



## CAN Prompter Users Guide : (v1.0)

### Overview

#### **What is CAN Prompter?**

CAN Prompter is teleprompting software. It takes text files, CAN Script files or CAN Scripts from a database and displays them in one or more scrolling windows. The prompting order and speed can be manipulated while prompting. The output windows have options like color, mirroring, size, font etc.

#### **Setup:**

The setup/installation specifics are contained in a separate document. This one focuses on user operations, but it is still necessary to understand which “mode” the system is running in so you can pick the sections of the documentation that apply to you. If you get confused about what kind of setup you have or need to change the setup then please consult your system admin.

#### **CAN Prompter “Modes”**

One of the main choices that affects the use of CAN Prompter is “Where are the scripts?” CAN Prompter has three modes:

“Standard”: This looks at a single folder for script files. On a Mac, new items put in the folder will automatically appear. On Win/Linux the “Refresh” button must be pressed to refresh the list of scripts. Scripts can be either “plain” text files, UTF text files or scripts created in CAN Script. The latter will be separated correctly into left and right columns as to not show director instructions on the prompter display. Scripts are manually added to a “Prompting Order” list.

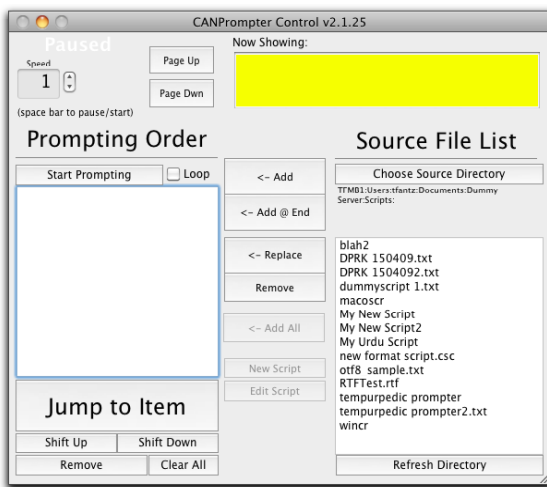
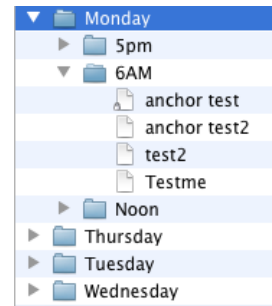
“Folder”: This looks at a two level hierarchy of folders for script files. An example of a typical setup would be folders for the days of the week, inside of each would be folders for show times. Inside the show time folders would be the scripts. Scripts are manually added to a “Prompting Order” list.

“CAN NCS”: This is the mode that should be used when you are using CAN Prompter in conjunction with a CAN NCS newsroom system. In this case the scripts and running order are pulled directly from a rundown in the newsroom system database.

So let’s look at how CAN Prompter operates in each mode...

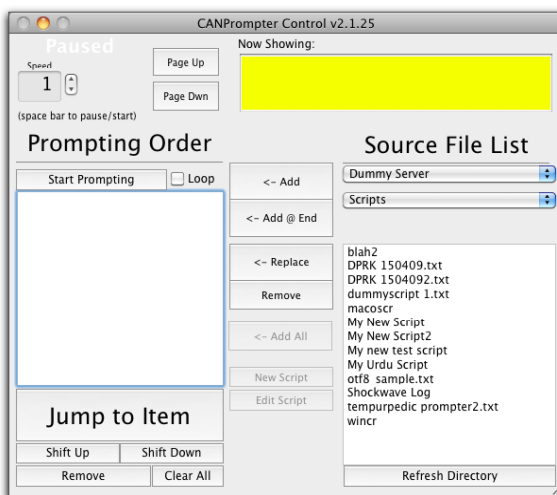
# “Standard” Single Folder Mode and “Folder” Nested Folder Mode:

The only difference between “Standard” and “Folder” mode is the source of the scripts. In Standard mode the application is simply looking at a single folder for scripts. In Folder mode it is looking at a two level hierarchy of folders. (see picture at right) Folder Mode is commonly used where you have a set of folders for days of the week or special shows, then subfolders with the time of the shows... inside of which are the scripts.



On startup in Standard mode the control window should look something like this...

The prompting order list on the left will be empty. The source file list on the right will display the contents of the source directory.



On startup in Folder mode the control window should look something like this.

The prompting order list on the left will be empty . The source file list on the right will display the contents of the source directory. There are two pop up menus above the source file list that let you choose the main folder and the sub folder where the scripts are located.

### **Adding scripts to the prompt list:**

To create a list of scripts to prompt you simply select the script in the right list and...

-Press the “Add” button to add the script to the list at the selected position in the prompt order list.

-Press the “Add @ End” button to add the script to the end of the prompt order list.

-Press the “Replace” button to replace the selected script in the prompt order list with the selected script in the source file list.

-Press the “Add All” button to add all the shown scripts from the source file list to the prompt order list.

- When you add an item to the prompt list it will remove it from the source list. Operationally this means that any item in the source list is NOT in the prompt list.

### **Manipulating the prompt list:**

Once you have items in the prompt list you can change the order by dragging and dropping the items in the list, or by selecting an item and pressing the Shift Up/Shift Down buttons.

To remove an item from the prompt list you can either select it and press the Delete/Backspace key or press the “Remove” button.

You can do all of this while the prompter is running. The prompter knows where it is and will follow the current script. You cannot delete the script currently prompting.

### **Creating/Editing new scripts :**

You can create a new script in the source directory by selecting the source directory list and pressing the “New Script” button.

You can edit an existing script in either the source directory or the prompt list by selecting it and pressing the “Edit Script” button. Note: This will only accurately edit plain text files. You will need to open the script in CAN Script to edit files created by that application.

## Source Directory and Refreshing :

Standard Mode: If you need to choose scripts from another source directory you can press the “Choose Source Directory” button. You can mix scripts from different source directories in the same prompt list.

Folder Mode: If you need to choose scripts from another directory you can choose a main and sub folder from the popup menus above the source file list. You can mix scripts from different source directories in the same prompt list.

You can press the “Refresh Directory” button to have the source list check from new scripts. On a Macintosh this is not necessary and the list ought to refresh automatically when a new script is placed in the directory.

## Starting Prompting :

You can begin prompting in a couple different ways...

- Press the “Start Prompting” button to begin prompting with the selected item in the prompt list, or if no item is selected it will begin prompting with the first item in the prompt list.
- Double clicking an item in the prompt list will start the with the selected item.
- Selecting an item in the prompt list and pressing the “Jump to Item” button will start the prompter with the selected item.

## Pausing Prompting :

Pressing the space bar while prompting will Pause/Unpause the prompter scrolling. When running, the status at the top of the Control Window will say “Running” and when paused/stopped will say “Paused”



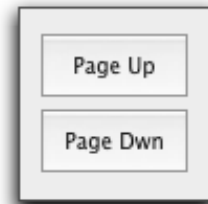
## Changing Prompting Speed:

To change how fast/slow the text is scrolling, you can either directly press the “1” - “9” keys on the keyboard. “1” being the slowest, “9” being the fastest. “0” is the same thing as “Stopped/Pause”. You can also press the “+” and “-” keys to go “faster” and “slower”. There is also a pair of arrows next to the speed display that will also increase/decrease the prompting speed. Regardless of how you change the speed, the current speed will be shown in the speed display.



## Jumping pages:

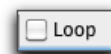
Instead of quickly speeding up and slowing down the prompter speed to jump ahead in a script you can alternatively use the “Page Up” and “Page Down” buttons. You cannot use the “Page Up” button to jump back through the text of a previous script... only to get back to the start of the current one.



Note: On computers that have a mouse with a scroll wheel, the “Page Up” and “Page Down” actions should be mapped to scrolling the wheel up and down.

## Looping prompt lists:

Sometimes it is useful, especially when practicing, to loop a single script or list of scripts. To do this, make sure the “Loop” checkbox is on before the prompter finishes the last script in the list.



## Saving and Loading prompt lists:

You can save/load prompting lists from the “Open List” and “Save List” under the “Prompter” menu.

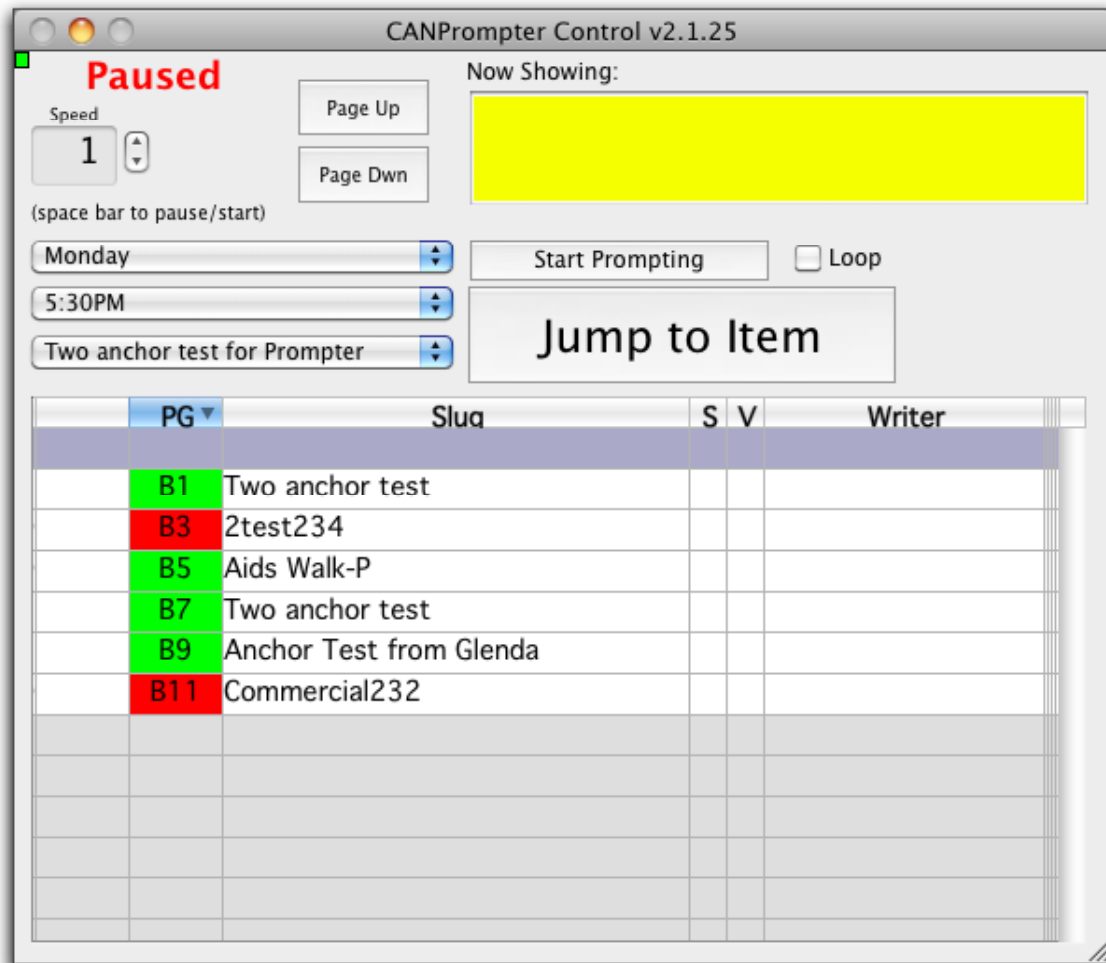
Prompter	System
Start/Stop Prompting	⌘P
Open List	⌘O
Save List	⌘S

Skip ahead to “Prompter Display”

## “CAN NCS” Mode:

When running in CAN NCS mode, the prompter is talking to the CAN NCS database to get its scripts and running order (rundown).

When you run the prompter in CAN NCS mode, the Control Window will look something like this...



On the left side there will be three popup menus that let you choose the Main Rundown folder, the Sub Rundown folder and the rundown to be prompted.

Below it is the display for the rundown.

In the upper left corner is a small box red/green indicating the state of the connection to the CAN NCS for updates. If this box is red you will not receive rundown order changes from the CAN NCS system which will cause problems if the rundown is changed. Please see you admin to get your configuration changed so it can connect.

In this mode you do not need to add, remove or reorder items... this will all be done automatically by a producer controlling the rundown on CAN NCS.

All the user needs to do is start and stop the prompting and control the speed.

### **Starting Prompting :**

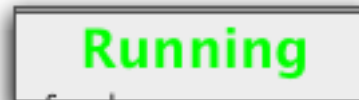
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- Selecting an item in the prompt list and pressing the "Jump to Item" button will start the prompter with the selected item.

### **Pausing Prompting :**

Pressing the space bar while prompting will Pause/Unpause the prompter scrolling. When running the status at the top of the Control Window will say "Running" and when paused/stopped it will say "Paused".

A rectangular button with a white background and a grey border. The word "Running" is written in a bold, green, sans-serif font in the center.A rectangular button with a white background and a grey border. The word "Paused" is written in a bold, red, sans-serif font in the center.

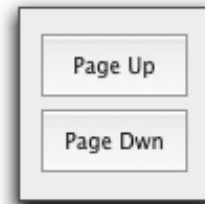
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### Looping prompt lists:

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### Rundown Display :

	PG	Slua	S	V	Writer
	B1	Two anchor test			
	B3	2test234			
▼	B5	Aids Walk-P			
▶ •	B7	Two anchor test			

Items with red page numbers in the rundown have no script available to prompt.

Items with green page numbers in the rundown have a script.

Grey bars in the rundown represent segment blocks. You don't need to worry about these while prompting.

While prompting, items that have been prompted will have a green arrow pointing down next to them.

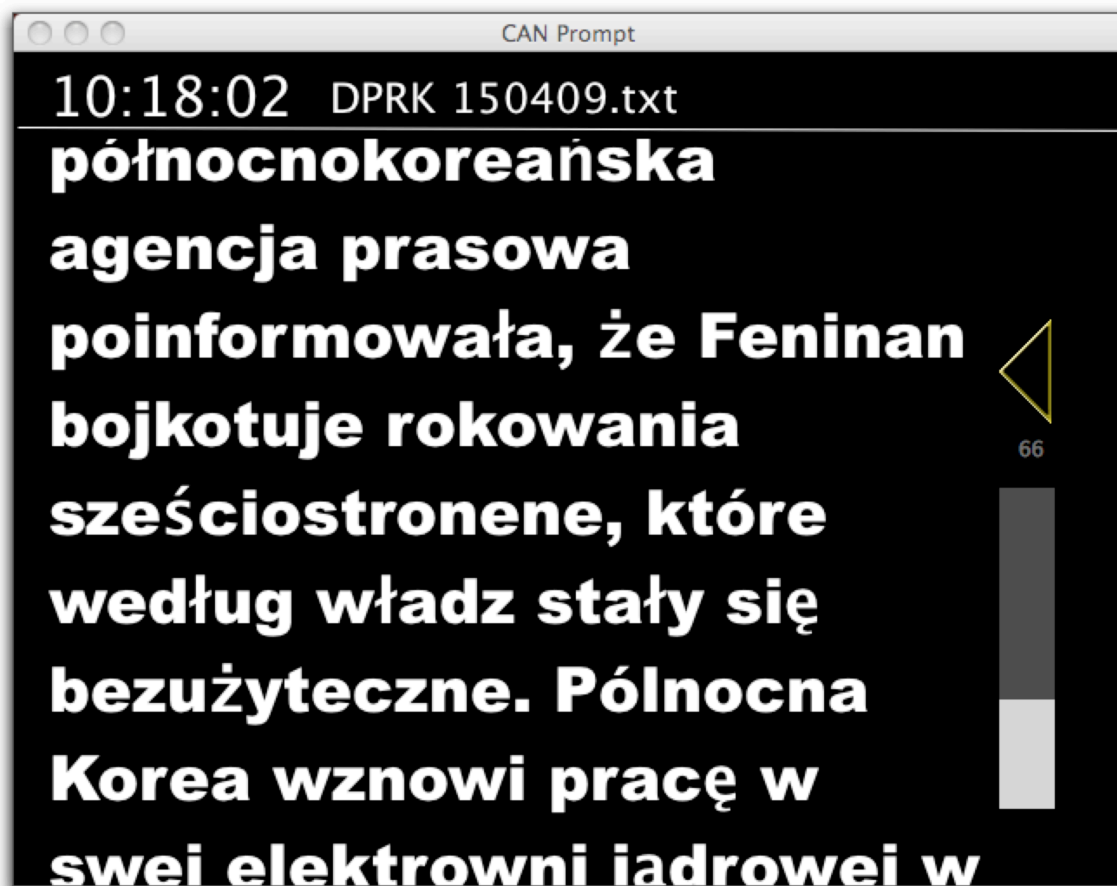
The currently prompting item will have a black arrow facing right next to it.

## Prompter Display:

The output of your prompter may vary a bit based on the individual settings your admin has configured. It might be black on white, white on black, mirrored, smaller, larger or with a different font, but let's look at an output screen as an example.

Optionally in the upper left corner there is a clock. The time for this clock is obtained from your computer's internal clock. If the clock is very off or drifts we suggest you sync your computer to an NTP server.

While prompting, next to the position for the clock, the name of the currently prompting script will be displayed.

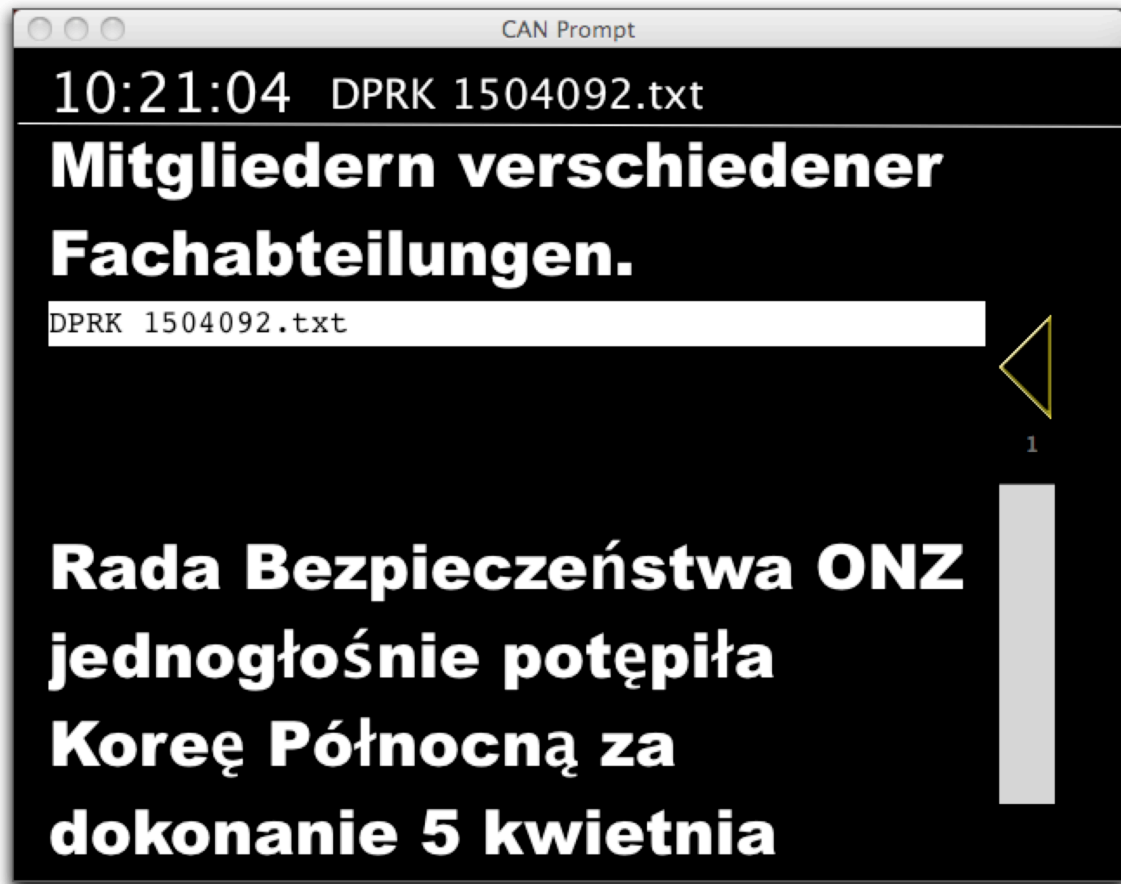


The body of the script occupies most of the window.

To the right of the script body is an eye line arrow and an option progress bar. The progress bar indicates how much of the current script has reached the middle of the screen. Between scripts the progress bar will jump a bit. This is normal, as during a transition between scripts there are two scripts on the screen at the same time and

the progress bar will be “tracking” the first one... when it switches to tracking the new one, some portion of it will already be on the window.

If the “Story Divider” option is turned on then a bar will be drawn between scripts on the prompter display. The size/font/color of this bar are determined in the prompter preferences.



Please refer to the CAN Prompter Setup Guide for information on configuring multiple outputs and screen options.

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