

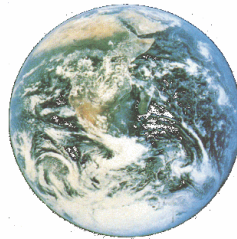
# PORTAPROMPT

**WinDigi®**

**PROMPTING SOFTWARE  
FOR  
WINDOWS 2000/XP®**

**USB/Parallel port Version**

## USER GUIDE



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# PORTAPROMPT



## WinDigi Prompting Software for Windows

**WinDigi** prompting software has been developed using our vast knowledge of script prompting, gained over many years conducting our UK based day-to-day prompting hire service. It was this knowledge that helped us invent the DigiPrompt DP2, the world's first digital prompting engine back in 1981, which then had the unheard memory of four A4 pages!

Portaprompt and technology have both moved on somewhat since those early days. Our prompting engines have gradually progressed from the original DP2, to the DP500, DP600 and DP1200, utilising our Amiga based prompting software and computers, to the current prompting software for IBM PC's.

In 1999 Portaprompt turned its attention to prompting software for Microsoft Windows and introduced the **WinDigi** software. **WinDigi** has been designed to be simple to use, particularly for anyone who has had experience of Microsoft Windows, as many of the normal Windows keystroke commands and familiar dialogue boxes have been incorporated. For those without previous Windows experience, the controls have been described in as much detail as possible and we apologise if there has been overkill.

We would appreciate any comments you may have on the application of software and user guide.

# PORTAPROMPT

## WinDigi® PROMPTING SOFTWARE

Minimum Software System Requirements: -  
WINDOWS 2000/XP®  
Pentium 266 MHz PII  
64 Mega bytes of RAM  
Accelerated graphics engine  
1 X USB port

Display Settings  
Colour Depth 256 colours  
Resolution 800x600

Increasing memory size or processor speed or type may improve performance, and result in higher resolutions and colour depths being possible.

## Installation and Getting Started Quickly

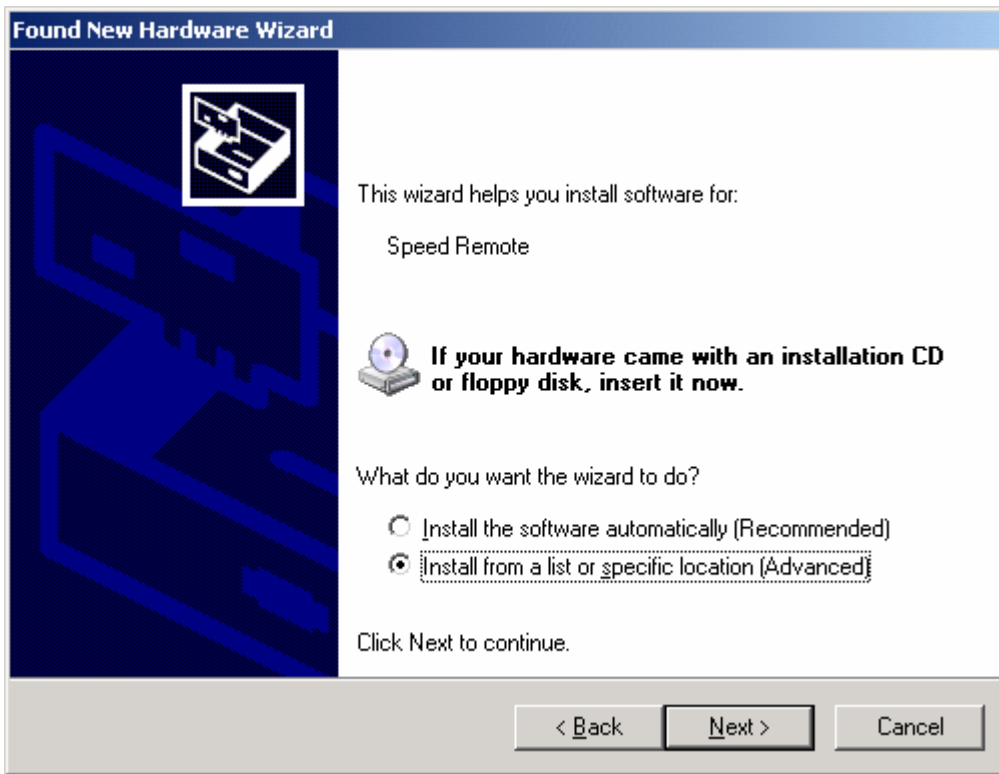
Switch on computer and wait till normal Desktop is displayed.

Insert CD (CD should auto-run) in appropriate drive, this will install the software in C:/Program Files/Portaprompt and put a WinDigi icon on the desktop. If the CD does not auto-run, click on Start/Run and browse to the CD drive. Double-click on set-up.

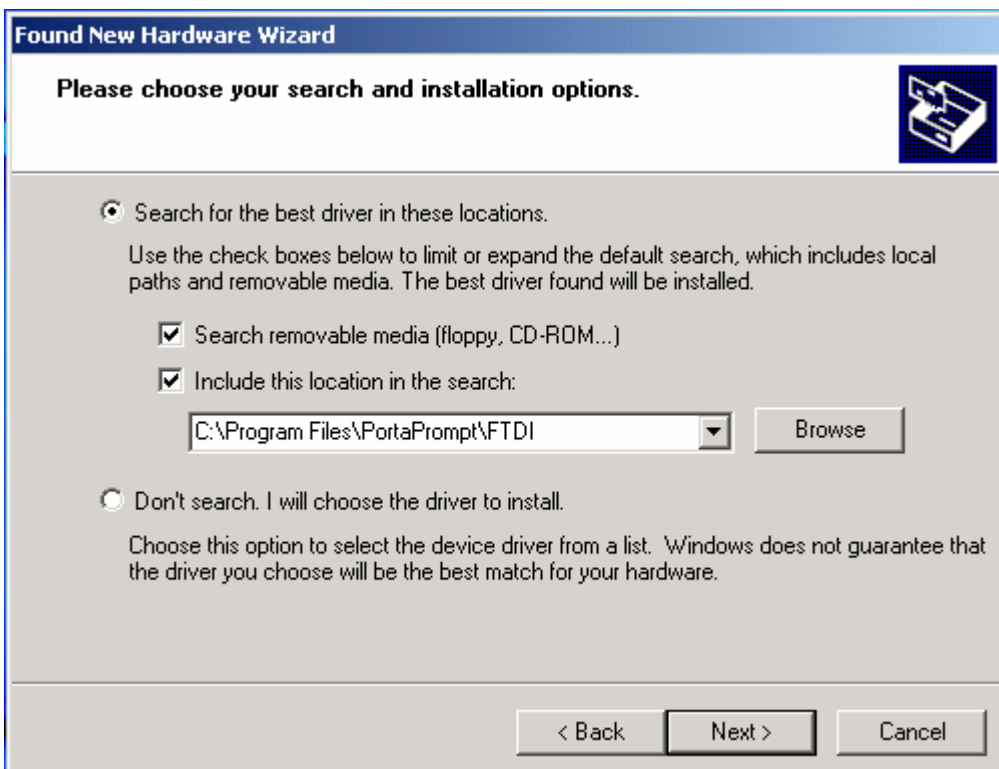
For XP. Windows 2000 further down.

Now insert the speed control in the USB socket you are going to use. This will result in the following screens being displayed. Only some require actions other than simply clicking on Next. Simply choose the selections shown in the pictures if not already selected.

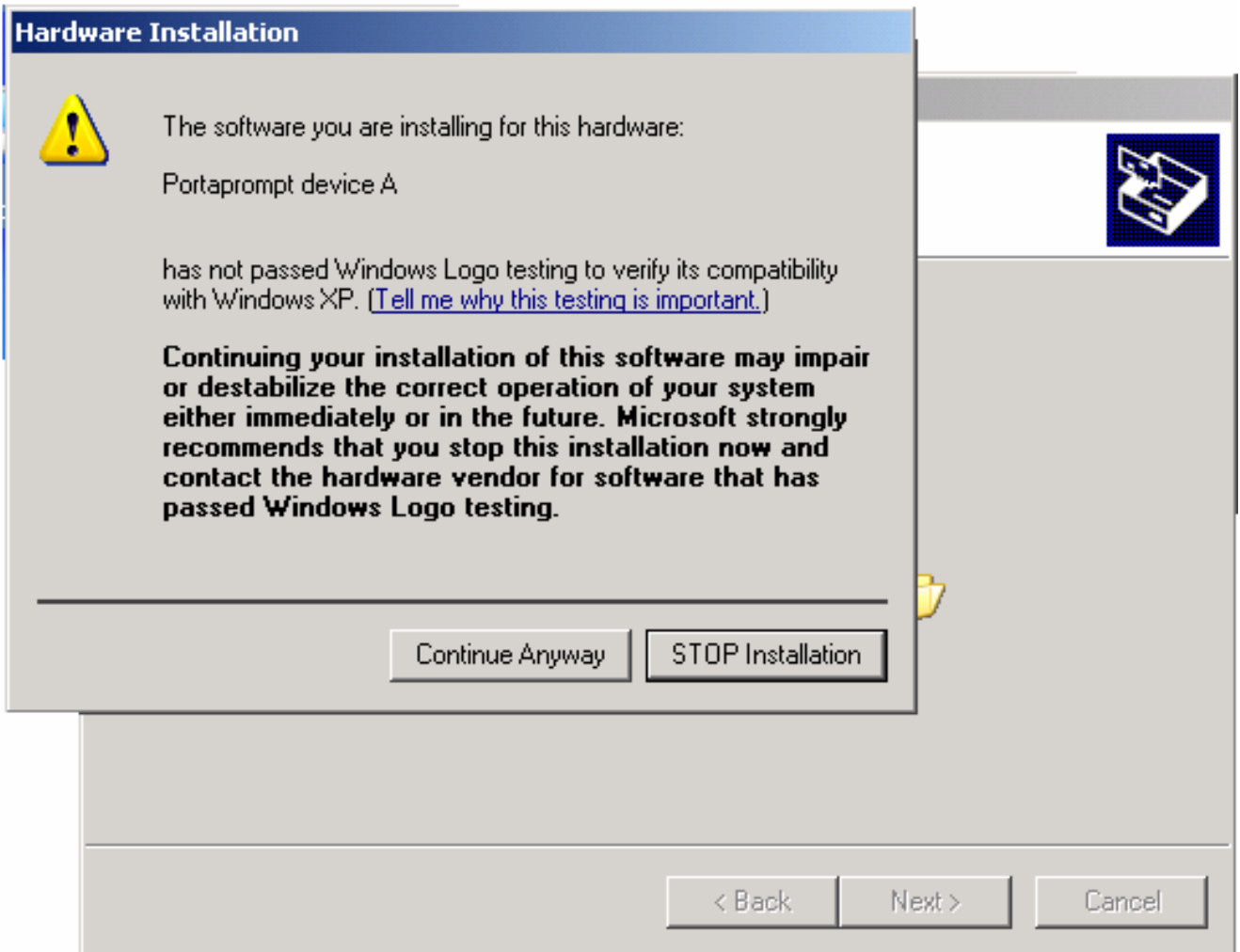




If the path is not shown or does not work use the browse button to reapply it.

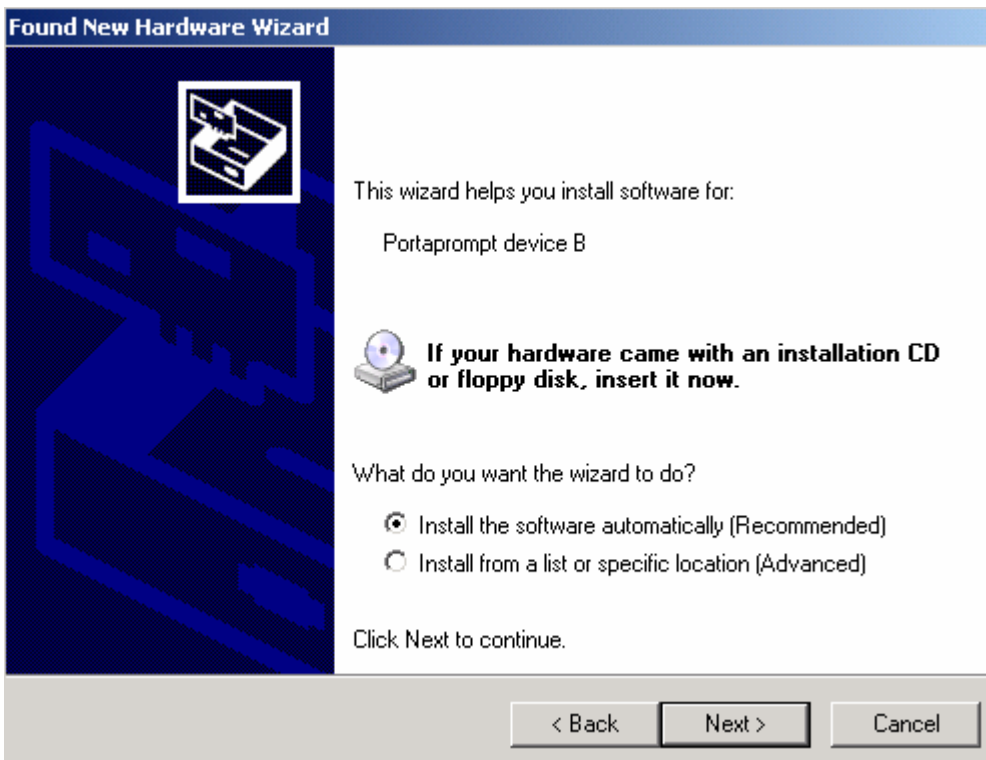


This next window click Continue Anyway

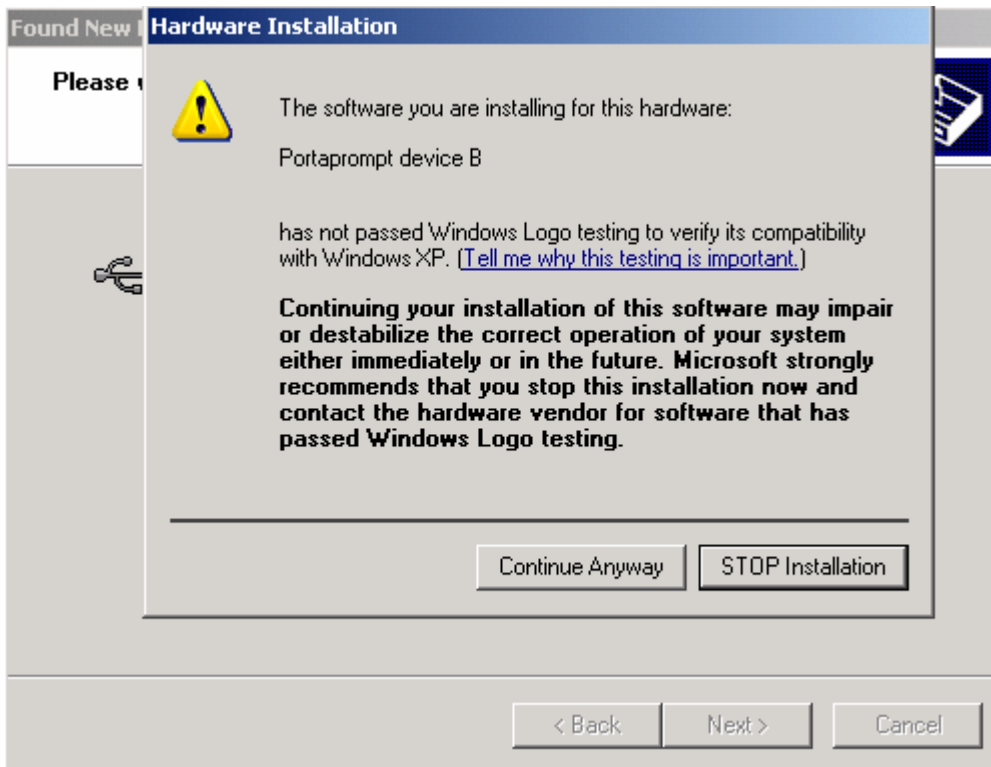


Select Finish on this next Window





This next window click Continue Anyway



Select Finish on this next Window



You are now ready to Run WinDigi for the first time.

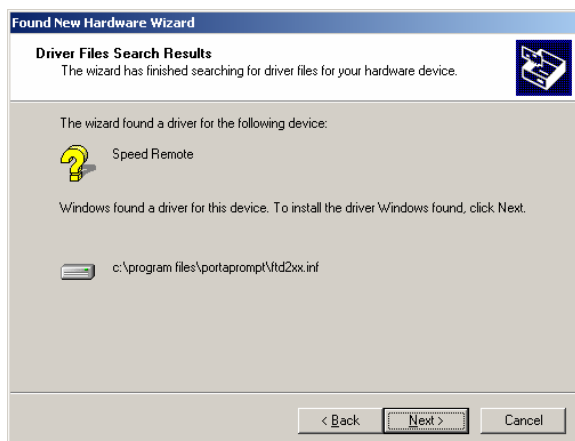
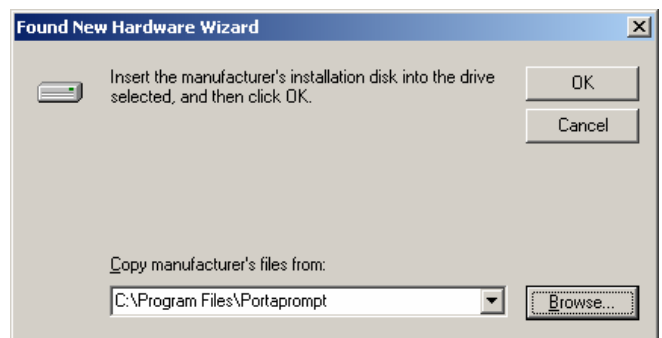
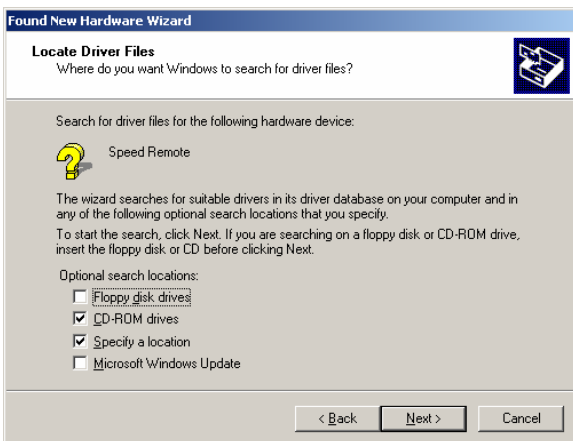
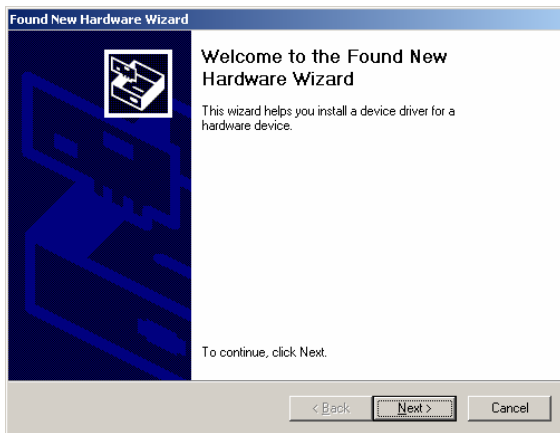
To run the software double click the WinDigi icon. The editor will appear and text can be entered directly or a Rich Text File can be loaded. Most of the standard editing functions are similar to other major word processors.

Once text is in the editor, to scroll it simply press the escape key. The editor functions will disappear and the eye line will appear. The text can now be scrolled smoothly. To change the speed of the scroll, rotate the speed control wheel. The button on the speed control changes the direction of the scroll, or if it is pressed continuously for one second, the text is reset to the top (start) of text.

To return to the editor press the escape key.

For Windows 2000™

Now insert the speed control in the USB socket you are going to use. This will result in the following screens being displayed. Only some require actions other than simply clicking on Next. Simply choose the selections shown in the pictures if not already selected.



# PORTAPROMPT

## WinDigi® PROMPTING SOFTWARE

### QUICK USER GUIDE

1. Preparing a Script
  1. Connect the Portaprompt Hand-held speed controller via the USB lead to the PC USB connection. (One Dongle lead is supplied with each copy of the prompting software purchased and is normally provided connected to the speed controller).
  2. Switch on PC.
  3. Double click the WinDigi icon on the Desktop
  4. Page 1 of a blank Edit screen appears. *(NB: An Edit screen is a text page in which new text can be inserted or where previously prepared text, if loaded, can be edited).*
  5. The script can now be typed.
2. Loading a Script
  1. If starting from a freshly switched on PC, follow steps 1-3 of Section 1 If you are already in **WinDigi**, open a file from the directory or load a previously saved disk (see Page 5).
  2. The script will then be displayed on the Edit screen where any last minute changes can be performed and SAVED (Ctrl S). If required, a copy of the final script can then be printed out (Ctrl P).
3. Rolling a Script
  1. With script loaded as detailed in Section 2, press ESC and the text will then be displayed on a Roll screen.
  2. By rotating the knurled silver wheel on the hand speed controller, the script can be scrolled at the desired speed. Reverse can be selected by pressing the FWD/REV push button on the speed controller. (If this button is held down for one second, the script will return to the top of the file).
  3. An eye line position marker is displayed on left hand side of the Roll screen. *(Pressing the CTRL and cursor up or down keys can move the position of this marker).*
  4. The Page Next Window at the bottom of the screen is used to jump to Page Items and to alter the running order of the script (see page/item menu on page 8). The Page edit box shows which page you are on. The 'Next Edit' box is where you enter the page label. Pressing enter will cause the script to be displayed from the start of that page label. This window should be kept out of the Scrolling area of the screen.
  5. ESC will return you to the Edit screen.
4. Closing a File
  1. Close file Alt F, 'n'

# MAIN USER GUIDE

## File Menu

**New** Clears editor memory so that new text can be typed.

**Open** Opens a file previously saved on floppy disk or hard drive, either to amend or scroll.



Click on File/Open or keystrokes Alt F, O. This will display an Open dialogue window from which your previously saved file can be selected. By using Look in, either the hard or floppy drive can be accessed. Double-Click on the file name or click and press Return. The file will then be displayed on your PC screen. If trying to load from the A: drive without a disk in drive, a message will appear which says 'no disk in drive'. Click OK and the open dialogue window will appear pointing to the C: drive. Word files should be converted within the MS Word program to an RTF file and it is this file that should be opened.

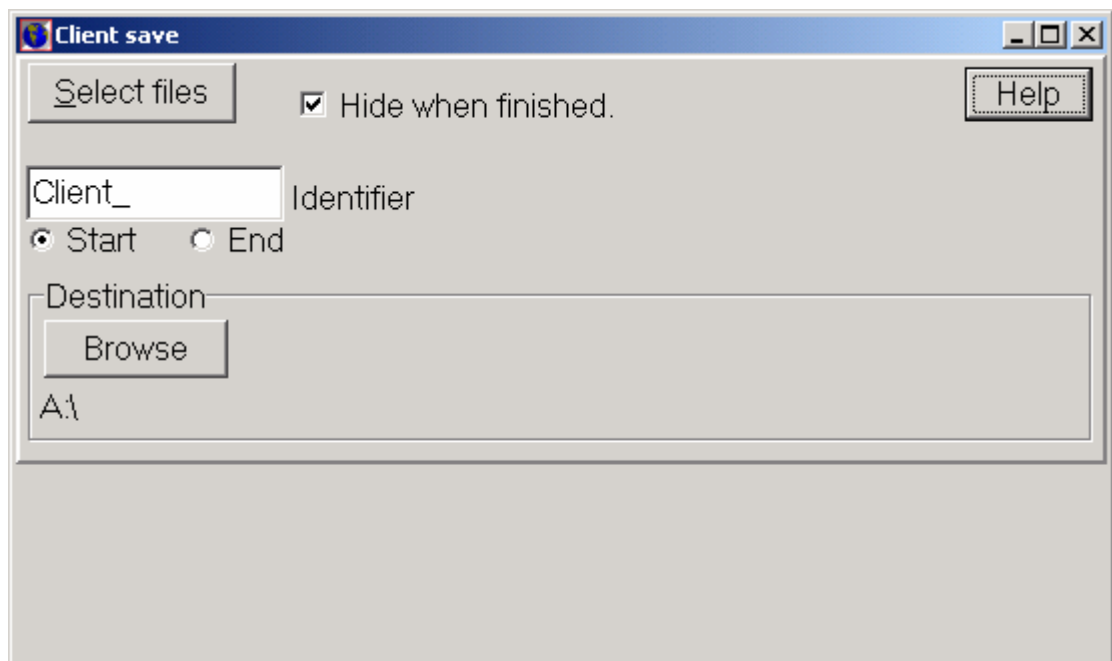
## Saving Files



Click on File/**Save** to save an already named file (keystrokes Alt F S or shortcut Ctrl S). Click on File/**Save As** (keystrokes Alt F, A ) which will produce a Save As dialogue window where Save in (3.5" floppy disk, or on hard drive) can be selected, File name can be entered and File type decided. The Save As option is there to allow an already Saved file to be saved again but under a different name or so that alterations can be made to the new file and then saved as a different file type.

Click on, File/**Save Client Version** performs a Save As, but turns the text colour to black, point size to 12 and removes the page/item labels from the text before saving. This is useful if a copy of the final script is required to be handed back to the file originator.

The text option in the sub menu acts on the loaded file. The File option of the sub menu shows another window as below.



Click on Select button to open a dialogue box showing the previously saved prompt files. Select one or more files by holding the Ctrl key and clicking on the files. Shift also works to select a block of files. Now click on Open, the files will now appear on the Client save window, an astrix appears next to the file when it is converted.

Use the Identifier to add characters to the file names.

Start, End radio buttons select where the Identifier will be added to the converted filename (not the extension).

Use the Destination Browse Button to select where the converted files should go.

## File Info

Displays the number of characters in the file, which includes carriage return and line feeds also time to read the entire file at the displayed words-per-minute.

## Printer Set-up:

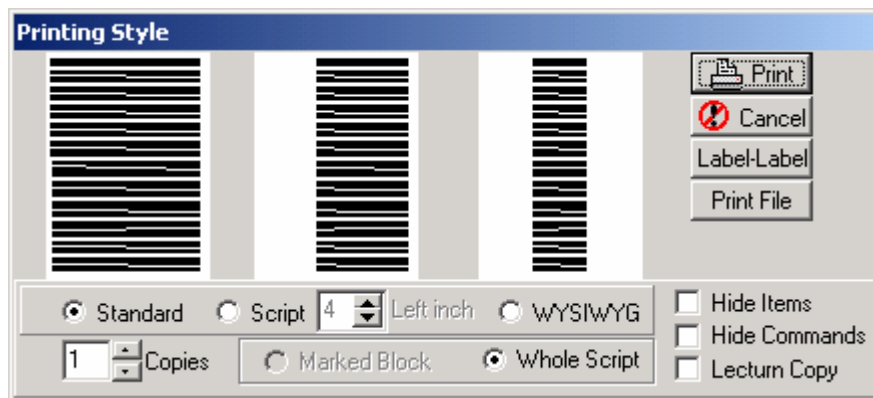
Dependent upon the printer installed, or the printer intended to be used to print out a file, it may be necessary to select a different printer from the Print menu. To change the printer proceed as follows:

1. Click on File Printer Setup (or keystrokes Alt F, E) and this will display a Print Setup Dialogue window where a printer Name will be displayed. If this printer is not the one to be used, click on the ▼ key and alternative printers will be displayed. Cursor up or down on this list and press the return key to select the desired printer.
2. Clicking on Properties will enable the paper size, type and orientation to be set. When in this menu, the Control tab will display other facilities about the printer such as changing ink cartridge etc.

## Print Menu:



To print out a loaded file or a marked block, click File Print (P) (or keystrokes Alt F, P or shortcut Ctrl P) which will display a Print style window where the type of print out can be selected and print actioned. The Print out automatically has a footer added to the sheets showing the time and date of the print out, script filename, and sheet number. In detail, choose the type of printout you want via the Radio Buttons.



The options are: -

Standard, which produces a full page of text.

Script, which produces an adjustable left margin (inches) via the up/down buttons, for notes etc.

WYSIWYG which produces a printout of the screen display. This uses a lot of paper.

Hide items, which gives printouts without page labels.

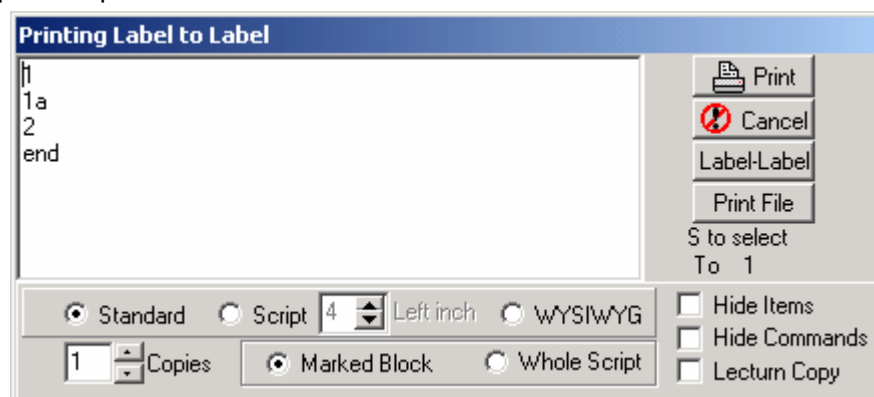
Hide Commands. Printouts without commands.

Lectern copy, which prints out with large characters making it easily read at the lectern as a backup to boost speaker confidence.

Number of copies.

Marked Block which allows a previously marked block to be printed.

Whole script which prints the whole file.



The label-label button allows the choice of text to be printed between two labels. After clicking on this button either click on the label you wish to start from or press the 'S' key, this will show the label on the right hand side of the window to start from. Now click on the end label or press the 'S' key again. This will show the label to end at under the from label. Click on Print to print selected block of text.

The Print file button opens a file dialogue box which lets you select one or more files to print out. This automatically loads and prints the files. You should save loaded text first.

Once the required options are selected click Print to start printing.

To close the print preview window click Cancel. This will also terminate any printing being done.

The number of completed pages spooled to the Windows printer driver are displayed under the label-label button. If cancelled before all of the file is spooled, a message telling how many pages have been sent will appear. To stop the printer from printing spooled but as yet unprinted pages, use the Windows printer control, e.g. Start/Settings/Printers, double click on printer icon, click on document being printed, then press DEL key.

Any form-feed ( [:ff] ) commands will cause the printer to start a new page (see page items).

The window will disappear when all of the text/files have been sent to the windows spooler.

### Merge

To insert or Merge another file into the current document, put the cursor where new file is to be inserted, then click on Merge or shortcut Alt F M, the Open dialogue window will then be displayed. Choose a file and open. After a short while the new file will be inserted at the chosen point. See file loading settings (item adjust so as not to duplicate page labels).

### Exit

Click File Exit or keystrokes Alt F, X or shortcut Alt F4.

## Edit Menu

### Undo:



Click on Edit Undo (Keystrokes Alt E, U or shortcut Ctrl Z) undoes the last editor operation. **There is only one level of undo at present.**

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### Block Operations

Select a block of text by either pressing and holding the shift key and moving the cursor keys or left clicking with the mouse and dragging the selection over the text. The whole text can be selected in a single operation by pressing Ctrl A. The clipboard is an area of memory used for temporary storage of items.

### Cut:



Click on Edit Cut (Keystrokes Alt E, T or shortcut Ctrl X) **to remove the selected text and put it on the clipboard.**

### Copy:



Click on Edit Copy (Keystrokes Alt E, C or shortcut Ctrl C) **to put a copy of the selected text on the clipboard.**

### Paste:



Click on Edit Paste (Keystrokes Alt E, P or shortcut Ctrl V) **to insert the text stored on the clipboard at the cursor.**

### NOTE: -

**Pressing a text key whilst a block is selected will delete the block and replace it with the key stroke.**

**Pressing the Delete (Del) key will delete the selected block without copying it to the clipboard. See also Undo.**

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### Find:

To find a word or phrase in the text click on Edit <Find (keystrokes Alt E, F or shortcut Ctrl F). This will display the Find dialogue window where a word or phrase can be entered together with other options. (The direction default is from the cursor downwards). Double-click on Find Next or keystroke Alt F and the first instance of the find will be displayed as highlighted characters on the edit text screen. Pressing Esc key or clicking cancel button will close the Find dialogue box.

To find a coloured word or phrase, click Enable, select colour, click OK. Ticking any of the other boxes can also be used to find a word with these attributes.

Fuzzy find, when ticked will ignore carriage returns, spaces etc., and will only find Alpha characters.

**Replace:**

To replace a word or phrase: Click on Edit Replace (keystrokes Alt E, R or shortcut Ctrl H). This will display the Replace dialogue window where a word or phrase to find can be entered together with what to replace that selection with. Other options are also displayed. (The direction default is from the cursor downwards).

Click on Replace (or keystrokes Alt R) and the first instance of the Replace will have taken place and the next instance for consideration is highlighted. Continue this procedure until the replacements are completed. Alternatively click the Replace All button and all instances of the replacement will be completed at one time and a small information box will appear stating End of document reached. Click on OK or press Return to return to the Replace window. Click 'Cancel', Close (X) or ESC button to exit this function. Ticking any one of the attributes will cause them to be used on the replacement text. Ticking one of the enables boxes will assign that attribute to be switched off on the text. Ticking the attribute (bold) will add that attribute to the text. With neither of these boxes ticked, the attribute will be unaffected.

**Gap**

Click on Edit <Gap (Keystrokes Alt E, G or shortcut Ctrl G) this enables the gap between text lines to be adjusted on the roll screen only. **You will only see the effect when you are in roll mode.**

**Window Size** (Shortcut key Ctrl+W)

This function enables the resize of the window without using the window borders. This is useful when using the software in borderless mode (Function key F6 in edit mode). There are four default settings that may assist setting up

1. Quarter of the current screen, shrinks window to top left corner.
2. Default sets the screen area to 95% and also corrects all window positions so lost windows can be found. These settings apply to a screen 800 x 600.
3. Full Screen sets screen to full size independent of screen settings.
4. Used Custom: This uses the previously saved settings.

**If in roll mode, after resize, jump in and out of edit mode to ensure the settings are entered into the system.**

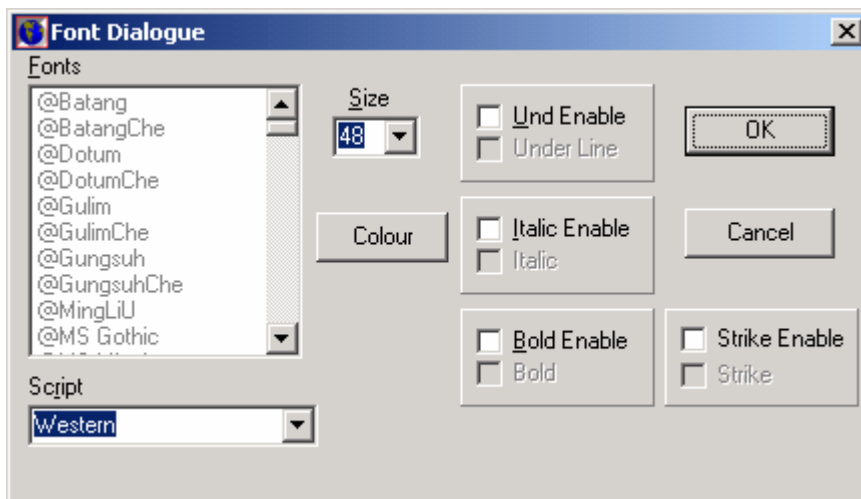
Store Custom: This saves the current settings.

**Font Menu**

Keystrokes Alt O, T or shortcut Ctrl T. This will display Font dialogue window where Font [F], Font Style [y], Font Size [S], Colour [C] or Script [r] can be chosen. The font type and point size can be modified by using the following drop down boxes.

Use this option when you want to change attributes of the highlighted text in the Edit Window. Ctrl A selects and highlights all the text. If an attribute was not clicked then it will not be changed when pressing the OK button. Underline, Bold and Italics have three states.





1. To un-bold the highlighted text, tick the Bold Enable button.
2. To bold the text, tick both the Bold Enable and the Bold boxes.
3. If bold is to be left unaffected un-tick the Bold Enable box.



The same applies to underline, italics and Struck through.  
Clicking on Cancel or pressing the Escape key will exit the font dialogue box without doing any changes.  
Clicking on colour will display a colour palette. Select colour by clicking with left mouse button and then click OK. Whilst the Font, Script and Size boxes are grey, there will be no effect on the selected text by those options.

**Font style and size:** (Found on the tool bar at the bottom of Edit Screen).




1. Bold is selected by positioning the mouse over  on Toolbar and clicking left hand mouse button or shortcut key Ctrl B.
2. Italic is selected by positioning the mouse over  on the Toolbar and clicking left hand mouse button or shortcut key Ctrl I.
3. Underline is selected by positioning the mouse over  on the Toolbar, and clicking left hand mouse button or shortcut key Ctrl U.
4. Justification (Left, Centre or Right) is obtained by positioning the cursor on the required option  on Toolbar and clicking left hand mouse button.

**The operation chosen will apply to characters about to be typed or to any selected text**

Select a block of text by either pressing and holding the shift key and moving the cursor keys or left clicking with the mouse and drag the selection over the text. The whole text can be selected in a single operation by pressing Ctrl A.

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**Bullet Points** can be entered into the script by clicking the button.  However, this can cause the roll to be lumpy on some machines.

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### Help Menu

The Help menu follows the normal Windows conventions and has help on using this function built in.

### Screen Colour Menu

#### Invert Colours (Shortcut key F10)

To swap the background colour for the text colour of the first character in the file, leaving all other colours unchanged, press the shortcut key F10. This operation can take some seconds, as every character colour has to be checked and changed if required. A bar is visible indicating the progress.

#### Text (Shortcut key F11)

To change Text colour click on Screen Colour < Text (keystrokes Alt S T or shortcut F11), and this will display a colour palette window. Position cursor over the colour required, left click and press OK. All of the Text will be changed the chosen colour. Right clicking on the colour will set the background colour.

## Page/Item Menu

For ease of use, scripts are usually broken up into Pages, Items or Stories. These are all the same from the point of view of the software. A Page is defined by a text label, which is inserted into the script with the format [#*label*]. The *label* part is the name of the Page, Item or Story. They are usually displayed in red although the colour is not important to the system.

Here are some examples: -

[#fred] is the start of story called fred

[#1] is the start of story called 1?

[#01] is the start of story called 01?

[#one] is the start of story called one?

The last three examples refer to different stories as far as the system is concerned, so it is important to have some structure to story names.

When in Roll mode it is possible to jump to the beginning of the Page, Item or Story by simply typing the page name in the 'Next' box followed by carriage return.

### Enter 'Page/Item' Page/Item Enter Page/Item (Shortcut key Alt P)

To enter a Page name at the cursor, press shortcut key Alt P. This displays the dialogue box to enter the name. **DO NOT** type in [#] as the system does it automatically.

Duplicate names are not permitted and the system gives a warning.

### Delete 'Page/Item' Page/Item Enter Page/Item (Shortcut key Alt D)

To remove a page name press Alt D. This displays the dialogue box to enter the name. **DO NOT** type in [#] as the system does it automatically. This function only deletes the [#*label*] not the text of the script associated with it.

### Command Marks (Shortcut key Alt C)

These are mainly used by the substitute editor, the only exception is the formfeed mark ([:FF] see 'Print'). Command marks unlike page labels, can have the same name more than once in the text. These marks take the form [:cccccc] and are not visible in the run-order editor as they are not page labels.

Use command marks in front of a word so as to reference it in the Substitute editor (see below).

It is possible to manually update the Substitute editor with marks and words by pressing the F4 key in edit mode. Normally this happens automatically, but if a mark has been put in the text and then a word added after it, use F4 to tell the system a word now exists for that mark. There must not be any spaces between the mark and the word associated with it however one carriage return is allowed.

### Delete Marks (Shortcut key Alt X)

To remove a command mark. From the tool bar click on Page/Item/Delete marks and enter the command to delete. Press ESC to cancel. Multiple defined marks with the same name are all deleted at the same time. The word associated with the Mark is not deleted.

### Run Order Editor Page/Item.Run Order Editor (Shortcut key F9)

The Run order editor allows blocks of text associated with page labels to be cut and pasted.

A list of Page/Item labels is shown in the Page/Items List Box. To the right of is part of the text associated with the highlighted label.

It is possible to: -

Cut/Drop an Item and its associated text ( Drop Item. Shortcut key Ctrl+X) from the main body of the script.

Restore item allows you to paste back a previously dropped/cut item. (Restore Item Shortcut key Alt+R )

#### Drop Item

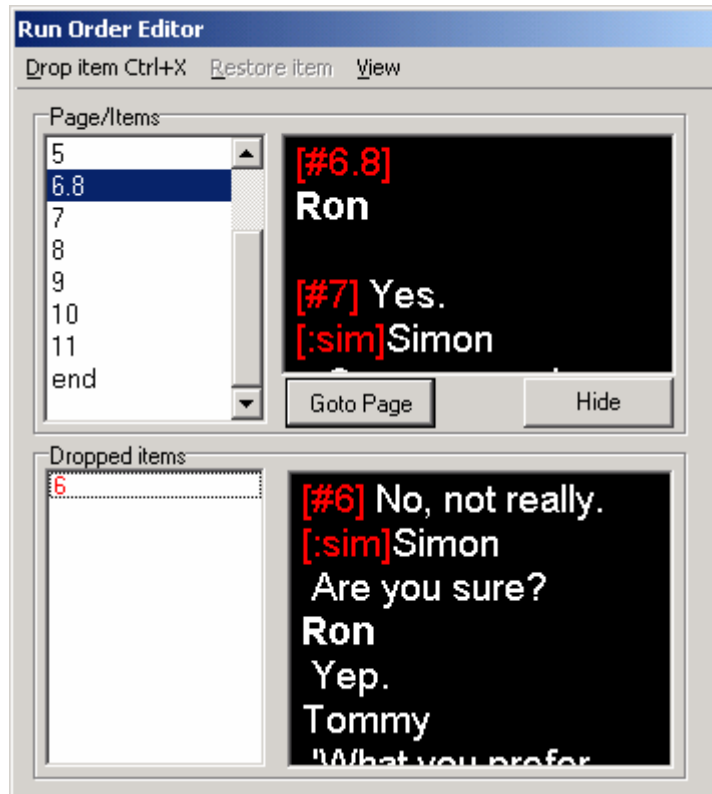
To Drop/Cut a Page/Item click on the page name in the page/Items list box and then press Ctrl+X.

When a Page is dropped, it is put in the Dropped Items List box and, if highlighted, part of the text is visible in the Dropped Editor View. These items are automatically saved in a separate file with .drp extension.

#### Restore Item

To restore a dropped item, first select the Item name in the Page/Items List box you wish too either paste before or after the dropped item.

Select the dropped item. The 'Restore item' menu will become active, click on it and select from the menu 'before' or 'after' to restore the item before or after the Item first selected in the Page/Items List box.



**View** from the tool bar has three options:

Show run times (F8).

Clear all dropped items (including deleting the dropped file on the drive).

Show pages only (reduces the window to show the page labels only).

If you right click the mouse the drop down menu gives you all of the facilities just mentioned

Right click shows four options:

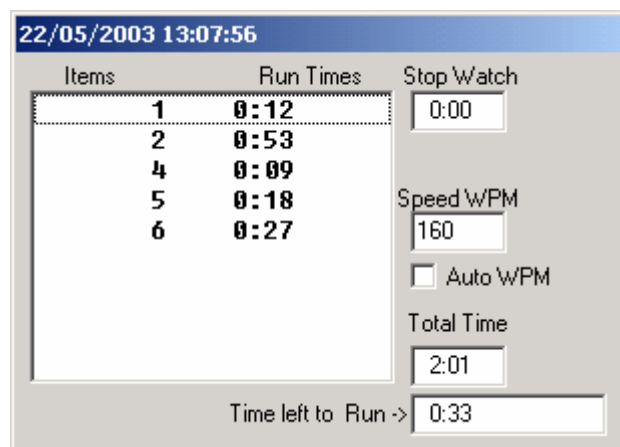
Drop item.

Restore top.

Restore bottom.

Clear all dropped items.

### Run Times Window



#### View on Run Order Editor (Short cut key F8 from Run Order Editor window)

This displays a window that shows the approximate running time of the Page/Item and how long is left from the current point in the script, when scrolling. This is based on the speed in words per minute WPM (default 160). It is possible for the system to learn the actual speaking speed of the presenter by ticking the Auto WPM box, then scroll. The run time will then be updated with this new figure. You can also type in a speed into the Speed WPM edit box if known.

The current date and time of day are also displayed on the top of the window.

**Substitute Editor.**(Shortcut key Ctrl F12)

Use this to change multiple occurrences of a single word without having to find them first. This is useful to quickly change the contestants names or monies which are not known before hand. e.g. [:amount]£5,000

The Substitute Editor window displays in the left hand column the command marks that have already been put into the text. The right hand column has the single word associated with those marks.

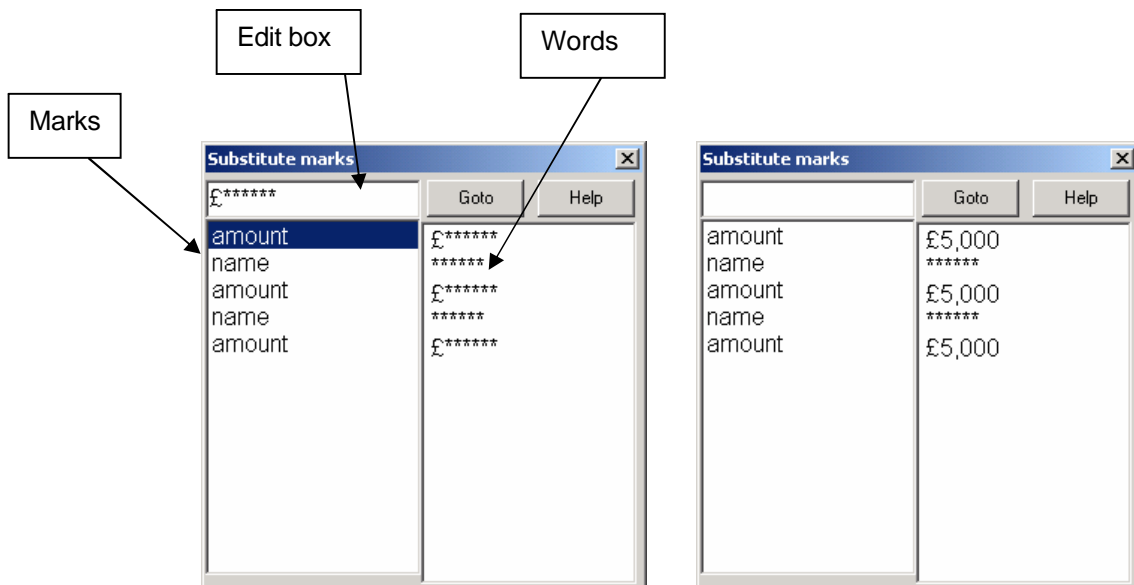
When putting in the marks do not leave a space after the mark and the text, however one carriage return is permitted.

Below is an example of before and after one of the amounts is edited. The amount has been changed automatically in three places within the text, from £\*\*\*\*\* to £5,000

To change the word, select a mark. The word associated with that mark appears in the edit box, alter this word and press Return to change it within the text. This will then update the word list.

It is possible to jump directly to the Mark in the text. Highlight a Mark and click 'Goto' to put the cursor after the Mark within the text.

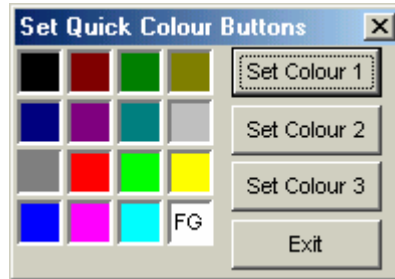
Tab takes focus from the edit box to the 'Goto' button and back. Use return to 'Goto' a Mark.



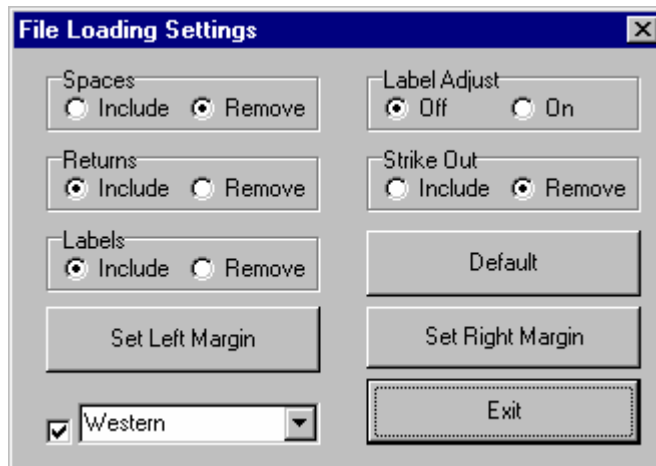
## Format Menu.

**Font Case change.** There are three boxes to tick. Tick the appropriate box for your needs.

**Set Colour buttons.** On clicking this option, a small colour palette will be displayed. Left clicking on your choice of colour, followed by clicking the set colour number, will assign that colour to the colour buttons at the bottom of the edit screen. When in edit, these buttons can be used to quickly change the colour assigned to the colour. Short cuts CTRL F1, F2 and F3.



**File loading settings.** These define how some parts of the text are loaded. Remove spaces will delete more than two spaces that occur consecutively. This also applies to the 'Return' button. Labels can also be removed or included. Item adjust: This will append a letter to the end of a label that already exists. The ticked 'Western' box changes the loading text to the selected character style. Other styles can be chosen from this point. Strike out will remove (or not) stuck-out characters that have come from a Word document with track changes.



## System Settings:

AtoD are the values from the remote control and should change when operated in roll mode. Speed control panel buttons allow you to change how the remote speed control works.

### Speed control

Select type of speed control with the radio buttons.

Mouse: if WinDigi does not scroll with mouse selected ensure that WinDigi is in roll mode and the Roll window is active.

Keyboard: if WinDigi does not scroll ensure that WinDigi is in roll mode and the 'This Page Next Page' window is active.

Parallel: Portaprompt speed control plugged into the parallel port.

USB: Portaprompt speed control plugged into the USB port.

The 'End Stop/Centre' button toggles the Windigi remote control between centre stop and end stop off. The edit box on the right of this button sets the centre stop position.

Dead band The amount of movement the remote has to move before any scrolling can happen.

Sensitivity of the above speed controls is adjusted by the up down arrows.

Repeat This is the key repeat speed (in 1/50s of a second ) for the newsbox when using newsroom.

Reverse Pot: This reverses the action of the speed-controller. If the speed controller is not working correctly, the end stop may need to be adjusted. To adjust. Reduce the size of the edit screen to approximately quarter screen size, select system settings (Format/System Settings), click on edit screen, press Esc to go to Roll-Mode. Ensure sensitivity is set to 1. The value from the speed controller is now displayed next to the AtoD I/P label. Adjust speed control to maximum, which is now going to be the new minimum speed. Take a note of the AtoD number. Click on the Reverse Pot label. This changes to Reverse Pot Y. Adjust end stop to the AtoD number previously noted. The display will now be stationary and the AtoD should be zero +/- 1.

Average By moving the pointer right will average the speed control inputs over a longer period. Use for a smoother start and stop of the scrolling.

Single/Twin screen: When single screen is clicked, another screen will appear which is used for the scroll. This is where the scan converter adjustment should be set to pick-up the correct screen outputs. Requires a scan converter the can quarter screen zoom.

Clicking the Separate key will cause the edit screen to overlay the roll screen when in edit mode.

Percent (No %): When changed to Display %, will show the percentage through the text scrolled so far in the Next Page window.

Auto Load When ticked if the current file is updated by another program then when WinDigi jumps to a page or start of text, the file is reloaded. It's main use is for newsroom interfacing.

Load if stopped Will reload a changed file as long as Windigi is not scrolling. Main use newsroom.

Label sizes The Page and Mark edit boxes can be adjusted to be the font size of the labels within the text.

If the size is left as zero the label will be the same size as the text.

Protect when ticked stops the page and mark labels from being deleted.

All Chg when ticked allows older WinDigi file types to be loaded and have there Mark labels change to match the newer version. (From [#!ff] to [:ff]).

### Startup and load options

'Load last used file' if ticked will load the last used file on start-up of WinDigi.

'Ask' if ticked 'Load last used file' will ask whether you wish to load the last file.

'MOS' must be ticked if using the MOS newsroom interface.

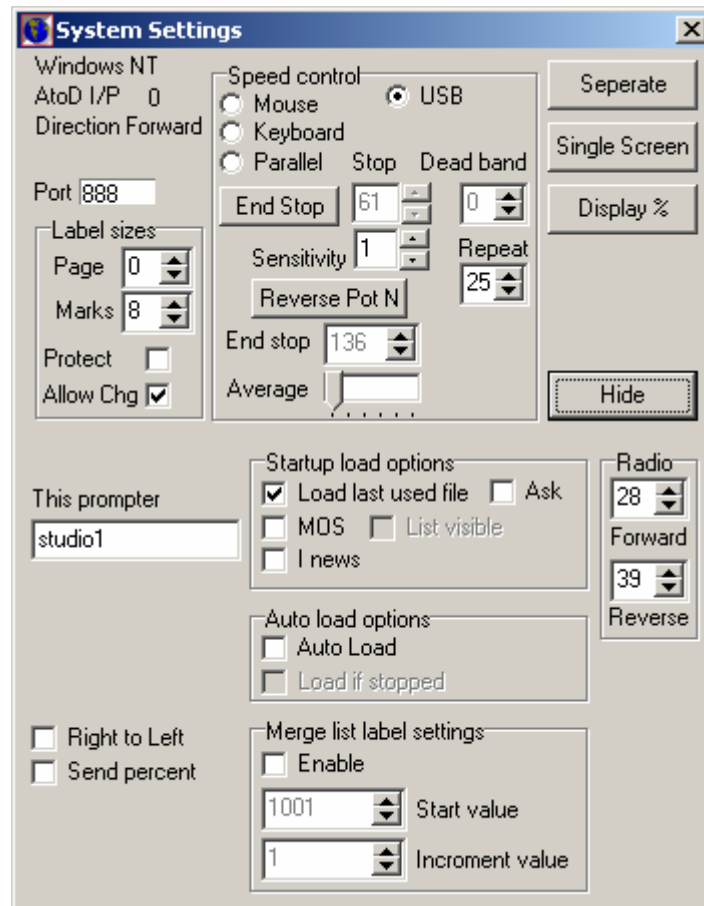
'I news' must be ticked when interfacing with iNews FTP site.

'List visible' if ticked shows the run order if MOS is also ticked.

Port If Windigi has problems finding a port click on Start / settings / control panel / system. This then shows the system window. Click to device manager and select the ports. Now right click on the LPT1 and click on the properties, click on resources. The resource settings should have a range of numbers. Type the first number into the Port edit box. Press return the number will change to the decimal of the typed in hex number. (0x0378 = 888) WinDigi should now be able to find the port when restarted.

Right to Left Ticking this ensures the eye-line is on the right of the screen. Used in right to left languages.  
Send Percent Creates a percent through script file on going to another page label. Mainly used for newsroom.

Merge list When enabled and you merge a file list from the File order / file list / Merge list. Each file loaded has a page label starting with the start value. The next file will have an incremented label as set by increment value.



**Adjust Text:** There are a number of options as detailed in following paragraph and window example:-

No Change CR / Remove CR Removes excess carriage returns.

No Change Sp / Remove Spaces Removes excess spaces.

No Change Item / Remove Items Removes Item labels.

The above three options are the same as in the File Load Settings.

No Change Sen / Remove CR Sen Removes carriage returns that have been put in the middle of a sentence.

Set Left Margin / No Margin Change When set it adjusts the loaded text to fit the left most margin. Selecting No Margin Change leaves the margin as set.

Set Right Margin / No Margin Change The same as above but for the right margin.

Pressing the 'Do Now' button will start the adjustment of the text. Before doing this it might be a good idea to save the text, so as to reload if necessary.

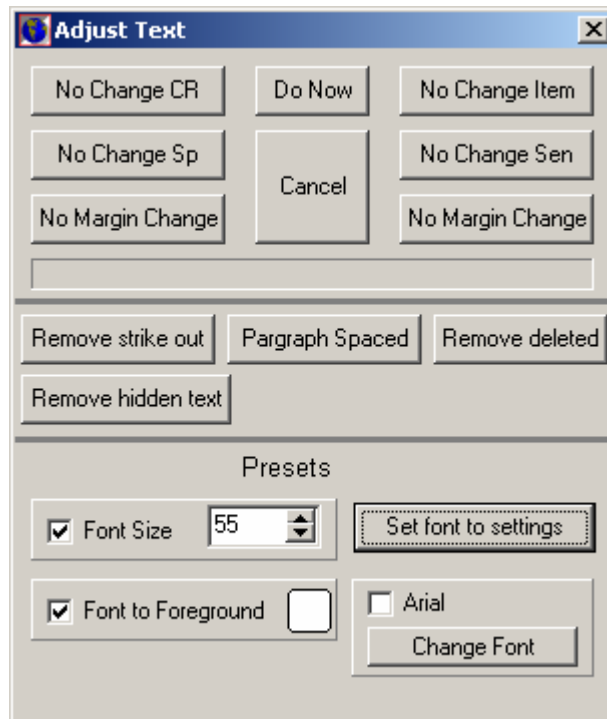
Paragraph spaced This will increase the gap by adding carriage returns to existing paragraphs.

Strike out When clicked this will remove all struck through characters from the text.

Remove deleted When clicked will remove deleted text which might well be shown as struck through.

Remove Hidden text When clicked hidden text will be removed from the text.

The above three buttons are to tidy up files which did not have there track changes accepted.



Presets These are for changing all the text to the ticked settings.

This box is automatically displayed if when loading a file, where the first character has its colour set to Auto e.g. a converted Rich Text Formatted document from Word. Simply press the 'Set font to settings' button to adjust the text to the preset settings.

**Tool Bars:** This hides or shows the Editor's tool bars (shortcut F 12).

**File List Order Window (F.L.O.W.)**

Set-up

This function lets you arrange a list of file names into a play order. Before you can add file names it might be necessary to use the Save button to set the folder name for the add window to display the RTF files. Use 'Save List' to select the folder the files are in, then type in a file name for the list file. Press save. After selecting the folder simply 'Add' file names to it. Do not mix files from other folders.

Add File.

Click here to add file/s to the list in the F.L.O.W. At this point another window with all the RTF files in that folder will be displayed. Only RTF files will be displayed. Either use the cursor keys to select a file or click on one, then click Add Name or press the return key. The highlighted file name will then be copied across to the F.L.O.W. and appended to the bottom of the list. Double clicking on a name will also add it to the F.L.O.W. After selecting all the files you want, save the list by clicking the 'Save List' button. This will show a Saves dialogue box. Chose the name and folder then click save.

Move File.

To move a file, left click on the file to be moved and then drag this to new position. If this is the last file in the list you will be asked where it is to be placed, i.e. on top or below the last file.

Check List.

This checks that all the files in the list are also in the folder. This check is automatically done when 'Load List' has been used.

Delete File will delete the file name from the list but not the folder.

Load List. If a list has been saved, this will load it.

Save List. After making changes to list click here to save.

Load File. Highlight a file and click on 'Load File' and the file will load into the editor or double-click on file.

Enable/Disable. Switches this function on and off. 'Auto load' can also be ticked in the system settings.

Reset. Loads the first file and resets the list to the start.

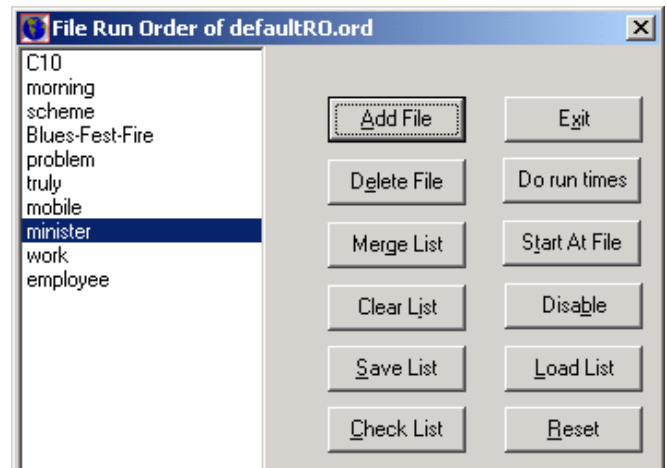
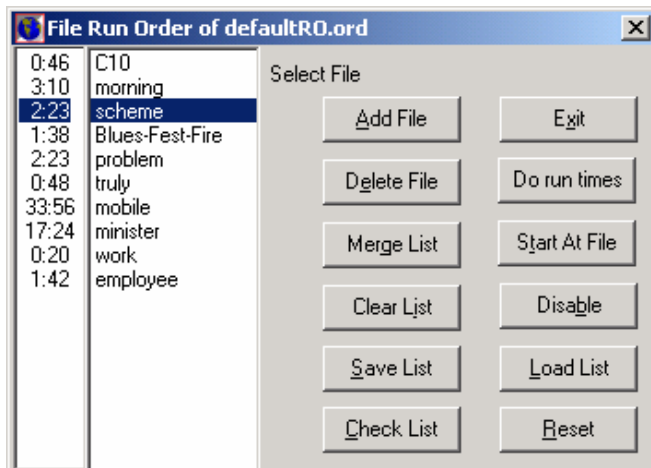
Start At File. Click here to reset scroller from the highlighted file.

Merge List. After clicking here the editor will be cleared and the files in the list merged in the order of the list. After all files have been merged you will then be asked for a file name to save it under.

Do run times Whilst in edit mode clicking this button will load the files of the list in one at a time and work out the run time.

Exit. Returns you from whence you came.

When scrolling across file boundaries the direction button might not work, this is to ensure correct loading of the files. Just scroll on and reverse a bit later.



Right clicking options are 1. Start at(File) 2. Delete file. 3. View run times(As left above).

**Stopwatch.**

In ROLL mode, pressing the F3 key, with the Page Next Window active, starts stopwatch. Pressing F3 again pauses the clock, pressing F3 again restarts the clock. Pressing the F2 key stops the clock and zeros the time.

**Clock Window** (Shortcut key F5)

This is displayed by pressing the F5 key. It is displayed in 24-hour format, which can be changed via Regional Setting in the Windows Control Panel.

The Clock window can be sized to suit your requirements.

The Clock Time is displayed in blue.

The Alarm countdown is displayed in red.

Count up time from the alarm time is displayed in green.

To use the alarm, enter a time in the Alarm Time edit box in 24-hour format e.g. 18:06 and press Enter or tick the Alarm box. To activate various alarms, tick the box of the ones required. The alarm causes the Alarm countdown to flash for ten seconds. No noise is produced.

To hide the clock press function F5 key or escape.

**Soft Markers** These are used to temporarily save where the text is during scrolling, they can then be played back in edit mode to correct any mistakes found during scrolling.

F4 in scroll mode: Saves approximate text position.

Shift F4 in edit mode: Sets the text to previously saved positions.

Ctrl F4 in edit mode: Clears all soft markers.

The number of the soft mark will be displayed at the bottom of the edit screen.

**Quick Message Window** Enables short pre-typed messages to be displayed on the prompt screen.

When in roll mode pressing the function key 'F1' key hides the top line of WinDigi to show a single line of a simple editor. Type short one line messages here putting carriage returns in at the end of each line.

Press the Ctrl 'S' key to save the messages. Ctrl 'O' opens and loads the messages from a file called 'messages.txt' which is found in the current folder. The messages are automatically saved and loaded when ever the prompting text file is opened or saved. Press ESC to hide the editor.

Now when scrolling it is possible to show one of the eight lines of messages by pressing 'Ctrl F1 to F8' keys to show the appropriate message, F1 shows line 1, F2 line 2 etc. Going into reverse hides the display as does the ESC key.

# Trouble Shooting

Normally you should not have any problems but here are a few helpful hints.

Minimum Software System Requirements:-

Pentium 166 Mega hertz MMX or better.  
16 Mega bytes of RAM or more.  
Accelerated graphics engine.  
1 X USB port  
Display Settings  
Colour Depth 256 colours  
Resolution 800x600

Increasing memory size or processor speed or type may improve performance, and result in higher resolutions and colour depths being possible.

**Screen saver comes on after several minutes of prompting.** Ensure the screen saver is turned off under Control Panel Display settings as you are generally not using the keyboard or mouse whilst prompting.

**Screen goes blank after prompting for several minutes.** Ensure your power management settings are set to NEVER in the turn off monitor edit box and the system stand by options as you are generally not using the keyboard or mouse whilst prompting.

If the USB remote is not working check the power light on the remote. When WinDigi is running in roll mode press the T.O.T. button the power light should dim if all is ok. If not check it has been installed by looking in the System under USB.

**Lumpy or jerky speed** may be caused by background tasks running on the computer doing routine house keeping. Fast Find supplied with Microsoft Word causes problems by checking the hard drive at intervals. This needs to be removed from the Start-up Folder or disabled. Other similar types of house keeping software should also be disabled. **Virus Checkers DO NOT** seem to give problems unless they have a scheduler running which should be disabled. The virus checker will still be protecting the computer.

Some graphic displays do not allow WinDigi to use the vertical sync pulses and this will stop WinDigi at the welcome screen. Different computers will require different remedies, some we have found work if you set the screen settings to 800 x 600 256 colours, sometimes called low-8.

**Bolded text** can cause lumpy scrolling as the font has a lot of data attached to it. Using Italics or Colour instead should help.

Any window that is opened and encroaches upon the Roll window area (i.e. low battery warning) will cause a **corruption of the rolled text**, in the form of a horizontal scrolling bar. This does not affect the text/file. Move the encroaching window to correct the situation. Jumping in and out of the edit window will clean the roll screen.

Windows **Borders** can be seen on CRT displays, if this is not required, press function key F6 in Edit Mode to obtain a borderless display. This hides the desktop as well. Borderless mode may also be used when screen displays need to be as clean as possible, usually when using a mixture of display devices, all of which are likely to show a slightly different picture.

**Changing screen resolution stops the scroll from working.** Some graphic chips don't give out a sync pulse when using the higher colours. Go into the display settings click on display/setting/advance/adapter/list all modes. Pick a resolution with 256 colours some times called low 8.

**Move:** Moving Around a Document

Move the cursor around a document with the normal direction keys, and with the key combinations listed below.

To Move	Key	plus
Left one character	→	
Right one character	→	
Up one line	↑	
Down one line	↓	
Left one word	Ctrl+	←
Right one word	Ctrl+	→
To beginning of line	Home	
To end of line	End	
To paragraph beginning	Ctrl+	↑
To paragraph end	Ctrl+	↓
Up to previous label	Ctrl+	PgUp
Down to next label	Ctrl+	PgDn
To top of previous screen	PgUp	
To top of next screen	PgDn	
To beginning of file	Ctrl+	Home
To end of file	Ctrl+	End

If using a file list, the following keys skip to next or previous stories.

Top next story	Ctrl + Shift	PgDn
Top of previous story	Ctrl+ Shift	PgUp

**Shortcut keys:**

The following list of shortcut key strokes will assist you in your keyboard actions.

Key	plus	Result
Ctrl	A	Selects ALL (marks all text for delete, copy or change font etc).
Ctrl	B	Bolds following or marked text (Repeat key actions to stop). Or use Bold icon on tool bar.
Ctrl	C	Copy marked text
Ctrl	D	
Ctrl	E	
Ctrl	F	Find.
Ctrl	G	Adjusts the gap between the line of text in roll mode only
Ctrl	H	Replace.
Ctrl	I	Italicises following or marked text (Repeat keystrokes to stop). Or use Italic icon on toolbar.
Ctrl	J	Carriage Return
Ctrl	K	
Ctrl	L	
Ctrl	M	Carriage Return
Ctrl	N	
Ctrl	O	Open File.
Ctrl	P	Print
Ctrl	Q	
Ctrl	R	
Ctrl	S	Save File
Ctrl	T	Select Font

Ctrl	U	Underlines following or marked text (Repeat keystrokes to stop). Or use Underline icon on toolbar.
Ctrl	V	Paste marked text at cursor position in text (or <i>Paste</i> icon on tool bar).
Ctrl	W	Brings up windows re-sizing.
Ctrl	X	Delete marked block (or <i>Cut</i> icon on tool bar).
Ctrl	Y	
Ctrl	Z	Undo (or <i>Undo</i> icon on tool bar).
Ctrl	Del	
Ctrl	End	End of File.
Ctrl	Home	Beginning of File.
Ctrl	↑	Moves eye line up.
Ctrl	↓	Moves eye line down.
Ctrl	←	Increase height size of eye-line
Ctrl	→	Decrease height size of eye-line
Ctrl	Alt	<b>Del</b> Re-Boot system.
Ctrl	F1	Roll mode first quick message. Change text colour of marked block or set pen colour to this colour.
Ctrl	F2	Roll mode second quick message. Change text colour of marked block or set pen colour to this colour.
Ctrl	F3	Roll mode third quick message. Change text colour of marked block or set pen colour to this colour.
Ctrl	F4	Roll mode forth quick message. Clears soft markers when in edit mode.
Ctrl	F5	Roll mode fifth quick message.
Ctrl	F6	Roll mode sixth quick message.
Ctrl	F7	Roll mode seventh quick message.
Ctrl	F8	Roll mode eighth quick message.

Ctrl	F9	
Ctrl	F10	
Ctrl	F11	
Ctrl	F12	Show substitute editor
Alt	A	
Alt	B	
Alt	C	Enter mark
Alt	D	Delete page item
Alt	E	Edit. On tool bar (OTB)
Alt	F	Open, Save, Save As, Printer set-up Print and Exit.
Alt	G	
Alt	H	Help (OTB)
Alt	I	Page/Item (OTB)
Alt	J	
Alt	K	
Alt	L	File order
Alt	M	Format (OTB)
Alt	N	
Alt	O	Font (OTB)
Alt	P	Enter Page Item (OTB)
Alt	Q	
Alt	R	

Alt	S	Screen Colour (OTB)
Alt	T	
Alt	U	
Alt	V	
Alt	W	
Alt	X	Delete mark
Alt	Y	
Alt	Z	
Alt	F1	
Alt	F2	
Alt	F3	
Alt	F4	Exit WinDigi.
Alt	F5	
Alt	F6	
Alt	F7	
Alt	F8	
Alt	F9	
Alt	F10	
Alt	F11	
Alt	F12	
F1		Context sensitive help where available. In roll mode show quick message editor
F2		Stop Watch Stop and Reset in Roll Mode with Page Next window active

F3		Stop Watch Start/Pause in Roll Mode with Page Next window active
F4		<b>When in edit mode this key saves a soft marker.</b> Colours and updates page labels to make them stand out from the script text in edit mode.
F5		Time of day alarm clock Show / Hide.
F6		Borderless screen in edit mode. Useful for using software on CRT displays which usually have less than perfect geometry that windows borders highlight or when a mixture of display devices are being used. In roll mode, F6 brings up Page Next window (Toggle function).
F7		Blanks Screen, to background colour to hide text. Press again to redisplay text
F8		Run Time Viewer window with Run Order Editor window active, On / Off
F9		Run Order Editor On / Off
F10		Invert Screen colours.
F11		Change Text and background colours.
F12		Borderless mode on the 'page next' window only (in Roll mode). Hide/show Toolbars in Edit mode.

## Rotary Foot Control



IT WILL BE NECESSARY FOR THE WINDIGI PROMPTING SOFTWARE TO BE SET-UP TO RECOGNISE THIS TYPE OF CONTROLLER.

WITHIN WINDIGI SOFTWARE PROCEED AS FOLLOWS: -

1. USING TOOL BAR, CLICK ON '**FORMAT/SYSTEM SETTINGS**'.
2. SET '**SENSITIVITY**' TO 3.
3. SET '**CENTRE**' TO 61 (50-70).
4. TOGGLE '**NORMAL**' BUTTON TO READ '**CENTRE-OFF**'.
5. SENSITIVITY SHOULD ALWAYS BE GREATER THAN 0 (ZERO) TO WORK (1-9).
6. THESE SETTINGS WILL AUTOMATICALLY SAVE FOR FUTURE USE.

IF SUBSEQUENTLY IT IS INTENDED TO USE THE PORTAPROMPT HAND CONTROL IT MAY BE NECESSARY TO ADJUST THE ABOVE SETTINGS (ITEMS 2-4) DEPENDING UPON PERSONAL REQUIREMENTS.

## Changes between issues:

### Issue 4.02 at 12 November 1999 (up issued from issue 3.8).

Scrolls large files smoothly.  
 Scrolls smoother on slower machines.  
 Windows sizing dialogue box now has full size screen button and default button to reset our windows to their default position.  
 Function key F7 blanks screen to background colour.

### Issue 4.03 at 1 December 1999 (up issued from issue 4.02).

Automatically strips out excessive spaces from file when loading.  
 F6 now only works in edit mode rather than roll mode.  
 Printing style WYSIWYG has been improved.  
 Pressing any key in borderless mode will cause our screen to re-display itself if the mouse has inadvertently been clicked outside of our window.  
 Help file upgraded and expanded.  
 File open dialogue now has all files added to its file type list.

### Issue 5.03 at 10 February (up issued from issue 4.03).

Soft markers added  
 Multi-font sizes now supported  
 File types that can now also be used  
     ScriptWriter, ScriptMaster, AmiPro and WordPerfect 5.1  
 Form feed commands embedded in text, to be used by printer  
 Windows sizing box now has store custom buttons  
 Select All added to Edit on tool bar  
 Help file upgraded  
 F6 in roll mode brings Page Next window up

### Issue 5.13 at 10 August 2000 (up issued from issue 5.03).

Print out speeded up.  
 Number of 'pages complete' added to the print out window.  
 Colour buttons added to bottom tool bar.  
 Format added to top tool bar.  
 Case change added.  
 Colour button settings added.  
 File load settings added.  
 System settings added.  
 Find and replace added.  
 Eye line adjustment changed to CTRL cursor up/down keys.  
 Help file updated

### VERSION 6 Issue 1.1 at 28 June 2001

Added

Flow list order window (F.L.O.W).  
 F10 function, bugs removed  
 System setting options added  
 Save no pages, changed to client version  
 Right mouse button now shows menu  
 Fuzzy option in find window  
 Auto save and load  
 Page label bug fix  
 Adjust text window  
 Ability to work with DigiStory  
 More settings to windigi.ini file

## ISSUE 6.19 at 8 October 2001

### Added

- A new status label showing character style i.e. Western
- Preset section in Adjust Test window
- Character style options in file load settings window
- More settings to windigi.ini file
- Bug fixings

## ISSUE 6.38 at 1 May 2002

### Added

- Tool bar hide/show
- Trouble shooting additions
- New graphics
- Strike through
- Reverse speed controller
- Printout label to label
- Missing line bug fixed

## ISSUE 6.50 28<sup>th</sup> May 2003

### Added

- Substitute editor
- Convert files to client version
- Print files from disk
- Quick messages
- Command marks (to be used with the substitute editor and printout)
- Margin adjust on printout
- Save options
- MOS interface

## VERSION 7 Issue 13 April 2006

### Added

- Version and issue numbers seperated
- USB speed control
- Active X on Newsroom versions
- Radio control via USB

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