Captioning at Ed Fringe Setup

Captioning Equipment includes:

Mini-Caption Unit, Stand, T-Bar, fixing screws, DHCP Router, 5m IEC power cable, 50m CAT5E reel, 2 x 5m CAT5E, ethernet connector, operating lap-top with SopraText Captioning and Script Formatter software.

Mini- Caption Unit

T-Bar Bracket

DHCP Router

Windows lap-top with SopraText Captioning Software

Setting up the PA Stand:

- Fix the T-Bar onto the back of the Caption Unit using the supplied M6 10mm screws.

- Set-up the PA Strand in a safe position on flat surface where the audience will be able to clearly see the Captions. Make sure that the stand is stable and not causing any hazard to actors, FOH, the technical team and the audience.

- Lift the unit into position on the stand and secure. Do not raise until the power and data connections have been made and the system has been tested.

Connecting things together- power and data cables:

- Connect the power supply to the router, turn it on and wait a few minutes for it to fully initialize.

- Connect the power supply to the laptop and turn it on.

- Connect power leads to the sign but do not turn it on yet.

- Connect a CAT5 network lead from each of the sign to the router making sure to connect to a LAN port in the router.

- Connect a CAT5 network lead from the laptop to the router, again making sure to connect to a LAN port in the router.

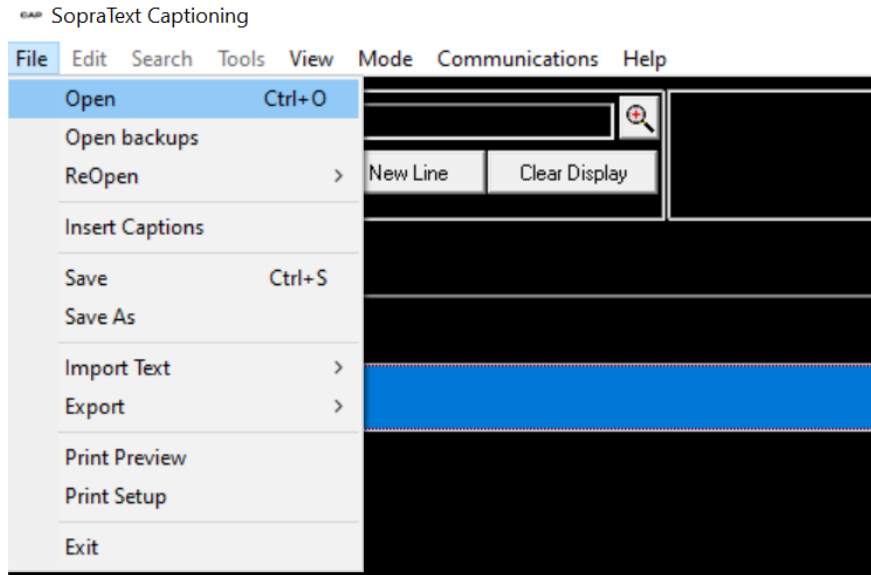Opening the software and connecting the system together:

- Open SopraText Captioning by clicking on the CAP icon on your laptop.
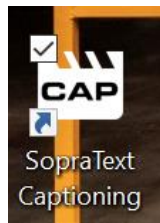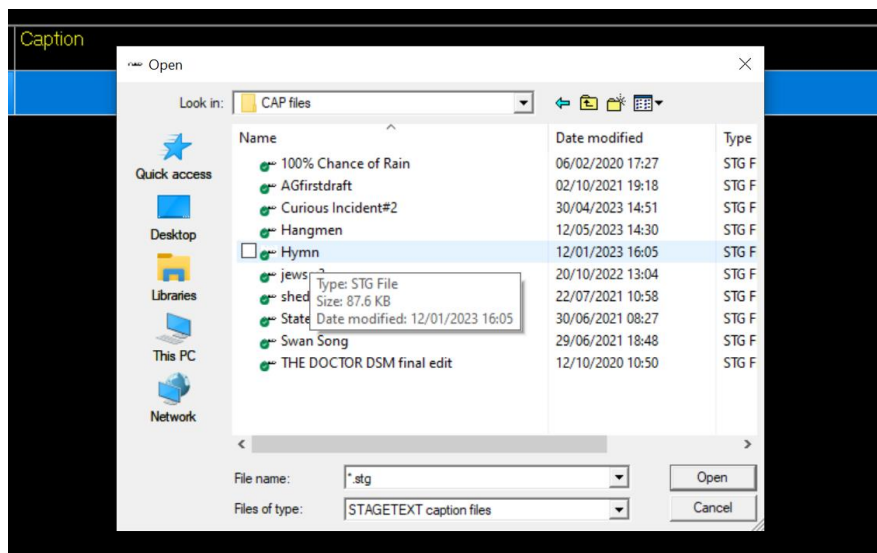

- Go to Edit Mode via the Menu Bar or clicking in the Show / Edit Mode Box

- Go to File > Open (or File > Re-Open) and select a CAP file

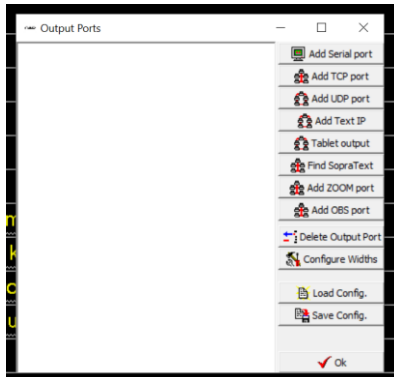- Highlight your CAP file and click Open

- CAP file in Edit Mode


- CAP file in SHOW MODE

- NOW POWER UP YOUR CAPTION UNIT

- Go to Edit Mode > Communications > Edit Output Ports.

- Click on Find SopraText. This box will appear, click on OK.
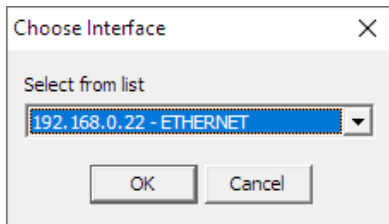

- A new window will appear. You can see the IP address of the screen you are editing at the top of the window.
- Select the colour that you want to output in from the drop-down list. "Custom Colour" is the standard Amber colour used for captioning but there are more options available in the drop-down list.
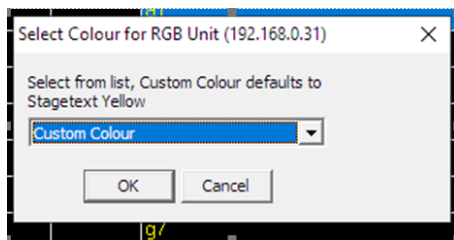
- Click OK and a new window will appear.
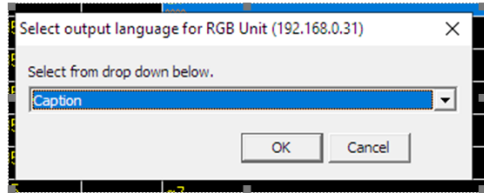
- Select "Caption" and click OK.

- RETURN TO SHOW MODE

- Select a cue by clicking on a line.
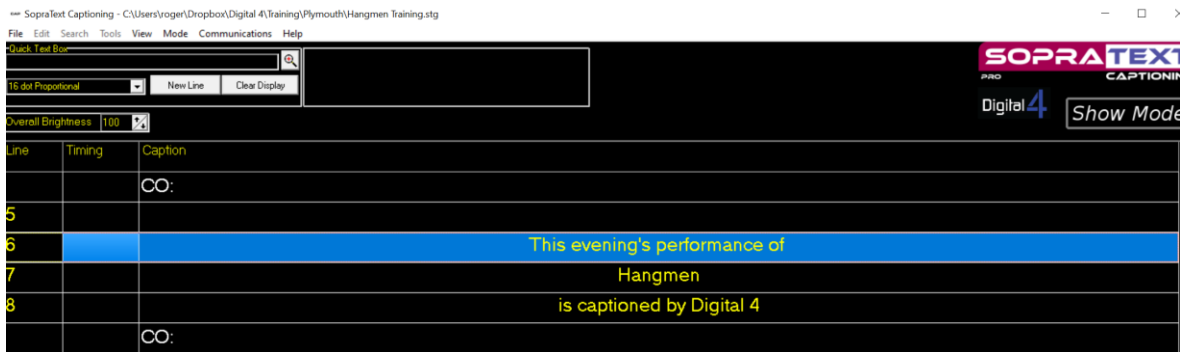
- The blue line highlights the next cue that will be output. You can run up and down cues without outputting by using the up and down chevrons on the keyboard.

- To output the line press > (right arrow) or S for send

- C will clear the screen with the text scrolling up

- B will blank the screen

OUTPUTTING TIPS

- Output the lines so that the bottom line appears as the actor speaks that line. The 2 lines above act as context so that meaning is clear. Find your own rhythm but begin by outputting as soon as the actor begins the line.

- Do not leave lines "hanging" on-screen long after the line has been spoken. Either use C for clear, or add 3 blank lines after pauses where there are pauses.

- Enjoy yourself!!!!!

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