

Inscriber *CG Supreme 4.1* Syllabus

01/24/05

1. Getting into Inscriber

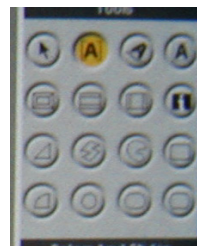
- a. Make sure the computers power is on
- b. Make sure Monitor is on
- c. Press Ctrl Alt Delete
- d. Leave Password blank
- e. Click ok
- f. Double click the green inscriber icon on the screen. It will automatically load a blank Folder.
- g. To open a Folder you already saved. In the drop down menu choose open. Choose Data (D:) type in name. Choose open.

2. Opening project from CD. You can't boot from the CD so you need to transfer it to the d drive.

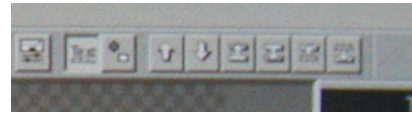
- a. Open the CD
- b. Open the "d" drive.
- c. Drag the file from the CD to the "d" drive.
- d. Open inscriber and open the project. It should be on drive "d"

3. Creating a Layout from a Template.

- a. Click on the 1st blank thumbnail.
- b. Click on the drop down menu. Highlight the template you want. (You will see a sample of what it will look like.) Release mouse. Template will appear on screen.
- c. Choose from the drop down menu whether you want a still, crawl, or roll.
- d. You can change the text on the template by choosing the text box from the Palette and clicking on the text you want to change. You can change the font and size. You will learn this latter.



- e. You can change the color of the graphics. Switch to the draw layer icon. Select the color from the color palette, it may not retain its current shape.



- f. You can change the size of the graphics by selecting the graphic. When you see the dotted box around the graphic move to the corner you want to expand. Hold down the mouse and drag the box larger or smaller.

4. Creating a layout from scratch.

- a. Click on the blank thumbnail.
- b. Make sure you have selected the correct layout in the template tab. The new thumbnail will automatically default to the layout selected.
- c. Click on the Graphic Button on the CG toolbar.
- d. From the palette choose the shape you want to use.
- e. From the palette choose the color you want the shape. Once you have drawn the shape, the color can not be easily changed.
- f. Draw the shape where you want it on the layout.
- g. Once drawn you can change the size of the object by placing the cursor over the object and click. You should see an outline around the object. Drag one of the tiny boxes in the direction you want to enlarge or shrink the object.
- h. You can send items to the front or to the back for layering by right clicking on the mouse. A menu will come up select move to front or move to back.
- i. Select the text box tool. Type in the text you want. You can change the font, color, and size. You will learn this next.



5. Creating Text.

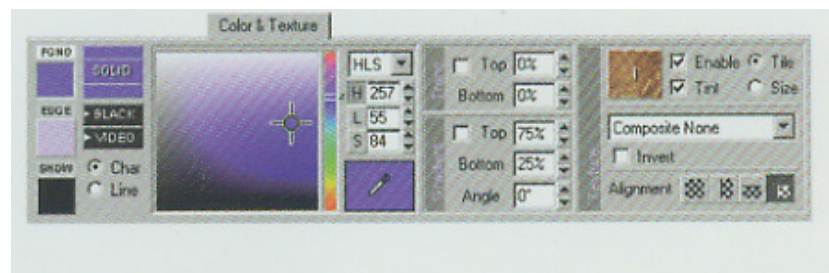
- a. Click on the text button on the CG toolbar
- b. Click on the text box icon.
- c. Type a line of text between the white brackets.



- d. Select the line of type by clicking the mouse over the text, when you see the cursor look like a cross you will be able to move it. You can then move the text around the page. If the cursor looks more like a half cross you will rotate the text.
- e. Click on the styles menu. Then select the preset text type or select a font from the drop-down list on the Size and Attributes tab.
- f. Under Size and Attributes



- i. You can adjust the height and width of the text by selecting the arrows under Size and Attributes.
 - ii. You can also change the rotation, leading, kerning, and small caps under this same palette.
 - iii. You can also select the type of shadow and where you want it to appear.
- g. Center Text
- i. Go to the Element File
 - ii. Select Align All
 - iii. Select Center Tab
- h. Under Color and Texture



- i. You can adjust the color of the text. You can make the text all one color, or two different shades. You can adjust the color of the shadow and direction of the shadow.

- ii. You can also adjust the color of the edging or outline of the text.
- iii. You can also determine the transparency of the text. Under Tans select the percent of transparency to the top and to the bottom of the text (you have selected). The larger the number the more transparent the text becomes.
- iv. Gradient is how much of each color there is in the text, if you have more than one color.

6. **Select a Background**

- a. Switch to the Background tab.
- b. Click on Video for a 100% video background
OR
- c. Click on the image Box, then select an image for the background
OR
- d. Click on Color for a color background
- e. Use the Color Selection Square to choose a color or blend of colors for the background.
- f. Select a pattern type and size to combine a video opaque pattern with the selected background colors.
- g. Set the transparency and Gradient values.
 - i. Transparency is the level you set to determine whether you see video behind. The more transparent the more you will see the video behind the background. The Gradient is the way the two colors work together.

7. **Creating a credit Scroll**

- a. Click on the drop down menu and select scroll
- b. Follow the creating text directions.
- c. The higher the number the faster the scroll

8. **Creating a credit Roll**

- a. Click on the drop down menu and select Roll
- b. Follow the creating text directions.
- c. The higher the number the faster the text rolls.

9. Out putting to Switcher.

- a. You can either look at it under sequence or layout.
- b. When you double click on the icon you want to display it will automatically be ready for the director to take.

10. Save New folder.

- a. Click on Save As.
- b. In the drop down menu choose Data (D:)
- c. Either chose a Folder name or create a new folder by clicking on the New Folder icon. Name your folder
- d. Open the folder by double clicking on the folder.
- e. Give the file a name.
- f. Click Save

11. You can save on a cd as well. That way you can work on it anywhere.

- a. Go to Nero under Program Files
- b. Drag your saved file from inscriber onto the box on the left.
- c. Then click on the burn icon
- d. Click on write when the window appears.
- e. Select cdrom and no multi session.