iCast User Guide

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my.promptsmart.com

Web Master View ("Console") - Sidebar
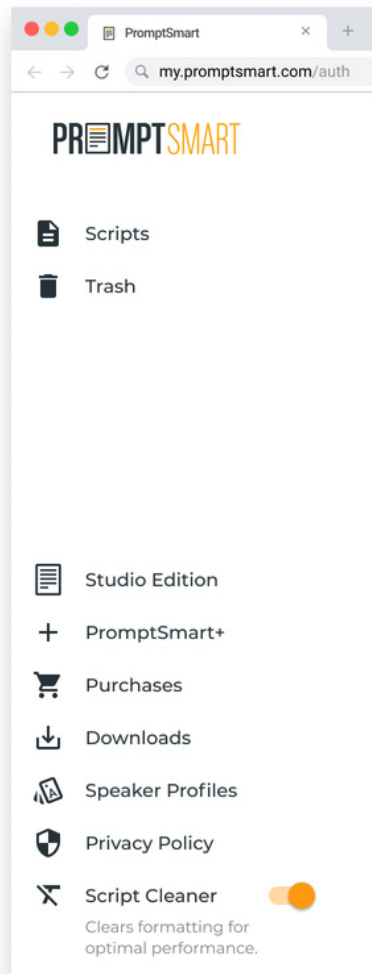
Menu Side-Bar

- Scripts (view and edit content)
- Trash (deleted scripts archive)

- Studio Edition (Marketing and affiliate sign up)
- PromptSmart+ (Discounts available)
- Purchases (subscription info, term, etc)
- Downloads (installers)
- Speaker Profiles (create visual preferences to apply to new scripts)
- Privacy Policy (terms and conditions, EULA)
- Script Cleaner (Automatically reformat your script for optimal performance)

WEB GUIDE

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Logging in with PromptSmart Account on my.promptsmart.com/auth

WEB GUIDE

See PromptSmart Account Details and Cancel Subscription Renewal

Subscription Expiration Date

If you cancel Auto-Renewal, you can keep using the subscription until the next billing date

Click Purchases

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Updating Credit Card Information

WEB GUIDE

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Create Profile: Console > Speaker Profile > Create

PR☰MPTSMART

Search

m_kvachevsky@mifprojects.com
Subscription expires Nov 12, 2019   LOG OUT

Scripts

Trash

+ CREATE

Click the create button

Preview   Name

Ab   Default Profile

AB   Thin font for sm

Ab   Times New Ron

Ab   Style name

Studio Edition

PromptSmart+

Purchases   Ab   mple text

Downloads   Ab   YouTube Style

Speaker Profiles   Ab   Breaking NE

Privacy Policy

Script Cleaner
Clears formatting for
optimal performance.

New Speaker Profile
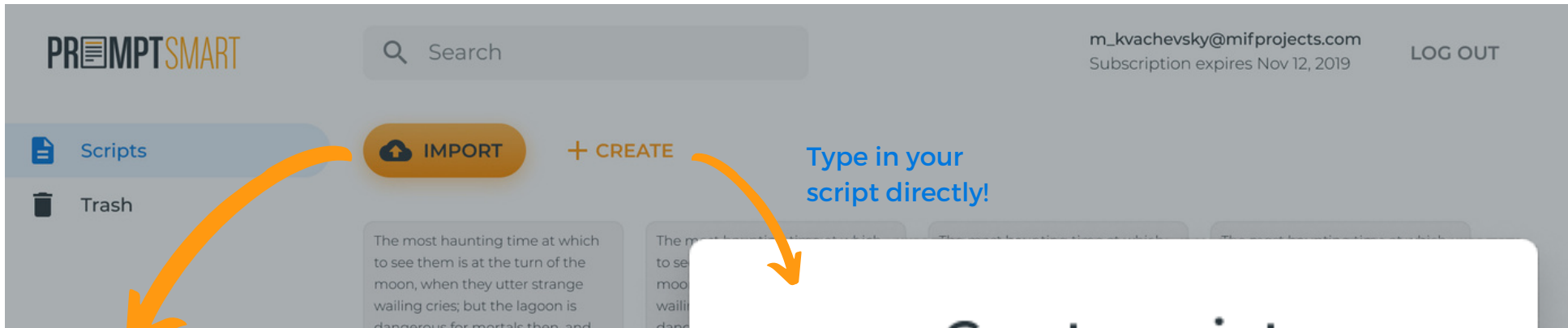
Name your profile

Black and Yellow

font   Cabin   160   **determine your text size**
Thin font for sm   REMOVE

B   *I*   A   🎨   ≡ ≡ ≡ ≡   **alignment**

Fourscore and seven years ago our fathers brought forth, on
this continent a new nation, conceived in liberty, and
dedicated to the proposition that all men are created equal.

color

Pre-set scroll:

120

scrolling speed preferences for your scripts

CANCEL   SAVE

Add Content: Console > Scripts > Create/Import/Drag-and-Drop

PR=MPTSMART

Search

m_kvachevsky@mifprojects.com
Subscription expires Nov 12, 2019

LOG OUT

Scripts

Trash

☁ IMPORT   + CREATE

The most haunting time at which to see them is at the turn of the moon, when they utter strange wailing cries; but the lagoon is dangerous for mortals then, and...

Type in your script directly!

Import from your computer or drag-and-drop from compatible files from either Microsoft Word, RTF, a scanned PDF, or DOC TXT.

Import in two ways: Using the file selector pop-up or "Drag-and-drop" from Finder/Explorer windows (recommended)

Create script

iCast Test Script

CANCEL   CREATE

Version History: Console > Scripts > Script View

Once inside your script, click Version History prompt to pull down the History Panel.

Print

Send Script to "Trash"

Open editor

Click here to view options

← iCast Test Script

🖨 🗑 Last edit was today   EDIT SCRIPT

Story 1
🎞 Black and Yellow

Edit scripts on the web with the promptSmart iCast platform.

Story 2
🎞 Red and green

You can put in multiple stories in serial order and edit them separately

Version history

▼ Monday, March 30

Mrch, 30 07:55PM

Mrch, 30 07:26PM

restore this version
make a copy
download on computer
delete this version

IMPORTANT: Restoring creates a new version. There are limited number of versions (20).

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Script Editor: Console > Scripts > Edit Script

James Matthew Barrie - The Adventures of Peter Pan

ADD STORY   ADD COMMERCIAL

Story name   SAVE CHANGES

Click here to edit title of the block

DELETE STORY   CLEAR FORMATTING

Ab Story 1
    Profile ▾   10 words   00:00:04

Ab Story 2
    Profile ▾   13 words   00:00:06

Click here to apply Speaker Profile to story block

Ab Story 3
    Profile ▾   80 words   00:00:32

Ab Default Profile
    Lato, 100

Ab Dlack and Yellow
    Roboto Condensed, 160

Ab Red and Green
    Istok Web, 76

Preview shows name, colors, font style and size

↶ ↷   Lato ⇕   100 ⇕   B I U S

Customize scripts here. Syncs with PromptSmart mobile and desktop apps.

Spellcheckr

Add colors to individual words.

Underline or Strikethrough.

<Create a tagged cue with one click of selected text>

Add flags ▶to quickly navigate long texts or manuscripts. (PC Only)

Left-, center-, right-, or fully-justify the text (applies to entire document).

Bold and *italics* typeface supported in Studio Edition only (not in mobile).

Undo and **redo** with arrow buttons. CTRL or CMD + Z to undo, too.

WEB GUIDE

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Add/Remove Blocks: Console > Scripts > Edit Script > [Buttons]
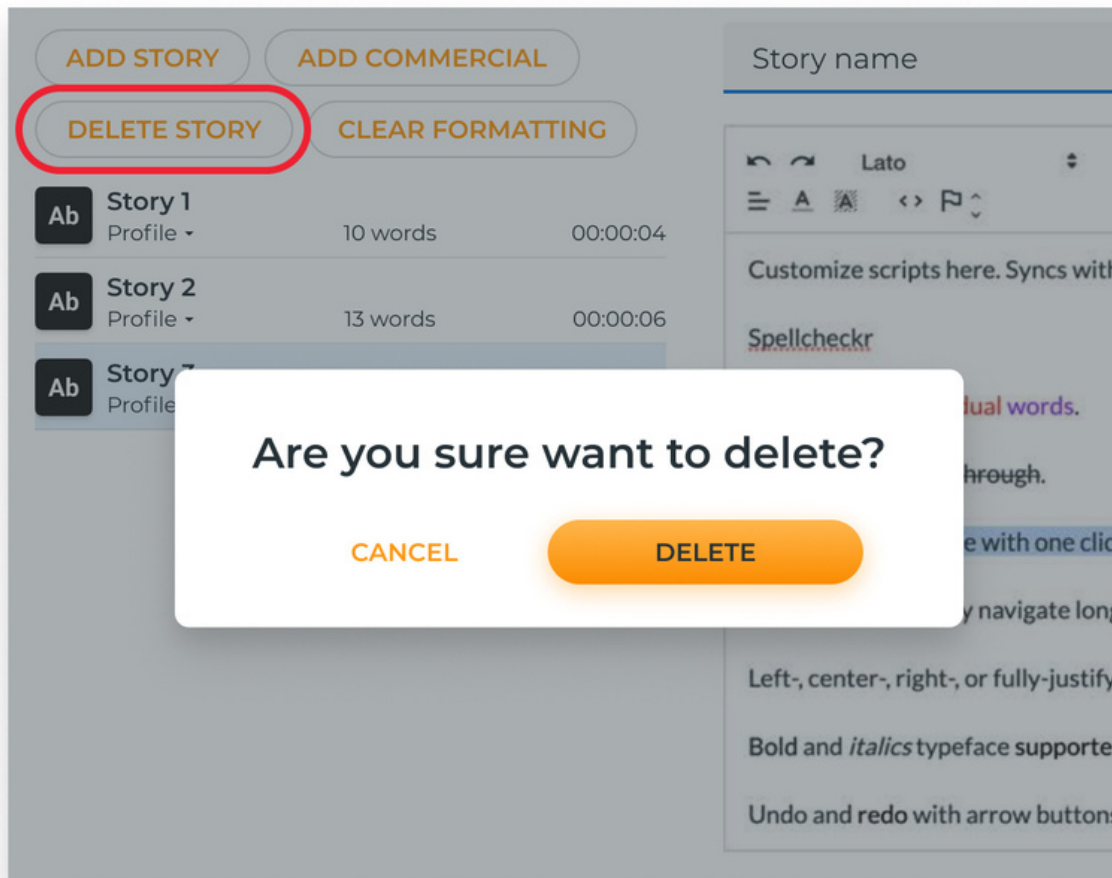
Click Delete Story button to delete selected blocks

- deleted blocks will not go to "Trash"
- Cannot be undone
- Restore from version history if deleted in error

Add or Remove Story Blocks

- Click "Add Story" to add
- Click "Delete Story" to remove a block from the rundown

Click "Clear Formatting"

- Remove all formatting, leaving only plain text.

Caution: "Trash" only holds scripts. Deleted blocks may be difficult to recover

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Recover/Delete Scripts: Console > Trash

Permanently
DELETES all files
listed below

Restores all files
from TRASH back
to SCRIPTS

Restores selected
section ONLY

Deletes
selected
section
ONLY

PR<u>OM</u>PTSMART

🔍 Search

beta@icast.com
Trial expires Apr 6, 2020

LOG OUT

📄 Scripts

🗑 **EMPTY TRASH**   🕑 **RESTORE ALL**

Selected : 1 item   🕑   🗑

🗑 Trash

Name	Last edit	Date deleted
📄 Deleted Script	30.03.2020 08:48pm	Mon. Mar 30, 2020

SHOW MORE

IOS GUIDE For your iPad or iPhone

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Sign In to Activate iCast
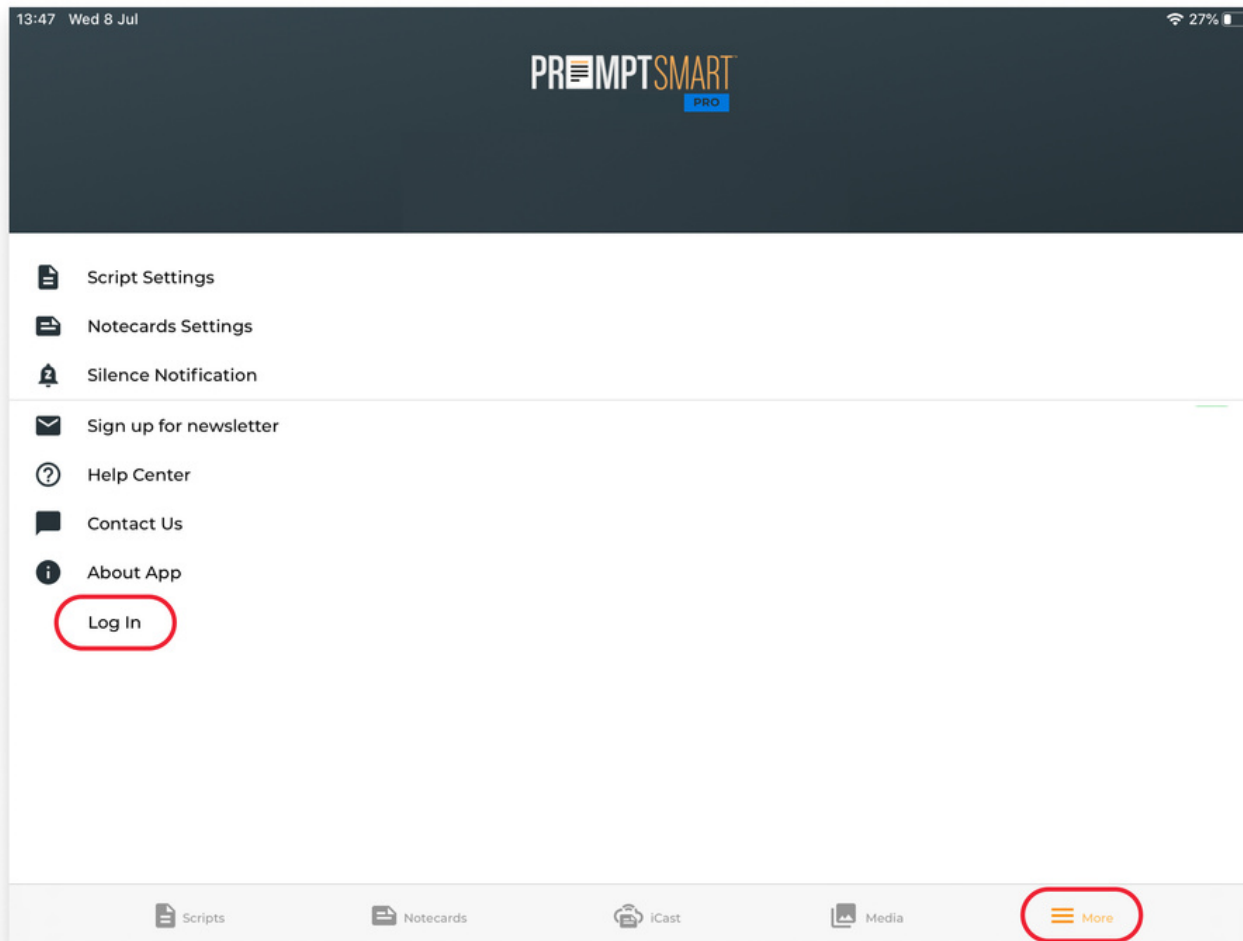
Sign in (iOS)

- Tap "More"
- Tap "Log In"

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Verify Your Log-In

13:47 Wed 8 Jul   27%

PR■MPTSMART
EXTENDED

beta@icast.com
2020-04-06 18:09:0
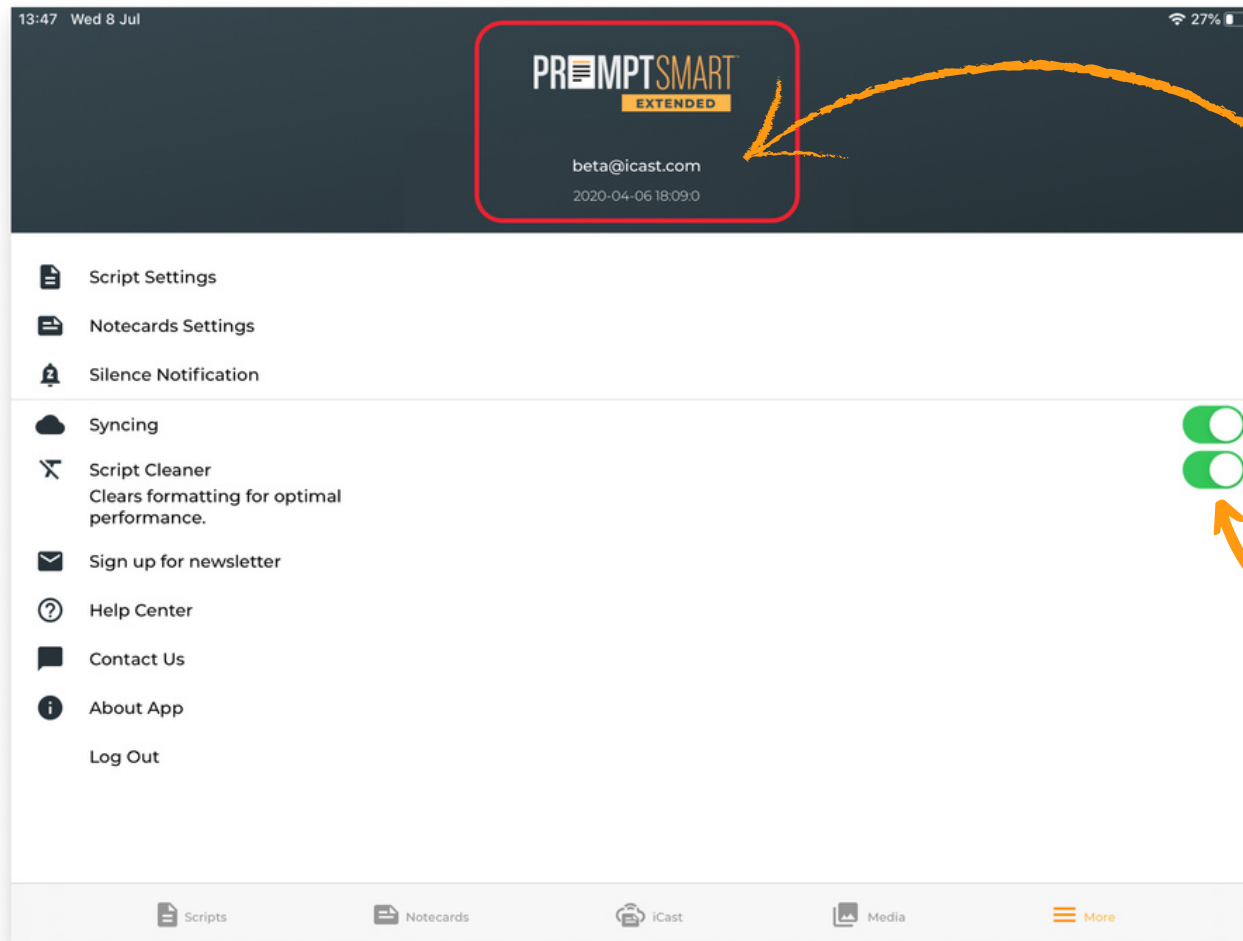
Studio Edition Subscribers
appear as Extended above

Script Settings

Notecards Settings

Silence Notification

Syncing

Script Cleaner
Clears formatting for optimal
performance.

Keep Syncing button "on" (GREEN)
to receive updates from the web and
other PromptSmart apps

Sign up for newsletter

Help Center

Contact Us

About App

Log Out

For optimal use, it is recommended
to keep the Script Cleaner function
on (GREEN)

Scripts   Notecards   iCast   Media   More

IOS GUIDE For your iPad or iPhone

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iCast Script Library User Interface
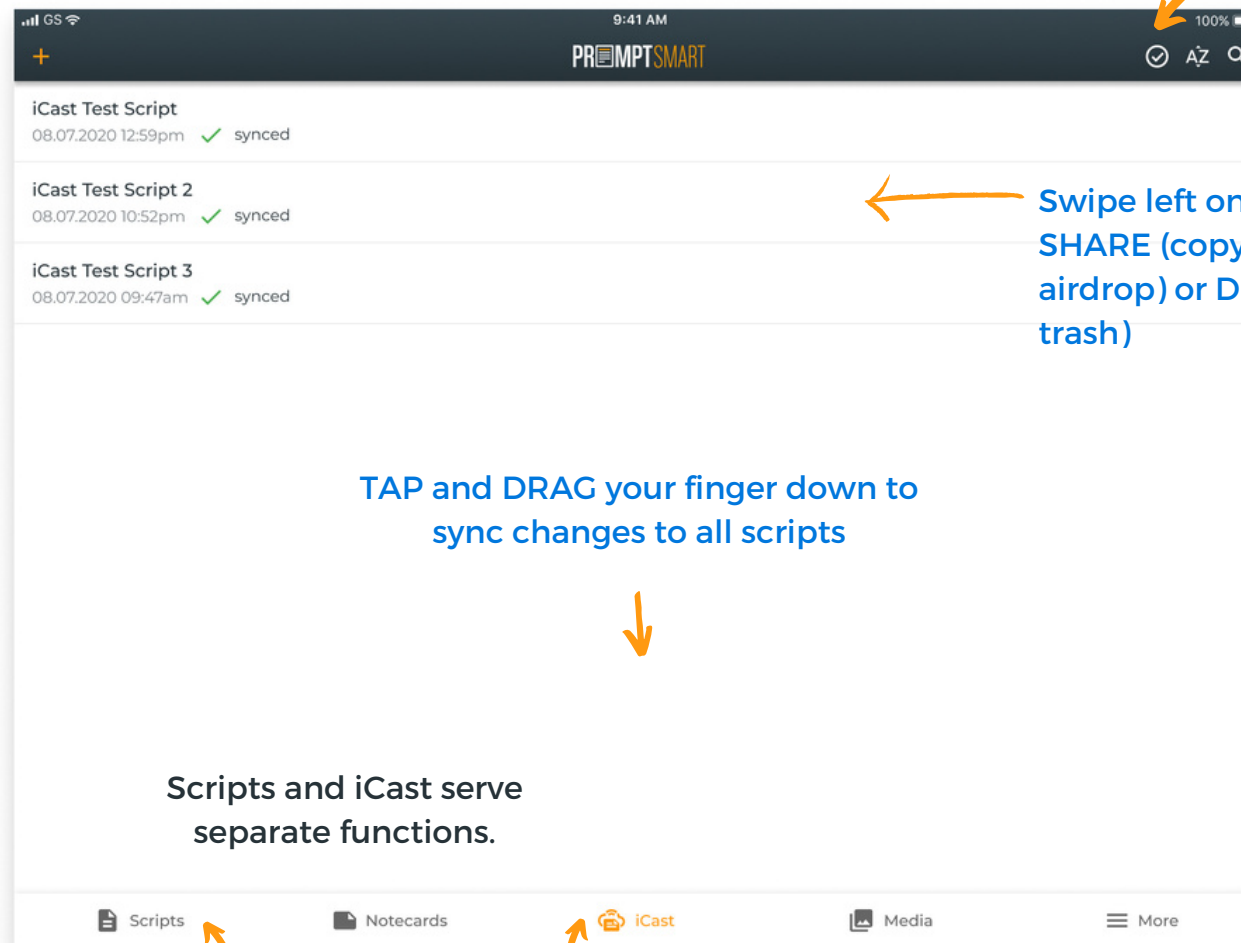
Press the Circled Check to bulk delete multiple script selections

‖ GS 🛜   9:41 AM   100% ▭

PR█MPTSMART   ⊘ A̧Z 🔍

+

iCast Test Script
08.07.2020 12:59pm ✓ synced

iCast Test Script 2
08.07.2020 10:52pm ✓ synced

Swipe left on individual Scripts to SHARE (copy, save, email, text or airdrop) or DELETE (move script to trash)

iCast Test Script 3
08.07.2020 09:47am ✓ synced

TAP and DRAG your finger down to sync changes to all scripts

Scripts and iCast serve separate functions.

📄 Scripts   🗒 Notecards   📷 iCast   🖼 Media   ☰ More

Scripts allows you to work on individual scripts.

iCast allows you to collaborate on your scripts in groups.

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Edit Script - Profiles, Content Preview, UI Toolbar

See which Profile settings are applied to each block.

Default Profile settings appear as plain-text in mobile.

all GS 🛜   9:41 AM   100% 🔋

‹   iCast test Sc...

iCast Test Script

📄 Black and Yellow

Edit scripts on the web with the PromptSmart iCast

Stoty title

📄 Red and Green

You can put in multiple stories in serial order and edit them separately.

Select/delete stories	Send to "Trash"	Play Entire Rundown	Mobile-only Settings	Share/Export

TOOLBAR

⊘   🗑   ▶   ⚙   ⬆

IOS GUIDE For your iPad or iPhone
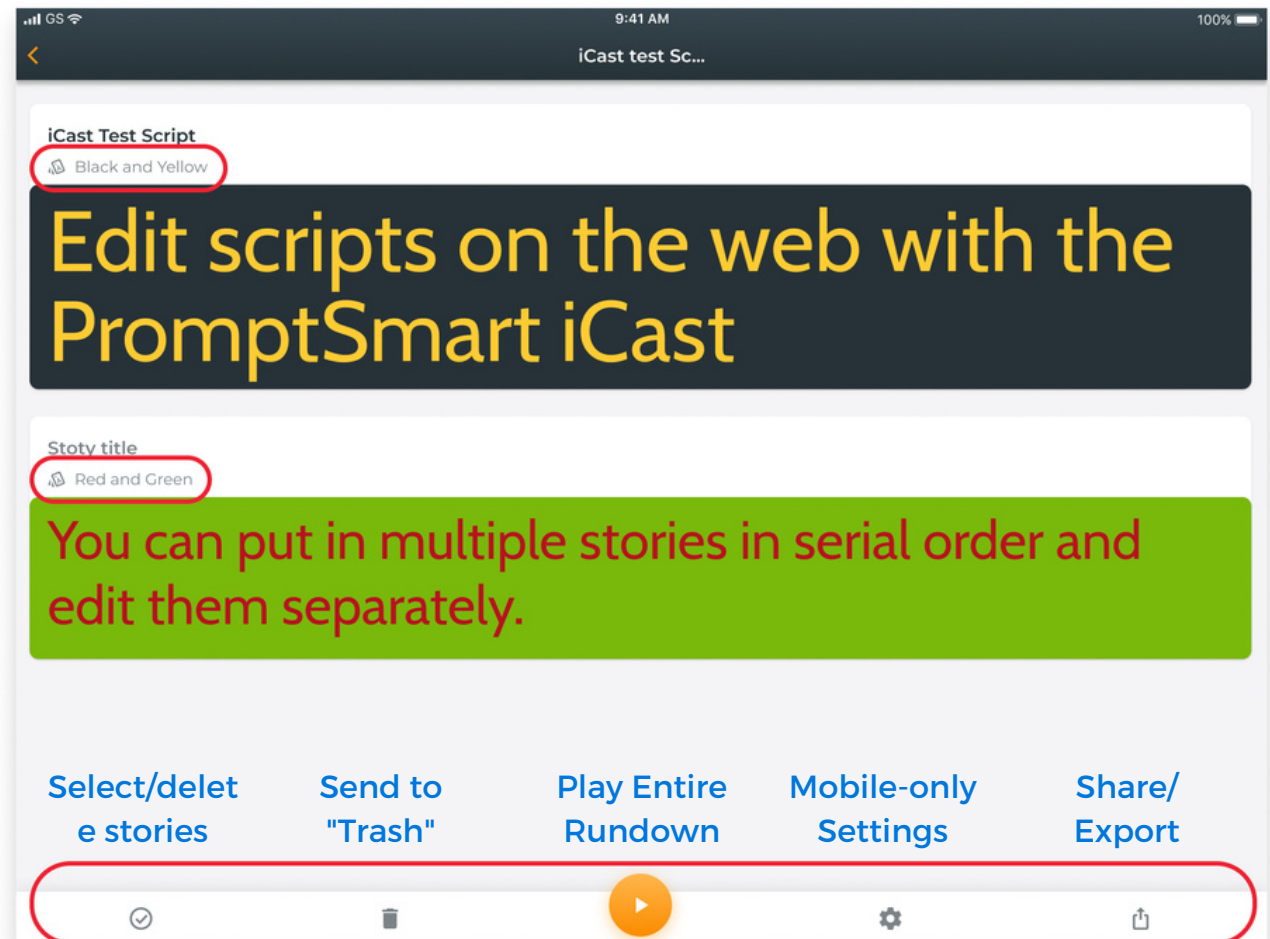
Mobile Script Settings

Enter into your SCRIPTS SETTINGS TAB where you can change your Profile settings on your mobile device
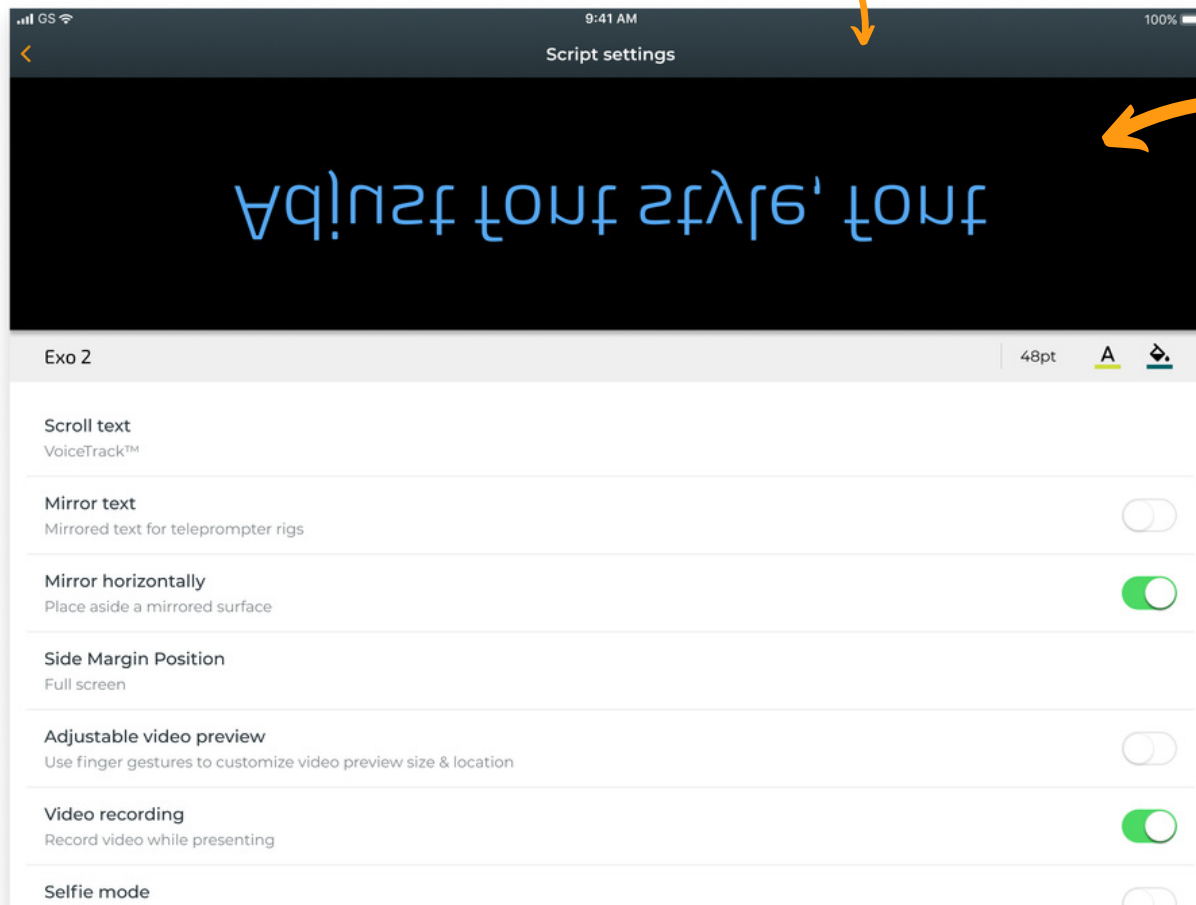
Mobile users: control display with font size, mirroring, and margin narrowing

iCast profile from the Web overrides font style and colors

Note: Syncing from your iCast profile from the Web will affect "profile settings" on your mobile device where they can not be changed. If the profile setting on iCast on the web is set to "DEFAULT" you may make changes on your mobile device.

IOS GUIDE For your iPad or iPhone

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Edit or Add Stories in iOS

Story block sub-title

Story block content

Script / Rundown title

Tap the box to edit story block

Tap "Add story" for new block

Rundown name	
Stoty title	
Default profile	
Story text	

Stoty title	
Default profile	
Story text	

+ ADD STORY

Select/delete stories	Delete rundown	Play Entire Rundown	Mobile-only Settings	Share/ Export
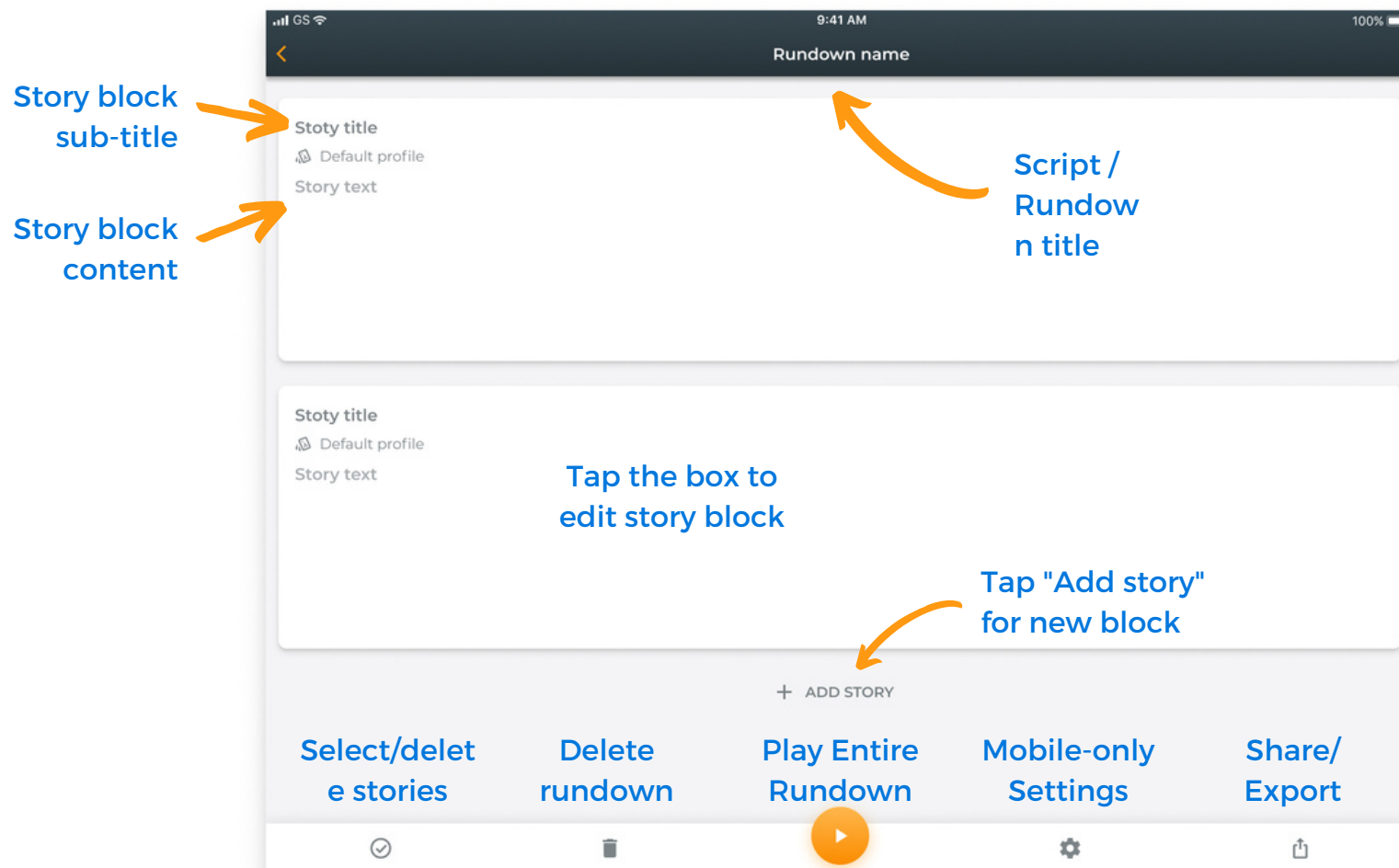
Importing or Creating iCast Scripts in iOS
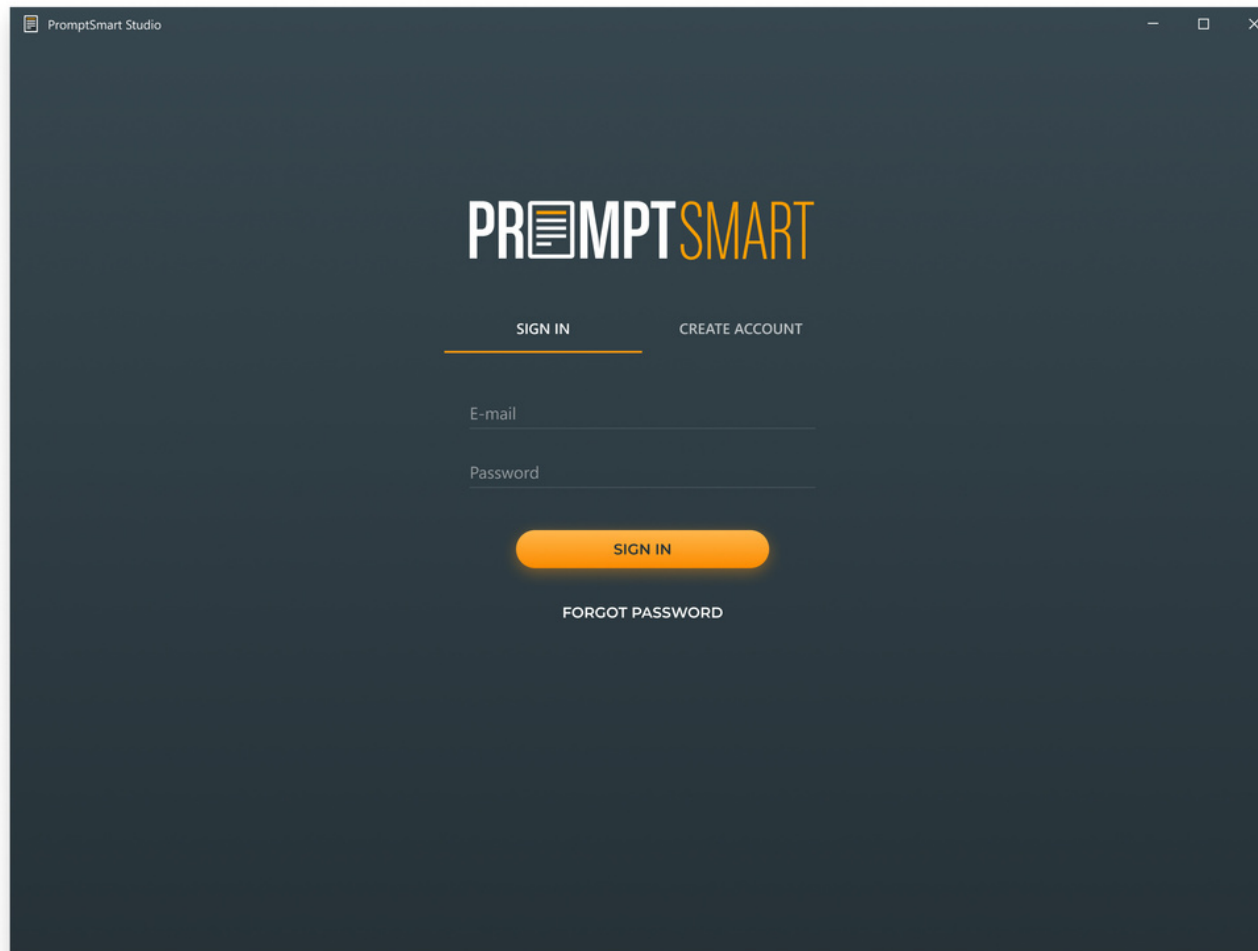
Tap "+" to import or create in mobile

Adding content under the "scripts" will not sync to iCast on the web or on the desktop.
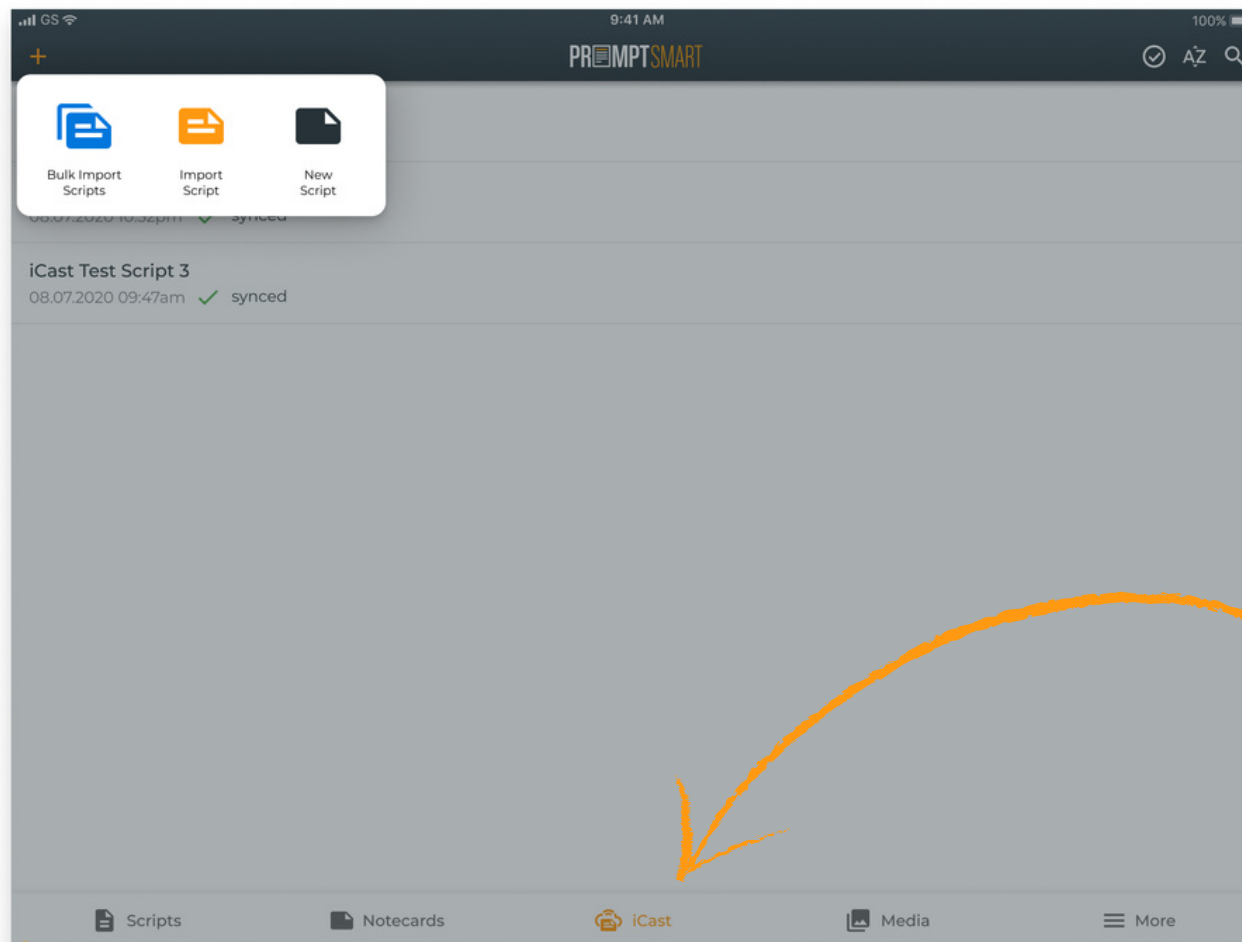
When in the iCAST tab, tap "+" to import or create on your mobile device. Any new additions will sync to the web, your PC or Android

STUDIO GUIDE

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Log in to the Studio App with your PromptSmart Account Credentials

FILE SCREEN. Add content and sync to iCast Server

In the FILE screen you can add content and sync to your iCast Server
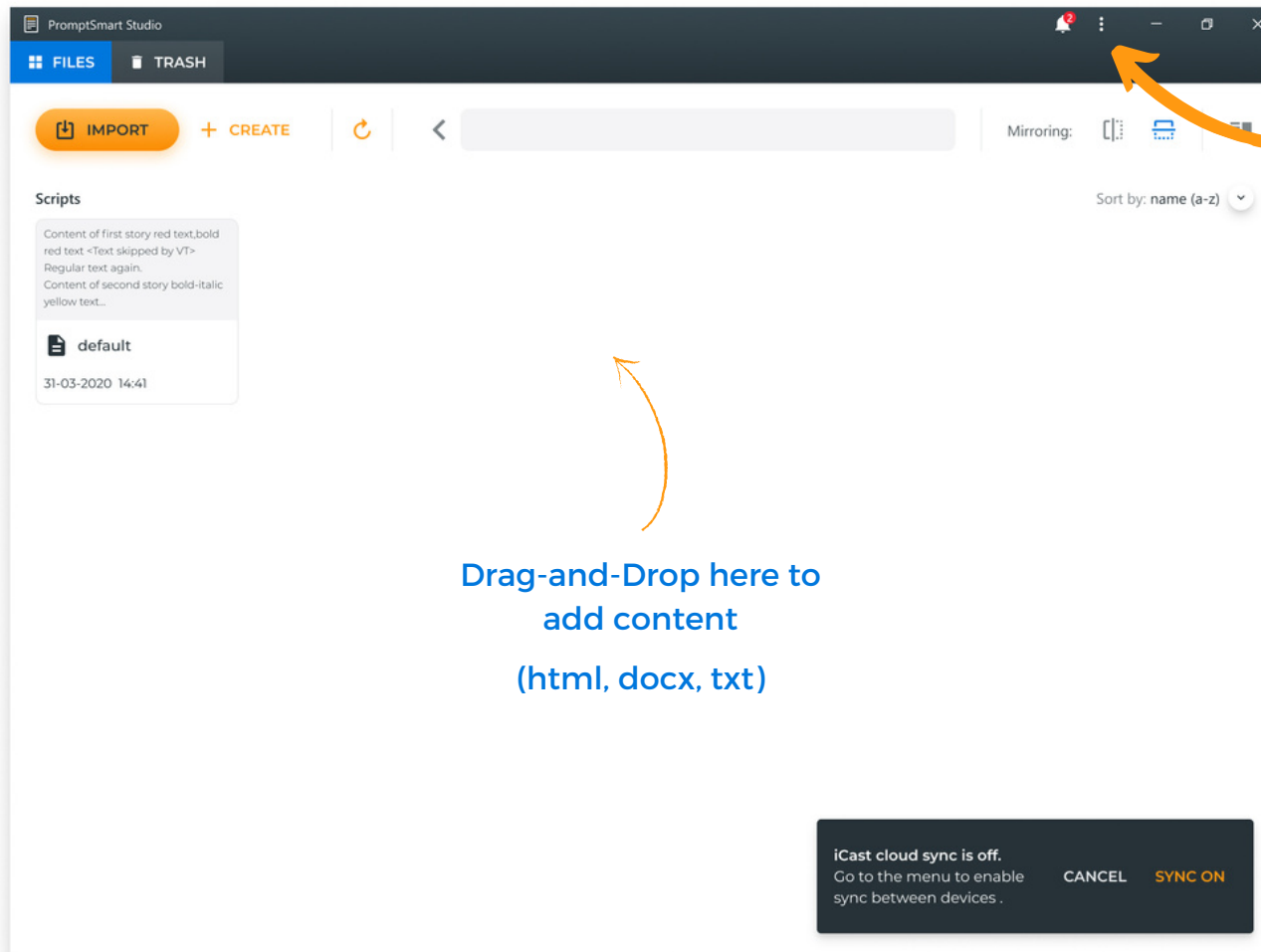
Note: default Sync is OFF. Must be turned on by the user in the menu.

Drag-and-Drop here to add content

(html, docx, txt)
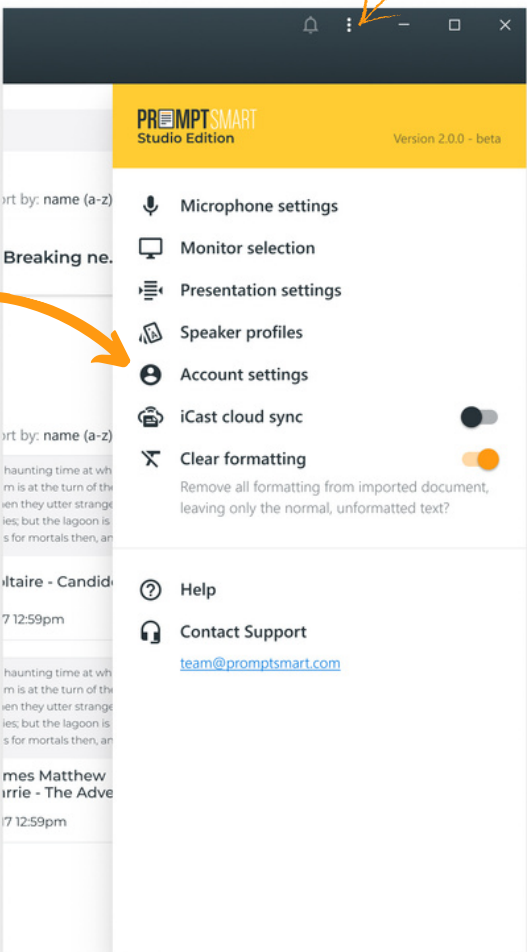
Click "IMPORT" to add from a local directory

Click "CREATE" to add a new script or folder

Refresh Library to Sync with iCast Server

Click to sync from Server

STUDIO GUIDE
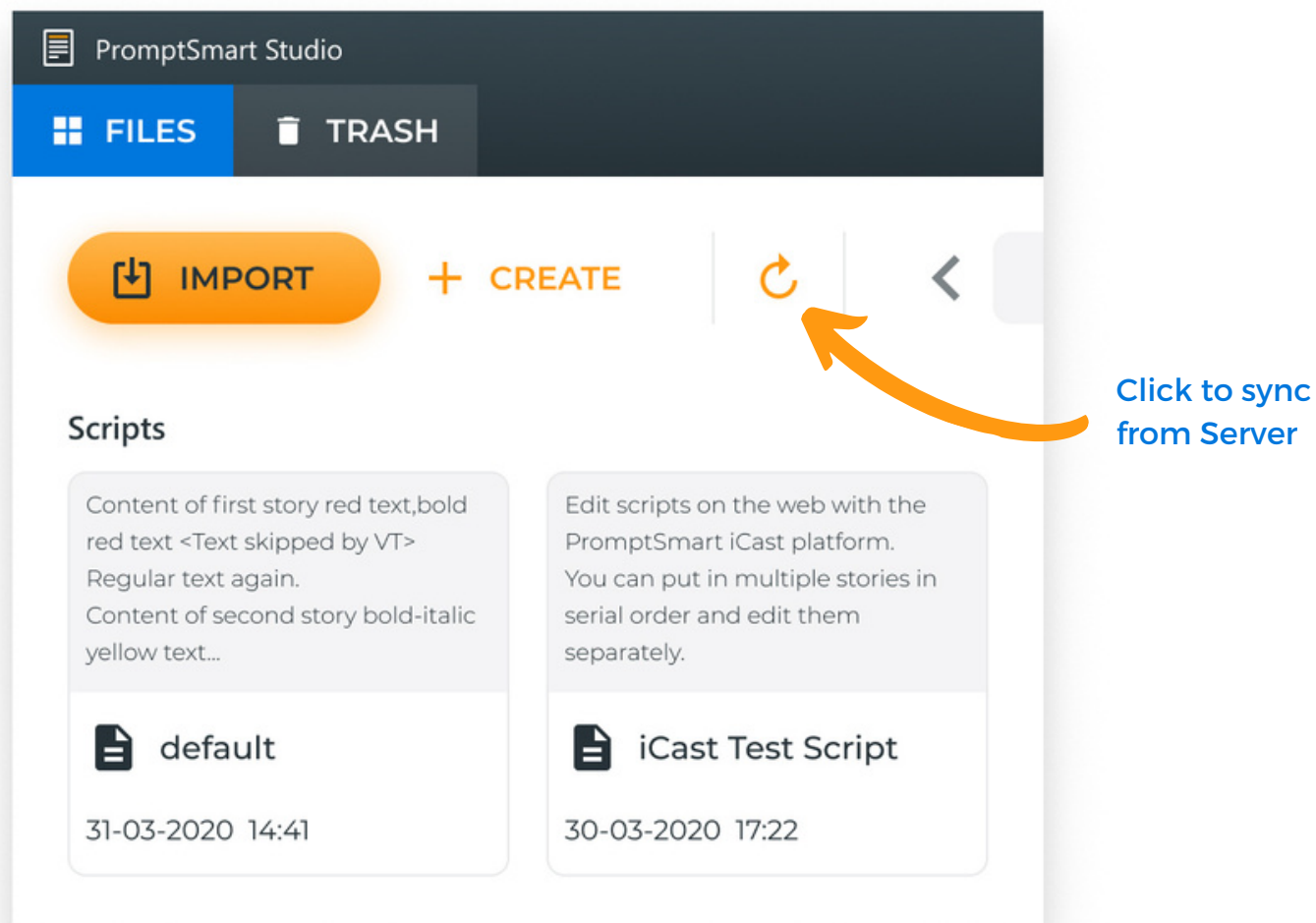
Options Menu

Click to open Options Menu

PR⬛MPT SMART
Studio Edition   Version 2.0.0 - beta

🎤 Microphone settings

🖥 Monitor selection

📊 Presentation settings

📇 Speaker profiles

👤 Account settings

🖨 iCast cloud sync

✖ Clear formatting

Remove all formatting from imported document, leaving only the normal, unformatted text?

❓ Help

🎧 Contact Support
team@promptsmart.com

Click to expand each section

◄ Microphone Selector & Level Indicator
◄ Monitor Selector
◄ Indicator and Guides settings
◄ View Speaker Profiles
◄ Subscription info
◄ Turn on/off the connection to the server (default is off)
◄ Turn on/off the Script Cleaner

Speaker Profiles - Sync from Web

PR**O**MPT SMART
Studio Edition

Version 2.0.0 - beta

🎤 Microphone settings

🖥 Monitor selection

▤ Presentation settings

Speaker profiles ▲

Click here to
Create new profile

＋ CREATE

Click here to Sync
web profiles

Ab Default Profile

Ab Black and Yellow

Click here to Edit
existing profile

Ab Red and Green

👤 Account settings

Click here to
Delete profile

STUDIO GUIDE

Menu - Presentation Settings

Click to expand menu item
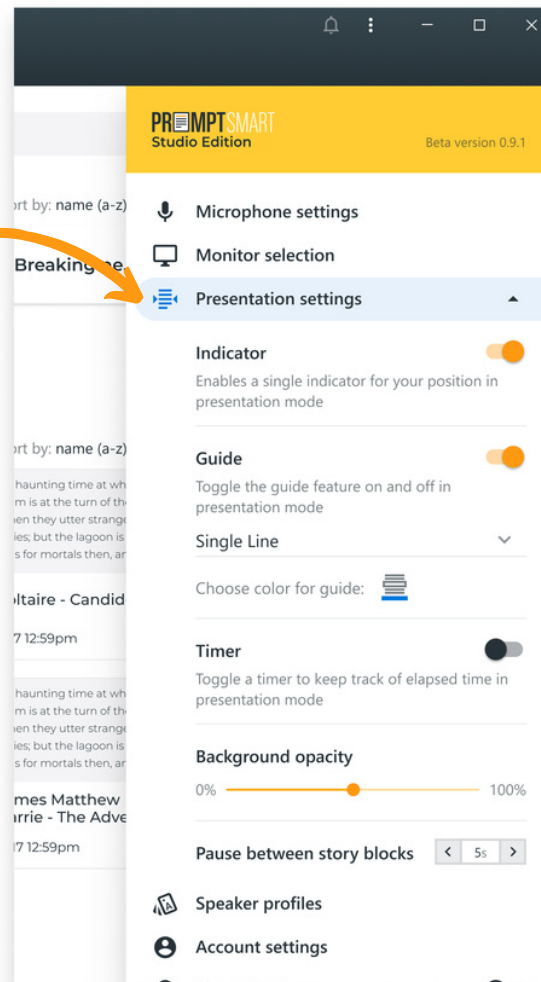
◀ **Indicator** (Activates a more subtle, small arrow guide on the left hand side of your screen)

◀ **Guide** (Adjust your reference guide to be a single line or three lines wide.)

◀ **Timer** (track your presentation time)

◀ **Background opacity** (control the level of transparency on your presentation screen)

◀ **"Pause between story blocks"** Control the timing between story blocks

STUDIO GUIDE

PR**MPT**SMART

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Edit Script Interface

Toggle mirroring with one of two buttons (blue = on; gray = off)

Organize Content in the table here

Click-and-drag to organize story blocks

Edit selected story block here. You can add custom features mentioned here - arrow pointing right to left.

Apply profiles to one or all blocks

Send prompter window

Launch presentations with "Play"

PromptSmart Studio

FILES   TRASH   iCast Test Script

ADD STORY   ADD COMMERCIAL   DELETE   CLEAR FORMATING

✓ Changes saved in iCast   Mirroring:

Story	Story Title	Profile	Screen	Word Count	Time	Status
A1	Story 1	Ab	1	10	00:04	PLAY
A2	Story 2	Ab	1	20	00:08	PLAY
A3	Story 3	Ab	1	77	00:30	PLAY

Totals: 107   00:42

Story 3

Lato   100   B I U S A <>

Customize scripts here. Syncs with PromptSmart mobile and desctop apps.

Spellcheckr

Add colors to individual words.

Underline or Strikethrought.

<Create a tagged cue with one click of selected text>

Add flags 🚩 to quickly navigate long texts or manuscripts. (PC Only)

Left-, center-, right-, or fully-justify the text (applies to entire document).

STUDIO GUIDE

Stories Table - Display Options

Click here to decide what fields display in your table

STUDIO GUIDE

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Edit Script - Save and Sync
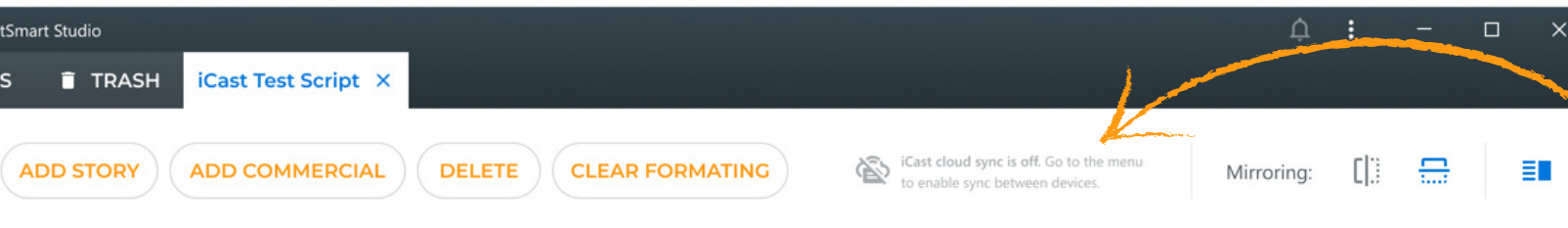
The connection to the server is off. Go to menu and switch on iCast cloud sync.
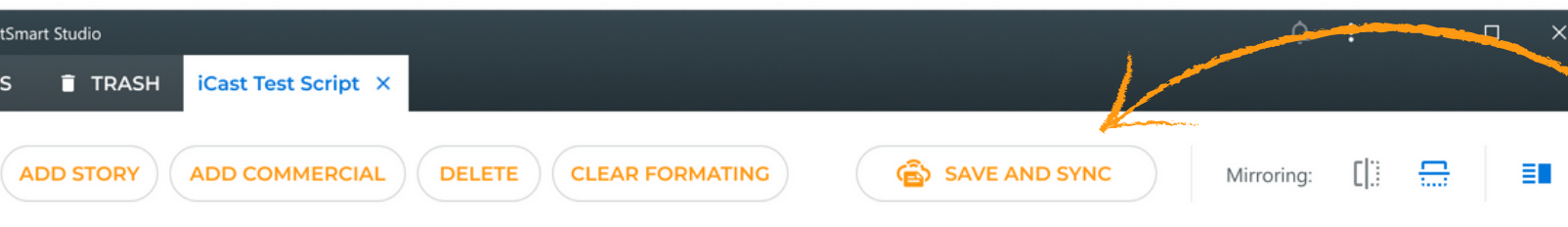
There are pending changes in the document which you can Save and sync with the apps. Click "Save And Sync".
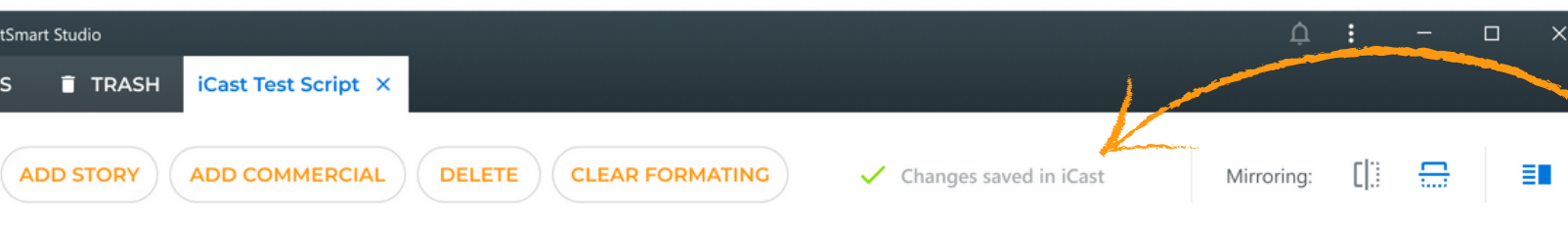
Changes saved in iCast and apper in other apps.

IMPORTANT: Changes will be synced if you click "Save And Sync" button or close tab.

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Preview Window Features

Start/Stop VoiceTrack listening

Clicking here enables keyboard arrow controls

Double clicking immediately pushes story to display

iCast Test Script

■ STOP   BREAKING NEWS

120

Rundown queue

Story 1

Story 2

Story 3

▶ Edit scripts on your PC with the PromptSmart iCast platform.

Select Skin to apply to whichever story is next

Arrows advance to next story (can manually select any story in the rundown)

Click here to advance "next story" to the display

Next story:

‹ James Matthew Barrie - The Ad...   ›   UP NEXT

Skins: Ab ⌄

STUDIO GUIDE

PR MPTSMART

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Screen Blanking / Breaking News

Click on BREAKING NEWS to warn your speaker of incoming, priority information
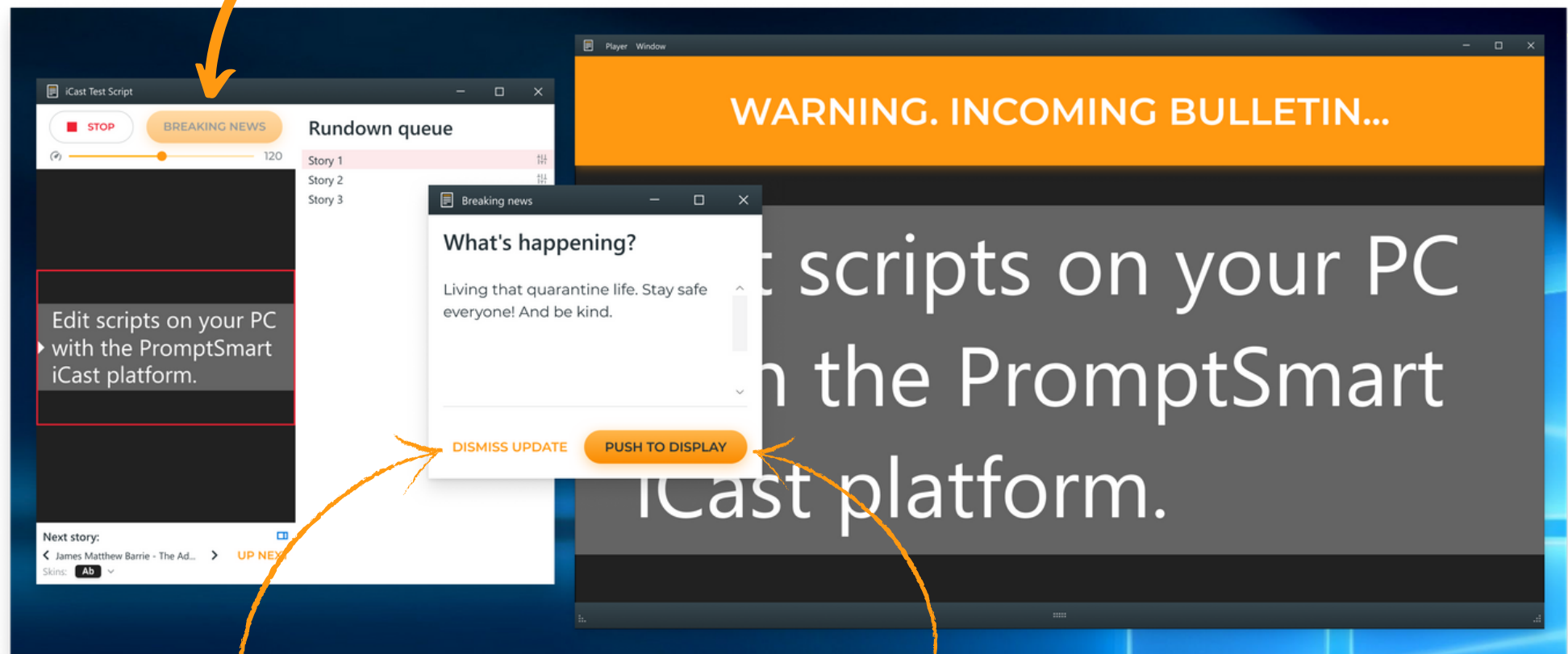
To revert to previous script, click DISMISS UPDATE

To send the report to the display, press PUSH TO DISPLAY

How to use SRT file generation
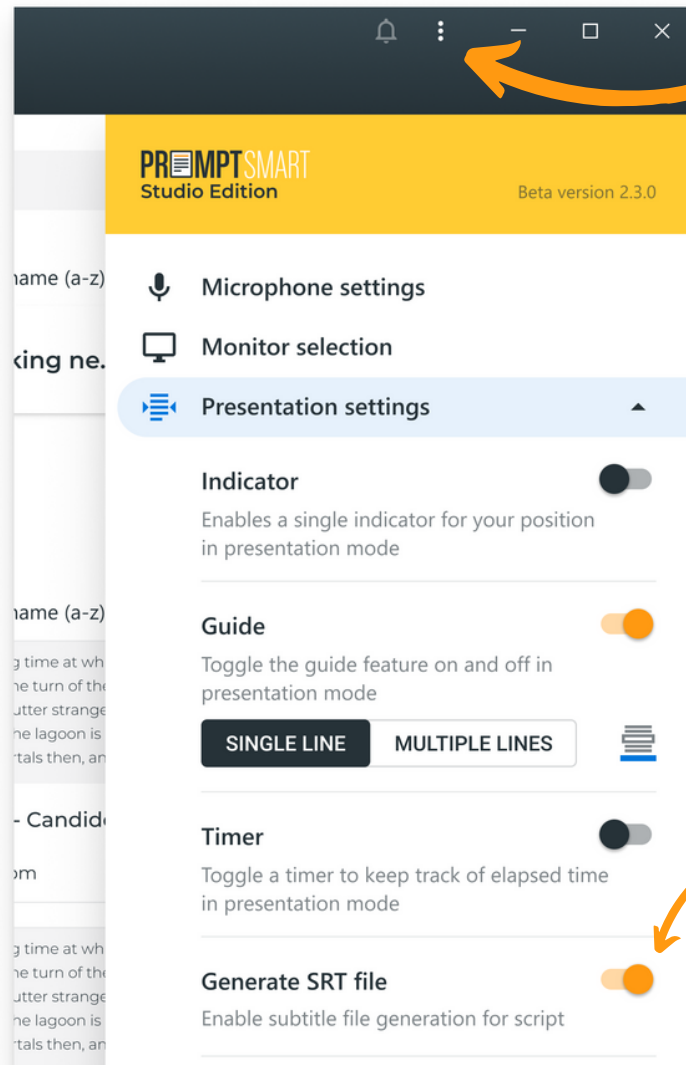
Click on the kebab menu right top navbar.

PR█MPTSMART
Studio Edition   Beta version 2.3.0

🎤 Microphone settings

🖥 Monitor selection

≣ **Presentation settings**   ▲

Indicator   ⬤○
Enables a single indicator for your position in presentation mode

Guide   ○⬤
Toggle the guide feature on and off in presentation mode

[SINGLE LINE] [MULTIPLE LINES]   ☰

Timer   ⬤○
Toggle a timer to keep track of elapsed time in presentation mode

Click on the "Presentation Settings" and turn on the "Generate SRT file" switcher .

Generate SRT file   ○⬤
Enable subtitle file generation for script

Head to the desired script

- Click "Play" -- the time begins running immediately, so avoid long delays before you begin reading for more accurate timestamps.
- Read the text on the scripts.
- Click on the "Stop" button in the "Preview Pane" or close the presentation window.
- The "New SRT file generated" alert is shown.

New SRT file generated

New SRT file was generated after presentation. Do you want to save it?

[SAVE]   CANCEL

- Click on the "Save" button.
- Or if you closed the alert. Click on the "Files" tab in PromptSmart Studio.
- Right click the script.
- Click on the "Get SRT" and save the generated file.

ANDROID GUIDE

PR**MPT**SMART
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Sign In With Your PromptSmart Account Credentials
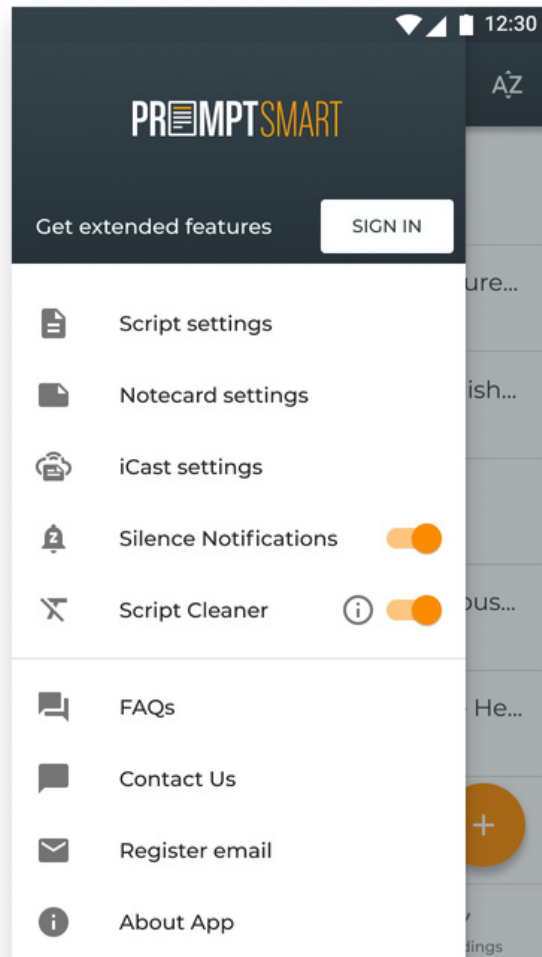
Log-In PromptSmart

Appears on initial start-up of Android app

Or tap Menu and then "Sign in" button

PR🗎MPTSMART
my.promptsmart.com

Sync your iCast Library or Import from Cloud

iCast Library shows rundown name and date/time of the Sync

Tap and hold the screen and "drag" down with your finger to Sync

Tap "Plus" For Cloud Import
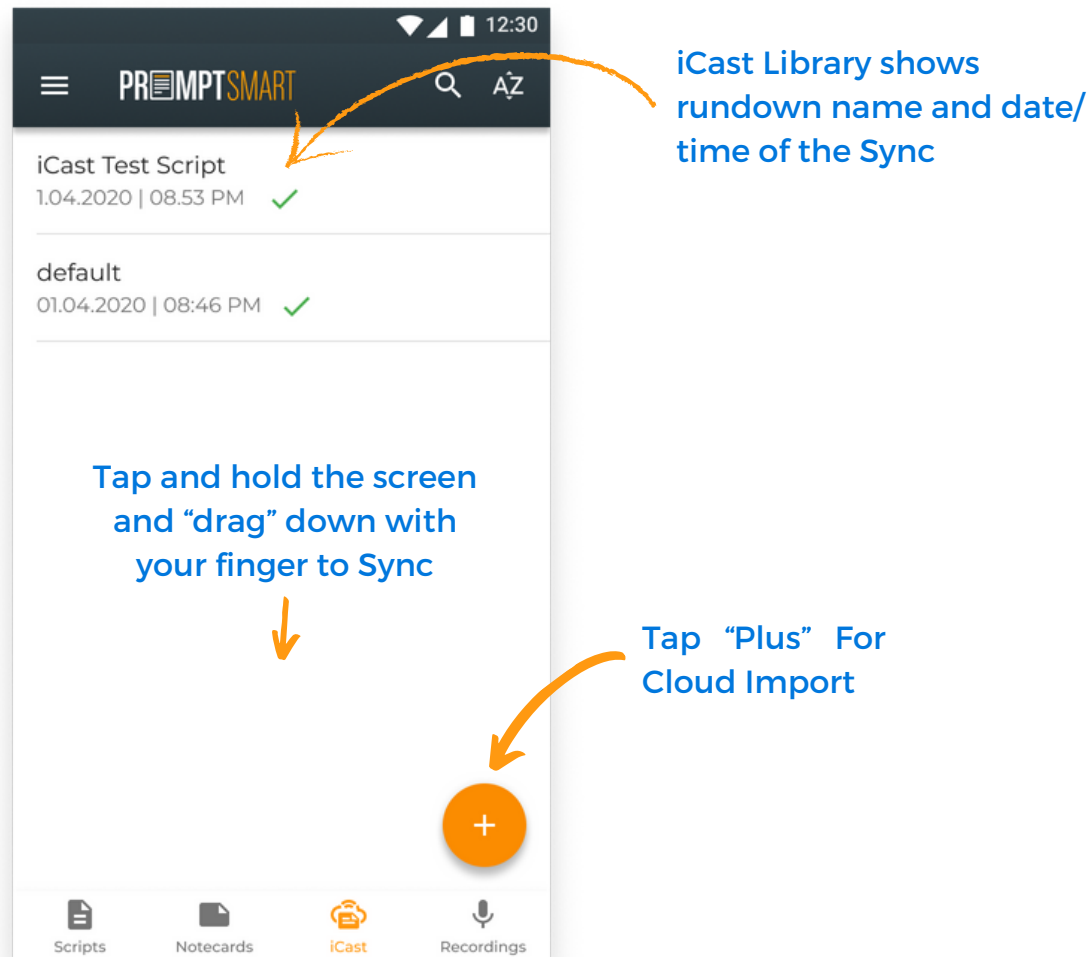
Send iCast Scripts to Trash
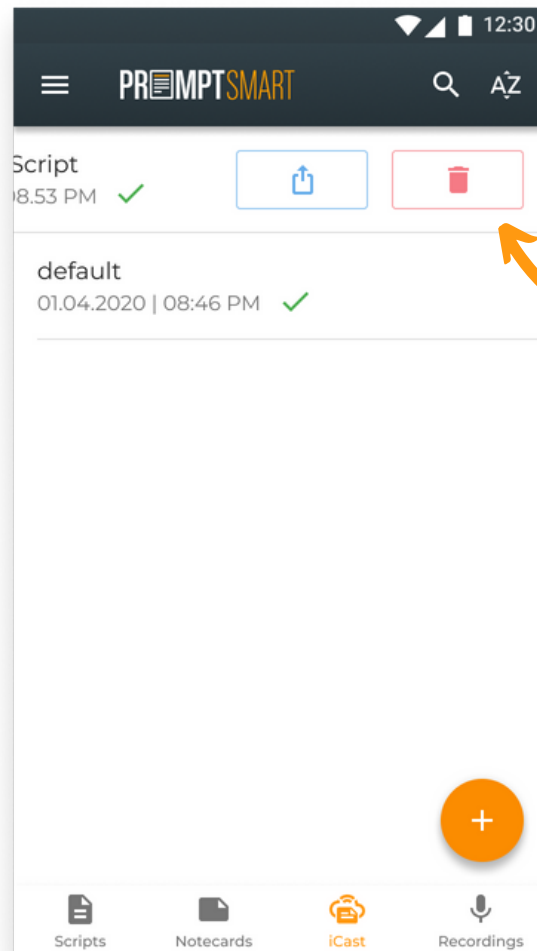
Swipe left exposes delete and share buttons

Delete action sends iCast Script to "Trash"

Can be recovered in the web console at:

my.promptsmart.com

Main Web Console > Trash

ANDROID GUIDE

PR[]MPT SMART
my.promptsmart.com

View and Edit iCast Scripts

Each story block appears in own box

Block title is in bold

content preview follows beneath

Tap inside white boxes to edit

Press orange "Play" button to present

Gear icon = iCast Settings

Add a block by tapping "+ Add Story"

iCast Test Script

Story 1
Default profile
Edit scripts on your PC with the PromptSmart iCast platform.

Story 2
Black and Yellow
You can put in multiple stories in serial order and edit them separately.

Story 3
Red and Green
Customize scripts here. Syncs with PromptSmart mobile and desctop apps.
Spellcheckr
Add colors to individual words.
Underline or Strikethrought.
<Create a tagged cue with one click of selected text> Add flags   to quickly navigate long texts or manuscripts. (PC Only)
Left-, center-, right-, or fully-justify the text (applies to entire document).
Undo and redo with arrow buttons. CTRL or to undo, too.

+ ADD STORY

iCast Settings

Enter into your iCast Settings to see this pull down menu
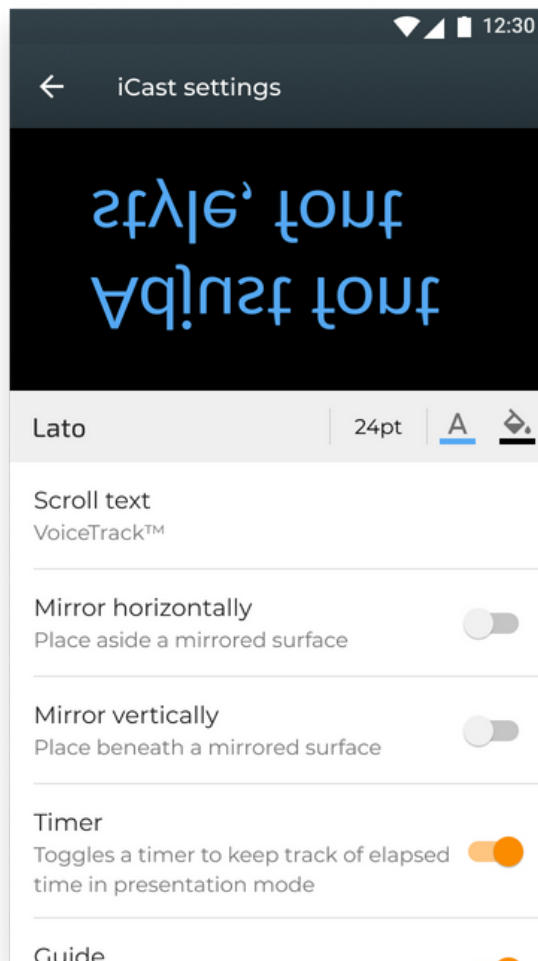
IMPORTANT: Font style, font color, and background color get overridden if a Speaker Profile is applied from the Web or from PC

SPECIAL NOTE: Syncing from your iCast profile from the Web will affect "profile settings" on your mobile device and can not be changed. If the profile setting on iCast on the web is set to "DEFAULT" you may make changes on your mobile device.

Mirroring must be selected here in the mobile device settings

Scroll down to find the SIDE MARGIN POSITION tab to select your margin width preference

REMOTE GUIDE

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Mobile Remote Control (iCast)
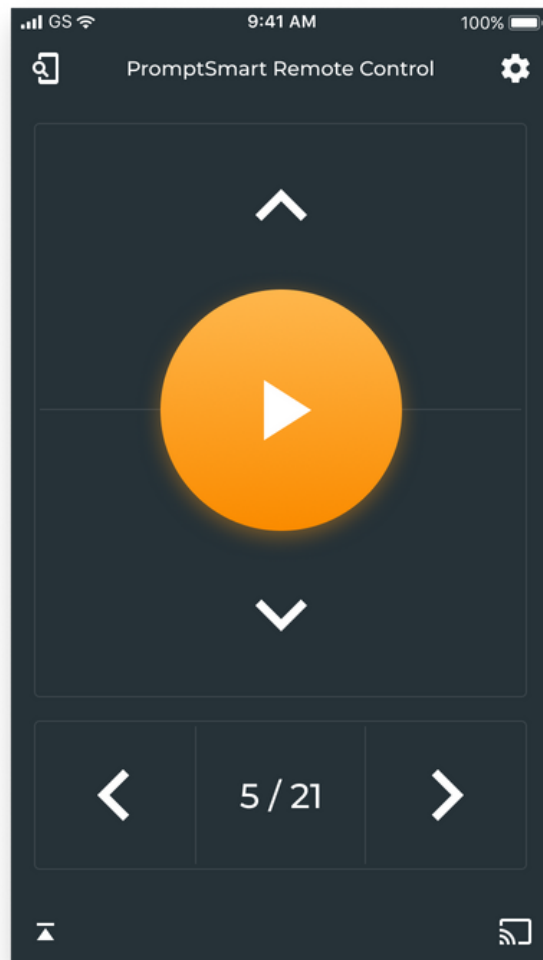
- Up/Dn arrows advance or return text

- Play starts or stops VoiceTrack

- Numbering shows the rundown position

- Right arrow = Next Story

- Left arrow = Previous story

- Back to top

- Mirror Prompter Display

- Display & Scroll Settings

REMOTE GUIDE

Remote Control Mirrored Mode
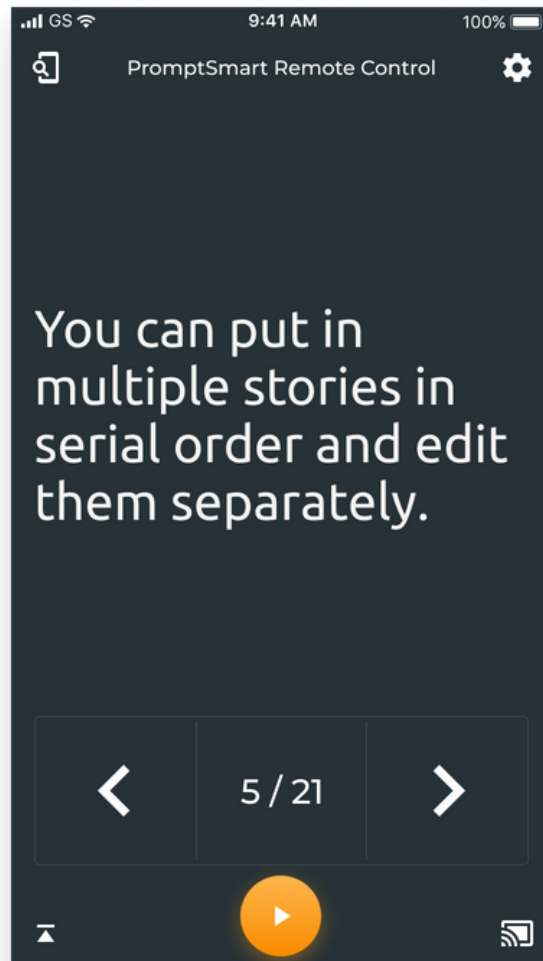
See Prompter Text in the Remote Control Display

- Gently slide finger up/dn to scroll back and forth (landscape orientation recommended)

- Arrows move between rundown stories

- Numbering shows you the rundown position