

USING THE NEWS ROOM WIRE and TELEPROMPTER (djm/ apa/ah 10/20/08)
AVAILABLE AS A PDF DOWNLOAD AT: <http://www.uwplatt.edu/~meinhard/prompt.pdf>

WE WILL BE GETTING THE STORIES OFF THE FIRST COMPUTER (STRAIGHT AHEAD to RIGHT WHEN YOU WALK IN TO THE TV NEWS ROOM (39)

THE COMPUTER SHOULD BE TURNED ON AND THE WIRE SOFTWARE SHOULD BE UP,

IF NOT CLICK ON THE "WIRE READY" ICON TO BRING IT UP, BE SURE THAT THE WIRECAP32 SOFTWARE IS RUNNING ON THE BOTTOM RIGHT SIDE OF THE SCREEN.

Hit **F2** to bring up search screen

Use **arrows** to move up / down

Pick a category and Hit **Enter**

Use **arrows** to move up / down

Choose a story then hit **enter**

Load some stories from ST/Regional, Natl /Intl, and WI WEATHER LSE Zone 43

To save on floppy:

Insert Floppy in Drive (A)

Hit **F4**

Make sure "Current Directory in Use" is **A: **

Enter a filename at top (8 characters max) and add a **.txt** extension (IE Budget.txt)

Enter

F3 will show all stories (all categories)

ESC key will go back one page

Take disk to another computer and open up in note pad for editing ➡

Start, Programs, Accessories, Notepad /File, Open File from Drive "A"

Rewrite the story in broadcast style

Edit all the stories together in 1 file

Print out the stories (to the newsroom printer)

Go to prompter computer (under video monitor in near corner)

Drag story file to folder on desktop labeled "scripts"

Click **"Beacon"** Icon to open prompting software

(OVER)

Login Procedure for UW-P NT Machines

Ctrl + Alt + Delete for Novell

Enter Username:

Type in Password

When Windows NT Screen Appears hit

Enter

AUTOPROMPTER PC software will show start screen

Hit **Enter**

F2 (Disk Menu)

L (Load File)

Enter

Choose file with Up / Down / Left / Right Arrows

Enter

F3 Prompter

Digits **1-9** on keyboard are the **speeds** of the roll. **1 slow** to **9 fast**. The speeds **may be changed on the fly**. Average speed is about 6-7.

The **space bar** will toggle **Stop & Go**

Using Speed 3, **Advance the first line** until it reaches the **tape mark** on the monitor
Stop with space bar

Start the page scrolling (Chose number) when the director says "Cue Talent" Listen to the talent (Use monitor above in the "Line" Mode) and adjust speed according to talent

Home = Beginning of File

End = End of file

You may go screen by screen by using page up / page down buttons

When finished Escape twice then yes to leave program

F2 = Disk Menu

L Load

S Save File

A Append File

D Directory

Escape

F3 Prompter

Main Screen

Alt F = Find

Alt N = Next

Alt E = Erase File

Alt C = Cut Block

Alt I = Insert Block

F5 = Go to Line #

F9 = Block Start

F10 = Block End

Alt U = Unmark Block