

CONTACT

Forest of Forgotten Discos- Public Access Set-Up Guide:

How to see the BSL interpreter:

The character Chloe is the show's BSL interpreter, Chloe will feature on screen to interpret throughout the show. **You do not need to do anything to enable this- we will ensure everyone sees her.**

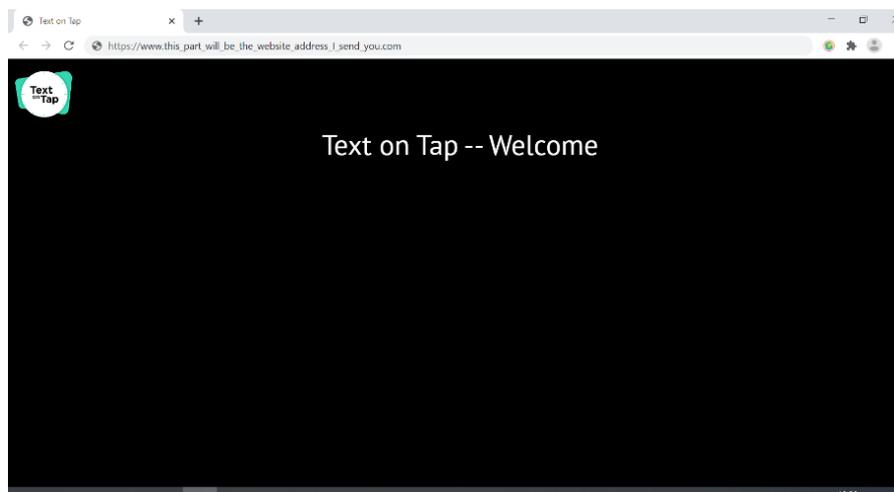
In addition to this, the other characters will use sign supported English in the show, at key points too.

How to enable captions:

You can enable captions on Zoom by clicking Closed Captions (which appears as the small CC icon) on the bottom tab.

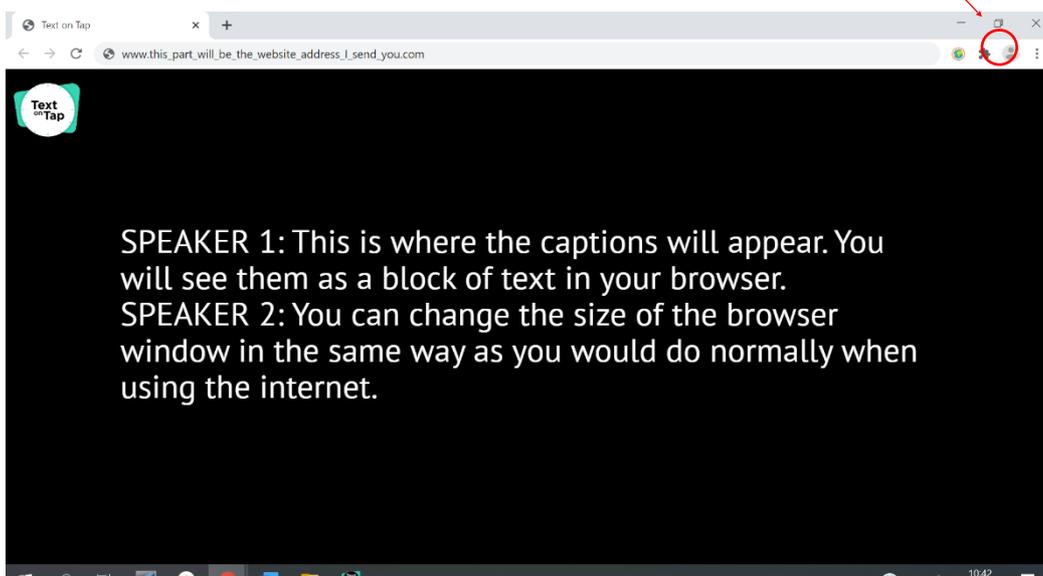
You can also view the captions via Text on Tap- please see the below guide on how to use this:

- The captioner will send a website link to Text on Tap in the Zoom chat. Please click on this link, or copy and paste it into your internet browser.
- The website link will open up like this:



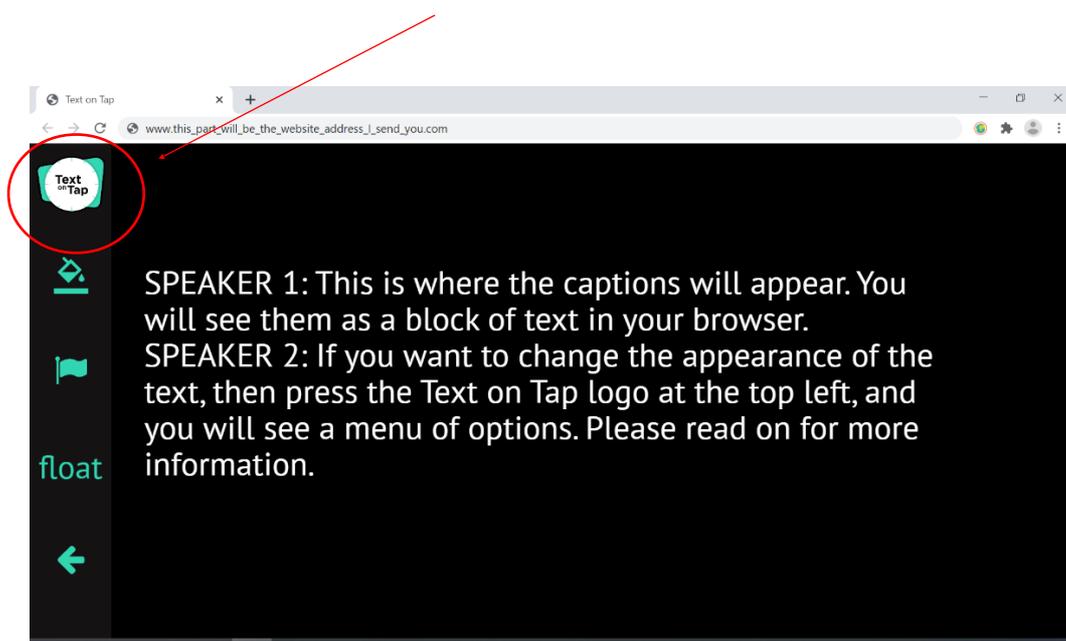
- The captioner's text will now appear in this screen as they type. The page will be like a normal webpage, so you can access it and adjust the window like you would do with a normal website.

Click here to make the window smaller, to fit it next to other programmes (for example,



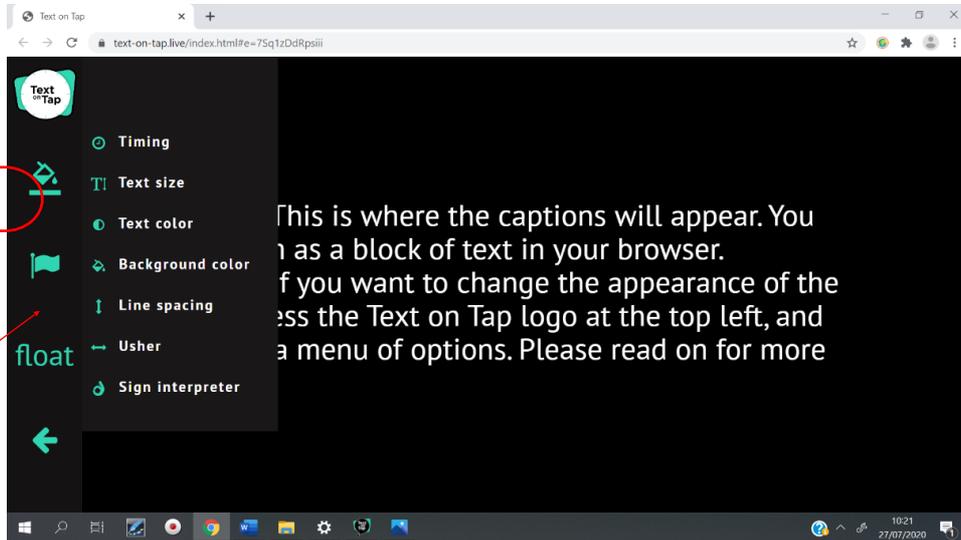
Advanced options: changing text size, colour and spacing

- You can also change the appearance of the text by pressing on the Text on Tap logo at the top left of the screen. This will give you a menu of options.



- Press the paint bucket tool for options to change the Text Size, Text Colour, Background Colour and Line Spacing.

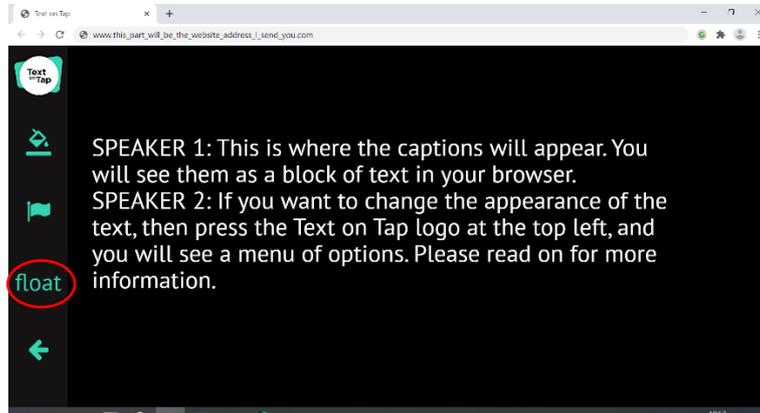
Click here to get more options.



Then click on the option you want to adjust.

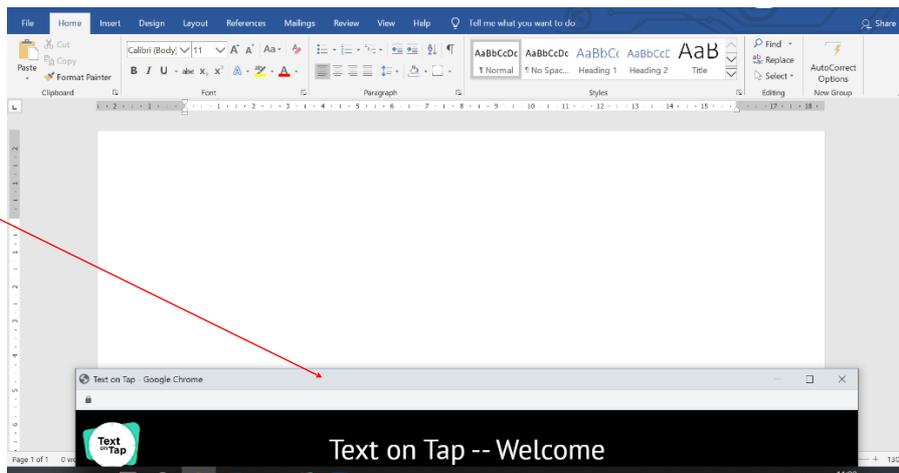
Advanced Options: How to Make the Captions “Float” (Like Subtitles)

- If you want to make the captions float as a few lines at the bottom of the screen (like subtitles), press the **float** option on the left.

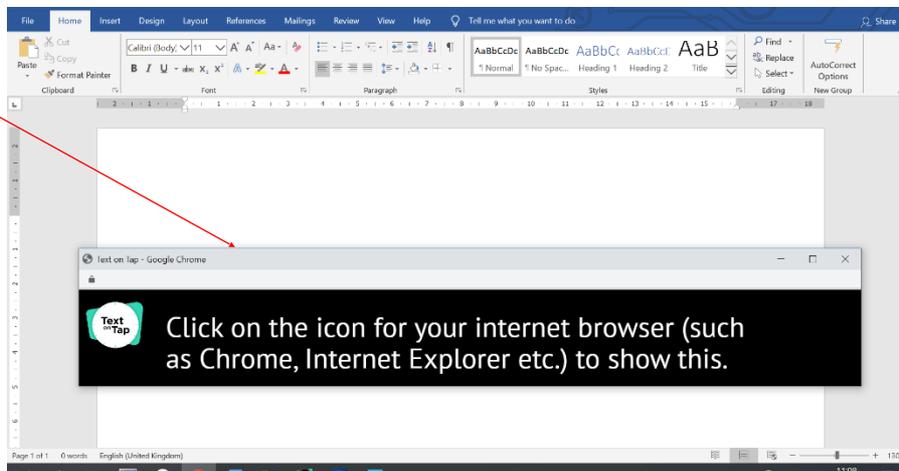


- The captions will now appear as a floating box at the bottom of your screen, on top of the programme you are using:

Click on this bar to drag the box to where you want it on screen.



Click on this line and drag it up/down to make the captions box taller/ shorter (to see more or less text at one time).



Alternatively, you might want to resize the Zoom window so it appears above the floating captions.

You can do this by moving the mouse to the very bottom of the Zoom window and then clicking and dragging the bottom edge up, above the captions window. (Make sure Zoom is not on full screen before you do this.)

What if the captions disappear?

- To make sure that the captions float above Zoom/Teams/Whereby/Skype etc.):
 - Open the programme that you are using for your meeting (for example, Zoom)
 - Then click on the icon for the programme you use to access the internet (such as Chrome  Explorer  or Safari ). This should show you the window with the captions in.
- If you still can't see the captions, try clicking the link that the captioner has sent you again. This should open up a new window with captions in, and you can adjust it as above.
- For more information about Text on Tap, see: <https://www.text-on-tap.live/index.html>

Visually impaired access:

The show is accessible for blind and visually impaired audience members through description which is imbedded throughout the show by the characters.

Ahead of the show, audience members can listen to short audio files, that describes each character, what they are wearing, and what their set and props are like. Please visit the Forest show page to listen: [Virtual Forest of Forgotten Discos - Contact \(contactmcr.com\)](#)

Further questions:

If you have any further questions, please email Roxy: roxannemoores@contactmcr.com or call: 07801288998.

A member of staff will also be contactable during the show if you need further help, and their email and phone number will be posted in the chat at the start of the show.