

Using CaptionPoint Files

1. Connect the TV/projector to your laptop using an HDMI cable.
2. Make sure that your laptop is set to use the TV/projector as an *extended desktop*. [Here are instructions for MacOS](#) and [Windows](#)
3. Open the CaptionPoint .html file (NAME-OF-THE-PLAY.html, for example) by double-clicking on it. Doing so should open your whatever browser you normally use. You should see a screen that says "BEGIN SETTINGS"
4. Press the "C" key. This clones/copies your browser window. You'll notice that this new browser window has less "chrome" (toolbars and stuff) at the top.
5. Drag this new cloned window to the TV/projector screen
6. While in this external desktop, hit "F" to make this window Full screen
7. Return to the laptop monitor. Press "P" for the Preview mode. This will show the slide you're on at the top and the one coming up below it.
8. Arrow keys move you back and forth: Right and/or Down move forward, Left and/or Up move backwards. Space moves forward, too.
9. There are settings slides (Begin Settings -> End Settings) that you can arrow through, until you reach a slide with the title/author. I usually leave this slide up while people are coming in.
10. During the show, use the arrow keys to advance the slides while the actors speak their lines.
11. If you need to add a pause to the slides, or if inevitable "live theater things" happen (skipped lines, reversed lines, etc.), pressing "B" will black out the external screen but **not** your Preview screen. This will allow you to re-sync the slides with the actors; pressing B again will un-black the TV/projector screen.

Other things to consider while captioning:

- Turn off wifi in case of notifications (notifications should not show on the TV, but it's always good practice anyway)
- Turn off sound
- Find a way to keep my laptop from falling asleep. This is optional, but there is a good chance that the TV will show a disconnect error if your laptop falls asleep; turning sleep off will prevent this. You can just set things up again if the TV gets disconnected, but this process will be visible to anyone sitting in the house. There are tons of ways to do this, depending on your make/model. If you're a Mac user, I have long used [Amphetamine on the App Store](#). This one also looks good: [Owly - Prevent Display Sleep on the App Store](#). I

haven't used a Windows utility for keeping laptops awake, but this one looks fairly pro:

[Caffeinated - Desmond Brand](#)

- dim your screen as much as you feel comfortable.

My number is 843-696-6288; do not hesitate to call or text at any point. - Matt Bivins