



## SopraText Venue Manual

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## Software overview

SopraText is a suite of applications and hardware LED signs that allow the presentation of Surtitles and Captions on a variety of output devices. Using LED signs, handheld tablets, LCD monitors and projectors subtitles and captions can be presented for the audience to view to enable further understanding and comprehension for not only hard or hearing people but also for translations, clarity, noisy environments and more.

One piece of software, the core Venue software, allows the input, editing and output of subtitles to all of the output devices with many configurable options for which output goes to which display as an example. This allows for different languages to be displayed on different devices. Also, by using several output devices the subtitles can be displayed on the most appropriate device or location for that individual item.

The subtitles can be imported from a Microsoft Word file (Word must be installed), taken from any text file via copy and paste or can be typed in using 2 editing options. Once the subtitles are imported they are arranged in Acts and Scenes for easy editing and outputting. The format of each subtitle is editable allowing for various vertical and horizontal justifications, different fonts and sizes, differing number of lines of text and colour.

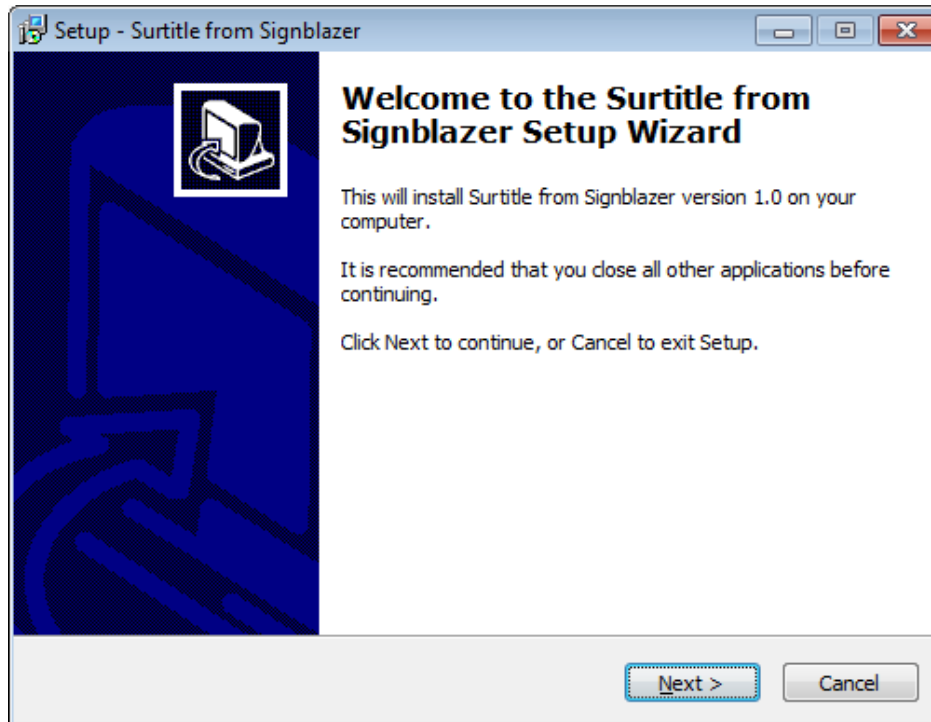
Communication to the displays is predominantly via a network connection which gives low latency (time from operator's key press to the subtitles being updated) and robustness.

Using WiFi, mobile displays are catered for with the system working well on Android tablets and Smart Caption Glasses.

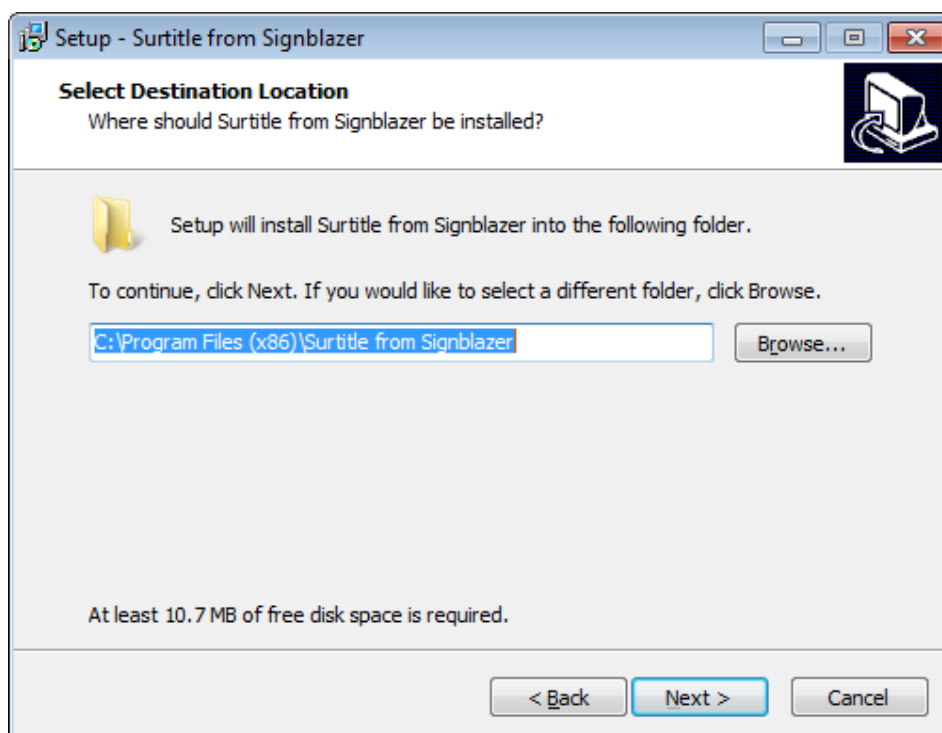


## Venue Software Installation

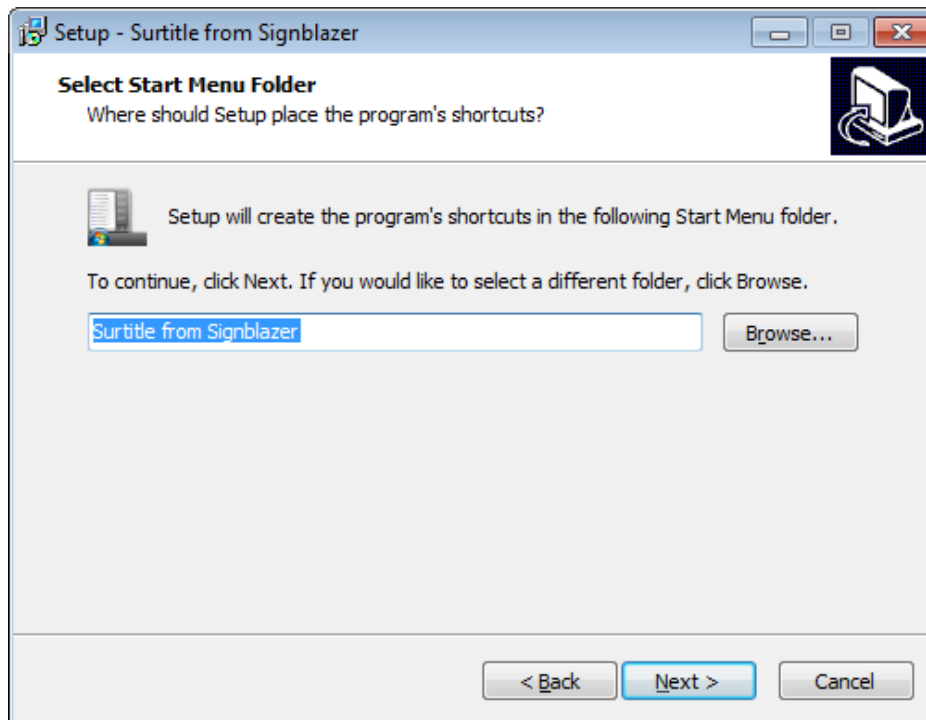
Once you have the installation file on your PC, run the executable to start the install process. The installation file is called 'Surttitle Setup.exe', once run it will display a window like this:



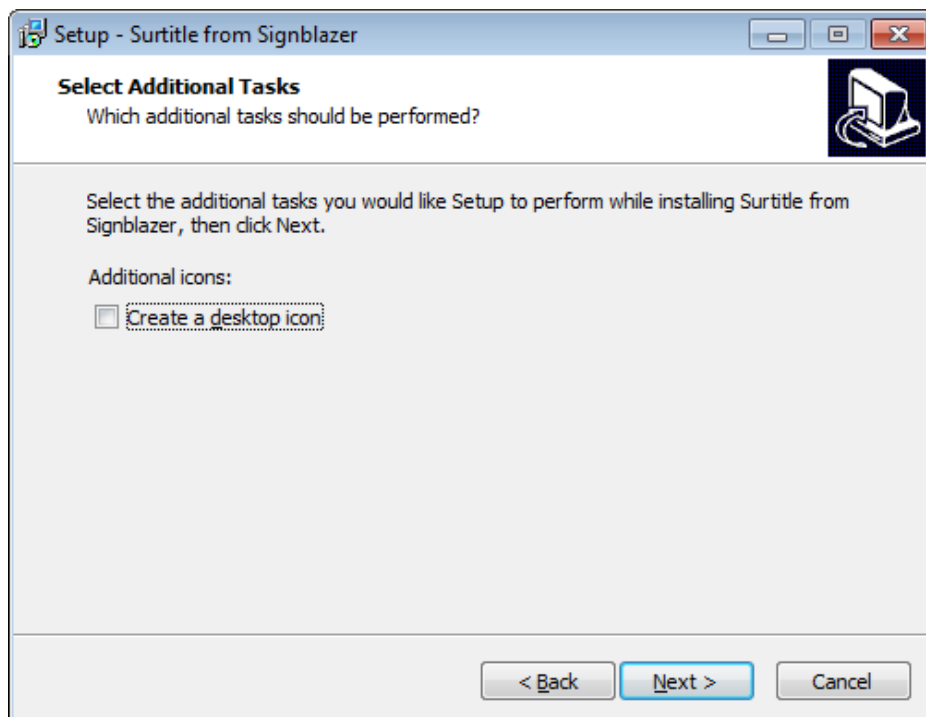
Click on the 'Next' button to choose the installation directory:



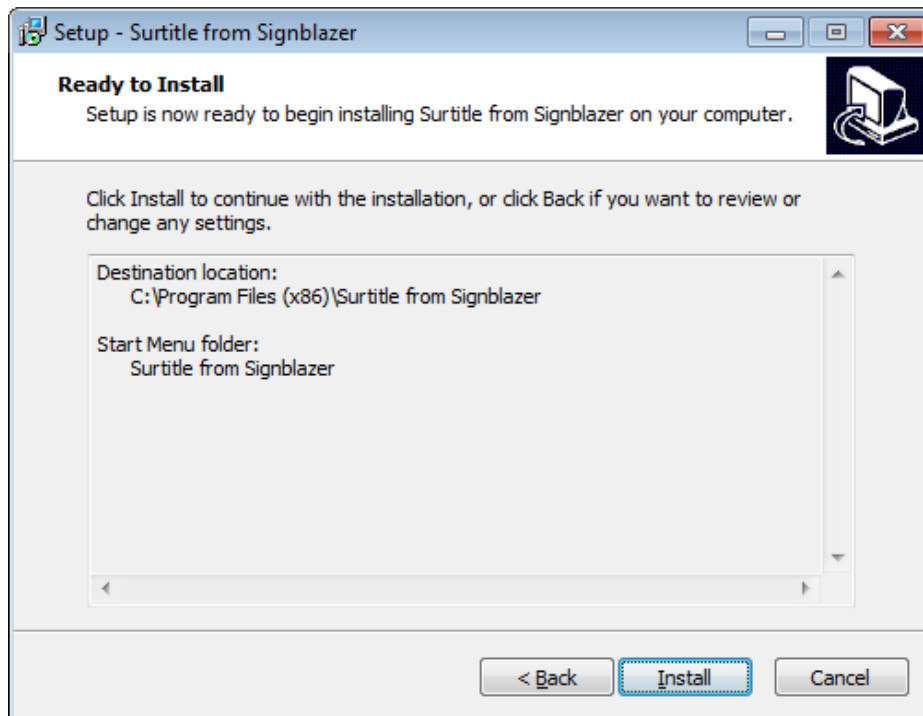
It is advisable to use the default installation directory unless you have good reason to change it so click next to continue:



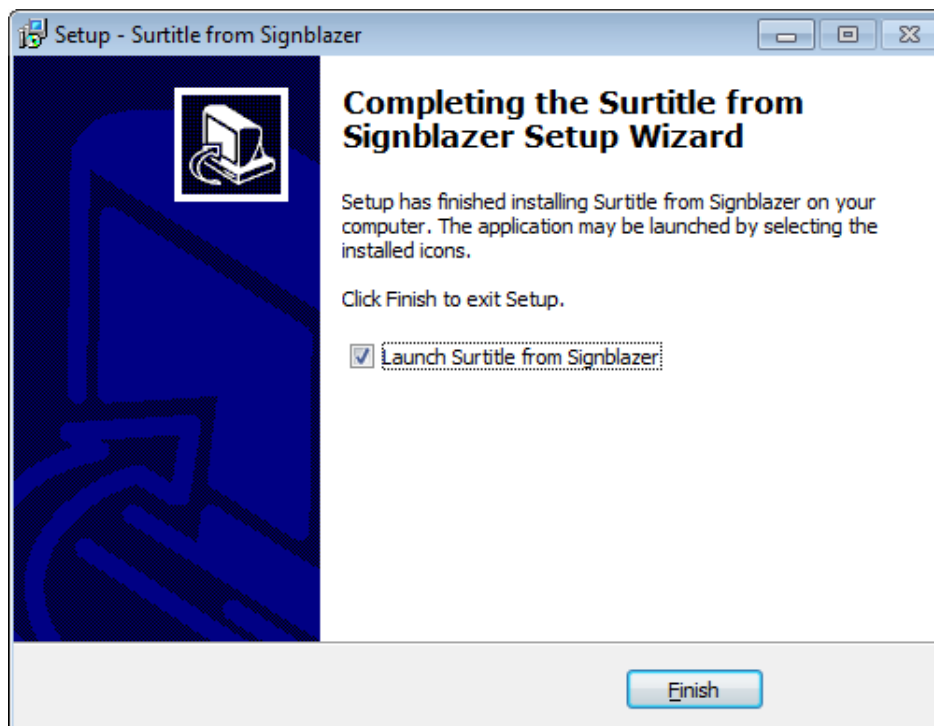
Here we are presented with the name of the Start Menu item, again, unless you have good reason to change leave it as it is and click 'Next':



If you like having shortcuts on the desktop then please click to place a tick in the 'Create a desktop icon' checkbox. Again click 'Next' to continue:



Click on 'Install':



Click on 'Finish' to exit the installer and run SopraText Venue

## Licencing SopraText Venue

When you open SopraText Venue please enter your details into this pop-up form and click Ok.

Please enter user details




Please enter your details below to qualify for a free 14 day trial. Alternatively click the email link below to contact us to discuss further options.

<input type="text"/>	Name
<input type="text"/>	Company
<input type="text"/>	Address 1
<input type="text"/>	Address 2
<input type="text"/>	City
<input type="text"/>	County
<input type="text"/>	Post Code
<input type="text"/>	Country
<input type="text"/>	Tel. number
<input type="text"/>	Email

[Emailinfo@digital-4.co.uk](mailto:Emailinfo@digital-4.co.uk)
[GDPR Notice](#)

This will automatically your details to us and we can than licence you to use the software for the agreed period of time.

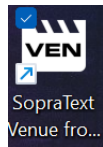


Version: 1.0.1.274  [www.sopratext.com](http://www.sopratext.com)

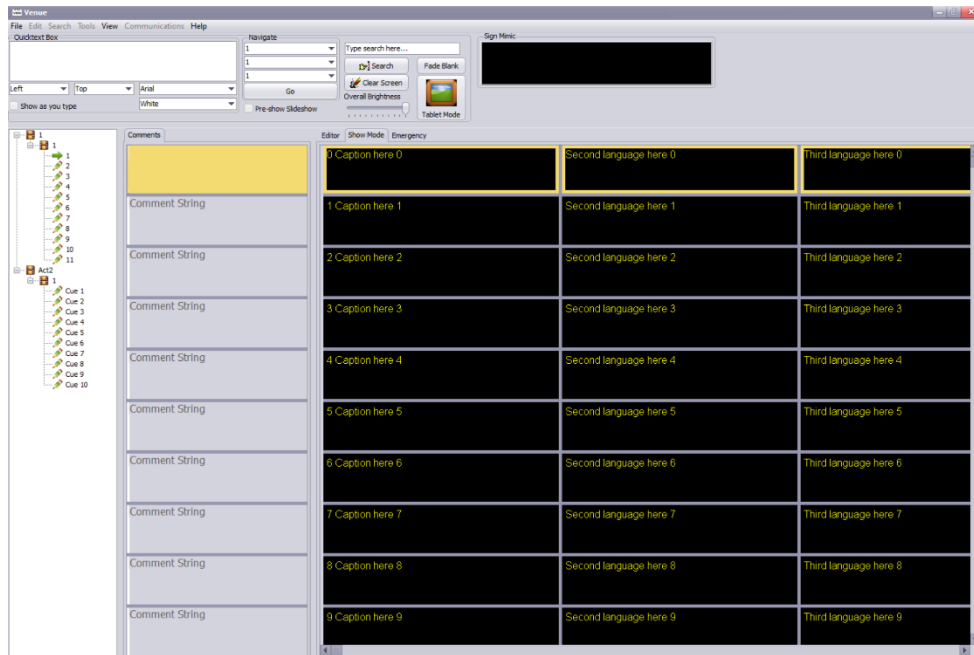
License Info	
Roger Graham	Digital-4 Ltd
Surface Pro	
,	License restrictions: Captioning Enabled,
,	LCD output Enabled (5), 14 tablets.
Installation ID: {939DF6DB-1664-42B2-89A2-D4779F59104B}	Expires: 17/02/2026

You will be able to view your Licence Information in the software by going to Help / About

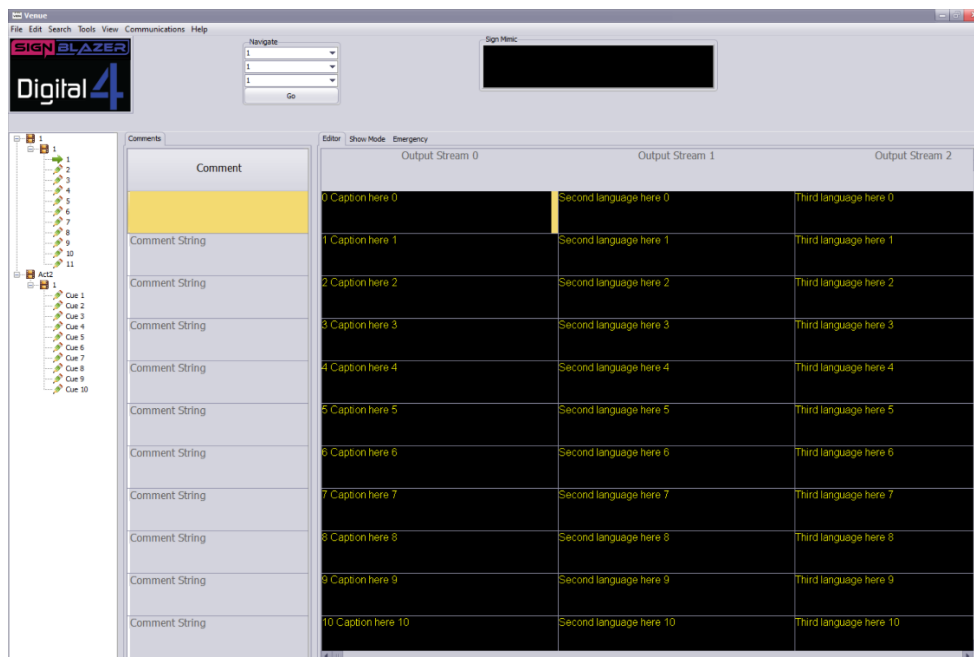
Open SopraText Venue: Double-click on the VEN icon on your laptop or PC.



SopraText Venue has two modes of operation: EDIT and SHOW. When it is run up it will default to SHOW MODE



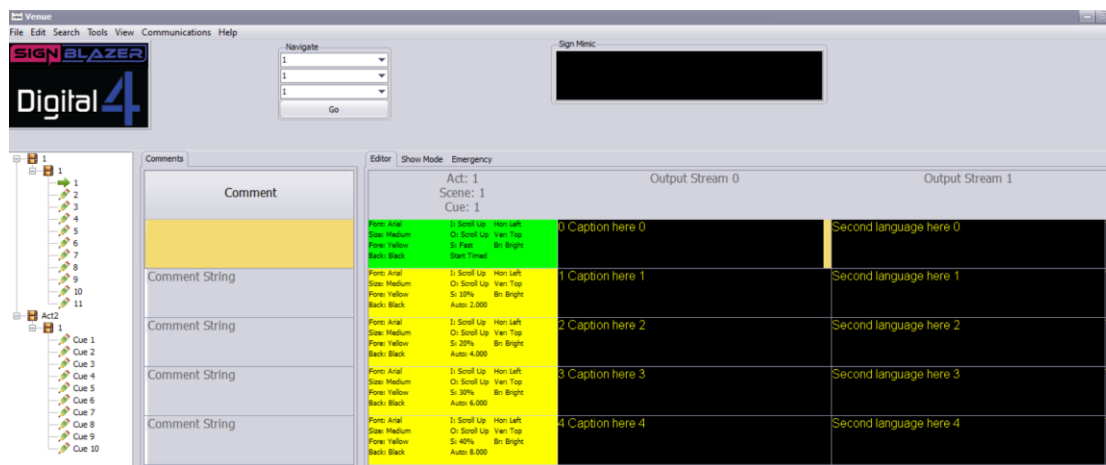
To go to EDIT MODE click on Editor



On the left is a list of Cues arranged in Acts and Scenes for easy reference. You can give The Acts, Scenes and Cues, unique names. Clicking on one of the cues will open the text editor for that cue. This is a standard edit with the normal cut paste etc. clipboard operations which are accessible via the standard windows control keys or by right clicking on the editor.

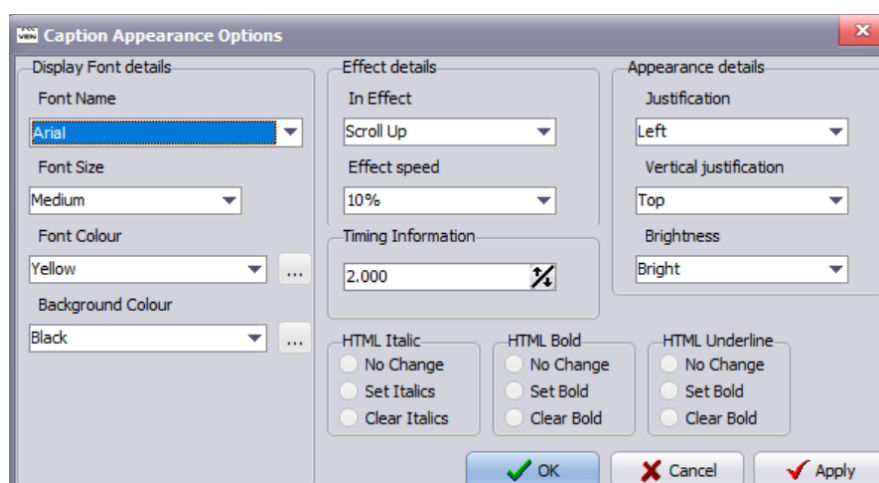
Navigate through the cues using Page Up/Down or the mouse scroll wheel.

To edit display options for individual cues use F5 to reveal the caption appearance options for individual cues:



Use F5 to hide the caption appearance options for individual cues.

On the left of the captions the display options for the cues are displayed. Double clicking on one of these will bring this window:

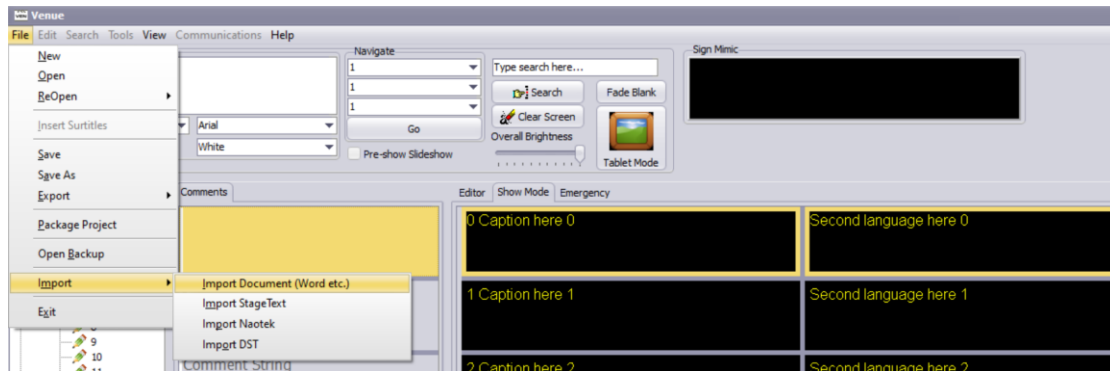


This Window contains your display options for the cues and is editable. Select the settings you want from the drop-down boxes and the click Apply and OK. If you do not want to keep any changes you make use Cancel.



## Importing text

You can load existing surtitles from Word documents or from any Windows text based editor using the clipboard. Go to File on the main menu and select 'Import Word'.



The import text window is where we can load surtitles from a Word file, paste in from another editor and load from the main editing window. If you click on the load MS Word button a file open dialog will pop up, choose your surtitle file here and press Open.



The surtitles are now loaded into the main edit window where they can be edited.

There is an option to change the number of lines as a default for each caption - typically Opera Surtitles and Foreign Language Subtitles use two- or single-line cues

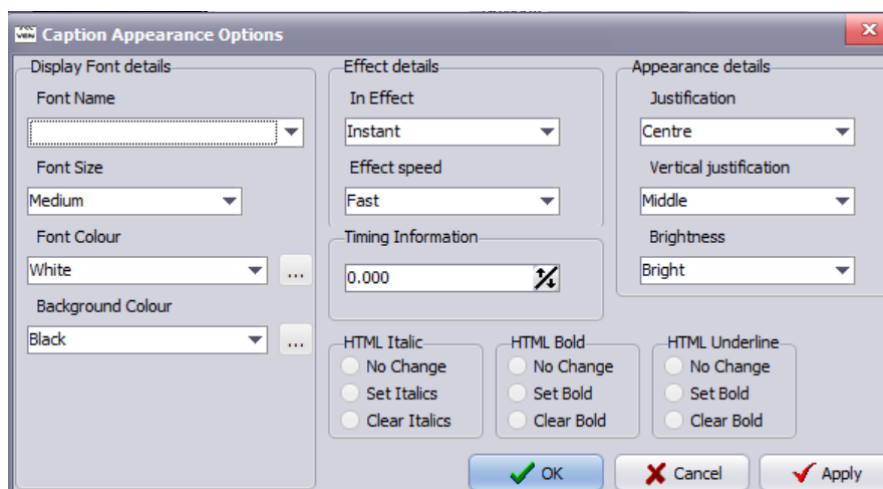
or slides. Set the Edit Lines drop-down box to the maximum number of lines that you require in a cue.



The mimic will show a representation of what the signs will display to aid formatting.

The cue number will show the number that the cue you are editing will import into the core software as.

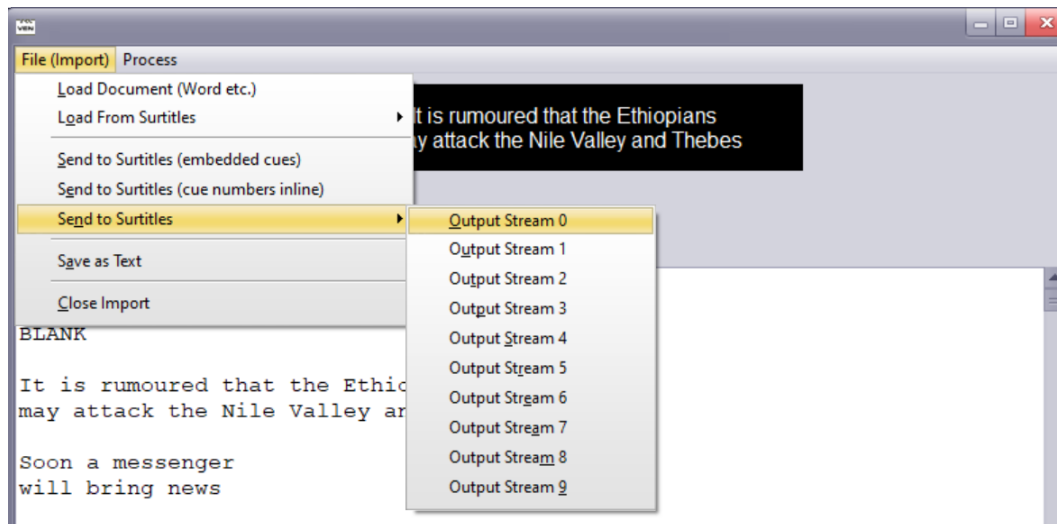
Set Import Details allows you to set the Caption Appearance Options you require when the text is sent to the core software.



Auto Line Length returns all the lines so that they will fit onto a standard 352-pixel wide screen.

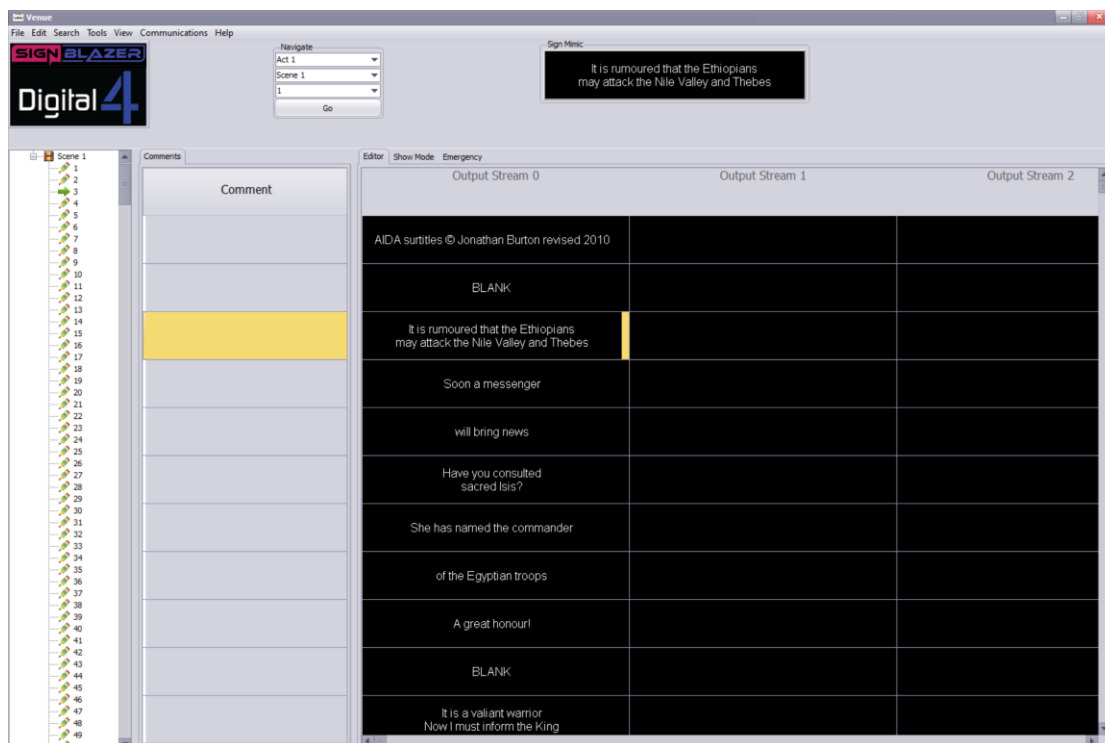
Once you have completed editing your text in File Import, click the 'Send to Surtitles' button, this will copy all of the text you have in this import window to the main editor and will assign default Scene, Act and Cue names.

Please be aware that by Sending the Surtitles to the main editor, all the Act, Scene and Cue names will be lost, as will any changes made to the style (font etc.) of the surtitles. Use this only at early stages of editing.



Click Send to Surtitles and then choose which output screen you want to populate with the text. This is normally Output Stream 0 but other Streams are available for multi-lingual output and adding MP3 sound files as cues.

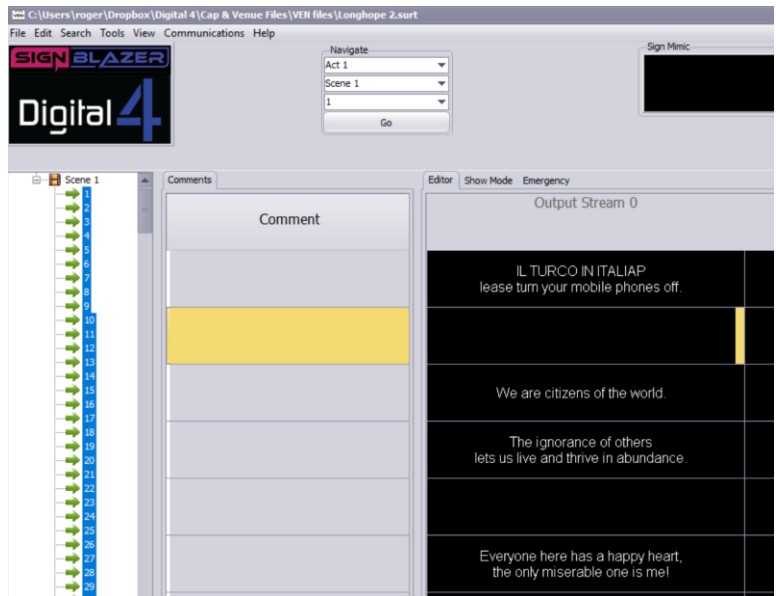
It is also possible to edit the cues in the main menu, this a simple editor with a few useful additions.



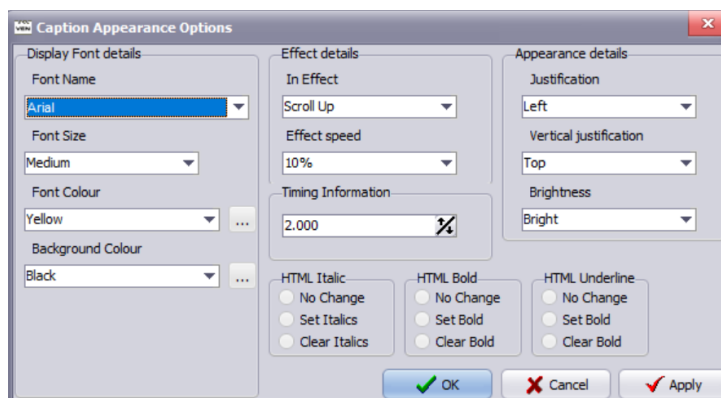
If you need to split a cue to another one, use Ctrl Enter. This will split the cue at the point of the cursor placing the text after the cursor into a new cue (you will be prompted for the name of the new cue).

You can edit Caption Appearance options in Edit Mode:

To edit all cues right click on any cue number in the left side column and the Select All



Then use F2 to bring up your Caption Appearance Options:

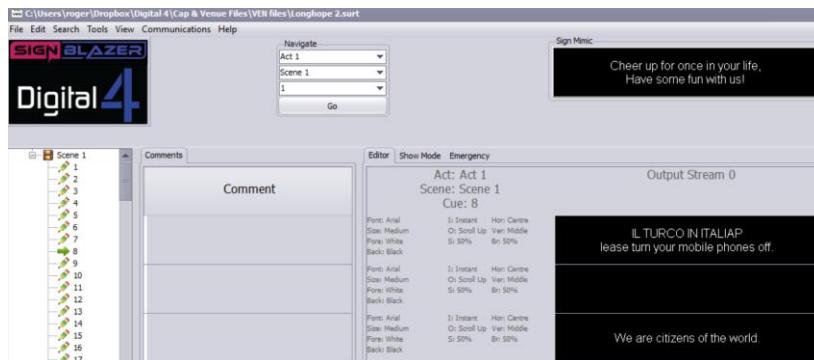


Make your changes and click on Apply and OK to implement

Using Shift and clicking on the cue numbers you can select a section of cues to edit:

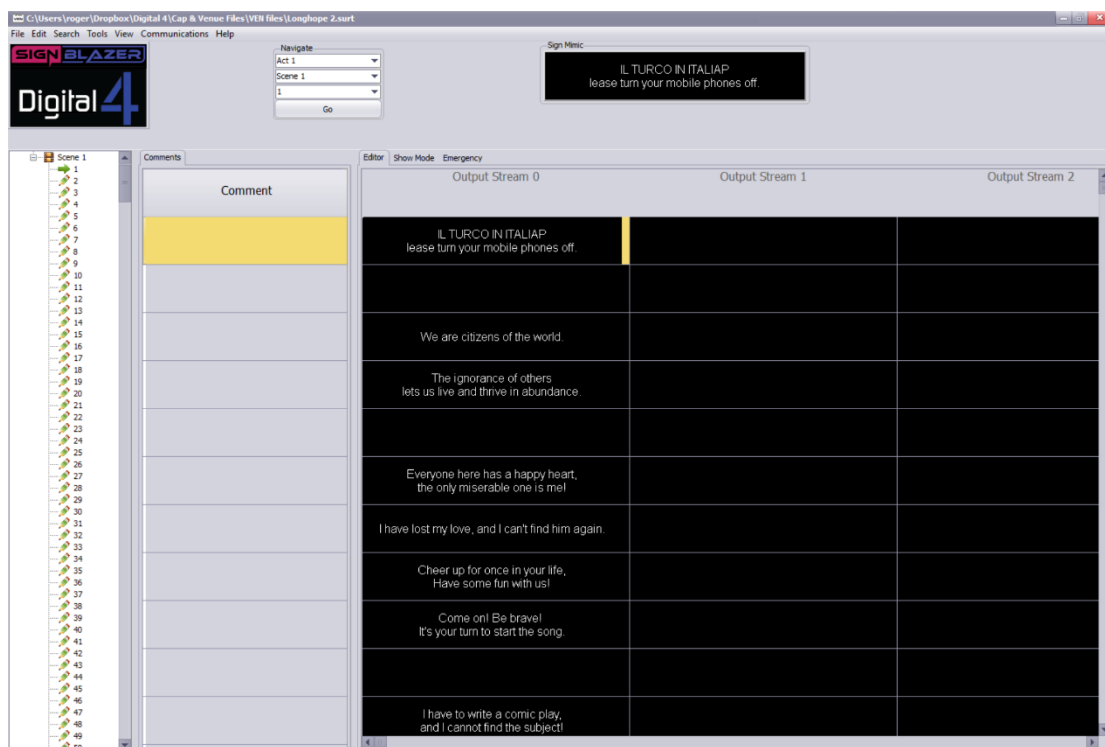


If you want to change the appearance of a single Cue then Click F5 and a Caption Appearance Option box appears beside individual cues:

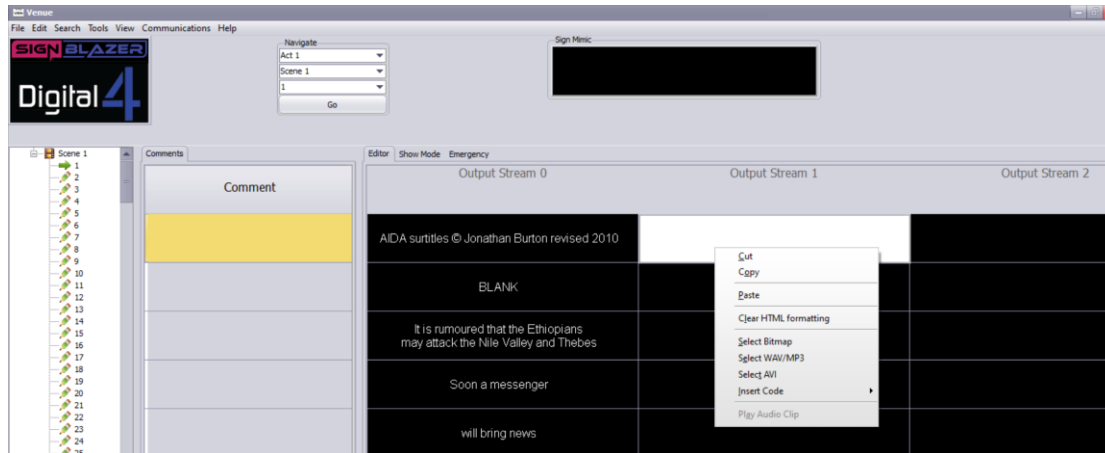


Double clicking in the individual cue you wish to edit will bring up the Caption Appearance Options for that individual cue.

To hide the CAO's click F5.



If you right click in the text editing area, then a context menu will pop up. In here you have the normal text clipboard operations but also an option to select a bitmap.



Right clicking in the cue presents another option, 'Select Bitmap'. This allows you to display a bitmap on screen. Choose a file on the PC which is of the correct size for the LED sign (typically 352x64 pixels) and this image will be shown for that cue.

If you wish to add a new caption then simply press 'Alt' Enter, a popup will show prompting for a new cue name - enter this (must be unique) and a new cue will be created, ready for your text input.

When the software is in show mode and this cue is output then the bitmap will be displayed on the LED signs.

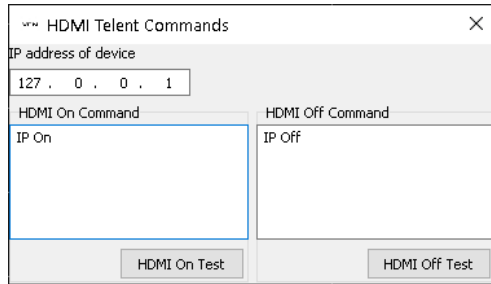
The other option is Insert Code. This is a list of special functions available to the operator. There are LED test patterns, blank and clear commands and HDMI input controls.

HDMI input is also available as an option and offers the capability to be able to use the LED displays with an HDMI input.

The sign is software controlled over which input to use (SopraText of HDMI), this is selected by using the F12 key, the menu item View | HDMI Input or by using the code controls.

## HDMI Telnet Control

We have recently had the need to control external equipment to switch HDMI feeds from a digital presentation controller to our LCD output. This is done by the use of commands sent over Telnet. To this end there is a new configuration window. This is accessed via the main menu in Communications. Configure Telnet HDMI. This window pops up:

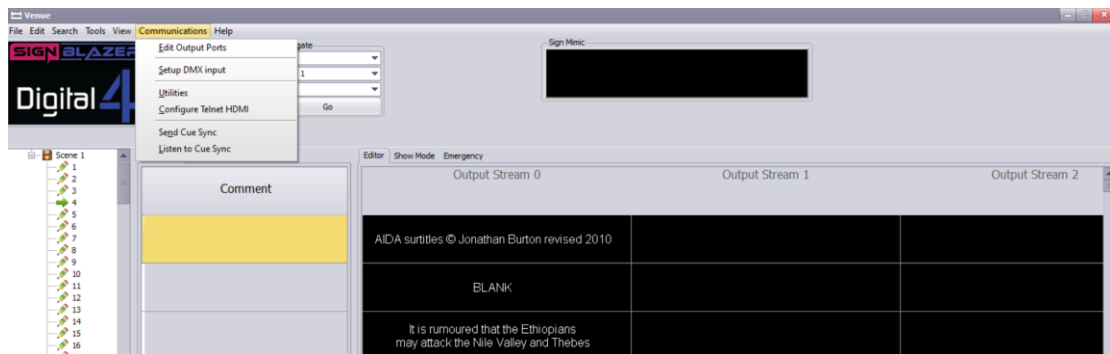


The screenshot shows a window titled "HDMI Telnet Commands" with a close button (X) in the top right corner. Inside the window, there is a label "IP address of device" followed by a text input field containing "127 . 0 . 0 . 1". Below this, there are two side-by-side text input areas. The left area is labeled "HDMI On Command" and contains the text "IP On". The right area is labeled "HDMI Off Command" and contains the text "IP Off". At the bottom of the window, there are two buttons: "HDMI On Test" on the left and "HDMI Off Test" on the right.

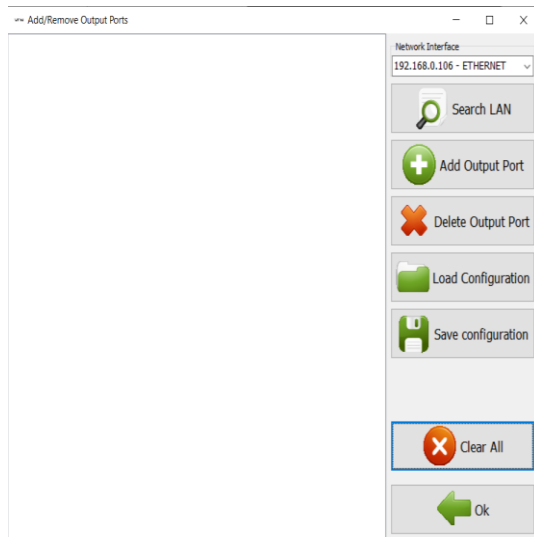
Enter the IP address of the switching device, port 23 for Telnet is assumed. There are two multiline edit boxes where the commands for switching the inputs for both HDMI On and Off. Multiple commands can be entered by adding one per line. Use the two buttons to test your commands.

## Outputting – Connecting to Displays

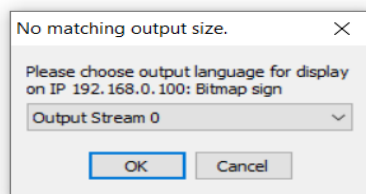
Go into Edit Mode and select 'Edit Output Ports':



This Window will appear. To connect to a Venue Display (aka SopraText Graphic) click on Search LAN. This will identify any connected signs.

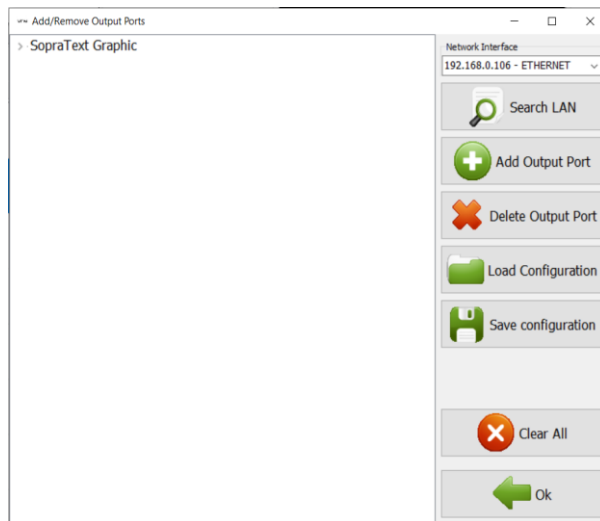


To output to a Venue Display (SopraText Graphic) click on Search LAN. If there are signs connected to the system this new box will appear.



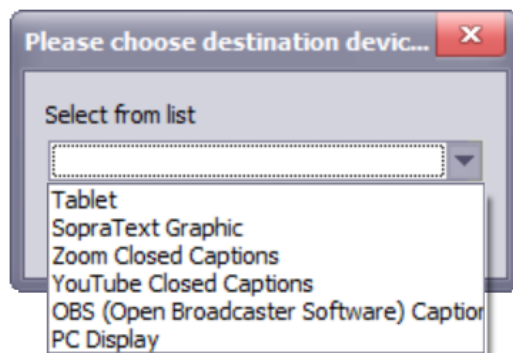
You will be asked to allocate an output stream to each sign from the list in the dropdown box. Select the stream for each sign and click OK.





SopraText Graphic will appear in the top left-hand corner of the Add/Remove Output Ports Window for each display identified on the LAN.

Venue can output to a range of display devices.



To add another type of display device, click on Add Output Port and Select a destination device from the list.

For closed Android captioning devices such as Tablets and Smart-Glasses use click Tablet.

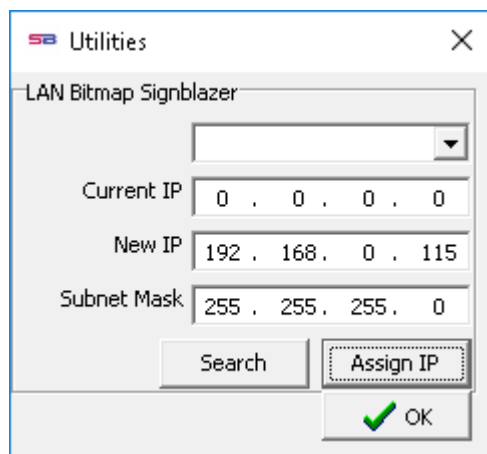
Refer to the supporting pdf for more details of how to output via WiFi.

To output via HDMI to projector or LCD displays and projector click on PC display and use in conjunction with the supplied LCD surtitling application and supporting pdf.

## Static IP

It is possible to set a static IP in the sign – this is remembered in non-volatile memory when the sign is powered off. To do this follow these steps:

In Edit mode go to Communications | Utilities in the main menu. This will bring up the following window:



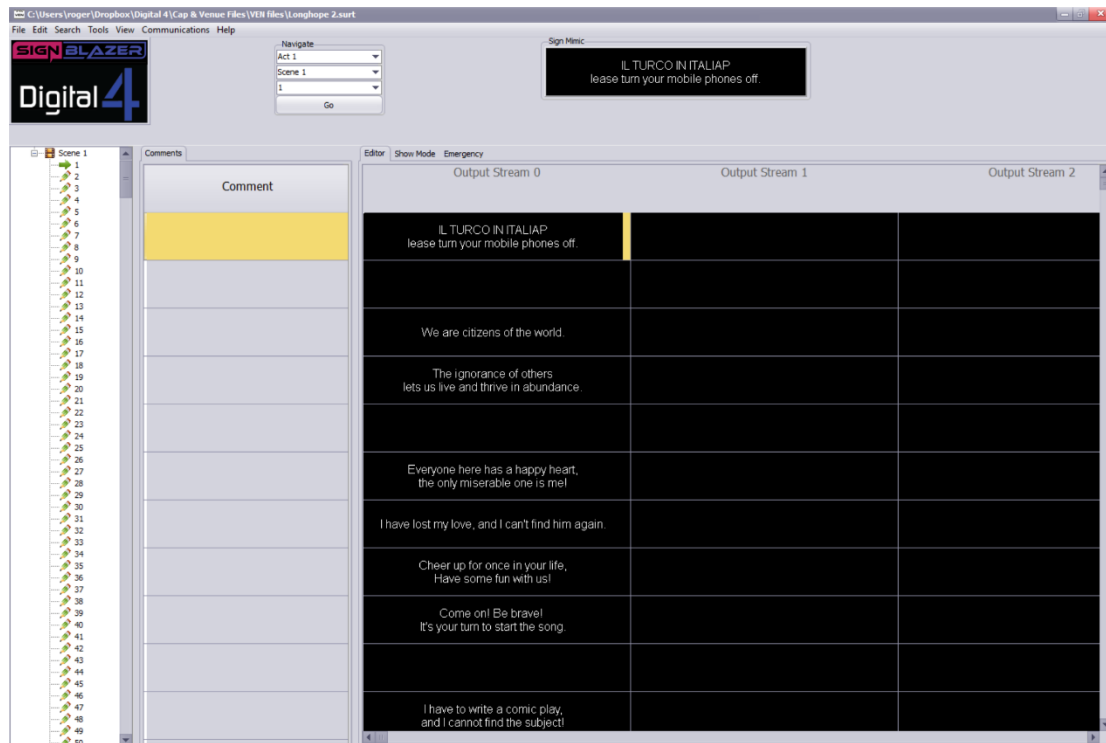
Click on the Search button, this will search the LAN for SopraText LED signs and populate the drop down with any sign found. Select one sign from the list and the current IP edit will be populated with the IP address of the sign. Then populate the New IP and Subnet Mask edits with the new values.

When you are happy, click the Assign IP button. The new IP will be sent to the display and for confirmation that display will show its status page with the network parameters.

In case the parameters are wrong for the network that you are connected to the sign can be reset by pressing the button on the back of the sign located by the network connection for 10+ seconds. To display the current settings simply click this button.

## Show Mode

On the main software screen click on the tab 'Show mode' or press F4 (function key on the keyboard, this toggle between the two modes):



Here we can see the software in output mode. Sign Mimic shows the operator the text as it would be shown on the displays.

Navigate through the surtitles by using the cursor keys for up and down.

The block of colour in the comments section indicates the next cue to be output

Right cursor outputs the surtitle to the display(s). Alternatively, you can use "S" or the Space Bar to output.

"B" will blank the display. "C" will scroll up the text to blank the display. "F" will fade the text to blank the display.

Page up and Page down will move through the surtitles one page at a time.

Under the files heading the folder containing the image files is chosen. The software will go through all available BMP files and load those which are the correct size for the LED signs available in the software.

The most common LED sign size is 352x64 pixels. The BMP files must be edited to this size. Due to the display limitations the number of colours will be reduced to 8 when displayed.

Once the folder is selected the image list will be updated. If an external change is made to the files in the folder, then pressing the refresh button will force a refresh on the list.

Each file will be shown for a period determined by the Slide duration box. This is in seconds. The slides will fade to black and then the next slide will fade up. There are two ways to start/stop the automatic output; by using the Play/Stop buttons in the slideshow window or by using the Pre-Show Slideshow checkbox in the main window. For the slideshow to operate the software must be in the Show Mode.

It is possible to send individual images without running the slideshow by clicking to select an image and then right clicking on it to bring up a context sensitive menu. There are two options in this, Send Now (which will send the image to the signs immediately) and Edit. If the slideshow is stopped, then it is possible to send an image by using the Send Now option.

To make it easier to find and edit the files if you use the context menu and select Edit then the windows default BMP editor will be used (most often Paint).

A simple way to create text-based images or to create a template bitmap is to use the editing functions for the cues and then use the context sensitive menu on the sign mimic, simply right click on the mimic and select 'Save Image'. This will save the image to disk in a location of your choosing, the default will be the location used for the slideshow images.

An alternative to sending images is to show selected cues from your script for the slideshow. For this feature simply select the cues you wish to show using the Cue tree on the left of the main window and then click the play button in the slideshow window. Then the selected cues will be shown on a loop until stopped.

## Shortcut Keys

### Edit Mode:

Ctrl Delete – Delete Cue  
Shift Insert – Add cue before current cue  
Ctrl Insert – Add cue after current cue  
Ctrl Enter – Splits current cue at cursor point and creates a new Cue with the text after the split.  
Alt Enter – Adds a cue after the current one.  
Ctrl Z - Undo  
Ctrl F – Find text in cues  
F2 – Show Caption Details  
F4 – Go to Show Mode

Drag/Drop operation in the structure tree:

Select and drag a cue/cues into the same scene to create copies  
Select and drag a cue/cues and hold Shift when dropping cue(s) to move cues.

### Show Mode:

C – Clear screen  
B – Blank screen  
F – Fade screen  
Q – quit out of timed section and skip to end  
Page Up – Move up to previous cue (don't output)  
Ctrl Page Up – Move to previous Act/Scene  
Page Down – Output current cue  
Ctrl Page Down – Move to next Act/Scene  
Media Play/Pause – Pause current media (Sound/video)  
Media Stop – Stop current media  
Cursor Right, Space, S – Output current cue  
F2 – Show caption details  
F4 – Go to Edit Mode  
F5 – Show/Hide Act/Scene/Cue to gain screen real estate  
F6 – Show communication status  
F9 – Show timing recorder  
F11 – Show Pre-Show control window  
F12 – Toggle SopraText units between internal CPU and HDMI input

## Context Menus

Right clicking on the show structure tree on the left brings up a context menu with the following options:

**Add Item Before** - Adds an Act/Scene/Cue before the currently selected item. If the current item is an Act then a new Act will be added.

**Add Item After** – As above but after the currently selected item.

**Delete Item** – Deletes the currently selected item, if that item happens to be a scene then the whole scene will be deleted – you have been warned!

**Edit Item Name** – This enables editing of the current item, whether it is an Act, Scene or a Cue. Please remember that the Act/Scene/Cue have to have unique identifiers within their parent, i.e. no two cues in one scene can have the same name but the same name is allowed if the cues are in separate scenes.

**Select All** – Selects all of the cues in that Scene, this allows for bulk attribute (colour for example) changes to be made.

**Insert Timing Stop/Start Pair** – see supporting pdf

**Remove Timing from Section** – This removes the timing attributes from the selected section, use this to retime/record a section of cues.

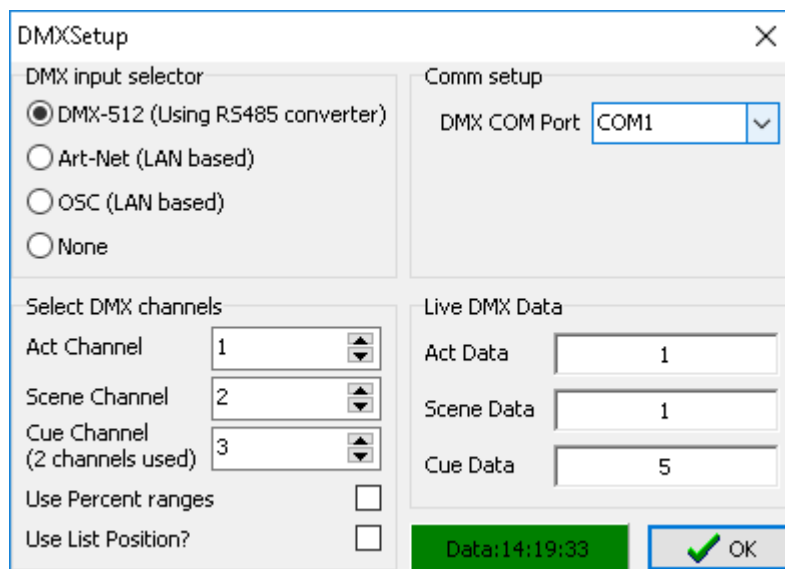
**Split Timing Section** – This will split the timed section at the currently selected cue. It allows for the show to be sectioned up to allow for more timing cues to be added enhancing the quality of automatically output cues.

**Renumber Scene** – Sometimes it is good to renumber cues so that previous editing (inserting and removing cues) that has disturbed the numbering can be rectified. Especially useful for automatic output.

**Renumber from this point on** – This will renumber the scene from the current position, allowing the beginning of the scene to be left unchanged.

## Additions

It is possible to control the output of the captions using DMX-512 input, ArtNet or OSC. DMX requires the use of an extra piece of hardware which receives the DMX input and makes it available to the PC. Art-Net uses the network interface present on the PC. If using Art-Net then the data is sent using the DMX-512 embedded protocol. To control the output from DMX 4 channels are used. Go to Communications / Setup DMX input to bring this window up:



As you can see in the above screenshot it is possible to select the DMX-512 input from the RS485 converter, Art-Net input or no external input. Here we are interested in the DMX-512 input so have that selected.

From here we can choose which channel input is going to select which part of the script. Act and Scene take one channel each (255 options) and Cue takes 2 channels (65535 options). If any of the channel values is zero, then the surtitles will not be output. If all three inputs are zero, then the displays will be blanked.

There are two ways to access the cues, one is by the position in the list of cues, i.e.. If cue 5 is requested, then the 5<sup>th</sup> cue in the list will be shown. The other method is by using the cue numbers which are user editable. In this case the cues, scenes and acts must be numeric integers only. In other words, the names for the act, scene and cue can only be numbers like 1,3,6 and not 'Act 1', 'Scene 3', 'Cue 6'.

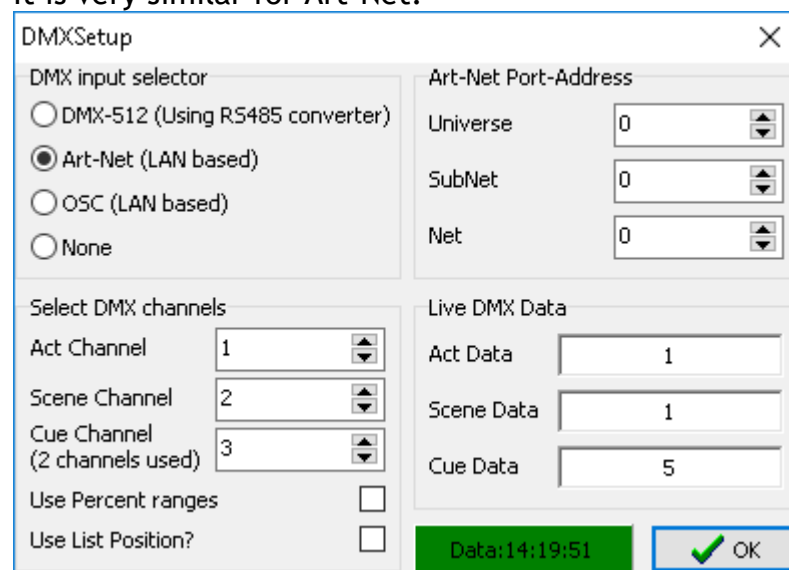
If the 'Use list position?' check box is checked then this is how to access the cues.... To display the first Cue of the first Scene of the first Act output the values 1(Act (channel 1)), 1(Scene (channel 2)), 0(Cue (channel 3)), 1(Cue (channel 4)) to the relevant channels. The lower channel is the Most Significant Byte for the Cue number.

If the Scene or Act value is higher than the number of Scenes or Acts present in the presentation, then the last Scene or Act will be used.

The new Cue is output on change of input, therefore if the software is showing Act1, Scene 2, Cue 45 sending this information again will not cause the cue to be resent but if another cue is requested via DMX, then the change will be noticed and the new Cue displayed.

If the 'Use list position?' check box is unchecked then the Act, Scene, Cue names will be used. This means that if cues are moved about in the list the DMX triggers will stay with those cues.

It is very similar for Art-Net.



The image shows a screenshot of the 'DMXSetup' dialog box. It has a title bar with a close button. The dialog is divided into several sections:

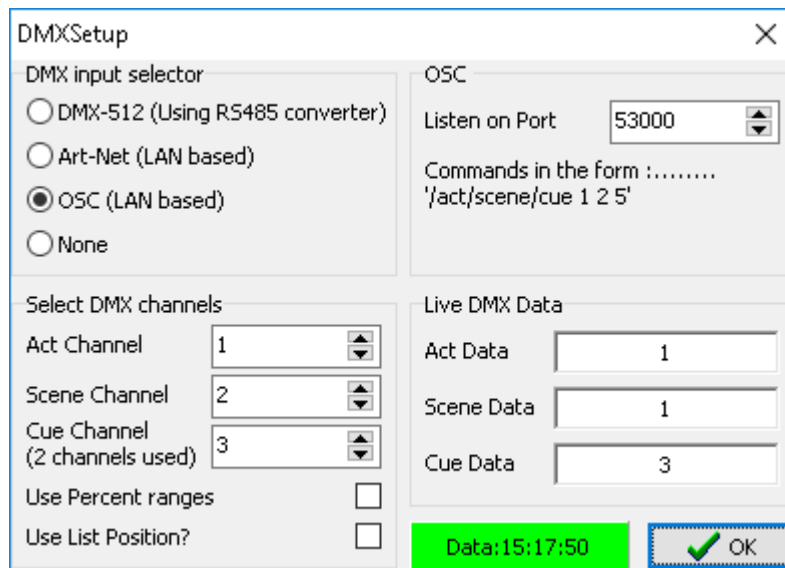
- DMX input selector:** Contains three radio buttons: 'DMX-512 (Using RS485 converter)', 'Art-Net (LAN based)' (which is selected), and 'OSC (LAN based)'. There is also a 'None' option.
- Art-Net Port-Address:** Contains three spin boxes for 'Universe', 'SubNet', and 'Net', all set to '0'.
- Select DMX channels:** Contains three spin boxes for 'Act Channel' (set to 1), 'Scene Channel' (set to 2), and 'Cue Channel (2 channels used)' (set to 3).
- Live DMX Data:** Contains three text boxes for 'Act Data' (set to 1), 'Scene Data' (set to 1), and 'Cue Data' (set to 5).
- Use Percent ranges:** A checkbox that is unchecked.
- Use List Position?:** A checkbox that is unchecked.
- Footer:** A green status bar showing 'Data:14:19:51' and an 'OK' button with a green checkmark.

Here we choose the Universe, Subnet and Net of the Art-Net data that we are interested in. Again, we choose the DMX channels that correspond to the Act, Scene and Cue that we wish to show. The software will broadcast itself over the Art-Net protocols and will send the description of 'SopraText from Signblazer Ltd and Digital-4 Ltd.'

DMX-Workshop from Artistic Licence Holdings is very useful for testing as Art-Net installation. (<http://www.artisticlicence.com/>)



For OSC.



The command is sent to SopraText using the OSC address `/act/scene/cue` followed by the numbers for the Act, Scene and Cue. For example, the command for instructing SopraText to display the 5<sup>th</sup> cue from the second scene of the first act would be `/act/scene/cue 1 2 5`. If the cue, scene or act names include a space character then enclose the name with quotes – `/act/scene/cue "first act" "first scene" "cue 5"` as an example.

It is also possible to send the act/scene and cues separately. For example, `/act 3` will set the current act in SopraText Venue to '3', use `/scene` to set the current scene and finally `/cue` to set the current cue and send it to the displays.

Here is a screenshot of an example in QLab.

