Analog Time

The Text Scheduler allows you to insert an Analog Time entry into the schedule.

Animation
VCR Control
Entry
Horizontal Crawl
K: Contact Closure
Manual
New Schedule
Run Schedule
Sound
Analog Time
Wipe

Schedule the Analog Time
)   In the Options column place the cursor on the row where you want the Analog Time to be.
)   Right click or double left click and select Analog Time or just press **T** (for time).
)   If there is an existing line already, this will over write it. To place a line between two existing lines, place the cursor on the line you want the sound to be and press the insert button.
)   Move the cursor to the Name column by clicking on it or by pressing **TAB**.
)   Right mouse click or press the **SPACE BAR** to open up the Clock Details window.
)   The analog time file will be played just like a page in the schedule. Expiries can also be set on the animation. See the Expiry section for how to do this.
)   The number in the Time column is the number of seconds the clock will display for. It can not be changed, but shows the length as it was created.

Adjust the Analog Time
)   To adjust the clock settings left mouse click on the name column of the analog clock entry in the text scheduler.
)   Right click anywhere on the screen.
)   Click on **DISPLAY ARABIC NUMERALS** to select this option. If not selected Roman Numerals will be displayed.
)   If you are displaying Roman Numerals, then click on **DISPLAY 4 AS "IV"** to select this option. If not selected 4 will be displayed as "IIII".
)   If you are displaying Arabic Numerals, then Click on **DISPLAY 24-HOUR CLOCK** to select this option (Military Time). If not selected only the hours 1 through 12 will be displayed.
)   Click on **DISPLAY ALL HOURS** to select this option. If not selected, only the 3, 6, 9 and 12 hours will display.
)   Click on the **UP** & **DOWN ARROW** buttons to select a clock face (there are 4 to choose from). Selecting 0 (zero) will give a random clock every time the page is displayed.
)   Click on **PREVIEW** to see what the clock will look like with the selected options.
)   Click on OK when all options are set to your liking.

You can also use keyboard shortcuts to Select the Clock Features.
)   Press the **SPACE BAR** to Display Arabic Numerals. If not selected Roman Numerals will be displayed.
)   Press the **TAB** key to move to the next option. If you are displaying Roman numerals, then press the **SPACE BAR** to Display 4 As "IV". If not selected 4 will display as "IIII".
)   If you are displaying Arabic Numerals, then press the **SPACE BAR** to Display 24-Hour Clock (Military Time). If not selected only the hours 1 through 12 will be displayed.
)   Press the **TAB** key to move to the next option. Press the **SPACE BAR** to Display All Hours. If not selected, only the 3, 6, 9 and 12 hours will display.
)   Press the **TAB** key to move to the next option. Type in **0**, **1**, **2**, **3**, or **4** to select a clock face. Selecting

0 (zero) will give a random clock every time the page is displayed.
- ☞ Press **P** to Preview what the clock will look like with the selected options.
- ☞ Press the **TAB** key until OK is high-lighted and then press the **ENTER** key when all options are set to your liking.

Color Background
- ☞ The clock face (light cream) and the color around the clock (white) is unchangeable.

Animation

The Text Scheduler allows you to insert animation files (AVI, FLI, FLC) into the schedule.
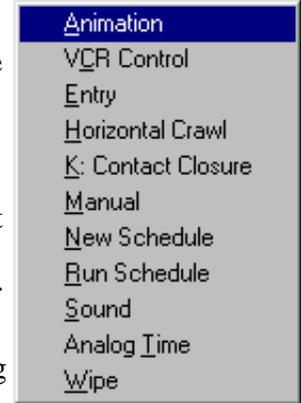
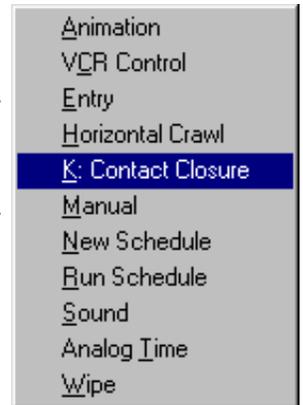### Schedule the Animation

☞ In the Options column place the cursor on the row where you want the animation to be.

☞ Right mouse click and select Animation or just press **A** (for animation).

☞ Move the cursor to the Name column by clicking on it or by pressing **TAB**.

☞ Right mouse click or press the **SPACE BAR** to open up the Select Animation window.

☞ Select the animation file to insert into the schedule and click on **OK**.

☞ The animation file will be played just like a page in the schedule. Expiries can also be set on the animation. See the Expiry section for how to do this.

☞ The number in the Time column is the number of seconds the animation will display for. It can not be changed, but shows the length as it was created.

Contact Closure

In the Text Scheduler, contact closures (or General Purpose Interfacing) is accomplished through the parallel interface port of the computer (usually LPT1 or LPT2). You are able to insert commands in the schedule to make the schedule pause until it receives one of four contact closures. You are also able to insert commands in the schedule to send (or close) one of eight contact closures for a selected number of seconds.

Animation
VCR Control
Entry
Horizontal Crawl
K: Contact Closure
Manual
New Schedule
Run Schedule
Sound
Analog Time
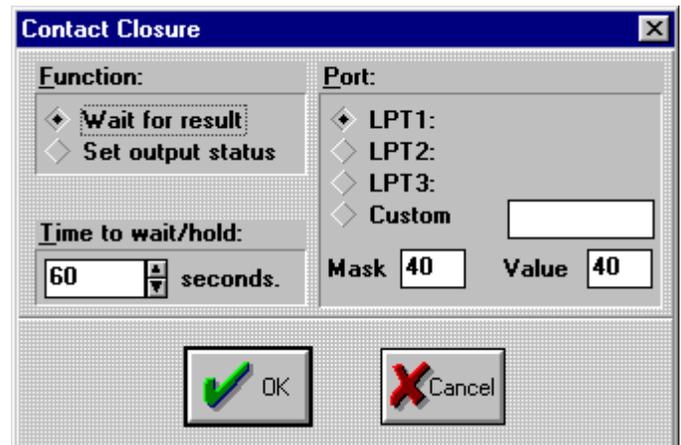Wipe

Setting up a Contact Closure Cable

Table 1 below is a description of the pin out of the Contact Closure cable and the parallel port.

TABLE 1

Pin#	Description	Mask	Wire Color*	Usage
2	Data Bit0	01	Brown	Send Contact Closure#1
3	Data Bit1	02	Red	Send Contact Closure#2
4	Data Bit2	04	Orange	Send Contact Closure#3
5	Data Bit3	08	Yellow	Send Contact Closure#4
6	Data Bit4	10	Green	Send Contact Closure#5
7	Data Bit5	20	Blue	Send Contact Closure#6
8	Data Bit6	40	Purple	Send Contact Closure#7
9	Data Bit7	80	Gray	Send Contact Closure#8
10	Acknowledge	40	White	Receive Contact#4
12	Out of Paper	20	White & Red	Receive Contact#3
13	On Line/Select	10	White & Orange	Receive Contact#2
15	Error	08	White & Yellow	Receive Contact#1
18	Signal Ground	NA	NC	Signal Ground
19	Signal Ground	NA	White & Blue	Signal Ground
20	Signal Ground	NA	NC	Signal Ground
21	Signal Ground	NA	NC	Signal Ground
23	Signal Ground	NA	NC	Signal Ground
24	Signal Ground	NA	NC	Signal Ground
25	Signal Ground	NA	Pink	Signal Ground

*Wire color may vary between cables.

☞ You do not need to use all of the Send Contact Closures. If you need only one Send Contact Closure, then you only need to use one of the Send Contact Closure lines. In the same way, you do not need to use all of the Receive Contact Closures. If you need only one Receive Contact Closure, then you only need to use one of the Receive Contact Closure lines. The signal grounds are all the same, so you can use one of them or all of them, it doesn't matter.

Contact Closure

Function:
◉ Wait for result
◇ Set output status

Time to wait/hold:
60 ▲▼ seconds.

Port:
◉ LPT1:
◇ LPT2:
◇ LPT3:
◇ Custom

Mask 40   Value 40

✔ OK   ✗ Cancel

Receiving a Contact Closure

To trigger a contact closure to the system, you simply close one of the four receive contact closures to one of the signal grounds. (Basically the system is waiting for one of the four contact closures to go to ground.)

☞ To make the schedule pause and wait to receive a contact closure, enter the Text Scheduler and position your cursor on the entry where you want the pause to occur.

☞ Press the **INSERT** key to make room in the schedule for the contact.

☞ Place the cursor in the Options column and then right mouse click to give you the options and then click on **CONTACT CLOSURE**, or you can just press **K** (for contact closure). The words Contact Closure will appear in the Options column.

☞ Place the cursor in the Name column and then right mouse click or press the **SPACE BAR**. The Contact Closure window will appear.

☞ To pause and wait for a contact closure, click on **Wait for Result** under Function.

☞ The Receive Contact Closure has a time-out, which means that if it does not receive the contact closure in a certain number of seconds, it will continue to display the schedule. This prevents the schedule from being "paused forever". Enter the "Time-Out" in seconds under "Time to Wait". The maximum number of seconds is 32767 (or about 9 hours!).

☞ Select which parallel port the contact closure cable is connected to (usually LPT1).

☞ Now enter the Mask and Value as per Table 2 below (Mask and Value determine which wires are used to detect the contact closure)

TABLE 2

Pin#	Mask	Value	Description	Wires to Connect to complete Contact Close*
15	08	00	Detect Contact Closure#1	White&Yellow Wire AND any Signal Ground
13	10	00	Detect Contact Closure#2	White&Orange Wire AND any Signal Ground
12	20	00	Detect Contact Closure#3	White&Red Wire AND any Signal Ground
10	40	00	Detect Contact Closure#4	White Wire AND any Signal Ground

*Wire color may vary between cables.

Sending a Contact Closure

When the system sends a contact closure, it will pull one of the eight send contact closures to ground and hold it there for the number of seconds specified. (Normally the eight send contact closures are high (or +5 volts DC), but when the system sends the contact closure it will force it to low (0 volts DC.) Also when you schedule a send contact closure, you need to schedule **two** CONTACT icons, one to hold the contact closure for a specified number of seconds and the second to reset the contact closure.

☞ To make the schedule send a contact closure, enter the Text Scheduler and position your cursor on the entry where you want the send to occur.

☞ Press the **INSERT** key to make room in the schedule for the contact.

☞ Place the cursor in the Options column and then right mouse click to give you the options and then click on **CONTACT CLOSURE**, or you can just press **K** (for contact closure). The words Contact Closure will appear in the Options column.

☞ Place the cursor in the Name column and then right mouse click or press the **SPACE BAR**. The Contact Closure window will appear.

☞ To send a contact closure, click on **Set Output Status** under Function.

☞ The Send Contact Closure can be set for the number of seconds it will hold the contact closure in the low state (0 volts DC). Enter the contact closure time in seconds under "Time to Wait". The maximum number of seconds is 32767 (or about 9 hours!). You must enter a time of at least 1 second

for the send contact closure to work, but you can enter more if you want. Just remember that the time that you enter, works just like an entry in your schedule. **In other words, if your send contact closure is set to 10 seconds, the schedule will keep displaying the previous page on the screen for an extra 10 seconds as it performs the send contact closure.**

☞ Then select which parallel port the contact closure cable is connected to (usually LPT1). Then enter the Mask and Value as per Table 3 on the next page (Mask and Value determine which wires are used to send the contact closure)

TABLE 3

Pin#	Mask	Value	Description	Wires used to detect the Contact Closure*
2	01	00	Send Contact Closure#1	Brown Wire AND any Signal Ground
3	02	00	Send Contact Closure#2	Red Wire AND any Signal Ground
4	04	00	Send Contact Closure#3	Orange Wire AND any Signal Ground
5	08	00	Send Contact Closure#4	Yellow Wire AND any Signal Ground
6	10	00	Send Contact Closure#5	Green Wire AND any Signal Ground
7	20	00	Send Contact Closure#6	Blue Wire AND any Signal Ground
8	40	00	Send Contact Closure#7	Purple Wire AND any Signal Ground
9	80	00	Send Contact Closure#8	Gray Wire AND any Signal Ground

*Wire color may vary between cables.

☞ **To make the Send Contact Closure work properly, you need a second Send Contact Closure immediately after the first one to reset the state of the contact closure.**

☞ Position your cursor on the entry after the first contact closure.

☞ Press the **INSERT** key to make room in the schedule for the contact.

☞ Place the cursor in the Options column and then right mouse click to give you the options and then click on **CONTACT CLOSURE**, or you can just press **K** (for contact closure). The words Contact Closure will appear in the Options column.

☞ Place the cursor in the Name column and then right mouse click or press the **SPACE BAR**. The Contact Closure window will appear.

☞ Click on **Set Output Status** under Function and enter a 0 under "Time to Wait".

☞ Select which parallel port the contact closure cable is connected to (same as the previous Send CONTACT line).

☞ Now enter the Mask and Value as per Table 3 above (these Mask and Value determine which contact closure will be reset) (You should always use the same mask as the previous Send CONTACT icon, and then enter the corresponding Value to reset the contact closure.)

Sending (or Receiving) Multiple Line Contact Closures

☞ You may have noticed that the Mask and Values are hex numbers and decimal numbers. This means that you are able to combine the Mask and Values to create multiple line contact closures. In other words, you could send contact closures #1, #4, #5 & #8 all at the same time; or you could have the schedule pause and wait until you receive contact closure #1, #3 & #4. If you want more information on how to do this we will not try to describe that here, but instead please call D.Co for technical support.

Copy

The copy command in the Text Scheduler is used to copy pages from the schedule to the clipboard. To paste from the clipboard see the Paste Guide in this manual. To cut pages from the schedule to the clipboard see the Cut Pages Guide in this manual.

Edit	
Undo	Alt+BackSpace
Cut	Shift+Del
Copy	Ctrl+Ins
Paste	Shift+Ins
Delete	Del
Start/Expiry Dates	Alt-A
View Entry	Alt-V
Find/Replace	Ctrl+F

Copy Page(s)

To copy pages using the mouse follow these steps.

☞ Left click on the page you want to copy. If you want to select multiple consecutive pages, left click on the first page and drag to the last page. The pages or pages will be highlighted in yellow.

☞ Click on **Edit**.

☞ Click on **Copy**.

To copy pages using the keyboard follow these steps.

☞ Using the up (↑) and down (↓) arrow keys scroll to the page you want to copy.

☞ Press **SHIFT** and the down (↓) arrow key tp select the page. If you want to select multiple consecutive pages, hold down **SHIFT** and press the down (↓) arrow until all the pages that you want are selected. The pages or pages will be highlighted in yellow.

☞ Press **ALT E** for Edit.

☞ Press **C** for Copy.

For another way to copy pages using the keyboard follow these steps.

☞ Using the up (↑) and down (↓) arrow keys scroll to the page you want to copy.

☞ Press **SHIFT** and the down (↓) arrow key tp select the page. If you want to select multiple consecutive pages, hold down **SHIFT** and press the down (↓) arrow until all the pages that you want are selected. The pages or pages will be highlighted in yellow.

☞ Press **CTRL Insert** to copy the pages.

Cursor Movement

This guide describes how to use the mouse and keyboard to move the cursor around the screen and how to get menus to pop up in the text scheduler.

Mouse Cursor Movement

To use the mouse to move around the schedule left click on the spot in the schedule that you want to go to. You can use the scrolling arrows or the scroll bar on the right hand side of the text scheduler screen to see more of the schedule if necessary. To use the scroll bar click on the scroll bar with the mouse and drag it up or down. If you want to use the scroll arrows simply left click on the up or down arrow.

To open up a menu simply left click on the spot that you want the menu to open up for. If the entry is set, the appropriate menu will appear for the **Name** or **Time** columns.

The other way to get the menus to pop up using the mouse involves clicking on the spot that you want the menu for and then **right** clicking anywhere on the screen.

Keyboard Cursor Movement

To use the keyboard to move the cursor around the screen you can use the cursor movement keys (↑↓←→) to move from column to column and line to line. **TAB** and **Shift-TAB** will also move the cursor from column to column.

To open the menus in the text scheduler using the keyboard, position the cursor as described above and press the **Space Bar**.

Cut

The cut command in the Text Scheduler is used to cut pages from the schedule to the clipboard. To paste from the clipboard see the Paste Guide in this manual. To copy pages from the schedule to the clipboard see the Copy Guide in this manual.

Edit	
Undo	Alt+BackSpace
Cut	Shift+Del
Copy	Ctrl+Ins
Paste	Shift+Ins
Delete	Del
Start/Expiry Dates	Alt-A
View Entry	Alt-V
Find/Replace	Ctrl+F

Cut Page(s)

To cut pages using the mouse follow these steps.

☞ Left click on the page you want to cut. If you want to select multiple consecutive pages, left click on the first page and drag to the last page. The pages or pages will be highlighted in yellow.

☞ Click on **Edit**.

☞ Click on **Cut**.

To cut pages using the keyboard follow these steps.

☞ Using the up (↑) and down (↓) arrow keys scroll to the page you want to cut.

☞ Press **SHIFT** and the down (↓) arrow key tp select the page. If you want to select multiple consecutive pages, hold down **SHIFT** and press the down (↓) arrow until all the pages that you want are selected. The pages or pages will be highlighted in yellow.

☞ Press **ALT E** for Edit.

☞ Press **T** for Cut.

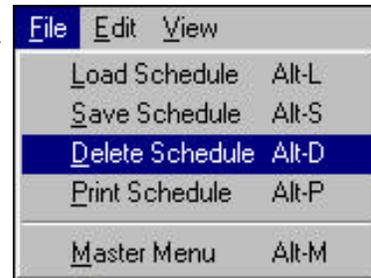For another way to cut pages using the keyboard follow these steps.

☞ Using the up (↑) and down (↓) arrow keys scroll to the page you want to cut.

☞ Press **SHIFT** and the down (↓) arrow key tp select the page. If you want to select multiple consecutive pages, hold down **SHIFT** and press the down (↓) arrow until all the pages that you want are selected. The pages or pages will be highlighted in yellow.

☞ Press **SHIFT Delete** to copy the pages.

Delete

The delete command in the Text Scheduler is used to cut pages from the schedule. To cut pages from the schedule and put them onto the clipboard see the Cut Guide in this manual.

Delete Page(s)

To delete pages using the mouse follow these steps.

☞ Left click on the page you want to delete. If you want to select multiple consecutive pages, left click on the first page and drag to the last page. The pages or pages will be highlighted in yellow.

☞ Click on **Edit**.

☞ Click on **Delete**.

To delete pages using the keyboard follow these steps.

☞ Using the up (⬆) and down (⬇) arrow keys scroll to the page you want to delete.

☞ Press **SHIFT** and the down (⬇) arrow key tp select the page. If you want to select multiple consecutive pages, hold down **SHIFT** and press the down (⬇) arrow until all the pages that you want are selected. The pages or pages will be highlighted in yellow.

☞ Press **ALT E** for Edit.

☞ Press **D** for Delete.

For another way to delete pages using the keyboard follow these steps.

☞ Using the up (⬆) and down (⬇) arrow keys scroll to the page you want to delete.

☞ Press **SHIFT** and the down (⬇) arrow key tp select the page. If you want to select multiple consecutive pages, hold down **SHIFT** and press the down (⬇) arrow until all the pages that you want are selected. The pages or pages will be highlighted in yellow.

☞ Press the **Delete** key to copy the pages.
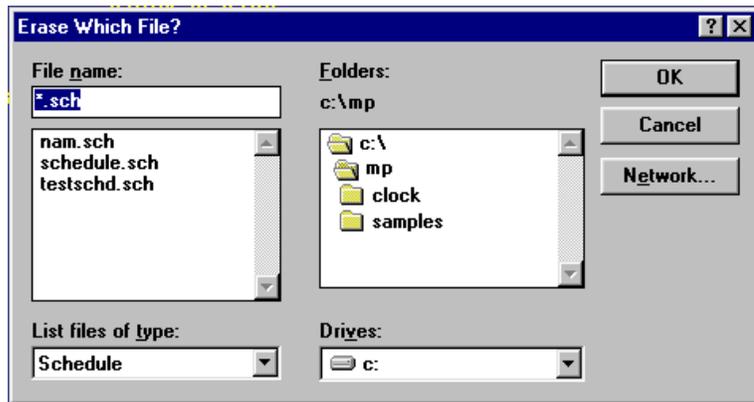
Delete Schedule

The Delete Schedule command in the Text Scheduler is used to delete a schedule file in the Text Scheduler.

File	Edit	View	
Load Schedule			Alt-L
Save Schedule			Alt-S
Delete Schedule			**Alt-D**
Print Schedule			Alt-P
Master Menu			Alt-M

Delete Schedule

To delete schedule using the mouse follow these steps.

☞ Once you are in the Text Scheduler left click on **File**.

☞ Click on **Delete Schedule**.

☞ When you are in the **Erase Which File** screen, start by selecting the drive that you will want to delete your file from by clicking on the down arrow (↓) and simply selecting the drive you desire.

☞ Go to **Folders** and scroll up (↑) or down (↓) till you find the folder you want to delete your file from then double click on it.

☞ Go to **File name** and select the file which you want deleted then double click on it or click once then left click on **OK**.

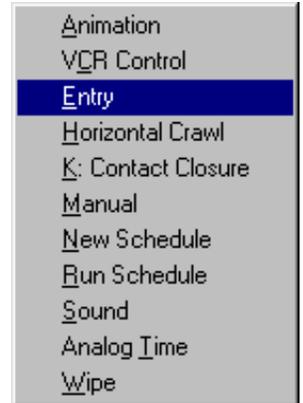**Erase Which File?**

File name: `*.sch`

nam.sch
schedule.sch
testschd.sch

Folders: `c:\mp`

c:\
mp
clock
samples

List files of type: **Schedule**

Drives: `c:`

OK   Cancel   Network...

To Delete Schedule using the keyboard follow these steps.

☞ Once in the Text Scheduler type **alt-F** to select File, then **alt-D**

☞ When you are in your **Erase Which File** screen, start by selecting wich drive you want to save your file in, by typing **alt-V** and using the up (↑) and down (↓) arrow keys.

☞ Go to Folders by typing **alt-F** and scroll up (↑) or down (↓) till you find the folder you want to delete your file from then press enter.

☞ To select the file name type **alt-N** and type the file name in.

Entry

The Entry is how you insert a page or graphic into the schedule.

| |
|---|
| Animation |
| VCR Control |
| Entry |
| Horizontal Crawl |
| K: Contact Closure |
| Manual |
| New Schedule |
| Run Schedule |
| Sound |
| Analog Time |
| Wipe |

Using the Entry Button to Insert a Page

☞ Place the cursor on the entry that you want the new page to appear before.

☞ Press the **INSERT** key.

☞ Right click (or double left click) to bring up the of options menu.

☞ Click on **ENTRY**.

☞ Right click (or double left click) to bring up the Select Page window.

☞ Select the page you wish to put in the schedule and click on **OK**.

☞ Right click to bring up the Seconds to Display window, then click on σ or τ
to set the number of seconds and finally click on **OK**. The cursor will move to the next line in the Options column.

☞ You can also use keyboard shortcuts.

☞ Place the cursor on the entry that you want the new page to appear before.

☞ Press the **INSERT** key.

☞ Press **E** (for Entry) and then press the **TAB** key to move to the next column.

☞ Press the **SPACE BAR** to bring up the Select Page window.

☞ High-light the page you wish to put in the schedule, press **TAB** to high-light the OK button and press **ENTER**.

☞ Set the number of seconds the entry will display for by typing in a number and pressing **ENTER**. The cursor will move to the next line in the Options column.

☞ Alternatively, press the **SPACE BAR**, type in a number, press **TAB** to high-light the OK button and press **ENTER**. The cursor will move to the next line in the Options column.

Using the Entry Button to Insert a Library Graphic

In most cases you will not need to insert a library graphic, since they are mainly backgrounds. In the event that you do want to insert a library graphic follow the steps below.

☞ Place the cursor on the entry that you want the new page to appear before.

☞ Press the **INSERT** key.

☞ Right click (or double left click) to bring up the options menu.

☞ Click on **ENTRY**.

☞ Right click (or double left click) to bring up the Select Page window.

☞ Under File Name, erase what is in the window, type in ***.GBP** and press the **ENTER** key. Any files, in the current directory, with GBP extensions will be listed.

☞ Select any GBP file and click on **OK**. The Open Graphics Background window will appear. No matter which GBP file you select, all backgrounds from all GBP files, in the current directory, will be listed.

☞ Select the background and click on **OK**. The cursor will move to the Time column.

☞ Set the number of seconds the background will display for by typing in a number and pressing **ENTER**. The cursor will move to the next line in the Options column.

☞ Alternatively, press the **SPACE BAR**, type in a number, press **TAB** to high-light the OK button and press **ENTER**. The cursor will move to the next line in the Options column.
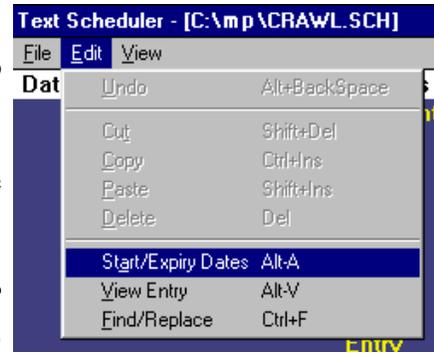
☞   You can also use keyboard shortcuts.

☞   Place the cursor on the page that you want the new page to appear before.

☞   Press the **INSERT** key.

☞   Press **E** (for Entry) and then press the **TAB** key to move to the next column.

☞   Press the **SPACE BAR** to bring up the Select Page window.

☞   Under File Name, erase what is in the window, type in ***.GBP** and press the **ENTER** key. Any files, in the current directory, with GBP extensions will be listed.

☞   Select any GBP file by pressing **TAB** to move the cursor to the file names, using the arrow keys (↑↓) to select the background and then pressing **TAB** to high-light the OK button and pressing the **ENTER** key. No matter which GBP file you select, all backgrounds from all GBP files, in the current directory, will be listed.

☞   Select the background with the arrow keys (↑↓) and then press **TAB** to high-light the OK button and press the **ENTER** key. The cursor will move to the Time column.

☞   Set the number of seconds the background will display for by typing in a number and pressing **ENTER**. The cursor will move to the next line in the Options column.

    ☞   Alternatively, press the **SPACE BAR**, type in a number, press **TAB** to high-light the OK button and press **ENTER**. The cursor will move to the next line in the Options column.

Using the Entry Button to Insert a Graphic

    ☞   Place the cursor on the entry that you want the new graphic to appear before.

    ☞   Press the **INSERT** key.

    ☞   Right click (or double left click) to bring up the of options menu.

    ☞   Click on **ENTRY**.

    ☞   Right click (or double left click) to bring up the Select Page window.

    ☞   Select the graphic you wish to put in the schedule and click on **OK**.

    ☞   Right click to bring up the Seconds to Display window, then click on σ or τ to set the number of seconds and finally click on **OK**. The cursor will move to the next line in the Options column.

    ☞   You can also use keyboard shortcuts.

    ☞   Place the cursor on the entry that you want the new graphic to appear before.

    ☞   Press the **INSERT** key.

    ☞   Press **E** (for Entry) and then press the **TAB** key to move to the next column.

    ☞   Press the **SPACE BAR** to bring up the Select Page window.

    ☞   High-light the graphic you wish to put in the schedule, press **TAB** to high-light the OK button and press **ENTER**.

    ☞   Set the number of seconds the entry will display for by typing in a number and pressing **ENTER**. The cursor will move to the next line in the Options column.

    ☞ Alternatively, press the **SPACE BAR**, type in a number, press **TAB** to high-light the OK button and press **ENTER**. The cursor will move to the next line in the Options column.

TEBBS & TEC - skip this section.

Expiry (Start/Expiry)

In the Text Scheduler, expiries can be set on pages, horizontal crawls, sub-schedules, and animation files.

Once you have opened the Start/Expiry Dates menu, here are two sections to the menu which can be set independently of each other: the Date Ranges, and the Time/Date Limits.

### Open the Menu
☞   First select the entry you want to put a Start/Expiry on by placing the cursor on that line.
☞   Now click on **EDIT** and then click on **START/EXPIRY DATES** or press **ALT A** to open the Menu.
☞   When you have set it properly click on **OK** to accept the setting.

Date Ranges
Date Ranges allow you to set what day (and hour of the day) an entry will start and stop displaying. When a Date Range is set, an asterisk (*) will appear just to the left of the Name. When a Date Range has expired, an X will appear just to the left of the Name.

☞   To enable a date range setting, click on **DATE RANGES ENABLED**. A check mark will appear in the box.
☞   Set the Date and Time you want the entry to start and stop by clicking on the appropriate arrows beside each window.
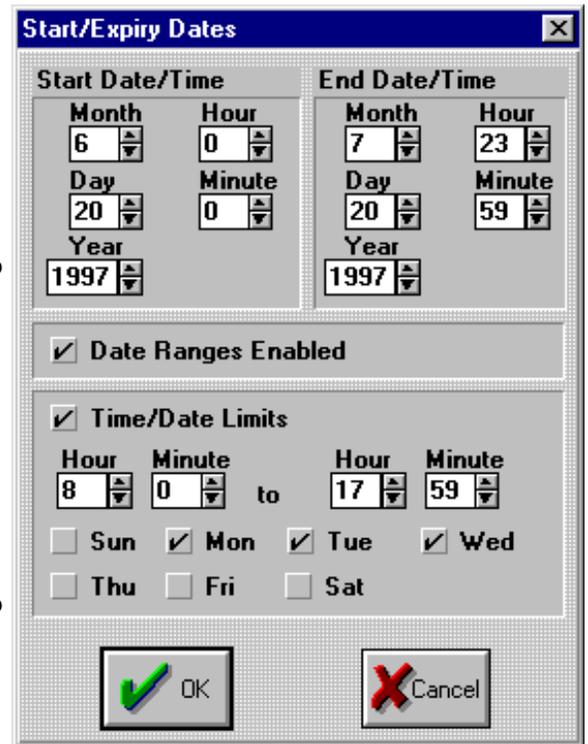
You can also use keyboard shortcuts.
☞   To enable a date range setting, press **TAB** until Date Ranges Enabled is high-lighted and then press the **SPACE** bar to select it. A check mark will appear in the box.
☞   Set the Date and Time you want the entry to start and stop by pressing **TAB** to high-light the each window and then type in the appropriate numbers.

Time/Date Limits
Time/Date Limits allow you to set which day(s) of the week an entry will display on and what portion of each day the entry will display on.
☞   To enable a time/date limit setting, click on **TIME/DATE LIMITS**. A check mark will appear in the box.
☞   Click on each day of the week you want the entry to display.
☞   If you want the entry to display only during a certain time of day instead of all day, set the time you want the entry to start and stop.

You can also use keyboard shortcuts.
☞   To enable a time/date limit setting, press **TAB** until Time/Date Limits is selected and then press the **SPACE** bar. A check mark will appear in the box.
☞   Press **TAB** to high-light and press the **SPACE** bar to select each day of the week you want

the entry to display.

☞ If you want the entry to display only during a certain time of day, instead of all day, press **TAB** to high-light the appropriate window and then type in the times to start and stop.
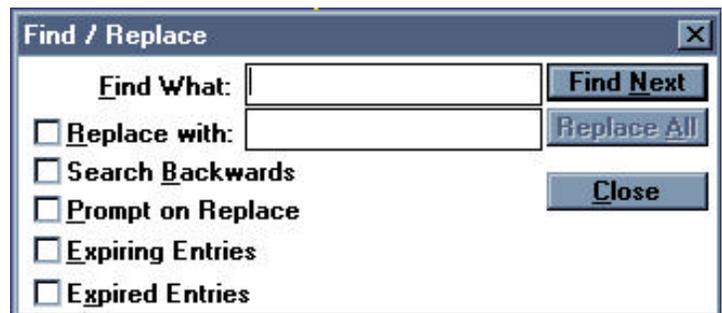
Find/Replace

The Text Scheduler allows you to Find and Replace a text string in a file name. Entries with expiries can also be searched for.

Find/Replace Text

☞ Click on **Edit** to bring up the menu.

☞ Click on **Find/Replace**.

☞ Enter in the text string you want to find in the **Find What** window. The search is *not* case sensitive and does *not* match "whole words only".

☞ If you want to replace the text string you are searching for with another text string, then click on **REPLACE WITH** and then enter in the text string which will replace the search string.

☞ Click on **FIND NEXT** to find the next match and replace it with the new text string click on **REPLACE ALL** to replace all matches with the new text string.

☞ Click on **CLOSE** to exit Find/Replace.

You can also use keyboard shortcuts.

☞ Press **ALT E** to bring up the menu.

☞ Press **ALT F** to bring up the **Find/Replace** window.

☞ Press **ALT F** (for Find What) and then enter in the text string you want to find. The search is *not* case sensitive and does *not* match "whole words only".

☞ If you want to replace the text string you are searching for with another text string, then press press **ALT R** (for Replace with), press **TAB** and then enter in the text string which will replace the search string.

☞ Press **ALT N** to find the next match and replace it with the new text string or press **ALT A** to replace all matches with the new text string.

☞ Press **ALT C** (for Close) to exit Find/Replace.

Another keyboard shortcut is as follows.

☞ Press **CTRL F** to bring up the **Find/Replace** window.

☞ Press **ALT F** (for Find What) and then enter in the text string you want to find. The search is *not* case sensitive and does *not* match "whole words only".

☞ If you want to replace the text string you are searching for with another, then press press **ALT R** (for Replace with), press **TAB** and then enter in the text string which will replace the search string.

☞ Press **ALT N** to find the next match and replace it with the new text string or press **ALT A** to replace all matches with the new text string.

☞ Press **ALT C** (for Close) to exit Find/Replace.

Options of Find/Replace Text

☞ If you want to search backwards from the cursor point, then click on **SEARCH BACKWARDS**.

☞   If you want to be prompted to confirm each replacement, then click on **PROMPT ON REPLACE**.

You can also use keyboard shortcuts.

☞   If you want to search backwards from the cursor point, then press **ALT B**.

☞   If you want to be prompted to confirm each replacement, then press **ALT P**.

    ☞   If you want your search to include *only* entries which have an expiry set but not expired, then click on **EXPIRING ENTRIES**.

    ☞   If you want your search to include *only* entries which have expired, then click on **EXPIRED ENTRIES**.

    ☞   NOTE: you can search for expiring AND expired entries by selecting both options.

To use keyboard shortcuts to search for expiring and expired entries follow these steps.

    ☞   If you want your search to include *only* entries which have an expiry set but not expired, then press **ALT E**.

    ☞   If you want your search to include *only* entries which have expired, then press **ALT X**.

    ☞   NOTE: you can search for expiring AND expired entries by selecting both options.

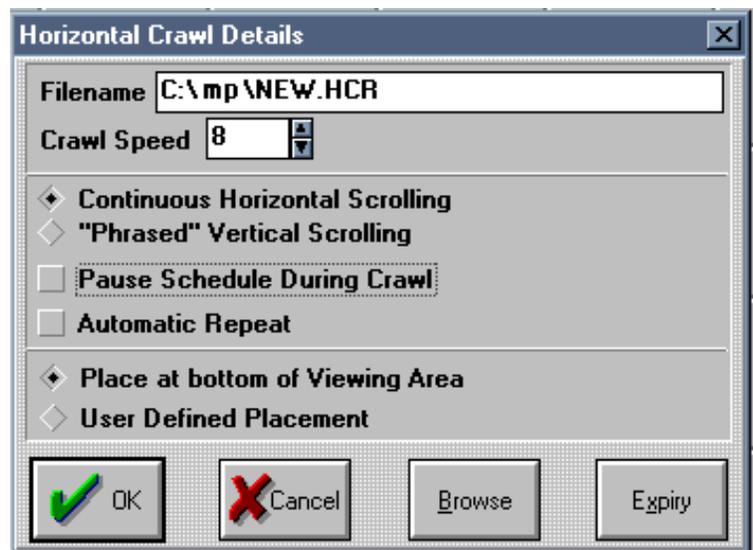TEBBS - skip this section.

Horizontal Crawl

The Text Scheduler allows you to insert horizontal crawl into the schedule. Once the crawl is in the schedule, you can place it in different places on the screen. You can also set the crawl to scroll vertically.

Animation
VCR Control
Entry
Horizontal Crawl
K: Contact Closure
Manual
New Schedule
Run Schedule
Sound
Analog Time
Wipe

Scheduling a Horizontal Crawl

To schedule a horizontal crawl in the text scheduler using the mouse follow these steps.

☞ Click on the entry you want the horizontal crawl to appear on. A grey blinking cursor will appear on the entry.

☞ Press the **Insert** key.

☞ Click on the **Options** column of the blank entry that appears.

☞ Double click on the blinking grey cursor using the left mouse button.

☞ Click on **Horizontal Crawl**.

☞ Double click on the **Name** column of the Horizontal crawl entry that appears.

☞ Type in the filename in the filename area. Make sure that you include the correct path. Select the options that you want as indicated on the following pages.

☞ Click on **OK**.

☞ The horizontal crawl will appear on the page in the schedule which follows the crawl.

Horizontal Crawl Details

Filename `C:\mp\NEW.HCR`

Crawl Speed `8`

◆ **Continuous Horizontal Scrolling**
◇ **"Phrased" Vertical Scrolling**
☐ **Pause Schedule During Crawl**
☐ **Automatic Repeat**

◆ **Place at bottom of Viewing Area**
◇ **User Defined Placement**

✔ OK   ✖ Cancel   Browse   Expiry

Another way to insert a horizontal crawl in the text scheduler using the mouse uses these steps.

☞ Click on the entry you want the horizontal crawl to appear on. A grey blinking cursor will appear on the entry.

☞ Press the **Insert** key.

☞ Click on the **Options** column of the blank entry that appears.

☞ Right click anywhere on the screen.

☞ Click on **Horizontal Crawl**.

☞ Right click anywhere on the screen.

☞ Type in the filename in the filename area. Make sure that you include the correct path. Make sure that you include the correct path. Select the options that you want as indicated on the following pages.

☞ Click on **OK**.

☞ The horizontal crawl will appear on the page in the schedule which follows the crawl.

TEBBS - skip this section.

To use the keyboard to insert a horizontal crawl in the text scheduler follow these steps.
- ☞ Use the up (↑) and down (↓) cursor movement keys to move the grey blinking cursor to the entry that you want the horizontal crawl to appear on.
- ☞ Press the **Insert** key.
- ☞ Use the right (→) and left (←) cursor movement key to move to the **Options** column of the blank entry that appears.
- ☞ Press the **Space Bar**.
- ☞ Select **Horizontal Crawl** using the up (↑) and down (↓) cursor movement keys.
- ☞ Press **ENTER**.
- ☞ Press the **Space Bar**.
- ☞ Type in the filename in the filename area. Make sure that you include the correct path. Select the options that you want as indicated on the following pages.
- ☞ Press **TAB** until an outline appears around **OK**.
- ☞ Press the **Space Bar**.
- ☞ The horizontal crawl will appear on the page in the schedule which follows the crawl.

Another way to use the keyboard to insert a horizontal crawl is as follows.
- ☞ Use the up (↑) and down (↓) cursor movement keys to move the grey blinking cursor to the entry that you want the horizontal crawl to appear on.
- ☞ Press the **Insert** key.
- ☞ Use the **TAB** key or **Shift TAB** to move to the **Options** column of the blank entry that appears.
- ☞ Press the **Space Bar**.
- ☞ Press **H** to select **Horizontal Crawl**.
- ☞ Press the **Space Bar**.
- ☞ Type in the filename in the filename area. Make sure that you include the correct path. Select the options that you want as indicated on the following pages.
- ☞ Press **ENTER**.
- ☞ The horizontal crawl will appear on the page in the schedule which follows the crawl.

Setting the Crawl Speed
To use the mouse to set the crawl speed follow these steps.
- ☞ Left click on the **Time** column of the horizontal crawl that you want to appear at a different speed.
- ☞ Right click anywhere on the screen.
- ☞ Click on the Up (↑) or Down (↓) arrow to adjust the horizontal crawl speed.

Another way to set the speed of the crawl using the mouse is as follows.
- ☞ Left click on the **Name** column of the horizontal crawl that you want to repeat.
- ☞ Right click anywhere on the screen.
- ☞ Left click on the window beside **Crawl Speed**.
- ☞ Click on the Up (↑) or Down (↓) arrows to adjust the crawl speed.
- ☞ Click on **OK**.

TEBBS - skip this section.

To use the keyboard to set the crawl speed follow these steps.

☞ Position the grey blinking cursor with the cursor movement keys (⬆, ⬇, ⬅, ➡) on the **Time** column for the horizontal crawl that you want to set the speed for.

☞ Press the **Space Bar**.

☞ Type a number between 1 and 16 to adjust the horizontal crawl speed.

☞ To accept the new crawl speed, press **ENTER**, or press **TAB** until a grey outline appears around **OK** and press the **Space Bar**.

Another way to set the speed of the crawl using the keyboard is as follows.

☞ Position the grey blinking cursor with the cursor movement keys (⬆, ⬇, ⬅, ➡) on the **Name** column for the horizontal crawl that you want to set the speed for.

☞ Press the **Space Bar**.

☞ Press TAB until the box beside **Crawl Speed** is highlighted.

☞ Type in a number between 1 and 16 to adjust the crawl speed.

☞ Press **ENTER** or press **TAB** until an outline appears around **OK** and press the **Space Bar**.

A third way to use the keyboard to adjust the crawl speed is as follows.

☞ Position the grey blinking cursor with the cursor movement keys (⬆, ⬇, ⬅, ➡) on the **Time** column for the horizontal crawl that you want to set the speed for.

☞ Type a number between 1 and 16 to adjust the horizontal crawl speed.

Using "Phrased" Vertical Scrolling

"Phrased" Vertical Scrolling is a means of having a few words scroll onto the horizontal crawl line vertically at a time. To use the mouse to set "Phrased" Vertical Scrolling in a horizontal crawl follow these steps.

☞ Left click on the **Name** column of the horizontal crawl that you want to appear with "Phrased" Vertical Scrolling.

☞ Right click anywhere on the screen.

☞ Click on **"Phrased" Vertical Scrolling**.

☞ Click on **OK**.

To use the keyboard to set "Phrased" Vertical Scrolling follow these steps.

☞ Position the grey blinking cursor with the cursor movement keys (⬆, ⬇, ⬅, ➡) on the **Name** column for the horizontal crawl that you want to select automatic repeat for.

☞ Use the **TAB** key until the outline appears around **Continuous Horizontal Scrolling**.

☞ Press the up cursor movement key (⬇) to select **"Phrased" Vertical Scrolling**.

☞ Press **ENTER** or press **TAB** until an outline appears around **OK** and press the **Space Bar**.

Note: If you want to have only part of a line to appear on a line at a time, put a ~ character in the crawl using the crawl editor. This ~ will define which words appear together on a line.

Using Continuous Horizontal Scrolling

Continuous Horizontal Scrolling is a means of having words scroll horizontally across the screen along a horizontal crawl line. To use the mouse to set Continous Horizontal Scrolling in a horizontal crawl follow these steps.

TEBBS - skip this section.

☞ Left click on the **Name** column of the horizontal crawl that you want to appear in a different location.
☞ Right click anywhere on the screen.
☞ Click on **Continuous Horizontal Scrolling**.
☞ Click on **OK**.

To use the keyboard to set Continuous Horizontal Scrolling follow these steps.
☞ Position the grey blinking cursor with the cursor movement keys (↑, ↓, ←, →) on the **Name** column for the horizontal crawl that you want to select automatic repeat for.
☞ Use the **TAB** key until the outline appears around **"Phrased" Vertical Scrolling**.
☞ Press the up cursor movement key (↓) to select **Continuous Horizontal Scrolling**.
☞ Press **ENTER** or press **TAB** until an outline appears around **OK** and press the **Space Bar**.

Automatic Repeat

The automatic repeat feature allows you to have one horizontal crawl appear on all the pages in a schedule that follow the crawl. If there is another horizontal crawl between the horizontal crawl set for automatic repeat and the end of the schedule the crawl will repeat only until the next crawl is encountered. To select the automatic repeat feature using the mouse follow these steps.
☞ Right click on the **Name** column of the horizontal crawl that you want to repeat.
☞ Click on **Automatic Repeat**. A check mark will appear in the box beside Automatic Repeat.
☞ Click on **OK**.

To select the automatic repeat feature using the keyboard follow these steps.
☞ Position the grey blinking cursor with the cursor movement keys (↑, ↓, ←, →) on the **Name** column for the horizontal crawl that you want to select automatic repeat for.
☞ Press the **Space Bar**.
☞ Press **TAB** until the outline appears around **Automatic Repeat**.
☞ Press the **Space Bar**. A check mark will appear in the box beside Automatic Repeat.
☞ Press **ENTER** or press **TAB** until an outline appears around **OK** and press the **Space Bar**.

Disabling Automatic Repeat

To disable the automatic repeat feature follow these steps.
☞ Left click on the **Name** column of the horizontal crawl that you want to repeat.
☞ Right click anywhere on the screen.
☞ Click on **Automatic Repeat**. The check mark will disappear in the box beside Automatic Repeat.
☞ Click on **OK**.

TEBBS - skip this section.

To disable the automatic repeat feature using the keyboard follow these steps.

☞ Position the grey blinking cursor with the cursor movement keys (⬆, ⬇, ⬅, ➡) on the **Name** column for the horizontal crawl that you want to select automatic repeat for.

☞ Press the **Space Bar**.

☞ Press **TAB** until the outline appears around **Automatic Repeat**.

☞ Press the **Space Bar**. A check mark will appear in the box beside Automatic Repeat.

☞ Press **ENTER** or press **TAB** until an outline appears around **OK** and press the **Space Bar**.

Pausing the Schedule During a Crawl

To have a horizontal crawl appear only on one page the Pause Schedule During Crawl feature is used. To enable Pause Schedule During Crawl follow these steps.

☞ Left click on the **Name** column of the horizontal crawl that you want to repeat.

☞ Right click anywhere on the screen.

☞ Click on **Pause Schedule During Crawl**. A check mark will appear in the box beside Pause Schedule During Crawl.

☞ Click on **OK**.

To enable the Pause Schedule During Crawl feature using the keyboard follow these steps.

☞ Position the grey blinking cursor with the cursor movement keys (⬆, ⬇, ⬅, ➡) on the **Name** column for the horizontal crawl that you want to select automatic repeat for.

☞ Press the **Space Bar**.

☞ Press **TAB** until the outline appears around **Pause Schedule During Crawl**.

☞ Press the **Space Bar**. A check mark will appear in the box beside Pause Schedule During Crawl.

☞ Press **ENTER** or press **TAB** until an outline appears around **OK** and press the **Space Bar**.

Disabling Pause Schedule During Crawl

To disable the Pause Schedule During Crawl feature follow these steps.

☞ Left click on the **Name** column of the horizontal crawl that you want to repeat.

☞ Right click anywhere on the screen.

☞ Click on **Pause Schedule During Crawl**. The check mark will disappear in the box beside Pause Schedule During Crawl.

☞ Click on **OK**.

To disable the Pause Schedule During Crawl feature using the keyboard follow these steps.

☞ Position the grey blinking cursor with the cursor movement keys (⬆, ⬇, ⬅, ➡) on the **Name** column for the horizontal crawl that you want to select automatic repeat for.

☞ Press the **Space Bar**.

☞ Press **TAB** until the outline appears around **Pause Schedule During Crawl**.

☞ Press the **Space Bar**. The check mark will disappear in the box beside Pause Schedule During Crawl.

☞ Press **ENTER** or press **TAB** until an outline appears around **OK** and press the **Space Bar**.

TEBBS - skip this section.

Changing the Placement of the Horizontal Crawl

To change the placement of the horizontal crawl using the mouse follow these steps.

) Left click on the **Name** column of the horizontal crawl that you want to appear in a different location.

) Right click anywhere on the screen.

) Click on **User Defined Placement**.

) Use the up (⬆) and down (⬇) cursor movement keys to adjust the placement of the crawl when it appears on the screen.

) To place the crawl and save the placement make sure that you hit **ENTER** instead of ESC. The indicator should be beside the User Defined Placement.

) Click on **OK**.

To change the placement of the horizontal crawl using the keyboard follow these steps.

) Position the grey blinking cursor with the cursor movement keys (⬆, ⬇, ⬅, ➡) on the **Name** column for the horizontal crawl that you want to select automatic repeat for.

) Use the **TAB** key until the outline appears around **Place at Bottom of Viewing Area**.

) Press the down cursor movement key (⬇) to select **User Defined Placement**.

) Use the up (⬆) and down (⬇) cursor movement keys to adjust the placement of the crawl when it appears on the screen.

) To place the crawl and save the placement make sure that you hit **ENTER** instead of ESC. The indicator should be beside the User Defined Placement.

) Press **ENTER** or press **TAB** until an outline appears around **OK** and press the **Space Bar**.

Placing the Horizontal Crawl at the Bottom of the Viewing Area

To change the placement of the horizontal crawl to the bottom of the viewing area using the mouse follow these steps.

) Left click on the **Name** column of the horizontal crawl that you want to appear in a different location.

) Right click anywhere on the screen.

) Click on **Place at Bottom of Viewing Area**.

) Click on **OK**.

To change the placement of the horizontal crawl to the bottom of the viewing area using the keyboard follow these steps.

) Position the grey blinking cursor with the cursor movement keys (⬆, ⬇, ⬅, ➡) on the **Name** column for the horizontal crawl that you want to select automatic repeat for.

) Use the **TAB** key until the outline appears around **User Defined Placement**.

) Press the up cursor movement key (⬆) to select **Place at Bottom of Viewing Area**.

) Press **ENTER** or press **TAB** until an outline appears around **OK** and press the **Space Bar**.

TEBBS - skip this section.

Info

The Info menu on the far right displays information about the program. Information included is: author, copyright, program version, serial number, date of authorization, available memory, and who to contact for service & support.

☞ To display the information click on **INFO** (or press **ALT I**).
☞ To exit the Info window, click on **OK** (or press the **ENTER** key).
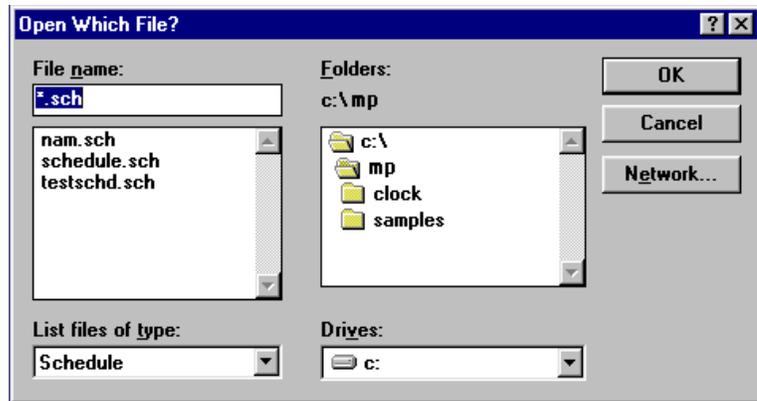
Load Schedule

The Load Scheduler command in the Text Scheduler is used to load a new schedule file into the Text Scheduler.
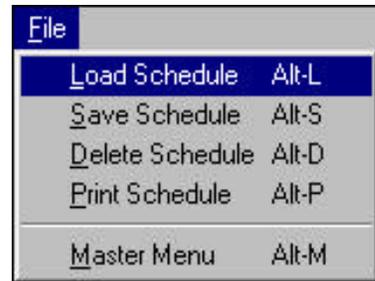
Load Schedule

To Load Schedule using the mouse follow these steps.

☞ Once you are in the Text Scheduler left click on **File**.

☞ Click on **Load Schedule**.

☞ When you are in the **Open Which File** screen, start by selecting the drive that your file may be in by clicking on the down arrow (⬇) and simply selecting the drive you desire.

☞ Go to **Folders** and scroll up (⬆) or down (⬇) till you find the folder you are looking for then double click on it.

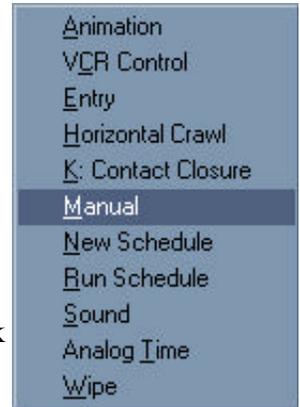☞ To select the **File name** left click on the file, click on **OK** or simply double click on the file.

To Load Schedule using the keyboard follow these steps.

☞ Once in the Text Scheduler type **ALT-F** to select File, then **ALT-L**

☞ When you are in your open file screen, start by selecting wich drive your file may be in, by typing **ALT-V** and using the up (⬆) and down (⬇) arrow keys.

☞ Go to Folders by typing **ALT-F** and scroll up (⬆) or down (⬇) till you find the folder you are looking for then press enter.

☞ To select the file name type **ALT-N** and type the file name in.

Manual

In the Graphic Scheduler the Manual button is used to allow the operator to manually advance through the pages using the up and down arrow keys (⬆⬇). This is usually used with the GRAC to act as an audio/visual slide show device. Manual can be used in conjunction with all Wipes and Entries.

Animation
VCR Control
Entry
Horizontal Crawl
K: Contact Closure
Manual
New Schedule
Run Schedule
Sound
Analog Time
Wipe

Inserting Manual into a Schedule

To insert Manual in the Text Scheduler using the mouse follow these steps.

☞ In the Text Scheduler find the page that you want to pause on, then left click on the entry following that page. If you want to pause after each page then manual must appear after each page. A grey blinking cursor will appear.
☞ Press **Insert** to put a blank entry into the schedule.
☞ Click on the **Options** column of the blank entry that appears.
☞ Right click anywhere on the screen.
☞ Left click on **Manual**.

Another way to insert Manual into the schedule using the mouse follows these steps.

☞ In the Text Scheduler find the page that you want to pause on, then left click on the entry following that page. If you want to pause after each page then manual must appear after each page. A grey blinking cursor will appear.
☞ Press **Insert** to put a blank entry into the schedule.
☞ Click on the **Options** column of the blank entry that appears.
☞ Double click on the **Options** column of the blank entry that appears.
☞ Left click on **Manual**.

To insert Manual into the schedule using the keyboard follow these steps.

☞ In the Text Scheduler use the cursor movement keys (⬆⬇⬅➡)to move the grey blinking cursor to the options column of the page that you want to pause on. If you want to pause after each page then manual must appear after each page. A grey blinking cursor will appear.
☞ Press **Insert** to put a blank entry into the schedule.
☞ Press the **Space Bar**.
☞ Use the up (⬆) and down (⬇) cursor movement keys to select **Manual**.
☞ Press the **Space Bar**.

Another way to insert Manual into the schedule using the keyboard follows these steps.

☞ In the Text Scheduler use the cursor movement keys (⬆⬇⬅➡)to move the grey blinking cursor to the options column of the page that you want to pause on. If you want to pause after each page then manual must appear after each page. A grey blinking cursor will appear.
☞ Press **Insert** to put a blank entry into the schedule.
☞ Press **M** for **Manual**.

Displaying Pages Using Manual

When displaying pages using Manual follow these steps.

☞   Your pages will display automatically until it comes to the Manual button that you inserted. The schedule will pause, and will stay this way until you press the **Down Arrow** key (⬇), thereby giving you time to address a point with your audience before moving on.

☞   When the down arrow key is pressed the next page will appear and the sequence will continue until it reaches another Manual Button.

☞   If you scrolled too far then you may press the **Up Arrow** (⬆) key. This will move you backwards. This allows the system to function as a slide projector with both forward and backward paging controls.

New Schedule or Sub-Schedule

In the Text Scheduler, you can enter an entire schedule as a single entry, into the schedule by using the New schedule entry. A sub-schedule can make your schedule easier to read and modify. It can be used to group similar pages together. The New Schedule entry is the same as the Sub-Schedule in the Graphic Scheduler section.

Insert a New Schedule into a Master Schedule

To use the mouse to insert a new schedule into a master schedule follow these steps.
- ☞ Click on **Options** Column of the entry you want the New Schedule to be inserted before. A grey blinking cursor will appear on the entry.
- ☞ Press **Insert**.
- ☞ Right click anywhere on the screen
- ☞ Click on **New Schedule**.
- ☞ The cursor will move to the Name column. Right click anywhere on the screen. A Select Schedule menu will appear.
- ☞ Choose the schedule you wish to use and click on **OK**. The name and path of the New Schedule will appear in the Name column.

Another way to use the mouse to insert a new schedule into the master schedule is as follows.
- ☞ Click on **Options** Column of the entry you want the New Schedule to be inserted before. A grey blinking cursor will appear on the entry.
- ☞ Press **Insert**.
- ☞ Double left click on the **Options** column on the blank line that appears.
- ☞ Click on **New Schedule**.
- ☞ The cursor will move to the Name column. Double click on the **Name** column of the New Schedule entry. A Select Schedule menu will appear.
- ☞ Choose the schedule you wish to use and click on **OK**. The sub-schedule thumbnail will be inserted in the schedule.

To use the keyboard to insert a new schedule into a master schedule follow these steps.
- ☞ Use the cursor movement keys (↑↓←→) to move to grey blinking cursor to the **Options** column of the entry you want the New Schedule to be inserted before.
- ☞ Press **Insert**.
- ☞ Press the **Space Bar**.
- ☞ Use the up and down cursor movement keys (↑↓) to select **New Schedule**.
- ☞ Press the **Space Bar**. A Select Schedule menu will appear.
- ☞ Press **TAB** to move to the list of schedules.
- ☞ Use the up and down cursor movement keys to select the schedule that you want.
- ☞ Press TAB until an outline appears around **OK**.
- ☞ Press the **Space Bar**. The name and path of the New Schedule will appear in the Name column.

Another way to use the keyboard to insert a new schedule into the master schedule is as follows.
- ☞ Use the cursor movement keys (↑↓←→) to move to grey blinking cursor to the **Options** column of the entry you want the New Schedule to be inserted before.

☞ Press **Insert**.

☞ Press **N** for **New Schedule**.

☞ Press the right cursor movement key (➜) or **TAB**.

☞ The cursor will move to the Name column. Press the **Space Bar**. A Select Schedule menu will appear.

☞ Press **TAB** to move to the list of schedules.

☞ Use the up and down cursor movement keys to select the schedule that you want.

☞ Press **Enter**. The name and path of the New Schedule will appear in the Name column.

<u>Paste</u>

The paste command in the Text Scheduler is used to paste pages from the clipboard to the schedule. To find out how to copy to the clipboard see the Copy Guide in this manual. To find out how to cut pages to the clipboard see the Cut Guide in this manual.

Edit	
<u>U</u>ndo Cut	Alt+BackSpace
Cut	Shift+Del
Copy	Ctrl+Ins
<u>P</u>aste	Shift+Ins
Delete	Del
St<u>a</u>rt/Expiry Dates	Alt-A
<u>V</u>iew Entry	Alt-V
<u>F</u>ind/Replace	Ctrl+F

Paste Page(s)

To paste pages from the clipboard using the mouse follow these steps.
- ☞ Click on the spot in the schedule that you would like to put the copied pages to.
- ☞ Click on **Edit**.
- ☞ Click on **Paste**. The page(s) is copied from the schedule and put in the clipboard.

To paste pages from the clipboard using the keyboard follow these steps.
- ☞ Using the up (↑) and down (↓) arrows move to the spot in the schedule that you would like to put the copied pages to.
- ☞ Press **ALT E** for Edit.
- ☞ Press **P** for Paste. The page(s) is copied from the schedule and put in the clipboard.

For another way to paste pages from the clipboard using the keyboard follow these steps.
- ☞ Using the up (↑) and down (↓) arrows move to the spot in the schedule that you would like to put the copied pages to.
- ☞ Press **SHIFT Insert** to paste the pages. The page(s) is copied from the schedule and put in the clipboard.
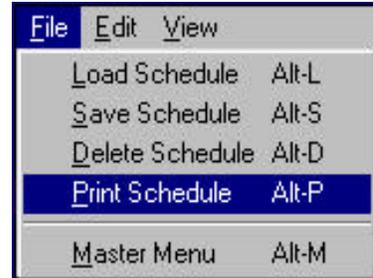
Print Schedule

The Print Schedule command in the Text Scheduler is used to print a schedule file in the Text Scheduler.

Print Schedule

To print a schedule using the mouse follow these steps.

☞ Once you are in the Text Scheduler left click on **File**.

☞ Click on **Print Schedule**.

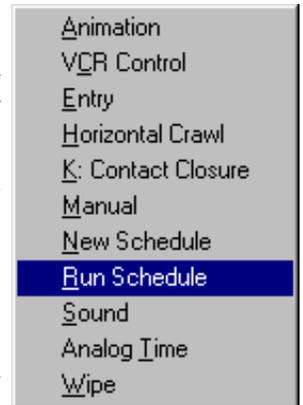☞ You will be prompted weather you are ready to print or not, if you are then left click on yes.

To print a schedule using the keyboard follow these steps.

☞ Once in the Text Scheduler type **ALT-F** to select File, then **ALT-P**.

☞ You will be prompted weather you are ready to print or not, if you are then press enter.
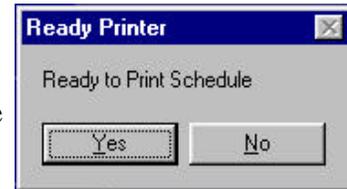
Run Schedule (Multiple Video)

The GRAC and TEC offer the ability to display on multiple video channels from a single computer if the optional additional video channels are purchased. Up to four video channels can be used. This guide discusses the troubleshooting of multiple video channels and the manner in which multiple video channels must be set up in the schedule. The Text Scheduler uses the name Run Schedule but in the Graphic Scheduler, it is called the Multiple Video Button.

<u>A</u>nimation
V<u>C</u>R Control
<u>E</u>ntry
<u>H</u>orizontal Crawl
<u>K</u>: Contact Closure
<u>M</u>anual
<u>N</u>ew Schedule
<u>R</u>un Schedule
<u>S</u>ound
Analog <u>T</u>ime
<u>W</u>ipe

Multiple Video Channel Setup and Troubleshooting

To setup the Multiple Video Output Display-Only system can be a difficult task. Normally your system will come pre-set from the factory, but in case you have problems, the following is a description of how to set up the system.

Setup of a Multiple Video Channel Schedule

The multiple video schedule must be set up in a specific manner. The following steps will allow you to set up a schedule with multiple video channels. The examples show a 3 channel system.

☞ First, you should create a schedule for each channel. Make sure that the schedules are saved with names that relate to which channel that output will go to. An example is SCHED1.SCH for the first video channel (On the Master Video), SCHED2.SCH for the second video channel (Slave1), and SCHED3.SCH for the third video channel (Slave2).

☞ Next you need a master schedule that calls on each of these schedules and dictates which output goes to each channel. To set this up follow these steps.

   ☞ First remove any entries from the default schedule (SCHEDULE.SCH). To do this left mouse click and drag down on the first schedule line until all the lines in the schedule are high-lighted. Now press the **DELETE** key and all the high-lighted entries will be deleted from the schedule.

      ☞ Place the cursor in the options column and press **R** (for Run Schedule) and then press **TAB** to move to the next column.

         ☞ To accomplish the same task, place the cursor in the Options column and right mouse click (or press the **SPACE BAR**) to bring up the Options.

         ☞ Click on **RUN SCHEDULE** (or press **R**) and the Run Schedule option will appear in the schedule and the cursor will move to the Name column.

      ☞ Right mouse click (or press the **SPACE BAR**) to bring up the Select a File window.

      ☞ Click on the schedule that you want to display on the last video channel and then click on **OK**. (To follow with our example, the first schedule would be called SCHED3.SCH.) The cursor will move to the Time column.

      ☞ Set the Video Adapter for the schedule by pressing **2** (or press the **SPACE BAR**, press **2** and click on **OK** or right-mouse click, press **2** and click on **OK**). The cursor will move to the next line in the Options column.

   ☞ Repeat the above 5 steps to make a schedule which looks like the following example.

   ☞ You will notice that the schedule for Slave2 is first in the schedule, followed by the

schedule for Slave1, and the last entry is the schedule for the master channel (0) in

Options	4	Name	Time
Run Schedule		C:\MP\SCHED3.SCH	2
Run Schedule		C:\MP\SCHED2.SCH	1
Run Schedule		C:\MP\SCHED1.SCH	0

the schedule. **YOU MUST HAVE THE SCHEDULES IN THIS ORDER IN YOUR MASTER SCHEDULE (SCHEDULE.SCH).** The system initializes the boards in reverse order (from the last slave to the master). If you have an entry out of order, it will not initialize the boards properly and you will probably only see the first schedule running on the master video channel.

☞ To make changes to any of the schedules **DO NOT** change the SCHEDULE.SCH. Instead change the SCHED1.SCH or SCHED2.SCH or SCHED3.SCH, updating these schedules with any new pages that you want on any of the video channels. Only change the SCHEDULE.SCH if you want to change names of the schedules that are running on the different video channels (but make sure they stay in the proper order - last slave first and master last.)

Note for Performing Communications On Systems With Multiple Video Channels

☞ If you are using a modem, and are sending schedules over the phone, you can just send the proper schedule. Examples would be SCHED1.SCH or SCHED2.SCH or SCHED3.SCH and your computer will make sure that all pages and pictures for each page are sent to the display system. If a page or picture has not changed (has the same creation time and date), your computer will skip trying to send it to the display system, assuming since the creation time and date has not changed, that the display system must have a current version of that page or picture. For more information see the Modem and Communications guides in this manual.

Troubleshooting VIGA VGA+ MultiVGA cards

The VIGA VGA+ cards are usually configured before your system is sent out to you. If the system does not work properly, try these steps to troubleshoot your VIGA VGA+ multichannel system.

☞ First check to see if your key is being read properly. From the Main Menu hit **ALT I** and look for the number of video adapters. If there is no Video Adapters line in the information, then the key is not set for multiple display. Contact D.Co for more information.

☞ Next check to see if the ET4000 drivers are loaded. To do this follow these steps.

☞ First quit the MediaPlay program if you are currently running it. Click on **QUIT** from the main menu.

☞ Next double left click on the Main program group.

☞ Double click on Windows Setup in the Main window.

☞ Note the Display. If the ET4000 is not listed as the driver follow these steps to install the ET4000 drivers.

☞ Click on **Options**.

☞ Click on **Change System Settings**.

☞ Click on **Display**.

☞ Put in Driver Disk 2 from the Visionetics VIGA VGA+ video cards.

☞ Select Other Display (requires Disk from OEM). Then click on OK. Select the

ET4000 640X480 32768 color driver. (Disks 1 & 3 have DOS drivers which are not required by the MediaPlay software to work.)

☞ Reboot the system.

☞ The next thing to check is to see if the Mpgraph.ini (for the GRAC) or Mptext.ini (fpr the TEC) file has been edited to support multiple video outputs. To do this follow these steps.

    ☞ Click on View Guides in the Main Menu.

    ☞ Click on **File**.

    ☞ Click on **Open**.

    ☞ Under Filename type **C:\WINDOWS\Mpgraph.ini** (for the GRAC) or **C:\WINDOWS\Mptext.ini** (for the TEC).

    ☞ Use the up (↑) and down (↓) arrow keys to scroll through the file. Look for a line that reads **[MultiVGA]**.

    ☞ If the line appears check to see if a line with **dll=VIGA.DLL** appears after it.

    ☞ If these lines do not appear, add them to the end of the file. To do this follow these steps.

        ☞ At the end of the file type **[MultiVGA]** followed by the **ENTER** key.

        ☞ Type **dll=VIGA.DLL**.

        ☞ Click on **File**.

        ☞ Click on **Save**.

        ☞ Click on **File**.

        ☞ Click on **Close**.

        ☞ Reboot the computer.

☞ The next thing to check is the VIGA.INI file. The VIGA.INI file should have been correctly entered when the system was made. To check the VIGA.INI file follow these steps.

    ☞ Click on the View Guides Button in the Main Menu.

    ☞ Click on **File**.

    ☞ Click on **Open**.

    ☞ Under Filename type **C:\WINDOWS\VIGA.INI**.

    ☞ The first line should be **[VIGA]**.

    ☞ The next line should be **Master=_ _ _ _**. Note: All address values for Master and Slave# will be blank due to the unique setup of each multiple video channel system. An example will follow.

    ☞ The line following that should be **MasterMode=6**.

    ☞ The line following that should be **MasterFlags=0**.

    ☞ The next line should be **Slave1= _ _ _ _**.

    ☞ The line following that should be **Slave1Mode=6**.

    ☞ The line following that should be **Slave1Flags=0**.

    ☞ The next line should be **Slave2= _ _ _ _**.

    ☞ The line following that should be **Slave2Mode=6**.

    ☞ The line following that should be **Slave2Flags=0**.

        Example: **[VIGA]**

                        Master=0220

                        MasterMode=6

TEBBS - skip this section.

MasterFlags=0
Slave1=0230
Slave1Mode=6
Slave1Flags=0
Slave2=0240
Slave2Mode=6
Slave2Flags=0

☞ There may be more or less than three video channels for your system, and the VIGA.INI file changes accordingly.

   ☞ Write down the address for each card.

   ☞ Click on **File**.

   ☞ Click on **Close**.

   ☞ Turn off the computer. **Note: Before removing any video card from the system make sure that the power is turned off.**

☞ Check the dip switches on the video cards and then compare the address for each card with the addresses in the VIGA.INI file. Write down the addresses of the VGA cards as they correspond to the VIGA.INI file. While you have each card out of the computer, complete all hardware checking according to the following directions.

   ☞ On the Master VGA card make sure Dip Switch 6 is set to OFF (Factory Default). On all Slave VGA cards Dip Switch 6 should be set to ON. Master is video channel #1, Slave1 is video channel #2, Slave2 is video channel #3, and so on. The addresses of the channels correspond to the addresses of the addressable VGA boards.

   ☞ Leave Dip Switch 7 & 8 set of OFF (Factory Default) on ALL VGA cards.

   ☞ There is a JP10 jumper beside the RCA Connector. The bottom two pins are jumped (factory default) and should be left that way.

   ☞ Now replace the boards in the computer and connect your VGA monitor to the Master board. Turn on the computer and run Windows.

   VIGA VGA+ Video Card Address Configuration

   Dip Switch

1	2	3	4	5	ADDRESS
ON	ON	ON	ON	ON	0200
ON	ON	ON	ON	OFF	0210
ON	ON	ON	OFF	ON	0220
ON	ON	ON	OFF	OFF	0230 (Factory Default)
ON	ON	OFF	ON	ON	0240
ON	ON	OFF	ON	OFF	0250
ON	ON	OFF	OFF	ON	0260
ON	ON	OFF	OFF	OFF	0270
ON	OFF	ON	ON	ON	0280
ON	OFF	ON	ON	OFF	0290
ON	OFF	ON	OFF	ON	02A0
ON	OFF	ON	OFF	OFF	02B0
ON	OFF	OFF	ON	ON	02C0
ON	OFF	OFF	ON	OFF	02D0
ON	OFF	OFF	OFF	ON	02E0
ON	OFF	OFF	OFF	OFF	02F0

OFF	ON	ON	ON	ON	0300
OFF	ON	ON	ON	OFF	0310
OFF	ON	ON	OFF	ON	0320
OFF	ON	ON	OFF	OFF	0330
OFF	ON	OFF	ON	ON	0340
OFF	ON	OFF	ON	OFF	0350
OFF	ON	OFF	OFF	ON	0360
OFF	ON	OFF	OFF	OFF	0370
OFF	OFF	ON	ON	ON	0380
OFF	OFF	ON	ON	OFF	0390
OFF	OFF	ON	OFF	ON	03A0
OFF	OFF	ON	OFF	OFF	03B0
OFF	OFF	OFF	ON	ON	03C0
OFF	OFF	OFF	ON	OFF	03D0
OFF	OFF	OFF	OFF	ON	03E0
OFF	OFF	OFF	OFF	OFF	03F0

☞ If any of the addresses do not correspond to those you found in the VIGA.INI file, edit the VIGA.INI file as follows.

> ☞ Click on the View Guides Button in the Main Menu.
> ☞ Click on **File**.
> ☞ Click on **Open**.
> ☞ Under Filename type **C:\WINDOWS\VIGA.INI**.
> ☞ Find the **Slave#=** line for the card that is not properly addressed.
> ☞ Edit the address to correspond with the address on the actual card.
>> ☞ Click on **File**.
>> ☞ Click on **Save**.
>> ☞ Click on **File**.
>> ☞ Click on **Close**.

Note: The VIGA.INI file controls what output is active on the VIGA VGA+ boards. D.Co recommends that you use **MasterFlags=0** as well as **SlaveFlags=0**. This enables only the VGA output. D.Co feels that the quality of video is better if you use a separate video converter on the VGA signal as opposed to enabling the composite video output on the VIGA VGA+ cards. Also, when using both the composite and VGA outputs on the VIGA VGA+ boards, the output quality decreases substantially.

Note: If you have purchased hardware from D.Co Marketing Inc., and if your system has a fan on the side of the computer, it is very important that the side fan be running at all times and that it be kept clear. If you experience video instability on any of your multiple video channels, the usual problem is that the video boards inside the computer are getting too warm. Make sure the side fan is on, and not blocked and that a steady stream of cool air is getting to the fan!

Troubleshooting Aver1000 MultiVGA Cards
☞ First check to see if your key is being read properly. From the Main Menu hit **ALT I** and

TEBBS - skip this section.

look for the number of video adapters. If there is no Video Adapters line in the information, then the key is not set for multiple display. Contact D.Co for more information.

☞ Next check to see if the ET4000 drivers are loaded. To do this follow these steps.

    ☞ First quit the MediaPlay program if you are currently running it. Click on **QUIT** from the main menu.

    ☞ Next double left click on the Main program group.

    ☞ Double click on Windows Setup in the Main window.

    ☞ Note the Display. If the ET4000 is not listed as the driver follow these steps to install the ET4000 drivers.

        ☞ Click on **Options**.

        ☞ Click on **Exit**.

        ☞ Double click on **MS-DOS Prompt**.

        ☞ Insert the ET4000 Driver Diskette.

        ☞ Type **RENAME A:\OEMSETUP.W31 OEMSETUP.INF** followed by **ENTER**.

        ☞ Type **EXIT**.

        ☞ Double click on Windows Setup in the Main window.

        ☞ Click on **Options**.

        ☞ Click on **Change System Settings**.

        ☞ Click on **Display**.

        ☞ Select Other Display (requires Disk from OEM). Then click on OK. Select the ET4000 640X480 32768 color driver.

        ☞ Reboot the system.

☞ The next thing to check is to see if the Mpgraph.ini or Mptext.ini file has been edited to support multiple video outputs. To do this follow these steps.

    ☞ Click on View Guides in the Main Menu.

    ☞ Click on **File**.

    ☞ Click on **Open**.

    ☞ Under Filename type **C:\WINDOWS\Mpgraph.ini** (for the GRAC) or **C:\WINDOWS\Mptext.ini** (for the TEC).

    ☞ Use the up (↑) and down (↓) arrow keys to scroll through the file. Look for a line that reads **[MultiVGA]**.

    ☞ If the line appears check to see if a line with **dll=AVER.DLL** appears after it.

    ☞ If these lines do not appear, add them to the end of the file. To do this follow these steps.

        ☞ At the end of the file type **[MultiVGA]** followed by the **ENTER** key.

        ☞ Type **dll=AVER.DLL**.

        ☞ Click on **File**.

        ☞ Click on **Save**.

        ☞ Click on **File**.

        ☞ Click on **Close**.

        ☞ Reboot the computer.

TEBBS - skip this section.

☞   The next thing to check is the AVER.INI file. The AVER.INI file should have been correctly
     entered when the system was made. To check the AVER.INI file follow these steps.

    ☞   Click on the View Guides Button in the Main Menu.

    ☞   Click on **File**.

    ☞   Click on **Open**.

    ☞   Under Filename type **C:\WINDOWS\AVER.INI**.

    ☞   The first line should be **[AVER1000V]**.

    ☞   The next line should be **Master=_ _ _ _**. Note: All address values for Master and
     Slave# will be blank due to the unique setup of each multiple video channel system.
     An example will follow.

    ☞   The line following that should be **MasterMode=6**.

    ☞   The next line should be **Slave1= _ _ _ _**.

    ☞   The line following that should be **Slave1Mode=6**.

    ☞   The next line should be **Slave2= _ _ _ _**.

    ☞   The line following that should be **Slave2Mode=6**.

      Example: **[AVER1000V]**
                      Master=0220
                      MasterMode=6
                      Slave1=0230
                      Slave1Mode=6
                      Slave2=0240
                      Slave2Mode=6

☞   There may be more or less than three video channels for your system, and the
     AVER.INI file changes accordingly.

    ☞   Write down the address for each card.

    ☞   Click on **File**.

    ☞   Click on **Close**.

    ☞   Turn off the computer. **Note: Before removing any video card from the
     system make sure that the power is turned off.**

AVER1000V Video Card Address Configuration
Dip Switch

1	2	3	4	ADDRESS
ON	ON	ON	ON	0204
OFF	ON	ON	ON	0214
ON	OFF	ON	ON	0224
OFF	OFF	ON	ON	0234
ON	ON	OFF	ON	0244
OFF	ON	OFF	ON	0254
ON	OFF	OFF	ON	0264
OFF	OFF	OFF	ON	0274

|					
ON	ON	ON	OFF		0284
OFF	ON	ON	OFF		0294
ON	OFF	ON	OFF		02A4
OFF	OFF	ON	OFF		02B4
ON	ON	OFF	OFF		02C4
OFF	ON	OFF	OFF		02D4
ON	OFF	OFF	OFF		02E4 (Factory Default)
OFF	OFF	OFF	OFF		02F4

) Check the dip switches on the video cards and then compare the address for each card with the addresses in the AVER.INI file. Write down the addresses of the VGA cards as they correspond to the AVER.INI file. While you have each card out of the computer, complete all hardware checking according to the following directions.

) There are also two other jumpers on the VGA boards. JP1 selects which board is the master and which are the slaves. JP1 should have pin 1 and 2 connected for the master and JP1 should have pin 2 and 3 connect for all the slaves. Check the addresses of your boards to see which is the master and which are slaves and then make sure that the JP1 is set correctly on each board. (The factory default is that 1 and 2 are connected.)

) The other jumper is JP2. This enables (or disables IRQ2 for the VGA boards. Normally JP2 has pins 1 and 2 connected. (This is also the factory default.)

) Now replace the boards in the computer and connect your VGA monitor to the Master board. Turn on the computer and run Windows.

) If any of the addresses do not correspond to those you found in the AVER.INI file, edit the AVER.INI file as follows.

) Click on the View Guides Button in the Main Menu.

) Click on **File**.

) Click on **Open**.

) Under Filename type **C:\WINDOWS\AVER.INI**.

) Find the **Slave#=** or the **Master=** line for the card that is not properly addressed.

) Edit the address to correspond with the address on the actual card.

) Click on **File**.

) Click on **Save**.

) Click on **File**.

) Click on **Close**.

Note: If you have purchased hardware from D.Co Marketing Inc., and if your system has a fan on the side of the computer, it is very important that the side fan be running at all times and that it be kept clear. If you experience video instability on any of your multiple video channels, the usual problem is that the video boards inside the computer are getting too warm. Make sure the side fan is on, and not blocked and that a steady stream of cool air is getting to the fan!
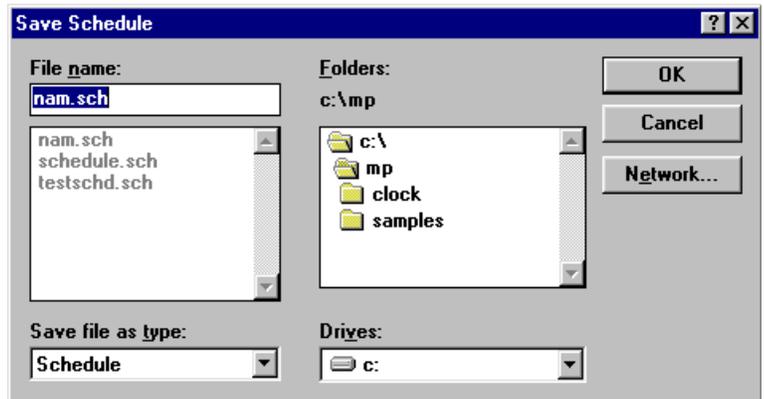
Save Schedule

The Save Scheduler command in the Text Scheduler is used to save a schedule file in the Text Scheduler.
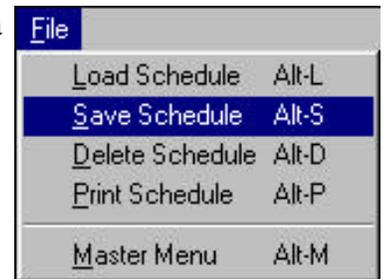
Save Schedule

To save schedule using the mouse follow these steps.

☞ Once you are in the Text Scheduler left click on **File**.

☞ Click on **Save Schedule**.

☞ When you are in the **Save Schedule** screen, start by selecting the drive that your file may be in by clicking on the down arrow (↓) and simply selecting the drive you desire.

☞ Go to **Folders** and scroll up (↑) or down (↓) till you find the folder you want to save your file in then double click on it.

☞ If you want to over wright an existing file left click on an existing **File name**, then on **OK** or simply double click on the desired File name. If you are creating a new file name, type the file name in.

To Save Schedule using the keyboard follow these steps.

☞ Once in the Text Scheduler type **alt-F** to select File, then **alt-S**

☞ When you are in your **Save Schedule** screen, start by selecting wich drive your file may be in, by typing **alt-V** and using the up (↑) and down (↓) arrow keys.

☞ Go to Folders by typing **ALT-F** and scroll up (↑) or down (↓) till you find the folder you are looking for then press enter.

☞ To select the file name type **ALT-N** and type the file name in.

<u>Sound</u>

The Text Scheduler allows you to insert sound files. Sound is used to insert a wave (extension .WAV) file (which contains sound), or a midi (extension .MID) file (which contains music) into the schedule.

Animation
V<u>C</u>R Control
<u>E</u>ntry
Horizontal Crawl
<u>K</u>: Contact Closure
<u>M</u>anual
<u>N</u>ew Schedule
<u>R</u>un Schedule
<u>S</u>ound
Analog <u>T</u>ime
<u>W</u>ipe
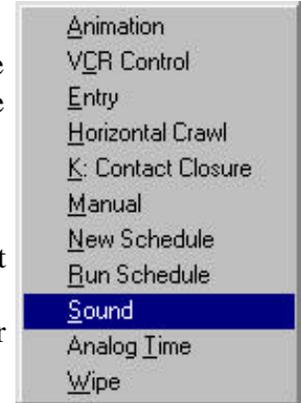
Schedule the Sound

☞ In the Options column place the cursor on the row where you want the sound to be.

☞ Right click or double left click and select Sound or just press **S** (for sound).

☞ If there is an existing line already, this will over write it. To place a line between two existing lines, place the cursor on the line you want the sound to be and press the insert button.

☞ Move the cursor to the Name column by clicking on it or by pressing **TAB**.

☞ Right mouse click or press the **SPACE BAR** to open up the Select Sound window.

☞ Select the wave or midi file to insert into the schedule and click on **OK**.

☞ The sound file will be played over the following pages in the schedule until it is done. Expiries can also be set on the animation. See the Expiry section for how to do this.

☞ The number in the Time column is the number of seconds the sound will run. It can not be changed, but shows the length as it was created.

Time Loops

This feature allows you to set up parts of a schedule to only play at specific times of the day or on specific days and times. The time loops feature is repetitive and therefore a very useful scheduling tool. You can have multiple time loops in a schedule and the entry that is currently displaying when the time loop occurs will be cut off. There are two exceptions to this. The analog clock and animation sequences will not be cut off, but will complete and then begin the next time loop. **Note for GRAC Users using optional VCR control:** The only entry that will override a time loop is a VCR control entry where the schedule is paused for a specific period of time. If you are going to use VCR control and time loops together please see the VCR Control Guide in the Graphic Scheduler section of this manual for more information on using time loops for this specific case.

The Way Time Loops Work

Before you use time loops some background information will make the use of time loops much easier to understand. The first thing to realize about time loops is that the time loops exist as attachments to existing or new entries in a schedule. In the Text Scheduler the time loop appears on the same line as the entry that it takes effect on as opposed to appearing before the entry. For more information on time loops in the Graphic Scheduler please see the Graphic Scheduler Section dealing with time loops.

Secondly, time loops are like parenthesis. The part of a schedule controlled by a time loop entry extends to the next time loop entry.

Third, time loops are the priority when scheduling. The first entry of the schedule has to be a time loop entry in order for the schedule to work properly with time loops. You may want to use the cut, copy and paste features of the scheduler to have any entries at the start or end of the schedule moved or copied into the appropriate locations of the schedule so that they fit into your schedule. To use cut, copy and paste see these guides in the text scheduler section.
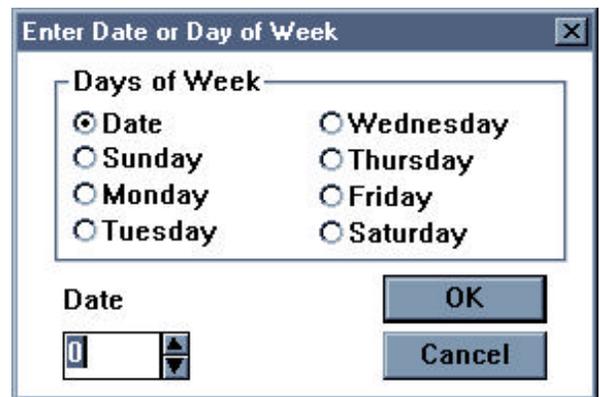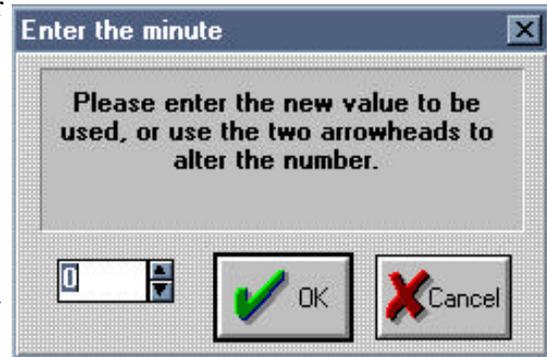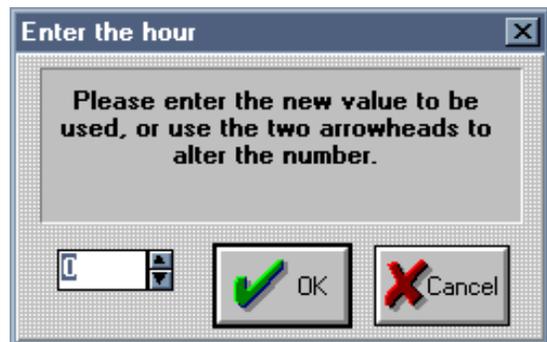

Using Time Loops

To set up time loops using the mouse follow these steps. Note that the activation time for one time loop is a deactivation time for the previous time loop.

☞ Left click on the **Date/Day** column of the line with the first page or entry in the schedule that you would like to have included in the time loop.

☞ Right click anywhere on the screen. This brings up the window where you select the day(s)

TEBBS - skip this section.

for the time loop to be active on. You have three options: every day, on a specific day of the week, or on a specific date. To select these options follow these steps.

☞ To set the time loop to run on a specific day of the week, click on the selector next to the day of the week that you want to have the time loop run on.

☞ If you want to activate the time loop on a specific date only, first click on the date selector.

☞ Next, enter the date in the space provided. Note that the time loop can only be set for dates in the current month.

☞ If you want the time loop to run every day of the week, leave Disabled selected.

☞ Click on **OK**.

☞ The next step is to set the activation time for the time loop. To do this follow these steps.

☞ First click on the **Hour** column.

☞ Right click anywhere on the screen.

☞ Set the hour (in 24 hour time) that you want the time loop to activate.

☞ Next click on **OK**.

☞ Next, click on the **Minute** column.

☞ Set the minute that you want the time loop to activate.

☞ Left click on the **Date** column of the first entry that is to appear in the second time loop.

☞ Follow the above instructions to set the time for the second or any other time loop.

☞ Save your schedule as detailed in the Text Scheduler section on Save Schedule.

To set up time loops using the keyboard follow these steps. Note that the activation time for one time loop is a deactivation time for the previous time loop.

☞ Press **Shift TAB** until you get to the **Date/Day** column of the first page or entry in the schedule that you would like to have included in the time loop.

☞ You have three options: every day, on a specific day of the week, or on a specific date. To select these options follow these steps.

☞ To set the time loop to run on a specific day of the week, follow these steps.

☞ For Monday, Wednesday or Friday, press the letter that the day of the week starts with. For Tuesday, Thursday, Saturday and Sunday, you will need to enter the first two letters.

☞ If you want the time loop to activate for a specific date only, enter the date in the column. Note that the time loop can only be set for dates in the current month.

☞ If you want the time loop to run every day of the week, leave Day/Date empty.

☞ The next step is to set the activation time for the time loop. To do this follow these steps.

☞ Press **Tab** over to the **Hour** column.

☞ Type the hour (in 24 hour time) that you want the time loop to activate.

TEBBS - skip this section.

TEBBS - skip this section.

☞ Next, **Tab** to the **Minute** column.

☞ Type the minute that you want the time loop to activate.

☞ Use the down arrow to move to the first entry that is to appear in the second time loop.

☞ Press Shift Tab until you get to the Date/Day column of the entry in the schedule that you would like to have included in this time loop.

☞ Follow the above instructions to set the time and date for the second or any other time loop.

☞ Save your schedule as detailed in the Text Scheduler section on Save Schedule.

Undo

The Text Scheduler allows you to undo the last thing done with an edit function. The edit functions which can be undone are: paste, copy, cut and delete.

Undo Last Change

To undo your last change in the Text Scheduler using the mouse follow these steps.

  ☞ Click on **Edit**.
  ☞ Click on **Undo**. The Undo entry in the Edit menu will have whatever the last change was after the Undo. Examples would be Undo Delete, Undo Paste, Undo Cut, Undo Copy.

To undo your last change in the Text Scheduler using the keyboard follow these steps.

  ☞ Press **ALT E** for Edit.
  ☞ Press **U** for Undo. The Undo entry in the Edit menu will have whatever the last change was after the Undo. Examples would be Undo Delete, Undo Paste, Undo Cut, Undo Copy.

For another way to undo your last change in the Text Scheduler using the keyboard follow these steps.

  ☞ Press **ALT Backspace**.

VCR Control

This feature allows you, in conjunction with an optional VCR controller interface, to control a VCR within a schedule using the Text Scheduler. For the Panasonic AG5700 VCR please see the Technical Reference Miscellaneous Section on the AG5700.EXE program.

Setting up VCR Control

Before you start trying to control the VCR you must load the VCR_CVI1.EXE file. This file interfaces between the COM port that the VCR controller interface is plugged into and the VCR. To insure that the VCR_CVI1.EXE file loads every time that the computer is rebooted, add the file to the Startup program group as follows.

☞ Open the Startup program group in the Windows Program Manager.

☞ Click on **File** and **New**.

☞ Select **Program Item** and click on **OK**.

☞ For the Program Description type VCR Interface.

☞ For Command Line type the following (in bold characters): **C:\MP\VCR_CVI1.EXE**.

☞ For Working Directory enter (in bold characters) **C:\MP**.

☞ Select **OK**.

The next step is to set the configuration for the port that the VCR interface is installed. The port usually is COM 2. As such, I will use COM 2 in my example.

☞ First open up the Main program group by double clicking on the Main program group icon..

☞ Double click on the Control Panel to open it up.

☞ Click on Ports.

☞ Click on COM 2 (or COM 1 if that is what you are using).

☞ Click on Settings.

☞ Change the settings to the following:

　☞ Baud rate should be 2400.

　☞ Parity should be Even.

　☞ Data bit should be 8.

　☞ Stop bit should be 1.

　☞ Flow control should be hardware.

☞ Click on **OK**.

☞ Reboot the computer to make the changes take effect.

The next step is to connect the VCR interface cable and the associated hardware.

The following diagram shows how to connect the CVI 1 and VCR Interface to the computer and VCR.

☞ First connect the VCR interface cable to the VCR (#1 in the figure below). There will be two different ends on the cable. One end looks like a headphone jack or possibly a black square with a piece of tape to connect it to the remote control sensor. If the end plugs into the
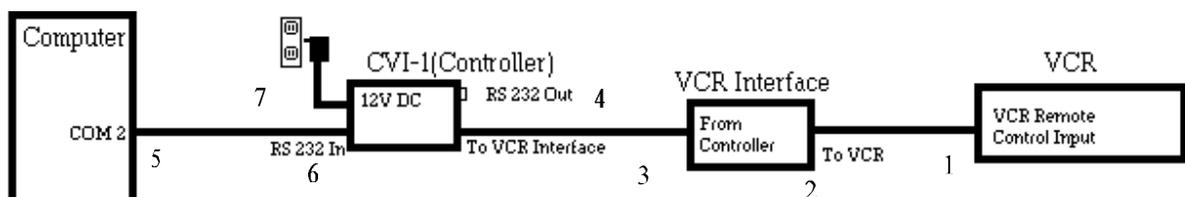
☞ VCR, connect it. If the end is to be taped onto the VCR, tape it to the front of the remote control sensor of the VCR.

☞ The other end will look like a phone cable end. This end plugs into the VCR Interface box (#2 in the figure).

☞ Next, connect the VCR Interface box to the CVI-1 (Controller) box. This cable looks like a phone cable at both ends. One end plugs into the VCR Interface box(#3 in the firgure) and the other plugs into the CVI-1 (#4 in the figure).

☞ Next connect the CVI-1 unit to the computer. As stated above, the usual connection will be to COM 2. COM 2 is often a 25 pin male connector on the computer. If this is the case, connect a 25 pin to 9 pin serial connector adapter (which is usually included) to the COM 2 Serial port. Plug the 9 pin serial female cable adapter into the 25 pin to 9 pin serial adapter you just plugged into COM 2 (#5 in the figure).

☞ Plug one end of the second cable that has phone style connectors to the adapter described above. Plug the other end into the CVI-1 in the RS 232 IN port (#6 in the figure).

☞ Plug the power adapter into the wall outlet. Then plug the other end into the CVI-1 unit's 12V DC IN (#7 in the figure).

☞ Note the RS 232 Out on the CVI-1 unit. Unless you are using another CVI-1 in conjunction with this CVI-1 nothing should be connected to this outlet. This outlet is used to control multiple VCR's by adding another CVI-1 unit and VCR Interface. If you are planning on controlling multiple VCR's please call D.Co for assistance.

Configuring the VCR_CVI1.EXE Program

The next step is to configure the VCR_CVI1.EXE program to make use of the changes that we made to the ports settings. To do this follow these steps.

☞ Turn on the computer.

☞ After the computer has started, if the computer is displaying pages, leave the schedule by pressing **ESC**.

☞ Windows 3.1x users need to minimize the Program Manager if it is not already minimized by clicking on the down arrow (⬇) in the top right corner of the Program Manager window.

☞ Next click on the VCR_CVI1 Tape Icon. A pop-up menu will appear.

☞ Click on Configuration.

☞ Click on the down arrow (⬇) to at the end of the box which contains the current COM port. Most often this configuration is contain the word **disabled**.

☞ Select the COM port that you are using for the CVI 1. As discussed above, the COM port is usually COM 2.

☞ Click on **OK**.

Testing the CVI-1

At this point, the hardware and software should be configured properly and the VCR CVI-1should be ready for testing. To test the CVI-1 follow these steps.

☞ Click on the VCR_ CVI1.EXE Tape Icon and then click on VCR MENU.

☞ Make sure you have a tape in your VCR and it is turned on and then click on PLAY. The VCR should start to play. If the VCR does not start to play re-check your cable connections and configuration settings and try again.

☞ If you click on STOP, it should stop. If the tape does not stop re-check your connections.

Note: Not all of the commands may be supported by your VCR, so if EJECT or OFF or some other commands do not work, do not be alarmed. If the standard ones, such as STOP and PLAY work, then your equipment is working. If none of the commands work, then review the sections above and recheck all connections.

If the VCR commands do not work and you have double checked all of the settings and cables, call D.Co for further assistance.
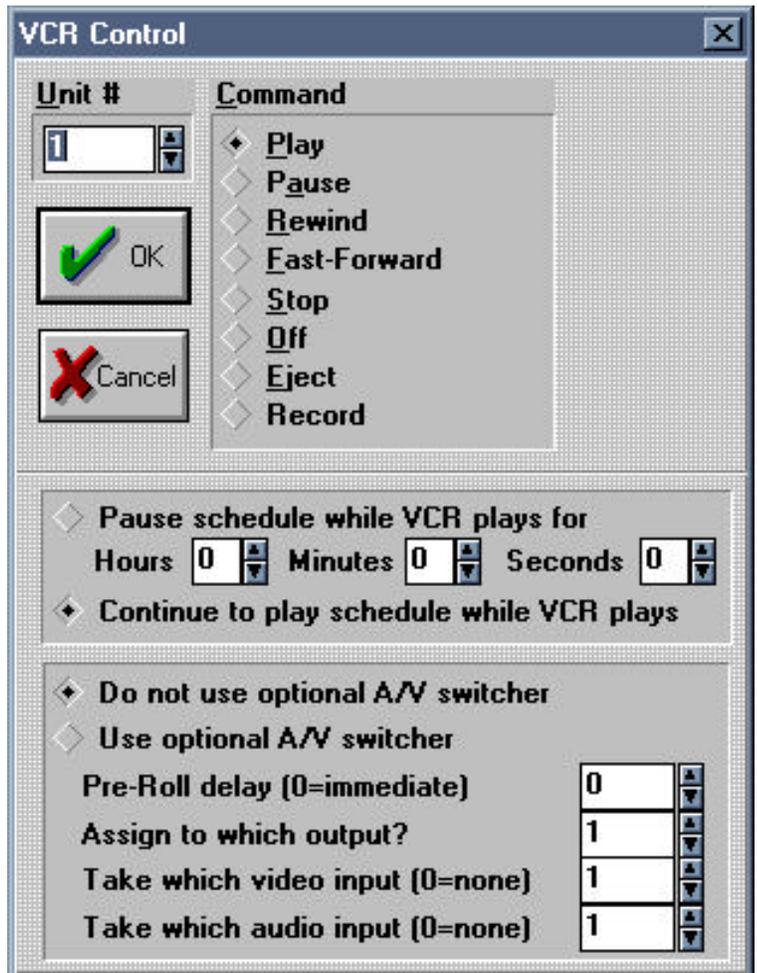
Setting Up VCR Control in the Schedule

The next step is to set up the VCR control within the schedule. In this example Play, Stop and Rewind for unit #1 will all be covered. In the text scheduler this is accomplished with the mouse as follows.

Note: Please note that for most applications the optional AV switcher is not used.

☞ First locate the page that you would like the VCR control to occur after.

☞ Left click on the entry column of the page that precedes the desired VCR control.

☞ Press the **Insert** key.

☞ Right click anywhere on the screen.

☞ Left click on the VCR Control entry in the pop up window.

☞ Left click on the Name Column beside the VCR Control entry in the schedule.

☞ Right click anywhere on the screen. The VCR Control menu will appear.

☞ An example of the VCR Control menu appears at left. The play command is probably already selected on your system.

☞ Next you should click on the **Pause schedule while VCR plays for** selector.

☞ Next left click on the Hours box.

☞ Click on the up arrow (↑) to increase the number of hours that the VCR will play for. If needed, left click on the down arrow (↓) to decrease the number of hours.

☞ Left click on the Minutes Box.

☞ Left click on the up arrow (↑) to increase the number of minutes that the VCR will play for. If needed, left click on the down arrow (↓) to decrease the minutes for the VCR to play.

☞ Next, left click on the Seconds Box.

VCR Control

Unit #

Command

◆ Play
◇ Pause
◇ Rewind
◇ Fast-Forward
◇ Stop
◇ Off
◇ Eject
◇ Record

✔ OK

✖ Cancel

◇ Pause schedule while VCR plays for
Hours 0   Minutes 0   Seconds 0

◆ Continue to play schedule while VCR plays

◆ Do not use optional A/V switcher
◇ Use optional A/V switcher

Pre-Roll delay (0=immediate)   0
Assign to which output?   1
Take which video input (0=none)   1
Take which audio input (0=none)   1

☞   Left click the up arrow (↑) to increase the seconds that the VCR will play for. If needed, left click on the down arrow (↓) to decrease the number of seconds.

☞   Click on **OK**.

☞   Left click on the entry column of the page that precedes the desired VCR control.

☞   Press the **Insert** key.

☞   Right click anywhere on the screen.

☞   Left click on VCR Control in the pop up window.

☞   Left click on the Name Column beside the VCR Control entry in the schedule.

☞   Right click anywhere on the screen. The VCR Control menu will appear.

☞   Next left click on the **Stop** selector in the menu.

☞   Make sure that the **Continue to play Schedule** selector is marked.

☞   Left click on **OK**.

☞   Notice that **Play** now has an entry that says **Stop**.

☞   Left click on the entry column of the page that precedes the desired VCR control.

☞   Press the **Insert** key.

☞   Right click anywhere on the screen.

☞   Left click on VCR Control in the pop up window.

☞   Left click on the Name Column beside the VCR Control entry in the schedule.

☞   Right click anywhere on the screen. The VCR Control menu will appear.

☞   Next left click on the **Rewind** selector in the control menu.

☞   Click on **OK**.

☞   Make sure that the **Continue to play Schedule** selector is marked.

☞   Left click on **OK**.

☞   Notice that the words **Play: Schedule Cont.** now changes to read **Rewind**.

The below is an example of what the schedule should look like with your VCR control only in the schedule.

To use the keyboard to insert VCR control into a schedule follow these steps.

Note: Please note that for most applications the optional AV switcher is not used.

☞   First locate the page that you would like the VCR control to occur after.

☞   Using the cursor movement keys, (↑↓←→) move the blinking cursor to the proper location in the schedule.

☞   Press the **Insert** key. Then press the **Space Bar**.

☞   Using the cursor movement keys, (↑↓←→) select VCR Control in the pop up window.

☞   Press the **Space Bar**. The VCR Control menu will appear.

☞   An example of the VCR Control menu appears above.

☞   Type in the unit number for the VCR that you want to control.

☞   Press **TAB**. An outline should appear around one of the entries in the Command area.

TEBBS and TEC- skip this section.

☞   Use the up (↑) and down (↓) cursor movement keys to select **Play**.

☞   Press **TAB**. An outline should appear around **Continue to play schedule while VCR plays**.

☞   Use the up (↑) cursor movement key to select **Pause schedule while VCR plays for**.

☞   Press **TAB** until the **Hours** box is highlighted.

☞   Type in the number of hours that you want the VCR to play for.

☞   Press **TAB** until the **Minutes** box is highlighted.

☞   Type in the number of minutes that the VCR will play for.

☞   Press **TAB** until the **Seconds** box is highlighted.

☞   Type in the number of seconds that the VCR will play for.

☞   Press **TAB** until **OK** is outlined.

☞   Press the **Space Bar**.

☞   Left click on the entry column of the page that precedes the desired VCR control.

☞   Press the **Insert** key.

☞   Right click anywhere on the screen.

☞   Left click on VCR Control in the pop up window.

☞   Left click on the Name Column beside the VCR Control entry in the schedule.

☞   Right click anywhere on the screen. The VCR Control menu will appear.

☞   Next left click on the **Stop** selector in the menu.

☞   Make sure that the **Continue to play Schedule** selector is marked.

☞   Left click on **OK**.

☞   Notice that **Play** now has an entry that follows and says **Stop**.

☞   Left click on the entry column of the page that precedes the desired VCR control.

☞   Press the **Insert** key.

☞   Right click anywhere on the screen.

☞   Left click on VCR Control in the pop up window.

☞   Left click on the Name Column beside the VCR Control entry in the schedule.

☞   Right click anywhere on the screen. The VCR Control menu will appear.

☞   Next left click on the **Rewind** selector in the control menu.

☞   Make sure that the **Continue to play Schedule** selector is marked.

☞   Left click on **OK**.

☞   Notice that the words **Play** and **Stop** now have an entry that reads **Rewind**.

VCR Control and Time Loops

Using VCR Control and Time Loops together can create problems if the timing is not exact. If the Time Loop expires before the stop and rewind occur, the VCR will not stop and allow the rest of the schedule to play. If the Time Loop expires too long after the rewind command, the loop will restart and the tape will start to play again. In order to prevent these problems, we have a suggestion.

☞ First, create a schedule that includes any pages that you want to display after the VCR stops.

☞ Save this schedule with a unique filename. An example may be **PAGES.SCH**.

☞ Next, create a schedule with your VCR Control entries as described above.

☞ After the VCR Control entries schedule **PAGES.SCH** as a sub-schedule as outlined in the New Schedule or Sub-Schedule sections of this manual.

☞ Next schedule the same sub-schedule as described above.

☞ Now set a Time Loop for the play entry of the VCR control as outlined in the Time Loops sections of this manual.

☞ Now set a Time Loop for the second of the two sub-schedules. Set the number of minutes that you want the time loop to end at. If you want the tape to play for 1 hour exactly, then you must set the closing time loop for a bit of extra time. I would recommend setting the time loop for about an extra 3 minutes.

☞ Save this schedule as **SCHEDULE.SCH**. or whatever your master schedule is named.

When all these steps are completed your schedule should look like this.

<u>View 1-Line/2Line</u>

In the Text Scheduler, each entry can be viewed as either 1 line of information or 2 lines of information. The second optional line is the description field which is saved with the page. (See Save Page in the Text Editor section for how to put in a description and save it with a page.)
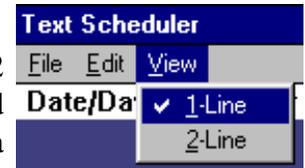
Change View

☞ The default View is 1-Line.

☞ To change the View to 2-Line, click on **VIEW** and then click on **2-LINE**.

☞ To change the View back to 1-Line, click on **VIEW** and then click on **1-LINE**.

☞ Keyboard shortcuts can also be used.

☞ To change the View to 2-Line, press **ALT V** (for view) and then press **2**.

☞ To change the View back to 1-Line, press **ALT V** (for view) and then press **1**.

<u>View Page</u>

While in the Text Scheduler, there are a few different ways you can view the entries in the schedule. To view a page in the Graphic Scheduler, (GRAC & TEC only) see View Page in the Graphic Scheduler section of the manual.

☞   Place the cursor in the Name column on the entry you want to view.

☞   Right mouse click or click on the **EDIT** menu at the top left of the screen, and then click on **VIEW ENTRY**.

☞   The Select Page window will appear.

☞   Click on **VIEW** and the entry will appear full screen.

☞   Click to return to the Select Page window.

☞   Click on **CANCEL** to return to the Text Scheduler.

☞   You can also use keyboard shortcuts.

☞   Place the cursor in the Name column on the entry you want to view.

☞   Press the **SPACE BAR** or press **ALT E** (for Edit) and then press **V** (for View Entry).

☞   The Select Page window will appear.

☞   Press **ALT I** and the entry will appear full screen.

☞   Press any key to return to the Select Page window.

☞   Press the **TAB** key to high-light the Cancel button and then press the **ENTER** key to return to the Text Scheduler.

NOTE: From the Select Page window, you can change the entry simply by selecting a different page and then clicking on **OK** (instead of CANCEL).

Wipes

The wipes selection is used to insert wipes into a schedule. It also shows you all the wipes that are available. **Note**: Some wipes will only work for 256 color configurations.

Available Wipes

All available wipes are listed below.
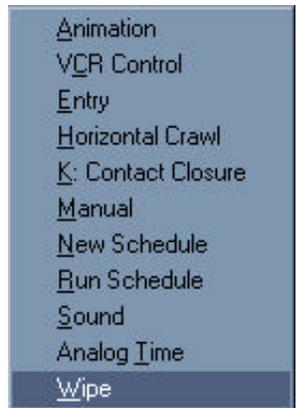
Page Bang - A very fast wipe that appears if no wipe is used.

Wipe Up - A transition where beginning at the bottom, the current page is replaced with the following page in a continuous transition down the page.

Wipe Down - A transition where beginning at the top, the current page is replaced with the following page in a continuous transition down the page.

Wipe Left - A transition where starting at the right side, the current page is replaced with the following page in a continuous transition down the page.

Wipe Right - A transition where starting at the left side, the current page is replaced with the following page in a continuous transition down the page.

Wipe Horizontal In - Starting at the left and right sides the current page is replaced in a transition towards the middle.

Wipe Horizontal Out - Starting in the middle moving to the left and right sides, the current page is replaced with the following page.

Wipe Vertical In - Starting at the top and bottom the current page is replaced in a transition towards the middle.

Wipe Vertical Out - Starting at the middle moving to the top and bottom, the current page is replaced by the new page.

Fade Out (256 Color mode only) - The current page fades out and the new page appears.

Fade In (256 Color mode only) - The current page disappears and the new page fades in. **Note**: If you use a pure white text or background color it will appear immediately.

Squares In / Out - Starting from the center a pattern of boxes clears the current page and brings in the new page.

Flicker (256 Color mode only) - The current page flickers with the new page in the background and the new page stays at the end of the wipe.

Blind Up - Simulates venetian blinds with the current page on one side and the new page on the other side. The blinds are then turned upwards revealing the new page.

Blind Down - Simulates venetian blinds with the current page on one side and the new page on the other side. The blinds are then turned downwards revealing the new page.

Blind Left - Simulates vertical blinds with the current page on one side and the new page on the other. The blinds are then turned to the left to reveal the new page.

Blind Right - Simulates vertical blinds with the current page on one side and the new page on the other. The blinds are then turned to the left to reveal the new page.

Large Square Random - Large blocks of the current page disappear and are replaced by the new page. The boxes disappear in a random pattern.

Large Square In - Multiple large squares erase the current page in a concentric pattern inwards revealing the new page at the same time.

Large Square Out - Multiple large squares erase the current page in a concentric pattern outwards revealing the new page at the same time.

Small Square Random - Small blocks of the current page disappear and are replaced by the new page. The boxes disappear in a random pattern.

Small Square In - Multiple small squares erase the current page in a concentric pattern inwards revealing the new page at the same time.

Small Square Out - Multiple small squares erase the current page in a concentric pattern outwards revealing the new page at the same time.

Note: For pixel wipes, the speed of the wipe dictates the size of the pixels used to wipe. The faster the wipe the larger the pixels used.

Pixel Left - Starting at the right side of the page the current page is replaced one pixel at a time with the new page.

Pixel Right - Starting at the left side of the page the current page is replaced one pixel at a time with the new page.

Pixel Up - Starting at the bottom of the page the current page is replaced one pixel at a time with the new page.

Pixel Down - Starting at the top of the page the current page is replaced one pixel at a time with the new page.

Pixel Horizontal In - Starting at the left and right sides of the page the current page is replaced one pixel at a time with the new page.

Pixel Horizontal Out - Starting in the middle of the page the current page is replaced, one pixel at a time, horizontally with the new page.

Pixel Vertical In - Starting at the top and bottom of the page the current page is replaced one pixel at a time, with the new page.

Pixel Vertical Out - Starting in the middle of the page the current page is replaced, one pixel at a time, vertically with the new page.

Pixel Window In - The page is subdivided into quadrants and the current page disappears starting at the edges of these quadrants to the center of each quadrant, one pixel at a time.

Pixel Window Out - - The page is subdivided into quadrants and the current page disappears starting at the center of each quadrant to the edges of each quadrant, one pixel at a time.

Pixel Box In - Starting at all four edges of the page and moving to center of the page, the current page is replaced with the new page.

Pixel Box Out - Starting at the centre of the page moving to the edges of the page, the current page is replaced with the new page one pixel at a time.

Pixel Random - In a random pattern pixels of the current page are replaced with the new page until the new page is fully displayed.

Random - Any of the available wipes will be selected in a random fashion.

Inserting a Wipe

To insert a wipe using the mouse follow these steps.

☞ Pick the place in the schedule that you want to insert the wipe by left clicking on the entry that will precede the wipe. A grey blinking cursor will appear on the line that you clicked on.

☞ Press the **Insert** key.

☞ Left click on the **Options** column of the blank line that appears.

☞ Right click once anywhere on the screen.

☞ Left click on the **Wipe** entry of the menu that appears.

☞ Right click anywhere on the screen.
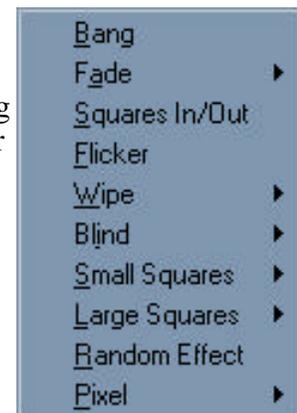
| Bang |
| Fade ▶ |
| Squares In/Out |
| Flicker |
| Wipe ▶ |
| Blind ▶ |
| Small Squares ▶ |
| Large Squares ▶ |
| Random Effect |
| Pixel ▶ |

☞ A wipe selection box will appear.

☞ Choose the wipe or type of wipe that you want by left clicking on it. Wipes include Squares In and Out, Flicker, Bang and Random Effect. The types of wipes include Fade, Wipe, Blind, Small Squares, Large Squares, and Pixel. These types are indicated by indicated by the right arrows (➔).

☞ If you select a type of wipe click on the specific selection or sub-type. Sub-types are indicated by right arrows as well (➔).

☞ If you select a sub-type of wipe click on the specific selection you want.

Another way to insert a wipe using the mouse follows these steps.

☞ Pick the place in the schedule that you want to insert the wipe by left clicking on the entry that will precede the wipe. A grey blinking cursor will appear on the line that you clicked on.

☞ Press the **Insert** key.

☞ Double left click on the **Options** column of the blank line that appears.

☞ Left click on the **Wipe** entry of the menu that appears.

☞ Double left click on the **Name** column of the new Wipe that is being created

☞ A wipe selection box will appear.

☞ Choose the wipe or type of wipe that you want by left clicking on it. Wipes include Squares In and Out, Flicker, Bang and Random Effect. The types of wipes include Fade, Wipe, Blind, Small Squares, Large Squares, and Pixel. These types are indicated by indicated by the right arrows (➔).

☞ If you select a type of wipe click on the specific selection or sub-type. Sub-types are indicated by right arrows as well (➔).

☞ If you select a sub-type of wipe click on the specific selection you want.

To insert a wipe using the keyboard follow these steps.

☞ Pick the place in the schedule that you want to insert the wipe by moving the cursor with the cursor movement keys (➡⬇⬅➔) to the entry that will precede the wipe. A grey blinking cursor will appear on the line that you want.

☞ Press the **Insert** key.

☞ Press the **Space Bar**.

☞ Using the up and down (➡⬇) cursor movement keys select **Wipe**.

☞ Press **Enter**.

☞ Press the **Space Bar** again to bring up the different available wipes. A wipe selection box will appear.

☞ Choose the wipe or type of wipe that you want by selecting it using the up and down (➡⬇) cursor movement keys. Wipes include Squares In and Out, Flicker, Bang and Random Effect. The types of wipes include Fade, Wipe, Blind, Small Squares, Large Squares, and Pixel. These types are indicated by indicated by the right arrows (➔).

☞ Press **Enter**. If you have selected a type of wipe, you can use the right cursor movement key instead of pressing **Enter**.

☞ If you selected a type of wipe use the up and down (➡⬇) cursor movement keys to select the specific selection or sub-type. Sub-types are indicated by right arrows as well (➔).

☞ Press **Enter**.

☞ If you select a sub-type of wipe use the up and down (➡⬇) cursor movement keys to select the specific selection you want.

☞ Press **Enter**.

Another way to use the keyboard to insert a wipe is as follows.

☞ Pick the place in the schedule that you want to insert the wipe by moving the cursor with the cursor movement keys (↑↓←→) to the entry that will precede the wipe. A grey blinking cursor will appear on the line that you want.

☞ Press the **Insert** key.

☞ Press the **W** for Wipe.

☞ Press the right cursor movement key (→) to move to the name column of the wipe.

☞ Press the **Space Bar** again to bring up the different available wipes. A wipe selection box will appear.

☞ Choose the wipe or type of wipe that you want by typing the underlined letter of the entry in the wipe selection box. Press **B** for Bang, **A** for Fade, **S** for Squares, **F** for Flicker, **W** for Wipe, **I** for Blind, **L** for Large Squares, **R** for Random Effect and **P** for pixel. To select Small Squares, press **S** once. The selection will appear on Squares. Press **S a second time** to select Small Squares. Wipes include Squares In and Out, Flicker, Bang and Random Effect. The types of wipes include Fade, Wipe, Blind, Small Squares, Large Squares, and Pixel. These types are indicated by indicated by the right arrows (→).

☞ If you selected a type of wipe, again type the underlined letter to get the correct specific selection or sub-type. Sub-types are indicated by right arrows as well (→).

☞ If you select a sub-type of wipe type the underlined letter to get the correct specific selection you want. In order to get to the second selection of the sub-type with the same underlined letter press the underlined letter **two** times.

Setting the Wipe Speed

To use the mouse to set the wipe speed follow these steps.

☞ Left click on the **Time** column of the wipe that you want to appear at a different speed.

☞ Right click anywhere on the screen.

☞ Click on the Up (↑) or Down (↓) arrow to adjust the wipe speed.

☞ Click on **OK**.

Another way to use the mouse to set the wipe speed follows these steps.

☞ Double left click on the **Time** column of the wipe that you want to appear at a different speed.

☞ Click on the Up (↑) or Down (↓) arrow to adjust the wipe speed.

☞ Click on **OK**.

To use the keyboard to set the wipe speed follow these steps.

☞ Position the grey blinking cursor with the cursor movement keys (↑, ↓, ←, →) on the **Time** column for the wipe that you want to set the speed for.

☞ Press the **Space Bar**.

☞ Type a number between 1 and 16 to adjust the wipe speed.

☞ To accept the new wipe speed, press **ENTER**, or press **TAB** until a grey outline appears around **OK** and press the **Space Bar**.

A third way to use the keyboard to adjust the crawl speed is as follows.

☞ Position the grey blinking cursor with the cursor movement keys (↑, ↓, ←, →) on the **Time** column for the horizontal crawl that you want to set the speed for.

☞   Type a number between 1 and 16 to adjust the wipe speed.