Introduction to Samvad

Opening Samvad

Samvad shortcut is automatically created on your desktop at the time of installation. If it does not, follow these steps below:

1. Click start on the window task bar.
2. Select Programs.
3. Select Samvad Speech pro.

The Samvad Window

Samvad enables you to create, edit and run scripts of any length, at multiple speeds with different background color and variety of font shapes, sizes and colors. Samvad software can be divided into two categories.

- **Control Panel**: Used for teleprompting operations.
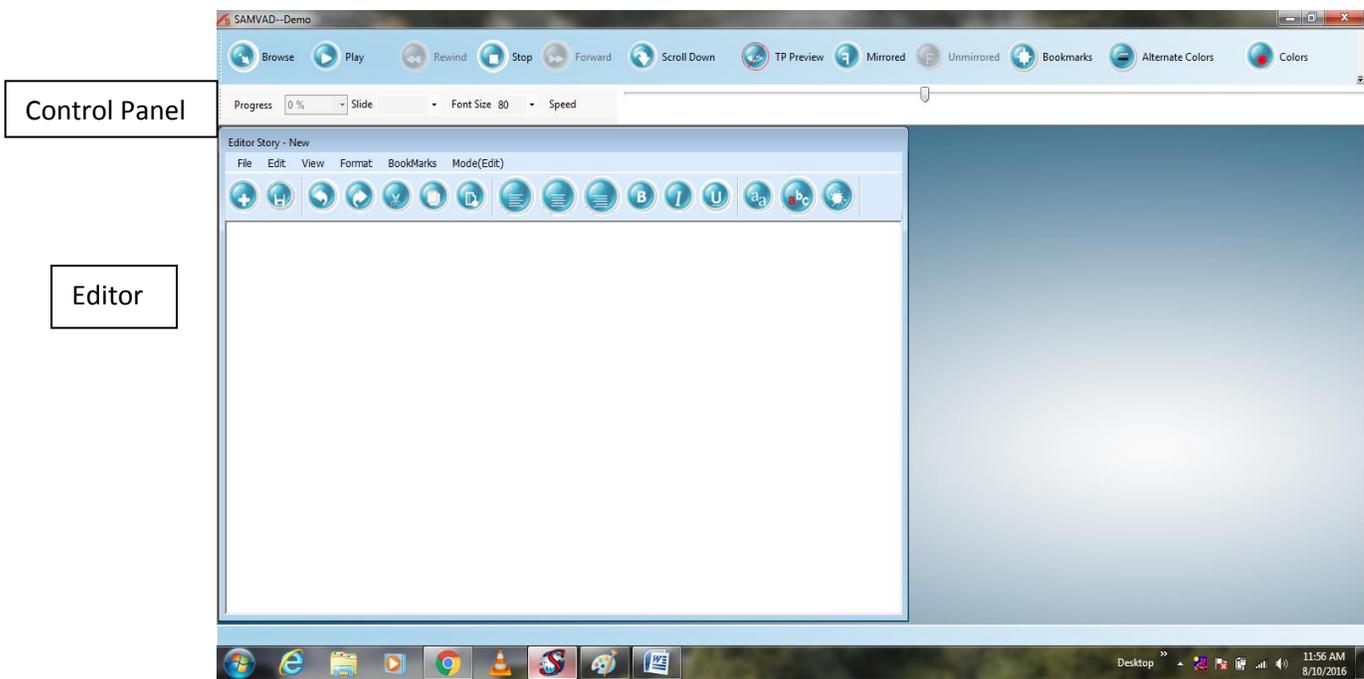- **Editor**: Used for write and edit scripts.

Figure 1: Samvad Main Window

Teleprompting Operations

Prerequisites: The story to be prompted should be open. Hardware should be properly connected.

To start prompting, follow these steps.

1. **Pre prompting settings**: Following settings should be done before beginning to prompt. Browse for a new story from the saved files in your computer using browse button in the control panel.

   - Setting TP preview: TP preview allows the operator to view the display visible to reader. This preview is completely synchronized with the reader's display. TP preview can be enabled/ disabled as per the choice. To enable/disable preview do the TP preview, go in the toolbar menu, the user just have to click to enable TP and again click to disable the TP.

   - Setting mirrored/unmirrored settings:

     Click the mirrored button in the toolbar menu. By default mirrored option is disabled. Mirrored text should be used while using glass hood with the TP.

     To disable mirrored display, click unmirrored button in the toolbar menu.

2. **Prompting**

   - **Start Prompting:** Click play button on the control panel to start prompting.
   - **Pause**: Click on the Pause button in the control panel.
   - **Scrolling direction**: Scroll up/down to change scrolling direction. Click scroll up and click to scroll down.
   - **Moving to next story:** Click skip button in the control panel.
   - **Moving to previous story**: Click previous button in the control panel.
   - **Stop**: Click stop button in the control panel.
   - **Bookmarks**: Click on the bookmarks button in the control Panel. When the user wishes to start the story from a place in the story which is not the starting of the story but a place where the story should initiate according to the user, one uses bookmark option. The user can create a new bookmark, delete it or alter it. Bookmarks are useful when the reader might want to skip a portion of text and move to a specific point. Lack of time, audience questions etc. are the situations where bookmarks become useful.

- **Alternate color**: Click on the Alternate color option ![icon] for changing the color of lines alternately in a story. Whenever the user wants different colors for alternate lines in the story, the user uses this alternate color option. The user can use up to six different colors in the story. Alternate color is useful for the users who find it difficult to keep track of the text they are reading, because of the scroll. Ideal, if user is old or has a poor eye sight or there is too much distance between anchor and teleprompter.
- **Color**: Click on the Color option ![icon] in the control panel for changing the background color and font color of the text being displayed in the teleprompter.

How to display slides in the teleprompter?

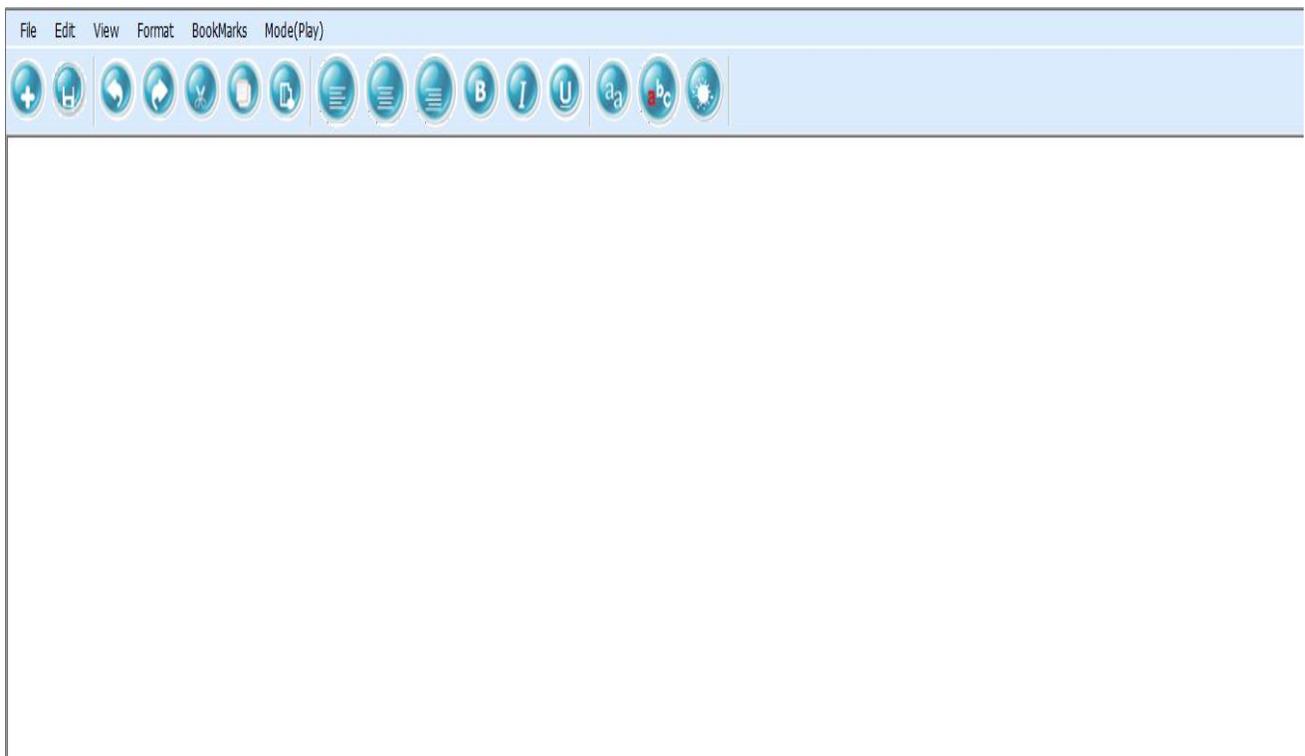Follow these steps for displaying slides in the teleprompter.

1. Browse for a .ppt files from Browse ![icon] option.
2. Select Teleprompter preview ![icon] for previewing the slides.
3. To select the slide, go to slide option `Slide Slide1 ▾` in the tool bar menu.
4. Choose the slide you want to view.
5. Adjust the speed of slide through speed option in the toolbar.

Other operations

1. **Progress**: This option is used to check how much the story has completed. It shows the progress in the story like10%, 90%, etc.
2. **Font size**: This option is used to change the font size of the text being displayed in the TP.
3. **Speed**: This option is used to balance the speed of the text on the TP. It ranges from very slow to very fast.

Editor operations

A dialogue box editor story appears on the screen. This option is for live or offline editing purpose. It has multiple options for editing of text.

File   Edit   View   Format   BookMarks   Mode(Play)

Standard toolbar options:

New: The new button ⊕ in the editor story box is to create a new file.

Save: The Save button 💾 in the editor story box is to save the new file.

Undo: The undo button ↶ is to un do the previous command.

Redo: The Redo button ↷ is to re do any command.

Cut: The Cut button is to cut any text or character.

Copy: The Copy button is to copy any text or character.

Paste: The paste button is to paste any cut/copied text or character.

Left alignment: The left alignment button is used to align the text in left direction.

Right alignment: The right alignment button is used to align the text in right direction.

Center alignment: The right alignment button is used to align the text in center.

Bold: The bold button is used to bold any text or character.

Italics: The italics button is used to change the font size of the text to Italics.

Underline: The underline button is used to underline any text.

Font: The font button is used to alter the font size, style and color of any text or character.

Font color: The font color button is used to change the color of the text or character.
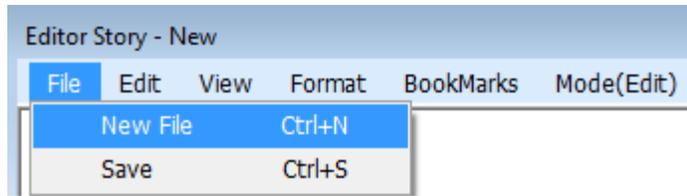
Background color: The background color option is used to change the background of the editor story board and also show the same in TP.

How to create a story in the Samvad Speech Pro?

An editor story dialogue box opens when we start the software.
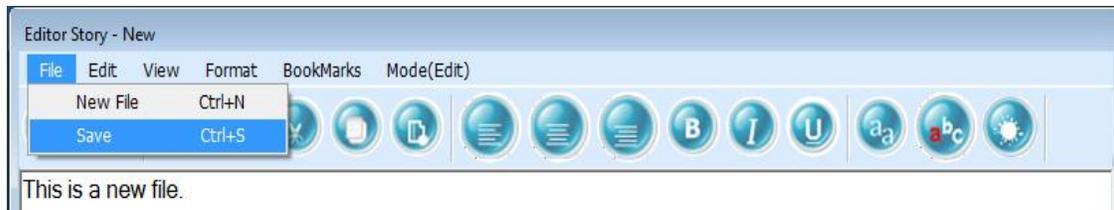
1. **Creating a new file**

   a. Change the mode option to Edit mode from play mode.
   b. Select the file option.
   c. Click on the new tab.

d. Now the user can start writing the story in the box.

2. Saving a file

a. Select the file option.
b. Click on the Save option.

3. Viewing the toolbar
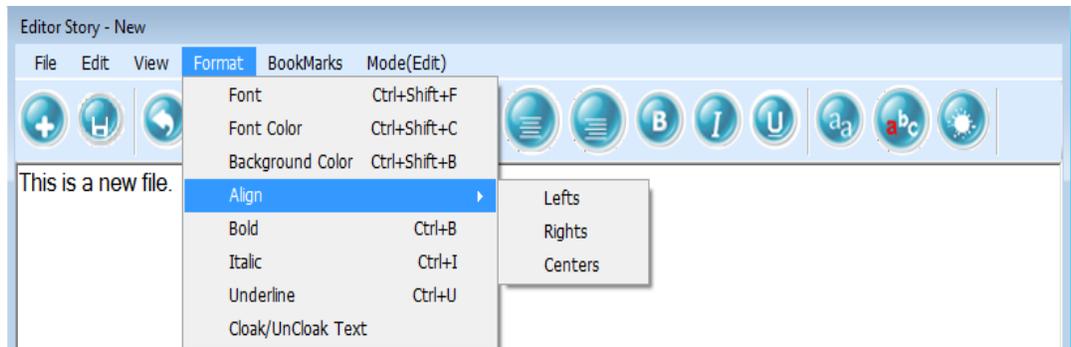
a. Click on the view option. A dialogue box appears.

b. Click on the standard toolbar for other editing tools.
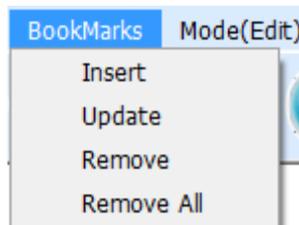

4. Formatting the text

- Click on the format option. Then another dialogue box appears.

- To change the font of the text, use **font** option.
- To change the color of the font used **Font color** option.
- To change the background color, use **Background color** option.
- To align the text, use **align** option.
- To bold the text, use **bold** option.
- To change the font of the text to Italics, use *Italic* option.
- To underline the text, use **Underline** option.
- **Cloak /Uncloak** text is used to hide/highlight any text. Sometimes the user wants to hide some part of the story that the user does not want to delete, so he uses cloak option. To unhide the text, the user can use uncloak option. With Cloak option, text is visible in the editor but does not appear on teleprompter.

5. **Bookmarking the text**

a. Click on the bookmark option in the menu bar.

b. To insert the bookmark, click on the insert menu. A dialogue box appears.

c. Add the bookmark title anywhere in the story.
d. To update any bookmark, select the valid bookmark and click update option.

> **Bookmark Title**
> Hello
> [Update]   [Cancel]

e. Remove any bookmark by selecting it and choosing remove option from bookmark menu.

f. Remove all option deletes all the bookmarks from the text.

General options

Hand/Foot Control: Enables hand or foot control.

Help: Opens Samvad Help.

About: Displays information about the software.

Exit: Save current settings and exits the application.

Working with Accessories

1. **USB Hand Control**: Operations such as Play, Pause, Skip, Speed Control and Scrolling Direction can be controlled with the Hand Control. If you have purchased hand control, you need to install it first.

   a. Installation
      i. Connect the hand control to a USB port on your Samvad Box.
      ii. Insert Samvad Installation to CD/USB drive and open the installation menu.
      iii. Click install 'USB Controls' button on Samvad installation menu.
      iv. Installation of USB controls will start. System may take a minute or two to complete installation.
      v. After installation completes successfully, start Samvad speech Pro software.

   b. Operations

      i. Click USB Hand control option.
      ii. A notification should appear in the system tray, stating "USB Hand control enabled". You can now use your Hand control.
      iii. If the notifications do not appear, un-plug your hand control in the USB port and re start Samvad software. Now try enabling the Hand Control again.

iv. If the notification still do not appear and your hand control is not functioning properly, USB Hand controls have not been installed properly. Re-perform installation.

2. **USB foot control**: Foot control and Hand control have the same installation. If you have already installed USB hand control then proceed with the operations of USB foot control, otherwise follow the steps given in USB foot control installation, before proceeding with USB foot operations.
    i. Click USB Foot control option.
    ii. A notification should appear in the system tray, stating "USB Foot control enabled". You can now use your Hand control.
    iii. If the notifications do not appear, un-plug your Foot control in the USB port and re-start Samvad software. Now try enabling the Foot Control again.
    iv. If the notification still do not appear and your Foot control is not functioning properly, USB Foot controls have not been installed properly. Re-perform installation.