced section of this manual for more information.

## Appearance Settings

The bottom group of settings configure the text's appearance when prompting.

### Text Options

The Text Options setting will show you a visual preview of the text as it will appear during prompting. Use the controls to change the font and adjust size to your preference.

In this panel, you can also change the justification of your text to left, right, centered, or fully justified.

Finally, you can also adjust the margins of your text in this panel. Use the left and right sliders to move your text closer or further away from the edges. Drag the text preview left or right as well to make further adjustments.

Note: Margins can also be adjusted while prompting using a "pinch" gesture. See the section on Prompting later in this manual for more details. Also note that the margins and text size are only applied to prompting mode. The script editor font and appearance will not be affected by either of these settings.

### Text Color

The Text Color setting allows you to choose the overall color of your prompting text. This control also shows a preview of the prompter text's appearance. Note: if you have used the rich text tools in the editor to format specific areas of text with different colors, these ranges of text will not be affected by changing the overall color. If you want to reset all of the text to use the overall color, tap the Reset button at the top left of the menu.

### Background

The Background setting allows you to choose the color of your prompting background. This control also shows a preview of the prompter appearance.

## Defaults

Teleprompt+ makes it extremely easy to save your favorite custom settings as default for easy application to other scripts. To configure your default settings, simply tap the Save as Default button once you have chosen your preferred settings in any script.

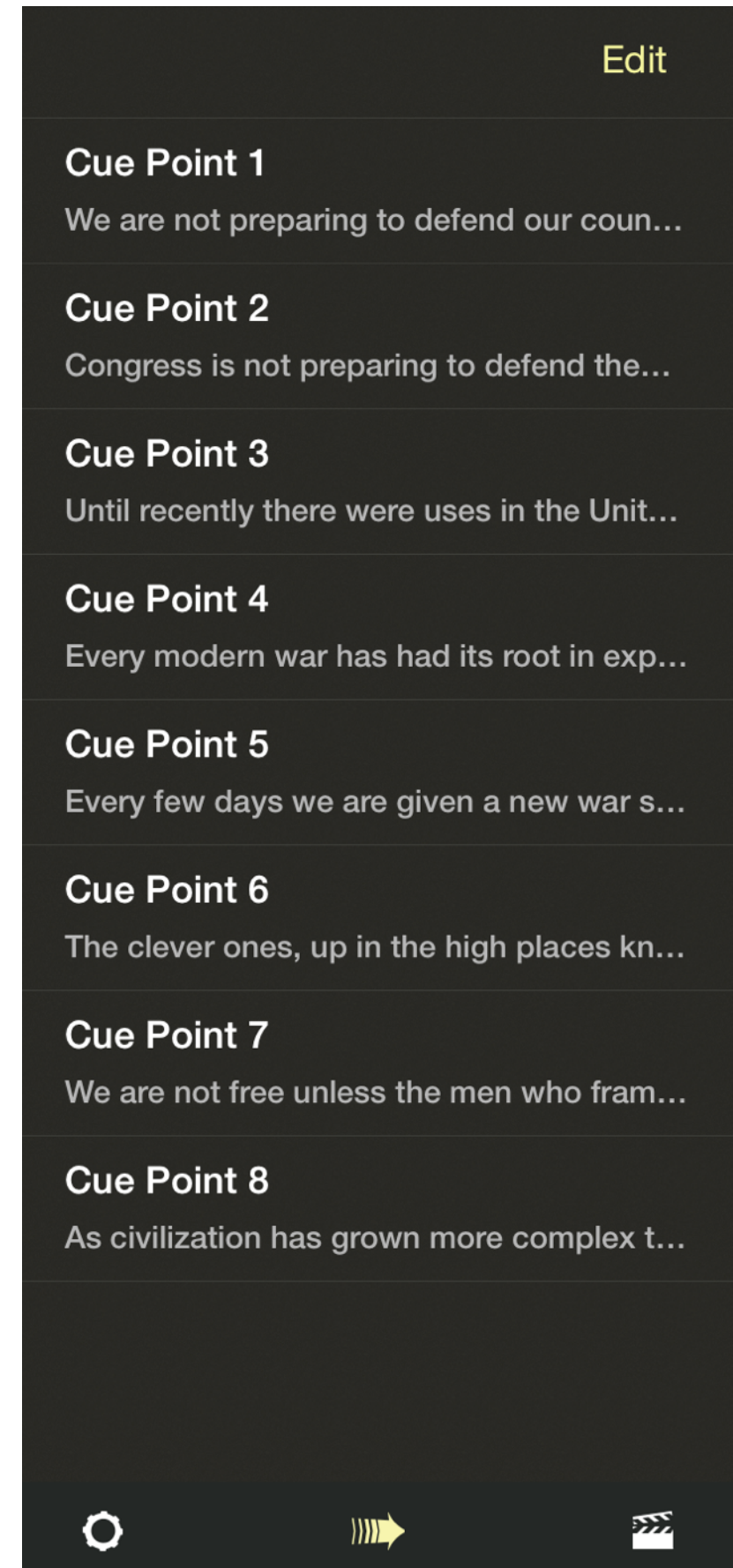
To apply these settings to any other script, open the script by tapping on its name in the Script List and then tap the Use Default button.

## Cue Points

Teleprompt+ supports cue points for fast cueing inside a script. Cue points allow you to mark key points in the script so that you can quickly jump to those points during prompting.

To add cue points to your script, tap and hold your finger at the position you would like to mark in the editor. A menu will appear with some copy/paste options and a cue point option. Tap Add Cue Point.

Teleprompt+ will insert a small symbol (⏮) in your script to mark the position of the cue point.



To review all of the cue points you have set within a script, a list of them can be found in the right panel. If the right panel is not currently visible, tap the right panel toggle button on the right side of the bottom toolbar. Tap the cue point button on the bottom right toolbar, the middle icon at the bottom of the right panel. A menu will appear showing a list of all of your cue points. Tap on a cue point to advance text editor to that position.

To remove a cue point, simply place your cursor after the cue point marker in your script, and tap the delete button on the keyboard.

To see cue points in action, tap the start button to begin prompting. Your script will begin to scroll. To quickly jump to one of your predefined cue points while prompting, tap the forward or reverse cue point buttons to the far left and right of the console.
























Tapping these buttons will advance the prompter to the position of the next or previous cue point. Teleprompt+ remembers the position of your cue points, but does not display their markers while in prompting mode, to reduce distraction to the reader.

## Recordings

Teleprompt+ has the ability to record both video and audio using the built-in camera and microphone on your iOS device. The third button on the bottom right toolbar, next to Settings and Cue Points, displays the Recordings panel, which lists all

the recordings you make for a particular script. For more information on the advanced features of the recording capabilities of Teleprompt+, see the **Advanced section** of this user guide.



Edit			
Audio			
	<b>Take 5</b> 2014-04-28 08:25 PM	00:02	
	<b>Take 4</b> 2014-04-28 08:25 PM	00:03	
	<b>Take 3</b> 2014-04-28 08:25 PM	00:02	
	<b>Take 2</b> 2014-04-10 02:15 PM	00:10	
	<b>Take 1</b> 2014-04-10 02:13 PM	00:45	
Video			
	<b>Take 5</b> 2014-04-28 08:26 PM	00:03	
	<b>Take 4</b> 2014-04-28 08:25 PM	00:04	
	<b>Take 3</b> 2014-04-28 08:25 PM	00:04	
	<b>Take 2</b> 2014-04-28 08:25 PM	00:02	
	<b>Take 1</b> 2014-04-10 02:12 PM	00:00	
			

# Getting Help

Teleprompt+ offers an in-app help screen, so you always have quick access to all the information you need to get the most out of your Teleprompt+ purchase.

## Accessing The Help Screen

On the right side of the top toolbar on the iPad, you'll find the help button. Tap it, and you will be taken to the help screen. There, you will see links to this user manual, instructional videos, recent blog articles, our Bombing Brain web site, and much more.



*help button*

## Accessing This Manual

This manual is available in two forms: as a free download on the iBookstore, and as a PDF. The iBooks version can be viewed in Apple's free iBooks app on either a Mac running 10.9 or later, or on any iPad running iOS 6 or later.

## Video Tutorials

Video tutorials for various aspects of Teleprompt+ are available on our Vimeo page, on our web site, and directly from the help page. We will be adding more videos over time, so check back to see what's new.



## **Recent Blog Articles**

On bombingbrain.com, our blog serves as a great tool for learning about the latest changes and updates involving Teleprompt+. We post tips and tricks, as well as stories about how others are using Teleprompt+ in their daily workflows.

## **Rating Teleprompt+**

App ratings are an important tool for us to gather feedback about how we're doing. If you're enjoying using Teleprompt+, please consider leaving us a review on the App Store. The link from the help page will make that easier.

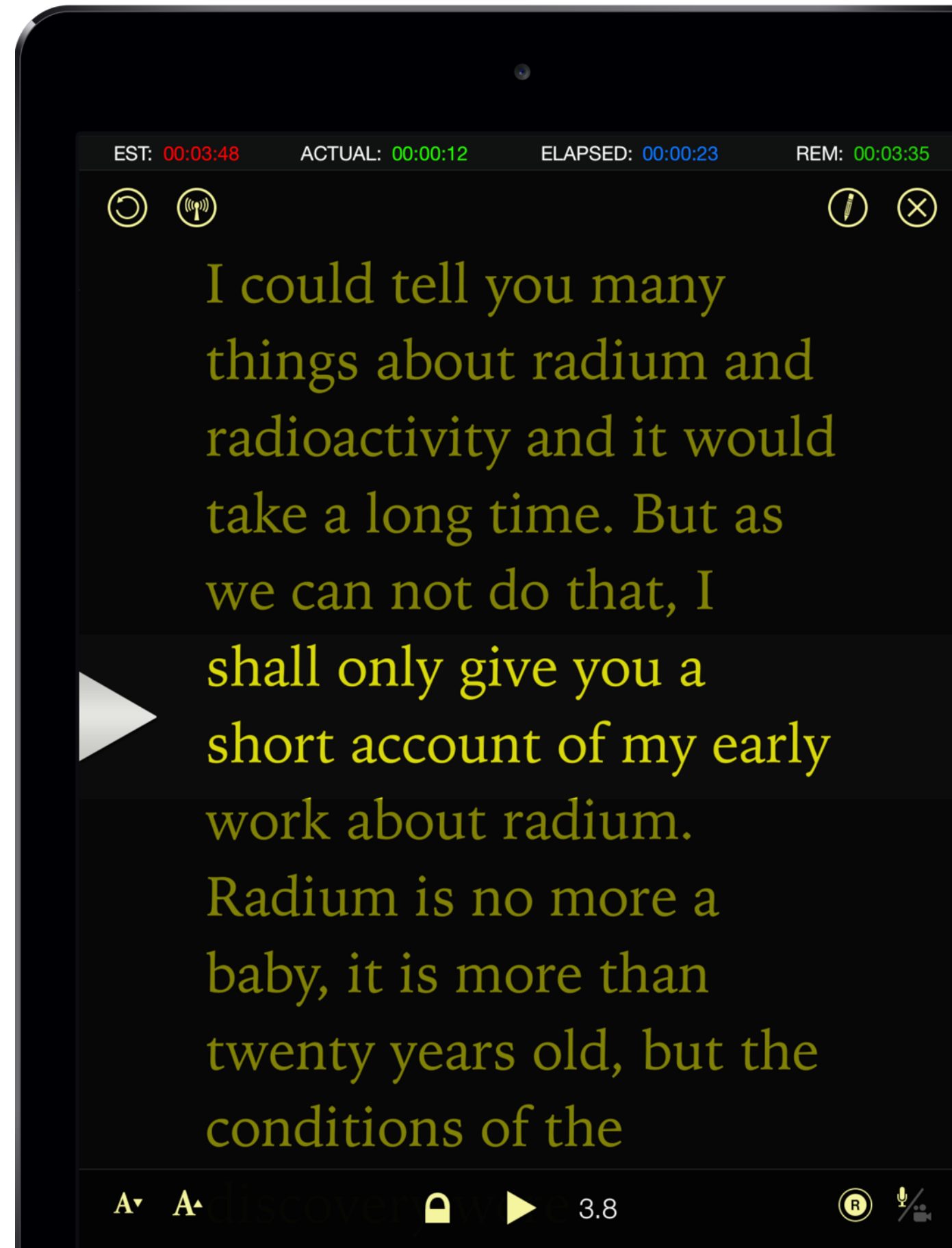
App reviews help others discover Teleprompt+, and they help us continue to make improvements to the app.

## **Contacting Support**

If you are still having trouble with an issue that isn't covered in the manual, on our blog, or anywhere else in our help section, you can always email us at the link provided on the help screen. We love to hear from our customers.

# Prompting Mode

Once you have a script created in Teleprompt<sup>+</sup> and have configured the settings, tap the Start Prompting button to begin prompting. This will launch Teleprompt<sup>+</sup> into Prompting Mode.



# Basic Prompting Elements

## Timers

At the top of the screen are timers that can help you properly time your speech or session. Teleprompt+ calculates an estimated speaking time based on the length of your script, and the playback speed selected. Running timers will show and estimated time for the entire script, elapsed time, actual prompting time and time remaining based on the current speed. The timer bar can be turned off if you prefer. (See **Behavior Settings** in the previous chapter.)



EST: 00:03:48	ACTUAL: 00:00:12	ELAPSED: 00:00:23	REM: 00:03:35
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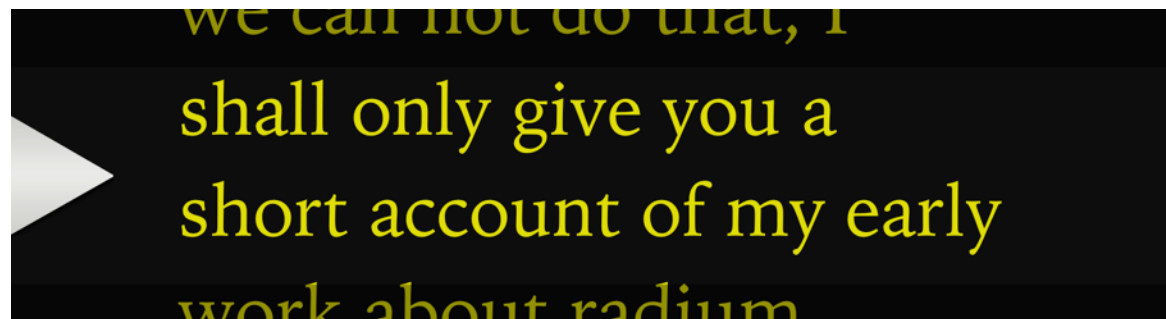
## Text Area

Your script will appear in the center of the prompting view and scroll automatically, unless you set the global setting to not scroll automatically. (See section on **global settings** for more information.)

## Guides

Optional reading guides appear as either an arrow, highlighted area, or both in the text area if you enable them in your settings (see **Guide** in the Settings section of this guide to learn about setting this preference). The purpose of a reading guide is to highlight a focus area where the reader should concentrate his or her attention while reading. Here we have enabled both an arrow and highlighting guides. As you can

see the reading area is identified by an arrow and highlighted area. The remaining text is shaded.



*reading guide with arrow*

# The Console

Tap the screen once to reveal the console. The console appears at the bottom of the screen. It will auto-hide after about 5 seconds. Tap the lock button to lock the console in place if you do not want it to auto-hide. The console contains the following controls that will allow you to tweak the playback of your script in real time.



## Playback Controls

Playback can be controlled by tapping the pause/play button to stop and resume scrolling. Your chosen speed or time is displayed to the right of the pause/play button. To quickly increase or decrease speed, tap the slower or faster button. If you require more precise speed control, the speed wheel can be used to make very fine speed adjustments.

The buttons in the left and right corners of the console are cue point buttons. These buttons will advance or reverse the text to specific points that you have predefined in your script. For more information about placing cue points in your script, please see **Cue Points** in the Editor section of this guide.

If using a device that is capable of recording either video or audio, a capture button will appear on the right side of the console. Tap this button to begin recording. (On the iPhone or iPod touch, the capture button is located on the recording

console extension, which can be activated by tapping the audio/video button on the right side of the main console.

To see more controls for recording, tap the audio/video button, located on the right side of the console.

# Recording Console Extension

Once activated, the recording console extension will appear above the main console and control several aspects of the recording functionality within Teleprompt+.



## Audio Vs. Video Recording

Use these two buttons to switch between recording audio only and audio plus video. The rest of the controls on the recording console extension will change depending on which recording mode you choose.

## The Audio Level Meter

In the center of the recording console extension is an audio level meter. Bars will light up green as you speak, indicating that the microphone is receiving sound. If the final bar lights up red, your signal is close to peaking, which can cause digital distortion. Adjust your distance from the microphone, or speak at a lower volume to avoid this.

## Swap Cameras

If you are recording video, you can switch between the front and rear cameras of your iOS device by tapping this button.

## Preview Toggle

Teleprompt+ can show a preview of your video as you are recording, to make sure you are framed properly. This preview can appear as either a small window in front of the text, or a faded full screen preview behind the text. Once you have yourself framed, you can use this button to turn off the preview to limit distraction.

## Preview Type

An additional toggle button will switch between windowed preview and the full screen preview.



# Reset and Exit Buttons

When you reveal the console, additional controls appear toward the top of the screen. On the left, a reset button allows you to restart your script from the beginning. On the right, the exit button is used to exit prompting mode.



## Remote Mode

You can engage the remote control mode from the prompting screen by tapping the remote button to the right of the reset button. For more information about remote control functionality, see the section on remote control in this manual.

## Quick Edit Mode

The final button among the additional controls at the top of the screen will engage Quick Edit Mode. For more on making quick edits to your script while prompting, see the **next section on Quick Edit Mode**.

# Quick Edit Mode

Sometimes you need to make quick edits to your script, even after you've begun a prompting session. For this reason, Teleprompt<sup>+</sup> has a feature called Quick Edit. As the name implies, Quick Edit is meant for small last-second adjustments, not necessarily full script rewrites.

## Entering Quick Edit Mode

To enter Quick Edit mode during a prompting session, tap the center of the screen to bring up the console and additional function buttons. At the top right of the screen, next to the exit button, is the Quick Edit button. Tap that, and the scrolling will pause, the keyboard will rise up from the bottom of the screen, and a red title bar on the top of the screen will indicate that you are now in Quick Edit mode.



*quick edit*

## Making Edits

Scroll to the part of your script where you wish to make a change, and select the text as you normally would. Use the keyboard to correct spelling mistakes, remove or add a word or phrase, or make other text changes as needed. A toolbar above the keyboard will give you functions such as bold, underline, italic, and on the iPad, indent and color. You can also add new cue points in this mode.

## Exiting Quick Edit Mode

When you are finished making your edits, you can exit Quick Edit mode and return to your prompting session where you left off by tapping the Done button on the top toolbar.

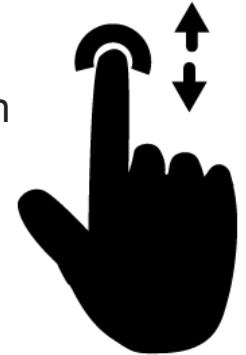


# Gestures

Teleprompt+ recognizes hand gestures made directly within the text area:

## Manually Scrolling Text

Use one finger to drag the text up or down on the screen. You can use this method to quickly scroll to a particular part of the script, or with the prompter paused as your main way to advance the text.



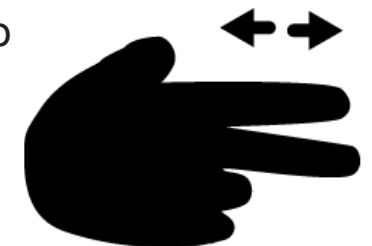
## Play/Pause

Double tap with one or two fingers to start or pause the prompter scrolling.



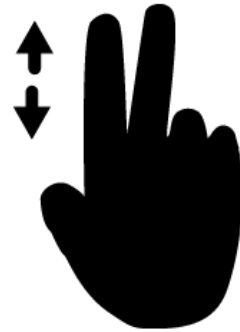
## Jump to the Previous/Next Script

Swipe with two fingers to the right to jump to the next script in the current group.  
Swipe with two fingers to the left to go to the previous script in the current group.



## Increase/Decrease Speed

Swipe with two fingers up to increase the speed of the prompter. Swipe with two fingers down to slow the script speed down.



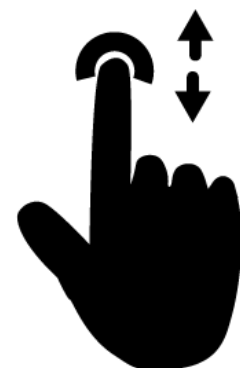
## Adjust Margins

Using two fingers in a “pinching” motion horizontally across the screen, you can adjust the left and right margins. Pinch in to increase the margins. Pinch out to decrease the margins. Use one finger to swipe horizontally left and right to move the text block into the position you’d like.



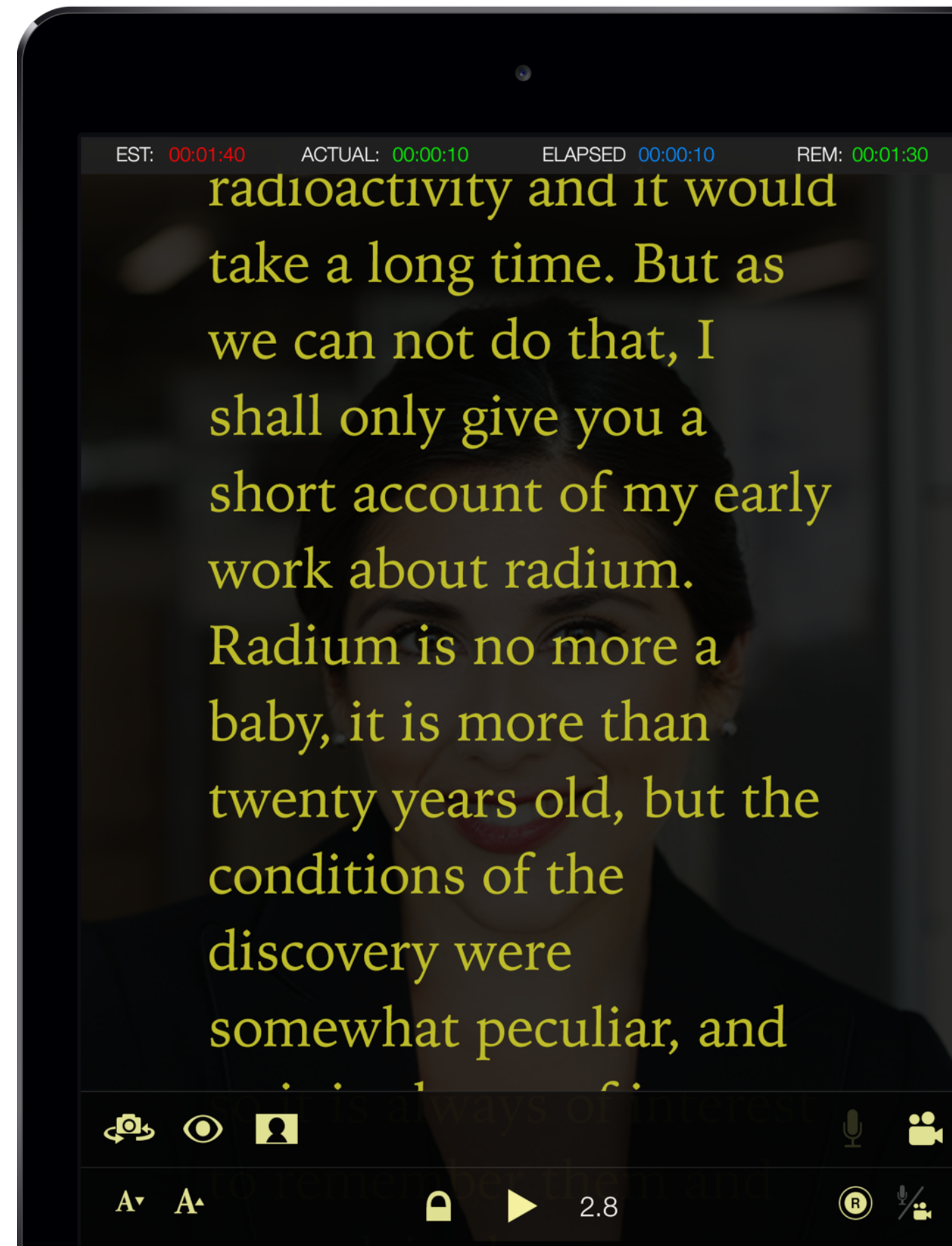
## Adjust Position of the Reading Guide

If you have the arrow enabled for your reading guide setting, you can adjust where the arrow sits on the screen vertically by dragging it up or down. (Learn more about the reading guide feature in the **previous section on Basic Prompting**.)



# Advanced Features

Now that we've taken a look at the major functions of Teleprompter+, it's time to dive further into the more advanced features of the application. Many users will be perfectly happy never looking at any of these features, but for those wanting to get the most of what Teleprompter+ has to offer, this chapter is for you.





# Mirroring and Dual Mode Prompting

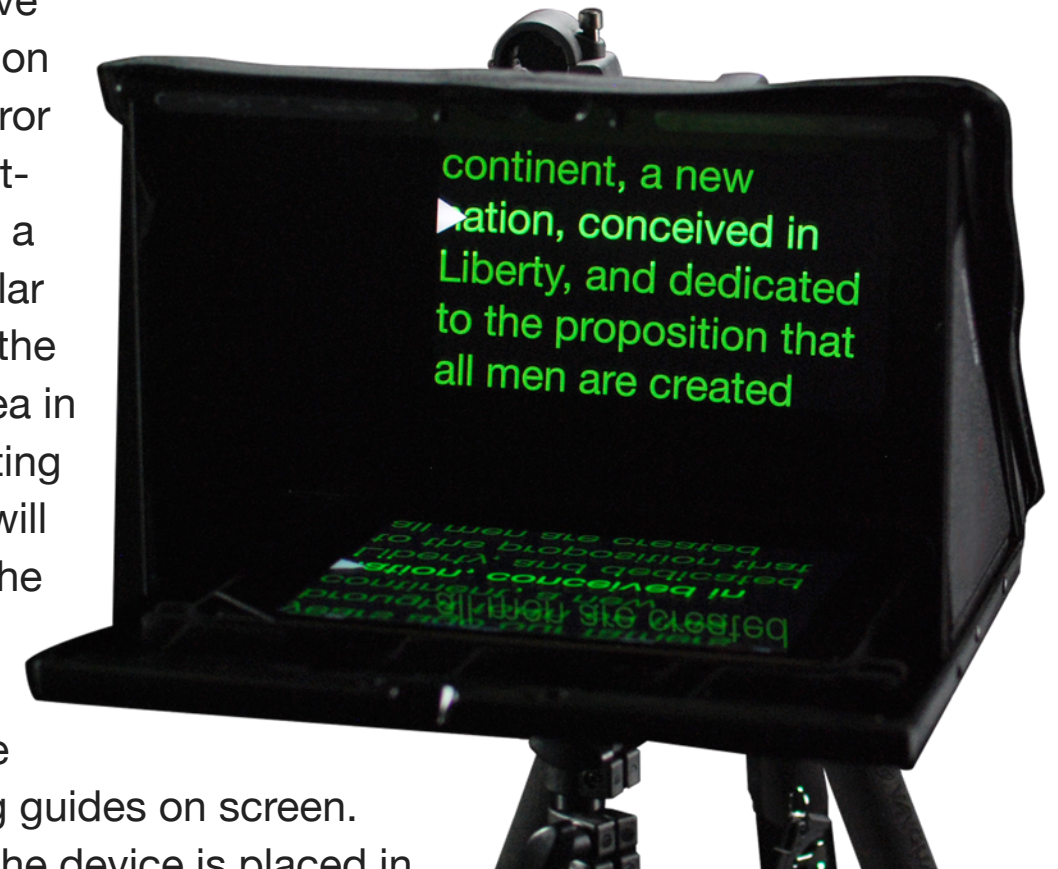
## Text Mirroring

Teleprompter+ supports text mirroring for split-glass reflector hardware that is commonly used in film and broadcasting. If

you have turned on the Mirror Text setting for a particular script, the text area in prompting mode will invert the script text

and the reading guides on screen.

When the device is placed in the camera reflector, the text will appear correctly to the reader.



There are several excellent teleprompter mounts available for the iPad that we recommend. If you are interested in learning more about using Teleprompter+ with one of these mounts, please visit the recommended hardware page on our web site:

**Teleprompter+ Recommended Hardware** (will launch in web browser)

# External Screen Support (VGA, HDMI and AirPlay)

Teleprompt+ supports video signal output while prompting using either the Apple VGA Adapter or the Apple Digital AV Adapter. You can also setup AirPlay on the device to send video to an AppleTV or other AirPlay compatible monitor.

AirPlay can be enabled by swiping up from the bottom of the screen, revealing a console. Tap AirPlay, then select one of your video-enabled AirPlay devices (such as an AppleTV). Teleprompt+ will treat to AirPlay monitor as an external screen.



For physical attachment to a display using an adapter, Please refer to Apple's product pages to make sure that your iOS device supports the adapter that you would like to use. Using one of these adapters, you can use your device as a "wired remote" for an external display such as a VGA monitor or an HD capable television, monitor, or projector.

To begin, make sure you are not currently prompting. Attach one of the two Apple adapters identified above to your external display. Plug the adapter into the iPad/iPhone. Tele-

prompt+ will detect the attached display and handle it on one of two ways.

Teleprompt+ can be configured to simply mirror everything that appears on the device's screen to the external screen. This is known as an un-managed screen - Teleprompt+ takes no control of the external screen, and instead allow the iPad/iPhone to simply mirror its picture on the external display. To choose this mode, set the Manage External Screen option to OFF (see **Manage External Screen** in the Global Advanced Options section).

A more powerful alternative is to treat the external display as a remote display. This is known as a managed screen. To enable managed external screen, set the Manage External Screen option to ON (see **Manage External Screen** in the Global Advanced Options). In managed mode, Teleprompt+ will override the default screen mirroring behavior and take control of the external display. While editing on the device, the external screen will display a standby screen. When prompting Teleprompt+ will send and synchronize the text and reading guides to the external screen. The timers and the console will appear only on the device screen so the reader is undistracted by the console.

## External Display Text Mirroring

Teleprompt+ also has a unique feature when using an external display and text mirroring combined. When you start prompting, if the Mirror Text setting is enabled for the script, and an external screen is detected, Teleprompt+ will mirror the text on one or both of the screens depending on the global "Mir-

roring Options" chosen (see **Mirroring Options** in the Global Advanced Options). These options affect the each of the displays as follows:

- **External Screen Only** - In this mode, Teleprompt+ will only invert the text on the external display, while keeping the text on the device in a normal orientation. This is perfect for integrating Teleprompt+ with traditional split-glass setups where an attached monitor is placed in the reflector. In this configuration both reader and the controller will see the text correctly.
- **Device Only** - in this mode, only the iPad/iPhone screen is inverted. This is helpful in situation where the device is mounted in a split-glass camera mount, and the external display is being used as a secondary monitor outside of the reflector.
- **Mirror Both Screens** - In this mode the text will be inverted on both the device and the external display. Use this mode if you intend to use two reflectors - one holding the device and one holding the external display. This mode is excellent for dual reflector setups where the reader has a choice of which reflector to read.

# Remote Control Sessions

Teleprompt+ has the capability to be remotely controlled, as well as control another device, using the following wireless devices:

- **iPhone, iPod touch, or an iPad** - An iOS device running iOS 7 or later that has 802.11 or Bluetooth wireless networking support can be used to remotely control Teleprompt+.
- **Bluetooth Keyboard** - Any bluetooth-capable keyboard that has been paired with the device can control Teleprompt+ using certain keystrokes.
- **AirTurn Bluetooth BT-105 Foot Pedal** - Use the AirTurn BT-105 transmitter and foot pedals paired with the iOS device for hands-free remote control.

Older versions of Teleprompt+, such as Teleprompt+ 2.x for iPad, Teleprompt+ 1.x on the Mac, or Teleprompt+ Remote, do not work with Teleprompt+ 3.

## Version Compatibility

New versions of Teleprompt+ are normally not compatible with older versions of Teleprompt+ for remote control purposes. This is because we often rework remote control functionality in our updates. In order for the remote to work, both the prompting device and the remote control have to communicate in the same language. For this reason it is imperative to have matching versions of the app on both devices.

For the greatest reliability, please ensure that you are running the same app version of Teleprompt+ on all devices. For example, if you are running Teleprompt+ version 3.0 on an iPad,

and using Teleprompt+ on an iPhone as the remote control, please ensure you are using version 3.0 of the remote software as well. We recommend always keeping your app versions current. To do this, run the App Store app on all devices and tap the “Updates” button at the bottom of the screen. If Teleprompt+ appears in the list of updated apps, tap Install to download and install the update. If Teleprompt+ does not appear in this list on either device, your apps should be up to date and compatible.

Note: Even if you enable automatic updates on your iOS devices, sometimes an update will not be installed automatically, especially if the device is not connected to WiFi. So you may have to check the App Store app occasionally to be sure that you have the latest version.

## The Master Device

A remote session in Teleprompt+ 3 consists of a master device and one or more controlled devices. The master device is the device upon which the operator of the teleprompter will interact. Stopping and starting the prompter. Adjusting the speed and margins. This is all done on whichever device is designated as the master device. All other devices are simply display devices that follow whatever the master device dictates.

## The Controlled Device(s)

The controlled devices in your remote session behave as “dumb” video terminals. In other words, they simply display the prompting session as it appears on the master device.

You cannot make adjustments or edits on these devices. All changes must be made on the master device. In this way, controlled devices behave much like an external display hooked up to your device’s output port.

For this reason, we recommend that the devices in your reflector setups, the devices that are placed in front of the talent, be controlled devices. The master device is best controlled by the teleprompter operator.

## Starting a Remote Session

To start a session and designate a device as the master, simply tap on the remote button. This icon can be found:

- on the top toolbar of the iPad in edit mode
- on the bottom toolbar of the iPhone or iPod touch in the script list view
- on the top left of the screen in prompting mode when the console is visible



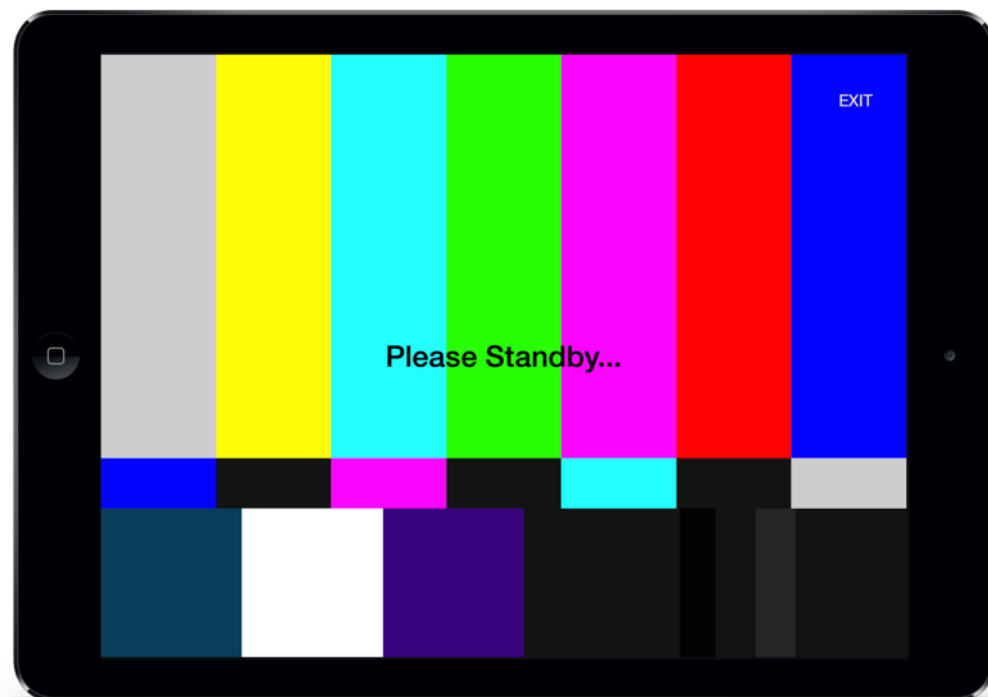
*remote button*

Once you tap the remote icon, you will see a list of devices you can designate as controlled devices. To ensure your other devices appear on this list, be sure they have the correct version of Teleprompt+ 3 installed and open. Be sure that



WiFi or Bluetooth is enabled on all the devices you wish to participate in the remote session as well.

After tapping on a device name, you should see a brief animation while the other device attempts to communicate with your master device. The first time you connect to a device, a permission alert dialog will appear on the controlled device, asking for permission to connect to the device for remote mode. Tap Yes to grant permission, and the devices will connect to each other. The controlled device screen will switch to “standby” mode, with color bars, indicating that it is now ready for whatever script you wish to prompt from the master device.

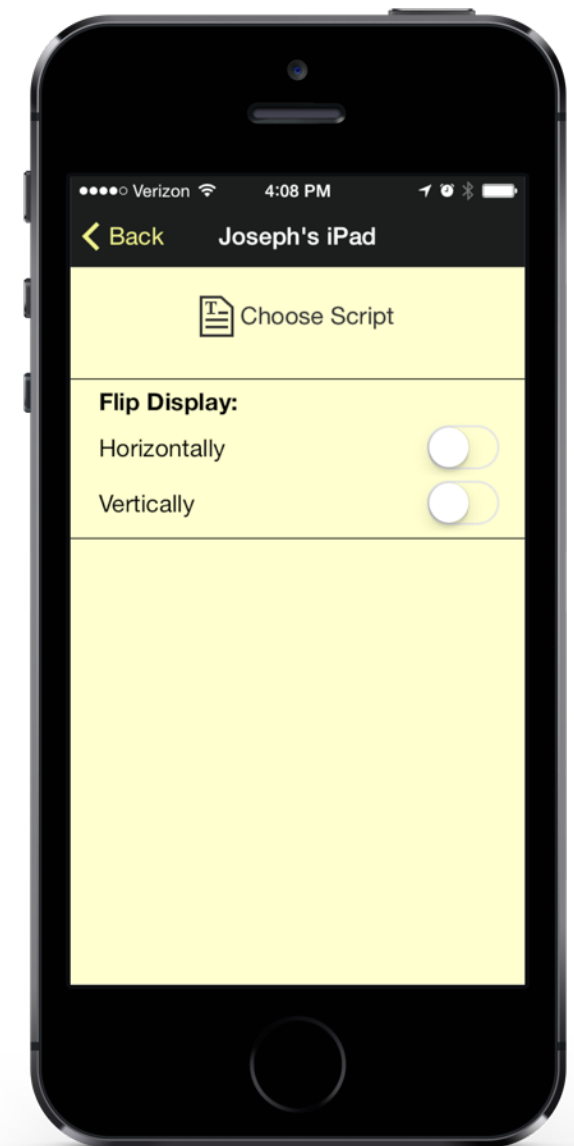


## Choosing a Script

Once you are connected to your controlled device or devices, you can choose a script on your master device, or any script that appears on any of the controlled devices.

To choose a script that is on the master device, exit the remote view by tapping the back button on the iPhone, or tapping outside the popover window on the iPad. Select a script from your script list, and tap the Start Prompting button. The prompting session will begin on all connected devices.

To choose a script that is on one of the controlled devices, return to the remote devices list and tap the “i” info button to the right of the name of the device housing the script you wish to prompt. On the resulting screen, tap the “Choose Script” button, and you will see a list of the groups available on that device. Choose the appropriate group, and you will see a list of scripts in that group. Select a script, and prompting will begin automatically.





From the master device, you can start, pause, jump to cue points, adjust the speed—just about anything you would normally do in prompting mode. Any adjustments made will be reflected on all of the devices in the remote session.

## Flipping the Controlled Devices Horizontally or Vertically

Depending on your studio setup and use of reflectors, you may wish to “flip” the display on your controlled devices. Each device can be flipped individually to suit your specific needs.

To flip a controlled device, tap on the “i” info icon next to the device name in the remote devices list. Two switches, one for horizontal flipping, one for vertical, will appear under the “choose script” button. Turn the desired switches to the on position, and the controlled device’s display will be flipped accordingly.

## Ending the Remote Session

To end a remote session from the master device, stop the script that is currently prompting, then tap on the remote icon again. You can disconnect individual devices on the remote devices list by tapping on their names. In this way, you can remove some devices from the session but leave others active.

If you wish to simply disconnect a controlled device from the controlled device itself, you can do so by tapping on the screen to make the exit button appear on the top right. Tap the exit button, and a dialog will appear, asking you to confirm whether you really wish to exit the remote session. Tap Yes, and the device will disconnect and go back to being a standalone device. The rest of the devices in your remote session will go on unaffected.

## Bluetooth Foot Pedal Remote Control

Teleprompt+ supports the AirTurn BT-105 Bluetooth transmitter and foot pedal system for hands-free wireless remote control while prompting. (Other similar pedals may also work with Teleprompt+. See the instructions included with your pedal device to learn more about setting up your specific device.)



The transmitter must be paired with your iOS device before use with Teleprompt+. Once paired, Teleprompt+ provides a number of possible configurations for the foot pedal that can be customized per script.

### Setting Up And Pairing The BT-105

The following steps must be followed once to pair your AirTurn with the device. You should not need to repeat these steps once paired.

1. Plug one or two foot pedals into the AirTurn BT-105. If only using one foot pedal you can plug the pedal into either jack.
2. Turn on the BT-105 by pressing the red power button and holding for one second. The LED will blink 3 times and attempt to pair with your device.
3. Go into the Settings app on your iOS device and tap the “General” section on the left side.
4. Tap the Bluetooth option.
5. If Bluetooth is off, move the switch to “On.”

In list under devices you should see your AirTurn listed. The device name will start with the word “AirTurn” followed by some alphanumeric characters. If you do not see the device listed, make sure the AirTurn is on and the green light is blinking. Refer to the “Profiles” section of the AirTurn user manual and make sure your AirTurn is set up for the iPad profile.

Once you see the AirTurn in the device list, the words “Not Paired” will appear at the right. Tap on your device name and your device and AirTurn should become paired. You will see the words “Connected” at the right.

Start Teleprompt+. You should see the “Foot Pedal” item appear under the settings on the right.

### Configuring Teleprompt+ Foot Pedal Support

The Foot Pedal setting will appear in the Settings panel. Tap the setting to reveal the configuration options for the foot pedal.

Tap on the icon for any configuration to choose how Teleprompt+ reacts to the foot pedals. Teleprompt+ offers 3 pedal configurations for the BT-105 and similar devices.

- **Single Pedal, Pause/Play** - In single pedal configuration, when the foot pedal is depressed, the prompter will start or pause prompting.
- **Dual Pedal, Speed Control** - With a two-pedal setup, Teleprompt+ offers two configurations. The first option is to increase or decrease speed. Press the left foot pedal to slow the pace of scrolling while prompting. Press the right pedal to increase scrolling speed. You can also press both pedals simultaneously to pause and resume scrolling.
- **Dual Pedal, Cue Points** - The second two-pedal option is to cue the script to the cue points that have been defined in your script. Press the right foot pedal to advance to the next cue point in your script. Press the left foot pedal to re-

verse the script to the previous cue point. Press both pedals simultaneously to pause and resume scrolling.

## Bluetooth Keyboard Remote Control

In addition to device-to-device remote control, you can also pair your device with a Bluetooth keyboard to control prompting. While in Edit Mode, the Bluetooth keyboard will act like a standard editing keyboard. In Prompting Mode, you can use certain keystrokes to control playback behavior.



### Setting Up A Bluetooth Keyboard

Make sure your Bluetooth Keyboard is on and in pairing mode. Please refer to the keyboard manual for instructions on how to accomplish this.

1. Launch the “Settings” App on your iOS Device and tap the “General” section on the left side. Tap the Bluetooth option.
2. If Bluetooth is off, move the switch to “On.”

In list under devices, you should see your keyboard listed.

Your keyboard should appear in the device list with the words “Not Paired” at the right. Tap on the device name and your keyboard should be paired. When this is finished, you will see the word “Connected” at the right.

3. Start up Teleprompt+. You should see the “Foot Pedal” section on the Settings panel. This setting is primarily used for configuring an AirTurn BT-105 foot pedal (see **Bluetooth Foot Pedal Remote Control** above), but you can also use this setting to configure how the up and down arrow keys affect prompting. Pressing the down arrow acts like the right foot pedal while the up arrow acts as the left foot pedal. If you select the single pedal setting then both buttons will play and pause the prompting.

### Prompting With A Bluetooth Keyboard

During prompting, use the following keystrokes to control prompting behavior:

- Play/Pause: Space Bar
- Slow Down: <
- Speed Up: >
- Previous Cue Point: [
- Next Cue Point: ]
- Start/Stop Video/Audio Recording: R
- Exit Script: X

- Restart/Begin Script: B
- Decrease Font Size: -
- Increase Font Size: +
- Hide/Show Video Window: H
- Up Arrow: Pause/Play, Slow Down, Previous Cue Point (depends on foot pedal setting)
- Down Arrow: Pause/Play, Speed Up, Next Cue Point (depends on foot pedal setting)

## Wired Remote Control

Teleprompt<sup>+</sup> allows you to control your prompting session via a wired remote, using the buttons on your Apple earbuds or other compatible headphones with the same control buttons.

*Note: The wired remote function in Teleprompt<sup>+</sup> was designed to work with Apple's earbuds. Any similar remote control feature should work just as well with Teleprompt<sup>+</sup>. We can't guarantee, however, that your remote will work the same, if the functionality of your remote is different from Apple's.*

### Button Functions On The Wired Remote

The white Apple earbuds that come with your iPhone (or that you bought separately from Apple) contain three buttons along the cord. A Volume Up, a Volume Down, and a Middle button. The three buttons behave as follows during live prompting:

- **Volume Up** - Press the Volume Up button, and the scrolling speed will increase. Repeat pressing this button to speed up even more.
- **Volume Down** - Press the Volume Down button, and the scrolling speed will decrease. Repeat pressing this button to slow down further.
- **Middle Button** - Press the Middle button once to toggle between pausing and continuing the scrolling display. Double-press the Middle button to advance to the next cue point.

### INTERACTIVE 4.1 White Earbuds with Remote Buttons



# Hardware Buttons on the Device

In addition to using the buttons included with Apple's earbuds (or your third-party compatible remote buttons), you can also use the hardware Volume Up and Volume Down buttons on the iOS device itself to increase and decrease scrolling speed.

This works on the iPhone, iPad, and iPod touch.



# Recordings

If your device has a camera and can support video capture, the Capture setting will appear in the settings while in Edit Mode. Tap this setting to reveal the capture console. You can configure Teleprompt+ to record audio-only, in which case the app will behave as above while prompting. To capture video, tap the Video capture type, and then select the quality level at which you would like to record.

Note: high-quality recordings can consume a large amount of space on your device for only a few minutes of video, so please ensure you have adequate space on your device.

If you are recording video, and you have the preview mode set to windowed mode, the preview window will appear over your text when you begin prompting. This window can be moved to any position on the screen and resized by pinching and zooming. Place the preview window outside of the area that you will be reading from for best results. You can also hide this window once recording has started using the preview toggle button.

If you instead prefer the behind-text preview, your preview will appear full-screen and faded behind the text.

Switch between these two preview modes using the preview mode toggle button.

While prompting, a Record button will appear on the main console. (On the iPhone, the recording button is located in the recording console extension.) Tap the record button to start and stop your recording. The button will turn red to indicate that recording is in progress. A small red recording indicator will also appear at the top right of the screen, so you



can tell if recording is engaged even when the console is hidden. Multiple takes can be recorded by stopping and starting recording.

If your device has both front and rear-facing cameras, you can use the swap camera button on the recording console extension to switch between the front and rear camera. The front camera can be used to record a speaker while prompting to record a presentation. Use the rear camera while prompting to detail a subject or describe something of interest while reading from the prompter and recording audio.

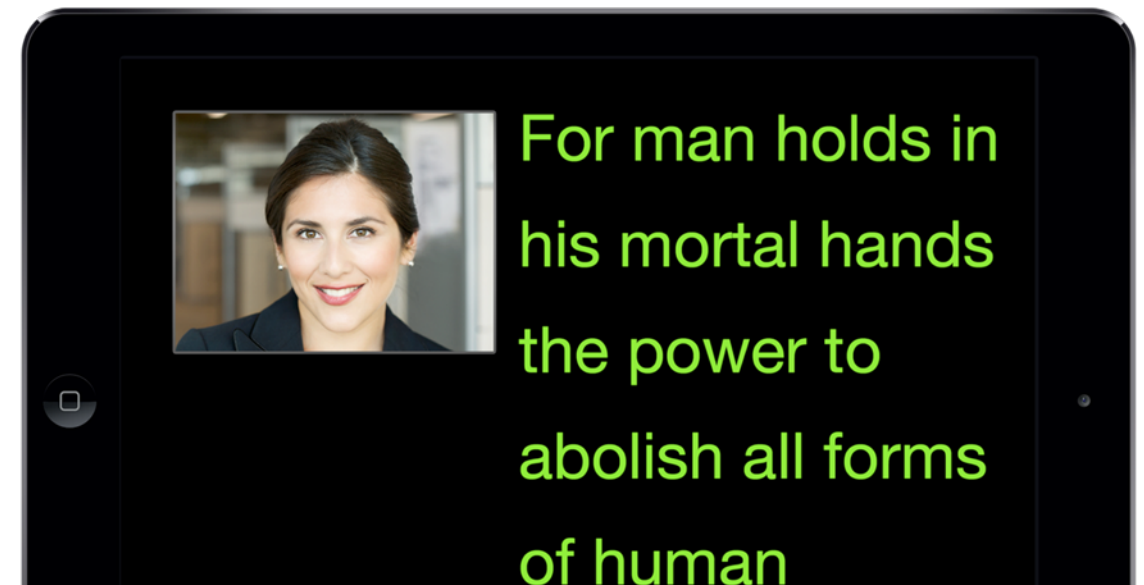
## Recording Tips

During audio recording, you can check your microphone input level using the level meter on the recording console extension. If the meter is lighting up red on the far end of the meter, your input is a bit too loud. Try adjusting your distance from the microphone, or modulating the volume of your voice to avoid digital distortion.



When recording video in landscape orientation on the iOS device, the camera is positioned either to the left or to the right of the device. If you adjust your margins (using a pinch gesture, or in the Settings panel in Edit Mode) you can position the text so that your eyes will remain as close as possible to the camera lens. This will avoid the appearance that you are looking over to the side when recording video. If you use win-

dowed preview mode, the empty space opposite the text makes for a good spot to place your preview window without it distracting you from the text.



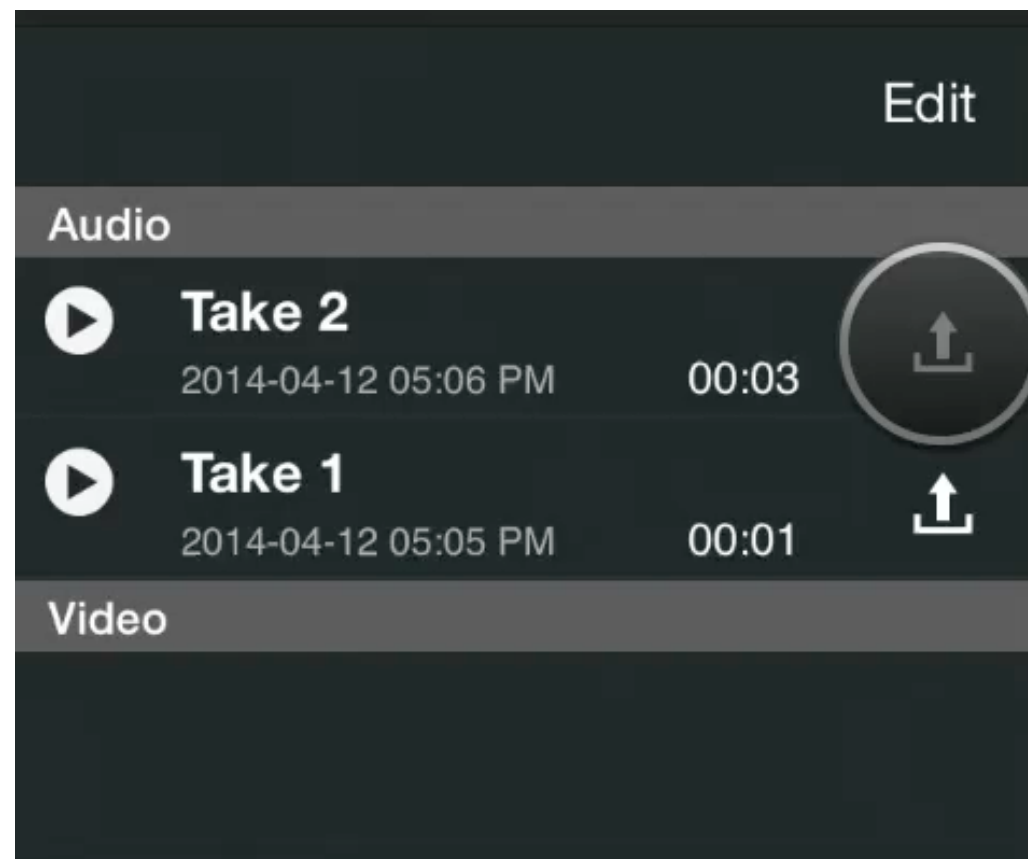
Increasing the margins in general is a good way to limit the amount of movement from left to right of your eyes while prompting. This will make it easier to appear natural while reading the prompter.

Video recording makes for an excellent practice tool for giving talks from the teleprompter. Reviewing video that you record of yourself will give you a very good indication of what other people see when they watch you read from the prompter. Analyze your eye movements and your body language and try to make it all seem more natural. Reading from a teleprompter is a learned skill; no one is born great at it. Keep practicing.

# Browsing and Reviewing Recordings

To review your recordings (both audio and video), exit prompting mode and return to editing mode. On the bottom right toolbar, next to the settings and cue points buttons, is a recordings button. Tap this button to review a list of your recordings for the currently selected script. In this view you can play back or share your recordings. Tap the play button next to each recording in the list to play back the recording.

To remove a take, swipe your finger to the left across the name of the Take. A Delete button will appear. Tap delete to remove the recording.



# Exporting Video and Audio Recordings

On the right side of each listed recording is an export button. Tap that button, and three buttons will appear below the listed recording.

## Emailing A Recording

Tap the email button to send the recording file (audio or video) via email. An email interface will appear, with your recording already attached. Type in an email address in the TO field, add any additional text you wish, and tap Send. The file will be sent immediately.

## Exporting To Dropbox

Tap the Dropbox button to send the file (audio or video) to your Dropbox folder. If this is the first time you've used Dropbox in Teleprompter+, you'll need to authorize the app to communicate with the Dropbox account. Follow the on-screen instructions to authorize the exchange. This will only need to be done once.

Once you are authorized to use Dropbox, you can navigate to the specific subdirectory where you wish to place the recording, then tap export. The file will be copied to that folder, accessible to any computer that has access to your Dropbox account.

## Exporting To Google Drive

Tap the Google Drive button to export the recording (audio or video) to your Google Drive folder. If this is the first time

you've used Google Drive in Teleprompt<sup>+</sup>, you'll need to authorize the app to access your Google Drive account. Follow the on-screen instructions, typing in your user name and password to connect. Once this has been authorized once, you should not have to repeat this step in the future. Navigate to the subdirectory you wish to place the file, then tap export. The file will be copied to your Google Drive folder, accessible from any computer that has access to your Google Drive account.

# Global Application Settings

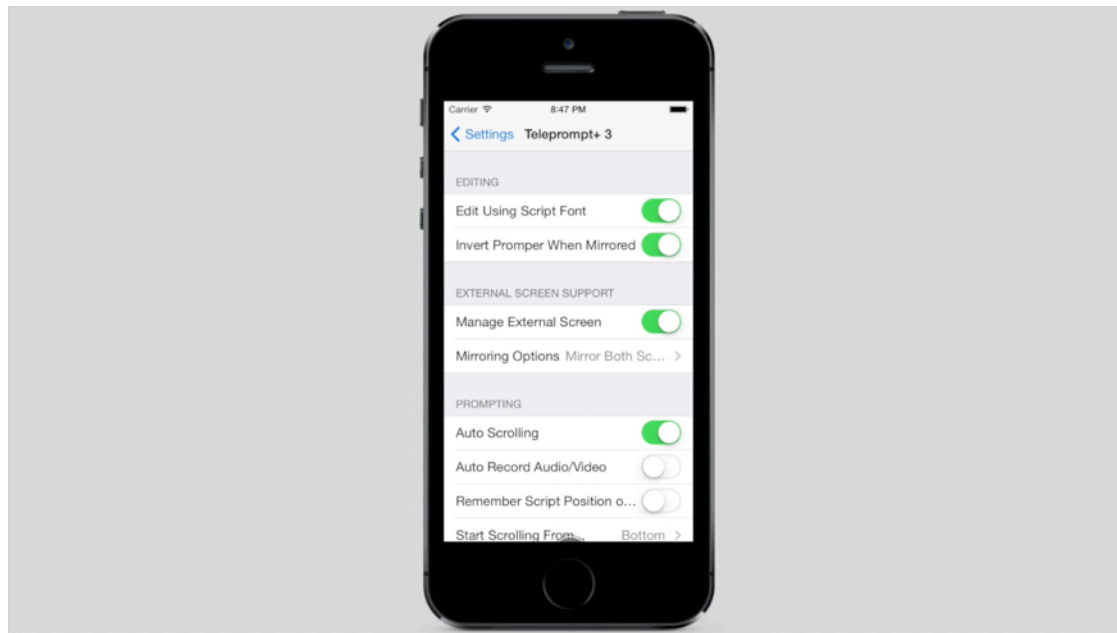
Certain advanced features of Teleprompter+ effect the application on a global level. Changing these settings will effect every script in the application, rather than just the current script. For most users, the bulk of these settings will never need to be changed. But if you have advanced needs, you may find the settings provided in this section useful.

On the iPad, the global settings can be found on right side of the top toolbar, next to the action menu, or in the Settings app. On iPhone and iPod touch devices, the settings are accessed only through the Settings app.



*global settings button*

## MOVIE 4.1 Global Settings on the iPhone/ iPod touch



*On the iPhone or iPod touch, Global Settings are not inside the Teleprompt+ Application. You must exit and go to the Settings Application*

## Editing

The editing options determine the appearance and behavior of the script editor.

### Edit Using Script Font

Turning this switch to the ON position will show the chosen script font in the script editor. Under normal use, the script editor always shows the standard Helvetica Neue font, for easy small legibility. Enabling this setting will change that font to whatever font you use for prompting.

*Note: This will only effect the font face, not the size, in the Editor.*

## External Screen Support

These settings determine how Teleprompt+ should control an attached external screen if connected to the device.

### Manage External Screen

Disabling this option will tell Teleprompt+ to use the standard, built-in screen mirroring functionality provide by the device when an external screen is detected (everything on the iPad/ iPhone screen will also be displayed on the external screen).

Enabling this option will allow Teleprompt+ to manage the external screen itself. In this mode, the iPad/iPhone will act as a controller, while the external screen will act as a monitor. For more information on this topic, see External Screen Support under Advanced Features.

### Mirroring Options

The mirroring options determine mirroring behavior when an external screen is connected. These options apply only when you have the Mirror Text script setting set to ON, and you have an external screen attached. Depending on your hardware setup, you may need one or both screens to be "mirrored." That is, the text will be shown in reverse, so that it reflects properly in a hardware mirror rig. You can choose to mirror only the external screen, only the device's screen, or both screens.

# Prompting

The prompting options provide several advanced behavior controls that will be applied during prompting.

## Auto Scrolling

Turning this switch to the OFF position will disable the default behavior in prompting mode to start scrolling immediately when Start Prompting is tapped. Prompting mode will launch, but the script will remain paused until you start it manually either on the console or with a remote device.

## Auto Record

Turn this switch to the ON position to automatically start a recording session whenever prompting mode is engaged. Recording will be either audio or video, depending on your script's setting.

## Remember Script Position On Exit

If you need Teleprompt+ to remember where you left off the next time you start prompting your scripts, turn this switch to the ON position. Otherwise, your scripts will always begin at the beginning of the script.

## Start Scrolling From

When prompting begins, you can use the three options here to determine whether the text starts at the top of the screen, the middle of the screen, or the bottom of the screen.

## When Script Ends

Choose one of these three options to determine what happens when a script reaches its end in prompting mode. You can choose to have Teleprompt+ repeat the script automatically from the beginning, go to the next script in the current group, or prompt you with a dialog asking if you wish to repeat (default). The Goto Next Script option is great if you want to break a longer script into smaller, more manageable chunks as separate scripts.

## Speed Increment

This setting effects the interval of speed change when pressing the slower and faster buttons on the prompting console. Available choices range from 0.1 (1 second if you are in Time mode), all the way up to 2.0 (20 seconds if you are in Time mode). In other words, from very fine tuned to pretty rough, depending on your preference. By default, this setting is set to .5 (5 seconds in Time mode), which is a nice happy medium. You can use the wheel on the console to make more fine tuned or sweeping adjustments via swiping.

## Pause At Each Cue Point

Turning this switch to the ON position will cause Teleprompt+ to pause the prompter whenever it reaches cue point in the script.

## Disable Acknowledgments

Whenever you make an adjustment on the console or on a remote device, a small icon will appear on the prompting device, confirming the adjustment. If your talent finds these on-



screen icons distracting, you can disable them here by turning the switch to the OFF position.

### **Lock Out Unknown Remotes**

If you are using the Teleprompt<sup>+</sup> remote feature, and you are in an environment where there maybe poor wireless connectivity or interference, or you are concerned about unauthorized use of remotes from nearby devices, you can toggle this switch to the ON position. When this setting is ON, Teleprompt<sup>+</sup> will ignore any remotes that have not been previously authorized. Be sure to turn this switch back OFF temporarily if you wish to authorize a new remote.

### **WiFi Only Remote**

By default, Teleprompt<sup>+</sup> connects to remotes over either WiFi or Bluetooth protocols. If you are experiencing issues with interference, it may help to turn this switch to the ON position and only use WiFi.

## **Syncing**

The syncing options allow you to enable/disable synchronization of your scripts through iCloud.

### **Use iCloud**

This setting engages iCloud syncing for all of your Teleprompt<sup>+</sup> devices. iCloud sync requires both an Internet connection and an iCloud account. Any edits to scripts or settings that you make throughout Teleprompt<sup>+</sup> will be reflected on all devices with the same iCloud account. In this way, you

can make edits to a script on your iPhone or Mac, then have those changes automatically happen on the iPad where you are prompting, for instance.