# ZEE CUE

## Operating Instructions

**PLEASE READ THOROUGHLY.**
This document contains important and useful information.

PrimeLight
Design

# Table of Contents

# Features of ZeeCue

ZeeCue is a teleprompter application designed for professional teleprompting in the studio and on location. It works on PC and Mac and is designed for use with our [ZeePrompt](#) teleprompter hardware. However, it may be used with any teleprompter with a monitor which incorporates mirror/image flip feature.

ZeeCue works only on Windows or macOS. It is designed to be operated by suitable off-camera personnel leaving the talent to concentrate on delivering their presentation to camera.

Unlike some teleprompting systems, ZeeCue works by duplicating the operator's computer screen on the teleprompter monitor screen, therefore both the operator and talent are viewing identical screens.

## Minimum System requirements

| PC | Mac |
|---|---|
| Windows 10<br><br>HDMI output<br><br>Intel Core i3 generation, with 8G RAM memory, Graphic card 2GB memory. | macOS 10.14 (Mojave)<br><br>HDMI output |

# User interface

ZeeCue has two modes: **Edit Mode** and **Prompt Mode**.

**Edit Mode** is where text is imported, edited and styled, ready for prompting.

**Prompt Mode** removes all edit controls and forces the computer into full-screen. In this mode, the talent can read the script on the external monitor (teleprompter) and you can control the text scroll using the mouse, trackpad or keyboard.

The ESC key quickly switches between Edit Mode and Prompt Mode.

# Getting started

1. Connect your computer's HDMI output to the ZeePrompt monitor and power the monitor. You should see your desktop image on the ZeePrompt.
2. Check the display settings on your computer: you should enable 'Mirror Mode' or similar, depending on your operating system. The ZeePrompt should be showing a duplicate of your computer screen. Ensure that you have **not** selected 'Extend Desktop'.
3. Run the ZeeCue installer and follow the onscreen instructions.
4. Launch the ZeeCue application. You will be prompted to enter a licence key or continue the trial. Visit primelightdesign.co.uk/zeecue for licencing help.
5. The Edit Mode window will open by default.
6. To add a script, open your chosen text editing application, copy the script and paste it directly into the ZeeCue application window.
7. Set the font size, colour etc to your requirements.
8. Set the cursor to the desired start position.
9. Click the Start Prompting button or ESC key to enter Prompt Mode.
10. Use the Space Bar or left mouse button to start/stop scrolling.
11. Refer to the Prompt Mode keyboard shortcuts to operate ZeeCue.
12. Click ESC to exit Prompt Mode.

# Keyboard shortcuts (macOS)

## Prompt Mode

| FUNCTION | KEYBOARD | MAGIC MOUSE | MOUSE PAD |
|---|---|---|---|
| Decrease text speed | ← | One finger swipe down | Two finger swipe down |
| Increase text speed | → | One finger swipe up | Two fingers swipe up |
| Start/stop scrolling | SPACE | Left mouse | Left mousepad |
| Jump back to the previous sentence and pause | ↑ | Right Mouse | Two finger press Mousepad |
| Jump forwards to next sentence and pause | ↓ | | |
| Jump to start of script | Cmd ↑ | | |
| Jump to end of script | Cmd ↓ | | |
| Decrease/increase font size | Cmd - + | | |
| Switch between Edit Mode and Prompt Mode | ESC | | |
| Recall Bookmark | Numbers 0-9 | | |

## Edit Mode

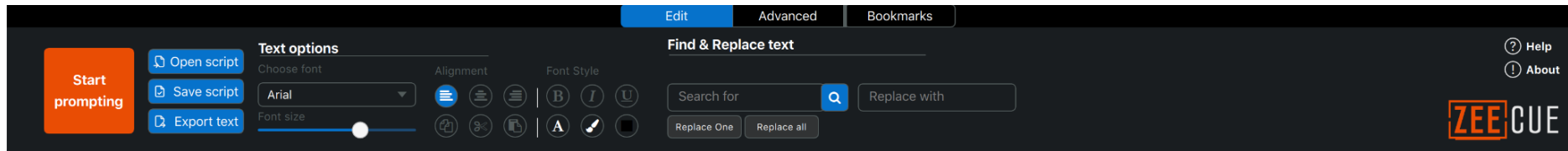| FUNCTION | KEYBOARD |
|---|---|
| Select all text | Cmd A |
| Copy selection | Cmd C |
| Paste selection | Cmd V |
| Jump to start of script | Cmd ↑ |
| Jump to end of script | Cmd ↓ |
| Decrease/increase font size | Cmd - + |
| Switch between Edit Mode and Prompt Mode | ESC |
| Add Bookmark | Cmd plus choose a number 0-9 |

# Keyboard shortcuts (Windows)

## Prompt Mode

| FUNCTION | KEYBOARD | MOUSE | TOUCHPAD |
|---|---|---|---|
| Decrease text speed | ← | Wheel up | Two finger swipe down |
| Increase text speed | → | Wheel down | Two fingers swipe up |
| Start/stop scrolling | SPACE | Left mouse button | Left touchpad |
| Jump back to the previous sentence and pause | ↑ | Right mouse button | Right touchpad |
| Jump forwards to next sentence and pause | ↓ | | |
| Jump to start of script | Ctrl ↑ | | |
| Jump to end of script | Ctrl ↓ | | |
| Decrease/increase font size | Ctrl - + | | |
| Switch between Edit Mode and Prompt Mode | ESC | | |
| Recall Bookmark | Numbers 0-9 | | |

## Edit Mode

| FUNCTION | KEYBOARD |
|---|---|
| Select all text | Ctrl A |
| Copy selection | Ctrl C |
| Paste selection | Ctrl V |
| Jump to start of script | Ctrl ↑ |
| Jump to end of script | Ctrl ↓ |
| Decrease/increase font size | Ctrl - + |
| Switch between Edit Mode and Prompt Mode | ESC |
| Add Bookmark | Ctrl plus choose a number 0-9 |

# Navigating Edit Mode



## Start a new project

To add a new script, navigate to your chosen text editor application, then simply copy and paste directly into the ZeeCue window.

The Edit tab contains a range of standard text formatting options and are self-explanatory.

## Save/Load/Export script

To save a script, click [Save script] from the Edit tab. The file will be saved as a .txt with ZeeCue formatting information within the text.

To load a previously saved ZeeCue script, click [Open script] from the Edit tab.

To export a script as plain text, click [Export text] from the Edit tab. This will save the text with no formatting information..

Alternatively,  select all text in the Edit Mode window, then copy and paste back into your chosen text editor. This will include line and paragraph breaks.

# Start/stop Prompt Mode

When you are ready to start prompting, position the cursor to the desired position in the script and select the [Start prompting] button, or press the ESC key. To exit Prompt Mode, press the ESC key again.
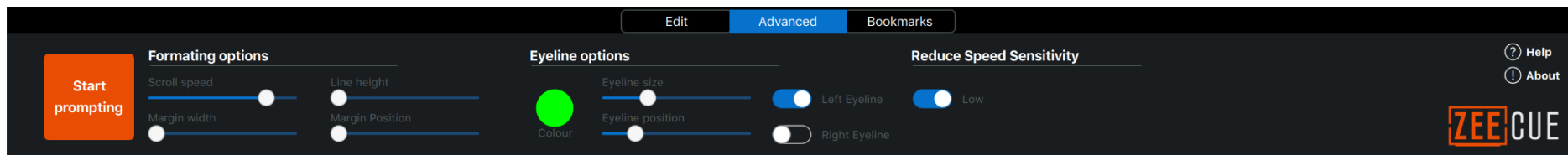
After editing the text, don't forget to position the cursor to the desired starting position.

# Text options

Standard text editor formatting options are available, including the option to change the background colour, text colour and text highlight colour.
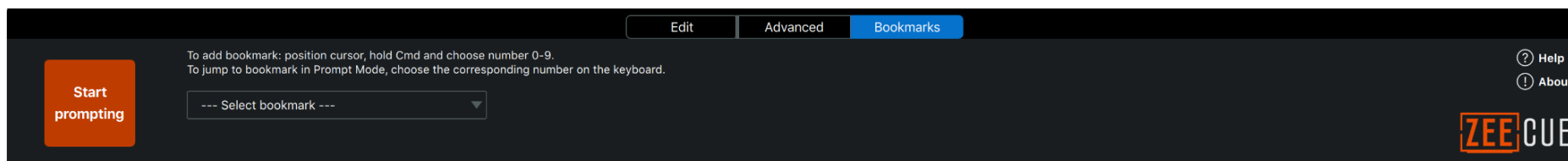
# Advanced tab



The Advanced tab allows you to adjust the margin width and line height - useful if the talent's eyes are visibly moving while reading the script. Simply increase the margin to reduce this problem.

The Eyeline options allow position, size, colour and the option to turn off the Eyeline indicator.

Reduce Speed Sensitivity controls how responsive the touchpad and mouse wheel are when adjusting the scroll speed during prompting.. Switch on (low) when using the touchpad, or switch off when using the mouse wheel.

## Bookmarks tab



Bookmarks allow the operator to quickly jump to pre-determined positions in a script. In Edit Mode, position the cursor to the line of text where you want the bookmark. Hold Cmd (or Ctrl on Windows) and a choose the desired number from 0 to 9. You can recall or delete bookmarks by using the [Select bookmark] drop-down menu.

In Prompt Mode, bookmarks can be recalled by choosing the corresponding number 0 - 9.

Bookmarks are saved with the script.

Be sure to add bookmarks only after you have finished editing a script. Bookmarks are referenced using line numbers, therefore if a script is subsequently edited (where lines are added or removed), then some bookmarks could be displaced.

# Prompt Mode

When you enter Prompt Mode, ZeeCue will be paused at the point where the cursor was last positioned in Edit Mode. You can quickly position the text using the mouse or touchpad.

Start the scrolling by pressing the space bar (see Shortcuts list for full options).

If the talent makes a mistake and a retake is required, the ↑ key or right mouse button jumps back to end of the previous sentence and stops. This option is sometimes preferred over manually stopping, then scrolling the text backwards.

To exit Prompt Mode, hit the Esc key.

## Tips & Troubleshooting

- In Edit Mode, the cursor position will determine where the script begins when switching to Prompt Mode.
- If you intend to uninstall ZeeCue from your computer, be sure to click the [About] button and choose [Deactivate], otherwise you may not be able to reinstall on further devices.
- Learn the shortcuts! They will make you operate ZeeCue effortlessly.

## Help and support

ZeeCue has been designed by professionals who work in the TV and content production industry. We are human and will do our best to help if you have any general questions, feature suggestions, licencing issues,  bug reports - anything - don't be afraid to ask! Contact us directly: support@primelightdesign.co.uk

# Version History

- Version 1, (PC/Mac) first released 15 Jul 2022.