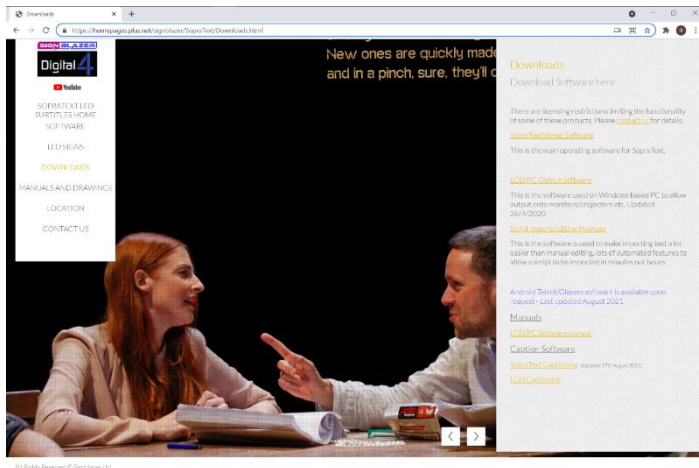# SOPRATEXT CAPTIONING SOFTWARE

Installation

SopraText Captioning is a licensed software by Digital 4 Ltd and Signblazer Ltd to help make theatre performances accessible to d/Deaf audiences.

To download SopraText Captioning go www.sopratext.com/downloads

In the Downloads page SopraText Captioning is in the section titled "Captioning Software".

Download SopraText Captioning and follow the instructions to install on your laptop.
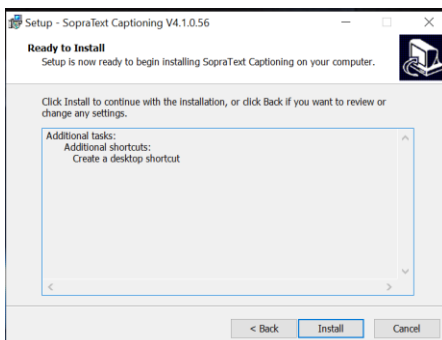
After you have installed the software but before you open it for the first time you will be asked to fill in a form that sends us your name, contact details and the hardware ID of the laptop. We will then grant you a licence with the agreed functionality and outputs for the agreed period of use.

This licence will become active the next time that you open the software.

SopraText Captioning Licences

There are three types of licence for SopraText Captioning:

SopraText Basic

SopraText Basic is a free issue "Edit Only" version of the software that can be used for preparing files to be output on a fully licensed versions of the software. For example, a Captioner can prepare a text on SopraText Basic and then transfer the text to a version which is licenced to output to Caption Units or other display devices which is supplied by the venue.

SopraText Plus

SopraText Plus is a licenced version of the software with agreed functionality and display options. For example, it may be licenced to output to Legacy and RGB Caption Units, Zoom and the Android Tablets.

Sopratext Pro

SopraText Pro is a licenced version of the software with full functionality.

If you intend to carry out preparation and formatting of scripts on a different laptop or desk-top, then the captioning software should be installed on those computers too.

You can see what type of licence you have by referring to the top right hand corner of the software page.

SopraText Captioning Software
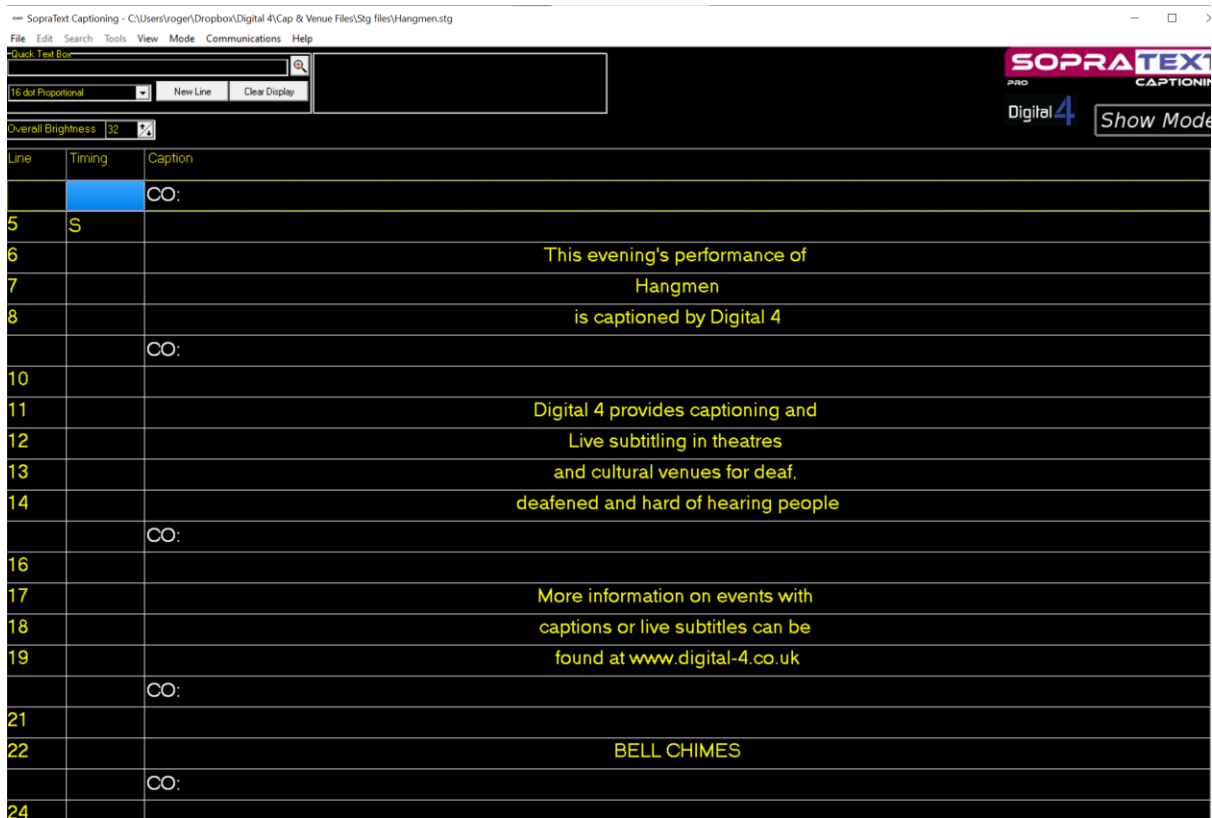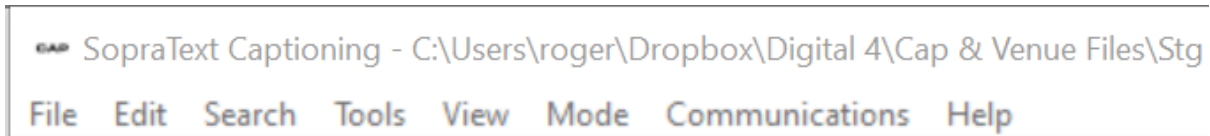

Show Mode / Edit Mode

In the top right-hand corner of the software, it says "Show Mode". This is the outputting mode. If you place your cursor here and click once, you will move into "Edit Mode".

Alternatively, in "Show Mode" if you press the "E" key you will move into "Edit Mode"

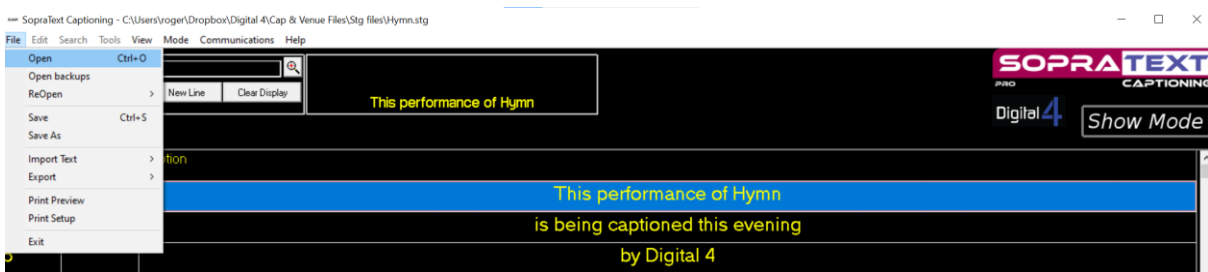Or click on "Mode" at the top of the software and select either "Show" or "Edit" mode.

There are several operations that can be carried out with the mouse or with hot-keys or with normal keys to facilitate editing and moving around the document.

3

SOPRATEXT CAPTIONING / MENU BAR
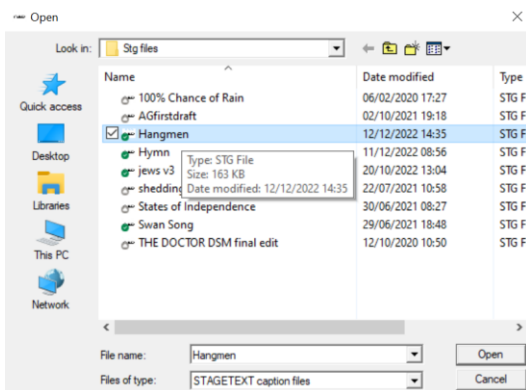

File

File functions can be accessed in both Show Mode and Edit Mode.
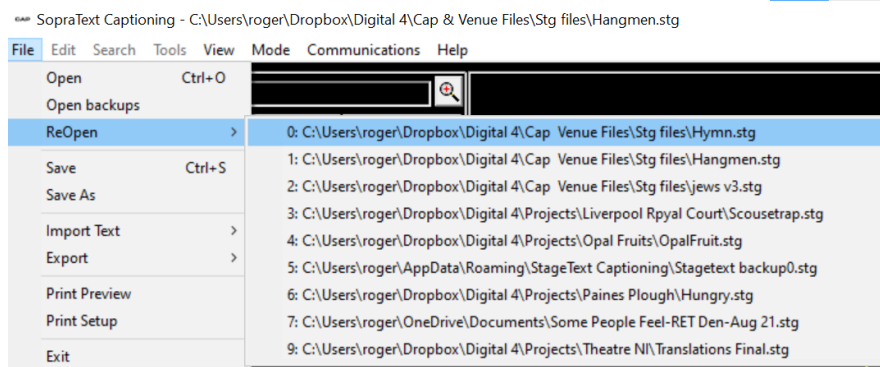

File / Open or CTRL + O

To open an stg file that you have saved in documents, or you have on a data stick, select

File / Open / or use CTRL 0.

Click on the stg file you want to open, and it will highlight in blue and appear in the file name window. Click Open to open the file in the software, ready to output.
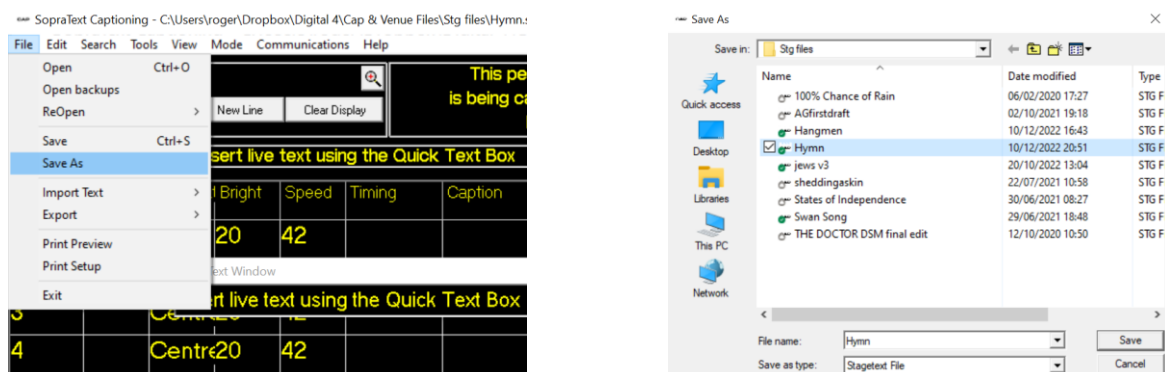
File / Re-Open

To re-open an stg file that you have used recently select File / Re-Open / Then highlight the file you want, click on it, and the file will re-open in the software, ready to output.

File / Save or CTRL S and File / Save As

To save a partially or fully formatted script you should give the script a name and location.

To save the script select File / Save As /

Select the name you wish to save the file and the location you want to save it to and save as an stg file.

To recover the same script later, open the software, select Edit Mode then File/Open and select the file you previously saved.

There is an automatic save function, and if you decide to close the script you will be asked if you want to save changes.

When over-writing a file the software renames the previous file to script~.stg. This means that if a mistake is made and the program autosaves the mistake, then you will still have the previous file available. It can be renamed and saved in the usual way.
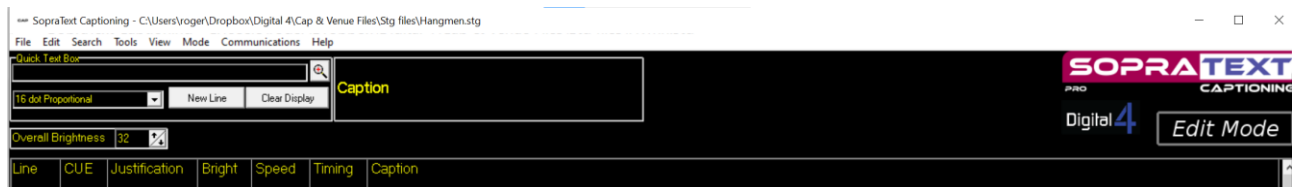
File / Import Text
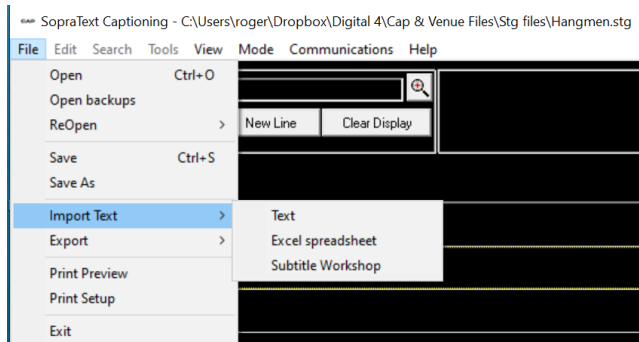
Scripts can be imported in a variety of formats:

1) plain text format (.txt).
2) Excel Spreadsheet
3) Subtitle Workshop (srt.file)

Select File / import text, select the format and then the file that you want to open. Click on the selected file and it will open into the software ready for editing or output.

Other data on-screen

Left to right the columns are:

1. Line number
2. Cue number – this shows cue numbers used in timed output
3. Justification – the dropdown arrows can change the justification to Left / Centre / Right.
4. Bright – drop down arrows can change the luminosity from 0 to 100 (please not these are in 5% increments.)
5. Speed – drop down arrows can adjust the scroll speed between 1 and 64
6. Timing – shows the timings for automatic output
7. Caption – the text space
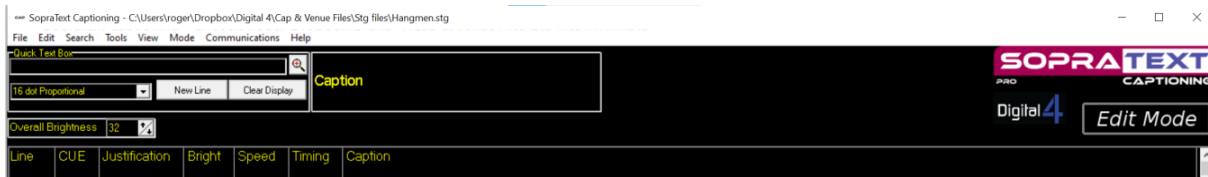
- For "Universal" adjustment of Justification, Brightness or Speed Left Click in the appropriate Title Box at the top of the column.
- A click in "New Line" moves the text on one line in the mimic box in Edit and Show Mode. Most effectively used in Show Mode to add ad-libs.
- Click on "Clear Display" to clear the screen in Edit Mode. Use hot-key C to clear screen in Show Mode

Quick Text Box
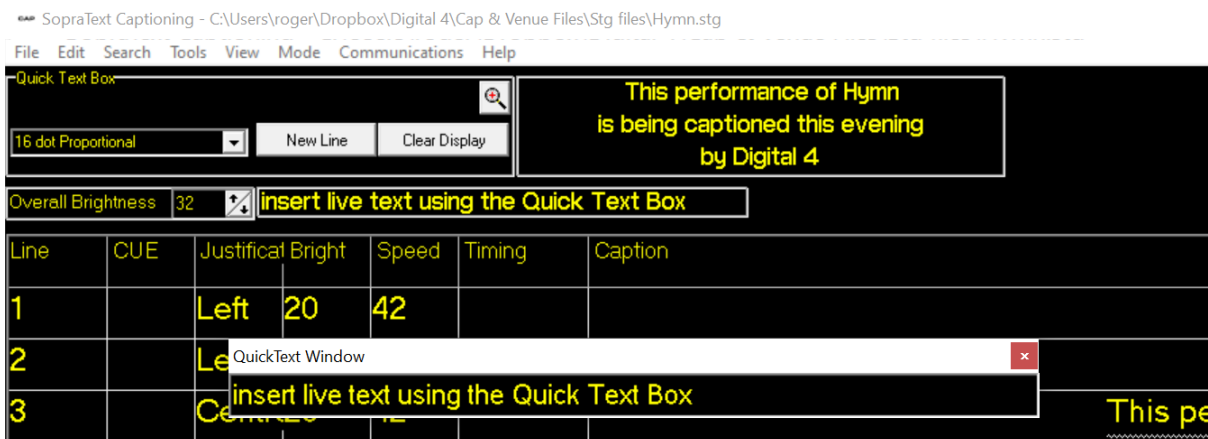
- The "Quick Text Box" allows live text to be inserted in Show Mode. By typing into the QTB text will appear line-by-line in the mimic and on the caption unit. The QTB is also the conduit through Speech-to-Text writers can output on to Caption units and other display devices
- Use hot-key "Q" for the QTB. A new quick text mimic appears that is the equivalent of a single line on the captain unit.
- Type the Ad-lib into the QTB and press Enter to output the new line of text
- The QTB has a word wrap capability. If you continue to type and reach the end of one line the line will be automatically scrolled to the caption unit
- To send a short or incomplete line press Enter

Edit Features

You can edit your script in Sopratext Captioning. You will see form the toolbar that Edit functions can be mouse or keystroke operated in Edit Mode :
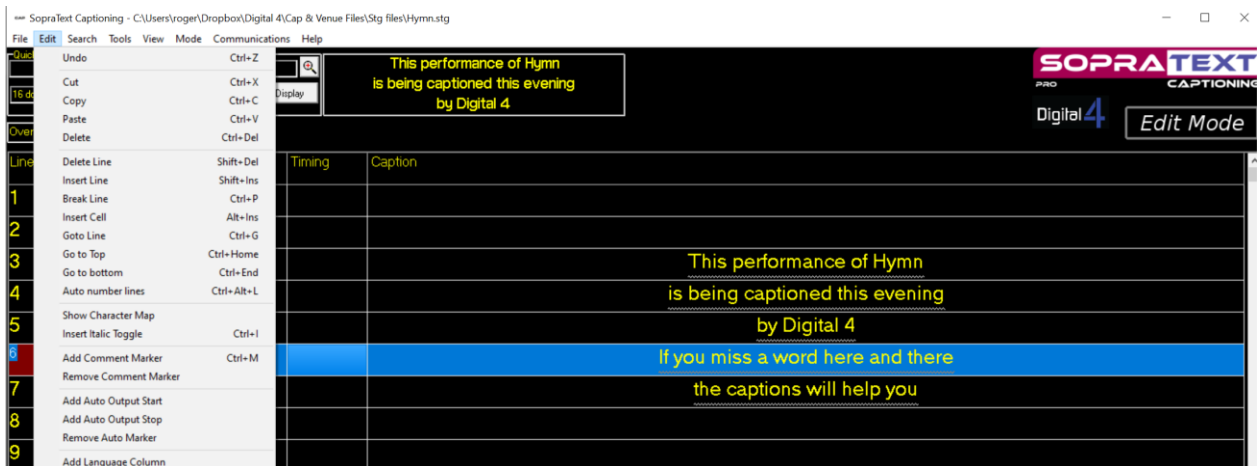
- **Undo or Ctrl-Z** use to undo last action

- **Cut or Ctrl-X** highlight a line or part of a line and cut
- **Copy or Ctrl-C** highlight a line or part of a line and copy
- **Paste or Ctrl-V** paste in a line or part of a line you have copied or cut
- **Delete or Ctrl-Del** delete a single character or, if you hold it down, a complete line
- **Delete** used at the end of a line brings up the following line complete

- **Delete Line or Shift+ Del** use to delete a complete line
- **Insert Line or Shift + Ins** use to insert a new line
- **Break Line or Ctrl + P** use to take part of the text down and create a new line, or if used in a blank line it will add another line
- Placing the cursor at a particular point in the line and pressing "Enter" takes the text to the right of the cursor down to the next line
- You can move text down to the next line by highlighting the text and then using cut and paste
- Backspace deletes one character back
- Ctrl Backspace deletes on word back
- **Insert Cells** inserts one cell at the edit location moving the column of cells below down one. This allows for misalignments to be corrected in multi-language files.
- **Go to Line or Ctrl + G** enter the line number you want to go to and click OK
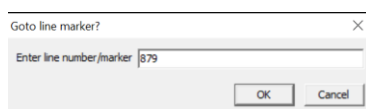
- **Go to Top or Ctrl Home** will take you to the start of your stg file
- **Go to Bottom or Ctrl End**   will take you to the end of your stg file
- **Auto number lines**   select and then click ok to renumber all the cues
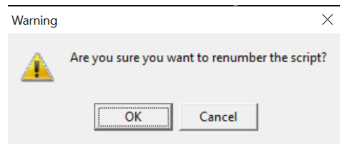
- **Show Character Map**   this gives you a board of symbols (the key map form) including the musical note. If you click on the musical note then copy to clipboard you can then close the key map form, find where you want to put the in the captions and then click Edit/ Paste or CTRL +V and the note will be inserted into the script.
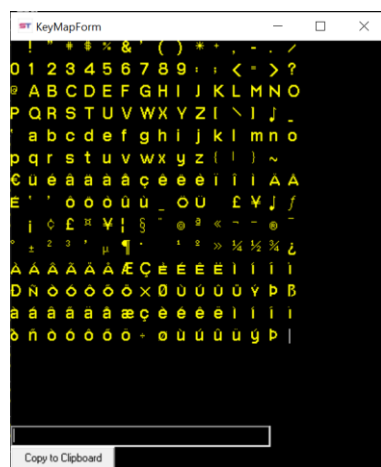
- **Cut / Copy and Paste Multiple Lines** can done by selecting the line to cut/copy by dragging the arrow cursor over the lines. Note that the speed column is also highlighted. Then right click to select cut/copy. Then left click on the line where the paste is required, right click and select paste. All the lines selected will then be pasted and the text will move down accordingly.
- **Insert Italic Toggle or Ctrl I**   If you want a word or words to appear on screen in *italics* then you should use the Italic Toggles as follows:
  In Edit Mode, highlight the word or section that you want to italicise then press Edit/Insert Italic Toggle (or use CTRL + I). The text is marked and will show as italics on the caption unit. Note: If we insert the toggle before a word then the rest of the line will be italicised. To italicise a single word place the cursor after the word you wish to change.
- Speech marks " and ' - to create opening speech marks, use ALT + " for double quotes or ALT + ' for single quote.

Comments / Add Comment Marker

You can add comments by cues to act as aide-memoires for outputting so that you will see, for example, if a particularly fast section od dialogue is coming up or perhaps a very long pause.

1. Place the cursor at the beginning of the line where you want to insert a comment
2. Select Edit / Add Comment Marker or hotkey CTRL + M
3. Type in your comment after CO:

The comment is inserted on the line in white text but will not output.

The comment marker can be removed by placing the cursor on the line with the CO: and selecting Edit / Remove Comment Marker. Note that the CO: marker is removed but the actual comment needs to be deleted separately or it will appear as an output line on the caption unit. If you press Shift + Delete then the comment marker and the comment text will be removed.

In outputting the beginning CO: are ignored and do not show on the caption unit.

Add Auto Output Start / Add Auto Output Stop / Remove Auto Marker

It is possible to time the manual output of the captions to record an output timeline (SRT file) for automatic output. Add Auto Output Start / Add Auto Output Stop and Remove Auto Marker allow you to create sections in that timeline which can be triggered and output by external signals such as OSC commands.

Add Language Column

In SopraText Captioning Pro you can add a second output column for bi-lingual captioning.

For more information on dual-stream output and bi-lingual captioning please refer to the separate manual which describes this process in more detail.
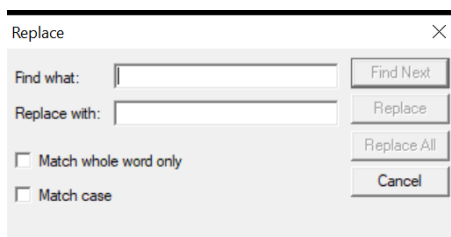
Please contact us if you wish to upgrade your software licence

Search

Search or CTRL + F will enable you to find a word in the script
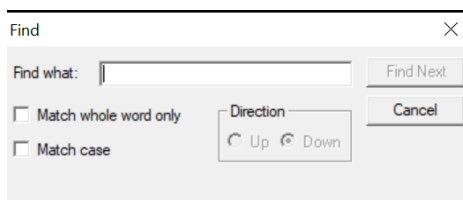
**Search and Replace or CTRL + R** allows you to replace one word

Find next overlength line searches for the next overlength line in the script and highlights it in Red

40		Left	5	42		HARRY: Just go easy, lad!
41		Left	5	42		HENNESSY: No, I won't go easy!
42		Left	5	42		You go easy!
43		Left	5	42		You're hanging an innocent man! I never even met the girl!

Tools

Click on "Set Display Font" to bring up this window which will allow you to change how SopraText Captioning is displayed on-screen. Adjust font, point-size, foreground, and background colours
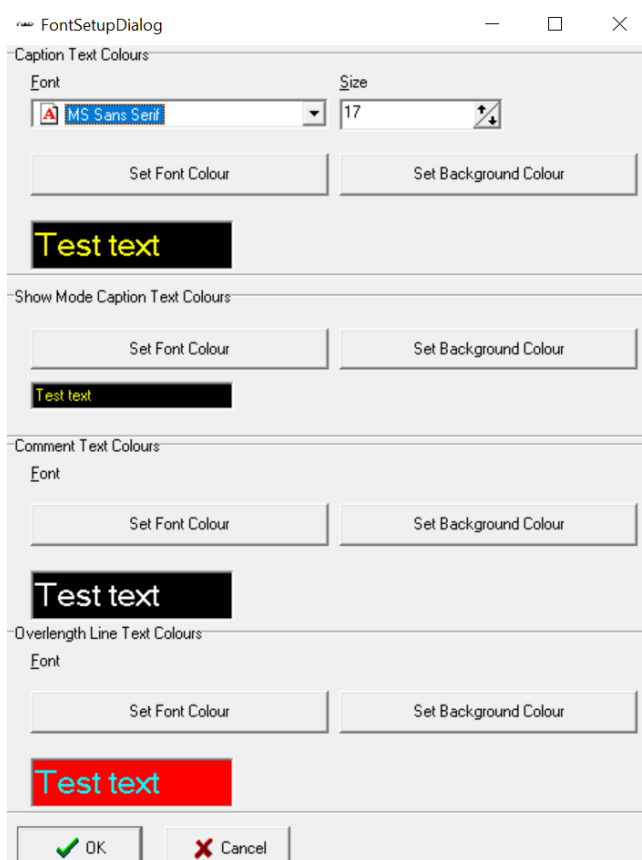

- There are two Spell Check options available
- Disable End Key in Show Mode. On some laptop's the End key is located adjacent to the right arrow output and there is a worry that you might inadvertently click on the End key and take your script the last line mid-show. To ensure that this does not happen click on Disable End Key in Show Mode

VIEW

Mimic Box

Click on Show Mimic to display the text mimic box at the top of your screen. A tick will appear to show that this function is activated.
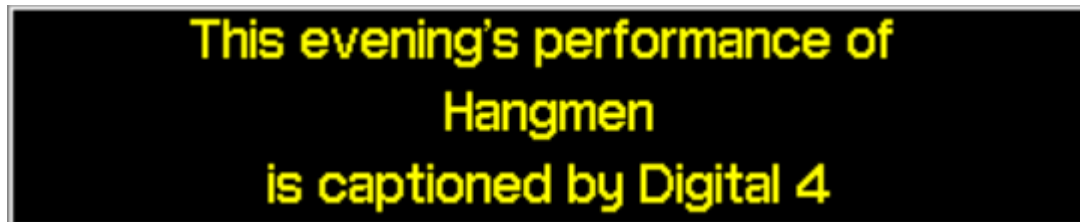
Show Bold Font

If you prefer editing and outputting in **bold** then click on Show Bold Font. A tick will appear to show that this function is activated.

Show Caption Timing

In Sopratext Captioning you can time your manual output so that you can then output it automatically in whole or in sections.

Click on Show Caption Timing and this box will appear:
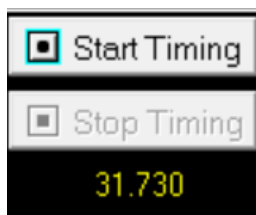
To start timing your output click on "Start Timing"

To stop timing your output click on "Stop Timing"

START AUTO (green) will show where you begin timing

STOP AUTO (red) will show where you stop timing

Timings will show in the Timing Column

START AUTO   click to automatically output a timed section

For a more detailed explanation of how-to time and automatically output cues and to see how they can be triggered by OSC commands and other external signals please refer to the specialist pdf guide.
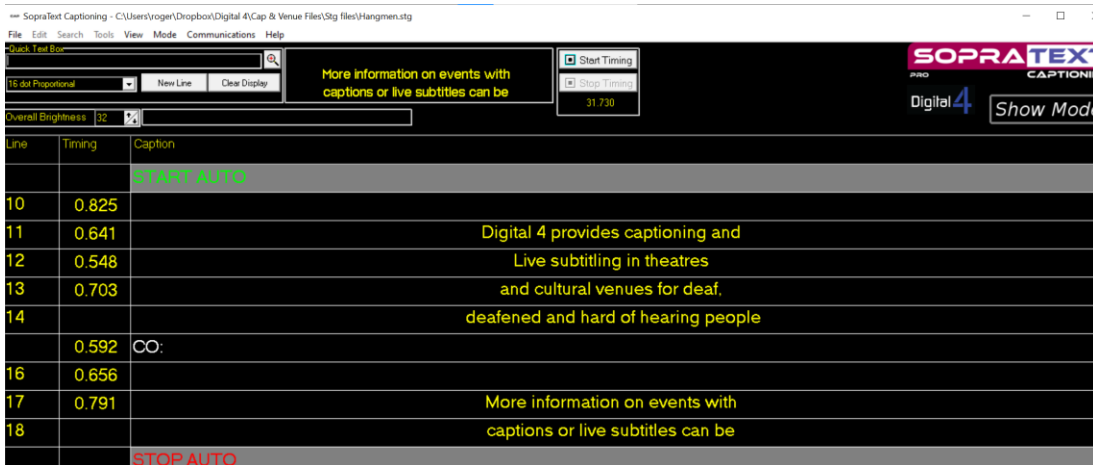
Show CUE Column

To view Cue Numbers in Edit and Show Mode click on Show CUE Column

Show StreamCast

Show StreamCast is an application interface added to Sopratext Captioning so that remote speech-to-text for post-show discussions, or similar live speech events, can be output onto any Sopratext display devices – caption units, projectors, tablets, smart-caption glasses etc. – that have been connected to the software.

Click on Show StreamCast and this window will appear
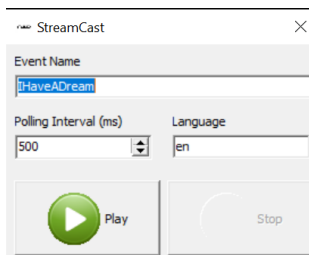
Enter the StreamCast event name url into the Event Name box and click on play and the remote speech-to-text that is being output in the StreamCast Event will be configured and displayed on any Sopratext device that has been connected to the system in the theatre.

For a more detailed explanation of how-to employ Show StreamCast and work with remote speech-to-text reporters please refer to the specialist pdf guide.

Quick Text in Window

Click on Quick Text in Window for the QTB window to appear centre of your screen
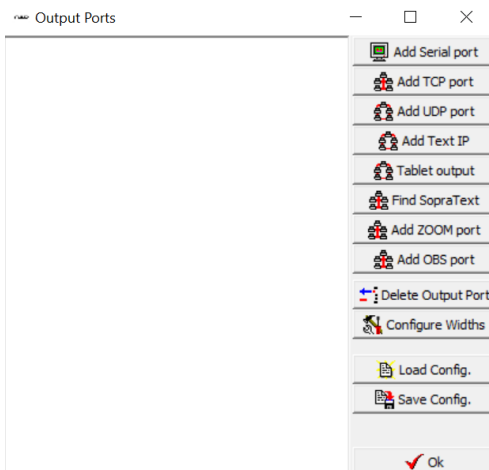
COMMUNICATIONS

Edit Output Ports

SopraText Captioning can output to an extensive range of display devices:

RGB Venue Caption Units, Amber Legacy Caption Units, LCD Displays, via Projector, into StreamText and StreamCast Events, into Zoom Meetings, onto Android Tablets, IOS Tablets, Android Smart Caption Glasses, and any combination of these devices.

To connect to any type of listed display click Edit Output Ports.

Add Serial Port

Add Serial Port is used to communicate to the Legacy Captioning Units. Ensure that you have a USB to RS485 port adaptor connected to your PC and that the drivers are installed correctly before clicking this button. It will scan the available COM (Serial) ports and present you with a list. Select the one which you will be using to communicate to the sign(s) with and click OK. You will then be asked which language should be assigned to that port, select one (normally Caption) and then click OK.

Most of the serial ports have LEDs to confirm transmission is occurring, these can be used to check that the correct COM port has been chosen as there may be more than one present.

Add TCP Port

Add TCP Port is generally used to output to the SopraText LCD Output Software. The default IP address is given as 127.0.0.1 with a port of 1024 in the form 127.0.0.1:1024. The IP address of 127.0.0.1 is the 'localhost' which simply means the same PC as the main software is running on. This is very useful for running the LCD output software on the same PC as a second screen output. As such most use cases will use this default address and port. If the LCD output software is running on another PC then use the IP address of that PC followed by ':1024'. For example, '192.168.0.22:1024'. Again, the output language will be chosen next to allow different languages to be displayed on different monitors/screens.

Add UDP Port

Add UDP Port is used when there are a large number of receiving devices as the captions are broadcast to the network rather than point to point. The receiving device/software will typically be the LCD output software. This is not a commonly used transmission method but may be preferable in some installations over the TCP port previously mentioned.

To set this up use the default IP address of '255.255.255.255:1026' to broadcast on the entire network. If multiple network adapters are installed in the PC (ethernet/wireless etc.) then it may be necessary to tie down which adapter to use. For example; if the network adapter has an IP address of 192.168.0.23 and a subnet mask of 255.255.255.0 then use the broadcast address of 192.168.0.255 and port of 1026 giving '192.168.0.255:1026' being entered into the 'IP Address:Port' box. Click OK to move on to choosing your Language to output.

Add Text IP

Add Text IP is used to connect to external services. Captioning can output to external services as well as to the range of SopraText LED signs and display devices and software solutions. Two such services are 'StreamText' and 'See Write Now'. For these services the plain text from the captions is sent to the connector software applications from these service providers. Use the default IP 'address:port' to connect to the respective applications installed on the local PC. Both of these options only output the first language at present.

Please refer to https://streamtext.zendesk.com/hc/en-us/articles/210923083-Installing-Updating-and-using-the-StreamText-Net-Connector for guidance on the StreamText service and https://www.seewritenow.ie/ for details on the See Write Now service.

Tablet Output

Tablet Output is used to output captions to Tablets and Smart Caption Glasses. Part of the SopraText Captioning system is tour app. which allows users to view the captions on Android or Apple devices. If multiple languages are output simultaneously the user can decide which language to view. Once clicked this output requires the broadcast address to be entered. If only one network adapter is present then it is ok to use the default of 255.255.255.255:1026 but as this isn't targeted to a particular port there is no telling which network adapter will be output to. Therefore, on a PC with multiple adapters the address will have to change to reflect the adapter to use. So, as before if the network adapter of choice has an IP address of 192.168.0.23 and the subnet mask is 255.255.255.0 then use the IP address of 192.168.0.255. We would enter '192.168.0.255:1026' into the box in this case.

SopraText Captioning sends out regular data packets with the language information into the selected network and this will be picked up by the tablet software app.

For a more detailed explanation of how to connect and output to Tablets and Smart Caption Glasses see the dedicated pdf.

Find SopraText

Find Sopratext is used to connect and output to RGB "Venue" Caption Units. To set these up make sure that the displays are connected to a network and powered up. They receive a 'who is there' packet which is broadcast over the network chosen in the drop-down list that is presented after clicking the "Find SopraText" button. Choose the appropriate interface and click OK. SopraText Captioning will then broadcast the data packet to the chosen network and await replies. Any signs which respond will then be added to the output list. You will be required to choose the colour to be used on that display if necessary. Use the drop-down box to achieve this. Once the colour is chosen then choose which language to output to this display. If there is more than one sign present in the search then you will be required to repeat this choice for each sign.

For a more detailed explanation of how to connect and output to SopraText Venu Caption Units see the dedicated pdf.

Add ZOOM

Add Zoom is used to caption directly into Zoom Events. ZOOM is a very useful tool for broadcasting shows to a wider audience and as such we have embraced this technology by offering an interface to their services. When setting up a Zoom broadcast an API key is made available from within the Zoom application.

To enable this, you will first have to enable captions within Zoom.

To enable manual captioning for your own use:

- Sign in to the Zoom web portal.
- In the navigation menu, click Settings.
- Click the Meeting tab.
- Under In Meeting (Advanced), click the Manual captions toggle to enable or disable it.
- If a verification dialog displays, click Enable or Disable to verify the change.
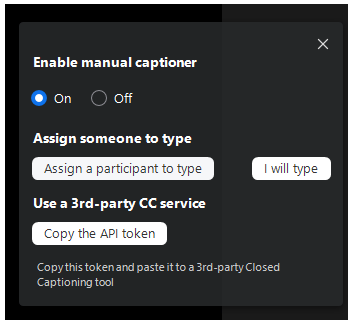
Further details are available here:

https://support.zoom.us/hc/en-us/articles/4409683389709-Enabling-manual-captions

Then from the Zoom app you will see a 'CC' button at the bottom of the window:
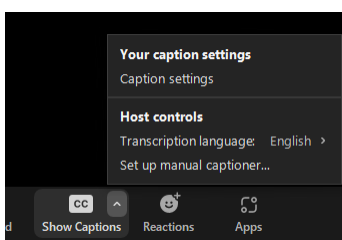
Click the small arrow and then 'Set up manual captioner'

Set 'Enable manual captioner' to 'On' and click on the 'Copy the API token' button. This will copy the information we need into the clipboard. Then go to SopraText Captioning and paste this into the 'Please Enter API key' window. Click Ok. Now choose the language to output to Zoom. The captions will now be sent to the Zoom servers to be sent out with your video.

If you receive an error message when outputting captions such as 'Error accessing ZOOM API, please check output settings. Code 400' please make sure that you have an active internet connection and that you have enabled manual captioning and finally make sure that you have a paid account which allows captioning.

Add OBS Port

Add OBS Port. OBS, or Open Broadcaster Software Studio is used for screen casting and streaming. It has the capability to mix in captions and this interface allows this. Clicking on the Add OBS port button presents a window asking for an IP address and port. Leave this as the default for an instance of OBS running on the same PC as SopraText Captioning or substitute the IP address with the address of the PC that is running OBS. Again, we must choose which language is being output to this endpoint.

You will also have to install some additional software for OBS, please refer to the instructions here:

https://webcaptioner.com/help/integrations/obs

Delete Output Port

Clicking this will delete the selected output port.

Configure Widths

For the Captioning software to correctly mark over length lines in the captions it needs to know the widths of the available interfaces. This only applies to LED and LCD outputs. Click this and the software will interrogate the attached display(s) for their width and then use this for marking over length lines.

17

Load/Save Config.

Whilst a lot of the time the setup is a simple one, life can be made easier by only having to perform the setup once. These two buttons allow saving the configuration that you have created to a file for loading again when needed.

Please be aware that the Zoom output API information will change with each broadcast so that will have to be re-entered for every new broadcast.

Clicking on the 'Save Config.' button will prompt you for a filename and path to save the configuration file to. The 'Load Config.' button will promtpt you to load a previously saved file. This will restore the outputs to that saved state.

Once happy with the setup click Ok to go back to the main window of SopraText Captioning.

Emergency Screen

Communications / Emergency Screen or in Show Mode CTRL + E, gives you six blank boxes where you can insert pre-prepared emergency messages

EmergencyForm

(1) Send this screen	(4) Send this screen
(2) Send this screen	(5) Send this screen
(3) Send this screen	(6) Send this screen

Ok   Load   Save

The messages are a maximum of 3 lines, use up / down arrow keys to navigate. The six messages can be saved as, for example, FileName.emg file on your desktop and loaded at the beginning of each show. Clicking "Send this screen" immediately sends the message to the caption unit.

Send Test
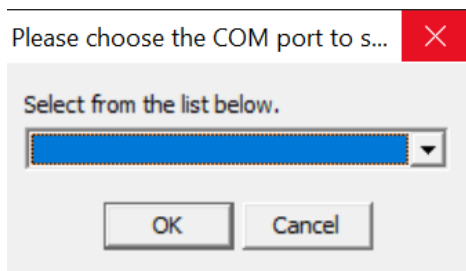
If you are connected to an original "See-A-Voice" style Caption Unit, commonly referred to as a "Legacy Unit", and you are using an old version of the software (probably Jayex vers. 2.8) which requires a password to output, you can use Send Test to confirm the connection between your laptop and the sign.
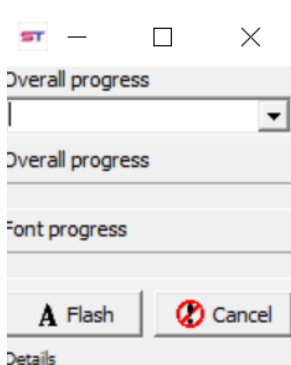
No password is required for Sopratext Captioning so you can simply re-open an stg file and output to test.

AutoSend

You can also test the connection to the unit by opening an stg file and selecting Show Mode / AutoSend. The script will be automatically output.

To stop automatic output select Show Mode / AutoSend.

Update Fonts in Sign

This menu option applies to the legacy (XLR/RS485 connected) signs. In these signs the captions are sent as characters rather than images which are used in the later RGB signs. This means that the signs have to have the fonts loaded into non-volatile memory. The CPU board in the sign has a flash memory chip dedicated to this purpose. In order to make sure that the sign's font is the same as the SopraText Caption software is using this menu option will program the fonts into the sign. Predominantly used during manufacture this will not need to be used in normal use.

HDMI Input
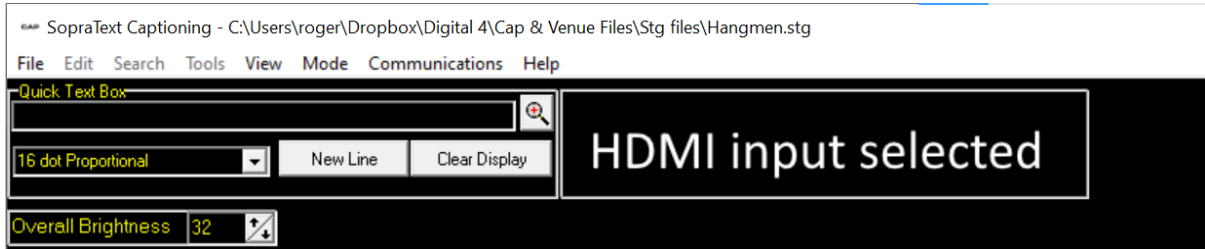
Most 4mm and 5mm pitch RGB Venue Caption Units sare equipped with a NovaStar 'Receiver Card'. This will be seen in the IO box on the rear of the sign labelled 'HDMI'. The CPU can switch between displaying the captions from the CPU board or from the receiver card. This option toggles between the two outputs. Please contact us for further details on the hardware required to enable this to be realised.

Show DMX Control

It is possible to control SopraText Captioning Software from a DMX input, this is used to output the cues triggered from other softwares.
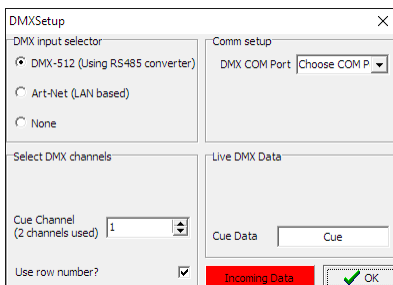
Looking at the 'DMX Input Selector' at the top left there are two options for the input source. DMX over RS485/XLR5 is used via a converter into the PC. This arrives at the PC as a COM port; this must be chosen in the 'DMX COM Port' drop down.

The other option for input is 'Art-Net' over the LAN (network).
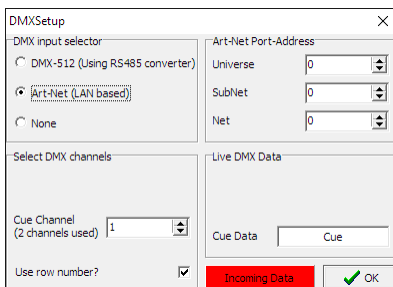
This option uses the network to receive data for firing the cues. The data is transferred using UDP on port 6454. You must choose the Universe, Subnet and Net to match the sending settings.

Finally, for both options you must choose the Cue Channel. This is done in the option bottom left. As the cue number is a 16-bit value and each DMX channel can only handle 8 bits of data so two channels are used to allow for a 16-bit number to be sent.

You will notice that there is an option for 'Use row number'; this means that the received number from DMX is used to reference to the script by the row of the script rather than the cue number.

When you send data the 'Incoming Data' panel will toggle colour between two different greens when a packet of data is received, the received data will be shown under 'Cue Data'.
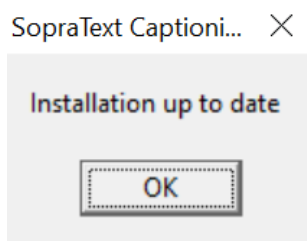
HELP

About

Select Help / About to view information about the software you are using. You will see what type of licence you have, who holds that licence, contact details, the licence expiry date, and what version of the software you are running.

Check for Updates

Connect the laptop to the internet and Select Help / Check for updates to ensure that you are running the latest version of Sopratext Captioning. The software will indicate if an update is available and will take you through the update process.