

# QMaster Quick Reference Card

## Connections

Ensure all cables are securely attached before starting your prompter computer and the QMaster software.

## Starting QMaster

You can start the QMaster software by either double-clicking the QMaster icon on the computer desktop or selecting the name from the Start menu of the Windows operating system.

## Create/Open Scripts and Rundowns

Select File >> New from the main menu bar.

Choose the required file type.

or

Select File >> Open and navigate to open an existing script or rundown.

or

Select File >> Recently Used to select from a list of previously opened files.

The QMaster toolbars provide alternative methods of performing editing tasks.



## Manage Rundowns

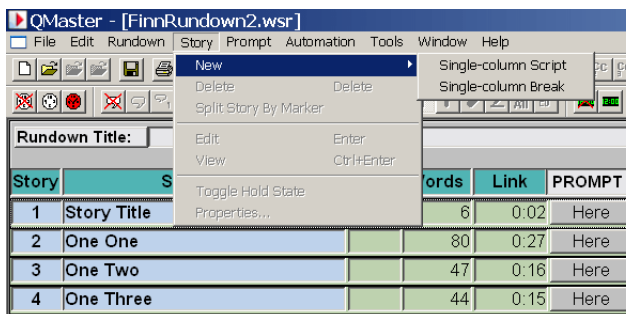
Right-click on the bar at the end of the rundown to insert a new script.

or

Press the Insert key on the keyboard.

or

Select Story >> New from the main menu bar.



Type in a script name and press Enter.

Right-click on an item name to access the context menu options for that item.

Click and drag a script name to change its position in the rundown.

## Edit Scripts

### 1: Script Editor pane

If working with a rundown, you can edit scripts in the Script Editor pane on the right of your screen.



Place the cursor where you wish to edit and type your changes.

Double-click on an item name to open the text in the Script Editor pane. You can perform standard word processing tasks on the script.

Alternatively, you can open a Simple Script file and the Script Editor occupies the whole screen.

The QMaster toolbars provide alternative methods of performing editing tasks.



### 2: Import scripts

If a script has been created in an application other than QMaster you can import it into a QMaster Rundown. To do this use the Import option in the Script menu and then locate the file you want to import.

QMaster supports the following file types:

- Microsoft Word 97/ 2000/2003
- Rich Text Format (.rtf)
- Unicode Text
- Plain Text (.txt)

### 3: Export scripts

You can export a script so that it can be opened by another application. Highlight a script in the rundown and select File >> Export... and follow the instructions.

## Prompt Scripts

Click the Begin Prompting button on the button toolbar of the QMaster software to transfer a script or runorder to a QBox or other Autocue/QTV prompt engine.



Prompting may then be controlled by the currently selected scroll controller.

## Scroll controls

Prompting of scripts can be controlled by a variety of scroll control devices.

Ensure that your scroll controller is connected before starting the prompting computer and software.

Connect scroll controllers directly to the Select Tools >> Options >> Prompt Engines >> Scroll Controls to configure the device.

## Further information

Refer to the QMaster user guide that came with your Autocue/QTV equipment for detailed information about configuring and operating the software.

### 1: Technical Support

Hardware & Software Support from the UK team:

Email: support@autocue.co.uk

Tel: +44 (0)20 8665 2992

Hardware & Software Support from the US team:

Email: support@QTV.com

Tel: + 1 212 929 7755