

# **Pocket ProPrompter Software**

**v6.x** (for standard PPCs) **and v8.x** (for VGA PPCs)  
for Microsoft Pocket PC OS

**\*Attention - Please read the ProPrompter software “Disclaimer” below before proceeding with software installation.**

**Disclaimer: ProPrompter** software has only been tested on the following Pocket PC models: Toshiba e400/e800, HP iPAQ hx2100/2400/2700 series, and Dell Axim 51v. **ProPrompter** software may also work on other manufacturer’s Pocket PC models, however, no warranty or guarantee is expressed or implied. Wireless Bluetooth mouse control is only possible if your Pocket PC has Bluetooth capability and you are using an iGo™ (Think Outside) Stowaway Travel Mouse.

**Pocket PC OS requirements:** Microsoft Windows Mobile 2003 Second Edition or later.

**Intro: ProPrompter** software for Pocket PC OS is prompting software for video production and TV news as well as prompting applications such as video conferencing and podium speeches.

## **\*\*Software Installation\*\***

Mac and PC users can install the **ProPrompter** application by Bluetooth file transfer or by copying the installer file to a SD/CF memory card. PC users can also install the ProPrompter application by using Microsoft ActiveSync supplied by their Pocket PC manufacturer.

1. With ActiveSync, you can copy the **ProPrompter.CAB** to any folder of the main memory of your Pocket PC or to a SD/CF memory card and open it. The file will disappear from this folder unless the file is locked.
2. Start the **ProPrompter** program that has popped up in the main menu.
3. Press the «**About**» button. Three buttons will show up on the screen: «**Register**», «**Help**» and «**OK**»
4. Press «**Register**».
5. You will see two boxes «**Serial#**» and «**Registration code**». The «**Serial#**» box has the serial number of your Pocket PC in it. This is the number you will need to email to [support@bodelin.com](mailto:support@bodelin.com) to receive a registration code. Please note that the «**Serial#**» and «**Registration code**» are case sensitive.  
**IMPORTANT – If you purchased this software as part of the ProPrompter Pocket PC package, your software has already been registered and you will find your registration code printed on your QuickStart guide included with the package.**
6. After we have received an e-mail with your «**Serial#**», we will generate a unique «**Registration code**» and email it to you.
7. The «**Registration code**» that you have received should be entered into the «**Registration code**» box, and then press OK.
8. If next time you start the **ProPrompter** program, the «**Register**» button is gone from the «**About**» menu, it means that the **ProPrompter** program has been successfully registered.

## **\*\*Software Operation\*\***

**Menu:** After launching the **ProPrompter** application, the software menu is immediately displayed on your LCD display and includes the following buttons (boxes):

**File...** (select and open plain text (.txt), Word (.doc), and Rich Text (.rtf) files. Also includes «**Edit**» button for launching a word processor)

**Font** (Font, Size, Bold, Italic, All Caps, All lowers, F. color, B. color, Left, Center, Right, Width)

**About** (displays software version, contact info, Register and Help)

**Screen** (Jump to, Margin, V. flip, H. flip, Tracking, Leading, Scroll bar, Remaining Time, Current Time, and RT/CT Font size)

**Settings** (Load settings, Save settings as..., Reset defaults)

**Scroll** (Initial speed, Fit to, Loop, Crawl, Right-To-Left, Control: Mouse buttons, Mouse wheel, Mouse movement)

**Creating Files:** ProPrompter software will read any plain text file (.txt) created by any standard word processor. For convenience, Word (.doc) and Rich Text (.rtf) files can also be read, however, no formatting will be recognized, only the plain text characters. The following example describes how to create a readable file in Pocket Word. Example: To write a new script, click “New” in the bottom left corner of the Pocket PC “Start” page. Click “Word Document.” Create your script. Click “Tools” and “Save Document As”. Enter “Plain Text Document (\*.txt).” A second prompt will ask you to confirm your choice to save as “Text.” The file will then be available for the **ProPrompter** software. You can also create a text file on your desktop computer and transfer it to the Pocket PC via Microsoft ActiveSync, a Bluetooth wireless connection, or through a Secure Digital (SD) memory card.

**Loading Files:** Text files can be loaded through the «**File...**» section of the ProPrompter menu. File size can be up to 1000k or about 400 pages of text in a standard word processor.

### **Important information!**

1. You must use only \*.txt, .doc, or .rtf files.
2. script files can only be loaded from your «**My Documents**» folder or from an installed SD or CF memory card.
3. After launching ProPrompter press the «**File...**» button.
4. You will see all your script files in your «**My Documents**» folder as well as the SD/CF memory card.
5. Select the file and click on it. Simultaneously the main menu will come back. Your file will be loaded (without “**OK**” button).
6. Then press the «**Prompt arrow**» (The big box with a green triangle on the main menu) to start prompting.

## Pocket ProPrompter Software Features and Capabilities:

- Smooth forward and reverse scrolling.
- Left-To-Right, Right-To-Left («**Right-To-Left**»), and Crawl («**Crawl**») scrolling options in the («**Scroll**») submenu.
- **Looping**: a script can be continuously looped by selecting «**Loop**» in the «**Scroll**» submenu.
- Vertical («**V. Flip**»), and horizontal («**H. Flip**») flipping of a text by selecting the appropriate modes in the «**Screen**» submenu.
- Selecting any of the system fonts available in the «**Font**» submenu (more fonts can be added if necessary).
- Selecting any font size («**Size**») in the range from 8 to 100 in the «**Font**» submenu (Up to 400 in **Crawl** mode).
- Converting a text into the «**All Caps**» (all capital letters) or «**All lowers**» (all small letters) formats in the «**Font**» submenu.
- Selecting a mouse control mode: «**Mouse buttons**», «**Mouse wheel**», «**Mouse movement**» in the «**Scroll**» submenu.
- Changing the distance between letters and lines: «**Tracking**» (from 80 to 200), «**Leading**» (from 50 to 200) in the «**Screen**» submenu.
- Searching for a text fragment based on preset «**Jump to**» markers in the «**Screen**» submenu.
- Selecting an «**Initial speed**» (from 1 to 16) in the “**Start/Stop**” mode in the «**Scroll**» submenu.
- Selecting a font typeface («**Bold**», «**Italic**») in the «**Font**» submenu.
- Aligning a text («**Left**», «**Center**», «**Right**», «**Width**») in the «**Font**» submenu.
- Displaying the «**Current time**» in the «**Screen**» submenu (for live transmissions)
- Automatically selecting a scrolling speed (from 0:00 to 999:59) in the «**Scroll**» submenu so that a script will fit into a preset time interval («**Fit to**»).
- Displaying the time remaining («**Remaining time**») until the end of a script when reading it at a speed selected in the «**Screen**» submenu (the indication changes automatically as the scrolling speed changes)
- Displaying the «**Scroll bar**» in the «**Screen**» submenu.
- Adjusting the «**Margin**» (from 0 to 20) in the «**Screen**» submenu.
- Independent selecting the font color «**F. color**» (16 main colors) and the background color «**B. color**» (16 main colors) in the «**Font**» submenu.
- Loading preset («**Load settings**») and saved program settings («**Save settings**») and reset defaults («**Reset defaults**») in the «**Settings**» submenu (for example, for different speakers).
- The big “**Start**” button enables a user to start a program by pressing it with a finger (without using a stylus).

### **Pocket PC hardware buttons and Bluetooth mouse control:**

Most Pocket PCs have 4 hardware buttons and a 4-direction cursor key on their face. The functions of the cursor key and buttons when used with ProPrompter software will be described below. Buttons are usually designated as 1 through 4 starting from left to right. For script control, only an iGo™ (Think Outside) Bluetooth mouse can be used with Pocket PCs that have Bluetooth. As a rule, most Pocket PC LCD screens support Landscape mode allowing more words per line to be viewed. Running in Landscape mode is highly recommended.

### **SCROLLING CONTROL (Keypad of the POCKET PC)**

Press key:

- **Up** - to scroll up (forward), increase the forward scroll speed, decrease the reverse scroll speed
- **Down** - to scroll down (reverse), increase the reverse scroll speed, decrease the forward scroll speed
- **Left** - Cue backward
- **Right** - Cue forward
- **Action** - Stop/Start
- **Key 4** (the rightmost) - Exit to the main menu

Hold key:

- **Left** - Jump to the beginning of the text
- **Right** - Jump to the end of the text

### **SCROLLING CONTROL (Bluetooth wireless MOUSE)**

(Mode 1) **Mouse buttons:** Press (do not hold!) the mouse button.

- **right** - to scroll up (forward), increase the forward scroll speed, decrease the reverse scroll speed
- **left** - to scroll down (reverse), increase the reverse scroll speed, decrease the forward scroll speed

(Mode 2) **Mouse wheel:** Rotate the mouse wheel.

- **forward** - to scroll up (forward), increase the forward scroll speed, decrease the reverse scroll speed
- **backward** - to scroll down (reverse), increase the reverse scroll speed, decrease the forward scroll speed

(Mode 3) **Mouse movement:** While pressing the left mouse button, move the mouse (or stylus) in the direction of Y axis.

- **forward** - to scroll up (forward), increase the forward scroll speed, decrease the reverse scroll speed
- **backward** - to scroll down (reverse), increase the reverse scroll speed, decrease the forward scroll speed

(All mouse modes)

- Click the **middle** button (wheel) - **Stop/Start**.
- Press and hold the **middle** button (wheel), Press the **left** button, Release **both** the buttons - **Cue backward**.
- Press and hold the **middle** button (wheel), Press the **right** button, Release **both** the buttons - **Cue forward**.
- Press and hold the **middle** button (wheel), click twice on the **left** button - **Jump to the beginning of the text**.
- Press and hold the **middle** button (wheel), click twice on the **right** button - **Jump to the end of the text**.
- Press and hold the **middle** button (wheel), press and hold the **left** button, press and hold the **right** button then Release all the **(three)** buttons - **Exit to the main menu**.

## ATTENTION!

Before you start using the **ProPrompter** program:

1. To avoid the screen going dim and PPC switching off while you are using the teleprompter, it is necessary to select the following settings on the PPC main menu and lift all restrictions:
  - a) Start/Settings/System/Backlight...
  - b) Start/Settings/System/Power/Advanced...
2. To secure maximum brightness of the screen and contrast of the text to be read, at the addresses:
  - a) Start/Settings/System/Backlight/Brightness... - place the regulators at maximum brightness.
  - b) Start/Settings/System/Screen/Clear Type... - cancel the "Clear Type" mode.

Default settings when pressing the Reset Defaults button in the «**Settings**» submenu:

### Font:

Font: Tahoma  
Size: 32  
Bold: off  
Italic: off  
All Caps: off  
All lowers: off  
F. color: white  
B. color: black  
Left: off  
Center: on  
Right: off  
Width: off

### Screen:

Jump to: (\*)  
Margin: 0  
V. flip: off  
H. flip: off  
Tracking: 100  
Leading: 100  
Remaining time: off  
Scroll bar: off  
Current time: off  
Font size: 0

### Scroll:

Initial speed: 9  
Fit to: off  
Loop: off  
Crawl: off  
Right-To-Left: off  
Mouse buttons: on  
Mouse wheel: off  
Mouse movement: off

**Pop-up Menu:** Besides the main screen menu, the **ProPrompter** program also has an additional pop-up text menu. It shows up in the left-hand bottom corner on the Taskbar and is designated with the "**Menu**" button. Pressing this button will display the list of the main headers of the **ProPrompter** program submenus: **File, Font, Scroll, Screen, Settings, About**. By pressing on any of these, you enter the corresponding submenu of the **ProPrompter** program. Pressing «**Prompt!**» is the same as clicking on "**Start**" of the **ProPrompter** program while pressing on «**Exit**» will enable you to quit the **ProPrompter** program completely. It should be noted that pressing on the «**X**» button in the top right-hand corner of the screen menu will only enable you to remove the program from the screen but not quit it (it is not erased from the memory). In contrast to a regular desktop PC, it does not close a program but performs the "**Smart Minimize**" operation switching the program over to the background mode. This is the standard by-default response of the Operating System. If you want to quit **ProPrompter** completely, you need to enter the additional (text) menu (in the bottom left-hand corner of the screen) and press «**Exit**».

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