

# RightBooth User Manual

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## Overview

RightBooth is an application that lets you design and host many types of recording experiences for use at social and business events. It allows event attendees to record high quality, high definition videos, take photographs, enter text messages, partake in quizzes and surveys by recording video answers, text answers, or answering multiple choice questions. You can also let users create karaoke videos as they sing along to karaoke tracks.

Additionally you can use RightBooth to create information presentations, which can be presented either as a passive slideshow or as an interactive presentation, using a range of rich media elements, including text, buttons, images, videos, sound, music and web pages.

Note that throughout this documentation (and within the software itself) we will refer to a recording session or an information session as an **event**.

## Program Requirements

In order to use RightBooth you will need the following:

- A Windows desktop computer (and monitor), or a laptop, notebook or graphics tablet with one of these operating systems installed: Windows 8, 8.1, 10 or 11. We recommend using either Windows 10 or 11. Note that RightBooth is designed for Windows only, there is no version for Mac or Linux operating systems.
- A minimum display resolution of 800 x 600 pixels.
- A camera. If you are using RightBooth to record videos or capture photos then you will need to use a camera (either a USB webcam or a DSLR camera) connected to your computer by USB. Most laptops/tablets already have a webcam fitted into the lid. RightBooth provides support for most webcams and for many Canon and Nikon DSLR cameras
- A microphone. Most webcams are designed with an integrated microphone, but you may want to attach an external microphone to the PC for improved audio quality. DSLR cameras have an integrated microphone but you may want to attach a better microphone directly to your DSLR camera. Refer to your DSLR camera documentation for details.
- A user input device. Either a keyboard, a mouse, a touchscreen or a USB button (or buttons) connected to your computer. This will allow your RightBooth event users to interact with the software.
- A reasonable amount of free hard disk space for storing the video and photo files created by RightBooth. Note that if you are low on hard disk space it is possible to configure RightBooth to use another storage device (see later).

## Installing RightBooth

Run the RightBooth Setup program. You must read and accept the RightBooth License agreement before the software can be installed.

You will then be asked to select an installation location. By default, the software will be installed into the **\Program Files\RightBooth** folder on Windows 32 bit, or **\Program Files (x86)\RightBooth** on Windows 64 bit operating systems. The installation process will then begin.

During installation you may be asked to install the Microsoft .Net Framework 4.6 runtime package which is required in order to run RightBooth. More recent versions of Windows normally include this framework as part of the operating system. However if required, and upon your acceptance, the Framework will be downloaded and installed from the Microsoft website, so please ensure that your computer is connected to the Internet during the RightBooth installation process.

The RightBooth Media Library is also installed and contains over 1000 useful resources that can be used in your event designs.

When the installation is complete, a program shortcut icon will be placed on your computer desktop.

## RightBooth and Product Codes

When you buy RightBooth you will be sent a Product Code via email. **IMPORTANT** – Everything described below requires your computer to be connected to the Internet.

### Adding a Product Code

Click the **Product code** button on the main RightBooth window and type your code into the boxes provided. If the code is valid, an **Activate** button will appear allowing you to activate the software and remove the Evaluation message.

### Removing a Product Code

When a code is activated on the computer you may remove it again. Click the '**Product code**' button on the main RightBooth window, then click the button: '**Remove Product code from this computer**' and return the software to Evaluation mode. The code may now be used on another computer.

### Moving the Code Between Computers

You can move a Product Code from one computer to another. To do this: remove the code from the first computer then add the code to the second computer as described above.

### Verifying a Product Code

In some situations you may be required to verify your Product Code to ensure that it is valid and up to date. Click the 'Product code' button on the main RightBooth window, then click the **Verify** button.

### Permitted Usage

A Product Code can only be used on one computer. If you add the same Product Code on more than one computer you will receive a warning message stating that you are in breach of the RightBooth Software License. The warning message can be prevented by removing the Product Code from all but one of your computers. If you continue to use the code on more than one computer, you risk it being permanently deactivated by Aire Valley software (as described in the accepted License Agreement).

## **Product Update and Support Codes**

The RightBooth software is regularly updated with new features and bug fixes, and these can be downloaded from the RightBooth website as they become available.

Each Product Code has an allowable ‘update period’ (normally 12 months) during which time all software updates may be installed and used on the computer. If the Product Code’s update period expires (as indicated on the main RightBooth window), you can continue to use the software, but no further updates will work on the computer unless you purchase another ‘Update and Support’ code. Update and Support codes can be obtained by clicking the **Renew** button on the main RightBooth window at any time after the current support period has ended. You will then receive an Update code which can be entered into the software (as described above) to provide you with a further Update and Support period on the computer.

Each Update and Support Code can only be used on one computer. If you want to extend the support period on more than one computer you will need to purchase one Update and Support Code for each computer.

## **The Main Window**

Double click the RightBooth desktop icon to start the software. You will then be presented with the Main window containing the following options:

**Create** – This will build and create a new event file. You can create an event using the Event Wizard (see later) or choose from a selection of standard default event types. Note that if you choose to create a standard Mirror Booth event, it will be configured for HD portrait screen mode and will contain animated graphics where applicable.

**Open** – Takes you to the Open File dialog where you can browse and open a previously saved event file.

**Save** – Saves the currently open event as a file using the name shown in the Current event panel.

**Save As** – Takes you to the Save File dialog where you can browse and save your currently open event, allowing you to optionally rename the file in the process.

**Package** – Takes you to the Package screen where you can create and install event packages. See section Event Packaging.

**Current event** -      This panel shows you the filename of the event that is currently open in RightBooth.

**Event preview** – Here you will see a preview window showing the Start screen of the current event. You can use the **Preview** screen buttons to preview all the screens in the event. You can also tick the ‘**Camera**’ checkbox to see the live view from the camera within the preview window. Note: ticking this option may increase the time needed to load RightBooth.

**Event files** – This will open the folder where the current event’s recorded videos, photos and messages are located. Note that by default RightBooth stores all your events as files within the folder: **\My Documents\RightBooth7** and it saves all videos, photos and messages as files within sub folders at this location.

**Tasks** – Takes you to the Event Tasks screen, where you can review and print event photo layouts, batch convert event videos into other file formats and email files to users. **See Event Tasks.**

**Publish** – Takes you to the Event Publisher screen. See section: **Publish event files**.

**Design** – This button takes you to the Event Designer where you can decide which recording types to offer in your event and which screens to include.

**Edit** – This button takes you to the Screen Editor where you can edit all the event screens and their content.

 – This button will start playing your currently open event, allowing users to record videos, photos and messages.

**How to** – Click this link to access a webpage that provides answers to many regularly asked questions, including how to make the best use of RightBooth and how to achieve great video recordings on your computer.

 – Open the RightBooth Help file.

 – Read the RightBooth user manual in PDF format. You will require the Adobe PDF Reader installed on your computer.

**Settings** – Here you will find settings which apply generally to the RightBooth program, settings which will affect all your events, including video, audio and photo capture properties, printer selection, event instructions, security and social media integration. You can also test the video recording performance of your equipment, and configure and test the Green screen and face detection features.

**About** – Here you can see the current version of your software, check for a newer version of the software, read the end user license and enter your product activation code. You can also enable the **Auto check for update** feature. This will periodically check our website for a newer version of RightBooth.

**Exit** – Exits the RightBooth application. You will always be asked to save any unsaved event file.

**Buy** – This button appears when the software is running in Evaluation mode and provides access to a webpage where you can Buy RightBooth.

**Get latest version** - This button will be displayed if you have set the **Auto check** feature in the About window and there is a newer version of RightBooth available for download.

**Product code** – Click this button to allow you to enter a new product code or a new Update and Support code in the software.

**Renew** – Click this button provides access to a webpage where you can buy Update and Support codes to enter into the software.

## Publish event files

This feature allows you to publish (i.e. copy) all the recorded videos and captured photos for an event onto a removable storage device such as a USB data stick, together with a viewer application (Viewer.Exe) which will allow easy viewing of the files directly off the media. This might be useful if you want to provide third parties with all the recorded files from an event. After publishing, open the published folder in Windows Explorer and double click the Viewer application to view the published files. The Viewer will show thumbnails of all the published videos and images. Clicking on any thumbnail will show the selected video or photo full screen along with navigation buttons to allow you to control the video playback and to browse the other files.

Click the ‘Publish’ button to show the Event Publisher window containing the following options...

**Background Colour or Image** – This lets you define the background colour or background image to be used by the viewer.

**Controls colour** – This lets you define the colour of the icons that will be displayed by the Viewer for file navigation and video playback control.

**Publish files** – Click this to start the publishing process. You will be asked to select a folder into which the files and the Viewer application will be published. Insert a removable device and select the root folder of the device. All files will then be copied, and thumbnails will be created during the process.

**Exit** – Click this to return to the RightBooth main window.

## The Event Wizard

The Event Wizard is accessed from the RightBooth Main window by clicking the Create button. The Wizard is designed to take you through a number of steps in creating an event.

### Define your Start screen

This step lets you define the text that will appear on the event Start screen.

You can also choose to display a scrolling tickertape message at the bottom of the screen.

If the event is a video recording event you can choose to show a video sequence of the currently recorded videos when the event plays.

If the event is a photo capture event you can choose to show a photo sequence of the currently captured photos when the event plays.

### Choose your recording types

This step lets you choose the type of recordings your users can make during the event.

Choose **Make video recordings** if you want users to record videos during the event.

Choose **Take photos** if you want users to take photos during the event.

Choose **Type messages** if you want users to type and enter messages during the event.

### Choose your recording time

This step lets you select the maximum video recording time for each video that will be recorded during the event. The default time is 20 seconds, but you are free to alter this up to a maximum of 9999 seconds.

### Choose to show and redo video recordings

This step lets you decide whether to play the recorded videos back to the user after they have been made.

You can also decide whether to allow your users to redo videos if they are not satisfied with the results.

### Choose the photo count

This step lets you select the total number of photos that each user will be asked to take, up to a maximum of 10.

### Choose to show and redo photos

This step lets you decide whether to show photos to users after they have been taken.

You can also decide whether to allow your users to re-take photos if they are not satisfied with the results.

## **Choose to print photos**

This step lets you decide whether to include the printing of photos in a photo event. You can select your printer, choose the number of printer copies that will be made for each user and also choose a photo print layout from the RightBooth Media Library.

## **Choose to show and text messages**

This step lets you decide whether to show text message to users after they have been entered.

You can also decide whether to allow your users to re-type text messages if they are not satisfied with the result.

## **Thank your users**

This step lets you decide whether to include a **Thank you** screen in the event which will be displayed after the user has completed their recordings.

## **Choose an input method**

This step lets you choose how users will interact with the event. You can select from:

**Pressing a single key on the keyboard** – Users will be asked to press a specific key on the keyboard during the event (this defaults to the SPACEBAR) so you will need to give them access to the computer keyboard. The assigned keyboard key can be changed in Settings (see later).

**Pressing different keys on the keyboard** – Users will be prompted to press certain keys to perform certain actions during the event so you will need to give them access to the computer keyboard. The assigned keyboard keys can be changed in Settings (see later).

**Mouse** – Users will be asked to press a mouse button during the event so you will need to give them access to the computer mouse during the event.

**Touchscreen** – Users will be asked to touch the screen during the event. If you have a touchscreen monitor you may find it useful to select this option. Your guests can then simply view and interact with RightBooth using your touchscreen monitor and you can hide your computer keyboard and mouse out of sight.

Note that this stage will only be shown the first time you run the Wizard and your choice will become the default input method for all the events you create. You can subsequently change this choice and it is also possible to use USB buttons to interact with the event. For more information see section: **Settings - User Input**.

## **Choose the background**

This step lets you choose a background image, colour or video to use in the event.

Click the 'Choose an image' button to access the RightBooth Media Library where you can choose one of the images in the Library or find an image on your computer.

Click the 'Choose a background colour' button to choose a solid colour for the background.

Click the 'Choose a video' button to access the RightBooth Media Library where you can choose one of the videos in the Library or find a video on your computer.

The chosen image or file will then be used as the background on all the screens in your event. Note that it is possible to re-design individual event screens later. For more information see section: **Event Designer**.

## Choose a button style

This step lets you choose a button style to use in the event. Click the 'Choose a button style' button to access the RightBooth Media Library where you can choose from dozens of buttons. The chosen button will then be used on all the screens in your event wherever a choice is required to be made by the user of the event. You can also choose the icon style that will appear on the buttons.

You can also un-tick the option 'I would prefer not to have buttons on the event screens' to exclude buttons from the event.

## Choose the text style

This step lets you choose the text style that will be used to display text in the event. You can select the text font, style, colour and shadow.

You can also choose to add a border around all the camera, video and photo placeholders on all your event screens. The border will be added in the same colour as your text.

## Choose a language

This step lets you choose which language you would like the event instructions to be shown in. You can also add a title for the event which will appear on the event start screen. See the sections Event languages.

## Select your equipment

In order to record videos and take photos, RightBooth requires a camera to be connected to your computer and this step lets you choose the camera to use in the current event. You can choose between a webcam, a Canon DSLR, a Nikon DSLR camera or a GoPro.

If you choose the Nikon option you will also need to select the Nikon camera model.

If you choose the Webcam option you must also choose a webcam device and a microphone as described next.

### Select a webcam

The Event Wizard allows you to choose a webcam from the drop down list.

Note that some computers (especially laptops) may be fitted with an integrated webcam, usually in the monitor bezel. However, there is nothing to prevent you from attaching another (better) webcam to the same computer. RightBooth will then display both webcams in the drop down list at this stage of the Wizard, allowing you to select your preferred webcam.

### Select a microphone

When recording video from a webcam you also need to select a microphone in order to capture the sound. Most webcams come fitted with a inbuilt microphone so you will normally choose the microphone belonging to your selected webcam, although you may connect another microphone to your computer and select it in the drop down list on this panel.

Notes:

- Your chosen camera will be used in the current event but it can be subsequently altered in the section: **Event Designer → Event camera**.
- The first time you run the Wizard your chosen camera will also become the default camera for the application. You can subsequently change this default, see section: **RightBooth Settings → Camera**.

## Completing the Wizard

If you have chosen to use a webcam and it is the first time you have run the Wizard, you will be required to select the webcam integration method before continuing. For more information see section: **RightBooth Settings → Camera Settings → Webcam integration and Video recording tester.**

When the wizard has been completed, the **Continue button** will be displayed allowing you to proceed. RightBooth will then create your new event file and automatically play it, see the next section for details.

## Playing Events

Once you have created or opened an event, you can start it playing by clicking the **Play** button on the RightBooth Main window.

Events will always play full screen and will hide the computer desktop. You can also stop users from gaining access to the rest of the computer for the duration of the event, See **Security settings**.

Events comprise a series of screens. Each screen contains one or more items, including images, text, video, sound and interactive buttons. Users can navigate through the screens following onscreen prompts to allow them to record videos, photos and messages.

This section discusses the course of a standard event, such as those created by the Event Wizard. A standard event normally comprises the following screens:

**Start screen.** The system waits for user interaction

**Choose recording screen.** The user can choose to record a video, photo, message, answer questions, or karaoke

**Get ready screen.** The user is prompted to prepare for the recording

**Countdown screen.** A short countdown is shown to the user

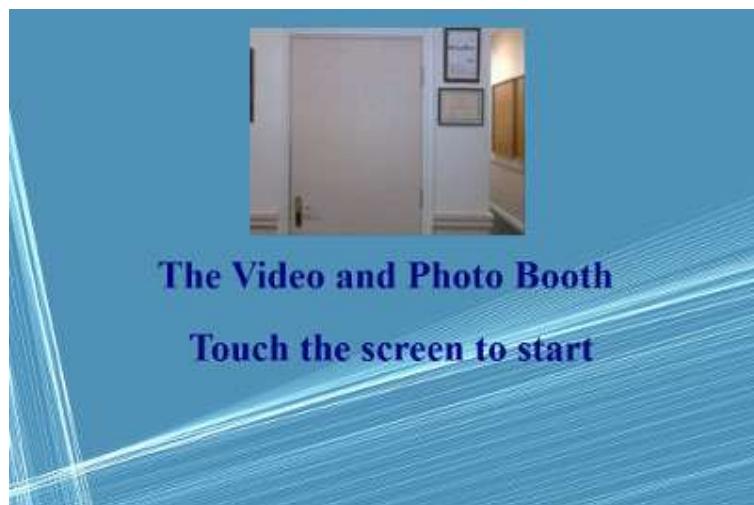
**Recording screen.** The user records a video, a photo, a message, an answer or a karaoke

**Show screen.** The user watches their recorded video, photo, message, answer or karaoke

**Thank you screen.** The user is thanked for their contribution

The system then returns to showing the **Start screen**.

When an event first starts, RightBooth will normally show the **Start screen** containing your chosen background image together with a camera live view feed, your event title and an instruction to the user to interact with the system:



In the above example screenshot, the event has been configured to be used with a touch screen.

In the following sections we will describe some of the recording types available for inclusion within an event, with the screenshot images showing some of the themes that are available in the Media Library and also some of the screen layout possibilities.

## Video Recording

This section describes what happens if you have configured your event to allow users to record videos. In the following screenshots the event has been configured to take user input from a mouse.

After the user clicks the mouse on the Start screen they will then be presented with this screen:



When the user clicks the mouse again, they will be shown a **Get ready** screen, followed by a **Countdown** screen and then the video recording will start. During the recording the user will see the following screen which prompts them to speak and also shows them a countdown of the remaining recording time:



The user may speak for the full recording duration or may stop the recording earlier by clicking the mouse again. After the user has finished their recording, the system will play back the video:



After the video has finished playing, the system will show the **Thank You** screen before returning to showing the **Start** screen, allowing the next user to make another recording. All your recorded video files will be automatically saved to your chosen storage folder and will be given a filename comprising the date

and time they were made, for example the following video recording was made on the 4th January 2020 at 12:54pm:

**2020-1-4-12-54-49-video.wmv**

## Photo Capture Recording

This section shows an example of what happens if you have configured your event to take record photos and in the following screenshots, RightBooth has been configured to take user input from a touchscreen.

After the user touches on the start screen they will be presented with this screen:



When the user touches the screen again, they will be shown the **Get Ready** screen, followed by a **Countdown** screen, after which the system will take a photo. The photo will then be displayed to the user for a short period of time, followed by a **Thank You** screen, before returning to showing the Start screen.



All photo files will be automatically saved to your chosen storage folder and given a filename comprising the date and time they were made, for example the following photo file was made on the 4th January 2020 at 12:54pm:

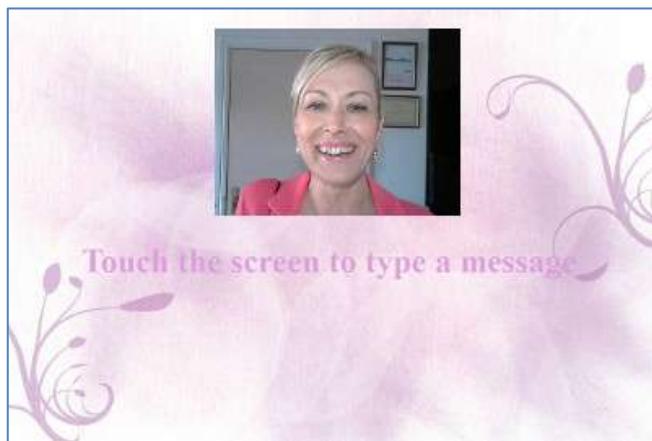
**2020-1-4-12-54-49-photo.png**

Note that if you have chosen to allow users to take more than one photo, the above process will be repeated for each photo before showing the **Thank You** screen.

## Message Recording

This section shows an example of what happens if you have configured your event to allow users to record messages. In the following screenshots, RightBooth has been configured to take user input from a touchscreen.

After the user touches the Start screen they will be presented with this screen:



When the user touches the screen again, they will be presented with the message input screen:



The user may then type a message with the on-screen keyboard or the physical keyboard.

Touching the **OK** button will save the message file on the computer.

Touching the **Cancel** button will cancel the message input and return the system to the Start screen.

All recorded message files will be automatically saved to your chosen storage folder and given a filename comprising the date and time that they were made, for example the following message was made on January 4, 2020 at 12:54pm:

**2020-1-4-12-54-49 message.txt**

## Question and Answer Recording

This section shows an example of what happens during the event if you have set RightBooth to show text questions with video answers. Note that other Question and Answer combinations are available (see later). In the following screenshots, RightBooth has been configured to take user input from a touchscreen.

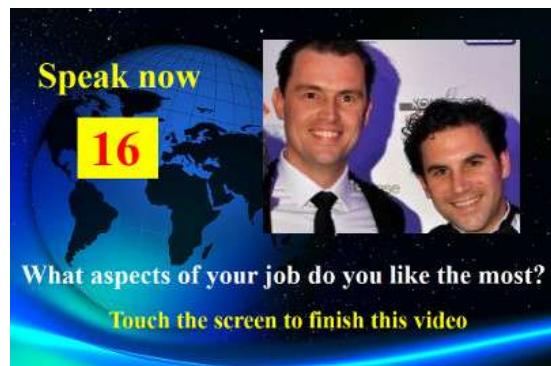
After the user touches the Start screen they will be presented with this screen:



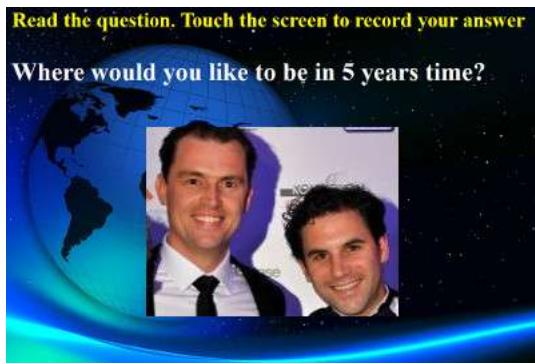
In the following example there are two text questions, each requiring a video answer. When the user touches the screen again they will be presented with the first question:



When the user has read the first question and touches the screen again they will be able to record a video answer to the first question. The amount of time allowed for each question is defined by the **Maximum recording time** value in the Event Designer settings (see later):



When the user touches the screen again (or after the recording time has counted down to zero) they will be presented with the second question:



When the user touches the screen again they will be able to record a video answer to the second question:



After the second question has been answered, the system will return to the Start screen.

All recorded video answer files will be saved into your chosen storage folder and automatically given a filename comprising the date and time that they were made, for example:

**2020-1-4-12-54-49-answer-1.wmv**

**2020-1-4-12-57-20-answer-2.wmv**

Please note that it is possible to define a set of questions for each event, questions can be text questions, video questions, multiple choice questions or combinations of all types, and you can define the order that they will be presented to the user (see later).

## Multi Type Events

This section shows an example of what happens during the event if you configure RightBooth to allow users to choose from a combination of video, photo, message and Question and Answer recordings.

When the user interacts with the system at the Start screen they will then be presented with this screen, where users can select from one of four recording types:



At this point the user will see buttons corresponding to the available recording options specified in the Event Designer. In the screenshot above we have set the system to allow the user to choose from Video, Photo, Message and Question recordings.

When a user touches the chosen button the system will then take the user through the process of recording a **Video**, taking a **Photo**, entering a **Message** or answering **Questions** (as described in the previous sections). Note that you can also include the Karaoke option on this menu if required (see next section).

Please note that if you have chosen **not** to show selection buttons (see section: **Event Designer** later), the selection buttons will be hidden, allowing you to simply click or touch the appropriate text item for selecting your recording choice.

When playing a multi type event with the single keyboard key input option (or the USB input option), text arrows will appear on screen that alternate pointing at each of the available screen choices. In this mode, the user can wait for their choice to be pointed at by the arrows, and then they can press the Spacebar (or the key specified in Settings) to select the choice. In the example screen shot below, the selected option is **Take a photo**:



## Karaoke Video Recording

Another recording type that lets you record videos is the Karaoke mode. This is similar to the Video recording mode, with the addition of an extra screen that appears before recording starts, which lets the user select a karaoke file that will play on screen while they record themselves singing.

A karaoke file is a video file containing both the visible song lyrics and the instrumental audio track. The lyrics are displayed in time with the instrumental and will appear on screen as the user is making their recording. The Media Library contains a number of example karaoke files for your use. These files have been provided for distribution with RightBooth from [www.karaoke-version.com](http://www.karaoke-version.com). If you need further karaoke files, we recommend you visit their website.

During a karaoke video recording, users will: (1) see themselves singing on screen while the video is being recorded, (2) hear the instrumental audio from the karaoke video, via speakers (or headphones) and (3) follow the karaoke lyrics as they appear on screen during the recording.

### Setting Up Your Equipment For Karaoke Recording

There are essentially three ways that you can set up for karaoke recording.

#### *Method 1 – Webcam and speakers*

Allow the instrumental from the karaoke file to be played out from the PC in a pair of speakers and allow this music to be captured (along with the user's singing) by the microphone on the webcam, or a separate microphone attached to the PC sound card microphone input. This requires you to position the speakers in front of the microphone, possibly at either side of the user, so that the microphone will pick up both the users voice and the instrumental from the speakers.

#### *Method 2 – Webcam and mixer*

You may wish to record a clean instrumental track that is mixed in with the user's voice. For this you should obtain a cheap karaoke mixer unit that will let you plug in one or more microphones and also take the line out from your PC sound card (containing the karaoke file instrumental), then connect the output from the mixer to the line input (or microphone input) of your PC sound card. This mixed audio will then become the audio track on webcam video recording.

Using a karaoke mixer will allow you to set the audio levels for both the microphone and instrumental, and should give you a better quality sound than method 1. There are many karaoke mixers available, for as little at \$20. Please see the RightBooth website for more details. If you want to use a different microphone when recording karaoke videos you can enable this in Audio Settings.

#### *Method 3 – DSLR Camera and speakers*

If you have set up RightBooth to use a DSLR camera for recording videos then you must use the microphone on the camera for all audio recording, so the karaoke backing music must be played out of speakers allowing the camera microphone to record the music along with your singing voice.

## Ending An Event

By default, a 'playing' event can be stopped by pressing the **Escape** key on the computer keyboard. This will stop the current event and return you to the RightBooth main window.

Note that this feature can be prevented within the **Event Security settings** (see later) or alternatively you can choose to exit the event with a key code, a series of mouse clicks or touches on various areas of the screen.

## **Creating Your Own Events - Overview**

While the Event Wizard is a great way to get started, you will soon want to progress onto designing and authoring your own events that make use of the rest of the RightBooth's features. This section provides a brief overview of the steps involved in creating your own event and refers you to other sections of this manual for more details.

### **Settings**

Before creating your own events, you should first make sure that you have configured the RightBooth Settings.

These settings will apply to all the events you create and they include: configuring a webcam, microphone and DSLR camera, specifying video file recording options, specifying photo capture sizes and file types, deciding upon standard event text wording to be used in all your events, such as language translations or re-wording of prompts (if required). Refer to section **RightBooth Settings**.

### **Create an Event**

You can start a new event by clicking the **Create** button on the RightBooth Main window and then choosing to create one of the standard default event types or to create an event using the **Event Wizard**.

### **Design an Event**

To alter the content and structure of your event use the **Event Designer**, accessed from the Main window by clicking the Design button.

Among other things, the Event Designer lets you choose the event type, the type of recordings that can be made in the event (e.g. record videos, photos, etc), which screens to show in the event (e.g. Start screen, Terms and Conditions screen, Review screen, etc), any specific text or wording for the event and any questions you want to include in the event. Refer to the section **Event Designer**.

### **Edit the Event Screens**

When you create a new event, all screens are created using a standard design and style. If you want to alter any of the screens, use the **Screen Editor**. This can be accessed by clicking the **Edit** button on the RightBooth main window.

Among other things the Screen Editor lets you choose any screen in the event and then alter its contents, such as the position, size, layer, colour and border of text prompts, images, backgrounds and video. You can add your own image and text content to any screen. You can alter the amount of time a screen will be shown. You can add screen transition animations and item animations. You can add countdown items, sequence items, video and audio clips and web pages. You can also create new screens that contain anything you like, and these can be optionally set to appear on up to three other monitors connected to your computer. Refer to the section: **Screen Editor**.

### **Design the Print Layout**

If you want photos to be printed during (or after) the event you will want to design a Print Layout for the event. This is available as a separate screen within the Screen Editor and provides tools for laying out photos in a variety of ways and including text and image overlays on the photos. Refer to the section: **Print Layout**.

## RightBooth Settings

The RightBooth Settings are accessed from the Main window and they apply generally to all the events you create. The Settings window is split into a number of categories (tabs) which are explained in the following sections.

### Camera Settings

This tab provides a set of sub-tabs allowing you to configure your cameras (webcams and/or DSLR) that you will be using in your events.

#### Main Camera Settings

**Record videos using camera** – Choose one of the options: Webcam, DSLR or GoPro. Videos will be recorded using your chosen camera in your events\*

**Take photos using camera** – Choose one of the options: Webcam, DSLR or GoPro. Photos will be taken using your chosen camera in your events\*

\*By default these camera choices apply to all your events but you can override these choices for individual event designs. See the section **Event Designer → Event camera**.

#### Webcam Video Settings

The Webcam video sub-tab lets you configure up to 4 webcams for use during the events.

**Webcam 1 (required)** – Select this to allow you to assign and configure your main webcam. This webcam is the one that is used when you choose to record videos and take photos in your events with a webcam.

**Optional webcams 2, 3 and 4** – Select a number to allow you to assign and configure other webcams for use in your events. Additional webcams are used to facilitate the Picture in Picture features, see: **Event Designer → Event structure → Miscellaneous**.

**Device** - This combo box will list all the webcams that are attached to your computer. Select the device you want to assign to the currently selected webcam number 1 – 4 (see above). Note that you can only assign a webcam to a single webcam number. When you assign a webcam to a number, it will be automatically removed from any previously assigned number.

**X** – Click this button to remove the webcam device from the currently selected webcam number.

**Webcam Settings** – Click this button to take you to the Settings Utility for your chosen webcam. The Settings Utility is provided by the webcam manufacturer. Refer to your webcam manual for further information on the Settings Utility.

**Mirror X** – Click this if you wish to mirror the live feed (in the horizontal direction) coming from the webcam. This will cause all webcam video recordings and photo captures to be saved mirrored. You may want to turn this setting on if you would like to show video overlay images and logos the correct way round on-screen while also showing a mirrored webcam view on-screen: Note that to achieve this you will also need to turn off the Flip X property on all webcam camera items in your event design. See **The Screen Editor** for more details on the Flip X property.

**Mirror Y** – Click this if you need to mirror the live feed in a vertical direction. This has the effect of flipping the live feed upside down and is to cater for situations where certain webcams (typically on Asus laptops) are incorrectly showing an upside down live feed. Ideally before resorting to using this setting you should seek a solution from the webcam provider, and is usually resolved by installing an updated webcam driver.

**Rotate 90** – Tick this to allow you to mount your webcam 90 degrees anticlockwise (as you look into the lens) so that it provides a Portrait orientation live feed into the software.

**Rotate -90** – Tick this to allow you to mount your webcam 90 degrees clockwise (as you look into the lens) so that it provides a Portrait orientation live feed into the software.

With either of the above rotate options you will then be able to record portrait videos and capture portrait photos from the webcam.

**Keep original files** - Tick this option to cause RightBooth to store the original videos recorded by the webcam, prior to RightBooth modifying them. The files will be saved in the sub folder: \Webcam within the destination folder that has been specified for the current event (see **Settings → Files and Folders**).

**Recording format\*** - You can choose to record video files from the webcam in either **AVI** or **WMV** format. The default format is WMV. When selected you will see a panel containing settings relating to your chosen format (see next).

### **AVI Format Settings**

These settings only apply to webcam number 1 (i.e. the recording and photo capture webcam).

**Data stream** - You can choose from the following options:

**Default** - This option allows RightBooth to take the default raw data stream output from the webcam. With certain webcams you will find that the default data stream can deliver optimal recording results.

**Uncompressed** - This option will ensure that the data from the webcam is uncompressed, giving the best video quality. This also means that the video files will be large, possibly requiring a few gigabytes for each 30 second recording. Also, recording uncompressed data requires more computer resources so you may find that you have to reduce the recording size and/or frames per second to avoid jerky video. Please note that on certain webcams, the Default data stream is Uncompressed.

**Compressed** - This option will allow you to select video and audio compressors to reduce the webcam data stream which will also reduce the file size of your video recordings. When choosing Compressed you will see the following additional settings:

**Video compressor** - This combo box will list all the video compressors installed on your computer. Select the video compressor you want to use.

**Audio compressor** - This combo box will list all the audio compressors installed on your computer. Select the audio compressor you want to use.

**Video and audio compressor settings** – Click these buttons to access the settings for the chosen video or audio compressor. Please note that compressor settings are provided by the suppliers of each listed codec and therefore are outside the scope of this manual. Some compressors do not have settings, and if so, clicking these buttons will do nothing.

### **WMV Format Settings**

These settings only apply to webcam number 1 (i.e. the recording and photo capture webcam).

If you select to record in the **WMV** format, you will see the following additional settings:

**WMV 8 or WMV 9** - WMV 9 provides better quality recordings but requires more processor power so you may need to select WMV8 on slower PCs.

**Video bit rate** - This setting will define the amount of data that is recorded per second. The higher the value, the better the quality of the recording. But a higher value will also require more processing and may introduce jerky or blocky affects within the recordings. You should experiment with a range of values to find a value that works for you. The default value of 3000 typically offers a good compromise between quality and performance.

**Video size\*** - This combo box will list all the recording sizes that your chosen webcam provides. Select your required video recording size from the list. A larger recording size will improve your video quality and will make your video files bigger. It will also require more processing power from your computer.

**Data type\*** - This setting lets you choose a data type that will be delivered by the webcam. All webcams offer different data types, but here are the most common types:

RGB24 - An uncompressed data format.

H264 - A compressed data format.

MJPEG - A compressed data format.

YUY2 - Similar to RGB24.

**Recording frame rate\*** - Enter the number of frames per second that you would like in your video recordings. Choosing a higher frames per second value will improve your video quality and will make your video files bigger. It will also require more processing power from your computer.

**Hardware zoom compensation\*** – Some webcams (such as the Logitech C920) might apply a zoom factor to the camera live view during the video recording process. If you experience this effect, you can use this setting to apply a similar zoom factor to the Screen Editor camera item when the webcam is not recording video. An example of when this happens is using the Logitech C920 on Windows 7 and recording to the Default data stream using the Data type RGB24. In this scenario you can set the Hardware zoom compensation to 1.33 to cause the live preview to match the recording preview in the camera item.

**Crop videos** - Tick this option to allow you to apply a cropping area to the current video recording size. Applying a cropping area allows you to restrict the video output from the webcam to a smaller area, specified by the Width and Height values. The cropped area will always be placed centrally over the video input frame, effectively masking off surrounding areas. One example of cropping is to record square shaped videos (i.e. aspect ratio 1:1). For example, if you set the video recording size to 960x720 pixels, you can then set the Crop Width and Height to 720x720. Doing this will cause a small strip of the input video data to be discarded down the left and right edges of the video recording.

**Width** - Specifies the width of the cropping area. Permitted values: 4 - video recording width.

**Height** - Specifies the height of the cropping area. Permitted values: 2 - video recording height.

The crop feature may also be useful in matching aspect ratios between the webcam and a DSLR camera if you are planning to use a webcam for live view and a DSLR camera for video and photo capture. For more information, refer to section **Using a DSLR camera in RightBooth**.

**Alpha channel overlays\*** – If you are overlaying images on videos and photos in your events you can improve the blending between them by ticking this setting. **CAUTION:** On some systems, when this setting is ticked it may stop the video and photo capture from working and you will only see a black square during your events. If this happens on your system, turn this setting off.

**Faster screen updates** – During video recording if you experience lengthy delays or lags in the on-screen webcam item you can tick this option to attempt to reduce the delay. When this option is set, RightBooth will write the webcam frame data directly to your monitor display and will not send it through the DirectX screen compositor. This will cause the following Screen Editor webcam item properties to be fixed at

specific values on any event screen where a video recording is taking place (e.g. on the **Record video** screen):

- **Layer** – the webcam item will be shown on top of all other items on the screen. You may need to move other items (such as the countdown text item) to the side of the webcam item.
- **Opacity** – will be set to **1**
- **Angle** – will be set to **0**
- **Fade** – will be set to **None**
- **Corners** – will be set to **0**
- **Animate** – will be set to **None**

For more information on item properties, see section **Screen Editor**.

\* These settings only apply to webcam number 1 (i.e. the recording and photo capture webcam).

### **Video Adjustments**

Adjustments can be made to Exposure, Gain, Brightness, Contrast, Hue, Saturation and White Balance.

These sliders show you the current value of all these webcam video settings. The video settings are the same as those you will find within the webcam driver software (accessible from the **Webcam Settings** button above).

If you wish to alter any of these values within RightBooth, you must tick the relevant checkbox to make changes to the associated video setting. For example if you want to alter the Exposure value, tick the Exposure checkbox to allow you to alter the Exposure slider.

If you do not want RightBooth to use these settings, simply un-tick each video setting checkbox. RightBooth will then use the settings taken from the webcam driver software.

Note that if you choose to alter these settings within RightBooth, any **Automatic** adjustment settings found in the webcam driver software will be automatically turned off by RightBooth, e.g. settings such as **Auto Exposure** and **Auto White Balance** will be turned off.

### **Webcam integration and Video recording tester**

Click this button to access the Webcam Integration and Tester panel.

Here you can choose the best webcam integration method for your computer. Choose from:

- **Direct** - The Direct method is the recommended way to use a webcam in your events. Note that on some equipment, this method might cause the webcam live view to be frozen. If this is the case, you should select the Indirect method.
- **Indirect** - The Indirect method can be used if you are experiencing problems with the Direct method. Note that this method shows the live view at a slightly reduced frame rate, but it does not affect the video recording frame rate.

The Recording Tester lets you check the video recording performance of your computer and webcam with your currently selected integration method and video and audio settings.

Click the **Record a test video** button and then check the results. You need to aim for video settings that give good recording performance. If the playback is not fluent you should try reducing the recording size and/or the frames per second in settings, then testing again to check the results.

Note: Testing video recording from a DSLR camera or GoPro can be done in **DSLR Settings** (later).

## Webcam Audio Settings

The Webcam Audio tab lets you configure a microphone for use when recording videos using a webcam during the events. If you have chosen to record video from a DSLR camera then this section does not apply, and the audio will be recorded using the DSLR camera microphone.

**Record audio** – Tick this to record the audio input from the webcam. When unticked, the webcam video will be recorded without an audio track. Default – ticked.

**Microphone** - This combo box will list all the microphones attached to your computer. Select the microphone you want to use for recording audio with your webcam video feed during the event. Note that you should generally select the microphone that is built in to your chosen webcam.

**Use second microphone for karaoke videos** - Tick this to allow you to select a different microphone to use when recording karaoke videos. This may be useful when you would like your users to hold an external mic when singing.

**Audio input format** – This combo box will list all the audio input formats available from your chosen microphone. The audio format is normally defined by frequency, bits and channels.

**Frequency** is the sampling rate for the audio shown in Hertz (Hz), and this represents the number of audio samples taken per second of recording. The higher the number the better the quality of the audio, but it will also increase the amount of audio data to be processed. Typical rates are as follows:

- 8000 Hz provides telephone quality audio.
- 16000 Hz provides voice quality audio.
- 32000 Hz provides radio quality audio.
- 44100 Hz provides CD quality audio.
- 48000 Hz provides DVD quality audio.

**Bits** can be set to 8 or 16. This defines the resolution of each audio sample. Choosing 16 will double the audio resolution which will provide a richer sound, but it will also double the amount of audio data to be processed.

**Channels** can be set to mono recording or stereo recording. Stereo recording will increase the amount of data to be processed.

## Microphone input level

**Set audio input level** – This check box allows you to set the audio input level of your chosen microphone. If you leave this unchecked, the audio input level of your microphone will be set by the system and/or the webcam driver. The audio input slider allows you to alter the input level from minimum to maximum. After setting the level, use the Video Recording Tester to record/playback a video to hear the results.

Please be aware that some microphones can be sensitive to background noise and to loud noise close up to the microphone leading to distorted audio recordings. This is particularly noticeable when using certain webcam internal microphones such as the Logitech C920. There are two ways to help minimise audio distortion:

- If you are using a Logitech webcam, try turning off 'RightSound' in the webcam settings. This has been shown to help reduce the sensitivity to background noise.
- Turn on the Audio input level setting and set the audio slider to less than half way.

Always remember to try recording a video with loud sounds near the microphone at your event location and adjust the audio input settings until you get a satisfactory audio recording level.

The two audio meters on this panel will let you monitor the left and right audio input channel levels whilst you alter the audio level slider.

**Lip sync Adjustment** – You might find that your webcam video recordings suffer from the video and audio tracks being slightly out of sync. This can happen when using poor quality webcams (e.g. an integrated webcam in a laptop or tablet) and/or using a low spec PC, such as an older, cheaper Surface tablet. You can use the lip sync adjuster to apply an offset to the audio track in order to correct the problem. Tick this option, then choose your required offset value, which can be any value from -3 to +3 seconds. For example: adding -0.25 will cause the audio track to be shifted so that it starts 0.25 seconds sooner than the video. This setting will then be applied to each video immediately after it has been recorded. Use the **Test button** to allow you to choose an existing video, apply the current adjustment and view the result.

### **Using a second microphone for karaoke videos**

If you enable this setting, you will be able to choose the karaoke microphone, specify its Audio input format and set its audio input level, all independently from the first microphone.

Remember, the first microphone will be used for recording video message and video answers.

During the event RightBooth will automatically switch between the two microphones as and when required.

### **Webcam Photo Settings**

This section lets you configure photos captured with the webcam.

**Photo size** - This combo box lists all the available photo sizes that your chosen webcam provides. Select your required photo capture size from this list. A larger photo capture size will improve your photo quality.

**Keep original files** - Tick this option to cause RightBooth to store the original photos taken by the webcam prior to RightBooth modifying them. The files will be saved in the sub folder: **Webcam** within the destination folder that has been specified for the current event (see **Settings → Files and Folders**).

**Crop photos** - Tick this option to allow you to apply a cropping area to the current photo capture size. Applying a cropping area allows you to restrict the photo input from the webcam to a smaller area, specified by the Width and Height values. The cropped area will always be placed centrally over the webcam input frame, effectively removing the surrounding areas. A good example of using this is when you wish to create photos with an aspect ratio that is not supported by your webcam. Generally all webcams are not designed to show square video frames (having the aspect ratio 1:1), but by using cropping you can achieve this. For example, if you set the photo capture size to 960x720 pixels, you can then set the Crop Width and Height to 720x720 to allow you to capture square photos. Doing this will cause a small strip of the input data to be discarded down the left and right edges of the photo.

**Width** - Specifies the width of the cropping area. Permitted values: 4 - photo capture width.

**Height** - Specifies the height of the cropping area. Permitted values: 2 - photo capture height.

**File type** - Select the image file type for photos captured from the webcam. Choose from PNG, JPEG, GIF or BMP. PNG and BMP provide the best quality photos. JPEG produces the smallest file sizes. BMP produces the biggest file sizes. GIF produces photos with fewer colours and smaller file sizes than PNG.

**JPEG quality** - Select the image quality to use when saving JPEG photos from the webcam. A lower quality setting will produce smaller JPEG file sizes. Value can range from 0 (lowest quality) to 100 (highest quality).

## DSLR Camera Settings

This section contains settings relating to using a DSLR camera for recording videos and taking photos during your events. For detailed information on how to use your digital camera with RightBooth refer to the section: **Using a Digital Camera with RightBooth**.

**Canon** – Tick this option if you are using a Canon DSLR camera. The camera can either be connected by a USB lead or connected wirelessly depending upon the camera model. See section: Canon Wireless Cameras (below).

**Nikon** – Tick this option if you are using a Nikon DSLR camera connected by a USB lead

For a list of the camera models supported by RightBooth see the section: Supported DSLR Cameras.

**Rotate 90** – Tick this to allow you to mount your DSLR camera at 90 degrees anticlockwise (as you look into the lens) so that it provides a Portrait orientation feed into the software.

**Rotate -90** – Tick this to allow you to mount your DSLR camera 90 degrees clockwise (as you look into the lens) so that it provides a Portrait orientation feed into the software.

With either of the above rotate options you will then be able to record portrait videos and capture portrait photos from the DSLR camera.

**Status** – Indicates whether your camera is detected by RightBooth.

**Mirror X** – Tick this to mirror the live feed (in the horizontal direction) coming from the DSLR camera. This will cause all videos and photos to be saved mirrored. You may want to turn this setting on to show video overlay images and logos the correct way round on-screen while also showing a mirrored live feed on-screen: Note that to achieve this you will also need to turn off the Flip X property on all camera items in your event design. See **The Screen Editor** for more details on the Flip X property.

**Mirror Y** – Click this if you need to mirror the live feed in a vertical direction. This has the effect of flipping the live feed upside down.

**Delete files from the camera (Videos, Photos)** – By default these settings are ticked. When ticked, RightBooth will delete each video and/or photo file from the camera after it has been successfully transferred to the PC. We recommend you leave these settings ticked to reduce the chance of running out of storage space on the camera memory (e.g. the SD card). When un-ticked, RightBooth will leave files on the camera storage after transferring them to the PC. Note: These settings only apply to Canon DSLR cameras.

**Use Live view** – Check this option to allow you to use the DSLR camera live view in the camera items on your RightBooth event screens. If not ticked, RightBooth will default to using the webcam live view in the camera items. **Note:** Using the DSLR live view will cause the camera battery to be drained more quickly.

**Frame rate** – Select a frame rate for showing the DSLR camera live view on your event screens. Note: The DSLR camera live view feature can be quite CPU intensive, so you might want to keep this frame rate fairly low. Default value: 8 fps. If you find that the DSLR live view is causing issues, untick this option. Note: this feature applies to wireless Canon cameras only.

**Live view** – Click this button to see the live view feed from the DSLR camera within a preview window. You can switch the live view between video and photo modes.

**Take photos from live view** – Tick this to cause RightBooth to use the live view image from the camera as the source for all photos taken during the event. This prevents the DSLR camera actually taking photos and copying them to RightBooth. Note that the DSLR live view image has a much lower resolution than the photos taken by the camera, so in this mode the quality of live view photos will be reduced.

Note: This feature is not currently available for use.

### **DSLR Video Settings**

**Video recording size** – It is important that you set the W and H pixel values so that they match the preset video recording size set on the DSLR camera. For example, if your camera is set to record videos at 1280x720 resolution, enter W = 1280 and H = 720. This will ensure that:

- a) the DSLR camera video live view will be shown at the correct aspect ratio on your event screens
- b) all crop and rotate features will be correctly applied.

**Crop videos** - Tick this option to allow you to apply a cropping area to the current DSLR video recording size. The cropped area will always be placed centrally over the DSLR camera view, effectively removing the surrounding area. A good example of using this is when you wish to record videos with an aspect ratio that is not supported by your DSLR camera. Many DSLR camera models are not designed to record square videos (i.e.having the aspect ratio 1:1), but by using cropping you can achieve this. For example, if your camera is set to record video at 1920x1080, you can then set the Crop Width and Height to 1080 x 1080 to allow you to create square video recordings. Note: Video cropping will require RightBooth to process each video after it has been recorded, causing the 'Busy' event screen to appear for the duration.

**ISO, Av, Tv & White balance** – Select the required settings to be used for video recording. Values will only be applied if you tick the related check boxes. Note: these settings are currently available for Canon cameras only.

**Keep original files** - Tick this option to cause RightBooth to store the original videos transferred from the DSLR camera. The files will be saved in the sub folder: \DSLR within the destination folder that has been specified for the current event (see Settings → Files and Folders).

### **DSLR Photo Settings**

**Reduce photo size in RightBooth** - Enter the width and height of the photos (in pixels) that will be used by RightBooth. Digital cameras can capture photos with very large dimensions. Excessively large photos may cause memory issues with RightBooth, therefore we strongly recommend that you use reduced width and height values in order to reduce your digital photo files to more manageable processing sizes. We suggest that the photo files for use in RightBooth are no larger than approximately 2000 x 1500 pixels.

**IMPORTANT:** The values you enter into the W and H boxes should match the aspect ratio of the preset photo size on your DSLR camera. For example, if you have set your DSLR camera to capture photos at size 8000 x 6000, then you could enter W = 2000, H = 1500, or (better still) W = 1000, H = 750 pixels in RightBooth. This will ensure that RightBooth will process photos at the correct aspect ratio, allowing the DSLR camera photo live view to be shown correctly and also all crop, rotate and overlay features will be correctly applied.

**Crop photos** - Tick this option to allow you to apply a cropping area to the current DSLR reduced photo capture size (see above). Applying a cropping area allows you to restrict the photo input from the DSLR to a smaller area. The cropped area will always be placed centrally over the DSLR camera view, effectively removing the surrounding area. A good example of using this is when you wish to create photos with an

aspect ratio that is not supported by your DSLR camera. Many DSLR camera models are not designed to capture square photos (i.e. having the aspect ratio 1:1), but by using cropping you can achieve this. For example, if you have set the Reduced Width and Height to 2000 x 1500 pixels, you can then set the Crop Width and Height to 1500 x 1500 to allow you to capture square photos from your DSLR camera.

**Width** - Specifies the width of the cropping area. Permitted values: 4 - maximum capture width.

**Height** - Specifies the height of the cropping area. Permitted values: 2 - maximum capture height.

**JPEG quality** - You can set the quality of your camera photos from Low to High. Setting a lower quality will reduce the photo file sizes and help to improve the performance of RightBooth. Values can range from 0 (lowest quality) to 100 (highest quality).

**IMPORTANT.** Ensure your DSLR camera is preset to save photos in the JPG format. DO NOT preset to save in RAW format.

**ISO, Av, Tv & White balance** – Select the required settings to be used for when RightBooth instructs the camera to take a photo. Values will only be applied if you tick the related check boxes. Note: these settings are currently available for Canon cameras only.

**Live view ISO and Tv** – Tick these options to force the camera to use different ISO and Tv settings while the camera is showing the live view in your events. This is useful when you want the live view to be more visible in low light conditions. These options will normally only be applied correctly if you have set your camera into the Tv mode. This setting is currently available for Canon cameras only.

**Keep original files** - Tick this option to cause RightBooth to store the original photos transferred from the DSLR camera. The files will be saved in the sub folder: \DSLR within the destination folder that has been specified for the current event (see Settings → Files and Folders).

**Temporary folder for transferring files from camera** – This shows the folder that will be used for temporarily saving the most recently recorded video or captured photo after it has been transferred from the DSLR camera to the computer. In order that files can be successfully transferred from camera to computer:

- a) the folder path and folder name must not contain any space characters within it.
- b) the folder must have full write access.

**IMPORTANT:** RightBooth will regularly delete all files from the temporary folder. Do NOT use this folder for any other reason.

 – Choose the temporary folder location on your computer.

**Photo test** – Allows you to test the DSLR photo capture process. If successful the photo file will be transferred from the camera to the temporary folder and will then be displayed by RightBooth

**Wait time for photo transfer (secs)** – This allows you to set the time that RightBooth will wait for each photo to be transferred from your camera to the temporary folder. Typically this should take no longer than a couple of seconds but you can specify any value from 1 to 10 seconds. During the wait time, RightBooth will monitor the temporary folder and will stop waiting as soon as the file is available. If the file does not appear within the transfer time RightBooth will show an error message and you may need to increase the wait time.

**Video test** – Allows you to test the DSLR video recording process. After starting the video test, this button will flash red during the recording. Click this button again to stop the video test, the video file will then be transferred from the camera to the temporary folder and will then be played in Media Player.

**Wait time for video transfer (% of recording time)** – This allows you to set the time that RightBooth will wait for each video to be transferred from your camera to the temporary folder. This value is specified as a percentage of the recording time of each video and can be set from 1% to 500% of the recording time. As an example, with this value set to 50, if a recorded video has a duration of 20 seconds then RightBooth will wait 50% of 20 = 10 seconds for the file transfer to complete. During the wait time, RightBooth will monitor the temporary folder and will stop waiting as soon as the video file is available. If the file does not appear within the transfer time RightBooth will show an error message and you may need to increase the wait time percentage.

**Response from camera** – This panel contains status information each time you perform a photo/video test and may help you to identify any problems with the setup/process.

### Canon Wireless Cameras

If your Canon camera has wireless capabilities and is suitable for use with the Canon CCAPI, then you can use the camera wirelessly in RightBooth.

**Wireless** – Tick this option to use your Wireless Canon camera with RightBooth.

**CCAPI** – Click this button to access the CCAPI panel and check that your wireless camera is connected to RightBooth. See **CCAPI Settings Panel** below.

**Delete files from camera** – Tick this option to delete the files off the SD card after each video is recorded and each photo is captured. **IMPORTANT:** We recommend you leave this option ticked. When unticked RightBooth will only be able to work with up to 100 files on the SD card.

### CCAPI Settings Panel

This panel lets you check that your CCAPI settings are correct.

**Connection address** – Check that this address matches the one shown on your Canon wireless camera. For more details see section: ‘Using a Canon DSLR Camera Connected Wirelessly’

**Check** – Click this button to check that RightBooth is communicating with your camera. If it is, you will see a list of camera commands returned from your camera.

### GoPro Camera Settings

This section contains settings relating to using a GoPro camera for recording videos and taking photos during your events. For detailed information on how to use your GoPro camera with RightBooth refer to the section: **Using a GoPro Camera with RightBooth**.

**Mirror X** – Tick this to mirror the camera feed (in the horizontal direction) coming from the GoPro camera. This will cause all videos and photos to be saved mirrored.

**Mirror Y** – Tick this if you need to mirror the camera feed in a vertical direction. This has the effect of flipping the feed upside down.

**Rotate 90** – Tick this to allow you to mount your DSLR camera at 90 degrees anticlockwise (as you look into the lens) so that it provides a Portrait orientation feed into the software.

**Rotate -90** – Tick this to allow you to mount your DSLR camera 90 degrees clockwise (as you look into the lens) so that it provides a Portrait orientation feed into the software.

## **GoPro Video Settings**

**Video recording size** – It is important that you set the W and H pixel values so that they match the preset video recording size set on the GoPro camera. For example, if your camera is set to record videos at 1920x1080 resolution, enter W = 1920 and H = 10800. This will ensure that all crop and rotate features will be correctly applied by RightBooth.

**Crop videos** - Tick this option to allow you to apply a cropping area to the current GoPro video recording size. The cropped area will always be placed centrally over the GoPro camera view, effectively removing the surrounding area. A good example of using this is when you wish to record videos with an aspect ratio that is not supported by your GoPro. For example, if your camera is set to record video at 1920x1080, you can then set the Crop Width and Height to 1080 x 1080 to allow you to create square video recordings. Note: Video cropping will require RightBooth to process each video after it has been recorded, causing the 'Busy' event screen to appear for a short duration.

**Keep original files** - Tick this option to cause RightBooth to store the original videos transferred from the GoPro camera. The files will be saved in the sub folder: \GoPro within the destination folder that has been specified for the current event (see **Settings → Files and Folders**).

## **GoPro Photo Settings**

**Reduce photo size in RightBooth** - Enter the width and height of the photos (in pixels) that will be used by RightBooth. GoPro cameras can capture photos with very large dimensions. Excessively large photos may cause memory issues with RightBooth, therefore we strongly recommend that you use reduced width and height values in order to reduce your digital photo files to more manageable processing sizes. We suggest that the photo files for use in RightBooth are no larger than approximately 2000 x 1500 pixels.

**IMPORTANT:** The values you enter into the W and H boxes should match the aspect ratio of the preset photo size on your GoPro camera. For example, if you have set your GoPro camera to capture photos at size 4000 x 3000, then you could enter W = 2000, H = 1500, or (better still) W = 1000, H = 750 pixels in RightBooth. This will ensure that RightBooth will process photos at the correct aspect ratio, allowing the GoPro camera photo live view to be shown correctly and also all crop, rotate and overlay features will be correctly applied.

**Crop photos** - Tick this option to allow you to apply a cropping area to the current GoPro reduced photo capture size (see above). Applying a cropping area allows you to restrict the photo input from the GoPro to a smaller area. The cropped area will always be placed centrally over the GoPro camera view, effectively removing the surrounding area. A good example of using this is when you wish to create photos with an aspect ratio that is not supported by your GoPro camera. For example, if you have set the Reduced Width and Height to 2000 x 1500 pixels, you can then set the Crop Width and Height to 1500 x 1500 to allow you to capture square photos from your GoPro camera.

**Width** - Specifies the width of the cropping area. Permitted values: 4 - maximum capture width.

**Height** - Specifies the height of the cropping area. Permitted values: 2 - maximum capture height.

**JPEG quality** - You can set the quality of your camera photos from Low to High. Setting a lower quality will reduce the photo file sizes and help to improve the performance of RightBooth. Values can range from 0 (lowest quality) to 100 (highest quality).

**Keep original files** - Tick this option to cause RightBooth to store the original photos transferred from the GoPro camera. The files will be saved in the sub folder: \GoPro within the destination folder that has been specified for the current event (see **Settings → Files and Folders**).

**Temporary folder for transferring files from camera** – See the section DSLR Camera settings (above).

## **Camera Tools for Heros**

This section will show you if RightBooth has detected your GoPro (via the Camera Tools for Heros app). If connected you will see the GoPro name, model, battery percentage and the total number of files on the GoPro's SD card. For full details see the section: Using a GoPro Camera with RightBooth.

**Command server address** – This is the address of the Command Server as defined in the Camera Tools for Heros app. You should only modify this address if you change the address in the Camera Tools app.

**Get status** – This lets you update the status of the GoPro camera name, battery % and file count.

**Connect WiFi** – This lets you re-connect to the GoPro WiFi network.

**Video mode key / Photo mode key** – These values are required for correct communication with your GoPro. If you are finding that RightBooth cannot communicate with your GoPro, click the 'Check' button to let RightBooth attempt to identify the correct mode key values for your GoPro.

**Video submode / Photo submode** – Use these combo boxes to select the required sub mode for video recording and photo capture. These submodes vary between GoPro models. We recommend you choose the standard **video submode** and **photo submode** options, as this will reduce the amount of recording that the GoPro will be required to perform. When you have chosen your submodes you can use both '**Check mode**' buttons to verify that RightBooth correctly switches your GoPro between your chosen submodes.

**Connect to GoPro WiFi on app start** – Tick this to cause RightBooth to connect to the GoPro each time the app starts. This process can take up to 10 seconds.

**GoPro WiFi watchdog** – Tick this to cause RightBooth to re-attach to the GoPro WiFi network after the number of seconds has elapsed. We recommend you keep the reconnection time to no less than 60 seconds. Note: You should only use the watchdog if you are experiencing occasional GoPro WiFi deactivation.

**Use GoPro WiFi periodically** – Tick this to cause RightBooth to periodically download data from the GoPro using the GoPro WiFi. Note: You should only use this feature if you are experiencing occasional GoPro WiFi deactivation.

## **Printer Settings**

This section lets you configure up to four printers to be used for printing your photos and photo layouts created during your events.

**Printer 1** – Select the main printer you want to use for photo printing during your events. RightBooth will then take the default settings for your chosen printer and will display the default paper size and printing resolution for your confirmation.

If you wish to alter any of the default settings for your chosen printer (such as paper size, print resolution, etc) you should close the RightBooth software and use the software supplied with your printer to make the necessary changes. Any changes you make to your printer's default settings will then be used in RightBooth when it next runs.

**Use multiple printers** - Tick this option if you want to make use of two or more printers during the event. When ticked, one of the following settings can be used:

- **Fail over** - tick this option if you wish to switch to using one of the other printers if RightBooth detects a problem with Printer 1 during the event. Problems that RightBooth can detect are:
  - printer turned off or power failure
  - low toner or no toner
  - printer memory problem

- no paper or paper jam
- printer lid, door open or paper bin full
- print job blocked
- user intervention required

Note: There is currently no way to detect low ink cartridge conditions on multi colour printers. This is a limitation with Windows, not RightBooth.

- **Share jobs** - Tick this option if you wish to send print jobs to printers on a round robin basis during the event. For example, if you have set up RightBooth to use 2 printers and have chosen to print 2 copies for each user, printer 1 will be used to print 2 copies for the first user, then printer 2 to print 2 copies for the second user, then printer 1 to print 2 copies for the third user, etc.
- **Share copies** – Tick this option if you want to send print copies to printers on a round robin basis during the event. For example, if you have set up RightBooth to use 2 printers and have chosen to print 2 copies for each user, both printers will be used simultaneously to print 1 copy for each user.

Selecting printer sharing will help to reduce the delay when printing photos as the print output is shared evenly between all printers on a round-robin basis. The share options also incorporate **Fail over**, to skip over any printer that might malfunction during the event.

- **Printer 2, 3, 4** - You can select up to three additional printers to use for photo printing during your events. To ensure that your print layout fits on all the printers, you should set the default paper size for all printers to be the same, or try to ensure that the paper aspect ratios match. Altering the default paper size for your printers is achieved using the software that is supplied by the printer manufacturers. Ideally all printers should be the same make and model but this is not strictly necessary.

**Print quality** – Choose one of the print qualities: **Low**, **Medium** or **High**. The values equate to the following PPI printing values (points per inch):

- Low - 96 PPI
- Medium - 150 PPI
- High - 300 PPI

This setting also affects the resolution of any photo print layout files created during the event, see Photo print layout options in the Event Designer.

**Perform printing in background** – Tick this option to cause RightBooth to send files to the printer as a background task. This will allow RightBooth to continue immediately with the event after each photo capture session, while also interacting with the printer as a secondary background task. This feature also applies when using the '**Print to file**' setting. You may want to use this setting if the printing feature causes long delays during your event.

You may find that excessive printing jobs occurring during the event can cause the performance of the program to slow. If this is the case you may prefer to use the **Save layout as image** or **Save to Event Tasks** features (see Event Structure).

**Maximum print count** – Tick this setting to cause RightBooth to prevent further printing when the current print count has reached this value (see next setting). At this point, if users try to perform any printing they will be shown a warning message telling them that this feature has reached its maximum use count and no further printing will occur.

**Current print count** – This shows the total number of prints performed by RightBooth since this value was last reset. The value is automatically incremented each time RightBooth prints a photo layout. The current print count value is remembered between sessions. Click the **Reset** button to reset this value back to 0.

## User Input Settings

The User Input tab lets you choose the user input device for all your events. The chosen device can then be used to progress through the event screens and to make choices on various event screens.

**Single keyboard key** – Selecting this option will require users to interact with events by pressing a key on the computer keyboard. By default this key is set to be the keyboard spacebar, but this can be altered to another key from the **Key list**. With this input mode you will need to give users access to the physical computer keyboard during events.

**Key list** – This setting lets you choose one keyboard key that can be used to control your events when the User input mode is set to **Single keyboard key** or **USB button**. By default the control key is set to be **Space** (i.e. the spacebar on your keyboard). Other valid keys you can use are the **function keys 1 – 12**, the **Scroll Lock** key or the **Pause** key.

**Multiple keyboard keys** – When this option is chosen, then during the event each text prompt that accompanies a choice button will also be shown with the associated key required to select the option. The keys that are associated with the various button actions are listed in the 'Action Key' table (see below).

**Keyboard hook** – Like all Windows applications, the RightBooth event window will usually only accept keyboard input if the event windows has the Windows user input focus, i.e. it is the current foreground app. Select this option to also allow keyboard input to be accepted by the playing event window when it does not have the input focus, i.e. when another app is the foreground app.

**USB button** – Users will be prompted to '**press button**' during events. A USB button is an optional peripheral device that connects to your computer via a USB lead and it can be configured to send one or more specific keystrokes to the computer. By doing this, your users would simply need to press the USB button in order to control the recordings and you can then hide your computer keyboard and mouse out of sight. When using the 'USB Button' input mode, your USB button should be configured to send the keyboard key to the computer that matches the key you have selected in the **Key list** box (see earlier), which by default is the Space (spacebar).

**USB buttons** – Users will be prompted to '**press button**' on various screens during the event. This mode allows you to control RightBooth with a number of USB buttons attached to your computer. The USB buttons must be configured to send keyboard keys to the computer that match the keys listed in the Action key table.

Compatible, low cost USB buttons can be obtained here: [www.usbbutton.com](http://www.usbbutton.com) Details on how to configure a USB button for sending keyboard characters to the computer are provided in the USB button user manual. However, in order to configure a USB button so that it works with RightBooth, we have included a USB button configuration file (**rightbooth.ubn**) with our software. This file can be found in the RightBooth program installation folder and can be loaded into the USB Button Configuration utility available from [www.usbbutton.com](http://www.usbbutton.com).

**Mouse** – Selecting this option will require users to interact with events using the computer mouse.

**Touchscreen** – Selecting this option will require users to interact with events using a touch screen monitor. You can then hide your computer keyboard and mouse out of sight during events.

**Mouse hook** – Tick this option to cause RightBooth to return the mouse cursor to its previous position on the primary monitor after each touch input is received on an extended monitor touchscreen. This can be useful where you are playing a mouse driven event on the primary monitor and a touchscreen driven event in a second instance of RightBooth on an extended monitor. It can also be useful where you are playing a

touchscreen driven event on an extended monitor and you also require general mouse input into other applications running on the primary monitor.

**Mouse as secondary input** – Select this option to allow the event to be controlled by the mouse in addition to your chosen input method. So for example you could have Touchscreen + Mouse, or Single Keyboard key + Mouse, etc.

### Voice Input

These settings allow you to enable and test voice recognition as a means of controlling your events. For full details see the section: Controlling Events Using Voice Commands.

**Voice** – Tick this option to allow you to control your playing events using spoken commands.

**Confidence** – Set this to a value between 0 and 100%. This is the level that RightBooth will use to decide if a spoken word or phrase has an acceptable match with one of the commands that have been defined on your event screens.

**Add some test words** – Use this text box to enter one or more words (or phrases) that you would like to test the voice recognition engine against, to see which work best. Each word (or phrase) must be entered on a separate line in the text box.

**Test** – Click this button to start testing the voice recognition engine against the words entered into the text box (see above).

**Action Key table** – The Action Key table allows you to view and alter the keyboard keys that are associated with the various buttons and actions that can be selected by the user during the event. To change an action key, click on the drop down list of the chosen action and then select the required keyboard key. The default key settings for all actions in the table have been chosen so that there are no key duplications for actions that appear together on event screens. Therefore if you change any key assignments you must ensure that this rule is maintained.

**Reset** - Click this button if you wish to set the action key assignments back to their default values.

## IMPORTANT POINTS TO NOTE

If your single keyboard key or any action key is set to '**Space**' then this will prevent your users from entering a space character into any text input box during the event (such as when users are required to enter their name or a message). So if you want users to be able to enter a Space character during the event, you should change the key assignments to another key.

Your chosen user input method will alter various text prompts displayed to the user during the event. For example if you have chosen the mouse as the user input method, your users will see prompts such as '**Click mouse to continue**', whereas if you have chosen the touch screen, the same prompt will read '**Touch screen to continue**'.

**User input sound** – Select this option to cause a 'click sound' to play each time a valid user input is received when the event is playing. Use the **Change button** to select the sound that will play.

### On-screen keyboard

**QWERTY** – The RightBooth on-screen keyboard item will be displayed with a QWERTY layout when required on your event screens. This setting will prevent the MS touch keyboard from appearing when playing your events (see below).

**AZERTY** – The RightBooth on-screen keyboard will be displayed with an AZERTY layout when required on your event screens. This setting will prevent the MS touch keyboard from appearing when playing your events (see below).

**MS Touch keyboard** – Tick this to hide the RightBooth on-screen keyboard on all your event screens and instead show the Microsoft touch keyboard whenever a user touches on a text box on any event screen. The MS Touch keyboard will only show apply if:

- i) you are running RightBooth on a device that does not have a physical keyboard attached (e.g. a Surface tablet). AND
- ii) the system is set to show the touch keyboard. See Windows Settings → touch keyboard

**WARNING:** if you choose this setting and the above conditions are not met, then the MS Touch keyboard will not be displayed AND the RightBooth on-screen keyboard will also be hidden.

**Key click sound** – Select this option to cause a click sound to play each time a key is touched on the on-screen keyboard when it is used for entering text during the event. The click sound will only play when the event is playing, and not in design mode. Use the **Change button** to select the sound that will play.

**Volume** – Use the **Volume control** to set the volume of the user input and key click sounds. The valid range is 0 (mute) to 1 (maximum volume). The default value is 0.5.

## Overlays & Props Settings

The Overlays and Props tab allows you to set up RightBooth for background replacement in photos and videos and also to make adjustments to various video and image alignments that are used during your events.

### Background replacement

Click the **Green screen** button to access the Green Screen settings panel which lets you configure the RightBooth Green Screen background replacement feature. This can then be applied to video recordings and photo captures created by your users when you include the Green screen feature in your Event Structure. If you include the green screen feature then the green background captured by the camera will be replaced by an image (or a playing video file), either selected by the user or automatically selected by RightBooth (see the Event Designer).

Note: The green screen feature can only be used when:

- taking photos with a webcam or a DSLR camera
- recording videos with a webcam.

### Setting Up

For best results you should obtain a professional Green Screen background cloth and a diffuse lighting rig to use at your events. For an example on how to set up for Green Screen please visit the RightBooth website 'How To' page.

RightBooth requires one (or more) reference images of your Green Screen material to be taken with your camera prior to the event. Depending upon your requirements, you may need to capture a reference image that will be used for webcam photo capture, webcam video recording and DSLR photo capture. You can do this as follows:

- Set up your computer, camera and Green Screen material at your event location.
- Position the material vertically, securely and uniformly in front of the camera so that it completely fills the lens viewport.

- Ensure both the camera and the material are fixed in position and cannot be moved by your users.
- Light the material evenly, in such a way that users will not cast shadows on it (or minimal shadows). This can be achieved using diffuse lighting or lighting that does not shine directly at the subject (see Rightbooth website for an example).
- Ensure the lighting conditions will not change during the event and avoid outside light and sunlight.
- Now visit the Green Screen Settings section in RightBooth to capture your reference image(s) as follows:
  1. Select the required camera option: Example: **Green Screen for webcam photo capture**
  2. Ensure that the camera is seeing nothing but the Green Screen material in the lens viewport, then click the button: **Capture reference image**.
  3. Repeat steps 1 and 2 to capture reference images for the other camera options if required. These are: **webcam video recordings** and/or **DSLR photo capture**.
- For each camera option, once you have a suitable reference image of the green cloth you can then click the **Testing** button to turn on the Green Screen replacement feature in the live feed to see how it looks.
- Stand in front of the webcam and alter the **Filter** and **Edge Trim** settings until you achieve satisfactory replacement of the Green Screen material with the chosen test background image. You can click the **Background** button to select a different test background image.

### **Camera Settings**

For best results with Green Screen, you should turn off any automatic gain, white balance or RightLight settings on your webcam. You will also benefit from turning off the webcam's automatic focus setting. To do this, go to the RightBooth **Webcam Video Settings** and click the **Webcam settings** button to view and alter your webcam Image quality and lighting settings.

With a DSLR camera you should use manual focusing, fixed ISO and fixed exposure settings.

### **How it works**

When Green Screen is being used during the event, RightBooth examines each frame from the camera (possibly up to 30 frames per second) and it compares each pixel in the frame with the corresponding pixel in the reference Green Screen image (taken previously in Settings). If the pixel values are the same it will replace the pixel in the camera frame with the corresponding pixel from the background image (or video) chosen by the user of the event. The filter and blend settings (see later) can be used to help improve the green screen replacement process. All this will happen in real time on the camera live view image shown in your event, and also applied to the captured photos and the recorded videos (webcam only).

It is important to remember that if the lighting conditions change AFTER you have set up your Green Screen settings, then the Green Screen replacement feature will not work as well as when it was first set up. Therefore if the lighting conditions change, you should always return to the Green Screen Settings panel, and recreate your reference images and alter the Filter settings appropriately.

Also, you should remember that any colours in the foreground that match the colour of the Green Screen material will be replaced by the background image (or video), so try to avoid clothing that matches the colour of the Green Screen material.

### **Settings**

**Green Screen for webcam video recordings** - Click this option to allow you to capture a reference image of your Green Screen material for use in Green Screen replacement during webcam video recording events.

**Green Screen for webcam photo capture** - Click this option to allow you to capture a reference image of your Green Screen material for use in Green Screen replacement during webcam photo capture events.

**Green Screen for DSLR photo capture** - Click this option to allow you to capture a reference image of your Green Screen material for use in Green Screen replacement during DSLR photo capture events

**Capture reference image** - Click this option to capture a reference image for either video recordings or photo capture.

**Background** - Click this to select a test background image from the Media Library.

**Testing** - This turns on or off the Green Screen replacement feature during this testing process.

**Colour filter** - This filter alters the range of colours used for Green Screen replacement. The higher the value, the wider the range of colours that will be replaced. This is the fastest filter so you should try to achieve optimum Green Screen replacement without relying too heavily on the other filters.

**Coarse** – This option will cause the colour filter to examine half the pixels in the frame, rather than all pixels. This will cause the processing time to be reduced at the slight expense of quality, but you may find this useful on slower computers. Note: All other filters cannot be used when this option is ticked.

**Edge filter** - This filter will replace the edges of all foreground objects (i.e. users) with the background image (or video). This filter can help to remove green edge haze from foreground objects. This filter is slower than the colour filter and faster than the noise filter.

**Noise filter** - This filter identifies and replaces areas of Green Screen background that are isolated in the webcam frame. This filter requires the most time to apply and it can significantly affect the performance of the frame capture. Therefore, you should not use this filter unless you cannot achieve good Green Screen results with the other filters.

**Shadow filter** - This filter identifies and replaces darker shades of Green Screen background caused by shadow casting on the material. This filter is slower than the colour filter and faster than the noise filter.

In general, the more filters you apply, the slower the process of Green Screen replacement. We suggest you try to achieve good results using the filters in the following order:

- Use the colour filter, with all other filters set to 0. Then, if required:
- Use the edge filter to remove green edges. Then, if required:
- Use the shadow filter if shadows are being cast on the material. Then, if required:
- Use the noise filter to remove background pixel noise.

### Background replacement services

Rather than use RightBooth greenscreen background replacement feature (described in the previous section), you may prefer to use a third party background service. These services do not require you to use a green background for your photo captures, rather they rely on A.I techniques for removing photo backgrounds.

Note that this feature currently only works with RightBooth photo capture events, not video recording events. Also, the feature is only applied to photos if you have included the 'Green screen' option in the Event Designer → Event structure. These services are remote web services, so you will need your computer connected to the Internet while playing your event.

When included in your photo capture event, the background replacement service will be used by RightBooth immediately after each photo is taken. The photo will be uploaded to the web service and the processed photo will be downloaded back to RightBooth. This process may take a few seconds, during which time RightBooth will pause on the 'Take photo' event screen.

You have a choice between two services:

## **1 - Remove.bg**

**Use remove.bg** – Tick this option if you want to use the remove.bg service for automatic background replacement in your RightBooth photo workflow. Visit [www.remove.bg](http://www.remove.bg) for more details.

**API Key** - Enter your remove.bg API Key to allow RightBooth to use the service.

## **2 - PhotoScissors**

**Use photoscissors.com** – Tick this option if you want to use the photoscissors service for automatic background replacement in your RightBooth photo workflow. Visit [www.photoscissors.com](http://www.photoscissors.com) for more details.

**API Key** - Enter your photoscissors to allow RightBooth to use the service.

### **Align the camera within the overlay images**

This will allow you to define where the camera's live feed will appear in your overlay images.

**Align and test** – Click this to view and alter the position of the camera's live feed within your overlay images. See below.

**Apply alignments when recording videos** – Tick this to cause any camera alignments to be applied when you make video recordings with overlays. This is a time consuming process which during video recording may adversely affect the performance of your system. If so, you should turn off this feature.

**Apply alignments when taking photo** - Tick this to cause your camera alignments to be applied when you capture photos with overlays.

### **Overlay Alignment**

The overlay alignment panel allows you to place the camera live feed at specific locations within each of the overlay images found in the **\Images\Overlays** folder of the RightBooth Media Library. This feature is useful when you want the full camera frame to appear in a smaller area of the overlay image.

**Overlay image Left, Right, Browse buttons** – Use these buttons to browse and select an overlay image from the Overlays folder. The chosen image will then be shown on screen together with the position of the camera feed within the image.

**Align camera** – Tick this option to allow you to alter the position of the camera feed within the currently selected overlay image. If this option is un-ticked, the camera feed will be set to the same size as the overlay image.

When you tick this option, you will be shown a red outline with red dots at the corners, which indicate the current position of the camera feed within the overlay image. You can then click and drag each of the red dots to alter the position of the camera feed.

Note that Rightbooth will remember the camera alignment position for each of your overlay images and it will automatically set these positions when the overlay images are selected for use during your events.

Note that alignments apply to:

- Webcam video recording
- Webcam photo capture
- DSLR camera photo capture

## **Image props for face detection**

**Align and test** – Click this to view and alter the alignment of image props on faces that are detected in the camera live feed. Here you can also configure various face detection settings. See below.

### **Face Detection and Props Alignment**

This panel lets you test the RightBooth face detection features and also make modifications to the size and position of each of the image props as they automatically track faces in the camera's live feed.

**Prop List** – The prop list shows all available image props from the **\Images\Props\** folder of the RightBooth Media Library. Use the scroll bar to scroll through the images. You can click on any prop to have it appear over detected faces in the camera's live feed window. Click the same prop a second time to remove it from the live feed window. While a prop is selected and visible in the live feed window you can use the alignment buttons (see below) to alter its width and position relative to the detected faces. All props are placed centrally over detected faces in the X axis. You can show more than one prop in the live feed window by clicking on other props in this list.

**Clear** – Click this button to remove all visible props from the live feed window.

**Detect rate** – This setting allows you to set the frame rate of the face detection function. Face detection is a processor intensive activity and may affect the performance of the camera live feed. If you experience performance issues when using face detection you can increase this value to reduce the number of times that face detection occurs each second. This value relates to the live feed frame rate, so for example if you have set the webcam frame rate to 20 frames per second and you set this value to 5, then face detection will happen every  $\frac{1}{4}$  second. If you increase this value to 10, face detection will occur every  $\frac{1}{2}$  second. For DSLR cameras this value is dependent on the DSLR live feed frame rate.

**Detect maximum faces** – Choose the maximum number of faces you want to detect. Default = 1.

**Less jitter** – Tick this to reduce the amount of jitter that happens in the face detection process. Setting this option will also reduce the face tracking reaction time.

**Prop alignment buttons** – Use these buttons to alter the size and position of the prop image most recently added from the Prop List.

- **Left / Right / Up / Down buttons** – moves the prop if the chosen direction in relation to the centre of the detected face(s).
- **Larger / Smaller buttons** – increases/decreases the size of the prop in relation to the size of the detected face(s).

All the prop alignment settings are automatically saved in the RightBooth Media Library and they will be applied automatically when props are used with face detection during the event.

## **Snap Camera**

**Total lenses** – Enter the total number of favourite lenses you have added in Snap Camera. Minimum = 1. Maximum = 9. Your Snap Camera lenses must be given the hotkeys: **Num + 1**, **Num + 2**, to **Num + 9** respectively.

For more details, refer to the section: **Using Snap Camera in RightBooth**.

## Text & Language Settings

This tab contains the default text table which allows you to view and alter the text instructions that are displayed by default in all your events.

Here you can also choose which language you need to set as the default for your event instructions and also choose the language that the RightBooth application's user interface will be shown.

Whenever you start a new event design, you will be asked to choose a language for the event text instructions. One of the options will be to choose 'Default'. If you choose 'Default' the event will contain all the text from the table in this section of Settings. The table indicates where each text item will appear during the event and to what it relates. These default text instructions will then apply to **ALL** your event files that have been designed to use the 'Default language'. So if you alter any of these instructions or change the default language (see below), you should re-visit your event files to ensure that the new wording fits correctly on all your event screens.

All the default text instructions that can appear in your events are shown listed in the first column of the table. The second column of the table can be used to enter your own replacement wording for any or all of the text in column 1. This feature is useful if you need to re-word some or all of the default text or even to translate all the default text into a language that is not currently offered by RightBooth. The third column of the table shows an explanation of each text instruction, explaining where and when the text appears in your events.

### Default event language

Here you can choose the default language for all the event files you create. We (Aire Valley Software) continue to add to this list and will make further languages available in future updates of the software. If there is a language that you would like to see listed, please contact us with your requirements.

**Use replacement instructions** – Tick this checkbox if you want the program to use your replacement text instructions within all your events, otherwise the program will use the default text from the first column. Note that if you leave some of the replacement text boxes blank, the software will use the default text from the first column for all the empty replacement text boxes.

**IMPORTANT:** To avoid confusing your users, any replacement text that you provide **must have** the same basic meaning as the corresponding default text instruction.

### Line Breaking Text

All your instruction text boxes can contain text having one or more carriage returns to allow adding multiple lines as replacement text.

**REMEMBER:** The Default Text items described above will apply the text to **ALL** of the events you create that have been designed to use the 'Default language'. So for example, if your default language is English and you change the default instruction: '**Touch the screen to start**' with the wording: '**Please touch the screen to begin your recording**', this re-worded instruction will appear on the Start screen in **ALL** of your 'Default language' events and all your 'English language' events, and as such it may require you to re-visit the Start screen in all these events to ensure the text layout is OK.

### Changing Text Items in Specific Events

If you only want to alter text in a specific event file without affecting any of your other events, you can use the '**Event Instructions**' table in the **Event Designer** and/or you can edit the text of a specific label object item directly within the event's **Screen Editor**. For more information on how to alter specific text items see the sections: '**Event Designer**' and '**Screen Editor**'.

## Application language

Here you can choose the default language for the RightBooth application user interface. Changing this will cause all RightBooth windows, dialogs, settings and control panels to be shown translated into your chosen language.

If you choose a language other than English, the RightBooth Media Library will be automatically copied and made available with translated folder names.

Note that the RightBooth manual and Help file will remain in English.

You can currently choose between English and Spanish. We (Aire Valley Software) will continue to add to this list and will make further languages available in future updates of the software. If there is a language that you would like to see listed, please contact us with your requirements.

## Security Settings

The Security tab allows you to add some kiosk-style security features to the RightBooth software.

**Password for Wizard, Setup and Help** – Tick this check box to password protect all areas of the program except for the **Play event** function. When a password has been set, users may not enter the Event Wizard, Event Designer, Event File System, User Manual or Help System.

**New password and Confirm new password** – enter your chosen password into these text boxes. Your password:

- can be any combination of characters
- can be any length
- must be entered into both text boxes for it to be accepted as a correct password.

**Auto hide Taskbar** – Choose when RightBooth will automatically hide the Windows Taskbar. You can choose from:

**No** – RightBooth never hides the Taskbar.

**Yes** – RightBooth always hides the Taskbar. (default).

**Editing** – RightBooth only hides the Taskbar when editing event screens.

**Playing** – RightBooth only hides the Taskbar when playing events.

**Editing / playing** - RightBooth hides the Taskbar when editing event screens and playing events.

Note: Event screens are automatically defaulted to be the same size as your monitor display. If you choose not to hide the Taskbar, then your event screens may not completely fill the monitor display when the Taskbar is showing.

**Prevent Alt-Tab, Ctrl-Esc, Alt-Esc and Win key** – Tick this to prevent users task switching away from the event or from being able to access the Windows start menu when RightBooth is playing an event.

**Event on Top** – Tick this to force the event window to stay on top of other windows.

**Prevent Task Manager** – Tick this to prevent users gaining access to the Windows Task Manager when RightBooth is playing an event.

## **Manually stopping the event**

**Press the 'Esc' key** – Select this option to allow you to quit the event by pressing the 'Esc' key on the keyboard.

**Enter the 4 digit code** – Select this option to allow you to quit the event by entering the 4 digit code on your keyboard at any time during the event. You may prefer to select this option in order to prevent your users from easily quitting the event by simply pressing the Esc key. You can alter the code by entering any 4 digits in the associated text box.

**Mouse click or touch the corners** – Select this option to allow you to quit the event by clicking the mouse (or touching the screen) in the corners of the screen in a particular order. This involves four consecutive clicks/touches in the following order:

- first click/touch in the top left corner
- second click/touch in the top right corner
- third click/touch in the top left corner
- fourth click/touch in the top right corner

In order for this feature to work correctly, the four clicks/touches must occur in the above sequence with no other intervening clicks/touches happening elsewhere during the process. If any other click/touch occurs elsewhere during this sequence, the sequence will be reset and the four clicks/touches must be entered again using the above sequence.

This feature may be useful if you need to exit an event when there is no keyboard attached to the computer.

Please use these security settings with caution as they are designed to:

- prevent changes to the RightBooth settings
- restrict access to the software and to the operating system
- force users to remain within the event.

Note that in some situations you may find that the only way to close the RightBooth software will be to shut the system down by using the Windows Ctrl-Alt-Delete key combination.

## **Removing A Forgotten Password**

The password is designed to prevent your users from gaining access to the event settings. You should memorize your password and not save it on the computer.

Should you forget your password, you can remove the password requirement as follows:

- Close RightBooth
- Run Windows Notepad
- Open the file: 'C:\Users\your name\AppData\Local\RightBooth\Settings.txt'
- Delete the line: 'printerfontsMOOTHING=true'
- Save the file
- Run RightBooth again to gain full access to the program. Go back into the Security Panel and either enter a new password or remove the existing password.

## **Access Codes**

This section allows you to generate and manage a set of 6 digit access codes that can be printed out and given to your event users to allow them to use your event and/or print their photos. Each access code may be used once only. Note: The code list shows all the generated codes. Any codes that have already been used will be shown with a trailing '#' character.

**Create** – Click this button to create up to 1000 access codes which will then be shown in the code list. If you need more than 1000 codes, click the button again.

**Remove** – Click this button to remove selected codes from the list.

**Copy** – Click this button to copy selected codes from the list.

**Print** - Click this button to print selected codes from the list. Codes will be automatically formatted and arranged to make it easy to cut and separate codes for distribution to users.

For information on how to enable access codes in your event, see the section ‘Start’ and ‘Print photos’ in Event Design → Event structure.

## Social Media Settings

The Social Media tab lets you configure RightBooth email and ftp settings that will be used for sending and uploading user videos, photos and messages during events. It lets you specify whether it sends periodic email notifications relating to the event usage. It also lets you decide on the format and size of photos when sent as email attachments.

### Email Server

This section lets you define the email server through which RightBooth will send all emails, including email notifications and user files.

**From** - This is the name you would like to appear in the From field on any email notification.

**Host** - Enter the host address of your email server.

**Account** - Enter the email account from which you want emails to be sent.

**Password** - Enter the email account password.

**Port number** - Specify the port number to use for sending emails. This is set to 587 which by default is the port required for SMTP clients such as Gmail.

**Use SSL** - Tick this to enable secure socket layer encryption for your emails.

### Using a Gmail Account

We recommend using a Gmail account for your RightBooth emails. First, ensure you have a valid Gmail account, then use the following Email Server values:

**Host:** smtp.Gmail.com

**Account:** your Gmail address (e.g. johnsmith@gmail.com)

**Port number:** 587

**Use SSL:** Ticked

**Password:** Enter your Gmail password. If this is not accepted, you may need to enter a Gmail App password. A Gmail App password can be created in your Google account under the section: '**Security → App passwords**'. The App password must be for the app type: 'Mail' on the device type: 'Windows computer'. For more information on how to obtain a Gmail App password, search the Internet for '**gmail app password**'

### Use SendGrid

Tick this option to force RightBooth to use a SendGrid account for sending your emails.

**From** - This is the name you would like to appear in the From field on each email sent.

**Domain** – Enter the SendGrid domain name that you have configured in your SendGrid account.

**API key** – Enter your SendGrid API key.

For more details on SendGrid and how to set it up, visit [www.sendgrid.com](http://www.sendgrid.com)

## Email notifications

This feature lets you configure RightBooth to send notification emails periodically during an event. You can be notified about usage counts and whenever any errors occur.

**On** - Tick this to enable email notifications.

**To** - Enter the recipient email address(s) into this text box. Each email address must be typed on its own line. Each notification email will be sent to all recipients.

**Subject** - Enter the email subject title. The default text is RightBooth Event Notification

**Body** - Enter the body text for the email. The default Body text comprises the following wording and text variables:

Videos: {TOTALVIDEOS}  
Photos: {TOTALPHOTOS}  
Messages: {TOTALMESSAGES}  
Disk space: {FREEDISKSPACE}  
User: {FIRSTNAME} {LASTNAME} {EMAILADDRESS}  
Error: {RECENTERROR}

For further information on text variables, see the section: **Using Text Variables**.

## Email frequency

These settings let you decide when to send email notifications.

**After each user** - Tick this to send an email notification after each user has created a file during the event.

**Every x mins** - Tick this to send an email notification periodically during the event. The period is defined by the number of minutes entered into the accompanying text box.

**Email on error** - Tick this to send an email notification whenever an error occurs during the event.

**Attach error log** - Tick this to attach the current log file to each email notification (see Log).

**Send test email** - You can verify your Email Server settings are correct by clicking this button to send a test email to the recipient email addresses listed in the **To:** text box.

**Email timeout** – This is the number of minutes that RightBooth will wait for each email to be sent. Range: between 10 and 90 seconds (default 30 seconds). If you find that emails containing large files (e.g. video recordings) are not being sent, you should increase this value.

## Media size

If you have configured your event to allow users to receive their videos or photos via email attachment, Phone SMS or WhatsApp (see Event Designer) you might want to share lower resolution files in order to reduce the size of the file for email attachment or uploading.

### Photos

**Maximum width and height** - Enter the maximum width and height of the shared photos (in pixels). If these values are set to 0, then the photos will be shared at their original sizes.

**Send photos as JPEGs** - You can share photos in JPEG format. This will help to reduce the file size of the shared photos.

**JPEG quality** - when choosing to share photos in JPEG format, you can set the JPEG quality from Low to High. Setting a lower quality will reduce the shared photo file sizes. Values can range from 0 (lowest quality) to 100 (highest quality).

Remember: When you email photos, RightBooth is sending a copy of the photos, therefore these settings do not affect the original photo files.

### Videos

By default each video will be automatically compressed to the MP4 format and also resized to be no bigger than 400 x 300 pixels. If you go into Conversion Settings you can change the size and also the frame rate and video quality, which all help to reduce the overall file size of the video that will be emailed.

Again, RightBooth will email a copy of the videos, therefore these settings do not affect the original video recordings.

### Applies to

Use the appropriate tick boxes to choose to apply media sizing for the various media services. If you choose not to apply media sizing, then the original sized photos and videos will be used.

### FTP

This section allows you to specify your ftp account details and settings.

**On** – Tick this setting to cause the FTP functionality to initialise each time RightBooth starts running. This should be ticked if you are planning to use the FTP (or SFTP) features.

**SFTP** – Tick this if you prefer to use the secure file transfer protocol for uploading your files. Altering this setting will require you to restart RightBooth in order for the change to take effect.

**Host** – Enter your ftp host name address.

**Root folder** – Enter the name of the folder on the ftp site that is the root for all file uploading (and folder creation) by RightBooth. The specified folder must exist on the ftp site and must have full access rights for ftp uploading actions. Leaving this blank will cause RightBooth to use the root of the ftp site itself. Note: Do not enter the <https://www> part of the path. For example if your folder is at the following url:

<https://www.mysite.com/photos>

you would enter the following into the Root folder text box:

mysite.com/photos/

**User name** – Enter the user name for your ftp account.

**Password** – Enter the password for your ftp account.

**Port number** – Enter the port number that will be used for ftp communication. This is normally 21 for ftp and 221 for sftp.

**Passive Mode** – Tick this if you want to use Passive FTP.

**Upload files during events** – Tick this to cause any ftp file uploading actions to occur while the event is playing. Untick this to add all ftp file loading actions to the ‘upload list’ in the RightBooth Tasks → FTP files section, allowing you to upload files after the event is finished. See section: Tasks.

**Test** – Click this button to allow you to select a file to upload to allow you to test your FTP connection and settings. Error codes that may be shown:

1 = Empty hostname  
2 = DNS lookup failed  
3 = DNS timeout  
4 = Aborted by application  
5 = Internal failure  
6 = Connect Timed Out  
7 = Connect Rejected (or failed for some other reason)  
100 = Internal schannel error  
101 = Failed to create credentials  
102 = Failed to send initial message to proxy.  
103 = Handshake failed.  
104 = Failed to obtain remote certificate.  
300 = Asynch op in progress  
301 = Login failure.

## Phone SMS

If you want to allow event users to send files to phones you need to enter a list of mobile service provider details. These comprise a provider name, the number of digits in the mobile numbers which is normally 10 and you also need to specify the SMS Gateway email address that is offered by each service provider.

### Explanation

Many mobile service providers offer a feature that lets you send an email to their gateway address and the provider will then automatically forward that email as a text message to the mobile phone number that is prefixed in the email address. So as an example let's say your mobile phone is on the AT&T network, you could send an email to [yournumber@mms.att.net](mailto:yournumber@mms.att.net) and your phone would then receive the email as a text message. So the idea in RightBooth is to offer your users a list of network service providers after they have recorded a video or taken photos. The user will then pick their provider, enter their mobile phone number and RightBooth will email the files to the provider's gateway address. The user will then receive their files as a text message on their phone.

So where do you get these gateway addresses from? Not all providers offer this feature, but many do, and it's certainly common in the USA, Canada and many other countries. Information is available on the Internet and you can also contact specific providers and ask for their SMS email gateway address.

For a complete explanation on how to use the email and Phone SMS features in RightBooth, watch the Social Media Training videos at:

<https://www.rightbooth.com/training-videos.html>

## Local Web Server

This section lets you enter settings relating to the WampServer local web server app and also provide you WiFi network connection details for any WiFi QR codes used in your events. For more information on all this, see the section **Accessing Videos and Photos Locally With QR Codes**

**WampServer root folder** – This specifies the path to the WampServer local web server folder which by default is **c:\wamp64\www\**. You shouldn't normally need to alter this.

**IPv4 address** – This allows you to specify by what method you are attaching to a private router, which will be used with your local web server setup. This will then allow RightBooth to automatically detect and use the correct IPv4 address in all media sharing QR codes on your event screens.

- **Ethernet.** Tick this if you are connected to your router via an Ethernet cable.
- **WiFi.** Tick this if you are connected to your router via your computer's WiFi.
- **Other.** Tick this if you are having problems with the automatic IPv4 detection of the other two options. With this option you can enter a specific IPv4 address to be used by RightBooth

**WiFi network for QR code** – Enter the Name (SSID), Password and Encryption type of your private router's WiFi network. These values will be used in generating the WiFi QR codes on your event screens, which allow your event users to connect to your private network.

## Web page for file download

This section allows you to customize the download web page that users will see when they scan the QR codes in the Sharing station event.

**Your banner** – Select an image that will appear at the top of the web page. For best results this image should be 720 x 100 pixels. If you untick this option, the default RightBooth banner will be used.

**Download button text** – This text will appear on the Download button. Maximum 20 characters.

**Include 'Contact' button** – Tick this to include a Contact button.

**Tel no:** - Enter a telephone number to use in the Contact button.

**Button text** – This text will appear on the Contact button. Maximum 20 characters.

## Using your own HTML templates for file downloading

**Use your own HTML templates** – Tick this if you want to use your own HTML templates, rather than using the RightBooth built-in templates.

**IMPORTANT.** Do NOT use this feature if you are not knowledgeable on creating HTML web pages.

**Videos** – Click this button to allow you to define your own HTML template for video downloading.

**Photos** – Click this button to allow you to define your own HTML template for photo downloading.

Note: Your own video and photo html template files are initially set to be a copy of the RightBooth built-in template files. When editing and saving your own html template files, simply overwrite the files, do not alter the path or the filenames. Files must be saved with UTF-8 encoding.

The template files can contain the following text markers, which RightBooth will search for and replace with the following text when creating the file specific download web pages:

**RBSFI** - this text marker is replaced by the current photo or video filename that the user has selected in RightBooth. You MUST have this text marker somewhere in your html template.

Optional text markers:

**RBSDO** – this text marker is replaced by the Download button text taken from RightBooth Settings → Local web server.

**RBSTE** - this text marker is replaced by the telephone number taken from RightBooth Settings → Local web server.

**RBSTB** - this text marker is replaced by the telephone button text taken from RightBooth Settings → Local web server.

## **WhatsApp**

This section lets you link RightBooth to a WhatsApp account (via the WhatsApp web browser interface). This will then allow users of your events to send files to their WhatsApp accounts through the linked RightBooth WhatsApp account.

### **Choose the host browser**

WhatsApp web is hosted within a web browser on your RightBooth WhatsApp event screens. You can choose between:

**RightBooth** – WhatsApp web will be hosted in the RightBooth integrated web browser. This provides the best choice for designing the WhatsApp event screen because the browser is rendered directly within the screen layout. This browser provides full support for uploading photos to WhatsApp as photo files, but it only supports uploading videos as document files and therefore the recipient does not see the video previews in their WhatsApp chat.

**Microsoft Edge** – WhatsApp web will be hosted in the Microsoft Edge web browser. This browser will sit on top of the RightBooth WhatsApp event screen, effectively hiding any other screen content that you might have positioned it, so you need to make sure that the browser does not obscure any of the other content on your event screen. This browser provides full support for uploading photos and videos to WhatsApp, so the recipient will see the correct previews of all files in their WhatsApp chat.

**WhatsApp Linked Device** – Click this button to create a WhatsApp link for RightBooth. The first time you use this feature, you will be shown a QR code which you must then scan using the ‘Linked devices’ option in a WhatsApp app that is running on a mobile device. On successful QR scanning from a mobile device, RightBooth will then be permanently linked to the WhatsApp account that is used on the mobile device.

**Country code** – Enter the country code required for the correct operation of WhatsApp in your country. Note that you might be able to leave this option blank. Click the ‘Help’ icon next to the button for more information.

**Mobile number** – Enter the mobile number of the linked WhatsApp account. This is required to allow RightBooth to automatically open the linked account during your events.

**Message text** – Enter optional text that you would like to be included with each WhatsApp message that is sent by RightBooth.

### ***Linking to a different WhatsApp account***

To link to a different WhatsApp account: on your currently linked mobile device, select the ‘Linked devices’ menu option, then select your linked device from the list and choose: Log out. This will remove the current link and then allow you to connect RightBooth to a different WhatsApp account / mobile number.

## Start & Stop Settings

This tab lets you decide how to start playing your event, how long your events can continue to play and what happens when the specified Stop rule has been met.

### Setup

**Use White Theme** – RightBooth normally runs with the default user interface colours: ‘White text on Dark Grey Background’. Choose this option to switch to the ‘Black text on White Background’ theme.

**Toolboxes to front** – Tick this option to allow all toolboxes in the Screen Editor to move to the front of the toolbox stack as you move your mouse over them.

**Allow transparent event screens** – Tick this option to allow designing event screens with transparent backgrounds. When ticked, any event screen having a transparent background will show the underlying windows from other applications behind the event screen content. This provides you with the ability to overlay RightBooth event screen content (e.g buttons, images, etc) onto other applications. See the section: Accessing RightBooth Features When Running Other Applications

**Browser display delay** – Set this option to hide web browser items while they are initialising. This will prevent users from seeing brief web page ‘build-up’ when moving between different event screens containing web browser items.

### The Watchdog

**Watchdog** – Tick this option to enable the Watchdog feature. If you change this setting you will need to close RightBooth and restart it for this setting to take effect.

The Watchdog is a separate application that will be started automatically when you start RightBooth. The Watchdog will run in the background and will periodically check the RightBooth application to see if it is still running. If RightBooth stops running for any reason (other than manually closing the application) the Watchdog will automatically load and run RightBooth again. If you close RightBooth by any of the normal manual methods, the Watchdog program will also be closed at the same time.

**Watchdog hides the desktop** – Tick this option if you would like the Watchdog application to fully hide (or mask) the desktop from view by overlaying the desktop with a fullscreen, solid black rectangle. RightBooth will then be displayed on top of this black screen. When un-ticked, the Watchdog will not hide the desktop while it is running.

### Performance

**Allow event preview** – Tick this option to show the event preview window on the RightBooth main screen. Un-ticking this setting will improve the app load speed at the expense of not seeing an event preview.

**Fast screen switching** – Tick this option to reduce the time taken to move between different RightBooth windows. Un-tick this if you are experiencing problems with switching between RightBooth windows.

**Improve camera start/stop** – Tick this option to reduce the time taken to start and stop the camera(s). Un-tick this if you are experiencing problems with the camera initialization.

**Keep camera on where possible** – Tick this option to force the camera to remain on and to prevent it from being started and stopped where possible while playing your events. This may result in a faster performance when moving between event screens. Note that in some setups the camera will need to be started and stopped, for example when the app switches the camera between video recording and photo capture modes during the event. If this is required, it will happen automatically during the event. Ticking this option may prevent certain initialization overlay prompts from appearing repeatedly on your camera or capture card video output. Note: With this option ticked, the camera live view may remain on permanently during the event even when it is not being used, so use this setting with caution.

**Ignore file lock delays** – When this is ticked RightBooth will save its files and will not wait until the operating system has finished the write process. If you experience problems with files (photos and videos) not being saved correctly during the event, un-tick this setting.

**Use separate app for animated gifs** – By default RightBooth will create animated gifs itself. If you experience problems with animated gif creation try ticking this setting. Animated gif creation will then be performed by a separate app in the background.

**Hardware rendering when using extended desktop** – Untick this setting if you are seeing freezing artifacts when videos are playing on event screens that are shown on extended desktop monitors.

### **When RightBooth starts**

**Auto recover files** – Tick this option to allow RightBooth to recover your previous design work in the event of an unexpected application crash.

**Show main window** – By default when you run RightBooth it will show you the RightBooth Main window.

**Play the current event** - If you would like RightBooth to bypass the Main window and immediately start playing the most recently opened event, tick this option. Then each time you start RightBooth it will automatically play the event.

**Show Print Station** – If you would like RightBooth to show the Print Station (as described in Tasks) tick this option.

**Start another instance** – Tick this option if you would like the current instance of RightBooth to run another instance. For example, when this option is ticked in the settings of the first instance of RightBooth, when the first instance of RightBooth is started, it will also automatically start running a second instance of RightBooth.

### **Relay board**

**Start Denkovi relay board** – Tick this option if you are using a Denkovi relay board to control switched electrical equipment (such as lights and motors) during your event.

**Channels** – Enter the number of channels on your chosen relay board. Relay boards typically have 1, 2, 4, 8 or 16 channels.

**Start USB HID relay board** – Tick this option if you are using one or more USB HID relay boards to control switched electrical equipment.

**Test** – Click this button to test your selected relay board(s). You can use the text box next to the ‘Test’ button to enter the condition of each of the channels, then click the Test button to make sure your chosen condition is applied correctly to the board(s).

For more information see section: **Controlling Peripheral Equipment With A USB Relay Board**.

### **Stop the event**

You can choose to automatically stop a ‘playing’ event using one of the following rules:

**Never** - Tick this option to allow your event to continue playing indefinitely.

**After total users** - Tick this option to have RightBooth count the total number of people who have used the event (that is the number of user interactions of the event) and then to stop the event when the specified user count is reached.

**After elapsed time** - Tick this option to have RightBooth monitor the total time that the event has been playing and then to stop the event after the specified number of minutes have been reached. The play time will be automatically set to zero when the event is started.

**At specific time** - Tick this option to have RightBooth stop the event when the specified time and date has been reached.

#### **When the Stop rule is met**

If you have chosen to stop the event (above) you can also force the computer to perform one of the following actions when the Stop rule is met:

**Show 'Finished' screen** - The event's **Finished** screen will be displayed and no more user interactions will be allowed. You can still manually exit the event via the method chosen in the Security settings. For information on the Finished screen, see the Screen Editor.

**Restart RightBooth and event** - RightBooth will be shut down, re-loaded and the event will be restarted. This might be useful in situations where the computer resources are gradually consumed or if the performance of RightBooth is seen to degrade over time. This option also requires the use of the Watchdog program (see below) and it will be automatically turned on if this Stop rule is chosen.

**Restart PC** - The computer will be shut down and restarted.

**Shut down PC** - The computer will be shut down and not restarted.

## Folders & Files Settings

The Folders & Files tab lets you choose where to save files created during the event and whether to copy files to other folders, such as a local cloud storage folder.

**Folder for saving files** - This text box shows you the current folder into which files created during the event will be saved.

**Add event name sub folder** – When ticked, RightBooth will automatically create a sub folder with the same name as your event within the specified 'folder for saving files'. This sub folder will then be used for saving files created by the event and helps you to automatically place files from different events into different folders. If this option is not ticked, then all files from all events will be saved into the same 'folder for saving files'.

**Use RightBooth recordings folder** - Click this button to use the default RightBooth folder for storing recording files. This is normally: **My Documents\RightBooth7**

**Open folder** - Click this button to view the contents of your chosen folder within Windows Explorer.

 - Click this button to choose a folder into which to save files created during the event.

**Record video files directly into this folder** - Tick this to have files saved immediately into the chosen folder. If your chosen storage location is on a removable drive such as a USB flash drive or an external hard disk you may find that the write speed of the chosen device is not fast enough to cope with the direct file streaming of RightBooth during video recording. If this is the case you may experience poor program performance when trying to record videos. To overcome this problem you can un-tick this option. By un-ticking this option it will cause RightBooth to use drive C: for temporary file streaming during the video recording, and the file will then be moved to your chosen folder upon completion.

**Process videos in background** - Tick this option if you want recorded videos to be processed with showing a Busy screen to the user. If you are not recording video files directly to the destination folder (see above), then each video will be moved to the folder after the recording is complete. Depending upon the size of the video file and the speed of the storage device, this process may take some time. When this setting is not ticked, during the event the user will be presented with the Busy screen while the video is being moved (see Screen Editor). If this setting is ticked, the user will not be presented with the Busy screen, the video will be moved as a background task and the user will immediately be able to continue using the system. You should note that when this setting is ticked, there may be occasions where a new recording is taking place while a previous background file transfer is still occurring and this may affect the performance of the new recording. Therefore please check your system performance when using this setting.

This setting also applies when copying videos to the cloud storage folder (see below) and when converting videos to MP4 or MOV (see Video settings).

Note: This setting does not apply to videos that are transferred from a DSLR camera to your computer. The Busy screen will always be displayed during your events when video files are being transferred.

## Managing Event Folders

### Filenames include

By default all your recorded files will be automatically given a filename comprising the date and time that they were made, the recording type and a session number. For example the following video recording was made on January 4, 2020 at 12:54 pm:

## **2020-1-4-12-54-49-video.wmv**

However, you can affect this name with the following settings:

**date and time** – When ticked, all filenames will include the date and time that they were created.

**recording type** – When ticked, all filenames will include the recording type. For example video recordings will have the word **video** added into the filename.

**session number** – When ticked, photo files and answer files will include the number of the current photo or current answer for the current user session. For example, if your event takes 3 photos per user, each user's photo files will have the numbers 1, 2 and 3 added into the filename.

**event name** – When ticked, all filenames created during the event will also include the filename of the event itself. In the above example, if the current the event filename is **JanesBirthday**, the video filename would be:

**Janesbirthday-2020-1-4-12-54-49-video.wmv**

**user name** – When ticked, if you have chosen to capture user names during the event, then the user name will be included in all filenames created by the users during the event. In the above example if the current user name is John Smith, the filename would be:

**2020-1-4-12-54-49-video-john-smith.wmv**

If both previous settings are ticked, then the example filename would be:

**Janesbirthday-2020-1-4-12-54-49-video-john-smith.wmv**

**Random name** – When ticked, all filenames created during the event will include 8 randomly generated, alphanumeric characters. For example, if this is the only Filename option ticked you would generate filenames like this:

**4rix39wt.wmv**

**Number increment** – When ticked, all filenames will include a unique number at the end of the filename, delineated by the '\*' character.

**IMPORTANT.** Certain combinations of the above 'Filenames include' settings might cause newer user's files to have the same filename as previous user's files and will therefore cause some files to be overwritten during the event. When changing these settings, please check that the resulting filenames are what you expect for your set-up. For example, if you are taking 1 photo per user and you are also capturing user names during the event, you could safely untick the **date/time**, **recording type** and **recording type number** options in the knowledge that each captured photo would be saved with a unique user name. However, if you altered the event to take 2 (or more) photos per user, you would at least have to include the **recording type number** option to guarantee that each user's photos all had unique filenames.

### **Copy files to other drives and folders**

This section lets you choose one or more drives or folders in which to make copies of various files that are created during your RightBooth events. You can select up to ten different drives/folders for copying files.

**Add** – Click this button to choose a local or network drive and/or a folder to add to the list.

**Add FTP** – Click this button to enter an ftp folder name to the list. This name will be used as a **sub folder** within the **Root folder** that is specified in RightBooth Settings → Social media → FTP. If you leave this entry blank then RightBooth will target the **Root folder only**. When uploading files, if this sub folder name

does not exist within the Root folder on the ftp site (specified in Settings) then the sub folder will be automatically created within the Root folder when the first file is uploaded during the event.

**Remove** – Click the button to remove the currently highlighted folders from the list.

For each folder you add to the list, you may then choose to tick the following options:

- **Photos** – photo files taken during the event will be copied to the folder
- **Thumbs** - photo thumbnail files of the captured photos will be copied to the folder. Thumbnail files are created as JPG image, no bigger than 160 x 120 pixels.
- **Prints** - generated photo print layout files will be copied to the folder
- **Videos** - recorded video files will be copied to the folder
- **Text** - message files will be copied to the folder
- **User details + Emails** – user names, email addresses and emailing file information will be copied
- **Photo numbers** – This option is used in conjunction with the Photos and Thumbs options (above). if you want to copy specific photos or photo thumbnails, enter the photo numbers in this text box separated by commas, semi-colons or spaces. Example: **1,3** – this will cause the first and third photo to be copied, but not the second. If this textbox is left empty, then all photos and/or thumbnails will be copied.
- **GIF WMV** – animation files created during the event will be copied to the folder.

An example of a situation where this feature might be useful is when you have attached one or more external drives to the computer (such as USB data sticks) and at the end of the event you require these drives to contain copies of all the files that have been recorded during the event.

Another example: you have a folder that is to be used as a Printing and Emailing Station. See section **Creating a Printing and Emailing Station**.

**Note:** These file copying settings will apply to all your event files. However, if you need to define and use file copying that is specific to a particular event file you can override these settings in the Event Designer. See section: Event Designer → Event file copy.

## Cloud Storage Integration

Using the '**Copy files to other drives and folders**' feature (see earlier) you can configure RightBooth to automatically copy certain files into a local cloud storage folder. Cloud storage providers such as DropBox, Google Drive and Microsoft OneDrive usually create a folder on your computer that acts as a gateway to your free cloud storage space. When files are added into this folder they are automatically uploaded to the cloud storage where they can then be made available for viewing publically over the Internet, and also transferred to other social media sites such as Facebook and YouTube (using free web services such as IFTTT), see the section: **Uploading RightBooth Files To Social Media Sites**.

## Tasks & Publish folder

Tick this option to allow the RightBooth Tasks and Publish features to work with event files that are located in the folder you specify using the associated Change button. Ticking this option will allow RightBooth to be used as a Printing and Emailing Station. See section **Creating a Printing and Emailing Station**.

When un-ticked, the Tasks and Publish features will work with files located in the folder associated with the currently open event. You should usually only tick this option if you are setting up RightBooth as a Printing and Emailing Station.

## **Allow remote changes**

Tick this option to allow RightBooth to respond to event change requests that are stored in files contained within the folder you specify using the associated  button. See section: **Making Remote Changes to RightBooth Events**.

## **Log Settings**

If RightBooth encounters a serious error during playing an event, it will capture the error message and add it to the text box on this Tab.

**Show warning message if errors occur during event** – Tick this option to have the software display a warning message during the event if it detects any serious errors. This can be useful to help identify any problems you may be having with the setup or the hardware.

The error message will appear in a window over the event screen the following default wording:

**There is a problem with this system.**

**Please seek assistance**

This message can be customised with wording of your choice within the Event Instruction table (see earlier). For example, you could provide a contact phone number for technical assistance.

**Show Restart button** – Tick this option to show a Restart button on the Error message window if errors occur during the event AND you have chosen the option to show a warning message (see earlier). When this option is ticked, the user will be able to restart the software by clicking (or touching) the Restart button when the button appears on screen. Clicking the button will cause the following sequence of events:

- the **Start Event** and **Watchdog** settings will be automatically switched on (see **Start and Stop** settings and **Security** settings).
- the current event will be stopped and the RightBooth software will close.
- the Watchdog program will run.
- the Watchdog program will run a new instance of the Rightbooth software.
- RightBooth will immediately open a new event.

The restart feature may be useful if problems have occurred during an event which may be resolved by restarting the software, for example a temporary loss of connection with the webcam.

**Log error messages** – Tick this option to cause all error messages to be displayed in the Log.

**Log warning messages** – Tick this option to cause all warning messages to be displayed in the Log.

**Log information messages** – Tick this option to cause all information messages to be displayed in the Log.

If you are experiencing problems during playing an event, we suggest you do the following:

- tick all the log message options
- play an event
- try recording some video clips
- return to this panel to view the Log file.

**Copy button** - Use this button to copy the current Log text to the Windows clipboard. We (Aire Valley Software) may ask for a copy of your log text if we ever need to provide you with technical support.

Please note that the contents of the Log text box will be cleared each time you play an event.

## Miscellaneous Settings

### Video post processing

Video post processing can be applied to each video file after it has finished recording. If you set post processing settings then they will apply to all videos recorded with webcams and DSLR cameras and will cause a delay after each recording has finished, during which time the 'Busy' event screen will be displayed to the user.

**Resize (maximum values)** – Tick this to have each video resized after it has been recorded. The label shows the current video resize Width and Height values (W, H) which can be altered in the Conversion settings panel (see below). If either the Width or the Height value is zero then the recorded videos will not be resized. If the Width and Height values are both greater than zero this will cause each recorded video file to be resized (after the recording has finished) so that its width and height is no greater than the Resize values.

**Convert to: MP4 or MOV** - Click one of these options if you would like each recorded video file to be converted to the chosen format after the recording has finished.

Points to note:

- Resized videos will always retain their aspect ratio within the bounds of the specified Resize values. For example if the Resize values are W=800 and H=800 and a video file is recorded at 1920x1080 pixels, then it will be resized down to 800x450 pixels.
- Videos can only be resized smaller than the recorded size, not larger.
- If you select resize values but do not select MP4 or MOV, then resized videos will remain in the same format that they were recorded (e.g. AVI, WMV, etc).
- If you do not want to incur any video post processing, un-tick all settings: Resize, MP4 and MOV.

**Create thumbnails** – Tick this to cause RightBooth to create thumbnails from a video frame which is mid way through the recording. This thumbnail is only created and used when your videos are copied into any RightBooth Sharing Station Event Watch folder. See sections on Sharing Station.

**Conversion Settings** – Click this button to access conversion settings for use in post processing, see next section.

### Video Conversion Settings

**Resize** – Tick this checkbox to cause RightBooth to resize your videos using the Width and Height values (see next).

**Width** - Enter the required maximum width of all post-processed videos. Leave this value at 0 to prevent any resizing to occur.

**Height** - Enter the required maximum height of the post-processed videos. Leave this value at 0 to prevent any resizing to occur.

**Frame rate** - Select the required frame rate for post-processed videos. Leave this value at 0 to maintain the frame rate in the recording.

**Quality** – Set this slider to choose your preferred video quality. A lower value will create smaller video files with less quality. A higher value will create videos with larger video files and higher quality. Lowest = Worst possible quality. Highest = best possible quality.

**Speed** – Set this slider to change the time it takes to process the video. A lower value will increase the time taken and reduce the file size. A higher value will reduce the time taken and increase the file size.

You should experiment with the Quality and Speed sliders to find the optimum combination for your video processing requirements.

**Empty the cache** – Click this button to remove all videos, photos and audio files that have been previously cached by RightBooth. Note: File caching occurs when RightBooth creates video enhancement support files for use in the video enhancement process. For example, if you include an Outro video, RightBooth will convert the Outro video into a format suitable for re-use and store it in the cache.

### Photo post-processing

These settings let you apply commonly used photo filters to all photos taken by RightBooth. You can choose from:

- **Brightness** and **Contrast**. Values can be set in the range -100 to +100
- **Sharpen**. Values can be set in the range 1 to 30
- **Gamma**. Values can be set in the range 8 to 23

**Test photo** – Click this button to select and view an image that you can use to test your photo post-process settings.

### Convert video to GIF

These settings will be used if you choose to make animated gifs from videos recorded by your event users. See section: Event Design → Event Type → Make animation.

**Frame rate** – Choose the frame rate for the animated GIF. Default value: 10 frames per second. Note: Higher frame rates create bigger files.

**Width** – Choose the pixel width for the animated GIF. Default value: 320. Note: Larger values create bigger files.

### Photo animation

These settings will be used if you choose to make animations from photo sets captured by your event users. See section: Event Design → Event Type → Make animation.

**GIF** – Tick this option to create animated GIF files from your event photos.

**WMV** – Tick this option to create WMV video files from your event photos.

**Photo size %** - Animations will be created at a percentage size of the captured photos. By default this value is set to 50%. You may want to set this value lower to reduce the animation file sizes.

**Delay (secs)** – This is the amount of time you would like each photo to be displayed in the animation. Default: 0.4 seconds.

**256 colours** – Tick this to reduce the number of colours used in the animation to 256. This will help to reduce the file size if you choose to create animated GIF files, but it will also reduce the quality of the photos within the file.

**Show Busy screen** – Tick this to show the **Busy screen** while the animations are being created. This may be useful on slower computers to provide feedback to users.

## User and File Data

User details, file recording data and question answers are stored in the file UserDetails.txt within your chosen output folder.

The data is saved in field delimited format, suitable for importing into any spreadsheet application.

Here you can select:

**Data delimiter** - Choose how the data is delimited in the text file. Choose to use a **Comma** or **Tab** character as the data delimiter.

**Include anonymous data** - Tick this option to include anonymous data in the User Details file. If this setting is not ticked, then user details, answers and associated filenames will only be saved if you chose to capture User Names or Email addresses.

**Get WiFi signal strength** – Tick this option to cause RightBooth to periodically obtain the signal strength of your computer's current WiFi network connection. This can then be shown in your events using the Text Variable 'WIFISTRENGTH'. See section: Text variables.

**Webcam SDK** – Choose the webcam SDK that RightBooth will use. RightBooth installs SDK 2018 and SDK 2022. By default RightBooth will use SDK 2018. If you find that your webcam is not performing optimally in RightBooth, try selecting the other webcam SDK. Your chosen webcam SDK will then be used when you close and restart RightBooth.

## RightBooth Settings Location

RightBooth settings are stored in the file '**settings.txt**' which is located in your RightBooth Program Data folder. You can copy this file and transfer it to other computers in order to replicate your chosen RightBooth settings. To help you locate this settings file, click the button '**Settings location**' to open the settings folder in Windows Explorer.

We (Aire Valley Software) may ask for your settings file if we need to provide you with technical support.

**Reset Settings** – click this button to remove the Settings.txt file and reset RightBooth back to its original post-install condition the next time you run the program.

## The Event Designer

The Event Designer is accessed from the Main screen and is where you create the structure and design of your currently open event. Changes made in the Event Designer will apply only to the currently open event therefore each event can have its own structure, settings and design.

The Event Designer comprises a number of event specific settings which are now explained in the following sections (tabs).

### Event type

Your events can be one of the following event types:

#### Recording

This event type allows users to perform a combination of recording videos, capturing photos, entering messages and answering questions.

##### **Recording types included in this event**

This panel will be displayed when you have selected the **Recording** event type.

Use the check boxes to select which type of recordings your guests can make during a Recording event. You can select any combination of Video, Photo, Message, Questions and Karaoke types.

##### Video

Tick this to include video recording in your event.

**Minimum recording time** - Enter the minimum video recording time (in seconds) into this text box. This is the amount of time that the user must record their video before they are allowed to cancel the recording or to stop the recording earlier than the Maximum recording time. This value must be at least 1 second and it applies to all video recordings, including video answers and karaoke videos.

**Maximum recording time** - Enter the maximum video recording time (in seconds) into this text box. This can be any value from 2 to 9999 seconds. This value is applied to the video recording feature and is also the initial value given to all new questions (added to the Question Table) that require a video answer (see later). Note that the recording time for each video answer to a question can be altered independently using the Countdown Properties in the Screen Editor (see later). Also note that the length of a Karaoke video recording is governed by the length of the chosen karaoke music/lyric video (see Karaoke event).

**Allow screen input to stop recording** – Un-tick this option if you don't want your users to be able to stop a video recording before the maximum recording time has been reached.

**Make animation GIF** – Tick this option to additionally create animated GIFs from your video recordings. Note that this option will create very large GIF files if your video recordings are have a long duration. It is recommended that you keep your video recording time to less than 10 seconds if you are converting the videos to animated GIFs. See 'Convert video to GIF' settings in RightBooth Settings → Miscellaneous.

##### Photo

Tick this to include photo capturing in your event.

**Event Photo Count** – This text box allows you to specify how many photos will be captured each time a user chooses to 'Take a Photo' during the event. The minimum photo count is 1. The maximum photo count is 10.

**Make animation GIF/WMV** – Tick this option to additionally create an animation from the set of photos taken by each user. Animations will only be created if the event photo count is set to more than 1 photo. See Animation settings in RightBooth Settings → Miscellaneous

**Boomerang** – Tick this option to save the animation as a boomerang animation. This will cause the set of photos to be added to the animation twice, once in increasing order then again in decreasing order. This will cause the resulting animation to play the photos forward and backward repeatedly. Boomerang animations will only be created if the ‘Make animation’ option is ticked AND the event photo count is set to more than 2 photos.

#### Messages

Tick this to include typing text messages in your event.

#### Questions

Tick this to include questions and answers in your event.

**Allow screen input to stop recording** – Un-tick this option if you don’t want your users to be able to stop a video recording answer before the maximum recording time has been reached.

#### Karaoke

Tick this to include karaoke video recordings in your event.

**Allow screen input to stop karaoke** – Un-tick this option if you don’t want your users to be able to stop a karaoke recording before the karaoke video track has completed playing.

**Play only** – Tick this option if you want users to perform their chosen karaoke song, but not to have their performance recorded by RightBooth.

**Copy files from DSLR/GoPro to PC** – All videos and photos taken with a DSLR or GoPro camera are usually copied to the PC during the event and then RightBooth will show and process the files. But if you have a situation where you only want videos and photos to be saved on the camera and not transferred to the PC, then un-tick this option.

### Workflow for multiple recording types

This panel will appear if you have chosen to include more than one recording type in the event.

**User chooses the recording type** – Tick this option to allow your users to choose one of the recording types from a menu when the event plays. This will cause the ‘Choose recording’ screen to be included in the Screen Designer.

**Recording types shown in sequence** – Tick this option to present the recording types to the user in a pre-defined sequence when the event plays. The sequence is shown in the sequence list and the order can be altered by selecting an entry in the list and then using the Up/Down buttons. When this option is ticked, you will not normally require the inclusion of the ‘Choose recording’ screen in your event design but if you decide to include it, the screen will be shown before each recording type starts. See section: Event Structure → Choose recording.

### Menu

This event type allows you to create an onscreen menu that contains links to other events, files or applications on your computer. A menu event will provide users with the Event Menu screen (see Screen Editor), from which they can select an event, file or application they would like to play. For more information on Menu events, see section Event Flow.

When you select this event type, the Menu items panel will be displayed, where you can define the menu items to be included. The Event Menu screen will also be added to the Screen Editor, where you can design the look of your menu.

## **Menu items**

**Total menu items** - Enter the total number of menu items you require. The value can range from 2 to 10.

**Application or file to open** - This list lets you add an application, a file or another RightBooth event to each of the menu items. Click on the entries in the list to browse for an application, file or RightBooth event for each menu item.

**Command line arguments** - This list lets you add optional command line arguments to applications added in the application list (above). Command line arguments are outside the scope of this manual so if your chosen application requires command line arguments you should refer to the specific application documentation for more details. Note that command line arguments are not required for files or RightBooth event files.

## **Information**

This event type allows you to create an event that will display a sequence of information screens to event users. When you create a new Information event it will initially not contain any event screens, so you will need to use the Screen Editor to add screens to this event. Information events can be used to present your own text, image, video, audio and web content to users and this can form part of an Event Flow (see later).

Information events do not include menus or recording types.

**Interruptible** - Tick this option if you would like users to be able to interrupt an information event while it is playing. An information event can be interrupted using the current User input method (See User Input). When an Information event is interrupted, RightBooth will then start playing the event you have specified in Event Flow (see later). If this option is not ticked then the user can interact with any items on event screens that have click actions assigned to them.

## **Watch folder**

This event type allows RightBooth to be configured so that it monitors a folder for the appearance of video files and photo files that are created by other instances of RightBooth or by other applications. The watch folder event can then be designed to process these externally created videos and/or photos as if they were created by RightBooth itself. Note that in this mode, some of the event screens are not included within in the Event Design. See Event Structure.

**Play minimized** – Tick this if you want the watch folder event to minimize to the Windows Task bar when it plays. This might be useful if the watch folder event has been designed to automatic (non-interactive) file processing and you don't want it to appear on screen while it is working. Note: When minimized, you can bring the watch folder event back to full screen by clicking the minimized icon on the Task bar.

**Watch folder** – Use the **Open folder** button to choose the folder that the event will monitor for the appearance of video files and photo files.

## **Sharing station**

This event type allows RightBooth to be configured as a Media Sharing Station. It also monitors a Watch folder for the arrival of videos and photos. It will then allow users to browse the videos and photos, then scan on-screen QR codes in order to download the selected file to their mobile phones. The Sharing Station event can also be used to email files and print photos. The Sharing Station event is designed to be used in conjunction with the WampServer local web server app.

## **Watch folder**

**Watch folder** – Use the **Open folder** button to choose the local web server folder that the event will monitor for the appearance of video files and photo files.

The easiest way to create a Sharing Station event is to click the ‘Create’ button on the main RightBooth screen, then choose the Sharing station option and follow all the steps in the Event Wizard.

For full details on how to set up and use a Sharing Station event in conjunction with the WampServer local web server app, see the section: **Accessing Videos and Photos Locally With QR Codes**

**Allow remote changes** – Tick this if you want the event to be affected by remote changes. For full information, refer to the section **Making Remote Changes to RightBooth Events**.

## **Event structure**

Each of your events comprises a number of screens and items that will be presented to your users in a certain order. Each screen has a particular function which you may want to include in your event. All your selected screens will then be made available for design and layout using the Screen Editor (see later). Use the list on this panel to select the screens you want to include in your event.

### **Start**

**Include the Start screen** – Tick this to include the Start screen. The Start screen is the first screen that will be displayed in an event and will normally be the screen that is shown if the system times out or if any user cancels their session. The Start screen by default will display a welcome text message, the live camera feed, and a text label prompting the user to interact with the system. If you don't tick this box, the Start screen will not be shown and the system will then display the next screen for your event. Depending on your design choices, the next logical screen may either be the **Terms and Conditions** screen, the **User Details** screen, the **Choose recording** screen or another screen of your own creation, see Add Items - Screen.

**Move on from the Start screen after detecting this number of faces** – Tick this if you would like RightBooth to permanently show the Start screen until it detects a certain number of faces in the live camera feed. Use the text box to enter a number of faces 1 to 4. For example, with this set to two, when two people sit in front of the camera, RightBooth will automatically unlock the system and show the next screen in your event. Note: This feature will only work if the Start screen has a camera item included on the design, it need not be visible but it must be included.

**Move on from the Start screen with keyboard keypress** – Tick this if you would like RightBooth to permanently show the Start screen until it detects a certain keypress on the computer keyboard, or from other peripheral products that are designed to generate keypress events, such as the Stealth Switch 3. Use the text box to enter any printable character (e.g. a-z, 0-9, \$, %, etc) you want to use to progress beyond the Start screen. This feature facilitates the use of coin mechanisms to allow implementing a ‘paid use’ feature for your RightBooth events. In addition to a single character, you can also enter the following text for various other keyboard keys:

- **Enter** – The Enter key
- **Space** – The Spacebar
- **F1** – The F1 function key
- **F2** – The F2 function key

- **F12** – The F12 function key

**Move on from the Start screen with an access code** – Tick this if you want to force your event users to enter a 6 digit code to allow them past the Start screen and to use your event. Access codes can be generated in RightBooth Settings → Security.

**Reset Snap Camera** – Tick this to reset Snap Camera interaction each time the Start screen is shown. Snap Camera will be reset to turn off the Snap Camera lenses and setting the initial lens selection back to hotkey: **Num + 1**.

**Reset item Show/Hide states** – Tick this to reset the initial visibility states of all items on all screens in the event. See the Show and Hide actions in the section: Other item actions.

For more details, refer to the section: **Using Snap Camera in RightBooth**.

## Terms

Using Notepad (or similar) you can write your own terms and conditions and save them as a text file on your computer. You can then make reference to this text file within RightBooth as follows:

**Include the Terms and Conditions screen in the event** – Tick this option to have a Terms and Conditions screen displayed to your users during the event. This allows you to present users with your terms and conditions regarding their use of the system. Users will be required to accept your terms before they can proceed beyond the Terms and Conditions screen.

 – Click this button to locate and select your terms and conditions text file. Your selected text filename and path will then be displayed on this panel and its text contents will be displayed on the Terms and Conditions event screen.

## User Details screen

Include this screen if you wish to obtain personal details from your event users.

**First Name, Last name, Email** – Tick any of these options to have the **User Details screen** displayed to your users during the event. The User Details screen will then require your users to enter the selected details before being allowed to continue with the event.

**Optional** – Use these options to make one or more of your selected user details optional for the user. If not ticked, then during the event your users must enter their details in order to progress past the User Details screen. If ticked, users may simply click the OK button on the User Details screen in order to progress without being required to enter their details.

When you have chosen to collect user details, each time a user makes a recording (a video, a photo or a message), the following details will be recorded and appended into the file **UserDetails.txt** located within your chosen Output Folder:

**Date of recording, Time of recording, First name, Last name, User Email, Recorded filename**

The user details data will be saved in CSV format (comma separated values), which is suitable for loading into a spreadsheet application such as Microsoft Excel. Here is an example of the contents a typical UserDetails.txt file:

25/05/2020, 14:14:50, Jack Smith ,jacksmith@gmail.com, video-25-05-2020-14-14-50.wmv

25/05/2020, 14:15:24, John Smith ,johnsmith@gmail.com, photo-25-05-2020-14-15-24.png

25/05/2020, 14:15:32, Jill Smith, jillsmith@gmail.com, photo-25-05-2020-14-15-32.png

**Collect user details on Message screen: First name, Last name** – When either of these options are ticked, users will be asked to enter their name (to accompany their message), during a Message event session. However, if you have already included their name on the User Details screen, you can un-tick these options to prevent the user from having to enter their name twice.

**Include email pick list** – Tick this to include the email pick list feature in your playing event. During the event RightBooth will store a list of all email addresses entered by users. Then each time a user starts to type their email address, RightBooth will show all matching email addresses from the list, allowing the user to pick one. This feature is ideal for users who return to re-use the event. Note: You should test this feature to make sure that the pick list does not obscure any of the other interactive items on the event screen.

## Choose Recording

**Include the ‘Choose recording’ screen in the event** – Tick this to include the ‘Choose recording’ screen. Note that this screen is mandatory when you are allowing your users to choose a recording type (See section: Workflow for multiple recording types).

If your event comprises only one recording type (e.g. photos), then this screen is optional. If you choose to include this screen with a single recording type, it will be shown as an additional information screen within the event flow, after the ‘Start’ screen and before the ‘Get ready’ screen.

If your event comprises a sequence of recording types, then this screen is also optional. If you choose to include this screen it will be shown as an additional information screen within the event flow, before the start of each of the recording types in the event.

## Green Screen

These settings allow you to include the Green Screen feature within your video recording and photo capture events.

**Include green screen when recording videos** - This setting lets you choose how to incorporate the Green Screen feature into your video recordings:

**No** - The Green Screen feature will not be included in the event for video recording.

**Yes, automatically** - The Green Screen feature will be included and a background file will be automatically selected from the **Files** list by RightBooth before each video is recorded.

**Ask the user** - The ‘Green Screen’ screen will appear in the event and users will be shown all the files in the Files list. They will be then asked to select a file before each video is recorded.

**Include green screen when taking photos** - This setting lets you choose how to incorporate the Green Screen feature into your photo captures:

**No** - The Green Screen feature will not be included in the event for photo capture.

**Yes, automatically** - The Green Screen feature will be included and a background file will be automatically selected from the **Files** list by RightBooth before each photo is taken.

**Ask the user** - The 'Green Screen' screen will appear in the event and users will be shown all the files in the Files list. They will be then asked to select a file before each photo is taken.

**Show green screen in the live camera feed** – Tick this to cause RightBooth to automatically replace the background in the live onscreen camera feed. If you are planning to use the remove.bg service for automatic background replacement you may want to untick this option

**Choose green screen files** - Click this button to display the Green Screen selection panel, where you can create a list of image and/or video files that will be used as Green Screen replacements during the event when your users record videos or take photos.

For more details see section: Altering Item Content → Changing Grid item content.

**Note:** Green screen options **do not apply** when using a DSLR camera or GoPro camera to record videos in your events.

## Overlay Image

These settings allow the inclusion of the image overlay feature in your events.

**Include when recording videos** - This setting lets you choose how to incorporate the image overlay feature into your video recordings: The overlay image will be added to:

- the live video recording when using a webcam.
- the video file (after the recording completes) if you have chosen to include Video Enhancements. This applies to all camera types: webcam, DSLR and GoPro.

**No** - The image overlay feature will not be included in the event for video recording.

**Yes, automatically** - The image overlay feature will be included and the images will be automatically selected from the **Files** list by the application, before each video is recorded.

**Ask the user** - The 'Overlay image' screen will appear in the event and users will be asked to choose an image before each video is recorded.

**Include when recording photos** - This setting lets you choose how to incorporate the image overlay feature into your photo captures:

**No** - The image overlay feature will not be included in the event for photo capture.

**Yes, automatically** - The image overlay feature will be included and the images will be automatically selected from the **Files** list by the application, before each photo is captured.

**Ask the user** - The 'Overlay image' screen will appear in the event and users will be asked to choose an image before each photo is captured.

**Choose overlay image files** - Click this button to display the Overlay images panel, where you can create a list of images from the Media Library to be overlaid on your video recordings and/or photo captures during the event.

For more details see section: Altering Item Content → Changing Grid item content.

**Note:** Overlay image options **do not apply** when using a DSLR camera or GoPro camera to record videos in your events. If you want to overlay an image on DSLR or GoPro video recordings, use the Video Enhancement features.

## **Overlay Logo**

The logo properties apply to all camera items in your event. Using Logo properties you can place an image (such as a company logo) over all recorded video files and photos created during the event. Note that (unlike all other properties) Logo properties apply to all camera items on all screens, they are not screen specific.

**Include when recording videos** – Tick this to add a logo to your videos.

**Include when taking photos** – Tick this to add a logo to your photos.

**Position** - Select the chosen position for the logo on the recorded files. Choose from:

**Top left** - Logo is placed at the top left corner.

**Top** - Logo is centred horizontally along the top edge.

**Top right** - Logo is placed at the top right corner.

**Left** - Logo is centred vertically down the left edge.

**Middle** - Logo is placed in the middle.

**Right** - Logo is centred vertically down the right edge.

**Bottom left** - Logo is placed at the bottom left corner.

**Bottom** - Logo is centred along the bottom edge.

**Bottom right** - Logo is placed at the bottom right corner.

**Choose a logo image** - Click this to select an image file to be used for the Logo.

**Size %** - Click this to alter the size of the logo. This value represents the size of the logo as a percentage of the width of the video recordings and photo captures. For example if the current video size is 800 x 600 pixels, then setting **Size = 50** will cause the logo to be sized so that its width is 400 pixels.

**Note:** Overlay logo options **do not apply** when using a DSLR camera or GoPro camera to record videos in your events. If you want to overlay a logo on DSLR or GoPro video recordings, use the Video Enhancement features.

## **Get ready**

**Include the 'Get ready' screen in the event** - Tick this option to include the 'Get ready' screen in the event. If ticked, this screen will appear after the user has selected an event type and prior to the Countdown screen being displayed.

When the 'Get ready' screen is included in the event, you can optionally select which event recording type it will be shown with. This is achieved using the 'Show with' properties for the 'Get ready' screen in the Screen Editor. If taking multiple photos, you can also optionally choose which photo numbers will show this screen using the 'Show with photo' property. See Screen Editor → Properties → Appearance.

**Start recording videos on the 'Get ready' screen** – If you tick this option, the video recording initialisation will start when the '**Get ready**' screen is shown. When this is not ticked the initialisation will start when the **Record video** screen is shown (the default setting). With some cameras and equipment you may find that your system can take a few seconds to initialise the video recording, which can cause users to start speaking before the video is being captured to disk. To prevent this, tick this option so that the video recording is initialised before the **Record video** screen is shown to the user.

## Countdown

**Include the Countdown screen in the event** – Tick this option to include the 'Countdown' screen in the event. If ticked, this screen will appear prior to the user starting their event recording (e.g. video or photo)

When the 'Countdown' screen is included in the event, you can optionally select which event recording type it will be shown with. This is achieved using the 'Show with' properties for the 'Countdown' screen in the Screen Editor. If taking multiple photos, you can also optionally choose which photo numbers will show this screen using the 'Show with photo' property. See Screen Editor → Properties → Appearance.

Note: The countdown value is defined in the Countdown item on the Countdown screen. See section: Screen Designer.

**Countdown value for each photo** – If you have chosen to show the Countdown screen for photos, then by default, each photo will be given the same countdown starting value, as defined in the Countdown item on the Countdown screen. But if you would like to have a different countdown start value for each of the photos, tick this option and provide the numerical countdown start values (in seconds) in the accompanying text box.

The countdown values should be separated by commas, semi-colons or spaces, for example:

**5,3,3** - The first photo is given a 5 second countdown. The second and third photos are each given a 3 second countdown.

Note: If there are less countdown values in the text box than there are number of photos in the event, the remaining photos will be given the countdown value defined in the Countdown item on Countdown screen.

## Take Photo

These settings allow you to apply various features on the Take photo screen, which will be shown each time a photo is taken.

**Photo capture delay** – This allows you to add a photo capture delay time to the 'Take photo' screen. This is the amount of time that RightBooth will wait before capturing a photo after the screen is displayed. By default the capture delay is 0.5 seconds for standard photo events in order to briefly show the 'Smile' text prompt, and it is 1.5 seconds for mirror booth events to allow showing the 'Take photo' mirror booth animation prior to capturing a photo.

One reason why you may want to alter this value for a specific event file is when you have added a longer playing video (or animated GIF) to the 'Take photo' screen and you wish to synchronise the photo capture with a specific point in the playing video file (or animated GIF). For example you may be playing a video that informs the user to 'Smile' which occurs at 3 seconds in the video, in which case you should set this photo capture delay to something like 3.5 seconds to force the capture to occur slightly after the 'Smile' prompt appearing within the video.

**NOTE:** If you set the photo capture delay time to a value greater than the 'Take photo' screen timeout time, then the 'Take photo' screen timeout time will be automatically set to be the same as the photo capture delay. For more information on screen timeouts see section: Properties: Timeout properties.

**Include 'screen flash effect'** - Tick this option to make the screen flash white briefly when each photo is captured in order to mimic the camera flash.

**Live view** – This setting lets you choose what happens with the camera live view item for the time remaining after the photo has been captured on the Take photo screen. The options are:

**Live** – the camera item continues to show live feedback.

**Freeze** – the camera item shows the captured photo frame.

**Black** – the camera item shows a black image.

**Replace a photo** – When this setting is ticked and during a playing event, RightBooth will automatically replace one of the photos taken by each user with an image from a pre-defined list of images.

**Choose images** – Click this button to allow you to select one or more images that will be used as photo replacements. RightBooth will select a photo at random from this set each time a photo replacement is required.

**First photo** – The first photo in each user's photo set will be replaced.

**Last photo** – The last photo in each user's photo set will be replaced.

## Photo filters

These settings allow the inclusion of the photo filter feature within recording events. By including photo filters users can alter the look of each photo after it has been taken.

**Include photo filters** - Tick this to include the 'Photo filters' screen in the event where users will be asked to choose a filter to be applied to each photo after it has been taken.

**Yes, automatically** – Tick this option to cause RightBooth to automatically apply one of your chosen filters at random to each photo taken. With this option selected, the 'Choose filter' event screen will not be included in the event.

**Ask the user** – Tick this option if you want to allow the event users to choose a photo filter after each photo is taken. With this option selected, the 'Choose filter' event screen will be included in the event.

**Filter List** – Choose the filters you would like to include in the event. Your chosen filters will be shown for selection on the 'Choose filters' screen and will also be used if automatic selection is required.

## Video enhancements

On this panel you can optionally select any combination of the provided video enhancements and these will then be applied to each RightBooth video that is recorded during the event.

**Video enhancements** – Tick this to apply all your chosen video enhancements (see below) to your video recordings.

## Reference Video

 - Click this button to choose a reference video for testing your video enhancements and also for choosing an optional greenscreen replacement colour in your recorded videos. Note: Greenscreen replacement is only necessary if you have chosen to include the background video/image enhancement (see below). For best results first use RightBooth to record a video (without any enhancements), one that contains a background colour that you would like to make transparent (such as the colour of a green screen cloth). Then on this panel choose your recorded video file so that it can be used as both the reference video for the colour selection and also for your video enhancement testing.

... Click this button to select a colour from your reference video file that will be made transparent when a background video or image is included in your video enhancements.

## **Choose video enhancements**

You can choose to include any combination of the following video enhancements:

 - **Intro video/image** - Choose a video file or an image file that will be added to the start of the enhanced video recording. If you choose an image file, you will then be able to specify the length of time that the image file will appear at the start of your enhanced video.

Note: If you choose to include the background enhancement or Overlay enhancements (see below) these will not be applied to the intro video/image.

**Transition** – Choose a transition effect that will be applied between the intro video (or image) and the recorded video.

 - **Background** - Choose a video file or an image file that will be added and played behind the recorded video in the enhanced video. If you choose this option, then you should also select a colour from your recorded videos, a colour that will be made transparent so that the background video (or image) will be visible in the enhanced video (see below).

 - **Overlay video** - Choose a video file that will be added and played on top of the recorded video in the enhanced video.

... Click this button to select a colour from the overlay video file that will be made transparent so that the recorded video will be visible behind the overlay video in the enhanced video.

 - **Overlay image** - Choose an image file that will be added and displayed on top of the recorded video. If you choose this option then you should choose an image that contains transparent colours (e.g. a 32 bit PNG file with an alpha channel) so that the recorded video will be visible in the enhanced video.

 - **Outro video/image** - Choose a video file or an image file that will be added to the end of the enhanced video recording. If you choose an image file, you will then be able to specify the length of time that the image file will appear at the end of your enhanced video.

Note: If you choose to include the background enhancement or Overlay enhancements (see above) these will not be applied to the outro video (or image).

**Transition** – Choose a transition effect that will be applied between the recorded video and the outro video (or image).

 - **Audio track** - Choose an MP3 audio file that will be added to the enhanced video. The audio track will replace all other audio from any other video files used in creating the enhanced video. If you choose not to add an audio track, the audio from the original video recording (if any) will be used in the enhanced video (but only if the Video segments enhancement is NOT used).

**Video segments** – Tick this and enter one or more optional video segments that will be played in sequence in the enhanced video. Each video segment is defined as follows:

- **< Segment start percentage** - The start position within the recorded video. This is a number from 0 to 100, where 0 is the beginning of the recorded video and 100 is the end of the recorded video. Examples: 25 is one quarter way through the video, 50 is half way through the video, etc. Fractional percentages are allowed.
- **>/ Segment stop percentage** - The stop position within the recorded video. This obeys the same rules as the Segment start percentage.

- **Segment speed** - This is a number that defines the playback speed of the segment. The allowable range is 0.1 to 10. Examples: 1 = normal speed. 0.5 = half speed. 2 = Twice normal speed etc. Fractional speed values are allowed.
- **Segment Effect** – This allows you to apply a video effect to the segment. Choose from the list of effects.
- **Segment Colour** – This allows you to change the colour of the video segment. Choose from the list of colours.
- **Transition** – Choose a transition effect that will be applied between each of the video segments. Note: If any of the segments are less than one second in duration then the transition will NOT be applied to any of the video segments. Transition effects can only be used when not using 'Fast mode' video enhancement.

Note: If the specified segment start percentage is greater than the segment stop percentage, the segment will be played in reverse within the enhanced video.

Video segment examples:

<b> &lt;</b>	<b>&gt; </b>	<b>Speed</b>	<b>Explanation</b>
0	25	1	Play the first quarter of the recorded video at the original recorded speed
75	50	5	Play the third quarter of the recorded video in reverse at 5 times recorded speed
90	100	0.25	Play the last 10% of the recorded video at a quarter of the recorded speed

If you do not provide any video segments, the complete recorded video will be used in the enhanced video.

### **Photo and Flash Photo Segment Effects**

If you choose either of the Photo segment effects, the photo is defined as follows:

- **|< Segment start** - The position within the recorded video that defines the frame to be used as the photo.
- **>/ Segment stop** – This value specifies how long you want the photo to be displayed within the enhanced video. Valid range 0.1 to 4 seconds.

Note: the Segment Speed and Color options do not apply to photo effects.

### **Video Segment Tool Buttons**

+ Click this button to add a new segment to the segment list

**Bin** – Click this button to remove selected segment rows from the list.

↑ - Click this button to move selected segment rows up the list.

↓ - Click this button to move selected segment rows up the list.

**Open** – Click this button to open a previously saved segment list file.

**Save** – Click this button to save the current segment list to a file.

You can select segment rows by clicking the mouse in the left most cell of the row. Select multiple rows by holding down the Ctrl key on the keyboard while you click in the left most cells of the rows you wish to select.

Note that the enhanced video is also subject to the RightBooth video post-processing settings found in:

**RightBooth Settings → Miscellaneous → Video post-processing**

**Re-encode** – Tick this if you are recording videos at frame rates greater than 60 fps (especially 120 fps) and you want your videos to play without problems on all mobile devices. Note: some mobile devices can start to re-encode 120fps videos or even play sections at the wrong frame rate. This option prevents the problem by re-encoding the enhanced video down to an optimised 30 fps. Note: This process adds more time to the overall enhancement process.

**Fast mode** – Tick this option to make RightBooth use a faster method of enhancement processing. This option can reduce the time it takes to perform your enhancements by up to 50%.

**Test** – Click this button to see the results of your selected enhancements on your chosen reference video.

**Report** – Tick this to see a report of the latest Test. The report shows how long it takes to perform each of your chosen video enhancements.

**Show video** – Click this button to play the most recently enhanced test video.

**Conversion settings** – Click this button to open the video conversion settings panel. This panel let you alter various video conversion settings that will affect the speed of the video enhancement and the time taken. For more information see: RightBooth Settings → Miscellaneous → Conversion settings

#### **A word on enhancement processing times**

The time taken to enhance a video depends on many factors: including the length of the source video, the frame rate, the frame size, the conversion settings and your choice of enhancements and segments. Use the **Test** feature to check which enhancements are taking the longest time, and choose your set-up accordingly.

#### **Show & Redo**

This section allows you to decide whether to show users their recorded videos, photos and messages upon completion.

**Videos** – Tick this option to have each recorded video played back to the user after the recording has been made. When this option is not ticked, recorded videos will not be shown to the user and the system will progress to the next event screen, such as the Thank You screen.

**Photos** – Tick this option to have each photo shown to the user after it is taken. When this option is not ticked, photos will not be shown to the user and the system will progress to the next event screen.

**Messages** – Tick this option to have each message shown to the user after it has been entered. When this option is not ticked, messages will not be shown to the user and the system will progress to the next event screen.

**Answers** – Tick this option to have each recorded video or message answer shown to the user. When this option is not ticked, answers will not be shown to the user and the system will progress to the next event screen.

**Karaoke videos** – Tick this option to have each recorded karaoke video played back to the user after the recording has been made. When this option is not ticked, recorded videos will not be shown to the user and the system will progress to the next event screen.

**Allow user to redo** – For each of the five file types (above) you also have the option of allowing the user to redo the file. Ticking the option corresponding to the chosen file will cause **Redo** and **Keep** buttons to appear on the **Show** screens during the event. This will allow the user to re-create their most recently created video, photo or message if they are not happy with the result.

**No of attempts:** - Enter the number of times a user can Redo a particular file. Valid range is 1 – 10.

## Email files

These settings allow photos, messages and video files (created by users during the event) to be sent by email (as file attachments) to the users email address.

### Email videos

This section lets you choose how to email videos during the event.

**No** - Videos will not be emailed automatically during the event. You may still offer to **Ask the User** (below) if this option is set.

**Yes, automatically** - Videos will be automatically emailed without offering the user the option.

**Later** – Email files will be created and saved in the current event folder during the event. These files can then be emailed later e.g. after the event has finished using the Email feature available in Tasks. See Tasks. This feature will also allow videos to be emailed from a RightBooth Emailing Station. See section: **Creating and Printing and Emailing Station**.

**Ask the user** - The user will be asked if they want to email their videos. This option will add the **Video options** screen to the event.

**Ask Count** – Enter the number of times that the user will be allowed the choice of emailing their videos on the **Video options** screen. Permitted range: 0 to 99. If the value is set to 0, the user will continue to be offered the option of emailing their videos until they choose the **Finished** option on the **Video options** screen. See Screen Editor.

### Email photos

This section lets you choose how to email photos during the event.

**No** - Photos will not be emailed. You may still offer to **Ask the User** (below) if this option is set.

**Yes, automatically** - Photos will be automatically emailed without offering the user the option.

**Later** – Photo email files will be created and saved in the current event folder during the event. These files can then be emailed later e.g. after the event has finished using the Email feature available in Tasks. See Tasks. This feature will also allow photos to be emailed from a RightBooth Emailing Station. See section: **Creating and Printing and Emailing Station**.

**Ask the user** - The user will be asked if they want to email their photos. This option will add the **Photo options** screen to the event.

**Ask Count** – Enter the number of times that the user will be allowed the choice of emailing their photos on the **Photo options** screen. Permitted range: 0 to 99. If the value is set to 0, the user will continue to be offered the option of emailing photos until they choose the **Finished** option on the **Photo options** screen. See Screen Editor.

**Include the animated GIF/WMV**– Tick this to include the animated GIF (or WMV) file in the email.

**Include the print layout** – Tick this to include the photo print layout in the email.

**Don't include the photos** – Tick this to exclude the individual photos from the email.

### Email messages

This setting lets you choose how to email messages during the event.

**No** - Messages will not be emailed. You may still offer to **Ask the User** (below) if this option is set.

**Yes, automatically** - Messages will be automatically emailed without offering the user the option.

**Later** – Message email files will be created and saved in the current event folder during the event. These files can then be emailed later e.g. after the event has finished) using the Email feature available in Tasks. See Tasks. This feature will also allow message files to be emailed from a RightBooth Emailing Station. See section: **Creating and Printing and Emailing Station**.

**Ask the user** - The user will be asked if they want to email their message. This option will add the **Message options** screen to the event.

**Ask Count** – Enter the number of times that the user will be allowed the choice of emailing their message on the **Message options** screen. Permitted range: 0 to 99. If the value is set to 0, the user will continue to be offered the option of emailing their message until they choose the **Finished** option on the **Message options** screen. See Screen Editor.

#### Note 1:

If you include the option to email photos, messages or videos in the event, and you have also chosen not to include the **Email** setting on the User Details screen, the **Email address** screen will be added to the event and will be displayed to each user prompting them to enter an email address before any files can be emailed.

#### Note 2:

If you choose to email videos, be aware that some email servers place a limit on the size of files that can be attached to an email, therefore in some situations you may find that emails with video attachments are not delivered successfully. See Settings → Social Media → Media size.

## Files to phone SMS

These settings allow photos, messages and video files (created by users during the event) to be sent to a mobile phone via a mobile service provider's SMS gateway email address.

### Videos to phone SMS

This section lets you choose how to send videos during the event.

**No** - Videos will not be sent automatically during the event. You may still offer to **Ask the User** (below) if this option is set.

**Yes, automatically** - Videos will be automatically sent without offering the user the option.

**Later** – Email files will be created and saved in the current event folder during the event. These files can then be sent later e.g. after the event has finished using the Email feature available in Tasks. See Tasks. This feature will also allow videos to be sent from a RightBooth Emailing Station. See section: **Creating and Printing and Emailing Station**.

**Ask the user** - The user will be able to choose to send their video to a phone. This option will add the **Video options** screen to the event.

**Ask Count** – Enter the number of times that the user will be allowed the choice of sending their video to a phone on the **Video options** screen. Permitted range: 0 to 99. If the value is set to 0, the user will continue to be offered the option of sending their video until they choose the **Finished** option on the **Video options** screen. See Screen Editor.

#### **Photos to phone SMS**

This section lets you choose how to send photos during the event.

**No** - Photos will not be sent. You may still offer to **Ask the User** (below) if this option is set.

**Yes, automatically** - Photos will be automatically sent without offering the user the option.

**Later** – Photo files will be created and saved in the current event folder during the event. These files can then be sent later e.g. after the event has finished using the Email feature available in Tasks. See Tasks. This feature will also allow photos to be emailed from a RightBooth Emailing Station. See section: **Creating and Printing and Emailing Station**.

**Ask the user** - The user will be able to choose to send their photos to a phone. This option will add the **Photo options** screen to the event.

**Ask Count** – Enter the number of times that the user will be allowed the choice of sending their photos on the **Photo options** screen. Permitted range: 0 to 99. If the value is set to 0, the user will continue to be offered the option of sending photos until they choose the **Finished** option on the **Photo options** screen. See Screen Editor.

**Include the animated GIF/WMV**– Tick this to include the animated GIF (or WMV) file in the files that are sent to phone.

**Include the print layout** – Tick this to include the photo print layout in the files that are sent to phone.

#### **Don't include the photos** – Tick this to exclude the individual photos from the files that are sent to phone.

#### **Messages to phone SMS**

This setting lets you choose how to send messages during the event.

**No** - Messages will not be sent. You may still offer to **Ask the User** (below) if this option is set.

**Yes, automatically** - Messages will be automatically sent without offering the user the option.

**Later** – Message files will be created and saved in the current event folder during the event. These files can then be sent later e.g. after the event has finished) using the Email feature available in Tasks. See Tasks. This feature will also allow message files to be emailed from a RightBooth Emailing Station. See section: **Creating and Printing and Emailing Station**.

**Ask the user** - The user will be able to choose to send their message to a phone. This option will add the **Video options** screen to the event.

**Ask Count** – Enter the number of times that the user will be allowed the choice of sending their message on the **Message options** screen. Permitted range: 0 to 99. If the value is set to 0, the user will continue to be offered the option of sending their message until they choose the **Finished** option on the **Message options** screen. See Screen Editor.

## Note 1:

If you choose to send videos, be aware that some networks place a limit on the size of files that can be sent, therefore in some situations you may find that video files are not delivered successfully. See Settings → Social Media → Media size.

### Files to WhatsApp

These settings allow photo and video files (created by users during the event) to be sent to a WhatsApp account.

#### Videos to WhatsApp

This section lets you choose how to send videos during the event.

**No** - Videos will not be sent automatically during the event. You may still offer to **Ask the User** (below) if this option is set.

**Yes, automatically** - Videos will be automatically sent without offering the user the option.

**Ask the user** - The user will be able to choose to send their video to a WhatsApp account. This option will add the **Video options** screen to the event.

**Ask Count** – Enter the number of times that the user will be allowed the choice of sending their video on the **Video options** screen. Permitted range: 0 to 99. If the value is set to 0, the user will continue to be offered the option of sending their video until they choose the **Finished** option on the **Video options** screen. See Screen Editor.

#### Photos to WhatsApp

This section lets you choose how to send photos during the event.

**No** - Photos will not be sent. You may still offer to **Ask the User** (below) if this option is set.

**Yes, automatically** - Photos will be automatically sent without offering the user the option.

**Ask the user** - The user will be able to choose to send their photos to a WhatsApp account. This option will add the **Photo options** screen to the event.

**Ask Count** – Enter the number of times that the user will be allowed the choice of sending their photos on the **Photo options** screen. Permitted range: 0 to 99. If the value is set to 0, the user will continue to be offered the option of sending photos until they choose the **Finished** option on the **Photo options** screen. See Screen Editor.

**Include the animated GIF/WMV** – Tick this to include the animated GIF (or WMV) file in the files that are made available for sending to WhatsApp.

**Include the print layout** – Tick this to include the photo print layout in the files that are made available for sending to WhatsApp.

**Don't include the photos** – Tick this to exclude the individual photos from the files that are made available for sending to WhatsApp.

## **Print photos**

This section lets you choose to allow your users to print their photos. If you choose to allow photo printing, then during the event the photo printing will occur after each user has had their photo (or photos) taken. The photos will be arranged and printed according to your Print layout design (see Print Layout).

**No** – Tick this option if you don't want users to print photos. You may still offer to **Ask the User** (below) if this option is set.

**Yes, automatically** – Tick this option if you want photos to be automatically printed after each user has taken their photos.

**Copies** - Enter the number of copies that will be printed for each user when the Print Photo option is set to **Yes, automatically**. Permitted range: 1 to 10.

**Ask the user** – Tick this option if you want your users to be given the option of printing their photos. This option will then add the **Photo options** screen to the event. See Screen Editor.

**Ask Count** – Enter the number of times that the user will be allowed the choice of printing their photos on the **Photo Options** screen. Permitted range: 0 to 99. If the value is set to 0, the user will continue to be offered the option of printing photos until they choose the **Finished** option on the **Photo options** screen. See Screen Editor.

**Include the 'Print copies' screen** – Tick this to include the **Print copies** screen in your event. This is useful if you want to allow your users to choose how many print copies they would like to print after they have chosen to print their photos on the Photo Options screen. This screen will show a number of 'Print copy' options to the user as defined by the **Total choices** setting and **Number of copies for each choice** list (below). This screen will only appear if the **Ask the user** option is also ticked (see above).

**Total choices** – Enter the total number of 'Print copies' choices you will present to your users on the Print copies screen (above). Range 1- 10.

**Number of copies for each choice** – This list lets you define the number of print copies to assign to each choice on the Print copies screen. Click on each item in the list to specify the number of copies required. Range is 1 – 99.

Note: If you select **Print photos: Yes** and also tick **Ask the user**, then during the event, each user's photos will be automatically printed and then they will be shown the **Print photos** screen allowing them to choose to make more prints.

**Printing requires an access code** – Tick this if you want to force your event users to enter a 6 digit code to allow them to print their photos. Access codes can be generated in RightBooth Settings → Security.

**Save the print layout as an image file** – Tick this option to save each user's photo print layout (during the event) as an image file in the current events folder, using the image file format specified in Photo Settings. Note that this feature will only work if you have designed a print layout for the event. Also note that this feature is independent of the actual physical printing process, in other words you can select this feature even if you have chosen not to allow printing during the event.

This option can be used to create files suitable for printing at a later date (after the event) using your own printer software.

**Save to Event Tasks** – This option can be used in addition to the previous option to allow all photo print layout image files to be viewed and printed after the event using RightBooth's Event Tasks feature (see Event Tasks: **Printing Layouts**). Note: Selecting this option will cause RightBooth to automatically save print layout image files (see the previous option).

If you are setting up a RightBooth Printing Station for this event then this option must be ticked. See section **Creating a Printing and Emailing Station**.

## Thank you

**Include the 'Thank you' screen** - Tick this option to have the **Thank you** screen displayed to users after they have recorded an event file. When the 'Thank you' screen is included in the event, you can optionally select which event recording type it will be shown with. This is achieved using the 'Show with' properties for the 'Thank you' screen in the Screen Editor. See Screen Editor → Properties → Appearance.

**Option to go again** – If you have selected to include the User Details screen then you can choose to include the Go again prompt on the 'Thank you' screen. Then when a multi type recording event is playing, if the user chooses to 'Go again' it will prevent the need for entering user details a second time. Tick this option to have the **Thank you** screen also show a **Go again?** prompt and **Yes/No** buttons. This setting is only applicable if you have chosen to include the User Details screen in your event. If you tick 'Option to go again' then if the user chooses 'Yes' they can re-use the event again without having to visit the Start screen or re-enter their user details.

## Multiple monitors

This section allows you to configure and use up to 4 monitors attached to your computer in an extended desktop arrangement. Using this arrangement, RightBooth will allow you the option of adding event screens onto each of the additional monitors in the Screen Editor.

First, ensure you have your monitors attached to a multi head graphics card on your PC and you have arranged them as in extended desktop configuration (see your Windows display settings for instructions).

You can now choose which RightBooth event screens to show on each of your monitors.

**Monitor 1 screens. On display** – Enter the monitor number upon which you want to show the interactive main event screens. This monitor is normally Monitor 1. If you are using a touchscreen monitor for interaction with RightBooth, make sure that the main event screens are set to show on the touchscreen monitor.

**Sizeable** – Select this option to allow you to alter the size and position of the main event window while using the Screen Editor or while playing the event. If this is not selected, the event window will always remain full screen (the default).

**Monitor 2 screens** – Tick this to use a second monitor in your RightBooth event. The Monitor 2 option will then be available within the Screen Editor for editing purposes, and your 'Monitor 2' event screens will appear on the second monitor when the event is playing.

**Monitor 2 screens. On display** – Enter the monitor number upon which you want to show the 'Monitor 2' event screens.

**Video In progress screen** - Tick this option to include the **Video in progress** screen on the second monitor.

**Photo In progress screen** - Tick this option to include the **Photo in progress** screen on the second monitor.

**Print In progress screen** - Tick this option to include the **Print in progress** screen on the second monitor.

**Monitor 3 screens** – Tick this to use a second monitor in your RightBooth event. The Monitor 3 option will then be available within the Screen Editor for editing purposes, and your ‘Monitor 3’ event screens will appear on the third monitor when the event is playing.

**Monitor 3 screens. On display** – Enter the monitor number upon which you want to show the ‘Monitor 3’ event screens.

**Video In progress screen** - Tick this option to include the **Video in progress** screen on the third monitor.

**Photo In progress screen** - Tick this option to include the **Photo in progress** screen on the third monitor.

**Print In progress screen** - Tick this option to include the **Print in progress** screen on the third monitor.

**Monitor 4 screens** – Tick this to use a second monitor in your RightBooth event. The Monitor 4 option will then be available within the Screen Editor for editing purposes, and your ‘Monitor 4’ event screens will appear on the fourth monitor when the event is playing.

**Monitor 4 screens. On display** – Enter the monitor number upon which you want to show the ‘Monitor 4’ event screens.

**Video In progress screen** - Tick this option to include the **Video in progress** screen on the fourth monitor.

**Photo In progress screen** - Tick this option to include the **Photo in progress** screen on the fourth monitor.

**Print In progress screen** - Tick this option to include the **Print in progress** screen on the fourth monitor.

## Miscellaneous

**Include Buttons on event screens** – Tick this option if you want interactive buttons to appear during the event whenever a decision has to be taken by the user. If this option is not ticked the user will only see the selection text messages and not the buttons.

**Include the ‘Cancel confirmation’ screen** - Tick this option to include the **Cancel confirmation** screen during the event. Then whenever a user clicks any Cancel button on any screen, they will be presented with the Cancel confirmation screen. This screen will ask the user if they are sure they want to cancel, allowing them to select either **Yes** or **No**. If the user selects **Yes** the system will open the event defined in the Event Flow. If the user selects **No**, the system will move to the screen that was showing prior to the Cancel confirmation screen.

If the Cancel confirmation screen is not included in the event, then whenever a user clicks any Cancel button, the session will be immediately cancelled without prompting the user for confirmation.

**Picture in picture** – Tick this to turn on the ‘picture in picture’ feature (PIP) to allow you to record PIP videos and capture PIP photos during your events. This works by taking the webcam feeds from webcam numbers 2, 3 and/or 4 and merging them onto the webcam number 1 in real time. When ticked, the event will show PIP on webcam 1 throughout the event. Note that in order to use this feature you must attach multiple webcams to your computer and configure them in RightBooth’s video settings. Note: This feature only applies to webcams, not DSLR cameras.

**Layout selector arrows** – Use the up and down arrow keys to choose your preferred PIP layout combination. Note that different layouts require more webcams than others, up to a maximum of 4

webcams. Also note that your chosen layout will also obey the webcam rotation settings that you apply to all webcams in RightBooth's video settings.

**Screen video keeps playing without restarting when shown on consecutive screens** – If you play a video file as the background of an event screen, the video will play from the start each time the screen is shown. Tick this option if you are using the same video file on consecutive event screens and you want the video to continue playing without restarting as you move from one screen to the other.

**Screen audio keeps playing without restarting when used on consecutive screens** – If you play an audio file on an event screen, the audio will play from the start each time the screen is shown. Tick this option if you are using the same audio file on consecutive event screens and you want the audio to continue playing without restarting as you move from one screen to the other.

**Color behind event screens** – Choose a color that will be shown behind your event screens. This color will fill the display and will be seen if you add an event screen transition that reduces the event screen size during the transition animation.

## Event Text

The Event text table allows you to view and/or alter specific text instructions for the currently open event.

The first column of the table shows the text instructions that will be used during the event. This text will be shown in the language that is current selected in the Event language combo box, see below.

However, if you wish to alter any of the text instructions specifically for the currently open event, simply enter your re-worded text in the corresponding text box in the **Replacement Text** column.

Note that any text you enter into this table will apply only to the currently open event file and these changes will also be saved with the event file. Changes in this table will not affect any of the text in any of your other event files.

You can also alter these specific text instructions directly within the Screen Editor when editing screen label items (see section: **Editing Label Items**).

## The Event language

The combo box can be used to choose the language for the event text instructions in the currently open event file. If you set this to 'Default' the event file will take the text instructions from the 'Default event language' in RightBooth Settings. If you set this to a specific language, the event file will maintain the instructions in your chosen language and will not be affected by changes to the default event language in Settings.

## Event questions

The Questions panel allows you to create a set of questions that will be presented to your users during a Question event.

When you create a new event, the Questions table will be empty. You can click the **+** button to add rows into the table. Each row in the table represents a single question that will appear to your users during the event.

Each question is defined by properties in the following columns of the table:

**ID** - This column shows the question ID for each question. This is a numeric value which is guaranteed to be unique for each question in the event file. Note that these numbers may not be consecutive or ascending, especially if you re-order questions after creating them.

**Question text** – Enter the question text for each of your text questions in this column.

**Question video** – If you want to play a video for any question, click the appropriate cell to select a pre-recorded video file from your computer.

**Question type** – Click this combo box to choose the type of each question:

**Text** – When the question is shown, the specified question text will be displayed on screen.

**Video** – When the question is shown, the specified video file will play on screen.

**Both** – When the question is shown, the specified question text AND video file will be shown on screen.

**Answer type** – Click this combo box to define the type of answer required for each question:

**Text** – The question must be answered by entering a text message.

**Video** – The question must be answered by recording a video.

**Ask** – Option buttons will be shown on the question screen to allow the user to choose whether to answer the question with a text message or by recording a video.

**Multi** - The question will comprise a number of answers which will be displayed to the user, from which one must be selected.

**Multi answers** - Click in this cell to access the Multi Answer editor panel where you can add up to 10 text answers to the Multi choice question. Applies to Answer type: **Multi**.

**Multi branch** - Click in this cell to access the Multi Answer editor panel where you can add a branch rule to each multi choice answer. Applies to Answer type: **Multi**. Each multi choice answer can have one of the following branch values:

- **Next** - The next question listed in the Question Grid will be shown to the user after they have selected the answer
- **Finished** - No more questions will be shown to the user after they have selected the answer question.
- **Question ID** - The question with the corresponding ID will be shown to the user after they have selected the answer.

**Correct answer** – When entering answers on the Multi Answer editor panel, you can also choose to make the question a scoring question by ticking the check box under the ‘Correct’ column which corresponds with the correct answer. Note that specifying a correct answer is optional.

**Skip** - Tick this checkbox to make the associated question an optional question. During the event when an optional question is displayed to the user, the **Skip** button/label will also be displayed, allowing the user to skip the question without answering it.

**Branch** - Click this to select a branch rule for the question. Branch settings can be one of the following:

- **Next** - The next question listed in the Question Grid will be shown to the user after they have answered the question
- **Finished** - No more questions will be shown to the user after they have entered the question.
- **Question ID** - The question with the corresponding ID will be shown to the user after they have answered the question.

This option does not apply to Answer Type: Multi as it has its own Multi branch settings (see above).

In each of your events you can define any number of questions with any combination of question types, answer types and skip options.

### Question Order

The order of the questions in the table is the order that they will normally be presented to the user during the event. However, by careful use of the Multi choice questions and the Branch options, you can create unique pathways through the question set that will occur as a result of the answers provided by each user. You can also choose to show the questions in a random order (see below).

You may use standard Windows Copy, and Paste keyboard commands to copy text from other text sources into the cells of the Question text column.

The following elements are available at the top of the Questions panel:

- + Click this button to add more questions into the table. This will show the Questions entry panel where you can type one or more questions for adding into the table. Note: Each question in the table has its own screen design, available in the Screen Editor. Before you add new questions into the table, if you first select an existing question row and then use this + button, all newly added questions will be given the same screen design as the selected question.
  - Click this button to remove the currently selected question (or questions) from the table. To select one or more questions, click the mouse in the question's left most table column cell, and the whole row will then be selected (highlighted in blue) allowing for its subsequent deletion. To select more than one question, click and drag the mouse in the left most table column.
- ↑ ↓ – These buttons allow you to change the order of the questions in the table. First select any row (or rows) as described above, then click the appropriate arrow button to move the currently selected question(s) up or down the table.

**Random order** – Tick this checkbox to have the questions shown to each user in a unique random order. If ticked, when the event is played, the first question will be selected at random from the full set of questions in the table. Then if the Branch condition for the chosen answer is 'Next', the next question will be chosen at random. No question will be shown more than once to each user.

**Amount** – Enter the number of questions you would like each user to be shown. This value can be particularly useful in combination with the Random order setting where you want to show a different sub-set of questions to each user. Note: Entering '0' causes the Amount value to be ignored.

See also: Designing Question Screens (later).

### Event social media

This tab lets you add event specific details for emails and Phone SMS messages sent during the event. The settings in this section are used in combination with the settings you choose in:

**Event designer → Event structure → Email files** and

**Event designer → Event structure → Send files to phone**

## Event email

**Send to user email address** - Tick this option to email an event user's videos, photos and messages to the email address they enter in the User Details screen (or the 'Email address' screen) during the event.

**To** - Use this text box to enter one or more email addresses to which you would like all videos, photos and messages to be sent. The addresses you add in this box are independent of (and additional to) the 'Send to user email address' and lets you automatically email users files to other email addresses. Each email address must be added on a separate line in the text box.

As an example, at a wedding reception event, in addition to each user receiving their own photos, the bride and groom may want to receive all photos taken by all users, so in this example you would enter both the brides and grooms email addresses into this text box.

**Subject** - Enter the email subject title.

**Body** - Enter the body text for the email.

**Send test email to** - Click this button to send a test email to the email address you enter into the text box.

## Phone SMS

**Subject** - Enter the subject title that will appear in the SMS text message sent to each phone used in the event.

**Body** - Enter the body text for the SMS message sent to each phone used in the event.

## Event flow

Event flow is a powerful feature that, together with event menus, help you link events together seamlessly when they are playing. Some of the things you can do using event flow:

- create your own sequence of events
- create a cyclic loop of events
- create event navigations
- create information event branches
- return back to previous events
- make a single event repeat indefinitely
- define what happens when users cancel or interrupt an event
- define what happens when the system times out due to user inactivity
- create a menu to run other applications or open other files on your computer.

Each event contains the following event flow rules...

### On completion, start...

Choose which event to start playing after a user completes the current event. An event typically completes after each user has been shown the last screen in the event, which is usually the event's **Thank you** screen. You can choose any one of the event flow options described below.

### On cancel or interrupt, start...

Choose which event to start playing when a user cancels or interrupts the current event. You can choose any one of the event flow options described below.

## On timeout, start...

Choose which event to start playing when any screen in the current event (that requires user input) reaches its pre-defined time out value due to user inactivity, such as in the situation where a user walks away from the system mid-session. You can choose any one of the event flow options described below.

### Event flow options

**this event** - RightBooth will restart the current event. This is the default option for all event flow rules.

**first event** - RightBooth will start the first event used in the session. The first event in the session is the first event you start after running the RightBooth application.

**previous event** - RightBooth will start playing the event that was previously playing prior to the current event.

**next event** - RightBooth will start playing the event defined in the associated event label.

 - Click this button to select an event that will be started by the **next event** flow option.

## Running Other Applications or Files From Menus

If you choose to run other applications or open other files from a Rightbooth Menu, the menu will remain open behind the chosen application (or file) until the application is closed. Note that in this situation you may want to alter the menu screen Timeout property to **Never**, see **Screen Timeout**.

## Event files & folders

### Choose when to perform file copy actions

This section allows you to choose at what point in the event flow any file copy actions will occur.

#### Videos

Choose from:

**After creating** – Videos and karaoke videos will be copied or uploaded immediately after the video has been recorded and after any video enhancements and file conversions have been applied.

**'Show' screen** – Videos and karaoke videos will be copied or uploaded when the 'Show video' screen appears (or when the 'Show karaoke' screen appears). If this choice is selected but you do not include the Show video screen in your event, file copy actions will not be performed on videos. Also, see 'Consideration' below.

**'Options' screen** – Videos and karaoke videos will be copied or uploaded when the 'Video options' screen appears. If this choice is selected but you do not include the Video options screen in your event, file copy actions will not be performed on videos.

**After completion** – Videos and karaoke videos will be copied or uploaded when the current user has finished with their current video recording session. This will happen when the event flow proceeds past the Video options screens in the Screen Editor Screen list.

### Video File Conversion - Consideration

Consider the following event design configuration:

- you are using a webcam to record WMV (or AVI) videos AND

- you have configured your event to copy videos AND
- you are not applying any video enhancements AND
- you are converting your recorded videos to MP4 format (see Settings → Miscellaneous)

With this configuration, the video will not be converted until the event flow progresses past the 'Show video' screen, so you should avoid selecting the file copy options: 'After creating' or 'Show screen' otherwise RightBooth will copy the video file in its originally recorded format (e.g. WMV). So with this configuration, select either the 'Options screen' or the 'After completion' file copy option to guarantee that RightBooth copies MP4 files.

## Photos and Thumbnails

Choose from:

**After creating** – Photos will be copied or uploaded immediately after each photo has been taken.

**'Show' screen** – Photos will be copied or uploaded when the 'Show photo' screen appears. If this choice is selected but you do not include the Show photo screen in your event, file copy actions will not be performed on photos.

**'Options' screen** – Photos will be copied or uploaded when the 'Photo options' screen appears. If this choice is selected but you do not include the Photo options screen in your event, file copy actions will not be performed on photos.

**After completion** – Photos will be copied or uploaded when the current user has finished with their current photo capture session. This will happen when the event flow proceeds past the Photo options screen in the Screen Editor Screen list.

## Prints

Choose from:

**After creating** – Print layouts will be copied or uploaded immediately after the layout has been created.

**'Show' screen & 'Options screen'** – Print layouts will be copied or uploaded when the 'Photo options' screen appears. If either of these choices are selected but you do not include the Photo options screen in your event, file copy actions will not be performed on print layouts.

**After completion** – Print layouts will be copied or uploaded when the current user has finished with their current photo capture session. This will happen when the event flow proceeds past the Photo options screen in the Screen Editor Screen list.

**Replace the File Copy actions ( in RightBooth Folder settings ) with event specific File Copy actions**  
– Tick this checkbox to allow you add one or more drives or folders in which to make copies of various files that are created when this event is played. You can select up to ten different drives/folders for copying files from this event.

When ticked you are effectively overriding any general file copy actions ( defined in RightBooth's Folders & files Settings ) for this event file.

When un-ticked, RightBooth will use the general file copy actions in RightBooth's Folders & files Settings.

If you tick this checkbox but subsequently do not add any file copy actions, RightBooth will not perform any file copying while this event is playing.

Also see section: Settings → Folders & files.

**Add** – Click this button to choose a drive and/or a folder to add to the list.

**Add FTP** – Click this button to enter an ftp folder name to the list. This folder name will be appended to the ftp **Root folder** specified in RightBooth Settings → Social media → FTP. Leave this entry blank to target the **Root folder**. When uploading files, if this folder name does not exist on the ftp site, it will be automatically created within the Root folder.

**Remove** – Click the button to remove the currently highlighted folders from the list.

For each folder you add to the list, you may then choose to tick the following options:

- **Photos** – photos captured during the event will be copied to the folder
- **Thumbs** - photo thumbnails of the captured photos will be copied to the folder. Thumbnail files are created as JPG image, no bigger than 160 x 120 pixels.
- **Prints** - generated photo print layouts will be copied to the folder
- **Videos** - recorded videos will be copied to the folder
- **Text** - typed message files will be copied to the folder
- **User details + Emails** – user names, email addresses and emailing file information will be copied
- **Photo numbers** – This option is used in conjunction with the Photos and Thumbs options (above). if you want to copy specific photos or photo thumbnails, enter the photo numbers in this text box separated by commas, semi-colons or spaces. Example: **1,3** – this will cause the first and third photo to be copied, but not the second. If this textbox is left empty, then all photos and/or thumbnails will be copied.
- **GIF WMV** – animations created during the event will be copied to the folder.

An example of a situation where this feature might be useful is when you have attached one or more external drives to the computer (such as USB data sticks) and you require these drives to contain copies of all the files that have been recorded during the event.

Another example: you have a folder that is to be used as a Printing and Emailing Station. See section **Creating a Printing and Emailing Station**.

## Event camera

### Camera to be used for video recording in this event

Use this setting to choose which camera will be used for recording videos when this specific event is played.

**As specified in RightBooth Settings** – Tick this option to use the camera specified in RightBooth settings for recording videos in this event. This is the default option for all events.

**Webcam** – Tick this option to force this event to use the webcam for recording videos.

**DSLR camera** – Tick this option to force this event to use the DSLR camera for recording videos.

**GoPro camera** – Tick this option to force this event to use the GoPro camera for recording videos.

**Crop webcam videos** – Tick this to apply event specific cropping to the webcam live feed and also to videos recorded with the webcam in this event. Crop values must be entered into the accompanying W and H text boxes.

**Crop DSLR videos** – Tick this to apply event specific cropping to videos recorded with the DSLR camera in this event. Crop values must be entered into the accompanying W and H text boxes.

**Crop GoPro videos** – Tick this to apply event specific cropping to videos recorded with the GoPro camera in this event. Crop values must be entered into the accompanying W and H text boxes.

**IMPORTANT:** if the above crop settings are enabled then these crop values will be used instead of any crop values defined in the main RightBooth settings.

#### **Device to be used for taking photos in this event**

Use this setting to choose which camera will be used for taking photos when this event is played.

**As specified in RightBooth Settings** – Tick this option to use the camera specified in RightBooth settings for taking photos in this event. This is the default option.

**Webcam** – Tick this option to force this event to use the webcam for taking photos.

**DSLR camera** – Tick this option to force this event to use the DSLR camera for taking photos.

**GoPro camera** – Tick this option to force this event to use the GoPro camera for taking photos.

**Crop webcam photos** – Tick this to apply event specific cropping to the webcam live feed and also to photos taken with the webcam in this event. Crop values must be entered into the accompanying W and H text boxes.

**Crop DSLR photos** – Tick this to apply event specific cropping to photos taken with the DSLR camera in this event. Crop values must be entered into the accompanying W and H text boxes.

**Crop GoPro photos** – Tick this to apply event specific cropping to photos taken with the GoPro camera in this event. Crop values must be entered into the accompanying W and H text boxes.

**IMPORTANT:** if the above crop settings are enabled then these crop values will be used instead of any crop values defined in the main RightBooth settings.

#### **Overriding RightBooth Camera Settings for Individual Events**

Each time you create a new event, its Event Camera options are automatically set to ‘Use camera specified in Settings’ for both videos and photos.

For this reason you will not usually need to modify the Event Camera options in any of your events. However, if for example you want a particular event design to always use the webcam, then tick the Event Camera ‘Webcam’ options to force the event to always use the webcam regardless of your camera configuration in RightBooth settings.

## **The Screen Editor**

The Screen Editor is accessed from the Edit screens button on the RightBooth main window and allows you to design the look and layout of all the event screens and screen items that you have included within the event. It also lets you design the photo print layout.

The Screen Editor will initially display the first screen in your event together with the Screen Editor Toolbox.

## The Screen Editor Toolbox

This toolbox displays a list of all the screens you have chosen to include in your event design (see Event Structure). You can click on any screen name in the list to view the contents of that screen. You can then design and layout all the items on the screen, including camera, text labels, images, video, etc.

## The Screen List

This is a list of screens that are available depending upon the choices you make in the Event Designer. You can make design changes to all these screens, adding, modifying and removing content, but note that on some screens certain items are required for correct operation which you will be prevented from removing.

### Start

Shows the live preview from the camera and an introductory message.

### Media Browser

This screen is automatically included when the event type is set to 'Sharing station'. It shows thumbnails of all the videos and photos contained in the Sharing Station Watch folder. The browser will automatically update its contents whenever new files appear in the Watch folder.

### T and C

Displays your terms and conditions text together with an OK and Cancel button.

### User details

Shows name and email address text boxes and the on-screen keyboard to allow users to enter their details into the system.

### Event menu

Shows your event choices (and buttons) from the Event Designer, when the event type is set to 'Menu'

### Choose recording

Shows the recording choices (and buttons) that can be made by the user. The choices on this screen are taken from the selected recording types in the Event Designer. If only one recording type is selected, this screen will act as an information screen for the recording type.

### Choose green screen

Shows the green screen background images (and videos) that users can select from when including the green screen 'Ask the user' feature, together with an OK button.

### Choose overlay

Shows the overlay images that users can select from when including the image overlay 'Ask the user' feature, together with an OK button.

### Choose karoke

Shows the karaoke filenames that users can select from when including the karaoke 'Ask the user' feature, together with an OK button.

### Get ready

Shows the live preview from the camera and a 'Get ready' introductory message.

### Countdown

Shows the live preview from the camera and a countdown text sequence item.

## **Question**

Shows the current question in a Question event. Each question screen has its own screen layout, which may include a text question or a video file question.

## **Answer**

Shows the current answer screen in a Question event. Each answer screen has its own screen layout, which may include a text input item, on-screen keyboard and the camera item.

## **Record video**

Shows the live camera item during video recording, together with a countdown label sequence item.

## **Record karaoke**

Shows the live camera item during karaoke video recording, together with a video item that plays the chosen karaoke file lyrics and backing track.

## **Take photo**

Shows the live camera item and the 'Smile' label item.

## **Choose filter**

Shows the most recent photo together with a set of photo filters that users can select from when including the photo filter 'Ask the user' feature, together with an OK button.

## **Type message**

Shows a text input item and on-screen keyboard to allow users to enter their message.

## **Show video**

Shows a video item playing the most recently recorded video. If the 'Redo video' option is set in the Event designer, this screen also shows the Redo and Keep buttons.

## **Show photo**

Shows an image item containing the most recently taken photo and thumbnail images of all other photos in photo set. If the 'Redo photo' option is set in the Event designer, this screen also shows the Redo and Keep buttons.

## **Show message**

Shows a label item containing the most recently entered message. If the 'Redo message' option is set in the Event designer, this screen also shows the Redo and Keep buttons.

## **Show answer**

Shows the most recently recorded video or text answer in a Question event. If the 'Redo Question answers' option is set in the Event designer, this screen also shows the Redo and Keep buttons.

## **Show karaoke**

Shows a video item playing the most recently recorded karaoke video. If the 'Redo karaoke' option is set in the Event designer, this screen also shows the Redo and Keep buttons.

## **Printing**

Shows a printer image each time photo printing is in progress.

## **Print layout**

Shows the current photo print layout for design purposes. This screen does not appear when the event is playing.

## **Video options**

Shows any video options you have chosen in the Event Designer to allow users to make their choice.

## **Photo options**

Shows any photo options you have chosen in the Event Designer to allow users to make their choice. Note that by default this screen will always show a Print preview image item regardless of whether you have chosen to print photos in the event. If you are not including printing in your event you can simply remove this item from the Photo options screen in the Screen editor.

## **Message options**

Shows any message options you have chosen in the Event Designer to allow users to make their choice.

## **Print copies**

Shows the print copies options you have chosen in Event Designer to allow users to choose how many print copies to make when printing their photos.

## **Email address**

Shows the email address text entry box and the on-screen keyboard to allow users to enter their email address when required by the software.

## **Emailing**

Shows an emailing image each time an email is in the process of being sent.

## **Phone number**

Shows the mobile service provider list (taken from Social Media Settings), the phone/mobile number text entry box and the onscreen Keypad item.

## **Send to phone**

Shows a 'sending to phone' image each time files are being sent to a mobile phone.

## **WhatsApp number**

Shows the phone/mobile number text entry box and the onscreen Keypad item to allow the users to enter the mobile number of their WhatsApp account.

## **Send to WhatsApp**

Shows the WhatsApp window into which users can drag their RightBooth videos and photos for uploading to their WhatsApp account.

## **Thank you**

Shows a 'Thank you' label item at the end of each user's event session. It will also show the 'Go again' Yes/No buttons if required.

## **Cancel**

Shows the 'Cancel confirmation' label item and Yes/No buttons whenever the user chooses a Cancel button on any other screen. This screen will only appear if 'Cancel confirmation' is selected in Event Designer.

## **Busy**

Shows a 'Busy' label item and an animation whenever RightBooth is performing a lengthy task, such as converting a recorded video to a different format.

## **Error**

Shows an error message label item if RightBooth encounters an unexpected error.

## **Finished**

Shows a 'Event finished' label item whenever an event Stop condition is met. See Start/Stop Settings.

## The Additional Monitor Screen Lists

The following screens will be shown on a second or third monitor and will only apply if the event includes the additional monitors in the Event Designer.

### Start 2

This is the first screen to be displayed at the start of the event.

### Video in progress

This screen will show whenever a video is being recorded by RightBooth, when the 'Video in progress' option is selected in the Event Designer. This is useful if you want to ensure that no processor intensive activity is happening on the second (or third) monitor (such as playing a video item) during video recording.

### Photo in progress

This screen will show whenever a photo is being captured by RightBooth, when the 'Photo in progress' option is selected in the Event Designer.

### Print in progress

This screen will show whenever photo printing is happening in RightBooth, when the 'Printing in progress'.

## Screen Editor Toolbox Options

The Screen Editor toolbox provides the following options:

**Theme** – Click this button to open the backgrounds folder in the Media Library where you can select a theme that will be applied to all your event screens. Each theme will apply a background, text colour and button style to all your event screens.

**Load** – Click this button to load a previously saved:

- print layout design, while viewing the Print layout screen
- screen design, while viewing any of the other event screens
- set of items. Your chosen items will be added to the current screen

**Save** – Click this button to save the current screen design, the current print layout, or the currently selected set of items to a file in your Media Library.

**Monitor selector** – This lets you choose to design event screens that will appear on monitors 1 to 4 if...

- additional monitors are attached to the computer
- additional monitors are enabled in RightBooth Event Designer → Event structure → Multiple monitors.

Note that if you have enabled additional monitors, theme changes made while working on a Monitor 1 screen will only be applied to Monitor 1 screens. Similarly, theme changes made while working on a Monitor 2 screen will only be applied to Monitor 2 screens.

**Zoom** - Increase or decrease the size of the screen for editing purposes. You can zoom into the screen for more precise control over positioning items. When the screen does not fit on your computer monitor, vertical and horizontal scroll bars will appear allowing you to pan around screen. Minimum zoom size is 0.1. Maximum zoom size is 10. Whenever the mouse is positioned over the screen you can also use the mouse scroll wheel to change the zoom value.

**Toolbox opacity** – Use this to alter the opacity of all the Screen Editor toolboxes to allow more visibility of the underlying event screen.

**Move backward** - Click this button to move the selected item further back in the item display order. Each click on the button will move the item back by one position in the display order until it is finally displayed behind all other items on the screen.

**Move forward** - Click this button to move the selected item further forward in the item display order. Each click on the button will move the item forward by one position in the display order until it is finally displayed on top of all other items on the screen.

Please note that any item can be placed on top of any other item, so for example you can place text and images on video and camera items.

**Undo** - Click this to undo your screen edits. Most actions can be undone, including moving and sizing items and altering their properties. Each screen maintains its own independent and unlimited undo/redo history.

**Redo** - Click this to redo your undo operations.

**Bin** - Click this to delete the currently selected screen item(s). You can also use the Bin to delete screens you have manually added to the event if no screen items are currently selected (see Add screen).

**Cut** - Click this to cut the currently selected item(s) from the screen. You can also use this to cut screens you have manually added to the event if no screen items are currently selected.

**Copy** - Click this to copy the current selected screen item(s). You can also use this to copy screens you have manually added to the event if no screen items are currently selected.

IMPORTANT. Using the Cut and Copy features will place the items on RightBooth's private clipboard. It does NOT place the item(s) on the Windows clipboard.

Note that certain essential screen items cannot be cut, copied or deleted and you will be informed whenever you try to do this.

**Paste** - Click this to paste previously cut or copied item(s) onto the current screen in the same event or a different event. Items will be pasted at the same location from which they were cut or copied. You can also paste a previously copied screen into the same event or a different event, at which point you will be asked to name the pasted screen before it is added to the screen list.

Note that this feature only pastes items from RightBooth's private clipboard. It does not paste item(s) from the Windows clipboard. To paste images from the Windows clipboard, see section: **Copying images from Other Applications into Event Screens**

**Add items** - Click this to show or hide the Add items toolbox. See **Adding items**.

**Properties** - Click this to show or hide the Properties toolbox. See **Properties**.

**Formatter** - Click this to show or hide the Item formatter toolbox. See **Formatting items**.

**Transitions** – Click this to enable or disable any screen transitions while editing your event screens.

**Item tooltips** – Click this to show or hide tooltips that will appear when you hover the mouse over various items on the event screen. The tooltip will show the path and filename of item assets such as image and video files.

**Test browser** – When not ticked, browser items on the event screen can be moved, sized and designed. When ticked, you can interact with the browser web page content and you will also be shown an icon on the Screen Editor toolbox that can be used for testing drag/drop features on the web page.

## Question



**Question and answer advancer** – Click this up/down control to cycle through the questions defined in the Event Designer Questions table (see earlier). This allows you to view and edit all the question screens and answer screens that will appear during the event. This control will only be shown on the toolbox when you have included questions within your event and you are viewing either the Question or Answer screen in the Screen Editor. For more information see the section on **Designing Question Screens** (later).

**Video** - This option lets you view and edit the layout of a video answer screen.

**Text** - This option lets you view and edit the layout of a text answer screen.

**Screen order buttons** - Click these buttons to change the position of any user defined screen in the list. See **Adding Items: Screen** (later).

**Exit** – Click this to exit the Screen Editor and return to the Event Designer.

## Moving and Sizing Screen Items

Any screen item (such as a text label) can be moved by clicking and dragging the item to a new location on the screen.

To size an item, first click on the item to select it. This will then display the size boxes, the rotate circle and the selection rectangle around the item. Click and drag any size box to change the size of the item. Click and drag the rotate circle to rotate the item.

When you size a text label item, the text contents will word wrap within the width of the label, therefore you may need to alter the height of the label in order to see all the word wrapped text.

You can select more than one screen item by pressing and holding down the keyboard Ctrl key or the Shift key, then clicking the mouse on each screen item in turn to add it to the selection. While doing this you can de-select a selected item by clicking on it again. Once you have a selection of items you can then release the keyboard key. Now you can drag any selected item to move all items together, sizing or rotating an item will size and rotate all selected items. You can also change the properties of all the selected items using the Properties toolbox (see later).

You can also select more than one screen item by dragging a marquee rectangle around those items you wish to select. You can start the marquee rectangle by clicking the mouse anywhere on the screen background and then dragging out a rectangle so that it intersects with the items you wish to select.

You can also use the keyboard arrow keys to move the selected item(s) up, down, left and right in 1 pixel increments, or 10 pixel increments if you hold the Ctrl key down while pressing the arrow keys.

To remove the selection, simply click the mouse anywhere on the screen background.

## Adding Items To Screens

Click on the **Add items** checkbox on the Screen Editor toolbox to show the **Add items toolbox**. This toolbox provides a button for adding new blank screens to the event and also provides a list of buttons for adding various new items to the current screen. There are limits on how many of each item type you may add onto each screen. When the limit is reached for a particular item, the corresponding Add item button will be disabled.

## **Screen**

Click this to add a new blank screen to your event. You will be asked to provide a name for the new screen which must be different from all other names shown in the screen list. Your new screen can then have items (videos, text, web browser content, etc) added to it and designed to suit your requirements.

You can use the Up/Down arrow buttons on the Main Toolbox to move your screen up or down the screen list. By default a newly added screen will be placed at the top of the screen list and if you don't move it then it will become the first screen to appear each time you play the event. But changing the position in the list will dictate when it is shown during the event. For example, moving the screen down the list so that it is placed before the Thankyou screen will cause the screen to be displayed before the Thankyou screen when you play the event. You can also make your screens conditional...

## **Conditional Screens**

The Screen List contains a separator line as follows: \_\_\_\_\_

Screens that appear in the list above this line form part of the normal event flow, for example: Start → Get ready → Record → Show → Thank you.

Screens that appear below this line will only be shown in special circumstances during the event. For example the Busy screen will only appear when a 'time consuming activity' is occurring such as when transferring video files from a DSLR camera.

## **Random Screens**

As mentioned earlier you can add your own new screens into the event and position them within the normal event flow above the separator line. But you can also move them below the separator line where they can be treated as randomly shown screens. We will explain this by way of an example.

Let's assume we have a very simple event that allows each user to record a video. The event screen list looks like this:

<i>Start</i>
<i>Get ready</i>
<i>Countdown</i>
<i>Record video</i>
<i>Thank you</i>
_____
<i>Busy</i>
<i>Error</i>
<i>Finished</i>

Let's say we now wish to show an advertising screen after the Start screen, so we create a new screen containing our advertisement, we name it 'Advert' and position it in the list as follows:

<i>Start</i>
<b><i>Advert</i></b>
<i>Get ready</i>
<i>Countdown</i>
<i>Record video</i>
<i>Thank you</i>
_____
<i>Busy</i>
<i>Error</i>
<i>Finished</i>

Now each time the system is used, the Advert screen will be shown after the Start screen.

Let's now assume we want to show one of three adverts at random after the Start screen. Create two more screens and name them Advert#2 and Advert#3 and move them anywhere below the separator line as follows:

*Start*  
**Advert**  
*Get ready*  
*Countdown*  
*Record video*  
*Thank you*

---

**Advert#2**  
**Advert#3**  
*Busy*  
*Error*  
*Finished*

Now each time the event starts playing, RightBooth will randomly select one of the Advert screens and show it after the Start screen. This all works because the three screens start with the same name (Advert) and the two additional Advert screens also have the '#' character included immediately after their name, and the screens are placed below separator line.

You can use this naming feature in more than one place. Here we show a random advert after the Start screen, then another random advert before the Thank you screen:

*Start*  
**Advert**  
*Get ready*  
*Countdown*  
*Record video*  
**Advert**  
*Thank you*

---

**Advert#2**  
**Advert#3**  
*Busy*  
*Error*  
*Finished*

And finally here is another example where we use two sets of random screens, one set for the random advert and one set to show a random **Message** after the user has recorded their video:

*Start*  
**Advert**  
*Get ready*  
*Countdown*  
*Record video*  
**Message**  
*Thank you*

---

**Advert#2**  
**Advert#3**  
**Message#Hi**  
**Message#18**  
**Message#Boo**  
*Busy*  
*Error*  
*Finished*

Points to note:

- 1) You can only create random screens from your own newly added screens.
- 2) When naming your random screens you can use any character(s) after the '#' character (as shown in the last example above).

## Button

You can add buttons to screens when you want to include various click actions that are not normally available by default. See Click action. You can add up to 50 buttons per screen.

## **Camera**

A camera item is used to show the current live feed from your chosen webcam or DSLR camera. A camera item will normally show the live feed from the default camera for the event. However it is possible to change the item to show the feed from a specific webcam (1 to 4) or from the DSLR camera. Showing the live feed from webcam 2, 3 or 4 requires you to have previously configured RightBooth for multiple webcam use, see Webcam Video Settings. You can have up to 4 camera items per screen. Note: RightBooth can show the live feed from compatible Canon DSLR cameras, see RightBooth DSLR Settings.

## **Clock**

A clock item will display the current time. You can add 1 clock item per screen.

## **Countdown**

A countdown item is used for displaying a numeric countdown to your users. This item is automatically added to the Countdown and Record Video screens, but you can add this item to other screens. You can add 1 countdown item per screen.

## **Drawing Pad**

A drawing pad item allows you to provide an area upon which your users can write and draw, for example to sign their name. This can be used in combination with the Drawing Tools to provide different drawing colours and widths. The contents of the Drawing Pad will then be saved as an image into the event folder at the end of each event session and it will be automatically cleared for the start of the next event session. You can also include the Draw Pad item into your Photo Print Layout designs so that your user's drawings are included when photos are printed. You can add 1 drawing pad item per screen.

All your recorded drawing pad images will be automatically saved to your chosen storage folder in PNG format and given a filename comprising the date and time that they were made, for example the following drawing pad image was made on the 4th January 2020 at 12:54pm:

**2020-1-4-12-54-49-drawing.png**

## **Drawing Tools**

A toolbox of drawing tools will be added to the current screen. If a camera item is on the screen this toolbox allows you to draw over the camera live feed during the event. If the most recently taken photo is on the screen (such as on the Show photo screen) this toolbox allows you to draw on the photos taken during the event. The drawing tools can also be used with the Drawing Pad item (see later). You can add 1 drawing tool item per screen. See **The Drawing Tools** for more information.

## **Face props**

A face prop item can be added to any screen to allow you to add props to faces appearing in the live camera feed when the event is playing or to add props to faces in captured photos. A face prop item is essentially an interactive image grid that can contain any number of face prop images arranged in a row and column layout. When initially added to a screen, the face prop item will be empty of props, but you can then populate it by double clicking on the face prop item (on the event screen) and then choosing props

from the RightBooth Media library. Then when the event is playing, you can touch or click on props to have them automatically appear on faces in the feed or photo. You can add 1 face prop item per screen.

## Game

A game item can be added to any screen. The RightBooth Media Library contains a number of links to online interactive games that are designed for mouse or touchscreen input and which are suitable for use on event screens. To access the games, click the Game button, then choose a game from the selection shown. The game will then be added to the event screen in a correctly sized web browser item. When in the Screen Editor the game can be sized and positioned. When the event is playing, the game can also be played when it appears on screen. Note: You must have a valid Internet connection to be able to see and play the interactive games.

## Keyboard

The keyboard item is automatically added to various event screens each time you create a new event, such as the User Details screen. However, it is also possible to add a keyboard item to any/all other screens in your event. For example, the keyboard item may be useful on screens where you have chosen to include a Web Browser item and you are playing your event using a touchscreen. This will then allow the onscreen keyboard to be used for entering characters into any text input fields that appear on web pages within the browser or to enter characters into the web browser address text box.

If you do not want to show the keyboard item on certain screens you can remove it from your chosen screens using the Screen Editor. You can add 1 keyboard item per screen.

## Keypad

The keypad is automatically added to the 'Phone number' event screen each time you create a new event. The keypad can be added to any event screen and can be used for entering numeric input into any text box and any web browser item. You can add 1 keypad item per screen.

## Image

An image item is used to display an image file, a recent animated GIF (or WMV), a recent photo, a recent drawing pad contribution, a recent photo print layout or a QR code. Image files can come from anywhere on your computer or from the RightBooth Media Library. You can add up to 50 image items per screen.

## Image sequence

An image sequence item is used to show an animated sequence of images or animated gifs from your computer. You can have up to 4 image sequence items per screen.

## Label

A label item is used to show text instructions and user messages. You can have up to 50 label items per screen.

## Label sequence

A label sequence item is used to show an animated sequence of text items. You can have up to 4 label sequence items per screen.

## Print layouts

The print layouts item can be added to any screen to allow the user to choose a print layout to use for photo printing. The print layouts item is essentially an interactive image grid that can contain any number of print layouts that you have previously designed and saved into your print layouts library. See section: The Print Layout Designer.

When initially added to a screen, the print layouts item will not contain any layouts, but you can then populate it by double clicking on the item (on the event screen) and then choosing layouts from the Print Layouts section of the RightBooth Media library. Then when the event is playing, you can touch or click on any layout to make it the chosen layout for the purpose of photo printing. Note that if a user chooses a print layout, this will override the default print layout design defined on the event's 'Print layout' screen. You can add 1 print layout item per screen.

## QR code

A QR code item can be used to show a QR code that represents any text you enter as content into the item's text edit input box.

When initially added to a screen, you will be asked to enter the text for the QR code. Additionally you can also include a recent event filename which will be dynamically appended onto the text you enter while the event plays. For the recent filename you can choose from:

- **No.** Do not include a recent filename
- **Current photo.** Include the filename of the current photo being captured
- **Photo 1 – 10.** Include the filename of the most recently captured photo (1 to 10)
- **Print layout.** Include the filename of the most recently created print layout
- **GIF.** Include the filename of the most recently created animated GIF
- **Video.** Include the filename of the most recently recorded video or karaoke.

Additionally you can select:

**Connect to WiFi** – This will generate a WiFi QR code using the parameters entered in RightBooth Settings → Social media → Local web server, allowing users to scan the code to have their mobile phone join your specified WiFi network.

A QR code item can also be used in conjunction with the RightBooth FTP upload feature to show your users codes that represent the path and filename of files that are uploaded to folders on websites. Users can then scan these codes with their mobile phones to gain access to the files on the web site. For example, if your event is a single capture photo event and you have configured it to upload photos to **mysite.com/photos**, you could add a QR code item to the **Show photo** screen and set **https://www.mysite.com/photos** as the QR code text contents and choose **Photo 1** as the recent filename.

A QR code item can also be used in conjunction with the RightBooth Sharing Station feature to show your users codes than represent the path and filename of the files available in the WampServer local web server folder. Users can then scan these codes with their mobile phones to gain access to the files directly off your computer via the local web server. For details on how to use QR codes with a RightBooth Sharing

Station and how to set up a local web server, see the section: **Using a Media Sharing Station Event For Accessing Videos and Photos Via QR Codes**

## Video

A video item is used to play a video file. This can be a specific video file from your computer, from the Media Library, or a recent video file recorded by your event users. You can have up to 2 video items per screen. Note: Use these items sparingly as they are CPU hungry and try to avoid using them on the 'Record video' screen.

## Video sequence

A video sequence item is used to show an animated sequence of video items. You can have up to 4 video sequence items per screen. Note: Use video sequence items sparingly as they are CPU hungry and try to avoid using one on the **Record video** screen.

## Volume meter

A volume meter item can be added to the **Record video** screen to show users the current audio input volume level during each webcam video recording. Note: This does not apply to DSLR video recordings.

## Web browser

A web browser item is used to show web page content on the current screen. You may include up to four browser items on each screen of your event, and they can be set to show a specific web page (eg [www.google.com](http://www.google.com)). To change this address, either double click on the web browser item (on the event screen) or by clicking the **Content** button on the Web browser property panel which is accessed from the Properties Toolbox in the Screen Editor (see later).

Each browser can be set to be passive (no user interaction allowed) or interactive so that users can click or touch on it to browse the web. In interactive mode it will also take typed input from a physical keyboard and/or the RightBooth on-screen keyboard. Refer to the section **Web Browser Properties** for more information.

RightBooth uses the Chromium Open Source web browser, from which Google Chrome is developed.

## Html Files

In addition to displaying Internet web pages, the Web Browser item can also be used to display local web pages which may contain local files that the Chrome Browser supports. For example you can use the Web Browser item to display a PDF document that is stored on your computer. This will require you to create a basic HTML wrapper file containing a simple embed reference to your local PDF document, as in this example:

```
<!DOCTYPE html>
<html>
<embed src="c:\pdf\document.pdf" width="800px" height="2100px" />
</body>
</html>
```

You can then save this HTML file locally on your computer and set it to be the Content for the RightBooth Web Browser item of one of your event screens which in turn would then cause the web browser to display

the document.pdf file whenever the screen is shown during the event. To access local html files, double click on any web browser item and then click the '**Html file**' button on the Content panel.

### Web browser sequence

A web browser sequence item is used to show an animated sequence of Web browser items. You can have up to 4 browser sequence items per screen. Note: Use this item sparingly as they are CPU hungry and try to avoid using any on the 'Record video' screen.

## Automatically Added Items

The following items are automatically added to various screens when they are required.

### Textbox

Textbox items will appear on various screens for obtaining user names, email addresses, user messages, text answers, phone numbers and print counts during the event.

### Button

Button items are used for providing choices that can be made on various screens during the event, including: 'Record video', 'Cancel' and 'Next'. Each button item is accompanied by a label item that describes the action that the button will perform when selected by the user. Note: You can also add other buttons to screens that can perform various click actions.

### Arrow

The arrow item is used to highlight screen choices when the User input mode is set to 'Single keyboard key' or 'USB button' (see Settings). The arrow item is a pair of arrow images that will point to each screen choice in turn, allowing users to press the single keyboard key or single USB button when the arrows point to the required choice.

### Text grid and Image grid

Grid items are used to display a set of filenames or images from which the user can choose during the event. A text grid is used to display karaoke video filenames. An image grid is used to display Green Screen background choices, image overlay choices, photo filter choices and face prop choices.

### The 'More' button

The **More** button will automatically appear on these screens if the total number of files added to a Text or Image grid item file list is greater than the grid's **Row x Column** count.

For example, on the **Choose karaoke** screen if you add 20 karaoke files to the karaoke file list and set the Rows to 5 and Columns to 2, when the 'Choose Karaoke' screen is shown, the grid will show the first 10 files in the list together with a More button. Clicking the More button will then show karaoke files 11-20, and clicking it again will show files 1-10 again.

### The Media view

The Media view item will automatically appear on the Media Browser screen. It will display thumbnails of the videos and photos that are contained in the Sharing Station Watch folder and will allow you to select one of the files to view on the Show video (or Show photo screen). (see Event Type)

## Properties

Each screen and all its items can be designed and modified using the Properties Toolbox which can be shown by clicking the **Properties checkbox** on the **Screen Editor** toolbox. With the Properties Toolbox showing, you can then click on the screen background to show the properties for the screen, or click on any screen item(s) to show the properties for the chosen item(s).

Each item has a different set of properties that you can alter by clicking on various checkboxes, radio buttons and lists. Here we describe all available properties, and indicate which items they apply to.

### Name

Click this button to enter an optional name for the item. The name property can be used with various RightBooth actions and features.

### Action Properties

Action properties can be applied to items on your event screens and also to the actual screens themselves. Each item (or screen) can have a 'Click' action and/or a 'Show' action (see next sections). You can view, select and modify the two actions using the tabs shown on the Action section of the Properties panel. When an item has been given a Click action or Show action, this will be indicated with an asterisk character '\*' appearing in the corresponding action tab.

#### *Click Action*

When an item (or screen) has been given a Click action, the action will be performed when the item (or screen) is clicked or touched during the event. You can choose to add any of the following '**Click**' actions to items:

**Nothing** – No action will occur. This is the default action for all manually added screen items.

**Start** – RightBooth will show the Start screen. Note: If you use this action on a video recording screen it will cancel the current recording session.

**Next** – RightBooth will show the next event screen.

**Back** – RightBooth will return to the screen that was showing prior to the current screen. Note: If you use this action on a video recording screen it will cancel the current recording session.

**Skip** – RightBooth will show the next event screen allowing you to bypass any required input on the screen. For example, if you include this action on the User Details screen, then you can allow users to continue without requiring them to enter their user details.

**More** – RightBooth will show the next item content in a Grid item if there are not enough rows and columns in the grid to show all the item contents.

**Previous** – RightBooth will show the previous item content in a Grid item if there are not enough rows and columns in the grid to show all the item contents.

**OK** – RightBooth will show the next event screen, as long as the current screen input conditions are met.

**Cancel** – RightBooth will cancel the current screen and return to showing the Start screen. Note: If you use this action on a video recording screen it will cancel the current recording session.

**Play Event** – RightBooth will open and play another event file as specified in the action parameter. Note: If you use this action on a video recording screen it will cancel the current recording session.

**Show Screen** – RightBooth will show another screen in the event as specified in the action parameter. Enter the name of the screen into the action parameter text box. You can also add the following optional parameters:

**/reset** (or **/r**) – This provides a way to reset the event when using the ‘Show screen’ action to move the event flow to any screen that is at (or near) the top of the event’s screen list. When the event is reset, all previously selected props, overlays and green screen images are removed from the live camera feed, and the photo count number is reset back to 1.

Note that RightBooth will automatically reset an event after the event sequence has completed and when returning to the Start screen. However, if you are providing a Show screen action to allow users to return to the start of the event before the normal event process completes, you can use this parameter to force the event to be reset.

**/resetp** – This will reset the current photo back to the state it was when shown on the **Show photo** screen. You may want to use this parameter if (after progressing beyond the ‘Show photo’ screen in the event flow) you have subsequently modified the current photo via a ‘Run Program’ action (e.g. by running a Photoshop droplet on the photo) and you now want to return the user to a screen that displays the original unmodified photo.

**/rps** – This causes RightBooth to remove any previously added image stamps from the current print layout. This might be useful when you are taking the user to a screen that allows them to add stamps to the print layout and you want to show them an unstamped layout.

**/redo** – This causes RightBooth to reset the current photo capture number to 1 if the event is currently involved in the photo capture process, which then allows all photos to be retaken. RightBooth will automatically reset the photo capture number back to 1 at the end of the event sequence, allowing the next user to capture a new set of photos. However if you want to allow a user to retake all their photos part way through the capture sequence then you can add this parameter to a Show screen action and take the user back to the start of the photo capture process, such as to the Get ready screen or the Countdown screen.

**/redo1** – This causes RightBooth to reduce the current photo capture number by one if the event is currently involved in a photo capture process and therefore allows you to create your own redo buttons for the currently captured photo. This parameter should only be used when creating a ‘Show screen’ action which will move the event flow from a screen that appears after the ‘Take photo’ screen to a screen that appears before the ‘Take photo’ screen, ensuring that RightBooth maintains the correct current photo count number.

Examples of Show screen parameters:

**Start /reset** Takes the event back to the Start screen and resets the event session

**Countdown /redo** Takes the event back to the Countdown screen and resets the photo capture number to 1, allowing the user to retake all their photos.

Note: If you use the Show screen action on a video recording screen it will cancel the current recording session.

**Language** – This will cause all event text to be displayed in another language. When this action is selected, you will also be able to specify the language from a drop down list.

**Minimize** – This will cause the event window to be minimized to the Windows Taskbar while it is playing.

**Stop** – This will stop the event from playing and return to the RightBooth main window.

**Reprint photos** – This action will provide immediate access to the Event Tasks Print Photos panel to allow users to reprint photo layouts directly from a playing event.

**Reorder photos** – This action will change the order of the photos placed on the print layout. For example if your print layout contains one large and two small photo placeholders, this action will allow your users to choose which of their three photos will appear in the larger placeholder. This action is best used on any screen containing the print layout preview, such as the Photo options screen.

**Set relay channels** – Sets the channels of a connected USB relay board to specified values. The values can be entered into the second text box that appears when you choose this action. See the section: **Controlling Peripheral Equipment With A USB Relay Board**.

#### Run Program Actions

**Run program** – Issues a command to Windows to run the specified program, script or batch file. Type the command into the second text box that appears when you choose this action. For example, the following command will run the program: ‘myapp.exe’ which resides in the folder ‘c:\test’

**c:\test\myapp.exe**

**Run program maximised** – As ‘Run program’, but runs the program in maximised mode.

**Run program hidden** – As ‘Run program’, but runs the program without showing it.

#### Specifying command line parameters

If you wish to provide command line parameters as part of the Run program actions, you must enclose the command in double quotes and then add the command parameters after the second quote. For example, to pass the command line parameter ‘01’ to myapp.exe, type the following action:

**“c:\test\myapp.exe” 01**

If there are one or more space characters in the path or the app name then you must also enclose the command in double quotes. In this example the app is located in the folder: **Program files (x86)\Example\** which contains a space character, so you must enclose it in quotes:

**“c:\program files (x86)\example\myapp.exe”**

If there are any command line parameters that have spaces in them, you can enclose each parameter in double quotes. Example:

**“c:\program files (x86)\example\myapp.exe” 01 “my second parameter” 27**

#### RightBooth Parameters

The following parameters can be included in the command line parameters of any Run program action (above).

**rb:photo** – Adding this parameter will cause RightBooth to replace this parameter with the path and filename of the most recently taken photo. So this allows you to pass the current photo as a command line parameter to the specified program.

**rb:wait** – Adding this parameter will cause RightBooth to wait until the running program has stopped and has been closed. Please note that using this parameter this will cause RightBooth to become unresponsive while the launched program continues to run, so please use with caution.

**rb:next** – Adding this parameter will cause RightBooth to advance to the next event screen at the same time as running the specified program. If this parameter is used in combination with the rb:wait parameter then RightBooth will only advance to the next screen after the running program has stopped.

Examples:

**"c:\test\myapp.exe" rb:wait** – Run the application myapp.exe and wait until it is finished before users can interact with RightBooth again.

**"c:\test\myapp.exe" rb:next** – Run the application myapp.exe and allow RightBooth to immediately progress to the next screen for user interaction.

**"c:\test\myapp.exe" rb:wait rb:next** – Run the application myapp.exe and wait until it is finished before users can interact with the next event screen in RightBooth.

Note that RightBooth parameters will not be passed onto the running application so they can be freely defined and used in combination with any application specific parameters. Example:

**"c:\test\myapp.exe" 01 rb:next** – Myapp will receive the parameter '01'. RightBooth will receive the parameter 'rb:next'.

## Print Actions

**Print more copies** – This action will allow the user to increase the number of photo print copies by 1 each time the action is selected. If the event screen has a label item(s) that contains the text variable {CURRENT PRINT COPIES} the label will automatically show the new print copy value. See section **Text variables** for more details.

**Print less copies** – This action will allow the user to decrease the number of photo print copies by 1 each time the action is selected. If the event screen has a label item(s) that contains the text variable {CURRENT PRINT COPIES} the label will automatically show the new print copy value. See section **Text variables** for more details.

**Key press** – This action will send one or more keyboard key presses into the Windows keyboard input buffer. When you select this action, you will then be able to choose a combination of 1 to 4 keys from a list of keyboard key identifiers.

You will find this useful if you want RightBooth to generate a particular keystroke combination when the user clicks or touches an item on the screen. This feature will also allow you to cause other applications to respond if they have installed a hotkey feature. For example, the Bandicam Screen Recorder app normally can be set to start and stop recording by pressing the F12 key. So you could make this happen during a RightBooth event by assigning the **Key press** action to a screen item such as a button, and then choosing the key: **F12** from the key list.

Examples:

HOME = Press the 'Home' key.

NUMPAD2 = Press the '2' key on the numeric keypad.

CONTROL + MENU + VK\_F = Press the Ctrl - Alt - F key combination

For an explanation of all the available keyboard key identifiers, see here:

<https://learn.microsoft.com/en-gb/windows/win32/inputdev/virtual-key-codes?redirectedfrom=MSDN>

## Snap Camera actions

**Snap Camera On** – This action will turn the current Snap Camera lens on so that it is shown in the RightBooth webcam item.

**Snap Camera Off** – This action will turn the current Snap Camera lens off so that no Snap Camera lenses are showing in the RightBooth webcam item.

**Snap Camera On/Off** – This action will toggle the current Snap Camera lens on and off from the RightBooth webcam item.

**Snap Camera +1** – This action will show the next favourite lens effect (from the set of lenses you have defined in Snap Camera) within the RightBooth webcam item.

**Snap Camera -1** – This action will show the previous favourite lens effect (from the set of lenses you have defined in Snap Camera) within the RightBooth webcam item.

**IMPORTANT:** In order to guarantee that RightBooth Snap Camera actions can correctly turn lenses on and off, you must make sure that Snap Camera is not showing any lenses prior to starting your RightBooth event playing.

For more details, refer to the section: **Using Snap Camera in RightBooth**.

## Windows Virtual Desktop Actions

**Next desktop** – This action will issue the following keystroke combination to Windows: **Ctrl – Win Key – Right Arrow**. This will cause Windows to switch to the next virtual desktop if there is one.

**Previous desktop** – This action will issue the following keystroke combination to Windows: **Ctrl – Win Key – Left Arrow**. This will cause Windows to switch to the previous virtual desktop if there is one.

Switching to another virtual desktop can be useful when you want to allow your event users to access an application that you are running on the other desktop. But in doing this, the playing event will be hidden after the action occurs, therefore if you want to provide a means for users to return to the playing event desktop, you can additionally run the DesktopSwitch app (installed along with RightBooth), on the other virtual desktop:

**C:\Program Files (x86)\RightBooth\DesktopSwitch.exe**

When running, the DesktopSwitch app will remain showing on top of all other applications on the desktop and it will display an arrow which when clicked (or touched) will switch the system back to the desktop containing the currently playing RightBooth event. Right clicking on the DesktopSwitch app will provide the following options:

**Next/Previous desktop mode** – Allows you to toggle the desktop switching mode that will be issued when the user touches the arrow.

**Show/Hide caption bar** – Allows you to toggle the visibility state of the DesktopSwitch caption bar. This can be useful to allow you to move and size the DesktopSwitch app into a suitable position on the desktop and then to hide the caption bar to prevent users from moving or closing the app.

## Other Item Actions

All the ‘Other Item’ actions allow you to alter the visible state of other items on the current screen and on all other screens in the event. These actions accept an action parameter that comprises the names of other items you want to affect. You can add multiple item names separated by commas.

**Show items** – Allows you to enter the names of other items that will be shown when this action is triggered. When selected, any items that are not currently visible, that have a matching item name will be shown.

**Hide items** – Allows you to enter the names of other items that will be hidden when this action is triggered. When selected, any items that are currently visible, that have a matching item name will be hidden.

**Show/Hide items** – Allows you to enter the names of other items that will have their visible state toggled when this action is triggered. When selected, any items that are currently visible, that have a matching item name will be hidden and any currently hidden items will be shown. Successively selecting this action will toggle the visibility state of all matching items.

**Next sequence items** – Allows you to enter the names of sequence items that will show the next item in the sequence when this action is triggered.

**WhatsApp number** – Allows you to enter a WhatsApp account phone number in the action parameter. Then when the event is playing, if this action is selected, RightBooth will automatically move the event onto the ‘Send to WhatsApp’ screen and connect to the WhatsApp account that is associated with the phone number in the action parameter. Note that this action will only perform correctly if it is used on an event screen that is shown after a video has been recorded or a photo has been taken.

### **Key property**

This allows you to assign a keyboard function key ( F1 – F12 ) to the click action of any user defined screen item. Then during Play mode, if the screen is showing a user defined item, pressing the associated function key will cause the item’s action to be performed. You can use the Key property to ensure that RightBooth will always perform function key actions (if defined) regardless of which User Input mode is chosen in Settings, which means you can mix touchscreen/mouse inputs with function key inputs if your hardware design requires this combination of user input modes.

Note: The default value for the Key property of all user defined screen items is unassigned (-) meaning that their actions will not be triggered by function key presses.

### **Show action**

In addition to a ‘Click’ action, each item and screen can be given a secondary ‘Show’ action. This action will occur each time the item or screen is shown during the event. ‘Show’ actions can be any one of the following actions:

**Set relay channels, Run actions, Key press, Snap Camera actions**

### **Animate properties**

Unless otherwise stated, animate properties apply to all items, including screen transitions.

**Animate type** - Select the type of animation required on the item. With screen items, sequence items and countdown items there are nearly 40 animation types to choose from, which allow you to create animated transitions between the content (or the screens). For all other item types, you can apply Blink and Fade animations.

**In** - Alter the 'incoming size' of the content. Certain animations make use of the In property to alter the size of the incoming content during the animation, For example with the Shrink/Grow animation, this property will let you choose how small to start the incoming content. The values can range from 0 to 1. 0 = smallest, 1 = largest.

**Out** - Alter the 'outgoing size' of the content. Certain animations make use of the Out property to alter the size of the outgoing content during the animation, For example with the Shrink/Grow animation, this

property will let you choose how small to make the outgoing content. The values can range from 0 to 1. 0 = smallest, 1 = largest.

**Speed** - Alter the speed of the animation. Value in seconds.

**Pause** - Alter the pause time between successive animations. Value in seconds. Does not apply to Screen transitions.

**Fade in** - Alter the 'incoming opacity' value of the content. When ticked, the incoming content will fade in from invisible to fully visible over the course of the animation.

**Fade out** - Alter the 'outgoing opacity' value of the content. When ticked, the outgoing content will fade out from visible to fully invisible over the course of the animation.

## Appearance properties

**Flip X** - Flip (or mirror) the item in the horizontal direction.

Applies to all objects. With the screen, this property applies to the screen image and video background.

**Flip Y** - Flip (or invert) the item in the vertical direction.

Applies to all items. With the screen, this property applies to the screen image and video background.

**Opacity** - Alter the opacity amount of the item, in other words, how much you can see through the item. The value ranges from 0 (invisible) to 1 (fully visible).

Applies to all items. With the screen, this property applies to the screen image and video background.

**Fade** - Adds a fade effect to the item. Certain fade effects will also allow you to apply a fade value to the effect. The fade value can range from 0 (minimum fade) to 100 (maximum fade).

Applies to all items. With the screen, this property applies to the screen image and video background.

**Filter** - Add an image filter to an image item and/or the screen background image. The following filters are available for selection:

- Original – The image has no filter applied to it
- Grayscale – The image is converted to shades of gray
- Red – The red channel is shown, blue and green channels are removed
- Green – The green channel is shown, red and blue channels are removed
- Blue – The blue channel is shown, red and green channels are removed
- Sepia – The image is converted to shades of brown sepia
- Negative – The image is shown with a photo negative effect
- RGB swap 1 / swap 2 – Red, green and blue channels are swapped in various ways
- RB swap – Red and blue channels are swapped
- BG swap – Blue and green channels are swapped
- RG swap – Red and green channels are swapped
- Thin etching / Thick etching – The photo edges are shown white on black
- Pencil black – The photo is shown in a hand drawn black (or colored) pencil on white background
- Emboss – The photo is shown with a gray embossed effect
- Oil paint – The photo is made to appear as if it is oil painted
- Cartoon – The photo is made to appear as a simple colored cartoon
- Light frost / Heavy frost – The photo is shown with a frost effect
- Small mosaic / Large mosaic – The photo is shown with a mosaic square tile effect

Note that some of the image filters can be very time consuming to apply (especially Oil paint and Cartoon) and therefore they may affect the performance of the event. If a filter takes longer than 2 seconds to apply to an image, RightBooth will warn you of the delay. Filter delays can be minimised by reducing the size of the image file you chose to include in your event or choosing a filter that is not time consuming.

Applies to Screen, Image.

Note that the filters can also be applied to each photo after they are captured during the event. To do this you should include the Photo Filters screen, see **Event Designer – Event Structure – Photo Filters**.

**Show** – Tick this checkbox to show the item when the screen is shown. Untick to hide the item when the screen is shown.

**Show with** – These buttons represent the five event types that may be included in a RightBooth recording event (See section: Event Designer - Event type). You can click the buttons to toggle the highlight state of each one. When highlighted (light gray):

- the selected screen item (or screen) will be shown when the associated recording type is occurring.

When not highlighted (dark gray):

- the selected screen item will be hidden when the associated recording type is occurring.
- the selected screen will be bypassed in the event flow when the associated recording type is occurring.

Applies to All screen items, all User defined screens and the specific pre-defined screens: Countdown, Get ready and Thank you.

**Show with photo** – Enter one or more numbers into the text box, separated by commas or space characters. When the event is playing and each photo is being taken, if this property contains the current photo number, then the associated item will be shown, otherwise it will be hidden.

For example, if your event is designed to capture 3 photos, setting this property to **1** will cause the associated item to be shown when RightBooth takes the first photo and hidden when it takes photos 2 and 3. Setting the property to **2,3** will cause the item to be hidden for the first photo but shown for the second and third.

Note: Leave this property empty (the default value) to allow the associated item to be shown when taking all photos.

Applies to All screen items and to User defined screens.

**Show with screen** – This option is only available with items that are on extended monitor event screens. If you would like the item to only appear when a specific screen is showing, enter the name of the screen in the text box.

**Highlight** – Tick this to cause the item to show a highlighted background colour when the user touches or clicks on the item. Use the Color rectangle to choose the highlight color.

## Audio properties

Audio properties apply to Screen items only.

**Audio** - Turn the screen audio on or off.

**Test** - Play the chosen audio file.

**File** - Show the audio folder in the Media Library, where you can select an audio file to play each time the screen is displayed.

**Vol** - Alter the volume of the screen's audio track. Value range 0 to 1. 0 = no audio. 1 = full volume.

**Speed** - Alter the playing speed of the audio. Value range .01 to 30. Example 0.5 = half speed, 1 = normal speed, 2 = twice normal speed.

**Repeat** - Tick to cause the audio to repeat playing on a loop.

**Delay** - Enter the number of seconds delay you would like before audio repeat plays.

## Background properties

These properties let you add a background style to your items and alter the background style of the screen.

**Background** - Turn the item's background on or off. Not available for Screen as the background is permanently on.

The following background types are available for selection:

**One colour** - Apply a single colour background to the item, defined by Colour1.

**Gradient** - Apply a gradient colour background to the item, defined by Colour1 and Colour2.

**Image** - Add an image as the item background.

**Video** - Add a video in the background. Applies to Screen only.

**Colour1** - Pick the single colour for the **One colour** background.

**Colour2** - Pick the second colour for the **Gradient** background.

**Gradient Type** - When the background is type: Gradient, this list lets you choose the type of gradient to apply to the background.

**Fit** - Choose the way that the chosen background image will fit into the item's (or Screen's) background area. The fit options also apply to background video. Available options:

**Original size** – The chosen image will be centralised on the screen without any scaling applied. If the image is smaller than the screen, then the uncovered area will be filled with the current background Colour1.

**Size to fit** - The chosen image will be scaled proportionally until either it's width or height matches the item's background width or height. This may cause some of the item's background Colour1 to remain showing.

**Size to fill** - The chosen image will be scaled proportionally until it completely fills the items background area. This may cause some of the image to be clipped and not shown.

**Stretch to fill** – The chosen image will be stretched to completely fill the screen. No background colour will be visible.

**Tile** – The chosen image will be tiled to completely fill the screen. No background colour will be visible.

**Angle +** - Rotate the background image or video in 90 degree increments.

## Border properties

Border properties apply to all items except Screen items.

**Border** - Turn the item's border on or off.

**Thickness** - Enter the thickness of the border. Values are in pixels.

The following border types are available for selection:

**One colour** - Apply a single colour border to the item, defined by Colour1.

**Gradient** - Apply a gradient colour border to the item, defined by Colour1 and Colour2.

**Image** - Add an image as the item border.

**Colour1** - Pick the single colour for the **One colour** border.

**Colour2** - Pick the second colour for the **Gradient** border.

**Gradient Type** - When the border is type: **Gradient**, this list lets you choose the type of gradient to apply to the border.

**Clip** - Turn the item's border clipping on or off. When on (default), parts of content that does not fit inside the item's border will not be shown. When off, any clipped parts of content that extend outside the item's border will be visible. To fully understand this property, open the Countdown screen, select the Countdown item and experiment turning it's Clip property on and off.

**Text justify** - Click these 9 options to choose how text content is justified within a text or label item. By default, text content is placed centrally within label items, but these options let you also place it at the Top left, Top center, Top right, Left, Central, Right, Bottom left, Bottom middle or Bottom right. With text items, the text content defaults to the Top left and it is only possible to use the Top left, Top center or Top right options.

**Corners** - Alter the radius of the corners of the item's border. This property also applies to the item Clip, therefore it is possible to give any item rounded corners. Values are in pixels. A value of 0 gives straight corners.

**Margin** - Alter the distance between an item's content and it's border. Values are in pixels.

## Button properties

Button properties apply to Button items.

**Image** - Show the **Button** folder in the Media Library where you can choose a different button image for the item. If you select a button from the Media Library Buttons folder, your selected button will highlight or animate when the button is clicked or touched. If you select an image from elsewhere on your computer, you can make this image animate or highlight by providing a second image in the same folder as the chosen image. The second image must have the same filename as the second image with the addition of the letter 'd' on the end of the filename. For example, assume you choose the image c:\pictures\mybutton.png as your button image. If you also have another image named c:\pictures\mybuttonond.png, this image will appear whenever you interact with the button.

**Icon** - Select the colour of the icon displayed on the button item. The icon only applies to button images selected from the Media Library Buttons folder.

## Clock properties

Clock properties apply to Clock items.

**24 hour** - Turn the 24 hour clock format on or off.

**Seconds** - Turn the seconds display on or off.

**AM/PM** - Turn the AM/PM indicator on or off.

## Countdown properties

Countdown properties apply to Countdown items.

**Start value** - Set the starting count number for the countdown item. Each countdown item can have its own countdown value, allowing you to specify a different countdown value for each video answer screen in your event. Note that if a screen contains more than one countdown item and the screen has been set to Timeout On Countdown, then the screen will timeout when any of the countdown items reaches zero.

**Sound** - Choose a sound that will play each time the countdown value changes. Note that if you select a voice sound, these will only play when the countdown value changes to 10 or less.

**0:0** – Choose a display format for the countdown number. The following formats are available:

**s** – The countdown is shown as an unformatted number. . Example: A 65 second countdown will be shown as 1:5. This is the default setting.

**m:s** – The countdown is displayed in minutes and seconds with no leading zeros. Example: A 65 second countdown will be shown as 1:5.

**m:ss** – The countdown is displayed in minutes and seconds with a leading zero on the seconds (when required). Example: A 65 second countdown will be shown as 1:05.

**mm:ss** – The countdown is displayed in minutes and seconds with a leading zero on both the minutes and seconds (when required). Example: A 65 second countdown will be shown as 01:05.

**Vol** - Alter the volume of the countdown sound. Value range 0 to 1. 0 = no audio. 1 = full volume.

## Drawing Tool properties

Drawing Tools properties apply to the Drawing Tool Toolbox item.

**Layout** - Set this to specify how the drawing tools are arranged on screen. Options are:

- 16 x 1 - Displays 1 row of 16 tools
- 1 x 16 - Displays 1 column of 16 tools
- 8 x 2 - Displays 2 rows of 8 tools
- 2 x 8 - Displays 2 columns of 8 tools
- 4 x 4 - Displays 4 rows of 4 tools

**Colour** - Use this to set the colour of the on-screen drawing tool icons.

**Pens** – Tick this to include the pen tools on the Toolbox. Use the associated dropdown box to choose which pen will be initially selected when the toolbox is shown during the event.

**Lines** – Tick this to include the line width selectors on the Toolbox. Use the associated dropdown box to choose which line width will be initially selected when the toolbox is shown during the event.

**Undo** – Tick this to include the Undo tool on the Toolbox.

**Bin** – Tick this to include the Bin tool on the Toolbox.

**Colours** – Tick this to include the colour selectors on the Toolbox. Use the associated dropdown box to choose which colour will be initially selected when the toolbox is shown during the event.

### GIF properties (animated)

GIF properties apply to image items and image sequence items that are displaying animated gifs.

**Speed** - Alter the playing speed of the animated gif. Value range .01 to 30. Example 0.5 = half speed, 1 = normal speed, 2 = twice normal speed.

**Hide at end** - Tick to hide the gif after it has finished playing. Un-tick this to leave the gif displaying the final frame after it has finished playing.

**Repeat** - Tick to cause the animated gif to repeat playing on a loop.

**Delay** - Enter the number of seconds delay you would like before the animated gif repeat plays. This can be used in combination with **Repeat** and **Hide at end** to cause the gif to play and then hide for a period of time before replaying.

### Grid properties

All grid properties apply to Image grid items and Label grid items. Grids are included by default on the **Choose Green Screen**, **Choose Overlay**, **Choose Karaoke** and **Photo Filters** screens.

**Rows** - Enter the number of rows required when displaying grid content.

**Cols** - Enter the number of columns required when displaying grid content.

**Gap** - Enter the gap amount between grid content. Value in pixels

**Image** - Show the Borders and Frames folder in the Media Library, where you can select an image to use as the frame for each content item in the grid.

**Frame** - Turn the frame image on or off

**Frame thickness** - Alter the thickness of the frame. This can be used to ensure the selected frame image fits correctly around the grid content.

**Stretch images** - Stretch image content to fit the grid cell sizes.

**Selector colour** - Click on the colour rectangle to select the colour of the grid selector rectangle. Whenever you click on a grid content item the grid selector rectangle is placed around the selected content item to indicate selection.

**Selector thickness** - Alter the thickness of the grid selector rectangle.

### Keyboard (and Keypad) properties

**Buttons** – Tick this to show buttons behind all the keyboard text. Un-tick to show text only.

**Gap** – Use this to alter the spacing between all buttons.

**Round** – Tick this to show round buttons or round outlines. Un-tick to show square buttons or outlines

**Outline** – Tick this to use the outline button style. Un-tick to use the solid button style.

## **Location / Size properties**

**Lock** – Click this button to toggle the lock state of the currently selected item(s). When items are locked they can still be selected and have their properties changed, but they cannot be moved, sized or rotated, either by direct contact or by using the marquee pickup rectangles.

**X and Y** - Alter the location of the item on the screen. X is the position of the left edge of the item from the left edge of the screen and Y is the position of the top edge of the item from the top edge of the screen, both measured in pixels. You can move items so that they are positioned partially or completely off the screen. Items that you place completely off the screen will not be visible when the screen is shown during the event.

Applies to all items except: **Screen, Arrow, Print Layout**

**W and H** - Alter the size of the item. W is the width of the item and H is the height of the item measured in pixels. You can resize items so that they are bigger than the screen, the smallest size for any item is 10 pixels in both width and height.

You can also use these values to alter the size of the currently selected event screen if you have need. Remember, regardless of their size, event screens will always be scaled to fit on the monitor during the event. Ideally your event screens should all be the same size as your monitor display size.

Applies to all items except: **Arrow, Keyboard**

**Scale** - Alter the scale of the item. By default all items are scaled at 1, but this can be increased or decreased. When you scale an item, every aspect of the item will be scaled, including text, image, border and shadow. Note: Items with their Stamp property ticked will be forced to have a Scale of 1.

Applies to all items except Screen.

**Angle** - Alter the angle of the item. Value is degrees, increasing clockwise.

Applies to all items except Screen, Arrow.

## **Can Move Property**

Applies to all items except Screen.

Tick this to allow the item to be moved (dragged) around the screen by the user during the event. Note that the item will be placed back at its originally designed screen position each time the event screen is shown.

## **Stamp Property**

Applies to all items except Screen.

An item whose Stamp property is ticked will be automatically added (overlaid) onto a captured photo if:

- a) the item is positioned over a camera item on any event screen prior to the photo being taken, or
- b) the item is positioned over the photo after it has been taken and is being displayed to the user.

When designing screens in the Screen Designer, if Stamp items are positioned over any camera item on any screen that appears before the 'Take photo' screen, these items will be automatically added to every photo captured during the event.

When designing screens in the Screen Designer, if Stamp items are positioned over any 'photo placeholder' item on any screen that appears after the 'Take photo' screen, these items will be automatically added to every photo captured during the event.

Alternatively in the Screen Designer, Stamp items which also have their 'Can move' property ticked can be initially positioned away from the camera item or 'photo placeholder' item. Then when the event is playing, users can optionally drag 'Add to photo' items over the camera item (or the photo placeholder) item in order to decorate their photos.

This feature may also be used in combination with the Drawing Tools to allow users to 'ink sign' their photos and/or 'item stamp' their photos during the event.

Additionally when playing the event:

- the Drawing Pad item can accept stamped items that are dragged over it. And these items will then be included in the drawing pad image together with any drawing ink strokes made by users.
- The photo print layout can accept stamped items that are dragged over it on the 'Photo options' screen. These items will then be added to the photo print out image.
- Any image item (on any screen) that is displaying the photo print layout can accept stamped items that are dragged over it. These items will then be added to the photo print out image.

**IMPORTANT:** If you plan to add stamps to a photo, camera, drawing pad or print layout item, the item MUST be un-rotated (i.e. it must have an Angle of 0 degrees), otherwise the stamp items will not be added in the correct positions.

Stamp items cannot have their Scale property value altered, it will be fixed at 1 (the default).

Note: If you set the Stamp property on a Video item, the video item will only be used as a Stamp if you also tick the Background remover property (see section Background remover).

## Shadow properties

Shadow properties apply to all items except Screen.

**Shadow** - Turn the item's shadow on or off.

**Colour** - Click the colour selector to pick a colour for the shadow.

**Angle** - Alter the angle of the shadow. Value is degrees, increasing clockwise.

**Depth** - Alter the depth of the shadow. This is the distance between the item and the shadow measure in pixels.

**Blur** - Alter the shadow's blur affect. A larger value creates a blurrier shadow.

## Text properties

Text properties apply to Label, Label Sequence, Label Grid, Countdown. Text properties also apply to all keyboard keys for the on-screen keyboard item.

**Bold** - Turn the text bold property on or off.

**Italic** - Turn the text Italic property on or off

**Size** - Alter the text font size.

**Font** - Select a font name for the text.

## **Label and Countdown Colours**

The following font colour types are available:

**One colour** - Tick the first radio button to apply a single colour to the text, defined by the Colour1 box.

**Gradient** - Tick the second radio button to apply a gradient colour to the text, defined by the Colour1 and Colour2 boxes.

**Colour1** - Pick the single colour for the **One colour** text.

**Colour2** - Pick the second colour for the **Gradient** text.

**Gradient type** - When the colour type (above) is set to **Gradient**, this list lets you choose the type of gradient to apply to the text.

## **Keyboard text colours**

With the keyboard item, the Colour1 box defines the colour of the characters on all the keyboard keys, and the Colour2 box defines the background colour of all the keyboard keys.

## **Timeout properties**

Timeout properties apply to Screen items. These properties allow you to define if and when a screen will time out after a period when there has been no user interaction with the event. Here you can also add various optional navigation buttons to the screen.

**Timeout type** - Set the screen timeout type to one of the following:

**Never** - The screen will never time out. During the event, when a screen set to Timeout =Never is showing it will never time out, the user must have some means of progressing past the screen. For example, if you set the 'Terms and Conditions' screen to never time out, it will be displayed permanently unless a user selects the OK or Cancel button.

**On display time** - The screen will be displayed for the number of seconds entered into the  text box.

**On screen video** - The screen will time out after a screen background video has finished playing. If the screen does not have a video background, the screen will never time out.

**On screen audio** - The screen will time out after the screen audio has finished played. If there are no audio items on the screen, the screen will never time out.

**On video item** - The screen will time out after a video item has finished playing. If there are no video items on the screen, the screen will never time out. If there is more than one video item on the screen, the screen will time out after the first video item has finished playing. Note: This also applies to the first video in a Video Sequence item.

**On countdown** - The screen will time out after a countdown item has finished playing. If there are no countdown items on the screen, the screen will never time out. If there are more than one countdown items on the screen, the screen will time out after the first countdown item has finished playing.

**On GIF animation** - The screen will time out after an animated GIF image has finished displaying all frames in GIF file. If there are no animated GIF images on the screen, the screen will never time out. If there is more than one animated GIF image on the screen, the screen will time out after the first animated GIF has completed. Note: This also applies to the first animated GIF in an Image Sequence item (if any are included within the sequence).

 - The amount of time the screen will be displayed during the event, when the Timeout type is set to **On display time**

 - This text box shows what will happen if the screen times out. See next section.

**Cancel** - Include a Cancel button on the screen. During the event, selecting a Cancel button will cause the system to go to the event specified in '**On cancel**' section of the **Event Flow** (see Event Designer). If you have chosen to include the Cancel Confirmation screen, clicking the Cancel button will show the Cancel Confirmation screen.

**Back** - Include a Back button on the screen. During the event, selecting a Back button will return the user to the screen they were on prior to the current screen. RightBooth will remember the screen navigation history, so clicking on successive Back buttons will take the user back through their previous screens.

**Next** - Include a Next button on the screen. During the event, selecting a Next button will take the user to the next logical screen in the event. Points to note:

- If you include the Next button on a screen that has a Next action (such as the Start screen), this will prevent the user from selecting the screen itself in order to continue, i.e. they must select the Next button to continue.
- If you include the Next button on a multi choice question screen this allows the user to change their answer if required, before selecting the Next button to continue.
- **OK** - An OK button can optionally be included on various screens, including the Choose overlay, Choose green screen and Choose karaoke screens. This is made available via an 'OK' option on the Screen properties Toolbox. If the OK button is included on a screen, when the event is playing, users must select an item from the grid then click the OK button to continue onto the next screen in the event. If the OK button is not included on a screen, users simply select a grid item to continue to the next screen in the event.

Please note that the Cancel, Back, Next and OK buttons are only available for inclusion on certain screens.

#### ***What happens after a screen times out***

RightBooth events comprise a number of pre-defined event screens. If any of the following pre-defined screens time out, RightBooth will progress on to showing the next logical screen in the event:

***Get ready, Countdown, Take photo, Show video, Show photo, Show answer, Show message, Show karaoke, Emailing, Printing, Error, and all user defined screens.***

For example when the 'Get ready' screen times out, RightBooth will show the 'Countdown' screen.

If any screen other than those mentioned above times out, RightBooth will load and play the event that has been defined as the Timeout event within the Event Flow section of the Event Designer (see section: Event flow). By default the Timeout event flow property is set to 'This event', which means that RightBooth will replay the current event from the beginning. So for example, if a user leaves the system part way through entering their name on the User details screen, when the User details screen times out, RightBooth will return to showing the Start screen again.

#### ***Altering the Timeout screen on User Defined screens***

By default each user defined screen that is added to the event will be set to timeout to the '**Next screen**' in the event, this being the screen that is next in the screen list. You can alter this behaviour by clicking in the

⇒ text box and entering the name of the event screen you would like to show after a user defined screen times out.

Note 1: If you leave the ⇒ text box empty, when a user defined screen times out, RightBooth will automatically show the 'Next screen' in the event list. If there are no more screens in the event list, RightBooth will start playing the event defined in: 'On completion Start' within the Event Flow section of the Event Designer (see section: Event flow).

Note 2: You can enter the reserved parameter: **/flow** into the ⇒ text box to force the user defined screen to time out to whatever event is defined as the Timeout event within the Event Flow section of the Event Designer (see section: Event flow).

### Default Timeout Values

Each time you create a new event, the event screens will be given various default timeout values which you are then free to alter to suit your requirements.

Examples include:

- Start screen: 60 seconds
- Get ready screen: 2 seconds
- Take photo screen: 2 seconds for standard events, 3 seconds for mirror booth events
- Thank you screen: 4 seconds

### Screen Transitions

When you add an animation to a screen, to a sequence item or to a countdown item, the animation will act as a transition between screens, between sequence content and between countdown numbers respectively. Screen transitions will occur whenever you leave the current screen and change to another screen. After you have chosen a screen animation, you can test it by simply clicking on a different screen in the screen list and watch the transition occur. Note that each screen can have a different animation and hence a different transition.

If you prefer not to see screen transitions when designing your screens, un-tick the **Transitions** check box on the Screen Editor toolbox. This setting will not affect your chosen animation settings, and your transitions will continue to occur when you play the event.

### Video properties

All video properties apply to Screen video backgrounds and video items.

**Speed** - Alter the playing speed of the video. Value range .01 to 30. Example 0.5 = half speed, 1 = normal speed, 2 = twice normal speed.

**Vol** - Alter the volume of the video's audio track. Value range 0 to 1. 0 = no audio. 1 = full volume.

**Hide at end** - Tick to hide the video after it has finished playing. Un-tick this to leave the video displaying the final frame after it has finished playing.

**Repeat** - Tick to cause the video to repeat playing on a loop.

**Delay** - Enter the number of seconds delay you would like before the video repeat plays. This can be used in combination with **Repeat** and **Hide at end** to cause a video to play and then hide for a period of time before replaying.

**Play** – Tick this to start the video playing as soon as the video item is shown

**Play / Pause** – Tick this to allow the user to toggle the play/pause state of the video by repeatedly clicking/touching the video item.

### **Play Pause Combinations**

- Play **ticked**, Play/Pause **un-ticked** – The video will play automatically and cannot be interactively paused. This is the default setting for all videos.
- Play **ticked**, Play/Pause **ticked** – The video will play automatically and can be interactively played/paused.
- Play **un-ticked**, Play/Pause **ticked** – The video will initially show paused and can be interactively played/paused.
- Play **un-ticked**, Play/Pause **un-ticked** – The video will show paused and cannot be interactively altered, effectively showing a permanent still frame.

**Background remover** – Tick this option to cause all green (or black) pixels to be removed from the video frames, on the fly. This will cause the video to have a transparent background (alpha channel) which may be useful when designing screens and also for image composition purposes within photos when the video is set to be a Stamp item (see Stamp property).

**IMPORTANT** – Video items that are set as Stamp items will only be added into video recordings if the Background remover option is also ticked.

**Background remover properties** - Click the background remover color square to access the Background Remover toolbox (see next).

### **Background Remover Toolbox**

**Green or Black selector** – Choose either green or black to be the transparent colour for the video.

**No** – Choose this option if you do not want any pixels in the video to be made transparent. This might be useful if you want to use the video as a full frame Stamp item within your photo captures and/or video recordings, i.e. you do not want to remove any colors from the video.

**Threshold** – Adjust this setting to get the best match for the green (or black) in the video.

**Frame rate** – Adjust this to alter the amount of CPU processing required for the background remover feature. Lower frame rates will reduce the CPU requirement. Valid range: 1 – 30.

**Edge blend** – Tick this to further enhance the colour replacement around cut out edges in the video. Note: this applies to the color Green only.

### **Web Browser properties**

Web Browser properties apply to Web Browser items.

**Browse** – This allows you to set the extent of the permitted browsing within the browser item to one of the following:

**Web** – You are allowed to browse anywhere on the web

**Web site** – You are allowed to browse anywhere on the web site defined in the web browser content property.

**Web page** – You allowed to browse anywhere on the web page defined in the web browser content property.

#### **Allowed and Blocked Web site URLs**

If you wish to further control which sites can be generally browsed you can create two text files containing a list of urls, formatted one url per line.

**Urlblock.txt** – This file should contain all urls that you do not want users to visit.

**UrlAllow.txt** – This file should contain all urls that you are allowing users to visit.

These files should be saved in the current users local application data folder for RightBooth.

For example:

**C:\Users\user\_name\AppData\Local\RightBooth**

The contents of these files are examined each time you try to navigate to another location, either by clicking on browser links or by entering a url into the navigation bar. RightBooth will use a 2 step process to decide if each requested url can be allowed:

- 1) it first compares your requested url with any urls contained in the urlblock.txt file. If the file does not exist, RightBooth will proceed to step 2. If the file exists and a match is found, the navigation will be prevented, otherwise it will process to step 2.
- 2) If your requested url is not blocked by step 1 it will then be compared with all urls in the urlallow.txt file. If the file does not exist the requested url will be allowed. If the file does exist, the requested url will only be allowed if a match is found in the urlallow file.

**Buttons** – Tick this to show Forward and Backward navigation buttons at the top of the browser item. This will allow users to navigate through the browsing history.

**Address bar** – Tick this to show the Address bar at the top of the browser item. This can be used for entering web site urls with the physical keyboard or on-screen keyboard. Pressing the Enter key will cause the browser to navigate to the entered url.

**User input** – Tick this to allow the web browser item to accept user input from the mouse and keyboard. When not ticked the web browser will show the defined web page passively in view mode only.

**Scrollbars** – Tick this to allow scroll bars to appear if the web page content extends past the right and bottom edges of the web browser item window. If un-ticked, scroll bars will not be shown.

**Crop** – Tick this to apply crop values to the web browser edges. This allows you to remove parts of the browser web page from view. All crop values are in pixels.

**L** – Enter a value that defines the amount of cropping to be applied to the left edge of the web page.

**T** – Enter a value that defines the amount of cropping to be applied to the top edge of the web page.

**R** – Enter a value that defines the amount of cropping to be applied to the right edge of the web page.

**B** – Enter a value that defines the amount of cropping to be applied to the bottom edge of the web page.

#### **Camera properties**

Camera properties apply to Camera items.

**Camera** – Select from the following options:

- **Default** – The camera item will show the live feed from the appropriate camera.
  - If you have designed your event to record webcam videos or capture webcam photos, then the camera item will show the live feed from Webcam 1.
  - If you have designed your event to record DSLR videos or capture DSLR photos and you have chosen the Canon option in RightBooth DSLR settings, then the camera item will show the live feed from your Canon camera.
  - If you have designed your event to record DSLR videos or capture DSLR photos and you have chosen the Nikon/Other option in RightBooth DSLR settings, then the camera item will show the live feed from Webcam 1. Note: It is currently only possible to show the live feed from Canon DSLR cameras in RightBooth.
- **Webcam 1 to 4** – The camera item will show the live feed from the associated webcam. See Video Settings for more details on how to configure more than 1 webcam in your events.
- **DSLR** – The camera item will show the live feed from a Canon DSLR camera.

## Altering Item Content

Most screen items contain content. For example label items contain text, image items contain image files and a video sequence item contains a list of video files to display one after another. You can alter the content of items while in the Screen Editor. This section explains how to edit the content of each item.

### Editing label text

Label items will display text instructions appropriate for the current screen. There are two kinds of label items, fixed items and user defined items. Fixed label items are those that are automatically added onto screens by the RightBooth software. These labels are required for explaining the screen's features and therefore some of these cannot be removed from the screen. They can however be hidden by moving them off the visible screen area in the Screen Editor. User defined labels are those you manually add to the screen using the Add item toolbox and these can be removed, copied and pasted as required.

### How Fixed Label Items Get Their Text Content

Fixed label items take their text content from pre-defined entries in the Event Instructions table (see Event Designer). Each fixed label item has an internal link to a specific row in the Event Instructions table. The software first looks to the associated row in the Event Instructions table. If you have provided replacement text in the associated second column row of this table, the fixed label item will use this entry for its content. However, if this entry is empty, then the label item will use the text from the row entry in the first column, which itself is taken from the Default Event Instructions table in Settings (See RightBooth Settings). Using this two tier approach, most fixed labels in your events will take their text content from the Default Event Instructions table within Settings, but any changes you make to specific labels will be stored and taken from the Event Instructions Table within the Event Designer.

### Directly Editing the Text Content of a Fixed Label Item

You can change the text wording of a fixed label item by double clicking on a text label to show the **Text Editor**.

The Text Editor will provide you with an explanation of the label context and will allow you to directly modify the text content of the label. This modified text content will only apply to the currently loaded event file and any modifications will be stored in the second column of the event's Instruction table within the Event Designer. These text changes will not be applied to the Default Event Instruction Text table in Settings and therefore they will not affect any of your other event files.

If you modify any label text content you should ensure that the re-worded content accurately represents the context shown in the Text Editor.

Because fixed labels take their content from the Event Instructions table, if you subsequently change the event language for the event, all fixed labels will be automatically translated and shown in your chosen language.

### User Defined Text Labels

When you add a new label item to a screen, it will initially contain no text. Simply double click the item to enter text into the new label. User defined labels are not tied to the Event Instructions table in any way and they will not change if you decide to change the language of the event file.

Text labels can (and often do) contain text variables, in any combination. For more information, see the section **Using Text Variables** (later).

## Changing Image item content

When you select an image item, a **Content** button is displayed on the Properties toolbox. Click this to take you to the Image Media Library where you can choose an image for the item content. You can also double click an image item to change its content.

With an image item you can also select the type of content it will display. The content type selector will appear at the top of the Image Properties toolbox. You can choose from the following types:

**Image file** - The image item will show the image file you choose from the Image Media Library (or from elsewhere on your computer).

**Latest photo capture** - The image item will show the most recently taken photo. This content will change each time a new photo is taken during the event.

**Photo capture 1 - 10** - The image item will show the corresponding photo number x from the most recently taken photos. The content will change each time a new set of photos are taken during the event. As such, these image items act as photo placeholders during the event. They are automatically included on the Show Photo screen and Print Layout screen. If you change the number of photos in your event (See Event Designer → Event Type) then you should add or remove photo place holders on these screens accordingly. For more information see: **The Print Layout: Adding and Removing Photos**

**Print layout** - The image item will show the photo print layout comprising the most recently taken photos. This layout will change each time a new set of photos are taken during the event.

**Latest drawing pad** – The image item will show the most recently created drawing pad contents. This can be useful when you want to include the drawing pad contents on a photo print layout.

**Latest animation** – The image item will show the most recently created animated gif file, containing the set of photos taken by the current user. See Event Designer → Event type → Make animation GIF/WMV.

**QR code** – The image item will show a QR code of the text that is entered using the Content button. The Content button will be displayed on the Image Properties toolbox when you choose this option. Your text can also include any of the RightBooth Text variables.

**Video thumbnail** – The image item will show the thumbnail image of the video that was most recently selected from the media view grid on the Media browser event screen

## Animated GIF

Image items provide support for using animated GIF files as their content and the Image Media Library contains a wide range of animated GIF's you can include within your events.

## Changing Video item content

When you select a video item, a **Content** button is displayed on the Video Properties toolbox. Click this to take you to the Videos folder on your computer where you can choose a video for the item content. You can also double click a video item to change its content.

With a video item you can also select the type of content it will display. The content type selector will appear at the top of the Video Properties toolbox. You can choose from the following types:

**Video file** - The video item will show the video file you choose from the Media Library or the computer.

**Current video** - The video item will show the currently recorded video file. This content will change each time a new video is recorded, or after the file is video enhanced or if the user chooses to re-record the video.

**Latest animation** – The video image item will show the most recently created animated gif file, containing the set of photos taken by the current user. See Event Designer → Event type → Make animation GIF/WMV.

**Previous video** - The video item will show the video file recorded by the previous user. The previous video file reference will be updated whenever the next user starts to record a video, but note that the video item will not be updated to show the previous video until the video item is either replayed or refreshed due to an event screen change or screen timeout.

**Current karaoke** – The video item will play the most recently chosen karaoke video file, selected on the ‘Choose karaoke’ event screen.

## Changing Web Browser item content

When you select a web browser item, a **Content** button is displayed on the Web Browser Properties toolbox. Click this to show the Text Editor where you can enter any valid web site url (e.g. [www.rightbooth.com](http://www.rightbooth.com)) or any local html file (e.g. c:\website\index.html). This will then cause the web browser item to display the specified web page each time the screen is shown during the event. You can also double click a web browser item to access the Text Editor. This content lets you define the starting page for the browser, users can then interact with the browser to navigate to other web sites and pages (if allowed). See **Adding Items – Web Browser** for further information.

## Changing Sequence item content

When you select an Image Sequence, Video Sequence, Label Sequence or Browser Sequence item, a **Content** button is displayed on the Sequence Properties toolbox. Click this to take you to the Sequence Files window where you can choose a list of files to include as content in the item. You can also double click a sequence item to access the Sequence Files window which lets you define the list of files that will appear in the sequence item.

### Image sequence files

Show photos from:

**file list** - Select this to cause the image sequence item to display images from the list of image files you add to the file list.

**event** - Select this to cause the image sequence item to show photos captured by users during the event.

**folder** – Select this to cause the image sequence item to show image files that are located in your chosen Windows folder.

### Video sequence files

Show video from:

**file list** - Select this to cause the video sequence item to play videos from the list of video files you add to the file list.

**event** - Select this to cause the video sequence item to play videos recorded by users during the event.

**folder** – Select this to cause the video sequence item to play video files that are located in your chosen Windows folder.

## Label sequence files

Show text from:

**file list** - Select this to cause the label sequence item to show text taken from each file in the list of text files you add to the file list.

**event** - Select this to cause the label sequence item to show the messages entered by users during the event.

**text list** - Select this to cause the label sequence item to show the sequence of text lines entered into the text box.

**folder** – Select this to cause the label sequence item to show text taken from text files that are located in your chosen Windows folder.

## Browser sequence files

Show content from:

**file list** - Select this to cause the browser sequence item to show files from the list of local HTML and/or PDF files you add to the file list.

**text list** - Select this to cause the browser sequence item to show web pages from web page URLs you enter into the text box.

## Sequence options

**Random order** - Tick this to cause sequence items to be shown in a random order. If this is un-ticked, files will be shown in the order that they are added to the file list (when choosing ‘the file list’) and event files will be shown in a sorted order (when choosing ‘the event’).

**Random video start** – Tick this to play each video starting at a random position within the video file. Applies to Video Sequence items only.

**Show 1 only** – Tick this to only show 1 item from the list each time the screen is shown.

**Reset list to start** – Tick this to cause the sequence to reset to showing the first item in the list each time the event screen is shown or whenever the number of files in the associated folder changes. This can be useful if you are using the sequence item to watch a folder for the arrival of newly recorded videos or captured photos.

**Note:** If you tick: ‘Show 1 only’ and un-tick: ‘Reset list to start’ then the first item in the list will be shown when the screen is first shown, the second item will be shown when the screen is next shown, then the third item when the screen is next shown, etc.

**Add** - Click to add files to the file list.

**Remove** - Click to remove selected files from the file list.

**Up/Down arrows** – Use these buttons to alter the position of any selected item in the list.

## Changing Grid item content

When you select a Green Screen grid, an Image overlay grid or a Karaoke file grid, a **Content** button is displayed at the top of the Grid Properties toolbox. Click this to take you to the Files window where you can choose a list of files to include as content in the grid. You can also double click a grid item to access the Files window.

### Grid Files

This window lets you define the list of files that will appear during the event OR that will be used by RightBooth for automatic file selection where appropriate.

The following options will be available for Overlays, Green screen and Karaoke grids:

**Add** - Click to add files to the file list.

**Remove** - Click to remove selected files from the file list.

The following options will be available for Overlays and Green screen grids, but will only apply when you select 'Yes' in the Overlay and Green screen options within the Event Designer. See sections: Event Designer → Event structure → Choose screen screen, and Event Designer → Event structure → Choose overlay.

**Random order** - Tick this to cause items from the file list to be selected at random by RightBooth whenever an overlay mage or green screen image is required during the event. If you untick this option, RightBooth will choose the next item sequentially from the list each time an image is required during the event.

**Same for all photos** – Tick this to cause the chosen overlay or green screen image to be used for all the photos taken in a photo capture event, so if the event is designed to take 3 photos, all 3 photos will use the same (automatically selected) overlay image or green screen image. If you untick this option then RightBooth will choose a different image for each photo taken, and depending upon the previous setting they image will either be selected at random or sequentially.

## Formatting items

Click the Formatter checkbox to show the **Formatter toolbox**. This lets you format multiple items (and screens) by copying properties from one item (or screen) and then applying them to other items on the same screen or to other items on all screens.

Note that if you have enabled additional monitors, format changes made while working on a Monitor 1 screen will only be applied to Monitor 1 screens. Similarly, format changes made while working on a Monitor 2 screen will only be applied to Monitor 2 screens.

### Screen formatting

**Same screen sizes** – Click this button to alter the width and height of all the screens in your event so that they match the width and height of the current screen you are working on. You will find this useful if you have changed the size of your monitor display and your event screens no longer fill the whole monitor due to a change in aspect ratio between the monitor and your event design. If this happens, simply alter the width and height properties of one of your event screens, then click this button to apply the same size to all the other screens in the event.

**Add background to: 'all screens'** - Click this to copy the current screen background properties and apply them to all screens.

### Item formatting

We will explain item formatting by way of an example...

Assume you have altered the style of one button on one of the event screens by changing its button image, icon, size or shadow properties. You now want to make all buttons in the event have the same size and style. You can do this as follows:

- make sure the button you have altered is selected on the screen.
- on the Formatter toolbox, click the button: **same size on: ‘all screens’**.
- now return to the screen where you altered the original button and select it again.
- on the Formatter toolbox, click the button for **same design on: ‘all screens’**.

You will now find that all buttons on all screens will have the same size and design as your originally altered button.

When formatting, it is important to remember to first select one item, make changes to it, and then (while the item is selected) use the Formatter toolbox to apply its properties to all items of the same type (on the current screen or on all screens).

In all the following descriptions, only items that match the type of the selected item will be altered, for example if you have selected a camera item, then only camera items will be affected by the Formatter.

**Same items have same size on: ‘this screen’** - Click this to cause same items on the current screen to be resized to match the size of the selected item.

**Same items have same size on: ‘all screens’** - Click this to cause same items on all screens to be resized to match the size of the selected item.

**Same items have same position on: ‘this screen’** - Click this to cause same items on the current screen to be placed at the same position and angle as the selected item.

**Same items have same position on: ‘all screens’** - Click this to cause same items on all screens to be placed at the same position and angle as the selected item.

**Same items have same design on: ‘this screen’** - Click this to cause same items on the current screen to be given the same design properties as the selected item.

**Same items have same design on: ‘all screens’** - Click this to cause same items on all screens to be given the same design properties as the selected item.

**Same items have same font ‘name’ on: ‘this screen’** – Tick the **Name** checkbox, then click this button to cause same items on the current screen to be given the same font name as the selected item.

**Same items have same font ‘name’ on: ‘all screens’** – Tick the **Name** checkbox, then click this button to cause same items on all screens to be given the same font name as the selected item.

**Same items have same font ‘size’ on: ‘this screen’** – Tick the **Size** checkbox, then click this button to cause same items on the current screen to be given the same font size as the selected item.

**Same items have same font ‘size’ on: ‘all screens’** – Tick the **Size** checkbox, then click this button to cause same items on all screens to be given the same font size as the selected item.

**Same items have same font ‘properties’ on: ‘this screen’** – Tick the **Properties** checkbox, then click this button to cause same items on the current screen to be given the same font properties as the selected item (excluding font name and size).

**Same items have same font ‘properties’ on: ‘all screens’** – Tick the **Properties** checkbox, then click this button to cause same items on all screens to be given the same font properties as the selected item (excluding font name and size).

## Changing Shared Properties

It is possible to alter the shared properties of more than one item at the same time. Select more than one item on screen and notice the Property Toolbox is now showing **Shared Properties**, in other words it is showing all those properties that are common to the selected items.

If you now change any property, it will be applied to all selected items. For example, select all items on screen, then change the Flip X property to cause all items to be flipped.

## Aligning Screen Items

You can align any or all items on a screen. First select at least one item on the screen, then right click on any selected item to show a popup menu containing the following options:

**Centre on screen horizontally** - Positions the item centrally across the screen.

**Centre on screen vertically** - Positions the item centrally down the screen.

**Align Left** - Aligns the left hand edge of all selected items.

**Align Middle X** - Centralises all selected items horizontally.

**Align Right** - Aligns the right hand edge of all selected items.

**Align Top** - Aligns the top edge of all selected items.

**Align Middle Y** - Centralises all selected items vertically.

**Align Bottom** - Aligns the bottom edge of all selected items.

**Align Width** - Makes all selected items the same width.

**Align Height** - Makes all selected items the same height.

## Keyboard shortcuts

The following keyboard shortcuts are available during screen editing:

**Ctrl-C** – Copy the currently selected screen item(s).

**Ctrl-X** – Cut the currently selected screen item(s).

**Ctrl-V** – Paste the previously copied screen item(s).

Note: Cut, Copy and Paste actions are also available by right clicking the mouse on the item or screen to access the popup menu.

**Del** – Delete the currently selected screen item(s). Note that some screen items are required on various screens and therefore cannot be deleted.

**Shift key + Left Mouse Click** or

**Alt key + Left Mouse Click** or

**Ctrl key + Left Mouse Click** – Add (or remove) the selected screen item to (or from) the current selection.

**F1** – Show the Help file.

**F4** – Toggle the visibility state of the Properties Toolbox.

**Alt F4** – Close the Screen editor.

## Grouping items together

You can select one or more items on the screen and then group them together so that they behave as one item. To do this, use the mouse to drag a selection rectangle around the items you want to group, then right click the mouse on one of the selected items and choose '**Group items**' from the popup menu. The items will then move and size together and any properties you apply to one of the items will also be applied to the other items in the group. You can ungroup items by right clicking on any item in the group, then choosing '**Ungroup the items**' from the popup menu.

## Capturing images of event screens

You can capture an image of any of your event screens, saving them either as a JPG file or a PNG file. When the screen image is saved, all items on the chosen event screen will also be captured and saved inclusively within the image. This feature is therefore useful if you would like to use the Screen Editor as a graphic design tool for creating your own image designs that are composed from multiple items positioned on the screen.

To capture an event screen, show the chosen screen in the Screen Editor, then right click on the screen background (do not right click on a screen item). You will then see the following popup menu:

**Capture screen** – Click this menu item to show a File Save dialog, prompting you to save the current event screen as an image in the Backgrounds section of your RightBooth Media Library.

## Creating multiple screens

You may want to create many copies of a particular user defined screen as a starting point for making design changes, where each copy is identical to the original screen. To do this, show the chosen screen in the Screen Editor, then right click on the screen background (do not right click on a screen item). You will then see the following popup menu:

**Create more screens** – Click this to show a dialog box into which you can type one or more lines of text, with each line representing the name of a new screen. Then click OK to automatically create new screens in the event.

## Creating multiple label items

You may want to create many copies of a particular label item, such that each label contains a different word or phrase but is similar to the original label in all other respects, such as font style, colours, shadowing, etc.

To create copies of a label item, right click on the label item and from the popup menu choose:

**Create more labels** – Click this to show a dialog box into which you can type one or more lines of text. Then click OK to automatically create label items for each of the lines of text.

## Copying images from Other Applications into Event Screens

You can copy images from other applications into your event screens. First, in the other application, copy the image to the Windows clipboard. Then in the RightBooth screen editor, right click the mouse on any screen in the event and choose the option 'Create/Paste clipboard image' from the popup menu. You will then be asked to save the clipboard image into the RightBooth Image library within the folder 'General'.

After the file is saved, the image will then be added to the event screen. Important: when asked, please ensure you save the clipboard image into the media library using a unique filename. This will avoid the possibility of overwriting an existing image that might already be used elsewhere (e.g within another event file).

Note that once a clipboard image has been added to an event screen, if you then want to add it to additional event screens you should use RightBooth's internal Copy/Paste features (available on the Screen Editor Toolbox) rather than repeating to paste from the Windows clipboard.

## Designing Question and Answer Screens

All questions in an event are accessible from the Question screen (in the Screen List on the Designer Toolbox) and each question can have its own screen design and layout. Similarly all answers in an event are accessible from the Answer screen (in the Screen List on the Designer Toolbox) and each answer can have its own screen design, layout and countdown values (for video answers).

If your event contains more than one question (see section 'Question' in the Event Designer), you will notice a question selector shown on the Screen Editor Toolbox:  which appears whenever you are editing the Question or the Answer screens. You can use this selector to navigate through your set of questions and answers, allowing you to access the design and layout of each one.

As described in the Event Designer Question section (see earlier), each question can be defined as one of the following types: a **Text** question, a **Video** question or **Both**. If the current question type is **Text**, the Question screen will show the question label item. If the current question type is **Video**, the Question screen will show the video player item. And if the current question type is **Both**, the question label item AND the video player item will be shown. If the Answer Type for the current question is **Ask**, the current question screen will also show Video and Text selection buttons, so the user can choose how to answer the question during the event. If the Answer Type for the current question is **Multi**, the current question screen will also show all the multi choice answer text and buttons to allow the user to make a selection during the event.

Your answers can be one of the following types: a **Text** answer, a **Video** answer, **Ask** , or **Multi**. If the current answer type is **Text**, the Answer screen will show the items required for entering a text answer. If the current answer type is **Video**, the Answer screen will show the items required for recording a video answer. If the current answer type is **Ask**, the Screen Editor Toolbox will provide further options for toggling the Answer screen layout between Text and Video, to allow you to design both. If the answer type for the current question is **Multi**, the answer screen will not be required for the current question (and will not be shown to the user during the event), this is because during the event the user will answer a Multi choice question using one of the multi choice buttons shown on the question screen.

Any changes you make to the question text or video files will also be shown in the Question table in the Event Designer (see earlier).

## The Print Layout Designer

Your event's print layout is available on the Print Layout screen in the Screen Editor, when you choose to include printing in the current event

The Print Layout screen will show you a set of image items containing numbered photo placeholders that you can size and position on the print design. There is one placeholder for each of the photos you have defined in your event.

The Designer allows you total flexibility in how you arrange your photo placeholders and you can also add your own label and image items to further enhance the print layout design. The Properties toolbox can be used to design your background, photo, image and label items, so we suggest you familiarise yourself with the Screen Editor, as it also applies to your Print Layout.

By default, the Print Layout screen is set to a maximum of 2000 x 2000 pixels. These values are used purely for allowing you to design the print layout, and do not affect the resolution of the actual printed page.

When working on the Print Layout screen, the Screen Editor Toolbox provides the following buttons:

**Arrange** - Click this to access the Print Layout Arranger (see below).

**Load** – Click this button to choose a pre-defined Print Layout file from the RightBooth Media Library.

**Save** – Click this button to save your current print layout into the RightBooth Media Library.

**Test Print** - Click this to print a test page of the current layout design.

### Print Layout Arranger

This provides a quick and easy way to arrange your photos on the printer page in a grid using the following options:

**Rows** - Alter the number rows in the grid.

**Columns** - Alter the number of columns in the grid.

**Row order** - Tick this to arrange the photos in the grid starting from the top left to the top right and working down the screen. Un-tick this option to arrange the photos in the grid starting from the top left to the bottom right, working across the screen.

**Gap** - Alter the gap between each photo. Value is in pixels

**Margin** - Alter the margin around photo image. Value is in pixels. Note that this margin applies to the photos as they are positioned on the layout and should not be confused with the printer paper margins. The best way to think about this is that your photo layout design will be treated as a single composite image when it is ultimately printed, so these margins are what appear on the composite image. Your printer margins can be set using the software supplied with your printer.

**Large photo 1** - Select to add a large first photo at one of the positions: Left, Right, Top or Bottom of the grid. If you chose to have a large first photo, then photo no 1 will not form part of the grid layout, but will be placed alongside the grid, which will then contain photos 2 onward.

**Duplicate layout** - Select this to duplicate your chosen layout on the screen either horizontally or vertically. When selected, all photos in the layout will be duplicated on the screen, including the large first photo.

When you are happy with your layout, click the OK button to return to the Layout Designer, or click the Cancel button to cancel any layout changes.

## Print Layout Properties

Click the Properties checkbox on the Screen Editor toolbox to show the Properties toolbox. Note: clicking anywhere on the design background will show you the design properties for your layout.

**Design size** - Click the combo box to choose a size for your print layout design. You can choose from a list of commonly used printer paper sizes or you can set a Custom size (in inches). Note that your choice of design size is independent from your choice of printer paper size (see below). The point to remember is that if you want your design to completely fill your paper when it is printed then make sure that the aspect ratio of your design size (i.e. its Width divided by its Height) matches the aspect ratio of your paper (again Width divided by Height). If there isn't a common design size on this list that exactly matches the aspect ratio of your intended printer paper, you can select **Custom** from the list, then alter the W and H properties (below) to match the aspect ratio of your paper (see below).

Note: If your design and paper aspect ratios do not match, RightBooth will print your design onto the paper at a 'best fit' size, placed centrally on the paper. This may involve automatic landscape or portrait printing (see below).

**W & H** – These values allow you to enter your own custom size for your print layout design. Note that these W & H values must be in inches. If you want your design to fill your paper then make sure they are set to the same size as your paper. For example if your printer paper size is 4.13 x 6.15 inches, enter 4.13 into W and 6.15 into H.

**Swap** – Tick this option to swap the Width and Height of the chosen Design size. For example if you have chosen the design size: '8.3 x 11.7 A4' the un-swapped size is W = 8.3, H = 11.7 and the swapped size will be W = 11.7, H = 8.3 (inches). Note that if you swap the design size you may need to reposition photo placeholders or other content that might lie outside the new design boundaries.

Un-swapped designs will normally be printed in Portrait mode and swapped designs printed in Landscape mode. Having said this, RightBooth will always fit your design onto the paper so that it is printed at its maximum possible size without any aspect distortion, and this may or may not involve rotating the design on the chosen paper (see next).

**Printer paper size** – This option lets you choose an intended paper size on which to print your design. The combo box lists all the paper sizes that are provided by your current printer (See: Settings - Printers). By default RightBooth will print your designs onto your printer's default paper (as defined in your printer's setup application). However, if your printer provides more than one size of paper, such as multiple paper trays with different sizes, or a guillotine facility to cut 4x6 inch paper into two 2x6 inch strips then you may want to set your design so that it targets a specific paper size on your printer.

**Default copies** – Tick this to allow you to specify the number of copies of the layout that will be printed when the layout is chosen to be printed during the event. This value will override any previously chosen 'Print copies' value set during the event.

Notes:

- Chosen design sizes, paper sizes and default copies are always saved with your designs.
- When printing a design, if RightBooth cannot find a matching paper size on the target printer, the design will be printed on the printer's default paper. This may occur for example if you swap printers.

**Appearance** and **Background** properties are described in the section: **Screen Editor**.

## Adding and Removing Photos

When you create a new event, the Print Layout screen will automatically include the same number of image items as the Event Photo Count (see Event Designer → Event Type). If you examine the Content property of the image items on the Print Layout screen you will see that they are set to 'Photo capture 1', 'Photo capture 2', etc. This allows the image items to act as photo placeholders and they will correctly show the most recently captured photos each time the event is used. If you later decide to alter the number of photos in your event, then you will also need to manually alter the photo placeholders on the Print Layout screen. This can be done in one of the following ways:

- 1) Use the Print Layout Arranger (see above).
- 2) Load a suitable print layout from the RightBooth Media Library.
- 3) Manually add (or remove) photo placeholders on the design. For example if you increase the number of event photos from 4 to 5, you can add a new image item to the Print Layout screen and then set its Content to '**Photo capture 5**'. If you reduce the number of photos in your event you should also delete the redundant image items from the Print Layout screen.

## Adding New Items to the Print Layout

Click the Add items checkbox on the Screen Editor toolbox to show the Add items toolbox. This lets you add new Image and Label items onto the print layout.

All the available Image and Label properties are described in the section: **Screen Editor**.

If you want to include the contents of the Draw Pad item into the print layout you can add an Image item and set its Content property to: **Latest drawing pad** (see earlier). This will allow the most recently created drawing pad content to be included and printed with the photos.

## Using Multiple Monitors

RightBooth can make use of up to 4 monitors attached to your computer for displaying screens independently to the main event screens (that will show on your primary monitor).

This might be useful in situations where you would like to show information screens containing videos, images and text sequences to a different audience while users are recording videos and photos on the primary monitor. For example, your primary monitor might be housed inside a booth with a second monitor outside the booth showing an attractor slide show to passers-by.

To make use of the multiple monitor features, your monitors must be configured to provide an extended Windows desktop. Details on how to do this are outside the scope of this manual but full details can be found in your Windows Display Settings.

When you have more than 1 monitor attached and working as an extended desktop, turn on the **Multiple monitors** feature in RightBooth, which is located in the Event Structure tab of the Event Designer. With this turned on, visit the Screen Editor to gain access to the additional monitor screen design features.

### Monitor selector

If the Screen Editor correctly detects your additional monitors and you have enabled multiple monitors in the Event Designer, the **Monitor selectors 1 - 4** will be shown at the top of the Screen Editor Toolbox. If you do not see the monitor selectors, you will need to close RightBooth and check your Windows display settings.

If you now click on the **Monitor 2** selector, the whole Screen Editor interface will shift onto the second monitor and you will see the Monitor 2 screen list which will contain the default screen: **Start 2**. This is the first screen that will be displayed on the second monitor when you play the event. If you have also chosen to include the **Monitor 2 In progress** screens (see Event Structure in the Event Designer), these will also be included in the Monitor 2 screen list.

The same rules apply to the Monitor 3 and 4 selectors where Monitor 3 and 4 screens can be designed.

You can now use the monitor selectors to switch between editing event screens on each of your monitors.

### Adding Screens and Items on Your Additional Monitors

You can use the Add Items toolbox to add a new screen to the Monitor 2, 3 and 4 screen lists. You can add as many screens to the additional monitor screen lists as you require.

You can add any of the items in the Add Items toolbox onto any of the Monitor 2, 3 and 4 screens. For example you can add text, image, video and browser sequence items that can be set to show sequences of material being recorded by users on Monitor 1. All the design features and item properties are available for the additional monitor screens and note that screen transitions are currently not supported on the additional monitor screens.

### Video In Progress Screen

When this optional screen is included for any (or all) of the additional monitor screens (see Event Designer), it will be shown on the associated monitor whenever a user is recording a video on Monitor 1. You may wish to include this screen in order to improve the video recording performance on Monitor 1. If you include this screen, you may want to keep it free from processor intensive screen items, such as video and sequence items, as this will help your computer to focus on the task of recording video on Monitor 1.

However, if your equipment is powerful enough to cope, you can add a camera item to this screen to show the video recording process in action.

## **Photo In Progress Screen**

When this optional screen is included for any (or all) of the additional monitor screens (see Event Designer), it will be shown on the associated monitor whenever a user is taking photos on Monitor 1.

If you add image items to this screen and set their Content properties to **Latest photo capture** or one of the **Photo Capture** values (1-10), the image items will display the photos on this screen as they are being taken.

You may also choose to add a camera item to this screen so you can watch the users preparing to take their photos.

## **Print In Progress Screen**

When this optional screen is included for any (or all) of the additional monitor screens (see Event Designer), it will be shown on the associated monitor whenever a photo layout is being printed.

If you add an image item to this screen and set its Content property to **Print Layout**, the image will display the latest print layout as it is being printed.

When the current video recording, photo capture process or photo printing is complete, your defined list of Monitor 2, 3 and 4 event screens will start being shown again.

## **Playing Events Containing Multiple Monitor screens**

When you play an event containing multiple monitor screens, these screens will be automatically displayed independently to the screens being displayed on the first monitor. As each multiple monitor screen times out it will progress to showing the next screen in the monitor list. When all multiple monitor screens have been displayed, RightBooth will repeat showing them again.

Every event can contain its own set of monitor 2, 3 and 4 screens which will appear when the event is playing. So if you are making use of Event flow, you may need to add additional monitor screens into all the event files you intend to show.

## **Different Monitor Display Resolutions**

For best results your second and third monitors should be set up (using the Windows display settings) so that their display resolutions match that of your primary monitor. However, with some equipment setups, you may find that this is not possible, and your additional monitors may have to be different resolutions to your primary monitor.

If this is the case you will need to check the **Width** and **Height** properties (on the Screen Properties Toolbox) for each of your additional monitor event screens to make sure they are set up to be the same as the your additional monitor display resolution's width and height. Failure to do this may cause your additional monitor screens not to be shown correctly.

## **Performance Considerations**

Please be aware that displaying screens on additional monitors can affect the performance of the screens on the first monitor. For this reason we advise you to always include the 'in progress' screens. Also we recommend you minimise the use of processor intensive screen items such as video and sequence items.

## **Multicasting**

Another feature available on Monitor 1 screens is multicasting. Multicasting is useful when you want to show Monitor 1 activity on other monitors attached to your system. Consider the situation where you have a room containing a RightBooth video recording set up. Outside the room is a second monitor that can be used to show the recording in progress within the room. In this situation you could simply apply the Multicast property to the 'Record video' screen on Monitor 1. Then each time a recording is made inside

the room, Monitor 2 would also show this screen outside the room. Note that Multicast screens will always take priority over any other screens that may be being shown on Monitors 2, 3 and 4, including the 'In Progress' screens. You can also choose to multicast monitor 1 screens simultaneously onto all other monitors.

For more information on multicasting, see the section **Screen Properties**.

## Running Multiple Instances of RightBooth

You can run up to 4 instances of RightBooth on the same computer. Simply start RightBooth running by double clicking on the desktop icon, and while it is running, start RightBooth running again by double clicking the desktop icon again. You will now find 2 instances of RightBooth, with the second instance identified with a '2' on the top right corner of the main window.

Each instance of RightBooth:

- can be used to open and play its own event file
- maintains its own settings
- performs totally independently of other running instances
- requires its own product code.

You can use this feature to run different RightBooth events on different monitors when you have Windows Display Settings configured as an extended desktop and you have two or more monitors attached. Details on how to achieve this are described in the Option 4 PDF document, to be found here:

<https://www.rightbooth.com/shareqr.html>

## Event Tasks

The Event Tasks window is accessed by clicking the Tasks button on the RightBooth Main window.

### Convert videos task

You may find it useful to convert all recorded event videos into MP4 or MOV format. This section will list all the videos created for the currently loaded event and allow you to batch convert them into one of these formats. You can select the following options for the conversion:

**Convert videos to** - Select to convert files to MOV or MP4 format.

**Conversion settings** – Click this button to apply video conversion settings. See the section: **Video Conversion Settings**.

**Convert** - Click this button to start the video conversion process. During conversion this button will allow you to **Cancel** the conversion.

The conversion process will:

- take a copy of each of your recorded AVI or WMV videos from your chosen event.
- convert them into the required format.
- save the converted files into same folder as the original.

Your original video files will not be affected by the conversion process.

## Print photos task

This panel will show a list of all the photos (or photo print layouts) that were created by users of the currently loaded event, or from the currently specified Tasks & Publish folder. You can select, view and print each photo or layout. This is useful if you need to print at some point after an event has finished or if you are using RightBooth as a Print Station.

Note: If you want to print the photo layouts then this feature requires that you have previously set the '**Save to Event Tasks**' option prior to playing your event file. See section: Event structure: **Print photos**.

**Photos** – Tick this to show all the photos that have been taken while playing the currently loaded event file, and/or to show all the images in the currently specified Tasks & Publish folder (see Settings → Folders & files).

**Photo print layouts** – Tick this to show all the photo print layouts that have been saved while playing the currently loaded event file, or to show all the photo print layouts in the currently specified Tasks & Publish folder (see Settings → Folders & files).

**Thumbnails** – Tick this checkbox to switch between showing a list of filenames and showing a set of thumbnails. Click on any item in the list or click on any thumbnail to show a larger image of the selected item, ready for printing.

Note that when you are in Thumbnail mode you can right click on any thumbnail image to change the number of columns that will be used for displaying the thumbnails. You can choose a value from 1 to 4.

**Copies** - Specify the number of copies required (range 1 to 99).

**Grayscale** - Print the currently selected item in black and white (gray scale).

**Print** – Click this button to print the currently selected item.

 - Click this icon to choose an image from the Media Library. The image will then be used to decorate the background of the Print Layout selection screen.

  - Click this icon to switch to fullscreen mode (and back again).

## Email files task

This panel will list all the email files that have been created during the event. You can then select one or more email files from the list and then send them to the associated event users as a batch process.

Email files will be created if you choose the '**Later**' option for videos, photos or messages within the Event Designer → Event Structure → Email files section. During the event, email files will also be created if emails fail to be sent due to problems with the network or Internet connection.

**All emails** – Click this to show the full list of email files that have been created during the event.

**'To do' emails** – Click this to show only those email files that failed to be sent during the event.

**Send emails** – Click this to email files (that you have selected in the list) to the recipient event users as a batch process.

## Create Video From Photos task

This panel will allow you to create a video from all the photos captured during the event. This is also a great way to create a time lapse video from a set of photo stills captured using RightBooth.

Simply click the **Create button** to create the video. Once created, the video will be saved with the filename photos.mp4 and saved into the current event folder.

Click the **Settings** button to view and alter the Photo Conversion settings...

### Settings

Select from the following options:

**Width** – Enter the required width of the video in pixels. Can be left at 0.

**Height** – Enter the required height of the video in pixels. Can be left at 0.

**Image display time in seconds** – Enter the amount of time you would like each photo to be displayed when the video is running.

Example 1: Settings this to 4 will cause each photo to be shown for 4 seconds.

Example 2: Setting this to 0.04 will cause 25 photos to be shown per second in the resulting video, which may be useful if you are creating a time lapse video.

**Quality** – Set this slider to choose your preferred video quality. A lower value will create smaller video files with less quality. A higher value will create videos with larger video files and higher quality.

## FTP files task

This panel will list all the event files that have been created during the event that have been designated to be uploaded to an ftp account. You can select one or more files from the list and then upload them to the account (defined in Social media settings) as a batch process.

**Upload files** – Click this button to upload all selected files to the ftp account.

**Remove** – Click this button to remove all selected files from the list.

## The Drawing Tools

The Drawing Tools allow you to draw and write on a variety of other screen items that can appear during the course of playing the event. It can be used for drawing on:

- the on-screen live camera feed (displayed by the camera item).
- the most recently taken photo after it has been captured.
- the Drawing Pad.

This feature is useful if you want your users to add names, messages or drawings onto video recordings, photos or the drawing pad.

## Adding the Drawing Tools

The Drawing Tools can be added to any screen in the event, but they are only relevant on screens that contain one or more camera items, the most recently taken photo or the Drawing Pad item.

- If drawing tools are added to screens that appear prior to the 'Record Video' screen (such as the Start screen or the Choices screen) then you can draw over the live video window before you start a video recording. The drawings will then remain over the video during the actual recording and they will be captured into the video file\*.
- If drawing tools are added to screens that appear prior to the 'Take Photo' screen (such as the Start screen or the Choices screen) then you can draw over the live window before you capture photos. The drawings will then be added onto the photo image after it is taken.
- If the drawing tools are added to the 'Record Video' screen then you can draw over the live video window while a video recording is being made\* The drawings will then be captured to the video file in real time throughout the recording\*.
- If the drawing tools are added to any screen that is showing the most recently taken photo image item (such as the Show Photo screen) then you can draw on the photo and have the drawings automatically added to the photo image.
- If the drawing tools are added to any screen containing the Drawing Page item then the tools can be used to draw directly into the Drawing Pad canvas.

\*Note: The drawing tools currently do not allow you to draw over video recordings made by a DSLR camera.

To add the drawing tools:

In the Screen Editor select a screen from the Screen List. Then show the 'Add Items' toolbox and click the 'Drawing Tools' button to add the tools to your chosen screen.

Please note that when the drawing tools are added to a screen, the Flip X and Y properties of the camera item(s) are automatically turned off and cannot be turned on.

You can use the Drawing Tool properties to alter the layout of the tools, decide which tools to show and set a default pens, colour and line width (see the section **Screen Editor - Properties**).

## Using the Drawing Tools

When the event is playing, the drawing tools will appear on each screen you have added them. You can then use the tools to draw on the items described earlier (if they are available on the screen). If there are two or more camera items on the screen, you can draw on any one of the camera items and all the drawings will automatically be shown on all the camera items.

All drawings added to the camera item will be saved into the recorded video files or the captured photo files.

All drawings added to the drawing pad will be saved to an image file after each event session.

At the end of each event session, any drawings will be automatically removed from the camera view and the drawing pad, allowing the next user to start drawing on a 'clean slate'.

The drawing tools are only active while the event is playing. When you are designing your screens you can move and size the tools to the required place in the Screen Editor but you cannot draw over the camera item or into the drawing pad in design mode.

## The Drawing Tool Set

The drawing tools comprise:

**Pen Tool** - This allows you to draw solid lines using the mouse or touch screen, in the current colour and line width.

**Marker Tool** - This allows you to draw semi-transparent lines using the mouse or touch screen, in the current colour and line width. This tool effectively performs like a standard marker (or highlighter) pen.

**Undo Tool** - This allows you to undo the most recently drawn line. You can click this tool repeatedly to remove more than one line. You can also undo a recent use of the Bin Tool, returning all previously removed lines to the video window.

**Bin Tool** - This allows you to remove all drawn lines to clear the video window.

**Line Width Tools** - These 4 tools allow you to select the line width of any subsequently drawn lines.

**Line Colour Tools** - These 8 tools allow you to select the colour of any subsequently drawn lines.

You can control which tools are to be made available and which tools are the default using the **Drawing Tool Properties** (see earlier).

# Controlling Peripheral Equipment with a USB Relay Board

Using a USB relay board, RightBooth can control any electrical device that has the ability to be switched on or off, such as an LED bulb, a mains light bulb, a motor or a fan. The relay board connects to your computer via a USB cable. You can then connect up to 8 devices to the board's relay connections and use RightBooth to switch these devices on or off at various times throughout the event.

RightBooth provides support for two types of USB relay board: USB HID boards and Denkovi boards.

## USB HID boards

These boards require no configuration. Simply plug them into a free USB port and you are ready to start controlling them in RightBooth. There are many USB HID boards on the market and they are very cost effective. But please remember that the HID relay must be of the type 'programmable' otherwise they won't be detected by RightBooth. Enter '**usb hid relay programmable**' into eBay to see a selection. At the time of writing (Oct 2019) here is a typical supplier:

[https://www.ebay.co.uk/itm/152464651505?ul\\_noapp=true](https://www.ebay.co.uk/itm/152464651505?ul_noapp=true)

Note that RightBooth lets you attach and control more than one USB HID board.

## Denkovi Boards

Denkovi boards require a denkovi device driver to be installed on your computer before they can be used in RightBooth. RightBooth can only control one Denkovi board.

### IMPORTANT

Please note that RightBooth currently only provides support for the following Denkovi boards:

<http://denkovi.com/usb-relay-board-four-channels-for-home-automation>

<http://denkovi.com/usb-eight-channel-relay-board-for-automation>

Please note that both these board are denkovi version 1 boards. They are designed to use the Chip: FT245RL

RightBooth currently only works with denkovi v1 boards. It does not support the denkovi v2 boards.

## Configuring Windows to work with the Denkovi Board

Before you can use a Denkovi board with RightBooth, you must set up your operating system as follows.

Ensure your PC is switched on and is connected to the Internet.

Then attach the Denkovi board to a free USB port. Windows will then automatically perform the following actions:

- Identify the board as an FT245R USB FIFO device
- Search Windows Update for a device driver
- Download the device driver (0.9 Mb) from Microsoft's web site
- Install two device drivers:
  - USB Serial Converter
  - USB Serial Port (COM3)

If this process is successful you will see a Windows dialog stating 'Your device is ready to use'.

You can check that the driver installation has been successful by checking that the **USB Serial Converter** appears listed in the Windows Device Manager --> Universal Serial Bus controllers section.

## Using a USB Relay Board in RightBooth

Please note that we do not provide details on how to wire up your electrical devices to your chosen relay board. For details on how to do this, please refer to the documentation that is provided with your relay board, or visit the denkovi website, or consult a qualified electrician. Further information can also be found at [www.rightbooth.com/how-to.html](http://www.rightbooth.com/how-to.html)

- Run RightBooth.
- In RightBooth Settings --> Start & Stop, either tick the option:
  - o **'Start Denkovi relay board'** or
  - o **'Start USB HID relay board'**
- If you are using a denkovi board then you must enter the number of channels for your relay board into the **Channels** text box.

### Testing the Board

Use the text box near the Test button to set a switch condition for all the channels. This is done by entering one character for each channel into the text box. As an example, the default condition for a 4 channel relay board is **0000** (all off). Other examples: **1000** - the first switch is turned on, the other 3 are off. **1101** - first, second and fourth switches are turned on.

### Controlling the board during the event

To control the relay channels you have two options.

- 1) You can get the channels to switch whenever a chosen event screen is displayed by using the **Show** action: '**Set relay channels**' OR
- 2) You can add the **Click** action: '**Set relay channels**' to any item on any screen. This will then allow the user to switch the channels when they click (or touch) the item.

#### Example 1 - Turn on channel switch 1 (on a 4 channel relay) when the 'Get ready' screen is shown

- Go to the **Get ready** screen in the Screen Editor.
- Show the **Screen Properties**
- At the bottom of the Screen Properties panel, set the Action to '**Show**', then select: '**Set relay channels**' from the action list.
- In the **Action** text box, enter '**1000**'

You could then do the same on the Thank you screen, this time entering '**0000**' to switch channel 1 off again after the recording has finished.

#### Example 2 – Allow User to switch channels

If you want the user to be able to switch channels:

- Add a button (or a text item, or an image item) to your chosen event screen.
- Show the button properties.
- Set the **Action** to '**Click**', and choose the action: '**Set relay channels**'.
- In the **Action** text box, choose the required channel switch pattern, example: **0011** - Turn off channels 1 and 2, turn on channels 3 and 4.

The characters you can use for the channel commands are:

**0** – switch a channel off

**1** – switch a channel on

**T** - toggle a channel to the opposite of its current state. Therefore: if On it will be turned Off, and vice versa.

**U** - leave the channel unaltered

Other channel action examples:

**1010** – Switch channels 1 and 3 **on**. Switch channels 2 and 4 **off**

**1U1U** – Switch channels 1 and 3 **on**. Channels 2 and 4 remain unaltered

**TT00** - Toggle channels 1 and 2. Switch channels 3 and 4 off

## Controlling Multiple USB HID Relay Boards

RightBooth can control more than one USB HID relay board as long as each board reports a different model identifier to RightBooth. You will usually find that a 1 channel relay board has a different identifier to a 2 channel board or to a 3 channel board, etc. So if you want to use more than one USB HID board in RightBooth, ensure that each board you use has a different number of channels.

Please note that RightBooth will only detect and work with ‘programmable’ HID relay boards so make sure you obtain programmable boards when purchasing. At the time of writing, here is a typical supplier of programmable HID relays:

[https://www.ebay.co.uk/itm/152464651505?ul\\_noapp=true](https://www.ebay.co.uk/itm/152464651505?ul_noapp=true)

Connect all the boards to USB ports on the computer. In RightBooth Settings --> Start & Stop, the model identifier for each board will be shown in the panel.

To control each board you must enter the model identifier followed by one or more space characters and then the required switch conditions (as described above).

To explain how to control the boards, let’s assume you have a 1 channel relay board and a 2 channel relay board attached to the computer. In RightBooth settings, the board identifiers are shown as **HURTM** and **B6105H** respectively. Here are some channel action examples:

**HURTM 1** - Switch on channel 1, on the 1 channel relay board.

**B6105H 01** – Switch off channel 1 and switch on channel 2, on the 2 channel relay board

**HURTM 0 B6105H TT** – Switch off channel 1 on the 1 channel relay board and toggle both channels on the 2 channel relay board.

Note that multiple board switch commands can also be used in your RightBooth event actions.

## Additional Action Commands for USB HID Relay Boards

If you are using one or more USB HID relay boards you can send the boards more than one set of switch commands separated by delays (wait periods) using the W command (Wait):

**W** – Wait for a period of time before the next action command is issued. The time period is defined in milliseconds and must appear after the W in the action text, separated by one or more space characters.

You may also use the R command (Repeat):

**R** – Repeats all commands that have previously been sent to the board via the current channel action text.

To explain how to use these additional action commands we will describe some examples.

## Single board examples

**11 W 1500 01 W 2000 00**

Immediately switch on channel 1 and 2, then wait 1.5 seconds, then switch off channel 1, then wait another 2 seconds, then finally switch off channel 2.

**1 W 500 0 W 500 R**

Switch channel 1 on for half a second then off for half a second, then repeat. This will cause the switch to toggle on and off every second indefinitely. This action will continue until the board receives another action command.

## Multiple board examples

**HURTM 1 W 1000 0 B6105H 11 W 2000 00**

The HURTM board: Switch channel 1 on for 1 second then switch it off.

The B6105H board: Switch both channels on for 2 seconds then switch them both off.

Note that with multiple board commands like this, all boards act independently and in parallel with each other. So in the above example, all the channels on both boards are switched on at the start, then HURTM is switched off after one second, and B6105H switches off after another second has elapsed.

**HURTM 1 W 1000 0 B6105H W 1000 11 W 1000 00**

Channel 1 is switched on for 1 second on the HURTM board. It is then switched off.

Board B6105H does nothing for the first second then both channels are switched on for 1 second and then both are switched off.

This command effectively causes the single channel on HURTM to be switched on for 1 second, followed immediately by both channels on B6105H for 1 second.

**HURTM 1 W 1000 0 W 1000 R B6105H W 1000 11 W 1000 00 R**

Channel 1 is switched on for 1 second on the HURTM board. It is then switched off for 1 second. Then it is repeated indefinitely.

Board B6105H does nothing for the first second then both channels are switched on for 1 second and then both are switched off for 1 second. Then it is repeated indefinitely.

This command is effectively the same as the previous one expect that both boards repeat their actions.

## Using a DSLR Camera Connected By A USB Lead

This section explains how to configure RightBooth to use a DSLR camera connected by a USB lead for recording videos and taking photos in RightBooth.

RightBooth has fully integrated control for many Canon and Nikon DSLR cameras and it can also show the live view feed from your chosen camera on your event screens.

**IMPORTANT:** If you are having problems getting your DSLR camera to work in RightBooth it may be that another application on your PC is already connected to the camera and is blocking it from use by RightBooth. One such application is the Canon EOS Utility which can sometimes open automatically and take control of your camera. The EOS Utility might be seen on the Windows Taskbar and if so, it should be closed prior to running RightBooth.

### The Video and Photo Capture Process

This section explains what happens during an event when RightBooth is set to use a DSLR camera.

Whenever a video recording is to be made, RightBooth sends a ‘Start recording’ command to the DSLR camera to start the camera recording a video to its internal storage media. When the video recording is complete, RightBooth sends a ‘Stop recording’ command to the DSLR camera. The camera will then transfer (copy) the video file from the camera’s storage device (ie SD card) to a folder on the computer. During this time, RightBooth will display the **Busy** screen and will wait for the video file transfer to complete, after which time RightBooth will continue with the next event screen.

The process is the same when capturing photos, with RightBooth sending a ‘Take photo’ command to the camera. Because the transfer time for an individual photo is quite short, RightBooth does not display the **Busy** screen and after each photo is copied from the camera to the computer RightBooth will continue with the next event screen.

### Setting up

**IMPORTANT:** When using your camera with RightBooth, please make sure that the camera battery is charged or that your camera is connected to a permanent power supply. Note that if the camera becomes low on power, RightBooth may behave unexpectedly or appear to freeze when attempting to take photos or record videos.

### DSLR Camera setup

- Attach the camera to the computer via a USB cable, use a USB3 port on the computer if one is available.
- Ensure the camera is switched on and is set for optimal photo capture using the camera’s Menu. Ensure all the required photo and video parameters (e.g. Exposure, Focus, Aperture, White Balance, etc) are set manually on the camera as required.
- We recommend that you set the camera to Manual Focus prior to using RightBooth. While this is not strictly necessary it will prevent RightBooth from potentially timing out on the Take Photo screen while the camera is spending time focusing on the subject. Note that the Take photo screen’s timeout time is set to 2 seconds by default. If you want to use Auto focus and your camera takes longer than 2 seconds to focus you can always increase the Take photo screen’s timeout value appropriately.

## **Canon cameras**

- If you are only going to be taking photos, you can set the main mode dial to any of the following modes: **M, Av, Tv, P, Auto, or Auto (no flash)**.
- If you are going to be taking photos AND recording videos, set the main mode dial to any of the following modes: **M, Av, Tv, or P**.
- If your Canon model has a Live Mode switch, set it to Camera (not Movie). This will allow RightBooth to switch the mode between video recording and photo capture as required. This will also ensure that the Live View image appearing in RightBooth exactly matches the video recordings and photo captures.
- You may need to apply the Canon Custom White Balance feature (on the camera's built in Menu) to both the photo capture and video recording modes in order to avoid the white balance setting being incorrectly applied in RightBooth.

## **Nikon cameras**

- Set the main mode dial to the mode of your choice.
- If you only want to take photos during the event then set the Nikon Live Mode switch to Photo. This will ensure that the Live view image appearing in RightBooth will exactly match the photo captures.
- If you want to record videos AND take photos during the event, set the Nikon Live Mode switch to Video. Note that in this mode the Live view image appearing in RightBooth will exactly match the video recordings but (depending on your model) may not exactly match the photo captures.

## **DSLR Camera File Modes**

For photo capture, RightBooth assumes that photos will be captured in JPEG format so you must ensure that your camera is set to save JPEG photo files, do not select RAW format. Also, for better performance select a lower resolution photo capture size. Please refer to your camera documentation for more details.

For video recording, RightBooth assumes that videos will be recorded in either MP4 or MOV file format, so make sure your camera is set to record videos in one of these formats.

## **RightBooth DSLR Settings**

Read the section **DSLR Settings** for details on how to select either a Canon or a Nikon camera and how to enable RightBooth interaction with your camera.

We strongly recommend that you reduce the size of the photos captured by your camera in order to prevent memory related problems that might occur due to RightBooth processing many large image files. The section **DSLR Settings** explains how to do this.

## **Supported DSLR Camera Models Connect By USB**

The following camera models may work in RightBooth. Note that we have not tested every model shown below but we have used the manufacturers official software development kits and all the listed cameras are stated as being fully supported.

We encourage you to try your model with RightBooth and let us know if it works.

### **Canon camera models**

EOS-1D X Mark III, EOS M200, EOS M6 Mark II, EOS 90D, PowerShot G7X Mark III, PowerShot G5X Mark II, EOS Kiss X10 / EOS Rebel SL3 / EOS 250D / EOS 200D II, EOS RP, PowerShot SX70 HS

EOS R, EOS Kiss M / EOS M50, EOS Kiss X90 / EOS REBEL T7 / EOS 2000D / EOS 1500D, EOS REBEL T100/EOS 4000D / EOS 3000D, EOS 6D Mark II, EOS Kiss X9 / EOS Rebel SL2 / EOS 200D

EOS Kiss X9i / EOS Rebel T7i / EOS 800D, EOS 9000D / EOS 77D, EOS 5D Mark IV, EOS-1D X Mark II, EOS 80D, EOS Kiss X80 / EOS Rebel T6 / EOS 1300D, EOS 5DS, EOS 5DS R

EOS 8000D / EOS REBEL T6sEOS 760D, EOS Kiss X8i / EOS REBEL T6i / EOS 750D, EOS 7D Mark II, EOS Kiss X70/EOS 1200D/EOS REBEL T5/EOS Hi, EOS 70D

EOS Kiss X7 / EOS 100D / EOS REBEL SL1, EOS Kiss X7i / EOS 700D / EOS REBEL T5i, EOS-1D C, EOS 6D, EOS Kiss X6i / EOS 650D / EOS REBEL T4i, EOS-1D X, EOS 5D Mark III

EOS Kiss X50 / EOS REBEL T3 / EOS 1100D, EOS Kiss X5 / EOS REBEL T3i / EOS 600D, EOS 60D, EOS Kiss X4 / EOS REBEL T2i / EOS 550D, EOS-1D Mark IV, EOS 7D

EOS Kiss X3 / EOS REBEL T1i / EOS 500D, EOS 5D Mark II, EOS 50D, EOS DIGITAL REBEL XS / 1000D/ KISS F, EOS DIGITAL REBEL Xsi / 450D / Kiss X2, EOS-1Ds Mark III, EOS 40D, EOS-1D Mark III

### **Nikon camera models**

1V3, D3, D3S, D3X, D4, D4S, D5, D6, D40, D60, D80, D90, D200, D300, D300S

D500, D600, D610, D700, D750, D780, D800, D810, D810A, D850

D5000, D5100, D5200, D5300, D5500, D5600, D7000, D7100, D7200, D7500

DF, Z6, Z7, Z50

## **Troubleshooting**

If you are having problems getting your camera model to work in RightBooth we encourage you to experiment with different combinations of your camera settings and RightBooth DSLR settings before contacting us. Try:

- altering the camera's main mode dial
- altering the camera's live view switch (if available)
- using manual focus (not auto)
- ensuring you have plenty of free space on the SD card
- reducing the photo capture size/quality and the video recording size/quality.

## Using a Canon DSLR Camera Connected Wirelessly

Many of the steps shown in this section relate to the Canon Camera Model EOS M50 Mark II. If you are using a different wireless Canon camera model, the steps (and the menu images) may differ slightly from those shown.

Note: You will usually only need to perform the setup steps once.

### Obtain the latest Camera Control API from Canon

The first thing you need to do is to activate the Camera Control API (CCAPI) function on your camera. For reasons unknown, Canon have decided that this function is not available by default on all wireless cameras that they sell. The only way you can activate the CCAPI is by obtaining the CCAPI development tools which contain an app (the CCAPI Activation tool) that you can then use to activate the CCAPI on your camera. To obtain this tool you must:

- Register and join the free Canon Developer Program using the Canon Developer Portal. Canon provide a number of Developer Portal websites targeting various world regions, so you should choose the portal that is specific to your region. At the time of writing, these websites are:

Europe: <https://developers.canon-europe.com/s/>

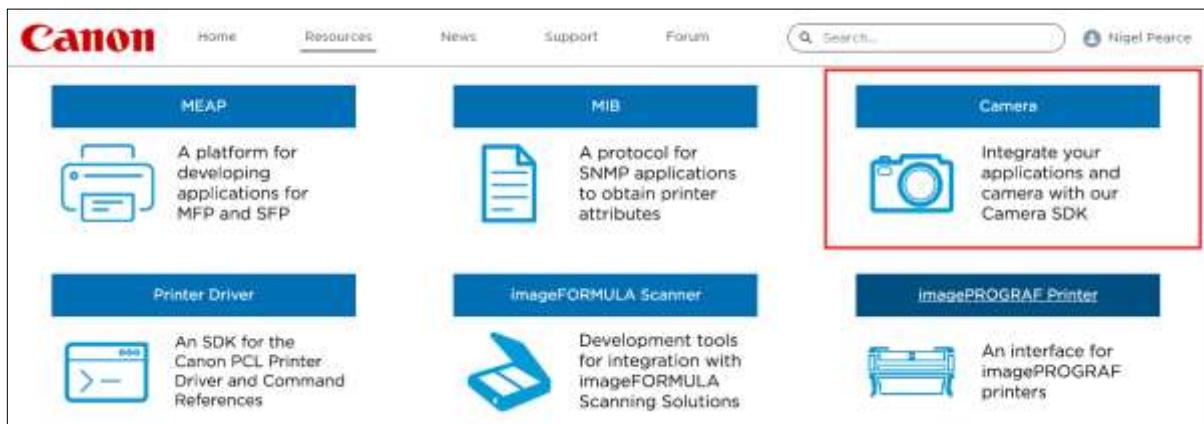
USA: <https://developercommunity.usa.canon.com/canon>

Asia: <https://asia.canon/en/campaign/developerresources/camera>

Middle East: <https://en.canon-me.com/business/imaging-solutions/sdk/>

Note: There may be other regions.

- Once you have joined the Canon Developer Program, you must then request access to the Camera SDKs. This screenshot is taken from the European Portal:



- Once Canon have granted you access to the Camera SDKs (you will receive a confirmation email) and you can then access and download the latest CCAPI from the Developer Portal, in this European Portal screenshot it is CCAPI version 1.1.0h, released on 26/07/2022:

By downloading your chosen file you agree to the [Licence Agreement](#) of that file.  
Please read the Licence Agreement carefully to understand your legal rights and obligations.

CCAPI

EDSDK for macOS

EDSDK for Windows

Title	Description	Size	Resource Type	Version	Date (DD/MM/YYYY)	Download
CCAPI1.0h	CCAPI version 1.0h	12 MB	SDK	1.0h	25/07/2022	<a href="#">Download</a>
EDSDKv131520M	EDSDK version 13.15.20 for macOS	7 MB	SDK	13.15.20	25/07/2022	<a href="#">Download</a>
EDSDKv131520W	EDSDK version 13.15.20 for Windows	8 MB	SDK	13.15.20	25/07/2022	<a href="#">Download</a>
CCAPI1.0g	CCAPI version 1.0g	9 MB	SDK	1.0g	24/06/2022	<a href="#">Download</a>
EDSDKv131510W	EDSDK version 13.15.10 for Windows	7 MB	SDK	13.15.10	24/06/2022	<a href="#">Download</a>
EDSDKv131510M	EDSDK version 13.15.10 for macOS	7 MB	SDK	13.15.10	24/06/2022	<a href="#">Download</a>
CCAPI1.0f	CCAPI version 1.0f	13 MB	SDK	1.0f	08/02/2022	<a href="#">Download</a>
EDSDKv131440W	EDSDK version 13.14.40 for Windows	7 MB	SDK	13.14.40	08/02/2022	<a href="#">Download</a>
EDSDKv131440M	EDSDK version 13.14.40 for macOS	6 MB	SDK	13.14.40	08/02/2022	<a href="#">Download</a>
CCAPI1.0e	CCAPI version 1.0e	13 MB	SDK	1.0e	14/12/2021	<a href="#">Download</a>

- Download and save the CCAPI folders and files on your computer.

## Activate the Camera Control API (CCAPI) on the camera

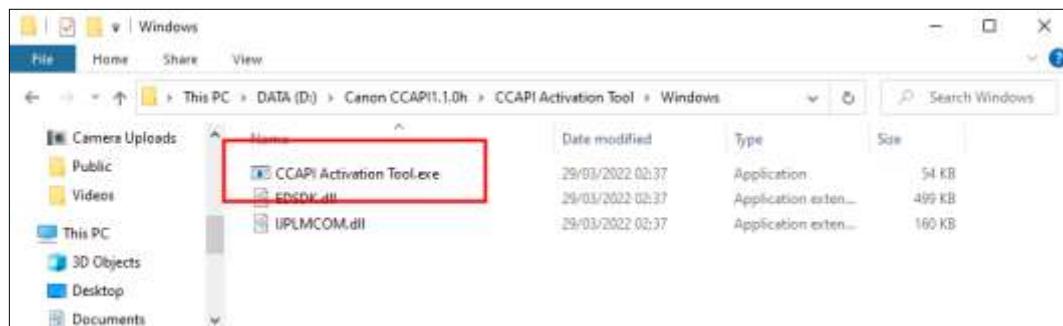
Once you have obtained the latest CCAPI files on your computer, you can then activate the Camera Control API on your camera as follows:

- Connect your wireless Canon camera to the PC using a USB lead:



- Turn the camera on.
- Make sure the camera is recognised by Windows.
- Make sure that the PC is connected to the Internet.
- Make sure that RightBooth is NOT running.

- Run the ‘CCAPI Activation Tool’, which you will find in the Windows sub folder of the CCAPI as shown in this screenshot:



- When the CCAPI Activation Tool is running, click the ‘Execute Activation’ button:



- Accept the terms and conditions and click Next:



- If everything is OK, the CCAPI activation process will complete:



- Your camera will now have its Camera Control API option activated for use.

Note that once you have activated the Camera Control API on your camera, you will not need to perform this step again.

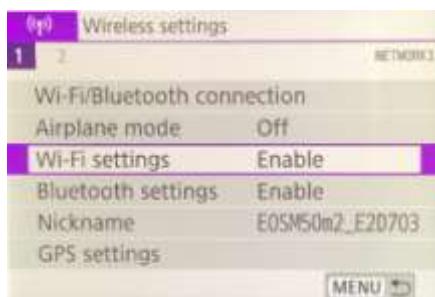
## Create a Camera Wi-Fi Connection

You can now use the Camera Control API option on your camera to allow you to create a WiFi connection between your camera and your computer. This is done as follows:

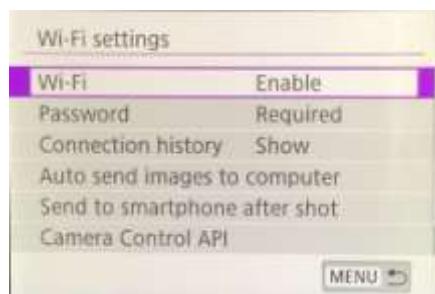
- Ensure your camera is **NOT connected** to the PC. You no longer need to use a USB cable.
- Turn your camera on and access its onboard Menu.
- On your Camera Menu, choose '**Wireless settings**'...



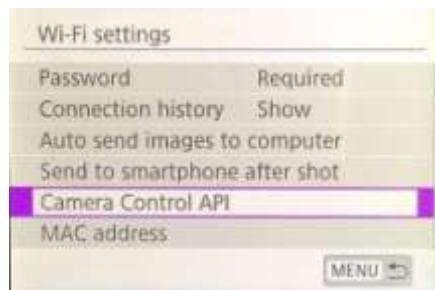
- On the sub-menu, choose '**Wi-Fi settings**'...



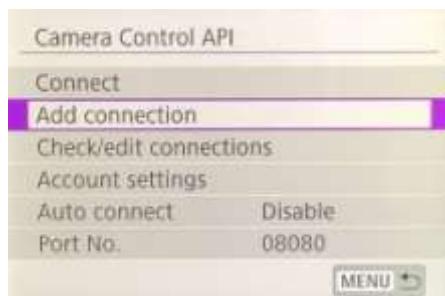
- On the sub-menu, enable the WiFi...



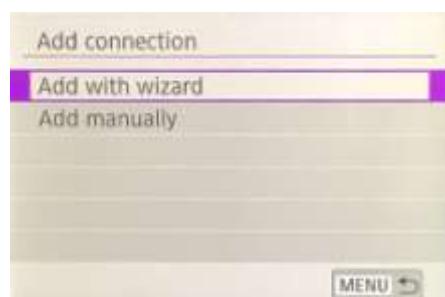
- Choose the new option: '**Camera Control API**'. Note that this menu option will only appear if you have successfully activated the CCAPI (as described in the previous sections)...



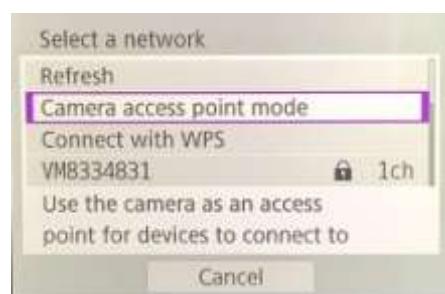
- On the sub menu, choose '**Add connection**'...



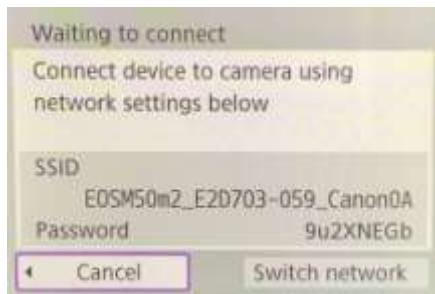
- On the sub menu, choose '**Add with wizard**'...



- On the sub menu, choose '**Camera access point mode**'...



The camera will now be broadcasting its WiFi network and it will show an SSID and a password for wireless connection. Example:



- On your computer, open the Network connections panel from the Windows Taskbar and connect to the camera's WiFi network using the password shown on the camera...



When the PC is connected to the camera WiFi, the camera will automatically display a **Connection address URL** for the Camera Control API...



The address is likely to be the following URL:

**<http://192.168.1.2:8080/ccapi>**

Make a note of this address as you may need to check it later in RightBooth. Note that this address will remain the same between all subsequent camera sessions.

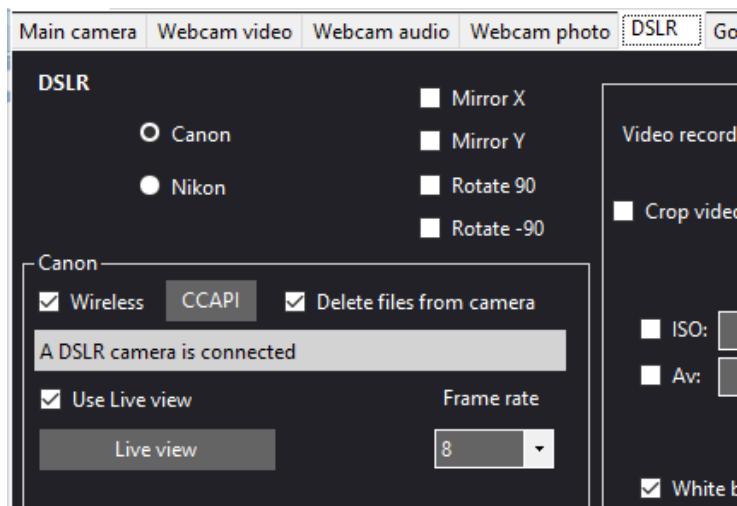
## Access the Camera Control API and check the RightBooth Connection Settings

Your camera is now waiting for another app (in our case RightBooth) to connect to and access the Camera Control API, so...

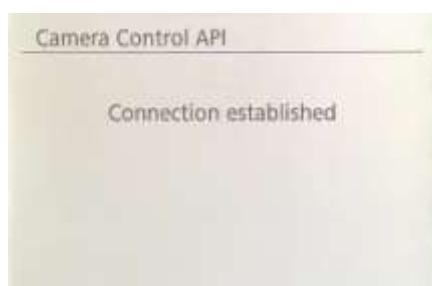
- Run RightBooth.
- On the main screen, click the '**Settings**' button.
- On the **Cameras → Main camera** tab, select the '**DSLR camera**' option for both videos and photos:



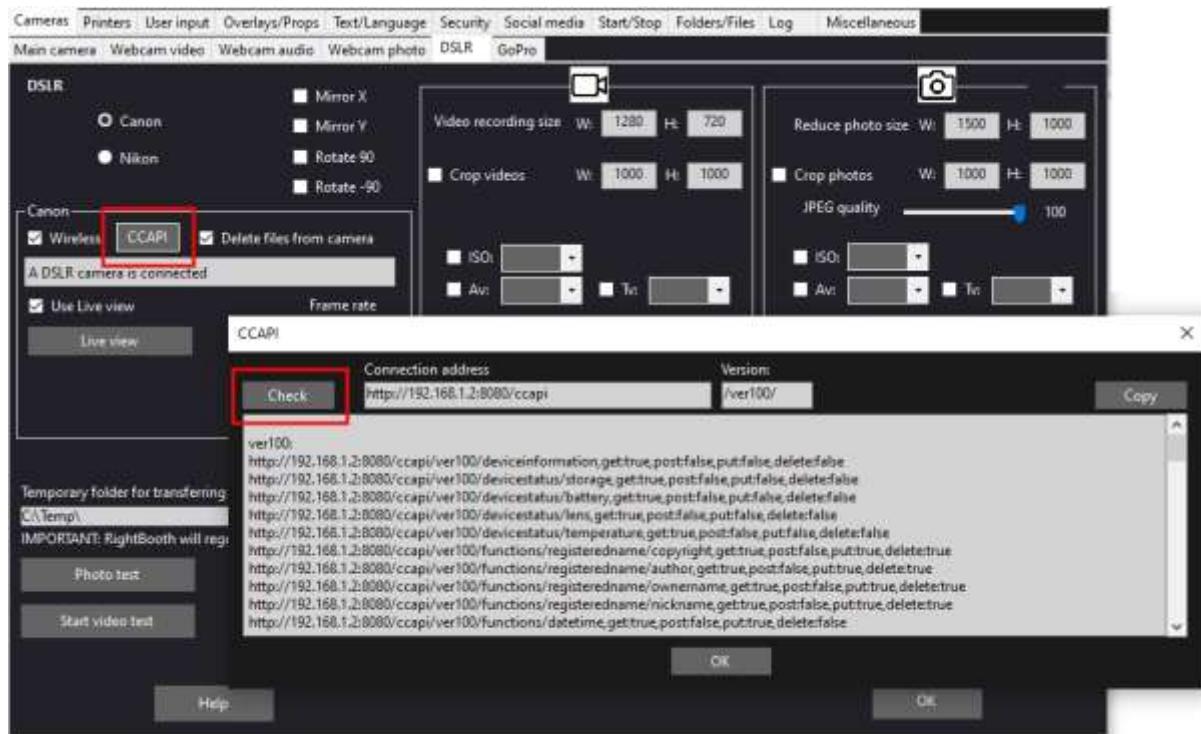
- Next, go to the **Cameras → DSLR** section. Tick the '**Canon**' option and also tick the '**Wireless**' checkbox:



- Your camera will now automatically show: '**Connection established**'...



- Now in RightBooth, click the ‘CCAPI’ button.
- On the CCAPI panel, ensure the **Connection address URL** matches the one that was shown on the camera. If this does not match, type the correct address into the text box.
- Click the ‘Check’ button.
- RightBooth will then display a list of commands available on the camera:



Everything is now set up correctly for using your wireless camera in RightBooth.

## Set Up required before each Camera Session

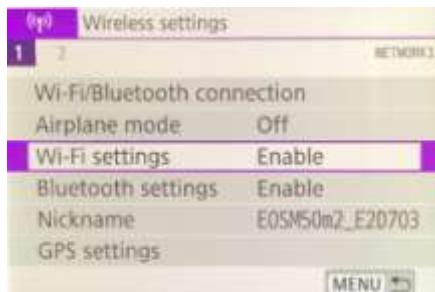
These steps are required each time you turn on your PC or your camera and you are going to use the camera for a wireless session in RightBooth.

Note: This section assumes that you have previously performed the one time set up in Sections 1.1 to 1.4 (above).

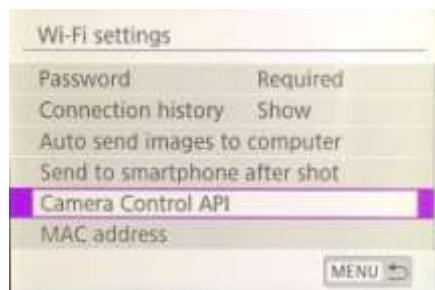
- Ensure your camera is **NOT connected** to the PC. Do not use a USB cable.
- Turn the PC on.
- Turn your camera on and access its onboard Menu.
- On the Camera Menu, choose '**Wireless settings**'...



- On the sub-menu, choose '**Wi-Fi settings**'...



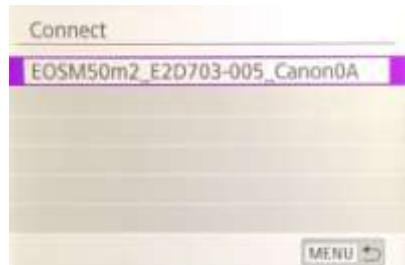
- On the sub-menu, choose: '**Camera Control API**'...



- On the sub menu, choose: ‘**Connect**’...



- On the sub menu, you will now see the previously configured WiFi connection (as created in Section 1.3) . Select this connection...



The camera will now be broadcasting its WiFi network.

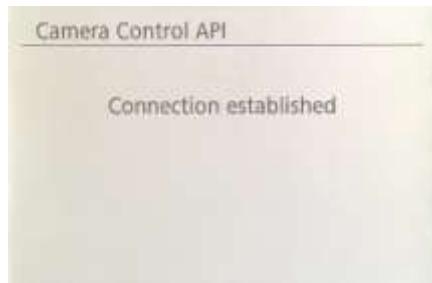
- On your computer, open the Network connections panel from the Windows Taskbar and connect to the camera’s WiFi network. You should not need to re-enter the password...



When connected, the camera will again display the Connection address for the Camera Control API...



- While your camera is sat waiting for a connection, run RightBooth. When RightBooth starts running, it will automatically connect with the camera and the camera will show the '**Connection established**' message:



Note: This automatic connection by RightBooth will only happen if you have previously configured RightBooth to use a wireless Canon camera (as described in section 1.4).

You are now ready to use your wireless camera in your RightBooth video recording and photo capture events.

## Summary: Everyday Set up

- Turn your PC on
- Turn your Camera on
- On the Camera menu, choose the saved CCAPI WiFi Network
- The camera now broadcasts its CCAPI WiFi network
- On the PC Networks panel, connect to the CCAPI WiFi Network
- Run RightBooth
- RightBooth automatically connects to the CCAPI WiFi Network
- The camera shows 'Connection established'
- RightBooth can now use the camera wirelessly

## Problems with using the camera or connecting to the Camera WiFi?

Try the following:

- Make sure your camera is running the latest firmware.
- Make sure your camera has a well charged battery.
- Make sure you are using a compatible SD card in your camera.

- Reformat the SD card so that it does not contain any files.
- Power the camera down, remove the battery, wait a while, re-insert the battery and power it back on.
- Set the correct Date and Time on your camera.
- Make sure your PC, laptop or tablet is **NOT** set to power down or go into Sleep mode, as this will cause connections to be dropped.
- Make sure the Firewall on your PC is not enabled OR alternatively add the RightBooth.exe into your Firewall app's exemption list.
- Make sure there are no other applications running that are automatically trying to switch to a different WiFi network. For example if you have a web browser running (such as Google Chrome) and you have a Gmail account open in a browser tab, Gmail will try and switch your PC to use a network that has Internet access, which will then cause problems with your Camera WiFi connection.
- In RightBooth DSLR Settings, make sure it is possible to write files to the 'Temporary folder for transferring files from camera'
- In RightBooth DSLR Settings, increase the **Wait time for photos** to **8 seconds** and increase the **Wait time for videos** to **400**.

## Using a GoPro Camera Connected Wirelessly

Please download and follow the instructions in the latest PDF document: **How-To-Use-A-GoPro-In-RightBooth**. This document is available from the RightBooth website here:

<https://www.rightbooth.com/using-a-gopro.html>

## Using an iPhone or Android Phone as a Wireless Webcam in RightBooth

It is possible to connect an iPhone or Android phone to the computer over WiFi and for it to appear in RightBooth as a webcam. This then gives you the ability to record videos and photos directly from the phone's camera. Full details on how to do this can be found at this web page:

<https://www.rightbooth.com/blog/use-a-mobile-phone-camera-as-a-wireless-webcam-in-rightbooth>

## Using a Webcam, a DSLR and/or a GoPro Camera Together

It is possible to use a webcam, a DSLR and a GoPro camera together in your events. For example you could use a webcam to record videos and a DSLR camera to take photos (or vice versa).

Use the Main Camera Settings (see RightBooth Settings) and/or the Event Camera Settings (See The Event Designer) to allow you to specify the camera that will be used for video recording and the camera that will be used for taking photos.

## Adding Files to the Media Library

The RightBooth Media Library is located in the sub folder: **\RightBooth7 Library** in your computer's **Public Documents** folder. The full path to this folder is normally:

**C:\Users\Public\Public Documents\RightBooth7 Library**

The Media Library comprises a number of sub folders that are used by RightBooth. You can add your own material into the library for use in your events, including backgrounds, videos, sounds and images. You can also create new sub folders for containing your material, in any of the Media Library folders.

### Adding backgrounds

Add your own backgrounds into any of the sub folders at this location:

**RightBooth7 Library\Images\Backgrounds**

The subfolder **Green Screen** is reserved for images that will be used with RightBooth's video and photo Green Screen background replacement feature.

Background images can be in any of the following file formats: **BMP, DIB, RLE, JPG, GIF, PNG, TIF**

We recommend that your background image files are created so that they are no larger than HD resolution (1920 x 1080). This will help to reduce computer memory and processor usage during your events. For this reason, all background files shipped with the RightBooth Media Library have been designed to be 960 x 640 pixels, which provides a good balance between image quality, monitor display ratio fit, file size and memory requirements.

### Background Themes

Files in the Backgrounds folder can be given filenames that define a RightBooth Theme. A theme comprises a background image, a text colour, a button style and a button icon set. Themed background filenames are defined as follows:

**NAME # TEXT\_COLOUR # BUTTON\_NAME # ICON\_FOLDER #**

where...

- **NAME** can be any combination of valid characters
- **TEXT\_COLOUR** is the colour to be used on for all text prompts in the event.
- **BUTTON\_NAME** is the name of the button to use from the folder: **\Images\Buttons**.
- **ICON\_FOLDER** is a folder located in the subfolder: **\Images\Buttons\Icons**.

Look in the subfolders contained in **\Images\Backgrounds** to see examples of themed background filenames.

## Adding images

You can add your own images into any of the folders at this location:

***RightBooth7 Library\Images***

You can also create new folders and save images in them.

Unless specified below, your images can be in any of the following file formats: **BMP, DIB, RLE, JPG, GIF, PNG, TIF**. We recommend that your image files are created to be no larger than the size of your monitor display resolution. For example if your monitor is sized at 1920 x1080 then your images should be no bigger than these values. This will help to reduce computer memory and processor usage during your events.

### Reserved folder names

The following folder names in the Images folder are reserved for use in RightBooth and must not be deleted or renamed.

#### *Backgrounds*

#### *Buttons*

#### *Icons*

These folders (and all contained subfolders) are reserved for images that will be used as RightBooth themes, screen backgrounds and buttons. See previous section.

#### *Drawing surface*

This folder is required when choosing background images for the Drawing Pad item.

#### *Emojis*

This folder is required for populating the on-screen keyboard item with emoji images.

#### *Overlays*

The subfolder **Overlays** is reserved for images that will be used with RightBooth's video and photo overlay feature. Files in this folder must be in .PNG 32 bit format and have a transparent layer otherwise they will not appear correctly in the event.

#### *Props*

The subfolder **Props** is reserved for images that will be used for overlaying on faces that are detected in the live feed. Files in this folder must be in PNG 32 bit format and have a transparent layer. Ideally, each prop image should be no larger than 300x300 pixels as this will help to keep the memory requirements low. How the files are named in the folder is also important. Files should have the following naming convention:

**LAYER\_NUMBER # CATEGORY\_NAME # CATEGORY\_NUMBER.PNG**

where:

- **LAYER\_NUMBER** is a number representing the overlay layer order for the images when they are placed over the detected faces. A prop with a low layer number will be placed before a prop with a higher layer number. For example, the prop file **050#glasses.png** will be placed on top of the file **000#face.png**, in other words glasses props will appear on top of faces props.
- **CATEGORY\_NAME** allows you to group your props into categories. Detected faces can have one overlaid prop from each of your categories. During the event if a user chooses a prop from a category that is already in use on the detected faces, RightBooth will automatically swap the props. For example if a user has chosen a prop having the **CATEGORY\_NAME hat** in its filename, choosing another **hat** prop will cause the hats to be swapped on the detected faces.

- **CATEGORY\_NUMBER** is a number that allows you to define more than one prop file within each category name. For example: 050#glasses#1.png, 050#glasses#2.png, 050#glasses#3.png, etc.

Each prop image file in this folder is accompanied by a text file containing data that defines where the prop will be positioned in relation to detected faces in the live feed.

## Adding videos

You can add your own videos into any of the folders at this location:

***RightBooth7 Library\Videos***

The subfolder **\Karaoke** is reserved for videos that will be used with RightBooth's karaoke feature, and any karaoke videos you obtain should be saved in this sub folder.

Videos can be in any of the following file formats: **AVI, MPV, MP4, WMV**

## Adding sounds

You can add your own sounds into any of the folders at this location:

***RightBooth7 Library\Audio***

Sound files can be in any of the following file formats: **WAV, WMA, MP3, MID**

## Adding countdown sounds

The Audio subfolder **Countdown** is reserved for sounds that can be used with Countdown items. To do this, place your chosen .WAV files in the folder: **RightBooth7 Library\Audio\Countdown**. If you want to use your own spoken voice files for the countdown, create a new subfolder in the Countdown folder, ensuring the subfolder name starts with the single word **voice** (e.g. **voice german**). Then add a separate .WAV file in this folder for each spoken number, naming them 1.wav, 2.wav, 3.wav and 4.wav respectively. Ensure any file you use is no more than  $\frac{3}{4}$  second in duration.

## Adding buttons

The reserved subfolder **\Images\Buttons** contains interactive button images that can be used in RightBooth. You can add your own button designs into this folder. Each button in the library comprises two images, an **unselected** image and a **selected** image. Here is an example of a button we ship with RightBooth:



Unselected button image



Selected button image

Notice how the selected image makes the button look pressed. You can design your button images however you like, the unselected image can be the same as the selected image, or you could make it look highlighted, or pressed, as in the above example.

Once you've designed your two images, you need to place them in the following RightBooth Library folders:

- The **unselected** image is placed in the folder: **\RightBooth7 Library\Images\Buttons**
- The **selected** image is placed in the folder: **\RightBooth7 Library\Images\Buttons\Down**

The file format for the button images must be PNG.

If you want your button to look '**pressed**' you must design the down image so that it moves in the Y down direction only.

You need to give your button images a filename that RightBooth can use to help position any icon that might be placed on it during the event...

### Button filename

Your button filename has to use the following naming convention if you want the button icons to appear on them during the event:

**BUTTON\_NAME # ICON\_CENTRE\_Y\_UNPRESSED # ICON\_WIDTH # ICON\_CENTRE\_Y\_EXTRA\_PRESSED # .PNG**

where...

- **BUTTON\_NAME** can be any combination of valid characters
- **ICON\_CENTER\_Y\_UNPRESSED** is the central position where the button icon will be placed on the button image as a percentage of the height of the button, measured from the top of the button.
- **ICON\_WIDTH** is the width (and height) of the icon as a percentage of the button width.
- **ICON\_CENTRE\_Y\_EXTRA\_PRESSED** is the additional amount the icon image will move down when the button is pressed. Again as a percentage of the height of the button.

Taking our example button shown above, the filename for this button is: **B4#40#50#5#.png**

This means...

- the button name is **B4**.
- the centre of the button icon will be positioned **40%** down height of the button. Note: icons are always positioned centrally across the width of the button.
- the width and height of the icon is **50%** of the width of the button.
- when the button is shown pressed, the icon will be shown another **5%** further down the button height, in this example it will be placed at **45%** down from the top.

If you don't want the icon to change position when the button is pressed, set the last parameter to 0, for example see button: **B1#50#60#0#.png**

Remember that both your button images must have the same filename, which is possible because they are in different folders.

### New Button Icons

If you want to design and use your own set of button icons within RightBooth, you need to create a new set of icon PNG files and place them in a new sub folder within the RightBooth icons library folder:

**\RightBooth7 Library\Images\Icons**

For example, create a folder: \RightBooth7 Library\Images\Icons\My Icons

The **My Icons** folder must then contain a set of icons having the same names as the other icons found in the other icon folders, e.g. back.png, next.png, ok.png, etc.

All icon files must be PNG files. The icon image width and height MUST be square, e.g. 150x150 pixels.

### Games, Masks and Screens Folders

The top level Media Library folders: **Games**, **Masks** and **Screens** are reserved for use in RightBooth.

## Event Language

Your event files contain a set of standard instructions that are shown to users when the event is edited or played. Instructions include text such as 'Touch the screen to start' or 'Press a key to continue'.

RightBooth offers these instructions translated into a number of languages, these are known as 'Event languages' and you can choose a different (or the same) event language for each of your events.

RightBooth maintains a default event language in Settings. Usually this is set to English, but if you are working primarily in a different language you can change this to your preferred language. See the section Settings – Event instructions for more information.

### The Event Language Selector

Whenever you create a new event file you will be shown the Event Language Selector and asked to choose a language for the instructions that will be shown on the event screens when you edit and play the event.

By selecting 'Default', the event file will show instructions in the language that is currently selected in RightBooth Settings.

This means that whenever you change the default language in Settings, the language of the instructions in this event file will also be changed to match.

If you choose a specific language from this list, instructions in the event file will always be shown in your chosen language and they will not be altered if you change the default language in settings.

If your language is not listed, you can easily translate all the event instructions within RightBooth Settings into the language of your choice. Alternatively, contact us with your language request and we will add it for you.

More event languages will be made available in future updates of the RightBooth software.

If you change your mind about your chosen event language after you have created your event file, you can choose a different event language in the Event instructions tab of the Event Designer.

For more information on Event languages and event instructions, refer to Event instructions in the sections: Settings and Event Designer.

## Using Text Variables

RightBooth provides you with a set of **text variables** (or pre-defined keywords) that can be included in event instructions, within instruction tables, in label item content (on any event screen, including the Print layout) and in the body text of any emails sent by RightBooth. When RightBooth finds a text variable in any of these places, it will replace the variable with corresponding textual or numeric information.

**IMPORTANT:** Text variables are always enclosed by a pair of curly brackets: { } also known as braces. In order for RightBooth to recognise a text variable, it **MUST** be enclosed by curly brackets and not by any other type of bracket.

### Text Variable Example

Here is a typical text variable: **{FIRSTNAME}**

If you include this variable anywhere within the content of a label item (on any event screen) or in the text of an email body field, then when your event is playing, this variable will be replaced by the first name of the current user (as entered in the User Details screen). So for example, if you wanted to thank each user personally on the 'Thank you' screen, you could add a new Label item to the 'Thank you' screen and enter the following text for its label content:

**Thank you {FIRSTNAME} for your contribution**

So if user 'John Smith' enters his name on the User Details screen, he will be thanked on the 'Thank you' screen like this:

**Thank you John for your contribution**

Here is the complete set of text variables that are available for your use, together with their meanings and examples:

#### **{SINGLEKEY}**

This variable is replaced by the name of the Single keyboard key chosen in the User Input Settings. It is useful when you want to inform users which key to press when you have configured RightBooth to take user input from a single keyboard key. The following example assumes the single keyboard key has been defined as the **Space** key.

Label item content: Press the {SINGLEKEY} key to continue

Label item shows: Press the Space key to continue

#### **{ACTIONKEY}**

This variable is replaced by the name of the action key associated with the various event actions listed in User Input settings. This variable can only be correctly replaced when it is included within any event label item that contains an action instruction, i.e. any label that accompanies any action button on any event screen. The following example assumes the F1 key is assigned to recording videos.

Label item content: Press {ACTIONKEY} to record a video

Label item shows: Press F1 to record a video

#### **{CURRENTPHOTO}**

This variable is replaced by the number of the current photo in the set of photos being taken by a user. The following example assumes the user is looking at their second photo:

Label item content: This is photo number {CURRENTPHOTO}

Label item shows: This is photo number 2

## **{PHOTOCOUNT}**

This variable is replaced by the photo count number defined on the **Type** tab of the Event Designer.

The following example assumes the event allows four photos to be taken by each user, and the user is about to take their third photo:

Label item content: Get ready to take photo {CURRENTPHOTO} of {PHOTOCOUNT}

Label item shows: Get ready to take photo 3 of 4

## **{CURRENTQUESTION}**

This variable is replaced by the number of the current question in the current set of questions being answered by a user in the event. The following example assumes the user is answering their second question.

Label item content: Question number {CURRENTQUESTION}

Label item shows: Question number 2

## **{QUESTIONCOUNT}**

This variable is replaced by the number of questions defined for the event (see the Question tab of the Event Designer).

The following example assumes the event includes four questions and the user is reviewing their answer to the third question.

Label item content: This is answer {CURRENTQUESTION} of {QUESTIONCOUNT}

Label item shows: This is answer 3 of 4

## **{TOTALVIDEOS}**

This variable is replaced by the total number of video files contained in the event folder for the currently playing event. The following example assumes 12 video files have been recorded.

Label item content: Total videos recorded so far: {TOTALVIDEOS}

Label item shows: Total videos recorded so far: 12

## **{TOTALPHOTOS}**

This variable is replaced by the total number of photo files contained in the event folder for the currently playing event. The following example assumes 23 photo files have been captured.

Label item content: Total photos taken: {TOTALPHOTOS}

Label item shows: Total photos taken: 23

## **{TOTALMESSAGES}**

This variable is replaced by the total number of message files contained in the event folder for the currently playing event. The following example assumes 4 messages have been created.

Label item content: Total messages: {TOTALMESSAGES}

Label item shows: Total messages: 4

## **{TOTALFILESIZE}**

This variable is replaced by the total size of all the recorded files (videos, photos and messages) in the currently playing event folder. The following example assumes there are 4.25 Gigabytes of files

Label item content: There are {TOTALFILESIZE} of files recorded so far

Label item shows: There are 4.25 Gb of files recorded so far

## **{FREEDISKSPACE}**

This variable is replaced by the free hard disk space remaining on the hard disk where event files are being saved. The following example assumes there are 37 Gigabytes of disk space.

Label item content: Free disk space: {FREEDISKSPACE}

Label item shows: Free disk space: 37 Gb

## **{ALLOWEDUSERS}**

This variable is replaced by the Total users number defined in the Start and Stop settings. The following example assumes the total number of users to be 150.

Label item content: This system allows contributions from {ALLOWEDUSERS} users

Label item shows: This system allows contributions from 150 users

## **{USERCOUNT}**

This variable is replaced by the current number of users who have used the event since the event started playing. The following example assumes 39 users have used the event.

Label item content: You are user number {USERCOUNT} of {ALLOWEDUSERS}

Label item shows: You are user number 39 of 150

## **{USERSREMAINING}**

This variable is replaced by the amount value ALLOWEDUSERS - USERCOUNT to show how many allowed users remain. Following on from the previous examples:

Label item content: Another {USERSREMAINING} users can use this system

Label item shows: Another 111 users can use this system

## **{STOPEVENTYEAR}**

This variable will be replaced by the stop year defined in Start and Stop settings. See further down for an example.

## **{STOPEVENTMONTH}**

This variable will be replaced by the stop month defined in Start and Stop settings. See further down for an example.

## **{STOPEVENTDAY}**

This variable will be replaced by the stop day defined in Start and Stop settings. See further down for an example.

## **{STOPEVENTHOUR}**

This variable will be replaced by the stop hour defined in Start and Stop settings. See further down for an example.

## **{STOPEVENTMINUTE}**

This variable will be replaced by the stop minute defined in Start and Stop settings.

Label item content: This event will stop at {STOPEVENTHOUR}:{STOPEVENTMINUTE} on {STOPEVENTDAY}/{STOPEVENTMONTH}/{STOPEVENTYEAR}

Label item shows: This event will stop at 11:30 on 27/03/2020

## **{ALLOWEDEVENTTIME}**

This variable is replaced by the 'After elapsed time' number defined in Start and Stop settings. The following example assumes a value of 120.

Label item content: This event will continue for a total of {ALLOWEDEVENTTIME} minutes

Label item shows: This event will continue for a total of 120 minutes

## **{EVENTTIMERUNNING}**

This variable is replaced by the total time that the event has been playing (running). The following example assumes the event has been running for 45 minutes.

Label item content: This event has been active for {EVENTTIMERUNNING} minutes

Label item shows: This event has been active for 45 minutes

## **{EVENTTILEREMAINING}**

This variable is replaced by the value ALLOWEDEVENTTIME - EVENTTIMERUNNING to show how many allowed users remain. Following on from the previous examples:

Label item content: This event will play for another {EVENTTILEREMAINING} minutes

Label item shows: This event will play for another 75 minutes

## **{FIRSTNAME}**

This variable is replaced by the first name of the current event user (the name that is entered on the User Details screen). Example name John:

Label item content: Thank you {FIRSTNAME} for your contribution

Label item shows: Thank you John for your contribution

## **{LASTNAME}**

This variable is replaced by the last name of the current event user (the name that is entered on the User Details screen). Example name Smith:

Label item content: Current user name is {FIRSTNAME} {LASTNAME}

Label item shows: Current user name is John Smith

## **{EMAILADDRESS}**

This variable is replaced by the email address of the current event user (the address that is entered on the User Details screen). Example name jsmith@gmail.com:

Label item content: The email address of {FIRSTNAME} {LASTNAME} is {EMAILADDRESS}  
Label item shows: The email address of John Smith is [jsmith@gmail.com](mailto:jsmith@gmail.com)

## **{RECENTERROR}**

This variable is replaced by the most recent error message that has occurred in the event. Example error is a problem initialising the webcam

Label item content: The following error occurred: {RECENTERROR}  
Label item shows: The following error occurred: Webcam not initialised

## **{PRINTLAYOUTFILE}**

This variable is replaced by the name of the current print layout file and can be used within a label item on the Printer Layout screen to add a file reference to the printed media.

## **{CURRENT HOUR}**

This variable is replaced by the computer's current hour number.

## **{CURRENT MINUTE}**

This variable is replaced by the computer's current minute number.

## **{CURRENT SECOND}**

This variable is replaced by the computer's current second number.

## **{CURRENT DAY NAME}**

This variable is replaced by the computer's current day name, e.g. Monday

## **{CURRENT DAY NUMBER}**

This variable is replaced by the computer's current day of the month number.

## **{CURRENT MONTH NAME}**

This variable is replaced by the computer's current month name, e.g. October

## **{CURRENT MONTH NUMBER}**

This variable is replaced by the computer's current month number.

## **{CURRENT YEAR NUMBER}**

This variable is replaced by the computer's current year number.

## **{ALLOWED VIDEO REDO}**

This variable is replaced by the Redo video number from the Event Designer.

## **{ALLOWED PHOTO REDO}**

This variable is replaced by the Redo photo number from the Event Designer.

## **{ALLOWEDMESSAGEREDO}**

This variable is replaced by the Redo message number from the Event Designer.

## **{ALLOWEDANSWERREDO}**

This variable is replaced by the Redo answer number from the Event Designer.

## **{ALLOWEDKARAOKEREDO}**

This variable is replaced by the Redo karaoke number from the Event Designer.

Label item content: You can re-record this karaoke up to {ALLOWEDKARAOKEREDO} times

Label item shows: You can re-record this karaoke up to 4 times

## **{CURRENTREDO}**

This variable is replaced by the number of times the current recording has been re-done. This value applies to all recording types.

Label item content: You have answered this question {CURRENTREDO} times

Label item shows: You have answered this question 3 times

## **{REDOREMAINING}**

This variable is replaced by the number of redo times remaining for the current recording. This value applies to all recording types.

Label item content: You can re-record your video another {REDOREMAINING} times

Label item shows: You can re-record your video another 2 times

## **{ALLOWPHOTOPRINTASKCOUNT}**

This variable is replaced by the ‘Ask the user’ number from the ‘Print photos’ section of the ‘Event Structure’. See Event Designer.

## **{ALLOWPHOTOPRINTASKREMAINING}**

This variable is replaced by the number allowed photo prints remaining for each user.

## **{ALLOWVIDEOEMAILASKCOUNT}**

This variable is replaced by the ‘Ask the user’ number from the ‘Email files’ section of the ‘Event Structure’. See Event Designer.

## **{ALLOWVIDEOEMAILASKREMAINING}**

This variable is replaced by the number allowed video emails remaining for each user.

## **{ALLOWPHOTOEMAILASKCOUNT}**

This variable is replaced by the ‘Ask the user’ number from the ‘Email files’ section of the ‘Event Structure’. See Event Designer.

## **{ALLOWPHOTOEMAILASKREMAINING}**

This variable is replaced by the number allowed photo emails remaining for each user.

## **{ALLOWMESSAGEEMAILASKCOUNT}**

This variable is replaced by the ‘Ask the user’ number from the ‘Email files’ section of the ‘Event Structure’. See Event Designer.

## **{ALLOWMESSAGEEMAILASKREMAINING}**

This variable is replaced by the number allowed message emails remaining for each user.

## **{ALLOWVIDEOPHONEASKCOUNT}**

This variable is replaced by the ‘Ask the user’ number from the ‘Files to phone SMS’ section of the ‘Event Structure’. See Event Designer.

## **{ALLOWVIDEOPHONEASKREMAINING}**

This variable is replaced by the number of allowed ‘Send to phone’ videos remaining for each user.

## **{ALLOWPHOTOPHONEASKCOUNT}**

This variable is replaced by the ‘Ask the user’ number from the ‘Files to phone SMS’ section of the ‘Event Structure’. See Event Designer.

## **{ALLOWPHOTOPHONEASKREMAINING}**

This variable is replaced by the number of allowed ‘Send to phone’ photos remaining for each user.

## **{ALLOWMESSAGEPHONEASKCOUNT}**

This variable is replaced by the ‘Ask the user’ number from the ‘Files to phone SMS’ section of the ‘Event Structure’. See Event Designer.

## **{ALLOWMESSAGEPHONEASKREMAINING}**

This variable is replaced by the number of allowed ‘Send to phone’ messages remaining for each user.

## **{PHOTOFILERAMES}**

This variable is replaced by the filename of all the photo files that are taken by the current user. The filenames are comma delimited.

## **{PHOTOFILERNAMEx}**

This variable is replaced by the filename of a photo taken by the current user. Replace ‘x’ with the photo number. For example, the variable {PHOTOFILERNAME3} will be replaced by the filename of the third photo taken by the current user. The valid range for x is 1 to 10.

## **{VIDEOFILENAME}**

This variable is replaced by the filename of the video recorded by the current user.

### **{GIFFILENAME}**

This variable is replaced by the filename of the animated gif created by the current user.

### **{CURRENTPRINTCOPIES}**

This variable is replaced by the number of photo print copies currently set in the event. Any label item containing this variable text will be automatically updated with the new value any time a user performs the click action: 'Print more copies' or 'Print less copies'. See **Action properties**.

### **{MAXIMUMPRINTCOUNT}**

This variable is replaced by the maximum print count value that you can define in RightBooth Printer Settings.

### **{CURRENTPRINTCOUNT}**

This variable is replaced by the current print count value as shown in RightBooth Printer Settings. This value will be incremented each time a print out occurs during the event. Unlike {APPPRINTCOUNT} (see later), this value is not reset each time the app runs.

### **{REMAININGPRINTCOUNT}**

This variable is replaced by the number of allowed print outs remaining and is the value of MAXIMUMPRINTCOUNT - CURRENTPRINTCOUNT.

### **{APPVIDEOCOUNT}**

This variable is replaced by the total number of videos recorded since running the RightBooth application. This value will be reset each time you run the app.

### **{APPHOTOCOUNT}**

This variable is replaced by the total number of photos taken since running the RightBooth application. This value will be reset each time you run the app.

### **{APPGIFCOUNT}**

This variable is replaced by the total number of animated gifs created since running the RightBooth application. This value will be reset each time you run the app.

### **{APPMESSAGECOUNT}**

This variable is replaced by the total number of messages created since running the RightBooth application. This value will be reset each time you run the app.

### **{APPANSWERCOUNT}**

This variable is replaced by the total number of answers provided since running the RightBooth application. This value will be reset each time you run the app.

### **{APPKARAOKECOUNT}**

This variable is replaced by the total number of karaoke videos recorded since running the RightBooth application. This value will be reset each time you run the app.

## **{APPPRINTCOUNT}**

This variable is replaced by the total number of photo prints made since running the RightBooth application. This value will be reset each time you run the app.

## **{WEB SERVER IP}**

This variable is replaced by the Server IPv4 address that is specified in RightBooth Settings → Social Media → Local Web Server.

## **{WEB SERVER ROOT}**

This variable is replaced by the Server root folder that is specified in RightBooth Settings → Social Media → Local Web Server.

## **{MEDIADATE}**

This variable is replaced by the creation date of the file chosen in the Media View item on the Media browser screen.

## **{MEDIATIME}**

This variable is replaced by the creation time of the file chosen in the Media View item on the Media browser screen.

## **{EVENTFILENAME}**

This variable is replaced by the filename of the currently running event.

## **{PCBATTERY}**

This variable is replaced by the battery level of the laptop or tablet. Value is 0 to 100.

## **{CANONBATTERY}**

This variable is replaced by the battery level of the currently connected Canon camera. Value is 0 to 100.

## **{GOPROBATTERY}**

This variable is replaced by the battery level of the currently connected GoPro camera. Value is 0 to 100.

## **{WIFISTRENGTH}**

This variable is replaced by the percentage signal strength of your computer's current WiFi network connection. Value is 0 to 100.

Notes: If your computer is not connected to a WiFi network then this variable will show as '??'. This variable will only work if you have chosen the option 'Get WiFi signal strength' in RightBooth Settings → Miscellaneous section.

## **{ALLOWVIDEOWHATSAPIASKCOUNT}**

This variable is replaced by the 'Ask the user' video number from the 'Files to WhatsApp' section of the 'Event Structure'. See Event Designer.

## **{ALLOWVIDEOWHATSAPIASKREMAINING}**

This variable is replaced by the number of allowed video WhatsApp sends remaining for each user.

### **{ALLOWPHOTOWHATSAPPASKCOUNT}**

This variable is replaced by the ‘Ask the user’ photo number from the ‘Files to WhatsApp’ section of the ‘Event Structure’. See Event Designer.

### **{ALLOWPHOTOWHATSAPPASKREMAINING}**

This variable is replaced by the number of allowed photo WhatsApp sends remaining for each user.

## **Getting The Best Webcam Video Recordings On Your Computer**

If you are using a webcam to record video, RightBooth is designed to take the live feed from the webcam and record it directly to your hard disk in real time. This process requires a lot of your computer resources and the quality of the recorded video files are dependent upon many factors, some of which can be altered within the RightBooth Webcam Video Settings and Webcam Audio Settings.

### **Suggested Video Settings**

We recommend you first try recording your video using the initial RightBooth Video and Audio Device settings which are predefined as follows:

- Recording format : **AVI**
- Data stream: **Default**
- Recording size : **640 x 480**
- Data type : **RGB24**
- Frames per second : **15**

These settings have been chosen to offer a good balance between computer performance and video quality. With these settings, use the video recording test to record a few videos and check the following:

- during your recordings does the video preview window remain fluent and not pause or freeze?
- during playback of the recorded video, does the audio match the video, i.e. is the audio synchronized with the video throughout the full recording?
- Is there a low percentage of lost frames?

If the answer to these questions is Yes, then your computer is capable of recording higher quality video. If the answer is No to any question then you may have exceeded the capabilities of your computer and may need to reduce video recording quality.

Bear these questions in mind while we explain the changes that can be made to your video and audio settings, and while experimenting with these settings ensure you turn on the setting: ‘**Show warning message if errors occur during event**’. This will inform you of any problems encountered when recording video during the event.

## Recording Format

RightBooth currently allows you to record video files in one of two formats: AVI and WMV.

Points to note:

- AVI video files tend to be much larger than WMV files and therefore they can take more processing power to produce.
- Depending on the AVI codec you choose (see below), recording AVI can produce better quality than WMV.

### WMV Format

The WMV format is a compressed video format. Start by recording in WMV format using the WMV 9 setting and the video bit rate at 6000. If you experience problems, try recording with the WMV 8 setting.

If you find that RightBooth works well when recording WMV videos using these settings, try increasing the Video bit rate to achieve better WMV quality. Also try increasing the recording size and frames per second values.

If RightBooth performs well when recording WMV files you may wish to try switching to recording in the AVI format in order to improve the quality further.

### AVI Format

Start by recording AVI using Data stream: **Default** and Data type: **RGB24** or **YUY2**.

If this works well you may be able to increase the recording size and the frame rate.

If you are struggling to achieve fluent AVI video recordings you may want to try selecting video and audio compression.

First select Data stream: Compressed. You will then be able to select a video and audio compressor.

### Choosing an AVI video compressor

Video compressors are third party products designed to provide some form of data compression when recording AVI video. Each video compressor performs differently and provides different levels of performance, compression and quality. So you will need to experiment to find the compressor that gives you satisfactory results with your equipment.

Try selecting each compressor in turn, then try recording some video files to see what happens. Also with each compressor, try different video recording sizes and frame rates.

We have found that the **DV Video Encoder** performs well on many machines, but bear in mind that the DV Video Encoder always creates files at a fixed size of 720x480 pixels, so this compressor resizes your video input as it records to disk. For this reason you may find that your resulting video is slightly stretched, so when using this compressor you should try to set a video recording size that closely matches 720x480 pixels.

You could also try using the **Microsoft Video 1** compressor. This is a long established compressor that offers reasonable quality recording without imposing any restrictions on the recording size.

The absolute best video quality is obtained by using no compression (**Data stream = Uncompressed**). This creates high quality video (again without size restriction) but the files it generates can be extremely large.

large. For this reason you may find that your computer struggles to create uncompressed AVI files due to the demands placed on the CPU and the hard disk. But try it, and if your equipment is powerful enough, you will obtain great results.

### Choosing an AVI audio compressor

Choosing an audio compressor may have an effect on computer performance and file quality.

We have found that the **PCM** compressor works well on many machines. This format creates uncompressed audio data within the video file. Most other audio compressors listed will normally compress the audio data in various ways, requiring more processing time which could affect the performance of the system and the lip sync whilst recording video.

If you are experiencing performance problems you may find that you obtain better results if you reduce the **Hertz**, **Bits** and **Channels** values in Audio settings, as this will lead to a reduction in the audio processing requirements of your system.

### Webcam video size

If you find that RightBooth performs well with a particular set of video and audio settings, consider increasing the video recording size. By default, RightBooth will record videos at 640x480 pixel resolution. This means that the video is 640 pixels wide by 480 pixels high.

The video recording sizes available to you in the settings are dependent upon the capabilities of your webcam. Webcams that are integrated into most laptops tend to offer limited recording sizes, as do older, cheaper external webcams, whereas newer webcams can offer recording sizes up to 1920 x 1080 pixels (full HD resolution).

Try increasing the video recording size and then create a few videos. Keep checking the PC performance and the video file quality. This way you can determine the maximum recording size that your computer is capable of processing.

Some webcams will provide pixel format options listed alongside the recording sizes in RightBooth, for example:

- 640x480 RGB, 24 bit
- 640x480 I420, 12 bit

In the above example, the video recording sizes are the same, but the pixel formats are different with the 24 bit format typically resulting in an increased use of computer resources during recording, and an increase in video quality and file size, when compared to the 12 bit format.

### Frames Per Second (also known as: Frame Rate)

The 'frames per second' setting only applies when you select the AVI recording format.

If you lower the frame rate, you will reduce the computer processing requirement which may then allow you to increase the video recording size without affecting the computer performance, but bear in mind that many webcams are optimised to record video at 30 frames per second, so reducing the frame rate may not always help.

You may also find that setting the frame rate to a value that is a divisor of 30 may help to improve performance, for example: try setting the frame rate to 10 or 15.

## Maximum Recording Time

Finally, increasing the maximum recording time will cause your computer to create larger video files, which may lead to occasional video preview freezing during the recording as a result of prolonged file streaming to the hard disk.

## Suggested Audio Settings

### Audio input format

This RightBooth audio setting lets you choose the quality of the audio that is fed to the software from the microphone. See the section: **Audio Settings**.

You may achieve better recording results if you ensure that your chosen Audio Input Format matches that of your microphones' default format on your computer

## Microphone

When recording video using a webcam, in the RightBooth settings you would normally select the webcam's microphone for recording the audio.

However some webcam microphones can be problematic with peripheral sound so you might want to use a different microphone, one that is independent from the webcam.

Most (if not all) computers have integrated sound cards and they usually provide a microphone input located on the computer case. If so, try obtaining an external microphone, plugging it into this microphone input and then selecting it in the RightBooth Audio setting's Microphone combo box.

In conclusion, there is no easy answer to finding the optimum video and audio recording settings without experimenting. Remember to start with low quality, low resolution recording settings, and gradually work your way up to higher quality and higher resolutions until you reach the optimum settings for your equipment.

## Using Snap Camera in RightBooth

Snap Camera is an app from Snap Inc that allows you to apply lens effects onto live webcams, as found in the popular SnapChat app. These effects can then be made to appear when playing your RightBooth event, allowing your users to select them and apply them to their RightBooth photo captures and video recordings. Here's how:

Download and install Snap Camera. Details can be found in the following video tutorial:

<https://youtu.be/WvD9d1-iVUw>

### Configure Snap Camera Settings

Run Snap Camera. In Snap Camera settings:

- Choose your webcam
- Set the 'Turn Lens On/Off Hotkey' to 'Num + 0'

### Choose your Snap Camera lenses

Now choose your favourite Snap Camera lenses and set their Hotkeys to Num + 1, Num + 2, Num + 3, etc. Note that RightBooth can control up to 9 Snap Camera lenses (i.e maximum hotkey Num + 9).

IMPORTANT. Keep the Snap Camera app running to allow it to work within RightBooth.

### RightBooth Settings for Snap Camera

- In RightBooth Video Settings, choose the webcam: **Snap Camera Virtual Device**
- In RightBooth 'Overlays and Props' Settings, set the Snap Camera **Total lenses** value to the number of favorite lenses you have defined in the Snap Camera app.

### Adding Snap Camera Interaction to RightBooth

Open the RightBooth event in which you would like to use Snap Camera lenses.

In Event Design → Event Structure → Start, tick the option: **Reset Snap Camera**. By doing this you will cause Snap Camera lenses to be removed from the webcam each time the event shows the Start screen. This is useful to allow you to clear the previous user's Snap Camera activity.

Now you can add various **Snap Camera actions** to any event screen item (such as buttons or images) in order to allow users to show/hide and select any of your defined set of favourite lenses. For more information on the Snap Camera actions available within RightBooth see the section: Action Properties, Click action.

Note that you can choose to add Snap Camera lens actions on any screen in the event and this gives you a lot of design flexibility. Examples of some of the things you can do:

- Allow users to select a Snap Camera lens before each RightBooth photo is captured.
- Allow users to select a Snap Camera lens before each RightBooth video is recorded.
- Allow users to change Snap Camera lenses while a RightBooth video is being recorded.

### IMPORTANT RULES:

- 1) Always start the Snap Camera app before you start the RightBooth app.
- 2) Always ensure Snap Camera is running when you want to use it in RightBooth.
- 3) Ensure that Snap Camera is not showing any lenses prior to playing your event.
- 4) Do not use the Snap Camera app or the keyboard hotkeys to select lenses while your event is playing.

## Accessing Videos and Photos Locally With QR Codes

You've all seen it... Guests use a photo booth to take a photo (or record a video), then they are shown a couple of QR codes, they point their mobile phones at the screen, scan the codes and 'Voila!', their photos and videos are magically transferred from the booth directly to their phone. And all this is done without requiring any Internet connectivity.

Sometimes this is all done directly in the booth at the end of each recording session. Other times users can visit a second computer/monitor (commonly referred to as a Sharing Station) to view and access their recordings, independently from the booth recording computer.

### Configuration Options

RightBooth provides you with a choice of four configurations for allowing users to access their videos and photos locally by scanning QR codes. The key to providing this feature is to install and run a local web server on the same computer where the videos and photos are located. For this, we suggest that you use the freely available WampServer application. <https://www.wampserver.com/en/>. Full details on how to install and configure WampServer are explained in the PDF tutorials available from the link shown below.

#### 1 - Access Media From Within Your RightBooth Recording Event Using QR Codes

This allows you to provide users of your recording computer with a one-time opportunity to download their videos and photos to their mobile device (via QR code scanning) immediately after recording their files.

#### 2 - Provide A RightBooth Media Sharing Station Event on the Same Computer as Your Video and Photo Recording Event

This allows users to come back to your recording computer at any time and then you can provide them access to a Sharing Station event to let them browse for their videos and photos, and to download them to their mobile device via QR code scanning.

#### 3 - Provide A RightBooth Media Sharing Station Event on a Second Networked Computer

This allows you to set up a second computer that acts as a dedicated Media Sharing Station for your users, independent from (but networked to) your recording computer. Users can visit the Sharing Station, browse for their videos and photos and download them to their mobile device via QR code scanning.

#### 4 – Run a Sharing Station and a Recording Event at the same time on the same computer

This allows you to set up your computer with a Windows extended desktop and 2 monitors, then run 2 instances of RightBooth, one on each monitor, each playing a different event file at the same time.

All four configurations are fully explained in step-by-step PDF tutorials that are available to view and download from this website page:

<https://www.rightbooth.com/shareqr.html>

## Creating a Printing and Emailing Station

RightBooth can be configured to print user's photos and to email user's videos, photos and messages. This normally happens on a single computer, while the event is playing and after each user has finished with the system. But you may find it more convenient to set up a second computer to act as a printer station and/or an emailing station. This allows the main computer to concentrate on playing the event and creating files, while the second computer becomes responsible for printing photos and/or emailing files independently from the first computer.

### Overview

You will need two computers, both running RightBooth. Computer 1 will play the event. Computer 2 will print photos and/or email files. Both computers will require access to a shared folder where the event videos, photos and messages will be located. There are a number of ways this can be achieved, including:

- Connecting the two computers to a network (the same network) and configuring them both to have unrestricted access to a shared folder on one of the computers.
- Connecting both computers to the Internet and configuring them both to have unrestricted access to the same remote cloud storage folder, such as a Google Drive, OneDrive or DropBox folder.

There are numerous articles on the Internet describing how to achieve folder sharing and connectivity between two computers.

### Configuring RightBooth

#### On Computer 1

- In RightBooth Settings → Folders & Files, add your chosen Shared Folder to the list of folders in the section: **Copy files to other drives and folders**
- Tick all the file copy options against the Shared folder: Photos, Thumbs, Prints, Videos, Text, User details + Emails

If your event is set to create print layouts, to prevent Computer 1 from performing any photo printing:

- Look in RightBooth Event Designer → Event structure → Print photos
- Set: **Print photos taken during the event** to **No**.
- Un-tick: **Ask the user**
- Tick: **Save to Event Tasks** - This will cause Computer 1 to create print layout files that will then be copied to your Shared Folder to allow Computer 2 to process them.

If your event is set to send emails to users, to prevent Computer 1 from performing any emailing:

- Set: **Email the event videos** to: **Later**
- Set: **Email the event photos** to: **Later**
- Set: **Email the event messages** to: **Later**
- Ensure all the **Ask the user** options are **un-ticked**

Now when the event plays, user files and emailing instructions will be copied to your Shared folder, to allow computer 2 to process them.

## On Computer 2

In RightBooth Settings → Folders & Files:

- Tick: **Set Tasks & Publish folder**
- Click the **Change button** to locate and add your Shared Folder

This will cause RightBooth on Computer 2 to monitor the Shared Folder, waiting for event files created by Computer 1.

## **The Process**

### On Computer 1

Run RightBooth and play the event. Each time a file is created by a user, RightBooth will copy the file to the Shared Folder.

### On Computer 2

Run RightBooth and click the Tasks button (on the main window) to access the Tasks Window. RightBooth will now monitor the Shared Folder looking for new user files created on Computer 1. New photo print layouts and/or email files will then appear listed in the Tasks Window as soon as they appear in the Shared Folder. And files can then be printed and/or emailed at your discretion.

## Controlling Events Using Voice Commands

You can configure RightBooth so that it accepts spoken commands for controlling the playing event. To turn on voice commands, in RightBooth User input settings tick the option: Voice. Then, in addition to your chosen user input method (e.g. Mouse or Touchscreen), voice commands will also be enabled for all your events. For more details, see section: RightBooth Settings → User Input Settings → Voice Input.

You now need to ensure your event is designed for voice commands as follows:

In the Screen editor, on each event screen where you would like voice command control, add one or more label items. Type the word or phrase into the label item(s) that you would like to be used as a voice command. Then add an appropriate click action on the label item.

For example, if you would like RightBooth to progress from the Start screen to the next screen in the event by saying ‘Start now’:

- Add a label item on the Start screen.
- Enter the text: ‘Start now’ as the content for the label item.
- Show the properties for the label item and set its Click action to ‘Next screen’.

By default, some event screens have label items with predefined click actions and are therefore automatically enabled to accept voice commands. Examples include:

‘Choose recording’ screen: ‘Record a video’, ‘Take a photo’, ‘Record a karaoke’, etc.

‘Video options’ and ‘Photo options’ screens: ‘Redo’, ‘Finished’, ‘Print’, ‘Cancel’, ‘Back’, ‘Next’, etc

Note that you can alter the content of any label item on any screen to provide your own preferred words or phrases as voice commands.

When speaking your commands, RightBooth voice recognition takes the spoken input from the Windows default microphone input device, so you must ensure that you have a working microphone attached to your system. This can be configured in Windows Settings under the section: System → Sound.

For more information, see the following articles:

<https://www.rightbooth.com/blog/use-voice-commands-for-hands-free-control-of-your-events>

<https://www.rightbooth.com/blog/improving-voice-recognition-consistency>

## Accessing RightBooth Features When Running Other Applications

It is possible to display and directly interact with RightBooth event screen content while using other Windows applications. For example: you are showing a full screen Powerpoint presentation and you need the ability to use RightBooth to take a photo or record a video at any time during the presentation. Using the RightBooth transparent background feature you can display event screen buttons permanently over the Powerpoint presentation, and these will allow you to access RightBooth features without having to exit (or task switch away from) the Powerpoint presentation.

To achieve this:

- In RightBooth Settings → Start/Stop → Setup → tick the option: Allow transparent event screens
- In RightBooth Settings → Security → tick the option: Event on top

You will need to restart RightBooth for these settings to be applied. Now you need to provide a transparent background to one (or more) of your event screens. Let's assume you have an event that lets users choose to record a video or take a photo. The event has a Start screen which will be edited to have a transparent background as follows:

- Run RightBooth. On the main screen, click 'Edit' to go to the Screen Editor
- On the Screen Editor toolbox, click Properties to show the Screen Properties
- On the Screen Properties toolbox, select the single colour Background radio button.
- Click on the single background colour box to show the Colour Selector panel
- Use the 'A' slider on the Colour Selector panel to set the background colour's Alpha channel value to 0 (fully transparent).

You will now find that the underlying applications are both visible and able to be interacted with. You can now move the content on the Start screen to a position that suitable for overlaying on the underlying application.

Now when you Play the RightBooth event, the Start screen content will be displayed over any other running application or over the desktop, and if you click on the Start screen content you will be shown the subsequent RightBooth event screens as normal. Then after capturing a photo or recording a video, RightBooth will return to showing the transparent Start screen again, allowing you to continue interacting with the underlying application.

## Event Packaging

RightBooth comes with an **Event Packager** that provides you with an easy way to distribute your event files to other computers or to other users who are running any edition of RightBooth.

The Event Packager will take an existing event file, together with all its referenced content files and then create a single package (file) that contains all the files necessary to play the event on another computer running RightBooth.

You will find the Event Packager useful for the following purposes:

- Transferring your events plus content to another of your computers running RightBooth.
- Making backups of your events plus content.
- Distributing your events plus content (freely or commercially) to other RightBooth users. See Disclaimer below.

### Creating a package

- In RightBooth, open the event file you would like to package.
- On the main RightBooth window, click the **Package button**.
- On the Package window, optionally choose to include the RightBooth Settings file within the package. Then click the **Create button**, choose a filename for your package and RightBooth will then create the package file.
- The package file will normally be saved in the folder: **\Documents\RightBooth7\Package** with the file extension: **.rbep**, but you are free to choose any other location, including saving to an external USB drive.

### Points to note:

- A package is a single file that contains multiple other files.
- When creating a package, RightBooth will add the currently open event file into the package together with all its referenced content files: images, videos, animations, sound, html and text files.
- If the packaged event file contains references to other event files, then the other event files will also be added to the same package together with all their referenced content files and events.
- This process continues until all referenced event files have been added into the package. Note: Referenced event files include those that are specified in any **event flow section**, in any **event menu option** and in any '**Play event**' **action** that has been defined in any event screen item or event screen.

**REMEMBER:** A package may contain multiple your event files and a lot of content, so it may end up being a very large file.

### Installing a package

**Note:** Packages may be installed using any edition of RightBooth.

- Run RightBooth.
- On the main RightBooth window, click the **Package button**.
- On the Package window, click the **Install button**, choose the package file and then RightBooth will unpack and install all the packed files onto the computer.

When you install a package on a destination computer (or even on the source computer):

- All the event files in the package will be unpacked and placed within the current users event folder: **documents\rightbooth7\**
- All the referenced content files (images, videos, animations, sound, html and text files) will be placed in the **RightBooth Media library**, normally **C:\Users\Public\Documents\RightBooth7 Library**.
- If a referenced file originated from the RightBooth Media Library on the source computer, then it will be placed in the **same folder** in RightBooth Media Library on the destination computer.
- If a referenced file originated from any other folder on the source computer, then it will be placed in the RightBooth Media Library in the sub folder:  
**Package\package\_name\** where **package\_name** is the filename that was used to create the package.
- If the package contains a Settings file, the recipient will be asked if they also want to install the settings onto the device. This will overwrite the current RightBooth settings on the device. Doing this may cause some of the settings to be incorrect, such as webcam name, printer name, and Folder path for saving event files, so after installing the package you should visit the RightBooth Settings and check Cameras, Printers and Folders/Files for relevance.

Here is an example to explain what happens:

- You have an event file named **videorecorder**
- This event file includes the image: **c:\images\myphoto.jpg**
- You create a package from this event file, naming it **videorecorderpack**

When this package is installed:

- The **videorecorder** event file is unpacked from the videorecorderpack file and placed in the destination folder: **documents\rightbooth7**
- The **myphoto.jpg** file is unpacked from the videorecorderpack file and is placed in the destination folder: **C:\Users\Public\Documents\RightBooth7 Library\Package\videorecorderpack\**
- The installed videorecorder event file is then modified on the destination computer, such that all the content file references within the event file point to the new locations for the installed files.

**IMPORTANT:** When a package is installed, any files in the package that are already present on the target computer will be overwritten. **Note: The user will be given the option to cancel the installation prior to continuing.**

For this reason, if you are planning to distribute your package to other RightBooth users, you should look at giving your included event files fairly unique names before creating a package containing them. You should also give your package file a unique filename.

Please be aware that if you install the package to the same computer on which it was originally created, then the source event files will be modified and overwritten (as described previously). So if you plan to test the Package installer on the same computer you may want to make a backup copy of your original event files prior to installing the package. Or better still, always test your package installer on a different computer.

## Suggestions for Best Practice

If you are planning to distribute a package to other RightBooth users, it may be advisable to:

- name your event file(s) and your package file with fairly unique names in order to reduce the chance of overwriting any recipient user's event files and package files which have the same filename.
- before designing any events that you plan to package, get into the habit of creating your own unique sub folder(s) within the RightBooth Media Library, and place all your images, videos, animations, sound, html and text files within the unique sub folder(s) i.e. all the personal content files that you intend to use within your event designs.
- then when designing your event files, rather than including files from random places and folders on your computer, always plan to include ALL your referenced content files from the RightBooth Media Library.

### Here is an example:

Let's say you are running a photo media supply business **Snaporama** ( made up name ! ) and you plan to distribute your RightBooth packages to other users. Here are some suggestions for organising your unique approach to packaging:

- Create the folder: **C:\Users\Public\Documents\RightBooth7 Library\Images\Snaporama**. Place all your own image files (i.e those that you plan to use in your event designs) within this folder. Note that you can create and use further sub folders within this folder if you wish.
- Create the folder: **C:\Users\Public\Documents\RightBooth7 Library\Videos\Snaporama**. Place all your own video and animation files (i.e those that you plan to use in your event designs) within this folder. Note that you can create and use further sub folders within this folder if you wish.
- Create the folder: **C:\Users\Public\Documents\RightBooth7 Library\Snaporama**. Place any other files that you plan to use in your events within this folder. For example, text files, audio clips, html files, etc. Note that you can create and use further sub folders within this folder if you wish.
- When you save your event files, make sure they are saved with fairly unique filenames. In our example you could choose to include the name of your business within the event filenames. So let's say you create a package that contains two events: a questionnaire event and a photo capture event, you could name the event files: **Snaporama-questionnaire.rbe** and **Snaporama-photo-capture.rbe**
- When you save your package file, make sure it is saved with a fairly unique filename. In our example you could name the package file: **Snaporama-questionnaire-and-photos.rbep**

Remember: Naming your files this way will reduce the likelihood that you will overwrite any files in the Media Library on the recipient's computer.

## Disclaimer

If you are planning to distribute your event designs to other RightBooth users, then your events should only include content that you know is freely distributable, in other words, it is material that you either own, is copyright free or has the permission of the content creator to be freely distributed. You will be required to agree to take full responsibility for your packages prior to creating them and Aire Valley Software will not be held responsible, accountable or liable for any issues arising from your decision to distribute copyright material.

## Sending Files To WhatsApp

RightBooth interacts with the WhatsApp web browser interface to allow users to send event files to any WhatsApp account.

First, you must create a WhatsApp Linked Device for RightBooth (see Settings → Social Media → WhatsApp).

When you have configured a WhatsApp Linked Device, the RightBooth web browser item will show the linked WhatsApp account on your 'Send to WhatsApp' event screens whenever you have chosen to include the 'Send to WhatsApp' option in your events.

For more information on how to design your event to use the WhatsApp feature, refer to the RightBooth Training Videos at: <https://www.rightbooth.com/training-videos.html>

## Uploading RightBooth Files To Social Media Sites

By using RightBooth 'Copy files' settings and external Web Service Automation Tools it is possible to publish files created by RightBooth onto Social Media sites such as Facebook and YouTube so that they can be viewed immediately by event attendees using their personal devices (e.g phones and tablets). Here we explain how to use cloud storage and a web service automation tool to publish RightBooth files to a Facebook account.

### Step 1 - Obtain Some Cloud Storage

There are now plenty of companies offering free web based storage space for saving files on remote Internet servers that can be accessed publically via various web browsers and web apps. At the time of writing, DropBox ([www.dropbox.com](http://www.dropbox.com)) offers 2Gb of free storage, Google Drive ([www.drive.google.com](http://www.drive.google.com)) 15Gb and Microsoft Onedrive ([www.onedrive.live.com](http://www.onedrive.live.com)) 15Gb.

Simply create an account with one (or more) of these providers to obtain your free cloud storage and make sure you install the provider's client app. This will create a local folder on your hard disk that is synchronised to your cloud storage folder. Then, any file that you copy into your local cloud storage folder will be automatically uploaded to the associated cloud storage folder.

### Step 2 - Configure RightBooth for Cloud Storage

You can set-up RightBooth so that each time a new event file is created, a copy of it will be added to the local cloud storage folder and then will be automatically uploaded to the associated cloud storage location on the Web. See the section **Settings Output Folder** for how to configure RightBooth for copying files to a local cloud storage folder.

### Step 3 - Set Up Web Service Automation To FaceBook

There are a number of free web services available that allow you to connect different web services together in order to achieve various tasks, such as copying files from a cloud storage folder to a Facebook or YouTube account.

One such service is IFTTT ([www.ifttt.com](http://www.ifttt.com)), an abbreviation of **If This Then That**. Create a free IFTTT account, then using the simple interface provided on the IFTTT site, create a personal recipe to copy files from your chosen cloud storage folder to the Photos folder in a chosen Facebook account.

The end result will be a simple two step automation process that will copy each uploaded cloud storage file into a Facebook users Photos folder.

Once configured, files created in a RightBooth event will be automatically:

- copied to the DropBox local storage folder
- uploaded to the DropBox Public cloud folder
- copied to the Photos folder of the designated Facebook account, where they can be viewed by your event attendees.

## Sending Files To YouTube

IFTTT currently doesn't support sending files to YouTube. If you require this feature then consider the above approach and in Step 3 using the alternative automation service **zapier**, available from <https://zapier.com>

## Making Remote Changes to RightBooth Events

Using the Remote Changes features in RightBooth allows the app to monitor a specific 'changes' folder on the computer looking for a 'changes file'. This is a text file containing your 'change instructions' which will cause RightBooth to make content modifications to the currently playing event file. The changes folder can also contain new or updated image and video files, which RightBooth can be instructed to display within the playing event file.

So the Remote changes feature provides you with a flexible system for updating your events with new content 'on the fly'. And if the designated 'changes folder' is a shared cloud storage folder such as a Google Drive folder, it then becomes possible for you to change your playing events from a remote location.

We will explain how to do this by way of an example.

You run a party room hire business and you have a number of rooms at various locations country wide that can be booked for events such as birthdays and anniversaries. At each of your locations you have RightBooth running on a permanently installed video booth, allowing party guests to record video messages and photos for the host.

You like to make the RightBooth events more personalised so you always edit the event to include the name and a photo of the party host. For example, for a particular booking at one of your locations you have an event file called 'host'. In this event file, you edit the Start screen by adding a label item that states:

**'Welcome to John's retirement party!!'**

And you also include a photo of John on the Start screen contained within an image item.

The following week, the same location is booked for Jill's 40th birthday. You now find you have to physically visit your location, and edit the RightBooth event file, changing the label item message and replacing John's image item with an image of Jill. However, there is an easier way to make these changes without having to travel to your locations, by using the RightBooth Remote Changes feature.

Continuing with our example, at your host location, perform the following:

- Set up RightBooth for remote changes
- Visit the Folders & Files section of RightBooth Settings.
- Tick the option: '**Allow remote changes**'.
- Use the  button to locate a folder on the system that will be used for remote updating of instructions and files. As mentioned, if you choose a folder that is a local cloud storage folder, you

will then be able to change the content of this folder remotely using the same cloud storage account, and therefore you will be able to affect the RightBooth event remotely.

## Set up your host event file for remote changes

- Open the host event file.
- In RightBooth, go into the Event Design section and look at the tab Event type. In here, tick the option: Allow remote changes. This will allow your chosen event file to accept remote changes.

## Name the screen items that are to be changed

Continuing with our example, on the Start screen of the host event, select the label item containing the personal message. Show the Property toolbox and add a name for the label item using the Name property. In this example we will name the label item: '**event-message**'.

Again on the Start screen, select the image item that contains the personal image item and also give it a name. This time we'll name it: '**event-image**'.

Your system is now ready to accept remote changes.

## Performing a remote update

From your home location you now want to change the remote event from **John** to **Jill**.

Obtain a photo of Jill (in our example: jill.png) and place this file in your local cloud storage folder. The file will then be automatically uploaded to the cloud and downloaded into the cloud storage folder on the system at your remote location.

Run NotePad and type the following lines:

```
Event-message=Welcome to Jill's 40th birthday party!  
Event-image=jill.png
```

Now save this file into your local cloud storage folder using the reserved filename: **rb6changes.txt**.

This file will then make its way to your remote system, again courtesy of your chosen cloud service software.

On the remote system, when you run RightBooth and play the event, prior to showing the event Start screen, RightBooth will automatically open the file rb6changes.txt and will then perform the specified content substitutions for any named text, image and video items in the event. And because RightBooth periodically returns (or times out) to the Start screen during the play session, it will continue to alter the event content each time you alter the rb6changes.txt file.

If you have a number of remote locations and you want to alter different event content at each location, to avoid any mix ups simply configure RightBooth at each location to monitor a different sub folder on your shared cloud storage folder. That way, each folder can have its own rb6change.txt file.

## Specifying an Event Folder Name

You may want to alter the folder into which the remote RightBooth event will save all users photos and videos. To do this you need to add another line into the rb6change.txt file with the key phrase:

**event-folder-name**

followed by the required folder name. So continuing with our example you could add something like this:

*event-folder-name=jills40birthday*

So now all Jills photos and videos will be saved into a separate folder on your remote system and will not be mixed in with Johns files.

Note: Don't forget to use the '=' character in all your content definitions within the rb6change.txt file.

## **Creating A DVD of your recordings**

There are a number of applications available to allow you to take your recordings and create a movie file suitable for burning to DVD, including creating an interactive DVD menu. Here are just a few to consider:

### **MAGIX Movie Edit Pro**

<https://www.magix.com/gb/video/movie-edit-pro/>

### **DVDStyler**

<http://www.dvdstyler.org/en/>

### **WinX DVD Author**

<https://www.winxdvd.com/dvd-author/>

### **DVD Flick**

<http://www.dvdflick.net>

### **VideoPad Video Editor – NCH Software**

<http://www.nchsoftware.com/videopad/>