

# ***WinCue LT***

## ***User Guide***



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# Notice

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**WinCue System Version- WinCue LT**

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06902 USA  
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7/31/01

QTV version:

6/25/2003

## About this guide

WinCue LT is an easy to use, fully featured, multi-lingual prompting application utilizing unique software scroll technology. QTV's WinCue LT prompting software is Windows 95, 98, 2000 and NT compatible and comes complete with a scroll control hand set. The only other hardware requirement is a VGA to composite video converter. WinCue LT uses custom routines to provide an extremely smooth software scroll, with no external hardware required.

This guide has been produced to provide you with a comprehensive understanding of WinCue LT, what it can do and how to do it.

## Audience

This guide is for all users of WinCue LT. From WinCue LT novices to experts, this guide should be useful to all, providing a quick reference for experts and step-by-step help for novices. The only pre-requisite to using this guide is that you should be familiar with the Microsoft Windows environment.

## Structure of the guide

Below you will find a general overview of what each chapter of this guide contains. Use the overviews to quickly find out which chapter to read to find out about a particular aspect of WinCue LT.

Chapter 1 <b>WinCue LT Installation</b>	This chapter explains what you need before and how to install WinCue LT.
Chapter 2 <b>WinCue LT Configuration</b>	This chapter explains how to configure Windows and WinCue LT for first time usage.
Chapter 3 <b>Getting Started</b>	This chapter explains how to get started in WinCue LT.
Chapter 4 <b>The Script Editor</b>	This chapter explains everything you need to know about the Script Editor.
Chapter 5	This chapter explains everything you

<b>Working with Runorders</b>	need to know about WinCue LT Runorders
Chapter 6 <b>Prompting Mode</b>	This chapter explains how to prompt a Rundown or an individual script and how to use the scroll controls for WinCue LT
Appendix A <b>Toolbar buttons and shortcuts</b>	This appendix contains helpful shortcuts to help you use WinCue LT quickly and easily
Appendix B <b>Scroll Controls</b>	This appendix contains additional information on the WinCue LT scroll controls
Appendix C <b>Technical Support</b>	This appendix contains the contact details of the Autocue Ltd Technical Support department

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# WinCue LT Installation



# 1 WinCue LT Installation

## 1.1 Hardware requirements

- WinCue LT runs on Windows 95, 98, 2000 and NT Workstation.
- The recommended minimum specification is a True Pentium 233MHz chip with 64MB RAM; the more memory the machine has the better the scroll output will be.
- A built-in video converter with dual-scanning video card is required in order for the text to be prompted on screen and on the VGA output monitor.
- **A Dongle and a Serial hand scroll control**, both supplied by QTV, are needed to run WinCue LT.

## 1.2 Pre-Installation

The optimum screen resolution for running WinCue LT is 800 x 600 dpi and 256 colors. If you do not use this screen resolution you may experience a jerky scroll output. **You must have the DONGLE plugged into the parallel port before you start the installation.**

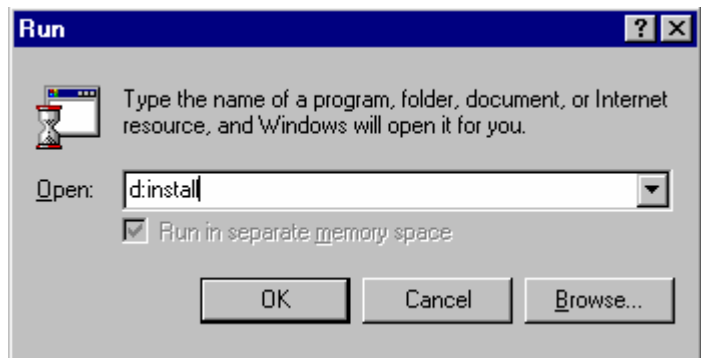
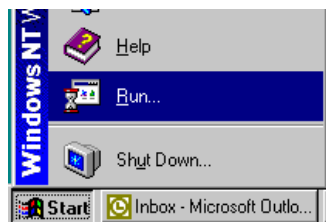
## 1.3 Installation

The software is supplied on CD-ROM. To install WinCue LT use the following steps:

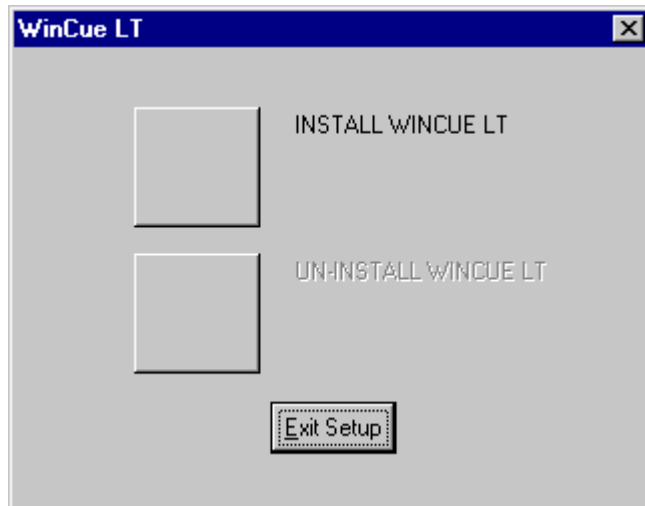
### What you do

1. Insert the CD-ROM into the CD drive
2. Click Start and select Run
3. Type d:\install.exe, click OK and the install program will begin

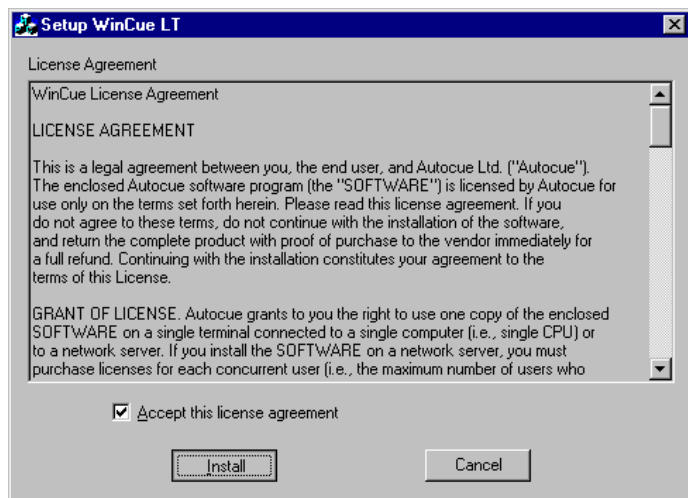
### Comments/Prompts



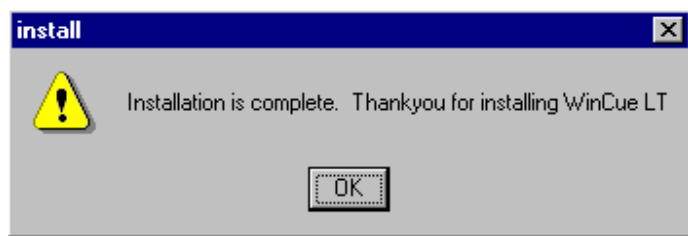
- An Install/Uninstall box will appear click on the Install WinCue LT button



- A license agreement will appear, read through it, click in the checkbox to accept it and click on Install



- You will be notified when Installation is complete



## 1.4 Installing the Lexicon files

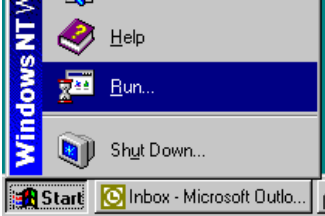

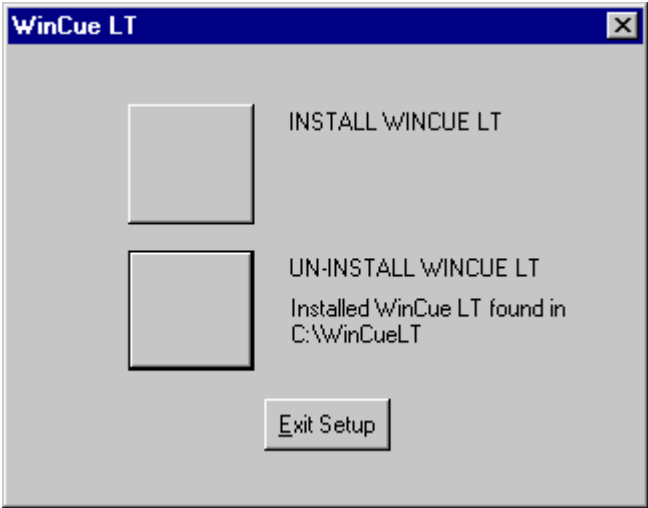

By default the British and American language dictionaries are installed, if you required other language dictionaries then you will have been provided with the relevant files on the WinCue LT Installation CD-ROM in the \Lexicography directory.

Copy all the files in this directory on the CD-ROM to the following directory on the computer: C:\WinCue\Lexicography

If you require additional Language support please contact QTV, and we will send you the relevant files. See Appendix C for QTV contact details.

## 1.5 Un-Installing WinCue LT

To un-install WinCue LT use the following steps, also if you are upgrading WinCue LT you will have to un-install your current version of WinCue LT before upgrading.

<u>What you do</u>	<u>Comments/Prompts</u>
1. Insert the CD-ROM into the CD drive	
2. Click Start and select Run	
3. Type d:\install.exe, click on OK and the install program will begin	
4. An Install/Uninstall box will appear click on the Un-Install WinCue LT button and WinCue LT	
5. When the un-install is complete an Uninstall completed message will be displayed	

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# **WinCue LT Configuration**

## 2 WinCue LT Configuration

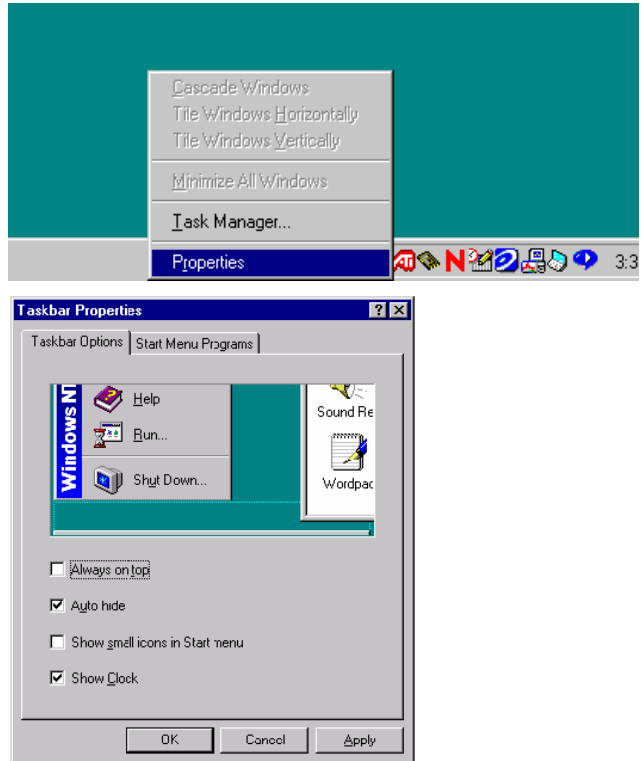
### 2.1 Configuring WinCue LT for Windows

Once installed you need to configure WinCue LT for Windows.

#### What you do

1. Right click on the taskbar and select Properties
2. Make sure Autohide is ticked and make sure Always on Top is not ticked

#### Comments/Prompts

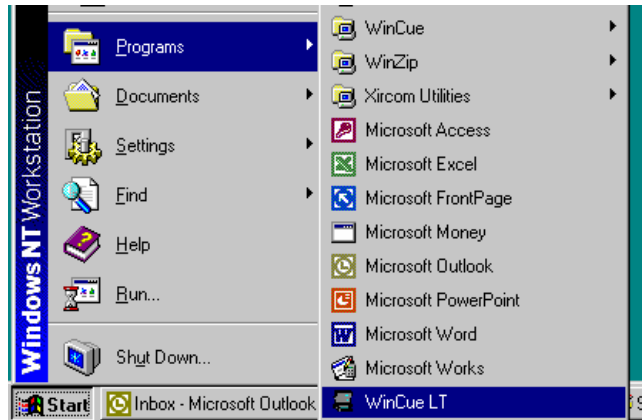


### 2.2 Running WinCue LT

#### What you do

#### Comments/Prompts

Click on Start, select Programs and then select WinCue LT



Or

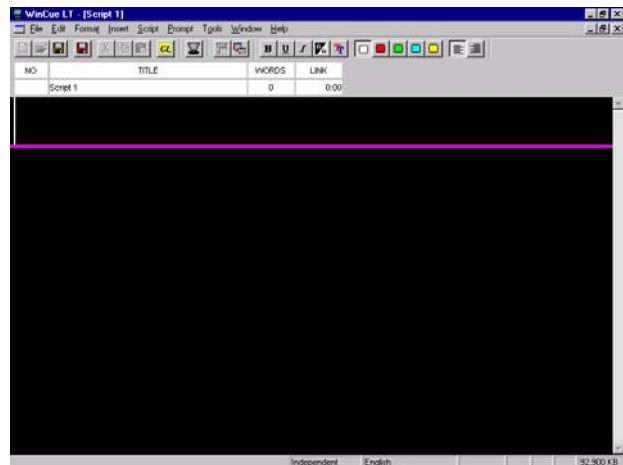
Simply double-click on the icon to start WinCue LT



## 2.3 Starting WinCue LT for the first time

On startup the Script Editor will automatically open, see section 2.7 to change this setting, you can start typing your Script straight away.

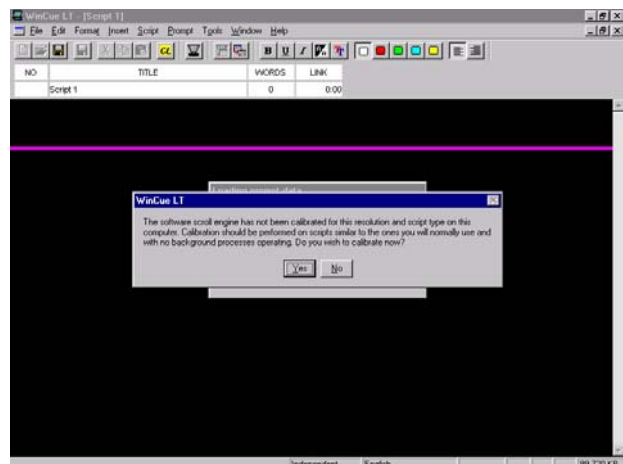
You can learn more about creating stories in Chapter 4 The Script Editor.



If you now press the Tab key whilst in the Script Editor a scroll control calibration screen will appear. You must run the calibration if you want to prompt your text.

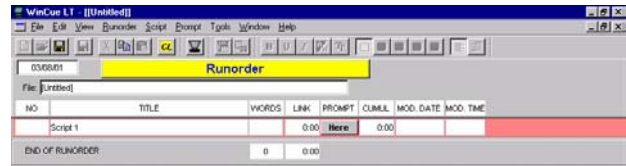
You can learn more about the Hardware Setup in section 2.4

You can then press Escape to get to the Runorder Window.



WinCue LT will also make a default Script item (Script1) in the Runorder

You can learn more about Runorders in Chapter 5 Working with Runorders



Independent English 85,860 K.B.

## 2.4 Configuring the Scroll Control

There are 6 options for the type of scroll control you can use in WinCue; the ones most relevant to WinCue LT are listed below:

**Note:** To find out more about configuring each individual scroll control go to Appendix B

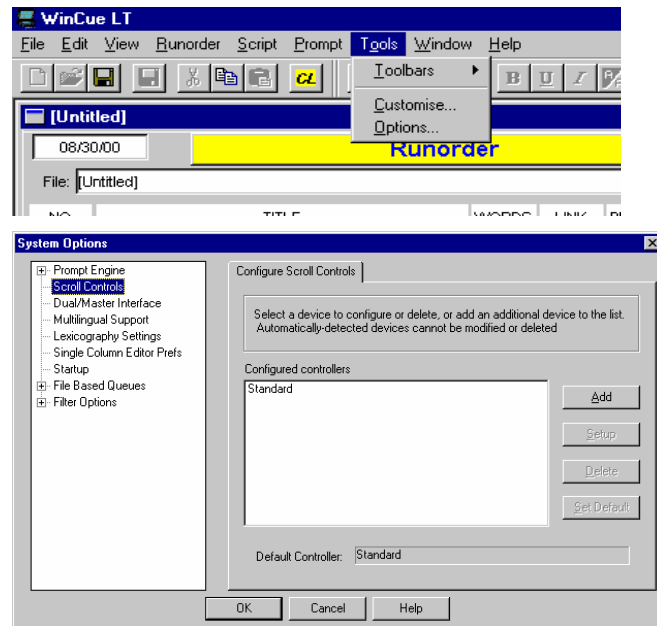
- Keyboard
- Mouse
- Two-button Serial Controller

To configure WinCue LT so that it is able to use one of these scroll controls use the following steps:

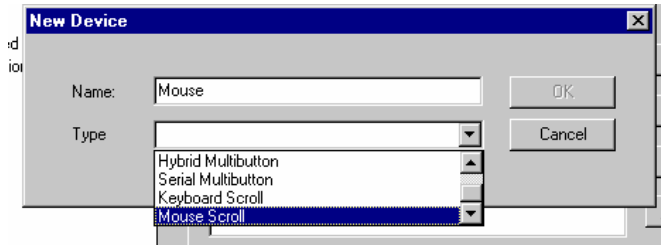
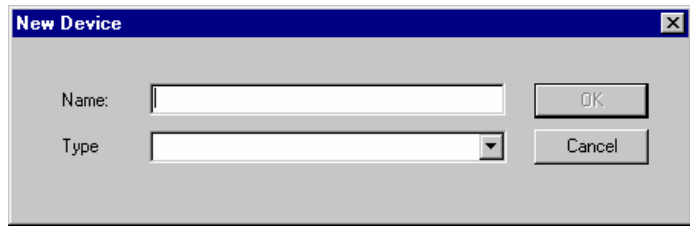
### What you do

1. Click on the Tools menu and select Options
2. A Systems Options dialog box will appear, click on Scroll Controls
3. An option to add Scroll Controls will appear opposite the System Options menu, click on the Add button

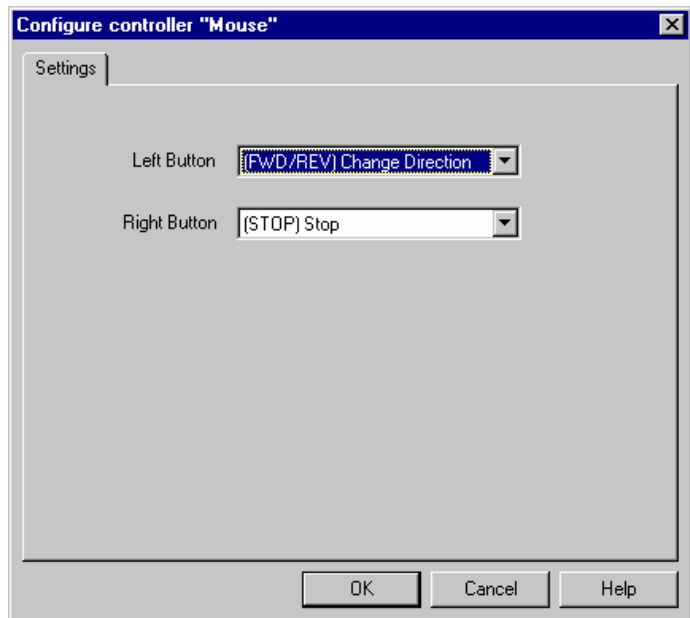
### Comments/Prompts



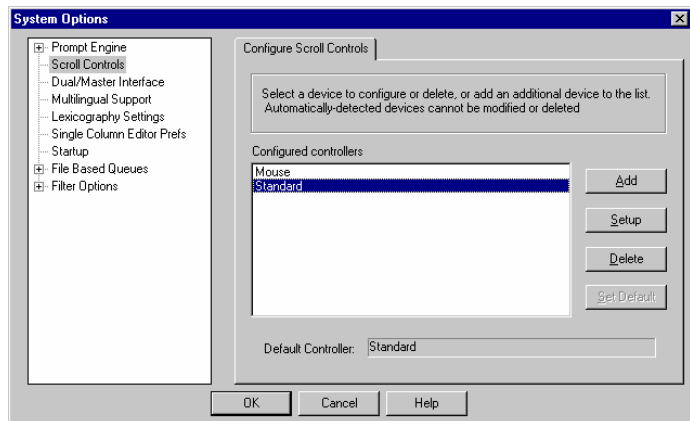
4. A New Device dialog box will appear for you to specify what kind of Scroll Control you want to add. In the Name: box enter what you want to call the Scroll Control, in the Type box click on the arrow and select the type of Scroll Control you want to add from the scroll box, click OK



5. A Configure controller dialog box will then appear with options for setting the Scroll Control, use the arrow buttons to choose the settings for the Scroll Control, click OK



6. The Scroll Control will then appear in the Configured controllers box and you will be able to use the Scroll Control in WinCue LT





## 2.5 Configuring the Prompt Engine

You can configure the position, width and height of the cue marker.

### What you do

1. Click on the Tools menu and select Options
2. Click on the Prompt Engine option and select Settings

From the settings displayed, select the required position and specify the number of pixels you want the cue marker to be offset from the top of the screen and its width and height.

Click OK when you are happy with the settings.

3. Calibrations

This is where the performance of your scroll control is set. The first 2 tabs refer to your scroll control mode. The 3rd tab is for the optional foot control.

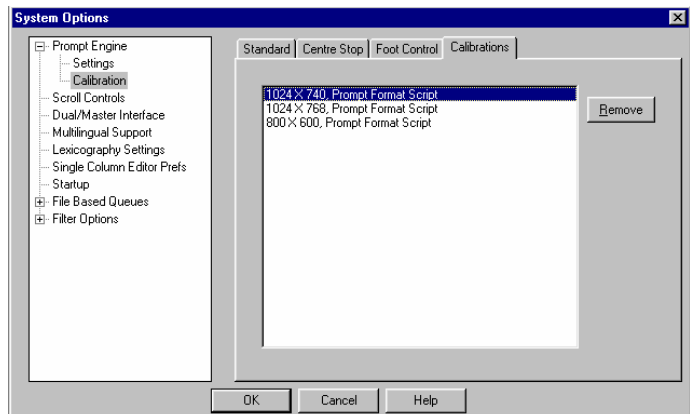
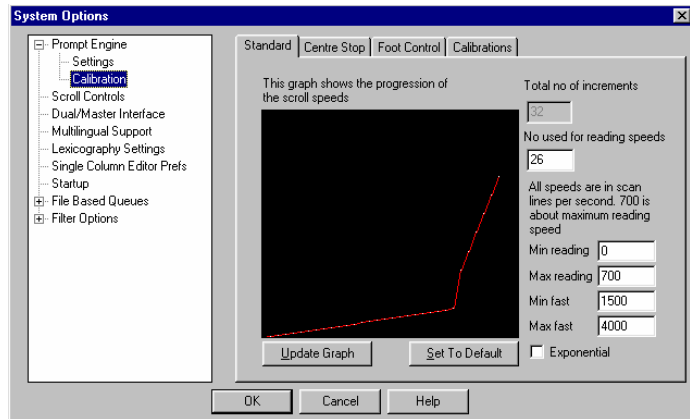
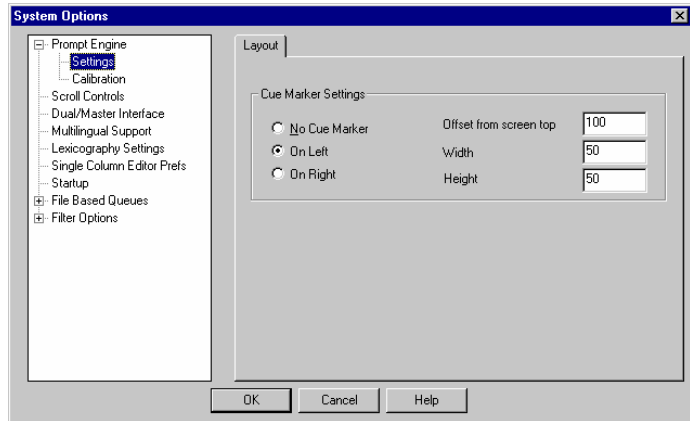
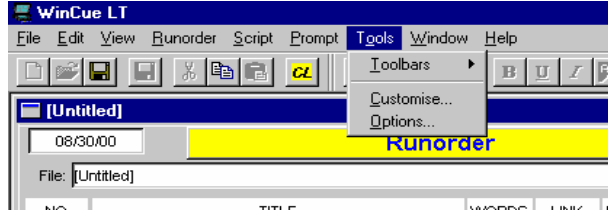
You should not have to modify these settings.

4. The Calibrations tab contains the information about your screen resolution.

If you have any problems with your prompted text you can remove this file, then when you go into prompt mode WinCue LT will perform a recalibration.

Note we recommend a resolution of 640x480 256 colors.

### Comments/Prompts

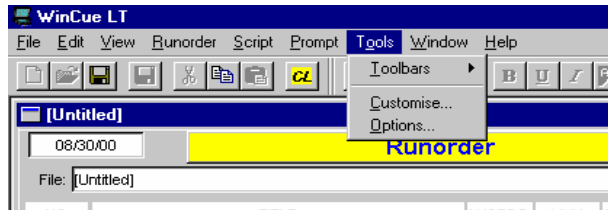


## 2.6 Multilingual Support

This menu is used to setup alternative languages, fonts and keyboard layouts to English

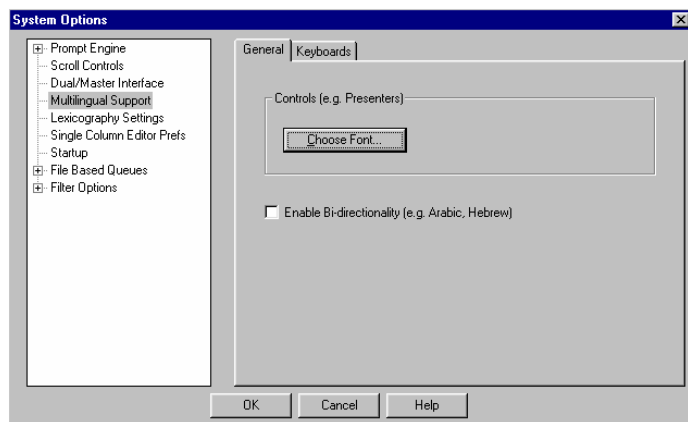
Note: WinCue LT is not supplied with any fonts, the fonts that it uses are the ones installed with Windows or other third party software.

1. Click on the Tools menu and select Options



2. Click on the Multilingual Support option and the settings for this option will appear opposite.
3. Click on the font button to see the list of installed fonts and choose an appropriate font for the language.

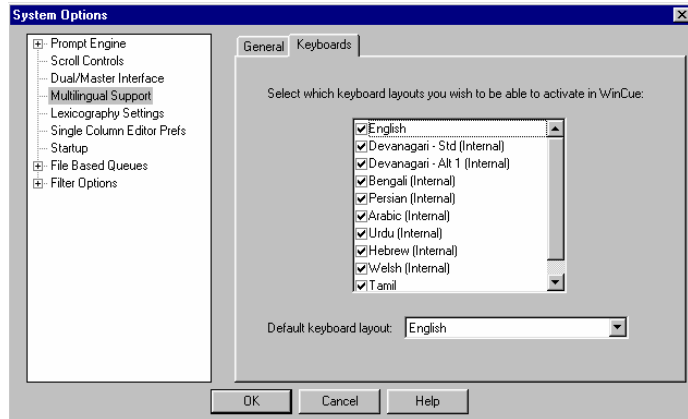
If you want to use WinCue LT in Arabic, Hebrew, etc you will have to click on the Enable Bi-directionality box to change the text justification.



4. Click on the Keyboards tab to change the keyboard layout used by WinCue LT.

The list of keyboards that you can see are all of the internal layouts that are supported by WinCue LT

If you want to use a keyboard layout that is not listed in WinCue LT then you will have to install it from your Microsoft Windows CD (see section 2.6.1).



### 2.6.1 Adding additional keyboards in Windows

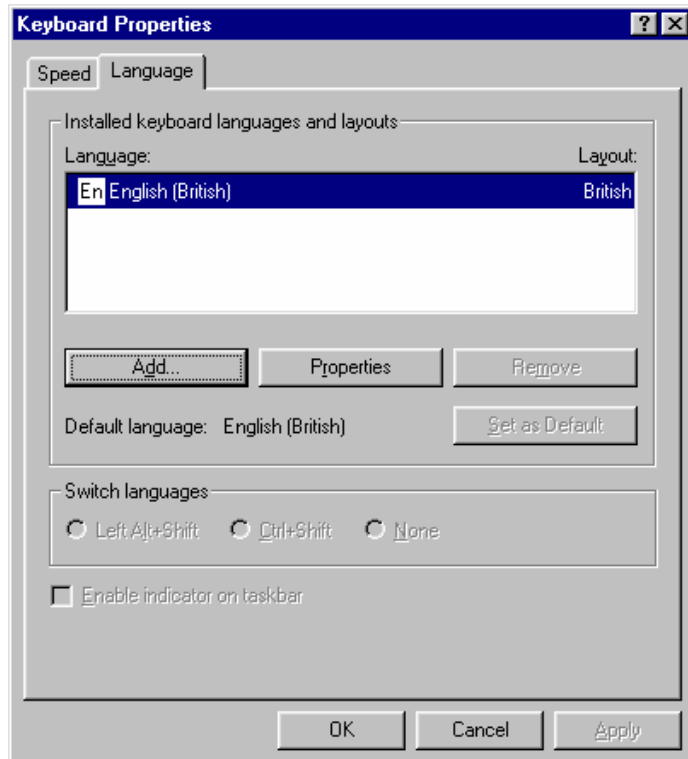
Make sure you have your Windows CD ready before you begin to add an additional keyboard layout.

1. In Windows, click on the Start button, then select Settings and then Control Panel.
2. From the Control Panel choose Keyboard and a Keyboard properties box will appear.
3. Depending on which operating system you are using click on:

NT4 – Input Locales  
 WIN95/98 – Language

Then click on Add and select the additional languages that you want to install.

4. You will need your Windows CD to complete this task.



## 2.7 Setting the Spell check Languages

To set the spell check to your language use the following steps:

### What you do

1. Click on the Tools menu, select Options and a System Options dialog box
2. Click on Lexicography Settings, this will open the Default Languages dialog box. Choose, from the spell check languages displayed, the languages you installed the Lexicon files for (see section 1.4 for information on installing Lexicon files). Click OK to save the changes

### Comments/Prompts

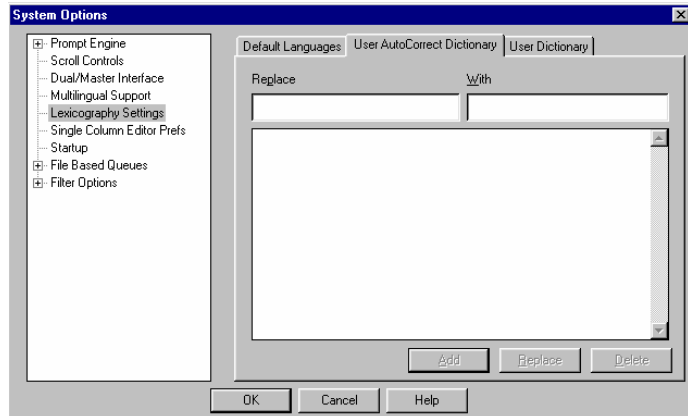


If you require additional language support please contact QTV and we will send you the files direct. See Appendix C for QTV contact details.

3. Click on the User Autocorrect Dictionary Tab.

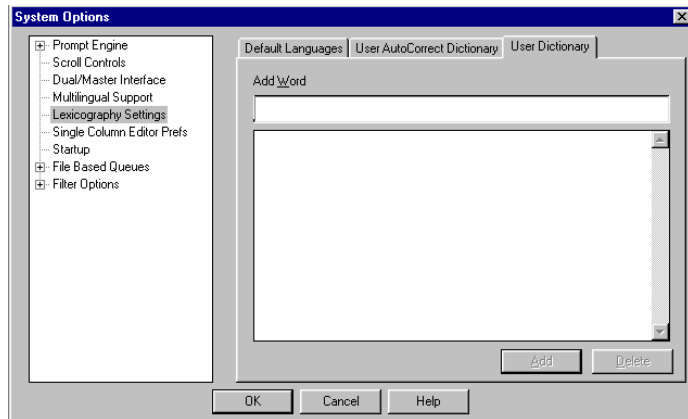
If you want to replace a particular word with another one then you can add your new words here.

When you click on Spell Check in the Editor your replacement word will be one of the options.



4. Click on the User Dictionary Tab.

Here you can add more words to the User Dictionary. Any words you add here will appear in the Spell Checker.



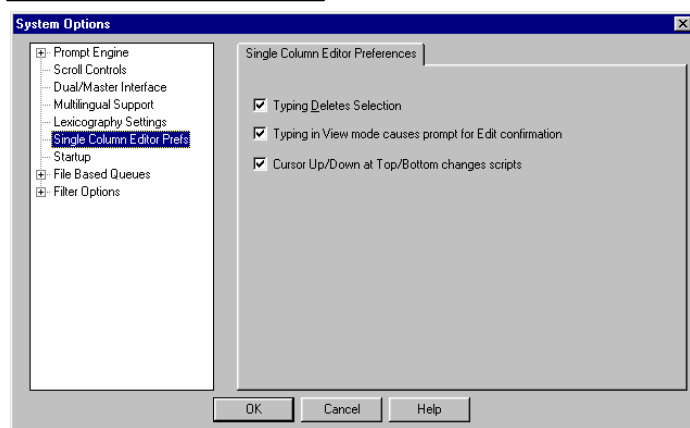
## 2.8 Single Column Editor Preferences

It is also possible to configure the options for the Script Editor.

*What you do*

*Comments/Prompts*

1. Click on Tools and then select Options
2. A System Option box will appear, click on Single Column Editor Prefs and the configurable options for the Script Editor will appear.



a. Typing Deletes Selection

If this is ticked – Any text that you have selected will be deleted when you start typing.

b. Typing in View Mode

If this is ticked – WinCue LT will prompt you to save any changes you have made before you can move onto the next story.

c. Cursor Up/Down

If this is ticked – WinCue LT will allow you to move onto the next item in the Runorder by pressing the Up/Down Arrow Keys.

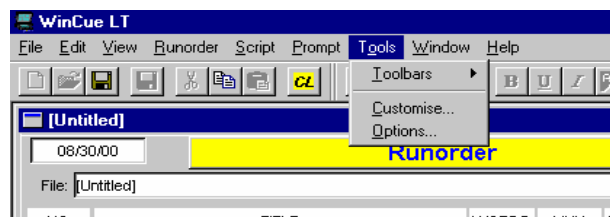
## 2.9 Startup Settings

When you first open WinCue LT you will see the Script Editor and the Running order will be hidden behind it. To change the settings for what is shown on Startup use the following steps:

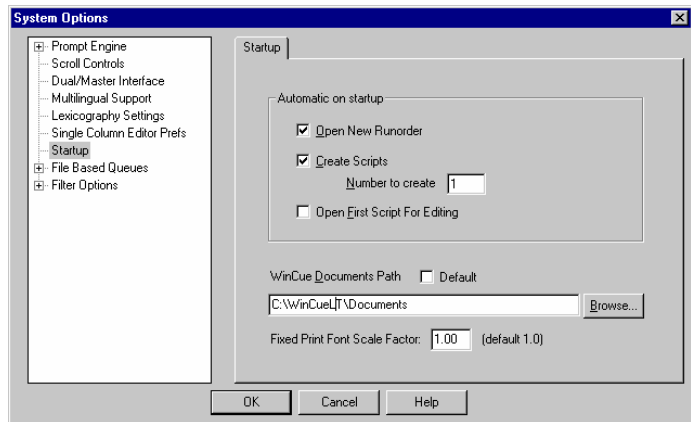
### *What you do*

1. Click on the Tools menu, select Options and a System Options dialog box will appear

### *Comments/Prompts*



2. Click on the Startup options and the options for Startup will appear
3. Choose the options you want from the Automatic on startup box and then click on their tick boxes, click OK to save the changes



- a. Open New Runorder – This option will create a blank Runorder each time you start-up WinCue LT
- b. Create Script – This will create a new script in the new Runorder. You can also specify how many scripts that are created when WinCue LT starts up. Note: This option is only available if the Open New Runorder has been selected.
- c. Open First Script for Editing – The first Script in the Runorder will be opened automatically ready for you to type in your text. Note: This option is only available if the Create Script option has been selected.
- d. WinCue Documents Path – This is where all the WinCue files (\*.wsr) will be saved. You may specify a different location if you wish.
- e. Fixed Print Font Scale Factor – This sets the size of your printed Scripts.

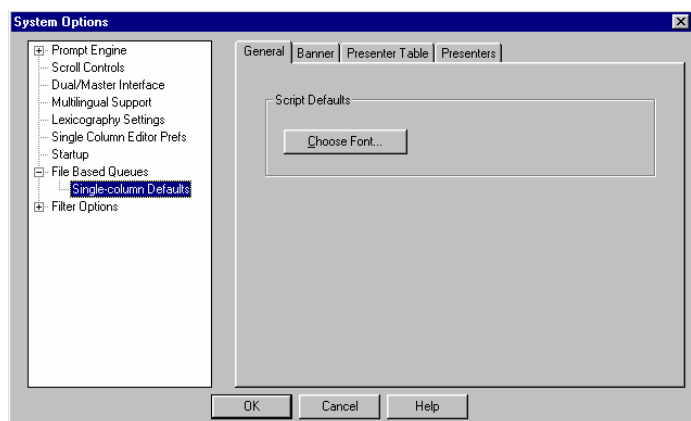
## 2.10 Single Column Defaults

This menu is used to set the Font type used in your scripts, the set-up for your prompt out-put Banners and to set-up and configure Presenter settings.

### What you do

1. Click on the Tools menu, select Options and a System Options dialog box will appear.
2. Double-click on File Based Queues and select Single Column Defaults.
3. An option allowing you to set the font type and size used by default for all your typed scripts.

### Comments/Prompts

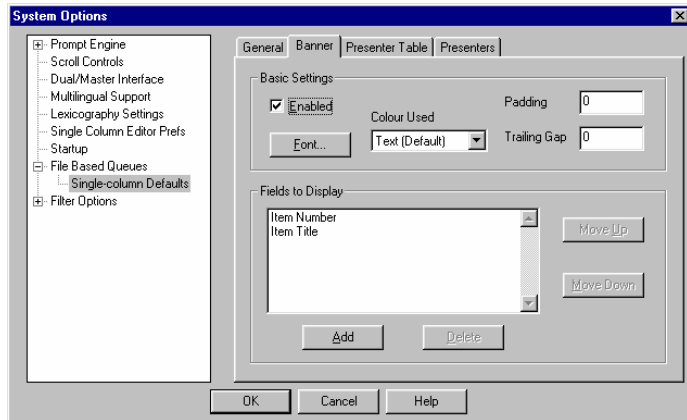


- If you click on the Banner tab at the top of the dialog box the available options will change and you will be able to customize the prompt banner.

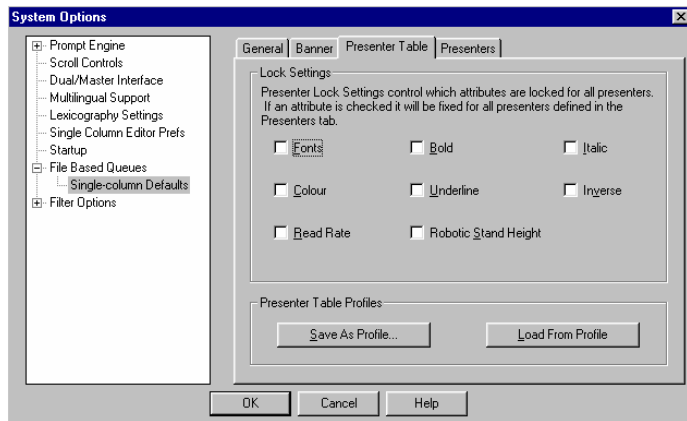
Padding – Increasing this value will make your banner wider.

Trailing Gap – Increasing this value will put a larger gap between the banner and the first line text.

Fields to Display – Changes the order of the Item Title and the Item Number.



See section .... For information on the Presenter Table and Presenter tabs.



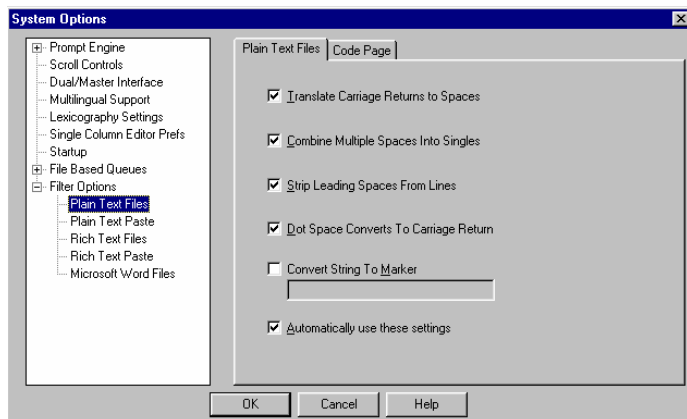
## 2.11 Filter Options

Later on in this manual you will find out how to import Microsoft® Word files and other text files into WinCue LT, this section ,however, will explain to you how to configure the settings used when importing files.

### What you do

- Click on the Tools menu, select Options and a System Options dialog box will appear.
- Double-click on File Options and a list of file types will appear beneath it.

### Comments/Prompts





### 2.11.1 Plain Text Files/ Plain Text Paste

These two options both have the following settings available.

- **Translate Carriage Returns to Spaces:** If this setting is selected carriage returns will be converted into spaces. Without this setting being selected WinCue will convert the single returns into double returns, so it's a good idea to select this setting.
- **Combine Multiple Spaces into Singles:** If this setting is selected large spaces within the imported text will be reduced to a single space.
- **Strip leading Spaces from Lines:** If this setting is selected spaces at the start of lines will be removed.
- **Dot Space Converts to Carriage Return:** If this setting is selected then any spaces after a dot will be converted into a new line.
- **Convert String to Marker:** By entering a word or character in the box below this setting, any occurrences of this word or character within the imported text will be converted into a Marker (**see section 4.6 for further information on Markers**)
- **Automatically use these settings:** If this setting is selected then whenever you import one of these file types it will use the settings that have been selected without giving you the opportunity to change them.

### 2.11.2 Rich Text Files/Rich Text Paste

These two options both have the following settings available.

- **Translate Carriage Returns to Spaces:** Same as section 2.11.1
- **Combine Multiple Spaces into Singles:** Same as section 2.11.1
- **Strip leading Spaces from Lines:** Same as section 2.11.1
- **Dot Space Converts to Carriage Return:** Same as section 2.11.1
- **Use Imported Fonts:** If this setting is selected then when importing an Rich Text File then WinCue LT the text will use the font from the Rich Text file rather than WinCue LT's default font.
- **Convert String to Marker:** Same as section 2.11.1
- **Automatically use these settings:** Same as section 2.11.1
- **Select Default Font:** This setting is used when you import a file that contains fonts that are not available on your computer. By selecting a font from the list and clicking on the tick box, WinCue LT will automatically replace the non-valid font with the one you selected.
- **Import Overrides:** This setting allows you to override your computers character set and locale.

### 2.11.3 Rich Text Files Export

The following settings are used to configure how WinCue LT .wsr files export into Rich Text files.

- **Export Item Title as First Line:** This setting adds the item title to the start of your exported script.
- **Automatically use these settings:** Same as section 2.11.1

### 2.11.4 Microsoft® Word Files

This option has the following settings available.

- **Use Imported Fonts:** See section 2.11.2

Chapter

**3**

---

# Getting Started

# 3 Getting Started

## 3.1 Creating a new Runorder

To create a Runorder use the following steps:

What you do

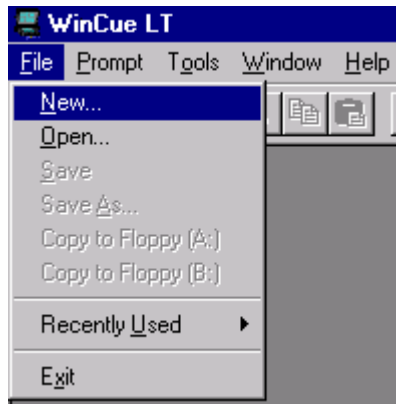
On the toolbar:

Click the new file button:

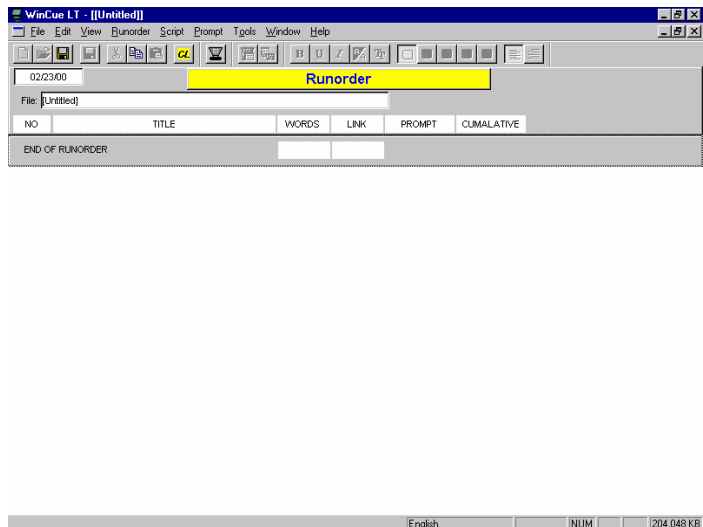
OR

Open the File menu and select New

Comments/Prompts



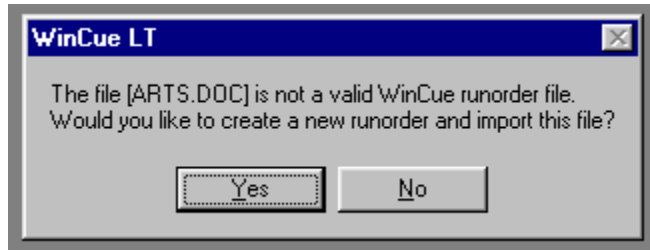
This will open a new blank Runorder



**Remember:** All WinCue LT files have a \*.wsr file name extension and are saved by default to the C:\WinCueLT\Documents folder.

If you attempt to open a non WinCue LT file you will see this message

If you click yes then the file will be automatically imported into a new runorder.



### 3.2 Adding Scripts to the Runorder

To add a new script to the Runorder use the following steps:

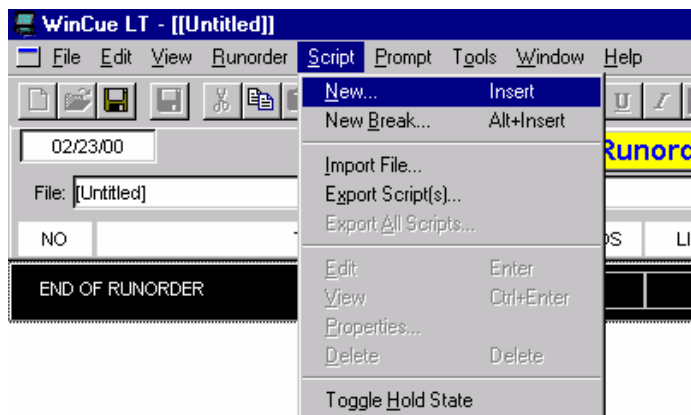
**What you do**

1. Hit the Insert key on your keyboard

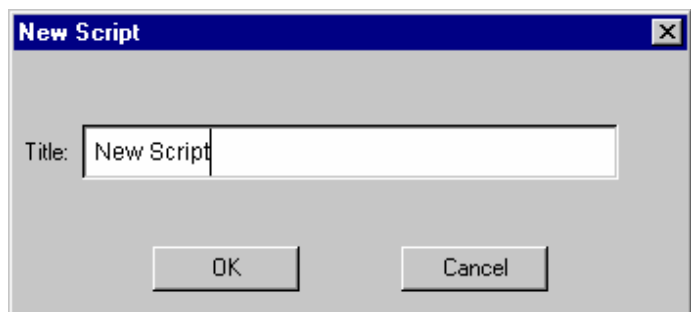
**OR**

Open the Script menu and select New

**Comments/Prompts**



2. A New Script dialog box will then appear, enter the title of the script in the Title box. Click OK and the new item will appear in the Runorder





---

# **The Script Editor**

## 4 The Script Editor

### 4.1 Opening Scripts

To open a Script from the Runorder use the following steps:

#### What you do

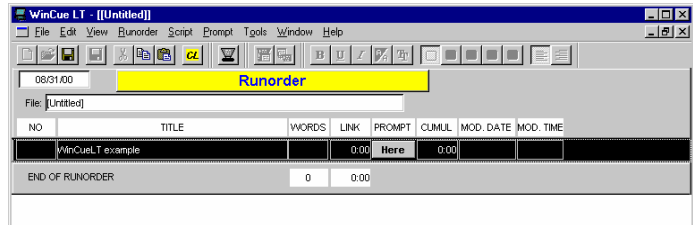
##### **Either**

Double click on the item with the script you want to open

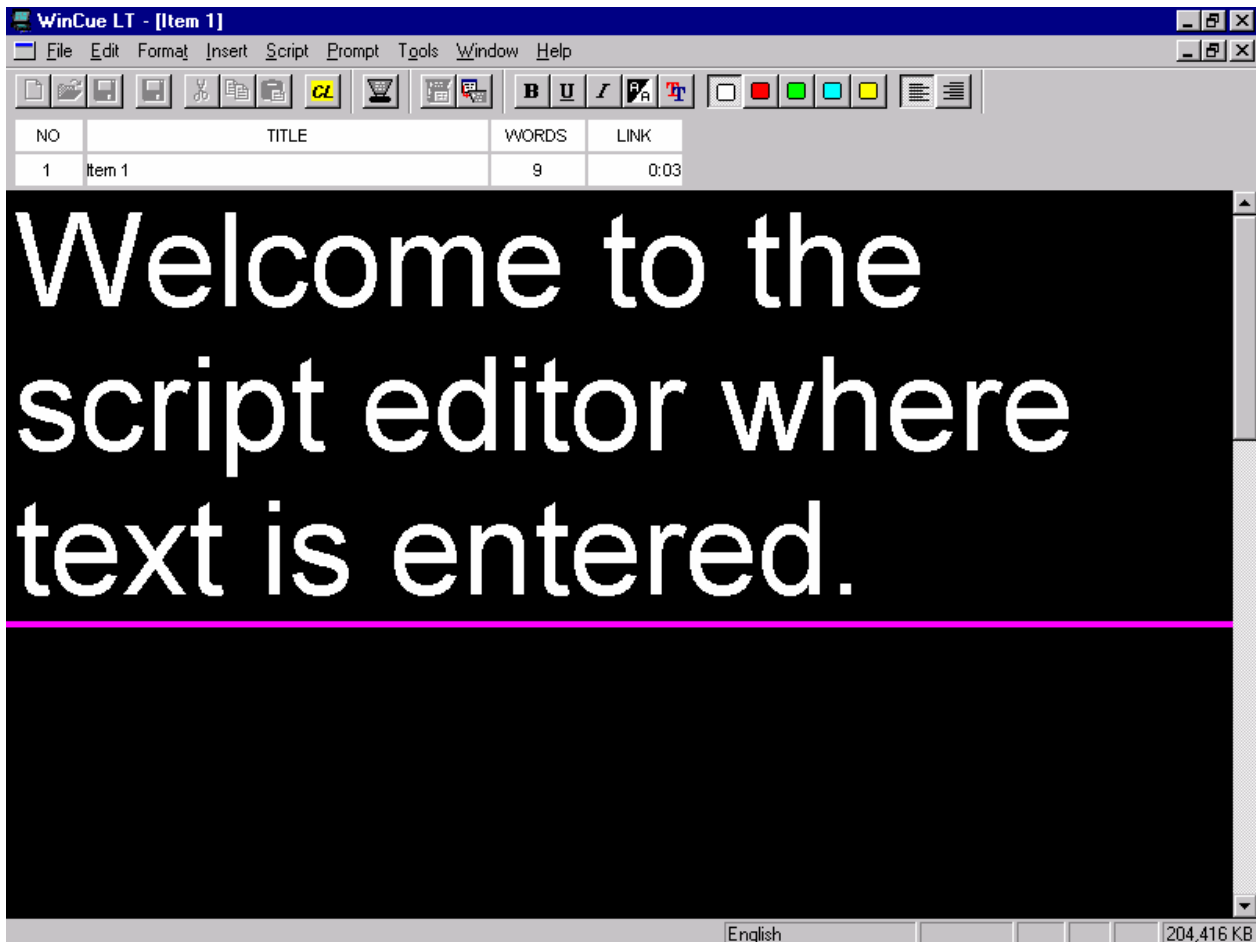
##### **Or**

Select the item with the script you want to open and press Return

#### Comments/Prompts



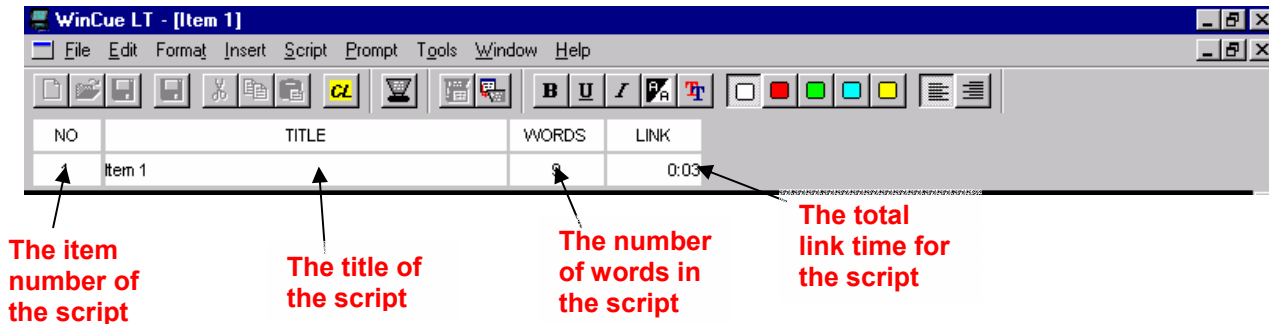
This will then open up the script in the Script Item.





## 4.2 The Script Editor Header

The Script Editor is used to display the details of the script that is being edited. The Header displays:



### 4.2.1 Change Layout

If you don't want the Script Editor Header to be displayed you can change the layout for the Script Editor so that it is not displayed. To change the Script Editor Layout use the following steps:

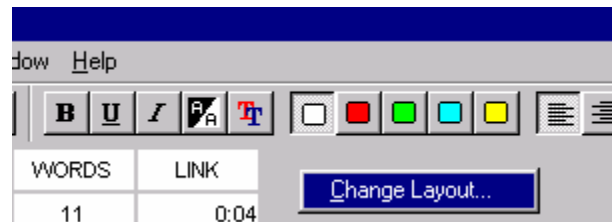
#### What you do

1. Right-click on the Header and select Change Layout

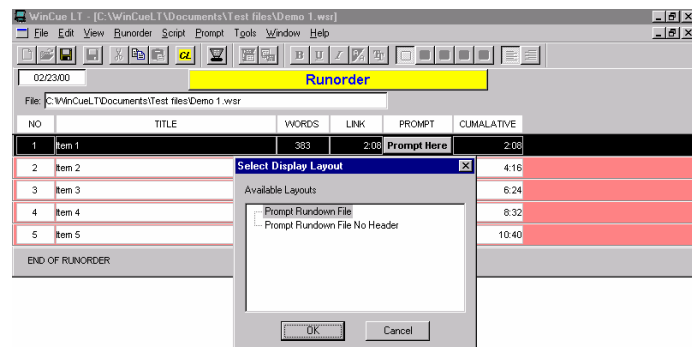
#### **OR**

Click on the Change Layout button on the Toolbar

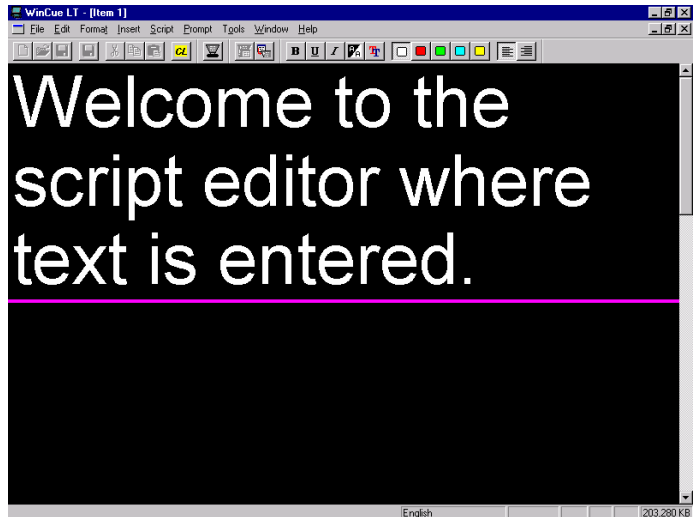
#### Comments/Prompts



2. A Select Display Layout dialog box will appear. Select Prompt Runorder File No header, click OK



3. This will remove the header



### 4.3 Adding Text

Adding text to the Script Editor is just a case of typing. When you open a script the cursor will be ready in place for you to start typing just as with any other word processor.

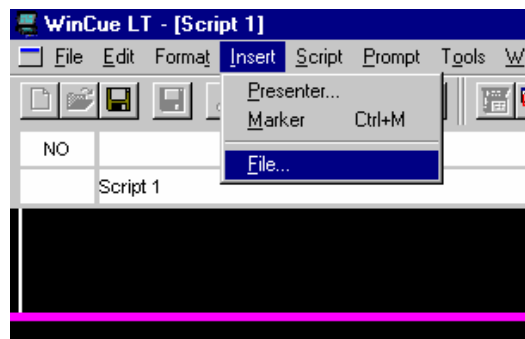
### 4.4 Importing files

If you have already typed out your script, in Word for instance, it is possible for you to import that script into the script editor. To import a file into WinCue LT use the following steps:

#### What you do

1. Click on the Insert menu and select File

#### Comments/Prompts



**Note:** The following types of files can be imported into WinCue LT:

[Microsoft Word 95/ 97/ 2000 Files](#)

[Rich Text Format Files](#)

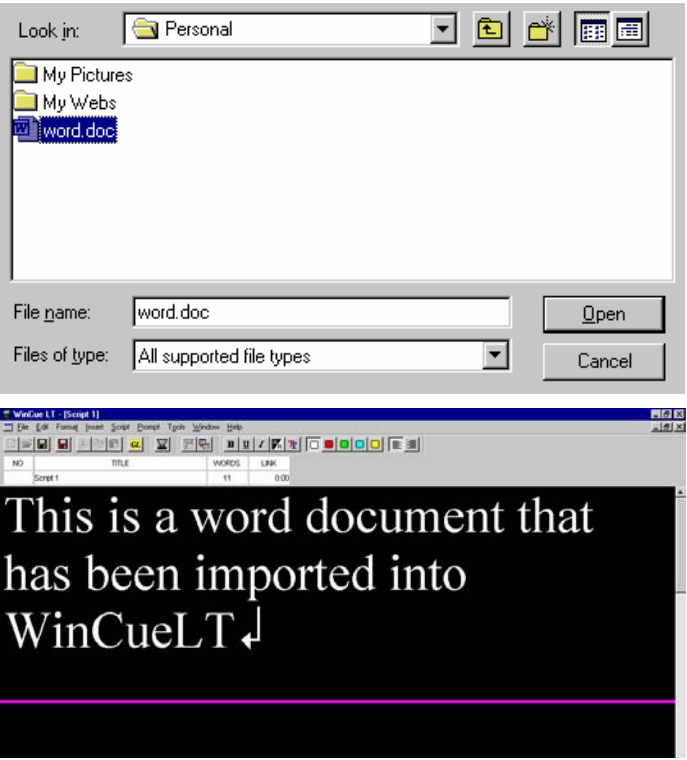
[Newsmaker Scripts](#)

[QCP Text Files](#)

[Unicode Text Files](#)

[Plain Text Files](#)

2. A Select File to Import dialog box will appear. From here you can search your Folders and Directories until you find the file you want to import
3. Once you have found the file you want to import click Open
4. The text from the imported file will then appear in the Script Editor



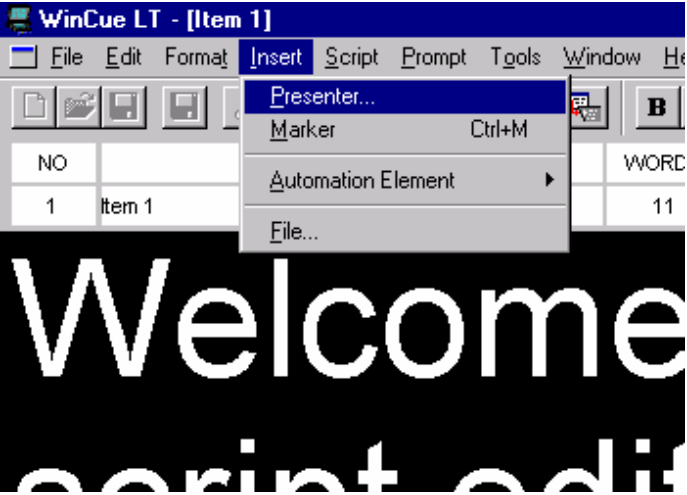
## 4.5 Inserting Presenters

To insert a presenter to a script use the following steps:

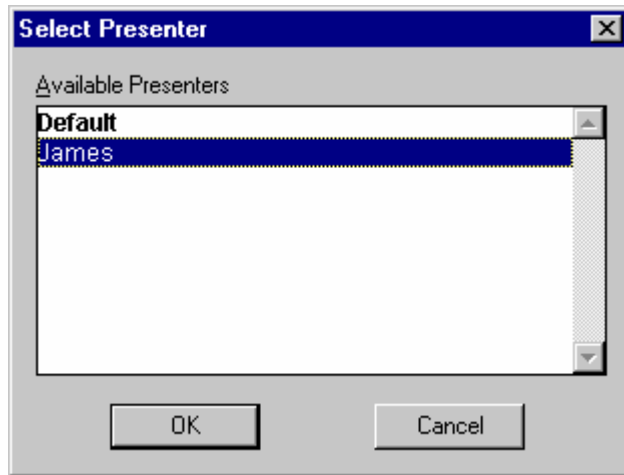
**What you do**

1. Click on the Insert menu and select Presenter

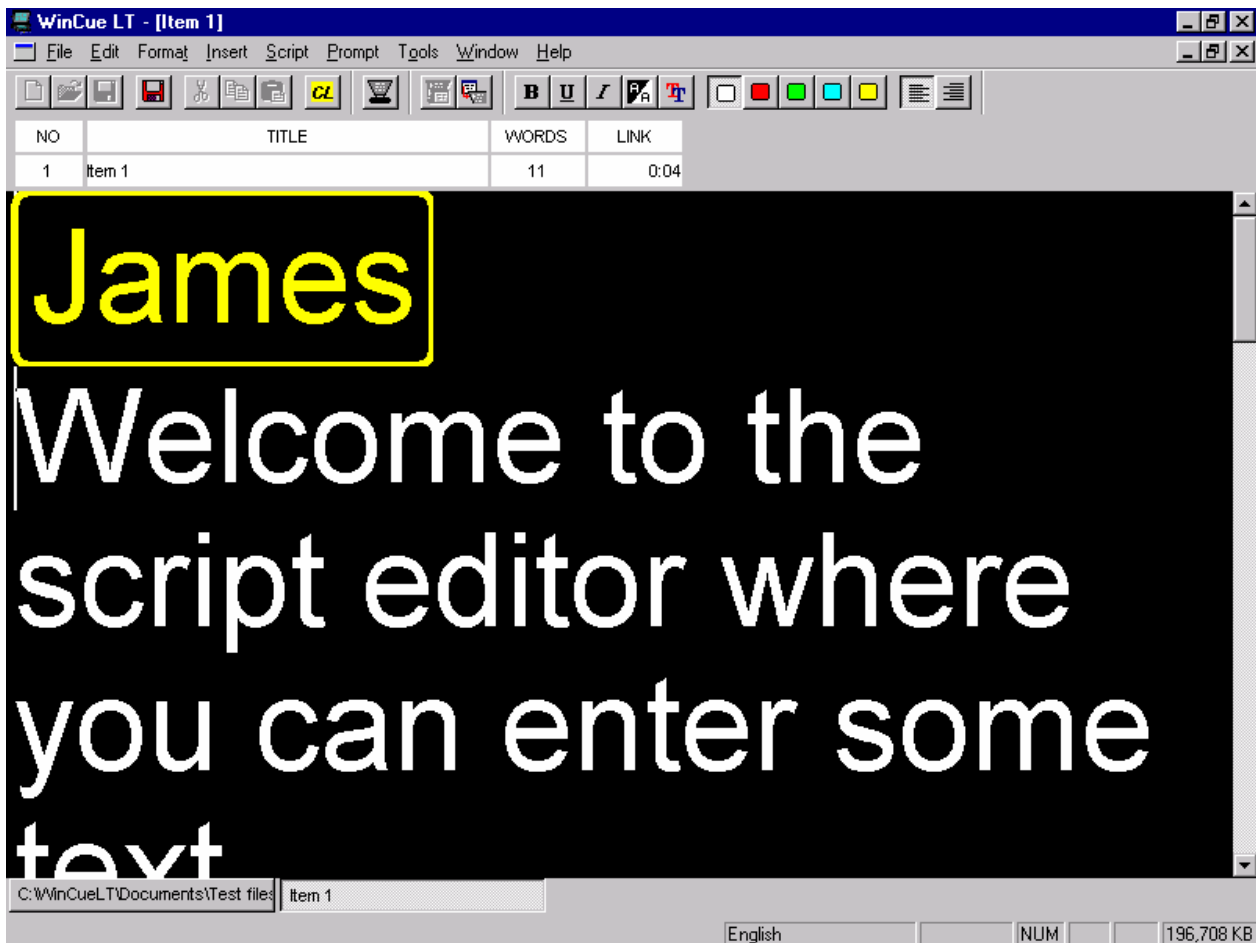
**Comments/Prompts**



3. A Select Presenter dialog box will appear with a list of Presenters, highlight the presenter you want. Click OK



The Presenter name will then be inserted into the script at the cursor position.



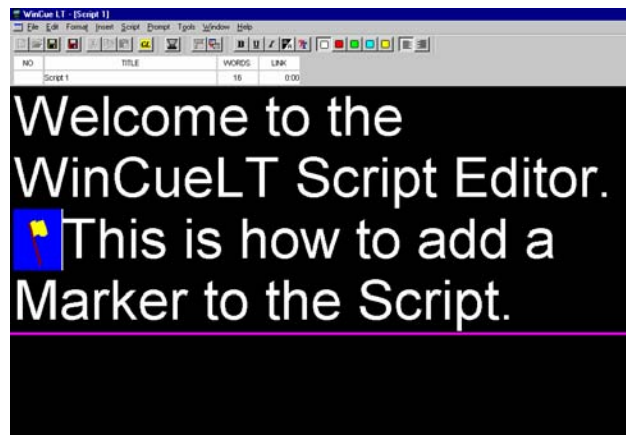
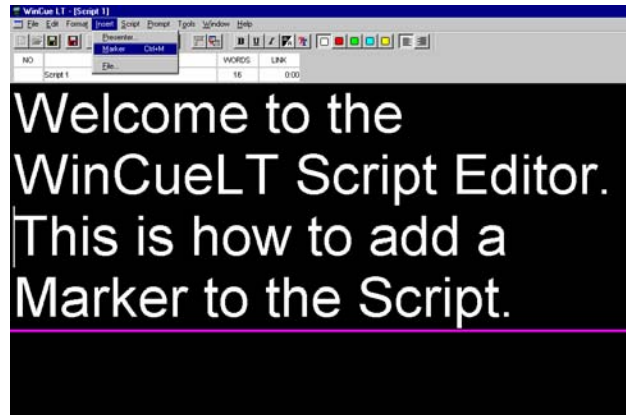
## 4.6 Inserting Markers

When prompting, it is sometimes useful to be able to jump to specific parts of a Script without having to scroll to that point. This problem is overcome by adding Markers; these are placed at points where the operator may need to jump to. Use the following steps to add a Marker to your script:

### What you do

1. Place the cursor where you want the marker to be inserted, click on the Insert menu and select Marker
2. The Marker will then appear in the script where you placed the cursor

### Comments/Prompts



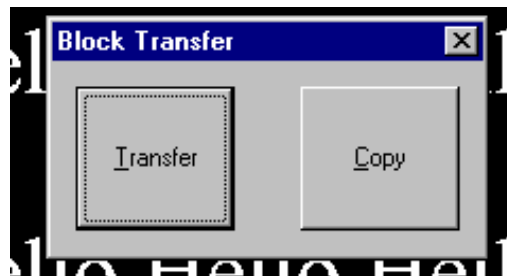
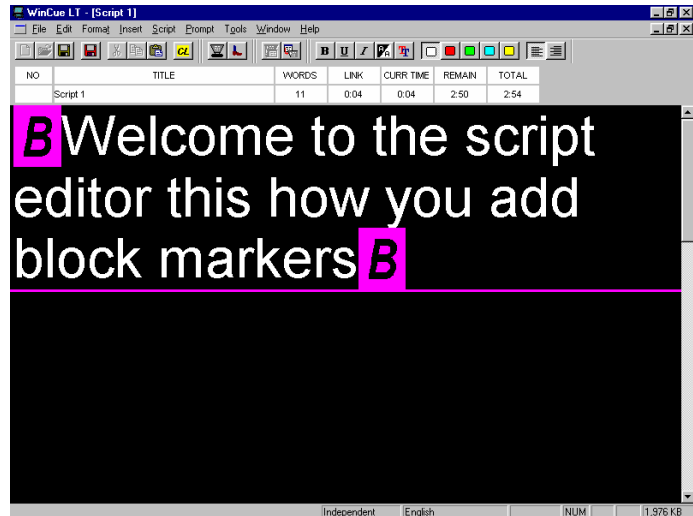
## 4.7 Inserting Block Markers

A Block Marker can be used to move or copy a block of text from one location to another.

### What you do

1. Place the cursor where you want the block to start and press Alt + B to add a Block Marker
2. Then move your cursor to where you want the block to end and add another Block Marker.
3. Press Ctrl +T and you will be given 2 options Transfer or Copy. Click on the option you want to use.
4. If you selected Transfer then the text block will disappear, move your cursor to its new location and press Ctrl + V to paste.
5. If you selected Copy then the Block Markers will disappear, move your cursor to the position where the copied text is to appear and press Ctrl + V to paste.

### Comments/Prompts



## 4.8 Formatting Text

As with most word processors WinCue LT's Script Editor provides formatting tools that allow you to customize your script. WinCue LT allows you to change the size, color, font, and alignment of the script text, you can also stop the text from being prompted and captioned. The following sections will explain how to use the Format All, Not Captioned and Not Prompted options, to find out about the other formatting tools see Appendix A.

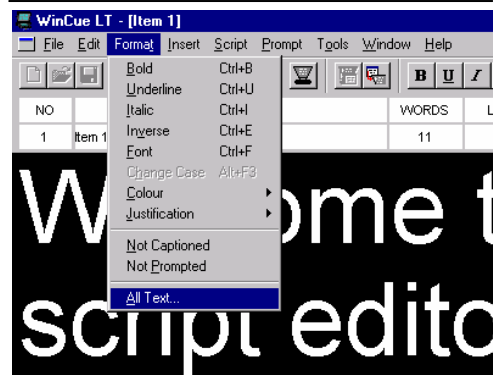
## 4.8.1 Formatting All Text

To format all the text in your script use the following instructions:

### What you do

1. Click on the Format menu and select All Text
2. A Format All dialog box will open. Here you can choose the required formatting tool by clicking on its button
4. Once you have chosen what formatting tool you want to use, click OK and all the text will be formatted

### Comments/Prompts



**Note:** To format the size of text click on the Font button and choose the size you want.

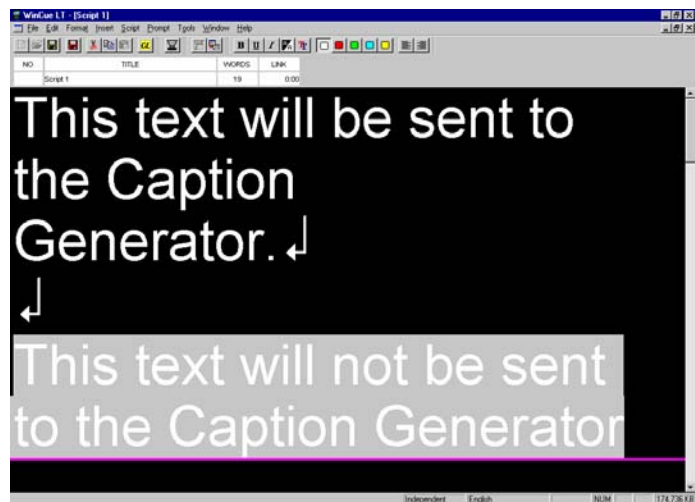
## 4.8.2 Not Captioned

For any text that you don't want to go to the Caption Generator, you can use the Not Captioned option. Use the following steps to learn how to use this formatting option.

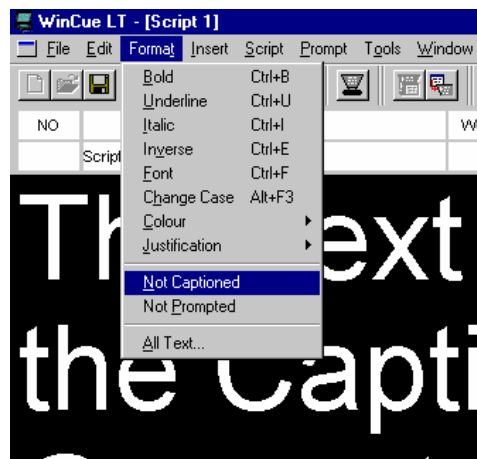
### *What you do*

1. Highlight the text that you don't want to go to the Caption Generator

### *Comments/Prompts*

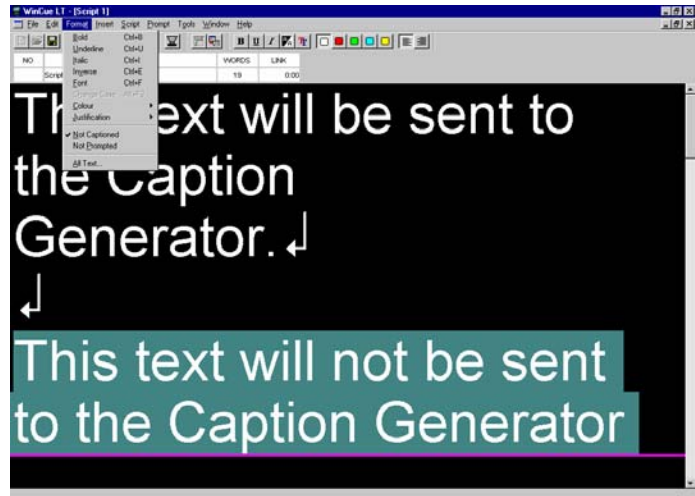


2. Click on the Format menu and select Not Captioned





- The text will then be surrounded in color, indicating that it will not go to the Caption Generator. The Not Captioned option will also be marked with a tick to show that it is in use.



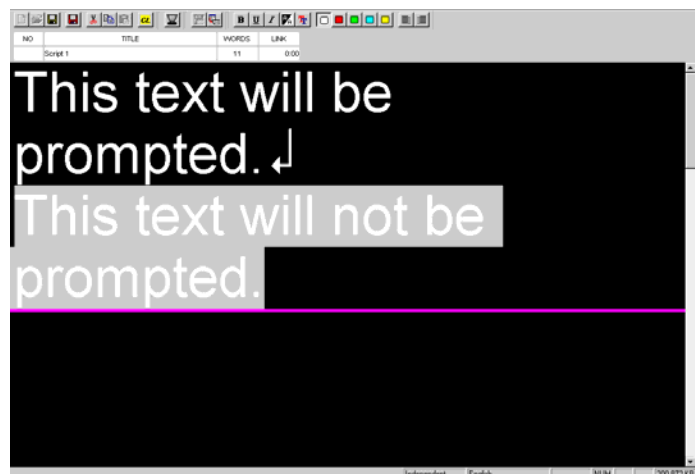
### 4.8.3 Not Prompted

For text that you don't want to be prompted you can use the Not Prompted option. Use the following steps to learn how to use this formatting option.

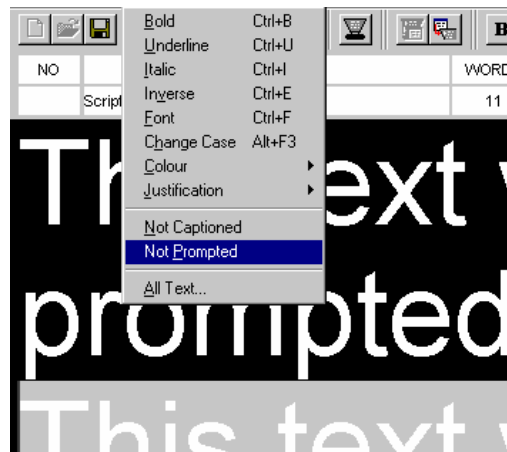
#### What you do

- Highlight the text that you don't want to be prompted

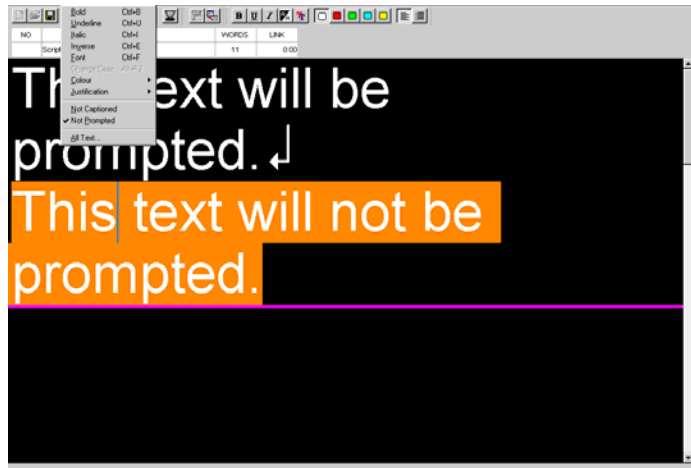
#### Comments/Prompts



- Click on the Format menu and select Not Prompted



- The text will then be surrounded in color, indicating that it will not go to the Prompter. The Not Prompted option will also be marked with a tick to show that it is in use.



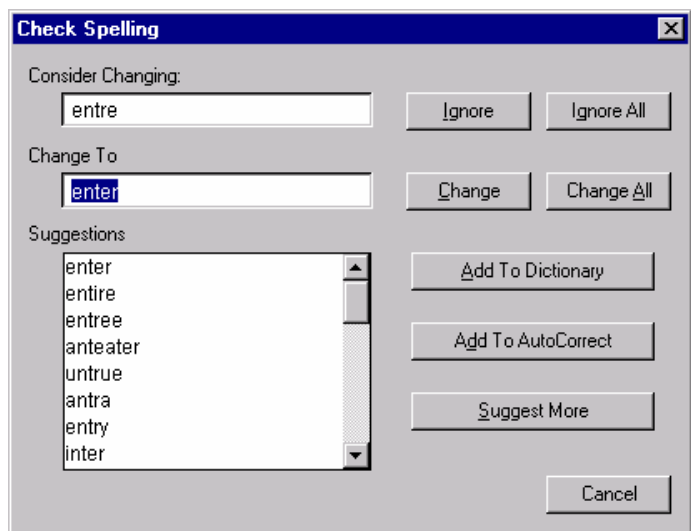
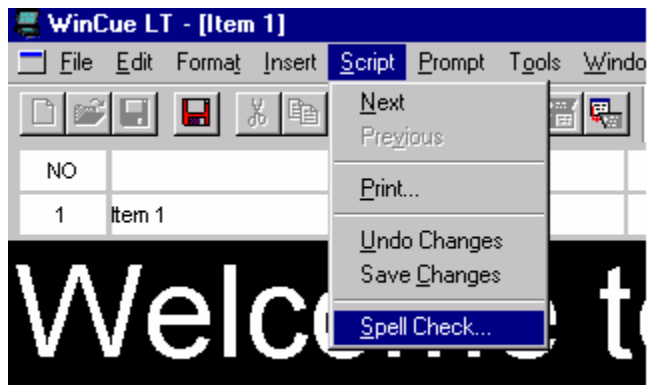
## 4.9 Spell Checking

As with most word processors, WinCue LT allows you check your script for any spelling mistakes that you may have made. To check your script for spelling mistakes use the following steps:

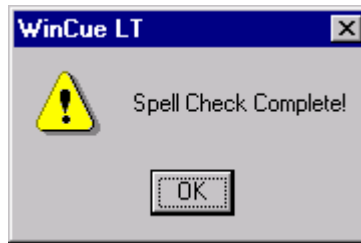
### What you do

- Click on the Script menu and select Spell Check
- If there are any spelling mistakes within the script they will be displayed in a popup dialog box. Here you can replace any misspelled words with a suggested spelling.

### Comments/Prompts



- Once the Spell Check is over you will get a message



## 4.10 Saving Scripts

It is good practice to save your script regularly, this way you can avoid losing work through mistakes. The following steps explain the different methods of saving your scripts:

### What you do

#### **Either**

Click on the red Save Script Changes button on the toolbar

#### **Or**

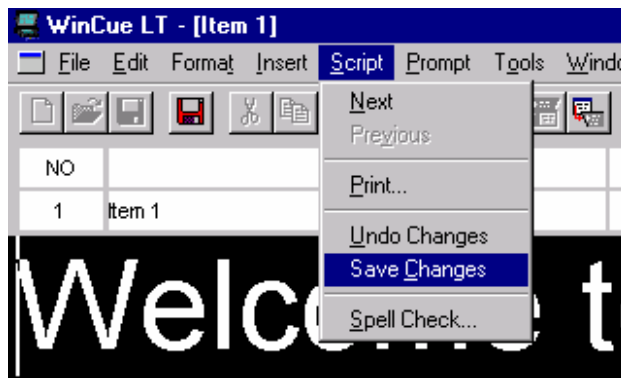
Press F7

#### **Or**

Click on the Script menu and select Save Changes

**Note:** This saves your script to memory **NOT** to your disk drive, to save your script to disk follow the same steps as section 5.9.

### Comments/Prompts



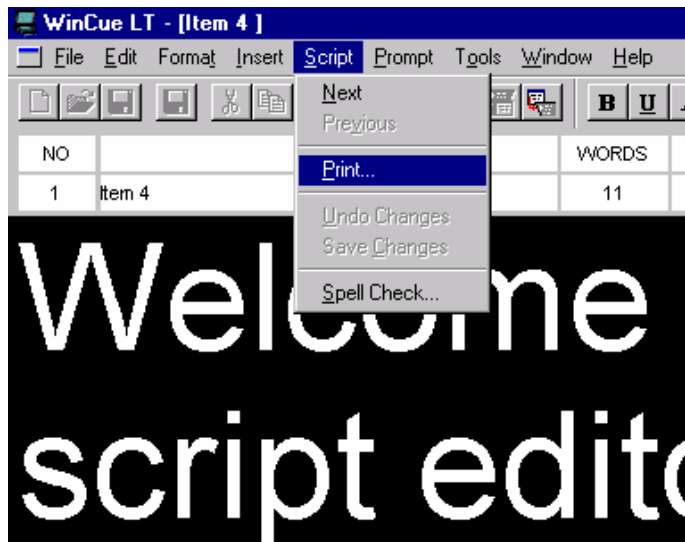
## 4.10 Printing Scripts

The following steps explain how to print a script in WinCue LT.

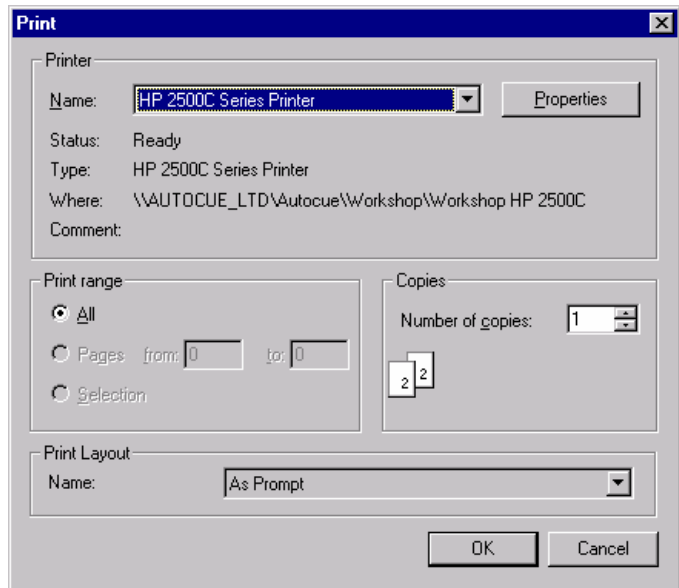
### What you do

### Comments/Prompts

1. Click on the Script menu and select Print



2. A Print dialog box will appear, from here you can select the number of copies of the script you require and the Print Layout you want
3. To change the Print Layout click on the drop down box and select the layout. Click on OK



## 4.11 Closing Scripts

When you are finished with a script, save it and then close it. Use one of the following methods to close a script:

### ***What you do***

#### **Either**

Click on the close button in the corner of the window

### ***Comments/Prompts***



#### **Or**

Press the Escape button on your keyboard

**Esc**



---

# **Working with Runorders**

# 5 Working with Runorders

## 5.1 WinCue LT Runorder

The WinCue LT Runorder is used to store all the scripts of a show in the order that they will be used. A script contained in a Runorder is called an Item. The Runorder calculates the length of time each item takes and calculates the overall length of time for the show. It counts the number of words contained in each script to create an overall word count.

The screenshot shows the WinCue LT Runorder window with the following data table:

NO	TITLE	WORDS	LINK	PROMPT	CUMUL	MOD. DATE	MOD. TIME
8	CLINTON-MURRAY 1300	60	0:20	Here	1:20	25/08/2000	9:14:33
9	CLINTON-DTL EYKYN XDUBLIN	15	0:05	Here	1:25	25/08/2000	9:14:33
10	FUJITSU-MCKAY 1300	57	0:19	Here	1:44	25/08/2000	9:14:33
11	CRASH-PAYNE 1400	72	0:24	Here	2:08	25/08/2000	9:14:33
12	HELICOPTER-GFX 1600	54	0:18	Here	2:26	25/08/2000	9:14:33
13	SLOUGH-OOV 1400	44	0:15	Here	2:41	25/08/2000	9:14:33
14	RUSSIA-OOV 1300	80	0:27	Here	3:08	25/08/2000	9:14:33
15	QUARTER HEADS-MACRO 1 - IRELAND	38	0:13	Here	3:21	25/08/2000	9:14:33
16	QUARTER HEADS-MACRO 2 - FUJITSU	38	0:13	Here	3:34	25/08/2000	9:14:33
17	QUARTER HEADS-MACRO 3 - SLOUGH	29	0:10	Here	3:44	25/08/2000	9:14:33
18	PROMO SEQUENCE-CHANNEL IDENT	8	0:03	Here	3:47	25/08/2000	9:14:33
19	PROMO SEQUENCE-STING	0	0:00	Here	3:47	25/08/2000	9:14:33
20	PROMO SEQUENCE-7 DAYS GEN 4 0930 S&T	1	0:00	Here	3:47	25/08/2000	9:14:33
21	PROMO SEQUENCE-IDENT SHORT # 1	0	0:00	Here	3:47	25/08/2000	9:14:33

At the bottom of the window, the summary bar shows: END OF RUNORDER, 674 (Total show word length), 3:47 (Total show time length), Independent, English, and 189,936 KB.

Annotations in the image point to the following elements:

- Item Number: Points to the 'NO' column.
- Item title: Points to the 'TITLE' column.
- Item word count: Points to the 'WORDS' column.
- Show word count: Points to the 'WORDS' column.
- Total show word length: Points to the '674' value in the summary bar.
- Item time length: Points to the 'LINK' column.
- Prompt button: Points to the 'Here' buttons in the 'PROMPT' column.
- Show time so far: Points to the 'CUMUL' column.
- Date last modified: Points to the 'MOD. DATE' column.
- Time last modified: Points to the 'MOD. TIME' column.

## 5.2 Adding Break Scripts

In Section 3.2 you learned how to create a new script item, it is also possible in WinCue LT to add Break Scripts to your Runorder. To add a Break Scripts to your Runorder use the following steps:

### ***What you do***

1.

#### **Either**

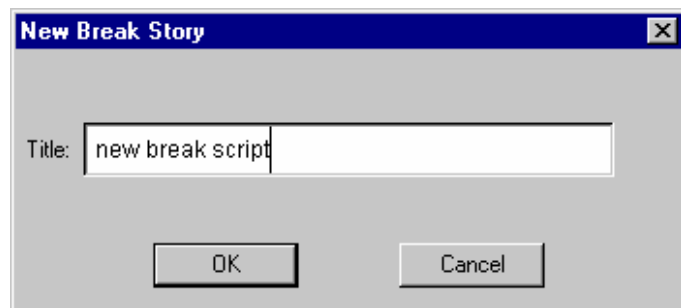
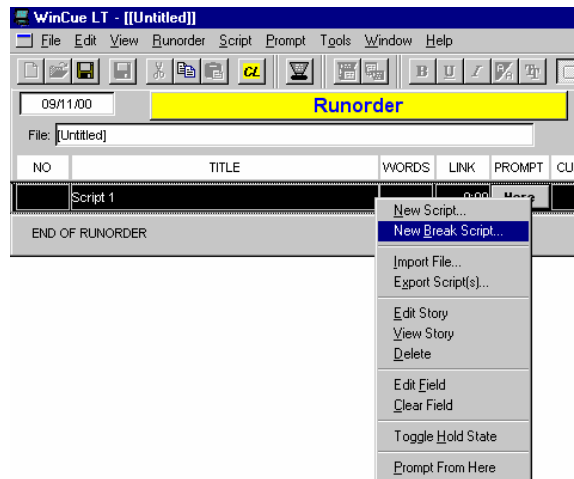
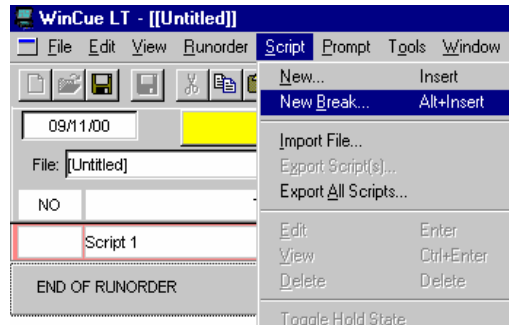
Click on the script menu and select New Break

#### **Or**

Right-click on the Runorder and select New Break Script

2. Insert the name of the Break Script in the dialog box that will appear. Click OK and a new Break Script will appear in the Runorder

### ***Comments/Prompts***





## 5.3 Toggle Hold State

Using this option will put an Item on hold so that it will not be prompted unless it is taken off hold. To put an Item on or off hold use the following steps:

On Hold

### What you do

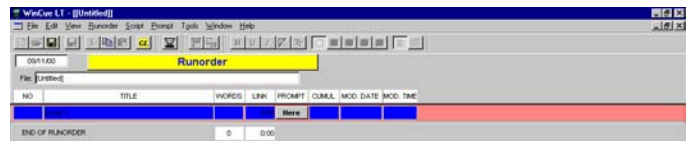
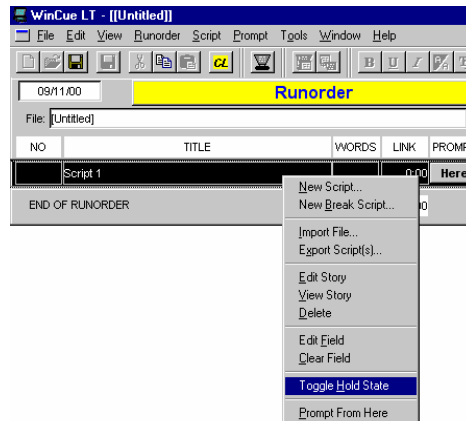
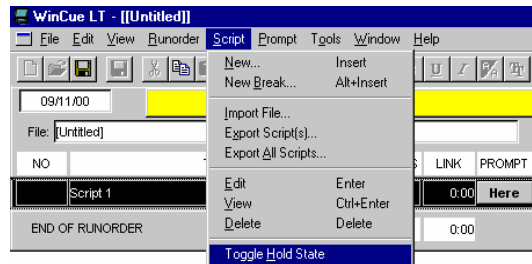
1. Highlight the item you want put on hold
2. Click on the Script menu and select Toggle Hold State

Or

Right-click on the Runorder and select

3. The item will then change color indicating that it is on hold

### Comments/Prompts



Off Hold

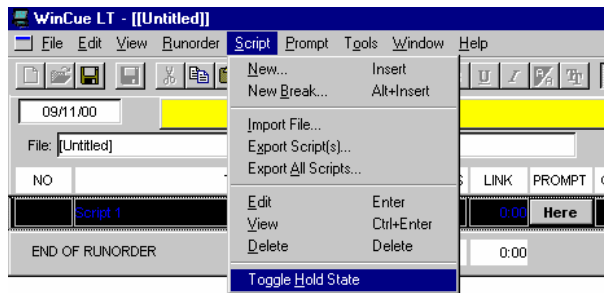
### What you do

### Comments/Prompts

---

1. Highlight the item you want to take off hold

2. Click on the Script menu and select Toggle Hold State



3. The item will return to its original color indicating that it is off hold



## 5.4 Deleting Items

If you find that you have an Item in your Runorder that you no longer need you can delete it. To delete an Item from your Runorder use the following steps:

### What you do

1. Highlight the Item you want to delete

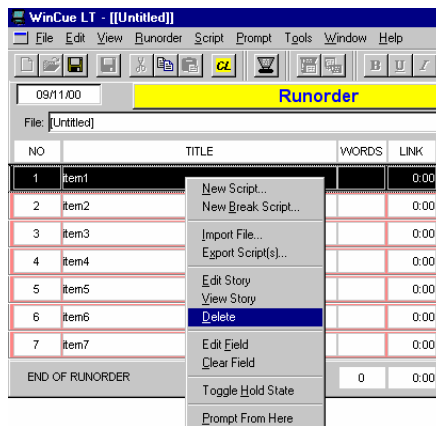
**Either**

2. Click on the Script menu and select delete

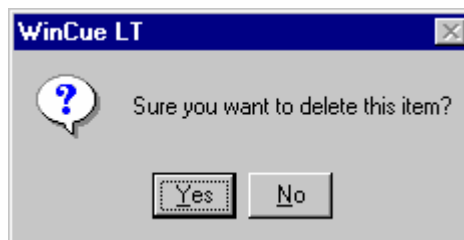
**Or**

Right-click on the Item and select delete

### Comments/Prompts



3. You will then be asked if you are sure you want to delete the Item, click OK and the Item will be deleted



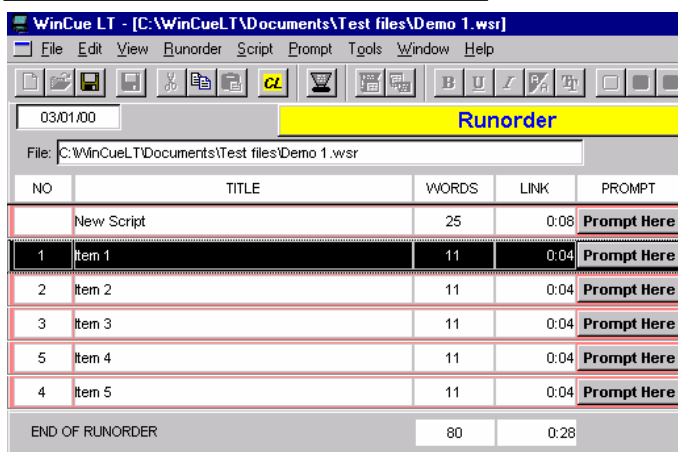
## 5.5 Moving Items in the Runorder

As WinCue LT is a Windows based application it is possible to Drag and Drop Items from one position in a Runorder to another. To move Items in your Runorder use the following instructions:

### What you do

1. Click on the Item you want to move, so that it becomes highlighted
2. Keep the left mouse button down and drag the Item with the mouse to its new position in the Runorder
3. Drop the Item in its new position by taking your finger off the left mouse button

### Comments/Prompts



The screenshot shows the WinCue LT application window titled "WinCue LT - [C:\WinCueLT\Documents\Test files\Demo 1.wsr]". The menu bar includes File, Edit, View, Runorder, Script, Prompt, Tools, Window, and Help. The toolbar contains various icons for file operations and editing. The main window displays a "Runorder" table with the following data:

NO	TITLE	WORDS	LINK	PROMPT
	New Script	25	0:08	Prompt Here
1	Item 1	11	0:04	Prompt Here
2	Item 2	11	0:04	Prompt Here
3	Item 3	11	0:04	Prompt Here
5	Item 4	11	0:04	Prompt Here
4	Item 5	11	0:04	Prompt Here
END OF RUNORDER		80	0:28	

## 5.6 Renumbering Items

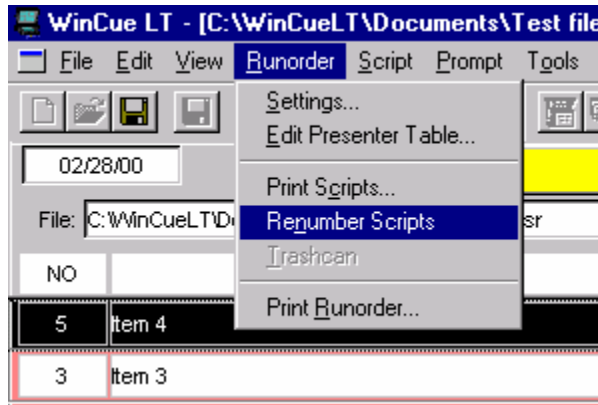
Each Item in a Runorder is assigned a number, however the sequence of the Runorder numbering can become inconsistent through deleting Items or moving them around. It is possible in WinCue LT to reorganize the Item numbering into a consistent sequence by using the Renumber Scripts option. To Renumber the Items in your Runorder use the following steps:

### What you do

### Comments/Prompts

Click on the Runorder menu and select Renumber Scripts

The items will now be numbered by their place in the Runorder



## 5.7 Importing Scripts

As well as being able to import scripts into the Script Editor (see section 4.4), it is also possible in WinCue LT to import scripts into the Runorder to create an Item. To import a script into the Runorder use the following steps:

### What you do

1. Highlight the Item below where you want the new Item to be Imported to
2. Click on the Script menu and select Import File

**Note:** The following types of files can be imported into WinCue LT:

[Microsoft Word 95/ 97/ 2000 Files](#)

[Rich Text Format Files](#)

[Newsmaker Scripts](#)

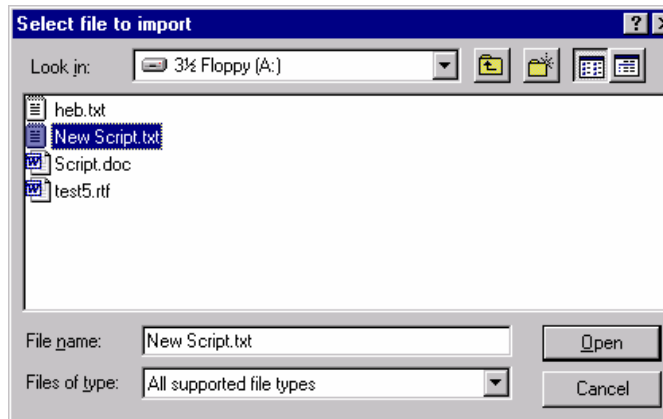
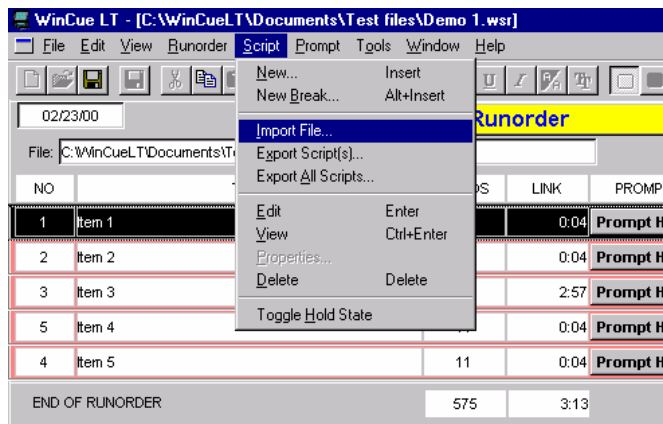
[QCP Text Files](#)

[Unicode Text Files](#)

[Plain Text Files](#)

3. A Select file to import dialog box will appear. From here you can search your Folders and Directories until you find the file you want to import
4. Once you have found the file you want to import click Open

### Comments/Prompts



- The file will import and appear as a new Item in the Runorder above the Item that is highlighted

NO	TITLE	WORDS	LINK	PROMPT
	New Script	25	0:08	Prompt He
1	Item 1	11	0:04	Prompt He
2	Item 2	11	0:04	Prompt He
3	Item 3	11	0:04	Prompt He
5	Item 4	11	0:04	Prompt He
4	Item 5	11	0:04	Prompt He
END OF RUNORDER		80	0:28	

## 5.8 Exporting Scripts

WinCue LT prompt files are saved as \*.wsr files, if you want to be able to view a script you created in WinCue LT in another application, Word for instance, you have to Export the script. Exporting a script allows you to save the file in a format that can be viewed in other applications. The file formats that you can export WinCue LT prompt files into are as follows:

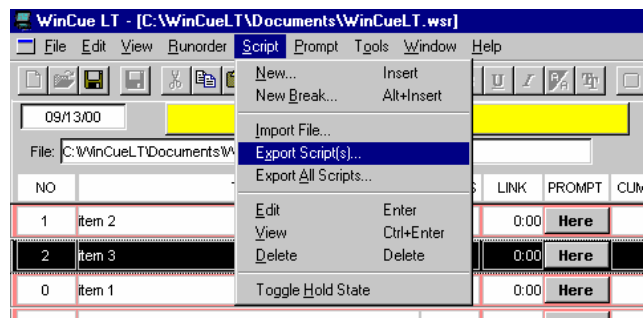
- Rich Text Format Files
- QCP Text Files
- Plain Text Files

To export a WinCue LT prompt file(s) to one of the file formats follow the steps below:

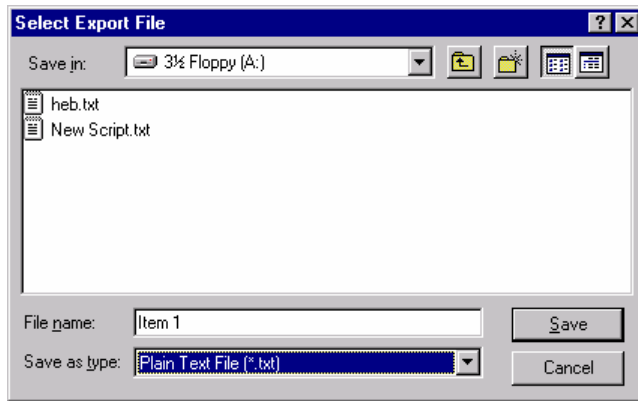
### What you do

- Highlight the Script(s) you want to export
- Click on the Script menu and select Export Script(s)

### Comments/Prompts

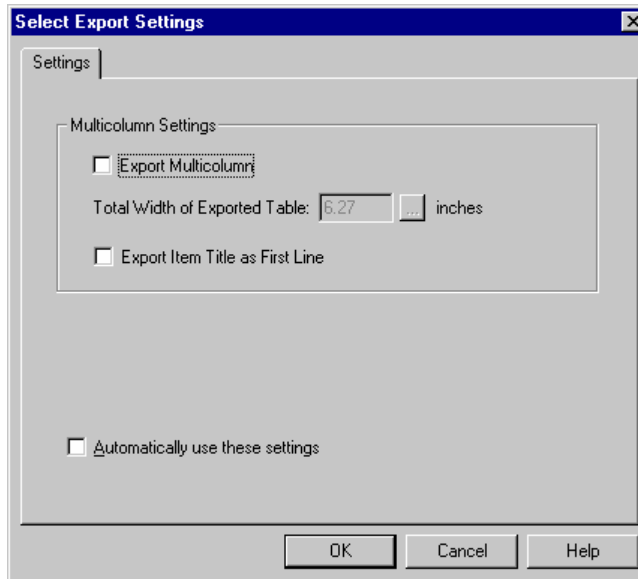


3. A Select Export File dialog box will appear. From here you are able to choose the file format you want to export the WinCue LT file to and where it will go. Click on the Save as type drop down box and choose the file format you want



4. Click on Save and the file will be exported

5. When exporting the file into a Rich Text file format a Select Export Settings dialog box will appear so that you can choose the files settings before it will export



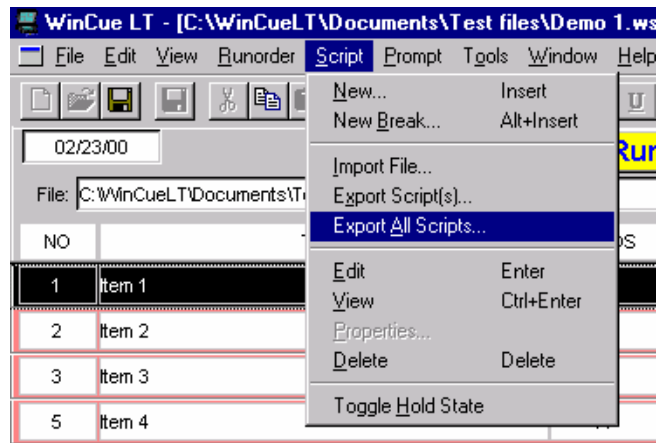
6. Choose the settings you want and click on OK
7. You will then be able to open the file in other applications, such as Word

To export a WinCue LT Runorder use the following steps:

***What you do***

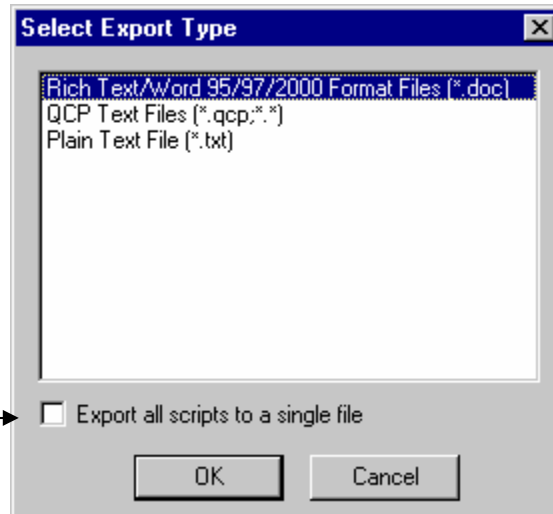
***Comments/Prompts***

1. Click on the Script menu
2. Select Export All Scripts

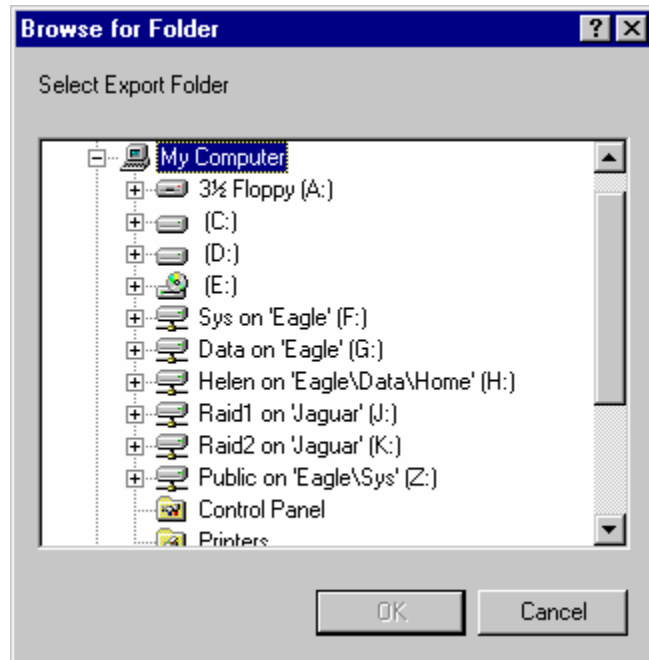


3. A Select Export Type box will appear, choose the file format you want to export to and click on OK

Note:  
 Each script in the Runorder  
 will be saved separately  
 unless you click on the  
 Export all scripts to a single  
 file checkbox

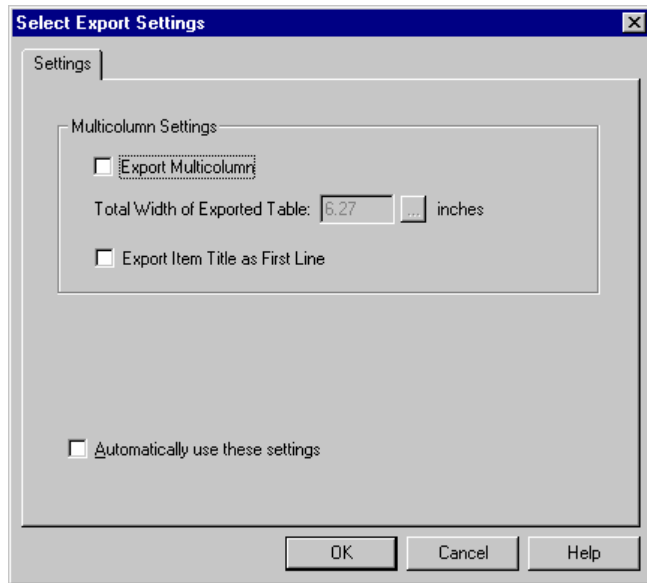


4. A Browse for Folder dialog box will appear, from here you can find where you want the exported scripts to go
5. Once you have chosen where you want the files to go click on OK and your files will be exported



- If you chose to export your Rundown to Rich Text Format you will have to choose the settings you want for the export from the Select Export Settings dialog box that will appear, then click on OK

The settings for each script have to be completed separately, so this dialog box will appear for each Script in the Runorder before it is exported



## 5.9 Saving Runorders to files

It is good practice to save your Runorder regularly, this way you can avoid losing work through mistakes. The following steps explain the different methods of saving your Runorder:

### What you do

1.

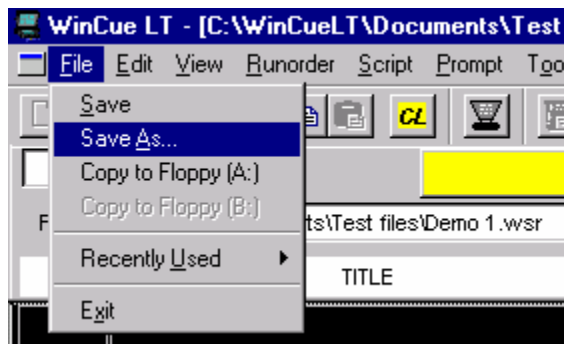
#### **Either**

Click on the Save File button on the Toolbar



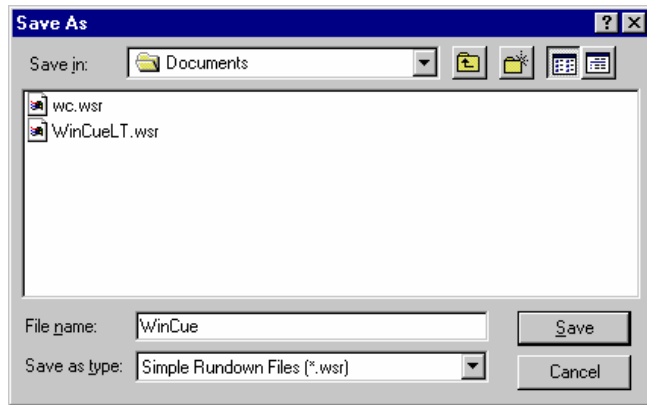
#### **Or**

Click on the File menu and select Saves As





2. A Save As dialog box will appear, enter the name of Runorder and click on Save



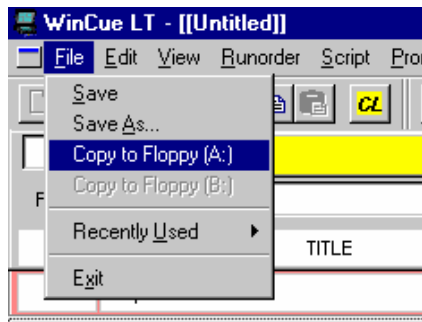
## 5.10 Copying prompt files to floppy disk

WinCue LT provides you with the option to quickly save your prompt files to floppy disk.

### *What you do*

1. Insert floppy disk into the A drive
2. Click on the File menu and select Copy to Floppy (A:)

### *Comments/Prompts*



**Note:**  
If you have not already saved the file, the Save As dialog box will appear allowing you to save the file with a name

## 5.11 Printing Scripts

To print scripts from a Runorder use the following steps:

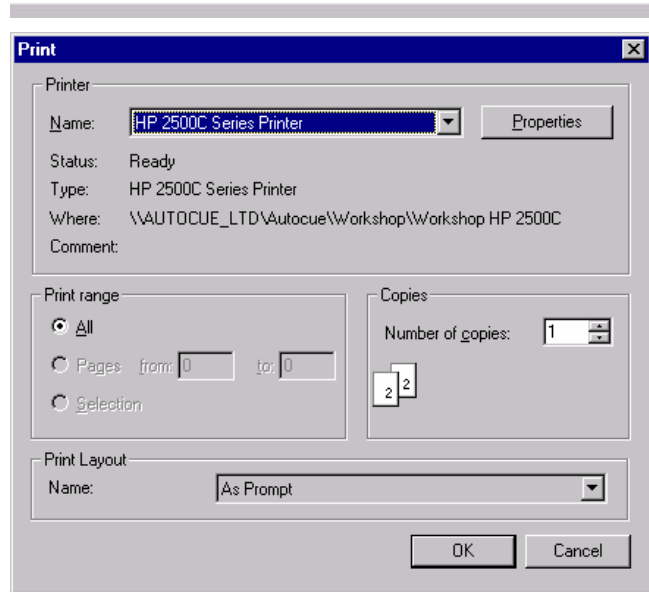
### *What you do*

### *Comments/Prompts*

1. Highlight the Scripts you want to print
2. Click on the Runorder menu and select Print Scripts



3. A Print dialog box will appear, from here you can choose how many copies you want and the layout you want them to be printed in
4. Once you have made your selections click on OK and they will print



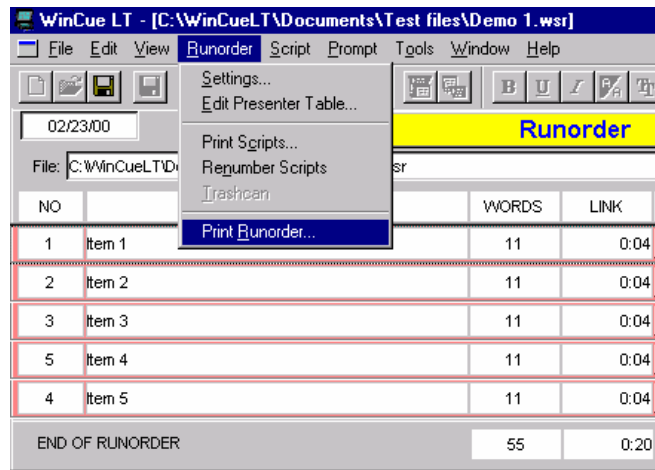
## 5.12 Printing the Runorder

To Print a Runorder use the following steps:

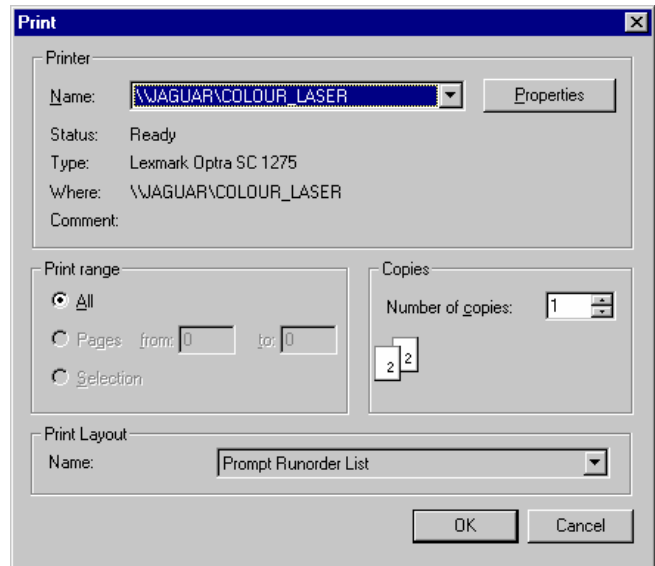
*What you do*

*Comments/Prompts*


1. Click on the Runorder menu and select Print Runorder



2. A Print dialog box will appear, from here you can choose how many copies you want and the layout you want them to be printed in
3. Once you have made your selections click on OK and they will print



## 5.13 Opening a saved Runorder file

Before you can open a saved Runorder file all other WinCue LT files must be closed, click on the cross  in the corner of each of the WinCue LT file window you have open to close them. To open a saved Runorder file in WinCue LT use the following steps:

### What you do

#### **Either**

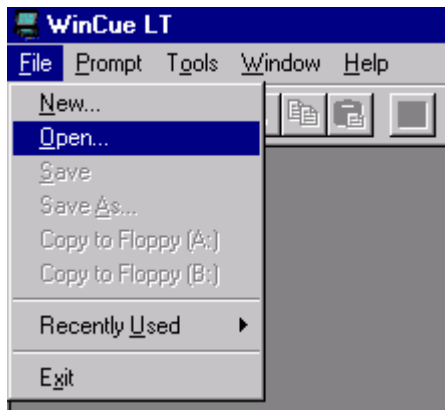
Click on the Open File button



#### **Or**

Open the File Menu and select Open

### Comments/Prompts

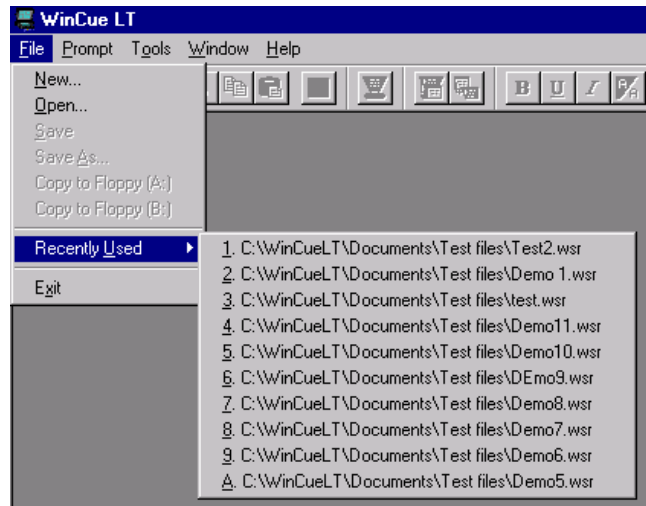


Or

You can use the Recently Used command that displays a list of the last 10 files used as a quick access method.

Click on the File menu and select Recently Used and then the Runorder you want to open

Note:  
Only 1 Runorder can  
be opened at a time



## 5.14 Adding a Presenter to the Presenter table

In section 4.5 you learned how to add a Presenter to a Script, in this section you will learn how to add a Presenter to the Presenter table so that you are able to

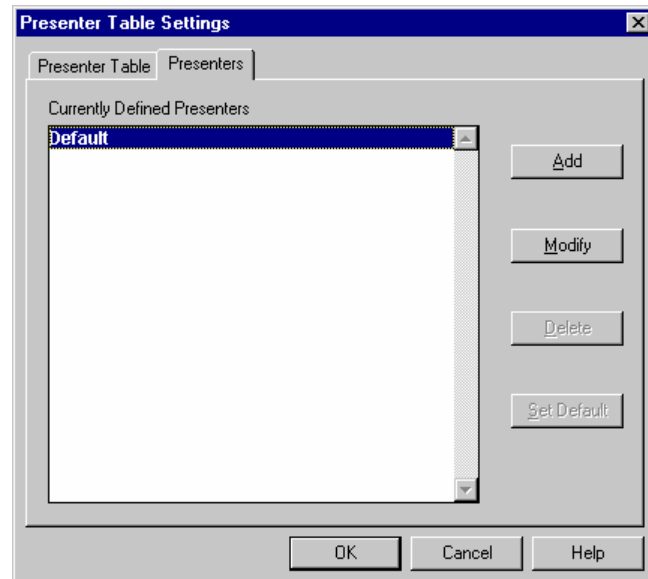
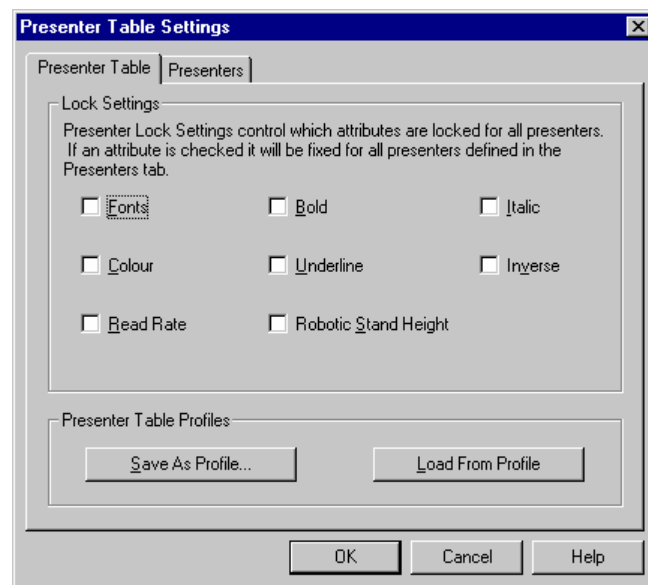
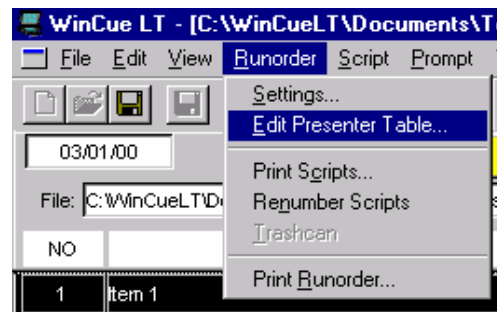
add the Presenter to a Script. By adding a Presenter to the Presenter Table you are able to tailor the prompt output to the presenters needs. To add a Presenter to the Presenter table use the following:

### What you do

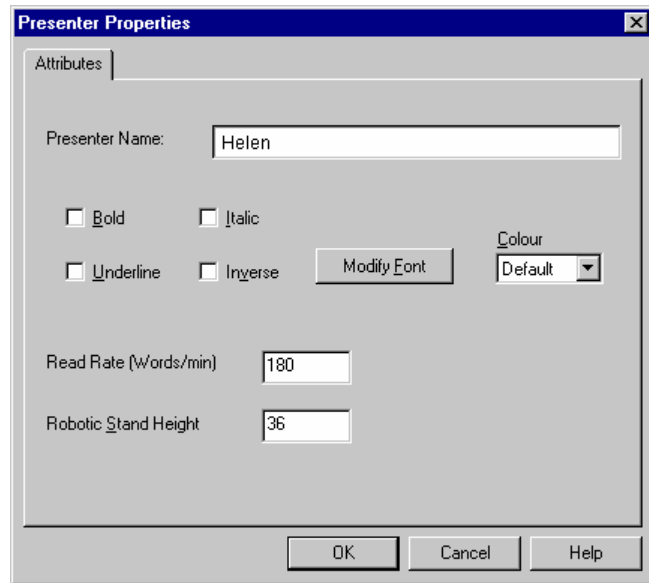
1. Click on the Runorder menu and select Edit Presenter Table
2. A Presenter Table Settings dialog box will appear. From here you set what options are available to presenters and add presenters
3. The Presenter Table tab contains all the options available when adding a presenter, click on the settings you want to be made available to a new presenter
4. Click on the Presenters tab and click on Add

Note:  
You are able to modify, delete and set presenters as default from this dialog box

### Comments/Prompts



5. A Presenter Properties dialog box will appear, here you add the details of the Presenter
6. Click OK and the presenter will be added to the list of presenters you can add to a script (See Section 4.5)

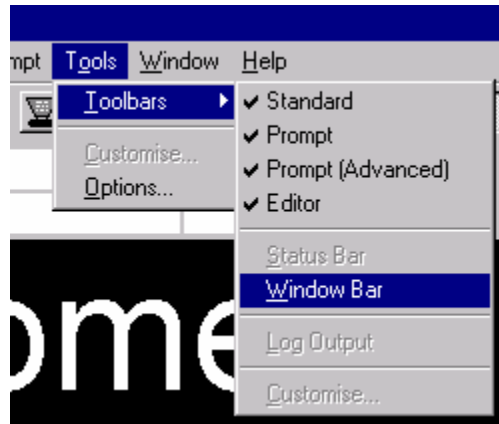


## 5.15 Switching between the Script and the Runorder

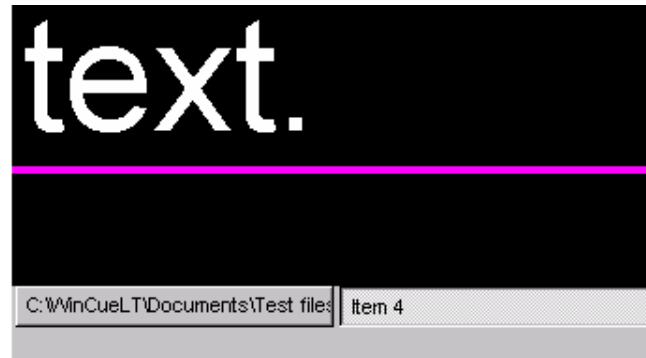
To quickly jump between an open Script and the Runorder without having to close down the script use the following steps:

What you do \_\_\_\_\_ Comments/Prompts \_\_\_\_\_

1. Click on the Tools menu, select Toolbars and then select Window Bar



2. This will display 2 buttons at the bottom of the window, which can be clicked on to jump between the script and the Runorder



---

# Prompting Mode



# 6 Prompting Mode

## 6.1 To begin Prompting

It is possible to prompt your scripts from the Runorder or the Script Editor. When you are ready to start prompting use the following instructions:

What you do \_\_\_\_\_ Comments/Prompts \_\_\_\_\_

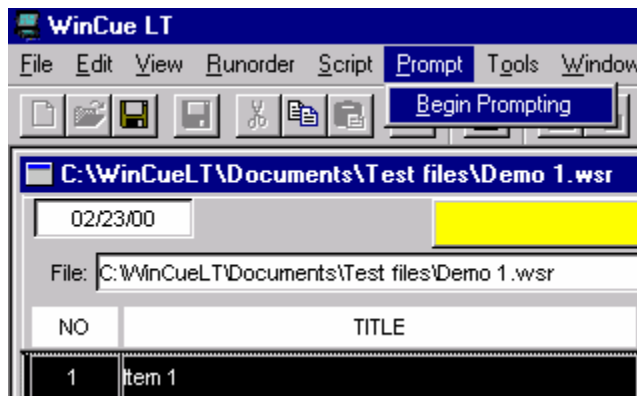
**Either**

Click on the Start Prompting button



**Or**

Click on the Prompt menu and select Begin Prompting



**Or**

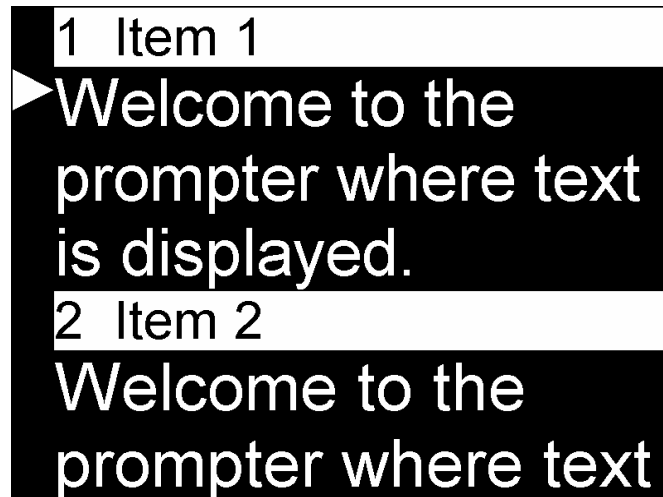
Click on the Prompt Here button on the Runorder



Note:  
Each item in a Runorder has a 'Prompt Here' which when started will begin prompting from that position in the Runorder

This will then take you into Prompt mode, the text will occupy the whole screen and you can then begin prompting.

Note:  
Whilst prompting if the taskbar is visible you need to right-click on the Taskbar and turn Autohide on, See section 2.1. You will then have to restart WinCue LT for this change to take effect.

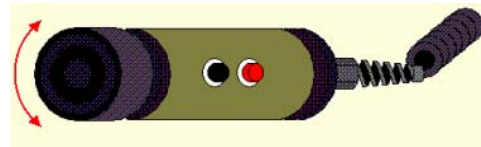


## 6.2 Scrolling the text

The settings for each of the following scroll controls are the default settings; it is possible to change these settings to one more suitable to you. See Appendix B for further information on scroll control settings.

### 6.2.1 Using the Two-button Serial Controller

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. The Red button is configurable, but is normally used to jump to the next marker in the text or the next Item in the Runorder. To stop scrolling turn the scroll knob fully anti-clockwise.



### 6.2.2 Using the Mouse

To scroll the text simply move the Mouse until you get it to suitable speed. To change direction Left-click on the Mouse. To stop the text scrolling Right-click on the mouse button.

### 6.2.3 Using the Keyboard

To scroll the text press one of the number keys from 1-9, the number dictates how fast the text will be scrolled, 1 being the slowest and 9 the fastest. To change direction press the Return Key. The 0 number Key stops the text scrolling. To jump to the next marker in the script or the next Item in the Runorder, press the Spacebar

## 6.3 Moving the Cue Marker

You can reposition the cue marker up or down the script by holding the Shift Key and pressing the Up and Down Arrow Keys. Holding down the Control Key and

pressing the Up and Down Arrow Keys allows you to fine tune the Cue Marker position.

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# **Additional Settings**







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# **Toolbar buttons and shortcuts**

## Appendix A- Toolbar buttons and shortcuts




### A1 General









Function	Button	Shortcut	Menu Command
New file			Alt + FN
Open File			Alt + FO
Save File			Alt + FS
Change Layout			Alt + VL
Change Language		ALTGR + ← / →	
Help		F1	

### A2 Runorder

Function	Shortcut	Menu Command
Insert New Script	INSERT Key	ALT + SN
Insert New Break Script	ALT + INSERT Keys	ALT + SB
Delete Item	DELETE	ALT + SD
Moves selected Item Up/ Down in Rundown	ALT + ↑ / ↓	
Edit Script	ENTER	ALT + SE
Change Script number in Runorder	F2	

### A3 Script Editor





Function	Button	Shortcut	Menu Command
Cut		CTRL + X	ALT + ET
Copy		CTRL + C	ALT + EC
Copy selected text to clipboard		CTRL + INSERT	
Paste		CTRL + V	ALT + EP
Paste a New Item into Runorder/ Editor		SHIFT + INSERT	

Bold		CTRL + B	ALT + TB
Underline		CTRL + U	ALT + TU
Italic		CTRL + I	ALT + TI
Inverse		CTRL + E	ALT + TV
Font		CTRL + F	ALT + TF
Change Color White/ Red/ Green/ Blue/ Yellow		CTRL + 1/ 2/ 3/ 4	ALT + TC + D, R, G, B, Y
Justify text Left/ Center/ Right		CTRL + SHIFT + L/ C/ R	ALT + TJ + L/ C/ R
Format all text		CTRL + SHIFT + A	
Select all text		CTRL + A	ALT + ES
Selects all text from cursor position		CTRL + SHIFT + END	
Set Block Marker		ALT + B	
Transfer Block		CTRL + T	
Insert Presenter			ALT + IP
Insert Marker		CTRL + M	ALT + IM
Go to next Marker		CTRL + N	
Go to previous Marker		CTRL + P	
Change selected text to Caps		ALT + F3	
Go to start of line		HOME Key	
Go to end of line		END Key	
Search text		CTRL + F3	ALT + E + F
Search text- Find Next		F3	ALT + E + N
Search text		SHIFT + F3	ALT + E + V
Search + Replace		CTRL + H	ALT + E + R
Save Changes		F7	ALT + SC
Undo Changes			ALT + SU
Go to start of Script		CTRL + HOME Key	
Go to end of Script		CTRL + END Key	
Scale Script Up		ALT + Pg Up Key	



Scale Script Down		ALT + Pg Dn Key	
Go to next Script		F6	ALT + SN
Go to previous Script		SHIFT + F6	Alt + SV
Change Script Number in Editor		CTRL + F2	
Exit Script Editor		ESCAPE Key	
Exit Script Editor		CTRL + F4	

## A4 Prompt Mode

Function	Button	Shortcut
Begin Prompting		TAB
Inverse the text		I
Jump to Editor in Prompt Position		TAB
Jump to Prompt mode in Editor position		SHIFT + F11/TAB
Jump from Prompter to Editor		SHIFT + F11
Move the cue marker up/down		SHIFT +  / 
Fine tune cue marker position		CTRL +

---

# Scroll Controls

# Appendix B - Scroll Controls

Section 2.4 explains how to configure a scroll control for WinCue LT; this section will explain the configuration options for each scroll control available in WinCue LT.

## B1 Keyboard Scroll

To configure the Keyboard Scroll you need to set up the prompting speed and the function keys.

### B1.1 Speed Control


To set up the prompting speed you can choose between:

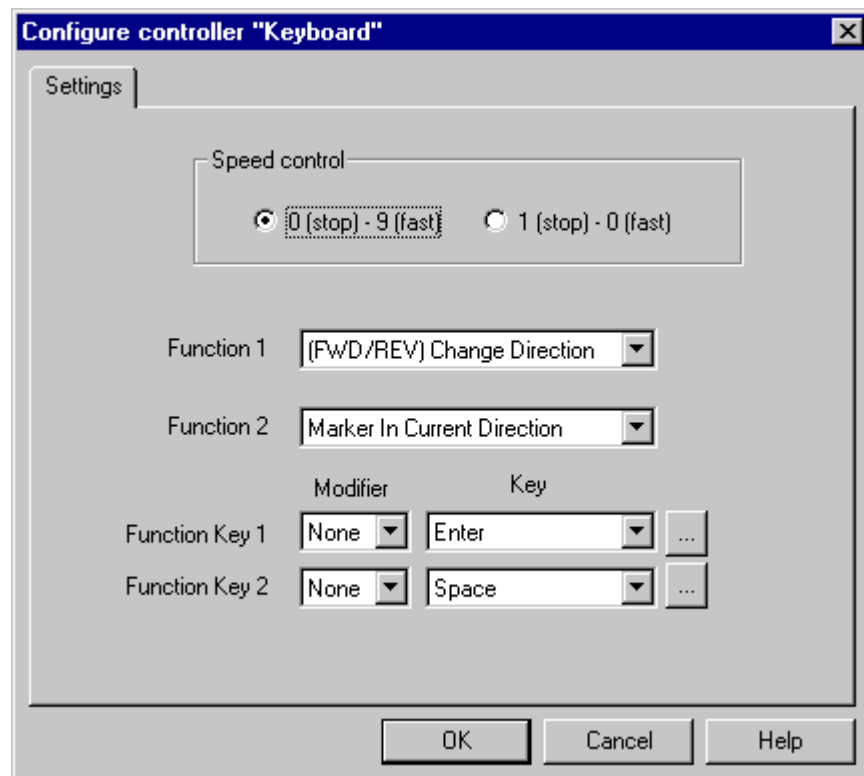
- 0 (stop) – 9 (fast) option
- 1 (stop) – 0 (fast) option

The keyboard numbers control how fast the text will scroll and when it stops. In the first option the 0 key will stop the text scrolling and the numbers 1 to 9 will set the speed, 9 being the fastest. In the second option 1 will stop the text scrolling and the numbers 2 to 0 will set the speed, 0 being the fastest.

### B1.2 Function Keys

The function keys provide you with 2 extra scroll control options when prompting, such as changing the direction the text is scrolled. To configure the function keys simply choose the function and then choose the key for the function. By pressing

on the  button you can then choose the function button by pressing the key that you want to use.



## B2 Mouse Scroll

In order to set up your mouse as a scroll control all you need to configure is the action for each button and then click on OK.

## B3 Two-button Serial Controller

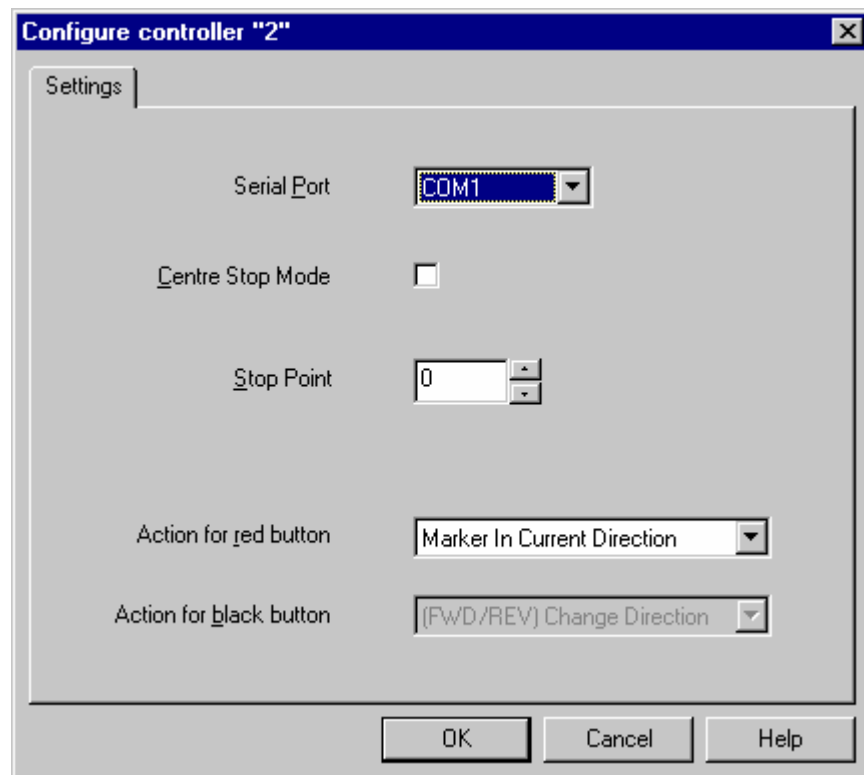
To configure the Two-button Serial Controller you need to set the Serial Port that it will be connected to and the actions for the two buttons.

### B3.1 Stop Scrolling

By default to stop the text from scrolling you need to turn the knob as far as it will go in the opposite direction. Another way you can stop the text from scrolling is to use the Center Stop Mode option, which means that when you turn the knob back to the center the text will stop scrolling. To set this option simply click on the box beside the Center Stop Mode option. The Stop Point option sets how far you have to turn the knob before it will stop, if the Stop Point option is set at 0 then the knob will have to be fully turned before it will stop. The higher the number the Stop Point option is set at the less the knob will have to be turned before the text will stop scrolling.

### B3.2 Button Actions

By default you should only be able to set the action for the Red button, the Black button will be set at (FWD/REV) Change Direction, however if you set the Center Stop Mode option you will be able to change action for the Black Button.



## B4 Serial Multibutton, Hybrid Multibutton, Two-button IMT Controller

These scroll controls are not used in WinCue LT, they are used in WinCue 1.5, and so you don't need to configure them for WinCue LT.

## B5 Scroll Control Wiring

### B5.1 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

### B5.2 IMT Hand control

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

---

# **WinCue LT Quick Start-Up Guide**

This guide will provide you with the basic information needed to get started using WinCue LT, it contains information on how to open WinCue LT, how to use the Script Editor, the Runorder and how to prompt WinCue LT Scripts. This guide doesn't contain everything you need to know about WinCue LT, to find out more use the WinCue LT User Guide.

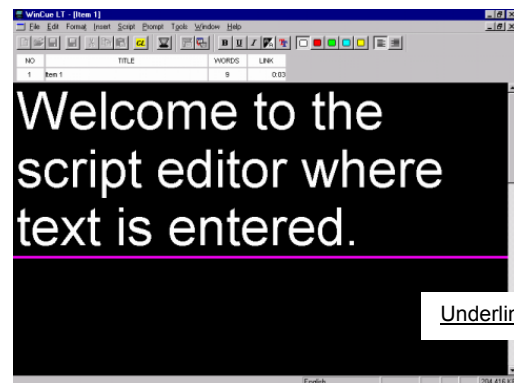
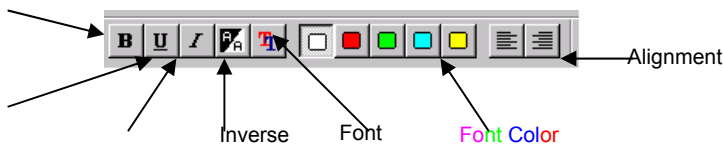
## Starting WinCue LT

- To start WinCue LT simply double-click on the WinCue LT icon on your desktop.



## WinCue LT Script Editor

- The Script Editor will automatically open when WinCue LT is started, just start typing your Script and the text will be added.
- The Script can be formatted using the Format toolbar.



- When you have finished typing and formatting a Script it needs to be saved. The first time you save a Script use the **Save As** option in the File menu, this will save the Script to your chosen directory. Then you can use the Save option to keep the script updated.
- WinCue LT Scripts and Runorders are saved as \*.wsr files, these files can only be viewed using WinCue LT. In order to view WinCue LT Scripts in other applications you will have to **export** them into a file format that can be viewed in the application you want to use, e.g.: \*.doc, \*.txt.
- There is the option in WinCue LT to save a Script or Runorder directly to a Floppy Disk. To use this option click on the File menu and select **Copy to Floppy (A:)**. Script saves will from then on be updated to the Floppy Disk.
- All the Scripts for a production are stored in a **Runorder**, to get to the Runorder from the Script Editor hit the Escape key on your keyboard.

## WinCue LT Runorder

- To add a new Script to the Runorder hit the Insert Key on your Keyboard, enter the Script name, in the dialog box that appears and click OK

NO	TITLE	WORDS	LINK	PROMPT	CUMULATIVE
1	Item 1	383	2:00	Prompt Here	2:00
2	Item 2	383	2:00	Prompt Here	4:16
3	Item 3	383	2:00	Prompt Here	6:24
4	Item 4	383	2:00	Prompt Here	8:32
5	Item 5	383	2:00	Prompt Here	10:40
END OF RUNORDER		1915	10:40		

◆ To open a Script from the Runorder, highlight the Script you want to open and hit the Return Key on your Keyboard


◆ If you have typed your Script in an application other than WinCue LT you can **Import** the Script into a WinCue LT Runorder. To do this use the **Import** option in the **Script** menu and then look for the file you want to import. The types of files that can be imported into WinCue LT are as follows:

Microsoft Word 95/ 97/ 2000 Files  
Rich Text Format Files  
Newsmaker Scripts  
QCP Text Files  
Unicode Text Files  
Plain Text Files

◆ It is also possible to **Export** Scripts that have been typed in WinCue LT into other file formats so that they can be opened in other applications. You can import individual Scripts or entire Runorders by using the **Export Script(s)** or **Export All Scripts** option in the Script menu, then choosing the file format you want to export it/them to. The file formats that you can export WinCue LT files are as follows:

Rich Text Format Files  
QCP Text Files  
Plain Text Files

◆ Script items can be moved to different positions in a Runorder by using your mouse to Drag and Drop them. Simply highlight the item you want to move and use the mouse to move it to its new position.

◆ To save an entire Runorder click on the Save File button on the toolbar this will be saved as a \*.wsr file: 

**Note: Remember that \*.wsr files can only be viewed in WinCue LT, refer to Exporting Scripts for information on how to view scripts in applications other than WinCue LT.**

◆ To open a \*.wsr file close down any Scripts or current Runorders in use in WinCue LT and click on the yellow Open File button on the toolbar:

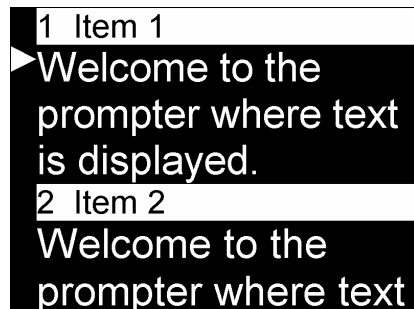


## Prompting with WinCue LT

◆ To **Prompt** a Script from the runorder click on the prompt button on toolbar:



◆ To **Prompt** from the Script Editor use the Tab button on your Keyboard to jump between prompt and edit mode, to return to the Runorder from the Script Editor hit the Escape key on your keyboard.



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# Technical Support

## **Technical Support**

*To receive technical support for WinCue LT, you may 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)