



# PrompterPro

Powered by PromptDog

Teleprompting Software for Mac & Windows

## QUICK START GUIDE

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### Download/Activate your Software

Visit [ikancorp.com/pp4](http://ikancorp.com/pp4) to download the software and follow the bulleted instruction to activate your code. Use the Activation Code / Serial Number provided in your purchase of PrompterPro4 to activate your new software. The Activation Code / Serial Number are identical. This unique code may contain letters, numbers, and symbols. Be sure to type all the characters provided.

### Preparing a Script

When writing scripts for teleprompting, it can be helpful to use *italics*, underlining, CAPS, and punctuation! to help the talent deliver the script with meaning EVEN if it's not grammatically correct.

“Quotes” can help set a word or phrase off... (but parentheses can be hard to interpret). You can even use **color** to emphasize certain parts of your script. PrompterPro4 works with plain text files with a “.txt” extension and RTF files with a “.rtf” extension. If your script is in another format, just export it as a file with a “.txt” or “.rtf” extension.

## Loading a Script

There are several ways you can load a script into PrompterPro4:

1. Click the import text button, locate the script text file you'd like to load, select it and click open.
2. Drag your script file directly into the main operator window.
3. Click the edit text button. Copy and paste your script into the text window and click \*apply.

\*Note: If you are copying text from an RTF document, the color information will be retained, so you may need to select any black text and apply color to it in order to see the text in the prompter window.

## Why Don't I See Any Text?

If you've imported a text file, but don't see any text in the Operator Window, check to see if the file is already open in another program, like MicroSoft Word.

If it is open in another program, simply close that program and import the text into PrompterPro4 again.

## Saving your Settings

Profiles are a feature in PrompterPro4 that allows you to save your settings and script so you don't have to recalibrate everything when you open the program next time.

Any time you change settings and attempt to exit a profile, PrompterPro4 will ask if you want to save them. If you haven't created a profile yet, PrompterPro4 will ask you to enter a name for the profile. Simply enter a name and press "OK." This will save your settings as well as what script you were using and where you were in the script.

If you're working in a Profile that's already been created and are asked if you want to save settings choose "Cancel," "Yes," or "No." "Cancel" will close the dialogue box and take you back to your session. "Yes" will save your settings, and "No" will close that Profile without saving any changes.

You can also create or save a profile by using the dropdown menu under the "Show Talent Window" button. Clicking "Save As" will create a new profile with the current settings. Clicking "Save Profile" will save settings to the profile you're working on.

If you make changes to your script, just use the "Save", "Save As", and "Cancel" buttons at the bottom of the Edit Text Window to save changes.

## **Deleting Profiles**

If your dropdown is getting too crowded, simply click "Manage Profiles" in the dropdown. Then select the profile you want to delete and click "Delete." PrompterPro4 will ask you one more time if you're sure you want to delete in case you've clicked it by accident.

## **Editing and Saving a Script**

You can edit the script text by clicking the "Edit Text" button, or by hitting Command+E (CTRL+E on PC.) The Edit Window will open, allowing you to make any text change you'd like.

To jump to a specific place in your script, simply type a few letters or words into the Search field at the top of the Edit Window and hit the return key. Hit return again and it will continue to search the text for the next occurrence of your find criteria. You can also use Command+F (CTRL+F on PC) to put your cursor in the search field.

To colorize sections of your script, select the text that you would like to change, and click one of the color square. With the text highlighted, you can also use your number keys to select a color (1 thru 8, starting from the left color chip.) This can be useful to designate certifications for multiple speakers or to emphasize a word or sentence.

Once you're finished editing, use the "Save", "Save As", and "Cancel" buttons to save changes to your script as needed.

Your script will save with an ".rtf" or ".txt" extension depending on if you have colorized sections of your script.

## **Resetting Text Color**

If you want to reset color changes in your script back to the default white text on a black background, click "Edit Script", then click "Reset Color Selection" next to the swatches.

## **Prompting**

Click the "Start Prompting" button and move your mouse scroll wheel down to activate scrolling. Moving your mouse scroll wheel down will also increase the speed of prompting. Moving your mouse scroll wheel up will slow down the speed of prompting and then reverse the direction of the scrolling text.

You can also check the "Invert Scroll Direction" box to reverse the direction. Then, moving your mouse scroll wheel up will activate scrolling. If you do not have a mouse with a scroll wheel, you can also use the UP/DOWN Arrow keys on your keyboard to adjust your scrolling speed and direction.

If you're using a laptop, your trackpad can act as your scroll wheel. Just make sure you have your trackpad preferences (under system Preferences >Keyboard & Mouse >Trackpad) set to allow two finger scrolling.

## **The Talent Window**

If you're using two monitors, showing a second prompter window for your talent would be handy! Click the "Show Talent Window" button to launch a second prompter window. Voila!

You can adjust the placement of the talent window by simply clicking the title bar of the window and dragging it wherever you wish.

This Talent Window will mirror everything you do in the main prompter window, such as text size changes, inverting text, the placement of the eyeline triangle and its opacity, font choice, and color, etc.

Check the "Mirror Talent Window" option to reverse the text. You would only use this feature if you've set up a teleprompter with mirrored glass for your shoot.

Your Profile will save the location and size of your Talent Window.

## **Customizing your Display**

You may need to adjust your font size, line spacing, and font depending on how your studio is set up, the distance between the talent and prompter, what kind of monitor you're using and other situations.

To change the font of the script loaded, click the font pull-down menu and choose a font.

Please note that this will change the font in the main prompter window and in the Talent Window. If you choose to mirror your talent window, the font popup will be disabled and the main prompter window font will automatically switch back to Arial Black and will be locked to this font.

You can adjust the size and line spacing of the text with the text size and line spacing sliders.

If your talent finds it easier to read white text on a blank background, simply click the invert background button.

You can also choose to have the eyeline indicator on the left, right, or both sides of the window. Use the opacity slider to lighten or darken the eyeline indicator.

You can also adjust the size of the main prompter window by clicking and dragging the resize button in the bottom right corner of the window. If you are using the Talent Window, it will automatically adjust to match the main prompter window.

## Searching

To jump to a specific place in your script, type a search word into the Search field and hit Return. Hit Return again and it will continue to search the text for the next occurrence of the text you specified.

## Installing on Another Computer

You are allowed to use PrompterPro4 on two devices.

If you have PrompterPro4 installed on one device, skip step 1.

1. Uninstall PrompterPro4 from your computer.
2. Download the program onto the second computer from [ikancorp.com/pp4](http://ikancorp.com/pp4)
3. Follow the instructions, then launch the program and continue to the registration page.
4. Enter your activation code/serial number or email address.

## Learn More

More dynamic information at official website: [www.ikancorp.com](http://www.ikancorp.com)

## Support

Contact email: [support@ikancorp.com](mailto:support@ikancorp.com)

## CONDITIONS OF WARRANTY SERVICE

- Free service for one year from the day of purchase if the problem is caused by manufacturing errors.
- The components and maintenance service fee will be charged if the warranty period is expired.

Free Service will not be Provided in the Following Situations:(\*Even if the product is still within the warranty period.)

- Damage caused by abuse or misuse, dismantling, or changes to the product not made by the company.
- Damage caused by natural disaster, abnormal voltage, and environmental factors, etc.