

SopraText Script Import/Formatter

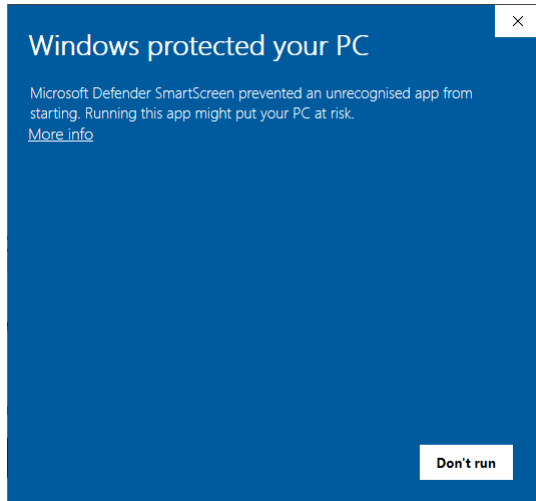
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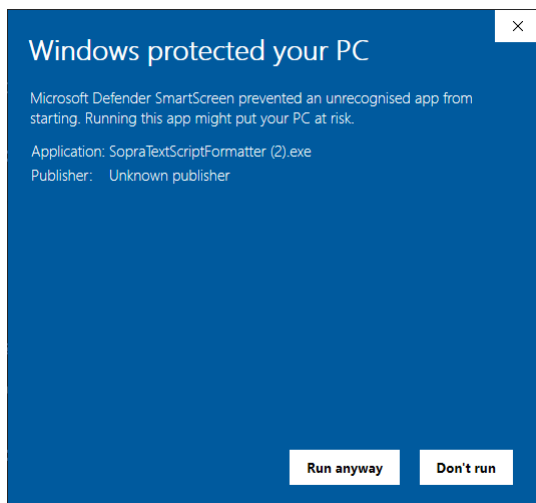
Install and Open the Software

Run the installer provided and then run the Script formatter.

If your Windows installation shows the following window then click on the 'More info' link:

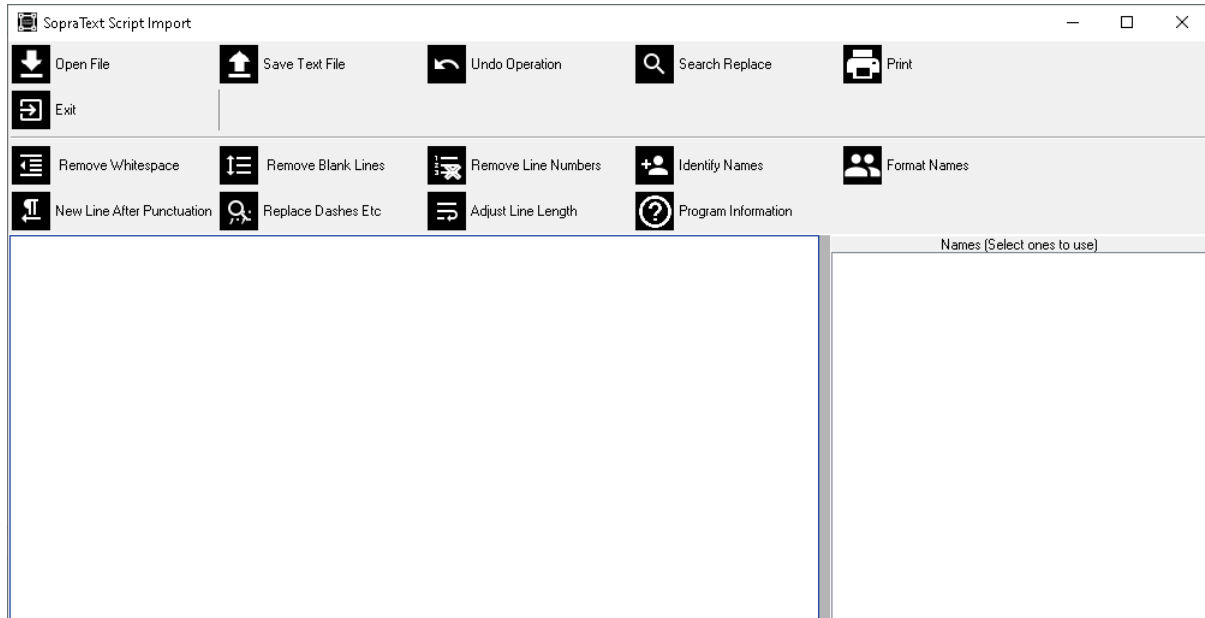


Then click 'Run anyway'. This is okay to do with known sources of software such as the script editor. It is a security mechanism that has been put in place to warn users of rarely used software. Please be assured that all software from SopraText is virus checked before being posted online.



After the splash screen has loaded and been closed automatically the window below will be shown.

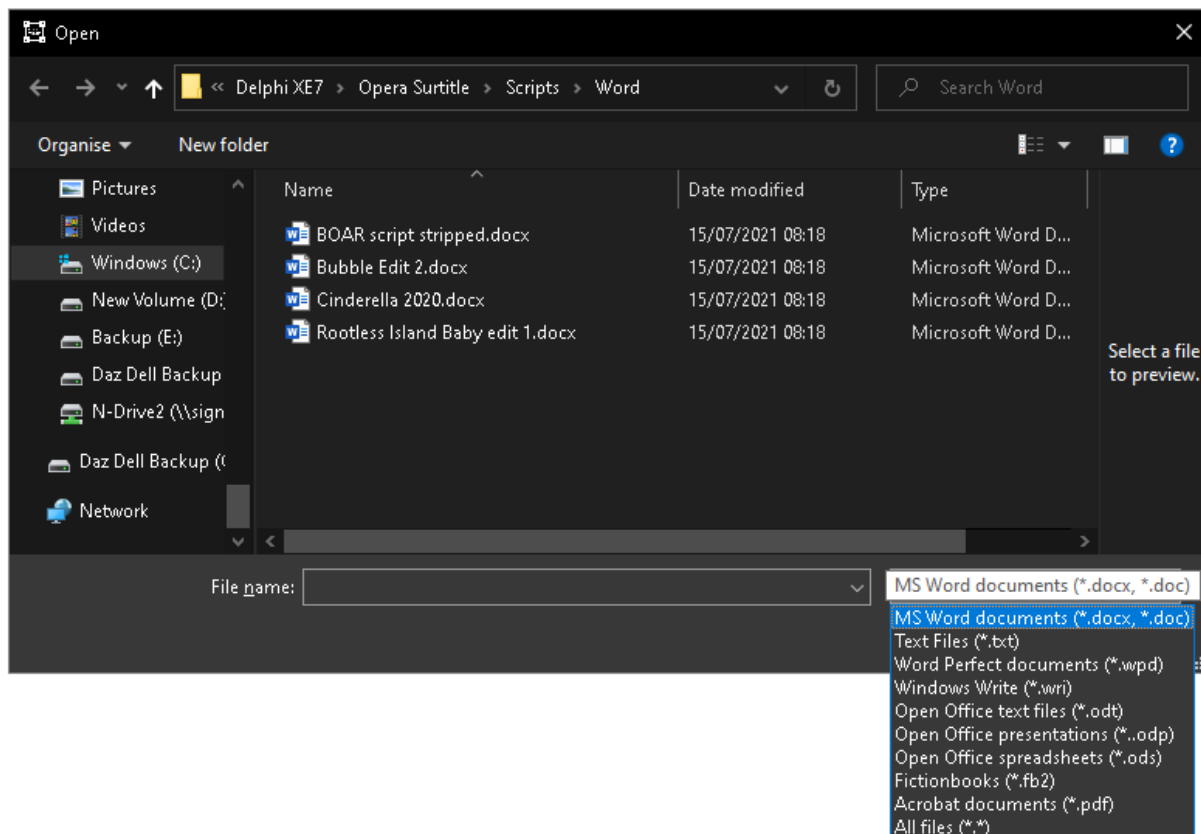
Along the top are the workflow buttons and below that are the editing area for the script and the list of found/added names.



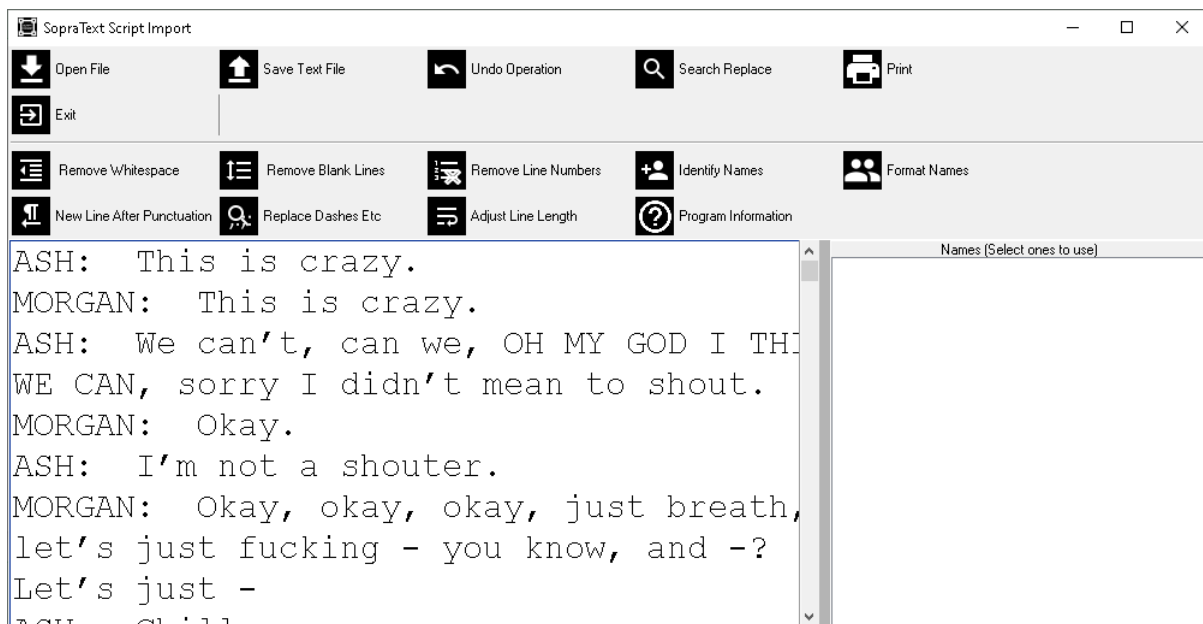
Open a file

The scripts can be loaded from a variety of file types. These are listed in the screenshot below.

Please be aware that only text is imported so if a pdf is a scanned document, then there will be no text present as the data will be in image form.



Work on the file

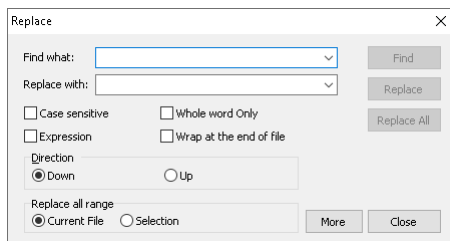


The basic workflow is from left to right along the bottom rows.

- Remove whitespace – this will remove any blank characters, such as space or tab, from the text from the beginning and end of the lines.
- Remove Blank Lines – this will remove any lines that do not contain any printing characters. For example, a line which contains a number of spaces but nothing else will be removed.
- Remove Line Numbers – occasionally scripts will have line number embedded in at the beginning of the lines. The script formatter will recognise these numbers and delete them.
- Identify Names – By convention names are in capitals and followed by a colon ':'. The program will recognise these and populate the list of names on the right. If there is a single instance of a name then you will be prompted whether to delete them from the list or no. This is useful to locate incorrectly spelt names.
- Format Names – Again according to convention names will have capitals and be followed by a colon ':'. This option will look for the names in the name list within the script and as long as the name is at the beginning of the line it will make sure that the name is followed by a colon. If a name is not found by the Identify Names option, then add in the name using the menu for the name list (detailed further on in this document).
- New Line After Punctuation – As it says, the software scans through the scripts and makes sure that there is a new line after every occurrence of punctuation (',', ';' etc.)
- Replace Dashes Etc. – There are a variety of rarely used characters that Microsoft Word has a habit of inserting into text, a few of these are only supported in specific scripts and will appear as '?' in SopraText outputting software. By clicking on this button these characters are replaced with more standard versions.
- Adjust Line Length – The script is scanned to make sure that lines do not exceed the margin width that has been set (more details on setting this further on in this document). The lines are split at word breaks in a semi-intelligent process.

If you perform an operation and then decide against it there is an 'Undo Operation' button, this will undo the last function that was performed on the script up to ten previous operations.

If you need to search for some text in the script then use the 'Search Replace' button.

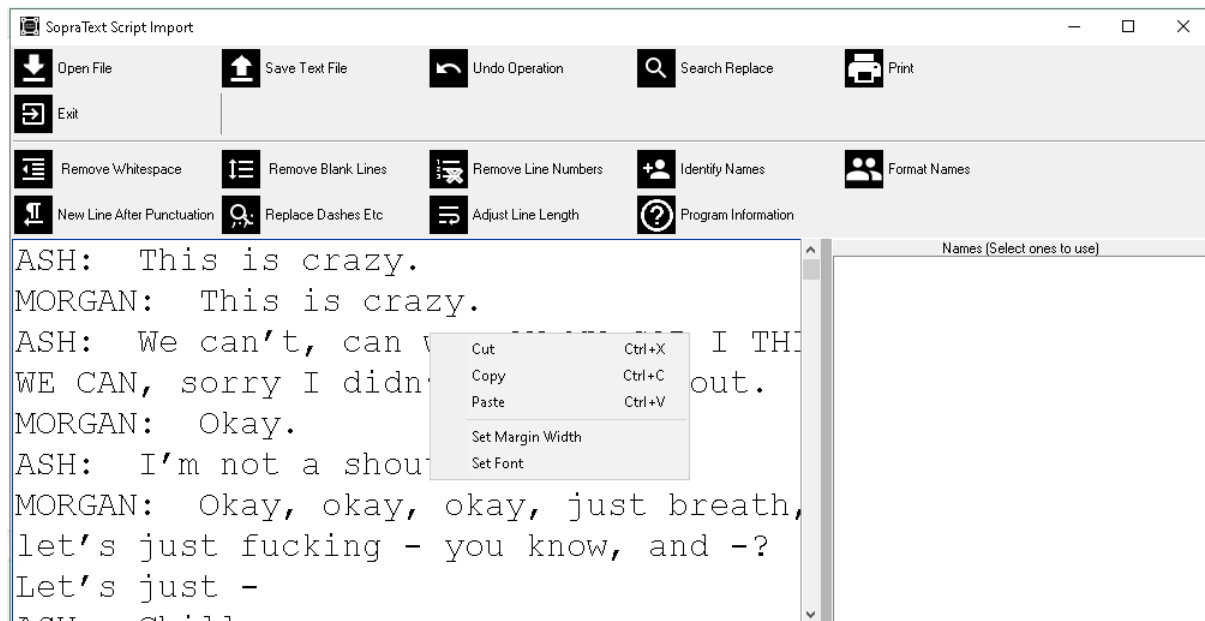


Enter the text to search for and the search options and then click search just to look for the text in the script or 'Replace' or 'Replace All' if you want to replace texts.

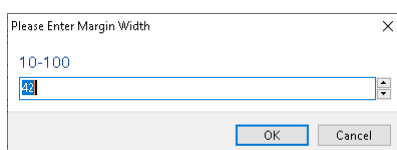
There is also a print button, click this to print the script to the default Windows printer.

Context Menu

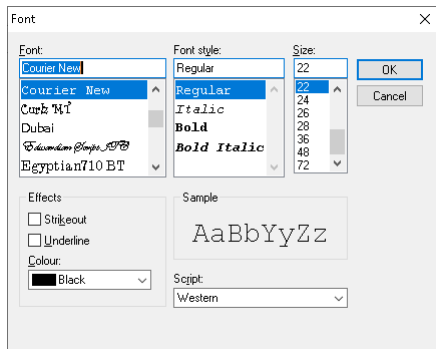
By Right Clicking on the script with no text selected the pop-up menu shown below is made visible. From here you can perform normal clipboard operations for editing and also setup the script width in characters and the font that is used to display the script in this editor.



The margin width is used in the Adjust Line Length function and should reflect the number of characters per line that are shown on the output device, whether that is an LED display or a monitor/projector. 42 characters is the standard width as this reflects the number of characters that a legacy display can show. Please bear in mind that most fonts are proportionally spaced to the number of characters that can be displayed will vary depending on the width of those characters. For example, a line of 10 'i's will be narrower than a line of 10 'W's.



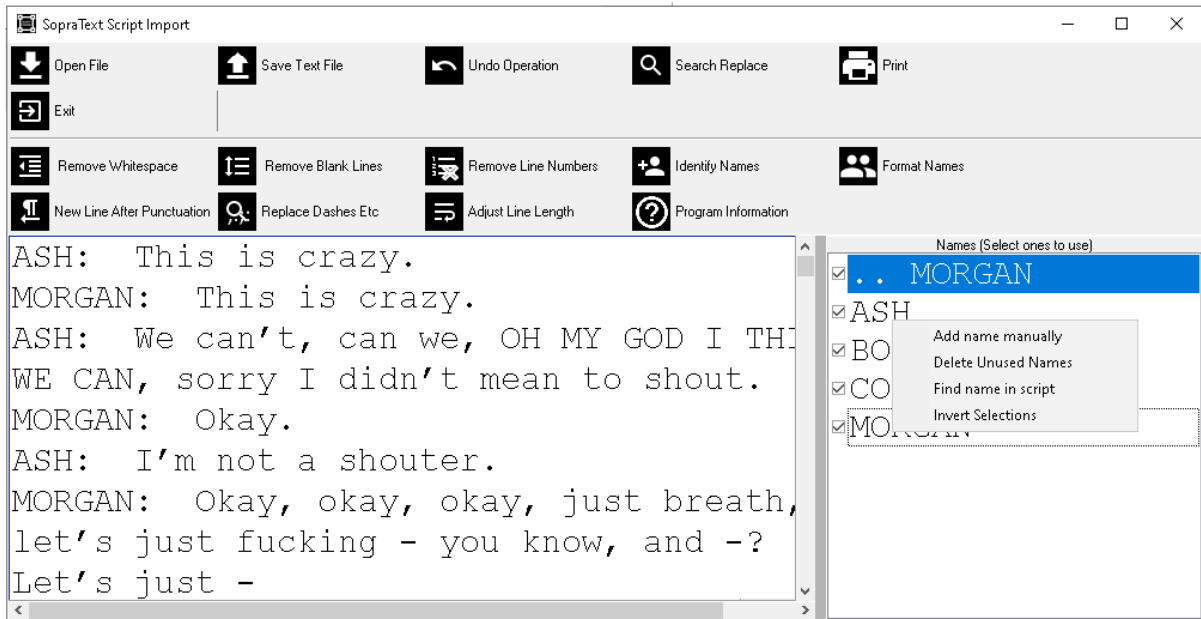
The displayed font for the editor can be chosen as well, this is purely for readability of the script within this editor and will not affect the script when displayed on the output signs.



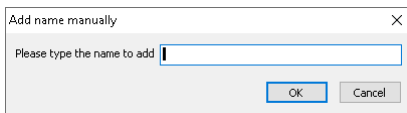
If some text is selected when right clicking on the script then another option is shown. This allows a name to be added to the name list. This is handy if the automatic option has not picked up the name. Select the name, right click and select Add Name. The name will be added to the list and will automatically be selected.



If you right click on the name list then a different pop-up menu will show.



'Add name manually' will show a window like this:



Enter the new name that should be added to the list in the box and click OK.

'Delete Unused Names' does exactly that, if a name is in the list and is no longer in the script then it will be removed from the list. Use this after cleaning up the name list due to mis-types etc.

'Find name in script' will perform a search of the script for the next occurrence of that name. This is especially handy when trying to find those mis-typed names in the list.

Finally, 'Invert Selection' will invert the selection of the items in the names list.

Finishing off

Once you have been through formatting and editing the script it is time to save the script, use the 'Save Text File' button to save a file with a '.txt' extension. Take care where you save this and make sure that you don't overwrite any existing files unless you intend too of course.