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Install the QStart software

QStart for Windows software is distributed by Autocue via USB thumb drive or as a download from the Autocue website.

If you have the QStart USB thumb drive, insert it into your Windows computer. On the root of the QStart USB thumb drive you will find autorun.exe file. Please launch this file and select option “Install QStart Software”.

![QStart Menu](image-url)
Note: If you are re-installing or upgrading your software, refer to “Upgrading Starter Series Prompter components” for further information.

- Read and accept the licence agreement and click Install.
- On the next dialog box click OK to use the default installation folder.
- When installation has finished, click OK on the dialog box.
Registering QStart

When the QStart installation process finishes, you will find the QStart shortcut on your Desktop.

To use the full version of QStart software, you must first register the software with the Serial Number supplied. To register your QStart software you will need internet connectivity.

Please launch QStart software via the shortcut located on the Desktop. In the QStart Registration window enter the serial number supplied with the QStart software. The serial number can be found in the ‘YOUR QSTART WINDOWS INSTRUCTIONS.pdf’ file located on the root of the USB thumb drive.

Next, select ‘Register Now’ button and please complete the registration form and press the ‘Register’ button.
QStart Product Registration

Please complete this form to register your product. All fields marked with an asterisk (*) must be completed.

Title: Mr
First Name: John
Last Name: Smith

Contact Details:
Email address:* John.Smith@aol.com
Re-enter Email address:* John.Smith@aol.com
Please ensure your email address is valid as this will be used to confirm your registration

Telephone Number:* +1 704 377 1496
Mobile Number:
Company Name: ADCON

Address:
Street Address:
Address Line 2:
City: County/State/Province/Region: North Carolina
Post/Zip code: Country: United States

Product Details:
Software Version: QStart
Software Build: 1091
User Type: Business Personal

What do you mainly use the software for?

Where did you find out about this product?

We would like to contact you occasionally with technical updates relating to this product. Would that be OK? Yes No
We would also like to contact you occasionally with updates about other products in our range. Would that be OK? Yes No

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

Register

Shortly after registering, you will receive an email containing your personal Full Version Registration code. Please enter your Full Registration code into the QStart Registration window and press the ‘Submit’ button.
This will complete your registration.

***QStart Registration Successful***
Thank-you for registering QStart.
Using your Starter Series Prompter

The remainder of this section assumes that you are using a computer to create/edit/scroll scripts that will appear on the monitor of the Starter Series Prompter you have just assembled.

1. Launch QStart from the shortcut on the desktop.

2. Click on the System Options button to access the configuration interface.

3. Click on the System Options button to access the configuration interface.

4. The Prompt Output tab is displayed.
Prompt output

You can configure a secondary output monitor by changing the Windows display properties. The most important property to change is the option to extend your computer desktop across both screens.

Refer to the user manuals for your computer or graphics card for guidance on changing the display settings.

QStart provides a button to access the standard operating system display controls for your computer if required.

If the computer desktop has been extended over the two screens, the QStart software automatically detects whether you have an additional monitor connected to your computer.

Default dual monitor

Dual screens
Click the teleprompter icon and the image representing the script being prompted automatically moves under the second output and inverts. When you prompt your script the output will appear on the teleprompter.
Enable a prompt monitor
If your script is being displayed on the teleprompter you can follow its progress using the in-built Prompt Monitor window.

When it is first enabled the Prompt Monitor is set to Full Screen mode.

Change the size
Click on the required thumbnail in the Size of Monitor panel. The value in the Size field automatically changes and the red rectangle changes accordingly.

Change the position
Click in a different quadrant of the screen in the Position of Monitor panel. The red rectangle will move to this location.
Note: You should not need to change any parameters on the other tabs of the QStart Options interface. If required, there is detailed information in the “Make the most of your prompter” section later in this manual.

Enable a Multilingual Support for complex languages

1. Click on the System Options button to access the configuration interface.

2. From configuration interfaces choose last tab Multilingual Support.

3. Click on icon with Arabic text and press OK button.
Create and prompt scripts

It is presumed that most scripts will be imported from some other text editor.

QStart can import Word (.doc), Rich Text (.rtf), Text (.txt) files.
1. Click the Import File button.

Navigate to select the required file.

If requested, select the appropriate file format.

The text is inserted at the position of the cursor.
**Save your script**
When you have finished typing your script you should save the file so that you do not lose your work.

It is good practice to regularly save your work.

Click the Save button.

If your script has not previously been saved you will have to give it a name and save it to a folder on your computer.

**Prompt your script**
When you have finished preparing your script you can display it on your Starter Series Prompter so that a presenter may read it.

Click the Begin Prompting button.

Your script will appear on the teleprompter.

**Scroll the script**
The default scroll control is a standard computer mouse. If you have ordered a dedicated scroll control device, refer to the “Different ways to control scrolling” section later in this manual for guidance on configuring the device.

Use your computer mouse to control the movement of the prompt output.

Press the ESC key on the computer keyboard to stop prompting and return to the Script Editor window.

Make the most of your prompter

QStart allows you to quickly and simply create, edit, format and prompt the scripts you write.

The QStart user interface is illustrated below.
Prepare your text

Create a new script
QStart opens with a blank script already open in the Editor window. You can start typing directly into this area. Alternatively, click the New File button to open a blank file.

Open an existing script
If you already have a saved script file, you can click on the Open File button and navigate to the appropriate location and open it into QStart. Existing files will have been created in a previous version of QStart. File names will be in the format: *.wss

Write text directly
Start typing your script directly into the Editor window.
Import text

QStart can import Word files (.doc), Rich Text (.rtf), Text (.txt)

1. Click the Import File button.

2. Navigate to select the required file

3. If requested, select the appropriate file format

4. The text is inserted at the position of the cursor.
Save file
Click the Save button to save any changes you have made to the current script. If the file has not been saved before, the standard Windows save file dialog will be displayed.

Export file
If you wish to change the name of the script you are editing, click the Export File button. This opens the standard Windows save dialog where you can specify the name and storage location of the script.

Change words and phrases: Search and Replace
Click the Replace button

Enter the word you are searching for in the “Find what” text field

Add any special characters by clicking either the Internal Chars or Special Chars buttons and selecting the required character to be searched.

Click the Find Next, Replace or Replace All button.

Undo changes
Click the Undo button to remove all unsaved changes made to your script

Prompt your script
Click the Begin Prompting button to send your completed script to be displayed on the monitor of the SSP.

Use your selected scroll control device to prompt your script.

To stop prompting, press the ESC key on your computer keyboard.
Format your scripts

If no text is selected, changes made using the Format All interface will apply to the entire script.

Most of the buttons of the Format All interface have three states.

Leave: retain formatting already applied to the selected text.

· On: apply the formatting to the selected text.

· Off: clear the formatting from the selected text.

The individual format buttons at the left of the QStart script editor pane apply the same changes as those of the Format All interface but only apply the changes to any selected text or new text entered at the cursor location.
There are five colours available for the text in the script editor pane. Click the required colour button to change any selected text to that colour.

**Change the appearance of the prompt output**

You can add extra space between the lines of the prompt output and also change the colour of the text on the output monitor.

Note: Any changes made using these controls do not show up in the Editor window.

Click the System Options button and select the Prompt Output Format tab.

**Extra line spacing**

The default value for text line spacing is 0. Use the up/down arrows or type the required spacing in directly. The space between each line of text of the prompt output will be increased. The distance added by each increment is proportional to the size of the text in your script. For example, if your text is set to 100 and you set the extra spacing value to 0.4, the gap between the lines of the output will be increased by 40. A value of 1 is equivalent to double line spacing.
Text and background colour

Use the slider controls to change the colour of the text and the background of the prompt output. (These do not change the appearance of your script in the editing window.)

Dividing long scripts or using multiple presenters
Sometimes you may want several people to read different sections of a script. To make it easier to navigate to the place in a script where a new presenter starts to speak, you can insert markers. Alternatively, you may have a single long script which you want to divide into sections.

Add markers
1. Position the cursor where you want to add a marker
2. Click the Marker button
3. The Markers list window is displayed
4. Click the Add button
5. Enter a description or name for the marker in the Comment field

6. Enter a sequence of keystrokes that you can use to jump to this marker position while the script is being prompted

Note: If an inappropriate key sequence is selected, the dialog box will show this.

7. When you have entered a comment and valid shortcut click OK and the marker will be added to the list.
The number in the first column of the list refers to the relative position of a marker in the script. If you have two markers already and add another marker at a position between them, the new marker will be numbered 2 and the previous marker 2 will be renumbered as 3.

Note: If you use the same shortcut for two markers, the shortcut will only find the marker with the lowest number.

**Delete markers**

You can remove markers by highlighting a marker symbol in the script and deleting it. This will automatically remove the entry from the Markers list.

You can also remove them using the controls of the Markers dialog.

1. Click the Marker button

2. The Markers list window is displayed.

3. Select an entry

4. Click the Delete button

The entry is removed from the list and deleted from the script.
**Edit markers**

You can alter the comment and shortcut of a Marker using the controls of the Markers dialog.

1. Click the Marker button

![Marker button](image)

2. The Markers list window is displayed.

3. Select an entry

![Markers list window](image)

4. Click the Modify button

![Modify button](image)

Make the required changes to the various fields and click OK

**Moving between markers**

The shortcut keystrokes allow you to jump to the related position in the script in both edit mode and prompt mode.

**Different ways to control scrolling**

When prompting a script, movement of the text on the screen is controlled by a scroll control device. The default device is a standard computer mouse. QStart supports a range of other dedicated scroll control devices that you can connect to your computer.

**Select an alternative scroll controller**

1. Click on the System Options button to access the configuration interface.

![System Options button](image)

2. Click on the Controller tab.

![Controller tab](image)
3. Click on the appropriate picture for the type of controller you will be using to control the movement of the prompt output.

![Controller Options Window]

4. Click OK to return to the Script Editor window.

**Default button actions**

Note: The actions of the various keys on the scroll control devices cannot be changed or adjusted using the QStart software.

Keyboard number keys

Each number gives a faster scroll rate. 1 is the slowest and 9 the fastest

0 stops scrolling

Backspace toggles between Forward and Reverse

Keyboard arrow keys
The Up arrow key increases the speed each time it is pressed and the down arrow key decrease the scroll rate.

Press the left arrow key to change direction and the right arrow key to stop scrolling.

Use the Home key to jump to the top of your script and the End key to jump to the bottom of the script.

**Mouse**

Move the mouse forward to increase the scroll speed. Move the mouse backwards to decrease the speed.

The left button changes direction and the right button stops the scrolling.
ShuttleXpress

The default actions of the ShuttleXpress buttons are, from left to right:

- Jump to Previous Marker
- Jump to Next Marker
- Change Direction (at the current speed)
- 'Cruise Control'
- Reset to top of list

Foot Controller

The pedal of the controller varies the speed at which the text moves up or down the screen.

The button on the top of the controller changes the direction of scrolling.

Improve the performance of your prompter

1. Click on the System Options button to access the configuration interface.
2. Click on the Display Sensitivity tab.

Display Sensitivity compensates for the performance capabilities of different computers when controlling both the main prompt output and the prompt monitor window. This is usually shown by movement of the text in the prompt output halting as the CPU is made to work harder. Move the slider control and test the scroll movement until you see the best performance for your specific monitor.

3. Click OK to return to the Script Editor window.

**Using a single monitor**

It is possible to write, edit and prompt your scripts on the same screen when you only have your computer or laptop available.

You might use your system in this manner if you have to give a webcast of a speech or are taking part in a video conference or meeting.

1. Click on the System Options button to access the configuration interface.
2. If you are using a single monitor the Prompt Output tab of the Options interface will look similar to the image below.

**Prompt output**

If required you can configure your computer by clicking the “OS Display Properties” button to access the standard operating system display controls.
Use the controls of the Prompt Output Configuration panel to select the orientation of the prompted text on your computer screen.

If you are using your computer as the teleprompter or are using it with a conference stand, you can flip the text so that the words are orientated correctly when they are mirrored. Click on the “Click to flip image” button.

**Alternative operating systems you may use**

Your QStart software will run on computers using the following operating systems:

- **Windows XP Pro SP3**
- **Windows 7 (32 and 64 bit)**
- **Windows 8 (32 and 64 bit)**
**Mac OS** Special requirement: The software must be run using Windows XP under Bootcamp.

Autocue has a version of QStart software specifically designed to run natively on Mac OS based computers. Contact the sales team for details of, or to purchase, this product.

Note: The appropriate device drivers for the hardware security dongle are automatically selected during Installation.

**Upgrading Starter Series Prompter components**

**Upgrade software**
You can download the latest build of the QStart software from the Autocue FTP site:


This file will be a .ZIP file containing the compressed installation files.

1. Double-click on the SetupQS.exe icon

2. Select Upgrade Software from the installation dialog

3. If asked if you wish to replace certain files, click the “Yes to All” button

4. When installation has finished, click OK on the dialog box

**Upgrade hardware**
If you wish to upgrade the size of your on-camera unit, contact the Autocue sales team to discuss your requirements.

All components are standard so you may only need to replace the monitor.
Support

Our hardware and software support is provided by in-house teams of experienced and dedicated staff.

We provide free telephone support for prompting customers during UK office hours (9am till 6pm GMT) and US office hours (9am till 5pm EST). When contacting the technical support teams, please provide as much detail as possible.

Check the FAQ section of the web site to see if the answer you need has already been provided:

http://www.autocue.com/faqs

Information we need

Whenever you make a support enquiry, the minimum information we will need is the name, version and build number of the software you are using.

Click the About button to display the license and serial number details for the software you have installed.

If you cannot find the answer on the web site, contact the Technical Support team.

Via Email:  

SoftwareSupport@autocue.com  for software support  
HardwareSupport@autocue.com  for hardware support

Via Telephone:

Americas:  +1 212 929 7755  
Rest of the World:  +44 20 8665 2992

Sales

If you require additional or replacement equipment, contact the Autocue sales team.

Via Email:  sales@autocue.com

Via Telephone:

Americas:  +1 212 929 7755  
Rest of the World:  +44 20 8665 2992
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