

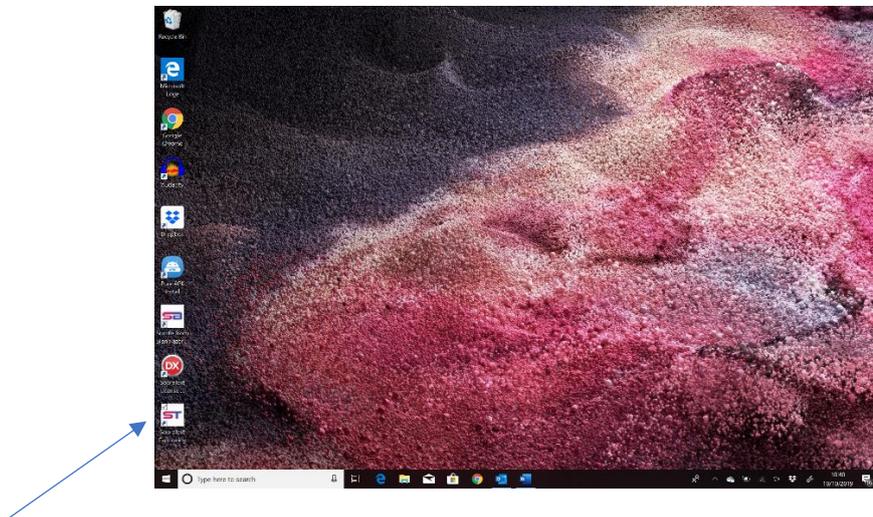
TABLET SET UP FOR SOPRATEXT CAPTIONING

Firstly, plug in your WiFi router and turn it on. Do this five minutes or so before you attempt to output – routers take a little time to set themselves up.

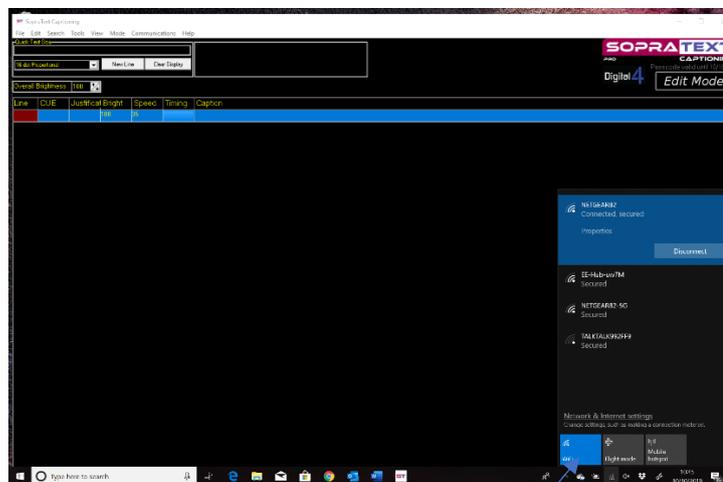
Turn on your laptop. If it has been supplied by Digital 4 and requests a password enter Digital 4.

Connect your laptop to the router using the supplied ethernet cable.

We are not using the internet so connect into any of the orange ethernet inputs in the back of the router.



Double-click on the Sopratext Captioning icon.



Turn off the WiFi on your laptop by clicking on the Blue Wifi box.

Tablets:

Make sure that your tablets are properly charged before use.

Open a tablet by pushing in the smaller of the 2 buttons on the side of the tablet and holding briefly.

The tablet will open. Swipe upwards to get to the home page.

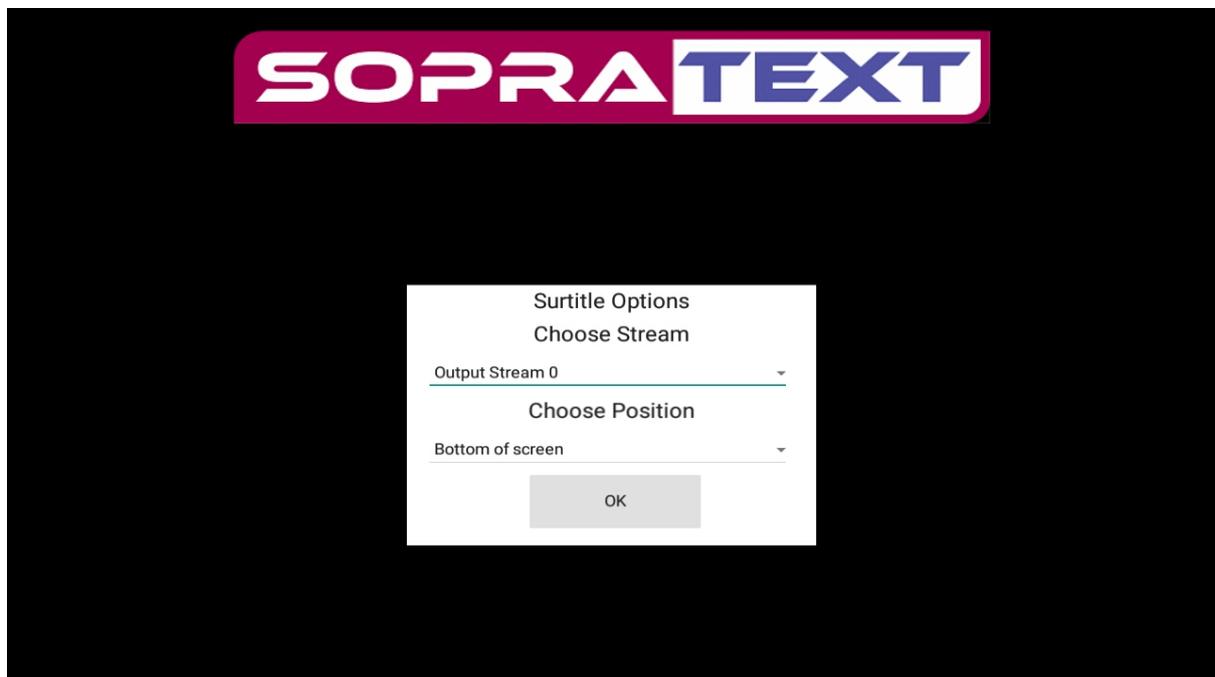
On opening, the tablet will automatically connect to “Sopratext Open” WiFi.

To check, re-connect, or if the tablet does not receive captions, go to settings / Wifi and connect to “Sopratext Open” No password is required.

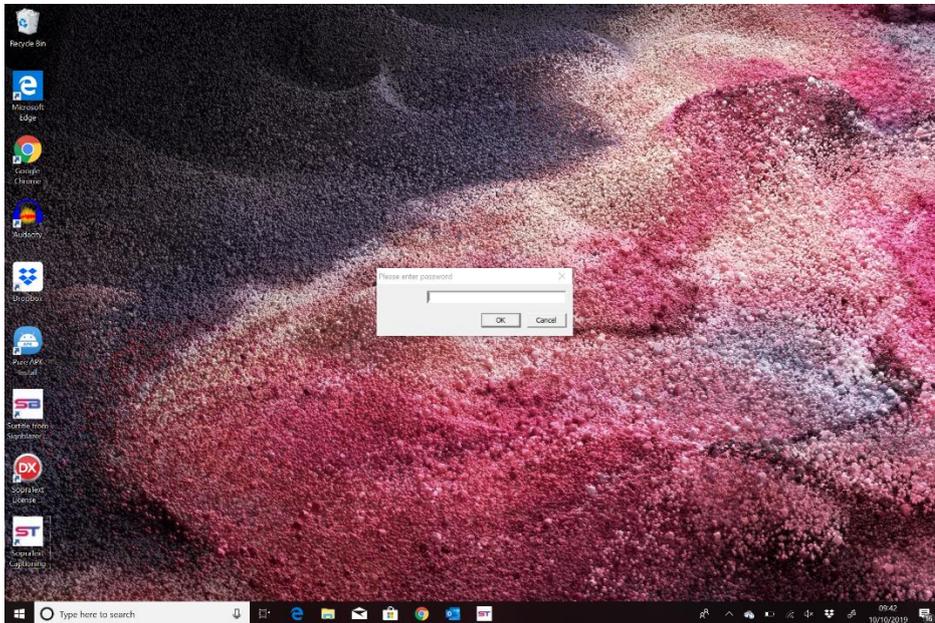
Find the Sopratext app on your Tablet and double-tap on it to open the app.

The screen will firstly tell you that it is awaiting data and then a screen will appear.

When you have set up the laptop to output to tablets and set it to Show Mode, this screen will appear.



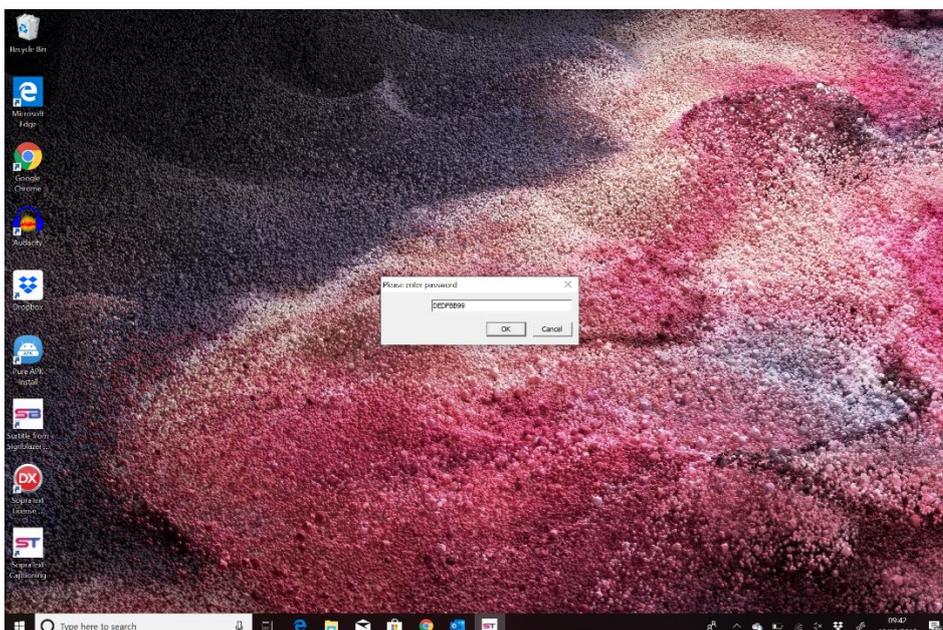
Choose output stream 0 and where in the tablet you wish to view the captions by selecting from the drop-down boxes and then OK.

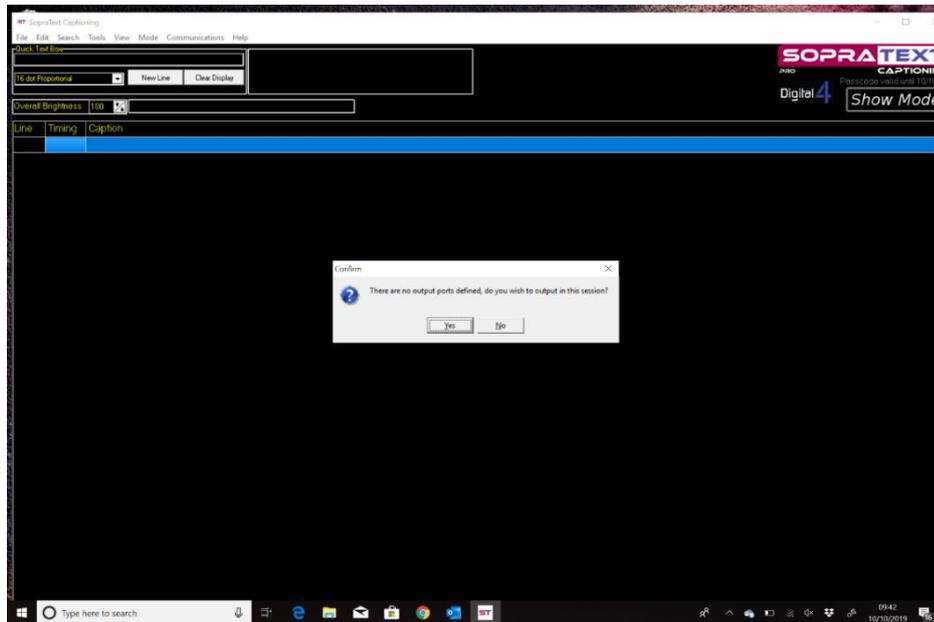


Click on the Sopratext Captioning Icon and a box asking for your Captioner password will appear onscreen.

If you have a captioner password enter it into the window and click ok.

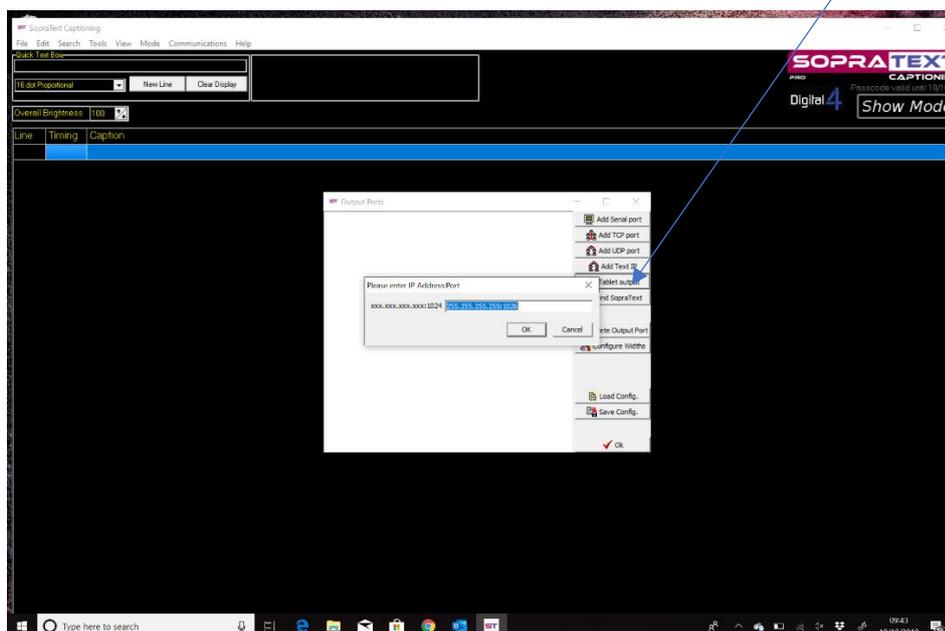
Or enter DEDFBB99 and this will open the software.

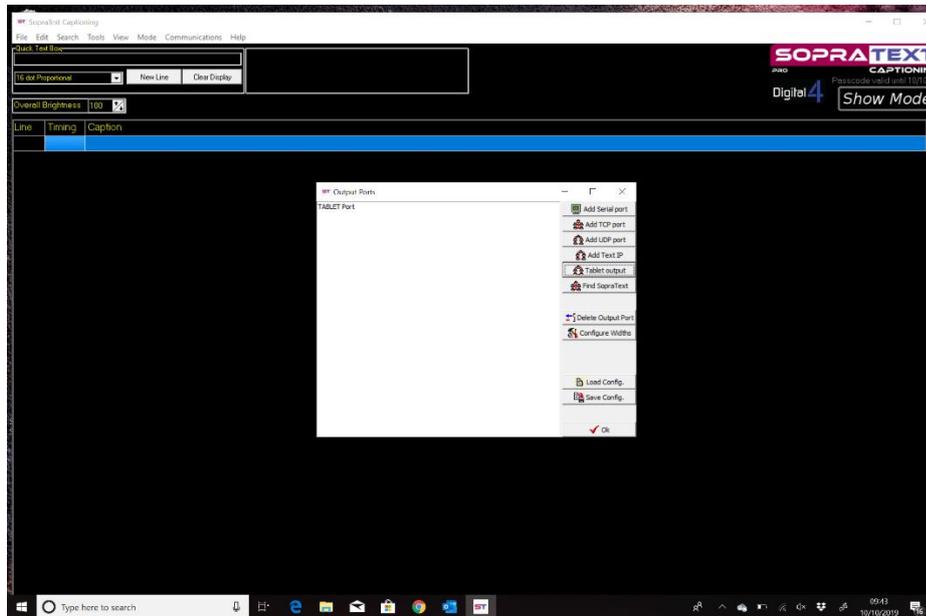




A window appears asking if you want to output this session? If you do click Yes.

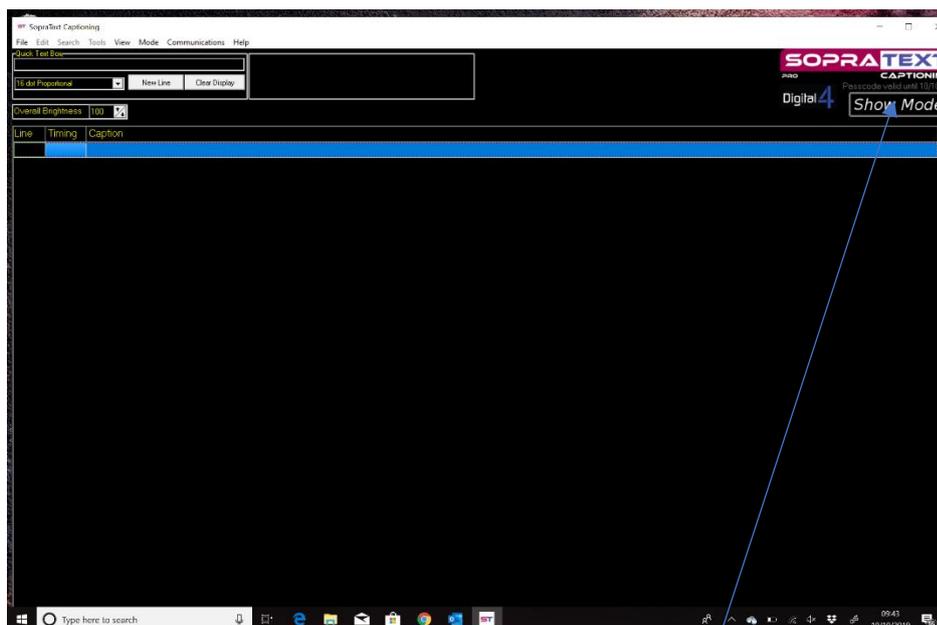
A new window will appear listing your output device options. Click on “Tablets” and another window will appear (below). Click OK.





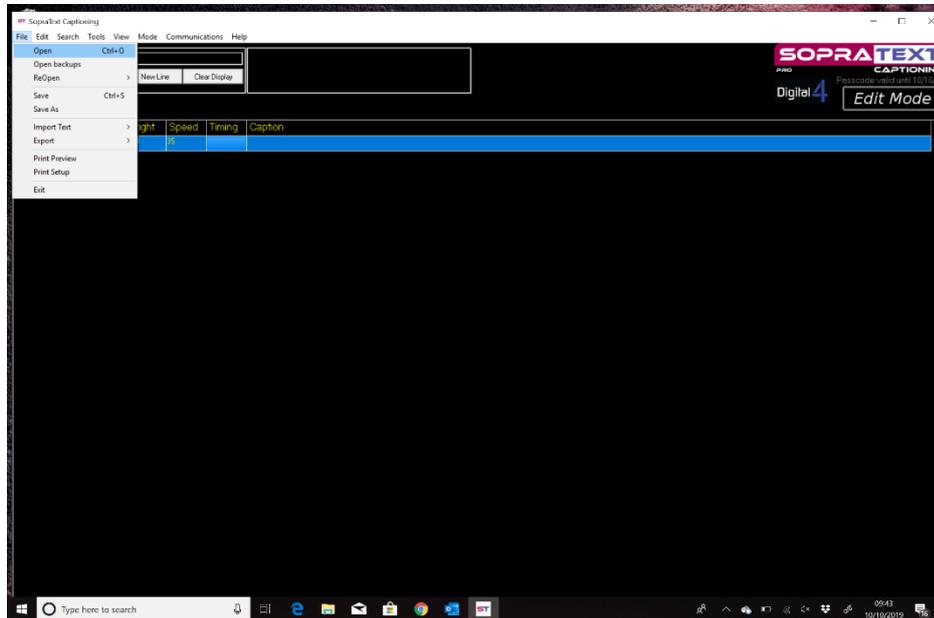
The window will now show Tablet Port added to the Output Ports list.

Click OK at the bottom right of the Output Ports window.

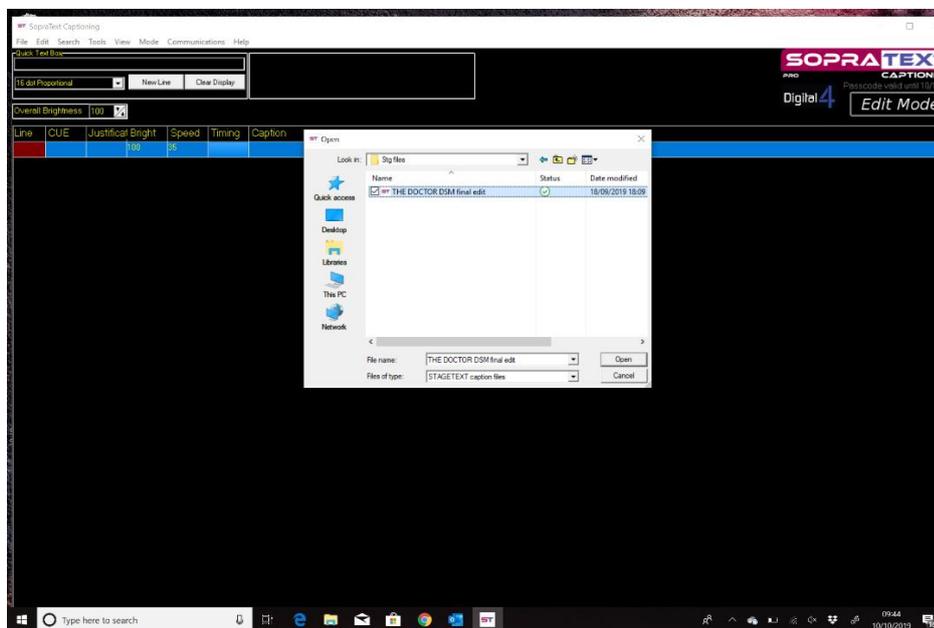


You will return to the Window above.

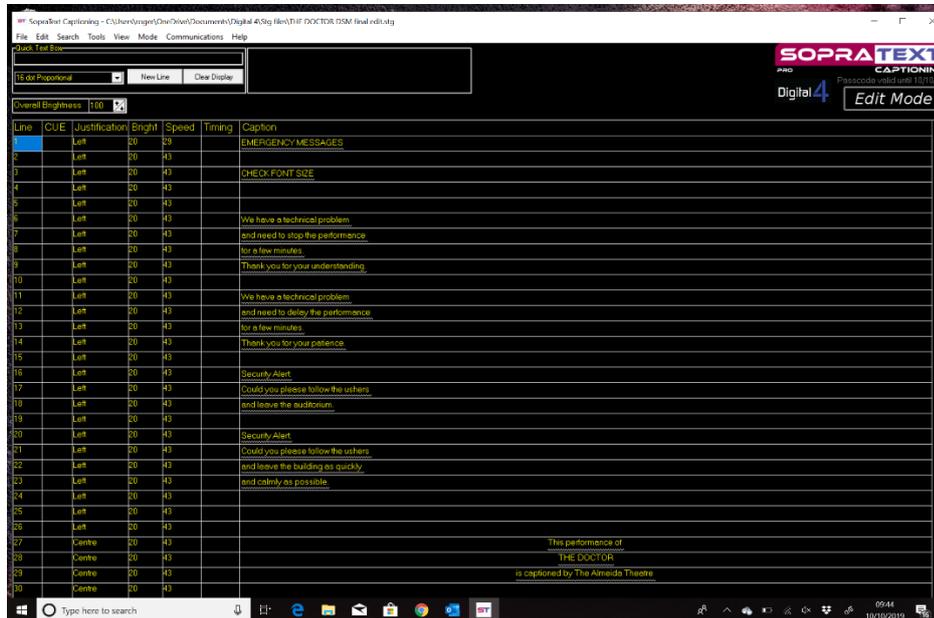
To import an stg file into the software Click in the Box that says “Show Mode”



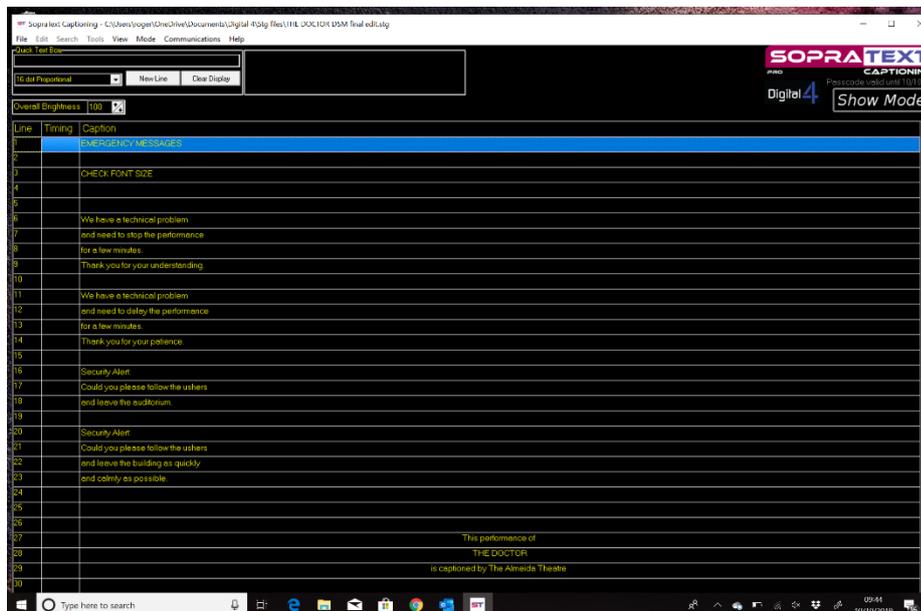
You are now in Edit Mode. Click on File and then Open in the Dropdown Box.



Select the stg file you require form Documents or from a Datastick and click Open.

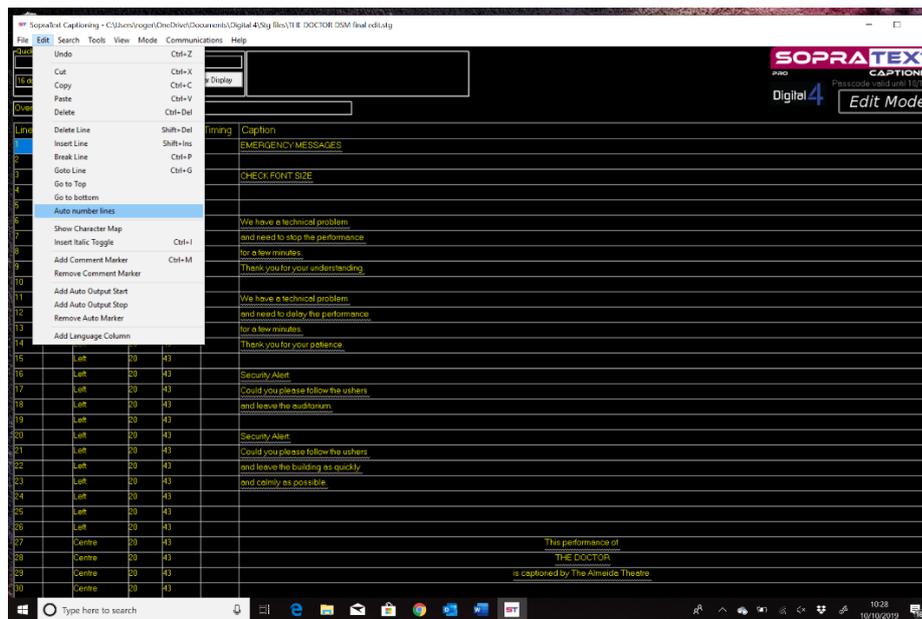


You have successfully imported your file into Edit Mode. To output click on Edit Mode and go to Show Mode.



Please remember that if you add extra lines when editing you need to give any new lines a line-number or they will be skipped over when you output.

To give lines a number go to Edit Mode / Edit / Auto number lines



If you have any problems please email us at info@digital-4.co.uk or call us on 07949 124399.

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