TELEPROMPTER FAQ

WHAT PROGRAM DO I USE FOR THE TELEPROMPTER?

We use Rundown Creator for prompting.

Log in at www.rundowncreator.com/oregon with your Rundown Creator credentials to edit your scripts and rundowns.

CAN I USE THE TELEPROMPTER IF I DON’T HAVE RUNDOWN CREATOR CREDENTIALS?

Yes. You can log in to Rundown Creator with the general SOJC studio account. The username and password are both studio.

You can edit the General SOJC Rundown. Get there by clicking on Load a rundown in the upper left corner of the screen. Select General SOJC Rundown under the SOJC heading. Double click the story slug where it says Insert Scripts Here. You can copy and paste your script in the editing window.

Remember that this rundown is open to everyone in the SOJC, so it will be cleared out after each use.

Note: SCRIPTS IN ALL CAPS are easier to read on the teleprompter than scripts in lower case.

HOW DO I GET FROM THE RUNDOWN TO THE TELEPROMPTER VIEW?

Click on the title of your rundown. You’ll find that in the dark blue bar at the top of the rundown. It’ll have the folder your rundown is in (Oregon News, Duck TV, SOJC, etc.), then the title of your rundown, then the date.

A dropdown menu will come up. Click on Teleprompter (it’s the first option in the third section of the dropdown) to go into full-screen teleprompter view.
**HOW DO I SCROLL?**

Use the arrow keys. The up arrow scrolls the prompter forward, and the down arrow scrolls the prompter back. The more times you press the arrows, the faster the prompter scrolls.

To slow the speed, press the opposite arrow. That slows the scrolling speed until it starts scrolling in the opposite direction.

**HOW DO I GET BACK TO THE RUNDOWN FROM THE TELEPROMPTER VIEW?**

Click on the button in the upper right of the screen that says return to the rundown.

**HOW DO I PRINT MY SCRIPTS?**

Click on the title of your rundown in the dark blue bar at the top of the rundown. In the dropdown menu, select Printer Friendly Scripts.

**ARE THERE MORE RUNDOWN CREATOR RESOURCES?**

Yes. On this desktop, open the folder called Documentation. Under TV/Photo Studio > Control Room > Rundown Creator, you will find guides for script formatting, rundown formatting, using iPads for script viewing, and more.

For more information, email support@jcomm.uoregon.edu, call 541-346-0257, or visit the Tech Desk at Allen 319.