

# *EasyReader Lite*<sup>TM</sup>

*Prompting Software*

*For Windows 9X/NT4/2K/ME/XP/2003/Vista/7*



## **Instruction Manual Version 9.0**

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# EasyReader Lite™ Software Specifications

**Operating System Supported:** Win 9x/NT4/2000/ME/XP/Vista/7.

**Screen Resolutions Supported:** 640x480 and up.

**Color Depths Supported:** 256 Color, High Color, True Color.

## **Built-In Text Editor.**

- block editing, cut/copy/paste, support for bold, italic, underline, and strike-through text, natively supports Text and Rich Text files.
- editor writes to 50% size, doubles for scrolling.
- custom margins options for scroll screen.

**One-click scrolling:** From top of script or from Cursor Point.

**Easy-to-use screen interface:** Intelligent and intuitive screen commands

**Easy-to-use speed control:** Smooth at all readable speeds using minimum computer specs as listed above.

# Hardware Requirements

EasyReader Lite™ requires a PC with a minimum of a P100 processor. The video card must support 64-bit Windows graphics acceleration and have at least 2MB of video RAM. Smooth scrolling is more dependent on the video/graphics chipset than on the speed of the processor.

High-color or true-color scrolling is best accomplished on a computer with faster graphics acceleration, more video RAM, and a faster processor speed, especially when prompting in 800x600 or greater resolution.

If running from a notebook computer, a TFT Active Matrix display will insure no lagging or smearing of scrolling text for the operator. It is also important to find out whether the notebook you're considering as prompter host is capable of displaying out the VGA port and onboard simultaneously.

## **Maximize Performance Through Optimum Display Settings:**

Although the program supports virtually any display resolution your video card is capable of, very high resolution displays with High Color or True Color are only recommended for very fast PC's with powerful video cards. The number of colors displayed has the largest impact on performance. 1024x768 at 256 colors is typically faster than 640x480 using True Color. The highest performance can be found using 640x480 or 800x600 resolution at 256 colors. For best results, start at one of these resolutions and color depth. Then, increase the screen resolution and color depth until you have determined the maximum settings your PC can handle. Remember, programs like EasyReader Lite™ are much more dependant on your video card speed than your computer speed. A slower system with a good video card will perform much better than a faster computer with a slower video card.

## **Installing EasyReader Lite™**

The Setup.exe program will allow you to view the manual, install Adobe Acrobat Reader, and install EasyReader Lite™. You can install EasyReader Lite™ to as many computers as you wish, but the software will only scroll on a computer that has the memory key attached.

If you like, you can store your scripts in the Script directory on the memory key. That way, you can take the memory key with you, install the software to whatever computer you will be using, and load your scripts from the Script directory.

## Running EasyReader Lite™

The **Editor Screen** works much the same way as any text editor does. Highlight text and select **Bold** to make it bold. Press the **Select All** button to highlight all the text at once. If you are familiar with Microsoft Word or any other word processor, you already know how to use EasyReader Lite™.

There are three ways to prepare scripts for prompting in EasyReader Lite™.

- The easiest way to prepare a script is to create it using EasyReader Lite™'s internal word processor. Just enter your text, and use the built-in functions to select text attributes.
- You can also load a script from an external word processor using the button in the upper right corner on the editor screen. You will be able to load any **.RTF** (Rich Text Format) or **.TXT** ASCII file created on another computer, or on the system you are working on. EasyReader Lite™ cannot load Microsoft Word files directly. If you need this functionality, consider upgrading to EasyReader Pro™.
- EasyReader Lite™ also supports pasting from other programs. You can create a document in Word, copy it to the clipboard, and paste it into EasyReader Lite™.

## Editing Scripts in EasyReader Lite™

To change the font size, just select a new font size from the size pull-down menu. Of course, larger font sizes can be read from a greater distance away from the prompter.

EasyReader Lite™ supports only one font and font size at a time. If you need support for multiple fonts and font sizes, consider upgrading to EasyReader Pro™ or EasyReader NewsRoom™. They support this and many other additional features.

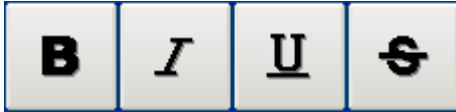
When creating your script in the editor, keep in mind that the Editor displays the script at 50% of the size it will appear on the screen in scroll mode. Thus, 24 point in the Editor becomes 48 point size in Scroll Mode, 18 point font becomes 36 point size, and so on.

If you would like to apply an attribute to all the text in the editor, just click the Select All button. Then, any attributes you select (Bold, Italic, etc.) will immediately be applied throughout the text.

Use the mouse to highlight lines, words, or phrases that require emphasis, then either change the color or style for emphasis. Now is also the time to mark your script up for scrolling, adding lines, spelling out numbers, or whatever you choose to make the script scroll at a reasonably steady pace.

# Editor Screen Buttons Detailed

## Text Attribute Buttons



These four buttons set various attributes that are applied to highlighted text. In addition, any text you type after selecting one of these buttons will appear in that attribute. These buttons allow you to set more than one attribute at the same time. For instance, text could be simultaneously Bold, Italicized, and Underlined.

Buttons Are:  **B** Bold  *I* Italic  U Underline  ~~S~~ Strikethru.

## Font Size Selection Box



This box allows you to set the font size (18, 24, 30, and 36 point). Remember, choices made here apply to all the text in the editor. If you need support for multiple fonts and font sizes, consider upgrading to EasyReader Pro™.

The box on the left selects the font name. When EasyReader Lite™ starts, it adds all the fonts loaded on your system into this box. To add another font to EasyReader Lite™, install it using the Fonts program under Control Panel.

The box on the right selects the font size. Remember, the prompter display doubles the font size, so fonts displayed in the editor at 30 points will display in the prompter at 60 points. Fonts displayed in the editor at 18 points will display in the prompter at 36 points. Just think of the text in the editor as a half-sized representation of the prompter.

## Cut, Copy, and Paste



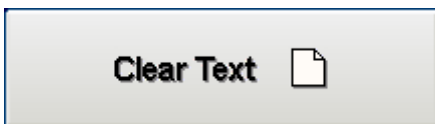
These buttons perform the standard Windows **Cut**, **Copy**, and **Paste** functions. The button on the left is **Cut**, the middle button is **Copy**, and the button on the right is **Paste**. These buttons (like many other features in the editor) are also implemented through keyboard shortcuts. These shortcuts are: **Ctrl-X** to **Cut**, **Ctrl-C** to **Copy**, and **Ctrl-V** to **Paste**. Copying text from another word processor and pasting it into EasyReader Lite™ is a popular way to transfer scripts. EasyReader Lite™ automatically checks pasted text to insure that the font information is consistent.

## Select All



The Select All button allows you to instantly highlight all text in the document. This is useful if you want to change the foreground color of all text at once, change all text to Bold, change all text to Upper-Case, etc. You can also use the mouse or keyboard to highlight all the text in the editor.

## Clear Text



The Clear Text button allows you to erase all text in the editor at once. If you press the Clear Text button and the document contains a script, it will first ask if you are sure you want to erase the text. Answering yes will immediately clear out all editor text.

## Shortcuts



The Shortcuts key simply displays a menu of all keyboard shortcuts available in the program. It displays keyboard shortcuts that apply to the editor in the top half, and shortcuts that apply to the scroller at the bottom.

**Keyboard Shortcuts Active In The Editor**

<b>Ctrl L</b> Load	<b>Ctrl X</b> Cut	<b>Ctrl A</b> Select All
<b>Ctrl S</b> Save	<b>Ctrl C</b> Copy	<b>Ctrl B</b> Bookmark
<b>Ctrl P</b> Print	<b>Ctrl V</b> Paste	<b>F1</b> Start display at first line
<b>Ctrl F</b> Find	<b>Ctrl Z</b> Undo	<b>F2</b> Start display at current line

**Keyboard Shortcuts Active In The Scroller**

Slow Adjust	Home Max Speed	Backspace Reverse Scroll
Fast Adjust	End Min Speed	F9 Toggle Arrow
Page Up Last Bookmark	Space Pause / Resume	F10 Toggle Full-Screen
Page Dn Next Bookmark	Esc Exit to Editor	F12 Blank Screen
1 - 0 Jump to Bookmark	B Insert Bookmark	F Search (If Paused)

\*Black keys are only available in the Professional Version.
OK

## Editor / Prompter Width

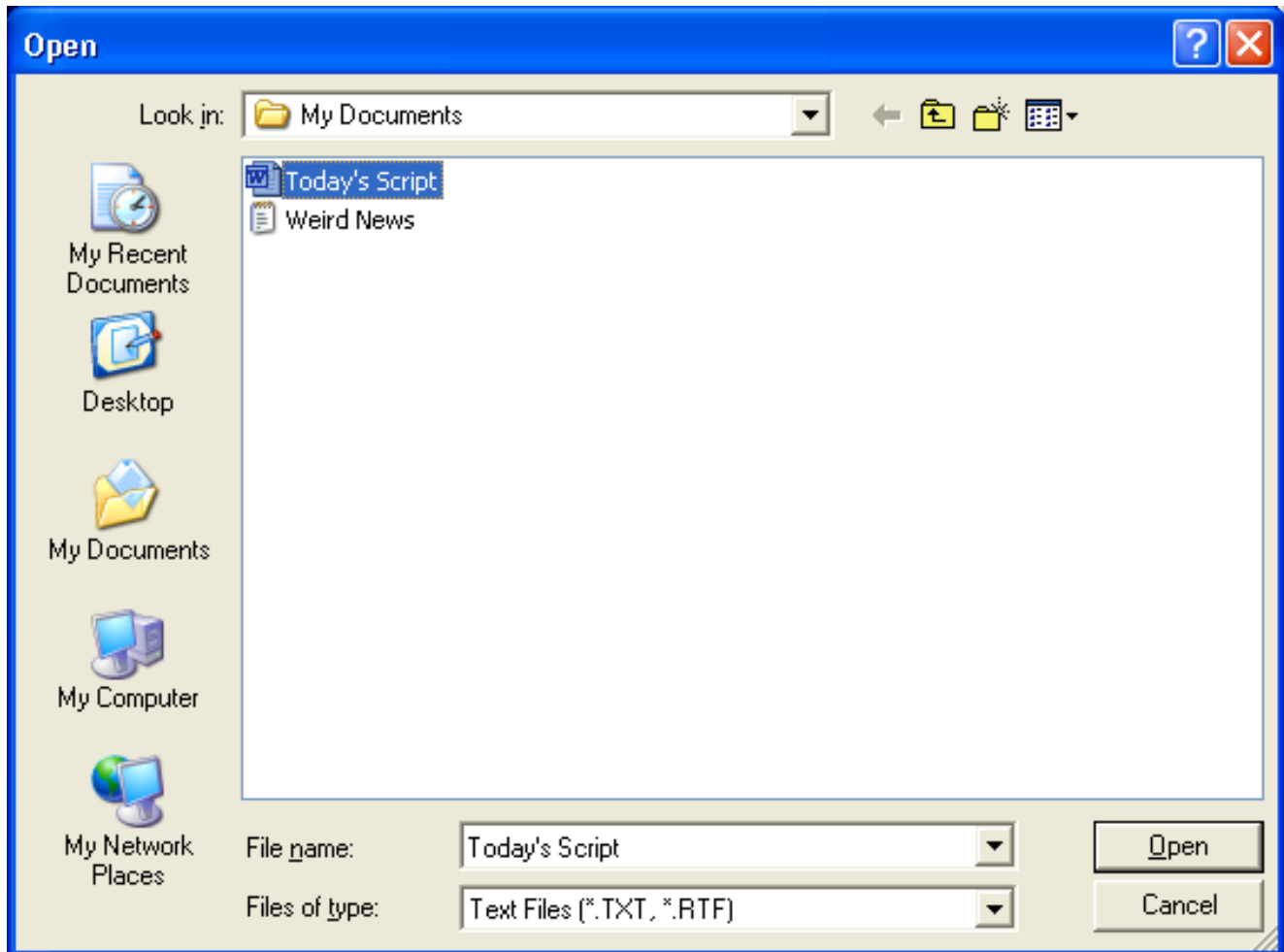


The Editor / Prompter Width bar allows you to set the width of the text displayed both on the editor screen, and in the scroller screen. Changing this setting has an immediate effect on the editor. This setting defaults to the maximum width. Experiment with this setting if you would like a narrower prompter or editor display.

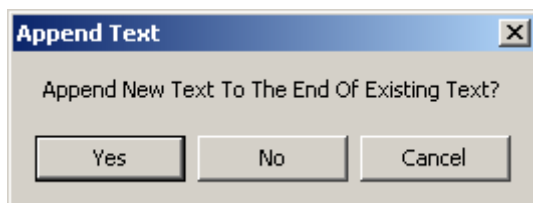
## Load Text

**Load Text** 

The Load Text button allows you to load saved scripts. Its keyboard shortcut is **Ctrl-L**.



The program automatically displays a list of all files ending in .TXT or .RTF in the current directory.



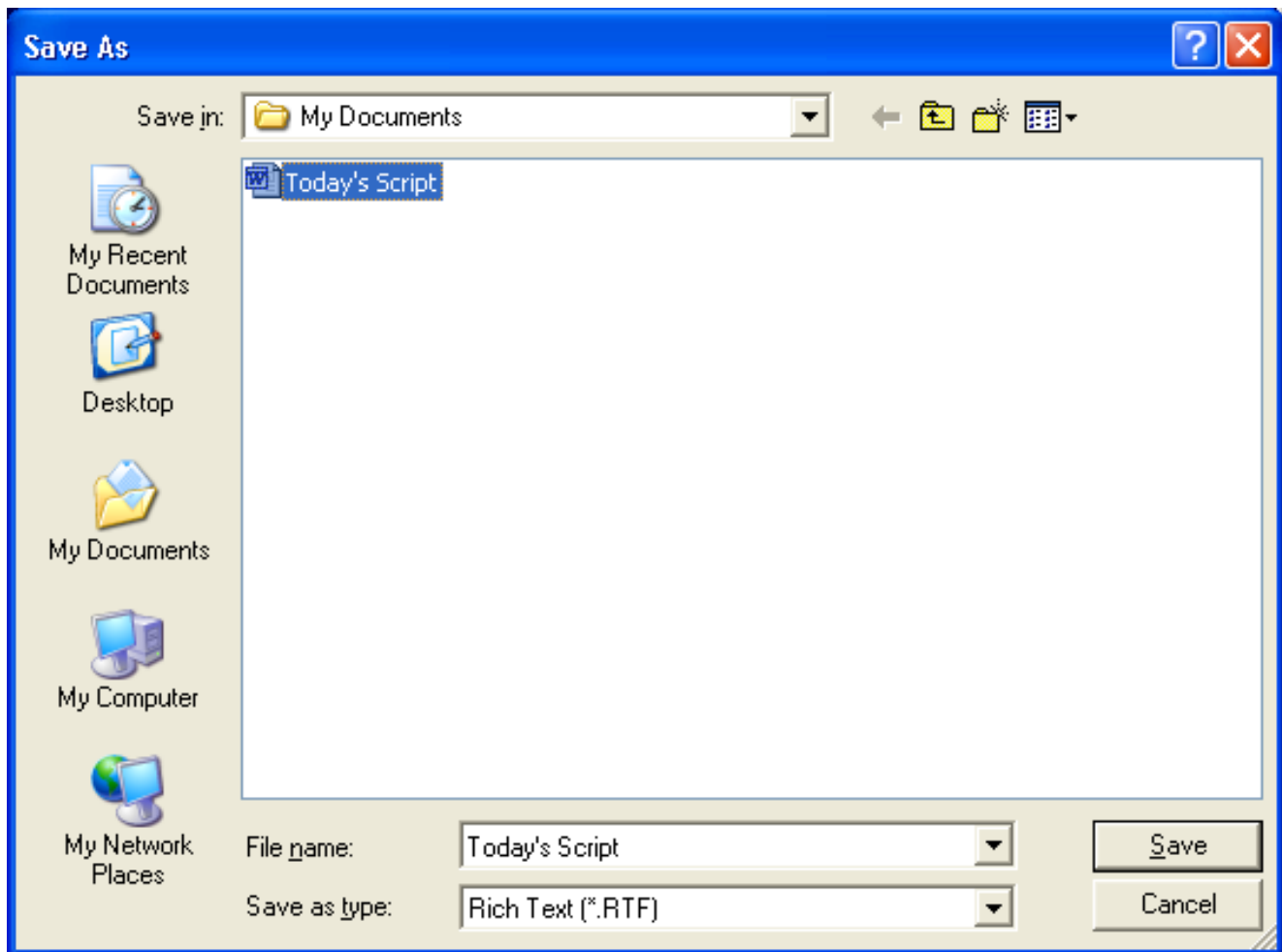
If the editor already contains text, you will be shown the window to the left. If you choose Yes to Append New Text, the document will be loaded at the end of the existing text, and separated by a Story

Break. If you choose No, the text you are loading will be inserted at the cursor point of the existing text.

## Save Text

Save Text 

The Save Text button allows you to save scripts from the editor.



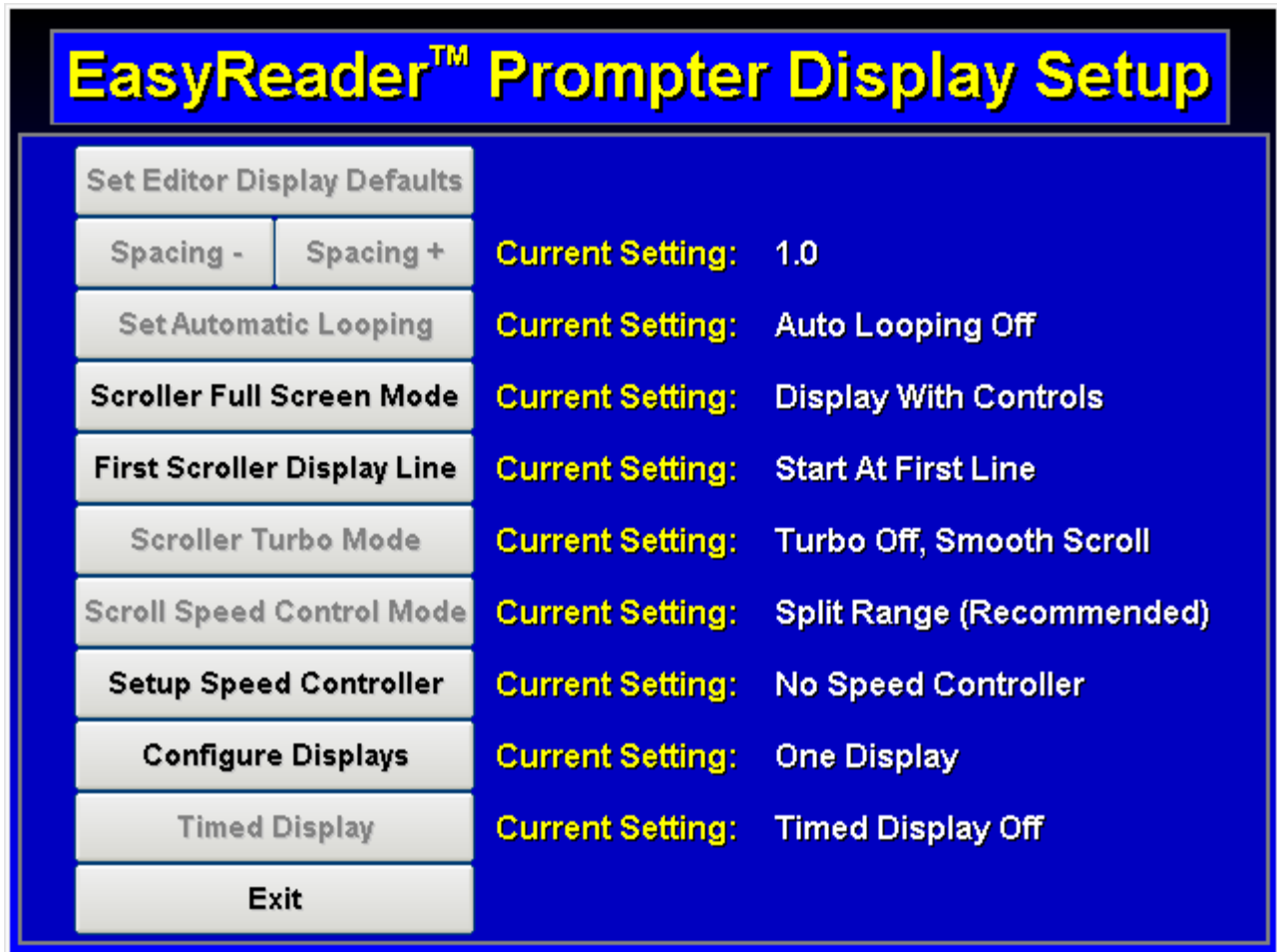
The program automatically displays the name of the last file loaded into the editor. If no file was loaded, the name of the current file defaults to Untitled.RTF.

EasyReader Lite™ defaults to saving all files in .RTF format. The only exception is when a file was loaded with a .TXT extension. You can still save the file as .RTF by overriding the selection in the Save as type box.

## Setup



The Setup button Invokes the EasyReader Lite™ Display Setup Menu.



The Display Setup Menu allows you to set various EasyReader Lite™ operating parameters. The Display Setup Menu handles defaults for both the editor and the scroller, as well as providing a way to customize the AVD hand controller.

All of the options on this menu are saved each time EasyReader Lite™ exits.

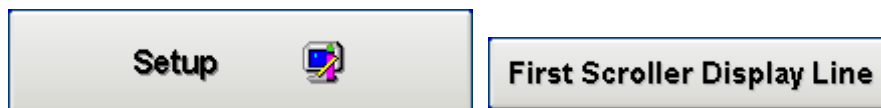
We will look each setup button on the next few pages.

## Setup Menu – Scroller Full Screen Mode



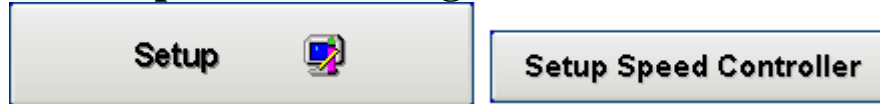
The **Scroller Full Screen Mode** setting controls the default behavior when EasyReader Lite™ enters the scroller mode. Display With Controls (the default) means that the program will show all user controls when prompting. Display Full Screen means the controls are hidden. This setting is easily changed when EasyReader Lite™ is in the scroller mode.

## Setup Menu – First Scroller Display Line



The First **Scroller Display Line** setting controls the first line to be displayed when the user clicks the Start button on the editor screen. Start At First Line (the default) tells EasyReader Lite™ to begin prompting from the first line in the editor, no matter what line you are currently editing. Start At Current Line tells EasyReader Lite™ to begin displaying from whatever line you are currently editing. This can be overridden by using the F1 key to start at the first line, and the F2 key to start at the current line.

## Setup Menu – Configure AVD Controller



The **Configure AVD Controller** button brings up the following screen:



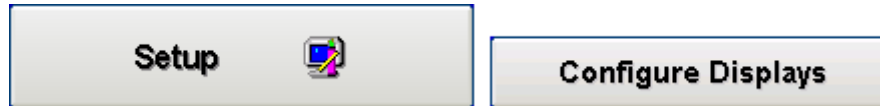
The **Use Hand Controller** button tells EasyReader Lite™ to respond to AVD Hand Controller inputs. It will alert you if it cannot find the controller.

The **Use Foot Controller** button tells EasyReader Lite™ to respond to AVD Foot Controller inputs. It will alert you if it cannot find the controller.

The **Configure Controller** button brings up the standard Windows game controllers setup. Use this program to calibrate and test the controller.

The **No Controller Used** button tells EasyReader Lite™ to ignore controller input. You can still control scrolling with the keyboard or the mouse.

## Setup Menu – Configure Displays



**Configure Displays** sets up EasyReader Lite™'s output modes. This version of EasyReader Lite™ Supports **One Display**, or **Two Displays, Mirrored Left-To-Right**.

**One Display** outputs scrolling text directly to the same monitor used for editing. The text is not reversed.

**Two Displays, Mirrored Left-To-Right** outputs scrolling text to the monitor used for editing, as well as to an external monitor. Scrolling operations are controlled by an operator at the first monitor. The second monitor mirrors the text left-to-right from the first monitor. The second monitor uses the positioning arrow, but only the first monitor displays time and speed indicators.

For dual-monitor support to work correctly, you must configure your computer to support it. Windows should be set to extend the desktop to the second monitor. If you do not know how to set your system for multiple monitors, please consult your hardware documentation and the Windows help system.

## Start



The **Start** button tells EasyReader Lite™ to leave the editor screen and jump to the scroller screen. When this button is clicked,

EasyReader Lite™ checks to make sure that there is some text to display. If the editor does not contain any text, this button has no effect.

The behavior of this button is determined by the value in the Display From button. By default, scroller text display begins at the First line. However, the Display From button also supports Display From Current Line. This means that clicking the start button will cause EasyReader Lite™ to enter scroller mode and begin displaying text at the current cursor line.

## Exit



The **Exit** button tells EasyReader Lite™ to shut down and return to Windows. If the editor text has changed, EasyReader Lite™ asks if you

want to save first. If you do, it takes you to the Save Text window.

## Editor Functions Only Available Through The Keyboard



**F1 – Start Display At First Line.** Pressing F1 while in the editor will tell EasyReader Lite™ to enter scroller mode and begin the display at the first line in the editor. This overrides any settings for where to begin scrolling. F1 only works when the editor contains text.

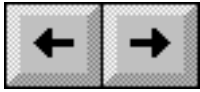


**F2 – Start Display At Current Line.** Pressing F2 while in the editor will tell EasyReader Lite™ to enter scroller mode and begin the display at the current line in the editor. This overrides any settings for where to begin scrolling. F2 only works when the editor contains text.

## EasyReader Lite™ Scroller Mode

EasyReader Lite™ can be controlled in Scroller Mode through three different means: Keyboard, Mouse, and AVD Controller.

### Keyboard Controls Used In Scroller Mode



The **Left** and **Right Cursor** keys are used to make small adjustments to scrolling speed. These keys can work along with the mouse, but have no effect when the AVD controller is used.



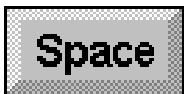
The **Up** and **Down Cursor** keys are used to make large adjustments to scrolling speed. These keys can work along with the mouse, but have no effect when the AVD controller is used.



The **Home** key is used to immediately jump to maximum speed (either forward or reverse). This key can work along with the mouse, but has no effect when the AVD controller is used.



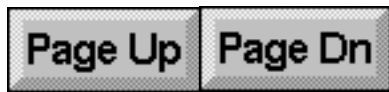
The **End** key is used to immediately jump to minimum speed (either forward or reverse). This key can work along with the mouse, but has no effect when the AVD controller is used.




The **Space** key is used to pause / resume the scroll. It is also used to begin scrolling when the program first enters the scroller screen. This key will function while the AVD controller is used.




The **Backspace** key is used to reverse the scrolling direction. This key can work along with the mouse, but has no effect when the AVD controller is used.



The **Page Up** and **Page Down** keys are used to jump to Bookmarks. Page up jumps to the previous Bookmark, and Page Down jumps to the next Bookmark. These keys will function while either AVD controller is used.

 The **F10** key is used to toggle Full Screen mode on and off. This overrides the Full Screen setting configured through Setup. This key will function while the AVD controller is used.

 The **Esc** key exits the scroller mode immediately. If any Bookmarks were inserted while scrolling, the program will ask if you want to make them permanent. The **Esc** key returns to the editor at the location of the last line displayed in the scroller.

## Mouse Controls Used In Scroller Mode

For the mouse to function correctly in scroller mode, make sure that the mouse pointer is in the scrolling text window.

### Mouse Functions When Scroll Speed Control Mode Is Split Range:

**Right Mouse Button Click:** Click to start initial text scroll. After initial text scroll begins, clicking the **Right** button will toggle pause on and off.

**Left Mouse Button Drag:** Hold down the **Left** button and slide the mouse **Forward** or **Right** to move the speed control to the right. Slide the mouse **Back** or **Left** to move the speed control to the left. This method will change both scroll speed and direction.

### Mouse Functions When Scroll Speed Control Mode Is Full Range:

**Right Mouse Button Click:** Click to start initial text scroll. After text scroll begins, clicking the **Right** button will toggle pause on and off.

**Left Mouse Button Drag:** Hold down the **Left** button and slide the mouse **Forward** or **Right** to move the speed control to the right. Slide the mouse **Back** or **Left** to move the speed control to the left. This method will change scroll speed only

**Right Mouse Button Drag:** Hold down the **Right** button and slide the mouse **Forward** or **Right** to set scroll direction forward. Slide the mouse **Back** or **Left** to set scroll direction backward.

## **AVD Trigger Controller Functions Used In Scroller Mode**

**Trigger Button 1 Click:** Click to start initial text scroll. After initial text scroll begins, clicking Button 1 will toggle pause on and off.

**Trigger Button 2 Click:** Click to start initial text scroll. After initial text scroll begins, clicking Button 2 will reverse scroll direction.

### **Roller Ball Functions When Scroll Speed Control Mode Is Split Range:**

Spin the roller ball up and/or to the right to scroll text forward at increasing speeds. Spin the ball down and/or to the left to scroll text backward at increasing speeds.

Intermediate forward scroll speeds are between the far right and the center of the speed indicator. Intermediate backward scroll speeds are between the far left and the center of the speed indicator. Moving the controller to the center of the speed indicator will pause the scroll.

### **Roller Ball Functions When Scroll Speed Control Mode Is Full Range:**

Spin the roller ball up and/or to the right to scroll text at increasing speeds. Spin the ball down and/or to the left to scroll text at increasing speeds.

Maximum speed (in either direction) is at the far-right of the speed indicator. Minimum speed (in either direction) is at the far-left of the speed indicator. Moving the controller to the far left of the speed indicator will pause the scroll.

EasyReader Pro™ and EasyReader NewsRoom™ support additional hand controller functionality. Both controller buttons can be set to perform any one of 8 different functions.

## Configuring Dual Monitors

EasyReader Lite™ depends on Windows to control access to dual displays. Each version of Windows since 98SE supports multiple displays. While most laptops already support dual-displays, most desktop computers do not.

If you already know how to configure multiple displays under Windows, it is only necessary to set both displays to use the same resolution. Because of the added work of displaying with two displays, it is also recommended that you set the number of display colors to 16 bit or less (this should not be necessary with higher-end cards, or cards set to lower resolutions.)

Note that very few laptops have upgradeable video systems, so if your computer does not support dual-displays, you will need to use a different laptop. However, virtually every laptop built in the past few years already supports dual displays.

If you have a desktop computer without dual-display support, you have a couple of options. The easiest way to get dual-display support is to replace your current video card with a “dual-head” video card that supports two displays. You can also add a second video card to your system, but this is more difficult, and usually requires some “tweaking” to function. Also, the performance of the system is only going to be as good as the slowest video card. AVD offers several video cards that feature dual-display support, and built-in scan converters. These cards are available at very reasonable prices. Contact us if you wish to purchase one of these cards.

When using dual displays with EasyReader Lite™, you must configure Windows to extend the desktop to the second display. Some equipment (usually laptops) allows you to set the second display as a mirror of the first display. This setting will not work correctly with EasyReader Lite™. Only the extended desktop setting will work correctly.

The best source of information about configuring your system for dual displays is your video card or laptop documentation. Many video cards and

laptops offer special software just for this purpose, and that software should make it easy to perform this function. If you don't have your video card or laptop documentation, the following sections should help.

If you have one of the more popular dual-head cards (Nvidia, Ati) with relatively new drivers, these cards provide their own alternative methods to configure them for multiple displays. When you go to display settings, just select the Advanced button, and look for your particular video card's multiple display settings. The generic procedures listed on the next few pages will also work, but they are not as convenient. The procedures on the next few pages should work with cards from different manufacturers.

Many laptops now come with "Wide Screen" displays. These are displays that have a wider aspect ratio than normal. Instead of a "standard" resolution such as 1024 x 768, they might have a resolution of 1280 x 768. While this is not an issue when displaying directly to the laptop screen, it can be a problem when using a Wide Screen laptop with a standard ratio display.

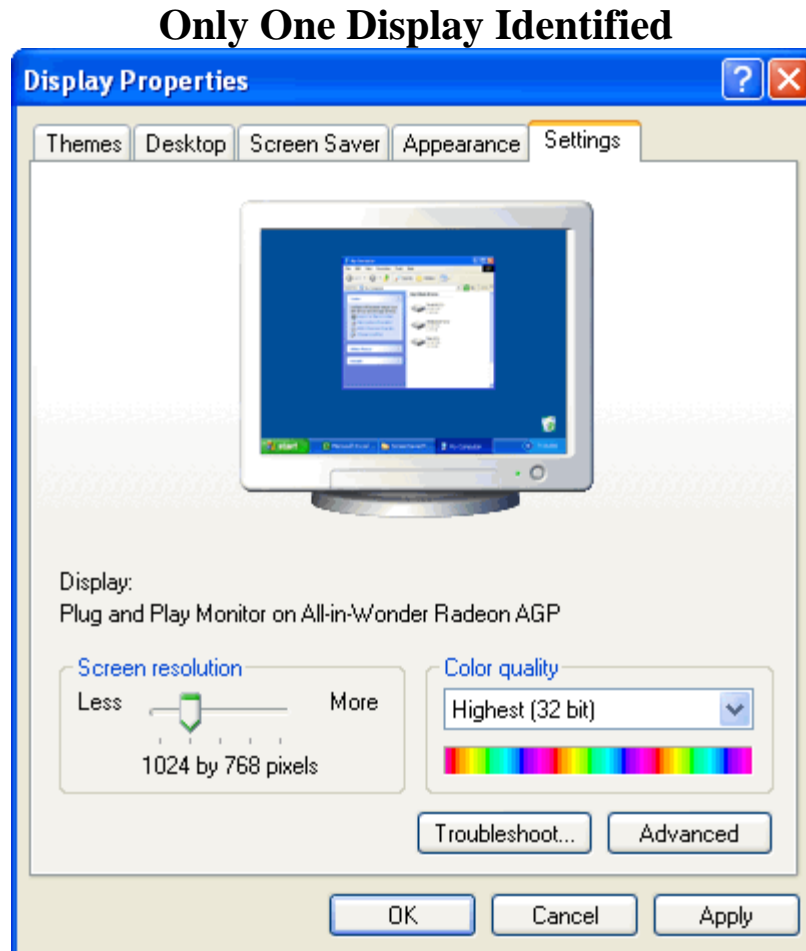
As of version 7.0, EasyReader Lite™ supports dual-screen displays of different resolutions. While it is recommended that you set the resolution of both screens to be equal, the software works with most resolution variations.

For performance reasons, the software does not "scale" the displays. Therefore, you will see varying amounts of empty space around at least one of the displays when you use resolutions that are not equal.

For instance, if your laptop has a resolution of 1280 x 768, and the prompter display has a resolution of 1024 x 768, the width of the laptop scroller and editor will be reduced to equal 1024 pixels. While the prompter display will completely fill with the prompter output, you will see a border around the laptop display when the text is scrolling.

If the prompter display has a higher resolution than the laptop display, the opposite will occur. A prompter display with 1152 x 864 resolution can be driven by a laptop with 1024 x 768 resolution. In this case, the laptop display fills the screen, but the prompter display has a border around it.

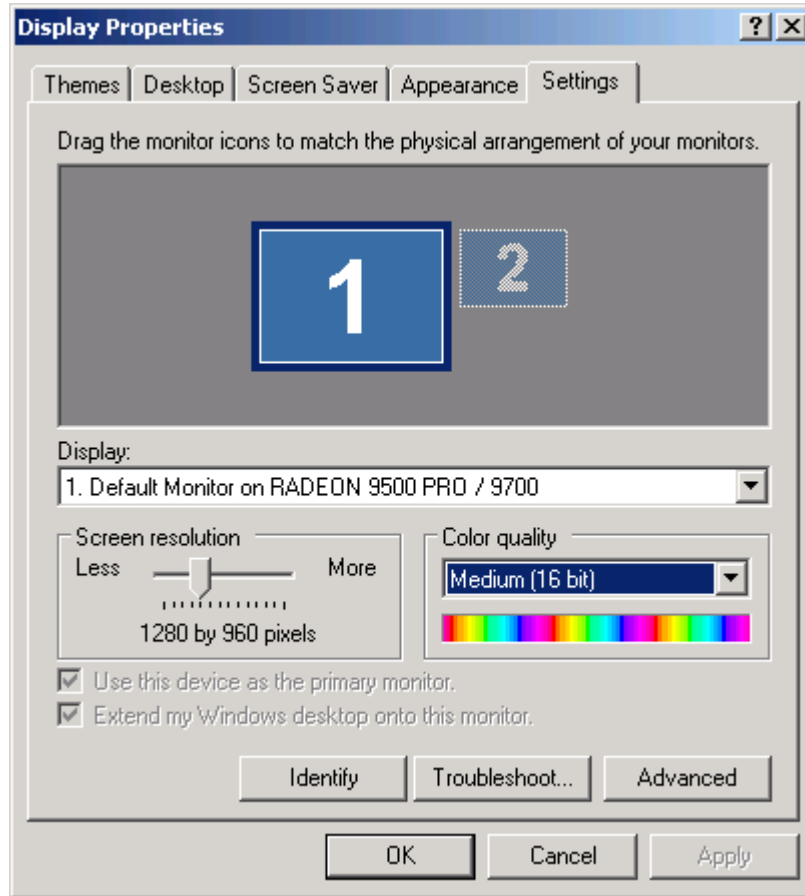
If you have a desktop computer and are not sure if it already has dual-display support, you can use Windows to find out. Right-click on an open area of the desktop, and select Properties from the drop-down menu that appears. Display Properties should then be displayed. Select the Settings tab on the right and you should get a display that is similar to one of the following:



This dialog shows only one display available for the desktop. If more than one display is found, a drop-down box is shown under the Display: label with a description of each available display. In addition, a window would be shown on the top half of the dialog. This window would contain at least two small boxes with numbers on each box.

If you see a display like this, your computer does not have dual-display support available. Make sure you have a properly-configured dual-head video card or dual-display laptop, or install a second video card. Refer to the dialog on page 36 to see how the display looks when configured correctly.

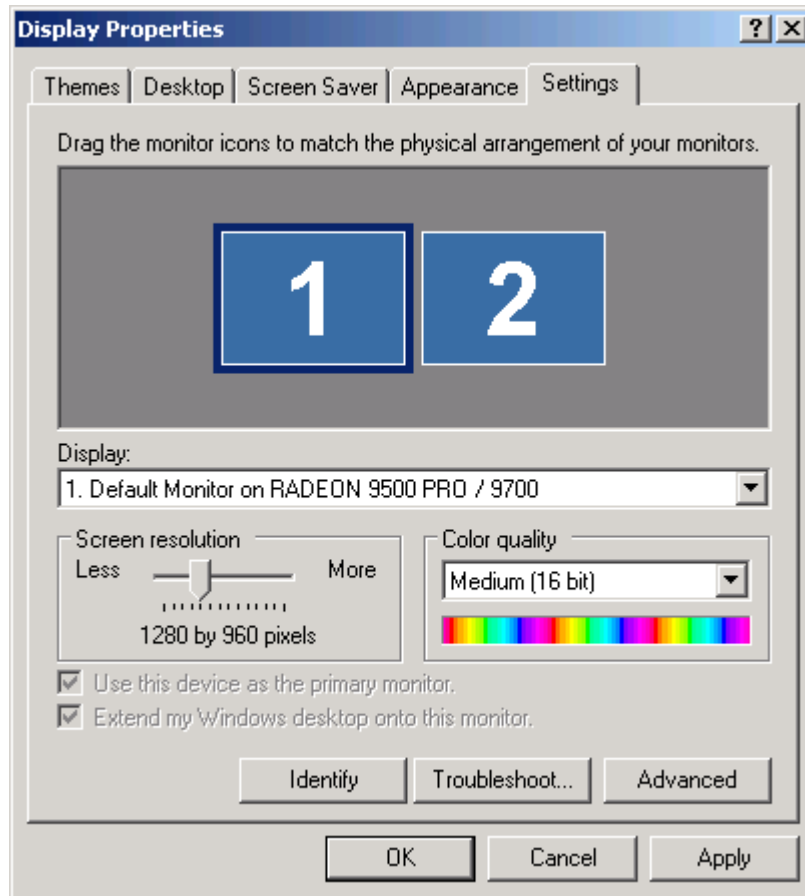
## Two Monitors Identified, Only One Monitor Enabled



This display shows that there are two displays available for use. Display 1 (the primary display) is enabled, but Display 2 is not enabled. EasyReader Lite™ will work with this configuration if you enable and configure the second display. To do this, click the grayed-out Display 2 box. You will then be shown Display two's information, and you should be able to check the box titled Extend my Windows desktop onto this monitor.

After checking this box, Display 2 will be enabled. It is recommended (but not required) that both displays should have the same resolution and number of colors. In addition, the box representing Display 1 should be directly to the left of, and aligned top to top with the box representing Display 2. Ideally, the display configuration should match that of the example on the next page.

## Two Displays Identified, Both Displays Enabled, Correct Settings



If your display configuration looks similar to this, you are ready to use EasyReader Lite™ in dual-screen mode. Notice that in this example, both displays are enabled and have the same resolution settings (both display boxes are the same size.) While this is recommended, it is not required. You can have different screen resolutions for Display 1 and Display 2, as long as Display 1 is directly to the left of, and aligned top to top with Display 2

If you choose to use two displays with different resolutions, please keep in mind that at least one of the displays will have a small amount of unused space. Depending on the differences in resolution, this unused space could be at the top and/or sides of the display. It's even possible to have empty space around the top and bottom of one display, and empty space around the left and right sides of the other display.

## **Tips For Using EasyReader Lite™**

Always type in a few lines of dashes or lines at the very beginning of your script along with some kind of identification, such as "Bob Smith's Script, June 1, 9:00 AM", and then put in a few hard return lines before the first line of the script comes up. This will allow you to get up to speed before your reader starts their script. Also put a few lines or spaces at the end of your script so that you can roll past the last line for your reader.

Make sure you've marked up your script for a steady pace. This may involve spelling out numbers; while the number 9,856,577 only takes up nine spaces on the screen, it is more than a mouthful to actually say.

Add blank lines between thoughts or paragraphs. Anything you can do to make the scroll speed more consistent will make it easier when it comes time to scroll the script.

Use EasyReader Lite™'s colors to indicate changes to the reader(s). This reduces the amount of text displayed, and makes text delivery more consistent.

# Display Troubleshooting

## **1.) I entered a script and clicked on a button to scroll it, but the text did not scroll.**

- Make sure the script was in a large enough font to scroll multiple lines. EasyReader Lite™ will not scroll unless there is more text to display than will fit on the screen.
- Press Enter or the left controller button to start.
- Enter multiple lines or repeating characters at the beginning of every script.

## **2.) After booting up, I attached the video cable and have no image on the prompter screen.**

- Attach the cable and the external monitor (or scan converter) **FIRST, BEFORE** you boot up. This allows the computer to recognize that an external monitor is attached.

## **3.) My color display in scroll mode is way too slow.**

- Your computer may not be powerful enough to display in full color. Refer to the section about improving display performance on page 2.
- Set your display to 640x480, 256 colors.

## **4.) My scroll screen stops before the end.**

- Add multiple blank lines or lines of repeating characters (\$\$\$\$\$\$\$\$\$\$\$\$ is a good one) at the **END** of every script so you may scroll through the end of the script, ending on the "nonsense" line of characters.

# **Technical Support**

**Audio Video Design, Inc.**

E-mail: **info@AVD-prompt.com**

If you have questions or suggestions about additional software features, hardware compatibility, performance issues, software bugs, or installation problems, please contact:

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