Background Text Colors

You can change the color of your text background on a horizontal crawl.

Changing the Text Background Color on the Horizontal Crawl

The following are ways to change the Text background color for a horizontal crawl using the command toolbox which is at the bottom of the Text Editor screen.

☞ Find the Background Color Button in the middle at the bottom of the Command Toolbox.

☞ Next click on the up or down (↑↓) arrow beside the Background Color Button to scroll through the colors.

Another way to use the mouse to change the background color for text on an entire page is:

☞ Find and click on the **BACKGROUND COLOR BUTTON** in the middle at the bottom of the Command Toolbox. Notice the red outline around the button to show that it is selected.

☞ Click on the +**(INC.)** or -**(DEC.)** in the Command Toolbox to scroll though the list of Windows Colors.

A third way to change the color for the text on an entire page is to use the keyboard shortcut.

☞ Press **F9** (Function key #9) to select the Color Button of the Command Toolbox.

☞ Next press either **CTRL** + or **CTRL -** (Note: You must use the + and - keys located on the numeric keypad on the right side of the keyboard) to scroll up or down the list of colors.

To use the Color Menu to adjust text background color see the Color Menu section in this manual.

Bold

This feature allows you to bold individual letters, words, or the entire crawl line.

Bolding a Letter

There are two ways to change a letter to bold. The first way is to use the mouse.
- ☞ Use the arrow keys (➜ ◀) to move the cursor to the letter that is to appear in bold.
- ☞ Find the Bold Button towards the left of the Command Toolbox.
- ☞ Left click on the **BOLD/NORMAL BUTTON** a single time to switch bold from off to on.

To change a letter to bold using the keyboard shortcut:
- ☞ Use the arrow keys (➜ ◀) to move the cursor to the letter that is to appear in bold.
- ☞ Press **CTRL N** to turn bold on.

Bolding a Word

There are two ways to change a word to bold. The first way is to use the mouse.
- ☞ Use the arrow keys (➜ ◀) to move the cursor to any letter of the word that is to appear in bold.
- ☞ Find the Bold Button towards the left of the Command Toolbox.
- ☞ Left click on the **BOLD/NORMAL BUTTON** a single time to switch bold from off to on.
- ☞ Once bold has been turned on, left click on the **WORD BUTTON** of the command toolbox. This will change the selected word to bold.

To change a word to bold using the keyboard shortcut:
- ☞ Use the arrow keys (➜ ◀) to move the cursor to any letter of the word that is to appear in bold.
- ☞ Press **CTRL N** to turn bold on, and press **CTRL W** to apply bold to your word.

Bolding the Entire Crawl Line.

There are two ways to change the entire crawl line to bold. The first way is to use the mouse.
- ☞ Find the Bold Button towards the left of the Command Toolbox.
- ☞ Left click on the **BOLD/NORMAL BUTTON** a single time to switch bold from off to on.
- ☞ Once bold has been turned on, left click on the **LINE BUTTON** of the command toolbox. This will change the entire crawl line to bold.
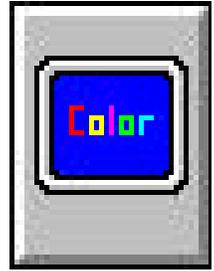
A second way to change the entire crawl line to bold is to use the keyboard shortcuts.
- ☞ Press **CTRL N** to turn bold on, and press **CTRL L** to apply bold to the entire crawl line.
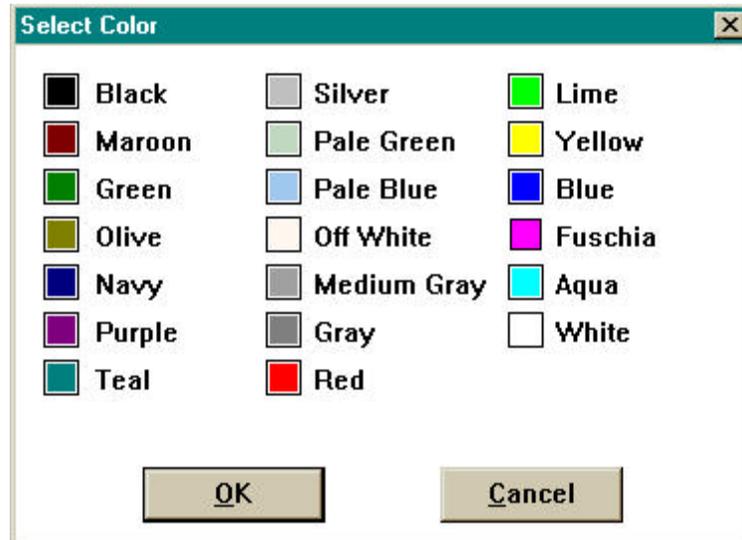
Color Button

The Color button is found at the top of the screen in the Menu Commands. This feature allows you to choose the color of the text in the Horizontal Crawl that you have created in the Crawl Editor.

☞ Click on the **Color** button, the following open box will appear.

Select Color ✕

⬛ Black	⬜ Silver	🟩 Lime
🟥 Maroon	⬜ Pale Green	🟨 Yellow
🟩 Green	⬜ Pale Blue	🟦 Blue
🟫 Olive	⬜ Off White	🟪 Fuschia
⬛ Navy	⬜ Medium Gray	🟦 Aqua
🟪 Purple	⬜ Gray	⬜ White
🟩 Teal	🟥 Red	

OK   Cancel

☞ Simply choose the color of text you want the horizontal crawl to be displayed in and hit enter or click on OK.

Colors of Text

You can change the Color of your text on a crawl line, for the whole line or even one word.
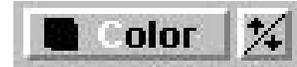
Changing the Color on the Entire Crawl

The following is a way to change the color for a crawl using the command toolbox which is at the bottom of the Crawl Editor screen.

☞ Find the Color Button in the middle of the Command Toolbox.

☞ Next click on the up or down arrow behind the Color Button to scroll through the standard Colors.

☞ When the desired Color is displayed in the Color Button click on the **LINE BUTTON** of the Command Toolbox. This will change all the text on the page to the Color that you have selected.

A second way to change the Color of an entire crawl using the mouse is as follows.

☞ Find and click on the **COLOR BUTTON** in the middle of the Command Toolbox. Notice the red outline around the button to show that it is selected.

☞ Click on the **+(INC.)** or **-(DEC.)** in the Command Toolbox to scroll though the list of Windows Colors.

☞ When the correct Color is displayed in the Color Button click on the **LINE BUTTON** in the Command Toolbox.

A third way to change the Color for the entire crawl is to use the keyboard shortcut.

☞ Press **CTRL C** to select the Color Button of the Command Toolbox.

☞ Next press either **CTRL +** or **CTRL -** (Note: You must use the + and - keys located on the numeric keypad on the right side of the keyboard) to scroll up or down the list of Windows Colors.

☞ When the correct Color appears in the Color Button press **CTRL L**. This changes the Color of your entire crawl.

Changing the Color of a Word.

There are three ways to change the Color of a word. The first way is to use the mouse.

☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in the new Color.

☞ Locate the Color Button in the Command Toolbox. To the right of the Color Button are two small arrows. Click on either the small up arrow (↑) or the small down arrow (↓) to scroll through the Colors. The letter of the word (the one the cursor is on) will change to each of the different Colors.

☞ When the proper style is displayed, click on the **WORD BUTTON** of the command toolbox to change the Color for the word.

Another way to use the mouse is as follows.

☞ First click on the line of text that contains the word you wish to appear in a different Color.

☞ Move the cursor to any letter of the word that is to appear in the new Color using the cursor movement keys.

☞ Click on the **COLOR BUTTON** in the middle of the Command Toolbox. Then click on the **+(INC.)** or **-(DEC.)** Buttons. The letter of the word that the cursor is on will change to each of the different Colors.

Display-Only Systems & TEBBS - skip this section. Display-Only Systems & TEBBS - skip this section.

☞ When the proper style is displayed, click on the **WORD BUTTON** of the command toolbox to change the Color for the word.

To change the Color of a word using the keyboard shortcut:

☞ Click on the line of text that you wish to make changes. Using the cursor movement keys move the cursor to any letter of the word you wish to appear in a different Color.

☞ Hit **CTRL C** to activate the Color Button of the command toolbox. Use **CTRL +** and **CTRL -** to change the Color.

☞ When the proper Color is displayed hit **CTRL W** to change the Color for the word.

To use the Color Menu see the Color Menu entry in this manual.

Date

The Date button is found in the Horizontal Crawl Editor in the Menu Commands over to the right. It is used to display the digital date on a page with a variety of different formats and options.

Inserting the Date in a Crawl
☞ Place the cursor where you want the date to appear and then click on the **DATE** button to open up the Date Window.

Choose the format
☞ You have three formats to choose from concerning the display attributes of the date. These include: Month-Day-Year, Day-Month-Year, Year-Month-Day. Only one format can be selected at a time. Click on the format you want.
☞ You can also use keyboard shortcuts to choose the format. Press the up or down cursor movement keys (↑↓) to select the format that you want.

Choose the options
☞ You have four options to choose from to modify how the date is displayed. These four options are: **Print Year**, **Print Century**, **Month Name**, and **Day of Week**. Any number of options can be chosen, from none to all four. Click on the option(s) you want. (If you want the option of Print the Century, then you must also select the option of Print the Year.) Now that you have selected the format and option(s) you want click on the **OK** button and the date will be displayed where the cursor was positioned on the screen.
☞ You can also use keyboard shortcuts to choose the options. Press **TAB** to move over to the options side of the Date Window. Now press the up or down cursor movement keys (↑↓) to high-light the next option OR press the up or down cursor movement keys (↑↓) to high-light the previous option. When you have high-lighted the option you want to select press the **SPACE BAR**. You can also deselect a selected option by pressing the **SPACE BAR** on the option as well.   Now that you have selected the format and option(s) you want press the **TAB** key until the **OK** button is high-lighted. Press the **ENTER** key and the date will be displayed where the cursor was positioned on the screen.
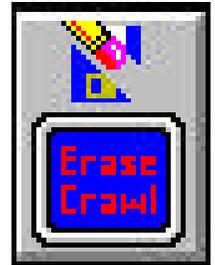
Change the text attributes and placement of Date
☞ The text attributes (such as font, color, size etc.) or placement of the date can be changed just like any other text on the page. Please refer to other reference sections of the manual for this.

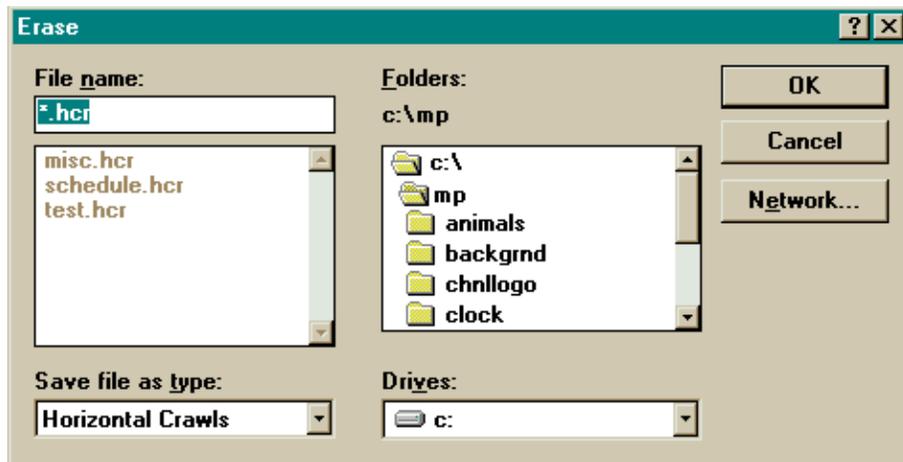Display-Only Systems & TEBBS - skip this section.

Erase Crawl Button

The Erase Crawl button is found at the top of the screen in the Menu Commands. This feature allows you to erase a Horizontal Crawl that you have created in the Crawl Editor.

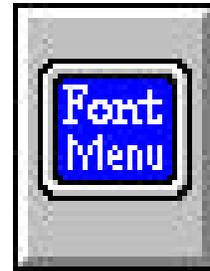☞ Click on the **Erase Crawl** button, the following open box will appear.

Erase

File name:	Folders:	
*.hcr	c:\mp	**OK**

misc.hcr
schedule.hcr
test.hcr
	📁 c:\
	📁 mp
	  📁 animals
	  📁 backgrnd
	  📁 chnllogo
	  📁 clock
		Cancel
		
		Network...

Save file as type:	Drives:	
Horizontal Crawls	💾 c:	

☞ Simply type in the file name or do a search by first selecting the appropriate drive in the Drive section.

☞ Then choose the directory in the folders section.

☞ Last select the file by double clicking on the file you want, the page will then appear.
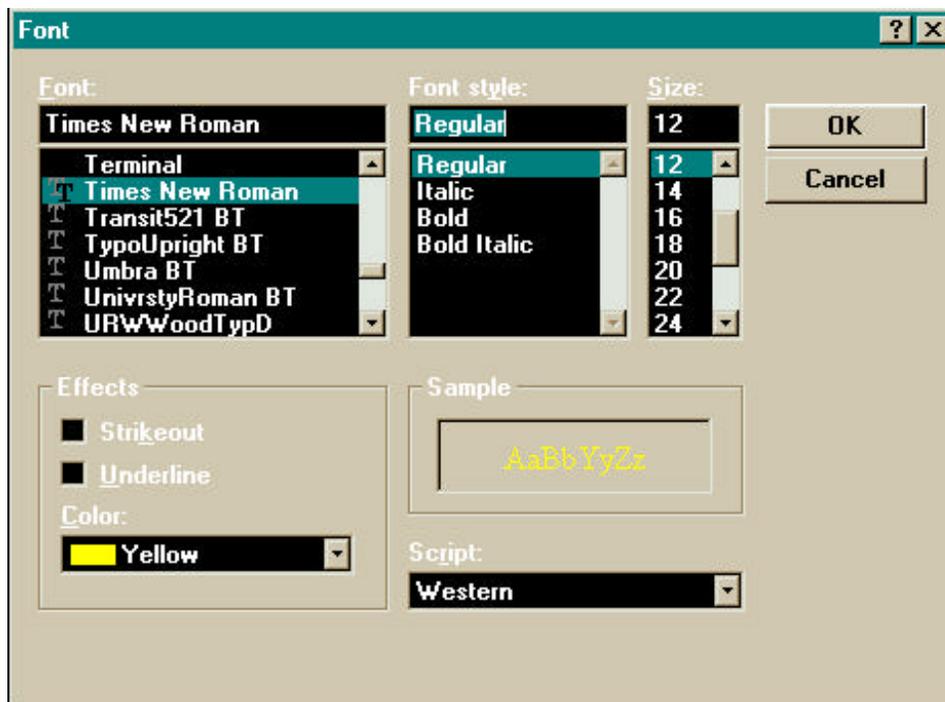
Font Button

You can change the font of your horizontal crawl using the Font Button located at the top of the Horizontal Crawl Editor screen.

Changing the Font on the Entire Crawl

The following is a way to change a font for a crawl using the font button which is at the top of the Horizontal Crawl Editor screen.

☞ Find the Font Menu Button, left click on it and the following font menu will appear.

☞ This menu will only allow you to change the settings for the whole Horizontal Crawl.
☞ From in this menu you can change the settings such as Font Type, Font Style, Font Size, Font Color, Font Effects eg. Underline or ~~Strikeout~~, and Script eg. Western or Turkish.
☞ Once you have the settings you desire then click on OK.
☞ This whole process can be done using the mouse or using the tab, enter, and arrow keys on the keyboard.

Display-Only Systems & TEBBS - skip this section.

Font Changes

`ont=Ribbon131`

You can change the font of your horizontal crawl for the whole crawl or even for just one word.

Changing the Font on the Entire Crawl

The following is a way to change a font for a crawl using the command toolbox which is at the bottom of the Horizontal Crawl Editor screen.

Left click anywhere on the line of the crawl editor.

☞ Find the Font Button in the middle of the Command Toolbox.

☞ Next click on the up or down (⬆⬇) arrow behind the Font Button to scroll through any of the installed windows fonts. The fonts are listed in alphabetical order and will wrap around to the first entry when you reach the end entry.

☞ When the desired font is displayed in the Font Button click on the **LINE BUTTON** of the Command Toolbox. This will change all the text on the line to the font that you have selected.

The second way also uses the mouse.

☞ First click on the crawl that you would like the text to appear in the new font.

☞ Click on the **FONT BUTTON** in the middle of the Command Toolbox.

☞ Click on the + **(INC.)** or **- (DEC.)** in the Command Toolbox to scroll through the various Windows fonts.

☞ When the correct font appears in the Font Button, click on the **LINE BUTTON** of the command toolbox.

The third way is to use the keyboard shortcuts.

☞ Press **CTRL F**. This activates the Font Button in the Command Toolbox. To scroll up the list of Windows fonts hit **CTRL -**. To scroll down the list hit **CTRL +**. (You must use the + and - keys located on the numeric keypad on the right side of the keyboard.)

☞ When the correct font appears hit **CTRL L** to change the font for the entire line.

Changing the Font of a Word.

There are three ways to change the font of a word. The first way is to use the mouse.

☞ First, use the left and right (⬅➡) cursor movement keys to move the cursor to any letter of the word that is to appear in the new font.

☞ Locate the Font Button in the Command Toolbox. To the right of the Font Button are two small arrows. Click on either the small up or down (⬆⬇) arrows to scroll through the various Windows fonts. The letter of the word (the one the cursor is on) will change to each of the different fonts.

☞ When the proper style is displayed, click on the **WORD BUTTON** of the command toolbox to change the font for the word.

Another way to use the mouse is as follows.

☞ Move the cursor to any letter of the word that is to appear in the new font using the left and right (⬅➡) cursor movement keys.

☞ Click on the **FONT BUTTON** in the middle of the Command Toolbox. Then click on the +**(INC.)** or**-(DEC.)** Buttons. The letter of the word that the cursor is on will change to each of the different fonts.

☞ When the proper style is displayed, click on the **WORD BUTTON** of the command toolbox

to change the font for the word.

To change the font of a word using the keyboard shortcut:

☞ Using the left and right (←→) cursor movement keys move the cursor to any letter of the word you wish to appear in a different font.

☞ Hit **CTRL F** to activate the Font Button of the command toolbox. Use **CTRL** + and **CTRL -** to change the font.

☞ When the proper font is displayed hit **CTRL W** to change the font for the word.

To use the Font Menu see the Font Menu entry in this manual.

<u>Humidity on a Crawl</u>

The Humidity button is found in the Text Editor in the Menu Commands Toolbox over to the right. (You might have to move the horizontal window scroll bar (just below the Menu Commands Toolbox) to the right in order to see the Humidity Button.) It is used to display the humidity on a crawl line in a variety of different formats and options.

Position the cursor

To use the mouse to position the cursor:

☞   Place the cursor where you want the humidity to appear using the **ARROW KEYS** (↑↓) and then click on the **HUMIDITY BUTTON** to open up the Humidity menu.
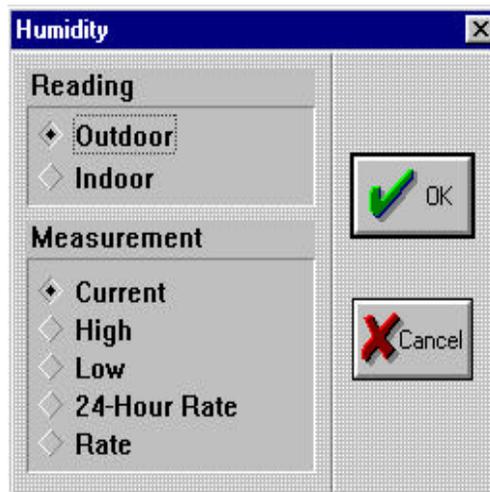
Editing an Existing Humidity

To edit a humidity reading using the mouse:

☞   Click on the humidity itself, or the **N/A** or **<BAR>** where the humidity is to appear.

☞   Next use the left cursor movement key ( ) to highlight the humidity, N/A or <TEMP>.

☞   Next click on the **HUMIDITY BUTTON** to open the Humidity menu..

To edit an existing humidity reading using the keyboard:

☞   Click on the humidity itself, or the **N/A** or **<BAR>** where the humidity is to appear.

☞   Next use the left cursor movement key ( ) to highlight the humidity, N/A, or <TEMP>.

☞   Press **ALT H** to open the Humidity menu.

There are two different areas in the Humidity menu: Reading and Measurement.

Choose the Reading

☞   You have the option to display either Outdoor or Indoor humidity readings. To select the reading that you want click on either the **Outdoor** or **Indoor** bullet selector, marking it with a dot.

To use the keyboard to select the reading:

☞   Press **TAB** until a grey outline appears around either the Outdoor or Indoor entry of the Reading.

☞   Next, use the **ARROW KEY** (↑↓) to select the reading that you want.

Choose a Measurement

Display-Only Systems & TEBBS - skip this section.

The last selection is the Measurement. The options for measurements are: Current, High, Low, 24-Hour Rate, and Rate.

☞ To choose a specific measurement click on the bullet selector next to the option you want. Note: Not all options are available with all weather stations.

To use the keyboard shortcuts to select a measurement:

☞ Press **TAB** until a grey outline appears around an entry in Measurement.

☞ Next, use the **ARROW KEY** (↑↓) to select the measurement that you want to use.

Implementing your Settings

☞ When you are done, click on the **OK** button and the humidity will be displayed where the cursor was positioned in your crawl.

To implement the humidity settings using the keyboard:

☞ Press **TAB** until a grey outline appears around **OK**. Press **ENTER**.

Change the text attributes and placement of Humidity

☞ The text attributes (such as font, color, size etc.) or placement of the humidity can be changed just like any other text in a crawl. Please refer to other reference sections of the manual for this.

Weather Station Configurations

Make sure that the proper configuration is set up for the weather station that you have installed. To configure the weather station use the red **CONFIGURATION BUTTON** in the main menu. For more information on weather station configurations please see the section for your weather station.

Italics

This feature allows you to display words or lines of text in a crawl in italics.

Display-Only Systems & TEBBS - skip this section.

Changing a Line of Text to Italics.

To change a line of text to italics use one of the following procedures.

☞ Move the cursor where you would like the text to appear in italics by using the ↑↓←→ **ARROW KEYS**.

☞ Find the Italics Button at the far left of the Command Toolbox.

☞ Note the on/off bullet at the left of the button . When italics is off the bullet is empty. When italics is on the bullet is filled. Left click on the **ITALICS BUTTON** a single time to switch italics from off to on.

☞ Once italics has been turned on, left click on the **LINE BUTTON** of the command toolbox. This will change the text of the selected crawl line to italics.

A second way to change a line of text to italics is to use the keyboard shortcuts.

☞ Move the cursor where you would like the text to appear in italics by using the ↑↓←→ **ARROW KEYS**.

☞ Press **CTRL I** to turn italics on, and press **CTRL L** to apply italics to your current line.

Changing a Word to Italics.

There are two ways to change a word to italics. The first way is to use the mouse.

☞ Move the cursor to the word you would like to appear in italics by using the ↑↓←→ **ARROW KEYS**.

☞ Find the Italics Button at the far left of the Command Toolbox.

☞ Left click on the **ITALICS BUTTON** a single time to switch italics from off to on.

☞ Once italics has been turned on, left click on the **WORD BUTTON** of the command toolbox. This will change the selected word to italics.
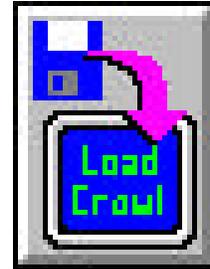
To change a word to italics using the keyboard shortcut:

☞ Move the cursor to word you would like to appear in italics by using the ↑↓←→ **ARROW KEYS**.

☞ Press **CTRL I** to turn italics on, and press **CTRL W** to apply italics to your word.
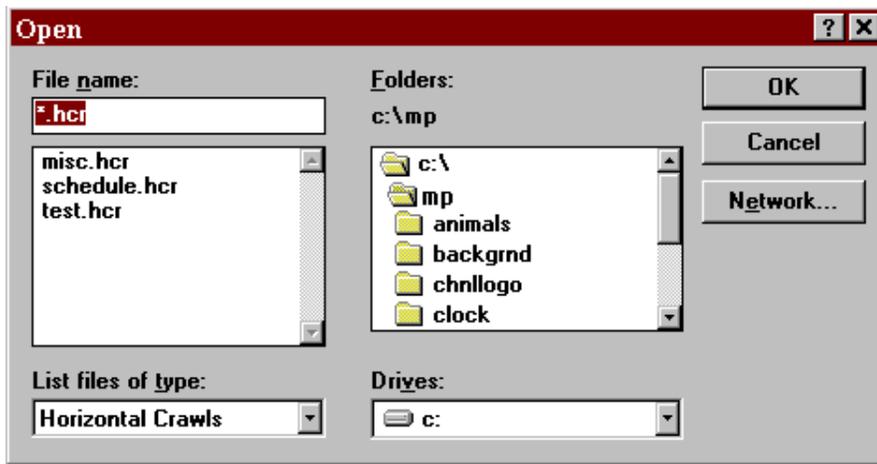
Load Crawl Button

The Load Crawl button is found at the top of the screen in the Menu Commands. This feature allows you to load previously saved Horizontal Crawls into the Crawl Editor.

☞   Click on the **Load Crawl** button, the following open box will appear.

Open

File name:	Folders:	
*.hcr	c:\mp	**OK**
misc.hcr schedule.hcr test.hcr	📁 c:\ 📁 mp 📁 animals 📁 backgrnd 📁 chnllogo 📁 clock	**Cancel** **Network...**
List files of type:	Drives:	
Horizontal Crawls	💾 c:	

☞   Simply type in the file name or do a search by first selecting the appropriate drive in the Drive section.

☞   Then choose the directory in the folders section.

☞   Last select the file by double clicking on the file you want, the page will then appear.

Main Menu

This feature takes you back to the Main Menu.

Returning to the Main Menu

To return to the MediaPlay Main Menu, simply click on the Main Menu button on the top left-hand corner of the screen.

Pressure Button

The Pressure button is found at the top of the screen in the Menu Commands. It is used to display the barometric pressure in the crawl in a variety of different formats and options.

Position the cursor

☞ Place the cursor where you want the barometric pressure to appear in the crawl.

☞ Now click on the **PRESS** button to open up the Pressure Menu.

Editing an Existing Pressure

☞ Select the barometric pressure itself, or the **N/A** or **<BAR>** where the pressure is to appear.

☞ Now click on the **PRESS** button to open up the Pressure Menu.

There are two different areas in the Pressure Menu: Measurement and Units.

Choose a Measurement

Next select the Measurement. The options for measurements are: Current, High, Low, 24-Hour Rate, and Rate.

☞ To choose a specific measurement click on the bullet selector next to the option you want. Note: Not all options are available with all weather stations.

To use the keyboard shortcuts to select a measurement:

☞ Press **TAB** until a grey outline appears around an entry in Measurement.

☞ Next, use the **ARROW KEYS** (↑↓) to select the measurement that you want to use.

Choose the Units

Finally, select the units that you want the pressure to appear in. There are three different options concerning the units that are displayed: Inches, Centimeters, and Millibars.

☞ To choose either Inches, Centimeters or Millibars simply click on the desired bullet selector. The chosen option is indicated by a dot in the bullet selector.

To use the keyboard to select the units follow these steps:

☞ Press **TAB** until a grey outline appears around one of the entries of Units.

☞ Next, use the **ARROW KEYS** (↑↓) to select the units that you want to use.
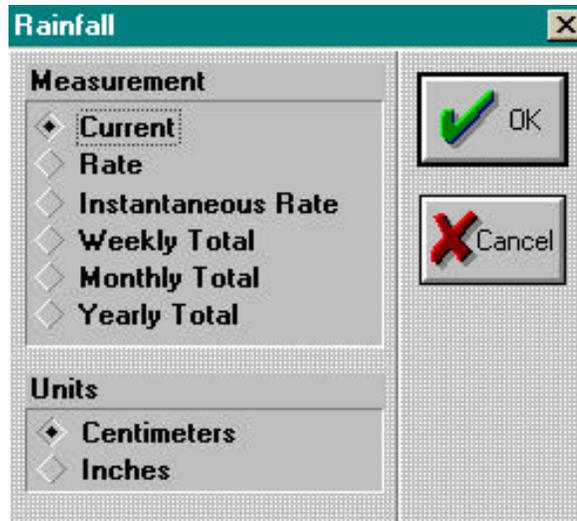
Rain Button

The Pressure button is found at the top of the screen in the Menu Commands. It is used to display the present or accumulated rain fall in the crawl in a variety of different formats and options.

Position the cursor

☞   Place the cursor where you want the barometric pressure to appear in the crawl.

☞   Now click on the **RAIN** button to open up the Pressure Menu.

Selecting a Measurement

☞   Select one of the following measurements.

- Current
- Rate
- Instantaneous Rate
- Weekly Total
- Yearly Total

Choose a Unit of Measure

Next select the metric(Centimeters) or standard(Inches) as your desired Unit of Measure.

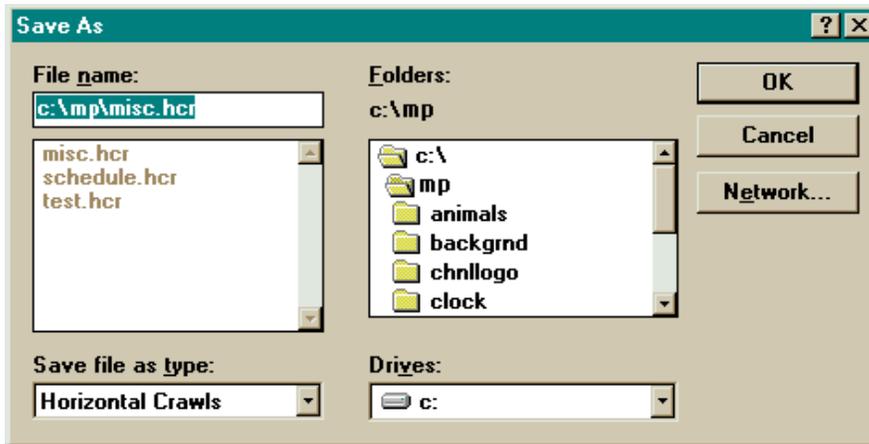☞   Once you have the proper specifications press OK.

Save Crawl Button

The Save Crawl button is found at the top of the screen in the Menu Commands. This feature allows you to save a Horizontal Crawl that you have created in the Crawl Editor.

☞ Click on the **Save Crawl** button, the following open box will appear.

Save As	? X
File name: `c:\mp\misc.hcr`	**OK**
misc.hcr schedule.hcr test.hcr	**Folders:** c:\mp c:\ mp animals backgrnd chnllogo clock	**Cancel** **Network...**
Save file as type: Horizontal Crawls	**Drives:** c:

☞ Simply type in the file name or do a search by first selecting the appropriate drive in the Drive section.

☞ Then choose the directory in the folders section.

☞ Last select the file by double clicking on the file you want, the page will then appear.

Scheduler Button

The Scheduler button is found at the top of the screen in the Menu Commands. It is a direct link to the Graphic Scheduler instead of going to the Main Menu and then going to the Graphic Scheduler.
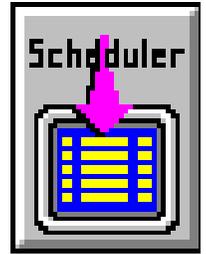
Display-Only Systems & TEBBS - skip this section.

☞   Click on the **SCHEDULER** button to go to the Graphic Scheduler.

Strikeout

This feature allows you to strikeout individual letters, words, or the entire crawl line.

Strikeout a Letter
There are two ways to change a letter to strikeout. The first way is to use the mouse.
- ☞ Use the arrow keys (➜ ←) to move the cursor to the letter that is to appear in strikeout.
- ☞ Find the Strikeout Button towards the left of the Command Toolbox.
- ☞ Left click on the **STRIKEOUT BUTTON** a single time to switch strikeout from off to on.

To change a letter to strikeout using the keyboard shortcut:
- ☞ Use the arrow keys (➜ ←) to move the cursor to the letter that is to appear in strikeout.
- ☞ Press **CTRL X** to turn strikeout on.

Strikeout a Word
There are two ways to change a word to strikeout. The first way is to use the mouse.
- ☞ Use the arrow keys (➜ ←) to move the cursor to any letter of the word that is to appear in strikeout.
- ☞ Find the Strikeout Button towards the left of the Command Toolbox.
- ☞ Left click on the **STRIKEOUT BUTTON** a single time to switch strikeout from off to on.
- ☞ Once strikeout has been turned on, left click on the **WORD BUTTON** of the command toolbox. This will change the selected word to strikeout.

To change a word to strikeout using the keyboard shortcut:
- ☞ Use the arrow keys (➜ ←) to move the cursor to any letter of the word that is to appear in strikeout.
- ☞ Press **CTRL X** to turn strikeout on, and press **CTRL W** to apply strikeout to your word.

Strikeout the Entire Crawl Line.
There are two ways to change the entire crawl line to strikeout. The first way is to use the mouse.
- ☞ Find the Strikeout Button towards the left of the Command Toolbox.
- ☞ Left click on the **STRIKEOUT BUTTON** a single time to switch strikeout from off to on.
- ☞ Once strikeout has been turned on, left click on the **LINE BUTTON** of the command toolbox. This will change the entire crawl line to strikeout.

A second way to change the entire crawl line to strikeout is to use the keyboard shortcuts.
- ☞ Press **CTRL X** to turn strikeout on, and press **CTRL L** to apply strikeout to the entire crawl line.

Temperature on a Crawl

The Temperature button is found in the Text Editor in the Menu Commands over to the right. (You might have to move the horizontal scroll bar (just below the Menu Commands Toolbox) to the right in order to see the Temperature Button.) It is used to display the digital temperature on a crawl line in a variety of different formats and options.
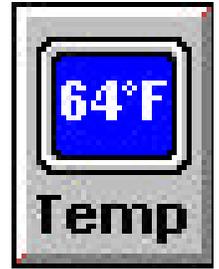
Position the cursor

To position the cursor using the key board:

☞ Place the cursor where you want the temperature to appear using the **ARROW KEYS** (**↑↓→←**) and then click on the **Temperature** button to open up the Temperature menu.
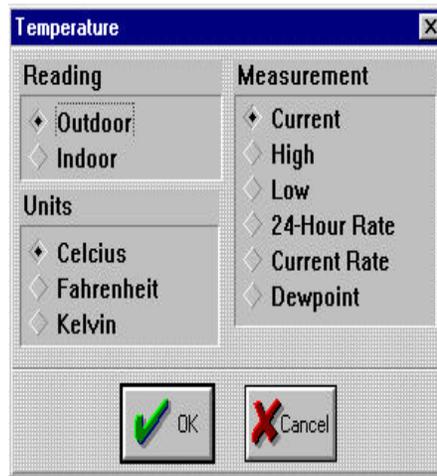
Editing an Existing Temperature

To edit a Temperature Reading using the mouse:

☞ Click on the Temperature itself, or the **N/A** or **<TEMP>** where the temperature is to appear.
☞ Next use the left cursor movement key (**←**) to highlight the Temperature, N/A or <TEMP>.
☞ Next click on the **Temperature** Button to open the Temperature menu.

To edit an existing temperature using the keyboard:

☞ Click on the Temperature itself, or the **N/A** or **<TEMP>** where the temperature is to appear.
☞ Next use the left cursor movement key (**←**) to highlight the Temperature, N/A, or <TEMP>.
☞ Press **ALT T** to open the Temperature menu.

There are three different areas in the Temperature menu: Reading, Units and Measurement.

Choose the Reading

☞ You have the option to display either Outdoor or Indoor temperature readings. To select the reading that you want click on either the **Outdoor** or **Indoor** bullet selector, marking it with a dot.

To use the keyboard to select the reading:

☞ Press **TAB** until a grey outline appears around either the Outdoor or Indoor entry of reading.
☞ Next, use the **ARROW KEY** (**↑↓**) to select the reading you want.

Choose the Units

Next select the units that you want the temperature to appear in. There are three different options

Display-Only Systems & TEBBS - skip this section.

concerning the units that are displayed: Celcius, Fahrenheit and Kelvin.

☞ To choose either Celcius, Fahrenheit or Kelvin simply click on the desired bullet selector. The chosen option is indicated by a dot in the bullet selector.

To use the keyboard to select the units follow these steps:

☞ Press **TAB** until a grey outline appears around one of the entries of the Units area.

☞ Next, use the **ARROW KEY** (↑↓) to select the units that you want to use.

Choose a Measurement

The last selection is the Measurement. The options for measurements are: Current, High, Low. 24-Hour Rate, Current Rate and Dewpoint.

☞ To choose a specific measurement click on the bullet selector next to the option you want. Note: Not all options are available with all weather stations.

To use the keyboard shortcuts to select a measurement:

☞ Press **TAB** until a grey outline appears around an entry in the Measurement area.

☞ Next, use the **ARROW KEY** (↑↓) to select the measurement that you want to use.

Implementing your Settings

☞ When you are done, click on the **OK** button and the temperature will be displayed where the cursor was positioned in your crawl.

To implement the Temperature settings using the keyboard:

☞ Press **TAB** until a grey outline appears around **OK**. Press **ENTER**.

Change the text attributes and placement of Temperature

☞ The text attributes (such as font, color, size etc.) or placement of the temperature can be changed just like any other text in a crawl. Please refer to other reference sections of the manual for this.

Weather Station Configurations

Make sure that the proper configuration is set up for the weather station that you have installed. To configure the weather station use the red **CONFIGURATION BUTTON** in the main menu. For more information on weather station configurations please see the section for your weather station.

Display-Only Systems & TEBBS - skip this section.

Text Editor Button

The Text Editor button is found at the top of the screen in the Menu Commands. It is a direct link to the Text Editor instead of going to the Main Menu and then going to the Text Editor.

☞ Click on the **TEXT EDITOR** button to go to the Text Editor.

Display-Only Systems & TEBBS - skip this section.

Text Size

`Text Size = 30`

You can change the size of your text for the entire horizontal crawl or just one word.

Changing the Size on the Entire Horizontal Crawl

The following is a way to change the text size for a page using the command toolbox which is at the bottom of the Horizontal Crawl Editor screen.

☞   Find the Size Button in the middle of the Command Toolbox.

☞   Next click on the up or down arrow (↑↓) beside the Size Button to scroll through the standard sizes.

☞   When the desired size is displayed in the Text Size Button click on the **LINE BUTTON** of the Command Toolbox. This will change all the text in the crawl to the text size that you have selected.

A second way to change the size of an entire horizontal crawl using the mouse is as follows.

☞   Find and click on the **TEXT SIZE BUTTON** in the middle of the Command Toolbox. Notice the red outline around the button to show that it is selected.

☞   Click on the +**(INC.)** or -**(DEC.)** in the Command Toolbox to scroll though the list of text sizes.

☞   When the correct size is displayed in the Text Size Button click on the **LINE BUTTON** in the Command Toolbox.

A third way to change the size for the entire horizontal crawl is to use the keyboard shortcut.

☞   Press **CTRL T** to select the Text Size Button of the Command Toolbox.

☞   Next press either **CTRL +** or **CTRL -** (Note: You must use the + and - keys located on the numeric keypad on the right side of the keyboard) to scroll up or down the list of text sizes.

☞   When the correct size appears in the Text Size Button press **CTRL L**. This changes the size of your entire crawl.

Changing the Size of a Word

There are three ways to change the size of a word. The first way is to use the mouse.

☞   First use the right and left cursor movement keys (←→) to move the cursor to any letter of the word that is to appear in the new size.

☞   Locate the Text Size Button in the Command Toolbox. To the right of the Text Size Button are two small arrows. Click on either the up arrow (↑)or the down arrow (↓) to scroll through the sizes. The letter of the word (the one the cursor is on) will change to each of the different sizes.

☞   When the proper size is displayed, click on the **WORD BUTTON** of the command toolbox to change the size for the word.

Another way to use the mouse is as follows.

☞   Move the cursor to any letter of the word that is to appear in the new size using the left and right cursor movement keys (←→).

☞   Click on the **TEXT SIZE BUTTON** in the middle of the Command Toolbox. Then click on the +**(INC.)** or-**(DEC.)** Buttons. The letter of the word that the cursor is on will change to each of the different sizes.

☞   When the proper size is displayed, click on the **WORD BUTTON** of the command toolbox to change the size for the word.

To change the size of a word using the keyboard shortcut:

☞   Use the left and right cursor movement keys (←→) to move the cursor to any letter of the word you wish to appear in a different size.

☞   Hit **CTRL T** to activate the Text Size Button of the command toolbox. Use **CTRL +** and **CTRL -** to change the size.

☞   When the proper size is displayed hit **CTRL W** to change the size for the word.

To use the Font Menu to change the Text Size see the Font Menu section in this manual.

Time on a Crawl

The Time button is found in the Text Editor in the Menu Commands over to the right. (You might have to move the horizontal window scroll bar (just below the Menu Command Tool box) to the right in order to see the Time Button.) It is used to display the digital time on a crawl line with a variety of different formats and options.

Position the cursor
☞ Place the cursor where you want the time to appear using the **ARROW KEYS** (↑↓←→) and then click on the **TIME** button to open up the Time Menu.
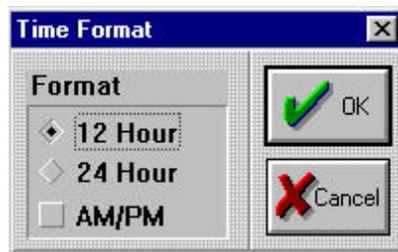
Choose the format
☞ You have two formats to choose from when placing time in a crawl. The first format is to display time using the standard 12 hour clock. The second format is to display time using the military 24 hour clock. Only one format can be selected at a time. Click on the format you want.
☞ You can also use keyboard shortcuts to choose the format. Use the (↑↓) **ARROW KEYS** to select back and forth between 12 hour time and 24 hour time.

Choose AM/PM (optional)
☞ You have the option to choose to display AM or PM along with the digital time. To select the AM/PM option, click on the AM/PM bullet selector, marking it with a check. Click on **OK** to implement the time, and you are finished.
☞ You can also use keyboard shortcuts to choose this option. Press **TAB** to move over to the AM/PM bullet selector. Now press the **SPACE BAR**. This should mark the AM/PM bullet selector with a check. Press the **ENTER** key and the time will be displayed where the cursor was positioned on the screen.

Change the text attributes and placement of Time
☞ The text attributes (such as font, color, size etc.) or placement of the time can be changed just like any other text you put in a crawl. Please refer to other reference sections of the manual for this.

Display-Only Systems & TEBBS - skip this section.

Underline

This feature allows you to underline individual letters, words, or the entire crawl line.

Underlining a Letter

There are two ways to change a letter to underline. The first way is to use the mouse.

☞   Use the arrow keys (➔◀) to move the cursor to the letter that is to appear in underline.

☞   Find the Underline Button towards the left of the Command Toolbox.

☞   Left click on the **UNDERLINE BUTTON** a single time to switch underline from off to on.

To change a letter to underline using the keyboard shortcut:

☞   Use the arrow keys (➔◀) to move the cursor to the letter that is to appear in underline.

☞   Press **CTRL U** to turn underline on.

Underlining a Word

There are two ways to change a word to underline. The first way is to use the mouse.

☞   Use the arrow keys (➔◀) to move the cursor to any letter of the word that is to appear in underline.

☞   Find the Underline Button towards the left of the Command Toolbox.

☞   Left click on the **UNDERLINE BUTTON** a single time to switch underline from off to on.

☞   Once underline has been turned on, left click on the **WORD BUTTON** of the command toolbox. This will change the selected word to underline.

To change a word to underline using the keyboard shortcut:

☞   Use the arrow keys (➔◀) to move the cursor to any letter of the word that is to appear in underline.

☞   Press **CTRL U** to turn underline on, and press **CTRL W** to apply underline to your word.

Underlining the Entire Crawl Line.

There are two ways to change the entire crawl line to underline. The first way is to use the mouse.

☞   Find the Underline Button towards the left of the Command Toolbox.

☞   Left click on the **UNDERLINE BUTTON** a single time to switch underline from off to on.

☞   Once underline has been turned on, left click on the **LINE BUTTON** of the command toolbox. This will change the entire crawl line to underline.

A second way to change the entire crawl line to underline is to use the keyboard shortcuts.

☞   Press **CTRL U** to turn underline on, and press **CTRL L** to apply underline to the entire crawl line.

Display-Only Systems & TEBBS - skip this section.

Wind Button

The Wind button is found at the top of the screen in the Menu Commands. It is used to display the wind in the crawl in a variety of different formats and options.

Position the cursor
☞ Place the cursor where you want the wind to appear in the crawl.
☞ Now click on the **WIND** button (or press **ALT W**) to open up the Wind Menu.

Editing an Existing Wind
☞ Select the wind itself, or the **N/A** or **<BAR>** where the wind is to appear.
☞ Now click on the **WIND** button (or press **ALT W)** to open up the Wind Menu.

There are three different areas in the Wind menu: Reading, Units and Measurement.

Choose the Reading
You have the option to display either Average or Wind Gust readings.
☞ To select the reading that you want click on either the **Average** or **Wind Gust** bullet selector, marking it with a dot.

To use the keyboard to select the reading:
☞ Press **TAB** until a grey outline appears around either the Average or Wind Gust entry of reading.
☞ Next, use the **ARROW KEY** (↑↓) to select the reading you want.

Choose a Measurement
Next select the Measurement. The options for measurements are: Normal, Highest Speed, Lowest Speed and Wind Chill.
☞ To choose a specific measurement click on the bullet selector next to the option you want. Note: Not all options are available with all weather stations.

To use the keyboard shortcuts to select a measurement:
☞ Press **TAB** until a grey outline appears around an entry in Measurement.
☞ Next, use the **ARROW KEY** (↑↓) to select the measurement that you want to use.

Choose the Units
Finally select the units that you want the wind to appear in. There are three different options concerning the units that are displayed for wind: KM/H, MPH and Knots. If Wind Chill is selected in measurement, Celcius, Fahrenheit and Kelvin are available.
☞ To choose either KM/H (Celcius), MPH (Fahrenheit) or Knots (Kelvin) simply click on the desired bullet selector. The chosen option is indicated by a dot in the bullet selector.

To use the keyboard to select the units follow these steps:
☞ Press **TAB** until a grey outline appears around one of the entries of the Units area.
☞ Next, use the **ARROW KEY** (↑↓) to select the units that you want to use.

Display-Only Systems & TEBBS - skip this section.

Implementing your Settings
☞ When you are done, click on the **OK** button and the wind will be displayed where the cursor was positioned in the crawl.

To implement the wind settings using the keyboard:
☞ Press **TAB** until a grey outline appears around **OK**. Press **ENTER**.

Change the text attributes and placement of Wind
☞ The text attributes (such as font, color, size etc.) or placement of wind can be changed just like any other text in the crawl. Please refer to other reference sections of the manual for this.

Weather Station Configurations
Make sure that the proper configuration is set up for the weather station that you have installed. To configure the weather station use the red **CONFIGURATION BUTTON** in the Main Menu. For more information on weather station configurations please see the section for your weather station.

<u>Zap Button</u>

The ZAP button is found in the Crawl Editor in the Command Toolbox. It is used to Zap (erase) a word or line of text in a crawl, or all of the text in a crawl.

Zap a Word

☞ In order to Zap a word, use the **ARROW KEYS** to place the cursor on the word you want to Zap. Click on the **ZAP BUTTON** and then click on the **WORD BUTTON**. The word will be erased.

☞ You can also use keyboard shortcuts to Zap a word. First, position the cursor on the word you wish to Zap. Now press **CTRL Z** (for Zap) **CTRL W** (for Word). The word will be erased.

Zap the Entire Crawl

There are two ways using each of the mouse and the keyboard to zap the crawl line. Both will give you a new window for your crawl. To use the mouse to zap the crawl line follow these steps.

☞ In order to Zap the crawl, click on the **ZAP BUTTON** and then click on the **LINE BUTTON**. The line will be erased.

☞ In order to Zap all the text in a crawl, double-click on the **ZAP BUTTON**.

To use the keyboard to zap the entire crawl, follow these steps.

☞ The first keyboard shortcut to ZAP the crawl line uses these steps. Press **CTRL Z** (for Zap) **CTRL L** (for Line). The line will be erased.

☞ You can also use a second keyboard shortcut to Zap the entire crawl. Press **CTRL ZZ**. **Note**: The CTRL key should be held down for both Z's.