Captioning at Ed Fringe 2023

Digital 4 and Ed Fringe have teamed up to make it possible for you to caption your show.

Captioning is the process of converting every spoken word of a show into formatted text and then displaying that text in the venue to make that event fully accessible to deaf, deafened, and hard-of-hearing audience members.

There are a couple of ways of doing this:

"Open Access" where the text is usually displayed on an LED caption unit situated on or next to the stage.

"Closed Access" where the text is displayed on a personal display device such as a Tablet held by the user.
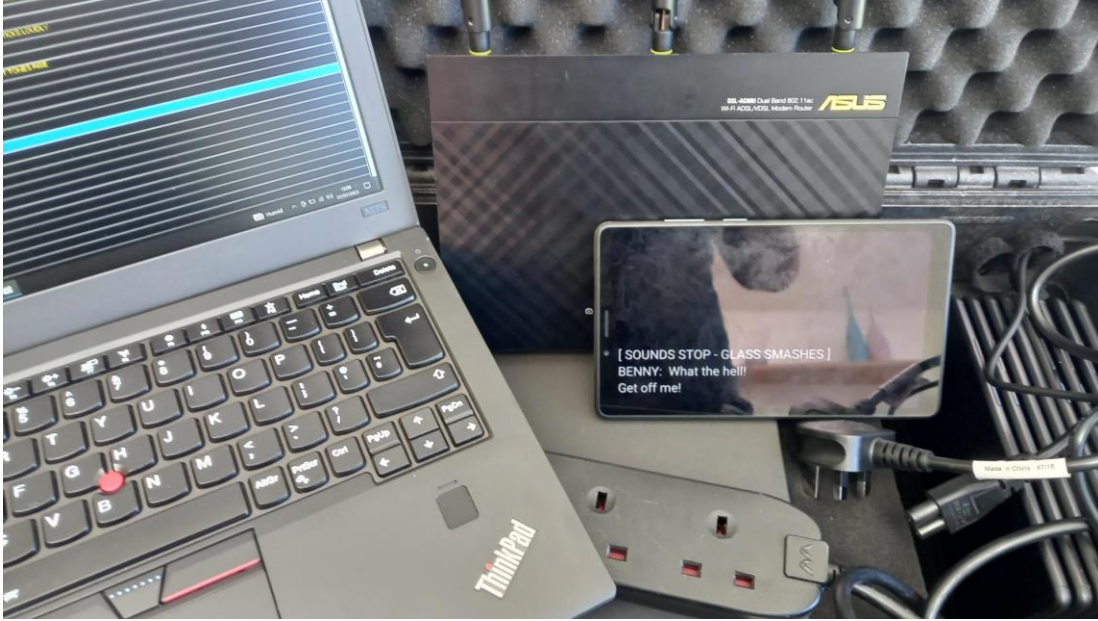
For best Access Theatre Captioning is operated live, with a trained captioner or operator triggering each line of text to be displayed as it is being spoken or sung.

We have **SopraText Captioning** software and **Script Formatter** that you can download for script editing, formatting, and outputting the displays. We also have manuals and guides that will help, but in the end preparing a script for output can be a slow process so, if you can, give yourself plenty of time to get it wrong, trial, re-edit and get it right.

Whether you are outputting to Caption Units or Tablets the process is the same. The captioner pre-formats the script and imports it into the captioning software, where possible working with a video recording of the show and, ideally, viewing a live performance to make sure the text displayed accurately matches what is being said, when it is being said and, importantly, how it is being said.


```
SHENZI: Did you know that?
BANZAI: Me? Nooo! Did you?
SHENZI: Nooo! Of course not!
```

As well as dialogue, the captions also include the name of the character who is speaking or singing and descriptions of Music and other "atmospherics" such as Sound Effects should be included in captions if they are part of the story being told.


```
[ RADIO CRACKLES ]
[ INAUDIBLE RADIO PRESENTER ]
[ ♪ QUIET MUSIC FROM RADIO UNDER ]
```

It's up to you to decide what to include. Is the music part of the narrative? Is it portraying a mood that's important to describe?


```
[ ♪  GENTLE CLASSICAL MUSIC,
GYMNOPEDIE No.1 - ERIC SATIE  ♪ ]
LOHIT:  Your shuttle missed rendezvous
```

Remember, your objective is to give deaf, deafened, and hard-of-hearing audience members the best theatre access we can by offering them a rich, full, and complete experience of the show.
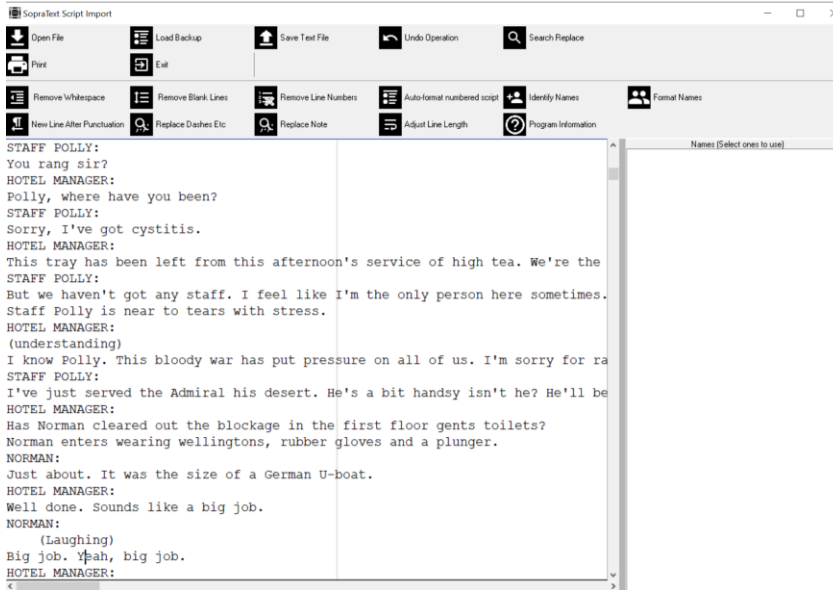
THE PROCESS – FROM SCRIPT TO SHOW FILE

- **GET YOUR SCRIPT AS A WORD DOC >**

- **IMPORT YOUR SCRIPT DOC INTO SCRIPT FORMATTER AND DO YOUR FIRST GENERAL EDIT**

- **SAVE YOUR GENERAL EDIT AS A TXT FILE**

- **IMPORT YOUR SHOW TXT FILE INTO SOPRATEXT CAPTIONING**

- **ADD MUSIC DESCRIPTIONS**

- **ADD SOUND EFFECTS**
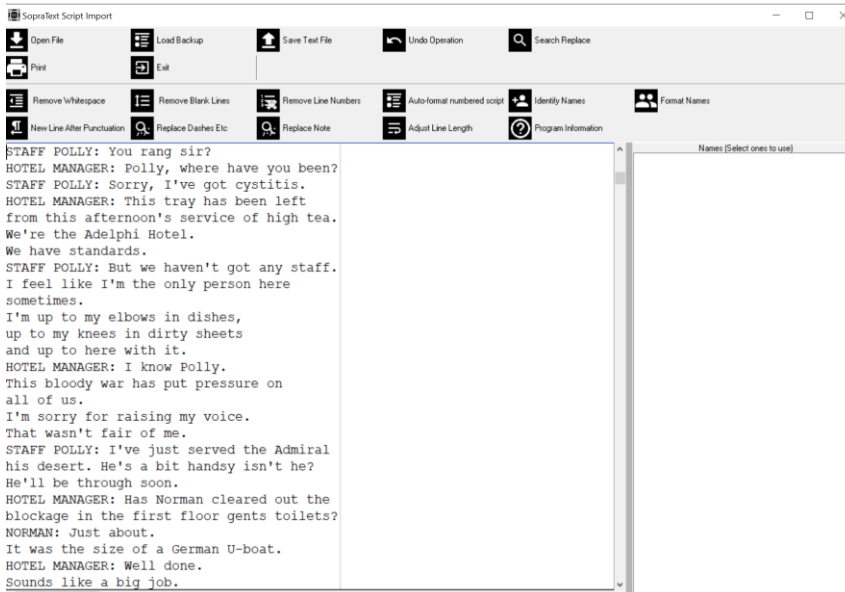
- **COMPLETE FINAL EDIT**

- **CAPTION YOUR SHOW.**

USE SCRIPT FORMATTER FOR YOUR FIRST GENERAL EDITS

Import your script word doc and follow the instructions in the manual.

After general editing:

SAVE YOUR SCRIPT FORMATTER EDIT AS A TXT FILE

Import your txt file into SopraText Captioning

Line	Timing	Caption
67		STAFF POLLY: You rang sir?
68		HOTEL MANAGER: Polly,
69		where have you been?
70		STAFF POLLY: Sorry, I've got cystitis.
71		HOTEL MANAGER: This tray has been left
72		from this afternoon's service of high tea.
73		We're the Adelphi Hotel.
74		We have standards
75		
76		[ˆ FERRY CROSS THE MERSEY
77		GERRY AND THE PACEMAKERS]
78		
79		
80		STAFF POLLY: But we haven't got any staff.
81		I feel like I'm the only person here
82		sometimes.
83		I'm up to my elbows in dishes,
84		up to my knees in dirty sheets
85		and up to here with it.
86		HOTEL MANAGER: I know Polly.
87		This bloody war has put pressure
88		on all of us.
89		I'm sorry for raising my voice.

Manuals & Guides

Add the Musical Descriptions and Sound Effects and do your final edits in SopraText Captioning:

Refer to the **SopraText Captining Manual** for details of the editing functions – check out "Control P" as it can be extremely useful.

Refer to the **Script Formatter Manual to** see how to start the process of make your captioning file

Refer to the **SopraText Captioing Guide** for commonly used captioning conventions and advice on how to describe music and Sound Effects.

Refer to the **Audience Messages Guide** for examples of pre-show messages to introduce your company, your show and to explain the benefits of captioning to your audience.

Support Videos

How to set-up Caption Units

How to set-up Captioning to Tablets

Script Formatting 1 & Script Formatting 2