

OPERATION MANUAL

VTW Software

VTW Software

Version 5.5 - Higher

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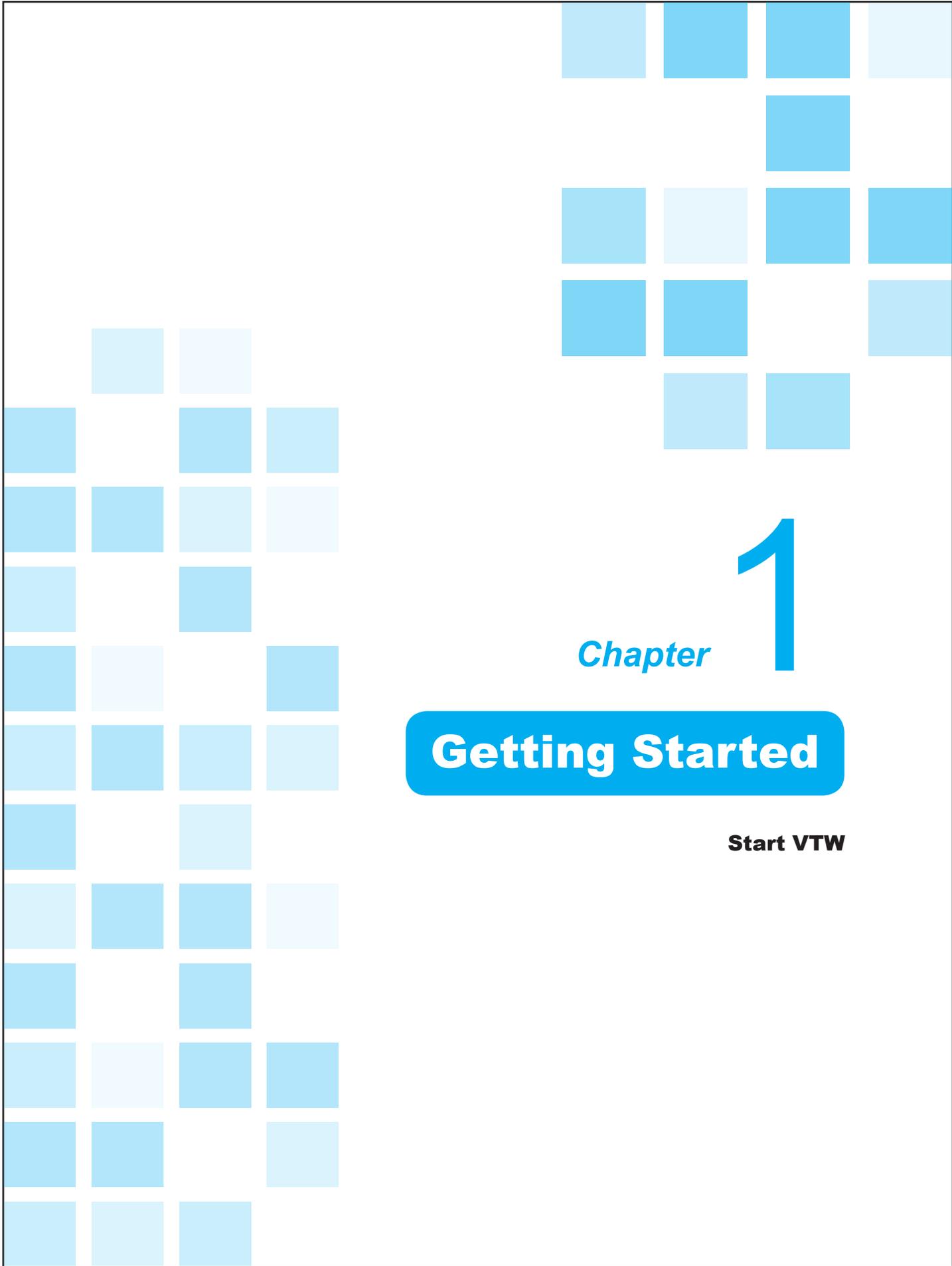
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Chapter **1**

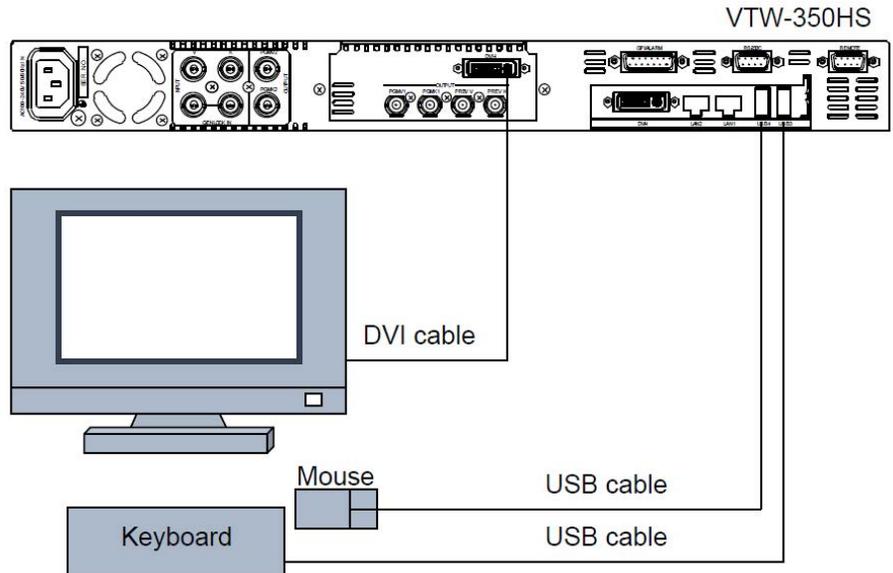
Getting Started

Start VTW

Start VTW

Connect Monitor, Keyboard and Mouse

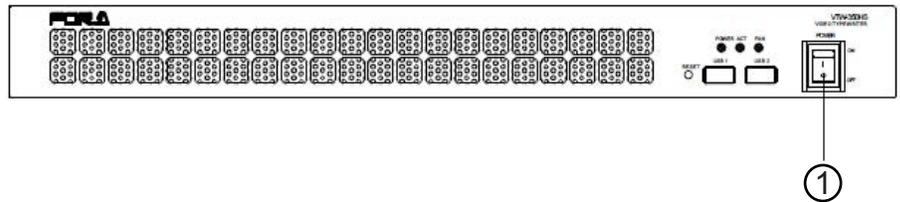
Before starting the VTW Software, connect a monitor, keyboard and mouse to the VTW-350HS as shown at the right.



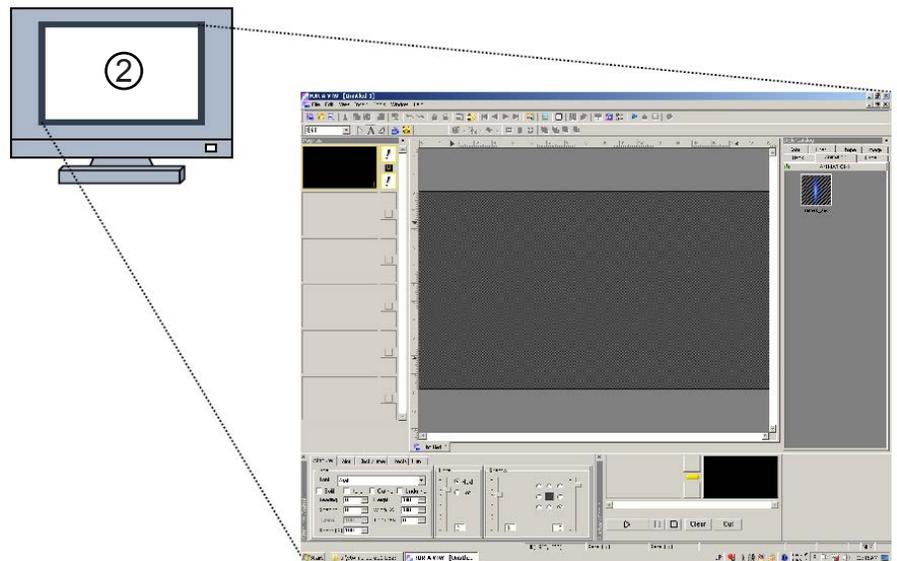
Start VTW

The VTW software automatically starts when the VTW-350HS is powered on.

1. Power On VTW-350HS.



2. The VTW Software screen as shown below will appear on the monitor in full-screen.



Exit VTW and Display the Desktop screen

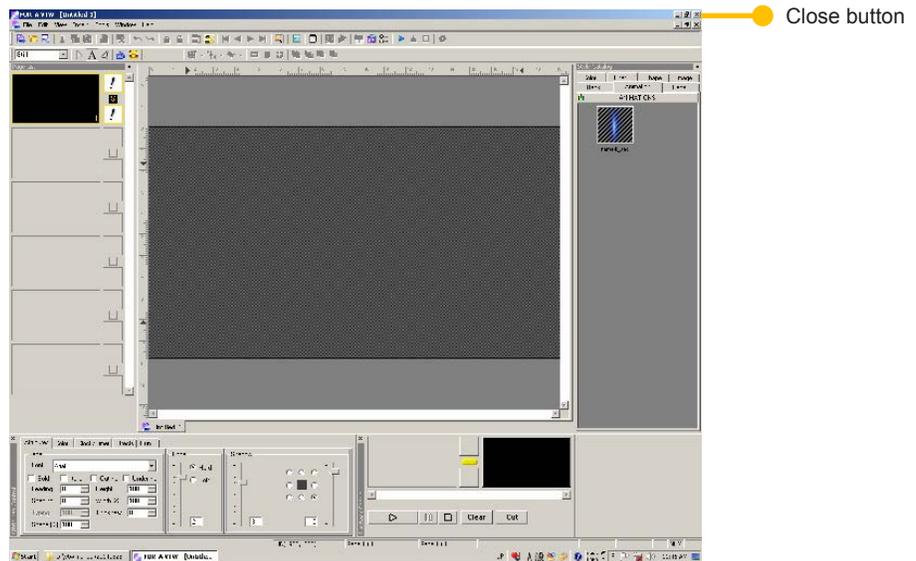
The dedicated utility software, FOR-A MBP Utility must be launched from the desktop. Refer to "VTW-350HS Operation Manual" for details on the utility software.

Restart the VTW Software

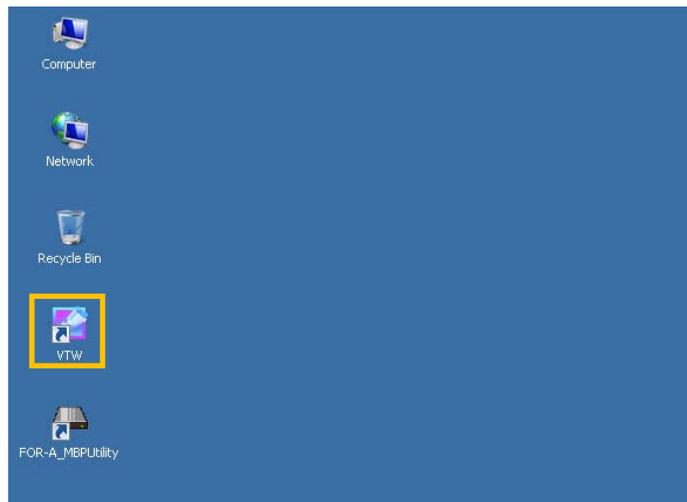
Exit VTW

The VTW software automatically closes when the VTW-350HS is powered off.

Click the close button in the upper right corner of the VTW window to display the desktop.

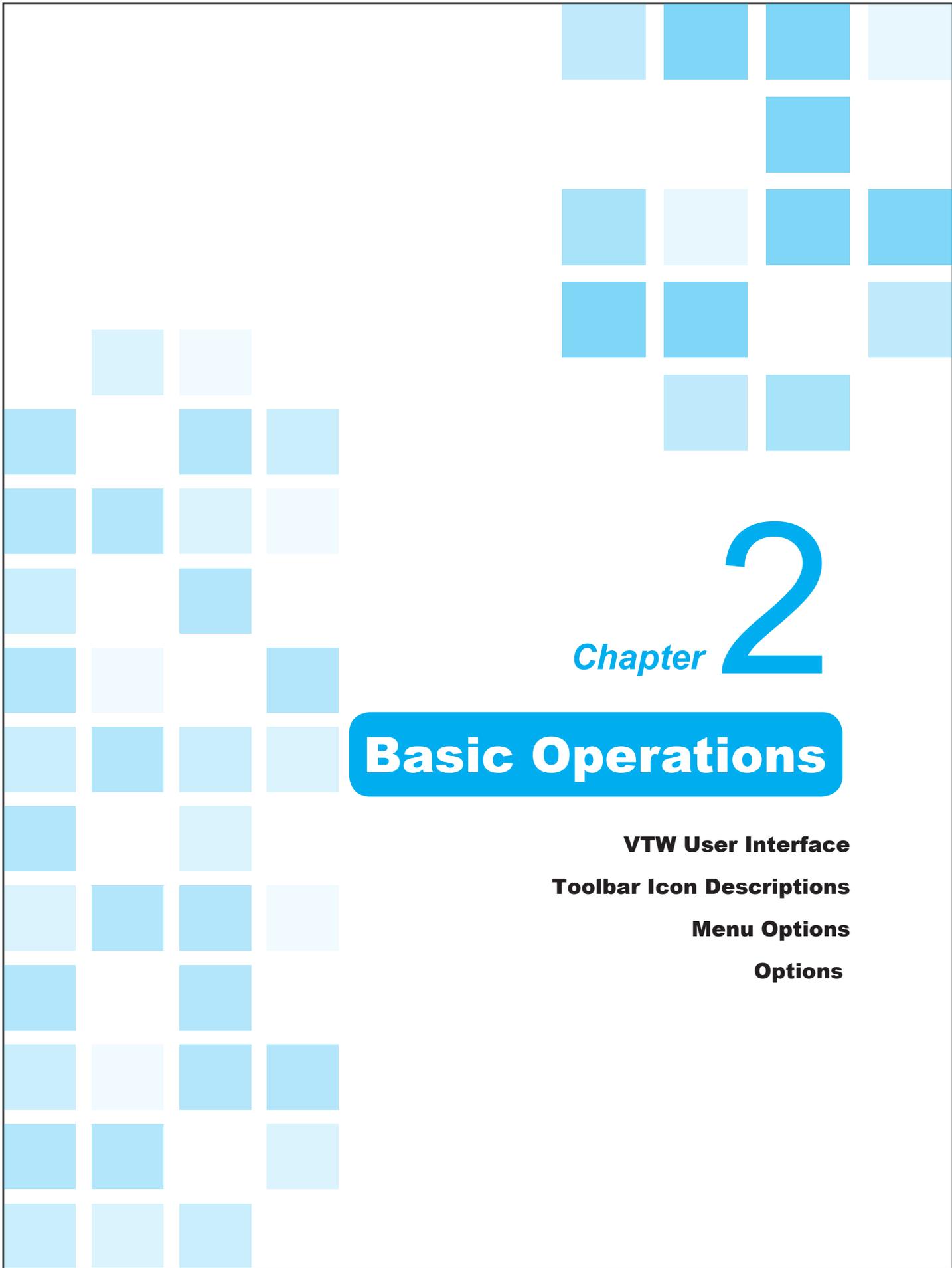


Double-click the VTW software icon on the desktop to restart the software.



Power Off VTW-350HS.





Chapter **2**

Basic Operations

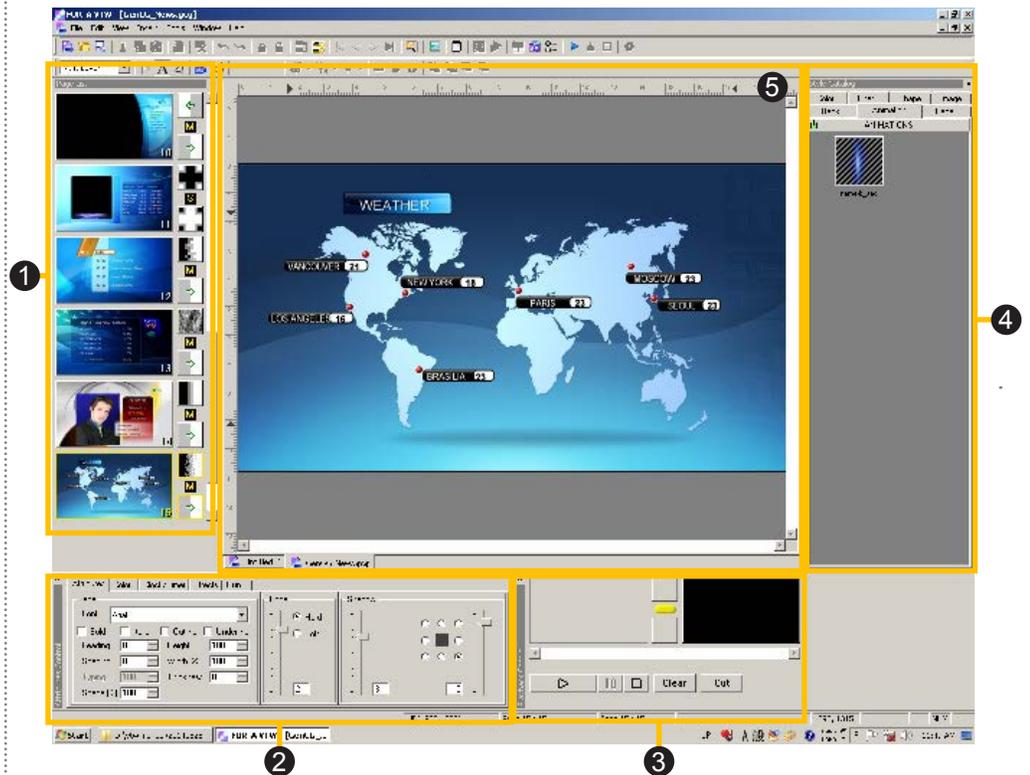
- VTW User Interface**
- Toolbar Icon Descriptions**
- Menu Options**
- Options**

VTW User Interface

Primary Screen

The picture shown to the right is the user interface of VTW.

The user interface is the most essential part of VTW and it is important to learn the terms and functions thoroughly.



- 1 **Page List:** This window allows for the visualization and management of pages. Open multiple VTW files (*.gcg) to copy and paste pages from one project to another.
- 2 **Attributes Control:** Consists of Attributes, Color, Clock/Timer, Effects, and Run tabs. Control the attributes for design, effects, and more.
- 3 **Playback Control:** Control the playback of the Page List from this window.
- 4 **Style Catalog:** Quickly access saved objects and attributes to be used frequently.
- 5 **Edit Window:** View and edit pages within the Page List.

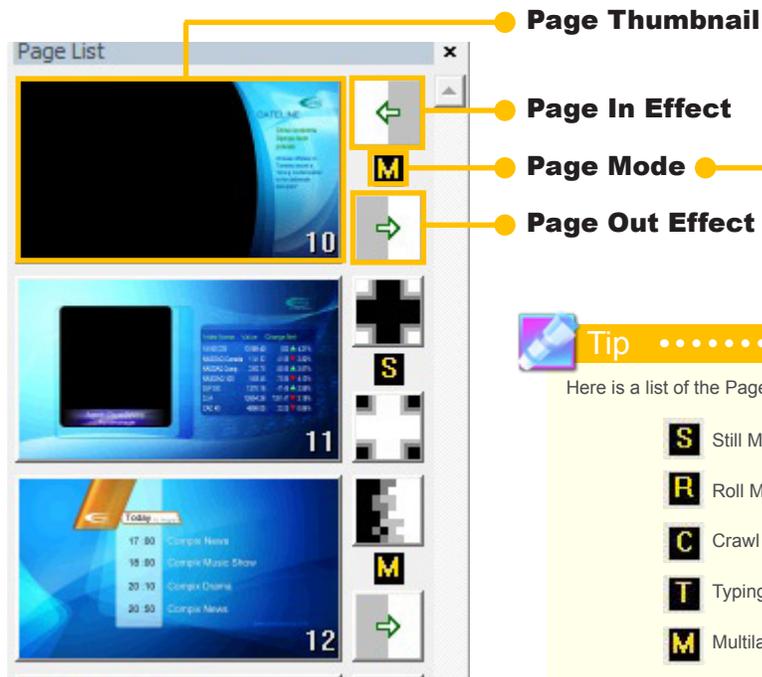
Page List

Displays editable pages of an opened file as thumbnails. The Page List also acts as a playlist of pages.



Tip

Depending on the resolution of the monitor, the number of pages displayed may be different.



Tip

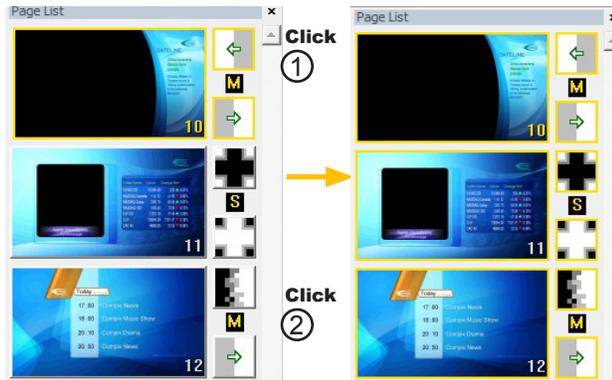
Here is a list of the Page Mode abbreviations:

- S** Still Mode
- R** Roll Mode
- C** Crawl Mode
- T** Typing Mode
- M** Multilayer Mode

Selecting a Page

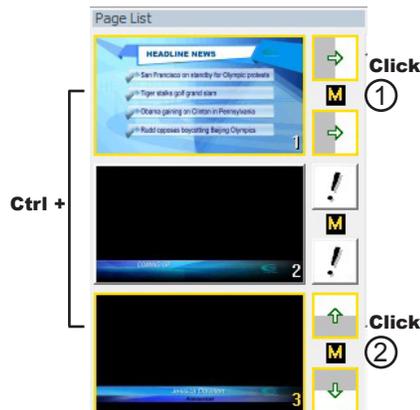
Click on a page from the page list to select it. To select multiple pages, hold the Shift key and click on the desired pages in sequence or hold the Ctrl key to individually select pages.

Multiple Page Selection 1



Click on the first page of the collection of pages you want to select in sequence. Click on the last page while pressing the Shift key. All the pages in between will be selected and highlighted in yellow.

Multiple Page Selection 2

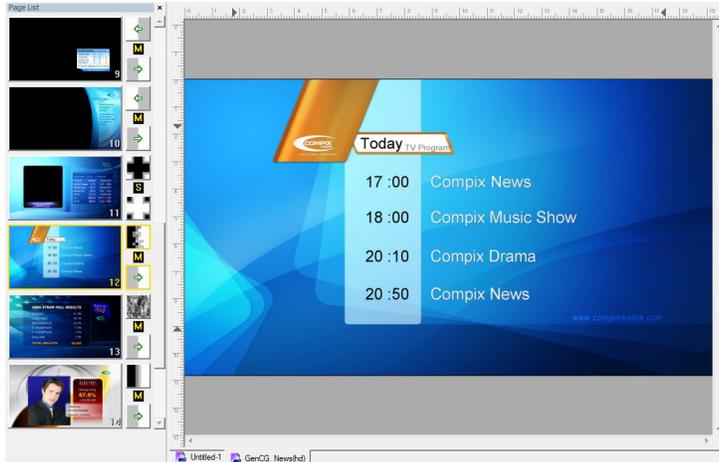


Click on pages while pressing the Ctrl key to select pages out of sequence.

Changing from Page to Page

If there are many pages in one file it becomes difficult to find and select a certain page to be edited. There are a few convenient methods in VTW to help find pages by number.

Selecting by Mouse



Click on the page. The content of the page will appear on the Edit Window.

Selecting by Shortcut Keys



Pressing the   keys will select and scroll through the pages within the Page List. The content of each page will be shown in the Edit Window as they are selected.

Right Click Options

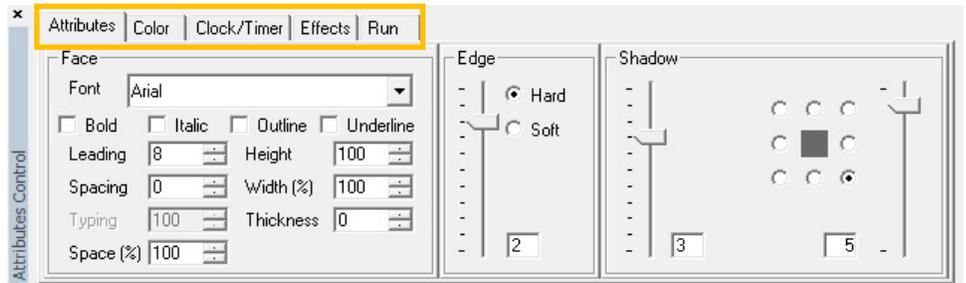
Right-clicking on a page gives the user the option to cut, copy, paste, and insert a new page before the selected page.

Cut Page	Ctrl+ Shift+ X
Copy Page	Ctrl+ Shift+ C
Paste Page	Ctrl+ Shift+ V
Insert New Page	

Attributes Control

Attributes include essential features such as properties of text and objects, clocks and timers, effects, and play control.

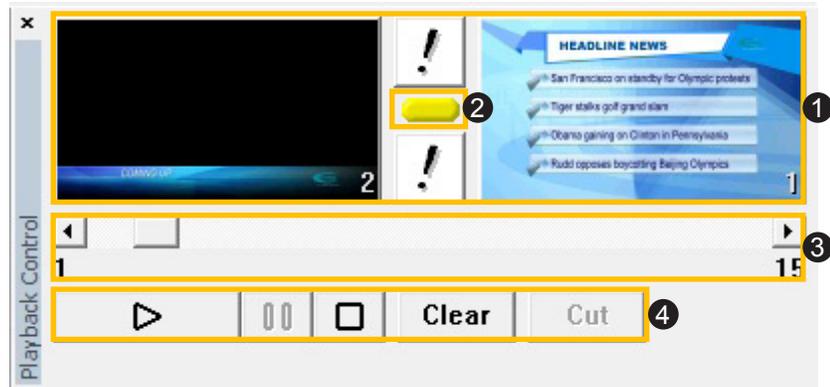
The Attributes Control window consists of 5 tabs: Attributes, Color, Clock/Timer, Effects, and Run.



 **Tip** Detailed information regarding each tab can be found throughout this manual.

Playback Control

The Playback Control window contains the standard playback functionality with a Preview and Program thumbnail.



- ① **Preview & Program Information:** Shows thumbnails for both the Preview and Program, as well as the next page's in and out effects.
- ② **Preview Window:** Opens a separate Preview Window.
- ③ **Preview Control:** This bar allows the user to select which page will play on-air next.
- ④ **Output Control:** Standard playback functions, such as [Play], [Pause], [Stop], [Clear], and [Cut].

Preview & Program Information

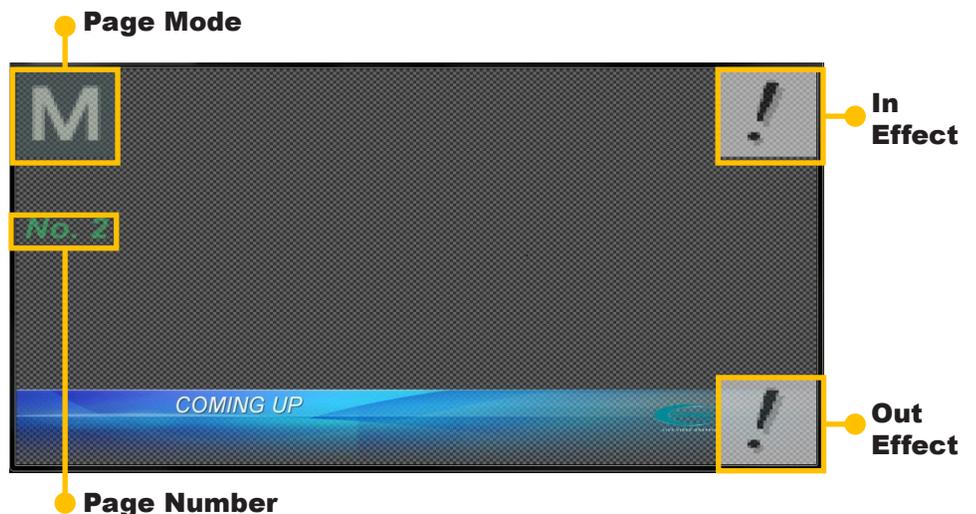
This contains the Preview and Program thumbnails along with the Preview page's In and Out Effects.



Preview Window

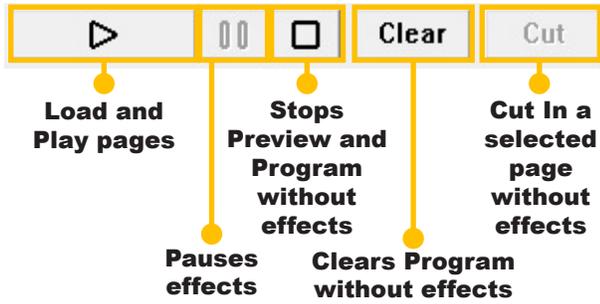
Clicking on the yellow button between the Preview In and Out Effects will open a separate window that can be used as a Preview Monitor.

The Preview Window also displays the page's Mode, number, and In and Out Effects.



Output Control

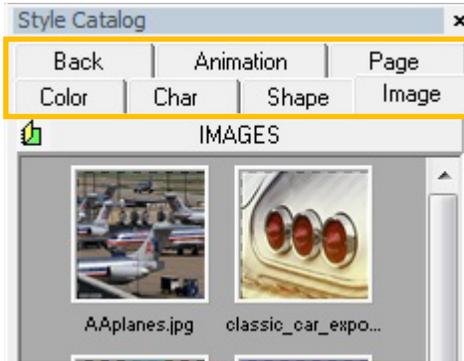
The Output Control comes with the standard playback functions to play out the pages from the Page List.



Style Catalog

Access 7 classes of saved templates: Color, Character, Shape, Image, Background, Animation, and Page.

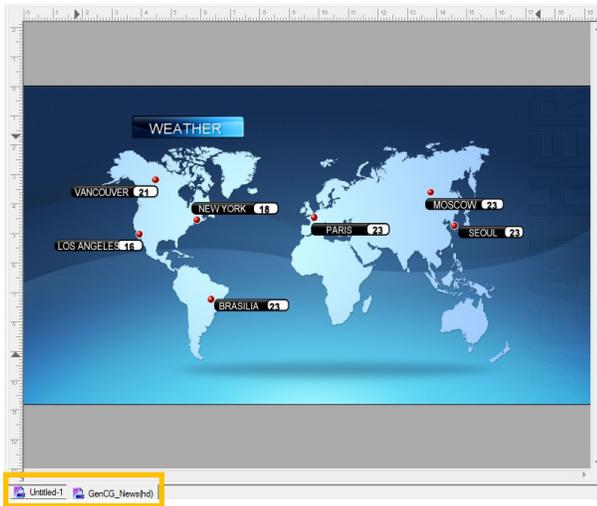
Extra folders can be created in each tab for better organization.



Edit Window

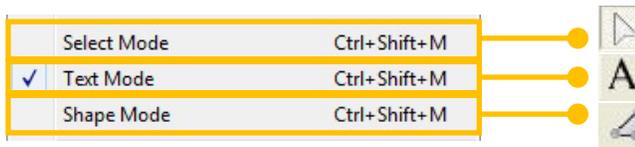
This is the canvas where all editing takes place.

At the bottom of the Edit Window are tabs for each open VTW file.



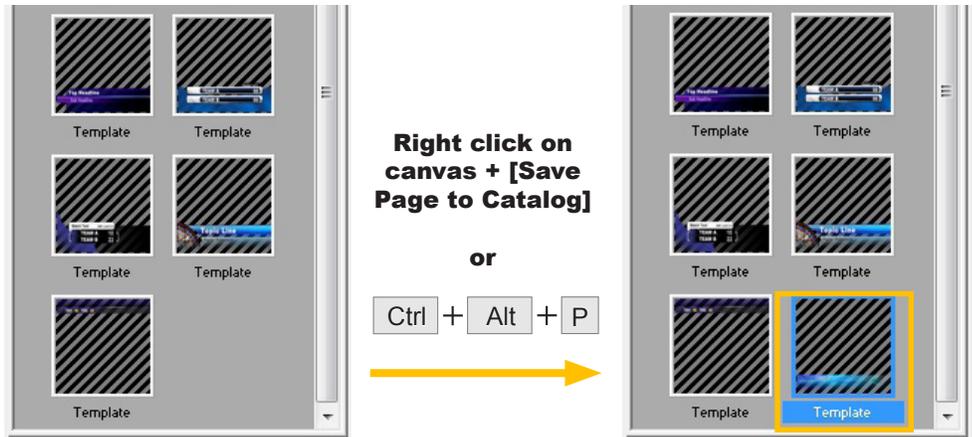
Mouse Mode

Choose the mode by right clicking on the canvas and select the desired behavior of the mouse. These modes correspond to the toolbar buttons.



Save Page to Catalog

To save the page as a template, right click on the canvas and select [Save Page to Catalog]. This adds the page to the bottom of the Page tab in the Style Catalog. A template is an uneditable graphic where even text is fixed. To unlock the page, select [Edit] > [Unlock Template]. To save the template in an editable form, first select all objects that are to remain editable, then save the page to the Style Catalog.

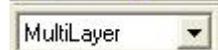


Toolbar Icon Descriptions

Toolbar 1

-  New (Ctrl+N): Create new project
-  Open (Ctrl+O): Open project
-  Save (Ctrl+S): Save project
-  Cut (Ctrl+X)
-  Copy (Ctrl+C)
-  Paste (Ctrl+V)
-  Delete
-  Undo (Ctrl+Z)
-  Redo (Ctrl+Y)
-  Lock (Alt+L): Lock an object in place
-  Unlock (Alt+L): Unlock a locked object
-  Bundle Attributes (Ctrl+Shift+O): Change attributes across multiple pages
-  Update Page List: Show changes from Bundle Attributes
-  First Page
-  Previous Page
-  Next Page
-  Last Page
-  Mask Effect (Alt+K): Mask an area in Still, Roll, and Crawl Mode
-  Live View (F5)
-  View Text (Ctrl+Alt+V)
-  Multiple CG Page List: View both VTW Page Lists (Dual Channel Only)
-  Multiple CG Controller (Alt+M): Control both VTW outputs (Dual Channel Only)
-  Genlock VGA Control (Ctrl+Alt+G)
-  Scheduler Suite (Ctrl+Alt+C)
-  Options (Ctrl+Alt+O)
-  Take In (Ctrl+Enter(Keypad)): Play out the current page
-  Take Out (Ctrl+.(Del)): Cut the current page out
-  Stop: Stops the currently playing page

Toolbar 2

-  MultiLayer Page Mode
-  Select (Ctrl+Shift+M)
-  Text (Ctrl+Shift+M)
-  Shape (Ctrl+Shift+M)
-  Insert Image (Ctrl+P)
-  Insert Background image (Ctrl+Shift+P)
-  Align Left
-  Align Center
-  Align Right
-  Screen Align
-  Area Align
-  Object Align
-  Match Width
-  Match Height
-  Match Size
-  Front (Ctrl+Shift+Up Arrow)
-  Back (Ctrl+Shift+Down Arrow)
-  Forward (Ctrl+Shift+Right Arrow)
-  Backward (Ctrl+Shift+Left Arrow)

Menu Options

File Menu

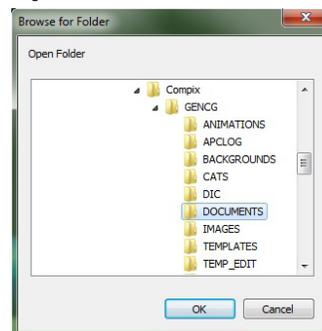
The File Menu contains all options regarding VTW files.

FOR - A VTW - [GenCG_News.gcg]	
File	Edit View Insert Tools Window Help
New	Ctrl+N
Open...	Ctrl+O
Open Folder	Alt+O
Close	Ctrl+W
Close All	Ctrl+Alt+W
Save	Ctrl+S
Save As...	Alt+S
Save All	F3
Import GEF	Ctrl+E
Export GEF	Ctrl+Alt+E
Save As Text File	Ctrl+Alt+S
Save As Template	
Save As Image	Alt+Shift+S
Convert File Resolution	
1 C:\Compix#\..\GenCG_News.gcg	
2 C:\Compix#\..\GenCG_Sports.gcg	
Exit	

New and Open

Open a new document with [New] or open an existing document with [Open...]. The [Open Folder] option opens all VTW files within the selected folder.

Open Folder



Close

Close a currently opened file or select [Close All] to close all opened files

Close	Ctrl+W
Close All	Ctrl+Alt+W

Save

Save a document or change the name of the document with [Save As...]. Select [Save All] to save all opened files

GenCG Embedded Files (GEF)

Import or Export a GEF. These files embed the imported images and animations from the entire page list into the GEF itself. Embedding the images eliminates the need to bring all original image and animation files. If a GEF is not used, the images and animations must be linked directly to their original files.

Save As Text File

This saves only the text from the selected page. Choose which pages to save from in the Save As Text File window and check whether or not to include the page numbers.

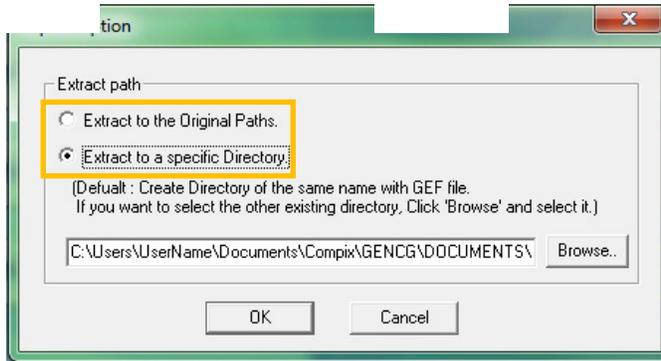
Save in Previous VTW File Format

VTW's Save function is backwards compatible. Save VTW files in previous VTW-330HS format.



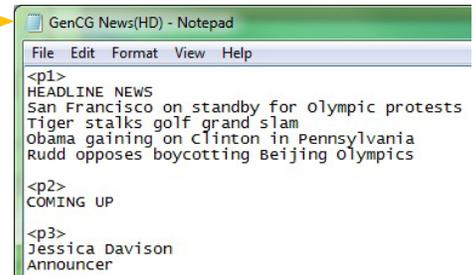
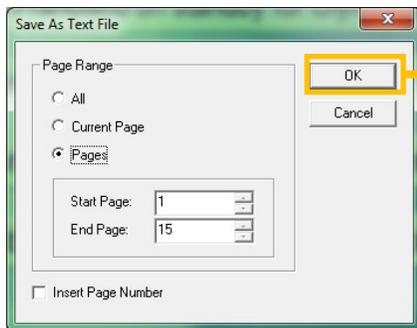
Tip

New features saved to files from newer versions of VTW will not be available if opened on previous versions.



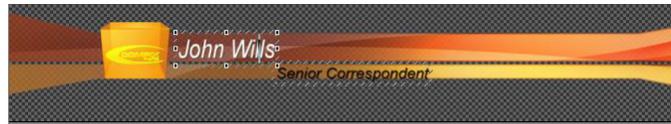
Import Option

The Import Option window appears once [File] > [Import GEF] is selected. From here, choose to either extract to the default path or to select a path using the [Browse] button.

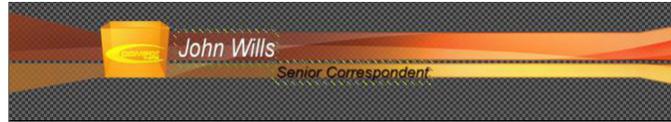


Save As Template

A VTW Template file allows a single page to become fixed and unmovable for ease of use as a template. Even text becomes fixed unless the object is selected before saving as a template.



Select the objects to remain editable. Save the file as a template.



Insert the template into another file or page. All objects that weren't previously selected cannot be edited, however these text objects can.

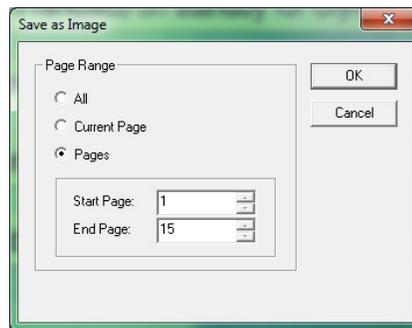


Tip

Templates can be unlocked for editing if necessary by going to [Edit] > [Unlock Template] or pressing **Ctrl + U**.

Save As Image

Similar to the [Save As Text File] option, save selected pages as an image. Choose which pages to save from the Save As Image window. Image types supported are 32 and 24 bit targa, 32 and 24 bit bitmap, and 24 bit jpeg files

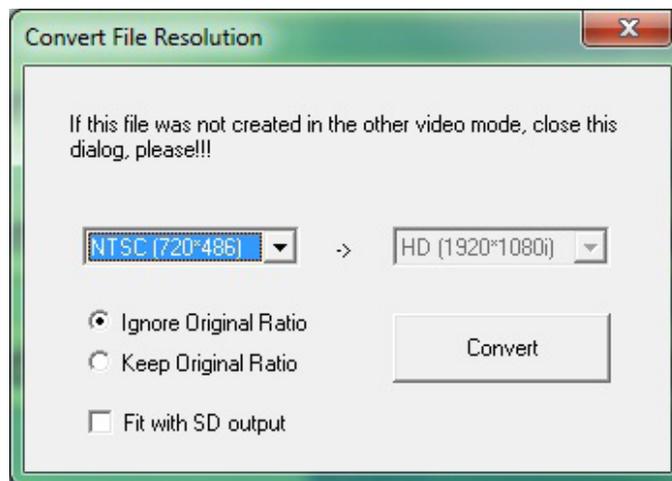


Tip

Saving selected pages as an image will flatten the page, allowing for easy manipulation of the whole page. It may be much easier to save a lower third graphic, which consists of multiple objects, as an image and apply a transition than grouping the objects together to get the same effect.

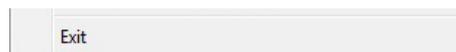
Convert File Resolution

Convert the opened VTW file to the current resolution. Select the resolution of the file and whether or not to keep the original ratio.



Exit

Close VTW and all opened files.



■ Edit Menu

The Edit Menu contains all options regarding the editing of VTW pages and files.

Edit	View	Insert	Tools	Window	Help
Undo					Ctrl+Z
Redo					Ctrl+Y
Cut					Ctrl+X
Copy					Ctrl+C
Paste					Ctrl+V
Delete					Shift+Del/Del
Select All					Ctrl+A
Group / Ungroup					Ctrl+G

Cut Page	Ctrl+Shift+X
Copy Page	Ctrl+Shift+C
Paste Page	Ctrl+Shift+V
Go to Page	F4
Find...	Ctrl+F
Replace	Ctrl+R
Bundle Attributes	Ctrl+Shift+O
Match Attributes	Ctrl+Shift+S
Unlock Template	Ctrl+U

Undo and Redo

Undo or redo the last action performed on the canvas or Page List.

Undo	Ctrl+Z
Redo	Ctrl+Y

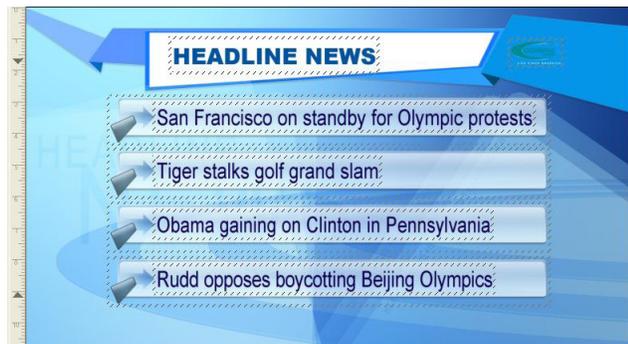
Edit Functions

This section contains the basic functions of any editor: cut, copy, paste, and delete. These commands are for the canvas only.

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Shift+Del/Del

Select All

Selects all objects on the current page.



Group and Ungroup

When multiple objects need to have the same attributes adjusted, such as positioning and size, it may be convenient to group the objects together. Text, shape, and image objects can be grouped together, however animation objects can only be grouped with other animation objects.



①

Group / Ungroup

Ctrl+G

② & ④



③

- ① Select two or more objects to be grouped.
- ② Click on [Edit] > [Group/Ungroup].
- ③ The selected objects are now grouped.
- ④ If the objects no longer need to be grouped, click on [Edit] > [Group/Ungroup] again to separate them.



Tip

Adding an effect to a grouped object affects the whole object.

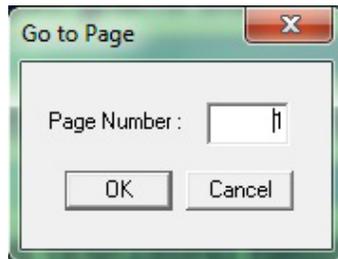
Page Edit Functions

This section contains the basic functions of any editor: cut, copy, and paste. These commands are for the Page List only.

Cut Page	Ctrl+Shift+X
Copy Page	Ctrl+Shift+C
Paste Page	Ctrl+Shift+V

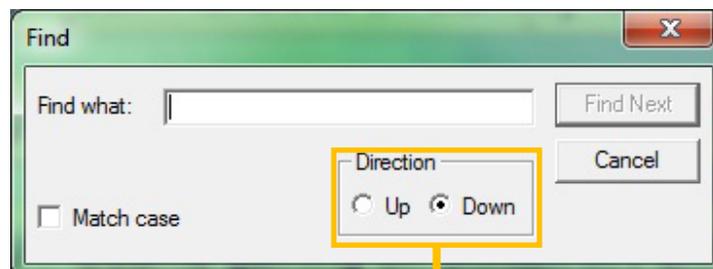
Go To Page

When there are many CG pages in a file, it becomes too time consuming to go through the list, page by page. Find a specific page using the [Go to Page] function in the [Edit] menu.



Find

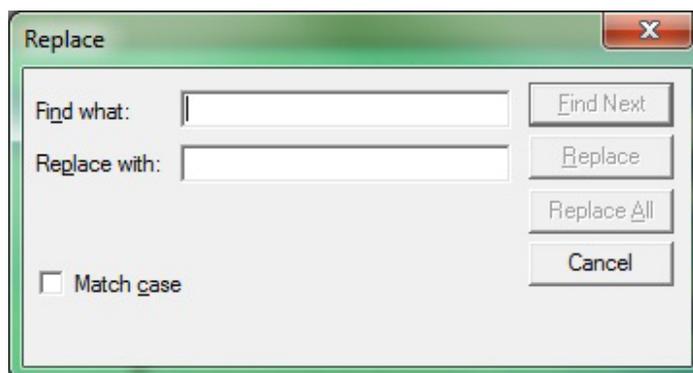
Search for text within pages with the [Find] function. Select [Edit] > [Find] and type in the text to search for when the window appears.



Progress Direction

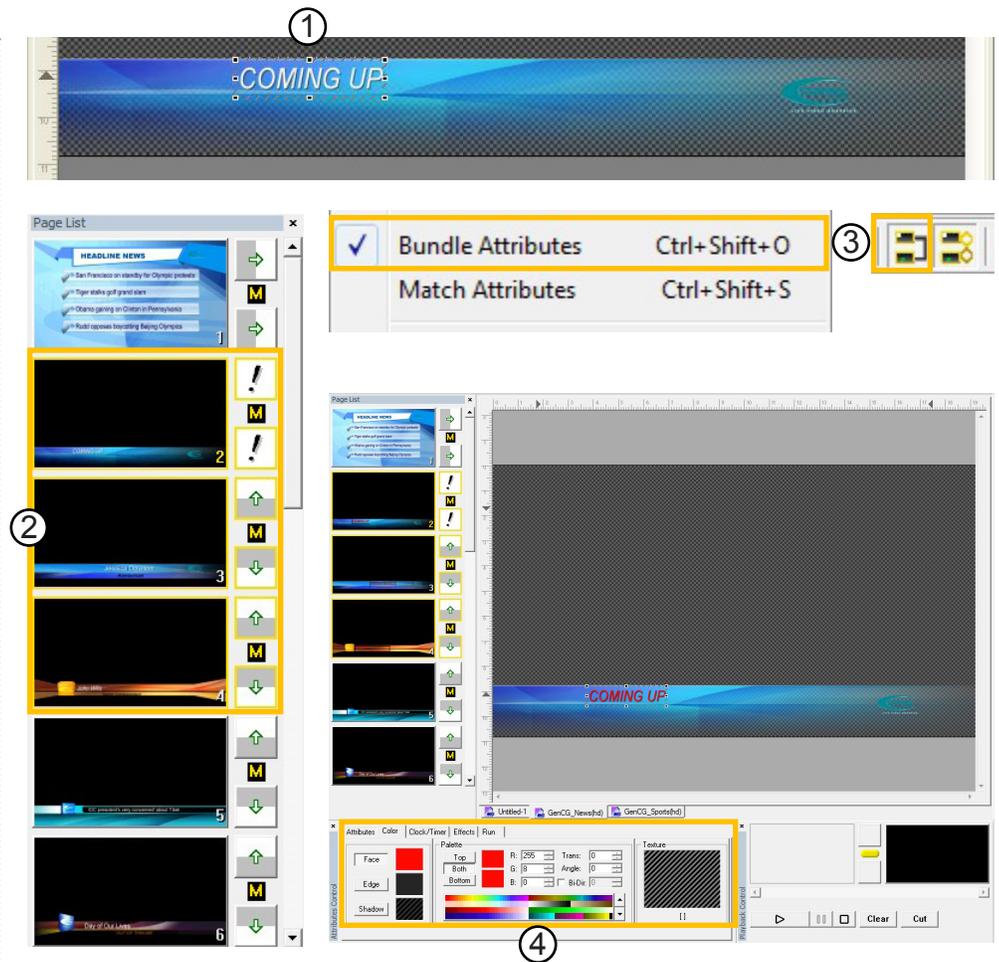
Replace

Use [Replace] to find and change one word with another. To substitute all matching text, click [Replace All]. To exchange matching text one by one, select [Replace].



Bundle Attributes

Change the text and object attributes across multiple selected pages simultaneously.



- ① Select the object to be changed.
- ② Highlight all desired pages in the Page List.
- ③ Click the [Bundle Attributes] button in the toolbar or go to [Edit] > [Bundle Attributes].
- ④ Now change the attribute of the object in the Attribute or Color tabs. All selected pages in the Page List will update their corresponding objects accordingly.



Tip

If the [Update Page List] button is active in the toolbar, all selected thumbnails in the Page List will display the changes created through [Bundle Attributes].



Bundle Attributes  **Update Page List** 

Match Attributes

Use the [Match Attributes] feature to copy a particular object's attributes to like objects on the rest of the page. This becomes a helpful tool when the same adjustment needs to be made to multiple objects at once, such as text size, font, or color.



Tip

To match attributes to multiple pages at the same time, select the desired pages in the Page List before using the [Match Attributes] feature.



① Select the object that has the attributes to be copied.

② Select [Edit] > [Match Attributes] or use the keyboard shortcut **Ctrl + Shift + S**. All similar objects within the page have been given the same attributes as the original.

Unlock Template

Templates are typically saved so that adjustments cannot be made to them. To be able to edit a locked template, go to [Edit] > [Unlock Template].



View Menu

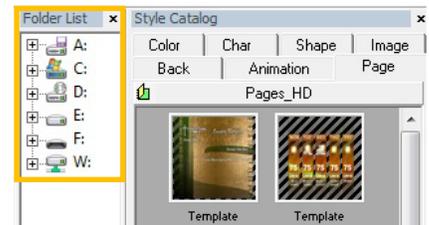
The View Menu allows the user to toggle the windows within VTW's UI. Guides and grid lines can also be viewed on the Edit Window through the View Menu.



Toggle UI Windows

These options allow the user to toggle the UI Windows within VTW, including the Page List, Style Catalog, Attributes Control, and Playback Control.

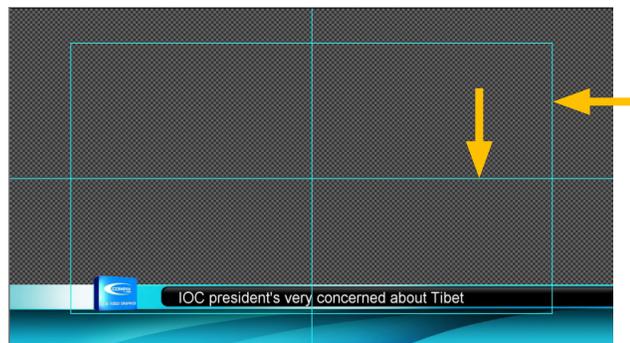
Toggle the Folder List window.



This window allows for the quick selection of Style Catalog templates and attributes.

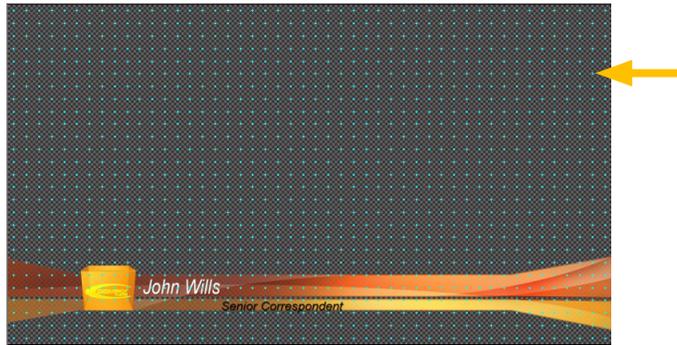
Guides

View the guides in the Edit Window. These guides can be used as a safety area for the graphic output. They are only viewable when their corresponding boxes are checked under [Tools] > [Options] > [Editor] > [Guides].



Grid

View a grid in the Edit Window. The grid can be used for more precise placement of objects.



Disclose Alias

Show object aliases. Aliases are used when integrating VTW templates with AutoCast for dynamic updates.



Live View and Preview Window

Editing pages in VTW can be viewed in real time through the video output with the Live View function.

The best way to view the changes from Live View is through the Preview Window. This window is completely adjustable. When not in Live View mode, the Preview Window acts as the preview monitor.

Edit Window

Preview Window in Real Time



16:9 <-> 4:3

Toggle between viewing the Edit Window in 4:3 standard or 16:9 widescreen ratio. This function is available for NTSC and PAL only.

Tip
 This option does not change the video output resolution, only canvas.



4:3

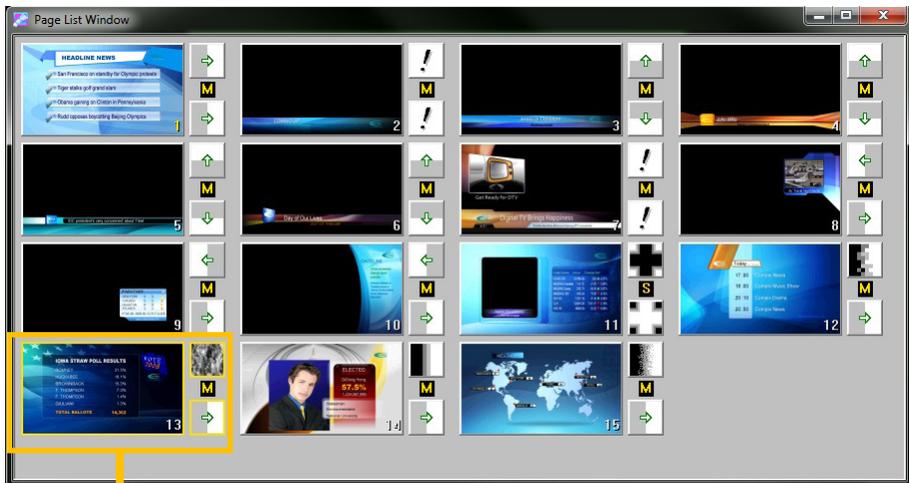


16:9

Page Window

Displays a list of all pages in the file along with in and out transition effects and page modes. The list will also show which page is currently on air.

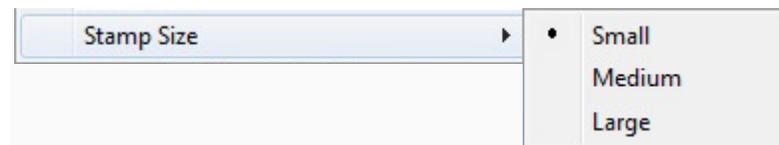
This list is for display only and cannot be edited.



Page currently on air

Stamp Size

This adjusts the size of the thumbnails for both the Page List and Playback Controls.



Refresh

This refreshes the current view if an image or animation has been changed in an external image editing program.

Insert Menu

The Insert Menu contains all the commands to insert various objects into the Edit Window.

[Untitled]	
Insert	Tools Window Help
VTW Document...	Alt+G
File As Text...	Alt+X
Template	Ctrl+Shift+T
Image Sequence	Ctrl+Alt+I
Background Image Sequence	Ctrl+Alt+B
Image...	Ctrl+P
Background...	Ctrl+Shift+P
Clock/Timer...	Ctrl+T
Resident Clock	
Animation	Alt+A
Replace Image	Alt+P
Distribute Objects...	Ctrl+D
New Page	Alt+N

VTW Document

Insert an additional VTW document into the currently opened file. The new pages will be inserted above the selected page in the Page List.



File As Text

Insert a text (*.txt) file into the current page. Be sure to select the desired attributes and color of the text object in VTW before importing the text file. Certain commands within the text file can help format the text as it is inserted. If no commands are given, VTW will place text by default settings.

```

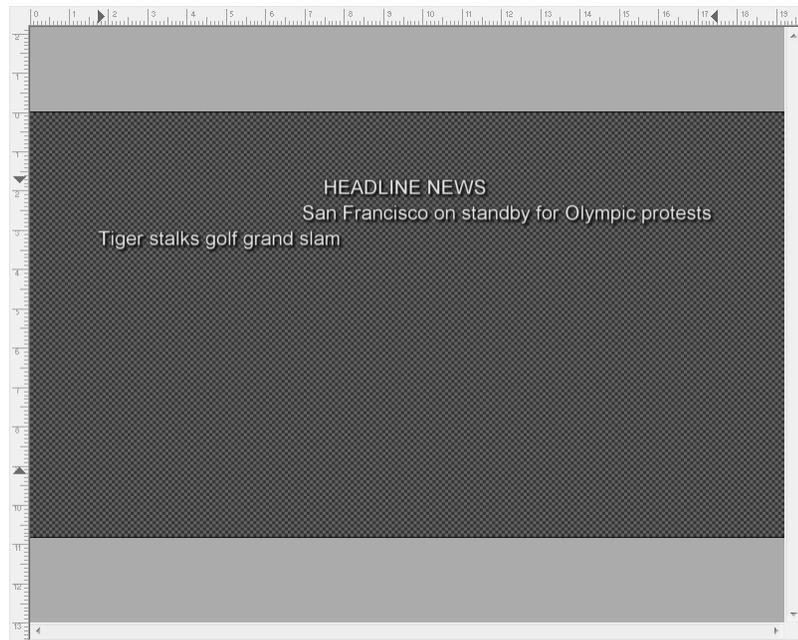
ASCII Text - Notepad
File Edit Format View Help
<>
HEADLINE NEWS
>>
San Francisco on standby for olympic
<<
Tiger stalks golf grand slam
//
Obama gaining on Clinton in Pennsylv

```

Text File Commands

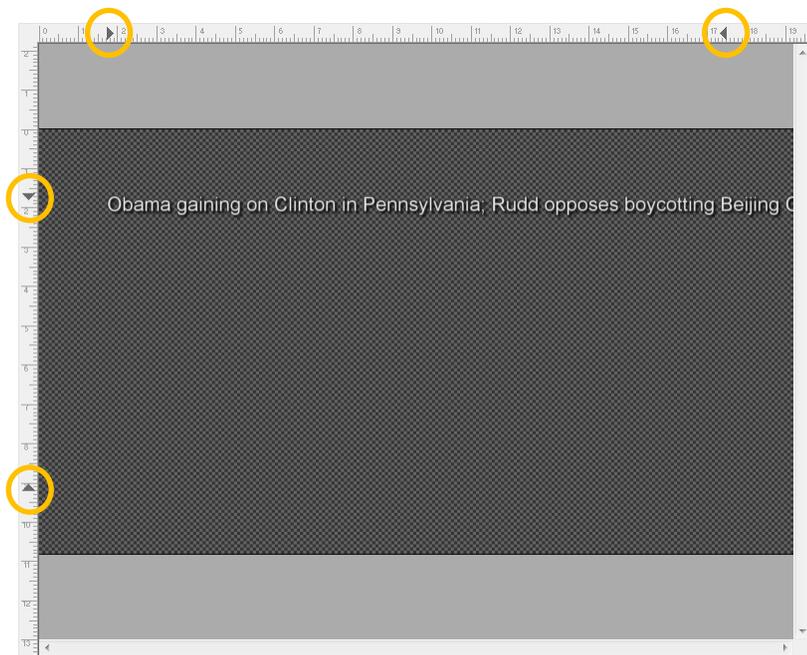
- <> Center align text
- >> Right align text
- << Left align text
- // Page break

In the image to the right, all three types of text alignment from the text file are present: center, right, and left.



Center, right, and left text alignment.

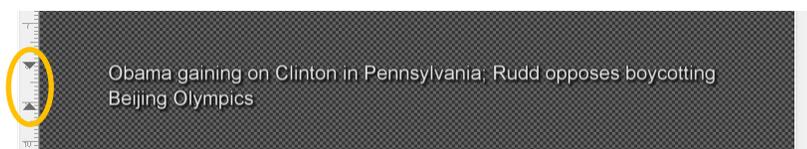
This second image depicts the page break from the text file. Notice that it runs off the screen. To turn on word wrapping, go to the Options menu. Under the [General] tab, check the [Word Wrap] box.



Page break without Word Wrap.

Also note the triangles along the x and y rulers. These restrict the canvas space that can be used by the File As Text insert function. To restrict where the text is inserted, simply move the markers as needed. Any text that does not fit within the defined space will be placed on the next page.

The image to the right depicts the same text as in the second image, but this File As Text insert included Word Wrap and restricted the canvas space.



Word Wrap and restricted canvas space.

Template

Insert a VTW template (*.tpl) file into the current Page List. Note that the inserted template page will replace the selected page in the Page List.

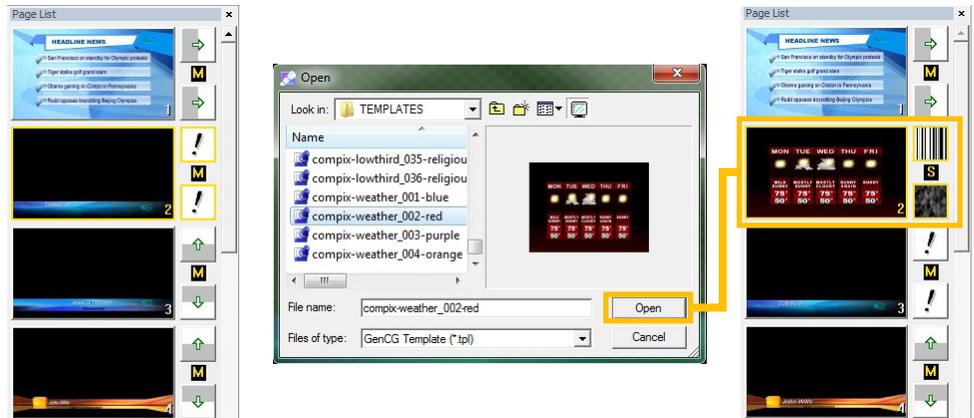
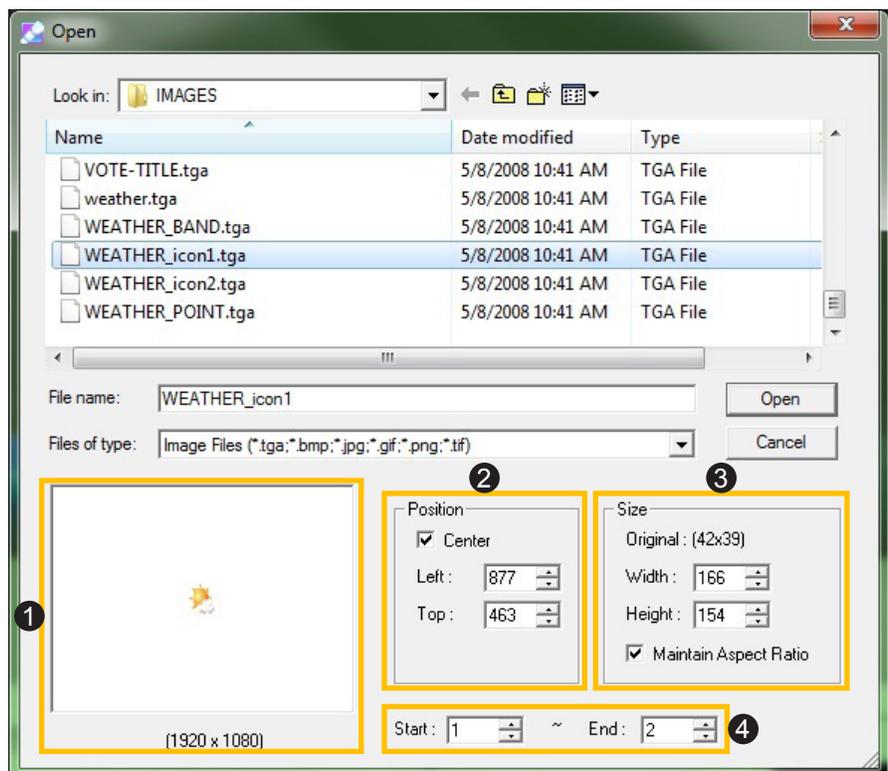


Image and Background Image Sequence

Insert any number of sequential images on sequential pages as either an image object with [Image Sequence] or as a background object with [Background Image Sequence]. For VTW to successfully insert the image sequence, ascending numbers must be located at the end of the file name. Each inserted image appears on a separate page, new pages being created until the end of the sequence of images.

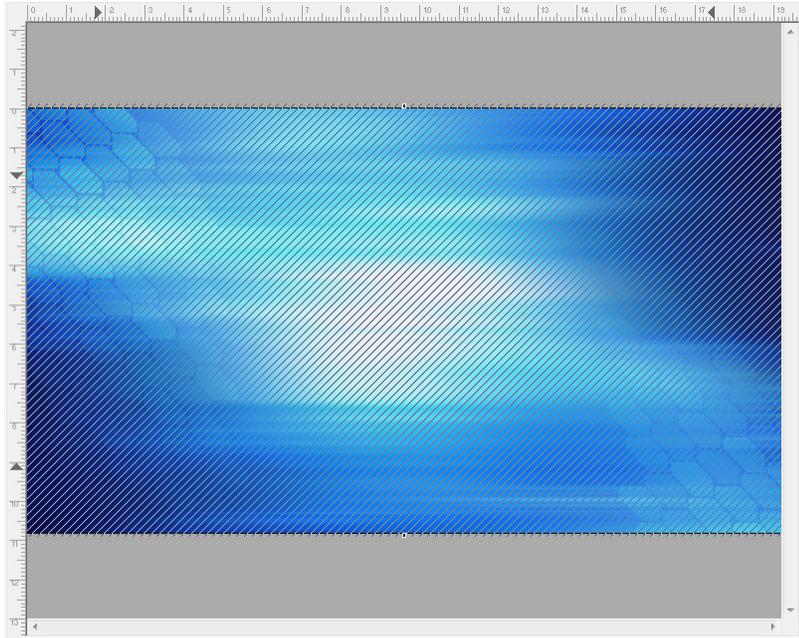


- 1 **Preview:** Shows a preview of the selected image file
- 2 **Position:** Center the images on the page or uncheck the [Center] box and manually position the images using [Left] and [Top].
- 3 **Size:** Set the [Width] and [Height] of the image. When [Maintain Aspect Ratio] is checked, the width and height change accordingly to keep the original ratio.
- 4 **Start and End File:** Select the start and end image in the sequence. These field update automatically upon selection to the full range of numbered files

Image and Background Image

Insert image objects into the selected page with [Image...] or an image as a background with [Background Image...].

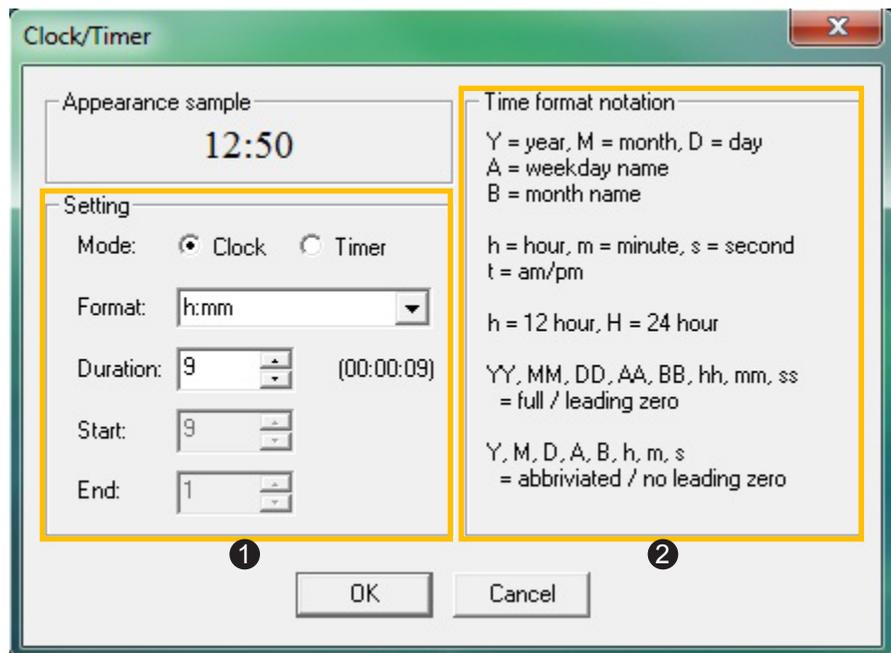
Background images can only be moved, resized, or edited by holding down the **Alt** and clicking the background.



Clock/Timer...

A digital clock and timer can be inserted into the page. Timers can count either up or down and only in seconds. Only one clock or timer object can be active at a time per page.

VTW has precreated clock and timer formats to choose from. It also allows for formatting the display using the Time Format Notation guide.

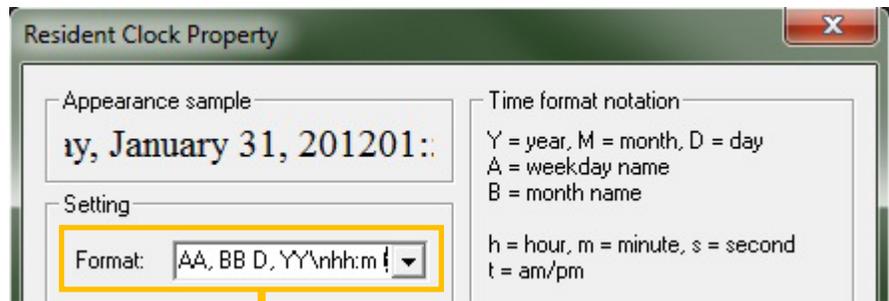


1 Setting: Select whether to insert a Clock or Timer, then set up its Format, Duration, Start, and End times, if applicable.

2 Time Format Notation: The guide for creating customized formats for time. Use this guide to enter the desired format into the [Format] field

Resident Clock

Placing a resident clock on a page will display it automatically on air for all pages thereafter, ignoring other In and Out transition effects. The resident clock will display at the same time with other clock and timer objects.

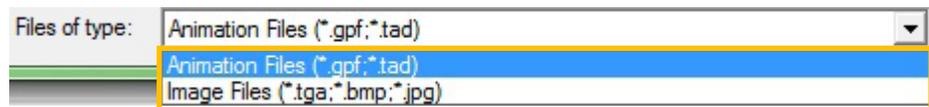


Tip

All clocks in VTW receive the time from the Date & Time Properties on the Microsoft Windows system. Syncing the clock with an external source can be done with a traditional GPS/Time Code or NTP (Computer Network Time Protocol) if needed.

Animation

Insert previously created animations as targa (*.tga), jpeg (*.jpg), or bitmap (*.bmp) image sequences. The animations are imported directly through the VTW software and are then saved in *.tad format.



Animation files such as *.gpf and *.tad have already had the image sequence combined. Image file have yet to be combined and saved as an animation file



Tip

After selecting an image file to insert and click [Open], two warning windows will pop up. The first asks whether or not to save the new *.tad file in the same folder as the current images. The second warning asks whether or not to delete the original image sequence files. It is recommended to select [es].

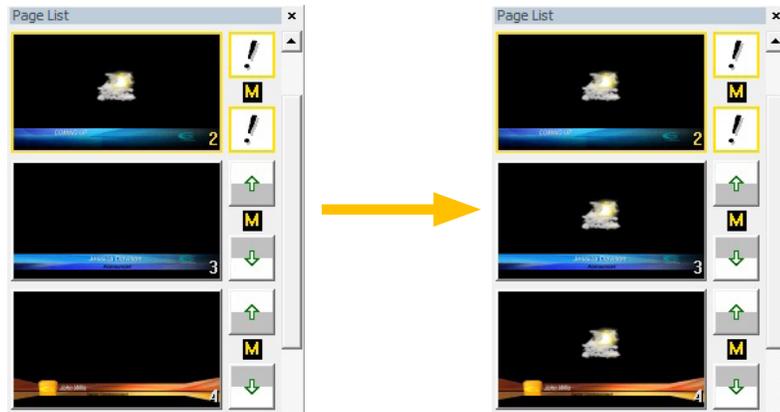
Replace Image

The selected image will be replaced by the one selected in the Open window that appears.



Distribute Objects

The selected object or objects are distributed over any number of pages, whether or not they are sequential.



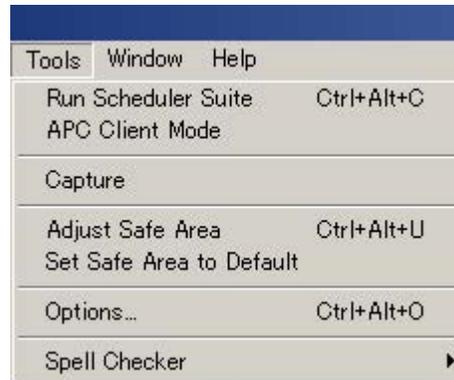
New Page

Inserts a new page before the currently selected page.



Tools Menu

The Tools Menu has the commands for Scheduler Suite, Safe Area, Options, and more.



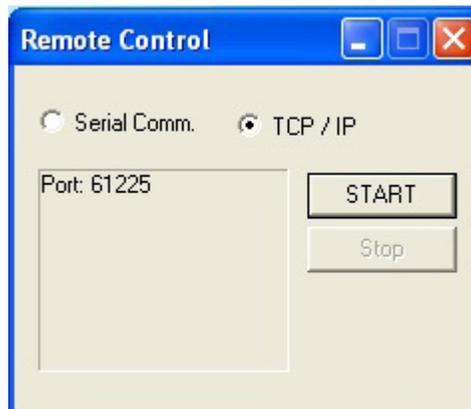
Run Scheduler Suite

Opens GenCG's Scheduler Suite application in another window.

Please see Chapter 8: Scheduler Suite for more information on this application.

APC Client Mode

APC Client Mode will display the window to the right. VTW waits for commands from the remote.



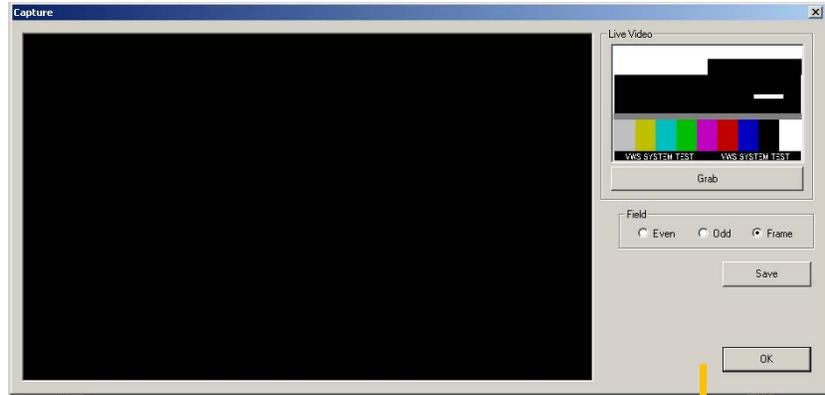
Capture

To get to the Capture function, go to [Tools] > [Capture] while no files are playing out. This opens the window shown to the right.

Select the type of unit to capture: Even captures all the even lines of the screen, Odd captures the odd lines of the screen, and Frame captures both the Even and Odd lines.

Click **Grab** to capture an image. The captured image will appear in the Capture screen.

To save the captured image to an image file, click **Save**.



Capture Window

Preview Window

Grab Button

Type of Unit

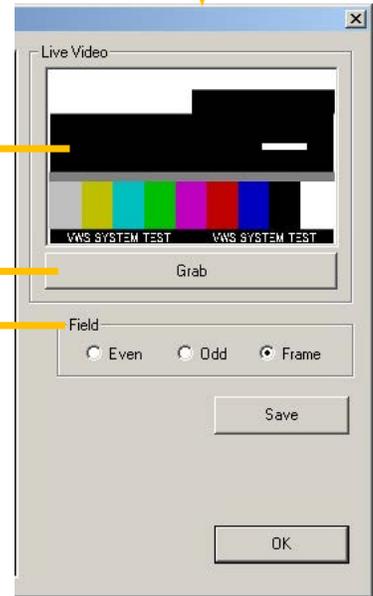
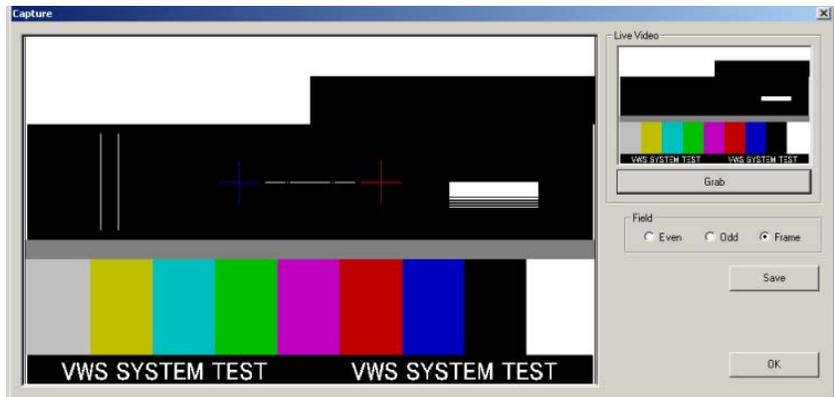


Image Captured



Safe Area

While [Adjust Safe Area] is selected, click the [Live View] button in the toolbar to see the adjustments on the output monitor.

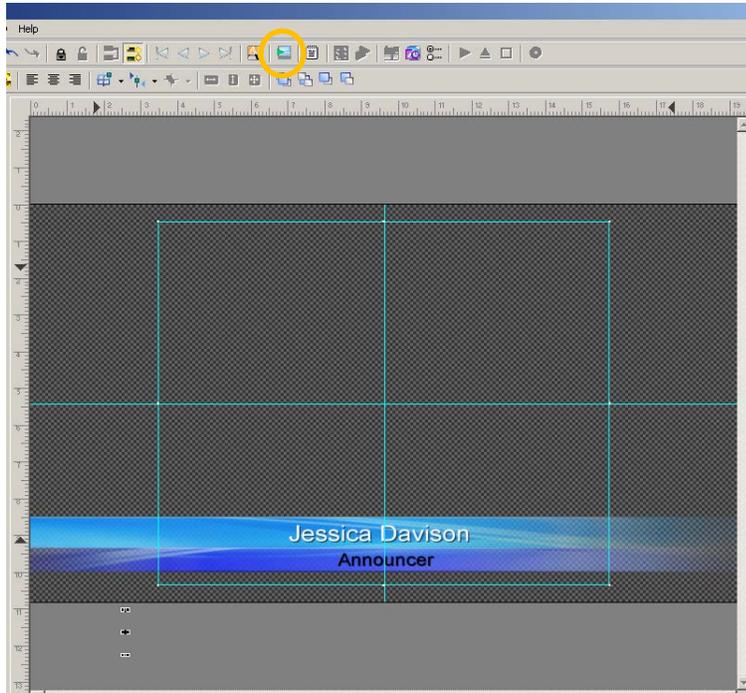
Once all adjustments have been made, be sure to go back to [Tools] > [Adjust Safe Area] to deselect the option.

To change the safe area back to default, select [Tools] > [Set Safe Area to Default].

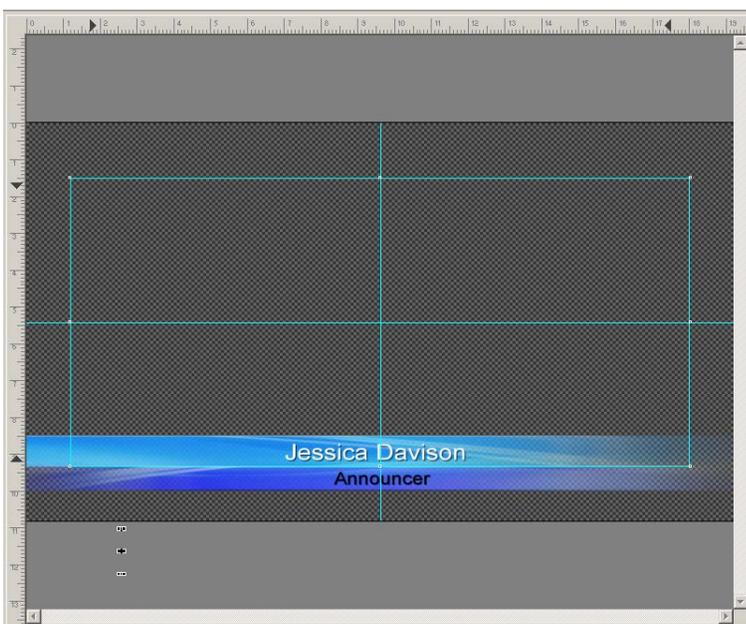
Options...

Displays a new window with all options for specific needs

Adjusted Safe Area



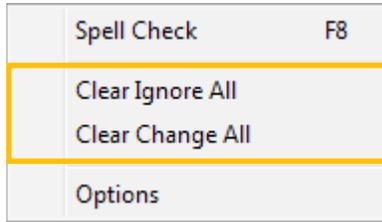
Default Safe Area



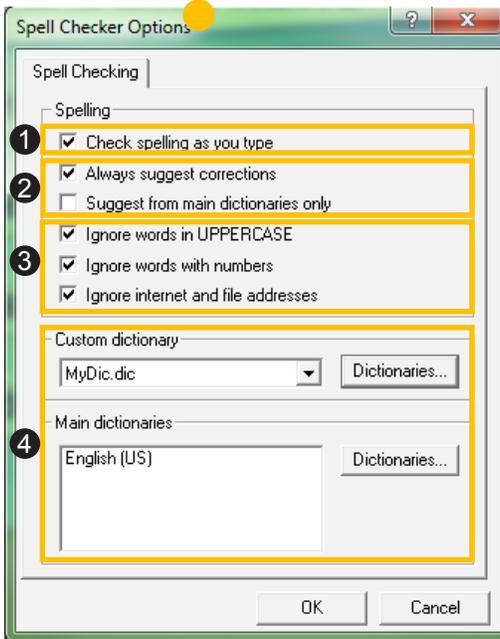
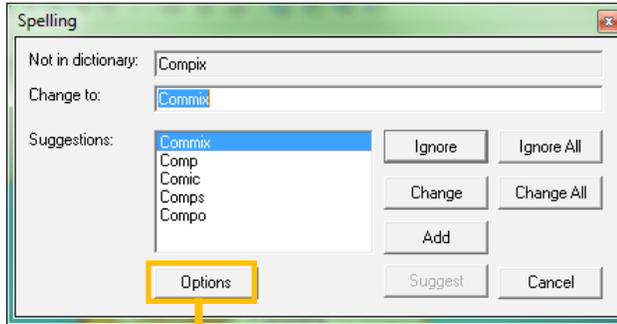
Please see the section labeled Options in this chapter.

Spell Checker

Check the spelling of the file by going to [Tools] > [Spell Checker] > [Spell Check]. The Spelling window to the right appears, displaying the words that are not in the current dictionary as well as suggested changes. There are options to ignore and change the single usage of the word or all matching words as well as to add the word to the dictionary. Click on [Options] to open the Spell Checker Options window.



Select these options to undo the last instance of [Ignore All] or [Change All].

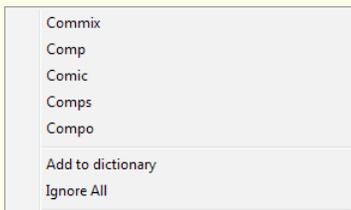


1 Check Spelling as You Type: Toggle the red lines that appear under misspelled or unknown words within the file



Tip

Right click on a word underlined in red to view suggested corrections or select [Add to Dictionary] or [Ignore All].



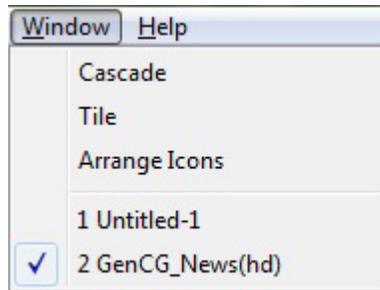
2 Suggestions: Toggle automatically viewing suggestions for corrections and whether or not to get suggestions from only the main dictionaries.

3 Ignore: Toggle whether or not to ignore uppercase words, words with numbers, and internet and file addresses

4 Dictionaries: List of custom and main dictionaries to be used. The custom dictionary contains all words added to the dictionary by the user.

Window Menu

The Window Menu has all commands regarding the file windows



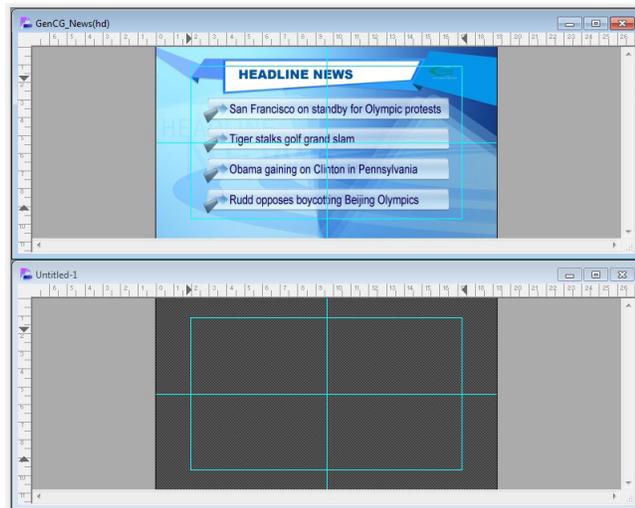
Cascade

All files currently open in VTW become individual, resizable windows.



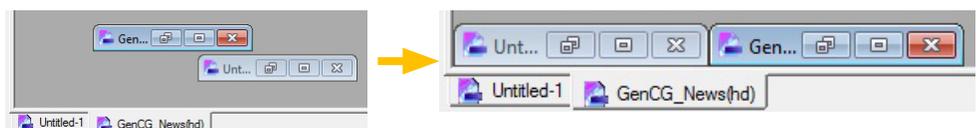
Tile

All files currently open in VTW become individual, resizable windows and are fitted into the Edit Window for easier viewing.



Arrange Icons

If all opened files in VTW are minimized, [Arrange Icons] organizes the files in the lower Edit Window.



Currently Opened Files

Displays all currently opened files



Help Menu

The Help Menu has all additional information on VTW.



About VTW...

The About page contains information on VTW, including version number, build number, and copyright information.



Numeric Keypad Shortcuts

This window contains all the playback shortcuts that can be used with the numeric keypad while on air.

Key	Function
0-9	PageNumber Input
Enter	Load to preview/playback
0 and Enter	Load Previous Page in Preview
+	Increase Scroll Speed
-	Decrease Scroll Speed
*	Pause Scroll
/	Cancel Scroll, Reveal, Clock, Timer
0 (Ins)	Snap on current page
. (Del)	Clear Video Screen

Options

General Tab

The General tab allows for toggling of options that apply globally to the VTW software.

1 General:

Auto Backup (*.GBK): If selected, VTW will automatically backup the current file as a *.gbk file. The backup file is saved within the same folder as the original VTW file.

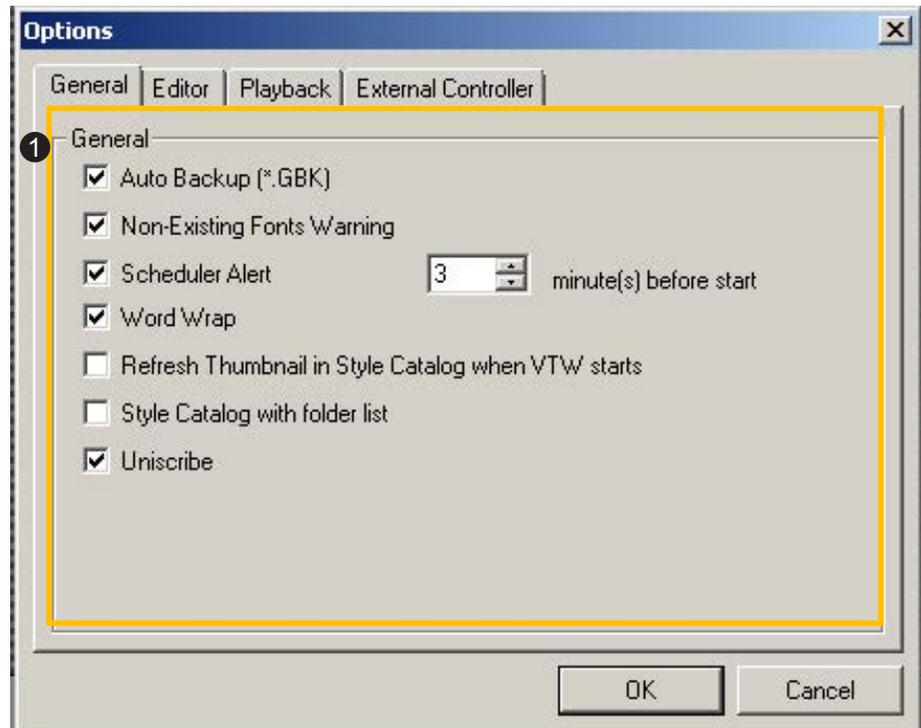
Non-Existing Fonts Warning: Decide whether to display a pop up window upon opening a file if the current fonts cannot be found.

Scheduler Alert: An alert message appears the selected number of minutes before a scheduled file is to be played on air.

Word Wrap: Inserted text from a file will wrap if the text is longer than the canvas.

Refresh Thumbnail in Style Catalog when VTW Starts: VTW will re-populate the Style Catalog upon startup.

Style Catalog with Folder List: The directory Folder List appears with this box checked. The Folder List is linked to the Style Catalog which will automatically populate upon the selection of a folder.



Editor Tab

The Editor tab contains the options for editing and the canvas.

1 Font:

Soften Fonts: Adds anti-aliasing to font edge for a softer effect.

2 Moving Object With Keyboard:

Offset X and Y: Control the number of pixels on the x and y axes that the arrow keys will move an object.

3 Guides:

Start with Guides: Guides appear upon VTW startup.

Video Safe Title Area: Upon startup, display the area in which no information will be cut off on-air.

Vertical and Horizontal Center: Upon startup, the vertical or horizontal center line will appear.

SD Area: If the canvas is viewed in wide-screen (16:9) format, two vertical lines appear to show the standard (4:3) format area.

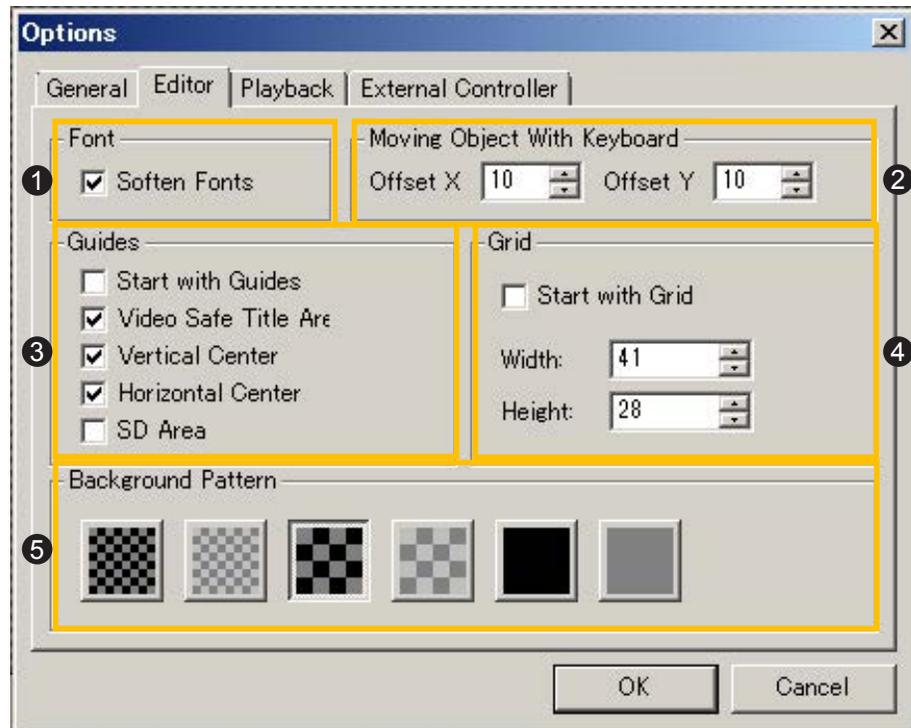
4 Grid:

Start with Grid: Grids appear upon VTW startup.

Width and Height: Controls the amount of pixel space between each point on the grid.

5 Background Pattern:

Select one of the available background patterns for the canvas area.



■ Playback Tab

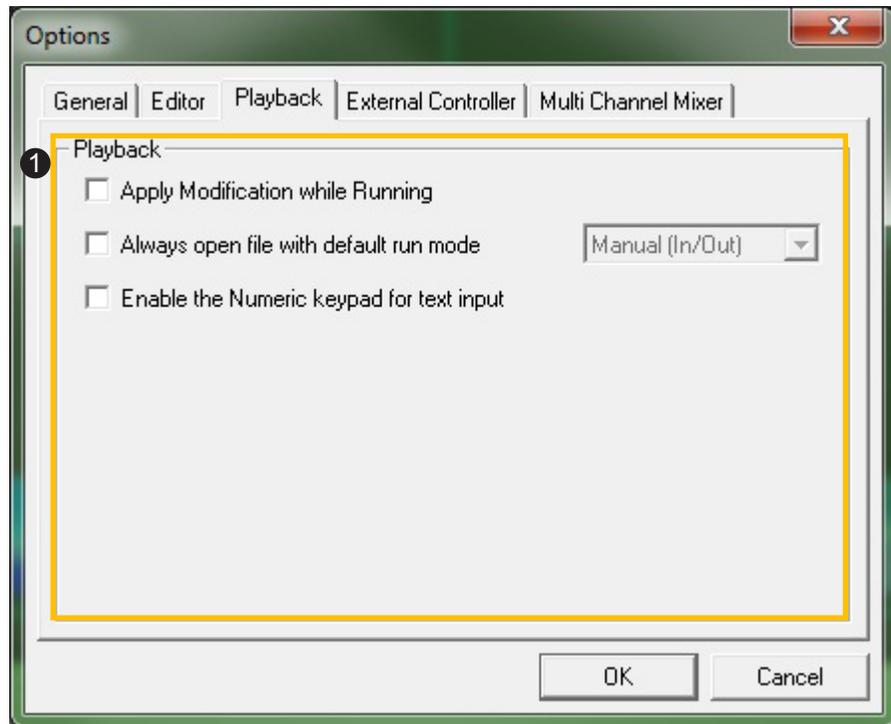
The Playback tab contains the options for playback control.

① Playback:

Apply Modification while Running: Apply changes made to the file immediately if the page is not yet in Preview or Program. If deselected, changes are not applied until play-out is stopped and restarted.

Always Open File with Default Run Mode: Select the default Run Mode to be used upon opening a file

Enable the Numeric Keypad for Text Input: Enable the use of the numeric keypad to enter numbers into the canvas. This is particularly helpful when using Alt commands to insert symbols. This feature can be toggled on and off using the [Num Lock] key after checking this box.



External Controller Tab

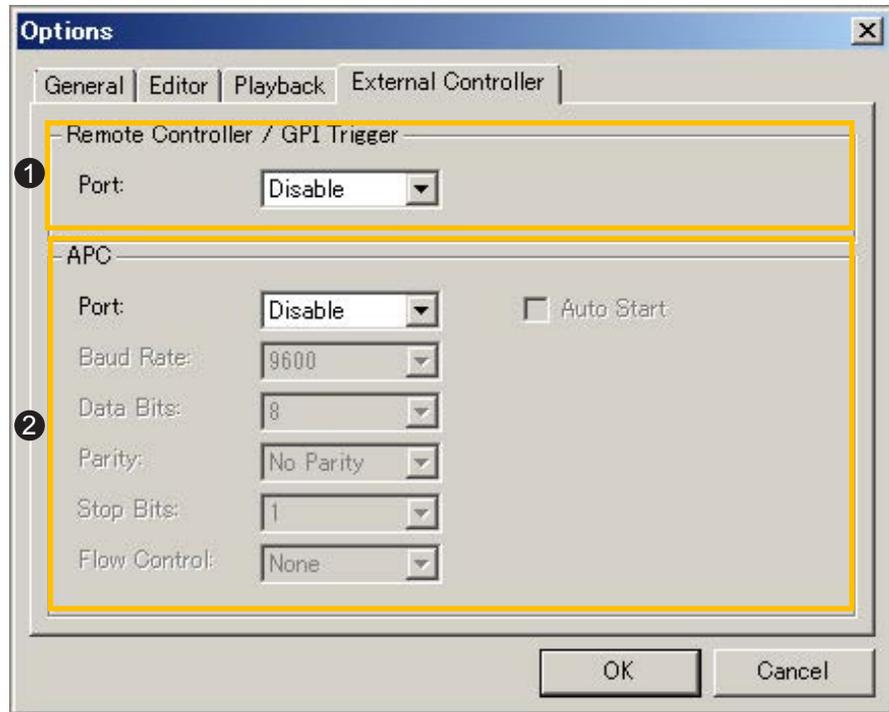
The External Controller tab contains the options for remote controllers, GPI, and APC.

1 Remote Controller/GPI Trigger:

To use GPI controls, change **Port** to **Enable**.

2 APC:

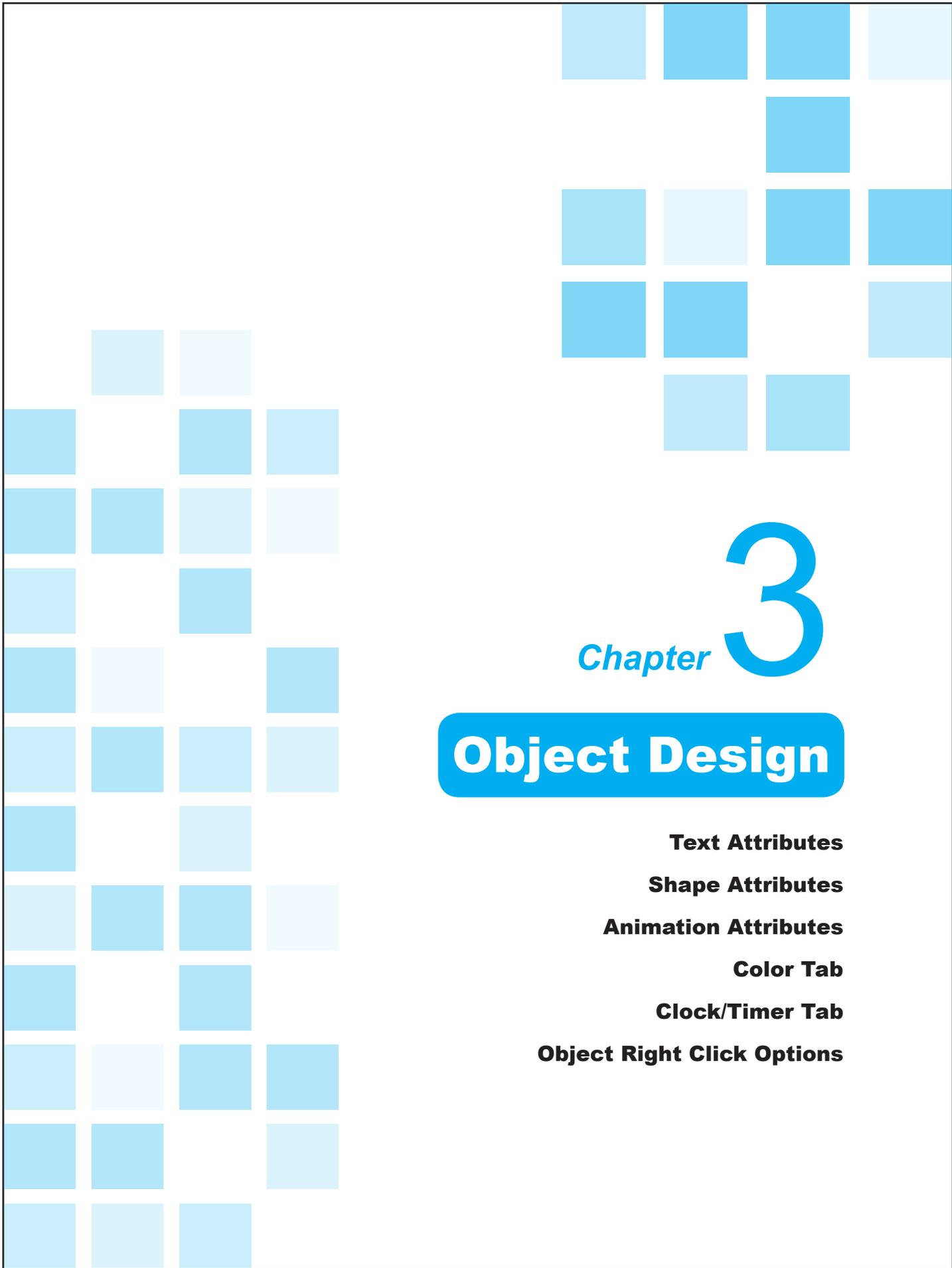
To receive serial commands, set the serial port connection settings here, go to [Tools] > [APC Client Mode] and select **Serial Comm.**



GPI Trigger Control

The GPI Trigger is designed for easy playback control of VTW 5.5 without any programming.

For connection details and connector pin assignments, see VTW-350HS Operation Manual.



Chapter **3**

Object Design

Text Attributes

Shape Attributes

Animation Attributes

Color Tab

Clock/Timer Tab

Object Right Click Options

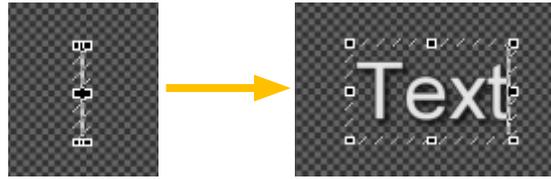
Text Attributes

Inserting Text

Insert text on the canvas using the Text tool by simply clicking within the Edit Window.

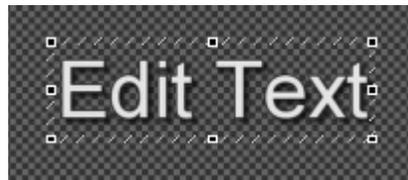


Text Tool



Editing Text

By clicking on a text object, the cursor switches to the Text Tool, ready for editing.



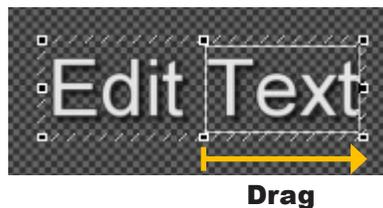
Selecting Text

Selecting Partial Text

Create higher quality pages by applying attributes on only part of the text. Select partial text prior to applying attributes.

Select-by-letter (Using Mouse)

Place the cursor in front of the letter and drag.



Drag

Select-by-letter (Using Keyboard)

Shift + Arrow key

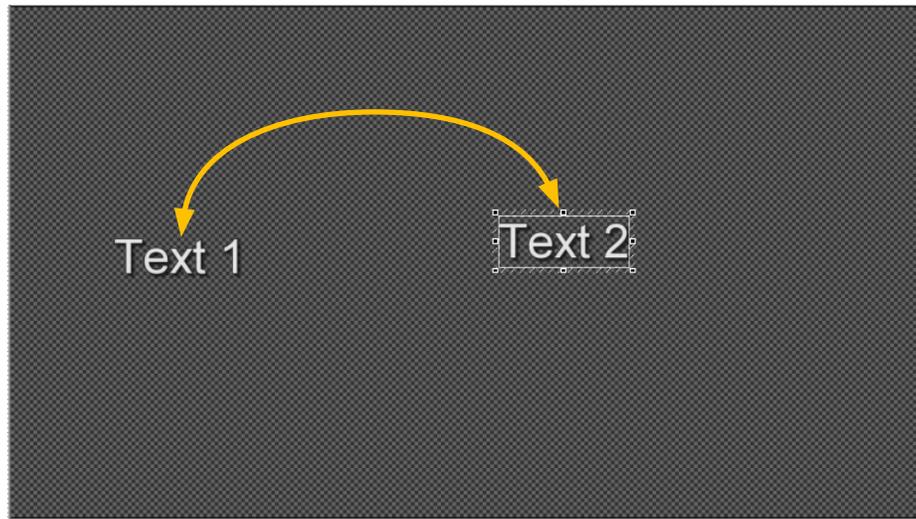
Place the cursor in front of the letter and press the left or right arrow key while holding Shift.



Arrow Key

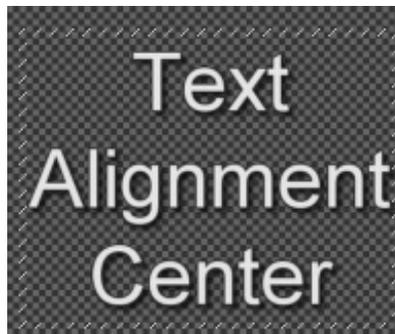
Moving Between Text Objects

Use the **Tab** or **Shift + Tab** buttons to move between text objects, highlighting each in turn. To move between text objects without highlighting, use the arrow keys.



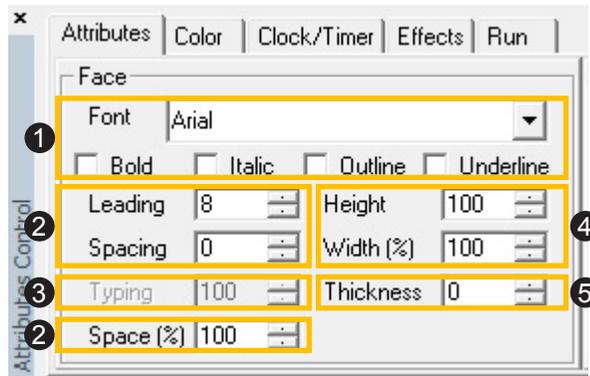
Aligning Text

Within the toolbar, there are three buttons relating to the alignment of text within the text object. These are: Align Left, Align Center, and Align Right.



Face

By clicking on a text object, the cursor switches to the Text Tool, ready for editing.



- 1 **Font Attributes:** Change the font and font effects.
- 2 **Spacing Attributes:** Adjust the spacing between letters, words, and lines.
- 3 **Typing:** With the Typing Page Mode selected, adjust the amount of time between the appearance of each letter. For detailed information, please see the Typing Mode section in Chapter 7: Page Modes.
- 4 **Font Size:** Change the size of the font.
- 5 **Font Thickness:** Change the thickness of the font.

Font Attributes

Select the desired font from the dropdown menu. Using the up and down arrow keys to browse through the list of fonts will preview the selected text in that font. Most recently used fonts appear at the bottom of the list. Both TrueType and OpenType fonts are supported.

Font effects include Bold, Italic, Outline, and Underline.

Font Effects

Bold

Italic

Outline

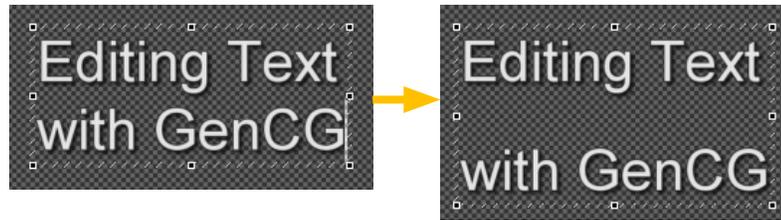
Underline

If [Thickness] is set to a number greater than 0, the [Outline] checkbox will change the face of the text to transparent, keeping only the outline. Adjust the value of [Thickness] to change the width of the outline.

Spacing Attributes

Change the spacing between lines of text with the [Leading] field. [Spacing], or kerning, adjusts the space between each character. The [Spacing (%)] field adjusts the space between words.

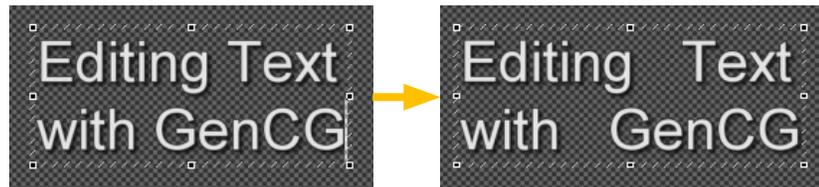
Leading



Spacing

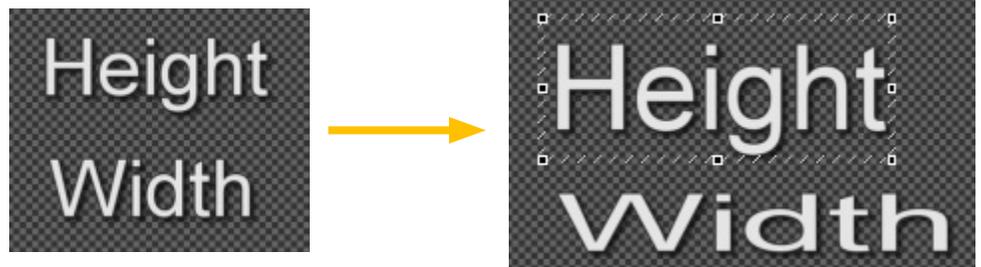


Spacing (%)



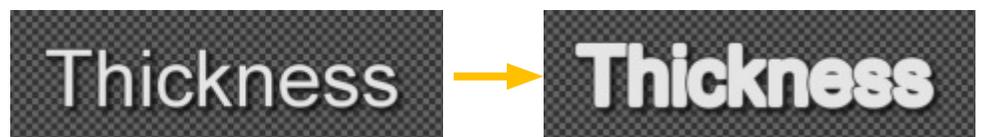
Font Size

Changing the value in [Height] will affect the overall size of the text, whereas changing [Width] will only affect the width of the text. Size can also be changed by using the mouse to click and drag on one of the eight adjustment points.



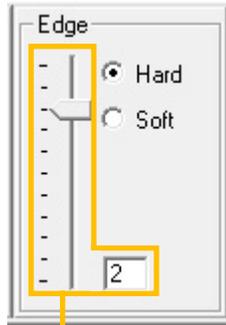
Font Thickness

Change the thickness of each character.



Edge

The edge of a text object is the border around each character. Use the [Edge] section in the [Attributes] tab to change the thickness and sharpness of the edge.



● **Edge Thickness**

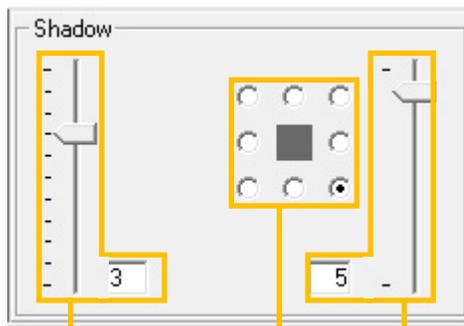
Edge **Default Edge**

Edge **Hard Edge**

Edge **Soft Edge**

Shadow

Use the [Shadow] section in the [Attributes] tab to change the softness, position, and distance of the text shadow.



● **Shadow Softness**

● **Shadow Distance**

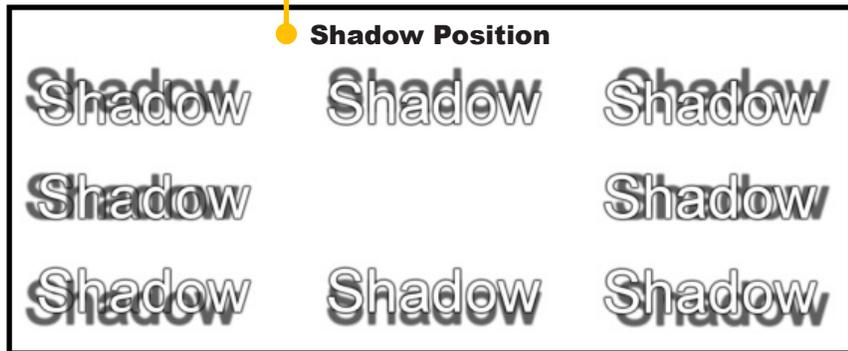
● **Shadow Position**

Default Shadow

Shadow

Increase Shadow Softness & Distance

Shadow



Shape Attributes

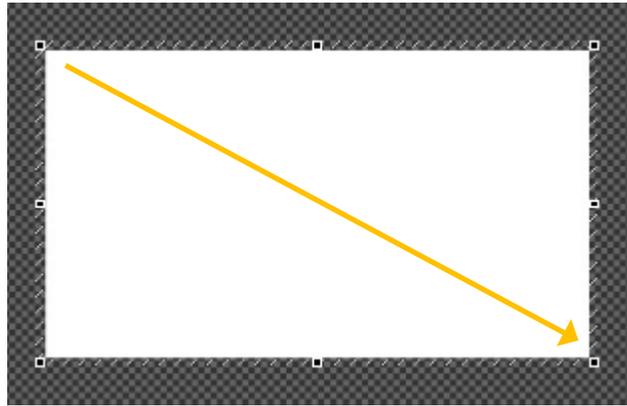
Drawing Shapes

Create shapes, such as rectangles, circles, and polygons, with the Shape tool by simply clicking and dragging on the canvas.



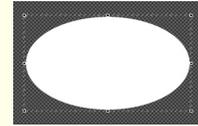
Shape Tool

Different shapes can be created by selecting the desired shape in [Attributes Control] > [Attributes] > [Face] > [Shape Type]. Please see the Face sub-section for detailed information.



Tip

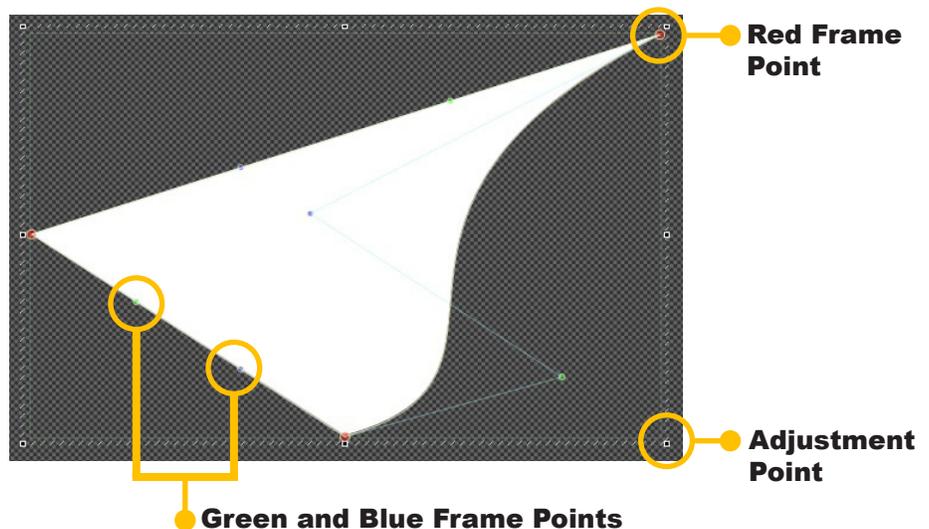
Change the selected shape to another one by selecting the desired shape in [Attributes Control] > [Attributes] > [Face] > [Shape Type] drop down menu.



Creating a Custom Shape

Creating custom shapes becomes more involved than the typical click and drag. Certain points on the shape can be manipulated in different ways to create the desired effect.

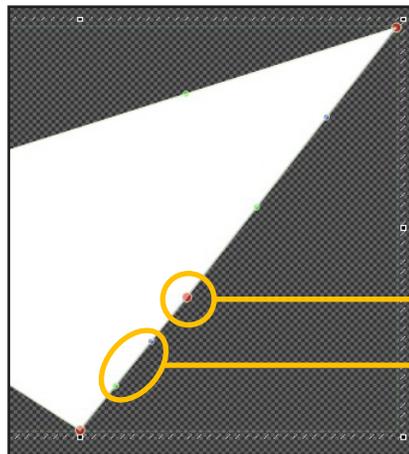
Red Frame Points are reserved specifically for corners of the shape. The Green and Blue Frame Points create curves between the corner points. Just like any other object, the Custom Shape object includes eight adjustment points for resizing.



Add a Frame Point

Right-click on a Green or Blue Frame Point and select [Add a Frame Point] or hold down the left mouse button then right-click. This turns it into a Red Frame Point to be used as another corner. Note that new Green and Blue Frame Points were created between the new and old Red Frame Points.

Add a Frame Point	L + R Click
Convert to Line	L - DbIClk



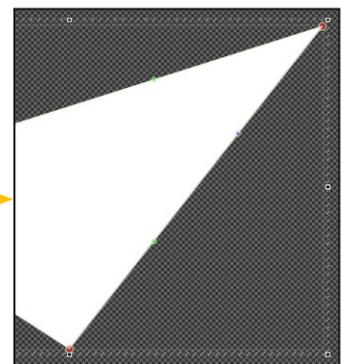
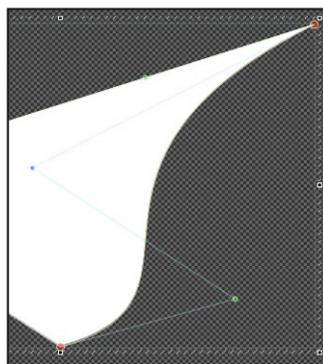
● **New Red Frame Point**

● **New Green and Blue Frame Points**

Convert to Line

Convert a curved line to a straight line by right-clicking on the Green or Blue Frame Point and selecting [Convert to Line] or by double clicking. This straightens the Green and Blue Frame Points between the Red Frame Points.

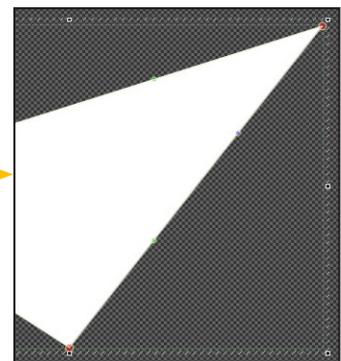
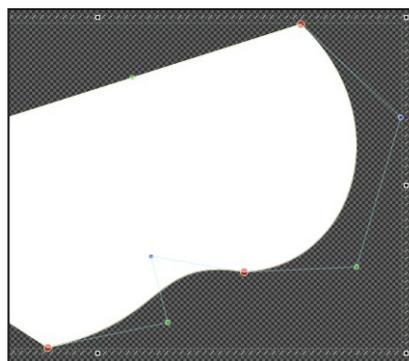
Add a Frame Point	L + R Click
Convert to Line	L - DbIClk



Remove a Frame Point

Right-click on a Red Frame Point and select [Remove a Frame Point] or hold down the left mouse button then right-click. This will remove the selected Red Frame Point and straighten the line between the remaining Red Frame Points.

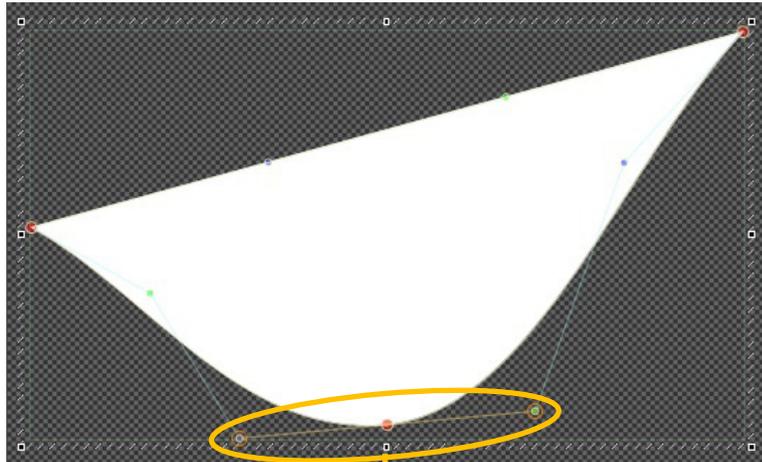
Remove a Frame Point	L + R Click
Link / Unlink	L - DbIClk



Link/Unlink

Right-click on a Red Frame Point and select [Link/Unlink] or double click the Frame Point. This links the adjacent Green and Blue Frame Points to the Red Frame Point with orange circles. These points move together as a straight line, creating smoother curves.

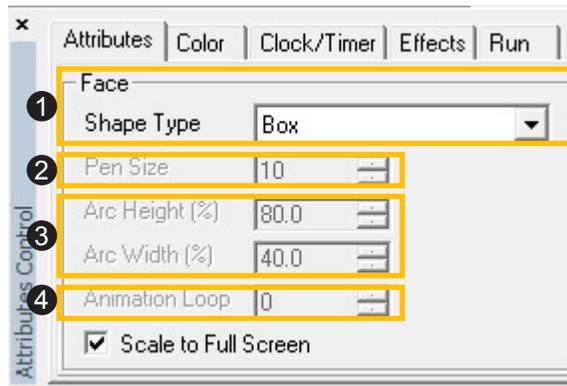
Remove a Frame Point	L + R Click
Link / Unlink	L - DbIClk



● **Linked Frame Points**

Face

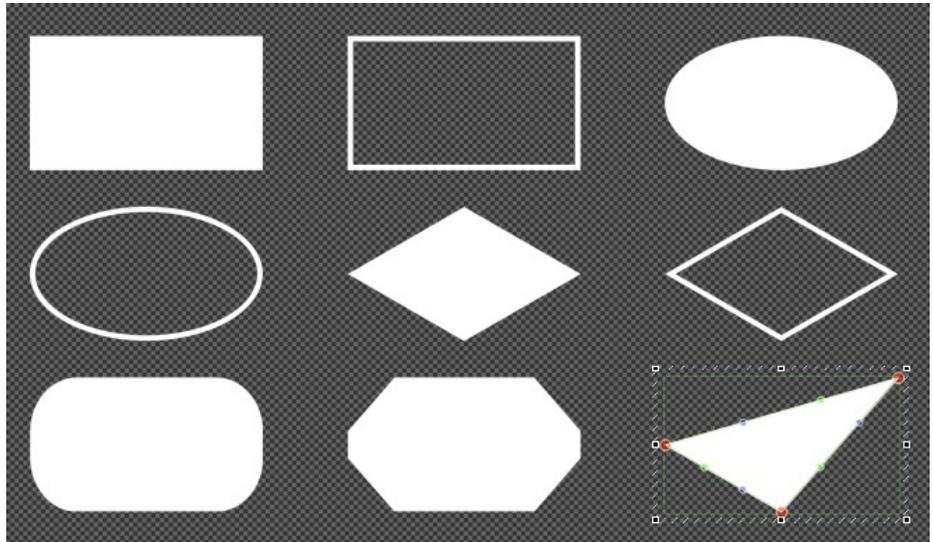
By clicking on a shape object, the Attributes tab automatically changes to display fields related to editing shapes.



- ① **Shape Type:** Select the object shape.
- ② **Pen Size:** If the shape is framed, select the width of the outline.
- ③ **Arc Attributes:** For rounded rectangle and octagon shapes, select the height and width of the arcs or corners.
- ④ **Animation Loop:** This field only applies to animations. The default setting is 1. For detailed information, please see the Animation Attributes section in this chapter.

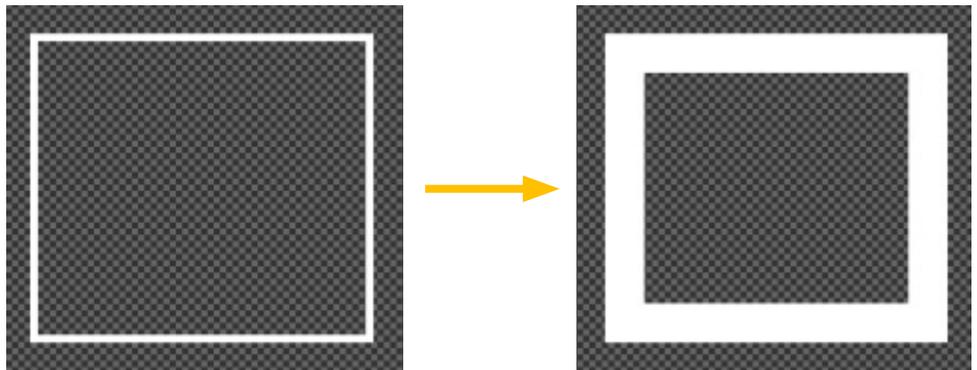
Shape Type

The following shapes can be created by VTW: box, framed box, circle, framed circle, diamond, framed diamond, rounded rectangle, octagon, and custom shape.



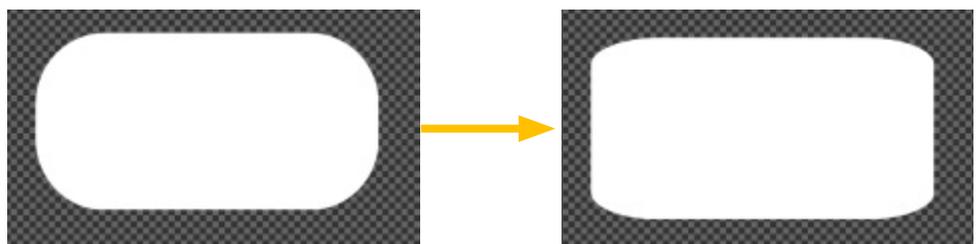
Pen Size

When a framed box, circle, or diamond is selected, the [Pen Size] field is active. Adjust the thickness of the frame with this field



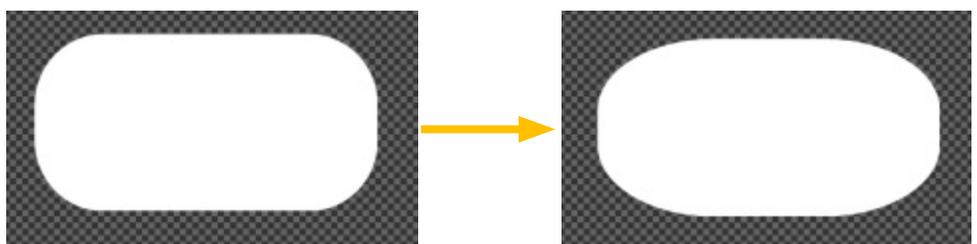
Arc Attributes

When a rounded rectangle or octagon is selected, the [Arc Height] and [Arc Width] fields are active



Arc Height = 80.0

Arc Height = 30.0

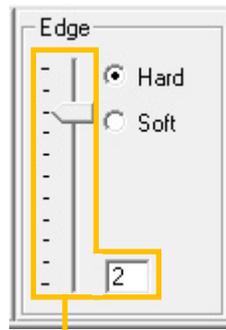


Arc Width = 40.0

Arc Width = 60.0

Edge

The edge of a shape object is the border around the shape itself. Use the [Edge] section in the [Attributes] tab to change the thickness and sharpness of the edge.



● **Edge Thickness**



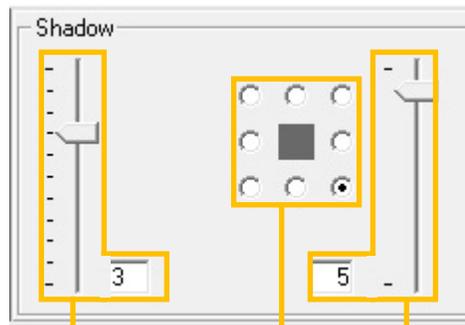
Hard Edge



Soft Edge

Shadow

Use the [Shadow] section in the [Attributes] tab to change the softness, position, and distance of the shape's shadow.



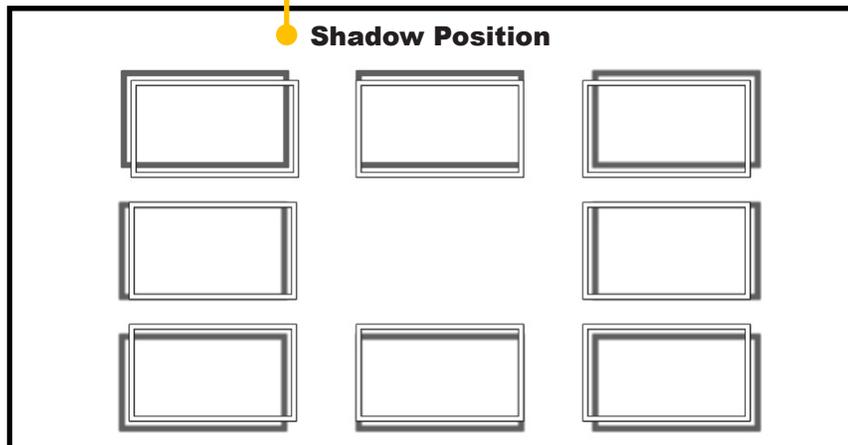
● **Shadow Softness**

● **Shadow Distance**

Increase Shadow Softness & Distance



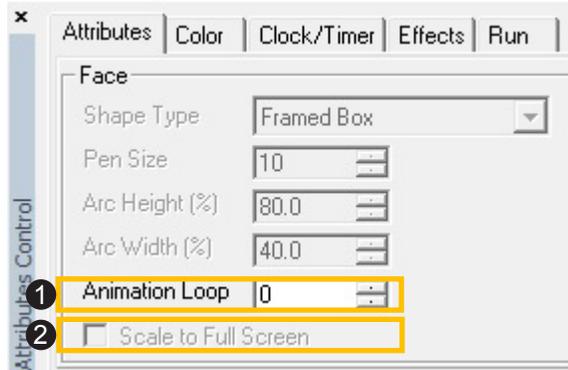
● **Shadow Position**



Animation Attributes

Face

By clicking on a shape object, the Attributes tab automatically changes to display fields related to editing shapes.



1 Animation Loop: Select the number of times the animation loops before continuing on to the next page. 0 forces the animation to loop indefinitely until manually bringing in the next page. 100 will loop the animation indefinitely, even when the Run Mode is set to [Auto].

2 Scale to Full Screen: When setting an animation as a background image, check this box to scale the animation to the entire screen. Full screen animations have an Animation Loop automatically set to 0.

Scale to Full Screen

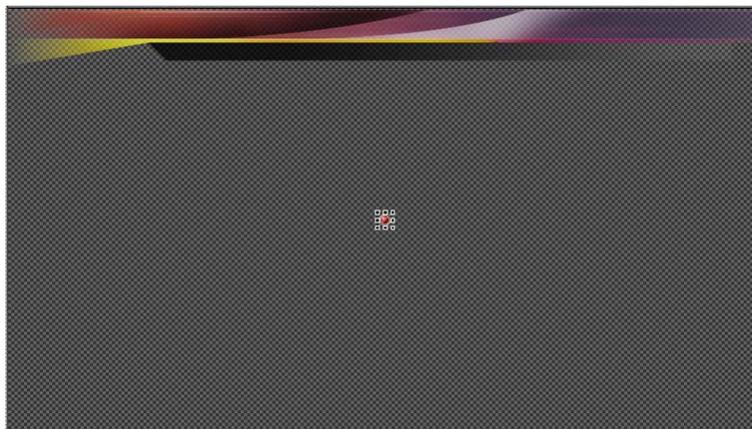
This option is only available when setting an animation (such as a *.tad) as a background. Since some animations are small, this option will automatically scale the object to the dimensions of the screen.

To insert an animation as a background, go to [Insert] > [Background...] and change the Files of Type field to [Animation Files] before opening.

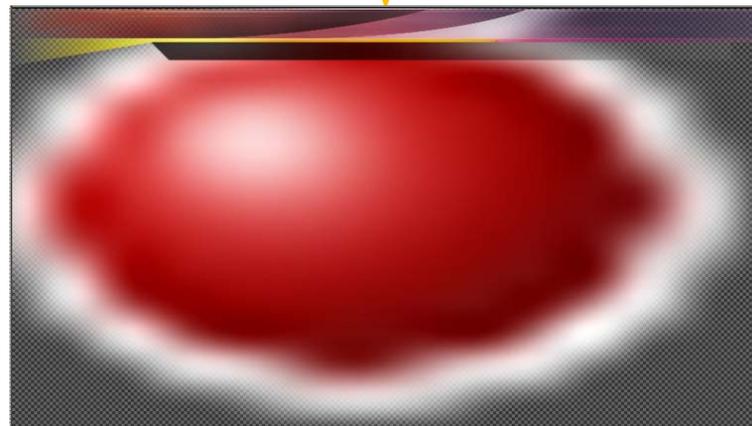


Tip

In order for the [Scale to Full Screen] option to register, the background image must be selected by holding down the **Alt** button then clicking on the background.



[Scale to Full Screen] unchecked

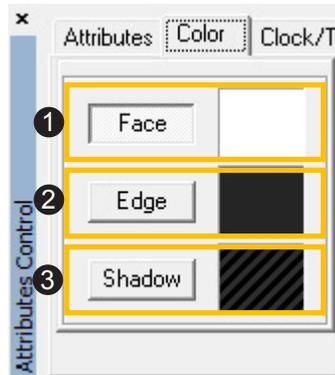


[Scale to Full Screen] checked

Color Tab

Face, Edge, and Shadow

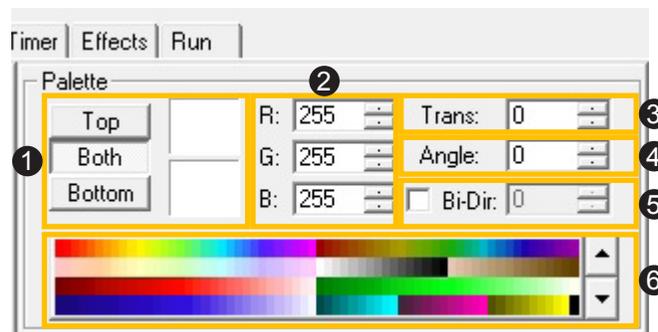
Click corresponding button to change the color for the object's face, edge, and shadow. A color swatch is provided to the right of the button as a preview.



- 1 **Face:** Select the color for the face of the object.
- 2 **Edge:** Select the color of the edge of the object.
- 3 **Shadow:** Select the color for the shadow of the object.

Palette

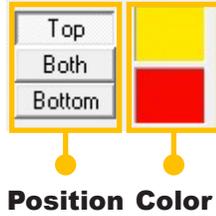
Click corresponding button to change the color for the object's face, edge, and shadow. A color swatch is provided to the right of the button as a preview.



- 1 **Gradation:** Select the color gradation of the object.
- 2 **RGB Level:** Enter a specific color value
- 3 **Transparency:** Select the amount of transparency for the object.
- 4 **Angle:** Control the angle of the color gradation.
- 5 **Bi-Directional:** Allows the first color of the gradation to sandwich the second color.
- 6 **Color Palette:** Select the desired color from one of the available color palettes.

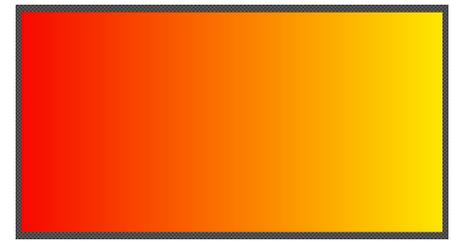
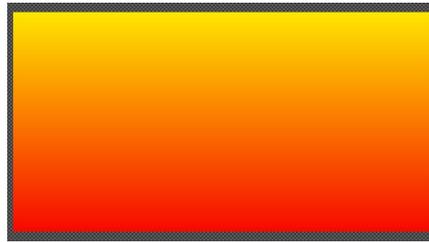
Gradation

First select the position to be changed by clicking on the [Top], [Both], or [Bottom] button. Selecting [Both] will change the top and bottom colors at the same time. A color swatch is provided to the right of the buttons as a preview.



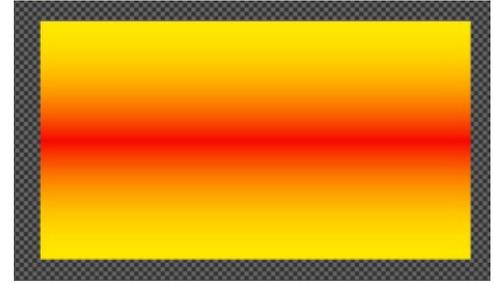
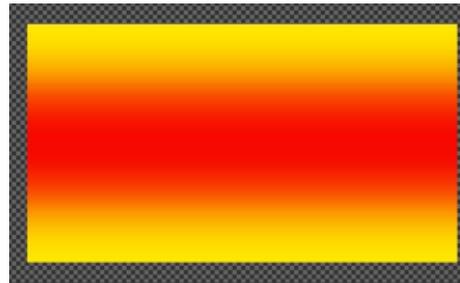
Angle

Change the angle of the object's gradient. The angle can be adjusted from -90 to 90.



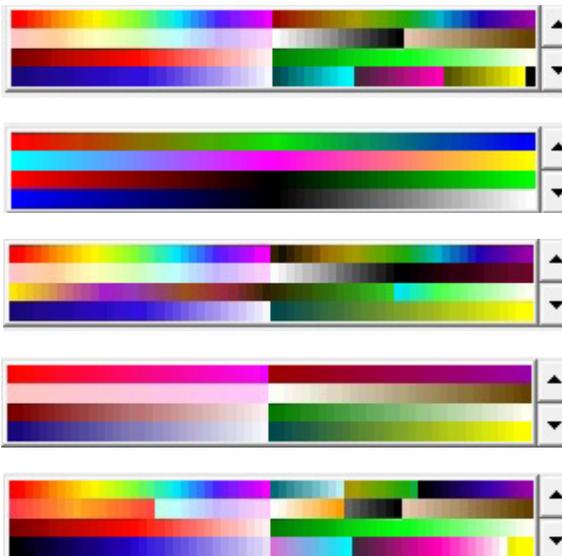
Bi-Directional

Checking the [Bi-Dir] box sandwiches the second gradation color between the first color. It also makes the width field active. Change the number in this field to increase or decrease the width of the center color.



Color Palette

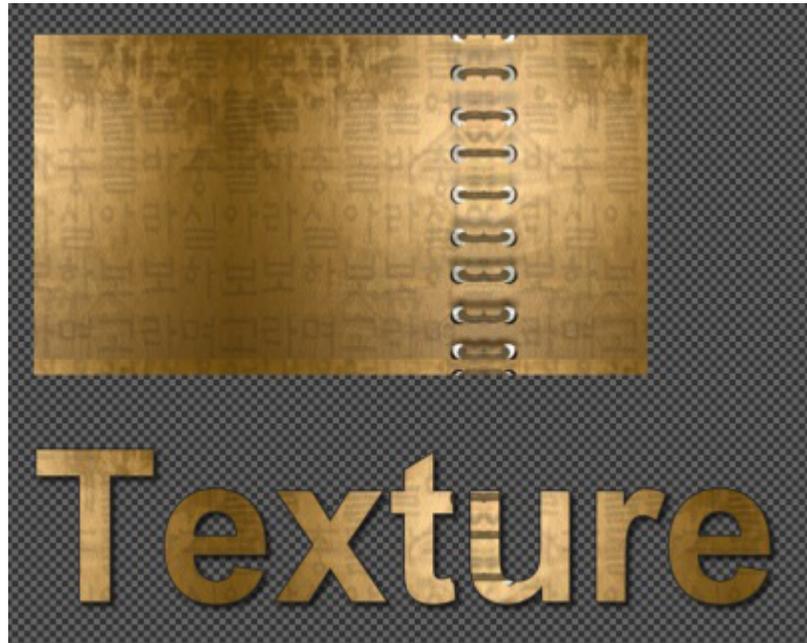
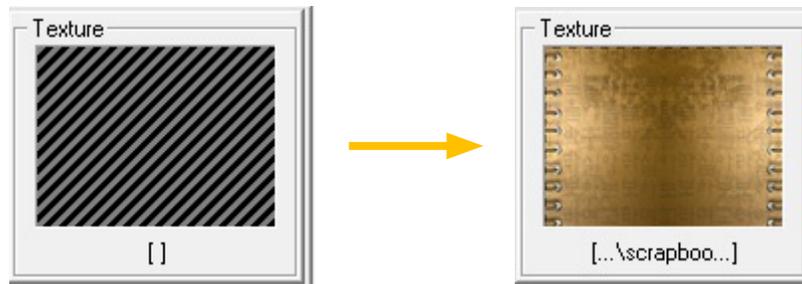
There are 5 pages of color palettes available in VTW. Click on the up and down arrow buttons to view them.



Texture

Map graphic formats, such as *.tga, *.bmp, or *.jpg, to shapes and text. Simply click on the texture screen to browse for the desired image file. A thumbnail preview of the texture appears in the texture screen along with the name of the file

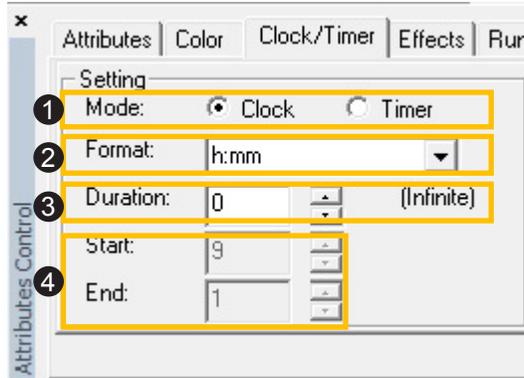
To detach the texture from a selected object, simply click on the texture screen again.



Clock/Timer Tab

Setting

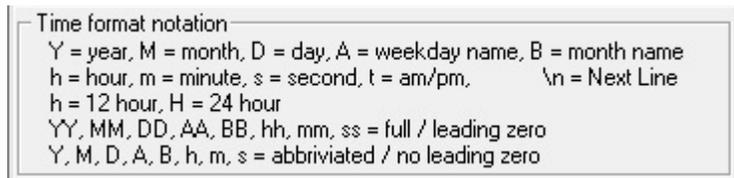
Once a clock or timer has been selected from the canvas, the Clock/Timer tab becomes available to change its settings.



- 1 **Mode:** Select whether the object is a clock or timer.
- 2 **Format:** Enter a specific Format for the clock or time .
- 3 **Duration:** Select how long the clock or timer is to be displayed on the page.
- 4 **Start & End:** Select the start and end numbers for the timer.

Format

Select a predetermined format from the dropdown list of common formats or type in a custom format. The Time Format Notation section has been provided for easy access to the shorthand used in VTW.



Exact Time Sound

Assign a WAV format sound file to the clock object. The sound will play every hour on the hour. The [Sec.] field sets the number of seconds before the top of the hour that the WAV file will start playing



Example

Setting in Sec.	WAV File Beginning Time (hour:minute:second)
0	XX:00:00
5	XX:59:55
10	XX:59:50

Object Right Click Options

Selecting an object on the Edit Window and right-clicking displays a different set of commands for each object type. This section will cover all the differences and similarities.

General Options

This sub-section will cover the right click options that are applicable to all objects. Please see other sub-sections for unique options to each object type.

Commix	
Comp	
Comic	
Comps	
Compo	
Add to dictionary	
Ignore All	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Shift+Del/Del
Assign Alias	Ctrl+Shift+A
Group / UnGroup	Ctrl+G
Object Lock	Alt+L
Replace Image	Alt+P
Set Original Size	
Distribute Objects...	Ctrl+D
Save Attribute to Catalog	Ctrl+Alt+A
Object Info	F1

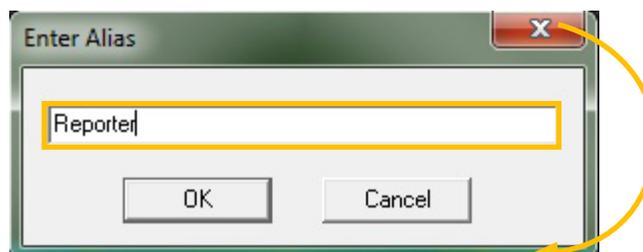
Edit Functions

This section contains the basic functions of any editor: cut, copy, paste, and delete.

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Shift+Del/Del

Assign Alias

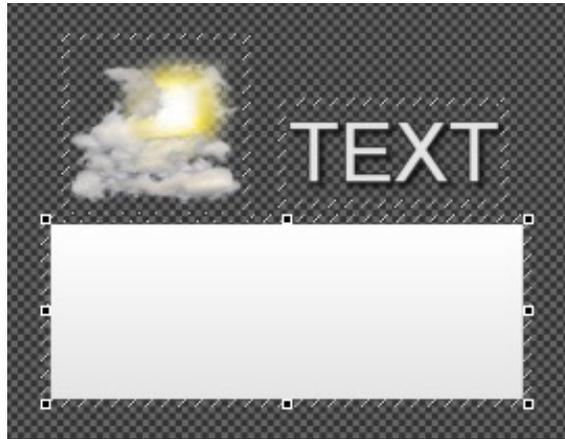
Aliases are used when integrating VTW templates with AutoCast for dynamic updates. Use [Assign Alias] to enter the desired alias name.



Group/Ungroup

Group multiple objects together.

Text, shape, and image objects can be grouped together. Animation objects can only be grouped with other animation objects.



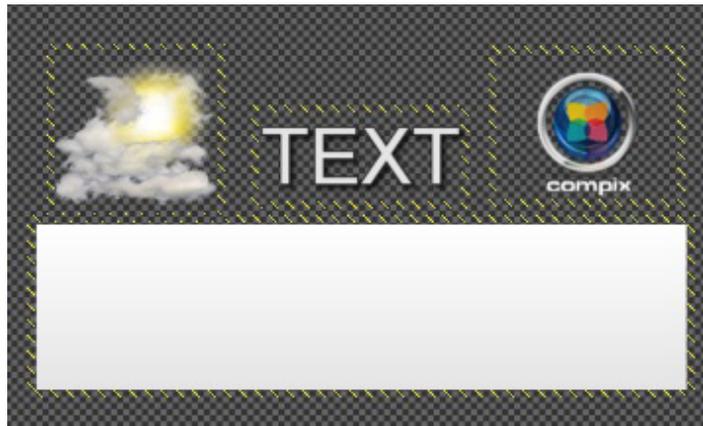
Grouped Image, Text, and Shape Objects



Grouped Animation Objects

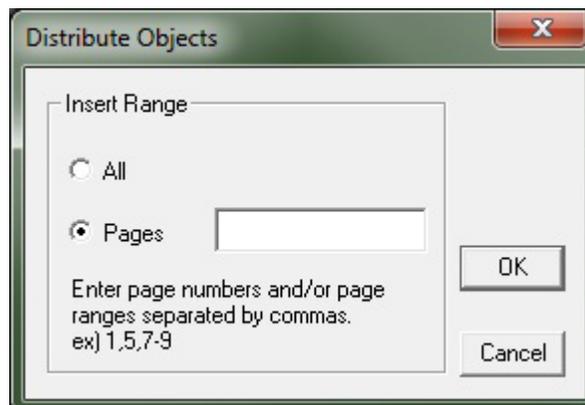
Object Lock

Lock an object in place to prevent accidentally moving it. When an object is locked, it is surrounded by yellow tick marks.



Distribute Objects

Distribute any object over a range of pages. This is particularly useful for logos that must appear on multiple pages.

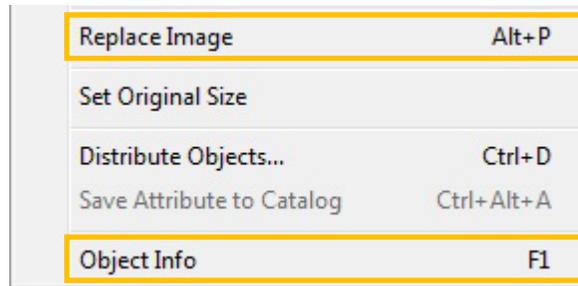


Options Unique to Image Objects

The right-click options that apply only to image object types are [Replace Image] and [Object Info].

Replace Image

Replace an image with another image. The new image retains the size of the old image.



Object Info

Displays the image object's information, such as the file type, path, and size.



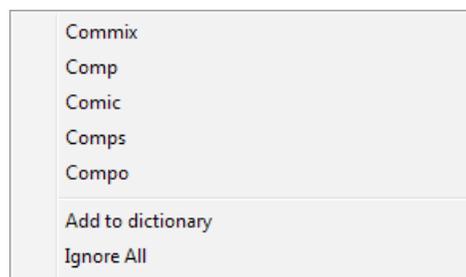
Tip

[Object Info] is also relevant to animation objects and displays the same information.



Options Unique to Text and Shape Objects

Text and shape objects are often handled similarly. The right-click options that applies only to text are the spell check options while the only option for both of these object types is [Save Attribute to Catalog].



Spell Check

Right click on a word with a red underline and suggested corrections appear along with the option to add the word to the dictionary or ignore all instances of that word in the current file



- **Suggested Corrections to the Misspelled Word**
- **Add the Word to the Dictionary**
- **Ignore All Instances of the Word**

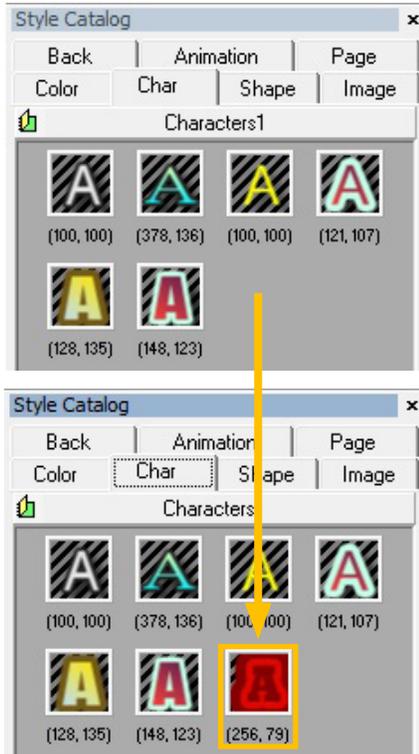
Save Attribute to Catalog

Once the desired text or shape object has been created, save all of its attributes into the Style Catalog for use at another time. Attributes for text are saved under the Char tab and attributes for shapes are saved under the Shape tab.

Text Attributes

Text Attribute

This text is ready to have its attributes saved.



Right-clicking on the text object and selecting [Save Attribute to Catalog] inserts the saved font, face, edge, shadow, size, and other settings into the end of the Style Catalog's Char tab.

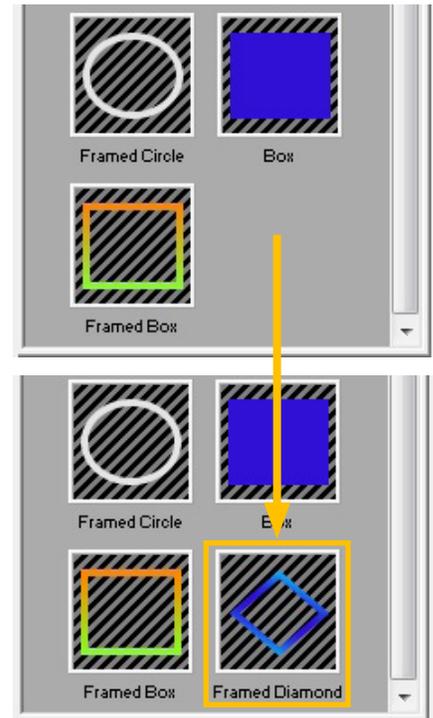


Later, any text can be changed to the attributes in the Style Catalog by dragging and dropping the desired attributes onto the text object itself.

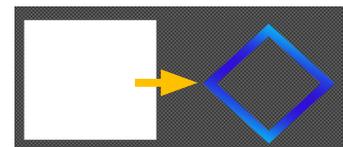
Shape Attributes



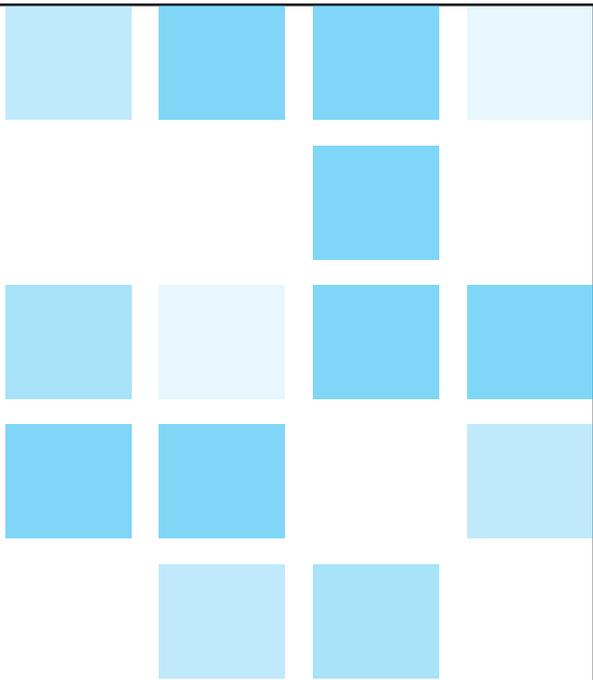
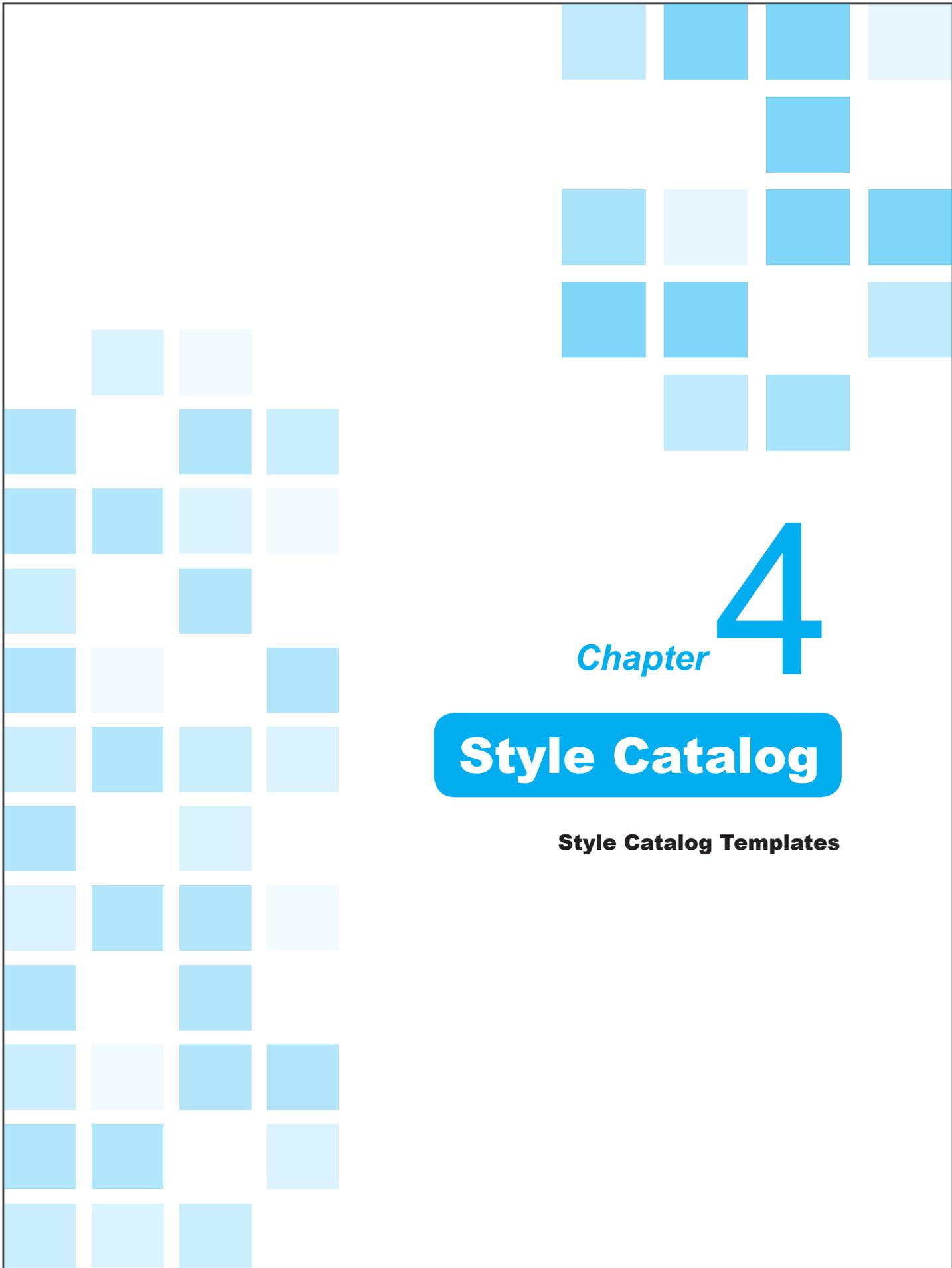
This shape object is ready to have its attributes saved.



Right-clicking on the shape object and selecting [Save Attribute to Catalog] inserts the saved face, edge, shadow, and other settings into the end of the Style Catalog's Shape tab.



Later, any shape can be changed to the attributes in the Style Catalog by dragging and dropping the desired attributes onto the shape object itself.



Chapter **4**

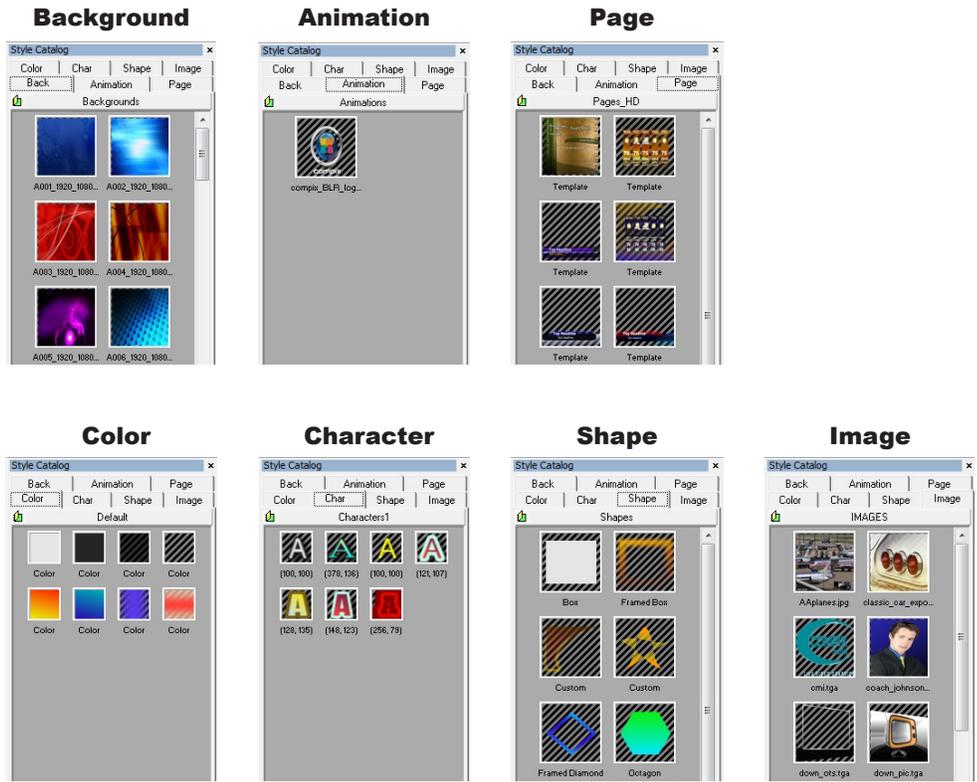
Style Catalog

Style Catalog Templates

Style Catalog Templates

Types of Templates

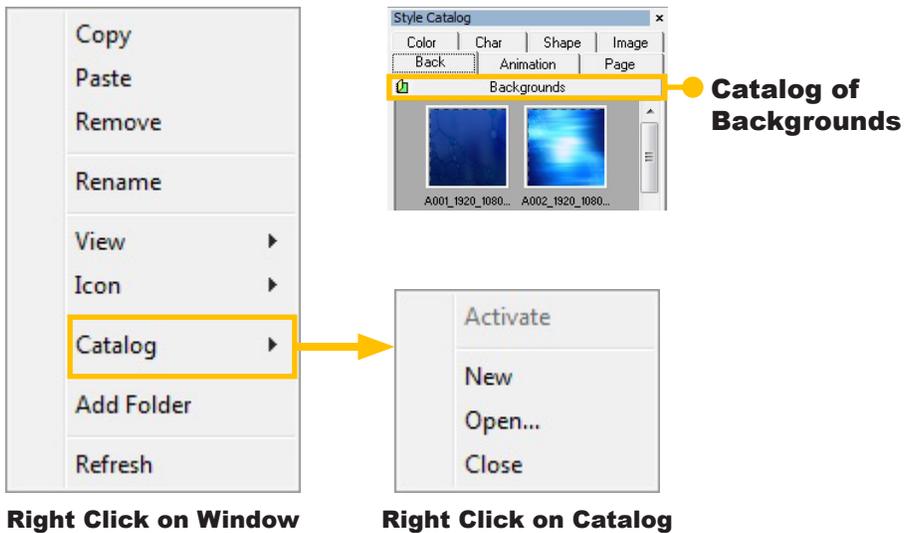
There are 7 catalogs to save templates to: Background, Animation, Page, Color, Character, Shape, and Image. Register newly designed styles of text, shape, and lower thirds as templates to reapply them to other objects and pages quickly by just dragging and dropping.



Right Click Options

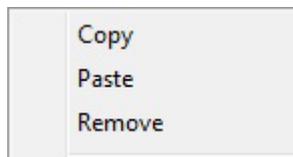
Right-click anywhere within the Style Catalog window to open the options shown in the image on the left.

Right clicking on the catalogs below the tabs of the Style Catalog opens a different set of commands. These commands actually correspond to those of the [Catalog] list of options.



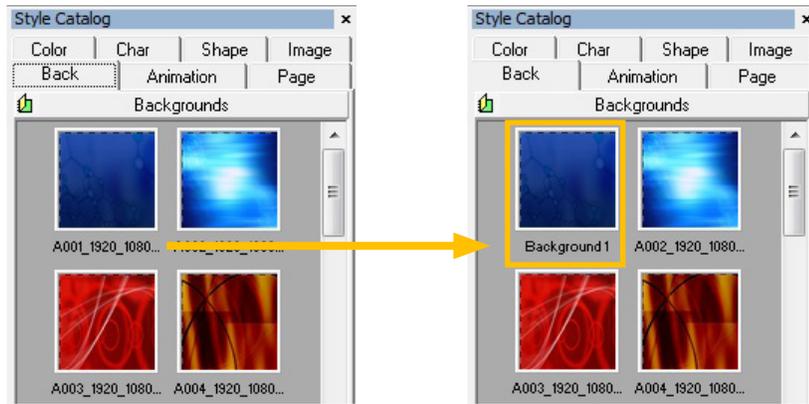
Edit Functions

This section contains the basic functions of any editor: copy, paste, and remove.



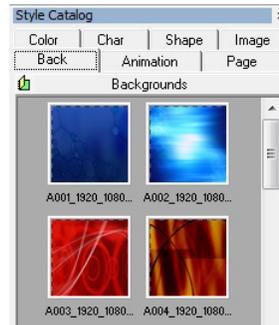
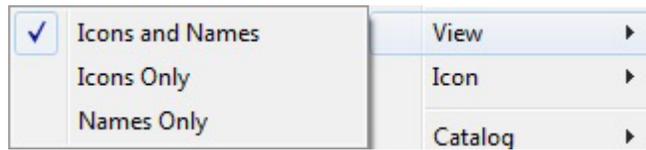
Rename

Give the thumbnail a different name. This option is only available for the Background, Animation, and Image tabs.

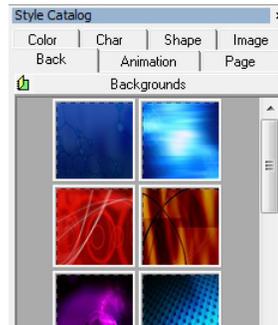


View

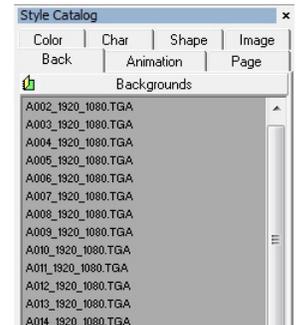
View changes the way the Style Catalog items are viewed. Default shows both the thumbnails and names of each template.



Icons and Names



Icons Only

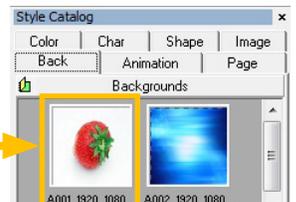
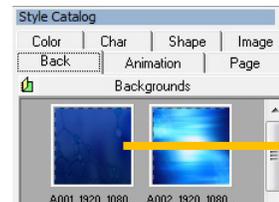
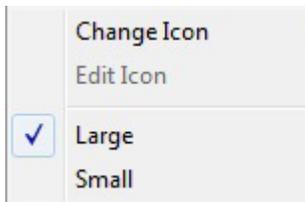


Names Only

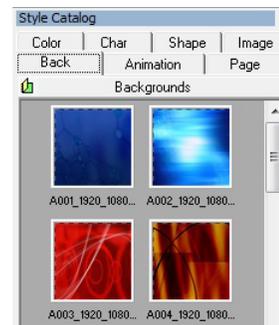
Icon

[Change Icon] allows the thumbnail icon to be replaced with another image. The object remains the same regardless of the icon.

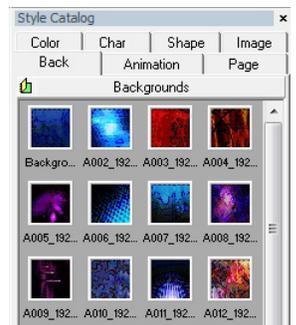
Set the icons to small or large. Larger icons will display more detail and are the default setting for Background, Animation, Page, Shape, and Image tabs.



Change Icon



Large Icons



Small Icons

Catalog

The [Catalog] list of options reflects the same commands as that of right clicking the catalog. These commands create, open, and close the selected catalogs.

[New] and [Open...] are only available for Page, Color, Character, and Shape tabs.



Tip

New catalogs can be saved as a catalog (*.cat) file once an attribute is saved into the tab.



Tip

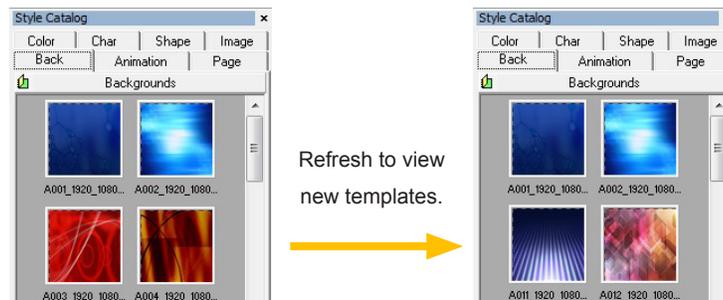
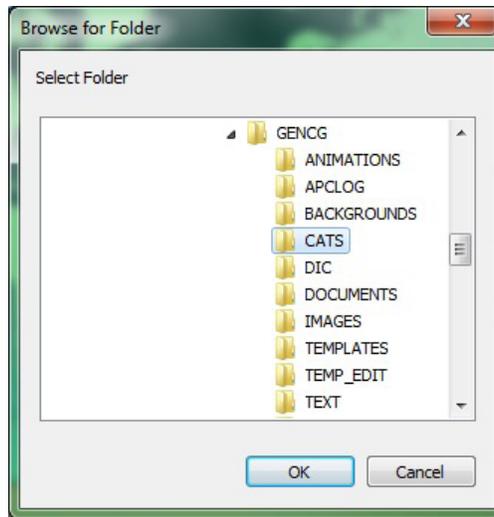
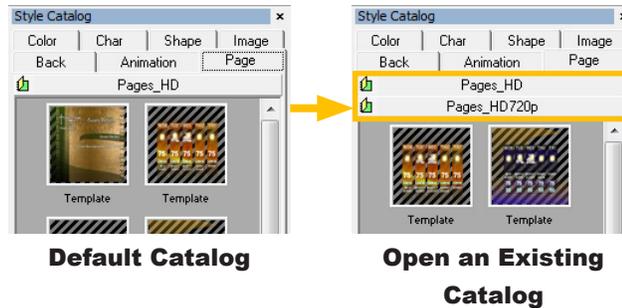
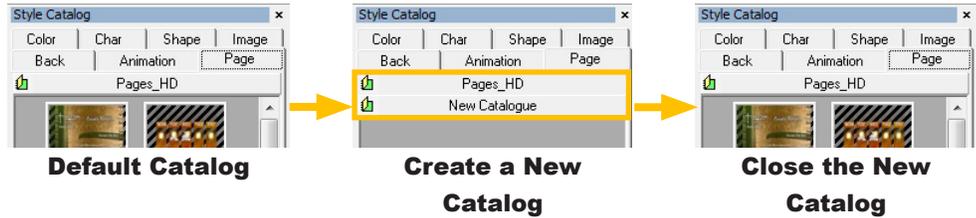
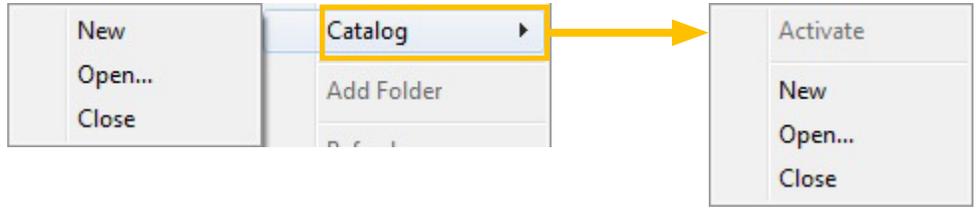
Catalogs are useful in that they can separate the Style Catalog into different television shows, sports, or even college courses.

Add Folder

Add all attributes from a folder into the the Style Catalog as a new catalog. This option is only available to the Background, Animation, and Image tabs.

Refresh

The Background, Animation, and Image tabs read from a particular folder. To add files, simply paste them into these folders and use the [Refresh] option to view them in VTW.

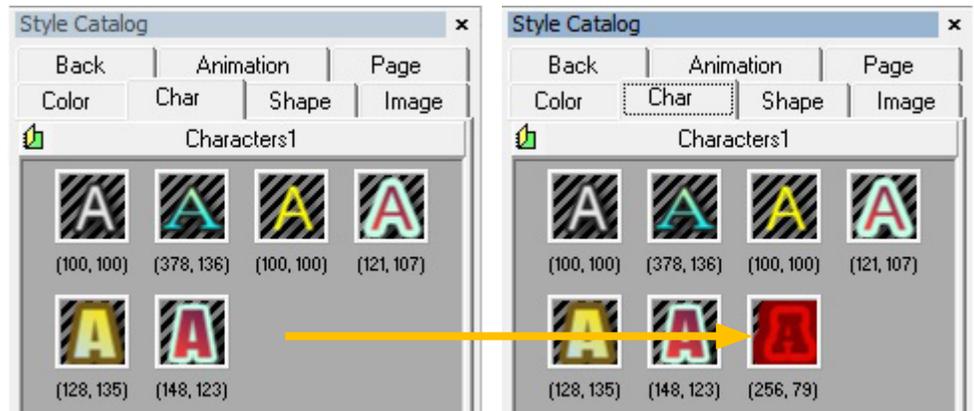


■ Saving Templates to the Style Catalog

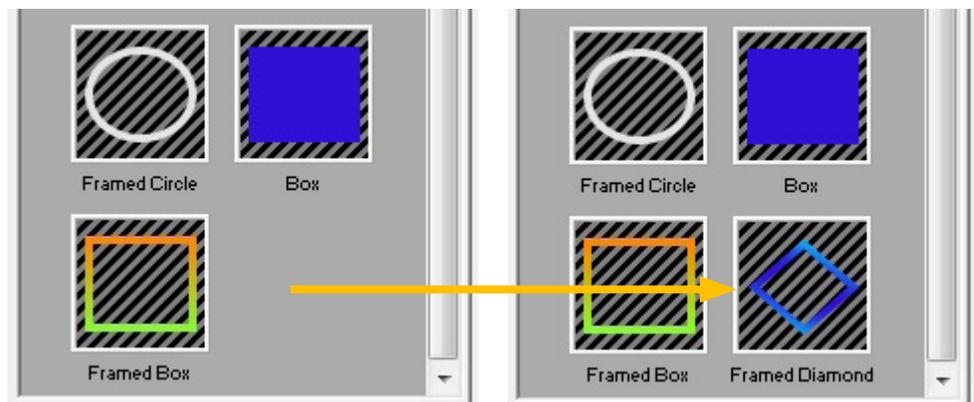
There are two main types of templates that can be saved: attributes and pages.

Saving Attributes

Attributes of text and shape objects are saved in the same fashion. Simply right click on the desired object and select [Save Attribute to Catalog]. Attributes from text objects automatically save in the Char tab and attributes from shape objects are saved in the Shape tab.



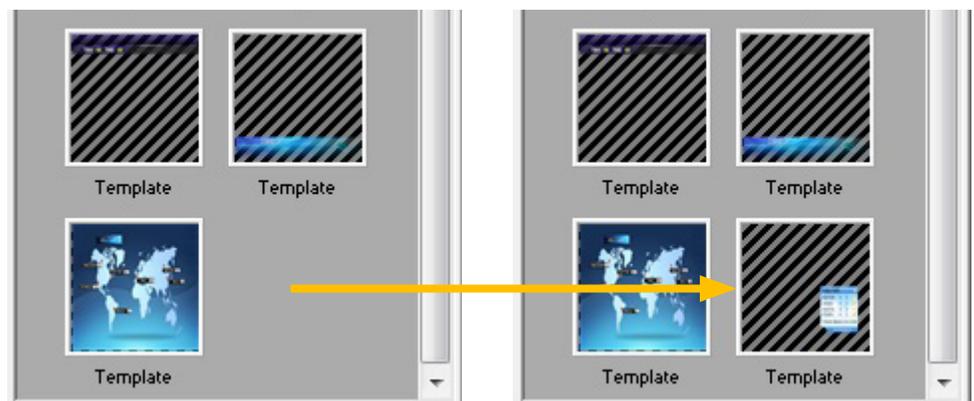
Saving a Text Attribute



Saving a Shape Attribute

Saving Pages

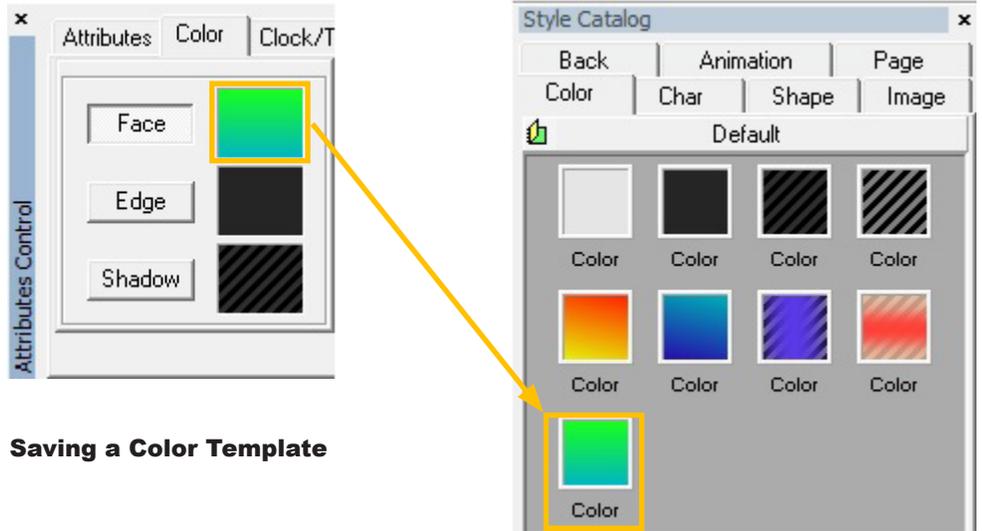
Save all the objects on a page as an uneditable template within the Style Catalog. Right click on the background of the desired page and select [Save Page to Catalog]. The template automatically saves in the Page tab.



Saving a Page Template

Saving Color

Save a color from the Color tab in the Attributes Control window to the Style Catalog. Simply drag and drop the color thumbnail from the Color tab to the Style Catalog's Color tab.

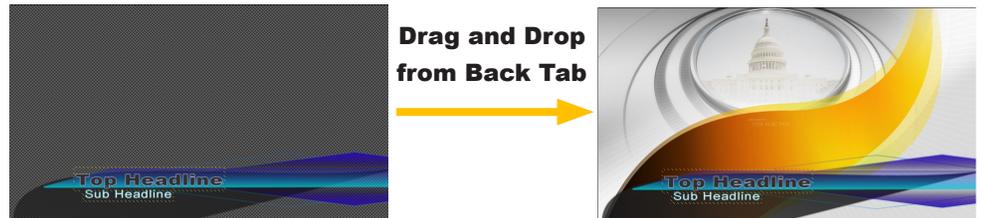


Using Templates from the Style Catalog

To use the templates saved in the Style Catalog, simply drag and drop. There are some subtle differences depending on the type of template in use.

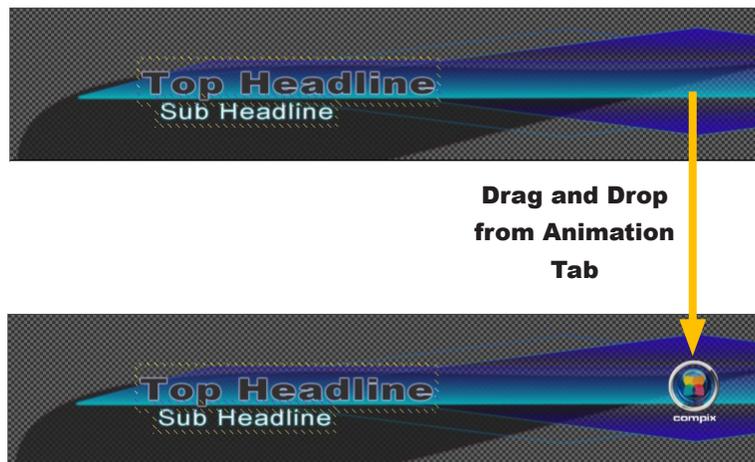
Background Template

Backgrounds in the Back tab are files pulled from the linked folder. To use these templates on a page, just drag and drop it into the background.



Animation Template

Animations are used from files in the Animation folder. Saving new animations to this folder adds them to the Style Catalog in VTW. To use an animation, simply drag and drop it from the Animation tab to the canvas.

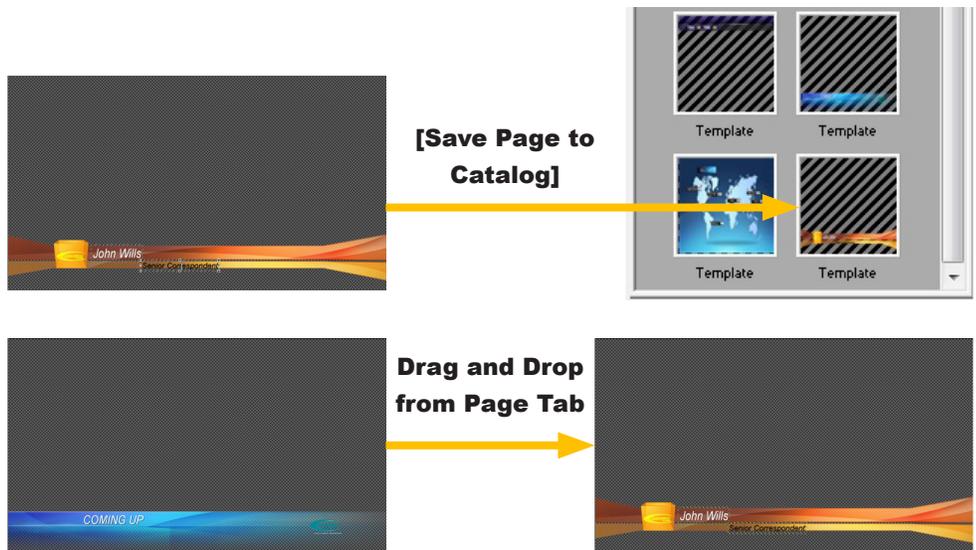


Page Template

If a page is saved in the Page tab, all attributes of the page will be registered as a template. Drag and drop the template onto a page to replace the whole page with the new template.

Tip

Saving a page to the Style Catalog creates an uneditable template. To keep text fields editable, select all text objects before saving to the Style Catalog.



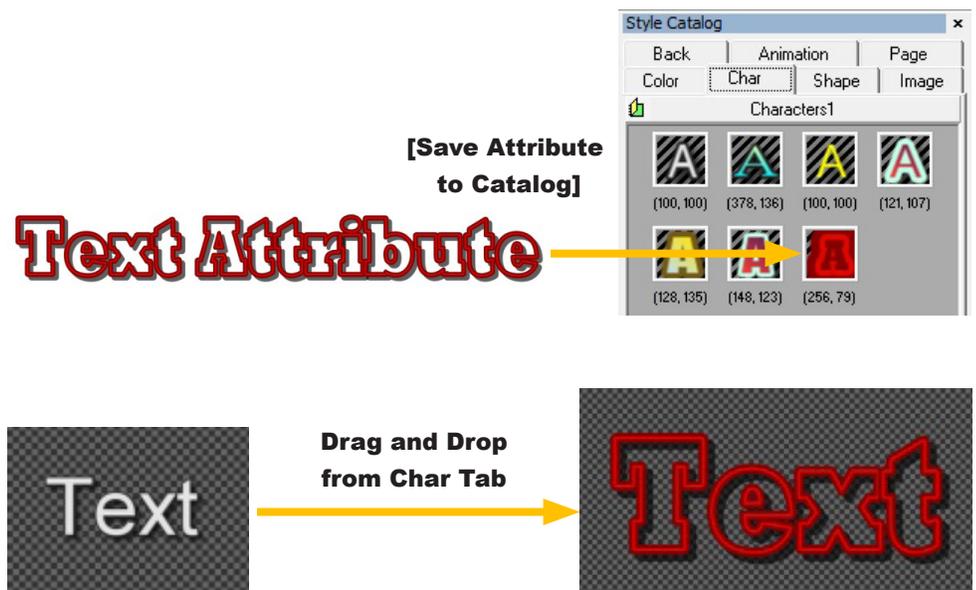
Color Template

Color templates are saved from the Color tab in the Attributes Control window. Color templates can be used for changing text and shape objects by just dragging and dropping the color template onto the desired object.



Character Template

If text objects are saved in the Char tab, attributes of the text (such as color, texture, and font) will be registered as a template. Drag and drop the template onto a text object to apply the attributes to the selected text.



Shape Template

If shape objects are registered in the Shape tab, attributes of the object (such as color, texture, size, and shape) will be registered as a template. Drag and drop the template onto the page to use the shape template.

Tip

A shape object can be replaced by a shape template by drag and dropping the template directly onto the shape object.

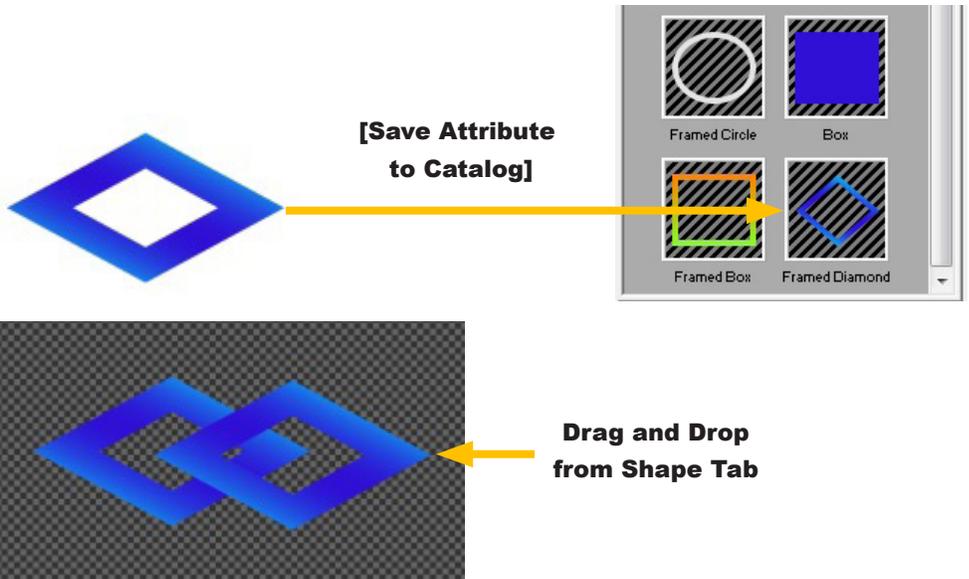


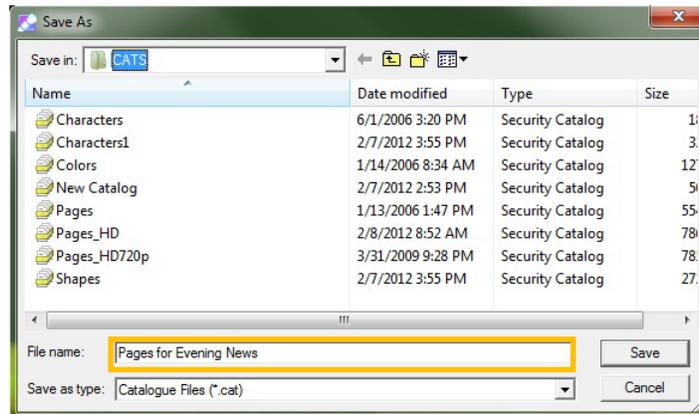
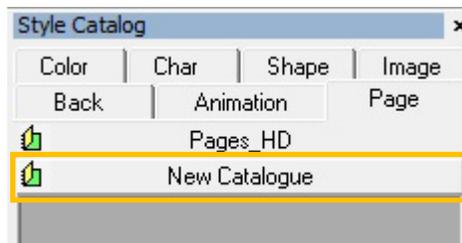
Image Template

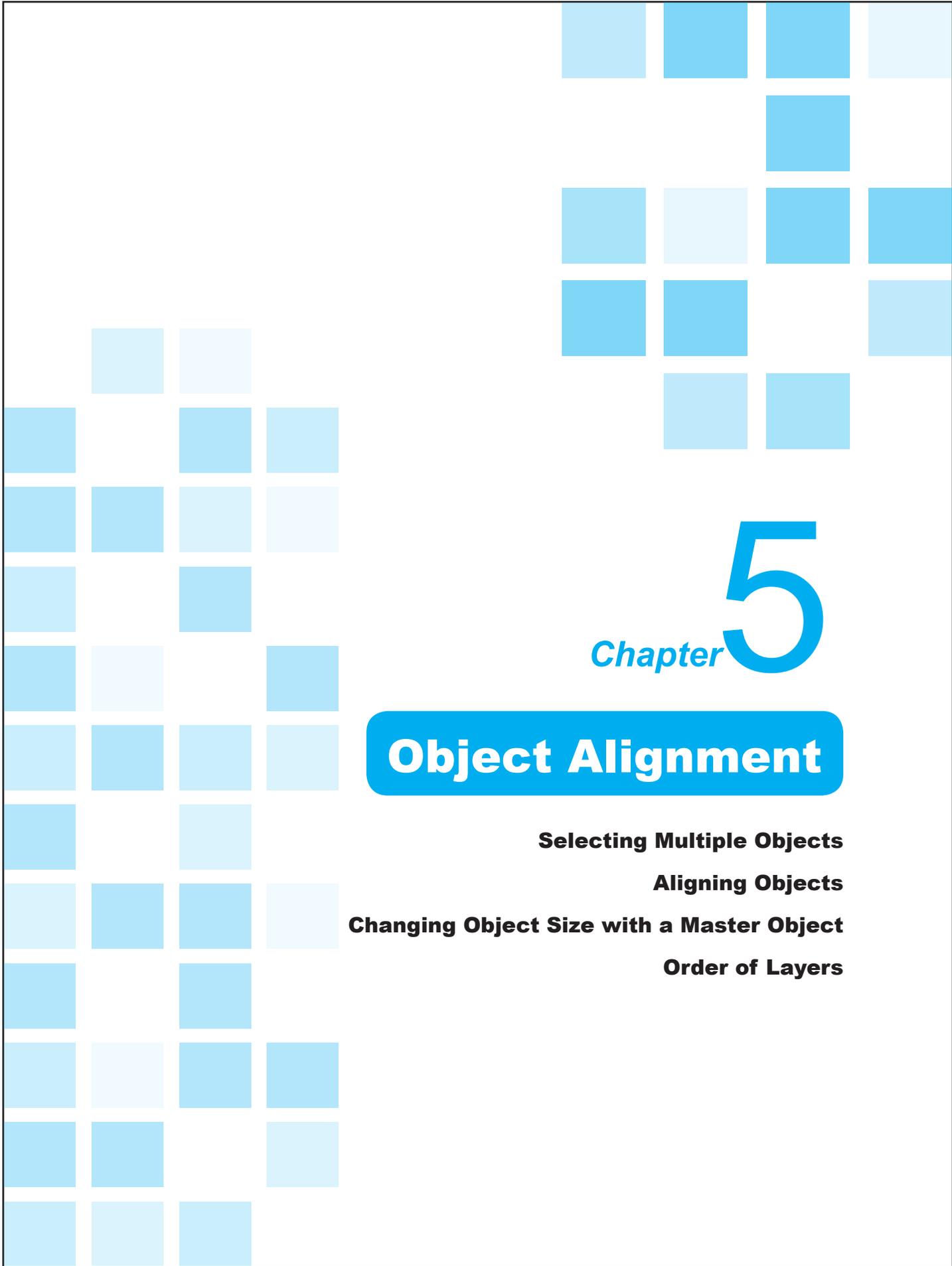
Images are displayed from files in a particular folder. Saving new images to this folder adds them to the Style Catalog under the Image tab. To use an image, drag and drop it onto the canvas.



Saving Catalogs

Create a new catalog under one of the Style Catalog tabs and it appears as an empty catalog. Once the appropriate template is added to that catalog, VTW asks to save the catalog with a new name. Catalogs are saved as a *.cat file in C:\Users\ \User_Name\Documents\ FOR-A \VTWCATS folder.





Chapter **5**

Object Alignment

Selecting Multiple Objects

Aligning Objects

Changing Object Size with a Master Object

Order of Layers

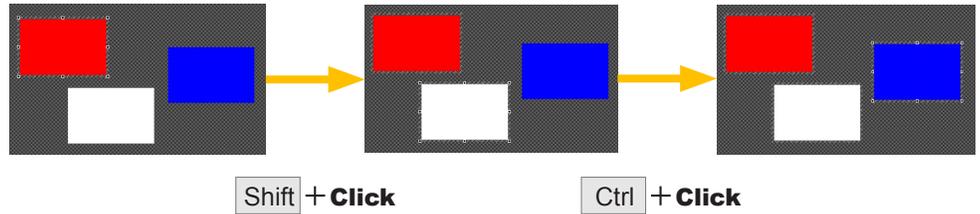
Selecting Multiple Objects

There are situations when it becomes necessary to adjust attributes of multiple objects collectively. For this situation, there are a few methods to select multiple objects at the same time.

Selecting Multiple Objects

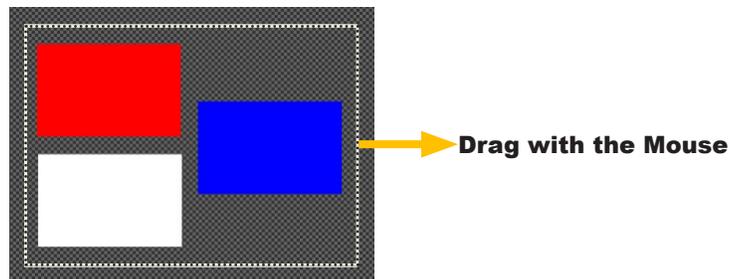
Using the Shift or Ctrl Key

Select all desired objects while holding down the Shift or Ctrl key. If an object is clicked again while the shift key is pressed, it becomes deselected.



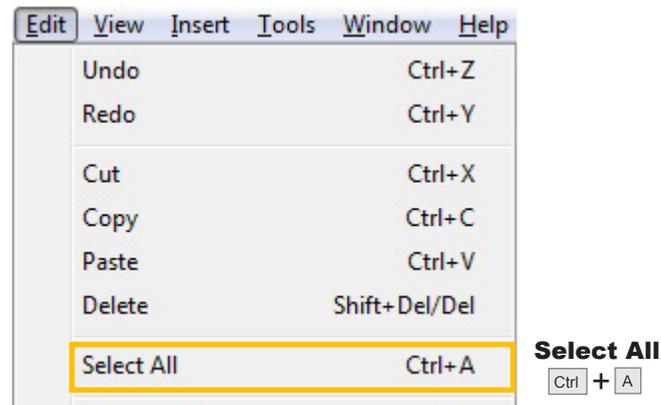
Using the Mouse

Drag the mouse over multiple objects to select them. The selection must cover the entire object for it to be selected.



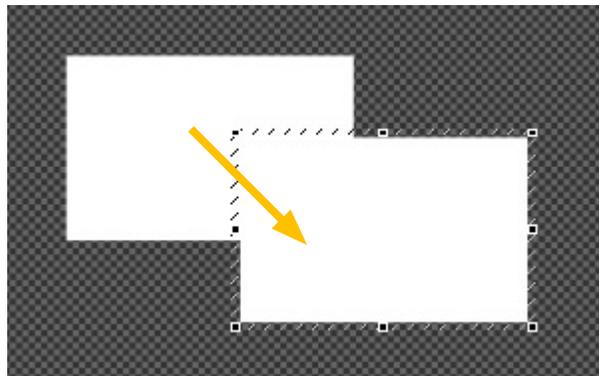
Using the Edit Menu

Click [Edit] > [Select All] to select all objects on the current page.



Creating Copies of Objects

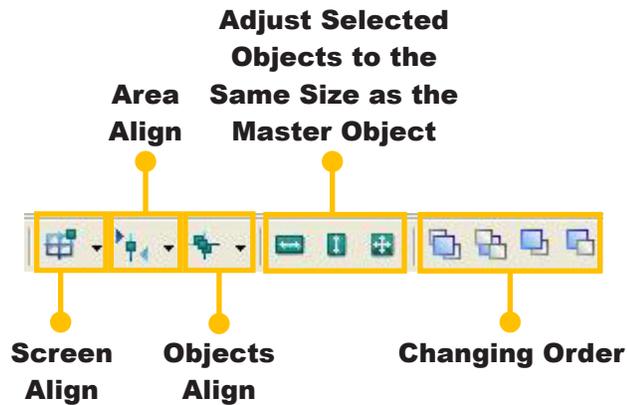
There is a simpler way to make copies of any object other than copying and pasting. This method consists of holding down the **Ctrl** button then clicking and dragging the object. The mouse will drag away a brand new copy of the object.



Aligning Objects

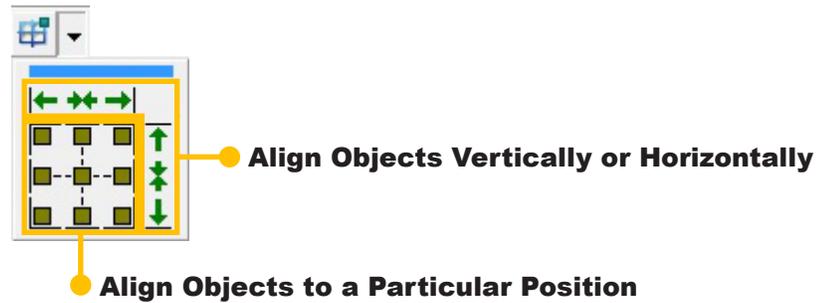
It is very difficult to adjust each object one by one when there are many objects in one page. Situations arise when multiple objects need to be collectively aligned. VTW provides various alignment tools in the Toolbar for quick and easy access.

Alignment Related Icons in the Toolbar



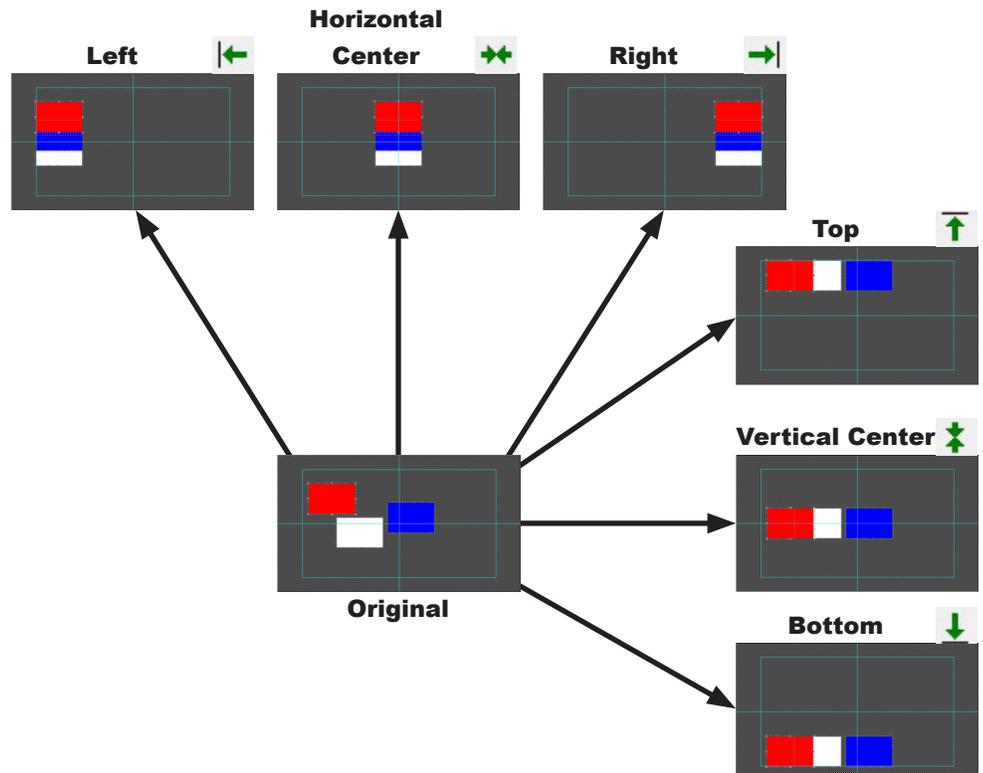
Screen Align

Screen Align moves the selected objects according to the Guides.



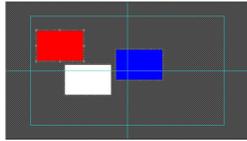
Align Objects Vertically or Horizontally

Note that these options only change either the vertical or horizontal value of the objects, keeping the opposite value the same.

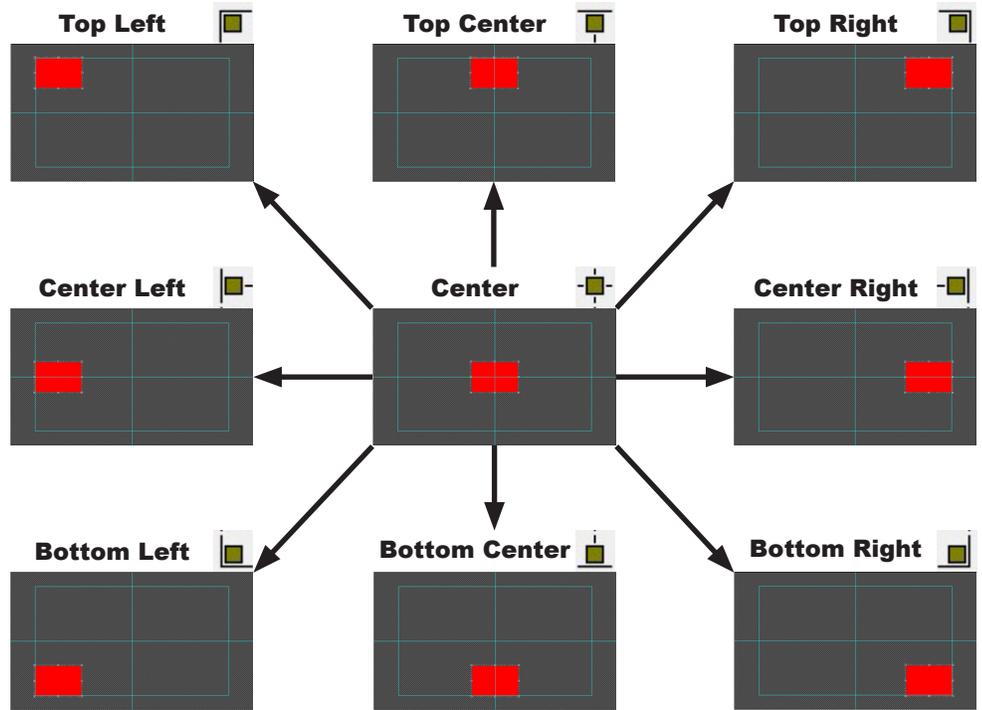


Align Objects to a Particular Position

Note that these options change both the vertical and horizontal value of the objects, overlapping the object layers so that only the red shape is visible.

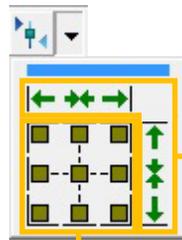


Original



Area Align

Area Align moves the selected objects according to the triangle markers in the x and y axes.

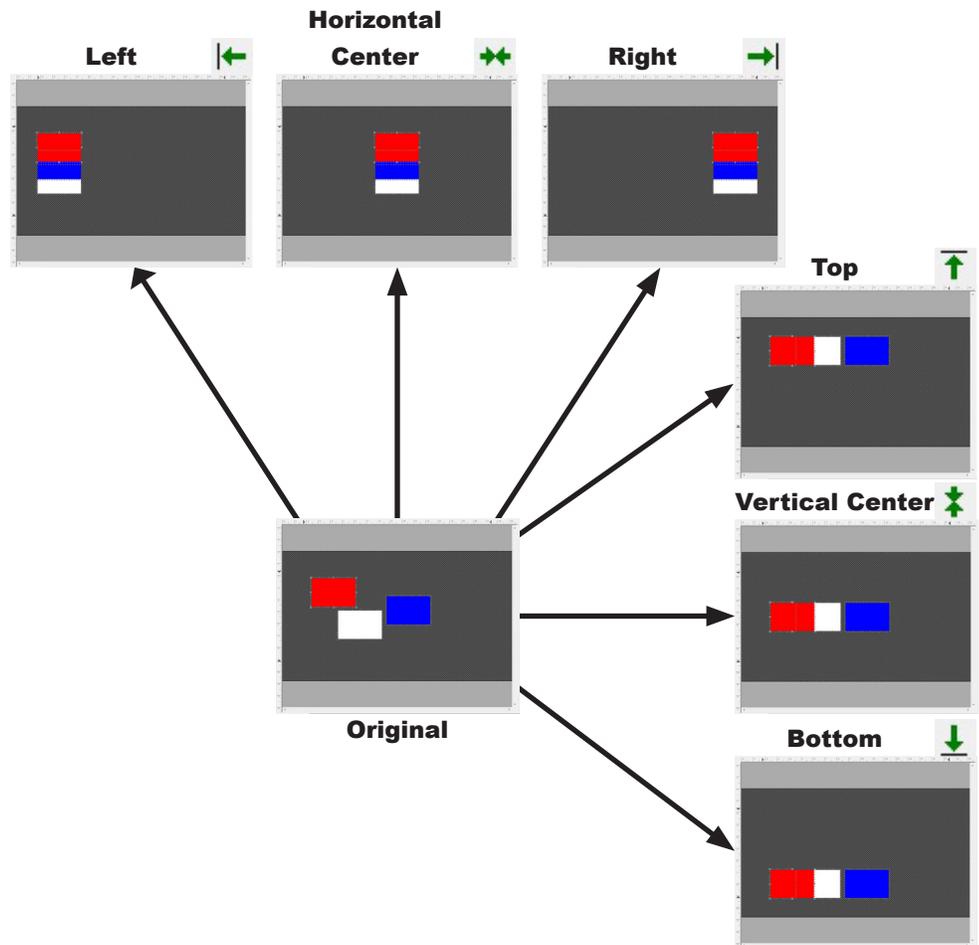


Align Objects Vertically or Horizontally

Align Objects to a Particular Position

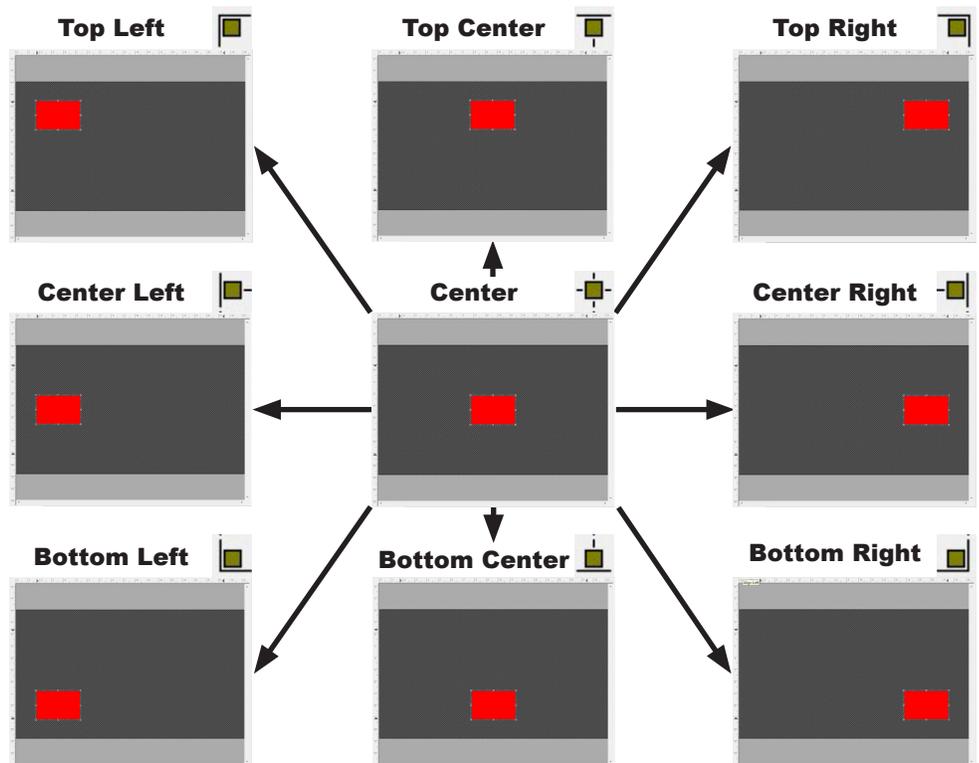
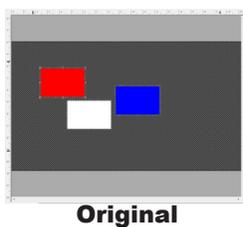
Align Objects Vertically or Horizontally

Note that these options only change either the vertical or horizontal value of the objects, keeping the opposite value the same.



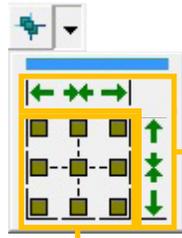
Align Objects to a Particular Position

Note that these options change both the vertical and horizontal value of the objects, overlapping the object layers so that only the red shape is visible.



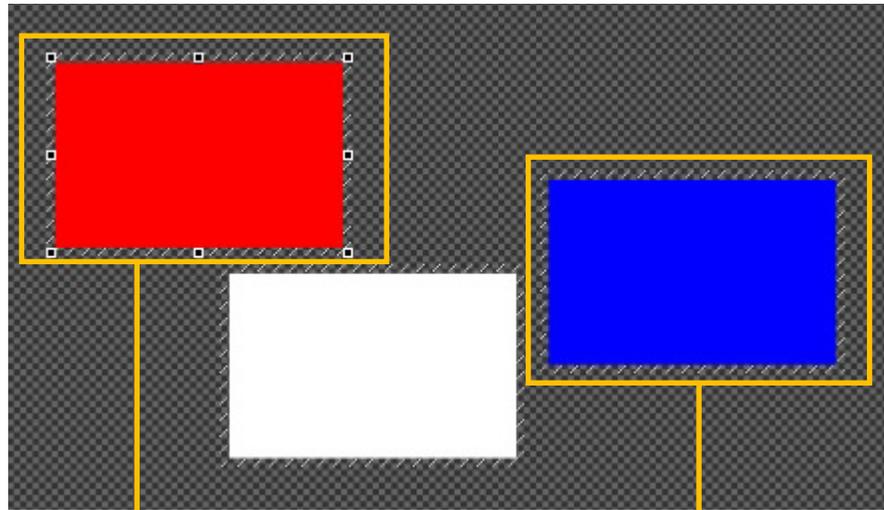
Objects Align

Objects Align moves the selected objects according to the master object. The master object is the object which is last selected and will have the eight adjustment points around it.



Align Objects Vertically or Horizontally

Align Objects to a Particular Position



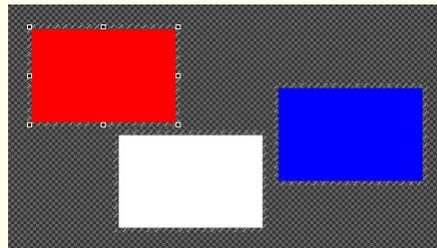
Master Object

Secondary Object

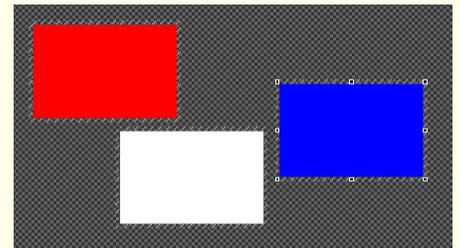


Tip

Changing the Master Object



Currently the red object is selected as a Master Object.

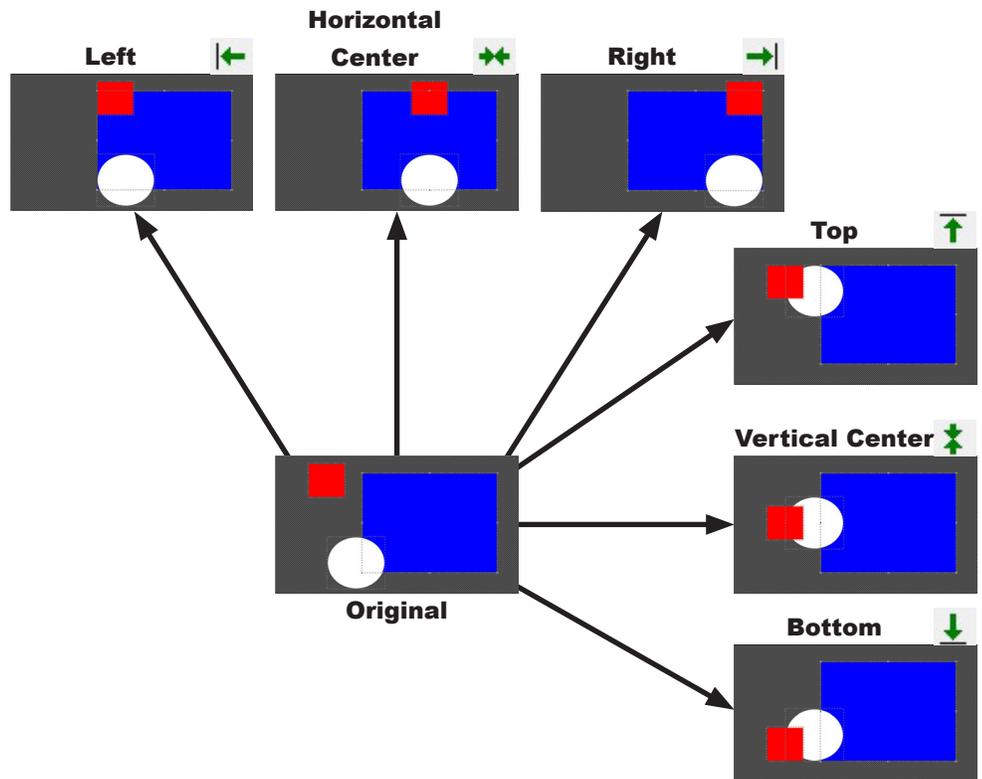


Select another secondary object to change the Master Object, in this case blue.



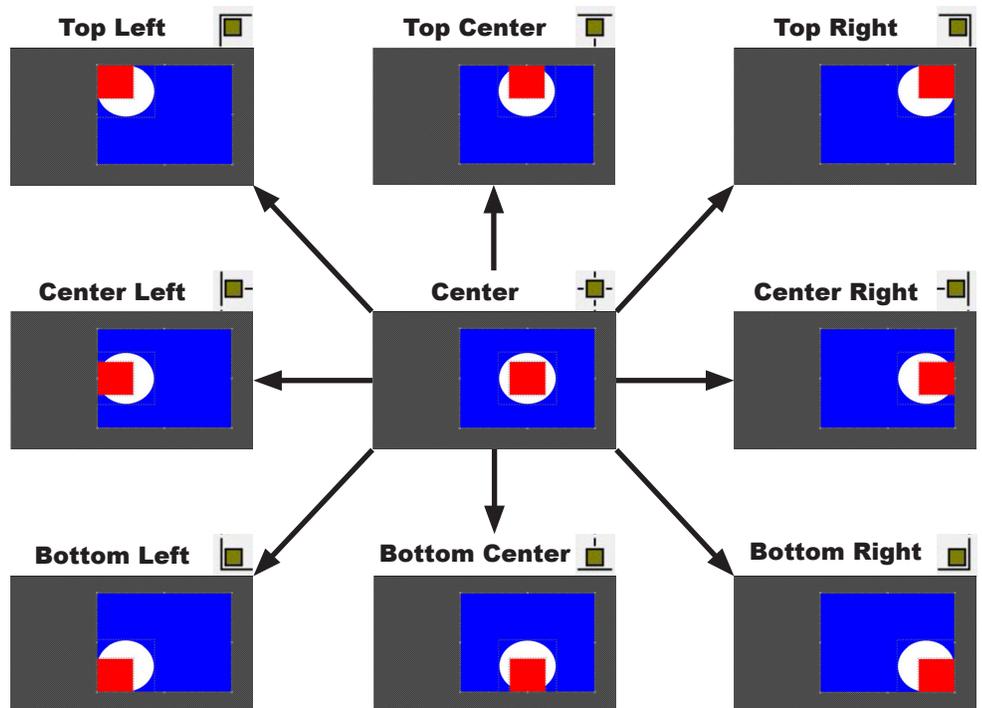
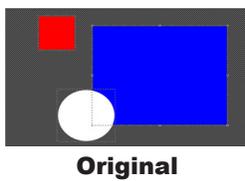
Align Objects Vertically or Horizontally

Note that these options only change either the vertical or horizontal value of the objects, keeping the opposite value the same. The blue shape is the Master Object.



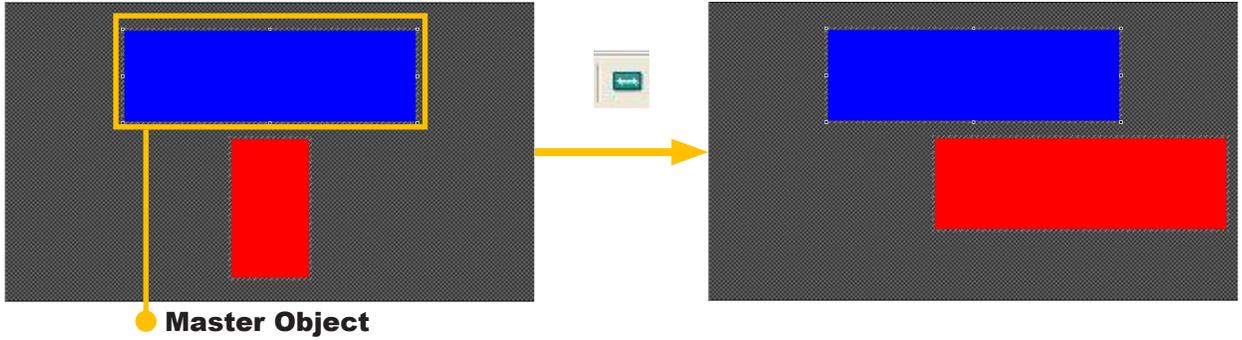
Align Objects to a Particular Position

Note that these options change both the vertical and horizontal value of the objects, overlapping the object layers so that the red shape is visible on top. The blue shape is the Master Object.

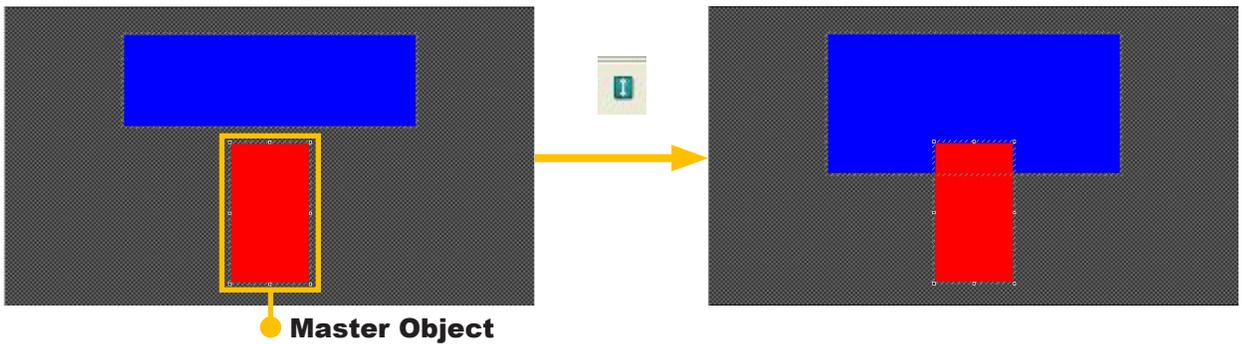


Changing Object Size with a Master Object

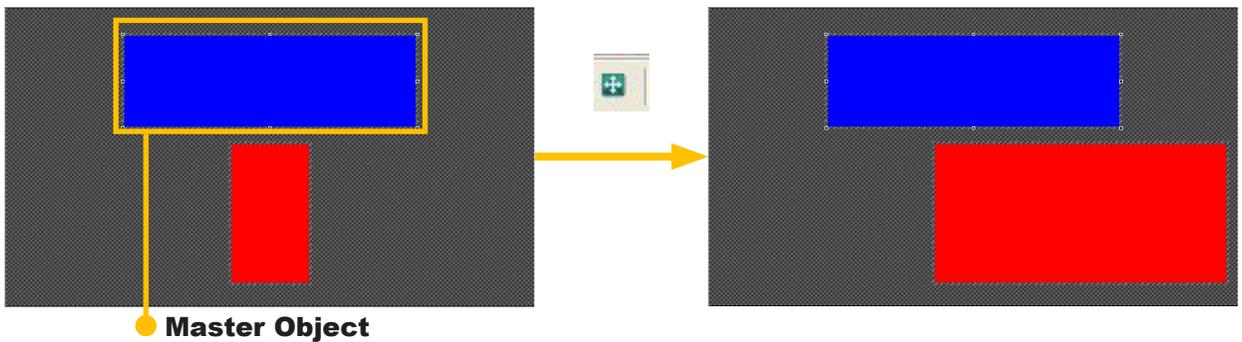
Changing the Width of an Object with a Master Object



Changing the Height of an Object with a Master Object



Changing the Width and Height with a Master Object



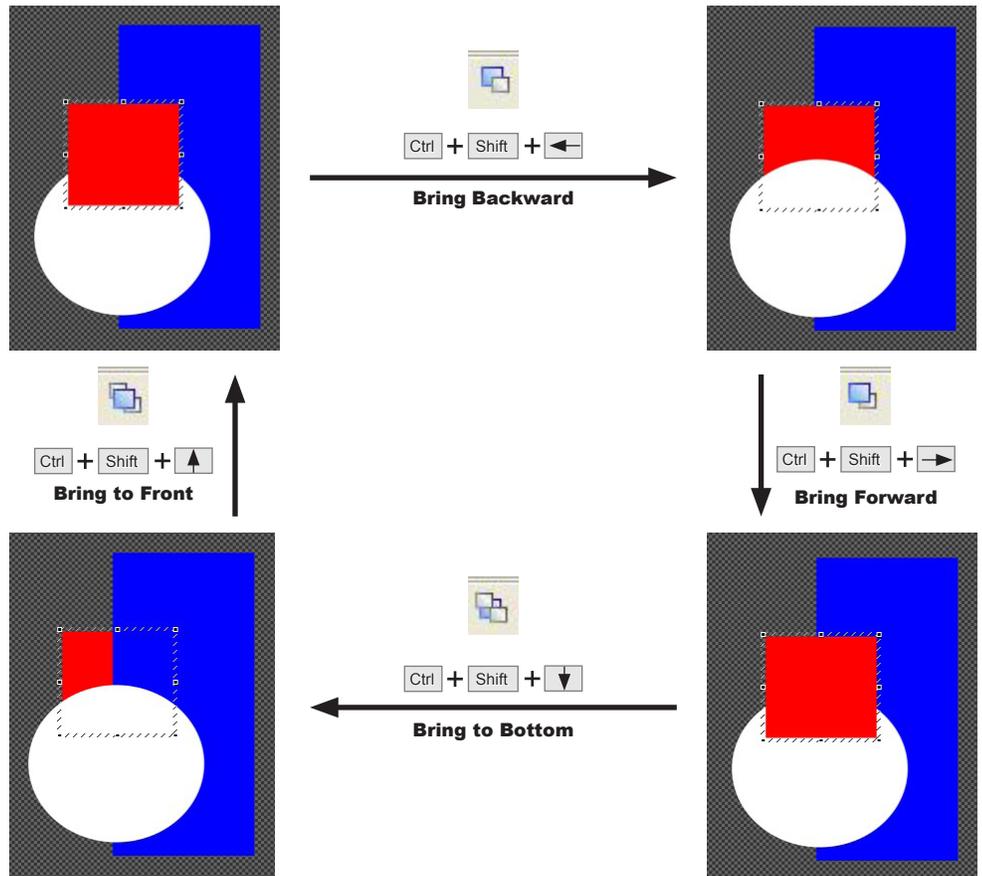
Order of Layers

Changing the Order of Layers

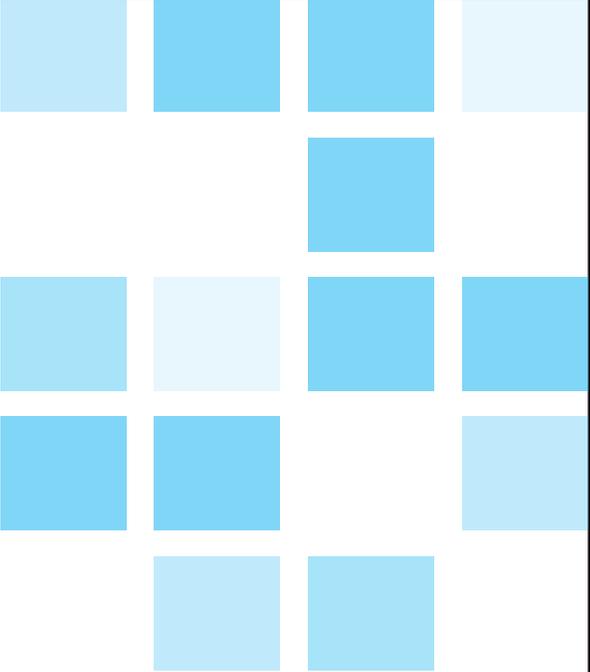


Tip

Animation objects can be arranged using this method as well, but only in MultiLayer Page Mode.







Chapter **6**



Effects Tab & Page Modes

Effects Tab

Still Mode

Roll and Crawl Mode

Typing Mode

MultiLayer Mode

Effects Tab

Transition Effects

Transition effects can be applied in all page modes. Effects are used for In and Out transitions between pages. In MultiLayer Mode, effects can also be used on individual objects as In and Out transitions as well.

The Difference Between In and Out Effects

In effects occur as the page or object appears. Out effects occur as the page or object disappears from view.



Effect Patterns

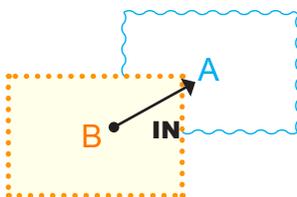
Here is a list of effect patterns that may be useful to know.

Tip

To activate the Overlay Effect, click on the [No Effect] button twice. Overlay Effect cannot be used with Roll or Crawl Mode.

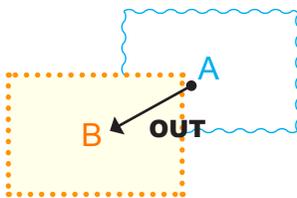
What Effects Do on Page Modes

Still Mode
Effects apply on Page In/Out (on whole Page)
Roll & Crawl Mode
Out effect only (scroll stops at end then transitions out)
Typing Mode
Page In (on Background), Page Out (on whole Page)
MultiLayer Mode
Page In/Out (on Background), Object In



In Effect

When the In effect is set, a page or object appears with the desired effect from Page B to Page A.



Out Effect

When the Out effect is set, a page or object disappears gradually with the desired effect from Page A to Page B.



Cut Effect

Cuts in and out to black space.



No Effect

Cuts in and out directly, without black space.



Overlay Effect

Use as an out effect to overlay the current page on the next page.



Blink Effect

Creates a blinking effect. Set the blinking speed in the Effects tab.



Fade Effect

Fades the page or object.



Typing Effect

Rolls the page up. Can only be used in Roll Mode.



Typing Effect

Crawls the page from right to left. Can only be used in Crawl Mode.



Roll Effect

Rolls the page up. Can only be used in Roll Mode.



Crawl Effect

Crawls the page from right to left. Can only be used in Crawl Mode.

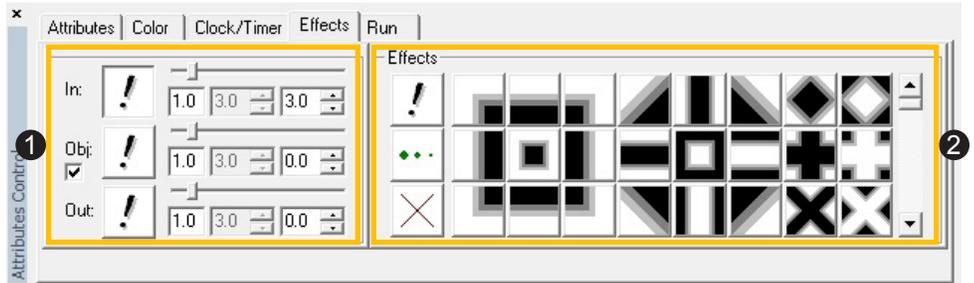


Scroll Pass Effect

Can only be used with Roll or Crawl Mode. This forces the page to continue scrolling off screen without interruption.

Effects Tab

The Effects tab contains all the transition effects available to pages and objects in VTW. Transitions are adjustable by selecting the pattern, speed, and display time.

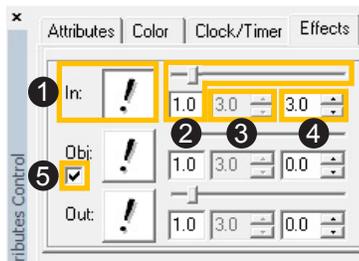


1 **Transitions:** Adjust the transitions for the page and object.

2 **Effects:** Select the type of desired effect from this list.

Transitions

There are three types of transitions: In, Out, and Object. In effects occur as the page appears. Out effects occur as the page disappears from view. Object effects occur when the object appears on the page. Each of these three transition types has the same options to customize.



1 **Transition Effect:** Select the pattern of the transition effect to be used.

2 **Transition Speed:** Adjust the speed of the effect by either typing in the number or using the sliding bar. For Roll and Crawl Mode, this becomes the speed of the scroll.

3 **Blinking Speed:** If the Blink effect is selected, this field becomes active to change the blinking speed.

4 **Transition Display Time:** Adjust the amount of time between transitions.

5 **Object Transition Auto Run:** When checked, all objects on the page will automatically appear with their selected transition effects, even if the Run Mode is set to [Manual].



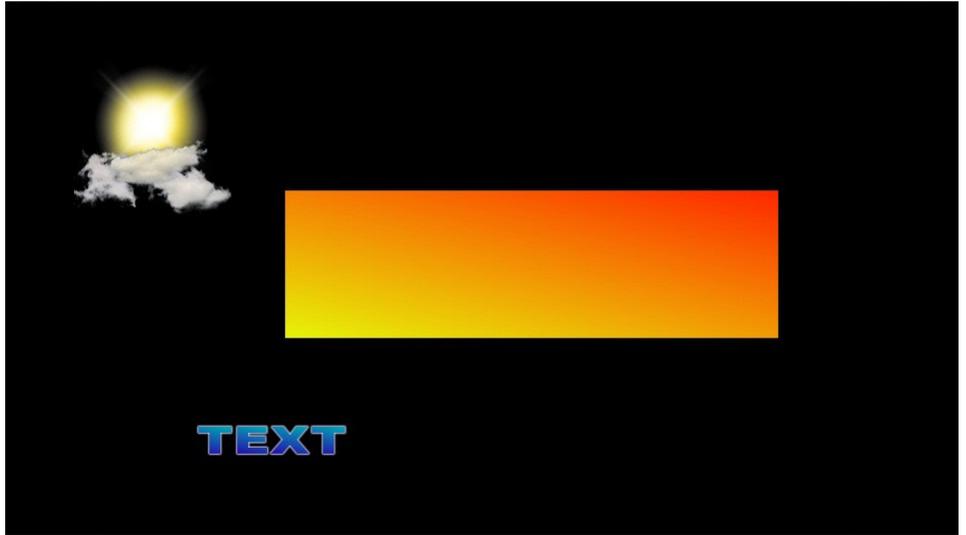
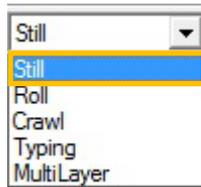
Tip

Transition Display Times differ depending on which transition. This field for the [In] transition controls the display time of the page or how long the page stays on air before beginning the Out transition. The Transition Display Time for [Out] transitions controls the delay between pages, adding a "blank space" for the set amount of time. For the [Object] transition, this field controls the length of time between this object appearing and the next object appearing on the page. In order for the Transition Display Time to function correctly for the [Object] transition, the Object Transition Auto Run box must be left unchecked.

Still Mode

Applying a Transition Effect in Still Mode

Transition effects in Still Mode are applied to the entire page, not each object individually. Still Mode is the default Page Mode.



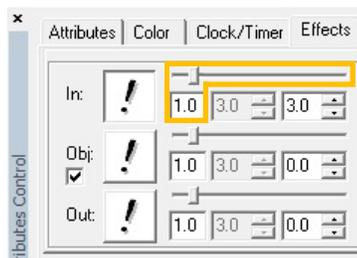
Still Mode: The page and objects appear at the same time with the desired In and Out transition effect.

Roll and Crawl Mode

Speed of Scroll

As shown in the previous Effects Tab section, the Transition Speed field and slider also act as the speed control for scrolling pages. The minimum is 1 and the maximum is 9.9.

The speed of scrolls can be changed while on air with the **-** & **+** buttons on the keypad.



Scroll Area

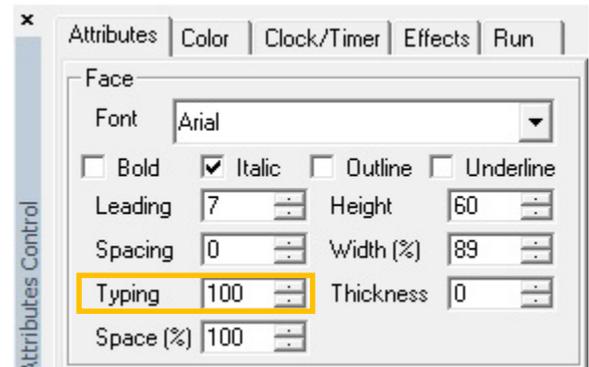
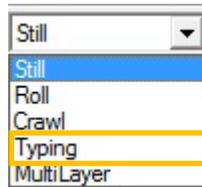
The scroll area can be set using the Mask Effect option.

Please see Chapter 7: Mask Effect for more information on this application.

Typing Mode

Applying Typing Transition Effects

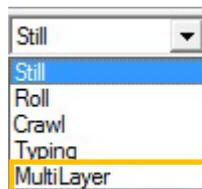
Typing Mode refers to the effect in which letters appear on the screen one by one in a certain interval. The speed in which the letters appear is adjustable through the Attributes tab. The Typing field can range from 1 (fastest) to 1000 (slowest).



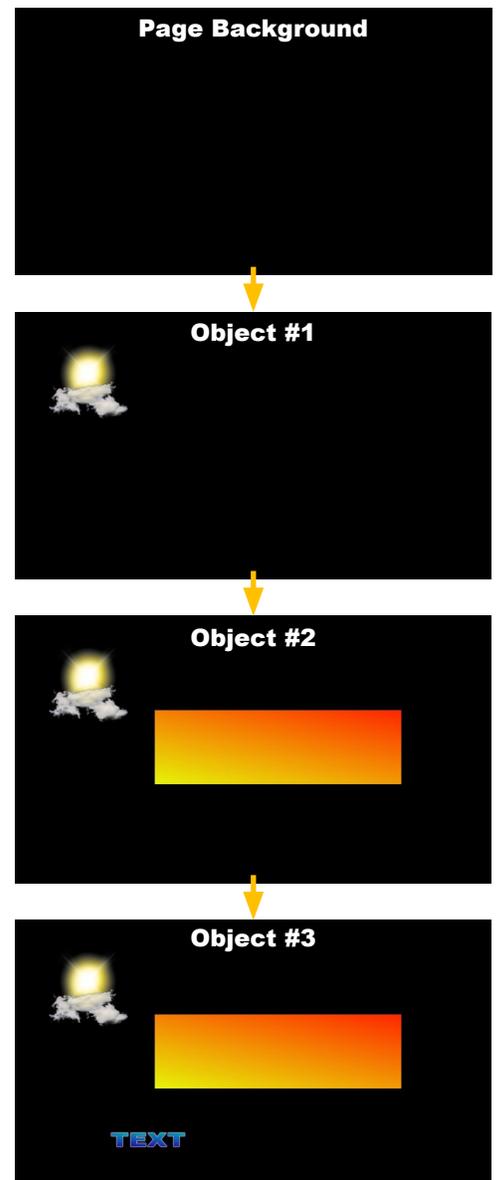
MultiLayer Mode

Applying Transition Effects on Each Object

In MultiLayer Mode, transition effects can be applied to each object.

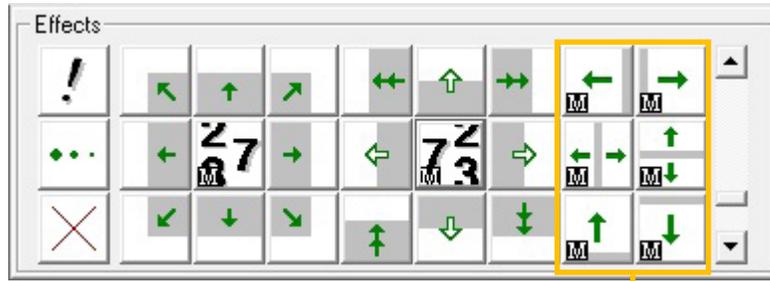


MultiLayer Mode: The page background appears first, then the objects appear separately with each desired transition effect. All objects are brought off air simultaneously with the Out effect.



Special MultiLayer Mode Effects

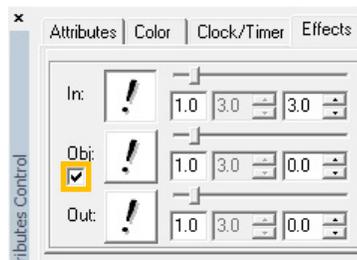
MultiLayer Mode also has special effects designed especially for this page mode. These effects are indicated by an "M" located on the lower left of the effect.

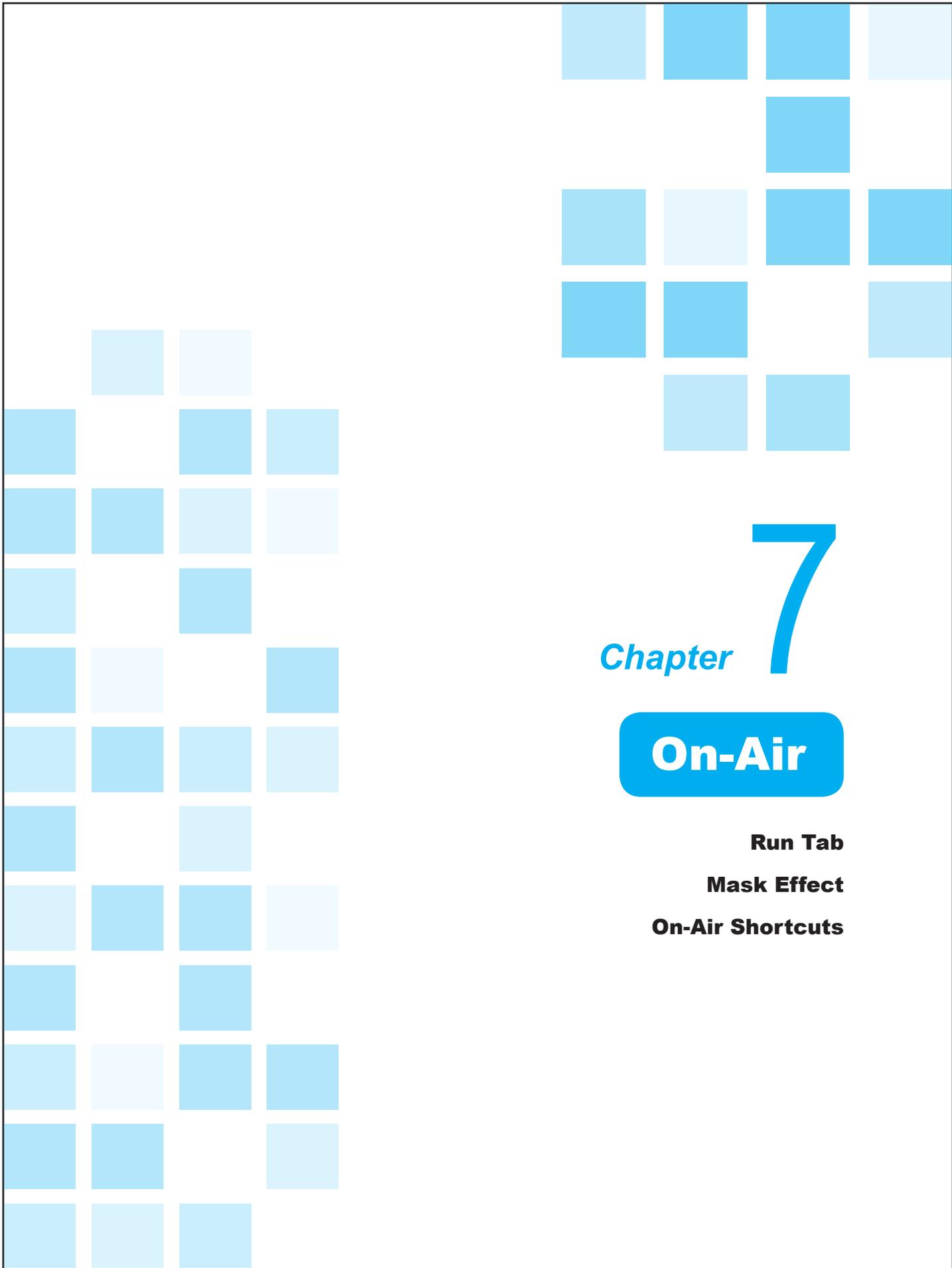


MultiLayer Effects

Object Transition Auto Run

Checking the box under [Obj] forces each object to automatically begin their In effect whether or not the Run Mode is set to [Auto].





Chapter **7**

On-Air

- Run Tab**
- Mask Effect**
- On-Air Shortcuts**

There are few ways to play pages on-air as well as control what is currently on the air.

Run Tab

Run Tab

The Run tab allows for the control of the playback.



- 1 **Start & End Page:** Select the start and end page numbers from the Page List.
- 2 **Mode:** There are 6 different playback styles available, allowing for more or less automation on the page in and out transitions.
- 3 **Loop Options:** Set the number of loops and the delay time between loops in minutes and seconds. Loop Wait is only available when [Auto] is selected in Mode.

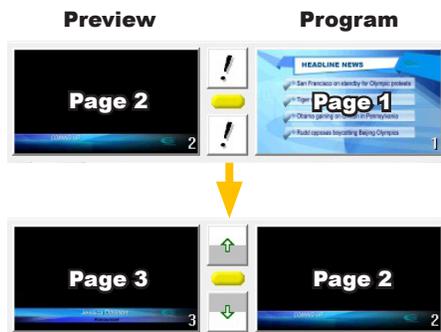
Mode

Run Mode is what can give VTW more automation when playing pages from the Page List. There are three basic modes -- Manual, Auto, and Cut -- for which each are separated into In/Out transitions or just In transitions.

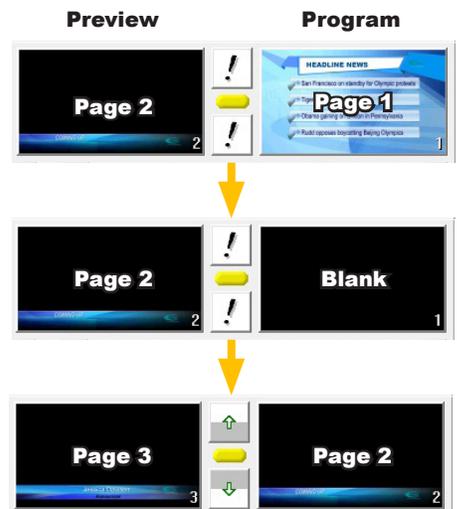
Run Modes and their Effects

Mode	Transition	Effect
Manual	(In/Out)	Adds a break between pages. Each page triggered manually.
	(In)	Does not add a break between pages. Each page triggered manually.
Auto	(In/Out)	Adds a break between pages. Each page triggered automatically.
	(In)	Does not add a break between pages. Each page triggered automatically.
Cut	(In/Out)	Adds a break between pages. Each page triggered manually. Disregards effects.
	(In)	Does not add a break between pages. Each page triggered manually. Disregards effects.

Run Mode Without Page Breaks



Run Mode With Page Breaks

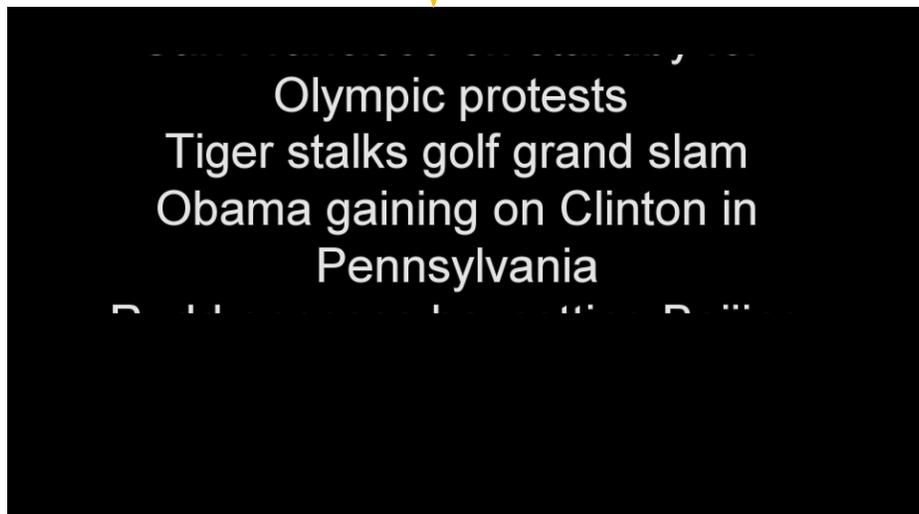


Mask Effect

Mask Effect

Creates a display area on the canvas. Click on the [Mask Effect] button and create a box. The box can be moved and resized as necessary. The area within the box will be displayed on air while the area outside of the box will remain blank.

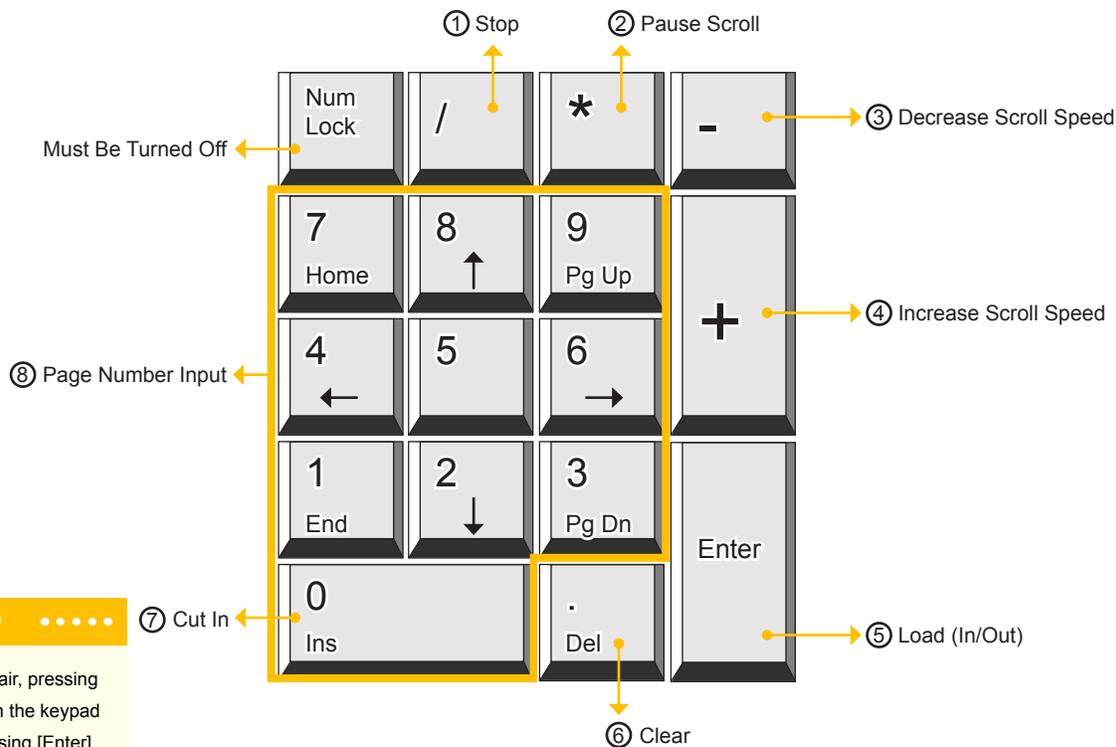
The image to the right is a page in Roll Mode. The text rolls up from the bottom of the screen and is only visible through the Mask Effect box.



On-Air Shortcuts

The keyboard is yet another way to control how pages get on-air in VTW.

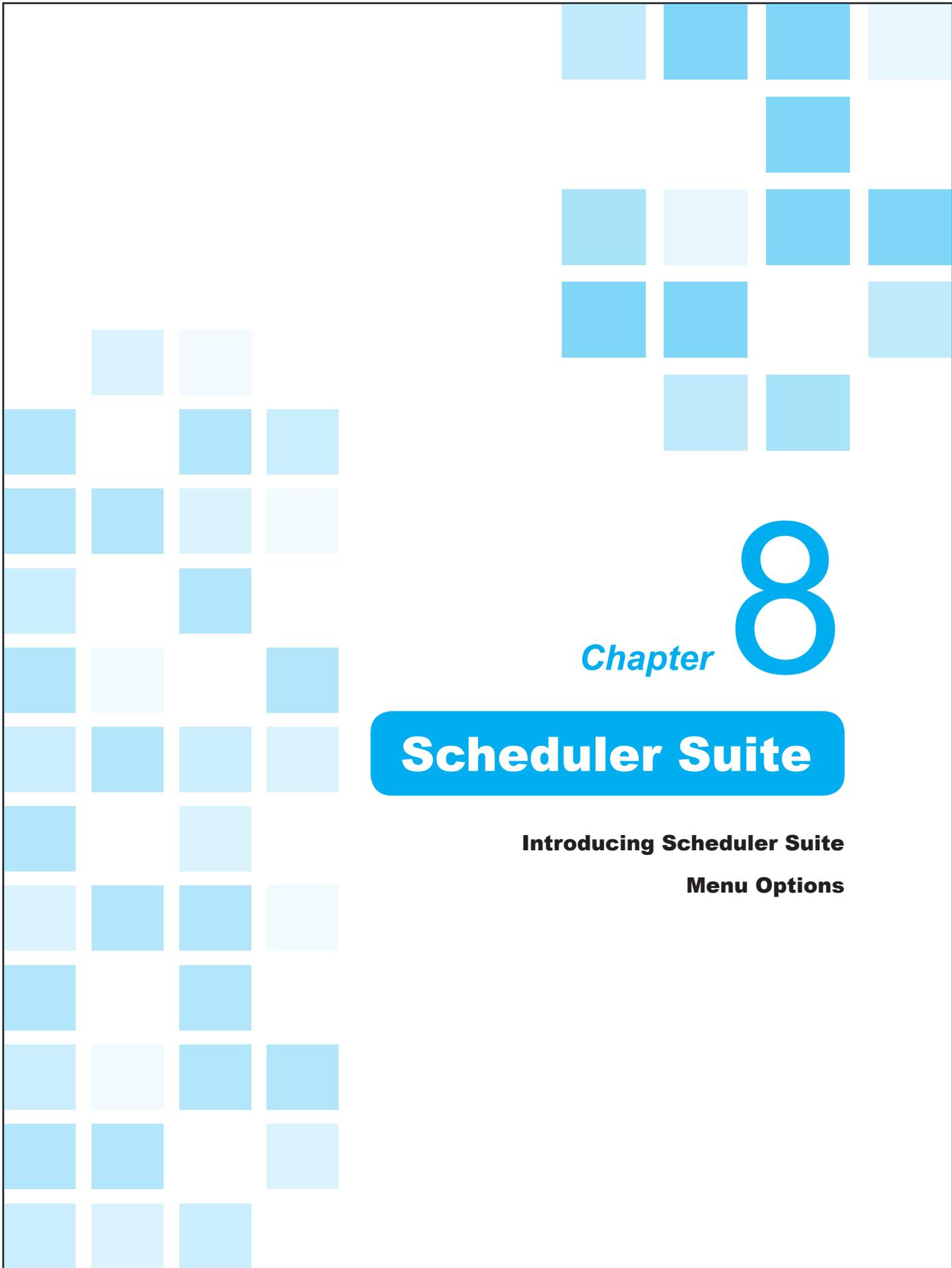
Shortcuts while On-Air (Num Lock Must Be Turned Off)



Tip

While on air, pressing [0(Ins)] on the keypad then pressing [Enter] will load the previously played page.

- ① **Stop:** Stops playing the current scroll, clock, timer, and object effects on the page. In effects will continue to play but Out effects will not.
- ② **Pause Scroll:** Pause the current Roll or Crawl page.
- ③ **Decrease Scroll Speed:** Decreases the scrolling speed.
- ④ **Increase Scroll Speed:** Increases the scrolling speed.
- ⑤ **Load (In/Out):** Used to play pages In and Out in sequential order. Press once to bring the next page to Preview, press again to bring the page in Preview to air.
- ⑥ **Clear:** Page Out without transition effects.
- ⑦ **Cut In:** Page In the current page without transition effects. This functions only when nothing is previously loaded to Preview.
- ⑧ **Page Number Input:** Input a page number then press [Enter] to load the page into Preview.



Chapter **8**

Scheduler Suite

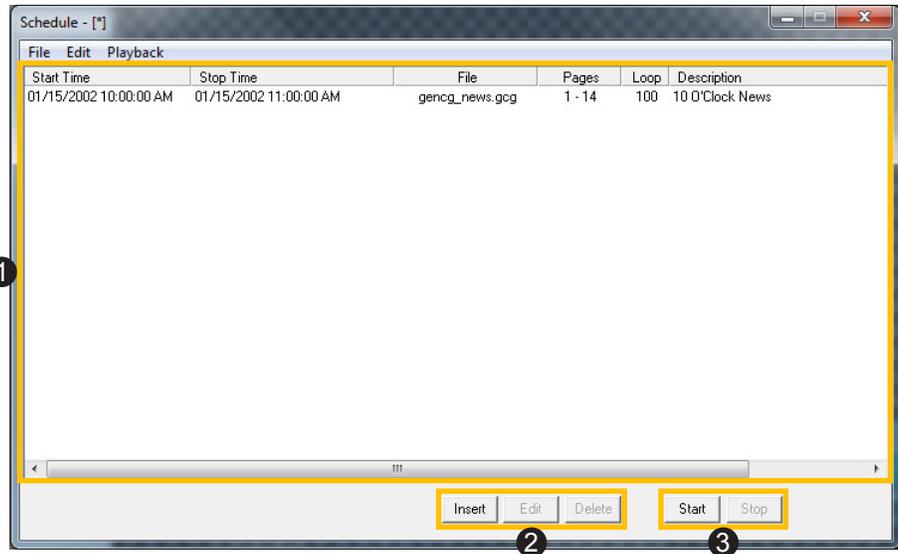
**Introducing Scheduler Suite
Menu Options**

Introducing Scheduler Suite

What is Scheduler Suite?

The Scheduler Suite in VTW was made specifically to make bulletin board applications easier than ever before. Schedule an unlimited number of files for timed playback. Just choose a file, adjust a few settings, click [Start], and walk away knowing that the file will play on time

To open the Scheduler Suite, simply go to [Tools] > [Run Scheduler Suite] or press the **Ctrl + Alt + C** buttons.



1 Schedule Window: This window displays the list of Schedule Items along with some details such as start and stop times, the VTW file being played, which pages will be played, and how many loops.

2 Schedule Item Buttons: Create, edit, and delete Schedule Items.

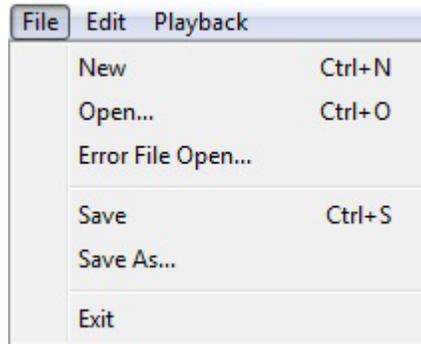
3 Scheduler Control: Start and stop this list of Schedule Items.

Menu Options

The Scheduler Suite has its own set of Menu Options available for scheduling files which are completely different than those of VTW.

File Menu

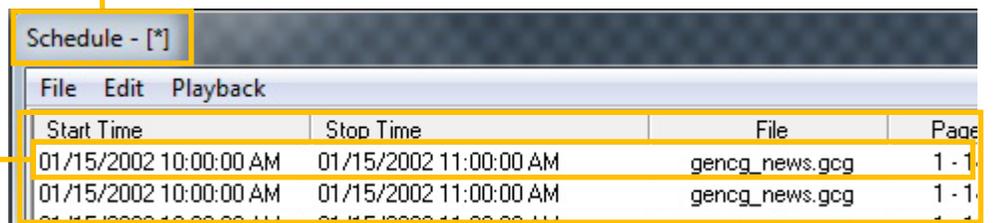
The File Menu contains all options regarding Scheduler files



New and Open

Open a new Scheduler file with [New] or open an existing file with [Open...]. A Scheduler file consists of a saved list of Schedule Items. The [Error File Open...] option opens a Scheduler file that was saved under a previous version of VTW.

Scheduler File Name

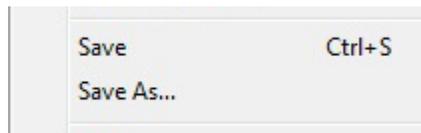


A Schedule Item

List of Schedule Items

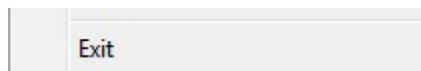
Save

Save a Scheduler file or change the name of the current file with [Save As...]. Files are saved as a VTW Schedule File (*.gsc).



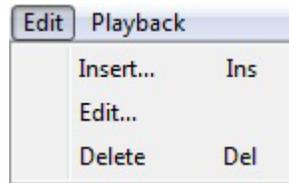
Exit

Close the VTW Scheduler Suite and any opened files.



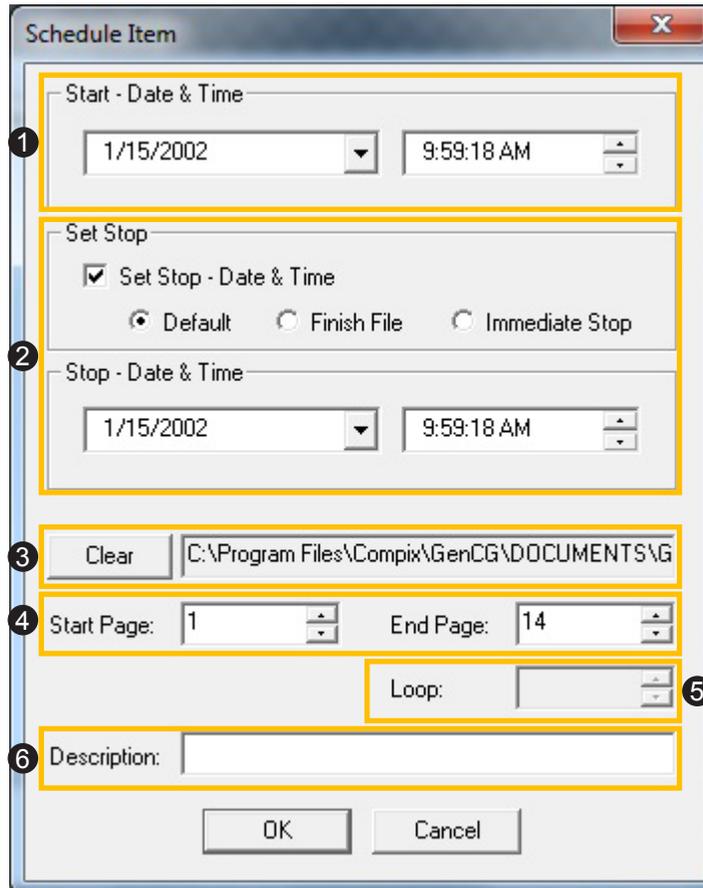
Edit Menu

The Edit Menu contains all options regarding the editing of Schedule Items.



Insert...

Creates a new Schedule Item through the new window that appears. Fill in all necessary fields and click [OK] to add the Schedule Item to the Scheduler list.



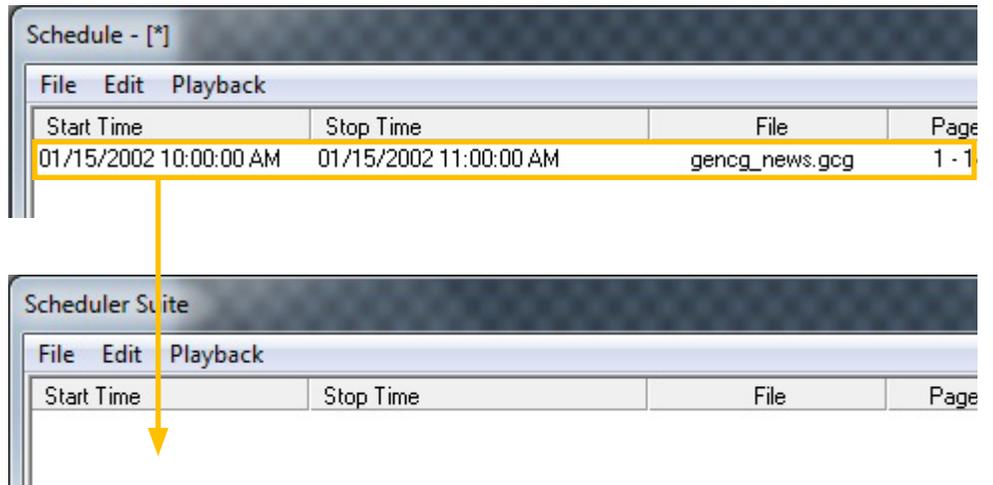
- ① **Start Date & Time:** Select the starting date and time for the Schedule Item.
- ② **Stop:** The Set Stop section allows for the choice to set a stop date and time to have the file immediately stop. Choose also to let the file play out to completion. If the [Set Stop] box is checked, the Stop Date & Time section will be active to select the ending date and time.
- ③ **File:** Choose the VTW file to use for this Schedule Item.
- ④ **Start & End Pages:** Select the Start and End Pages within the VTW file.
- ⑤ **Loop:** If the [Set Stop] box is left unchecked, [Loop] becomes available. Select the number of times to loop the file before ending
- ⑥ **Description:** Enter a description to easily identify this Schedule Item.

Edit...

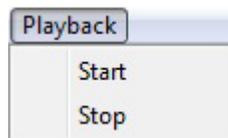
Opens the Schedule Item window to edit the selected Schedule Item. Change fields as necessary and click the [OK] button to return to the Scheduler list.

**Delete**

Delete the selected Schedule Item from the list.

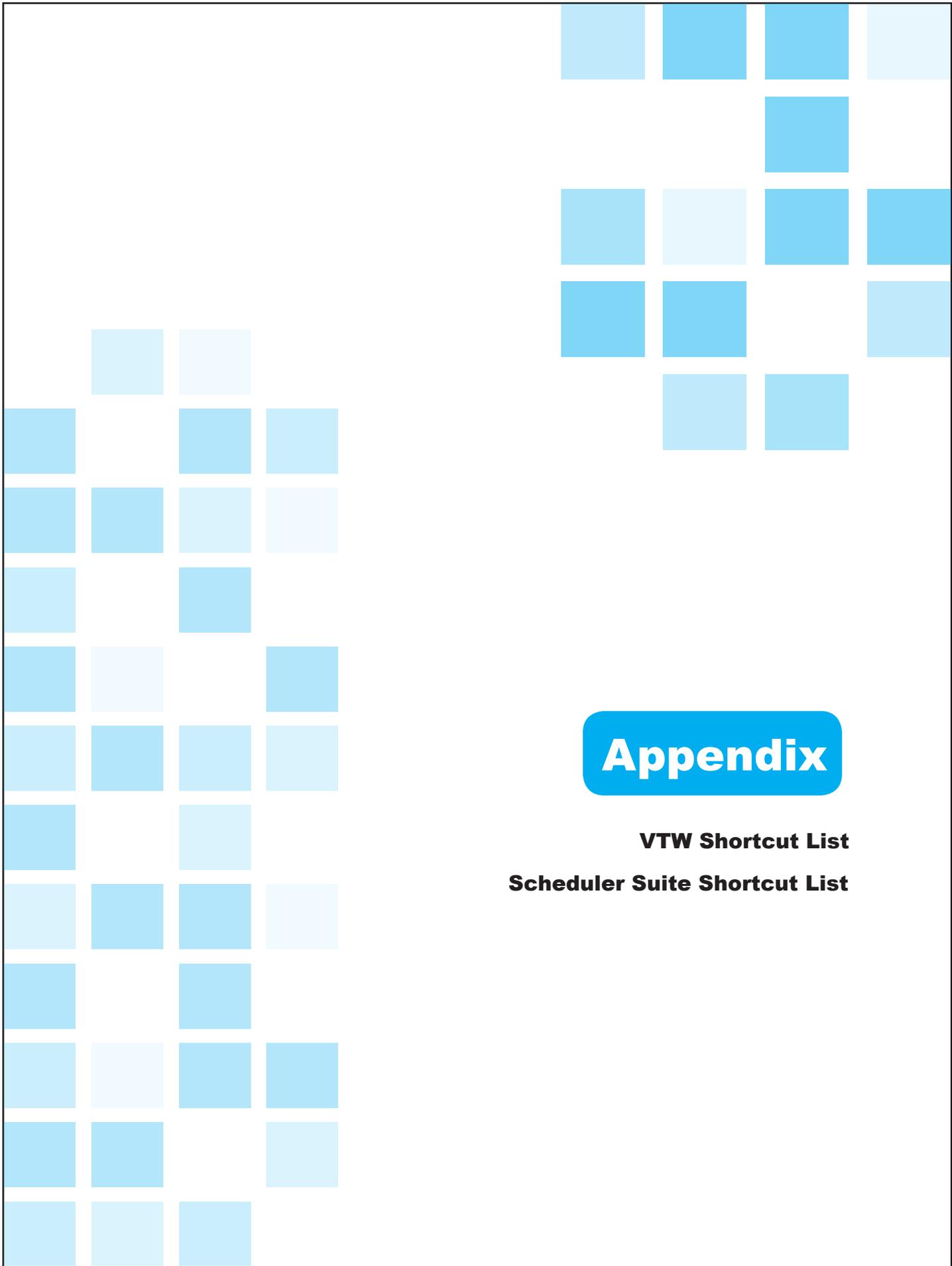
**Playback Menu**

The Playback Menu contains the Start and Stop functions for the Scheduler file. [Start] will begin bringing the Schedule Items to air at the appropriate times. [Stop] takes all Schedule Items off air and will no longer play out any Schedule Items.

**Tip**

Be sure to click the [Start] button prior to the Schedule Items' start times.

.....



Appendix

VTW Shortcut List
Scheduler Suite Shortcut List

VTW Shortcut List

► File

New File	Ctrl + N	Open File	Ctrl + O
Open All Files in Folder	Alt + O	Close File	Ctrl + W
Close All Files	Ctrl + Alt + W	Save File	Ctrl + S
Save As	Alt + S	Save All Files	F3
Import GEF	Ctrl + E	Export GEF	Ctrl + Alt + E
Save As Text File	Ctrl + Alt + S	Save As Image	Alt + Shift + S

► Edit

Undo	Ctrl + Z	Redo	Ctrl + Y
Cut	Ctrl + X	Copy	Ctrl + C
Paste	Ctrl + V	Delete	Del or Shift + Del
Select All	Ctrl + A	Group/Ungroup	Ctrl + G
Cut Page	Ctrl + Shift + X	Copy Page	Ctrl + Shift + C
Paste Page	Ctrl + Shift + V	Go To Page	F4
Find	Ctrl + F	Replace	Ctrl + R
Bundle Attributes	Ctrl + Shift + O	Match Attributes	Ctrl + Shift + S
Unlock Template	Ctrl + U		

► View

Guides	Alt + U	Grid	Alt + D
Live View	F5	Preview Window	F12
Page Window	F11	View Text	Ctrl + Alt + V

► Insert

Insert VTW Document	Alt + G	Insert File As Text	Alt + X
Insert Template	Ctrl + Shift + T	Insert Image Sequence	Ctrl + Alt + I
Insert Background Image Sequence	Ctrl + Alt + B	Insert Image	Ctrl + P
Insert Background	Ctrl + Shift + P	Insert Clock/Timer	Ctrl + T
Insert Animation	Alt + A	Replace Image	Alt + P
Distribute Objects	Ctrl + D	Insert New Page	Alt + N

► Tools

Cancel Select	Esc	Run Scheduler Suite	Ctrl + Alt + C
Adjust Safe Area	Ctrl + Alt + U	Options	Ctrl + Alt + O
Spell Check	F8	Mask Effect	Alt + K

► Help

About VTW	Shift + F1
-----------	------------

► Arrange

Send to Front	Ctrl + Shift + Up Arrow	Send to Back	Ctrl + Shift + Down Arrow
Send Forwards	Ctrl + Shift + Right Arrow	Send Backwards	Ctrl + Shift + Left Arrow

► Object Options

Lock/Unlock	Alt + L	Select/Text/Shape Tool Toggle	Ctrl + Shift + M
Assign Alias	Ctrl + Shift + A	Save Attribute to Catalog	Ctrl + Alt + A
Save Page to Catalog	Ctrl + Alt + P	Object Info	F1

▶ Play

Take In

Ctrl + Enter (Keypad)

Take Out

Ctrl + .(Del) (Keypad)

Keypad / Num Lock Off

/

Stop

*

Pause Scroll

-

Decrease Scroll Speed

+

Increase Scroll Speed

Enter

Load (In/Out)

.(Del)

Clear

0(Insert)

Cut In/Previous Page Load

0 - 9

Page Number Input

Scheduler Suite Shortcut List

▶ File

New Scheduler File	Ctrl + N
--------------------	----------

Open Scheduler File	Ctrl + O
---------------------	----------

Save Scheduler File	Ctrl + S
---------------------	----------

▶ Edit

Insert New Schedule Item	Ins
--------------------------	-----

Delete Schedule Item	Del
----------------------	-----



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