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WEB GUIDE
Web Master View ("Console") - Sidebar

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

- Purchases (subscription info, term, etc)
- Downloads (installers)
- Speaker Profiles (create visual preferences to apply to new stories)
WEB GUIDE

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

See PromptSmart Account Details and Cancel Subscription Renewal

If you cancel Auto-renewal, you can keep using the subscription until the next billing date.
WEB GUIDE
Updating Credit Card Information

Change card details
Please, enter new credit card data

Card number

MM / YY

CVC

CANCEL

CHANGE CARD

Powered by Stripe
Create Profile: Console > Speaker Profile > Create

Name the Profile

Toggle between Text ("A") and Background ("Bucket")

Assign color = Click anywhere in the viewer window

Assign font style, size, and typeface (if applicable)

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.
WEB GUIDE

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

Add Content to iCast

- Create on the Web
- Import using the file selector pop-up
- Drag-and-drop from Finder/Explorer windows (recommended)
IMPORTANT: Restoring creates a new version. There are limited number of versions (20).
WEB GUIDE

Script Editor: Console > Scripts > Edit Script

Click here to edit title of the block.

Click here to apply profile to story block.

Preview shows name, colors, font style and size.

James Matthew Barrie - The Adventures of Peter Pan

ADD STORY  ADD COMMERCIAL
DELETE STORY  CLEAR FORMATTING

Story 1
Profile 10 words 00:00:04

Story 2
Profile 13 words 00:00:06

Story 3
Profile 80 words 00:00:32

Default Profile
Lato, 100

Black and Yellow
Roboto Condensed, 160

Red and Green
Istok Web, 76

Story name

SAVE CHANGES

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).

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.
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

- Forever-Delete Everything
- Put Everything Back
- Restore Selection Only
- Delete Selection Only
Sign In to Activate iCast

Sign in (iOS)
- Tap "More"
- Tap "Log In"
iOS GUIDE

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
- Recommended to keep the Script Cleaner on (Green) as well
iCast is separate from your Script Library

Collaborate in groups with iCast

"Tap-and-drag" finger down to Sync changes.

Swipe-left + delete sends script to "Trash" (web)

Press the circled-check to make multiple selections and bulk-delete
iOS GUIDE

Edit Script - Profiles, Content Preview, UI Toolbar

See which profile applies to each block.

Default profiles appear as plain-text in mobile.

You can put in multiple stories in serial order and edit them separately.
Mobile-Only Settings

iCast profile from the Web overrides font style and colors

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

Note: Font sizes in Profiles do not transfer to mobile.
iOS GUIDE

Edit or Add Stories in iOS

- Tap the box to edit story block
- Tap "Add story" for new block
- Story block sub-title
- Story block content
- Script / Rundown title
- Select/delete stories
- Delete rundown
- Play Entire Rundown
- Mobile-only Settings
- Share/Export
**iOS GUIDE**

Importing or Creating iCast Scripts in iOS

Tap "+" to import or create in mobile

New additions will sync to web, PC, and Android

Adding content to "Scripts" in iOS will not mix with iCast on the web or on the desktop
STUDIO GUIDE

Log in to the Studio App with your PromptSmart Account Credentials
Files Screen - Add Content; Sync to iCast Server

Click "IMPORT" to add from a local directory.

Click "CREATE" to add a new script or folder.

Drag-and-drop here to add content.

Note: default Sync is OFF. Must be turned on by the user.
STUDIO GUIDE

Files Screen - Refresh Library to Sync with iCast Server

Click to sync from Server

Scripts

- Content of first story red text, bold red text. <Text skipped by VT>
- Regular text again.
- Content of second story bold-italic yellow text...

- Default
  31-03-2020 14:41

- iCast Test Script
  30-03-2020 17:22
STUDIO GUIDE

Speaker Profiles - Sync from Web

- Click here to Create new profile
- Click here to Sync web profiles
- Click here to Edit existing profile
- Click here to Delete profile
Options Menu

Click to open Options Menu

- 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
STUDIO GUIDE

Edit Script Interface

- Organize Content in the table on the left
- Click-and-drag to organize story blocks
- Edit selected block or add custom meta-data on the right
- Apply profiles to one or all blocks
- Send prompter window to a monitor of choice with "Screen"
- Launch presentations with "Play"
- Toggle mirroring with one of two buttons (blue = on; gray = off)
Click here to decide what fields display in your table.
**EDIT SCRIPT - SAVE AND SYNC**

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

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 appear in other apps.
**STUDIO GUIDE**

**Preview Window Features**

- **Start/Stop VoiceTrack listening**: Click the top of window to engage keyboard controls to scroll current story.
- **Select Skin to apply to whichever story is next**: Double click = immediately push story to display.
- **Edit scripts on your PC with the PromptSmart iCast platform**: Arrows toggle the story that is next (can manually select any story in the rundown).
- **“Up Next” = Immediately pushes the “Next story” to the display**
Screen Blanking / Breaking News

Click “Breaking News” and pop-up appears with banner to warn talent. Type or copy the report into the box. To revert to previous script, click “Dismiss Update”. To send the report to the display, press “Push to Display”
**ANDROID GUIDE**

**Sign In With Your PromptSmart Account Credentials**

Log-In Prompt

Appears on initial start-up of Android app

Or tap Menu and then "Sign in" button
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.prompts.smart.com

Main Web Console > Trash
ANDROID GUIDE

View and Edit iCast Scripts

- Each story block appears in own box
- Block title is in bold; content preview follows beneath
- Add a block by tapping “+ Add Story”
- Tap inside white boxes to edit
- Press orange “Play” button to present
- Gear icon = iCast Settings
iCast Settings

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

- For mirroring, must be engaged in the mobile device settings.
- To narrow side margins (as depicted in preview), scroll down the menu and set the “Narrow Side Margins” feature to narrowest.
REMOTE GUIDE
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

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

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