

AGENDAPREP™

Introduction

Welcome to AgendaPrep!

AgendaPrep™ is a valuable productivity tool for editing and formatting plain text files into PNG files for use with RUSHWORKS' VDESK and REMO Integrated PTZ Production Systems, as well as with other Character Generator (CG) and production systems offered by several companies.

It was developed specifically for converting meeting agenda items into individual lower-third files that can be selected and displayed during live meetings. However, it's also appropriate for other venues such as Houses of Worship where programs are generated, and program information is used for video title overlay. The interface lets you choose between and among several "parsing" rules to create exactly the output display you need for your designated graphics application.

Most importantly, it allows anyone - regardless of their knowledge of graphics and/or video - to format plain text into files that are appropriate for graphical display. The distinct benefit of using AgendaPrep is the elimination of redundant data entry and reformatting of graphics, thus enhancing productivity and saving hours of time.

If you're familiar with simple text editing, you'll discover that **AgendaPrep** has features you've always wanted and needed in a text editor, providing several intelligent and useful options for translating text into the desired output style and format.

This User Guide should provide all the information you need to quickly master ... and appreciate ... this productivity utility.

Enjoy!



Rush Beesley, President
RUSHWORKS



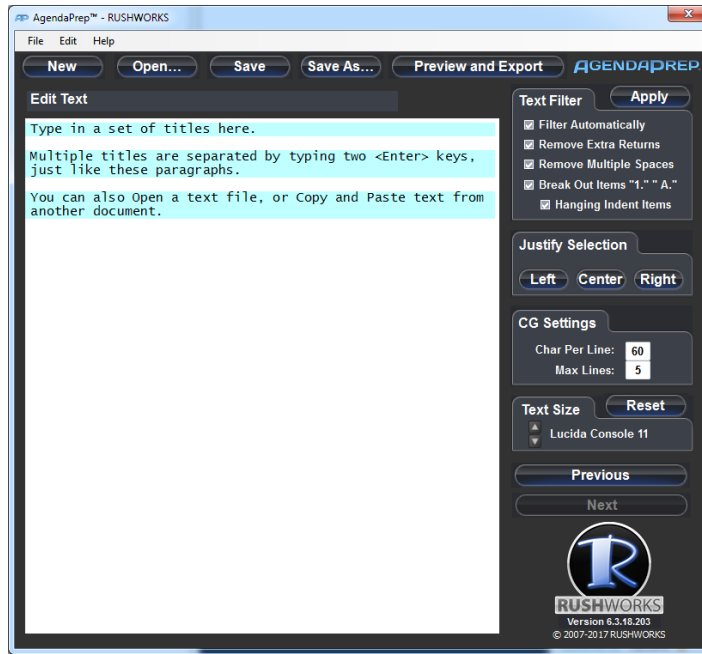
AGENDAPREP™

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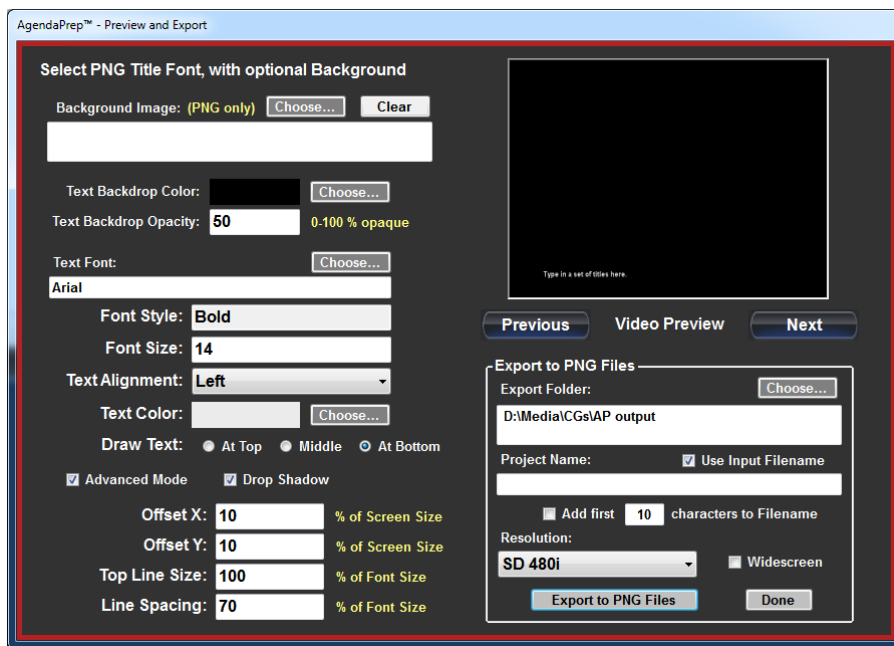
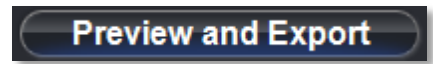
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User Interface



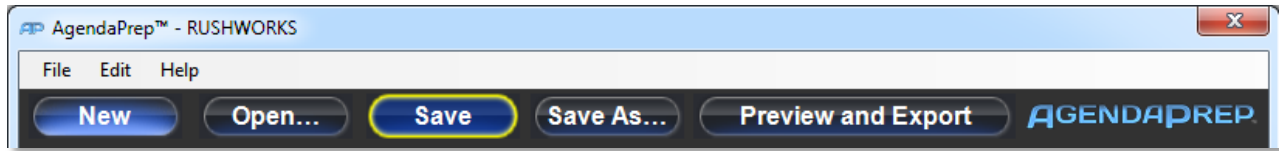
This is the screen that's displayed when you open the AgendaPrep application. The lines of text are simple guidelines that explain the basic functionality of the text editing engine so you can jump right in and start editing.

The **Preview and Export** button opens a second window that you will typically use in parallel with the primary screen during your editing sessions.



This window will be explained in more detail at the end of this document.

Screen Elements



The following topics describe the functions of each of the elements on the user screen.

1. [Menu Buttons](#)
2. [File Menu](#)
3. [Edit Menu](#)
4. [Help Menu](#)

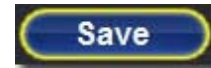
Menu buttons



New Opens a new instance of the application. You will be prompted to Save changes to any open document. You will receive a "Save Changes?" dialog if you have a document open with unsaved changes.

Open ... Displays a generic file open dialog where you can select a path to a desired file.

Save A button that you should use often while you're working. Whenever there are unsaved changes in the file, the button will highlight and the outline will glow YELLOW, reminding you to click it often. It opens a Save File dialog so you can choose the destination. This does NOT overwrite the original file, but creates a NEW file with the extension **.rwap**



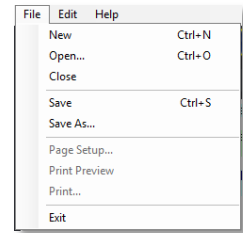
Save As ... Opens a Save File dialog that allows you to rename a currently open file, and place it wherever you wish using the file browse function. As with Save, this new file has the extension **.rwap**.

Preview and Export This opens a second window that lets you configure your font selection, size, position, color, and more ... and also provides a real-time preview of your output display as you edit your text in the primary editing window. Here you'll also Export your work to a folder that contains all the text-to-PNG conversions.

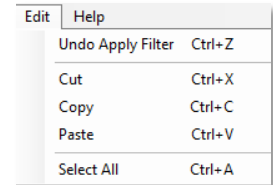
This window will be explained in more detail later at the end of this document.

File Menu

These functions are described in the previous topic, "Menu buttons", with the exception of **Close** and **Exit**, which close a file and exit the program respectively.



Edit Menu



Undo Typing Removes all text entry and/or modification since the last Save

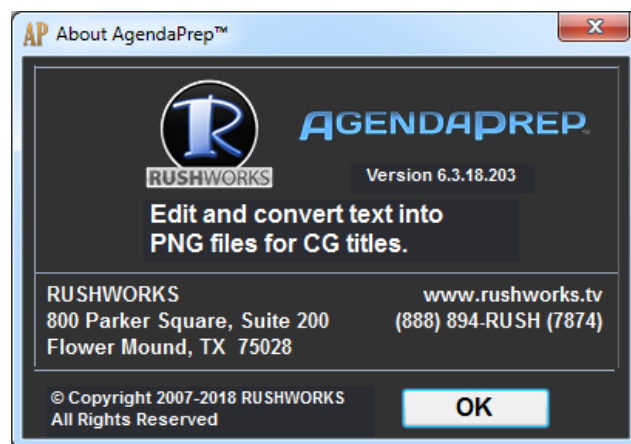
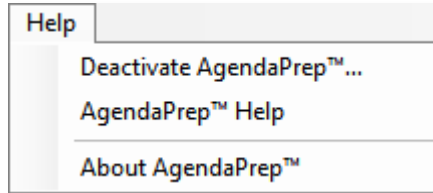
Cut Removes selection (word or phrase) from the file, placing the data on the clipboard if you choose to use it.

Copy Copies selection (word or phrase) from the file, placing the data on the clipboard if you choose to use it (Paste it) elsewhere in the document.

Paste Places any text that has been Cut or Copied to the clipboard at the current location of the cursor.

Select All Selects all the text in the open file.

Help Menu

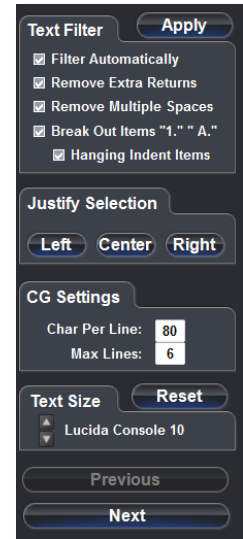


Under the **Help Menu** you can **Deactivate AgendaPrep** if you want to install it on another computer; select **AgendaPrep Help**, which opens the Help/User Guide; and **About AgendaPrep** for information on the current version, and for RUSHWORKS contact information.

User Settings

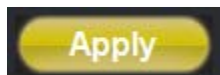
In these sections you can customize the 'rules' on how you format and prepare the text for its final output and display. The following sections describe the function of each of the user-defined parameters.

1. [Text Filter](#)
2. [Justify Selection](#)
3. [CG Settings](#)
4. [Font](#)
5. [Previous and Next Buttons](#)

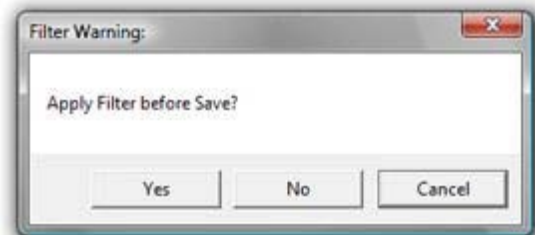
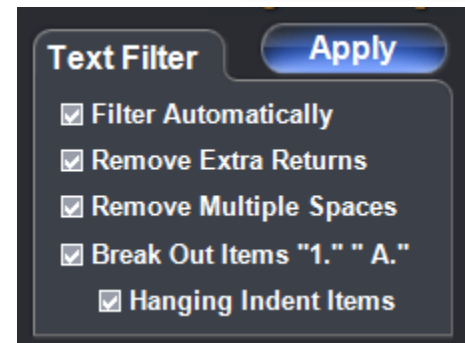


Filter Automatically

Filter Automatically When checked, the program automatically and continually applies the filtering and parsing rules that are checked in the boxes below while you edit. When unchecked, you'll need to click the **Apply** button after you've altered the construction of the text. As soon as it is clicked, you'll see the rules invoked, reflecting the updated formatting.



When Filter Automatically is NOT checked, the **Apply** button will turn YELLOW until you click it to apply the current settings to your most recent editing. If you forget to apply your filter settings before saving, AgendaPrep will give you a warning box asking if you want to apply the filter before saving.



Remove Extra Returns

When checked, the program automatically removes more than one consecutive line (carriage) return.

Remove Multiple Spaces

When checked, the program automatically removes more than one consecutive space. So if there were several spaces created when converting a Word document to text (tabs become spaces), this feature "tightens up" the sentence by eliminating those spaces.

Break Out Items:

"1." "A." "VII."

These characters are frequently used in constructing meeting agendas in Word and other programs. Since it is usually desirable to start a displayed paragraph with these items, the program "breaks out" these characters and the text associated with them, creating new

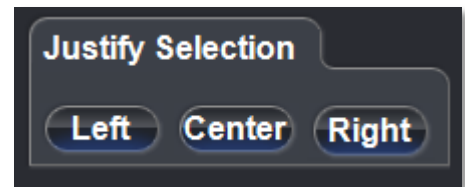
paragraphs with line returns between them (when the box is checked).

Hanging Indent Items

When checked, the program automatically separates the paragraph text from the leading characters (e.g. "1.", "A.", "VII." etc.), providing the most visually pleasing and appropriate information display. Note: when **Break Out Items** is checked, this box appears and is checked by default. If you Uncheck **Break Out Items**, this option disappears. However, you can uncheck the **Hanging Indent Items** box and the **Break Out Items** box remains checked.

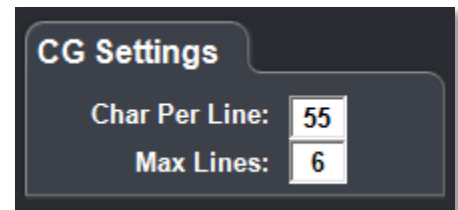
Justify Selection

You can select (highlight) a block of text, then click any of these buttons to format that selection of text to appear either Left, Center or Right justified.



CG Settings

When translating text for use with a PNG-based CG (Character Generator) display program, the biggest challenge is to be sure that each line of text remains within the "**title safe**" boundary, which defines the maximum number of characters that can safely 'fit' between the left and right sides of a television screen. This is largely a function of the font selection and font size used for the particular CG display.



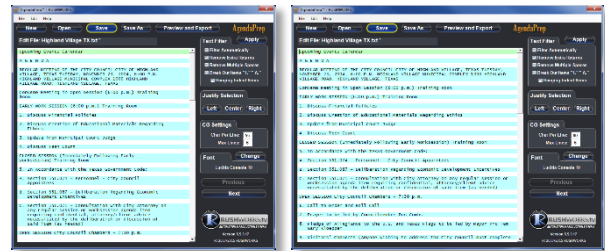
Likewise there is usually a limit to the number of lines you would like to display from the bottom up. Typical CG data displays are referred to as "**lower third**" formatting, since you don't want to cover up the people and/or other visuals on the screen. Thus you limit the number of lines displayed to occupy the lower one-third of the TV screen.

It generally requires a little 'trial and error' when making these two selections, but these numbers provide enough flexibility to let you create an optimum output format.

NOTE: Most display fonts are NOT monospaced, so the number of characters that can be displayed on a line will vary based on the font selected. In general, a setting of XX characters Per Line and a Maximum of 6 lines is appropriate when using the XX point Arial Bold font. Experiment with settings to get the results you're after.

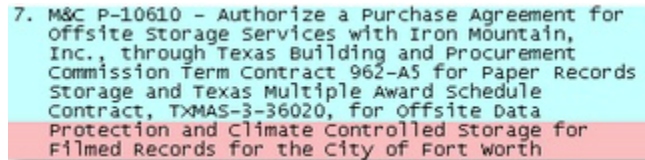
Char Per Line Sets the rule for the maximum number of characters that will be allowed on any single line of text. This is a **dynamic global entry** ... which means that the formatting for the entire document will change as you enter the number in the field.

If you specify a large number of characters per line, you may not be able to see all the characters in the editing window. Just click on the right side of the window and drag to widen the editing window to accommodate your specified number of characters per line.

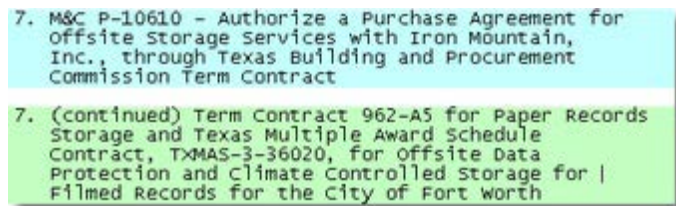


Max Lines Sets the rule for the number of lines that will display from the bottom of the title safe rectangle in the target CG application. This is also a **dynamic global**

entry ... which means that the formatting for the entire document will change as you enter the number in the field. After you make the change, any lines of text OVER the specified field entry will be highlighted in RED. Click the **Apply** button, then edit the text to eliminate the RED highlighting (the number of lines in excess of the number in the Max Lines entry field).

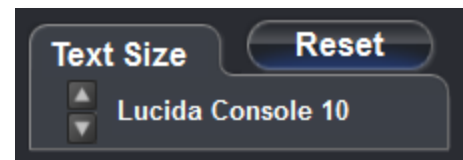


You can separate lengthy pages by just placing the cursor anywhere in the text and pressing the **Enter** key twice to create a new paragraph. Then click the **Apply** button again to update the document formatting. These examples show a paragraph that is too long ... then easily separated into two 'legal' text blocks.



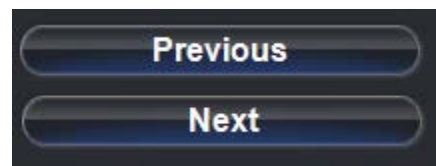
Font

This displays the default monospaced font and currently selected size. Click the up/down arrows to change the font size. Click Reset to restore the default size (10). This **will not** affect the output file, only the on-screen display of text in the AgendaPrep text editing window.



Previous and Next

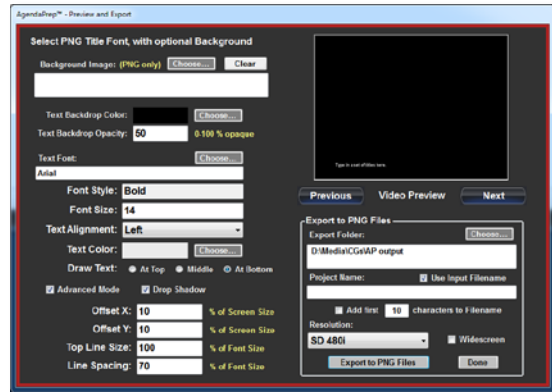
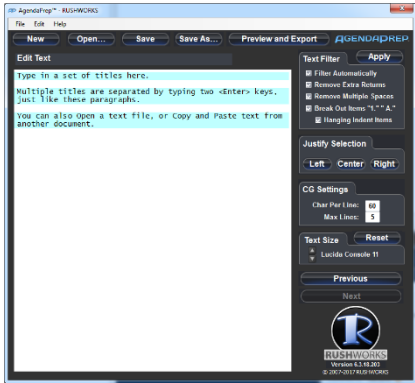
You can jump to the previous or next paragraph by clicking on these buttons.



Preview and Export

When you click this button on the main editing window, it opens a second window that lets you configure your font selection, size, position, color, and more ... and also provides a real-time preview of your output display as you edit your text in the primary editing window. Here you'll also **Export** your work to a folder that contains all the text-to-PNG conversions.

Arrange the two windows however you wish, but placing them side-by-side is useful for monitoring a preview of the output as it will be rendered. Use the **Previous** and **Next** buttons to move up and down in the agenda item list on the editing pane.

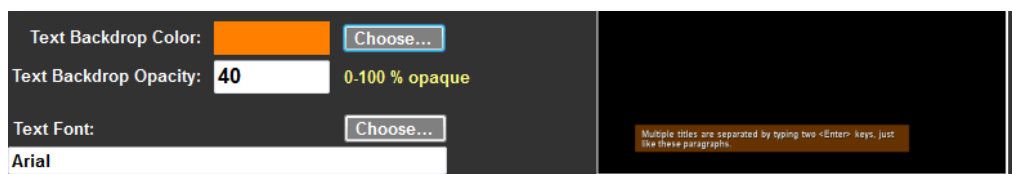
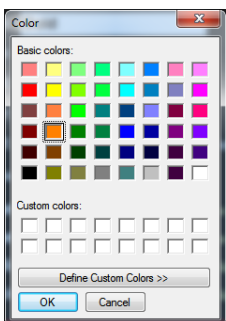
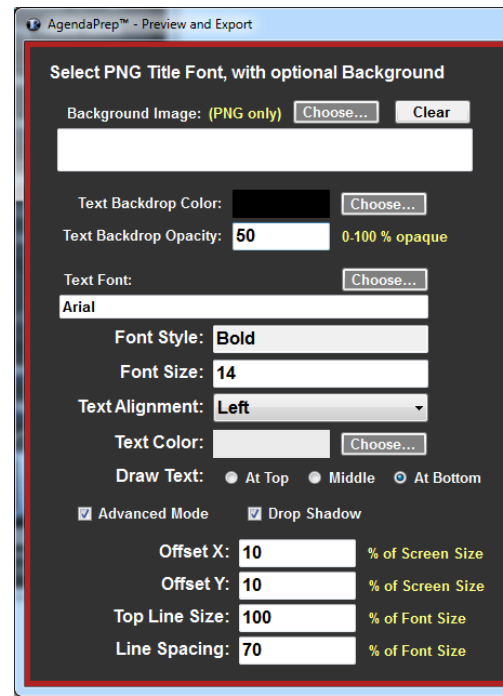


Background Image

If you want to use a graphic **Background Image** for your text, as is common with lower-third displays, click the **Choose...** button to open a browse dialog to select a location and any PNG files you'd like to use behind the text.

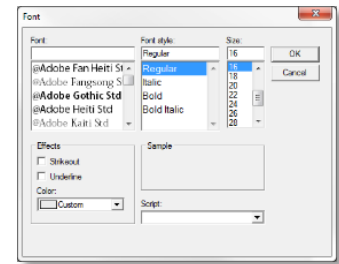
NOTE: All background images **MUST** be PNG with alpha enabled, and be created at the resolution you'll be outputting on your system. The background page resolutions must be **1920x1080** or **1280x720 (HD)**, or **720x480 (SD)**.

With AgendaPrep it's more typical to use the **Text Backdrop Color** picker and transparency selection to automatically generate a subtle per-line background to make the text more readable over the video proceedings. Click the **Choose...** button to select the color, and set the **Text Backdrop Opacity** to a percentage you prefer.



Text Font

Click the Choose... button to open the standard Windows font selection window where you can choose your font, font style, size and color. You can also click the **Choose ...** button beside the Text Color box to open a color selector only.



Draw Text

Use the radio buttons to select your choice of where on the page the text will be displayed.

Drop Shadow

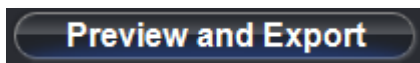
Drop Shadow rendering is on by default, creating a black one pixel offset to the right and down. Uncheck it if you want to remove the drop shadow from the rendered PNG output.

Advanced Mode

This is also on by default, revealing the four screen/text offset variables.

Offset X and **Offset Y**: Change these values to create "title safe" screen position rendering of the PNGs. The numbers represent a percentage of the screen size. You will see your selected text being adjusted in real-time on the Video Preview window. X moves text to the right; Y moves text upward.

Top Line Size and **Top Line Spacing** allow you to create rules for how the first line of text is displayed. For example, if Top Line Size is set to 120, then the first line of text will be 20% larger than the following body of text. If you set Line Spacing to 120 as well, then the leading – or space between the first text line and the rest of the body of the text – will be 20% greater than normal spacing in the body of the text.



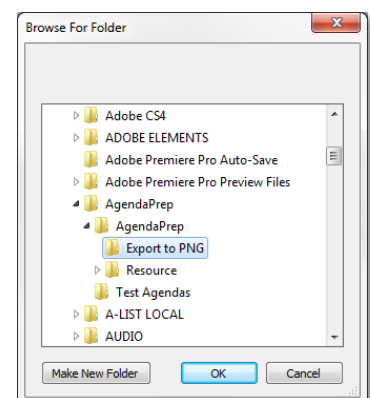
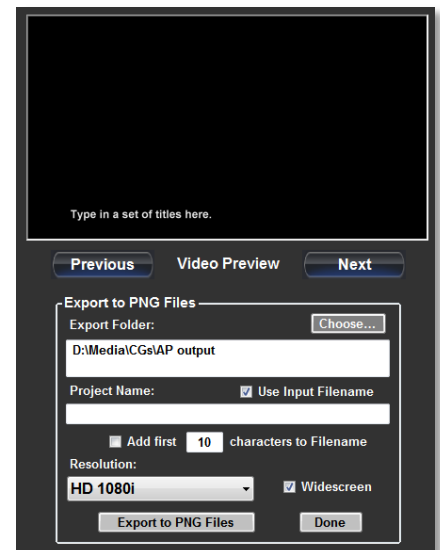
On the right side of the Preview and Export window is the real-time **Video Preview** pane ... and the **Export to PNG Files** section.

Video Preview

When you begin your editing session, be sure to set your **Resolution** to match the output of the system on which you'll be displaying the PNG files. The dropdown choices are 480i (SD), 720p and 1080i (HD).

As you are editing text in the primary editing window, you'll be able to see the results previewed in real-time as they will appear in your export. This is also useful when selecting the many font variables in on the left side of the screen, since your selected attribute changes are updated in real-time on the Preview screen.

Remember, the text editing window is using a monospaced font, but your selected output font and its attributes are what will be rendered. So this Preview window lets you adjust your text editing appropriately throughout the editing session. When you click the **Previous** or **Next** buttons, it will load the corresponding sections in the open document you're editing.

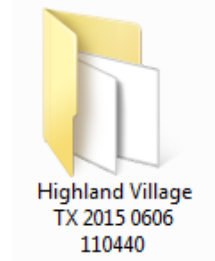
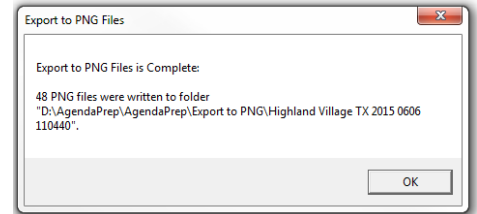
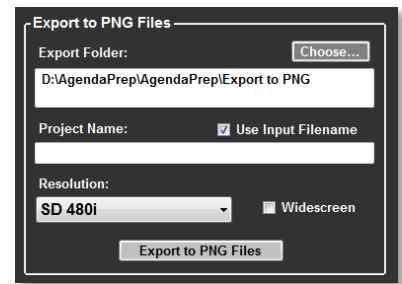


Export to PNG Files

When you're ready to export all the editing text blocks to individual PNG files, click the **Choose...** button to open a Browse For Folder selection window. If you haven't already created a destination for your exported PNG files, you can create a New Folder through this selection window.

The system automatically uses the name of the currently open text file as the Project Name if the Use Input Filename is checked, which is the default. If you prefer to manage your file naming scheme manually you can do so by unchecking this box. And you can rename the automatic name at any time.

When the Export Folder is selected and a Project Name entered, click the **Export to PNG Files** button. You'll receive a confirming dialog that indicates how many PNG files were written to which folder. Notice that a date/time stamp is always appended to the newly created Folder name to avoid overwriting files, and to help you manage your sessions.



RUSHWORKS Company Information

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