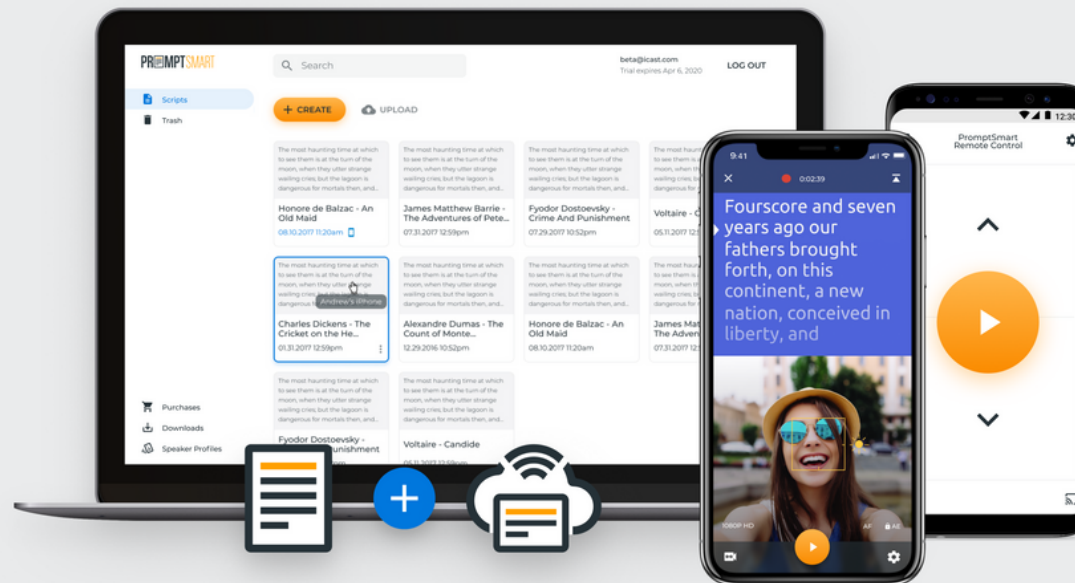




iCast User Guide



my.promptsmart.com

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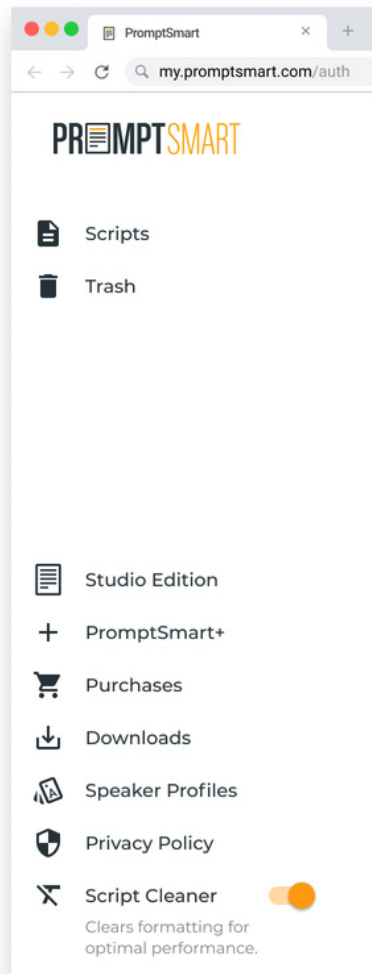
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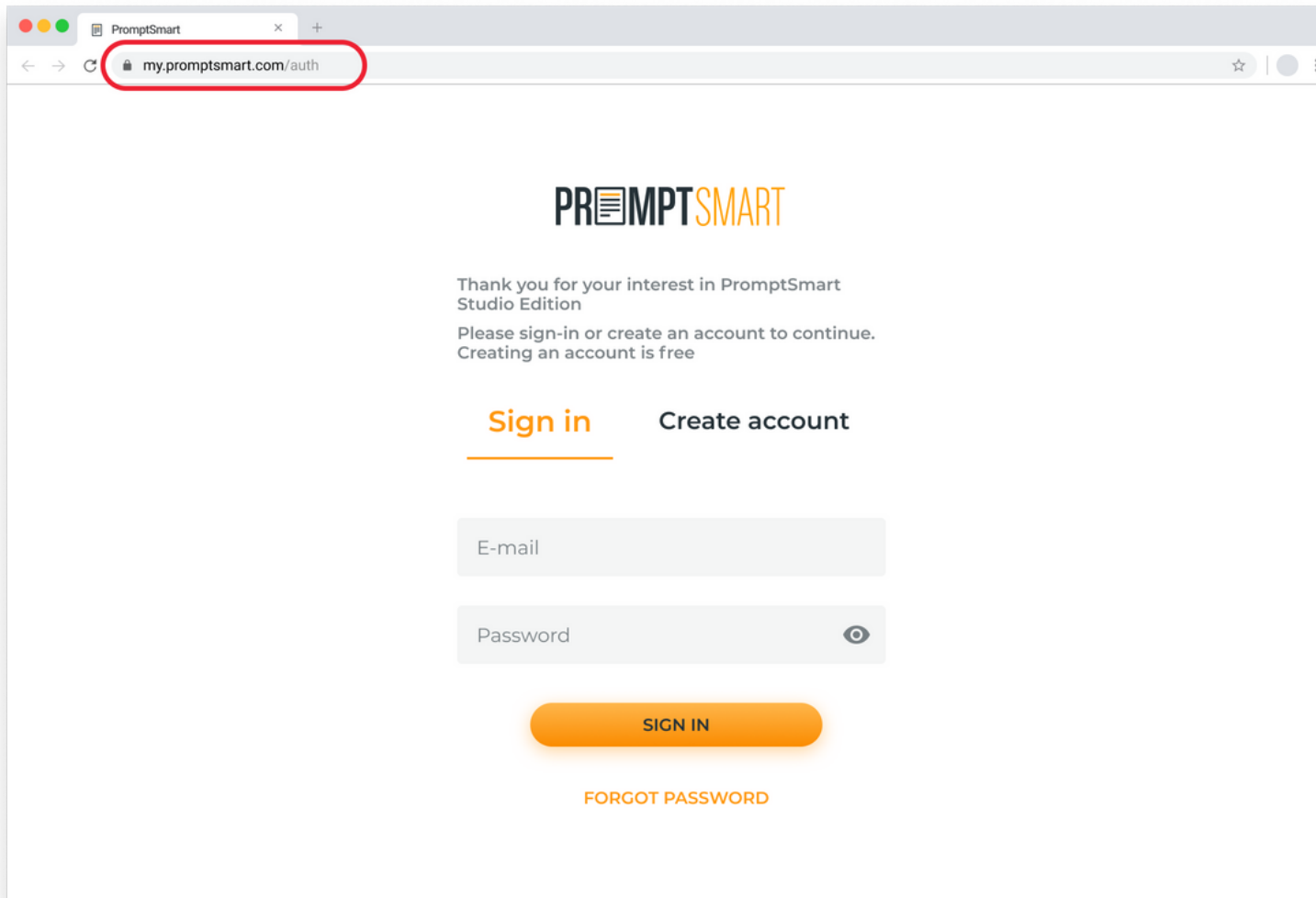
Web Master View (“Console”) - Sidebar



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)

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



A screenshot of a web browser window showing the PromptSmart login page. The browser's address bar is highlighted with a red circle and contains the URL my.promptsmart.com/auth. The page features the PromptSmart logo at the top, followed by a thank-you message for interest in PromptSmart Studio Edition. Below this, a message states: "Please sign-in or create an account to continue. Creating an account is free". There are two links: "Sign in" (underlined) and "Create account". Below these links are two input fields: "E-mail" and "Password" (with a toggle icon). At the bottom, there is an orange "SIGN IN" button and a "FORGOT PASSWORD" link.

PromptSmart

my.promptsmart.com/auth


PROMPTSMART

Thank you for your interest in PromptSmart Studio Edition

Please sign-in or create an account to continue.
Creating an account is free

Sign in Create account

E-mail

Password 

SIGN IN

[FORGOT PASSWORD](#)

See PromptSmart Account Details and Cancel Subscription Renewal

The screenshot shows the PromptSmart account page at `sandbox.promptsmart.com/asubscription`. The user is logged in as `beta@icast.com` with a trial ending on April 6, 2020. The main content area displays the 'PromptSmart Studio Edition Bundle' as a trial subscription from March 30, 2020, to April 6, 2020, on an annual basis. It includes an 'EXT' (Extended) subscription for mobile apps. The page features several action buttons: 'DOWNLOAD STUDIO', 'DOWNLOAD PAYMENT CONFIRMATION', 'CANCEL AUTO-RENEWAL*', and 'CHANGE CARD DETAILS'. A sidebar on the left contains links to 'Scripts', 'Trash', 'Studio Edition', 'PromptSmart+', 'Purchases', 'Downloads', 'Speaker Profiles', 'Privacy Policy', and 'Script Cleaner'. Annotations with orange arrows point to the 'Purchases' link in the sidebar, the 'Trial expires Apr 6, 2020' text, the 'PromptSmart Studio Edition Bundle' title, and the 'CANCEL AUTO-RENEWAL*' button.

Click Purchases

Subscription Expiration Date

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

PromptSmart Studio Edition Bundle

Trial from Mar 30, 2020 | auto-renews Apr 6, 2020 | Annually

EXT Includes Extended subscription for Mobile Apps
PromptSmart Pro (iOS) sold separately in the AppStore

DOWNLOAD STUDIO

DOWNLOAD PAYMENT CONFIRMATION

CANCEL AUTO-RENEWAL* CHANGE CARD DETAILS

NOTE! If you have activated mobile subscription, please cancel it manually on AppStore / Google Play. Otherwise subscription fee will be charged twice.

* Your current subscription term will not be cancelled or refunded. Cancellation will only prevent the next term from renewing and charging to your Stripe account

Updating Credit Card Information

The image shows a web browser window displaying the PromptSmart Studio subscription page. The page includes a sidebar with navigation links: Scripts, Trash, Studio Edition, PromptSmart+, Purchases (highlighted), Downloads, Speaker Profiles, Privacy Policy, and Script Cleaner. The main content area shows a trial subscription from Mar 30, 2020, with an 'Extended subscription' option. A modal titled 'Change card details' is overlaid on the page, prompting the user to enter new credit card data. The modal includes fields for 'Card number', 'MM / YY', and 'CVC', and buttons for 'CANCEL' and 'CHANGE CARD'. An orange arrow points from the 'CHANGE CARD DETAILS' button on the subscription page to the modal. The modal also mentions 'Powered by Stripe'.

Change card details

Please, enter new credit card data

Card number MM / YY CVC

CANCEL **CHANGE CARD**

Powered by [Stripe](#)

PromptSmart Studio E

Trial from Mar 30, 2020 | auto-rene

EXT Includes Extended subscription
PromptSmart Pro (iOS) sold se

DOWNLOAD STUDIO

DOWNLOAD PAYMENT CONFIRMATION

CANCEL AUTO-RENEWAL* **CHANGE CARD DETAILS**

NOTE! If you have activated mobile subscription, please cancel it manually on AppStore / Google Play. Otherwise subscription fee will be charged twice.

* Your current subscription term will not be cancelled or refunded. Cancellation will only prevent the next term from renewing and charging to your Stripe account.

Create Profile: Console > Speaker Profile > Create

The screenshot shows the 'New Speaker Profile' dialog box in the PromptSmart application. The dialog is overlaid on the main interface, which includes a sidebar with navigation options like 'Scripts', 'Trash', 'Studio Edition', 'PromptSmart+', 'Purchases', 'Downloads', 'Speaker Profiles', 'Privacy Policy', and 'Script Cleaner'. The dialog itself has a title 'New Speaker Profile' and a search bar. It contains several input fields and controls for creating a new profile:

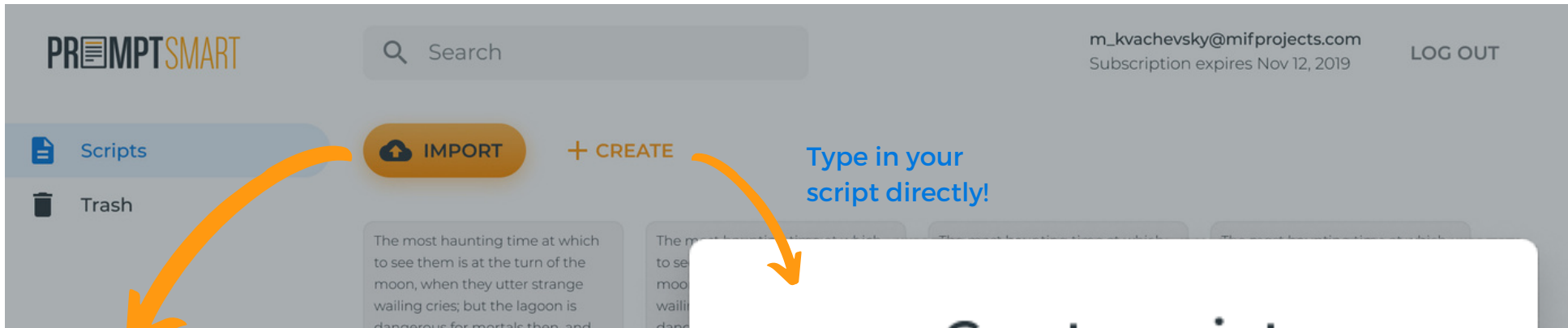
- Name your profile:** A text input field containing 'Black and Yellow'.
- font:** A dropdown menu showing 'Cabin'.
- determine your text size:** A numeric input field showing '160'.
- alignment:** A set of icons for text alignment (left, center, right, justified).
- color:** A color picker icon.
- scrolling speed preferences for your scripts:** A slider control labeled 'Pre-set scroll:' with a value of '120'.

Annotations with orange arrows point to these specific elements:

- Click the create button:** Points to the '+ CREATE' button in the top right of the main interface.
- Name your profile:** Points to the 'Name' input field.
- font:** Points to the 'Cabin' font dropdown.
- determine your text size:** Points to the '160' text size input.
- alignment:** Points to the text alignment icons.
- color:** Points to the color picker icon.
- scrolling speed preferences for your scripts:** Points to the 'Pre-set scroll:' slider.

The dialog also features a 'CANCEL' button and a 'SAVE' button at the bottom.

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



The screenshot shows the PromptSmart web interface. At the top, there's a search bar and user information. The left sidebar has 'Scripts' and 'Trash' options. The main area has 'IMPORT' and '+ CREATE' buttons. A modal titled 'Create script' is open, showing a text input field with 'iCast Test Script' and 'CANCEL' and 'CREATE' buttons. Two orange arrows highlight the workflow: one from the 'IMPORT' button to the modal, and another from the '+ CREATE' button to the 'Type in your script directly!' text.

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.

The screenshot displays the 'iCast Test Script' interface. At the top, there is a back arrow, the title 'iCast Test Script', and a toolbar with a print icon, a trash icon, a status indicator 'Last edit was today', and an 'EDIT SCRIPT' button. Below the toolbar, there are two story cards: 'Story 1' with a thumbnail 'Black and Yellow' and the text 'Edit scripts on the web with the promptSmart iCast platform.', and 'Story 2' with a thumbnail 'Red and green' and the text 'You can put in multiple stories in serial order and edit them separately'. On the right side, a 'Version history' panel is open, showing a list of versions for 'Monday, March 30'. The list includes two entries: 'Mrch, 30 07:55PM' and 'Mrch, 30 07:26PM'. A dropdown menu is open for the second entry, showing options: 'restore this version', 'make a copy', 'download on computer', and 'delete this version'. A hand cursor is pointing at the three-dot menu icon next to the second entry. Orange arrows indicate the flow of actions: from the 'Print' label to the print icon, from 'Send Script to "Trash"' to the trash icon, from 'Open editor' to the 'EDIT SCRIPT' button, and from 'Click here to view options' to the three-dot menu icon. A blue arrow points from the 'Version History' text above to the 'Version history' panel header.

Print

Send Script to "Trash"

Open editor

Click here to view options

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

Script Editor: Console > Scripts > Edit Script

Click here
to apply
Speaker
Profile to
story block

Preview
shows
name,
colors, font
style and
size

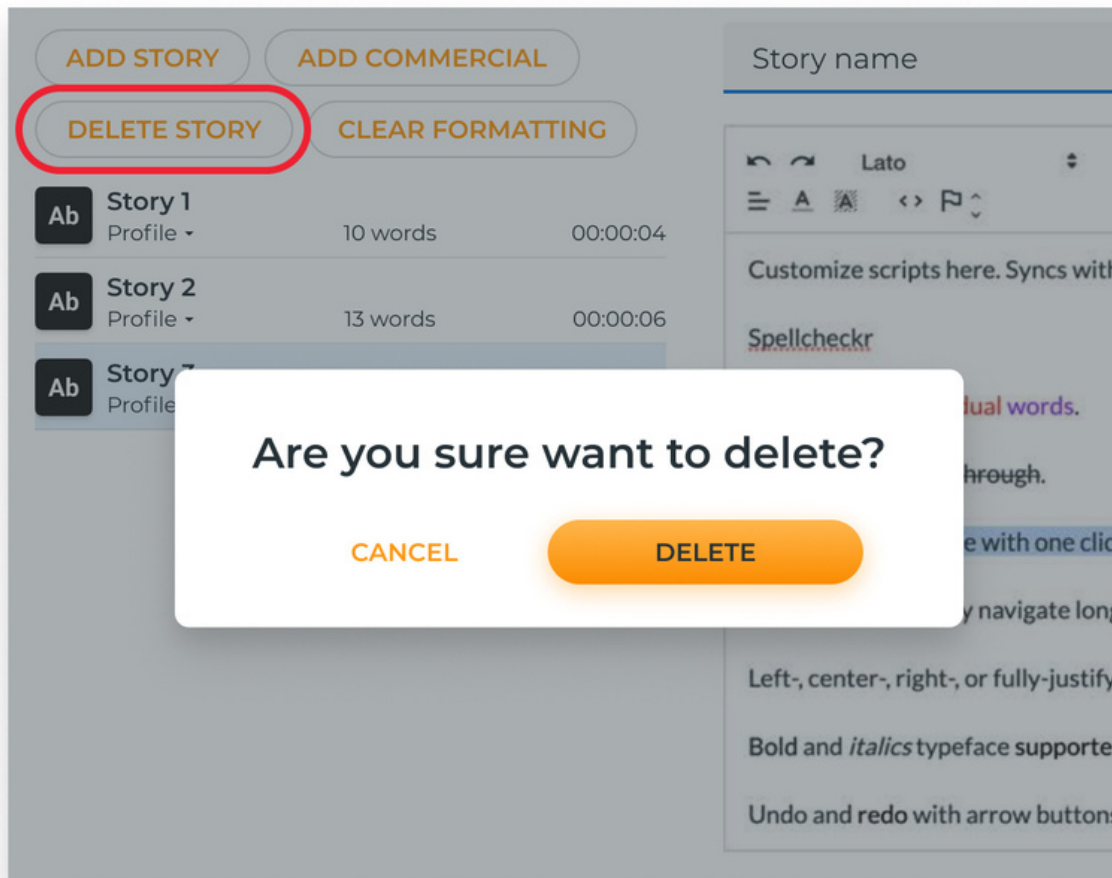
The screenshot shows the 'Script Editor' interface for 'James Matthew Barrie - The Adventures of Peter Pan'. On the left, there are four buttons: 'ADD STORY', 'ADD COMMERCIAL', 'DELETE STORY', and 'CLEAR FORMATTING'. Below these is a list of story blocks. 'Story 3' is selected, and a dropdown menu is open showing three options: 'Default Profile' (Lato, 100), 'Black and Yellow' (Roboto Condensed, 160), and 'Red and Green' (Istok Web, 76). On the right, the 'Story name' field is highlighted with an orange arrow pointing to it from the text 'Click here to edit title of the block'. Below the name field is a 'SAVE CHANGES' button. The main preview area shows a rich text editor with various formatting options (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, undo, redo) and a list of text blocks: '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).', and 'Undo and redo with arrow buttons. CTRL or CMD + Z to undo, too.'

Story Name	Profile	Words	Duration
Story 1	Profile ▾	10 words	00:00:04
Story 2	Profile ▾	13 words	00:00:06
Story 3	Profile ▾	80 words	00:00:32

Profile Name	Font	Size
Default Profile	Lato	100
Black and Yellow	Roboto Condensed	160
Red and Green	Istok Web	76

Click here
to edit title
of the block

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

Recover/Delete Scripts: Console > Trash

Permanently DELETES all files listed below

Restores all files from TRASH back to SCRIPTS

Restores selected section ONLY

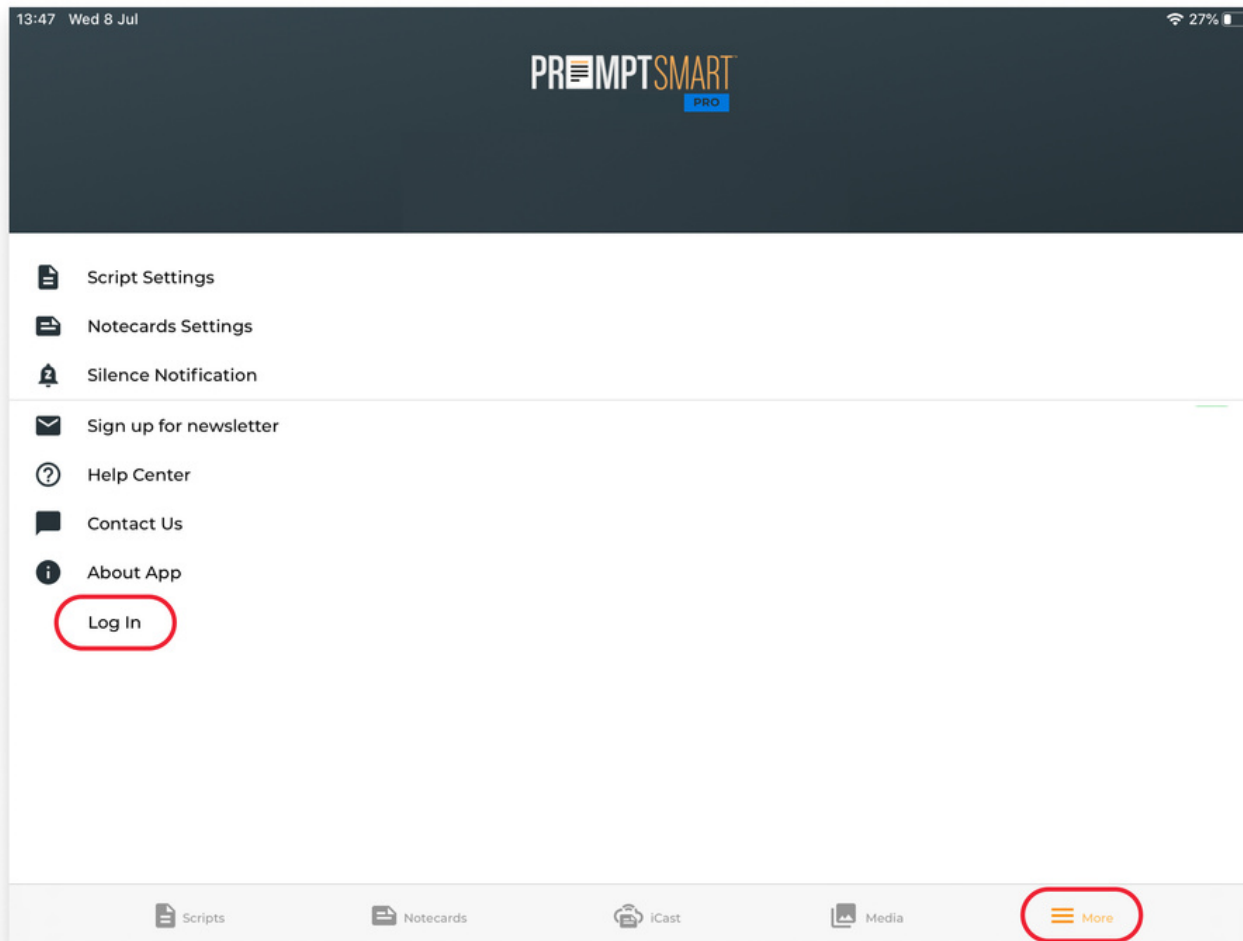
Deletes selected section ONLY

The screenshot shows the PromptSmart web interface. On the left, there is a sidebar with 'Scripts' and 'Trash' (highlighted). The main area has a search bar and two buttons: 'EMPTY TRASH' (with a trash icon) and 'RESTORE ALL' (with a circular arrow icon). Below these is a table of deleted scripts. The table has columns for 'Name', 'Last edit', and 'Date deleted'. One script is listed: 'Deleted Script' with a last edit time of '30.03.2020 08:48pm' and a deletion date of 'Mon. Mar 30, 2020'. At the bottom of the table is a 'SHOW MORE' link. In the top right corner, there is a user profile section showing 'beta@icast.com' and 'Trial expires Apr 6, 2020', along with a 'LOG OUT' button. Below this, there is a 'Selected : 1 item' label and two icons: a circular arrow and a trash can. Orange arrows point from the text annotations to these specific UI elements: from 'Permanently DELETES all files listed below' to the 'EMPTY TRASH' button; from 'Restores all files from TRASH back to SCRIPTS' to the 'RESTORE ALL' button; from 'Restores selected section ONLY' to the circular arrow icon; and from 'Deletes selected section ONLY' to the trash can icon.

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

SHOW MORE

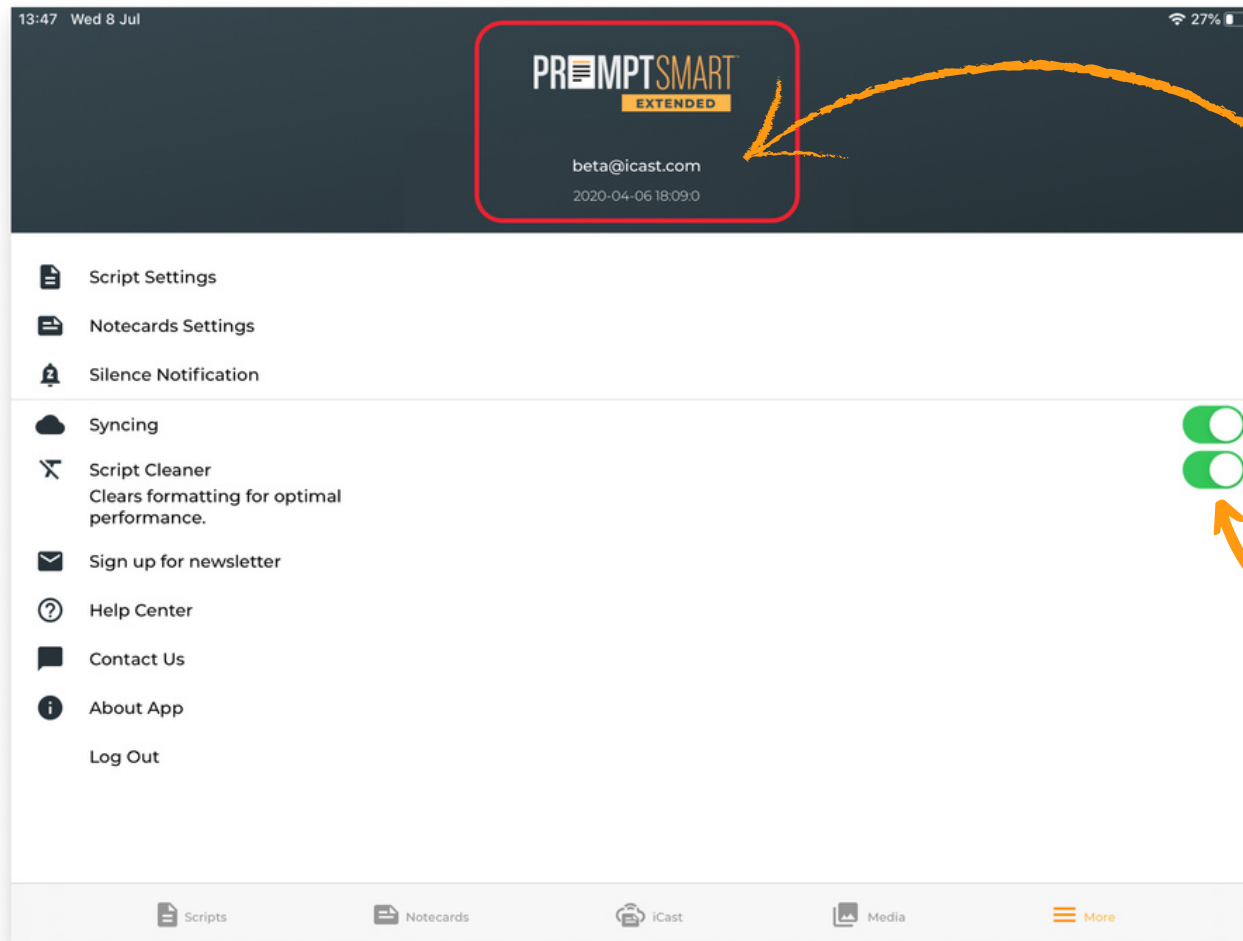
Sign In to Activate iCast



Sign in (iOS)

- Tap "More"
- Tap "Log In"

Verify Your Log-In

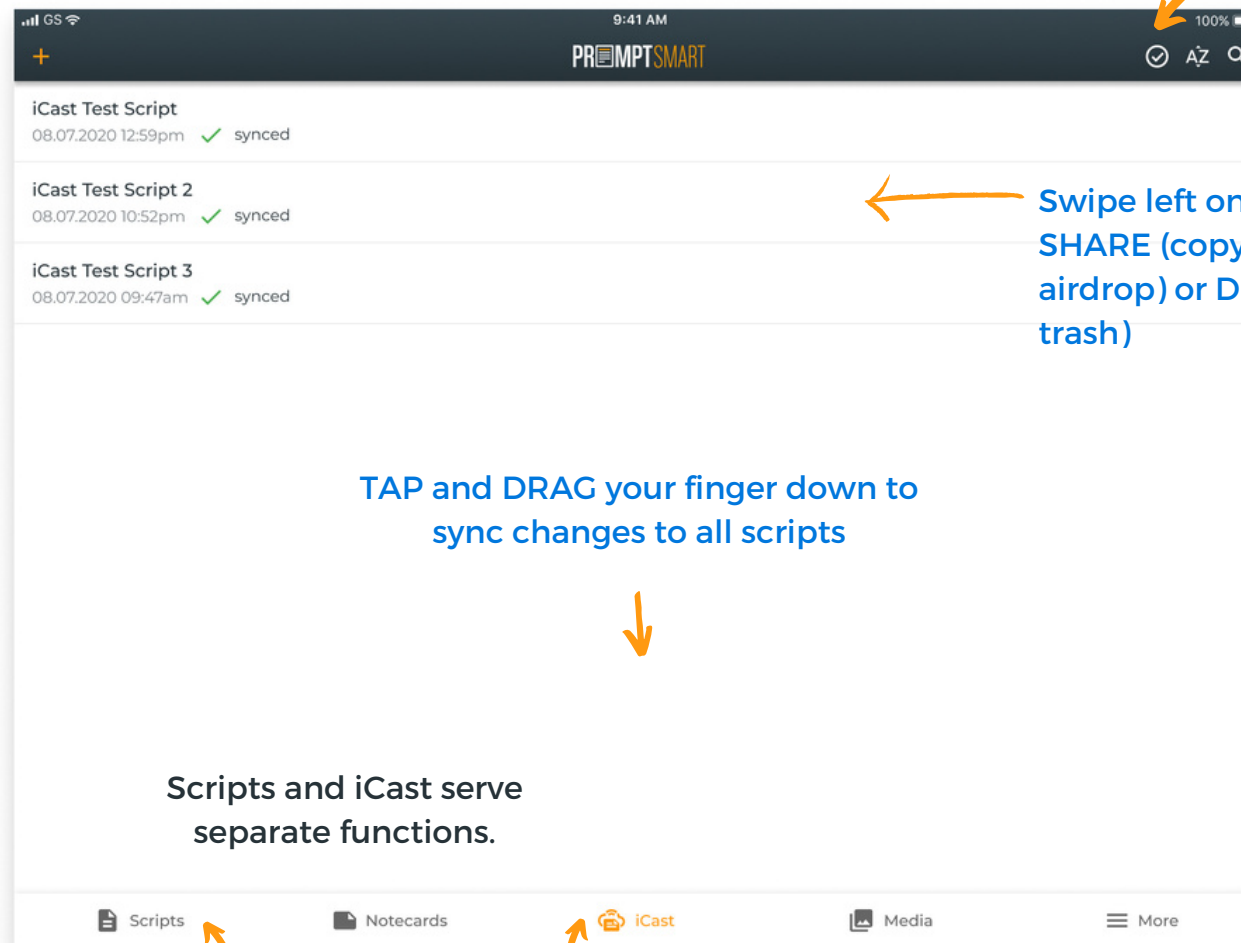


Studio Edition Subscribers appear as Extended above

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

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

iCast Script Library User Interface



Press the Circled
Check to bulk
delete multiple
script selections

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

Scripts allows you to work
on individual scripts.

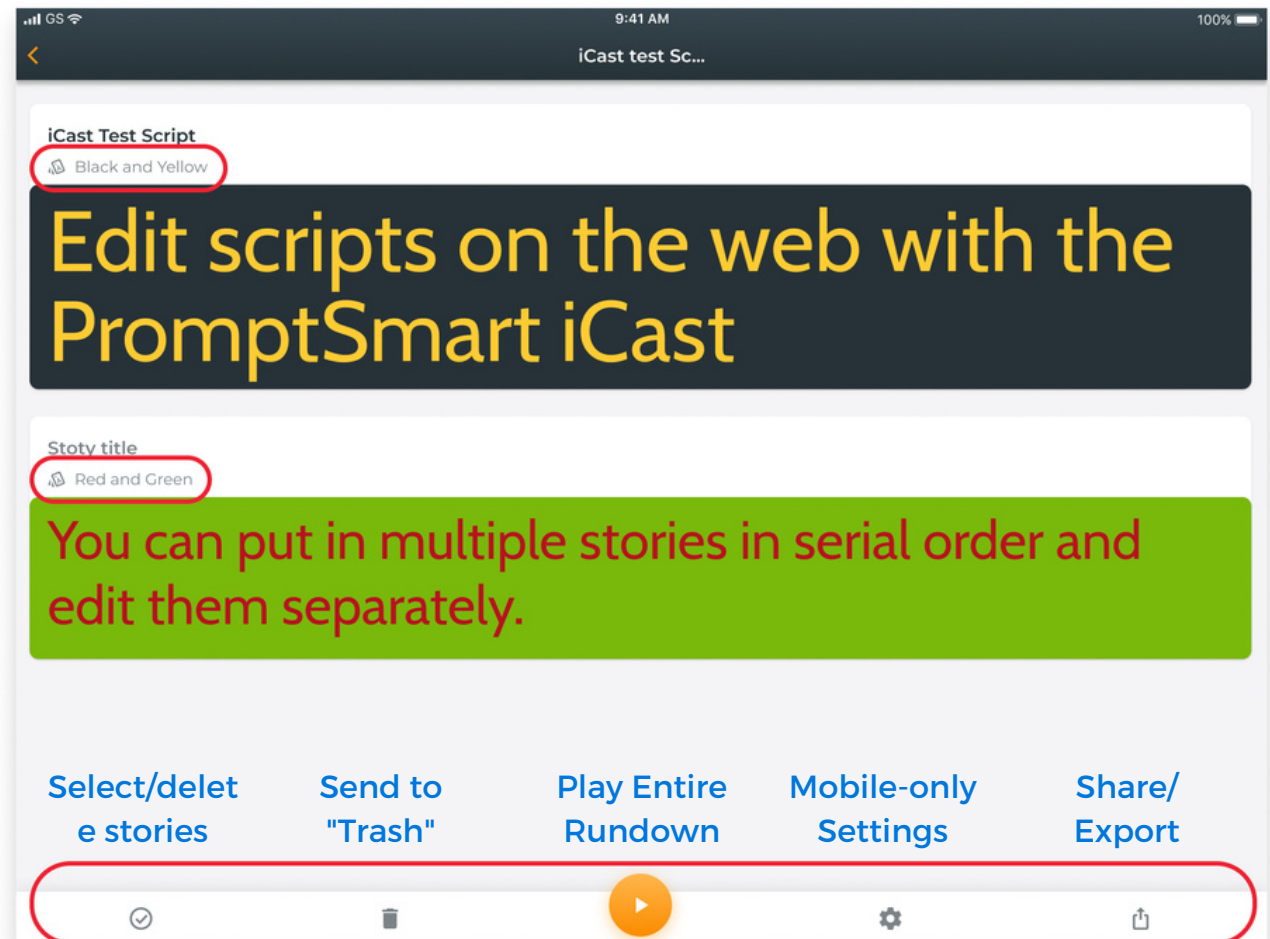
iCast allows you to collaborate
on your scripts in groups.

Edit Script - Profiles, Content Preview, UI Toolbar

See which Profile settings are applied to each block.

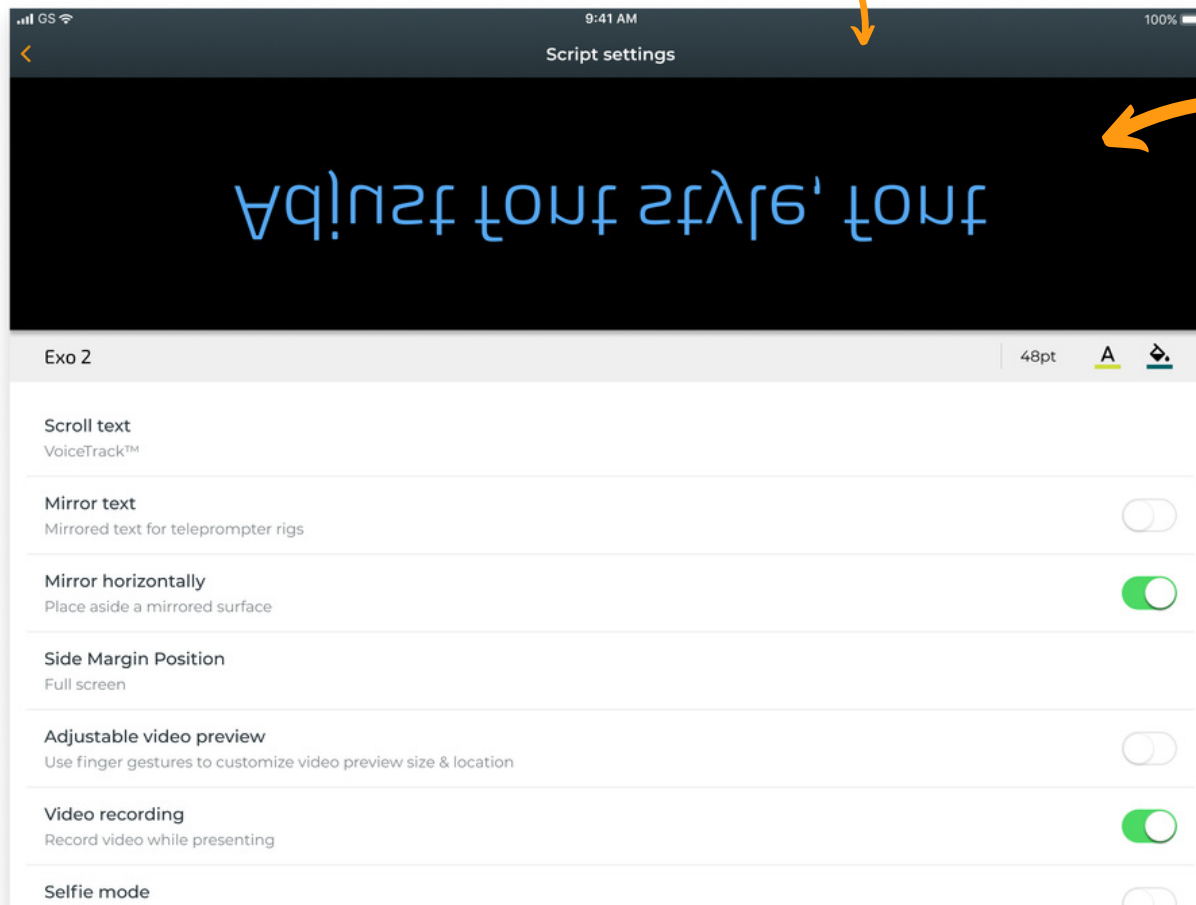
Default Profile settings appear as plain-text in mobile.

TOOLBAR



Mobile Script Settings

Enter into your SCRIPTS SETTINGS TAB where you can change your Profile settings on your mobile device

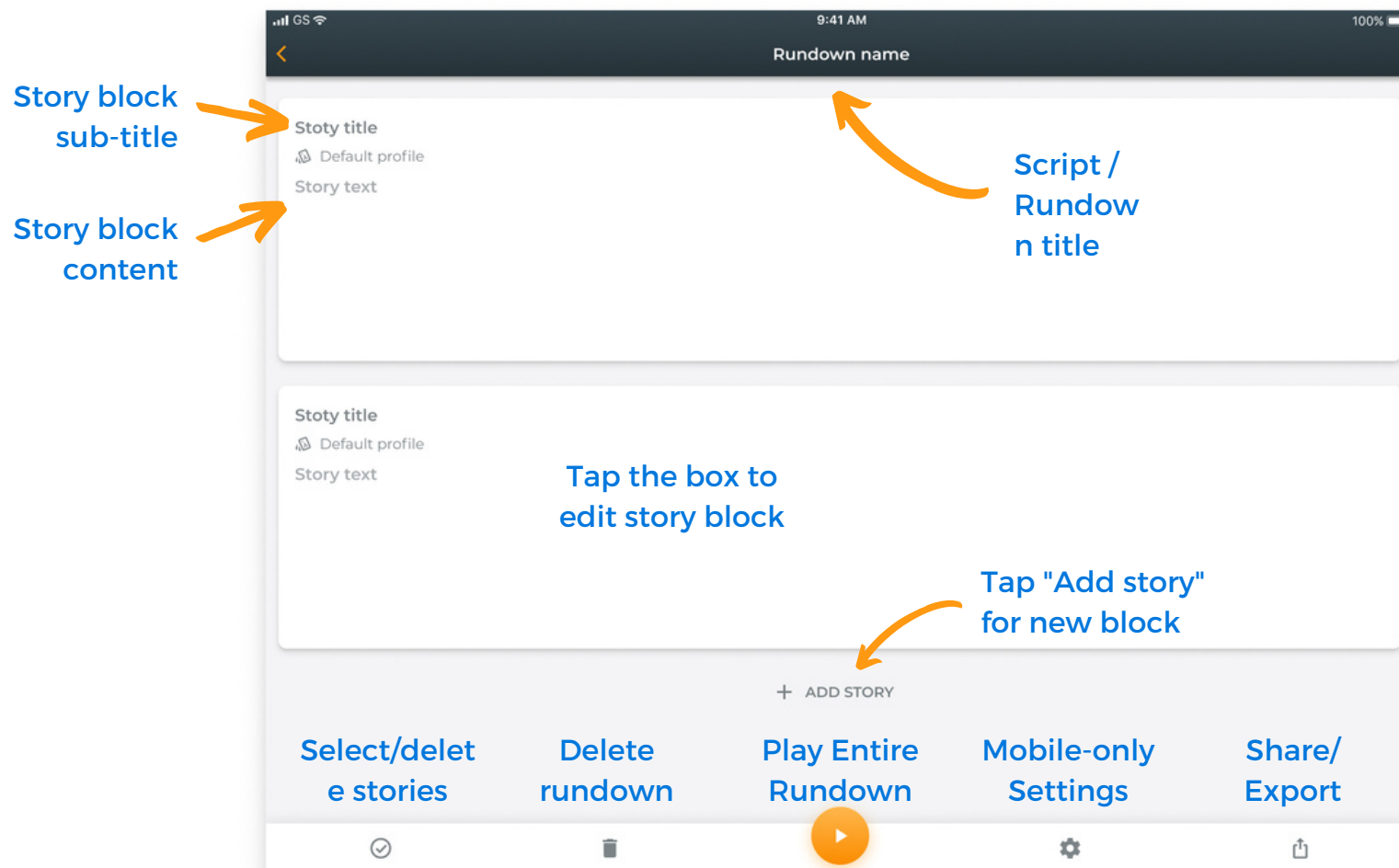


Mobile users: control display with font size, mirroring, and margin narrowing

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.

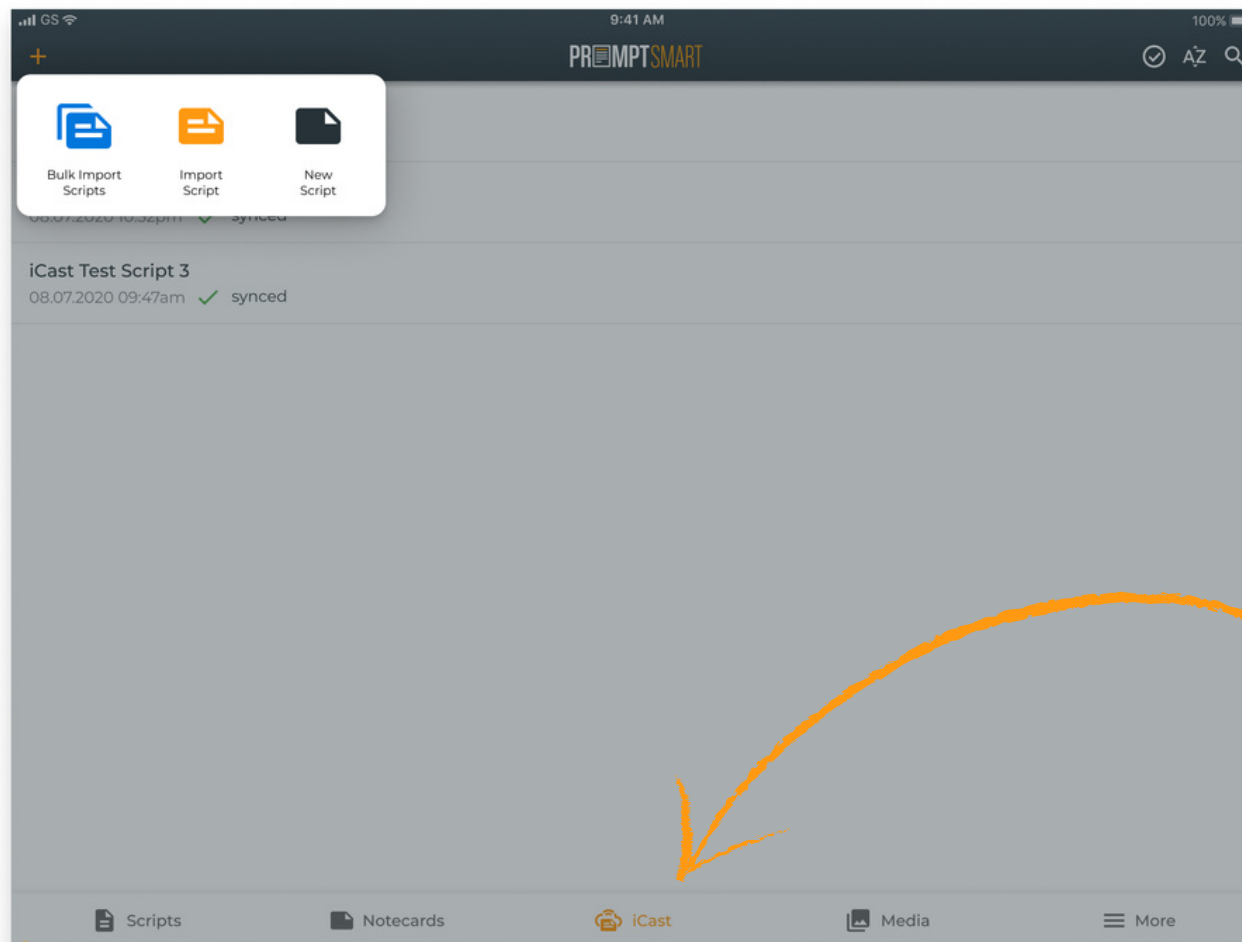
Edit or Add Stories in iOS



Importing or Creating iCast Scripts in iOS

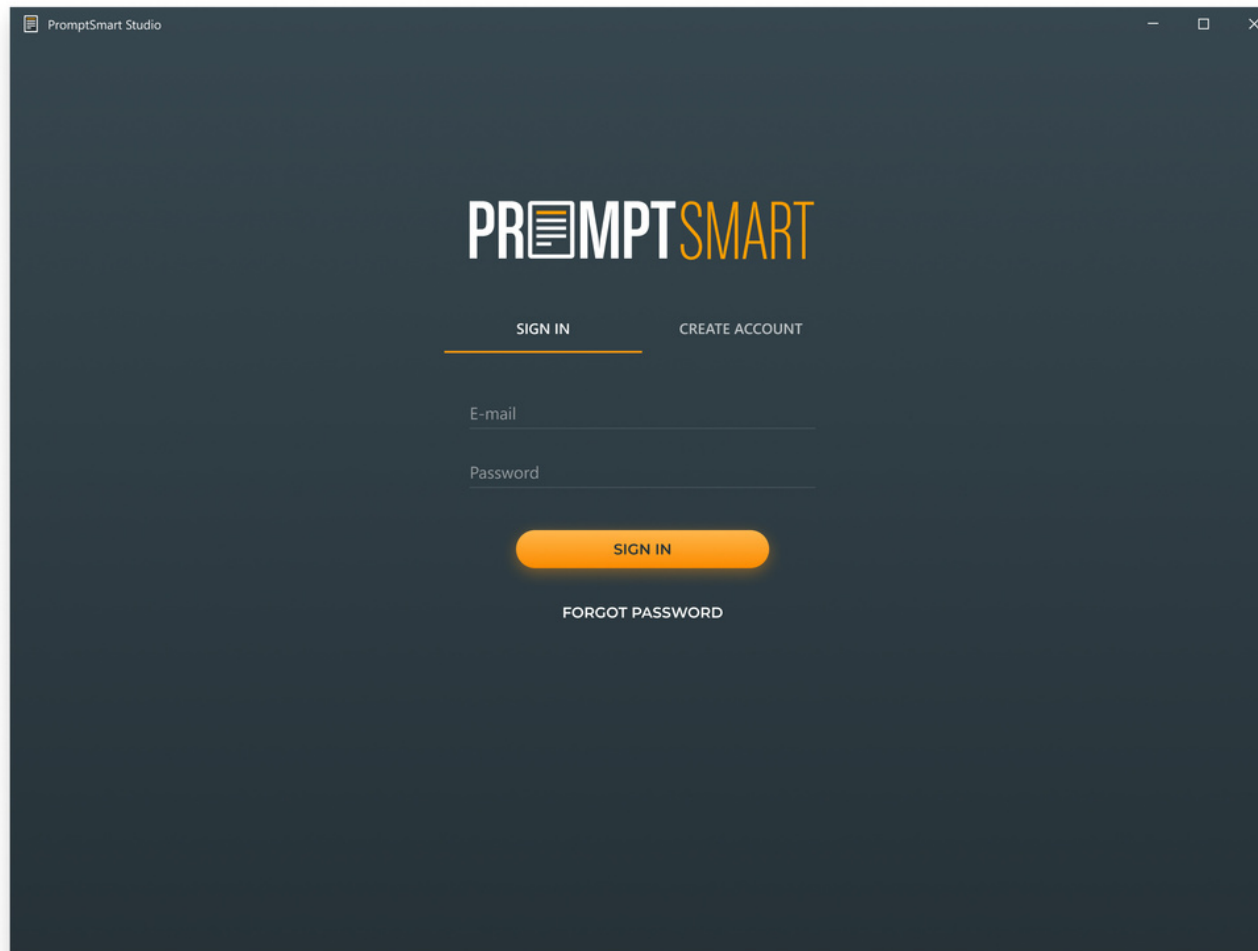
Tap "+" to import or create in mobile

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

Log in to the Studio App with your PromptSmart Account Credentials



The screenshot shows the login interface of the PromptSmart Studio application. The window title is "PromptSmart Studio". The interface has a dark blue background. At the top center is the "PROMPTSMART" logo. Below the logo are two tabs: "SIGN IN" (which is selected and underlined) and "CREATE ACCOUNT". Under the "SIGN IN" tab, there are two input fields: "E-mail" and "Password". Below these fields is a large orange "SIGN IN" button. At the bottom, there is a link for "FORGOT PASSWORD".

PromptSmart Studio

PROMPTSMART

SIGN IN CREATE ACCOUNT

E-mail

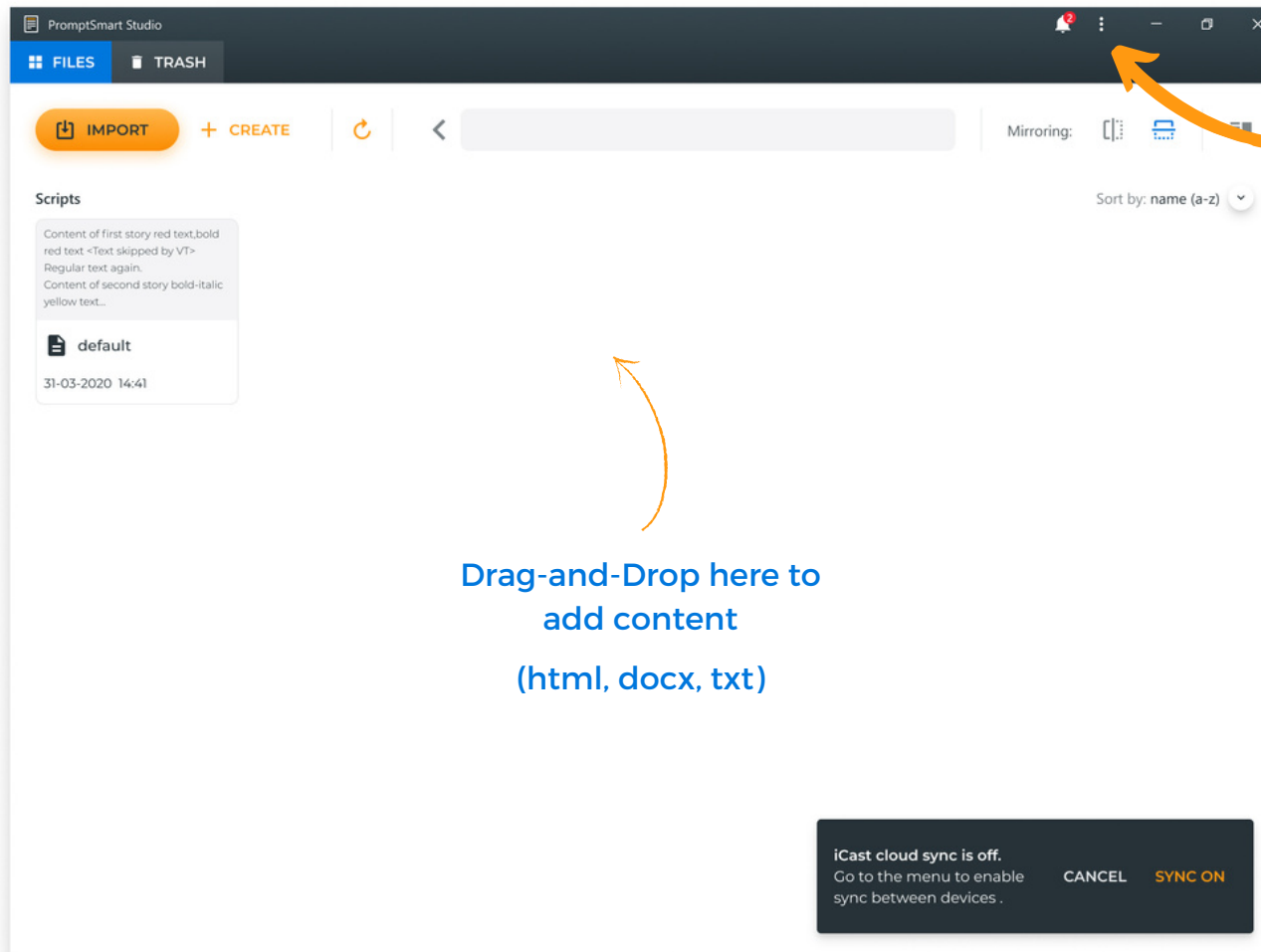
Password

SIGN IN

FORGOT PASSWORD

FILE SCREEN. Add content and sync to iCast Server

In the FILE screen you can add content and sync to your iCast Server

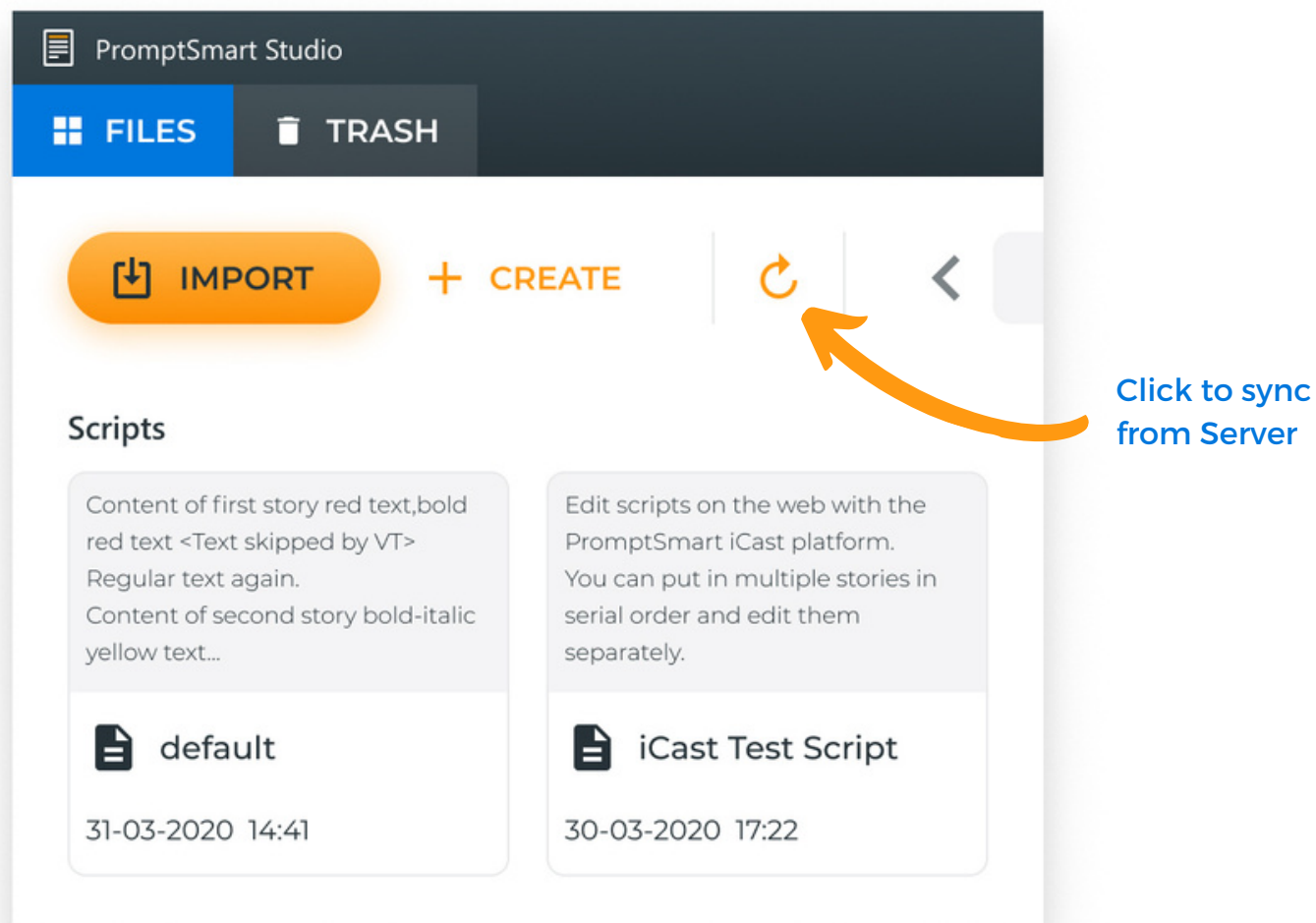


Note: default Sync is OFF. Must be turned on by the user in the menu.

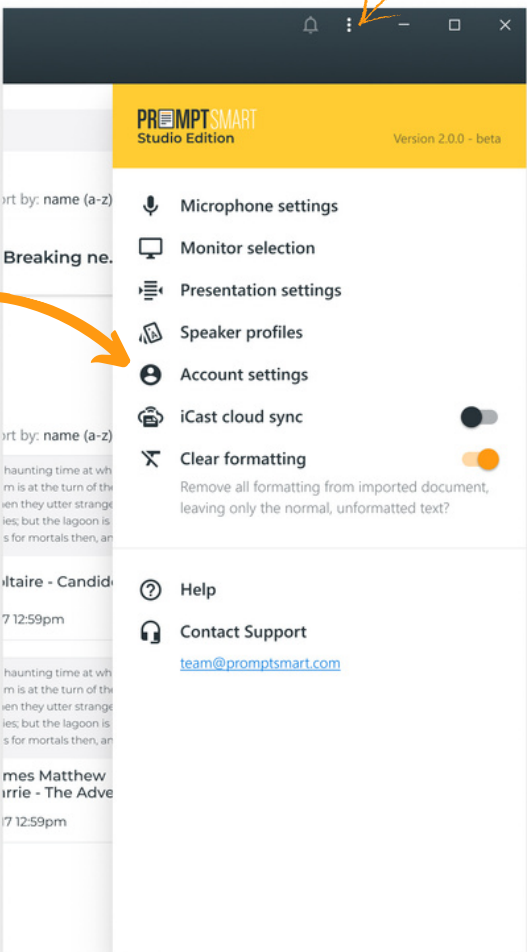
Click "IMPORT" to add from a local directory

Click "CREATE" to add a new script or folder

Refresh Library to Sync with iCast Server



Options Menu



Click to open Options Menu

Click to expand each section

- 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

- 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

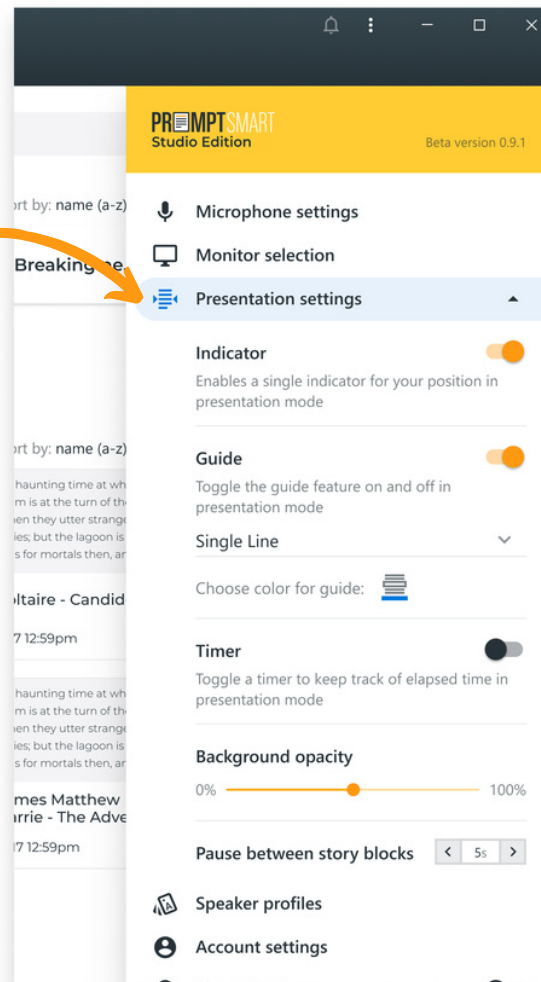
Speaker Profiles - Sync from Web

The screenshot displays the PromptSmart Studio Edition interface. The top header is yellow and contains the PromptSmart logo, 'Studio Edition', and 'Version 2.0.0 - beta'. The main menu on the left includes 'Microphone settings', 'Monitor selection', 'Presentation settings', 'Speaker profiles' (highlighted), and 'Account settings'. The 'Speaker profiles' section shows a '+ CREATE' button, a list of profiles (Default Profile, Black and Yellow, Red and Green), and a sync button (circular arrow). Annotations with orange arrows point to these elements:

- Click here to Create new profile**: Points to the '+ CREATE' button.
- Click here to Sync web profiles**: Points to the sync button (circular arrow icon).
- Click here to Edit existing profile**: Points to the edit icon (wrench) next to the 'Black and Yellow' profile.
- Click here to Delete profile**: Points to the delete icon (trash can) next to the 'Red and Green' profile.

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

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

Apply profiles to one or all blocks

Send prompter window

Launch presentations with "Play"

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

The screenshot displays the PromptSmart Studio interface. At the top, there's a dark header with 'PromptSmart Studio' and a tab for 'iCast Test Script'. Below the header, a toolbar contains buttons for 'ADD STORY', 'ADD COMMERCIAL', 'DELETE', and 'CLEAR FORMATING'. A status bar indicates 'Changes saved in iCast' and 'Mirroring' options.

The main area features a table with the following data:

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

Below the table, a detailed editor for 'Story 3' is shown. It includes a font family dropdown (set to 'Lato'), a font size dropdown (set to '100'), and various text formatting icons (bold, italic, underline, strikethrough, text color, background color, bullet point, numbered list, link, unlink, indent, outdent, align left, align center, align right, justify). The editor content includes:

- Customize scripts here. Syncs with PromptSmart mobile and desktop apps.
- Spellchecker
- 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).

At the bottom, a 'Totals' section shows '107' words and '00:42' time.

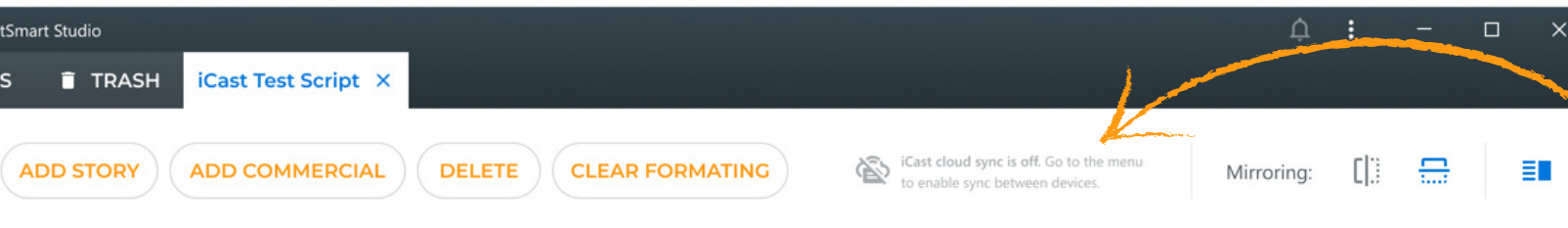
Stories Table - Display Options

Click here to
decide what
fields display
in your table

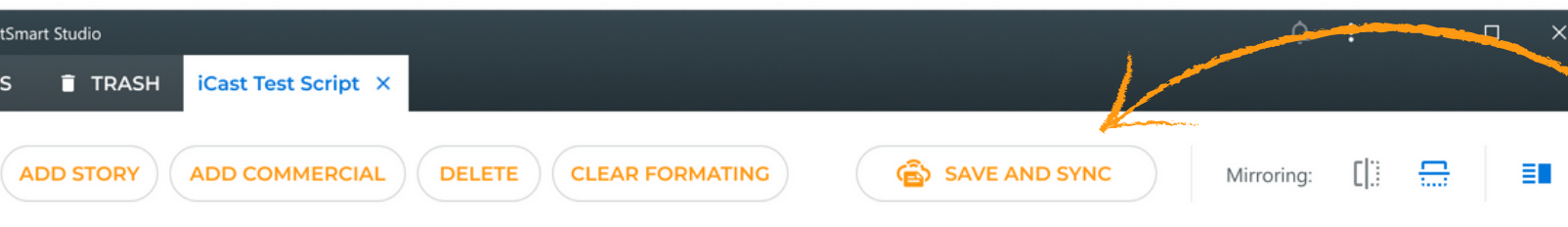
The screenshot shows the PromptSmart Studio interface. At the top, there's a dark header with 'PromptSmart Studio' and navigation tabs for 'FILES', 'TRASH', and 'iCast Test Script'. Below the header, there are four buttons: 'ADD STORY', 'ADD COMMERCIAL', 'DELETE', and 'CLEAR FORMATING'. A dropdown menu titled 'Show Columns' is open, listing various fields with checkboxes: Story, Story Title, Profile, Screen, Word Count, Time, and Status. All checkboxes are checked. At the bottom of the dropdown is a 'SELECT ALL' link. The table below has columns: Profile, Screen, Word Count, Time, and Status. It contains four rows of data, each with a 'PLAY' button in the Status column.

Profile	Screen	Word Count	Time	Status
Ab	1	10	00:04	PLAY
Ab	1	20	00:08	PLAY
Ab	1	46	00:30	PLAY
Ab	1	4	00:01	PLAY

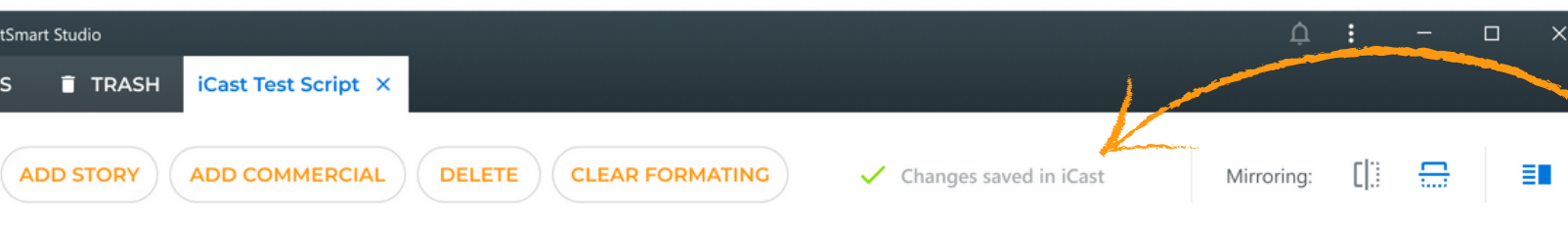
Edit Script - Save and Sync



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.

Preview Window Features

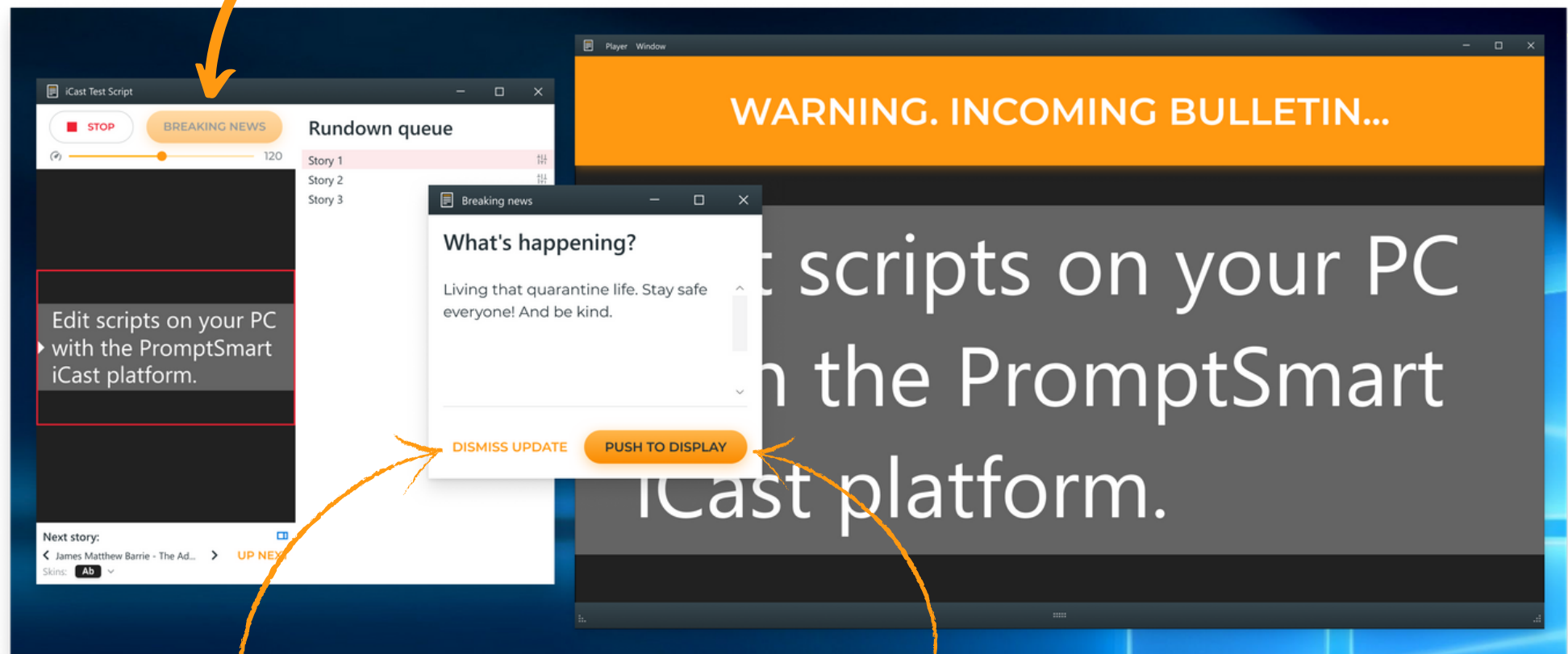
The screenshot shows the iCast Test Script interface with several annotated features:

- Start/Stop VoiceTrack listening:** An arrow points to the **STOP** button (a red square icon) in the top left control bar.
- Clicking here enables keyboard arrow controls:** An arrow points to the top right corner of the window, specifically the area containing the minimize, maximize, and close window controls.
- Double clicking immediately pushes story to display:** An arrow points to the **Story 1** entry in the **Rundown queue** list on the right side of the interface.
- Arrows advance to next story (can manually select any story in the rundown):** An arrow points to the right-pointing arrow icon located between the **Next story:** section and the **UP NEXT** button at the bottom of the interface.
- Select Skin to apply to whichever story is next:** An arrow points to the **Skins:** dropdown menu at the bottom left, which currently shows **Ab**.
- Click here to advance "next story" to the display:** An arrow points to the **UP NEXT** button at the bottom right of the interface.

The main preview area in the center displays a script snippet: "Edit scripts on your PC with the PromptSmart iCast platform."

Screen Blanking / Breaking News

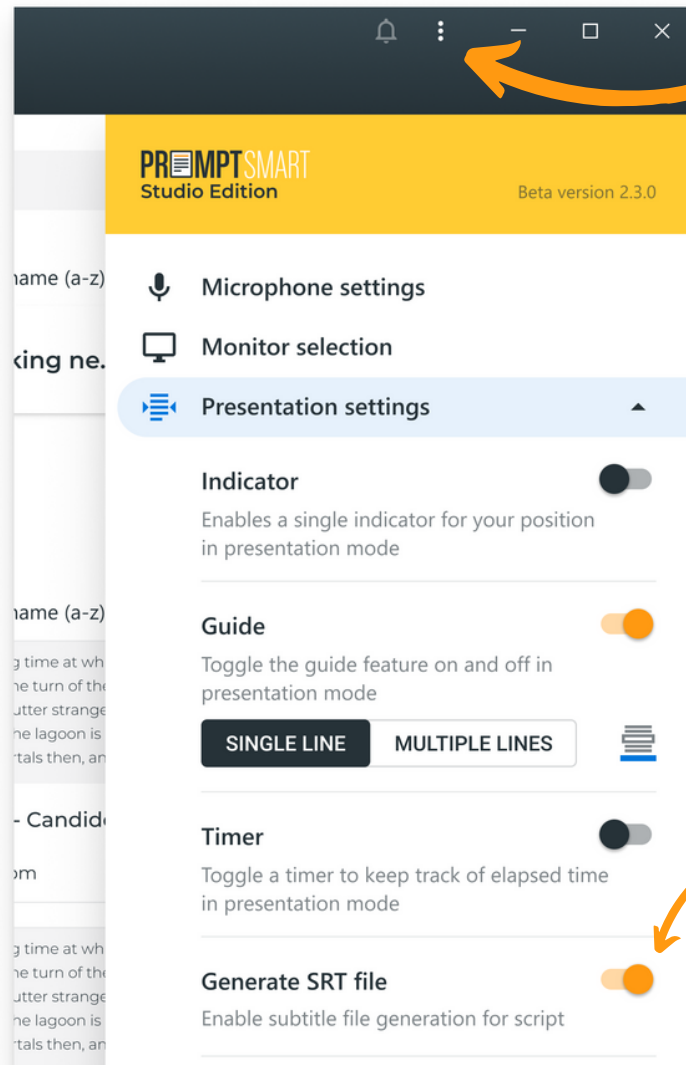
Click on **BREAKING NEWS** to warn your speaker of incoming, priority information



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.

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

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

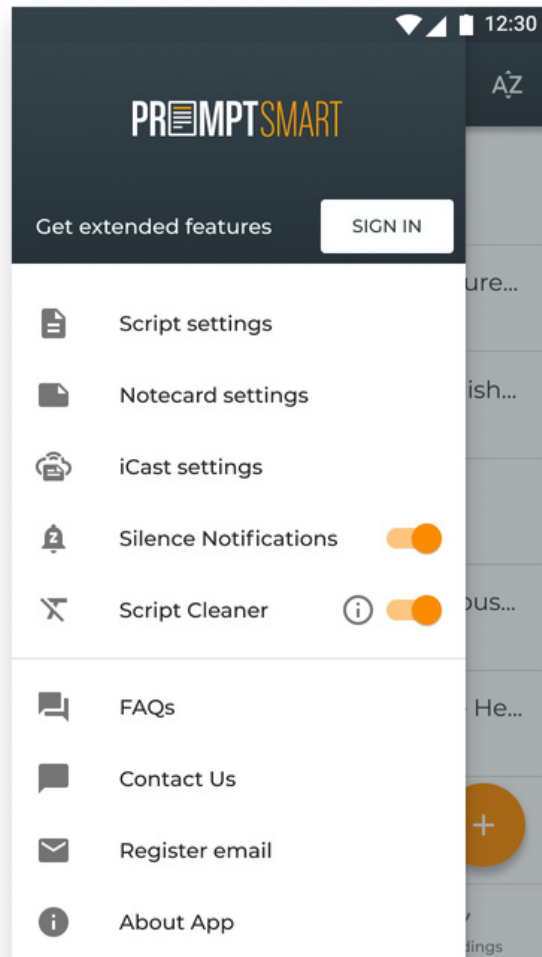
New SRT file was generated after presentation. Do you want to save it?

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.

Sign In With Your PromptSmart Account Credentials

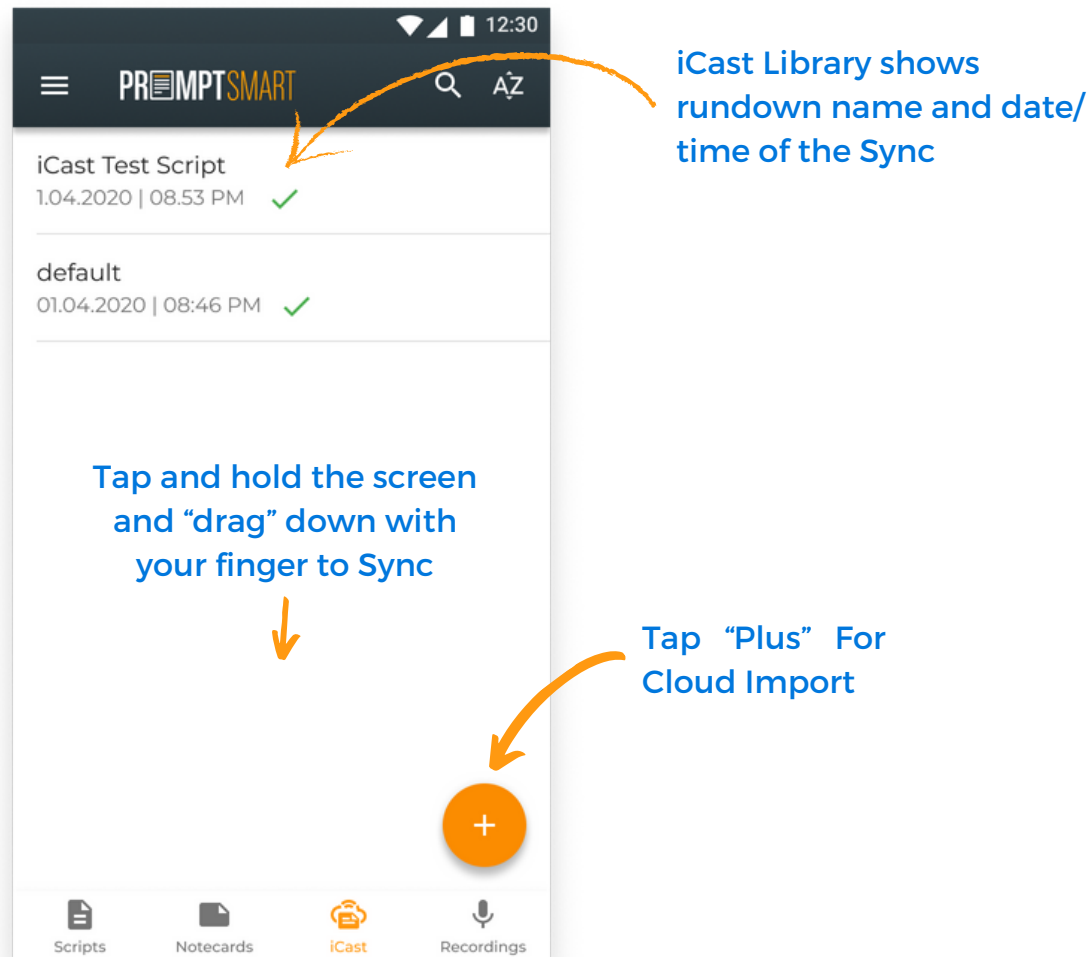


Log-In PromptSmart

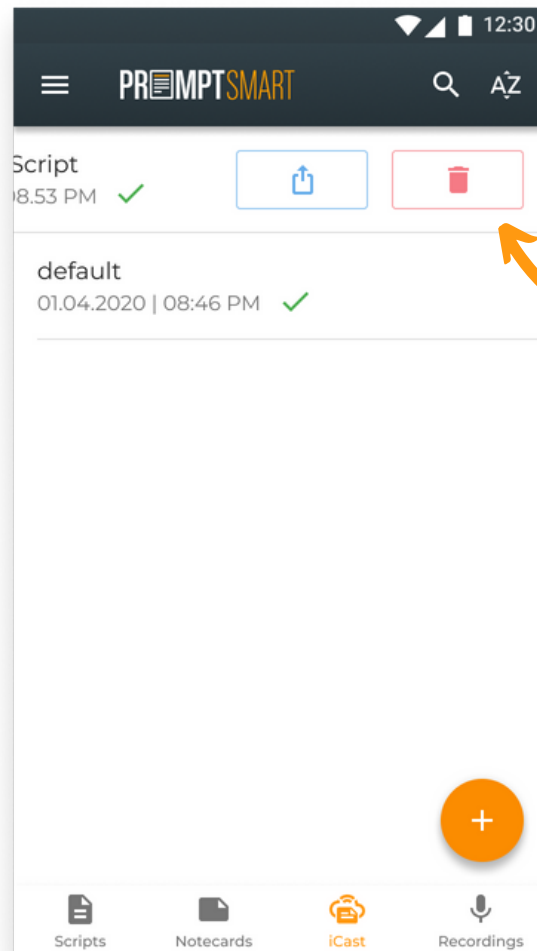
Appears on initial start-up
of Android app

Or tap Menu and then
"Sign in" button

Sync your iCast Library or Import from Cloud



Send iCast Scripts to Trash



Swipe left exposes delete and share buttons

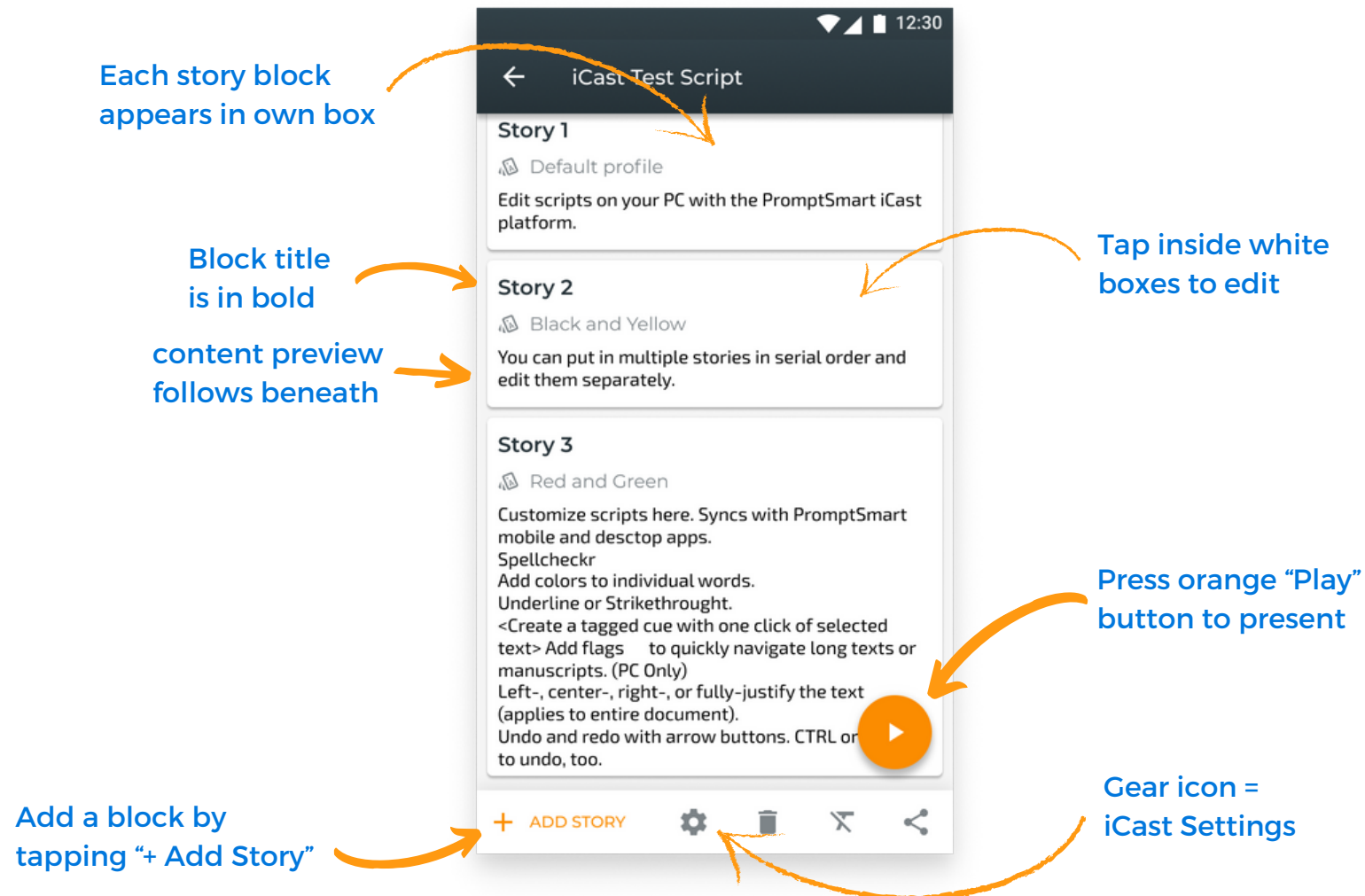
Delete action sends iCast Script to "Trash"

Can be recovered in the web console at:

my.promptsmart.com

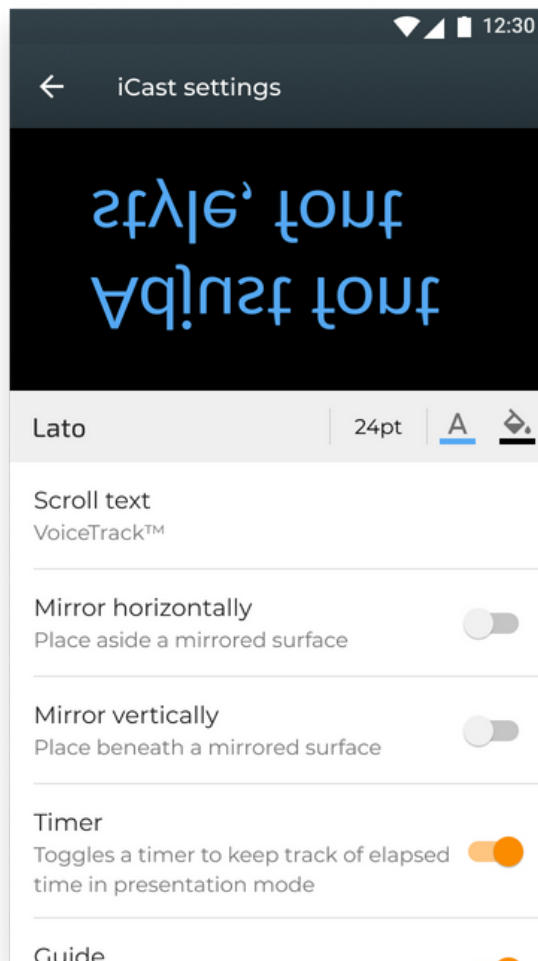
Main Web Console > Trash

View and Edit iCast Scripts



iCast Settings

Enter into your iCast Settings to see this pull down menu



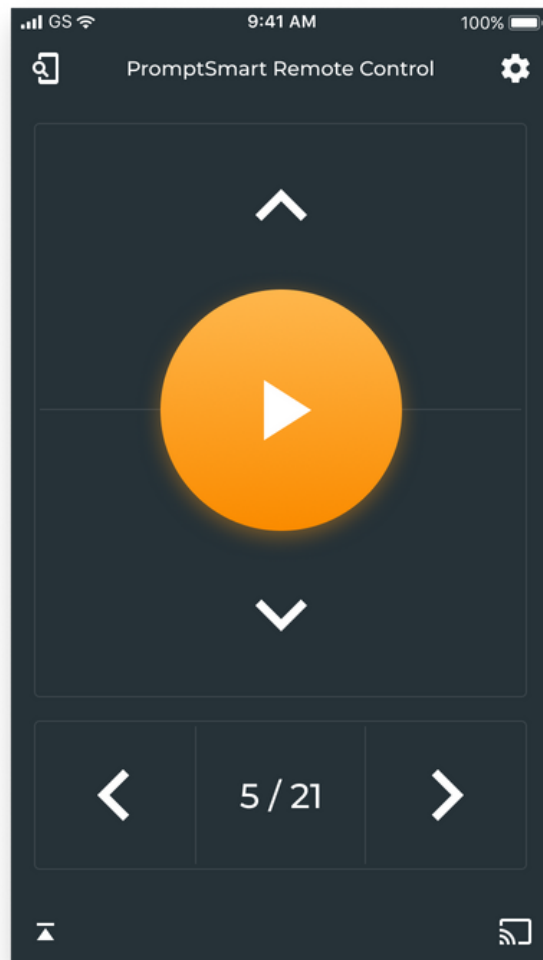
IMPORTANT: Font style, font color, and background color get overridden if a Speaker Profile is applied from the Web or from PC

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

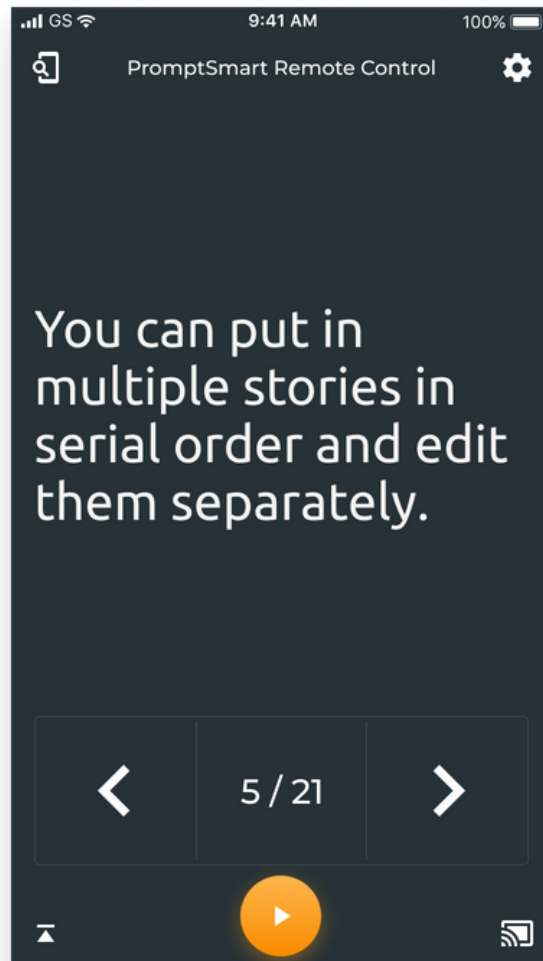
Scroll down to find the SIDE MARGIN POSITION tab to select your margin width preference

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 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