

SCALA Quick reference sheet

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Opening Scala: use the shortcut icon on the desktop

Opening a Script: click the Open Script prompt on the main page, then choose the script- has .sca extension

Creating a new script: Create the desired pages, then click Save Script on the main page. You can name it with 256 characters, spaces but no symbols.

Starting from scratch:

when starting a new script, your only have four buttons highlighted:

Add- this is how you choose backgrounds and then type text.

Shuffler- this looks like a hand of cards. This changes the script from line-display to picture-display.

Open Script- to load a previous script up (or insert one script into another).

Tools- this effects your display configuration. Once this is set, it will work for all scripts.

Adding a graphic page:

1. click Add.
2. Select Backgrounds- click into a folder and select a pre-made art background. Then go into text mode (click Design, then Text).

Adding a name key page: (NOT USED FOR RUNNING JUST THE MESSAGEBOARD)

1. click Add
2. under Options, click Plain (this creates single color background pages).
3. click Design, then Backgrounds
4. click Video Transparency (a check will appear and the background goes black). Then go into text mode (click Design, then Text).

Making more pages:

Highlight a page by clicking, then use Ctrl+C to copy, Ctrl+V to paste. Or, click Edit on the main page and choose Copy, then Paste.

Deleting a page:

Highlight a page, then hit Shift+Delete. Or, click Edit on the main page and choose Delete.

Editing text - the Design Text Menu:

Design Text bar- to the right, in quotes, is the current page name. The arrows let you move to other pages without going back to the main menu.

Color squares- drag and drop these to change text colors. The arrow on the right has more color options.

In / Out- used for inserting transitions into and out of the page when the script is playing.

Preview- Displays the page on the monitor with all the menus hidden.

Front- changes your text color.

Shadow- change your shadow color. Click to turn it on.

Outline- changes your border color.

Smooth?- turns on the anti-aliasing, making the fonts look smoother. Keep it on.

Arrows next to Smooth give these options:

Underline.

Focus- Use a different color to highlight a line of text as it's first displayed on the page.

Backdrop- puts a colored box behind the highlighted text.

Bevel- puts a raised box behind the text to help it stand out.

Font- choose various font styles and sizes.

B- puts your text in Bold

I- Italicize text

U- underline text

Edit- cut, copy, paste, and other options

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Design- brings menu that allows more customizing. Used mostly to edit text, bring in clip art, change your color palette, change your background, or add transitions to lines of text as they are displayed.

OK- name and exit the page.

Cancel- exit the page without saving changes.

Selecting text:

Click anywhere on the screen to position the cursor and begin typing text.

To select text, click once to highlight the entire line. Click twice to put the cursor in the line. Click and drag within the line to select specific characters.

Delete text: select text, then hit delete or shift+delete (this is faster) or in Edit menu choose delete.

To select multiple lines: With the mouse outside of the lines, click and drag over the lines you wish to highlight (a dotted box will appear.)

Editing text tips:

SCALA is always in "Insert mode," so text typed within a line pushes existing text further right.

Use TrueType fonts to get text at any size.

Keep the Smooth? option on.

To carry over text colors, fonts, etc, hit enter at the end of the line. Or, use cut and paste (Ctrl+C, Ctrl+V).

To position a text line anywhere on a page, make sure the centering/justify icons are off.

To fit more text on a line, or to move each line separately (instead of one big paragraph), turn off the Word Wrap in the Design - Styles menu.

Using Clips:

In the Design text menu, click Design, Clips. This calls up folders of pre-made clip art for use.

When a clip is imported, it has a white box with handles, to allow for adjustments.

Hold shift while dragging to maintain the clip's proportions.

Shadow, Bevel, and other effects can be applied to clips.

Clips can be rotated, flipped, cropped and enlarged, colored, or transparent

SCALA can use BMP, GIF, TIFF, PCX, AVI, and FLC images as a clip (or a background).

Running a Script:

To play the script in sequence, press Run, or hit the space bar.

To skip forward a page, press the left mouse button. To go backward, press the right.

To stop the sequence, press Esc

Other Notes

Do not have a screensaver running on a Scala computer

The background pages should all be 800 x 600 in size

Be careful on choosing wipes; some are ram-intensive and may look choppy