

**WinCuePro News**  
**Guide for**  
**AVSTAR**



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# **Notice**

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WinCue System Version 1.30

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## How to use this guide

The WinCuePro News user guide provides detailed information on how to setup, configure and operate the software.

## Audience

This guide is intended for use by Operators whose familiarity with computers and software ranges from novice to expert.

## Structure of this guide

The user guide is modular in design and can be divided into the seven sections. Each section describes a different mode of function for WinCuePro News and therefore can be used alone or in conjunction with other sections.

Chapter 1 Installation	Describes the hardware and software requirements. How to install the WinCuePro News software and peripherals
Chapter 2 Introducing WinCuePro News	Describes the WinCuePro News Screen, toolbars, menu commands and keyboard shortcuts
Chapter 3 WinCuePro News AvidNews Interface	Describes how to set up and run the AvidNews interface of WinCuePro News.
Chapter 4 WinCuePro News Basics	Describes how to create and prompt scripts in four easy steps
Chapter 5 The Script Editor	Describes how to set read rates and customize settings for individual presenters
Chapter 6 Working with Rundowns	Describes how to create and prompt using rundowns
Chapter 7 The Prompter	Describes the different scroll controls and how they are configured

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<b>1</b>	<b>Installing WinCuePro News on your PC</b>	<b>8</b>
1.1	Minimum Hardware Requirements	8
1.2	Before Installing Your Chosen Operating System	9
1.3	The WinCuePro News Package	9
1.4	IMT Scroll Card	9
1.5	Installing the Hardware - Desktop PCs	9
	Installing the IMT Card Inside a PC	9
	Connecting a Scroll Control	10
	Connecting a Composite Video Feed	10
	Connecting a Genlock Feed	10
1.6	Installing the Hardware - Laptops	10
	Connecting the IMT Box to a Laptop	10
	Connecting a Scroll Control	11
	Connecting a Composite Video Feed	11
	Connecting a Genlock Feed	11
	Connecting a Power Supply	11
1.7	Restarting Your PC	11
1.8	Installing the Software	11
1.9	Starting WinCuePro News for the First Time	13
<b>2</b>	<b>Introducing WinCuePro News</b>	<b>14</b>
2.1	What's on the WinCuePro News Screen?	14
2.2	Using the Mouse	15
2.3	Choosing Commands	16
2.4	WinCuePro News toolbars and tools	17
	Standard Toolbar	18
	Formatting Toolbar	19
2.5	WinCuePro News Keyboard Shortcuts	19
	Text Formatting	19
	Deleting and Copying	20
	Prompting Shortcuts	20
	Menu Commands	20
	Function Key Commands	20
2.6	The Principles of Prompting	21
	Prompters	21
	The Script Editor	21
	Rundowns	21
	The Scroll Controller	21
<b>3</b>	<b>AvStar</b>	<b>22</b>
3.1	AvStar Server Setup	22
3.1.1	RXNET Configuration	22
3.1.2	Adding Prompting Users	23

<b>3.2</b>	<b>WinCue Prompter Configuration</b>	<b>26</b>
	HOSTS File Setup	26
	WinCue Hardware Configuration	27
	AvStar News Interface Configuration	27
	Additional News Interface Configuration	34
	Additional WinCue Settings & Preferences	40
<b>3.3</b>	<b>Prompting AvStar with WinCue</b>	<b>42</b>
	Selecting a Show for Prompting	42
	Initiating Prompting	44
	Information Displayed on the WinCue Monitor	45
	Using WinCue to Select the Next Story to Prompt	45
<b>3.4</b>	<b>Using the Scroll Controllers</b>	<b>46</b>
	Using the Multi-Button Hand Controller	46
	Using the Foot Control to Prompt	47
<b>4</b>	<b>WinCuePro News Basics</b>	<b>48</b>
<b>4.1</b>	<b>Starting WinCuePro News</b>	<b>48</b>
<b>4.2</b>	<b>Creating a New Script</b>	<b>49</b>
	Adding Markers to a Script	50
	Adding Presenter Name to a Script	51
	Printing a Script	51
<b>4.3</b>	<b>Saving Your Work</b>	<b>52</b>
4.3.1	Saving Changes	52
<b>4.4</b>	<b>Prompting a Script</b>	<b>53</b>
	Beginning a Prompting Session	53
	IMT Scroll Control	54
	Ending a Prompting Session	54
	Controlling Prompt and Edit Positions	54
<b>4.5</b>	<b>Getting Started in WinCuePro News Summary</b>	<b>56</b>
<b>5</b>	<b>The Script Editor</b>	<b>57</b>
<b>5.1</b>	<b>The Script Editor Window</b>	<b>57</b>
	The Script Window	57
	The Word Count Boxes	58
	The Script Duration Boxes	58
<b>5.2</b>	<b>Changing the Script Characteristics</b>	<b>60</b>
	Changing the Font	60
	Changing the Font Style	60
	Changing the Color of the Text	61
	Inverting the Background Color and the Text	61
	Justifying the Text	62
	Highlighting Text in the Editor	62
	Captions	63
	Format All	63
	Not Prompted Text	64
	Finding Words in a Script	64
	Replacing Words in a Script	64
<b>5.3</b>	<b>Creating Your Own Settings For New Scripts</b>	<b>65</b>

5.3.1	Changing the Default Read Rate	65
5.3.2	Changing the Default Font and Font Size	66
<b>5.4</b>	<b>Presenter settings</b>	<b>67</b>
5.4.1	Adding a New Presenter	67
5.4.2	Changing the Presenter Settings	67
5.4.3	Modifying a Presenter	68
5.4.4	Deleting a Presenter	69
<b>6</b>	<b>Working with Rundowns</b>	<b>70</b>
<b>6.1</b>	<b>The WinCuePro News Rundown Window</b>	<b>70</b>
	Features of WinCuePro News Rundown	71
	The Script Editor Window	71
<b>6.2</b>	<b>Working in the Rundown</b>	<b>72</b>
6.2.1	Creating a New Story	72
6.2.2	Saving your work	73
6.2.3	Moving Stories Within the Running Order	73
6.2.4	Renumbering Stories in the Rundown	73
<b>6.3</b>	<b>Editing Within the Rundown</b>	<b>74</b>
6.3.1	New story	74
6.3.2	Edit Story	74
6.3.3	View Story	74
6.3.4	Delete Story	74
6.3.5	Deleting Multiple Stories	75
6.3.6	Edit Field	75
6.3.7	Toggle Hold State	75
6.3.8	Prompt From Here	76
<b>6.4</b>	<b>Working with Multiple Rundowns</b>	<b>76</b>
	Tiling windows	76
	Cascading Windows	76
	Arranging Icons	77
	Moving Stories Between Rundowns	77
<b>6.5</b>	<b>Prompting Mode</b>	<b>77</b>
	Entering Prompt Mode	77
	Controlling Prompted Text	78
	Quitting Prompt Mode	78
<b>7</b>	<b>The Prompter</b>	<b>79</b>
<b>7.1</b>	<b>The IMT Scroll Control</b>	<b>79</b>
<b>7.2</b>	<b>Selecting a Scroll Control</b>	<b>79</b>
<b>7.3</b>	<b>On-screen Scroll Control</b>	<b>80</b>
<b>7.4</b>	<b>IMT Scroll Control</b>	<b>81</b>
7.4.1	Configuring for Center Stop Mode	81
7.4.2	Configuring the Scroll Table	82
<b>7.5</b>	<b>Hybrid Serial IMT Multi-button Controller</b>	<b>83</b>
7.5.1	Configuring for Center Stop Mode	83
7.5.2	Configuring Scroll Control Buttons	84
7.5.3	Connecting a Foot Control	87
7.5.4	Multi-button Troubleshooting	88

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<b>Appendix A The IMT Card</b>	<b>89</b>
<b>Appendix B Supported Hardware</b>	<b>98</b>
<b>Appendix C Wiring Diagrams</b>	<b>99</b>
<b>Appendix D Using PC90 Motorised Control Stands</b>	<b>105</b>
<b>D1 Configuring WinCue</b>	<b>107</b>
<b>D2 Controlling the PC stand from WinCue</b>	<b>107</b>
<b>D3 Controlling the stand through prompt scripts</b>	<b>108</b>
<b>Appendix E Wiring</b>	<b>111</b>
<b>E1 WinCue Multibutton Hand Control</b>	<b>111</b>
E1.1 WinCue IMT card 9 way d connections	111
E1.2 9 way d Serial port connections	111
E1.3 P4 Multibutton Remote Connector 15 Pin D Male	111
<b>E2 2 button Serial Hand Control</b>	<b>111</b>
E2.1 9 way d Serial port connections	111
<b>E3 2 button IMT Hand Control</b>	<b>112</b>
E3.1 IMT Hand control	112
<b>Appendix F Master/Slave</b>	<b>113</b>
<b>F1 Before you start</b>	<b>113</b>
<b>F2 Configuring WinCue for Master/Slave</b>	<b>113</b>
F2.1 Serial Port Connection	114
F2.2 Modem Connection	115
F2.3 Other Master/Slave Configuration Options	116
<b>F3 To set-up Master/Slave</b>	<b>116</b>
<b>F4 Using Master/Slave</b>	<b>117</b>
<b>Technical Support</b>	<b>121</b>

## Chapter

## 1

## Installation of WinCuePro News

In this chapter you will learn how to install WinCuePro News on your PC. First we will examine the hardware and software you need, and then we will cover the hardware and software installation process.

### 1 Installing WinCuePro News on your PC

#### 1.1 Minimum Hardware Requirements

WinCue will run on the Windows 95, 98 or Windows NT 4.0 operating systems. However we recommend your prompter is a Windows NT machine. The minimum hardware requirements and recommended specification is as follows:

##### Windows 95/98

- 166 MHz Pentium processor (233MHz Pentium 2 or better is recommended)
- 32Mb RAM (64Mb RAM is recommended)
- 50Mb free disk space
- Adaptec SCSI card 2906 for desktop, Adaptec SlimSCSI 1460 PCMCIA for laptop
- VL bus or PCI bus graphics card (PCI preferred)
- 800x600 16 color VGA display (1024x768 is recommended)

##### Windows NT 4.0

- 166 MHz Pentium processor (233MHz Pentium 2 or better is recommended)
- 64Mb RAM
- 50Mb free disk space
- Adaptec SCSI card 2906 for desktop, Adaptec SlimSCSI 1460 PCMCIA for

laptop

- VL bus or PCI bus graphics card (PCI preferred)
- 800x600 16 color VGA display (1024x768 is recommended)

## 1.2 Before Installing Your Chosen Operating System

Before you install your chosen operating system you should configure your SCSI card in accordance with the documentation supplied with it. **DO NOT** at this stage install any hardware supplied with WinCuePro News.

## 1.3 The WinCuePro News Package

The WinCuePro News package consists of:



Laptop users will receive an IMT box, not the IMT scroll card

- Software (1 CD + license)
- IMT Scroll Card
- Scroll Controller
- User-manual

## 1.4 IMT Scroll Card

The IMT scroll card allows WinCuePro News to prompt text in any language. Data from the scroll card is sent to the prompter screen via the on-board composite video channel. The IMT card also features an on-board genlock port. In addition, an IMT scroll control can be attached to the IMT card leaving all the ports on your PC free for other peripherals.

## 1.5 Installing the Hardware - Desktop PCs

Before installing the WinCuePro News software you have to install the IMT scroll card. Your PC must be turned off before the IMT scroll card can be installed.

The IMT card will have been configured prior to shipment for the settings required in your country. Therefore changes to jumpers or dipswitch settings should not be necessary.

**Refer to Appendix C for wiring diagrams.**

### Installing the IMT Card Inside a PC

1. Remove the cover from the PC's case
2. The IMT card is configured it should be connected to the end of the SCSI cable.

3. Find a free full length ISA slot inside the PC
4. Remove the appropriate blanking plate
5. Carefully insert the IMT card
6. Connect the SCSI cable to the IMT card
7. Replace the PC's cover

### **Connecting a Scroll Control**

The standard scroll control used with WinCuePro News is the IMT scroll control. The IMT scroll control port is the 9 pin analogue port on the back of the IMT card. WinCuePro News expects the scroll control to be connected to this port. The IMT scroll control will not work if it is attached to any other port on your PC. Refer to chapter 6 to learn more about all the different scroll controls supported by WinCue.

### **Connecting a Composite Video Feed**

The composite video port is the BNC port furthest the scroll control port on the IMT card. This port supplies the composite video feed to the prompter screen(s).

### **Connecting a Genlock Feed**

The genlock port is the BNC port nearest from the scroll control port on the IMT card. This port accepts a genlock feed.

## **1.6 Installing the Hardware - Laptops**

The IMT Scroll card must be attached to your Laptop externally, to do this first of all make sure your laptop is turned off.

The IMT scroll card inside the IMT box has been configured prior to shipment for the settings required in your country. Therefore it should not be necessary to open the IMT box or change jumpers or dip switch settings.

### **Connecting the IMT Box to a Laptop**

1. Insert the PCMCIA SCSI card into your laptop
2. Connect one end of the SCSI cable supplied with the SCSI card to the PCMCIA card and the other to the SCSI port on the IMT box
3. Connect a power cord to the appropriate input of the IMT box (you have a choice of IEC mains or 12V DC)

See the laptop wiring diagram in Appendix C.

### Connecting a Scroll Control

Laptops normally use the IMT scroll control. The IMT scroll control port is the 9 pin analogue port on top of the IMT box. WinCuePro News expects a scroll control to be connected to this port.

The IMT scroll control will not work if it is attached to any other port on your PC.

### Connecting a Composite Video Feed

The IMT box is made in two versions, one has four BNC composite outputs and the other has one. These ports supply the composite video feed to the prompter screen(s). You can connect your video cable to the BNC output.

See C3 and C4 in Appendix C for further details.

### Connecting a Genlock Feed

The genlock port is the BNC port next to the IMT scroll control port on the IMT box. This port accepts a genlock feed.

### Connecting a Power Supply

The IMT box can be powered from one of three different sources; the mains power supply, 12V DC and an optional PAG battery (UK version only).

A reset button is provided on the IMT box to reset the IMT scroll card.

## 1.7 Restarting Your PC

Once all the WinCuePro News hardware has been installed restart your PC.



### **Warning for Laptop Users!**

**Laptop users must switch on the IMT box before switching on the laptop. This is to ensure the PCMCIA SCSI card successfully detects the IMT scroll card.**

## 1.8 Installing the Software

It is assumed you have already successfully installed your chosen operating system on a PC and this meets the minimum hardware requirements.

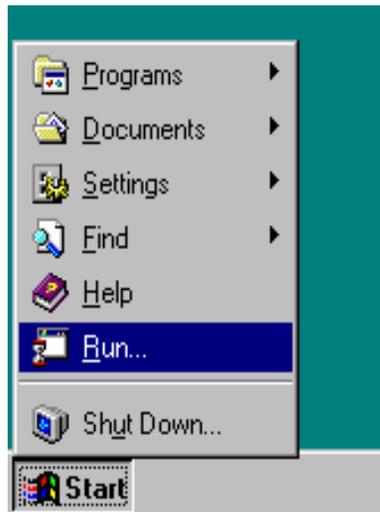


## Warning!

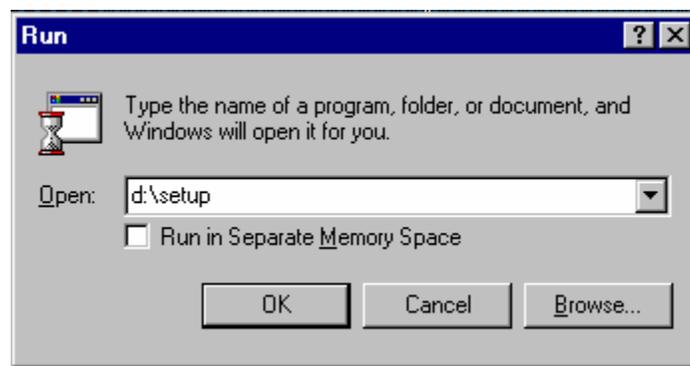
If WinCuePro News is being installed on Windows NT 4.0 you will need to be logged in with administrator privileges. If you do not have these rights contact your computer support department.

### To begin installing WinCuePro News:

1. Close all programs running on your computer
2. Insert the installation CD into your CD drive
3. Choose Run... from the Start menu



4. The Run dialog box appears. Type d:\setup in the Open: text box then click on OK.



5. The installation program will load. Follow the on screen instructions carefully.

6. Once all the software has been copied onto your PC you will need to shut it down and switch it off to install the IMT scroll card.

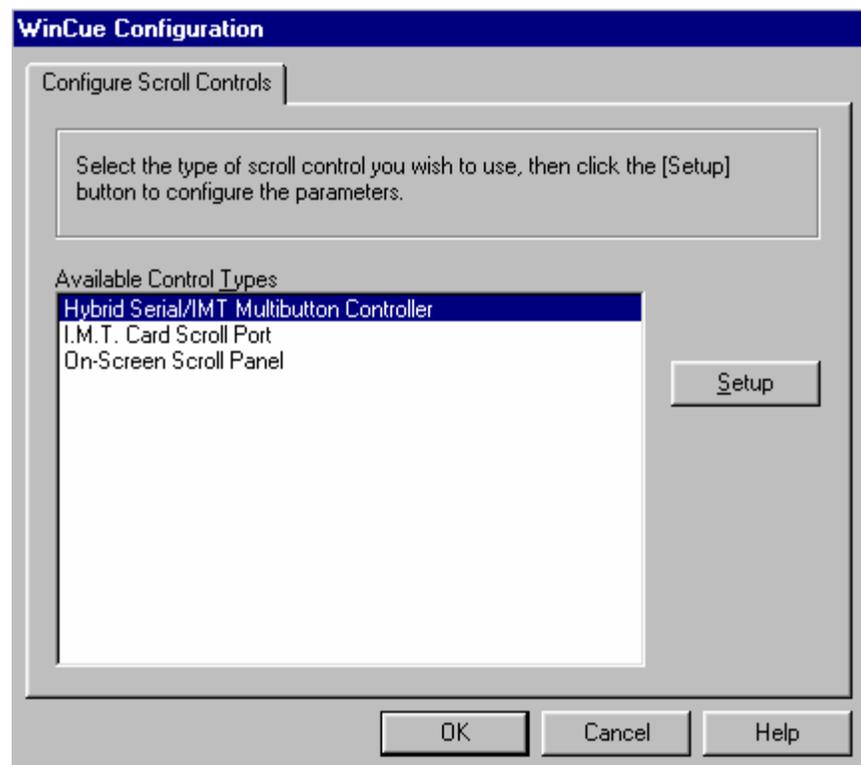


The license disk included with each copy of WinCuePro News is designed to work with the supplied IMT scroll card. It will not work with any other IMT card.

## 1.9 Starting WinCuePro News for the First Time

When WinCuePro News starts for the first time the following message appears, *“Your scroll control configuration is not set. WinCuePro News will now allow you to select which scroll control you have installed”*.

Click on **OK**. The **Configure Scroll Controls** dialog box appears.



Choose the appropriate scroll control from the Configure Scroll Controls dialog box, and then click on **OK**. The WinCuePro News installation is now complete and you ready to begin working with WinCuePro News.

## Chapter

## 2

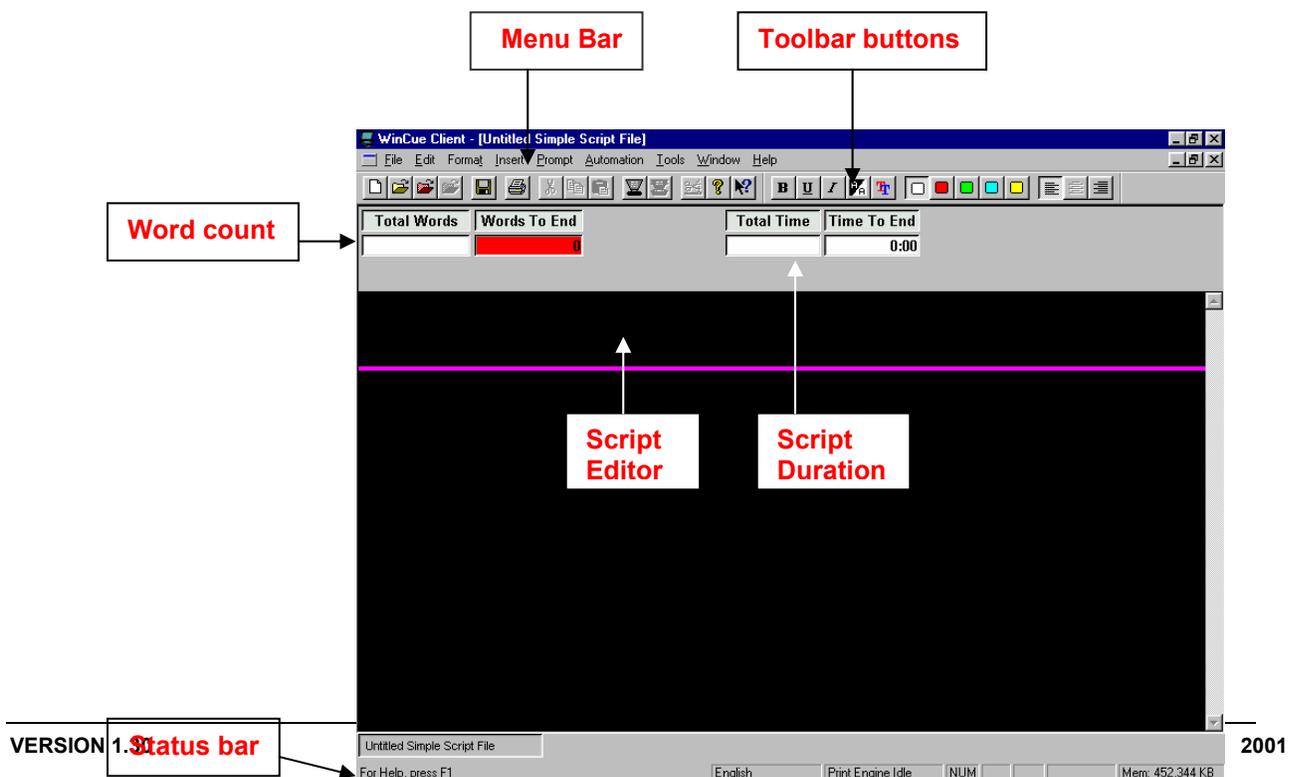
## How WinCuePro News Works

This Chapter introduces WinCuePro News and some of its basic features. If you are familiar with Windows you can skip ahead to the next chapter that describes how to create a document. This chapter is also a valuable reference section as it describes all the keystroke shortcuts.

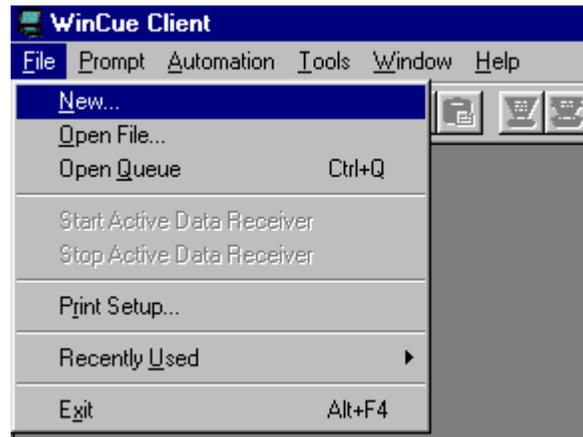
### 2 Introducing WinCuePro News

#### 2.1 What's on the WinCuePro News Screen?

When you start WinCuePro News, a new blank document appears on the WinCuePro News Screen. The following illustration identifies each part of the WinCuePro News screen.



Open menus to display WinCue commands:



Click buttons on the toolbars to quickly choose commands.

The status bar displays information about the active document or highlighted command. The window bar displays the current scripts open as tabs.

One of the main features of the WinCue screen is the Word count boxes and the Script duration boxes.

[See Section 5.1.2 and 5.1.3 for more details on the Word Count and Script duration boxes](#)

As you type the script into WinCue, the Word Count box will track the number of words in the script. The current word count is constantly updated and displayed. The Words to End box will track the number of words remaining in the script, from a specific point within the script.

The screens described in this section refer to WinCue LT in standard format although all screens are configurable using the Layout Editor. Contact your vendor for more details.

## 2.2 Using the Mouse

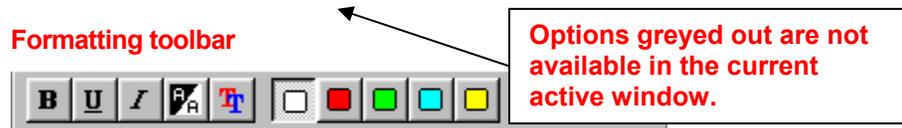


Use the mouse to move the pointer around on the screen to quickly choose commands, click buttons, and select text and so on. To move the pointer, just move the mouse on your desktop.

### 2.3 Choosing Commands

A command is an instruction that tells WinCue what to do next. To choose commands, you can click buttons on the toolbars or use the regular menus.

**Using toolbars for command shortcuts:** If you have a mouse you can click buttons on the toolbar to choose the most common WinCue commands.

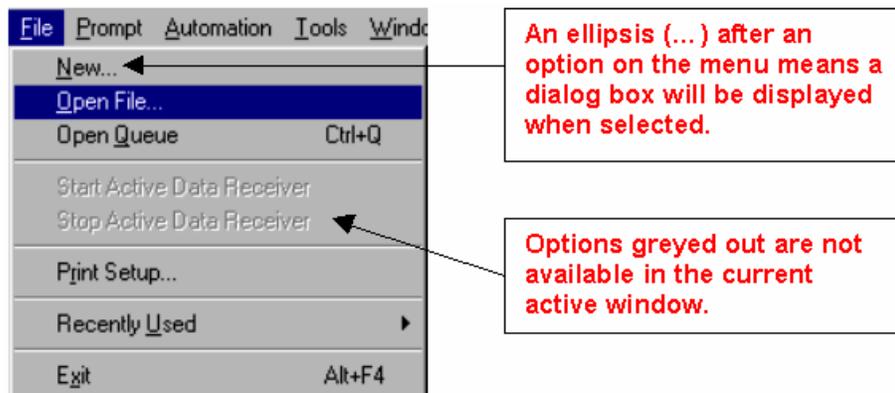


**Standard toolbar**

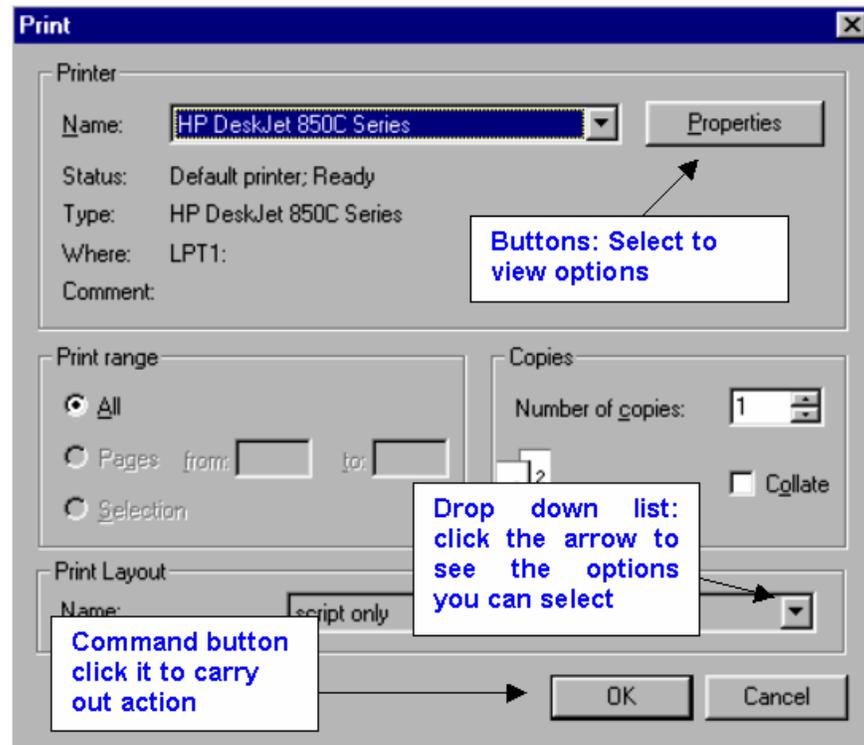


To display or hide a toolbar, open the Tools menu, select Toolbars and then the toolbar you want to display or hide from the sub-menu. Toolbars selected for display will have a checkmark (✓) displayed next to them.

**Choosing commands from the menus:** You can also choose commands from menus that are listed on the menu bar at the top of the WinCue window. Just click the command you want. To close a menu without choosing a command, click outside the menu or press ESC.



**Selecting options in a dialog box:** When you choose a command that's followed by three dots, a dialog box appears so that you can select options.



## 2.4 WinCuePro News toolbars and tools

Toolbars provide quick access to commonly used commands and tools. When you first start WinCuePro News and open a queue, the Standard and Formatting toolbars are displayed just below the menu bar. You can choose the toolbars you want to display or you can choose to display none at all.

**Standard Toolbar**

<b>Function</b>	<b>Button</b>
New File button	
Open File button	
Open Queue button	
Quick browser button	
Save queue button	
Print button	
Paste button	
Copy button	
Cut button	
Prompt button	
Stop prompting button	
Panic button	

## Formatting Toolbar

Function	Button
Bold button	
Underline button	
Italic button	
Inverse button	
Font button	
Color button-white, red, green, blue, yellow	
Justify button -right, center, left	

## 2.5 WinCuePro News Keyboard Shortcuts

### Text Formatting

To do this	Windows Shortcut
Underline	Ctrl + U
Italic	Ctrl + I
Bold	Ctrl + B
Change font	Ctrl + F
Inverse Text	Ctrl + E
Color change to Default color (black)	Ctrl + 0
Color change to Red	Ctrl + 1
Color change to Green	Ctrl + 2
Color change to Blue	Ctrl + 3
Color change to Yellow	Ctrl + 4
Justify text right	Ctrl + Shift + R
Justify text left	Ctrl + Shift + L

Format all Text	Ctrl + Shift + A
Select all Text	Ctrl + A

### Deleting and Copying

To do this	Windows shortcut
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Search/replace	Ctrl + H

### Prompting Shortcuts

To do this	Windows shortcut
Insert marker	Ctrl + M
Previous marker in script	Ctrl + 9
Next marker	Ctrl + 0
Not prompted text	Ctrl + P

### Menu Commands

To use this command	Windows shortcut
Save File	Ctrl + S

### Function Key Commands

Key	To do this
F1	Help
F3	Find Next
F3 + Shift	Next
F6	Open next item
F6 + Shift	Open previous item
F7	Commit edits
F9	Prompter Refresh

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F11	Edit at prompter
F11 + Shift	Prompt to Editor
F11+ Ctrl	Prompt scroll lock

---

## 2.6 The Principles of Prompting

This section aims to provide those who are unfamiliar with prompting systems the basic terms involved.

### Prompters

The prompter is normally mounted on the front of the camera and displays the scrolling text created by the script editor for the presenter to read. The text from the monitor is reflected onto a special sheet of glass. Thus the presenter can see the text, but the camera looks straight through it.

### The Script Editor

The script editor is used to write and modify the story the presenter is going to read. Each story is represented as a one-line entry in the rundown.

### Rundowns

A rundown is a list of titles representing the stories the presenter is going to read. The order in which the titles appear dictates the order in which the stories will be displayed on the prompter.

### The Scroll Controller

The scroll controller is used to control the prompted text. The prompter operator controls the speed and direction the text scrolls to suit the presenter.

# Chapter 3

## WinCuePro AvStar Interface

In this chapter you will learn how to setup the WinCue prompter to operate with the AvStar newsroom computer system and also how to configure the AvStar system to work with the WinCue interface.

### 3 AvStar

#### 3.1 AvStar Server Setup

After WinCue hardware and software installation, it will be necessary to configure rxnet resources on the news servers, create users for prompting on the news system, and also necessary to setup the WinCue software for AvStar operation.

##### 3.1.1 RXNET Configuration

WinCue Prompters use rxnet resources to access an AvStar System. In certain circumstances they use multiple rxnet resources. Consequently, it's wise to configure many of them, more if the system is going to have multiple prompters, even more if the system is also going to be receiving data from other systems. Some AvStar installers configure 20 rxnets on any new install or upgrade. Figure one rxnet per show plus two extras (plus rxnets for other systems).

You can use the fgrep command to pull the lines containing rxnet out of the main configuration file. The following example shows a system with 4 general rxnets available for other systems to hook up with for story transfer and 6 dedicated rxnets reserved for the WinCue prompter.

```
BUBB_A: fgrep rxnet /site/config
special 101 0 rxnet - - ; rxnet
special 102 0 rxnet - - ; rxnet
special 103 0 rxnet - - ; rxnet
```

special	104	0	rxnet	-	-	; rxnet
special	105	10.1.100.45	rxnet	-	-	; Wincue
special	106	10.1.100.45	rxnet	-	-	; rxnet
special	107	10.1.100.45	rxnet	-	-	; rxnet
special	108	10.1.100.45	rxnet	-	-	; rxnet
special	109	10.1.100.45	rxnet	-	-	; rxnet
special	110	10.1.100.45	rxnet	-	-	; rxnet

A general rxnet has a zero in the third column. Dedicated WinCue rxnets will have the IP address of the WinCue prompter entered in the third column. These dedicated rxnets are reserved and can only be used by the WinCue prompter of that address. WinCue can also use general rxnets if none are dedicated.

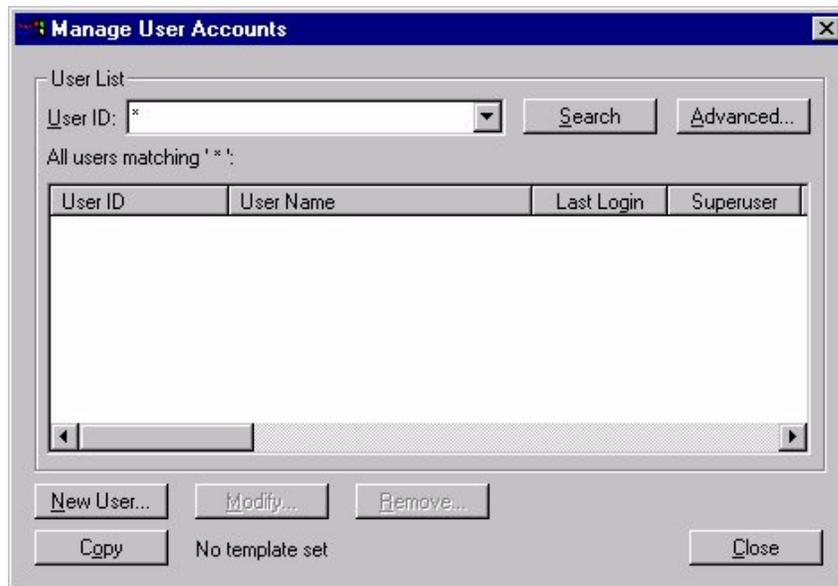
Besides the entries in the body of the config file, there will need to be corresponding entries in the appropriate host section of the /site/config file (see the AvStar Operations Manual for more details on the config file and editing commands):

```
reslist          101 102 103 104 105 106 107 108 109 110
```

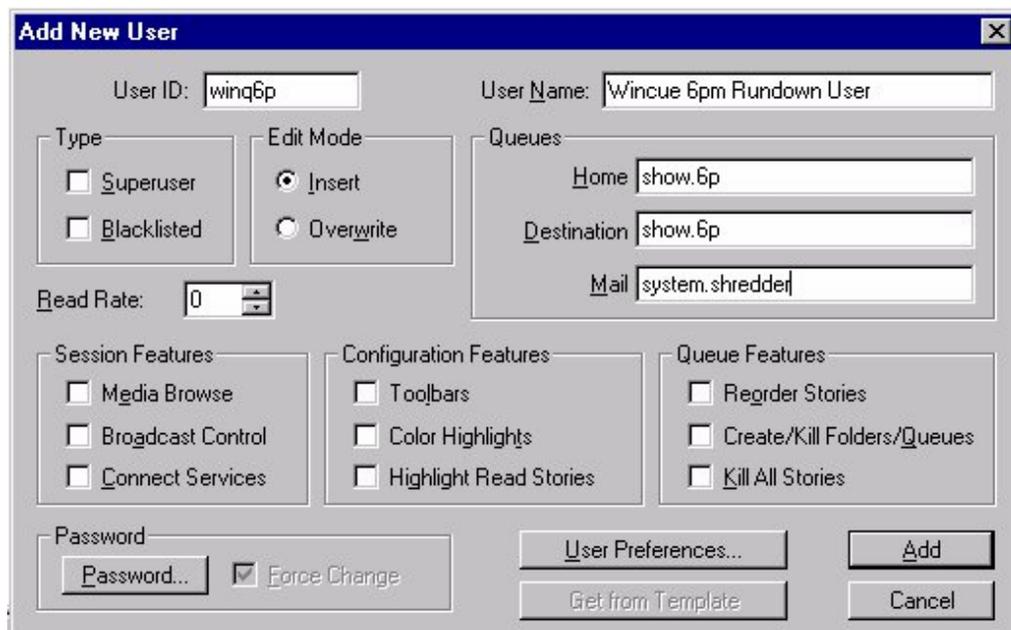
### 3.1.2 Adding Prompting Users

When WinCue accesses AvStar through an RxNet, it does so using an account and password. In addition, it uses the destination of the account to guide it to the rundown to prompt. It's possible to set up one account that only accesses SHOW, for example, but it's more elegant to set up multiple prompting accounts, all of which have destinations pointing to different rundowns. If that's the tact you take, it's still advisable to have one high-level access account.

To create multiple prompting accounts, all of which have destinations pointing to different rundowns, in AvStar click **Tools → Options → Users** to bring up the Manage User Accounts dialog box:



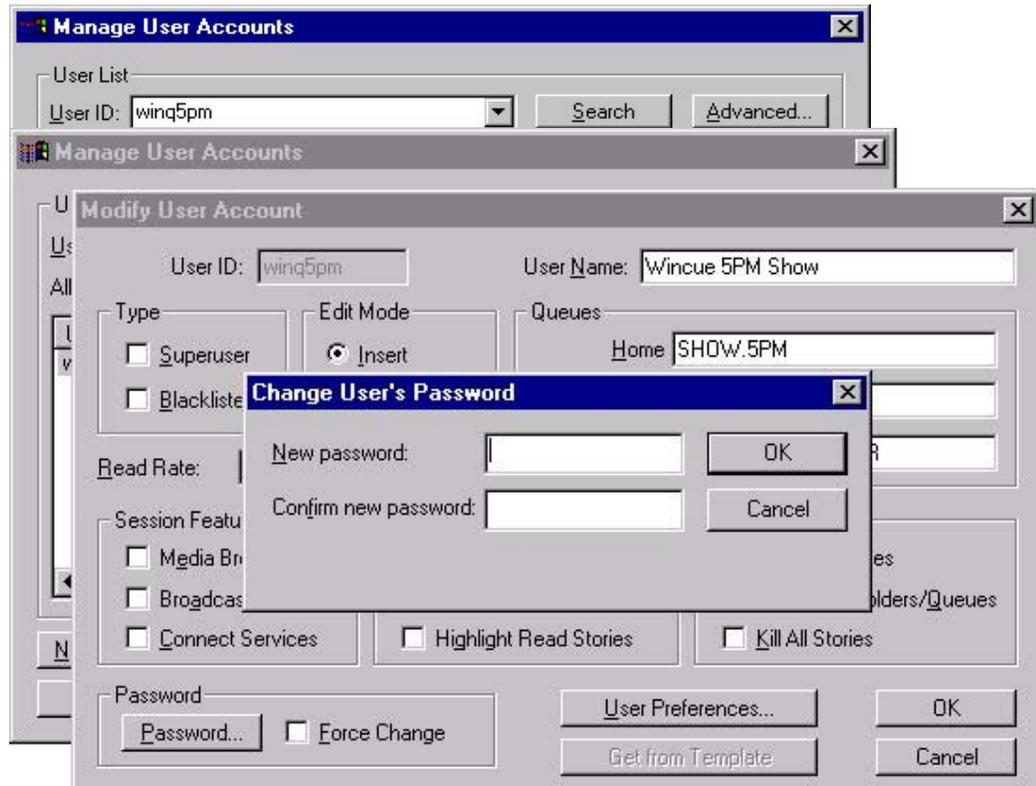
Click on the New User button to add a user. To keep some sort of uniform standard, name the user “winq” (for WinCue) plus the name of the show such as “6p” for the SHOW.6P rundown:



The Destination queue usertrait should be set to the directory name of the show you wish this user to prompt. The Mail queue should be set to the SYSTEM.SHREDDER. Do not set the Mail queue to the DEAD file.

No other user features need be checked. Once the user's traits are setup, click the Add button to add the account.

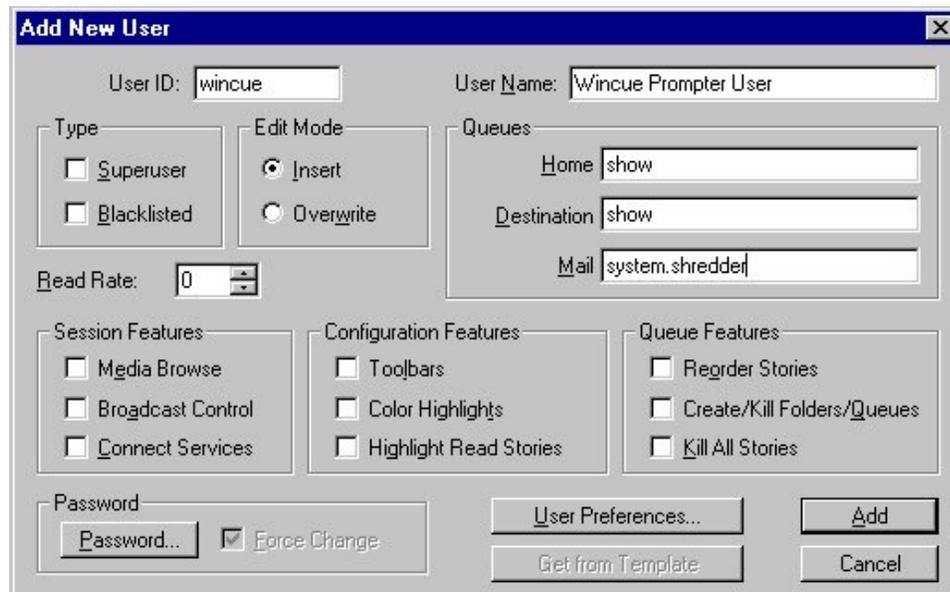
After adding the new account, it is necessary to then set a password on it. Search for that new account name by typing the name in the User ID box and clicking Search:



When the username is found, click the Modify button so you can go in and set the WinCue user's password. After clicking Modify, uncheck the Force Change box and then click the Password button:

You can now designate a password for the show prompting user accounts. You will need to remember this password later when you are setting up the WinCue software.

As mentioned, it might be a good idea to also set up a higher-level prompter user whose destination is set to the SHOW directory:



NOTE: There is currently (1.1.7) a bug in rxnet that prevents WinCue from accessing queues with read groups. Rundown queues that are going to be prompted can't have a read group. This is expected to go away in 1.2.

Additionally, in AvStar versions earlier than 1.1.9, it's important to synchronize the date/time on the news servers. If the time differs more than 5 seconds between the servers, the WinCue may not be able to download stories created on the server other than the one the WinCue is logged in to. The resulting error message on WinCue is:

```
AvStar Interface: unable to retrieve story
```

If you get this message when trying to download certain stories, simply re-sync the time on the news servers with the date command, and then modify the affected stories. This bug is fixed in AvStar 1.1.9 and higher.

## 3.2 WinCue Prompter Configuration

### HOSTS File Setup

The WinCue PC needs to be on the network. It either needs to be able to find the AvStar system through a DNS, or it needs a local HOSTS file. Under NT the HOSTS file lives in `c:\winnt\system32\drivers\etc\`. It is preferred to edit it from a command prompt, to prevent programs like NOTEPAD from sticking a .TXT extension on it.

```
C:\> cd \winnt\system32\drivers\etc
C:\> edit hosts
```

On Windows95 systems, the HOSTS file lives in the Windows directory. :

An easy way of determining if the WinCue PC is properly setup to find the AvStar servers on the network is to run a ping test. Click **Start → Programs → Command Prompt**. This will fire up a DOS window. Simply type "ping <servername>" at the DOS prompt. If the Windows PC can look up the name and it is on the network with the server, you will receive replies as your ping bounces off the AvStar server:

```
C:\> ping bubb_a

Pinging bubb_a [10.1.0.1] with 32 bytes of data:
Reply from 10.1.0.1: bytes=32 time<10ms TTL=255
```

```
C:\>
```

If the hosts table is not properly setup, the Windows PC will be unable to look up an address to correlate to the name and an error message will result:

```
C:\> ping bubb_a
Bad IP address bubb_a.

C:\>
```

### **WinCue Hardware Configuration**

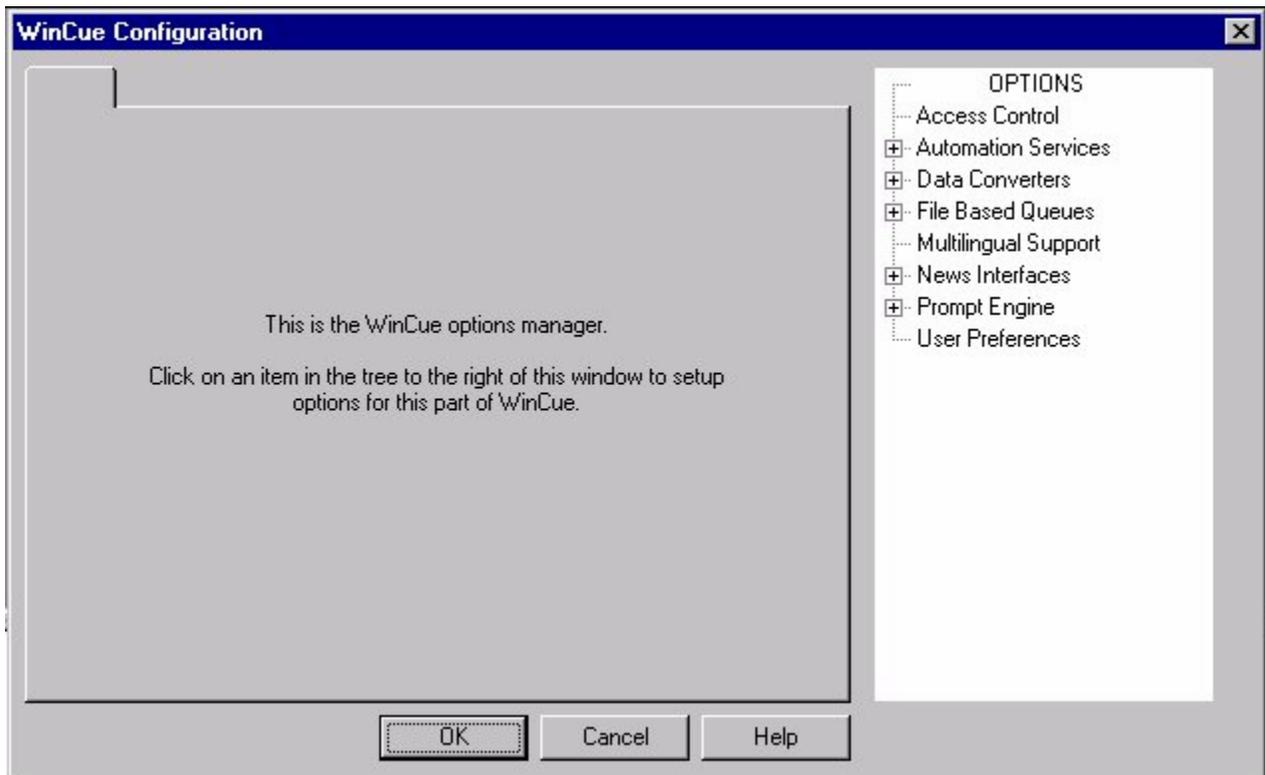
The SCSI card and IMT card must be correctly installed and the hand controller needs to be connected to both the Port on the IMT as well as a COM port (that's why it has two connectors on it). The video output is connected to the BNC connector farthest away from the hand controller port. The BNC connector in between is a GenLock connector. The software needs to be installed, it can be put it in the Startup Group for all users.

### **AvStar News Interface Configuration**

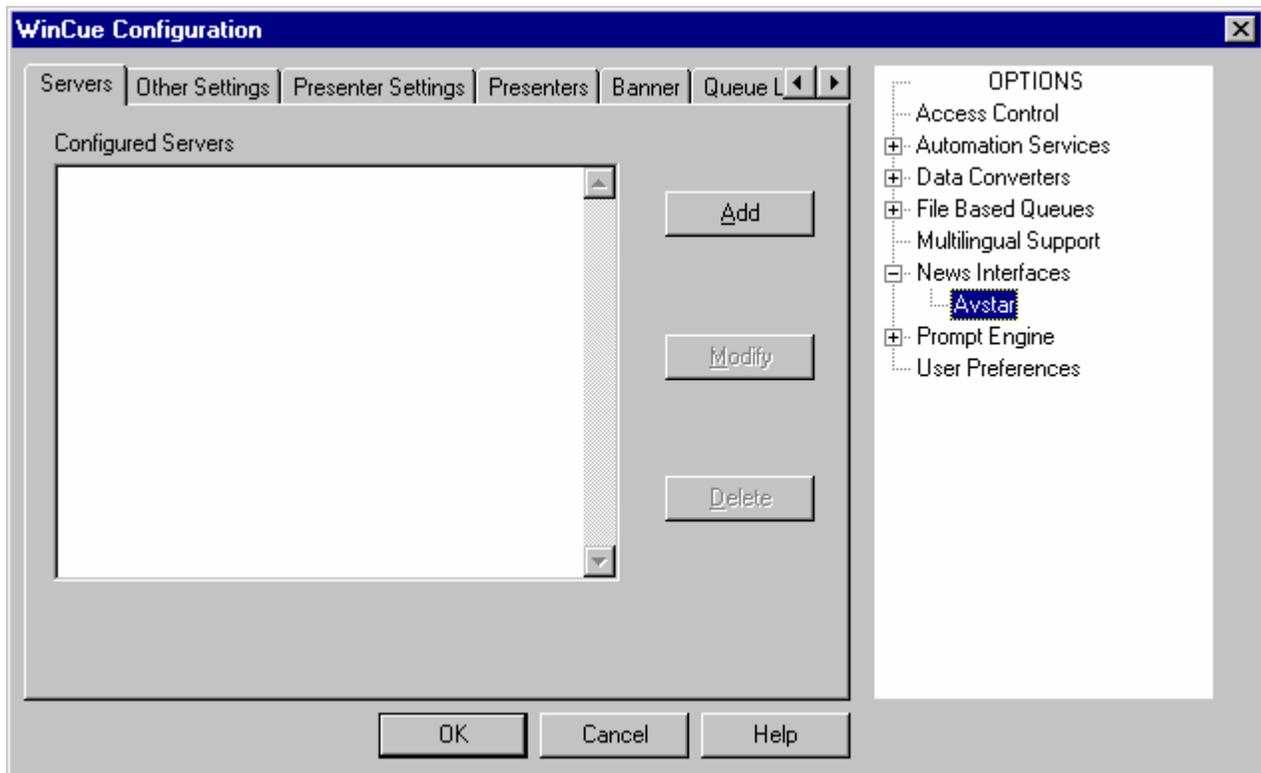
Configuration of the AvStar interface on WinCue is done through the TOOLS:OPTIONS menu. When you select that you're presented with a tabbed control panel from which you can configure many aspects of WinCue. Four important options in that dialog are Access Control, News Interfaces, Prompt Engine, and User Preferences.

“Access Control” is effective on NT based WinCue prompters. It’s related to the NT accounts on the prompter computer. It’s possible to restrict access to TOOLS:OPTIONS, for example, to the NT administrator account. If you login to the PC as a user named prompter, for example, you can configure it so that prompter can’t access or change WinCue setup features.

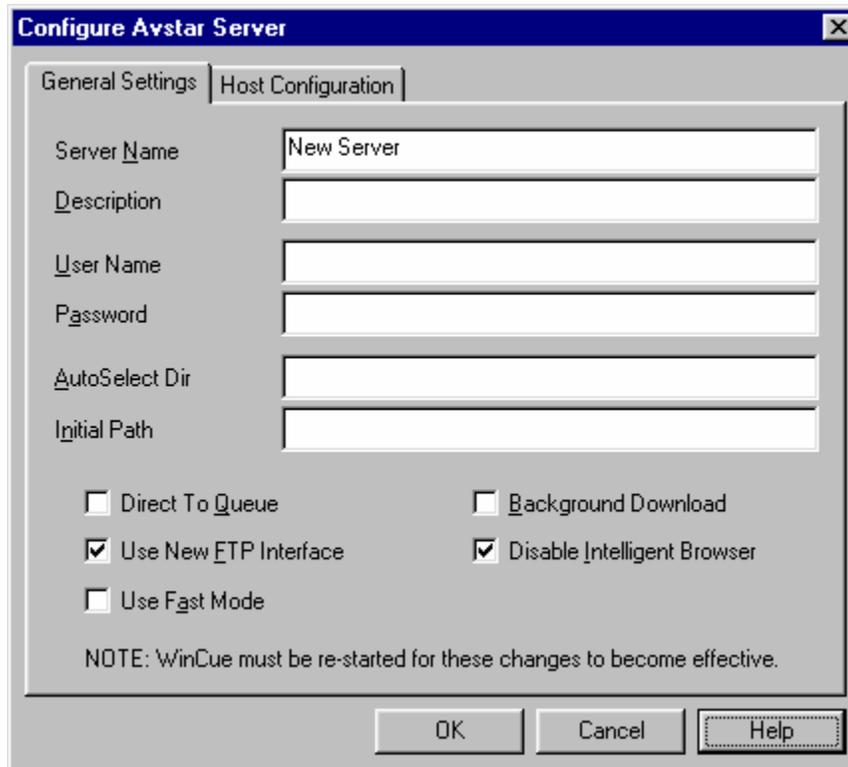
Click on **Tools → Options** to bring up the main WinCue configuration screen:



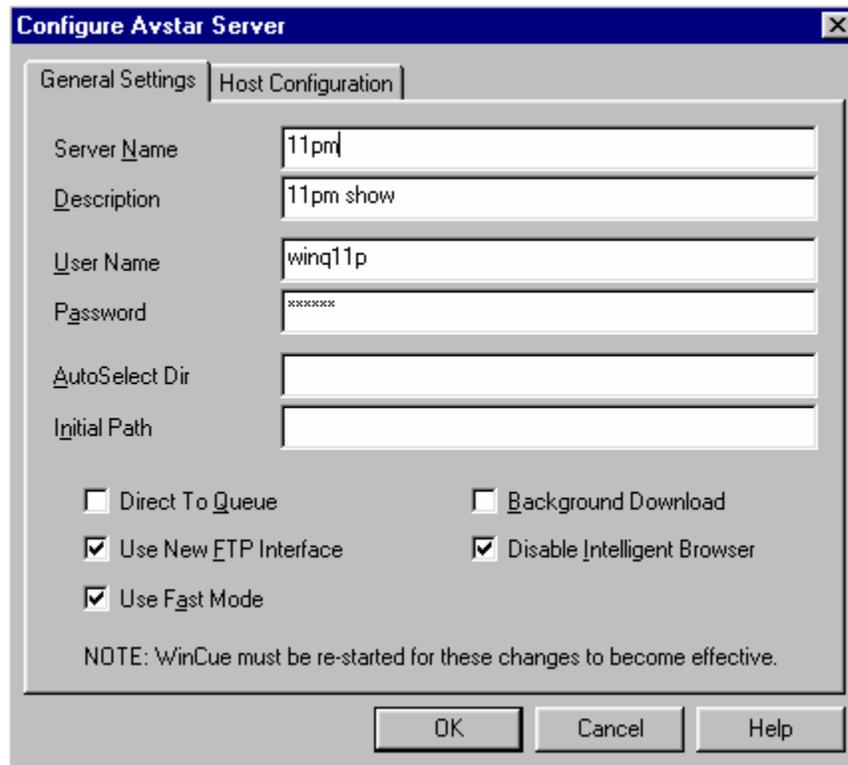
Click the + sign next to News Interfaces to expand the option and then highlight AvStar:



In this screen you are able to setup “servers.” Click the Add button. The Configure AvStar Server dialog box will appear:



Although the dialog box talks about setting up a Server Name, it is easier to think of the dialog box as setting up a Show. For each show that you are setting up, there should be a corresponding user on the AvStar system whose default destination points to that show.



In the previous example, the destination of the winq11p user is set to SHOW.11PM.

Be sure that both “Use New FTP Interface” and “Use Fast Mode” are checked in. You will be unable to browse the AvStar directory tree if Use Fast Mode is not checked.

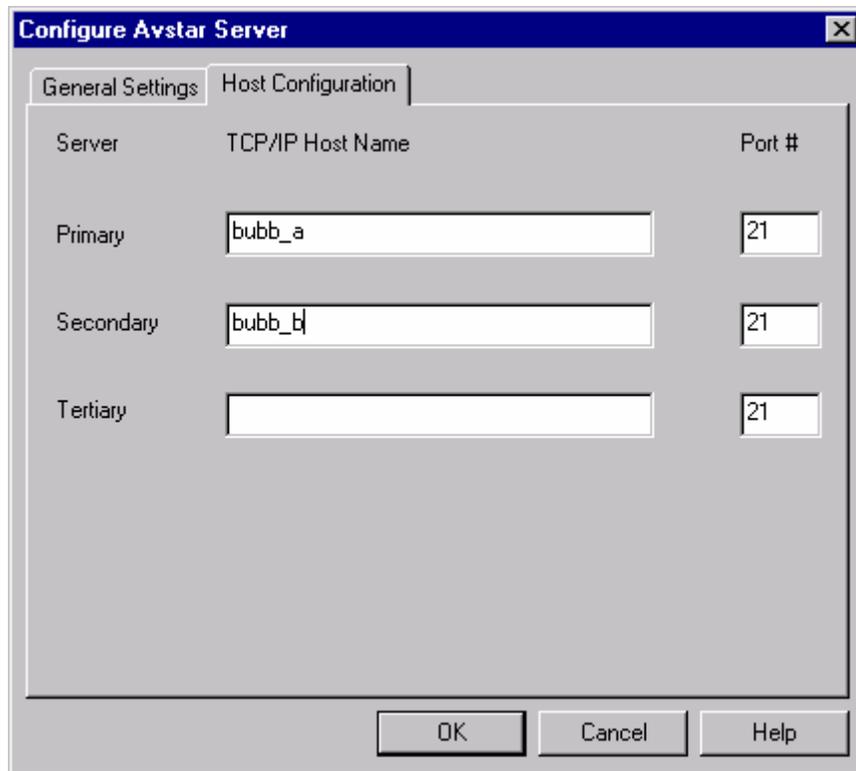
AutoSelect Dir. - If you know that this server is only ever going to prompt a queue called rundown you can set that to .rundown (that’s <dot>rundown). In theory, that will only allow that server/show to see queues that are called rundown.

Direct to Queue - If this box is ticked the AutoSelect Dir path will be grayed out and wincue will use the path specified when opening this server

“Background Download” lets the system start prompting before having downloaded the whole show.

NOTE: Some AvStar customers who’ve experimented with this think that it made the WinCue less stable and they opted to not use this option.

After setting up the show in this General Settings tab, click the Host Configuration tab to setup the connection to the AvStar server.



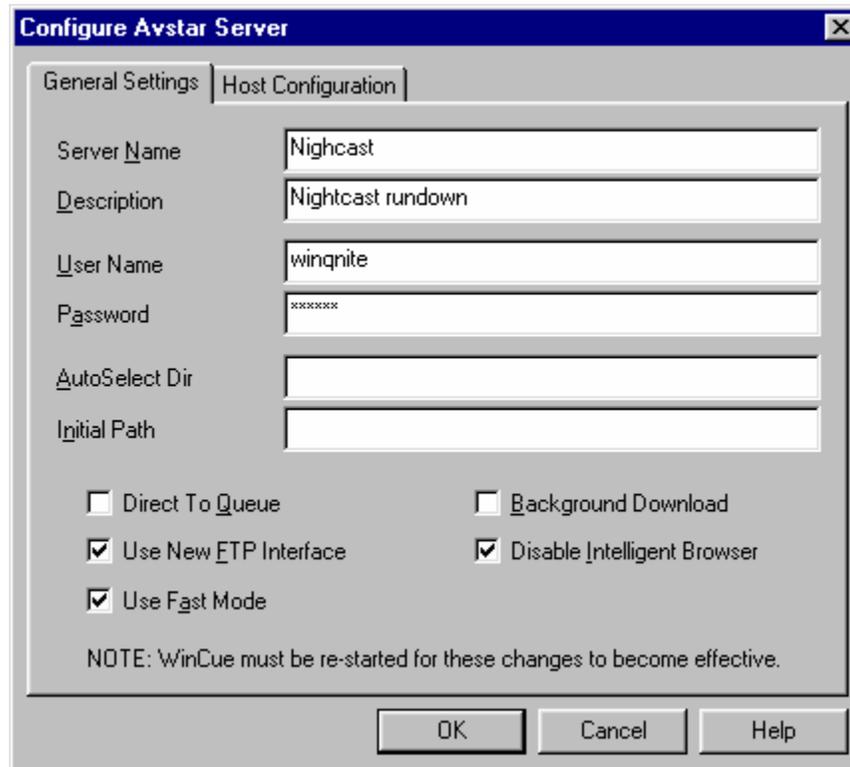
This is where you can show WinCue which server to login to. You can also set up a secondary server WinCue should login to if the first server is down or not responding.

NOTE: The names given here must be listed in the local hosts table of the WinCue PC so that the names (bubb\_a or bubb\_b) can be looked up and referenced to an IP address.

If a primary or secondary server is not entered, the WinCue will not know where to retrieve stories. The following error message will result when you try to open the queue:



Click OK to save this show configuration, then click Add again to add the next show.



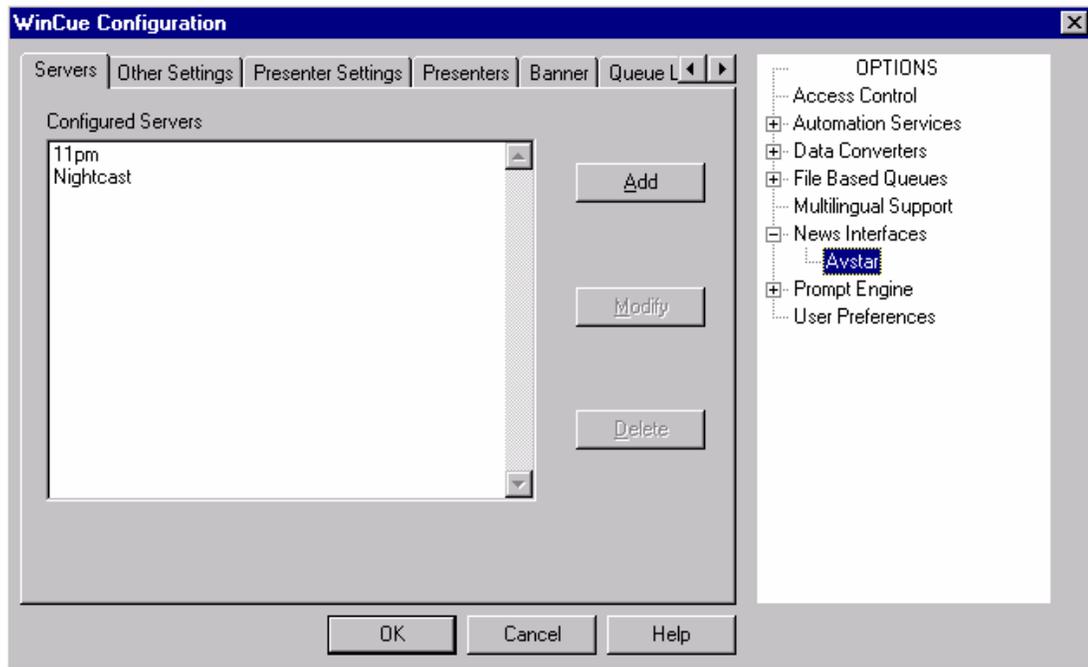
Continue adding shows until you have a configuration saved for each show.

As you are setting the primary and secondary machines in the Host Configuration tab, try to alternate the shows from one host to the other so that the shows alternate in a ping-pong fashion between the servers they download from.

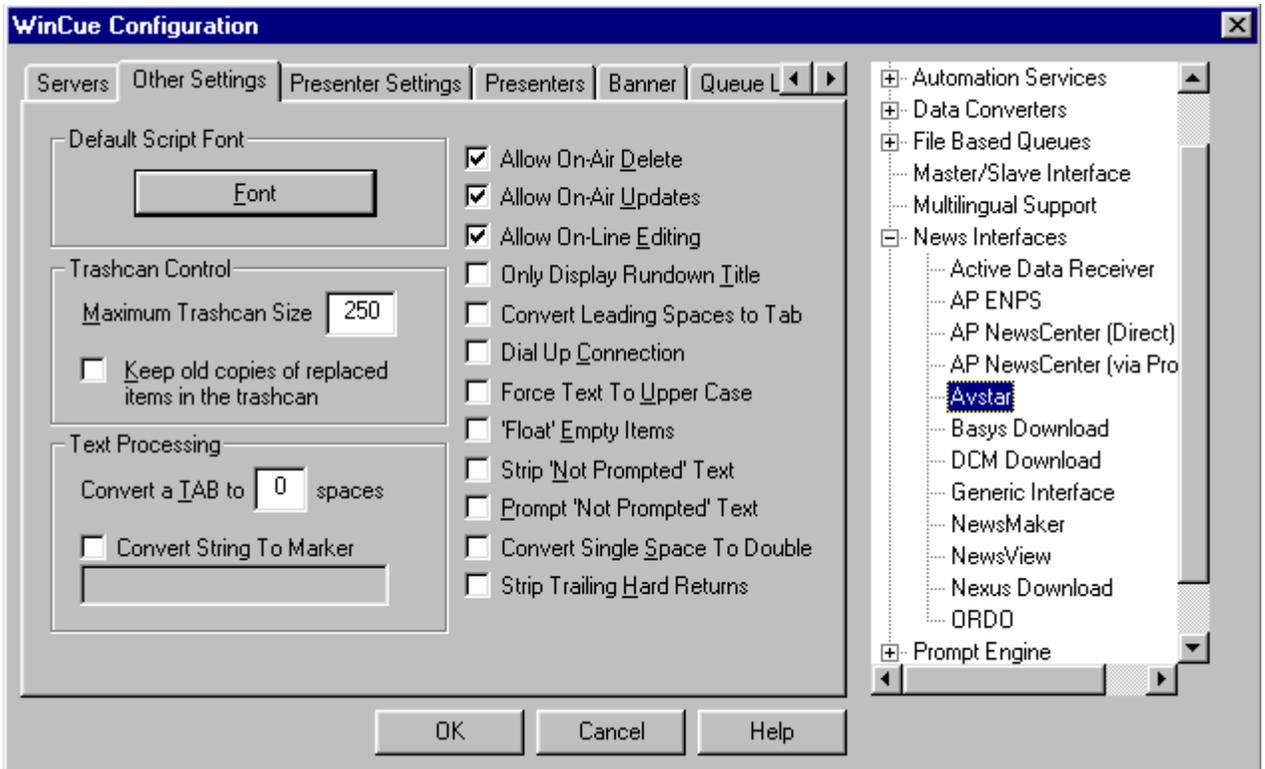
<b>Time of Show</b>	<b>Primary Host</b>	<b>Secondary Host</b>
5:00 pm	"A" server (bubb_a)	"B" server (bubb_b)
5:30 pm	"B" server (bubb_b)	"A" server (bubb_a)
6:00 pm	"A" server (bubb_a)	"B" server (bubb_b)
10:00 pm	"B" server (bubb_b)	"A" server (bubb_a)

## Additional News Interface Configuration

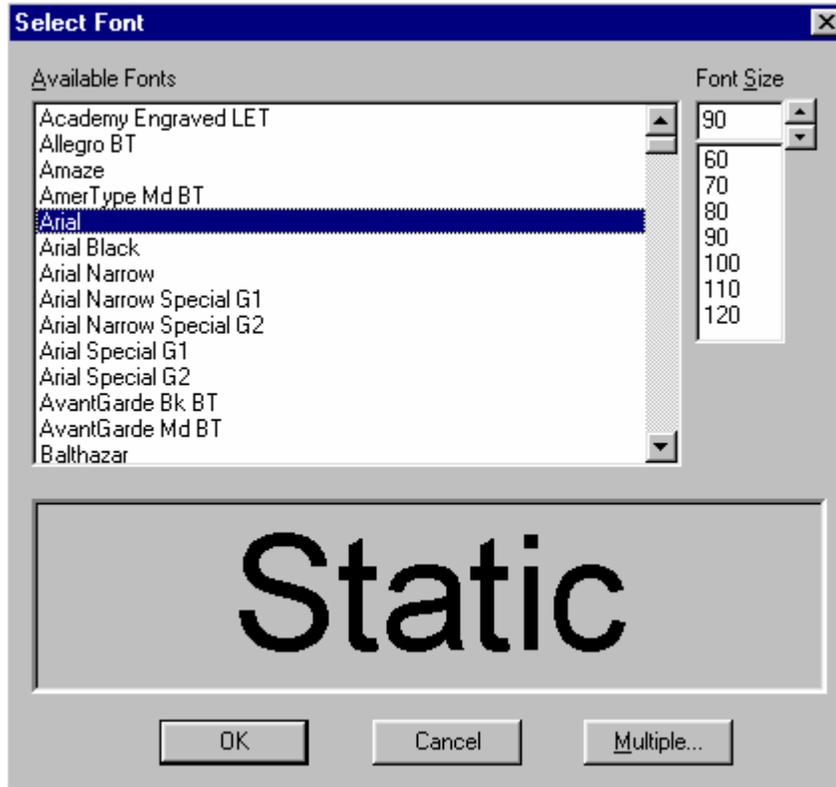
There are several other tabs at the top of the WinCue Configuration window:



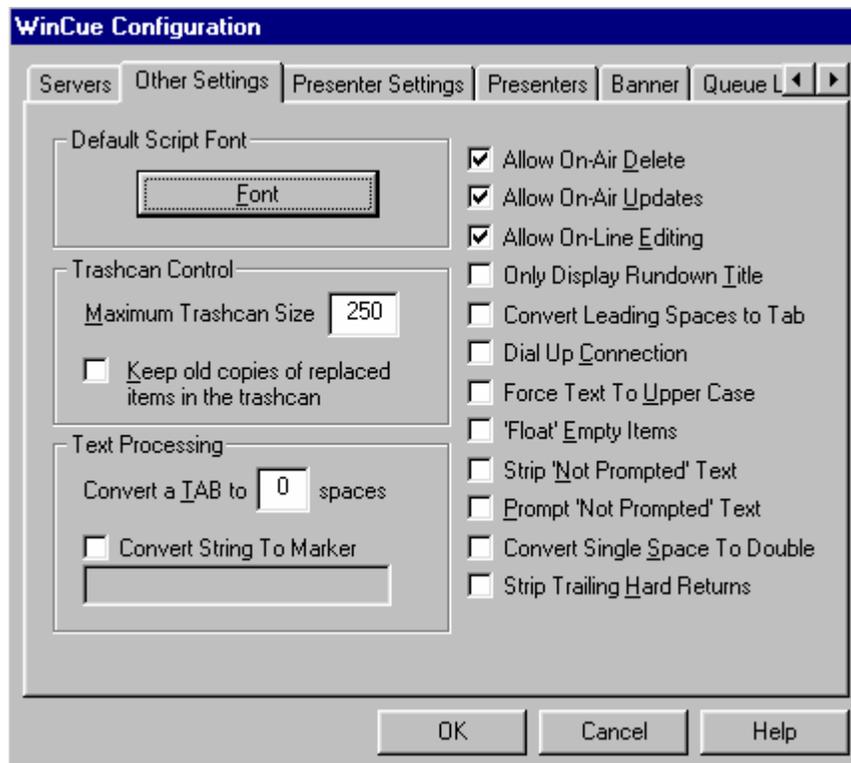
The "Other Settings" tab has some important settings.



First of all, this is where you configure the Font you're going to prompt with under the "Font" button.



Ok or Cancel will bring you back to the Configuration Screen



“Trashcan Control” – Sets the size of the trash can and whether you want to keep replaced items

“Text Processing” - tells the WinCue to respect the tab characters inserted into the scripts by writers. If this isn't selected, WinCue will pack out those tabs.

“Convert String To Marker” – When WinCue receives the specified string it will insert a marker into the script

“Allow On Air Delete” – Deleted items on Avstar will be deleted from WinCue

“Allow On Air Updates” – Updated items on Avstar will be updated on WinCue

“Allow On Air Editing” – WinCue can edit sent items If this is not ticked then sent items can only be edited in panic mode

“Only Display Rundown Title” – If this is ticked WinCue will display the queue path as the title otherwise it will display the Avstar queue path

“Convert Leading Spaces To Tab” – If ticked any spaces immediately following a hard return will be converted to tabs

“Dial Up Connection” – Changes the update checking time

“Force Text To Upper Case” – Changes all received text to upper case

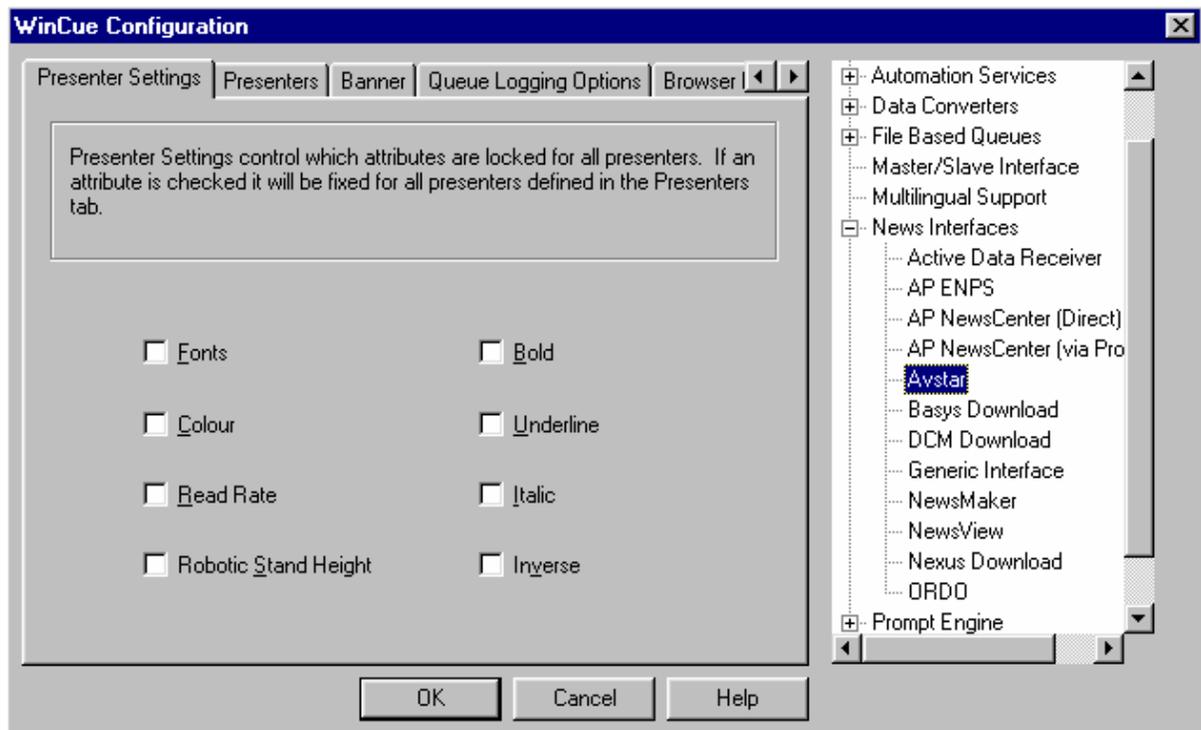
“Float Empty Items” – All empty items (no text) are put on hold

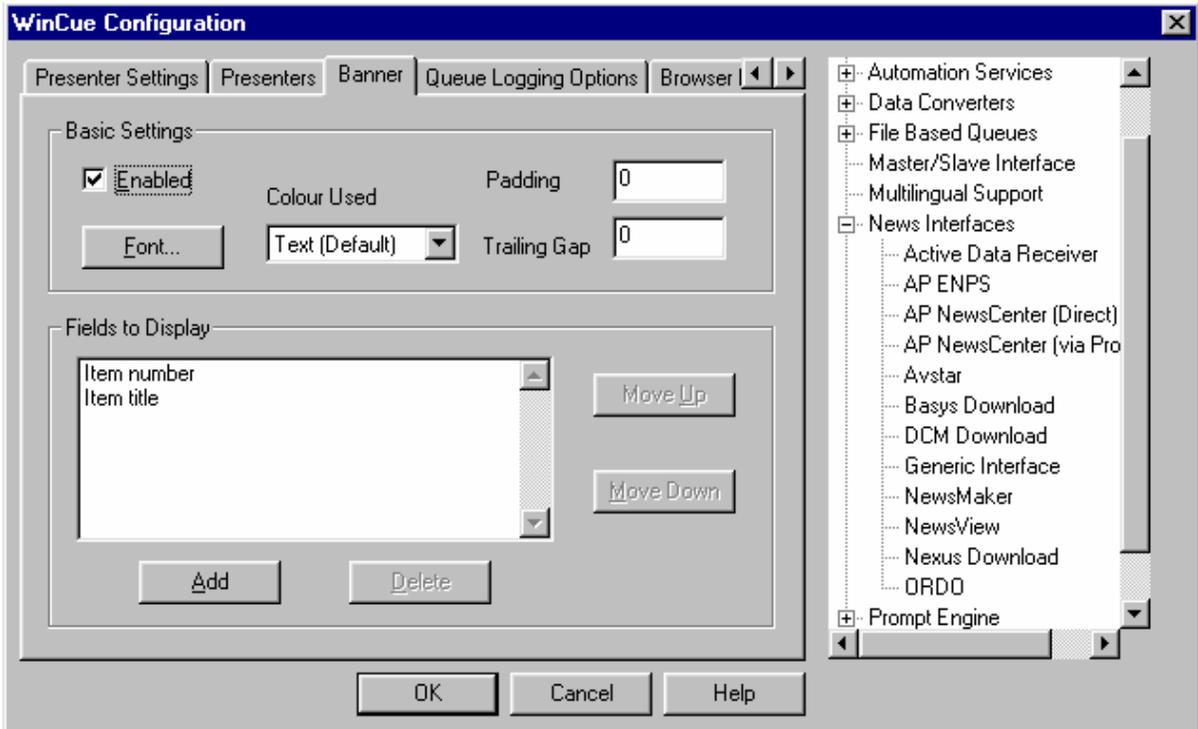
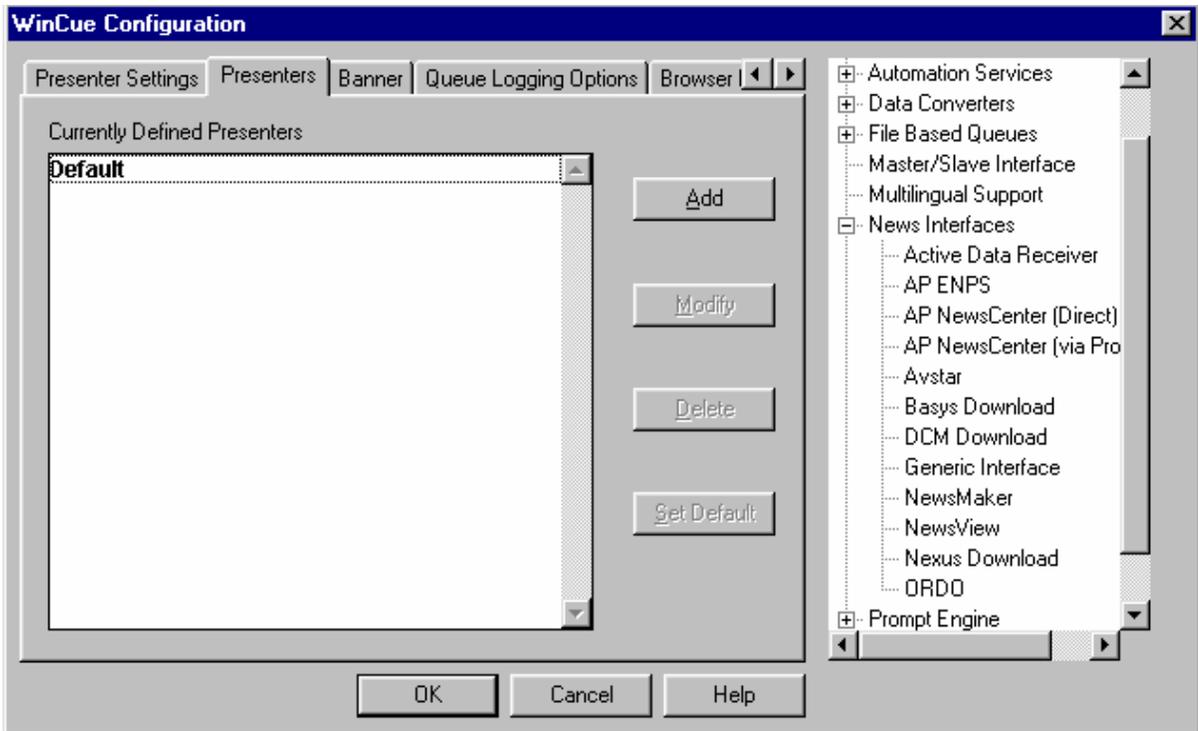
“Strip Not Prompted Text” – Any text marked as “Not Prompted” in Avstar is received by WinCue

“Convert Single Spaces To Double” – Single spaces in the script will be converted to double spaces

“Strip Trailing Hard Returns” – This will remove any extra hard returns that are on the end off the script

The next two tabs “Presenter Settings” and “Presenters” are interesting but they’d take a while to configure. WinCue should be able to read the contents of the Presenter Field and, if there’s a corresponding WinCue presenter set up, prompting that script will call up that presenter’s settings. That could include different fonts, sizes, and colors.



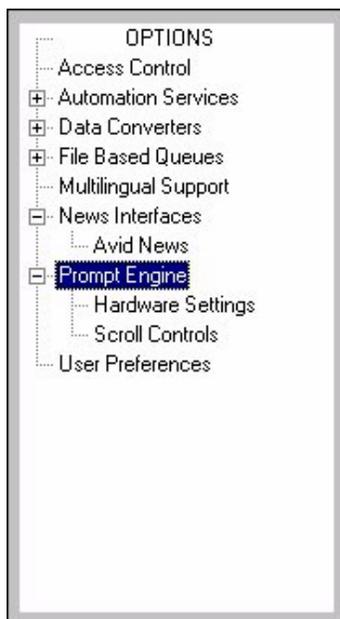


The “Banner” tab controls the formatting of the slug lines in the prompter output. You can choose whether to show banners or not (if you choose not to, WinCue will still show blank space where the banners were while prompting because WinCue downloads every story it will show every slug line for every story, even blank ones, while prompting) choose the Font and Size for the Banners and also choose which fields to show.

NOTE: Later versions of the WinCue software do not prompt blank stories and do not put up a slug line on the prompter for blank stories. Contact QTV to obtain the latest version of the software.

### Additional WinCue Settings & Preferences

The WinCue Configuration dialog box has several other settings besides the News Interface.



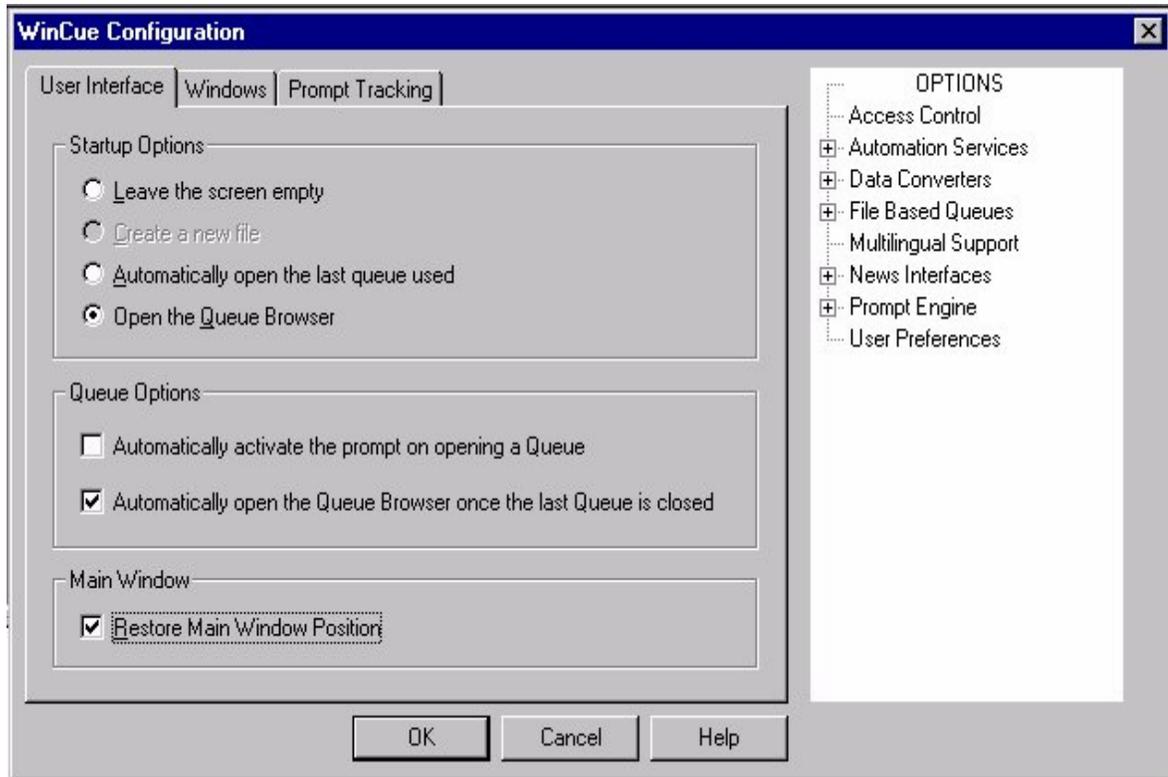
Under “ Prompt Engine you’ll find two choices, “Hardware Settings” and “Scroll Controls”. “Hardware Settings” gives you some control over basic display settings. It’s pretty self-explanatory.

“Scroll Controls” lets you pick what controller to use, generally the “Hybrid Serial/IMT Multibutton Controller. There’s a “Setup” button, which lets you, well, setup your desired controller.

One important option in there, particularly for people used to the old Serial Prompter controller, is the “Center Stop Mode” check box. If that’s not selected, the controller only works in one direction at a time. If it’s selected, the controller stops in the middle, rolls ahead when you roll the

pot forward and rolls back if you roll the pot backward. You can also configure what the buttons do as well as other things. Explore, play, and learn.

There are some important settings under “User Preferences”:



Under the “User Interface” tab, typical selections may be as follows:

- “Open The Queue Browser”, under “Startup options”. That brings up the browser window (where you see the servers you configured) on program startup.
- “Automatically open the Queue Browser once the last Queue is closed”, under “Queue Options”. That re-opens the browser when you close a queue you’re prompting.
- “Restore Main Window Position” under “Main Window”. Not sure but it makes me feel warm and fuzzy.

Under the “Windows” tab one typically may select the following:

- “Maximize View Window”, which I believe forces the Application to open Maximized.
- “Splitter View”, which gives a window on the text being prompted on the VGA status display.

The rest were left at defaults. Under “Prompt Tracking” the following were selected:

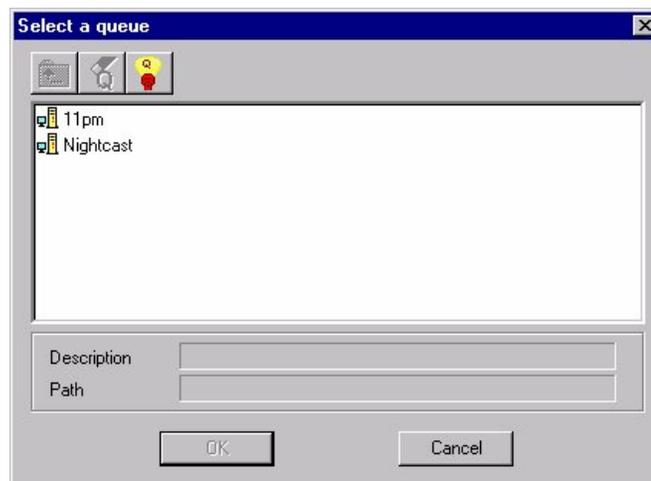
- “Auto Follow On Prompt Item”
- “Keep On Prompt Item Visible In List”, which forces the VGA status display to scroll down with the prompter output.
- Don’t select “Auto Jump to Editor on Speed Zero”, which is really only useful if you’re prompting in a non-AvidNews environment and I figure could panic a prompter operator.

And, when all is done, click on the big OK, exit the Application and launch it again. Many WinCue settings require a restart of the Application to take effect.

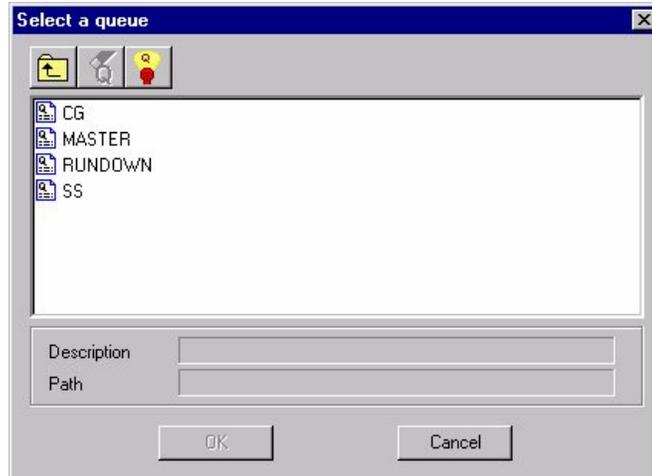
### 3.3 Prompting AvStar with WinCue

#### Selecting a Show for Prompting

If the queue selection window is not configured to open automatically as a user preference when starting up the WinCue program, click on **File → Open Queue**. This will bring up a dialog box where you can select which show you want to prompt:



After you select the Show, you will be presented with a list of the queues underneath this show directory. Select the RUNDOWN queue to download the stories in the show to the WinCue prompter.



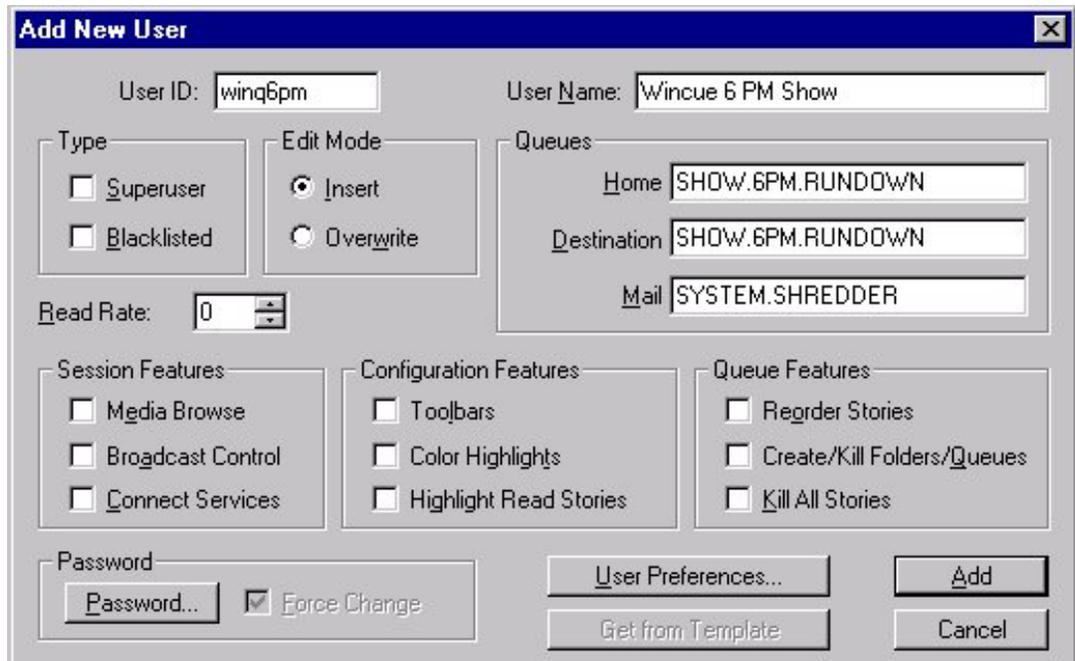
If you wish to change to a different show to prompt, you can click the folder icon with the up arrow on it

to move up one level where you will find other shows available for prompting.



**NOTE:** You will not be able to move upwards if you have not configured more than one show.

If the AvStar user account associated with the show has the actual rundown queue set as the



user's destination in AvStar:

Then when the show associated with that user is selected, the following box appears:



Choose "Open This Queue" to download the stories in that rundown to the WinCue.

Multiple shows can be selected and downloaded to the WinCue. Each appears in its own window and can be selected using the "Show Taskbar" at the bottom of the WinCue main window.

### Initiating Prompting

When you are ready to start a show, click **Prompt → Begin Prompting** to start prompting. A Begin Prompting icon also appears on the toolbar of the WinCue application.

It is possible to load more than one show at a time and have multiple rundowns in their own windows on WinCue, but prompting must be turned off on the first show before prompting the next.

After loading the show, changes to stories will be automatically detected and downloaded (WinCue polls the AvStar server every second to see if any stories have been added or modified).

If a story is re-ordered in the line-up, it will automatically pop into its new position on the WinCue monitor within a second of being dropped into the new position. Stories should be reordered on the AvStar system rather than on the WinCue.

The current position of the story being prompted is highlighted in yellow on the WinCue monitor.

If a story is "floated" in AvStar (**Story → Float**), the line for that story will turn a different color on the WinCue (blue) and that story will not be prompted by the WinCue. It will also not display a

slugbar for the floated story. WinCue will transparently prompt to the next item, skipping over any floated stories.

### Information Displayed on the WinCue Monitor

A yellow bar on the runorder indicates which story you are currently prompting, the 'prompt bar'.

A black bar on the runorder indicates which story you have 'selected'. This can be done by left clicking on with the mouse; this black bar can be ignored.

A blue bar on the runorder indicates a story, which has been 'floated' and will not be prompted.

Double left-click on a story to view the text of the story, use the far-right scroll bar to view more of the story.

The runorder word count column displays the number of words in a story. If there are no words in a story its word count box will be colored **red** to indicate that it may be worth querying the booth why there is no text in the story. It is only worthwhile querying a story if you believe that there should be some text in the story.

The runorder status column displays information about the status of a story.

If a stories status box is colored **red** it indicates that the status information is relatively important and may be worth querying.

#### The status messages and their meanings:

**Updated** - The story has been updated/re-downloaded since the original AvStar download.

The following message will appear in a **red** status box:

**MISSING** - The runorder item/slug has been downloaded from AvStar but the corresponding story file has not been downloaded from AvStar. *Likely cause:* The story has not been downloaded yet, or the story may not contain any text on AvStar.

### Using WinCue to Select the Next Story to Prompt

If it is necessary to jump the prompt to a story that is not the next or previous story in the runorder then you can use any of the following three methods.

1. Hold down the left 'Alt' key and double left-click on the story you want to start prompting.

2. Right-click on the story you want to start prompting, then select 'Prompt From Here' from the drop-down menu that appears.
3. Left-click on the story you want to start prompting, this will select the story (shown by the black bar), then hold down the left 'Alt' key and press the 'Return' or 'Enter' key.

After using any one of these methods, the prompt and the WinCue prompt (yellow) bar will move/jump to the chosen story.

### 3.4 Using the Scroll Controllers

**Note:** IF YOU HAVE A MULTIBUTTON CONTROL WITH OR WITHOUT A FOOT CONTROL: The button on the back of the Multibutton Hand Control switches between whether the Multibuttons scroll knob or the attached Foot Controls (NB. A Foot Controller may not be attached) pedal is to control the scrolling.

If the button is **OUT** then the **scrolling** is controlled by the **Multibuttons scroll knob**.

If the button is **IN** then the **scrolling** is controlled by the **Foot Controls pedal**.

#### Using the Multi-Button Hand Controller

The Multibutton Hand Control has twelve buttons and a scroll knob on its right hand side. The scroll speed is controlled by turning the knob. The functions of all the buttons on the Multibutton are listed below:

*Top row of buttons (left to right):*

**FWD  
REV** Change the scroll direction. The scroll direction is indicated by the cue marker on the prompt output. If the cue marker points in towards the story, you are scrolling forwards.

**NEXT  
ITEM** Jump the prompt forward to the next story. (An ITEM is a STORY)

**PREV  
ITEM** Jump the prompt back to the previous story.

**RESET  
ITEM** Reset the prompt back to the start of the current story.

*Middle row of buttons (left to right):*

**NEXT  
MARKER** jumps to the next marker in the item that is being prompted

<b>PREV MARKER</b>	jumps to the previous marker in the item that is being prompted
<b>RESET R.O.</b>	Reset the prompt back to the start of the current runorder. Must be pressed after receiving the initial AvStar download.
<b>BLANK SCREEN</b>	Blanks/Un-blanks the prompt output. (Useful if you feel an interviewer may be put off by prompt on the camera)

*Bottom row of buttons (left to right):*

<b>CAPTION ON/OFF</b>	No assigned function for the AvStar Interface.
<b>2nd from left, of bottom row. gallery</b>	Known as the 'CUE STORY' button, it will move the prompt back to the very end of the previous story. This is useful to ensure that you are not pre-empting the as to which is the next story to prompt. Yet you are still able to display enough of the next story for the presenter to start reading it. It is only worth using this button if AvStar controls the runorder.
<b>CLEAR DECODER</b>	No assigned function for the AvStar Interface.
<b>STOP</b>	Stop/Re-start the prompt scrolling.

### Using the Foot Control to Prompt

The scroll speed is controlled by increasing and decreasing the pressure applied to the foot pedal (much like a car accelerator pedal). The red button on the foot control changes the scroll direction in the same way as the Multibutton controllers FWD REV button.

If the Foot Control is attached to the back of a Multibutton Hand Control then the Foot Control can be used in combination with the Multibutton Controls buttons.

## Chapter

## 4

## Getting Started with WinCuePro News

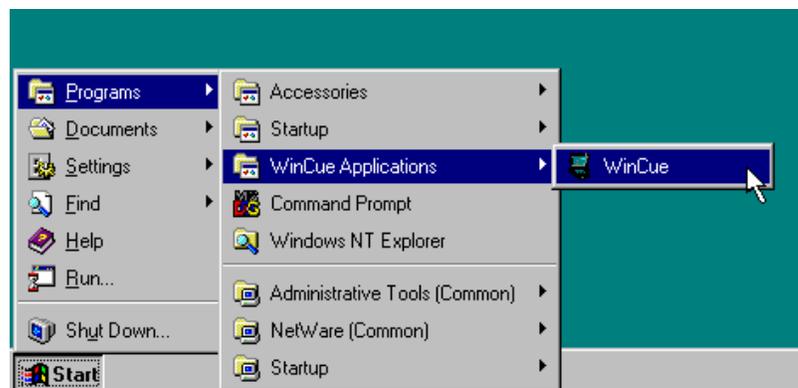
In this chapter we explore the basic commands and functions you will need to know to begin working with WinCuePro News. We will describe how to use WinCuePro News in four simple steps and start prompting. By the end of this Chapter you will be able to create scripts and prompt them using WinCuePro News.

### 4 WinCuePro News Basics

#### 4.1 Starting WinCuePro News

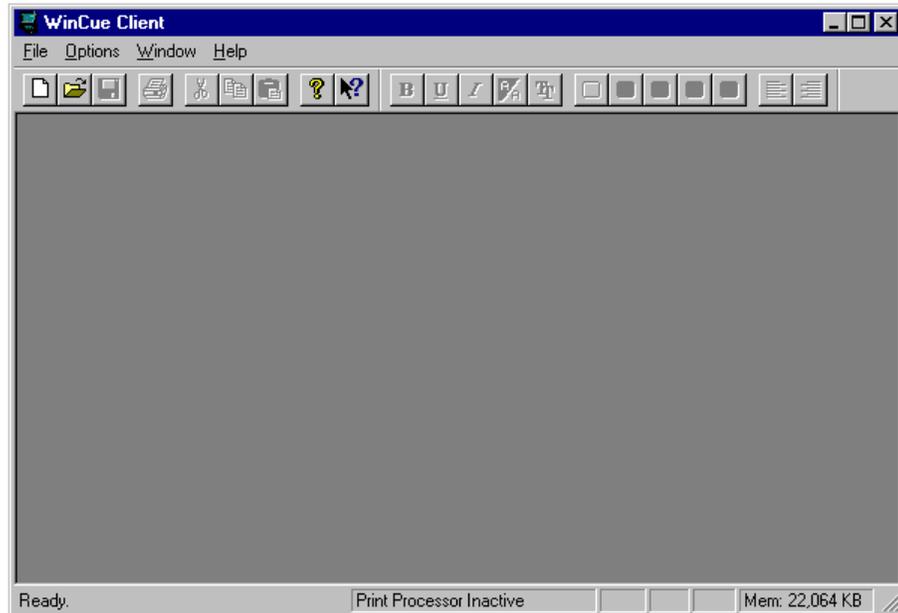
The first step is starting WinCue. Normally, you start WinCue from within Windows by double clicking on the WinCue icon. When WinCue has loaded the WinCue Client window appears. All script editing work is carried out here.

WinCue can also be found in the Programs-WinCue Applications folder:



## 4.2 Creating a New Script

The WinCuePro News Client window is displayed when WinCuePro News is loaded. All script editing work is carried out here:

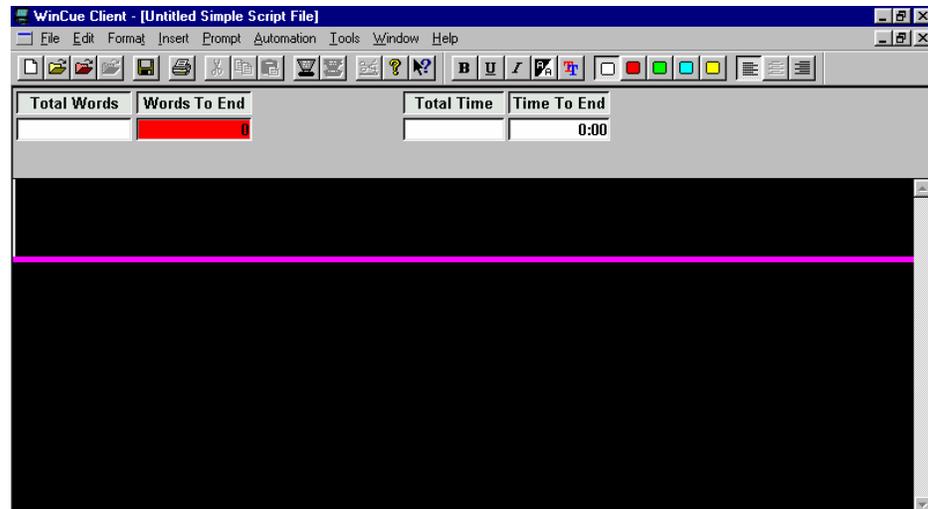


To create a new script, choose **F**ile then **N**ew... from the menu.

**OR** click the New File button on the Toolbar:



A Select New File Type dialog box will appear. Select Simple Script File from the list and click OK. An Untitled Simple Script File will appear inside the WinCue Client window:



To create your script just start typing.

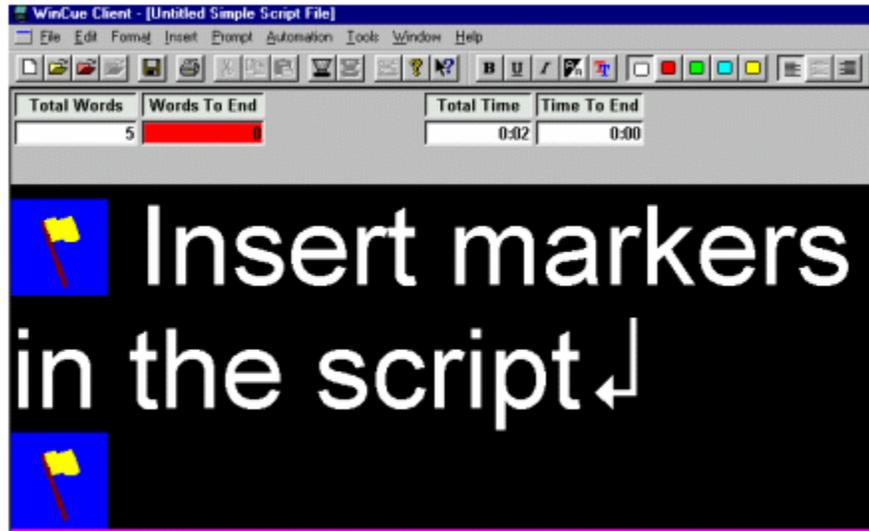
The cursor is automatically placed on right hand side of the Script Editor window. The text, which is written, in the window, will appear on the prompter's output. To add text to this window, just start typing. When the text reaches the right hand margin, WinCuePro News automatically "wraps" the following text to the next line.

The blinking insertion point indicates where the text you type will appear. If you want to work in a different location in a document, you need to move the insertion point. To do this, use the mouse to move the I-beam to the new location, and then click.

### **Adding Markers to a Script**

When prompting, it is sometimes useful to be able to jump to specific parts of a script without having to scroll to that point. Markers are placed at points where the operator may need to jump too.

To insert a marker, place the cursor in the position in the text where the marker is required. Choose Insert then Marker from the menu. A flag marker is inserted in text.



You can jump between markers in the text using the scroll controller - see Section 7.4.

### Adding Presenter Name to a Script

To add the name of the presenter to your script open the Inset menu and select Presenter. The select Presenter dialog box will appear. Click on the presenter name you wish to insert and click OK.

**Note:** To add a new presenter to the list of presenters see Section 5.4.1.

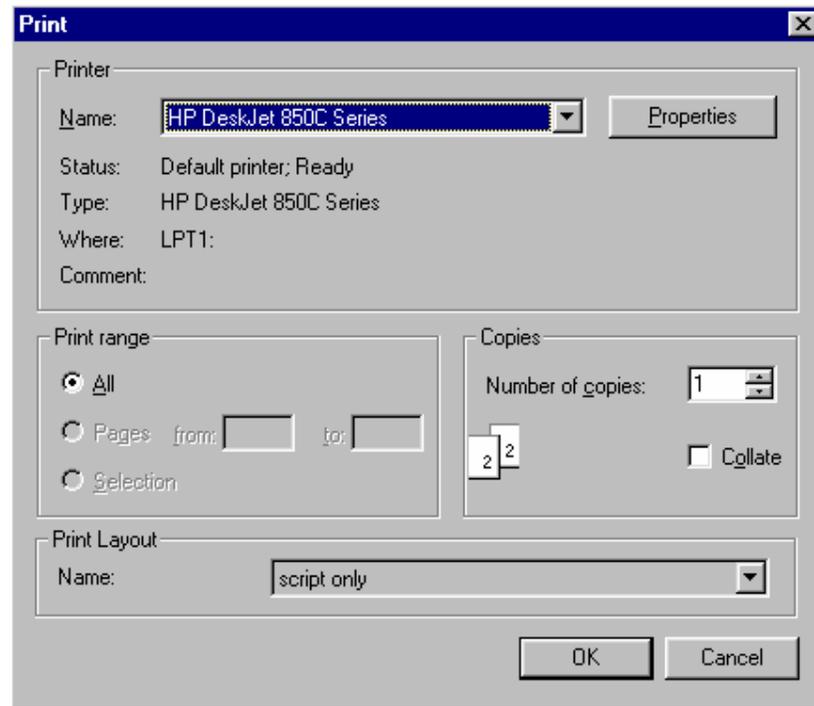
### Printing a Script

To print your scripts choose File then Print... from the menu.

**OR** click the Printer button on the toolbar:



The Print dialog box appears:



Choose the number of copies and ensure there is Print Layout Name selected. Click OK to print.

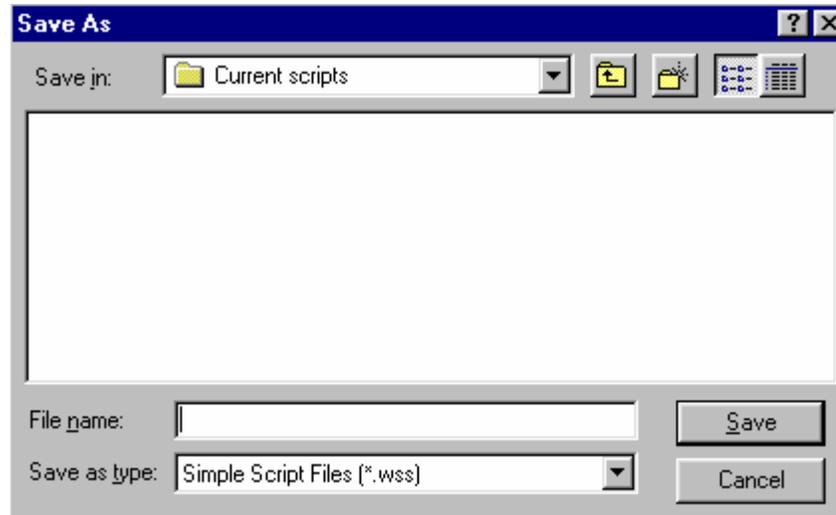
### 4.3 Saving Your Work

It is good practice to save your work regularly while writing your script just in case there is a problem with the PC saving a Script for the First Time

To save a script for the first time, choose File then Save from the menu. The Save As dialogue box appears. Type in a name, which briefly describes your script in the File name text box and click on the Save button.

#### 4.3.1 Saving Changes

To save changes made to a script, choose File then Save from the menu. The script changes will be added to the existing saved File.



Use the **Save** button on the Toolbar to save your work:



#### 4.4 Prompting a Script

Once you have finished typing your script, now its time to prompt it.

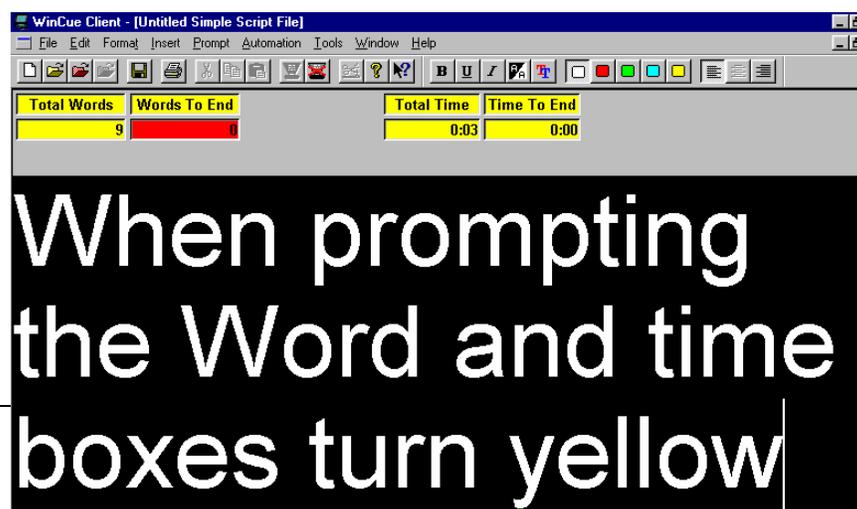
##### Beginning a Prompting Session

When you are ready to prompt your script choose **Prompt** then **Begin Prompting** from the menu. The first few lines of your script will appear on the prompeter's screen. Use the Scroll control attached to your computer to prompt the text.

Use the **Begin Prompting** button on the Toolbar to prompt your script:



When prompting the Word Count box and Time box will turn yellow.



## IMT Scroll Control

The two button serial control allows you to scroll the text up and down the screen and jump between markers.

To scroll the text, turn the knob at the end clockwise to speed up and anticlockwise to slow down.

To change the direction of the prompted text, press the black button.

To jump to the next marker press the **red button**.

## Ending a Prompting Session

When you have finished prompting your script, choose Prompt then Stop Prompting from the menu. This will clear the prompter's screen.

**Use the Stop Prompting button on the Toolbar to stop prompting a script:**



## Controlling Prompt and Edit Positions

An important feature of WinCuePro News is the ability to control the relationship between the prompt output and the edit screen. The different options and functions are described below.

In *Script Lock Mode*, the prompt output is prevented from scrolling and is tied to the edit screen. Any changes made on the edit screen are immediately reflected on the prompter, and if you move around in the editor, the prompt output will follow. Use Prompt, then Script Lock Mode (or Ctrl F11) to enable this way of working. A tick (✓) will appear next to the menu option to show that the mode is active. Use the same command to return to normal operation.

If Script Lock Mode is not in use, you can force the prompter to jump to the current edit position by using Prompt, and then Jump prompt to editor (or Shift F11). Alternatively, you can make the editor jump to the same position as the prompter by using Prompt, then Edit at Prompt Position (or F11).

It is also possible to make the editor catch up with the current prompt position every time scrolling is stopped. Choose Tools, Options to get to WinCuePro News Configuration. Click on User Preferences from the list of options, and then click the Prompt Tracking tab. If the Auto Jump to Editor on speed zero option is ticked, the editor will keep catching up with the prompt output. There are two other options on this preference page, both related to behavior while prompting with a WinCuePro News running order. The Auto Follow On Prompt Item option will force the edit script to change each time the prompter moves to a new item. Keep On Prompt Item Visible In List will automatically move the running order so that the item currently being prompted is always visible on the screen.

Used together, these functions and configuration options can allow the operator to work in very different ways. At one extreme, you could be editing part of a script that is at the other end of the show from what is currently being prompted, with no interference between the two. Alternatively, by locking the prompter to the editor, the presenter can see every change that you make.

## 4.5 Getting Started in WinCuePro News Summary

To	Do this	Button
Start WinCue	Double-click the WinCue icon	
Create a new script	On the <u>F</u> ile menu, select <u>N</u> ew	
Add markers to a script	On the <u>I</u> nsert menu, select <u>M</u> arker	
Add presenter to script	Select <u>P</u> resenter from the <u>I</u> nsert menu. Select required presenter and click OK	
Print a script	On the <u>F</u> ile menu, select <u>P</u> rint	
Save a script	On the <u>F</u> ile menu, select <u>S</u> ave	
Prompt a script	On the <u>P</u> rompt menu, select <u>B</u> egin Prompting	
	On the <u>P</u> rompt menu, select <u>S</u> top Prompting	

**Chapter**  
**5**

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## WinCuePro News Script Editor

In this Chapter you will learn how the script editor works. The Script Editor is used to create the prompting text and is similar to many Windows based editors. Therefore, if you have used Windows based word processors commands will be familiar. At the end of this chapter you will be able to set read rates, fonts, colors and styles to suit individual presenters, and also change the editor's layout to suit the way you work. This chapter applies to all versions of WinCuePro News.

### 5 The Script Editor

#### 5.1 The Script Editor Window

The Script editor is used to create the scripts. The Script Editor window has three main features.

##### The Script Window

The script is created in this window and this represents what will be seen when WinCuePro News is in the prompt mode. The text is written white on a black background.

WinCuePro News supports both mouse and keyboard controls. A summary of the shortcut keyboard controls is shown below. These keystrokes will help you to move around the editor quickly. The cursor can be moved anywhere in the script using the cursor keys or the mouse.

Text can be deleted using the Backspace and delete keys or by highlighting the desired text and pressing the delete key.

Key	To move
HOME	To the beginning of a line
END	To the end of a line
Page Up	Up one screen
Page down	Down one screen
Ctrl + HOME	To the beginning of the script
Ctrl + END	To the end of the script

### The Word Count Boxes

As you type a script WinCuePro News will keep track of the number of words in the script. The current word count appears in the Total Words box and is constantly updated.

WinCuePro News also displays the number of words to the end of the script from the position of the cursor within the script. The number of words to the end of the script is displayed in the Words To End box.

### The Script Duration Boxes

The time taken for a person to read a script from the prompter screen will depend on the number of words in the script and how fast that person reads. WinCuePro News uses the current word count and the presenters read rate to calculate the duration of the script. The script duration in seconds is displayed in the Total Time box and this is also constantly updated.

The default read rate of 180 words per minute is used if the read rate is unknown.

WinCuePro News also displays the time to the end of the script from the position of the cursor within the script. This is calculated in the same way as the Total Time. The time to the end of the script is displayed in the Time To End box.



## 5.2 Changing the Script Characteristics

The following sections give general information about formatting scripts to suit individual preferences.

### Changing the Font

You may wish to change the font of a script to suit individual presenters for example.

Choose **Format**, then **F**ont from the menu. A dialog box **Select Font** will appear. Click on font required in the **A**vailable Fonts list and the sample box will give you a preview of your selection. Use the **F**ont **S**ize text box to set the font to an appropriate size. When you are happy with the font setting click on **OK**.

**When you have highlighted the text click the font button:**



### Changing the Font Style

Changing the style of the characters or words within a script can help them to stand out from the main body of the text. The styles available to any font are bold, italic and underline.

Choose **Format**, then the style you want to use (**B**old, **U**nderline or **I**talic) from the menu. When you begin typing the characters will appear in the style you selected.

**Click the style buttons on the toolbar:**



**Bold Underline Italic**

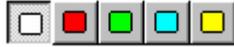
There are also shortcut keyboard controls as shown in the table.

Key	To change style
Ctrl + B	To bold
Ctrl + U	To underline
Ctrl + I	To italic

## Changing the Color of the Text

In addition to changing the style of characters in a script, you can also change their color.

Click on the color buttons on the toolbar:



Choose Format, then Color from the menu. A sub menu appears and from this you can select the color required. When you begin typing the characters will appear in the color you selected.

There are also shortcut keyboard controls as shown in the table.

Key	To colour change
Ctrl + 0	<u>D</u> efault*
Ctrl + 1	<u>R</u> ed
Ctrl + 2	<u>G</u> reen
Ctrl + 3	<u>B</u> lue
Ctrl + 4	<u>Y</u> ellow

\* The Default color is usually white characters on a black background. If Inverse is selected the characters will be black.

## Inverting the Background Color and the Text

The background color of the text can be changed in WinCuePro News. The default color is a black background with the characters in white. Using the Inverse function the characters will be black on a white background. For another example, if the characters are blue with a black background, when the inverse function is used the characters will be black on a blue background.

When you have highlighted the text click on the inverse button:

Choose **Format**, then **In**verse from the menu. When inverse is selected it will have a check mark (✓) in the menu.

There are also shortcut keyboard controls as shown in the table.

Key	To inverse
Ctrl + E	Text and background colors

### Justifying the Text

WinCuePro News supports both left and right justified text in the script window. To change the justification of text, choose **Format** then **J**ustification from the menu. A sub menu appears and from this you can select either **L**eft or **R**ight. Once selected it will have a check mark (✓) against it. When you begin typing the text will be justified according to your selection.

[Click on the justify buttons on the toolbar:](#)



[Left](#) [Centre](#) [Right](#)

There are also shortcut keyboard controls as shown in the table.

Key	To justify
Ctrl + Alt + L	Left
Ctrl + Alt + R	Right

### Highlighting Text in the Editor

You may want to select text from within a script and change that in some way, such as deleting, copying or changing font. Therefore in order to do this you must first select the text by highlighting it. You can highlight using the mouse or keyboard. There are also shortcut keyboard controls as shown in the table.

Key	To Highlight
Shift + →	One character to the right
Shift + Ctrl + →	To the end of a word
Shift + Home	To the beginning of a line
Shift + End	To the end of a line
Shift + Page Up	One screen up
Shift + Page Down	One screen down
Shift + Ctrl + End	To the end of a script
Shift + Ctrl + Home	To the beginning of a script
Ctrl + A	Highlight all text

Once the text is highlighted you can then make any changes in format, copy or delete.

## Captions

Those of you running WinCuePro News with a caption generator may want to select particular parts of the script that won't be sent to the caption generator. Select the text by highlighting, and then choose **Format**, then **Not Captioned** from the menu. The marked text will not be sent to the caption generator.

## Format All

For simple formatting of the entire script choose **Format** then **All text...** from the menu. The **Format All** dialog box will appear. To select **B**old, **I**talic, **U**nderline, **I**nverse simply press the button. To change the font press the **F**ont button, a **Select Font** dialog box will be displayed, choose your font and size. When your happy with your selection click **OK**.

## **Not Prompted Text**

There may be text within your script that you don't need to prompt. Select the text by highlighting, and then choose Format, then Not Prompted from the menu. This text will then not appear on the prompter's output.

## **Finding Words in a Script**

To search for a particular word in the current script, choose Edit, then Find, or just press Shift F3. A dialog box will appear. Type the word you are looking for and click OK. WinCuePro News searches from the current cursor position to the bottom of the script. If it finds the word you specified, it will highlight it; otherwise it will ask if you want to continue searching from the top of the script. A warning will be displayed if the word is not found. You can search for the same word again by choosing Edit, then Find Next, or by pressing F3.

## **Replacing Words in a Script**

To replace one or more words within the current script, choose Edit, then Replace. The Replace dialog box will appear. Type the word or phrase you wish to find in the 'Find what:' box, and the word or phrase you want to replace it with in the 'Replace with:' box. Then use the Find Next and Replace buttons to control the replacements manually, or click the Replace All button to automatically make the changes.

## 5.3 Creating Your Own Settings For New Scripts

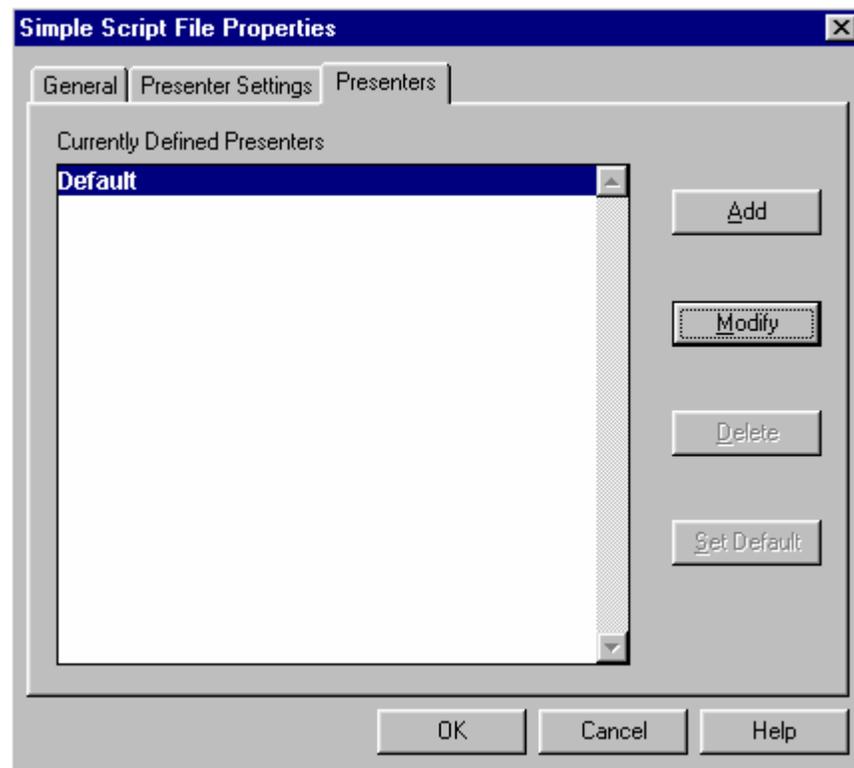
You can setup WinCuePro to produce all your new scripts in the format you want.

### 5.3.1 Changing the Default Read Rate

The read rate is defined as the number of words spoken in one minute. WinCue uses the default read rate of 180.

**Note:** Items must be checked in the Presenter Settings before they can be modified. See section 5.4.2

To change the default read rate you have to change the settings for the default presenter. Open the File menu and select Properties... The Properties dialog box appears. Now click the Presenters tab:

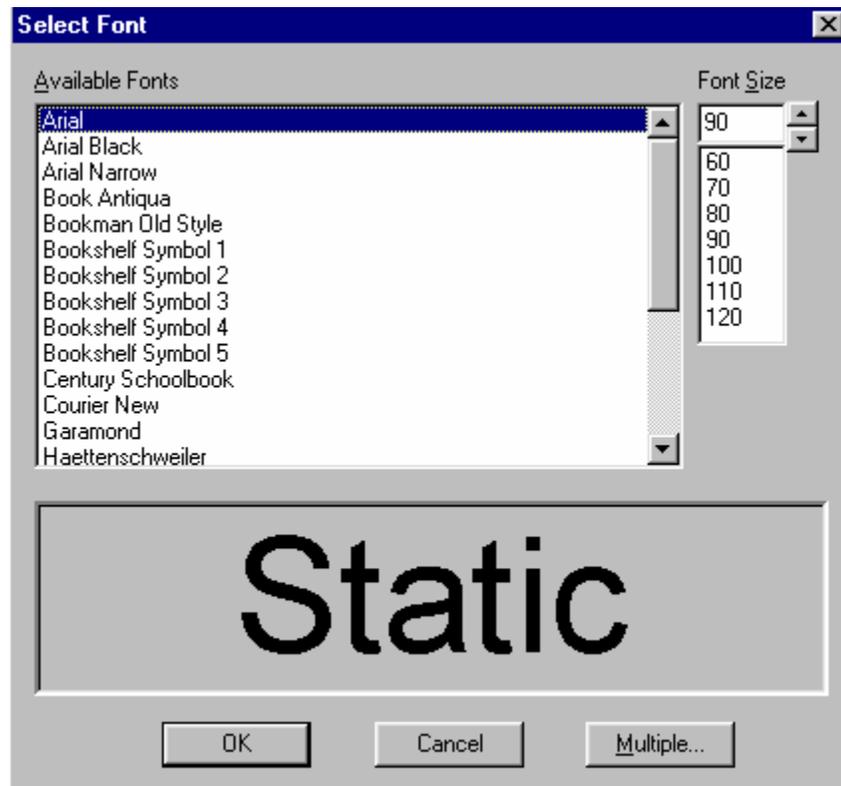


Select the Default presenter and click Modify. The Attributes window is then displayed. In the Read Rate text box, type in the new value for the default read rate and click OK.

### 5.3.2 Changing the Default Font and Font Size

WinCuePro can prompt any font installed on your PC. You can change the font used for any new scripts you create again by changing the default.

When in the Attributes window click the Modify Font button. A Select Font dialog box will appear:



Select from the list of available fonts and the required font size. A sample of the selected font will be displayed to assist you. When you are happy with the font setting click on OK.

## 5.4 Presenter settings

Presenter's settings allow you to customize settings for individual presenters. The font, color, style and read rate can be allocated for individual presenters. These settings will be automatically applied to the script when the presenter is selected.

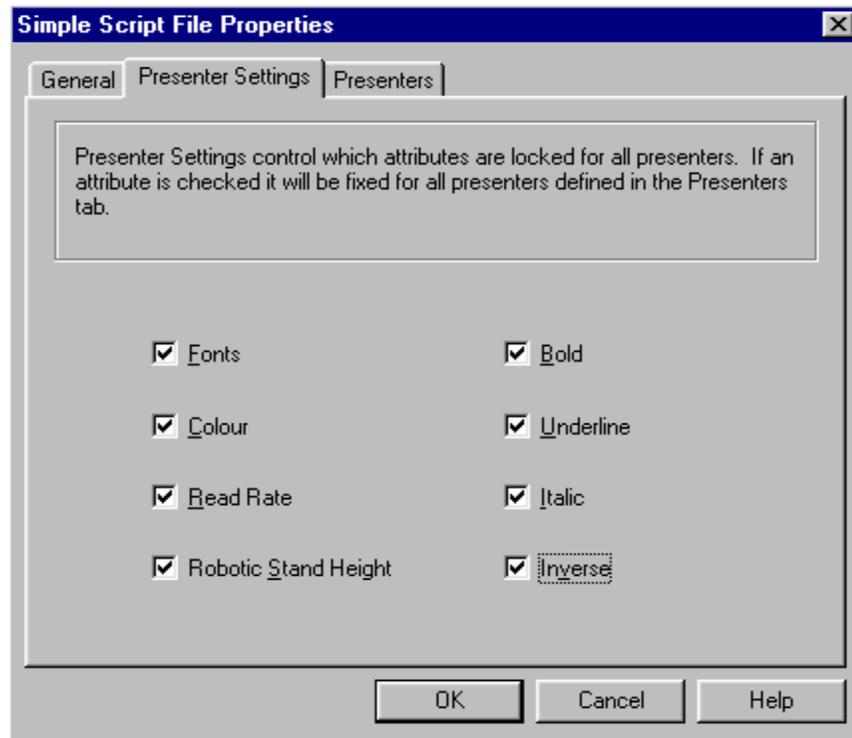
### 5.4.1 Adding a New Presenter

You can add a new presenter to the list of presenters. Open the File menu and select Properties... The Properties window opens. Click on the Presenters tab to open the list of currently defined presenters. To add a new presenter, click on Add. The Presenter Properties dialog box opens. Enter the presenter's name in the Presenter Name text box and click OK. The new presenter will then be shown in the list of Currently Defined Presenters.

### 5.4.2 Changing the Presenter Settings

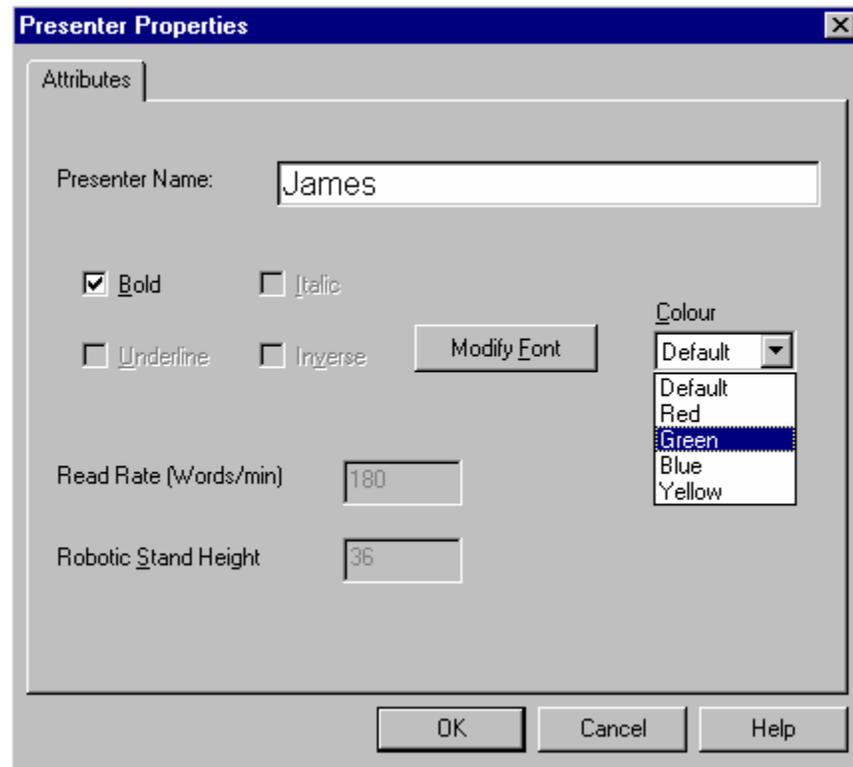
To change a presenter's settings open the File menu and select Properties... The Properties dialog box appears. Click on the Presenter Settings tab.

If an attribute is checked (✓) the setting becomes optional in the Presenters window. This means you can choose to set that attribute for individual presenters.



### 5.4.3 Modifying a Presenter

To modify a presenters' settings click on the Presenters tab. Select the presenter from the Currently Defined Presenters tab and then click Modify. The Attributes tab is then displayed:



Here you can change the Presenter Name, specify the required style by clicking in the relevant checkbox. If a box is checked (✓) that style will be used in the editor. The Color can be selected from sub menu. You can change the Read Rate and Robotic Stand Height if applicable.

**Note: An attribute that is set for a presenter cannot then subsequently be modified within the text.**

Make any changes to the settings required and when you are happy with the settings, click on OK to save your changes.

#### 5.4.4 Deleting a Presenter

In the Presenters window, select the presenter from the list of Currently Defined Presenters and click on the Delete button to delete.

Click on OK to exit the Properties window and save the changes.

**Chapter**  
**6**

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## WinCuePro News Rundowns

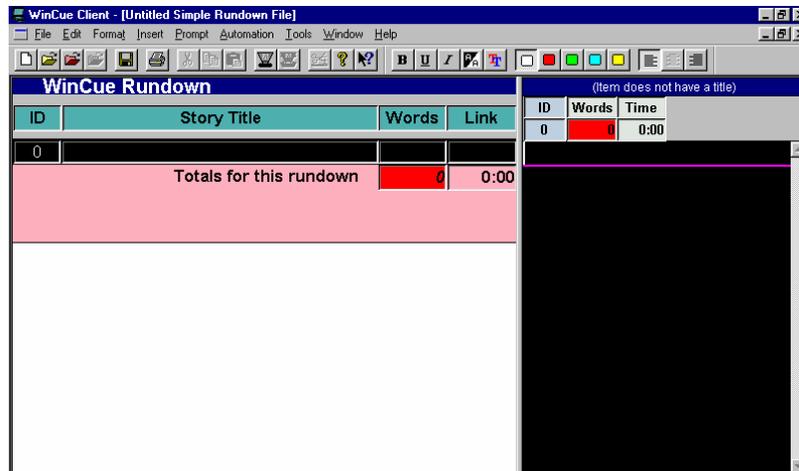
In this chapter we learn how to create rundowns and work with a number of stories. By the end of this chapter you will be able to prompt using multiple rundowns. The chapter assumes the knowledge of the basics and the script editor.

### **6 Working with Rundowns**

#### **6.1 The WinCuePro News Rundown Window**

The WinCuePro News Rundown window consists of two parts, the WinCuePro News Rundown and the Script Editor. The rundown displays a list of the stories, which will be displayed for the presenter. The stories are then prompted in the order they appear in the rundown list. The Script editor is used to create the text attached to each of the stories.

**See Chapter 5 for more information on the script editor.**



### Features of WinCuePro News Rundown

This provides a brief overview of all the features most of which have been described in the previous section.

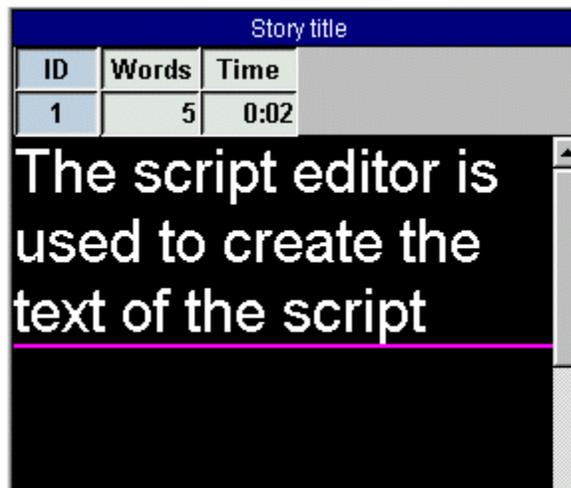
WinCue Rundown					
ID	Story Title	Words	Link	Modified	Status
0					
Totals for this rundown		0		0:00	

- **ID** this provides a unique number for all stories in the rundown and is not connected with the running order
- **Story Title** simply a title to identify the individual stories
- **Words** provide a word count of the number of words in the script displayed in the Script Editor.
- **Link** this is the time for this script based on the set read rate. (Default read rate 180 words per minute).

### The Script Editor Window

The Script Editor window displays the Story title at the top and below three text boxes. Firstly the ID number of the story is displayed in the first box labelled ID. Secondly the word count box which displays the number of words in the script, labelled Words. Finally the duration of the script based on the number of words and the set read rate is

displayed in the box labelled Time. The Script editor is used to create the text of the script, which will be displayed on the prompter's screen.



The size of the Script Editor window can be adjusted. As you move the pointer onto the left hand side of the frame the pointer changes shape. When the pointer changes shape click the mouse button and drag to the desired width.

Sizing Pointer



## 6.2 Working in the Rundown

### 6.2.1 Creating a New Story

To create a new story select Story, then New from the menu. A sub menu appears and from this you can select Single-column Script or Single-column Break.

A Single-column Break can be used to split the rundown into sections and is often used for commercial breaks. The total times for each section can be displayed in the running order by the break item.

Choose Single-column Script and the New Item Title dialog box appears. Enter the story name in the text box and click OK.

The new story will appear in the Rundown under Story Title.

### 6.2.2 Saving your work

It is good practice to save the rundown and scripts regularly to ensure no information is lost accidentally. To save choose File, Save As from the menu.

**OR** click the Save button on the toolbar:



A Save As dialog box will be displayed. Enter the name of the Rundown in File name text box and click Save.

### 6.2.3 Moving Stories Within the Running Order

The stories within a rundown can be reordered very easily using the drag and drop facility in WinCue. Drag-and-drop is the easiest way to move a story within a Rundown. Select the story you want to move by pointing to it and hold down the left-hand mouse button. When the drag and drop pointer appears, drag the dotted insertion point to the new location. Release the mouse button to drop the story in its new place in the runorder.

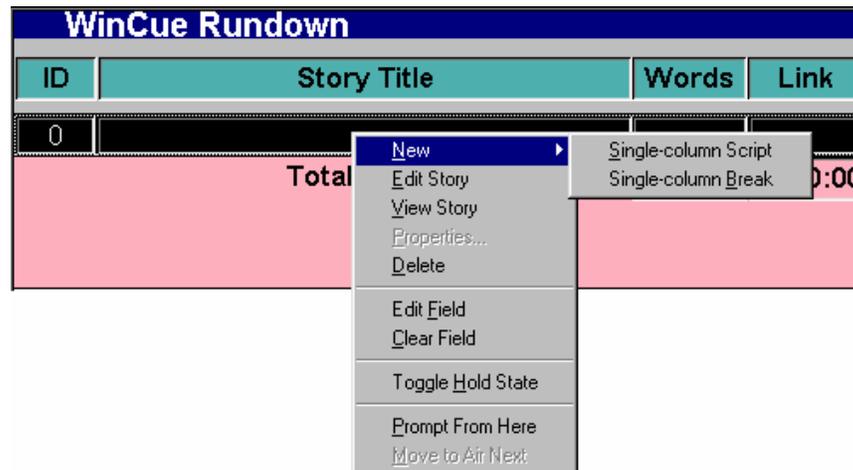
### 6.2.4 Renumbering Stories in the Rundown



The stories within a rundown can be renumbered at any stage when lines are added or deleted. Choose Rundown, then Renumber from the menu.

## 6.3 Editing Within the Rundown

It is possible to edit within the rundown by using the right mouse button. This will be quicker and often more convenient than the pull-down menus. Right-clicking on an item in the rundown will display a menu with options such as to add a new story or edit an existing story:



### 6.3.1 New story

To add a new story to the rundown, right-click on the position in the rundown where you want it to be added above. Select New from the pop-up menu, you can then select Single-column Script or Single-column Break. Choose Single-column Script and the New Item Title dialog box appears. Enter the story name in the text box and click OK.

### 6.3.2 Edit Story

Right-click on the story you want to edit and select Edit Story from the pop-up menu.

### 6.3.3 View Story

To do this click once with the right mouse button on the line you to view. A menu appears next to the cursor. Select View Story from this menu. Viewing the text allows you to read the text attached to a story and allows you to make changes to it.

### 6.3.4 Delete Story

It may be necessary to delete stories from the rundown. To do this click once with the right mouse button on the line you wish to delete. A menu appears next to the cursor.

Select Delete from this menu. A dialogue box will appear Sure you want to delete this item? Click Yes to delete. The item will be deleted from the rundown and the text from the Script Editor.

The item can also be deleted by selecting it from the rundown list and using the menu commands. Choose Story, then Delete from the menu. A Dialogue box Sure you want to delete this item? will appear. Click on Yes to delete.

### 6.3.5 Deleting Multiple Stories

It may be necessary to delete multiple stories from the rundown. This removes the highlighted lines and the attached text contained in the Script Editor.

Hold the Ctrl key on the keyboard and click once on each of the stories you wish to delete from the Rundown. Choose Story, then Delete from the menu. A Dialogue box Sure you want to delete this item? will appear. Click on Yes to delete.

Alternatively, hold the Ctrl key on the keyboard and click once on each of the stories you wish to delete from the Rundown. Click once on the right mouse button on any highlighted story. A menu appears next to the pointer. Choose Delete from the menu. A Dialog box Sure you want to delete this item? will appear. Click on Yes to delete.

### 6.3.6 Edit Field

The unique title field in the rundown simply identifies each individual story. The title field should contain a one or two word description of the story. To do this click once with the right mouse button on the story you wish to edit. Choose Edit Field from the menu. The title field will now appear white indicating you can now edit. Make your changes and when you are happy click on the left-hand mouse button or press enter.

If you have a three-button mouse it's even simpler. Just click on the story you wish to edit with the middle mouse button

To edit the field directly with a two button mouse press Ctrl and press the right hand button on the mouse to edit the field directly.

### 6.3.7 Toggle Hold State

Toggle Hold State allows you place an item in the rundown, which will not be prompted and will not be included in any timing calculations. This allows stories to be

on standby. To do this click once with the right mouse button on the line you wish to hold. A menu appears next to the cursor. Select Toggle Hold State from this menu. The item selected turns blue.

### 6.3.8 Prompt From Here

The Prompt From Here command allows you to begin prompting from anywhere within the rundown. To do this click once with the right mouse button on the line you wish to begin prompting at. A menu appears next to the cursor; select Prompt From Here from this menu. The rundown then goes into prompting mode and the item selected, as the first turns yellow.

## 6.4 Working with Multiple Rundowns

WinCuePro News will allow the user to have a large number of rundowns and Script Editor windows open at the same time. However, to limit the confusion it is best to have only one open at a time.

WinCuePro News provides a number of standard tools to help organize multiple rundown windows. The rundown windows currently opened are displayed on the window bar.

### Tiling windows

The windows can be tiled this enables the operator to see part of all the rundowns on one screen. The way in which the windows are tiled depends on how many are open.

If you wish to see only the Rundown windows, then close all the Script Editors windows. Choose Window, then Tile Horizontally or Tile Vertically from the menu. The tiling can be horizontal or vertical depending on what you prefer. To make a window active choose the corresponding Rundown name from the window and click on it.

### Cascading Windows

Cascading windows arranges all the open windows one behind each other with their titles visible. The top window is the only one that can be seen complete.

Once again if only the Rundowns are to be cascaded, close all the script editors. Choose Window, then Cascade from the menu. All the open windows are stacked so their titles are visible.

To bring a chosen rundown to the front, choose click on the rundown name in the stack or click on title on the status bar.

### **Arranging Icons**

All the open windows can be minimized to icons. These icons can become disorganized; Arrange places them in an orderly fashion.

Choose Window, then Arrange from the menu. All the icons will be arranged in an orderly fashion at the bottom of the WinCuePro News window in the Status bar.

### **Moving Stories Between Rundowns**

Stories can be moved between Rundowns very easily using the drag and drop facility in WinCue. Drag-and-drop is the easiest way to move a story between Rundowns. Select the story you want to move by pointing to it and hold down the left-hand mouse button. When the drag and drop pointer appears, drag the dotted insertion point to the new location. Release the mouse button to drop the story in its new place in the Rundown.

## **6.5 Prompting Mode**

When WinCuePro News enters the prompting mode the stories in the chosen rundown can be scrolled. The prompter operator controls the speed at which the text is scrolled to suit the presenters read rate. The stories within a rundown can be skipped or returned as necessary.

**See Chapter 7 for details of the different scroll controllers and there set up**

### **Entering Prompt Mode**

To start the prompter choose Prompt, then Begin Prompting from the menu. The first item on the rundown list appears yellow indicating that this is the current item prompting. The prompter operator can now control the text on the prompter using the scroll controller.

**A yellow bar on the rundown order indicates the story you have selected**

### Controlling Prompted Text

The prompter operator uses the scroll controller to vary the text scroll speed, the direction, to skip backwards and forwards between stories in the rundown. There are a number of other options available, within the Prompt menu, when prompting. Choose Prompt, then any of the following from the menu:

<b><u>E</u>dit at Prompt Position</b>	Allows editing at current position
<b>Script <u>L</u>ock Mode</b>	Stops prompting and set prompter at the beginning of current item
<b><u>J</u>ump prompt to editor</b>	Skips to start of current item and continues prompting
<b><u>R</u>efresh Prompt Output</b>	Skips back a couple of lines and continues prompting

A check mark (✓) indicates the command is on.

### Quitting Prompt Mode

To quit the prompter, choose Prompt, then Stop Prompting from the menu.



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## Scroll Controls

In this chapter you will learn how the prompter works. You will find out about the various scroll controls, configuring the prompt output and editing while in prompt mode.

### 7 The Prompter

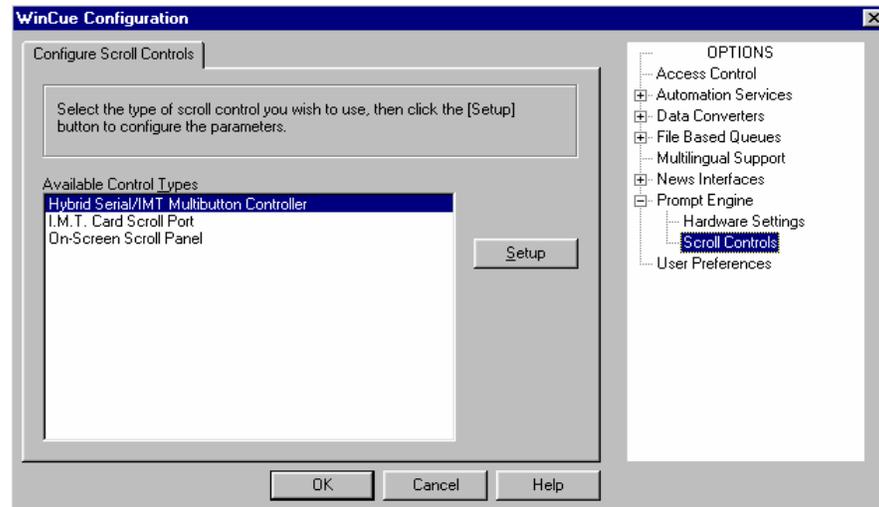
#### 7.1 The IMT Scroll Control

WinCue is supplied with an IMT scroll control as standard, which plugs into the IMT card. WinCue also supports on-screen scroll controls, using a mouse. These are the scroll controls supported by WinCue:

1. On-screen Scroll Control
2. IMT Scroll Control
3. Hybrid Serial IMT Multibutton Controller
4. Foot Control

#### 7.2 Selecting a Scroll Control

Choose Tools then Options... from the menu. Double click on Prompt Engine, then click on Scroll Controls. The Configure Scroll Controls dialogue box appears. Select the type of control you wish to use.



### 7.3 On-screen Scroll Control

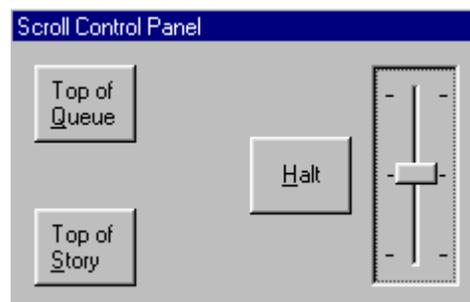
The On-Screen Scroll Panel enables you to prompt text using the mouse. In the event of your normal scroll control failing this is a convenient backup.

The Scroll Control Panel features a speed control slide bar, which is used for varying the speed of the prompted text. Click on the left-hand button of the mouse and slide to operate. The slide bar has a center stop position. When it is above the center position text will be scrolled up the screen. When it is below the center position the text scrolls down the screen.

The Top of Queue button on the screen Scroll Control Panel changes the current prompt position to be the start of the script or rundown.

The Top of Story button on the screen Scroll Control Panel changes the prompt position to the start of the current script being prompted.

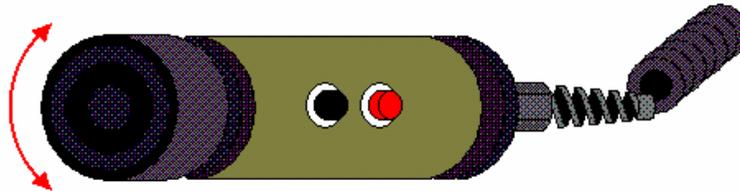
The Halt button on the screen Scroll Control Panel stops the prompted text.



## 7.4 IMT Scroll Control

The IMT scroll control is supplied with WinCue and is connected to the IMT card. This scroll control does not require any kind of configuration.

Click on IMT Card Scroll Port, then click on OK. You can now use the IMT scroll control to prompt your scripts.

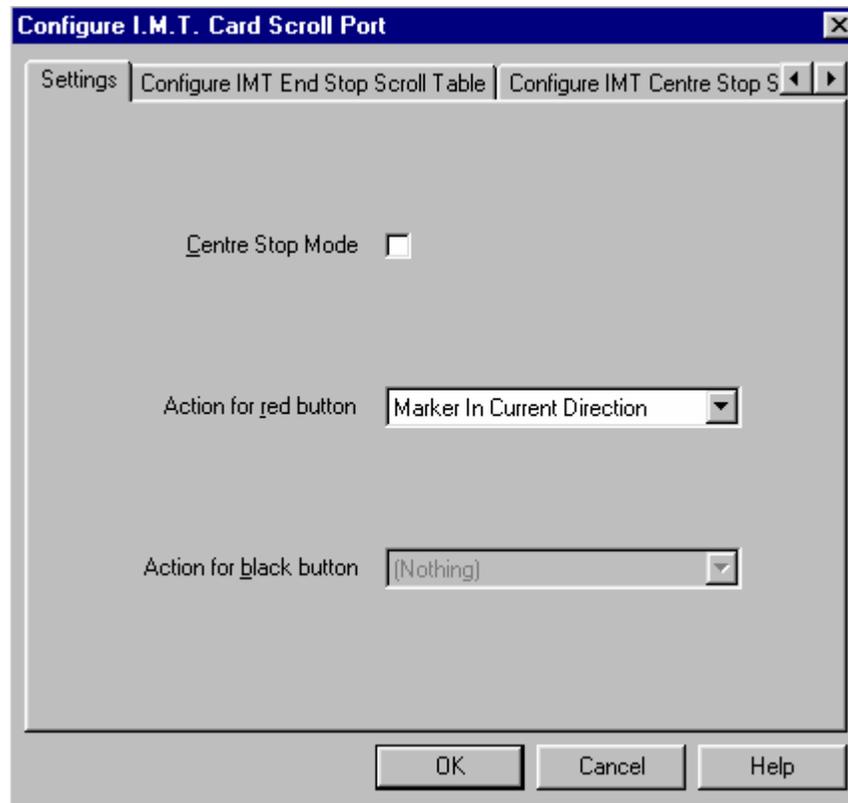


The simple serial scroll control is connected to a free serial communication port. In Standard Configuration the simple serial scroll control allows you to scroll the prompted text up and down the screen and jump between markers.

- To scroll the text, turn the knob at the end of the scroll control clockwise to speed up and anti clockwise to slow down.
- To change the direction of the prompted text press the **black** button
- To jump to the next marker press the **red** button

### 7.4.1 Configuring for Center Stop Mode

The IMT Scroll Control can be set up for Center Stop mode. In the Configure Scroll Controls dialogue box, click on IMT Card Scroll Port. Now click on the Setup button to configure simple serial hand control. The Configure Scroll Control dialog box appears:



The red and black buttons can be configured to perform the desired function. Usually the red button is used for jumping to the next marker in the current direction and the black button to change direction. However if you are employing center stop mode the black button can be used for some other function. Click the down arrow next to the text box and select the required function from the drop-down list.

Center Stop Mode is used if the operator does not want to use the forward reverse button to change the direction of the prompted text. To enable Center Stop Mode, the Center Stop Mode check box should be checked (✓).

#### 7.4.2 Configuring the Scroll Table

Click the Configure IMT End Stop or Center Stop Scroll Table Tab depending on the mode you are using. The simple serial scroll control sends serial data in the range 0 to 120 to tell WinCue how fast to prompt the text; 0 is stop and 120 is the fastest scroll rate. This scroll rate is determined by the position of the scroll control knob. If the Stop Point is set to 60, scroll rates of less than 60 will prompt the text backwards, scroll rates greater than over 60 will prompt the text forward, and a scroll rate of exactly 60 will stop the text from scrolling. The Stop Zone is a range between 0 and 40 over which the prompted text does not scroll. If the Stop Point is set to 60 and the Stop

Zone is set to 5, scroll rates between 55 and 65 will mean the prompted text is not scrolled.



## **Warning!**

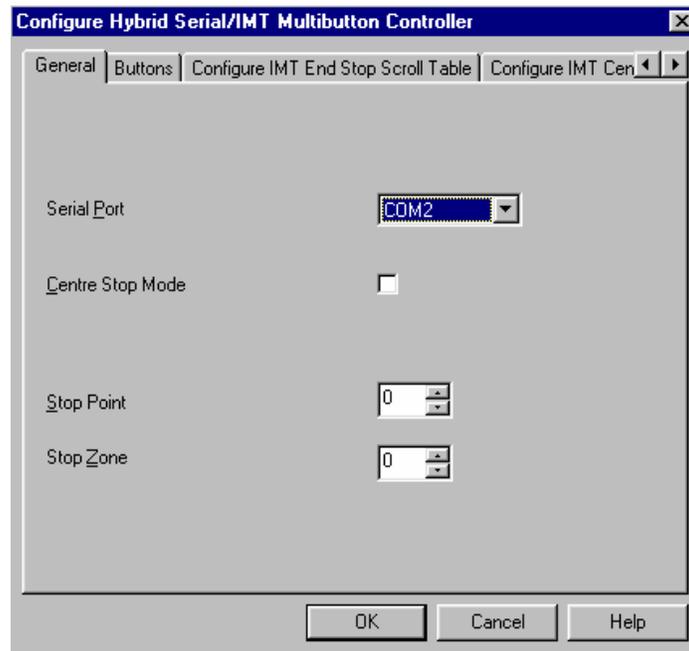
**Users should not attempt to modify the IMT End Stop Scroll or IMT Center Stop Scroll Tables. If modifications are required to either scroll table you should contact your vendor.**

### **7.5 Hybrid Serial IMT Multi-button Controller**

The serial multi-button scroll control is designed to work with rundown queues (rundown queues are not supported in WinCue LT). It is connected to a free serial port on the back of the PC. It has a number of additional buttons not found on the IMT simple serial or on screen scroll controls. These buttons simplify prompting scripts in a rundown as they can be configured to perform a large variety of functions. In addition this control allows the attachment of an optional foot control, enabling hands free prompting by a presenter.

#### **7.5.1 Configuring for Center Stop Mode**

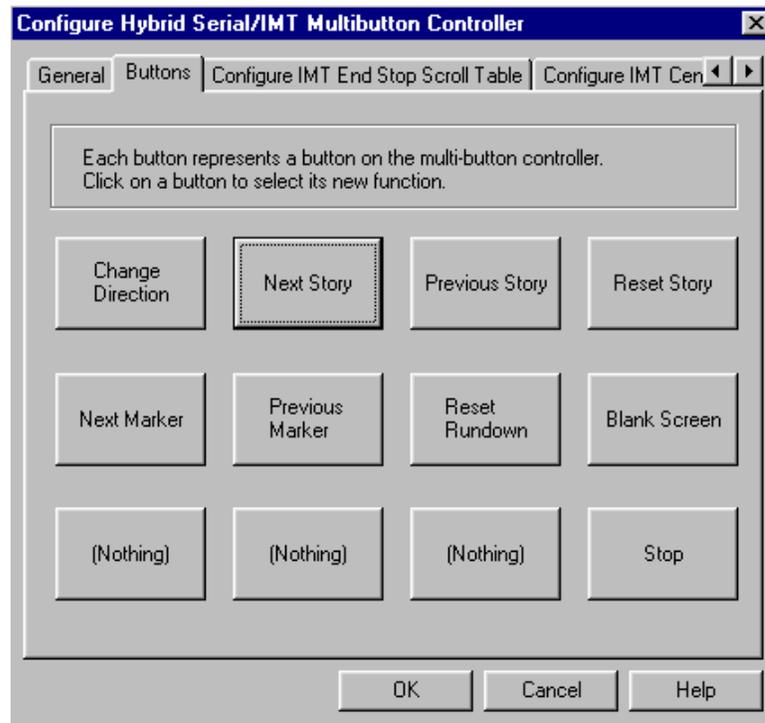
In the Configure Scroll Controls dialogue box, click on Hybrid Serial/IMT Multibutton Controller. Now click on the Setup button, the Configure Hybrid Serial Multibutton Controller dialog box will appear:



The General tab is used to set which communications port the multi-button scroll control is attached to and, if required, set it up for Center Stop Mode. Center Stop Mode is used if the operator prefers to use the scroll knob to change the direction of the prompted text rather than/as well as use the FWD/REV button. To enable the Center Stop Mode, the check box should be checked (✓).

### 7.5.2 Configuring Scroll Control Buttons

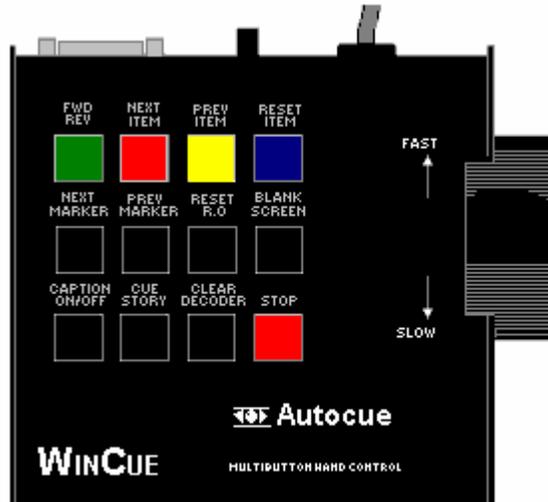
The Buttons tab allows the user to configure each of the buttons individually. The buttons are pre-configured for use. The standard settings are as shown below:



However, these buttons can be customized to suit the user. When the user clicks on a button they are presented with a list of the available button functions that have not been assigned. Select the function required from the list.

	<b>Function</b>	<b>Description</b>
<b>Top Row of Buttons</b>	<b>Change Direction</b>	Changes the direction the text is scrolled
	<b>Next Story</b>	Moves the prompter to the next story in the rundown
	<b>Previous Story</b>	Moves the prompter to the previous story in the rundown
	<b>Reset Story</b>	Moves the prompter to the beginning of the story currently being prompted
<b>Middle Row of Buttons</b>	<b>Next Marker</b>	Moves the prompter to the next marker in the story
	<b>Previous Marker</b>	Moves the prompter to the previous marker in the story
	<b>Reset Rundown</b>	Resets the prompter the top of the rundown
	<b>Blank Screen</b>	Blanks the prompted text from the prompter(s) on the on-camera unit(s)
<b>Bottom Row of Buttons</b>	<b>Caption On/Off</b>	Switches caption data sent by WinCue on and off
	<b>Clear Decoder</b>	Clear the caption output
	<b>Stop</b>	Stop the prompted text scrolling

### The Multibutton Scroll Controller



### 7.5.3 Connecting a Foot Control

At the rear of the multi-button scroll control is a 15 pin D connector for attaching a foot scroll control and a button to select between foot and hand control operation. When this button is pressed in the foot scroll control can be used to prompt the text. Otherwise the multi-button scroll control can be used.

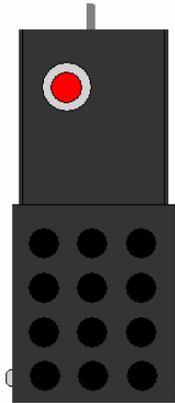
#### The rear of the Multi-button Scroll Controller



The foot scroll control is used for controlling the speed and direction of the prompted text only. All other functions such as next marker and reset rundown are available by using the buttons of the multi-button scroll controller.

The **red** button is used for changing the direction of the prompted text. The foot pedal controls the speed.

The Foot Scroll Control



### 7.5.4 Multi-button Troubleshooting

If you are having problems with your scroll control, for example you cannot scroll or the scroll control button are not doing what they should, use the following steps to try and troubleshoot the problem before calling QTV Technical Support (See Technical Support section at the back of this guide).

1. Check to make sure that the "foot/hand" button on the back of the Multi-button hand control is not pushed in (if it is the scroll control needs a foot pedal to scroll).
2. Check to make sure that you have selected the correct scroll control in the WinCue configure scroll controls set-up menu (see section 7.2).
3. Check that all the required buttons are configured correctly in the Configure Controller section (**Note:** these will be automatically set-up when you install WinCue however they may have been manually changed).

If none of the above solves to be the problem don't then hesitate to contact the QTV Technical Support line.

## Appendix A The IMT Card

In the following appendix we will look at the entire configuration options available for the IMT board.

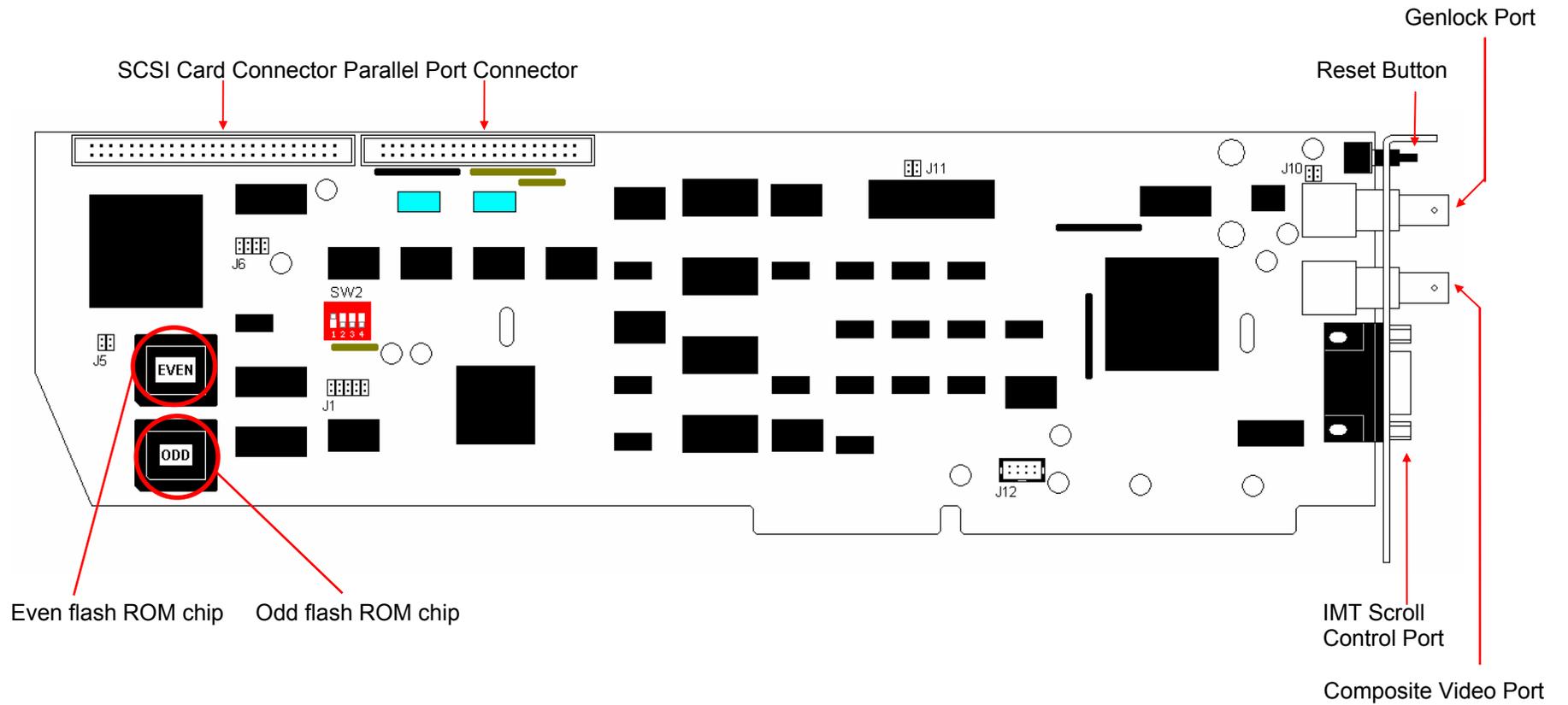
Card Layout	A2
Termination - J6	A3
Power to Bus for SCSI Termination - J6	A3
SCSI ID – SW2	A4
SCSI/Parallel Select - SW2	A4
Video (PAL or NTSC) - J11	A5
SECAM	A5
External Power Supply - J12	A6
Composite Video Features Connector - J10	A6
Other Jumpers	A6

The IMT card is configured at the factory to work in your country. It is unlikely that you will need to make any changes to it. If you do, read the relevant section(s) carefully, or consult your supplier for further help before changing the configuration of the board.

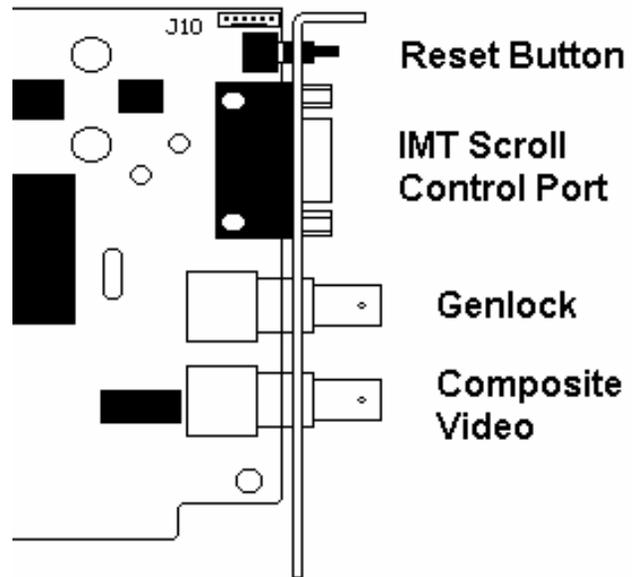
### A2 Card Layout

The following section shows the 3 IMT card layouts that have been produced over the years, most recent of which being the Issue 3 I.M.T card. You will have been supplied with one of the 3 IMT cards, use the diagrams below to help you locate all the connectors and jumpers on the card that you have been supplied with.

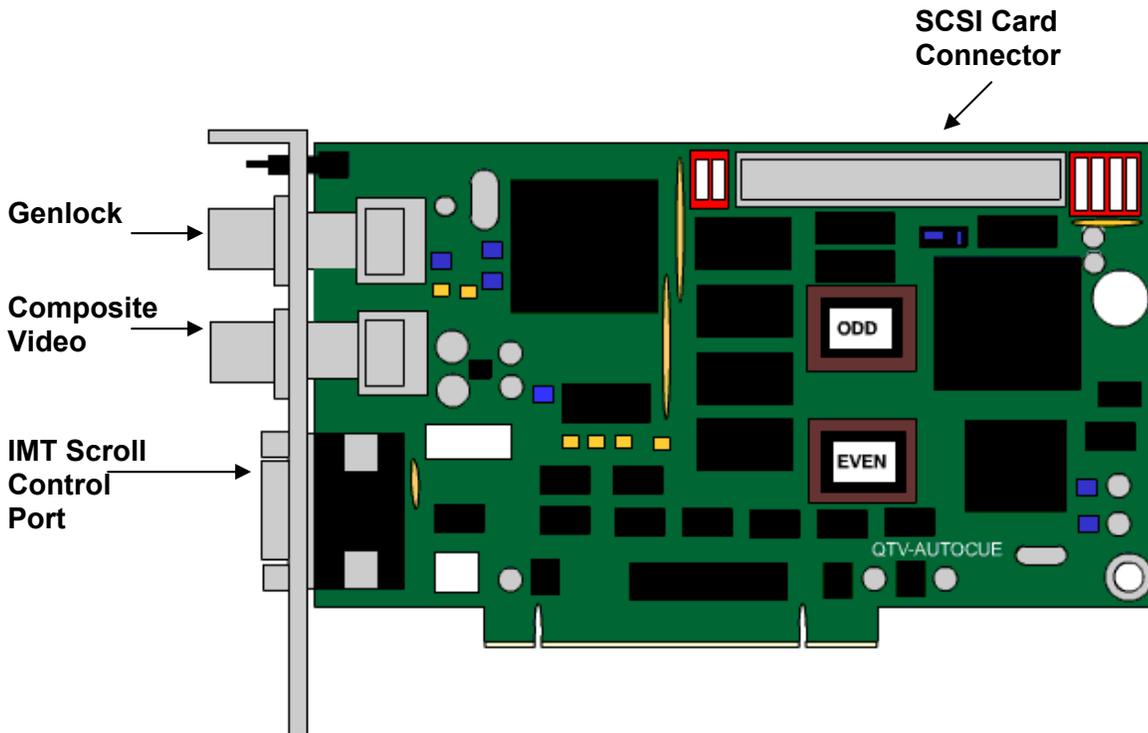
IMT Card – Issue 1.



IMT Card – Issue 2. Connector Detail



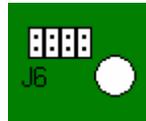
IMT Card – Issue 3. PCI card



### A3 Termination - J6

**See Also**  
[See below to learn about power to bus SCSI](#)

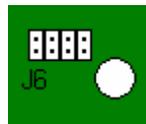
By Default the IMT card is terminated, and is expected to be connected to the end of the SCSI cable. Termination can be enabled/disabled by changing a jumper setting on J6.



To enable termination of the IMT card place a jumper on leftmost pins of J6	
To disable termination of the IMT card remove the jumper on leftmost pins of J6	

### A3 Power to Bus for SCSI Termination - J6

J6 is used to determine whether the IMT card is terminated and to determine the source of termination power.



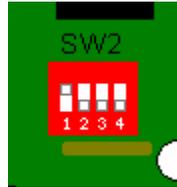
If you have enabled termination on the SCSI card you will need to set the source of termination power.

To enable external termination power for the SCSI bus connect pins 5 and 7 of J6	
To enable internal termination power to the SCSI bus connect pins 7 and 8 of J6	



**A4 SCSI ID - SW2**

By default, SCSI ID is set to 3. It can be changed using dipswitches 1,2 and 3 on SW2.

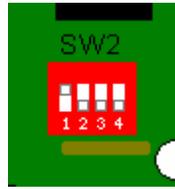


When a dipswitch is in the top position it is on. When it is in the bottom position it is off. The dipswitch positions for each SCSI ID is shown in the table below:

SCSI ID	Dip Switches			
	1	2	3	
0	On	On	On	
1	On	On	Off	
2	On	Off	On	
3	On	Off	Off	
4	Off	On	On	
5	Off	On	Off	
6	Off	Off	On	
7	Off	Off	Off	

**A4 SCSI/Parallel Select - SW2**

The IMT card can prompt using data sent through either the SCSI port or parallel port of your PC. By Default it is set up to use SCSI. Dip switches 4 on SW2 controls whether the SCSI or parallel port is used.



When a dipswitch is in the top position it is on. When it is in the bottom position it is off. The dipswitch positions for SCSI/parallel port selection is shown in the table below:

Port	Dip Switch	
	4	
SCSI	Off	
Parallel	On	

**A5 Video (PAL or NTSC) - J11**

The IMT card can produce either a PAL or NTSC composite video signal. The signal available from the composite video port will have been set at the factory, prior to dispatch. The signal type can be changed by setting a jumper on J11 (Card Issue 1) or with switch 3 (Card Issue 2).

Issue 1



Issue 2



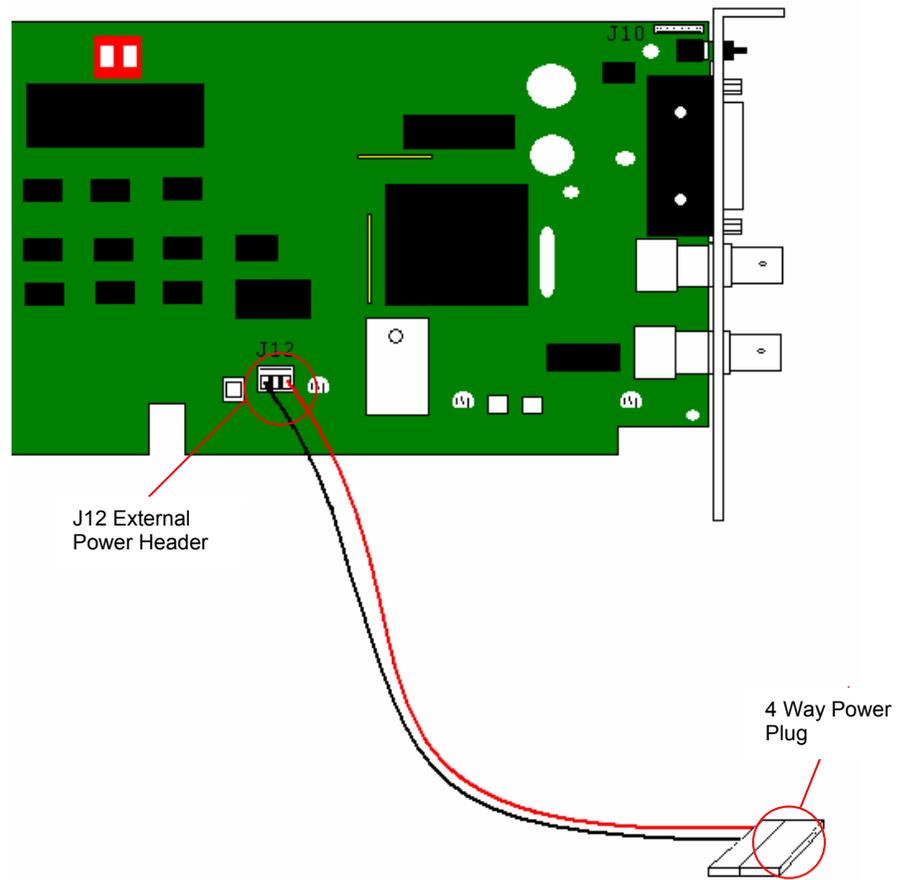
To enable NTSC place a jumper on leftmost pins of J11, or turn Switch 1 on.		
To enable PAL remove the jumper on leftmost pins of J11, or turn Switch 1 off.		

## SECAM

To configure the IMT card for SECAM composite video output use the same jumper setting as PAL on J11. In the WinCuePro News software, from the Prompt menu choose Configuration then Prompt Engine and ensure that Color Burst is disabled. These settings will generate a mono composite output.

### A6 Internal and External Power Supply - J12

If there is not an ISA slot available in your PC for the I.M.T card you will have to use the J12 External Power Header (as shown in the diagram below) to connect the IMT card to your PC's power supply. To do this firstly check to see if you have a free power socket in your PC, then use the supplied power adapter cable to connect the J12 External Power Header to a free Power Header on your PC's power supply.



In systems where the IMT card is not fitted inside the PC, it is powered by an external power supply. This power supply is connected to J12. This appears as an 8-pin connector on Issue 1 cards, and a 3-pin connector on Issue 2 cards.

If you need further information about powering the IMT card from an external power supply please contact your supplier.

---

### **A6 Composite Video Features Connector - J10**

The Composite Video Features connector allows additional 4 composite video ports to be added to your PC. To find out more about this product contact your supplier.

Do not attach anything to any of the pins on J10.

---

### **A6 Other Jumpers**

#### **J1 and J5**

J1 is the debug port. It supplies serial debugging information. Do not attach anything to any of its pins.

J5 is the flash reset port. Do not attach anything to any of its pins.

---

## Appendix B Supported Hardware

The following appendix details hardware devices recommended for use with WinCuePro News. If you wish to use devices not listed here, please contact your vendor.

### SCSI Cards

QTV has tested a range of SCSI cards. Those listed below have been found suitable for use with WinCuePro News. If you do not find your SCSI card listed below, please contact your vendor.

#### SCSI Cards for Desktop PCs

Manufacturer	Type	Bus
Adaptec	2906	PCI

#### SCSI Cards for Laptops

Manufacturer	Type	Bus
Adaptec	APA 1460A-2 Slim SCSI	PCMCIA

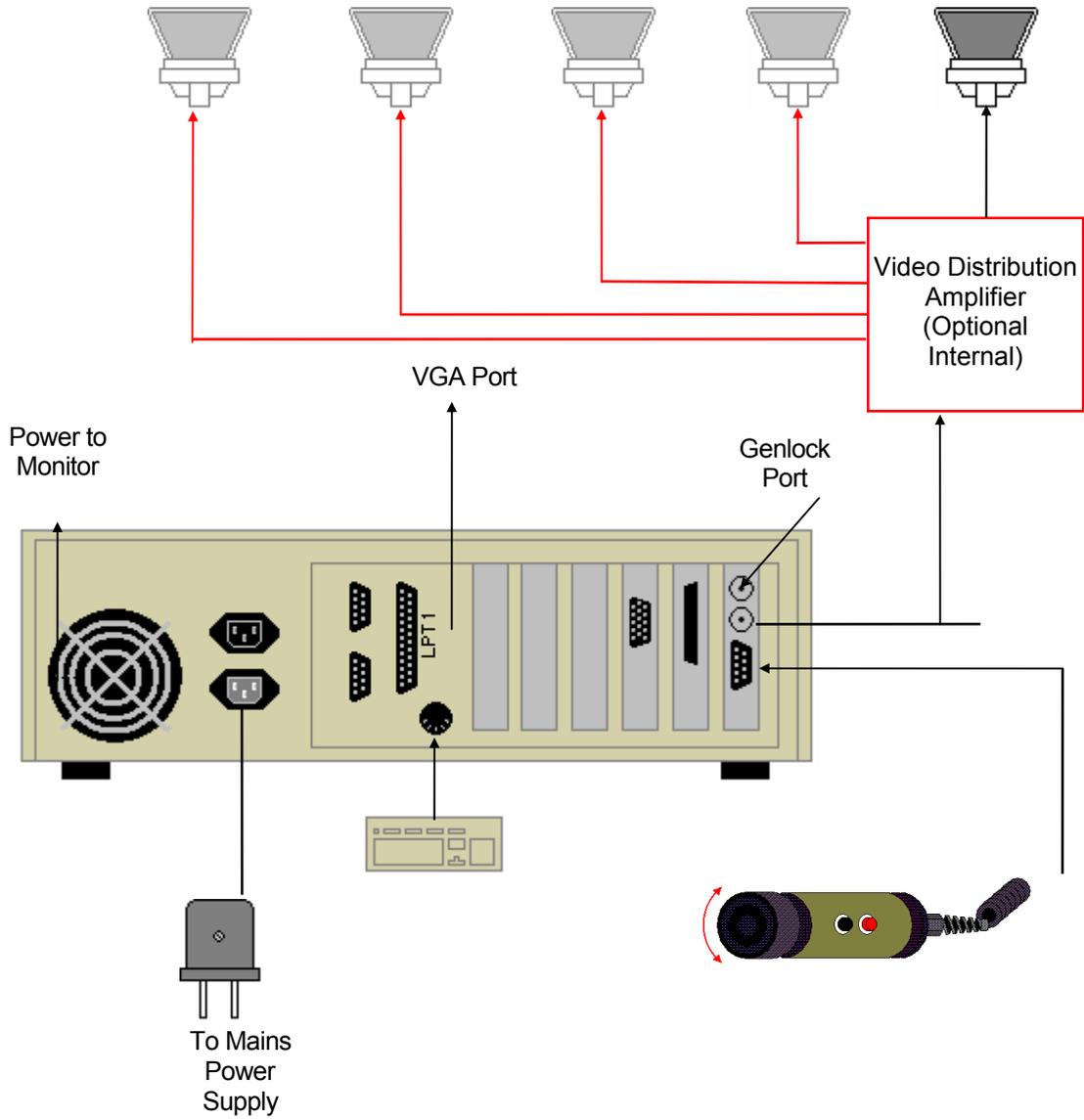
## Appendix C Wiring Diagrams

The following appendix contains wiring diagrams to aid you in connecting WinCuePro News in a number of configurations. You may find that many of the wiring diagrams are not appropriate for your system.

### Contents

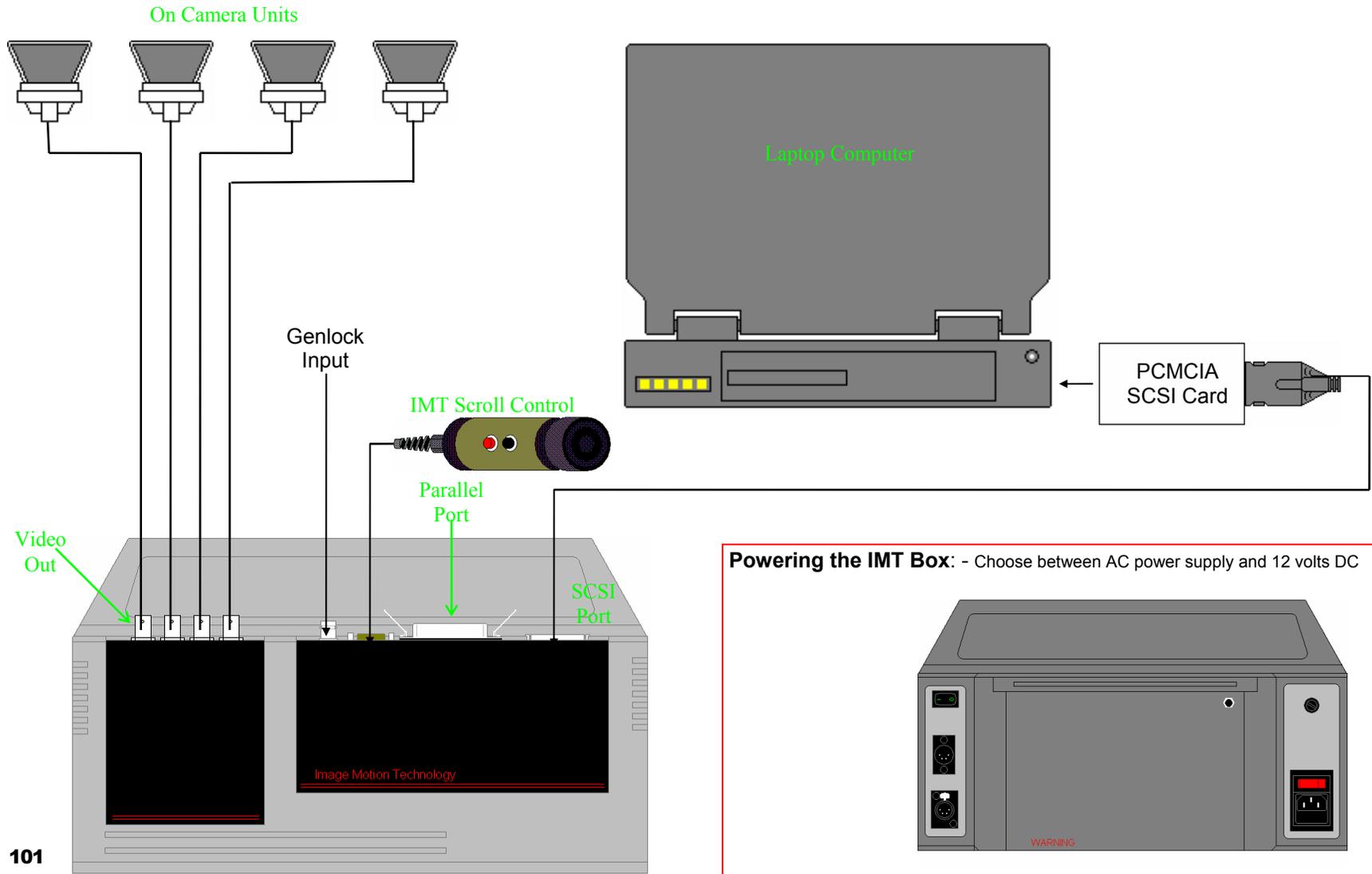
Standalone Prompter Wiring Diagram	C2
Laptop and IMT Box Wiring Diagram (UK)	C3
Laptop and IMT Box Wiring Diagram (US)	C4
Edit Station Wiring Diagram	C5
Standalone Edit Station Wiring Diagram	C6

### C2 Standalone Prompter Wiring Diagram



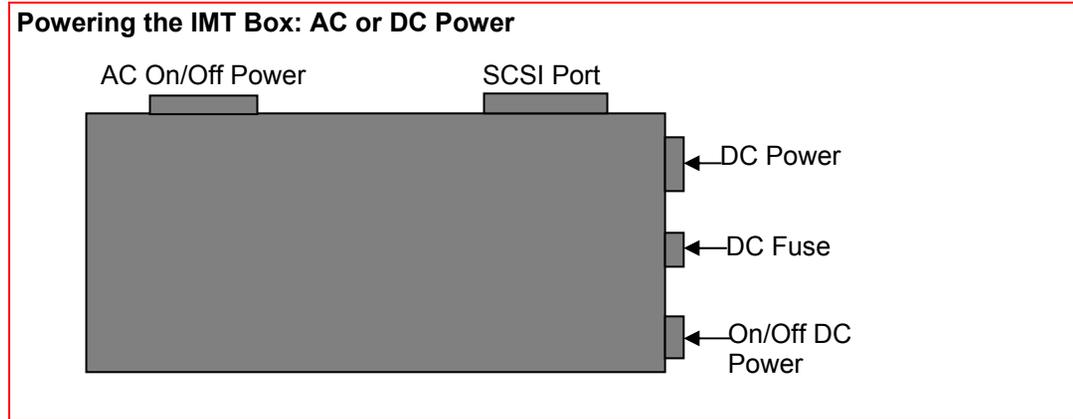
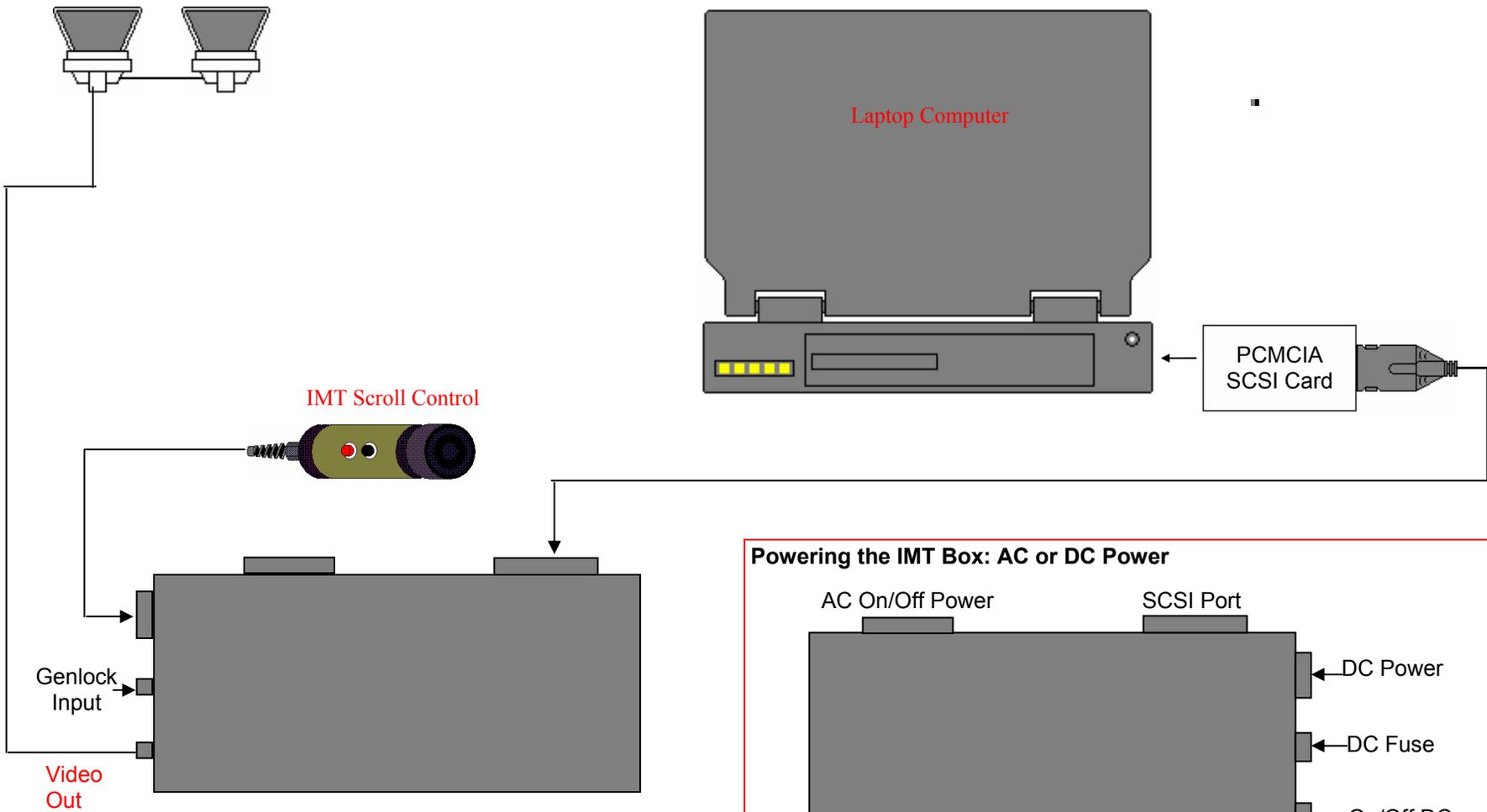
- Key
- Essential cabling
  - Optional cabling

### C3 Laptop and IMT Box Wiring Diagram (UK)

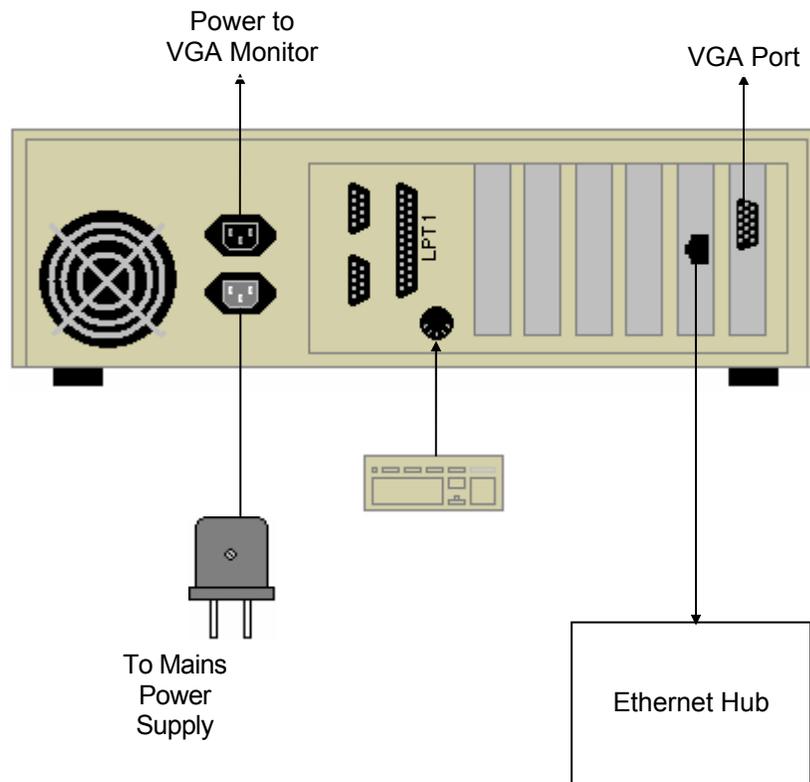


### C4 Laptop and IMT Box Wiring Diagram (US)

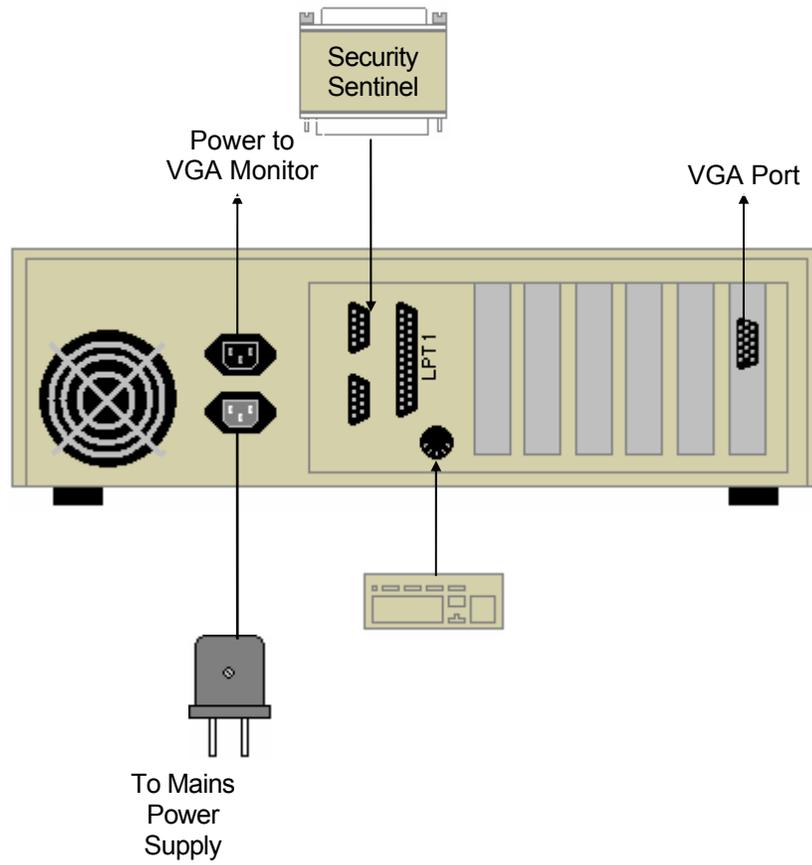
On Camera Units



## C5 Edit Station Wiring Diagram



### C6 Standalone Edit Station Wiring Diagram



## **Appendix D Using PC90 Motorised Control Stands**



PC90 Motorized Control Stands are used to display text to the speaker during speeches, this appendix will explain how to configure and use these stands for WinCuePro News AP ENPS.

Firstly, connect the stand to a serial port on the back of the computer that will be running WinCue using the lead provided. Note which serial port you connect it to.

## D1 Configuring WinCue

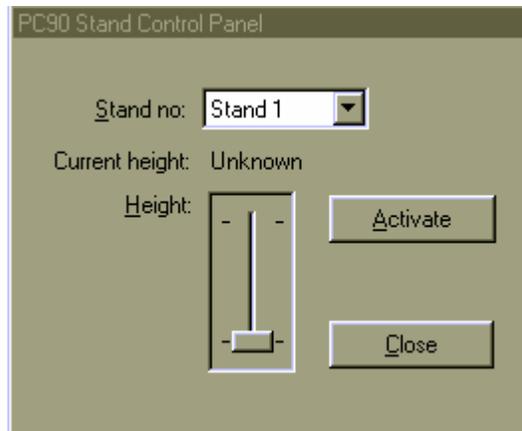
With WinCue running go to the **T**ools menu and select **O**ptions. A list of options will appear one of which will be **A**utomation **S**ervices. Double-click on this option or click the plus sign next to it to reveal two options - **L**ocal **D**evice **L**ist and **M**aster **D**evice **L**ist. Highlight **M**aster **D**evice **L**ist by clicking on it and a blank list will appear on the left. Click on the **A**dd button to add the new device.

Make sure the device type is set as **PC90 Automated Conference Stand** and then type in a name for the device. This can be anything within reason. A suggestion is **PC90 Device**. Select **OK** and specify the settings for the stand. The **COM port** is the serial port number the stand is connected to. The **Stand no for presenters** specifies which stand is controlled for the presenter *in a multiple stand setup*. In a single stand setup this can be left as **Stand 1**.

Click on **OK** and this device will appear in the list. Now add it to the local device list as well so it can be controlled from the machine running WinCue. Highlight **L**ocal **D**evice **L**ist by clicking on it and then click on **A**dd to add the device to the local list. Select the previously named device by clicking on it and then click on **OK**. The device is added to the list. The configuration is now complete.

## D2 Controlling the PC stand from WinCue

A control panel can be brought up to control the stand at any time by selecting **C**ontrol **P**anels from the **A**utomation menu. The previously configured device will appear on a sub-menu. Click on this and a panel like the one below will appear.



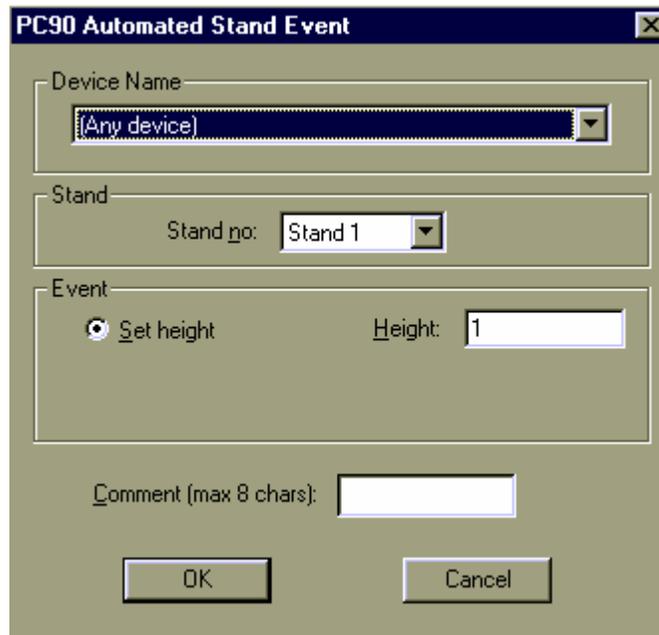
Click on **A**ctivate to start controlling the stand. Use the height slider bar to control the height of the PC90 stand. This is a useful way to confirm that the connection between the computer and the stand is working.

**NOTE:** While the panel is active WinCue cannot control the stand whilst prompting. Use the panel only to manually control the stand. When the stand is to be controlled through prompting close the control panel.

### D 3 Controlling the stand through prompt scripts

The stand height can be controlled by inserting a special control into a script at a particular point. When this point is reached in the prompting the stand will be set to the height that this control specifies.

When editing a script place the cursor at the point where the stand should change height. Select **A**utomation Element from the **I**nsert menu. Select **PC90 Stand Control** and the following dialog will appear:



The screenshot shows a dialog box titled "PC90 Automated Stand Event". It contains three main sections: "Device Name" with a dropdown menu showing "[Any device]"; "Stand" with a dropdown menu showing "Stand 1"; and "Event" with a radio button selected for "Set height" and a text input field for "Height" containing the value "1". Below these sections is a text input field for "Comment (max 8 chars)". At the bottom are "OK" and "Cancel" buttons.

The device name can be set to the previously configured device or, if there is only one stand, it can be left as **(Any device)**. Specify which stand will be controlled *in a multiple stand setup* (this can be left as Stand 1 in a single stand setup). Choose the new height for the stand and any comment that should appear next to this control in the script. Click on **OK** and the control will appear in the script where the cursor was.

This control can be double-clicked on to change the settings entered above.

NOTE: Before prompting the script the device must be activated so that WinCue can control it. This is done by choosing Devices from the Automation menu and selecting the previously named device.



## Appendix E Wiring

### E1 WinCue Multibutton Hand Control

#### E1.1 WinCue IMT card 9 way d connections

- 1 0v
- 2 0v
- 3 gnd
- 4 +5
- 5 +5
- 6 pot
- 7 n/c
- 8 marker
- 9 fwd/rev

pot = 10k

#### E1.2 9 way d Serial port connections

- 2.....rd.....brown
- 4.....dtr.....yellow
- 5.....gnd.....white
- 7.....rts.....purple

dtr and rts are used to generate the supply voltage

#### E1.3 P4 Multibutton Remote Connector 15 Pin D Male

- 9.....+ 5v.....Red
- 10.....0v.....Black
- 11.....Pot.....Green
- 12.....Fwd/Rev.....Blue

500k pot for Foot control

### E2 2 button Serial Hand Control

#### E2.1 9 way d Serial port connections

- 2.....rd.....Red
- 4.....dtr.....Blue
- 5.....gnd.....Green
- 7.....rts.....Yellow

dtr and rts are used to generate the supply voltage

## **E3 2 button IMT Hand Control**

### **E3.1 IMT Hand control**

1.....5v.....**Red**  
5.....0v.....**Black**  
6.....pot.....**Green**  
8.....marker.....**Yellow**  
9.....fwd/rev.....**Blue**

## Appendix F Master/Slave

The concept of remote prompting is to have one prompt operator controlling a second prompt output over a remote modem link or by direct serial connection.

The Workstations at both ends need to have the same version of WinCue 1.3 and an IMT card installed. These Workstations can each function as standalone prompters if required. The Master Workstation and the Slave Workstation can be connected together across the public telephone network by modem, or by direct serial connection if available.

The Master Workstation can use script information either from a local file, which can be created and modified locally, or from a newsroom system through one of the standard newsroom system interfaces.

### F1 Before you start

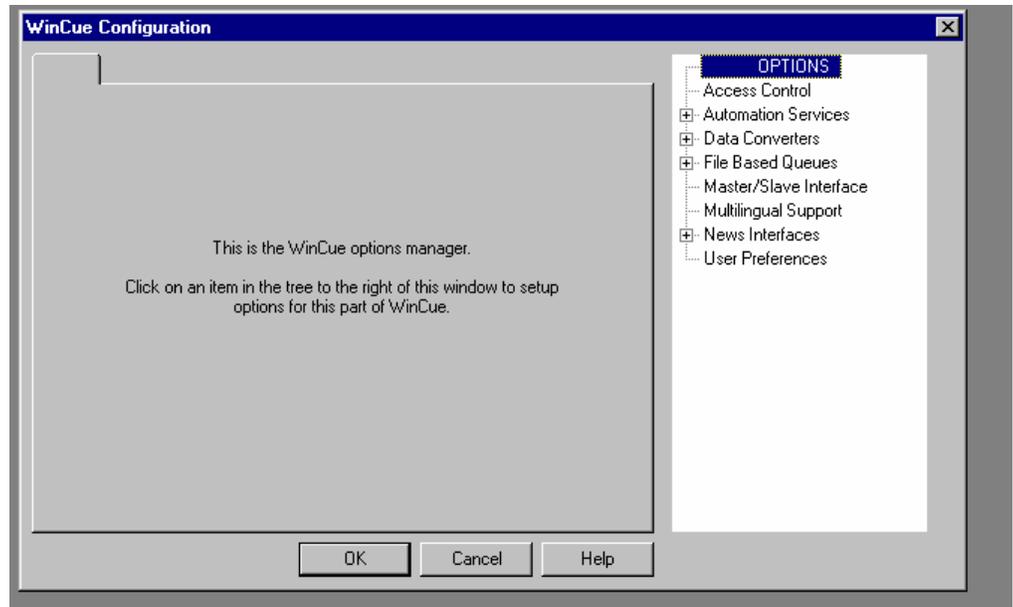
Before you start you should ensure that you have the following:

- 2 machines with the same version and build of WinCue 1.3 (you can find this out by checking under Help and About WinCue).
- Both machines must have IMT cards.
- Both machines must have the same Master/Slave configuration.
- 1 scroll control for the Master machine (2 if you want to use the Slave machine as the Master as well).

### F2 Configuring WinCue for Master/Slave

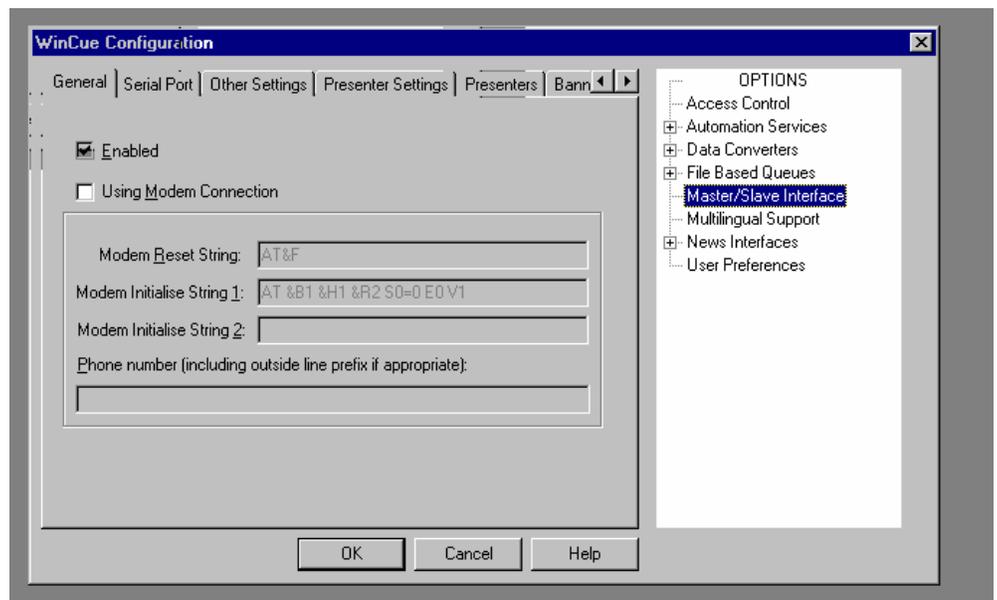
In order to setup the Master/Slave option in WinCue, click on the Tools menu and select Options.

A list of all the configuration options available will be displayed.



Select the Master/Slave Interface option

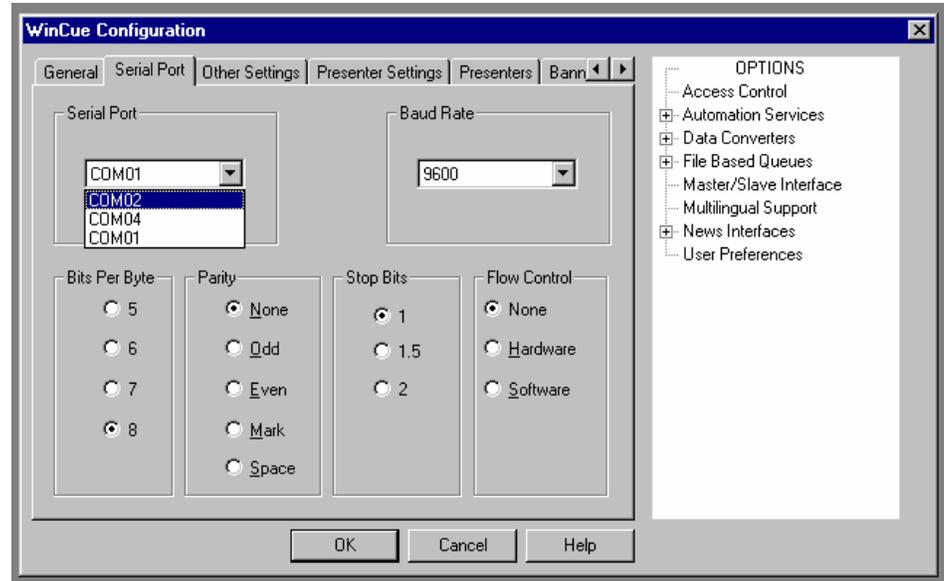
The Master/Slave Interface settings will appear opposite the Options list; by default Master/Slave will be configured to use a Serial Port connection, however it may need further port configuration or you may wish to connect via modem.



## F2.1 Serial Port Connection

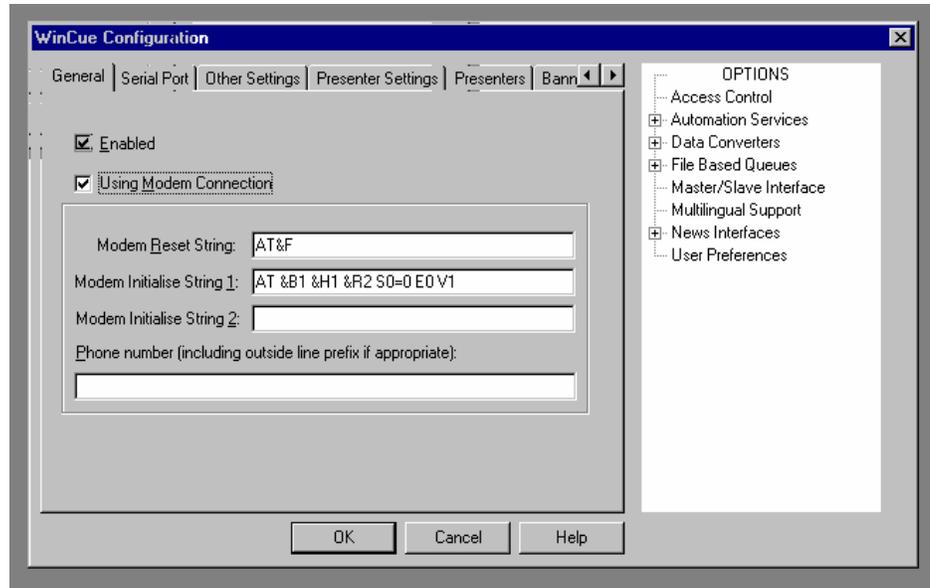
Configuring the Serial Port is very simple, just ensure that the Using Modem Connection option is not selected and the click on the Serial Port tab and choose

the COM port that you will be using to connect to the other machine. The other settings available for configuring the Serial Port connection are set to the optimum performance by default, so there is no need to change them.



## F2.2 Modem Connection

To connect via a modem just select the Using Modem Connection option and enter the phone number that the other machine is connected to and leave all the other modem settings alone. If you have difficulty connecting via modem check with the manual provided with your modem for information on the modem reset string and the modem initialize string used by your modem, if the WinCue settings are different from these the change them to suit your modem.



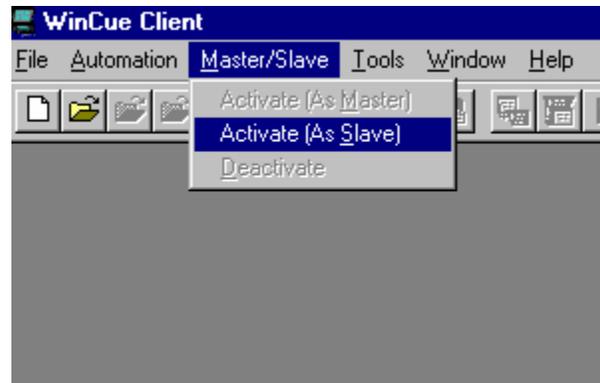
### F2.3 Other Master/Slave Configuration Options

The other configuration options available in Master/Slave concern how the text is organized and displayed on both the Master and Slave machine, it is important that these settings are the same on both machines. More information about these settings can be found in your WinCue User Guide.

## F3 To set-up Master/Slave

Once you have set up both machines according to the Before you Start section all you have to do is activate one machine as Master, this machine must have a scroll control attached to it, and activate the other machine as Slave. To do this click on the Master/Slave menu (which will appear after you enable Master/Slave Interface and choose the option for the machine's role.

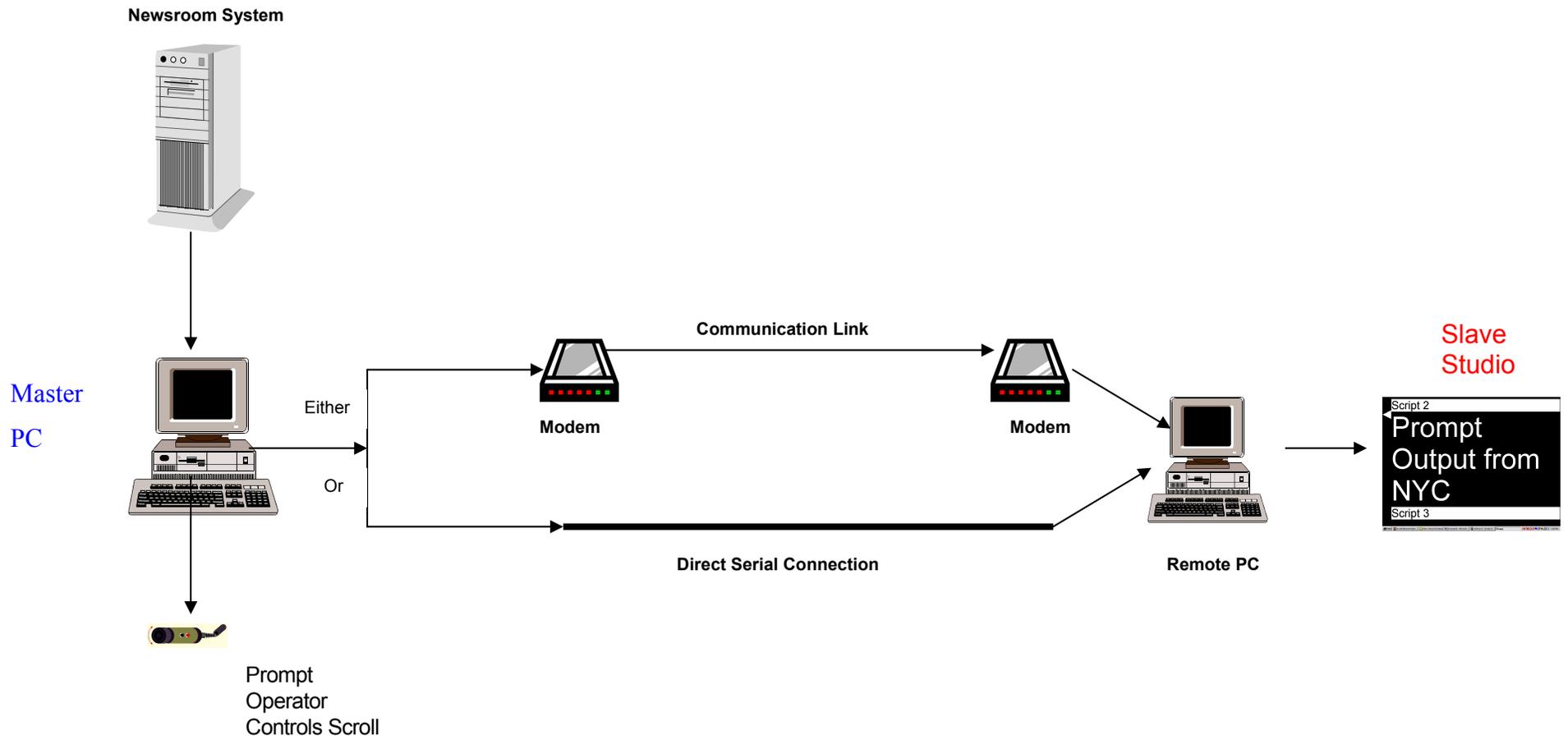
**Note:** For information about setting up scroll controls see the relevant section in your WinCue User Guide.



#### **F4 Using Master/Slave**

To use Master/Slave simply start scrolling from the Master machine and the Slave machine will copy its actions. To stop the Master/Slave option, click on the Master/Slave menu and select Deactivate.







## **Technical Support**

*To receive technical help or advice for WinCue Pro, please call QTV during normal business hours at:*

**(203) 406-1400**

*E-mail technical support is available at:*

**support@qtv.com**

If you feel that there are important details missing from this manual please do not hesitate to email us here at QTV with a description of what you think is needed.

Send the details to [support@QTV.com](mailto:support@QTV.com)