

THE DIGITAL SOLUTION TO LANGUAGE TRANSLATION, DUBBING, AND SUBTITLING.

TRAN



TM SYSTEMS

TRANSTATION™

USER'S MANUAL



2002 EMMY
AWARD WINNER

TranStation™

User's Manual

TranStation™ User's Manual Version: 10.22.05



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The Emmy® Award Winning TM SYSTEMS

On August 21, 2002 TM SYSTEMS was awarded the 2002 Primetime Emmy® Award for Outstanding Achievement in Engineering Development by The Academy of Television Arts & Sciences. The Emmy® Award is given to an individual, company or an organization for developments in engineering that are either so extensive an improvement on existing methods or so innovative in nature that they materially affect the transmission, recording or reception of television. Through this award, TM SYSTEMS has been recognized as the industry's first fully integrated, non-linear language localization system.



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Welcome to TM SYSTEMS!

*The Digital Solution to Language Translation,
Dubbing and Subtitling Worldwide*

Congratulations on your purchase of the DubStation II™, one of Six modules or ‘stations’ comprising the Emmy® Award Winning TM SYSTEMS software suite. TM SYSTEMS is the television and film industry’s first and only fully integrated, non-linear language localization system for translation, dubbing and subtitling of film and video. The company is the recipient of the 2002 Primetime Emmy® Award for Technical Achievement for the creation and implementation of its “Digital Solution to Language Translation, Dubbing and Subtitling Worldwide.”

Together with the other TM SYSTEMS stations, the DubStation II™ provides a complete solution that greatly increases the efficiency of the translation, subtitling and dubbing process and minimizes the hardware and software investments required on the part of studios and individual translators.

This package includes a CD containing the DubStation II™ software and a dongle, or security key, registered in the name of the official licensee. If either the CD or dongle are missing, please contact your TM SYSTEMS sales representative immediately. ***If this is a demo or GLN version, it will not include a dongle.***

The TM SYSTEMS software suite consists of the following modules or ‘stations’:

PrepStation™



The PrepStation™ is the TM SYSTEMS software module used to embed time code information in digital video files for use by other TM SYSTEMS software tools. Program material used by TM SYSTEMS is non-broadcast quality video, which

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reduces the piracy risk associated with the transfer of broadcast quality video. Typically, the PrepStation™ comes integrated into a PC, along with other standard components required to run the software. Once the time code information has been embedded in the digital video files via the PrepStation™, the files can be saved on a network server, transmitted via the Internet for access by remote studios or translators, or recorded to CD or DVD for distribution via mail.

TranStation™



The TranStation™ is a software-only TM SYSTEMS product that serves as the translation tool for creating both dubbing, subtitling or closed captioning scripts. The TranStation™ eliminates the need for a VCR as part of the video playback process during translation. The software can be installed on any standard PC and provides a specialized media player and an assortment of tools and features for use by the translator. These tools include:

- Picture and script on one screen via PC technology
- Automatic time code insertion
- Automatic character recognition
- Acceptance of any language conversion character set
- Automatic loop or line counter
- Complete printout of entire translated dialogue
- Ability to utilize all built-in Microsoft® Word capabilities including: spell check, font selection, etc.

The TranStation™ reduces translation time dramatically by eliminating the VCR from the process and allowing the translator to view the digital video side by side with a Microsoft® Word document. The digital, non-linear nature of the process also allows the translator to automatically input precise time codes for every line of the script, and to input the character names only once.

DubStation II™



The DubStation II™ is the dubbing studio software that dramatically alters the traditional dubbing environment. Typically, a dubbing actor records in a studio, reading from a printed script, "syncing" his/her voice to a television monitor playing back the program for which he or she is recording new dialogue.

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With the DubStation II™ software is configured in a PC containing other standard components; the video program is displayed on a computer screen or data projector with the actor's dialogue displayed directly below the video image. This enables the actor to view both dialogue and video without the need to shift his head and eyes to focus on one plane or another. A cursor moves in a linear manner indicating the amount of time available for each line of dialogue. The system also automatically cues each line sequentially, without the need to stop after each recording to search for subsequent lines as is done in most studios today.

The DubStation II™ also provides an abundance of tools that simplify everything from the casting process, to production, to the billing and the administrative process.

SubStation™



The SubStation™ is the fourth module in the TM SYSTEMS family of language localization software and is used to simplify the subtitling process. The SubStation™ is the “burning” or recording station for the subtitling originally created in the TranStation™. When installed in a PC with other broadcast and character-generating components, the SubStation™ creates a real-time environment for subtitles to be added to any film or television program intended for broadcast, satellite or DVD distribution.

Utilizing the SubStation™ in concert with the TranStation™, studios can completely eliminate the interim stage in the subtitling process in which the translated program is sent to a “spotter” for timing and creation of subtitling “blocks”. With the TM SYSTEMS subtitling process, all timing and type configuration is created in the TranStation™ and transferred to the video master via the SubStation™, resulting in a dramatic decrease in the time traditionally needed for the process.

RenderStation™



The all-new TM Systems RenderStation™ is the most recent, stand-alone software module to be introduced into the EMMY® Award winning TM Systems ‘end to end’ language localization solution. The TM RenderStation™ is a bitmap generation module that

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takes subtitling scripts in the form of Word documents created by the TM TranStation™ containing text, time code and vertical positioning for each subtitle, generating both, a navigation file and a TIFF file per subtitle, specifically for DVD authoring. Different DVD authoring environments then uses the files, or bitmap-based subtitle transmission systems (such as DVB) and character generators that require bitmaps to overlay subtitles on video.

QCStation™



The QCStation™ is a lightweight quality control PC software that dramatically improves the traditional workflow of a dubbing and/or subtitling project.

Previously, an audio layback was needed after mixing and a dub was sent to quality control personnel to assure there were no missing dialogues, lip-sync or spelling errors. On the subtitling side, an encoded or burnt-in copy had to be made for quality assurance. The TM Systems QCStation™ has significantly shortened this process allowing the review of original and dubbed soundtrack simultaneously or independently, in sync with the video. QCStation™ WYSIWYG feature provides a quick way to preview the subtitles of a script over a selected video on real time, seeing them as they will be in the final copy. Also with QCStation™ users can review dialogues of a dubbing script against video, looking for time code inconsistencies or mis-translations.

Together, these modules constitute the fully integrated TM SYSTEMS language localization solution for translation, dubbing and subtitling – **the new industry standard worldwide.**

The TM SYSTEMS Process

The major steps involved in the typical translation, dubbing and subtitling process using the TM SYSTEMS stations are described below.

- 1) The PrepStation™ is used to capture and digitize a video directly from analog composite videotape using a video capture card. The digitized video includes the time code information needed in the following steps. It can be totally encrypted to be played only with the use of a secret key. Additionally, the PrepStation™ can be used to embed time code information from the original videotape onto a digital video file previously captured with other video capture systems. As before, this allows the TM SYSTEMS software to read time code information from the video without a dedicated SMPTE card.
- 2) The central production facility makes “prepped” digital video files available to translators, either via an in-house network, transmission via Internet, or by recording the files to CD or DVD for shipping.
- 3) The translator accesses the digital video file using the TranStation™, opens a Microsoft® Word file, and begins translation for either dubbing, subtitling or closed captioning purposes (*a hybrid can also be created*).
- 4) Once the translation is complete, the translator sends the Microsoft® Word file back for the actual dubbing / subtitling / closed captioning process.
- 5) The quality control group uses the QCStation™ to open the digital video together with the Microsoft® Word dubbing script or subtitling script previously created by the translator, and looks for timing or translation errors in real time using the WYSIWYG feature in the case of subtitles review.
- 6) For dubbing, the production facility will open the DubStation II™ to access both the digital video and the corresponding Microsoft® Word file containing the translated script. The actor can view both the video and the script for a particular character on the same screen while the program is being dubbed.

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- 7) The quality control group uses the QCStation™ to open the digital video together with the dubbed audio track created in the previous step and evaluates the consistency between them.
- 8) For subtitling, the operator opens the SubStation™ and the Microsoft® Word document containing the translated subtitles. Video from the master tape in the playback VTR enters the character generator, where the subtitled text is overlaid according to the settings and time code of the source file in the SubStation™. It is then transmitted from the character generator to the recording VTR, where the subtitled sub-master is created.
- 9) For bitmap subtitling (DVD authoring for example) the operator opens the RenderStation™ and the subtitling scripts in the form of Word documents created by the TM TranStation™ containing text, time code and vertical positioning for each subtitle, and then generates both, a navigation file and a TIFF file per subtitle. Different DVD authoring environments uses the files, or bitmap-based subtitle transmission systems (such as DVB) and characters generators that require bitmaps to overlay subtitles on video.

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Figure 1 below illustrates a typical full TM SYSTEMS solution configuration.

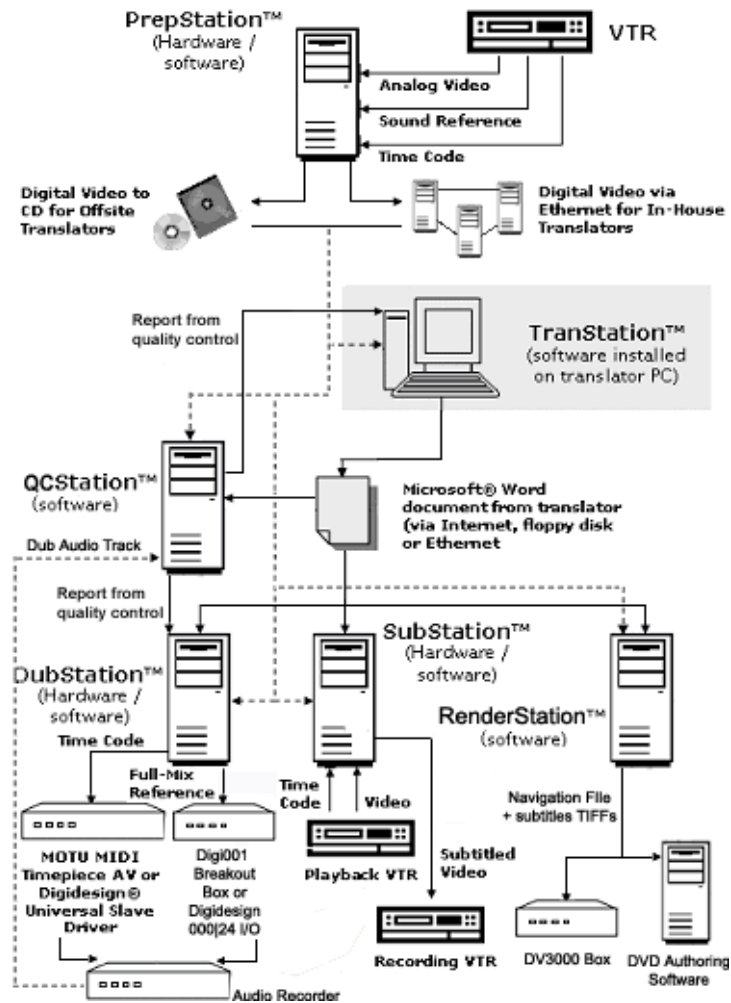


Figure 1

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About This Manual

This User's Manual contains information pertaining to the installation and operation of the proprietary TM SYSTEMS software suite. If you have purchased a turnkey solution that includes third-party hardware and software (digital video capture boards, microphones or other studio equipment), please refer to the appropriate documentation from the relevant vendors for information on those products.

Naming Conventions for Menus and Keyboard Functions

This guide uses the following conventions to refer to Menu items and Keyboard Functions.

Keyboard Functions: Keyboard functions are indicated using "<" and ">", for instance, <Spacebar> or <Enter>. Combinations of keys are shown within the brackets with a "+" between them to indicate that both keys should be pressed to execute the function. For instance, <CTRL+X> indicates that the Control key should be pressed along with the "X" key.

Menu Items: Menu items are referred to by indicating the name of the menu followed by the name of the submenu. For instance, you can return to the beginning of a video clip using the Go To submenu in the Video menu. This is indicated as Menu: Video > Go To.

Dialogue Box Names and Buttons: Names of Windows® or DubStation II™ dialogue boxes are indicated by the use of quotation marks, for instance, the "Video clip statistics" dialogue box.

Buttons on dialogue boxes are also indicated by the use of quotation marks, for instance, the "OK" button on the "Video clip statistics" dialogue box.

Names of TranStation™ Functions: Names of TranStation™ functions are indicated using capital letters within quotation marks, for instance the "Play" and "Pause" functions for operating the video file.

Getting Started with TranStation™

Overview, Installation and Set-up

The TranStation™ is a Microsoft® Windows® application that controls the playback of digital video and interacts with the Microsoft® Word word-processing environment to aid in the creation of a translated script, both for dubbing and subtitling.

TranStation™ offers a visual interface similar to the controls in any linear video tape recorder (VTR), with the added advantage of non-linear displacement on the video file. Integration with Microsoft® Word means much of the word-processing duties are done in a familiar environment, with no learning curve involved. The resulting script is a standard Microsoft® Word file (*.doc) or a Rich Text File (*.rtf) that can be printed, sent as e-mail, etc.

Overview of the TranStation™ Process

Once the central production facility has created a digital work copy of the video, the video file is sent to the translator, either via a physical medium such as a CD, DVD, removable hard drive, flash-card, or via a file transfer protocol such as FTP, store-and-forward, etc.

When the digital video file is copied to the hard disk, the user opens it with the TranStation™ and begins translation. The translator can easily perform an initial browse of the clip with the easy-to-use TranStation™ controls for moving to the start, end or any point in the video. These controls also allow the user to jump back and forth within the video by a specified amount of seconds. All key functions can be performed via Menu, Keyboard and Toolbar.

After reviewing the clip, the translator proceeds to open a regular Microsoft® Word file into which they will type the translated text. This will become the translation file for the episode. The recommended way to arrange information on the computer screen is to size the Microsoft® Word window to occupy half the screen

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(the TranStation™ window is fixed in size to obtain the best aspect ratio for the video) and design the Microsoft® Word toolbars accordingly.

Once the Microsoft® Word file is opened, translation can begin. The video plays from the start until the first occurrence of a dialogue that has to be translated. Depending on whether it is translation for dubbing or subtitling, the beginning of a dubbing block is marked or a whole subtitle for the complete utterance is created.

For dubbing, the user waits until the end of the dubbing block (more on this subject later), marks it and proceeds to assign the corresponding character name to the block. For the first occurrence of the character, the user creates a new character name, which is then saved in a drop-down menu to allow the user to easily assign subsequent dialogue to that character.

The TranStation™ inserts a dubbing block header in the current Microsoft® Word file that contains all the information on the current block, including time codes for cue-in and cue-out, name of character, etc. The translator then types in the corresponding text for the dialogue in the target language. The same process is repeated for all dialogues in the program. A simulation feature allows the user to check duration, lip-sync, etc., for each dialogue, and the software presents the video and the corresponding dialogue with a cursor indicating reading speed.

For subtitling, the process begins with the creation of the text for the subtitles. The translator puts the Microsoft® Word insertion point at the beginning of the first subtitle to spot, switches to the TranStation™, moves to a point before the beginning of the dialogue in the video and triggers spotting. At the convenient cue-in time (and optionally, also the cue-out time), the user hits the space bar to trigger the on-screen activation of the subtitling block. For each subtitle, the TranStation™ inserts the timing and positioning header just before the matching text and proceeds to the next subtitle block in sequence. At any time, the process can be stopped by pressing the space bar. Timed subtitles in the Microsoft® Word document can be simulated later to check for readability, placement on the screen, etc.

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The TranStation™ environment also includes several tools to gather statistics on the translated file. The resulting document is then sent to the central production facility to be spell-checked and quality assured. After that, it becomes the foundation for a series of recording sessions or a character generation playback that will result in the dubbed or subtitled copy.

Minimum System Requirements

The TranStation™ is a stand-alone software application. It was designed to minimize the processor speed and memory requirements on the host system. Recommended minimum system requirements are described below.

- 750 MHz processor or higher multimedia PC/laptop
- Microsoft® Windows® 95, 98, 98 SE, 2000, ME or XP
- Must meet recommended RAM requirements for your operating system
- CD-ROM or DVD drive or high bandwidth connection to the Internet
- Standard IDE disks with sufficient disk space to hold media files
- Mid-level video adapter with 4+ MB video memory
- Recommended screen resolution is 1024x768
- SoundBlaster™-compatible sound card

Software Installation and Set-Up

The TranStation™ installs as a standard Microsoft® Windows® application. The installation folder contains a setup.exe file. Double-click on the setup.exe file and follow the prompts.

The installation wizard will begin the set-up process by first displaying the End-User License Agreement. Read the agreement and click the “Accept” radio button, and then click “Next” to continue. If you do not accept the terms of the license, do not install and use the software. Click the “Decline” radio button and do not continue with the installation process. *You may return the software to the place of purchase within 30 days of the purchase date for a refund.*

Next, the installation wizard will prompt you for the User Name and Organization to which the software is registered. Enter the appropriate information in the fields provided. The same screen

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asks you to specify whether the application should be available to anyone (all users) accessing it via your computer, or only to the user identified in the User Name field. Click the appropriate radio button, and then click “Next” to continue.

The following screen prompts you to either accept the default installation directory (typically C:\Program Files\TranStation) or to specify a new directory. To install the application in a different directory, click the “Change” button and enter the directory in which the application should be installed. Then click the “Next” button to continue with the installation. To accept the default directory, click the “Next” button to continue.

On the next screen, specify the “Typical” installation and then click “Next”.

Review the installation settings on the following screen, and click “Install” to complete the installation. Once the installation wizard begins copying files to your hard disk, a progress bar will appear that shows the files being copied and the progress of the installation. When installation is complete, the wizard will prompt you to click the “Finish” button. A TranStation™ icon will be placed in the applications menu and a shortcut will be placed on your desktop. A shortcut to this User’s Manual will also be placed on your desktop.

Security Key (Not for demo licenses)

If your license came with a security key or dongle, please run the setupdrv.exe file found in the installation folder. After receiving the installation successful message, plug the key in the USB port. The operating system will recognize the dongle and will look for the corresponding driver in the driver’s database. After a while, a green LED light will illuminate in the security key, indicating that it has been properly recognized by the operating system. You are ready to start using the TranStation™.

Application Note (Error 7: Out of memory)

On some operating systems, a wrong version of a Microsoft Forms module causes a memory error when launching the TranStation™. If this happens, please run the fm2paste.exe patch found in the installation folder. If the problem persists, please contact tech support.

Operating the TranStation™

Navigating the Digital Video, Translating for Dubbing and Subtitling

Video Control – VTR Operation

The TranStation™ video interface resembles a standard video tape recorder (VTR). The user interface is divided in the following areas: menu area, screen area, time code area, toolbar area and status bar area (see Figure 2).

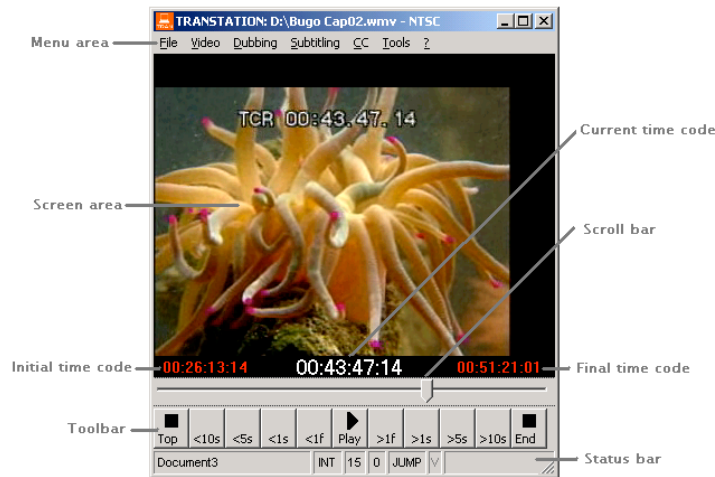


Figure 2

There are controls for “Play” and “Pause”, and for moving forward and backwards in the video in specified increments of time or to a specific time code location. All of the navigation functions are available via the keyboard, toolbar and menu options.

The Keyboard

All of the major video control functions are accessible via the keyboard, making the TranStation™ an intuitive, natural tool for keyboard-oriented users. The keyboard can be used to play and pause the video, and to move around within the clip at specified intervals or to marked time codes. The list of keyboard shortcuts appears below, and descriptions of their use can be found in the subsequent descriptions of the various Video functions.

Command	Keyboard Shortcut
Play / Pause	<Enter>
Slow Motion	<CTRL+S>
Jump Forward 1 Second	<Right Arrow>
Jump Forward 5 Seconds	<Page Down>
Jump Backward 1 Second	<Left Arrow>
Jump Backward 5 Seconds	<Page Up>
Move to previous frame	<Up Arrow>
Move to next frame	<Down Arrow>
Move at Increments of 1 to 9 Seconds	<Number Keys>
Go To Beginning of Video	<Home>
Go To End of Video	<End>
Go To Time Code	<CTRL+G>
Full-Screen Mode	<CTRL+F>
Back to normal Screen Mode	<Escape>
Define Marker	<F1...F12>
Go To Marker	<CTRL+F1...CTRL+F12>

The Toolbar

The toolbar features allow the user to easily control the video, select “Play” or “Pause” and move through the video in specified increments (see Figure 3 below). The “Play” / “Pause” button is centrally located for easy access, while the “Top” and “End” buttons are intuitively located at the left and right ends of the toolbar, respectively. The interim buttons on the left allow the user to move backwards in increments of 1, 5, 10 or 20 seconds, while those on the right are for moving forward in equal increments.

One specific feature of the TranStation™ that is an improvement over other media players is the ability to scroll through the video in **real time**. Click and hold the scroll arrow while moving left or right, and the video scrolls along, rather than the video staying frozen until the scroll arrow is released and then refreshing. The same effect is accomplished with the scroll button on the mouse.

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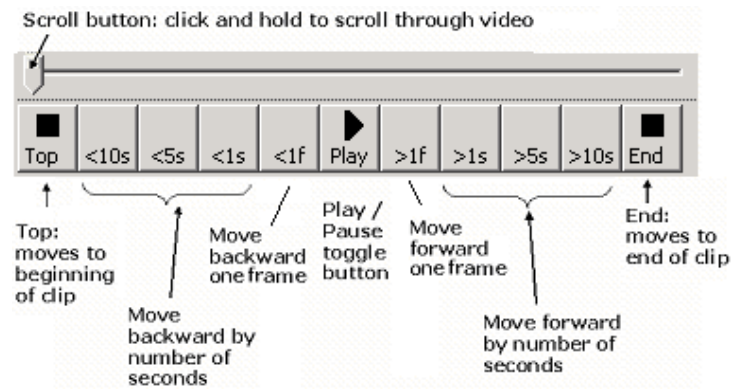


Figure 3

The Menu

The Video menu allows the user to perform the same functions as are available using the keyboard and toolbar, plus the ability to modify the speed at which the video plays (see Figure 4).

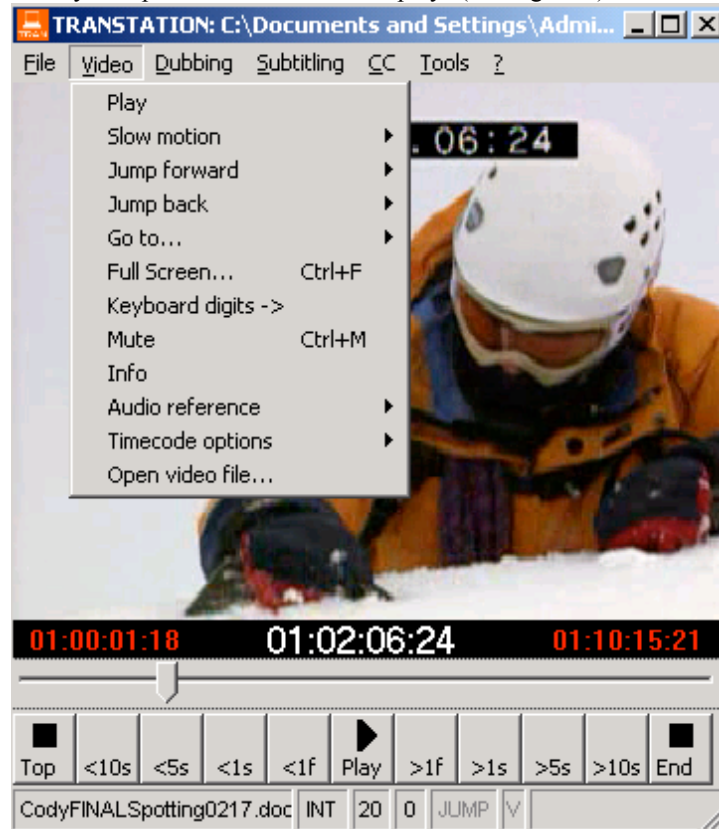


Figure 4

Play / Pause

The "Play" / "Pause" command is engaged by pressing the <Enter> key on the keyboard. It has a toggle effect, meaning that if "Play" is currently engaged, pressing the <Enter> key again will "Pause" the video, and vice versa. "Play" and "Pause" can also be engaged via the central button on the toolbar, or accessed through the Video menu.

Slow Motion

The “Slow Motion” option available via the keyboard shortcut <CTRL+S> or the Video menu allows you to play the video in Slow Motion.

Jump Forward / Jump Back

The “Jump Forward” and “Jump Back” functions take advantage of the non-linear nature of digital video formats to move forward or back within the video by a specified number of seconds. This is very useful during a translation session since the translator may often need to go over the same shot several times. These functions are also accessible from the keyboard, toolbar or menu.

On the keyboard, the <Left> and <Right> arrow buttons allow you to move backward or forward in increments of 1 second, while the <Page Up> and <Page Down> keys move in 5-second increments. You can also move backward or forward in increments from 1 to 9 seconds by pressing the corresponding numeric keys on the keyboard – the Keyboard Digits feature on the Video menu allows you to determine whether the numeric keys move the video backward or forward. The <Up> and <Down> arrow keys allow you to move backward or forward frame by frame. If you have a scrolling mouse, you can use the scroll button to move through the video in 1-second increments.

Using the toolbar, you can move backward or forward in increments of 1, 5, 10 or 20 seconds, or to scroll through the video using the scroll button. The menu allows you to move backward or forward in increments of 5, 10 or 20 seconds (Figure 5).

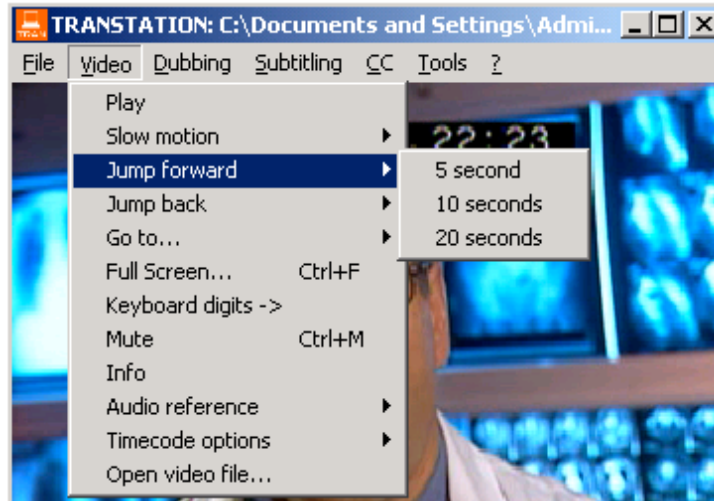


Figure 5

Home, End and “Go To” Functions

The <Home> and <End> keys and the corresponding toolbar commands, as well as the “Go To” function on the Video menu (Menu: Video > Go To), take you to the top and the end of the video clip, respectively.

The TranStation™ also allows you to travel to a specific time code. This is accomplished through the “Go To” keyboard shortcut <CTRL+G> (see Figure 6) or using the Video menu. This brings up a dialogue box showing the current time code, in which you can enter the desired time code. Enter the time code and press <Enter> to travel to the specified location. It is not necessary to enter the separators and frames. For example, you can go to 01:10:15:25 by typing 01101525; likewise, 01:33:45:00 can be entered as 013345.

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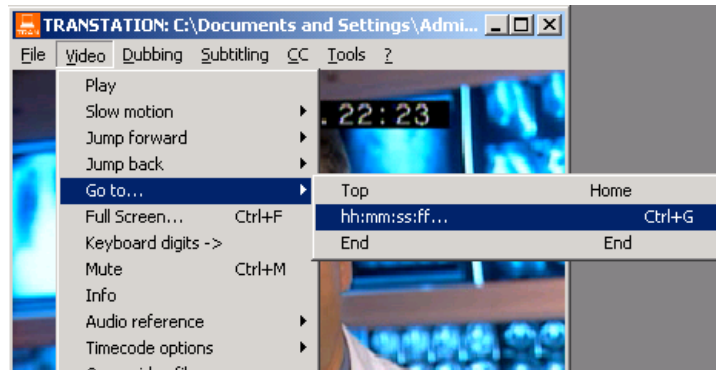


Figure 6

Another useful feature for moving to specific points within the video is the ability to define up to 12 markers in any session. To create a marker for a desired time code coordinate, move to that coordinate and press one of the function keys <F1> to <F12>. To return to that marker in the video, press <CTRL+F#>, where # is the number of the designated function key for that marker. For example, if you assigned a specific time code to function key <F2>, you would press <CTRL+F2> to return to that time code marker. You can redefine markers indefinitely after they are no longer needed.

Additional Features

The “Full Screen” function allows you to view the video in Full-Screen mode, but this is not recommended for actual translating itself, since it leaves no room for the Microsoft® Windows document in which you are actually typing the translated dialogue. It also requires a large amount of system memory, and may adversely affect your ability to run the TranStation™ or other applications while in Full-Screen mode.

The “Info” menu feature displays the location of the source video file, the duration of the clip, and the initial and ending time codes. Finally, the “Open Video File” feature allows you to open a new video file.

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The info menu option shows data related to the currently open video file, such as full pathname, initial and final time codes, duration, etc.

The audio reference menu option allows the user to select either right or left channel for mono, or stereo as the source for the final mix audio used for reference. On some video files, one of the stereo channels (typically left) is used to encode LTC time code.

Most of the times, video files will be supplied by studios equipped with TM Systems software and will be digitally tagged with time code. In all other cases, the time code options menu option allows the user to “tag” a video file with time code, provided it is visible on the video itself as “burnt-in” time code (see Figure 7). The TranStation™ provides 2 methods for encoding the time code.

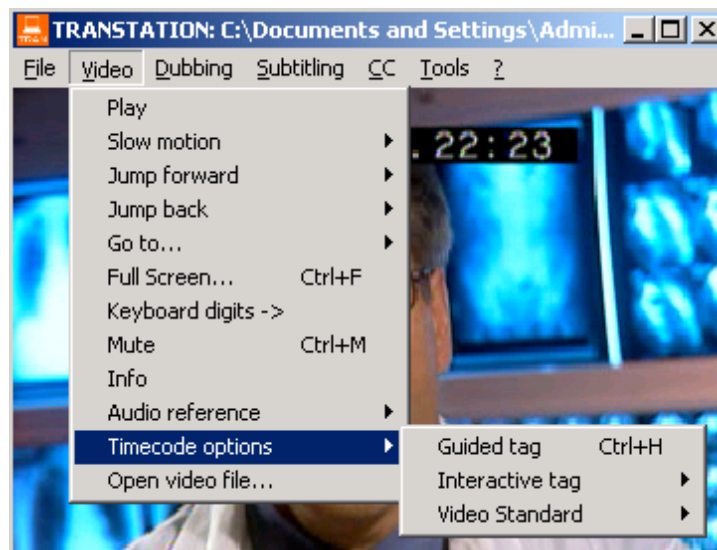


Figure 7

On the Guided Tag method, the TranStation™ will guide the user throughout the whole the process, taking the video to 2 or more cues and asking the user to enter or confirm the time code as it appears on screen (See figure 8).

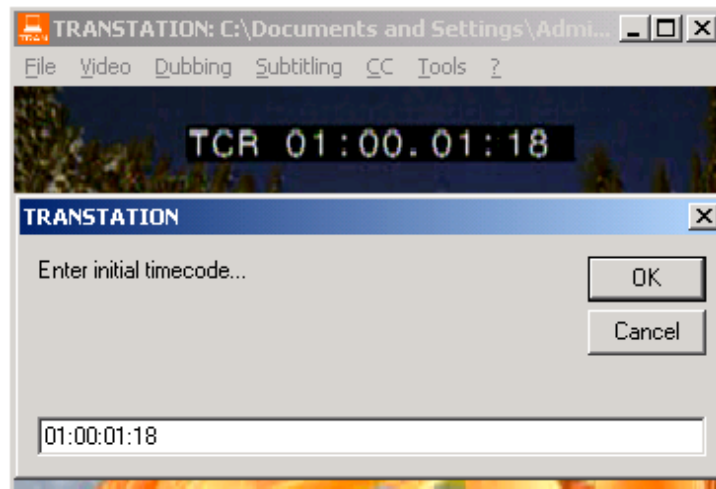


Figure 8

On the Interactive Tag method, the user selects one or more in and out points to encode the time code for the video file. This method is preferred when time code is not continuous throughout the video, and time coordinates have to be selected by the user. In and Outs coordinates can be chosen via menu options or by double clicking on the initial timecode label (to set the in point) and the final timecode label (to set the out point).

Again, in most occasions the TranStation™ will automatically recognize the video standard of the digital file. But it is possible to “force” the video standard to NTSC or PAL using one of the items in the time code options menu.

The last option in the video menu allows the user to open a new video file. It displays a regular Windows open file dialogue box, allowing the user to make the selection and start working on a different video file.

The Word-Processing Environment

Media translation has always included two different working environments. Traditionally, translators have had to cope with a workstation consisting of both a PC and a VCR. This not only requires shifting visual environments constantly, but also the need

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to constantly move hands from a keyboard to press buttons on the VCR or remote control.

In the TranStation™, digital video is not only presented on the same screen as the word-processing environment, it is controlled through the same keyboard as well.

Most of the time spent in a translation job is devoted to text entry. The TM SYSTEMS architecture deliberately leaves text entry tasks to a common environment, Microsoft® Word. This provides the translator with normal access to all the Microsoft® Word common tools, special toolbars, auto-correct and spell-checking features, rather than having to learn a new set of tools and functions, with a corresponding increase in productivity.

The recommended method for setting up the screen display when using the TranStation™ and Microsoft® Word simultaneously is to open the TranStation™ and size the Microsoft® Word window to occupy the remaining half of the screen, since the TranStation™ window is fixed in size to provide the correct aspect ratio for the video (see Figure 9).

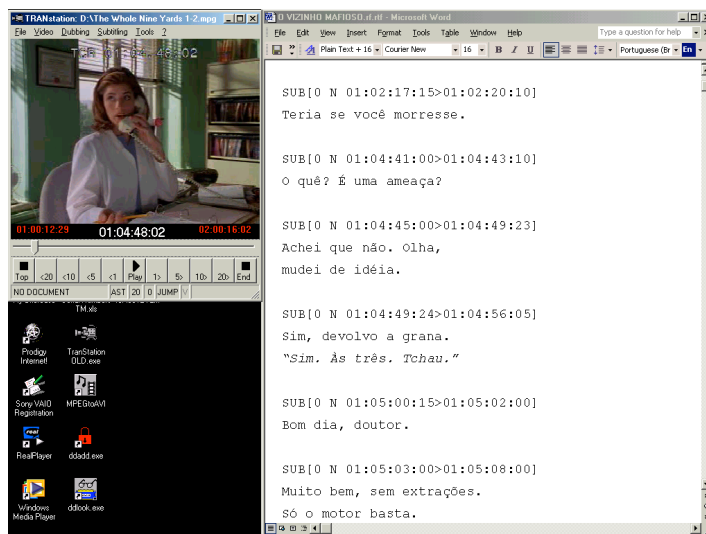


Figure 9

Switching Applications

The TranStation™ is a standard Windows® application. You can bring up its window through clicking the TranStation™ button on the process toolbar at the bottom of the Windows® environment, or through the <Alt+Tab> key combination.

Dubbing: Creating a Dubbing Script in the TranStation™

A dubbing script in the TranStation™ environment consists of a series of dubbing blocks. A dubbing block is composed of a definition header, a paragraph of text and a closing mark. The beginning of a new dubbing block header is the closing mark for a preceding block, but care must be exercised in the last block of a section or document, since a final closing mark is necessary. In the case of a dubbing session, the closing mark consists of “DUB[”. A section is defined as a series of contiguous dubbing blocks (a TranStation™ document can contain dubbing blocks, subtitling blocks and arbitrary text). The Dubbing Menu is illustrated below in Figure 10.

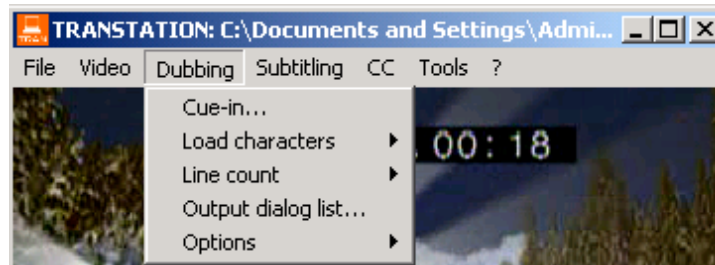


Figure 10

Dubbing Block Header Components (Level II)

Level II – or dubbing - scripts contain both a cue-in and cue-out for every dialog. This is the default setting for the TranStation™. The dubbing block header is created automatically by the system after the user marks the cue-in and cue-out times and specifies the character name for the dialogue. It is used by the downstream tools to cue talent during recording.

A sample definition block would have the following structure:

Keyword[0 V *X1:X2:X3:X4*>*Y1:Y2:Y3:Y4*] *Character_name*

As in the following example:

DUB[0 F 01:02:13:05>01:02:16:29] Sheriff Otis

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DUB is the keyword for a dubbing block. The number following the “[” symbol is reserved for future use. The “V” in the sample is either F or N, and indicates a dialogue is Off-Camera or On-Camera, respectively. X1:X2:X3:X4 and Y1:Y2:Y3:Y4 are the cue-in and cue-out time codes for the dialogue, where X1, Y1 represent hours, X2, Y2 minutes, X3, Y3 seconds and X4, Y4 frames, respectively. Any text following the “]” separator and before the end of paragraph mark is the name of the character (which means a character name can be arbitrarily long).

Dubbing Block Header Components (Level I)

Level-I – or transcription - scripts have only one cue for every dialogue. Again, the dubbing block header is created automatically by the system after the user marks the cue-in time and specifies the character name for the dialogue. It is used mainly for transcription purposes.

A sample definition block would have the following structure:

Keyword[N V X1:X2:X3:X4>Y1:Y2:Y3:Y4] Character_name

As in the following example:

DUB[0 F 01:02:13:05>01:02:16:29] Sheriff Otis

DUB is the keyword for a dubbing block. The number N following the “[” symbol is reserved for future use. The “V” in the sample is either F or N, and indicates a dialogue is Off-Camera or On-Camera, respectively. X1:X2:X3:X4 and Y1:Y2:Y3:Y4 are the cue-in and cue-out time codes for the dialogue, where X1, Y1 represent hours, X2, Y2 minutes, X3, Y3 seconds and X4, Y4 frames, respectively. Any text following the “]” separator and before the end of paragraph mark is the name of the character (which means a character name can be arbitrarily long).

Dubbing Block Body Components

The dubbing block body is the text immediately following the header and contains the translation for the dialogue. It should be a simple Microsoft® Word paragraph (marked by a full stop at the end) and should reflect a whole, continuous utterance in the action. There is no clear definition of what a dubbing block should be, and experience is the best guide. Typically, dialogue blocks should correspond to paragraphs in a transcription of the dialogue. Long

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pauses made by characters should mark the beginning of a new block.

A sample dubbing – Level-II - script section, complete with multiple dubbing blocks and their header and body components, is shown below:

DUB[0 F 01:01:09:27>01:01:21:27] Rubén
El Solsticio, el día más largo del año. El primer día del verano. La fiesta de Mona. Esta era su feria. Es cuando todo el mundo sale de fiesta.

DUB[0 F 01:01:46:03>01:02:02:02] Rubén
Soy yo. Soy Rubén Partida Martínez. Soy el hijo de Mona. Bueno, uno de sus hijos. Verás, tengo a mi hermano, Robby. Es mi gemelo idéntico, y se está escondiendo de nosotros ahora.

DUB[0 F 01:02:04:04>01:02:05:26] Rubén
Verás, a mi hermano, le gusta jugar.

DUB[0 N 01:02:06:24>01:02:09:14] Rubén
¡Tienes que salir, Robby! Robby, ¿eres tú?

DUB[0 F 01:02:09:14>01:02:12:18] Rubén
Los juegos son divertidos ahora, pero no siempre fue así.

DUB[

Fin de la escena de introducción. Corte a hacienda.
Nota del traductor: Andy García hace los dos personajes de los hermanos gemelos.

DUB[0 F 01:02:13:05>01:02:16:29] Sheriff Otis
El Juez Myers te ha ordenado a ti y a tu gente salir de esta propiedad y nos ha dado la orden de traer este equipo.

DUB[0 F 01:02:17:17>01:02:20:24] Harry
Esto no tiene sentido. Estamos en litigio. Es un poco prematuro darnos una nota de desahucio.

DUB[0 F 01:02:21:00>01:02:22:23] Lou
Es una nota de desahucio ilegal, ¿verdad?

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DUB[0 F 01:02:23:11>01:02:26:10] Sheriff Otis
Amigos, mejor nos vamos. Vámonos. Devuelve a tu gente.
Vámonos. Rubén, vamos.

DUB[

A sample transcription – Level-I - script section, complete with multiple dialogue blocks and their header and body components, is shown below:

DUB[01:04:04:07] Don OC
What are you doing? Oh, you're such an idiot.

DUB[01:04:07:11] Melissa OC
I am mortified when we pull up to people and he yells at them through the window. Don!

DUB[01:04:15:19] Don OC
I'm going to ask and how that was his spot.

DUB[01:04:16:26] Melissa OC
Don just leave it alone. Don.

DUB[01:04:20:27] Don OC
Did you make a reservation for that spot?

DUB[01:04:22:28] Male Voice #2 VO
I made a point that I was here waiting for the spot.

DUB[01:04:24:20] Don OC
Oh, you made a point? Oh.

Creating a Dubbing Block

The creation of a dubbing block in the TranStation™ is a straightforward task that requires no interaction with time code. With the video playing, the user identifies the beginning of an utterance and presses the <Spacebar> (or clicks on the main time code window or selects the Dubbing->Cue-in menu). There is no need to worry if the point is not perfectly spotted the first time. It is very easy to go back a couple of seconds and do it again. Furthermore, the software takes into account a small delay, the

time it takes to a human operator to detect the utterance and press the key as a reaction to it. A "cue-out" message will appear in the status bar, indicating that the system is waiting for the ending mark of the dialogue. Again, there is no need to spot the end the first time. Video can be paused, rewound, etc., during a dubbing block creation.

To mark the end of the dubbing block (the TranStation™ is in Level-II mode by default), press the <Spacebar> a second time (or click on the main time code window or choose the Dubbing > Cue-Cue-Out menu). In the case the user is in transcription mode, the TranStation™ will go to character selection immediately after entering the cue-in time code.

If this is the end of the first dubbing block in the session, the system presents the "Enter new character" dialogue box (see "Creating a New Character" below). After at least one character has been created, the system will present the "Character list" box at the end of subsequent dubbing blocks (see "Selecting a Character from the List" below).

Once the appropriate character name is selected, the user presses the <Enter> key or the "OK" button and the TranStation™ automatically inserts the information for the dubbing block in the current insertion point in the open Microsoft® Word document (marked by a blinking cursor when Microsoft® Word has focus). It is very important to notice that the insertion point should be positioned where a new dubbing block should begin before going to the TranStation™ to create the next dubbing block. Otherwise a block header can be inserted anywhere in the document, depending on the location of the insertion point.

After the insertion of the block header, the user should switch from the TranStation™ to the word-processing application to enter the corresponding text for the translation. To help the user in a relatively long block, the TranStation™ offers a special marker. Pressing <CTRL+Spacebar> rewinds the video to the point just before the beginning of the last defined block.

Creating a New Character

As described above, the "Enter new character" dialogue box (Figure 11) appears when the user defines the first dubbing block in the session (and thus the first character), or when he or she

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presses “New” in the character selection window. Enter the character name and press “OK” to insert the new dubbing definition block in the script, or press “Cancel” to interrupt the operation.

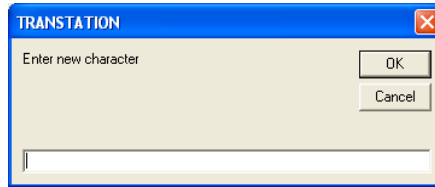


Figure 11

Selecting a Character from the List

After the initial dubbing block and character have been created, or after a character list has been loaded in the TranStation™ (see “Loading a Character List” below), the Character list window (Figure 12) appears after defining the beginning and end of a dubbing block. In it, the user has the option to select a character from the list, create a new character, specify whether the block is in “OFF” or “ON” (Off-Camera or On-Camera dialogue), delete a character from the list or cancel the definition of a block.

Selecting a character from the list is a straightforward process. A standard Windows® list is presented with the names of all the characters defined for an episode in the current session. The user moves up and down the list with the keyboard <Up> and <Down> arrow keys or <Page Up> / <Page Down> until the correct character is found, and then presses <Enter> or clicks the “OK” button to insert the block definition header in the text. Pressing the “Close” button, or the <Escape> or <Cancel> keys exits the window without selecting a character.

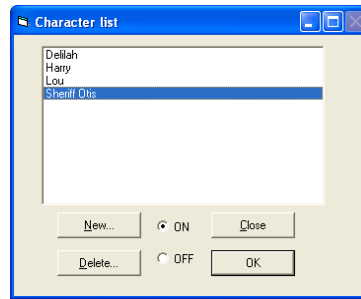


Figure 12

Loading Characters

The “Load Characters” function (Menu: Dubbing > Load Characters) allows characters to be easily imported into the TranStation™ environment and be ready for selection when creating new dialogue blocks. There are two ways of loading characters: From a TM Dub Script or interactively (see Figure 13).

The Load characters > from a TM Dub script menu option instructs the TranStation™ to scan the currently open document and load all the characters in the document into the character list. In this way, it is not necessary to define characters all over again for a new episode of a known series, as much of the character names appear in previous episodes. In that case, simply open a previous script, load the characters, and begin a new document to start translating the new episode.

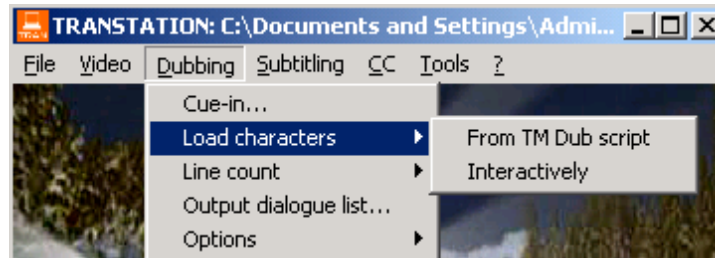


Figure 13

The Interactive Load option displays the New Character window (see Figure 14) and allows the user to populate the character list without switching to the Word environment. For every new character, the user presses the Create button and the character is added to the list. To finished, press the Close button.

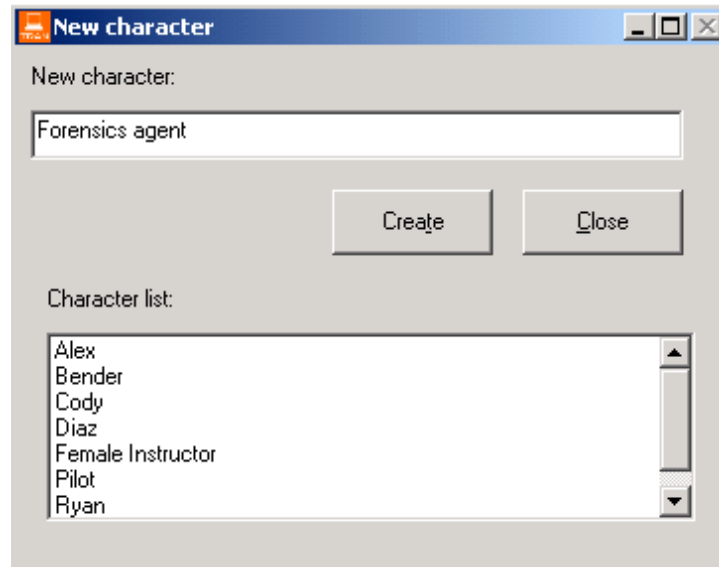


Figure 14

It is important to note that the character list in the TranStation™ is transient, in the sense that it will only be maintained in the TranStation™ memory during the current session and will be lost when the program closes.

Counting Lines

The “Line count” function (Menu: Dubbing > Line count) allows the user to create a tally of the number of lines of text for each character in the active Microsoft® Word file and inserts it at the top of the document (see Figure 15).

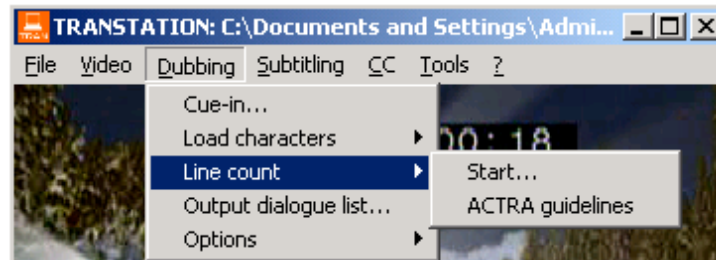


Figure 15

Lines are counted using the word count function in Microsoft® Word, and is not a simple character or word count. This means that the routine takes into account all the page settings currently in effect in the Microsoft® Word document. Any change in font size or margins, for instance, will affect the line count.

The ACTRA guidelines option allows the user to put into effect line count settings set forth by the *Alliance of Canadian Cinema, Television and Radio Artists*.

Important: During the operation of the line count, the TranStation™ will seize control of Microsoft® Word. It is recommended that the current application is not switched to avoid false calculations.

Output Dialogue List

The Output dialogue list... option generates a tab-separated account of all dialogues in the currently loaded Microsoft® Word document. The list is presented on screen and is also put in the Windows® Clipboard, from where it can be pasted to a tool such as Microsoft® Excel for further manipulation.

Dubbing options

The Options menu option offers several features that control the behavior of the TranStation™ in dubbing mode and structure of the script being created (See Figure 16).

When the “Dialogue interaction” option is checked, the TranStation™ remembers the last character for which a dubbing box was created, and automatically highlights it when you define a new block and the Character list is displayed. This makes it easy to create multiple dubbing blocks for the same character.

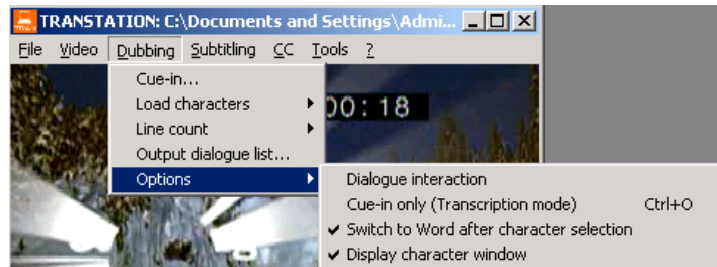


Figure 16

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When the Cue-in only (Transcription mode) option is checked, the TranStation™ does not wait for a cue-out and jumps immediately to character selection. The dialogue block header takes the form of a Level-I or transcription script.

The Switch to Word after character selection option controls the behavior of the TranStation™ after a character has been selected. When checked (default), the TranStation™ changes the application focus to Word, making it easier to start typing the dialogue text immediately. Otherwise, the focus stays with the TranStation™, which can be helpful when timing scripts that have been already transcribed.

The Display character window option enables (default) or disables the character selection process. This allows even greater flexibility when working with scripts that have text and character name, but still need to be timed. Unchecking this option allows the user to keep entering time code cues on a document without ever needing to change focus to the Microsoft® Word document.

Subtitling: Creating a Subtitling Script in the TranStation™

A subtitling script in the TranStation™ environment consists of a series of subtitling blocks. A subtitling block is similar to a dubbing block except for the lack of a character specification after the closing bracket. It is composed of a definition header, one or two lines of text and a closing mark.

The beginning of a new subtitling block header is the closing mark for a preceding block, but care must be exercised in the last block of a section, since a final closing mark is necessary. In the case of a subtitling section, the closing mark consists of “SUB[”. If this is omitted, text after the last subtitle in the section will be considered part of it. A section is defined as a series of contiguous subtitling blocks (as noted previously, a TranStation™ document can contain dubbing blocks, subtitling blocks and arbitrary text). The Subtitling Menu is illustrated below in Figure 17. There is no need to close the last subtitle in a document.

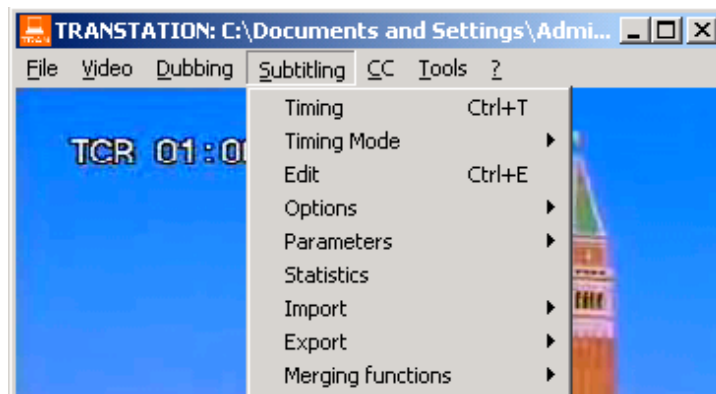


Figure 17

Subtitling Block Header Components

The subtitling block header for each subtitling block is created automatically by the system after the user times the series of subtitling blocks he or she selected. A sample definition block would have the following structure:

Keyword[NJT X1:X2:X3:X4>Y1:Y2:Y3:Y4]

As in the following example:

SUB[0 I 01:00:53:29>01:00:56:29]

SUB is the keyword for a subtitling block. The number 0 following the "[" indicates the position on the screen. There are 10 positions on the screen, ranging from 0 (on the lower part of the screen, considered a standard) to 9 (in the upper part of the screen). A blank character in the justification field represents the default (Centered), which can also be specified with "C"; "L" and "R" indicate left and right justification, respectively. The next field ("I" in this example) is an indication of the typeface of the subtitling block text. It is either "N" for normal typeface, "I" for all italics or, in the case of 2 line subtitles, 1 for first line italic and 2 for second line italic (individual italicized words are not allowed in the TM environment). X1:X2:X3:X4 and Y1:Y2:Y3:Y4 are the cue-in and cue-out time codes for the subtitling block, expressed in hours (X1, Y1), minutes (X2, Y2), seconds (X3, Y3) and frames (X4, Y4).

Important: There is no text following the "]" separator.

Subtitling Block Body Components

The subtitling block body is comprised of one or two lines (three-line subtitles are not accepted in the TranStation™ environment) that will appear on the TV monitor by means of character generation when the time code reaches the appropriate values. The TranStation™ default value is 32 characters per line. Important: The system does not establish the end of line for the first line of a two-line subtitle. That is the responsibility of the user, who should follow semantic, syntactic and aesthetic criteria in determining where to end the line. A larger second line is always preferred, and syntactic/semantic units belong together to increase readability.

A sample subtitling script segment, complete with multiple subtitling blocks and their header and body components, is shown below:

SUB[0 N 01:17:10:11>01:17:15:23]

私達のゴールは マカオを
アジア地域の主要な

SUB[0 2 01:17:15:24>01:17:19:06]

会議や展示会の
開催地にすることです

SUB[0 N 01:17:20:01>01:17:25:03]

この構想を思いついたのは
まさかと思うでしょうが…

SUB[0 N 01:17:25:03>01:17:27:17]

夢の中だったんですよ

Creating a Subtitling Block

The creation of a subtitling block in the TranStation™ environment follows the same principles of operation as for the creation of a dubbing block. In the case of subtitling, however, text for the subtitle lines is created before timing can occur. The procedure for creating a new subtitling block, or a new group of subtitling blocks, is as follows.

After watching the specified scene or dialogue in the video and consulting the original script (if any), the user has an approximate idea of the organization of the new subtitling blocks to be created. Depending on factors such as the speed of the dialogue and the complexity of the information, etc., he or she might decide to use dialogue subtitles consisting of one line, two lines, or two lines with hyphens, etc.

The user then enters the text in the Microsoft® Word window in the same configuration as the subtitle lines should appear on the TV screen, forcing with paragraph marks (Enter key) the end-of-line of the first line of any two-line blocks in the group to be spotted.

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After a series of subtitles have been created and are ready to be spotted, the user leaves the Microsoft® Word cursor just before the first line of the first subtitle to spot, and changes the focus to the TranStation™. Figure 18.

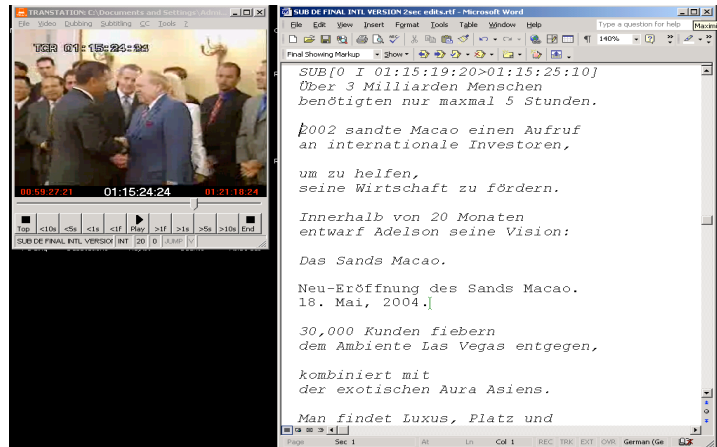


Figure 18

Timing Modes

There are 3 spotting modes on the TranStation™ (see Figure 19):

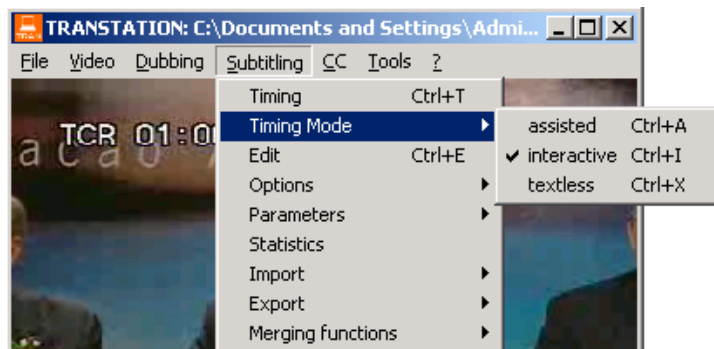


Figure 19

In the assisted mode (selected in the menu or through the key combination <CTRL-A>), the user only specifies the cue-in for a given dialogue. The TranStation™ will calculate and enter the

cue-out as a result of the number of characters in the current subtitle and the reading speed currently specified.

In the interactive mode (default, <CTRL-I>), the system enters both the cue-in and the cue-out for the current subtitle. A visual aid in the form of the cue-out time code window changing from red to green w01:00:08:2601:00:08:2600:59:56:1300:59:56:13ill signal that the right on-screen time has been achieved and a cue-out can be selected.

The text-less (<CTRL-X>) mode allows the creation of timing headers that later will be filled with subtitled text.

Timing Process

Timing subtitles is very similar to cueing dubbing blocks. The user must indicate the cue-in and (optionally) cue-out times for each one of the subtitles. In addition to times, the user must also indicate the vertical position of the newly created subtitling block (more on this later) on the screen, as well as the justification of the text.

The user navigates the video to a point before the beginning of the first dialogue to be spotted (there is a special marker activated with the <CTRL-Spacebar> key combination that takes you back to the last timed subtitled). Next, the timing option is launched from the subtitling menu (Menu: Subtitling > Timing) or through the keyboard shortcut <CTRL+T>. This will start playing the video and will show the subtitle text on a grayed window over the video. Press the <Spacebar> (or click on the left button of the mouse over the subtitle window) when the next subtitling block should appear on screen (cue-in). This will make the text go to bright white, meaning it is on the air (see Figure 20), and will wait for the user to press the space bar (or left clicking) again to signal the cue-out (interactive and text-less modes) or will wait until the calculated cue out to move to the next subtitle in the sequence after inserting the timing header in the Word document, just before the corresponding text. The process can be stopped at any time by pressing the <ESCAPE> key (or clicking over the main video window). Also, the regular navigation keys are active during the timing process. This means that cues can be specified by pressing the space bar while the video is running, or the user might choose to pause the video, adjust the time code manually by pressing the left and right arrows (one second back and forth) or, more frequently, the up and down arrows (frame back and forth). Once the time code for the cue is correct, pressing the space bar makes it the in-cue for the subtitle, video starts playing again and the

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process continues. All of the above applies as well for the out-cue. Video can be paused, adjusted and then, by a press of the space bar, cue out can be selected. Note: If the TranStation™ detects that video was paused while timing it does not adjust for the human reaction time delay.

Finally, for every timed block, the TranStation™ inserts the corresponding text header in the Microsoft® Word document. Every insert can be rolled back from the TranStation™ by selecting Undo Last Timed Subtitle menu option <CTRL-Z>, which also moves the video back to the cue-in of the rolled back subtitle, to be ready to time it again. Pressing <CTRL-Z> again rolls back the next to the last timed subtitle, and so on. Alternatively, subtitling blocks in the document can be edited inside Microsoft® Word to make small changes to the cue-in and cue-out times or any other characteristic, but care should be exercised not to disrupt the format of the subtitle definition block.

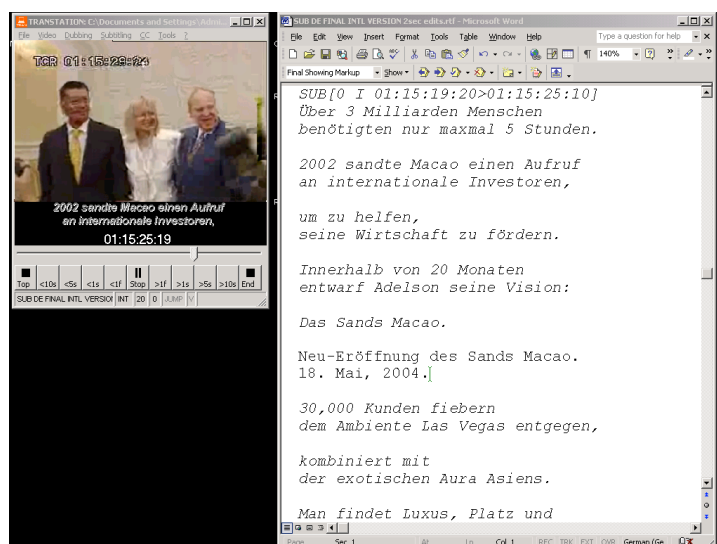


Figure 20

Reading speed indicator

The TranStation™ provides a special indicator during cueing to signal when the right amount of time has passed for the number of characters in the subtitle being timed and that the space bar can be pressed to enter the cue out. This is accomplished through a

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change in color from red to green in the cue out time code (see Figure 21). If the space bar is pressed after the cue out time code changes from red to green, the subtitle will have an acceptable reading speed. Pressing it sooner will result in a fast subtitle, affecting its readability.



Figure 21

Consecutive subtitle feature

There is one special key combination designed to improve timing of consecutive (long dialogue) subtitles. Keeping the <SHIFT> key depressed at the same time that the <SPACE BAR> key is pressed indicating the out cue (or clicking on the right button of the mouse), the TranStation™ makes the in cue time code of the next subtitle the next available frame (controlled by the interleave parameter – read below). This allows timing of a fast succession of subtitles, like when the same dialogue is stretched along several subtitles or dialogues are fast paced, without the need to keep pressing the space bar (or clicking) twice for each subtitle.

Vertical Position

In the TM environment, vertical positioning is simplified to 10 positions, ranging from 0 (bottom, default) to 9 (top). Vertical position of the subtitle being timed is adjusted by pressing the following keys:

- <U> to make the subtitle go up one position;
- <D> to make the subtitle go down one position;
- <T> to make the subtitle go to the top position; and
- to make the subtitle go to the bottom (default) position;

Again, selecting the vertical position can be done on the fly (as the video plays) or while it is paused, always before the selection of the cue out. During a timing pass, once a subtitle vertical position has been selected, the TranStation™ maintains that position for the following subtitles until it is either changed by the user or the <ESCAPE> key is pressed interrupting the timing pass.

As explained in the subtitling header components section, vertical position is indicated in the header by the one digit number next to the opening bracket after the SUB keyword. As usual in the TM environment, that number can be changed manually or through a text substitution command in Microsoft® Word after it has been inserted in the document.

Justification

Subtitles can be left, centered (default) or right justified in the TM environment. Justification of the subtitle being timed is adjusted by pressing the following keys:

<L> to left justify the subtitle;

<C> to center (default) the subtitle;

<R> to right justify the subtitle;

Justifying subtitles can also be done as the video is playing or while it is paused, always before the selection of the cue out.

Justification is marked in the header in the second character to the right of the opening bracket. A blank space indicates centering (default) and is equivalent to a C character. Again, that mark can be changed manually or through a text substitution command in Microsoft® Word after it has been inserted in the document.

Italics

The TranStation™ recognizes the italics attributes on the text lines for the subtitle in the Microsoft® Word document and displays it on the timing window.

The Italics attribute is indicated by the third character to the right of the opening bracket. An N means all subtitle lines are normal; I means all subtitle lines are italics; 1 means the first line is italics and the second line is normal on a 2-line subtitle; and 2 means the first line is normal and the second line is in italics on a 2-line subtitle. This attribute can also be changed after timing is complete and the SUB[header has been inserted in the text.

Undo last timing

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As discussed during the timing section, subtitle headers inserted in the Word document can be rolled back one at a time using this option (or the <CTRL-Z> key combination) without the need to switch to the Microsoft® Word environment.

Editing Subtitle features

Once subtitles have been created, all their features – time code for cue in and out, vertical positioning, justification and italics – can be changed using the Edit menu option or the <CTRL-E> shortcut. With the Microsoft© Word insertion point anywhere in the subtitle header line, the user selects the menu option in the TranStation™ and the current subtitle is loaded in editing mode (see Figure 22).

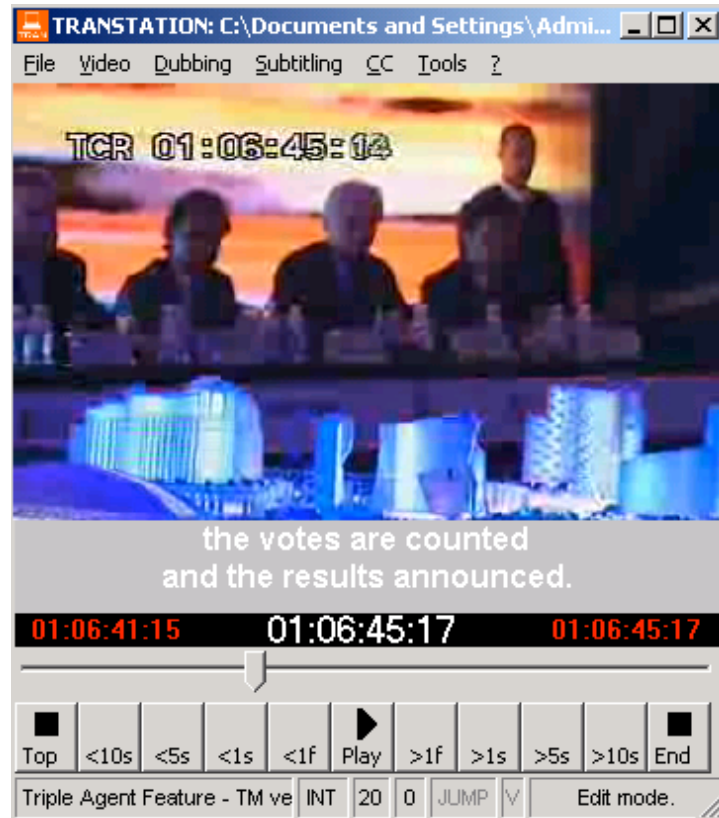


Figure 22

Subtitle text displays over a gray background and cue-out time code display blinks, meaning it can be edited by pressing the UP and DOWN arrows to adjust the time code, one frame at a time (only frame up and down keys are accepted, other navigation keys are disabled). Pressing the <TAB> key allows the user to switch from cue out to cue in and back. The cue out time code can be increased up to the cue in for the following subtitle minus the interleave value (see parameters below) and can be decreased until it reaches the value for the cue in. Conversely, the cue in can be decreased until it reaches the cue out for the previous subtitle plus interleave and can only be increased until it reaches cue out.

Vertical position, justification and Italics keys are active and allow the user to modify those features in the current subtitle.

To save the changes in the subtitle, press the <ENTER> key. The header will change in the Word document. To discard changes, press the <ESCAPE> key.

Merge Selected Subtitles

This menu option <CTRL-R> collapses 2 or more subtitles that have been highlighted in the Microsoft® Word environment into one single subtitle that has the same cue in of the first subtitle in the selection and the cue out of the last subtitle in the selection.

Move to next subtitle

This menu option <CTRL-N> moves the insertion point in the Microsoft® Word environment to the next timed subtitle. It is useful when editing a series of subs using the CTRL-E edit function.

Move to previous subtitle

Conversely, this menu option moves the insertion point in the Microsoft® Word environment to the previously timed subtitle.

Options Menu

The Options menu contains several checking options that control the behavior of the subtitling process (see Figure 23).

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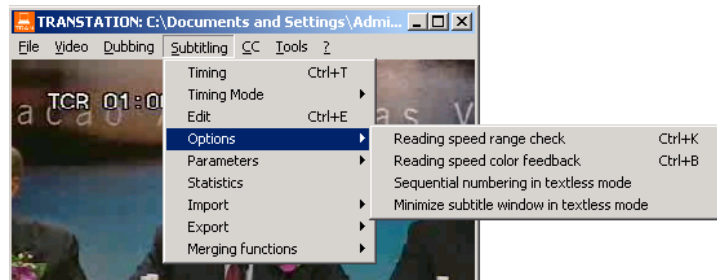


Figure 23

Reading speed range check

The reading speed check option (activated also via the <CTRL-K> shortcut) allows the user to apply readability parameters to subtitles as they are being simulated. For every subtitle, its number of characters is divided by its “on-air” time to calculate its reading speed. This number is compared to the nominal reading speed in the system. The difference is calculated in terms of percentage. If it exceeds thresholds established in the system a warning message is generated (see Figure 24), allowing the user to stop the process or continue. In the case of fast subtitles, additional information is included, such as the time needed to expand the subtitle in order to make it perfectly readable or, conversely, the number of characters that should be reduced if timing can not be modified. Should the user choose to stop the process, the TranStation™ highlights the offending subtitle in the Microsoft® Word document. This allows the user to go directly to edit the subtitle timing using the Edit option (<CTRL-E>).

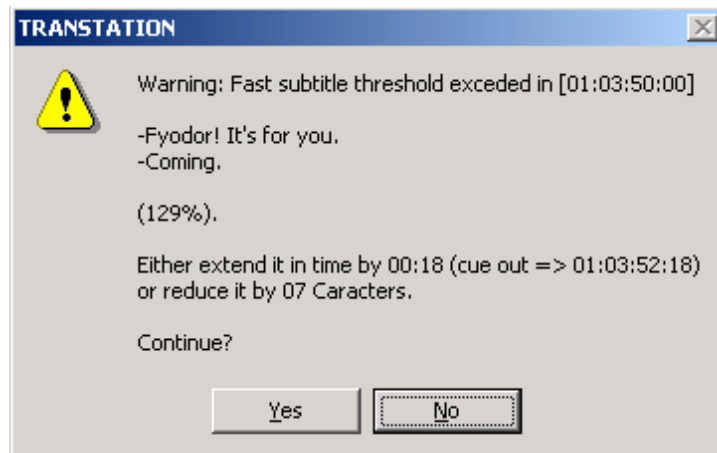


Figure 24

Reading speed color feedback

The reading speed color feedback option (activated also via the <CTRL-B> shortcut) also gives the user an indication of the readability of subtitles being simulated. This time, instead of stopping the process and prompting the user, the subtitle text on the simulation window takes a color that indicates its actual reading speed. Fast subtitles are shown on different shades of red, the brighter the faster. Subtitles that are OK from a reading speed perspective are shown in the default color, white. Slow subtitles are shown in blue.

Sequential numbering in text-less mode

This option allows the creation of timing lists that include a correlative number, an in-cue time code and an out-cue time code, instead of the regular SUB[header structure in the Microsoft® Word document. A sample of such a timing list follows:

0001	02:31:11:13	02:31:13:18
0002	02:31:15:01	02:31:17:25
0003	02:31:20:17	02:31:23:03
0004	02:31:26:08	02:31:28:22
0005	02:31:31:11	02:31:34:18

This option only applies to text-less mode timing.

Minimize subtitle window in text-less mode

This option reduces the size of the subtitling strip over the video during text-less subtitling. It is meant to be used when creating timing lists from videos that already have burn-in subtitles. It only applies to text-less mode timing.

WYSIWYG Simulation

This option (available only for certain video formats) allows the overlay of bitmaps instead of the black stripe text during simulation. It is a toggle function that can be enabled or disabled to switch between traditional simulation and WYSIWYG simulation. It can be activated with the menu option or via the <CTRL-W> key combination.

WYSIWYG simulation is geared to final stages of quality checking, as the rendering of the bitmaps consumes substantial

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processing resources. If activated reduces the size of the subtitling strip over the video during text-less subtitling. It is meant to be used when creating timing lists from videos that already have burn-in subtitles. During WYSIWYG simulation, the full screen option (<CTRL-F>) is active, as well as some of the navigation keys, so video can be checked in full screen with some navigation needed for the QC process. (See Figure 25)



Figure 25

Fonts Option

This option displays the font selection dialog window associated with the WYSIWYG option. It allows selection of the different visual parameters of the fonts used to render subtitles to be

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overlaid. This menu option is only visible with the WYSIWYG feature is enabled. (see Figure 26)

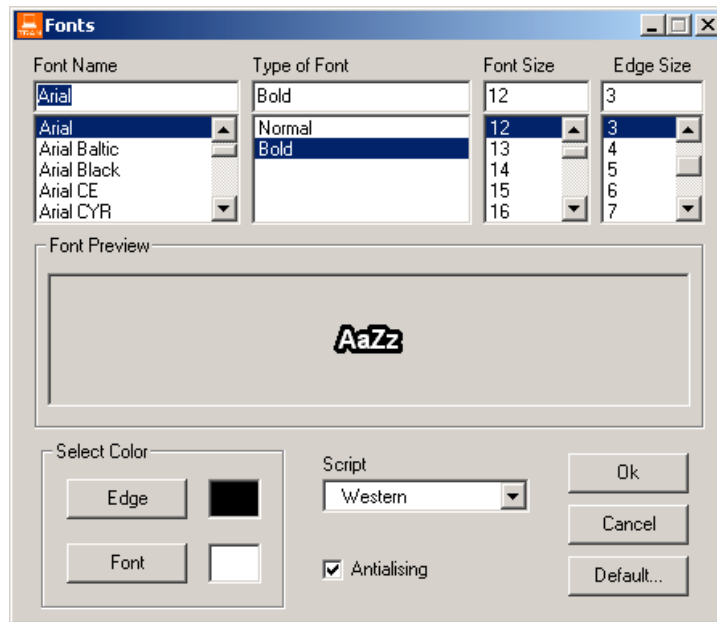


Figure 26

Horizontal Positions

This option displays the horizontal position window associated with the WYSIWYG option. It allows fine-tuning of the left and right margins in terms of actual pixel positions that apply to horizontal justification settings. This menu option is only visible with the WYSIWYG feature is enabled (see Figure 27).

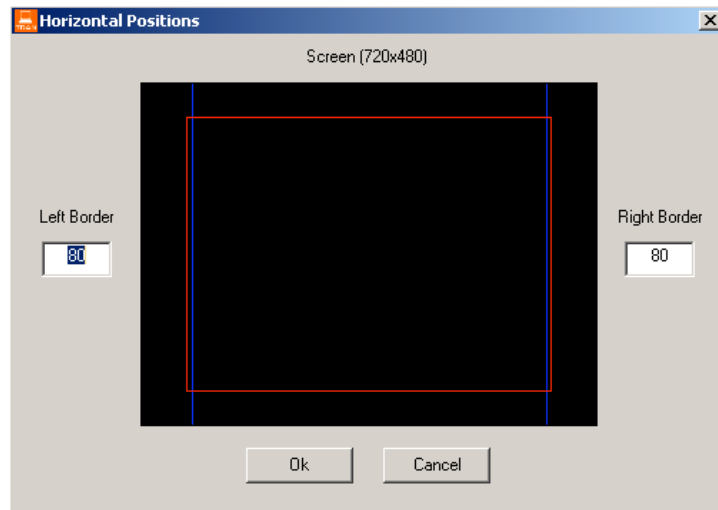


Figure 27

Vertical Positions

This option displays the vertical position window associated with the WYSIWYG option. It allows a precise mapping of the 0 to 9 positions in the subtitle document to actual pixel positions in the video screen, depending on the video format chosen. It also allows control of the relative heights of the single or first and second lines of a subtitle in reference to a base position in the screen. This menu option is only visible with the WYSIWYG feature is enabled (see Figure 28).

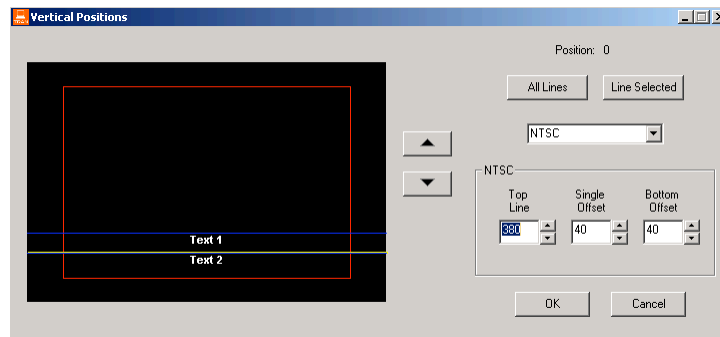


Figure 28

Parameters Menu

The Parameters menu contains settings for the many values that affect the behavior of the subtitling process (see Figure 29).

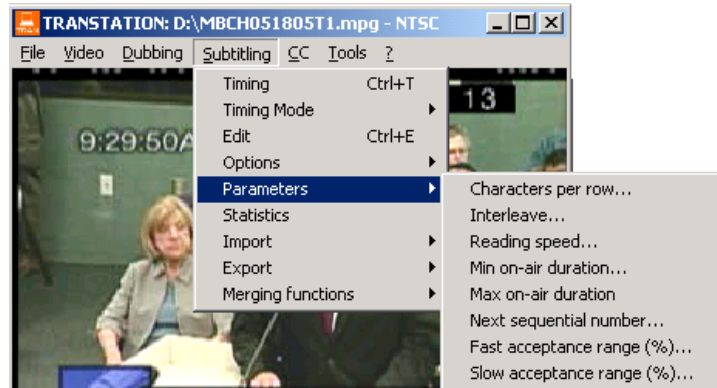


Figure 29

Characters per Row: Maximum number of characters allowed on one line. It should be an integer between 1 and 50.

Interleave: Shortest separation between one subtitle and the next, expressed in frames. Enter 0 to disable this check. Also used in consecutive subtitle timing option.

Reading Speed: This is number of characters per second that the intended viewer is able to read comfortably. It is used in the Assisted Spotting mode and to provide feedback during simulation. It should be an integer between 1 and 30.

Minimum On-Air Duration: Shortest duration for a subtitle, regardless of the reading speed calculation, expressed in frames. Enter 0 to disable this check.

Maximum On-Air Duration: Longest duration for a subtitle, regardless of the reading speed calculation, expressed in frames. Enter 0 to disable this check.

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Next sequential number: Used in sequential numbering option on text-less spotting mode.

Fast acceptance range (%): This is the “window” of acceptance for subtitles that have reading speeds faster than nominal reading speed. Users can increase or decrease the size of what an “acceptably fast” is. Only active when Reading speed check option is enabled.

Slow acceptance range (%): Conversely, this is the threshold of acceptance for a subtitle whose reading speed is below the nominal reading speed. Only active when Reading speed check option is enabled.

Subtitling Statistics

This option generates data on the current file (or selection), such as total number of subtitling blocks, number of one-line and two-line subtitling blocks and total number of characters in the subtitling lines (Figure 30).

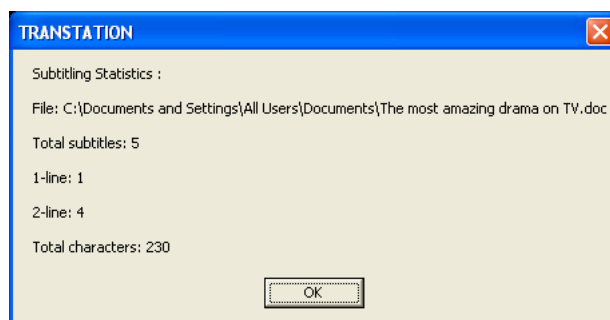


Figure 30

Import

The TranStation™ contains options for importing subtitling files in EBU (.stl files), Unicode (.txt) and SUB (.sub) formats, and both importing and exporting Unicode Text files (Figure 31).

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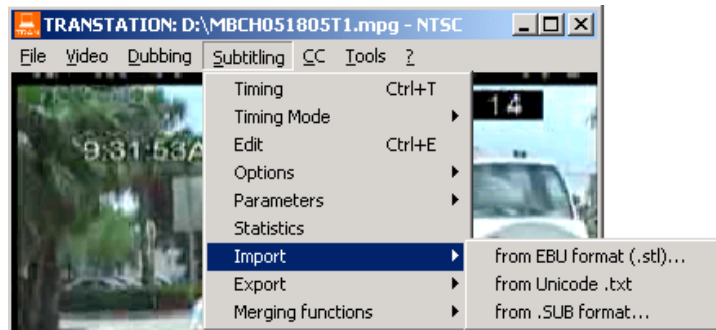


Figure 31

For every option, the TranStation™ displays an open file dialogue - with the appropriate file extension as filter- that allows the user to choose the file to be imported on the host system. Once opened, the system inserts the subtitles in a new Microsoft® Word window.

Export

The TranStation™ offers several conversion routines to export a subtitle list into several formats, including EBU (.stl files), DVD Maestro (.txt), CPC (.cpc), SUB (.sub), Unicode (.txt) and SAMI (.smi) formats (Figure 32).

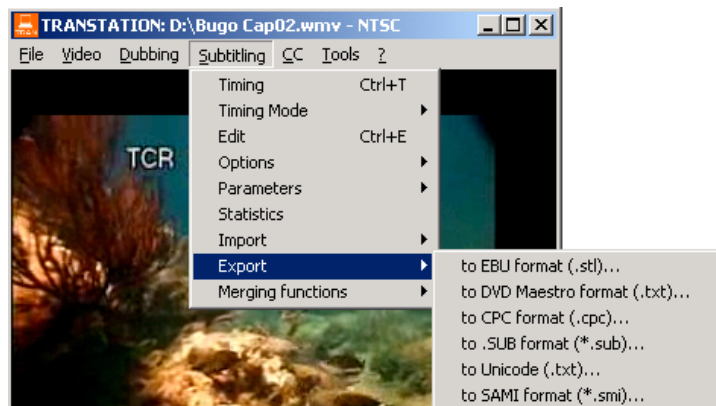


Figure 32

Export to EBU Format

This option converts a subtitling file to the EBU (European Broadcasting Union) standard. A new file dialogue appears

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prompting the user to create or select a new file that will contain the subtitles in the standard format. An input window is presented in which the user can enter and change header information for the subtitle file (Figure 33). Please refer to the EBU TECH. 3264-E document – Specification of the EBU Subtitling data exchange format - for an explanation of the different fields in the input window.

After clicking “OK”, the TranStation™ generates standard definitions for every subtitle in the file or selection, and creates a standard EBU subtitles file (*.stl).

The screenshot shows a Windows-style dialog box titled "Transtation: Conversion to EBU Subtitling data exchange format". The dialog contains various input fields and dropdown menus for configuring subtitle data. The fields are organized into several sections:

- Top Section:** Includes dropdowns for "Multilingual", "Open subtitling", and "Spanish". To the right are fields for "CPN (Code Page Number) - Character set used by DOS" (set to 30), "DSC (Display Standard Code) - Display mode for subtitling" (set to Latin), "DFC (Disk Format Code) - Frames per Second", and "CCT (Character Code Table) - ISO Standard Codes".
- Title and Language Section:** Includes "Language Code" (set to Spanish), "OPT (Original Programme Title)", "TPT (Translated Programme Title)", "TN (Translator's Name)" (set to Joao Pessoa), and "SLR (Subtitle List Reference Code)".
- Episode and Contact Section:** Includes "OET (Original Episode Title)", "TET (Translated Episode Title)", "TCD (Translator's Contact Details)", "CD (Creation Date)" (set to 021011), "RD (Revision Date)" (set to 021011), and "RN (Revision Number)" (set to 2).
- Technical Settings Section:** Includes "TNB (# Blocks)" (set to 5), "TNS (# Subtitles)" (set to 5), "TNG (# Groups)" (set to 1), "MNC (Max. Chars)" (set to 32), "MNR (Max Rows)" (set to 10), "TC Start Progr." (set to 01:04:49:20), "TC First in Cue" (set to 01:05:38:27), "TND (No. Discs)" (set to 1), "DSN (Disc No.)" (set to 1), and "TCS (TC Status)" (set to 1).
- Origin and Editor Section:** Includes "CD (Country of Origin)" (set to United States), "EN (Editor's Name)" (set to Joao Pessoa), "UDA (User Defined Area)", and "ECD (Editor's Contact Details)".
- File Name:** A field for "File name in subtitle 0" containing the text "The most amazing drama on TV".

An "OK" button is located at the bottom right of the dialog.

Figure 33

Export to DVD Maestro® Format

This option converts a subtitling file to the DVD Maestro® format. A new file dialogue appears prompting the user to create or select a new file that will contain the subtitles in the standard format. An input window is presented in which the user can enter and change header information for the subtitle file (Figure 34). After clicking “OK”, the TranStation™ generates standard

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definitions for every subtitle in the file or selection, and creates a standard text file (*.txt).

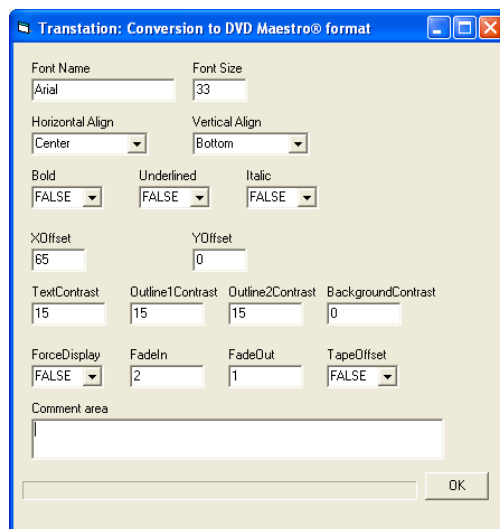


Figure 34

Export to CPC format

This option converts a subtitling file to the .cpc format. A new file dialogue appears prompting the user to create or select the file that will contain the subtitles in the .cpc format. An input window is presented in which the user can enter and change header information for the subtitle file (Figure 35). Most input boxes are informative and, to a large extent, self explanatory. The vertical position mapping area contains the equivalences between the TM 10 vertical positions and CPC 15 positions. Default values should cover most situations but the user can change them to suit specific needs. It should be noted that TM positions go from the bottom of the screen (position 0) up to position 9, while CPC positions start in the top line (0) down to line 15 (F, in hexadecimal notation). After clicking "OK", the TranStation™ generates standard definitions for every subtitle in the file or selection, and creates a CPC text file (*.cpc).

Position mapping	
TM	CPC
9	1
8	3
7	4
6	6
5	7
4	9
3	A
2	C
1	D
0	F

Figure 35

Export to SUB format

This option converts a subtitling file to the .sub format. A new file dialogue appears prompting the user to create or select the file that will contain the subtitles in the .sub format. An input window is presented in which the user can enter and change header information for the subtitle file (Figure 36). Again, the vertical position mapping area contains the equivalences between the TM 10 vertical positions and .sub format standard, which is based on in-line special characters that instruct the character generator to move the cursor up or down. Again, default values should cover most situations.

After clicking “OK”, the TranStation™ generates standard definitions for every subtitle in the file or selection, and creates a SUB text file (*.sub).

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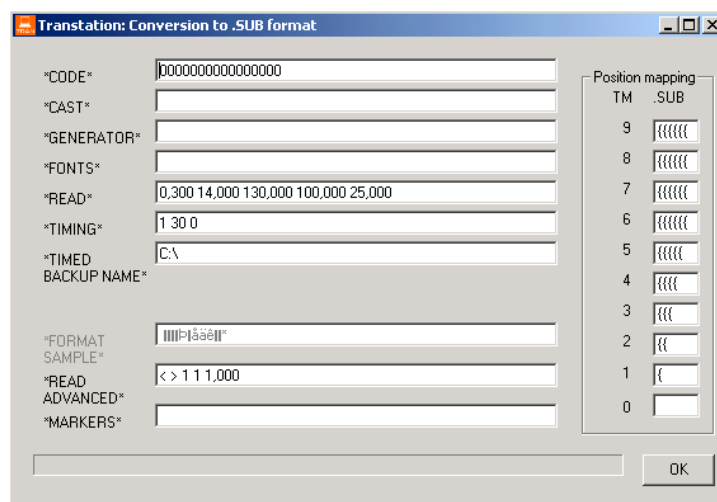


Figure 36

Export to Unicode Text

This option converts a subtitling file to a Unicode *.txt file. Choosing "Export to Unicode .txt" opens a new Microsoft® Word window into which the current subtitling file is exported. Once the file has been exported, save it as a new filename to complete the process.

Export to SAMI format

This option converts a subtitling file to .smi file that follows Microsoft® SAMI (Standard Accessible Media Interchange) specification. A new file dialog opens that allows the user to select the name of the file to create. The default given is the name of the video file, with the .smi extension. Please refer to the Microsoft® Windows Media Player help on how to activate language and subtitle tracks to display SAMI subtitles created on the TranStation™ along with a digital video file.

Merging functions

The TranStation™ allows merging timing and text files to create TM format files that can be then rendered in the downstream tools in the TM family.

Timing files have to be loaded first by making them the current document and then selecting Subtitling > Merging functions >

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Load timing file. If there are no errors during the loading process, the merge menu option is enabled. The user should switch to Word and activate the text only document. Back in the TranStation™, select Subtitling > Merging functions > Merge timing and text files. Timing headers will be inserted in the corresponding positions in the text only file, turning it into a properly formatted TM file.

This option is perfectly suited for multi-language projects in which the final timed video is not available at the translation stage.

The format of the timing and text files follows:

Timing file format for TranStation™ merging option:

These are tab-separated Windows Word documents in Rich Text Format (.rtf) with the following structure:

```
nnnnn[.x]<TAB>hi:mi:si:fi<TAB>ho:mo:so:fo
nnnnn[.x]<TAB>hi:mi:si:fi<TAB>ho:mo:so:fo
nnnnn[.x]<TAB>hi:mi:si:fi<TAB>ho:mo:so:fo
...
```

where nnnn is a 4 or 5 digit numeric qualifier in the range 00001 to 19999

x is an optional alphabetic qualifier in the range a to z.

hi, ho are two-digit hour qualifiers in the range 00 to 23

mi, mo are two-digit minute qualifiers in the range 00 to 59

si, so are two-digit frame qualifiers in the range 00 to 29 (NTSC), 00 to 24 (PAL).

Example:

```
0051    01:00:00:06    01:00:02:18
0052    01:00:03:08    01:00:06:05
0053.A  01:00:06:20    01:00:09:19
0053.B  01:00:11:25    01:00:13:22
...
```

Text only file format for TranStation™ merging option:

```
nnnnn[.x]
subtitle line 1
```

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[subtitle line 2]
<empty line>

nnnnn[.x]
subtitle line 1
[subtitle line 2]
<empty line>

.
.
.

where nnnnn is a 4 or 5 digit sequential number, in the range
00001...19999.

x is an optional alphabetic qualifier in the range a thru z sharing
the same main numeric qualifier.

Example 1:

0001

—

0002

- _____

- _____

0004

Example 2:

.

0032

- Tu as faim ?

- Oui.

0033

Je vais te préparer
des galettes comme tu les aimes.

0034

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Garde-tou de la femme mauvaise
et de sa langue flateuse

0034.B

" Ne convoite pas sa beauté,

0034.C

" car la femme mauvaise
réduit l'homme...

Some Notes about Microsoft® Word and Subtitled Text

It is recommended that you disable certain automatic substitutions performed by Microsoft® Word prior to performing your subtitling work. For example, every line of subtitle is a paragraph (sentence) in Microsoft® Word terms, so uncheck the “Capitalize first letter of sentence” box (Menu: Tools > AutoCorrect Options). Uncheck all AutoCorrect rules (in AutoCorrect Options Tab: Auto format as You Type). The most common are:

- "Straight quotes" with “smart quotes”
- Ordinals (1st) with superscript
- Fractions (1/2) with fraction character (½)

Do the same for the corresponding equivalents in the different language versions of Microsoft® Word.

Make sure your text does not contain any non-printable characters. Video character generators prefer characters from a standard set.

See the Appendix for more information about Subtitling practices and Microsoft® Word.

Closed Captioning: Creating a CC Script in the TranStation™

The TranStation™ is capable of preparing closed caption documents based on the EIA-608 specifications for pop-on or post-production captions. Menu options for controlling this feature are illustrated below in Figure 37.

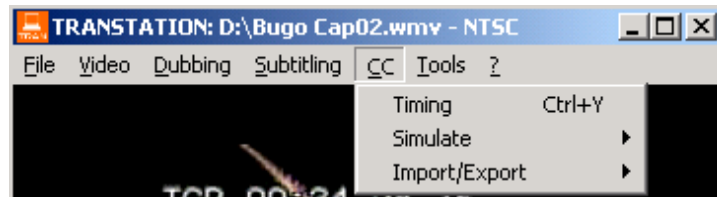


Figure 37

Closed caption scripts and timing process in the TranStation™ environment follow very closely those of subtitling. The structure of a Closed Caption script is a series of captions having the following structure:

Keyword[NLJ X1:X2:X3:X4>Y1:Y2:Y3:Y4]

As in the following example:

CAP[0IR 01:00:53:29>01:00:56:29]

CAP is the keyword for a subtitling block. The number X following the "[" indicates the position on the screen in hexadecimal format. There are 15 positions on the screen, ranging from 0 (on the lower part of the screen, default) to F (in the upper part of the screen). L is an indication of the typeface of the subtitling block text. It is either "N" for normal typeface, "I" for all italics. X1:X2:X3:X4 and Y1:Y2:Y3:Y4 are the cue-in and cue-out time codes for the caption, expressed in hours (X1, Y1), minutes (X2, Y2), seconds (X3, Y3) and frames (X4, Y4). Captions can have one to four lines.

Important: There is no text following the "]" separator.

Closed Captions Block Body Components

The closed captions block body is comprised of one to four lines that will appear on the TV monitor when the right CC channel is activated using the remote control when the time code reaches the appropriate values. EIA-608 specifies a maximum of 32 characters per line. Important: As in subtitling, the system does not establish the end of line. That is the responsibility of the user, who should follow both semantic, syntactic and aesthetic criteria in determining where to end the line.

A sample closed captioning script, complete with multiple captions and their header and body components, is shown below:

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```
CAP[0 R 01:00:26:00>01:00:27:10]  
It's not on.
```

```
CAP[F C 01:00:27:13>01:00:31:00]  
Honey, while you're out there,  
can you check the front door?
```

```
CAP[0 C 01:00:33:02>01:00:34:02]  
[CAR HONKS]
```

```
CAP[0 C 01:00:45:01>01:00:46:14]  
_ Tell me why _
```

```
CAP[0 C 01:00:47:05>01:00:48:29]  
_ I love you like I do _
```

Creating Captions

The creation of a caption in the TranStation™ environment follows the same principles of operation as for the creation of a subtitling block.

Text for the captions is entered in the Microsoft® Word window in the same configuration as the subtitle lines should appear on the TV screen, forcing with paragraph marks (<Enter> key) the end-of-line of each of the lines in the caption.

After a series of captions have been created and are ready to be spotted, the user leaves the Microsoft® Word cursor just before the first line of the first caption to spot, and changes the focus to the TranStation™.

Timing Captions

Timing captions is very similar to spotting subtitles. The user must indicate the cue-in and cue-out times for each one of the captions. In addition to times, the user must also indicate the vertical position of the newly created caption on the screen, as well as the justification of the text.

The user navigates the video to a point before the beginning of the first dialogue to be spotted. Next, the timing option is launched from the CC menu (Menu: CC > Timing) or through the keyboard shortcut <CTRL+Y>. This will start playing the video and will

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show the subtitle text on a grayed window over the video. Press the <Spacebar> when the next subtitling block should appear on screen (cue-in). This will make the text go to bright white, meaning it is on the air, and will wait for the user to press the space bar again to signal the cue-out (interactive and text-less modes) or will wait until the calculated cue out to move to the next subtitle in the sequence after inserting the timing header in the Word document, just before the corresponding text (See Figure 38).

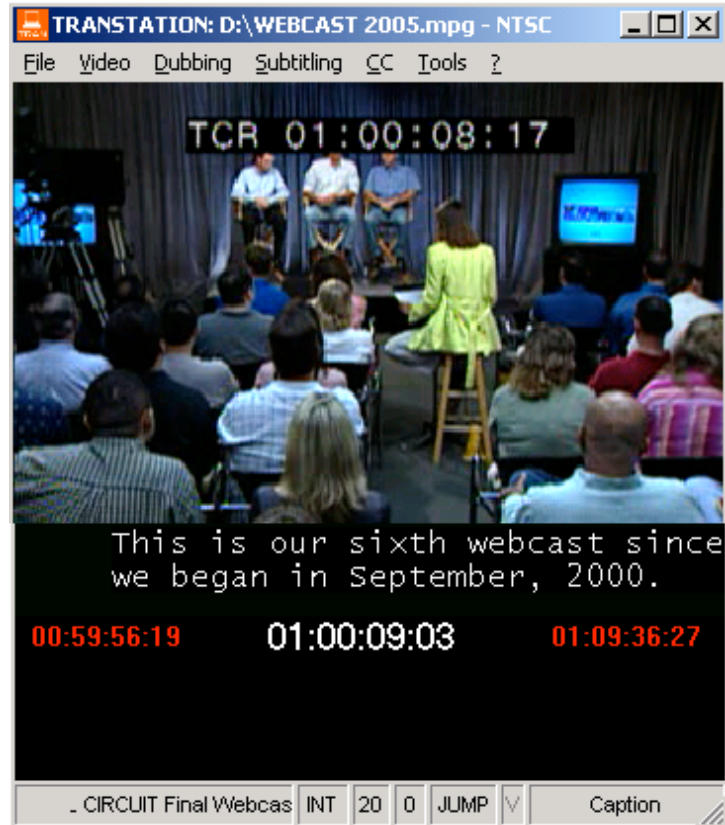


Figure 38

The process can be stopped at any time by pressing the <ESCAPE> key. Also, the regular navigation keys are active during the timing process. This means that cues can be specified

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by pressing the space bar while the video is running, or the user might choose to pause the video, adjust the time code manually by pressing the left and right arrows (one second back and forth) or, more frequently, the up and down arrows (frame back and forth). Once the time code for the cue is correct, pressing the space bar makes it the in-cue for the subtitle, video starts playing again and the process continues. All of the above applies as well for the out cue. Video can be paused, adjusted and then, by a press of the space bar, cue out can be selected. Note: If the TranStation™ detects that video was paused while timing it does not adjust for the human reaction time delay.

Finally, for every timed block, the TranStation™ inserts the corresponding text header in the Microsoft® Word document. Closed captions in the document can be edited to make small changes to the cue-in and cue-out times or any other characteristic, but care should be exercised not to disrupt the format of the definition block.

Simulating Captions

Closed Captions can be simulated against video in 3 different menu options:

Simulate all (<CTRL-U>)

Simulate Text Selection (<CTRL-V>)

Simulate from current time code (<CTRL-W>)

For a more complete description of the simulation option, please refer to the next section (Common tools).

Exporting Captions

Closed Captions can be exported to Ultech (.ult) format to be encoded using any of the Ultech hardware encoders. When selecting the export option, an open file dialog box will open, allowing the user to make the selection. After that, the conversion to .ult format window appears (see Figure 39).

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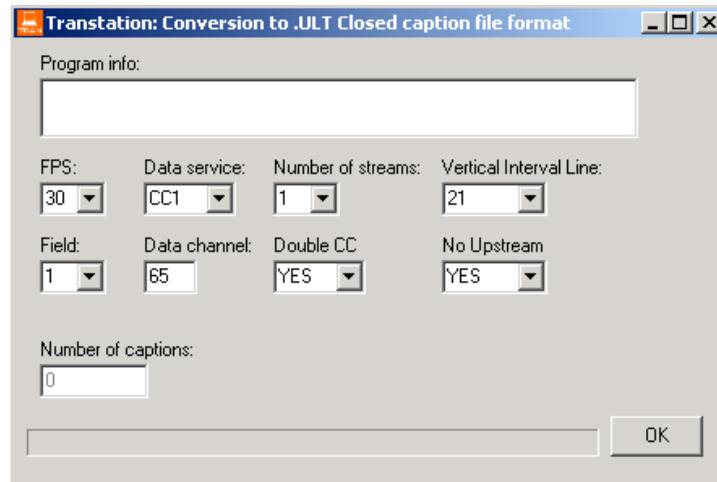


Figure 39

After filling the fields with the corresponding information for generation of the .ult file, including the specification of the data service, etc., a file is created that can be taken to the Ultech environment for encoding.

Common tools in the TranStation™ Environment

The TranStation™ Tools menu is illustrated below in Figure 40. These tools are available for both subtitling and dubbing modes.

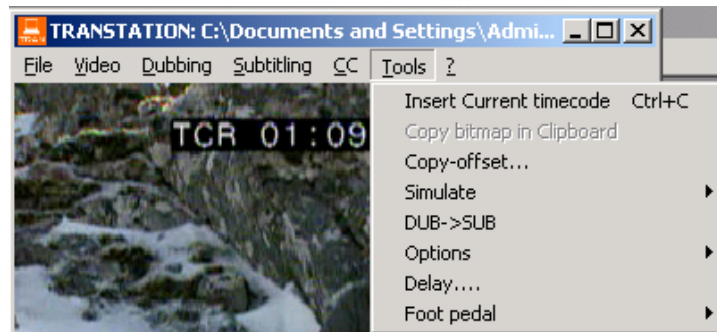


Figure 40

Insert Current Time Code

This feature allows the user to copy the current time code to the clipboard and the Microsoft® Word document in case one is open. Information on the clipboard can be pasted to any application running on the Windows® environment.

Copy bitmap in Clipboard

This feature allows the user to copy the current video frame image to the clipboard. Information on the clipboard can be pasted to any application running on the Windows® environment. It is disabled if the video format being used does not allow for such capability.

Copy-offset

This feature allows the user to select a group of dubbing/subtitling blocks and move it to a different point in the time code space. This is done by first selecting the corresponding blocks in the Microsoft® Word document, after which the user activates the Copy-offset option and enters a new time code that will serve as the pivot point for recalculating all the time codes in the blocks in the selection.

The behavior of this operation is controlled by the in situ offset option (Tools > Options> In situ offset, see below). In case in situ offset is checked, time code coordinates will be replaced in the same original Word document. Otherwise, the TranStation™ opens a new Word document and copies all the highlighted blocks with the new time code coordinates on it.

Simulate

This option allows the user to check duration, lip-sync and timing for both dubbing and subtitling blocks (Figure 41). From the Tools menu, or using the corresponding keyboard shortcuts, you can simulate the entire document <CTRL+D>, a text selection <CTRL+L> or you can start simulation from the current time code <CTRL+Q>. To make the TranStation™ jump over areas with no dialogue to the next block in a selection, check the jump option (Tools > Options > Jump to next block or press <CTRL+J>). Press <ESCAPE> to stop the simulation process at any time.

OPERATING THE TRANSTATION™

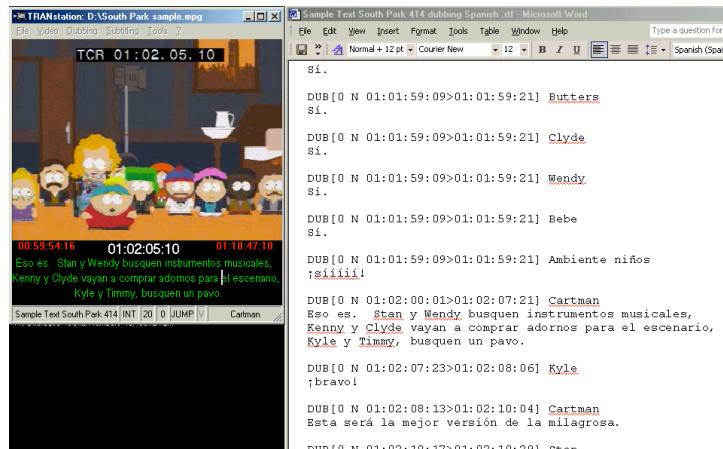


Figure 41

DUB>SUB conversion

This option scans a document formatted for dubbing and initiates its conversion to a subtitling document, changing the corresponding keywords and deleting header sections for character names. Lines are not altered according to the maximum characters per row parameter in order to allow the user to segment text sections following semantic and syntactic criteria. This option is aimed at simplifying the process of converting dubbing scripts into subtitling scripts.

Options menu

This submenu offers access to several settings that affect basically the simulation and offset functions.

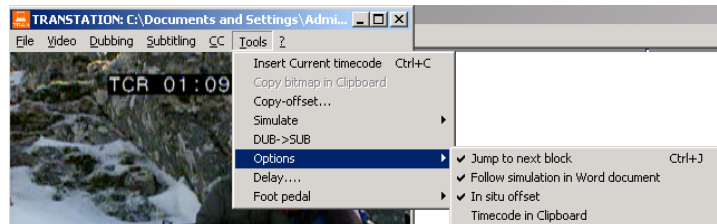


Figure 42

The first item is the Jump to next block option discussed previously. It is unchecked by default. It can be activated or deactivated using the <CTRL-J> shortcut.

The Follow simulation in Word document option specifies the behavior of the TranStation™ during the simulation process in regards to the control over the Microsoft® Word document. When it is checked, the TranStation™ commands Word to update its current selection to the cue in of the block being simulated in any given time. This allows both environments to be in sync all the time during a simulation session. If it is disabled, text will simulate in the TranStation™ but Word will not scroll down to show the block being simulated. In this way, work can be done on the text as the video is playing. This option is checked by default.

The In situ offset menu option was discussed in the previous section on the copy-offset mechanism. It is checked by default.

The Time code in Clipboard option forces the TranStation™ to continually copy and update the running time code of the playing video into the Windows® Clipboard, which can then be used to paste it in any running application in the environment.

Delay

This parameter adjusts the human delay of reacting to the beginning of a new block. It is set at 0.3 seconds or approximately 9 NTSC frames.

Foot pedal options

The TranStation™ video navigation can be controlled by a standard transcription serial foot pedal (*not provided by TM SYSTEMS*). Pressing the center pedal will have the same effect of pressing the <ENTER> key, that is, will toggle between play and pause of the video. Pressing the left and right pedals will make the video jump a specified amount of seconds, controlled by one of the foot pedals submenu. The serial port used to connect the foot pedal is controlled by another foot pedal submenu option (see Figure 42).

OPERATING THE TRANSTATION™

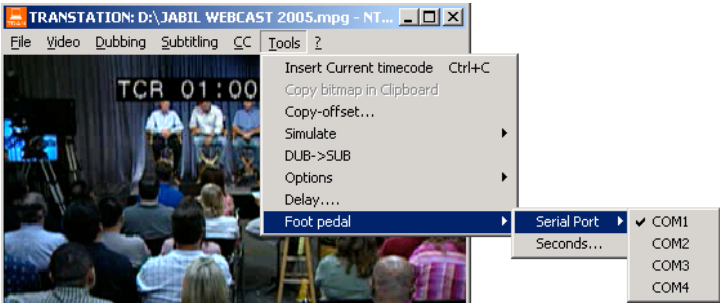


Figure 42

Time limit options

For time limited licenses, the TranStation™ offers a menu option to view the number of hours left of execution and to recharge it by entering a code provided by the TM marketing and sales department (see Figure 43).

Warning messages will be generated when 10 hours and 1 hour remain to prompt the user to recharge the account.

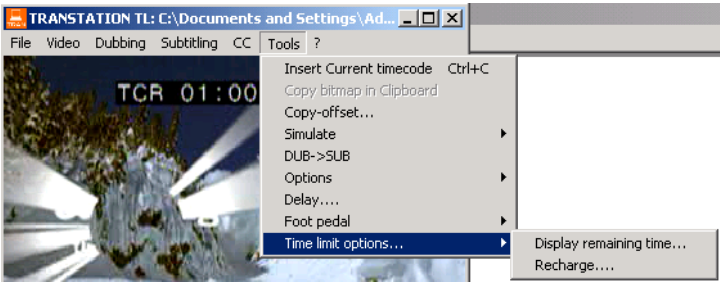


Figure 43

Appendix

Contents

- TranStation™ Keyboard Shortcuts
- Subtitling Practices and Microsoft® Word
- Software License and Limited Warranty
- Service Representatives and Sales Offices

TranStation™ Keyboard Shortcuts

Command	Keyboard Shortcut
Video Menu	
Play / Pause	<Enter>
Slow Motion	<CTRL+S>
Jump Forward 1 Second	<Right Arrow>
Jump Forward 5 Seconds	<Page Down>
Jump Backward 1 Second	<Left Arrow>
Jump Backward 5 Seconds	<Page Up>
Move to previous frame	<Up Arrow>
Move to next frame	<Down Arrow>
Move at Increments of 1 to 9 Seconds	<Number Keys>
Go To Beginning of Video	<Home>
Go To End of Video	<End>
Go To Time Code	<CTRL+G>
Full-Screen Mode	<CTRL+F>
Normal Screen Mode	<Escape>
Define Marker	<F1...F12>
Go To Marker	<CTRL+F1...CTRL+F12>
Interactive time code tag	<CTRL-H>
Dubbing	
Cue-In and Cue-Out of Dubbing Block	<Spacebar>
Subtitling	
Timing (Launch Spotting)	<CTRL+T>
Cancel spotting	<Escape>
Cue-In and Cue-Out of Subtitling Block	<Spacebar>
Move subtitle up one position	< U >
Move subtitle down one position	<D>
Move subtitle to top position	<T>
Move subtitle to bottom (default) position	
Left justification for subtitle text	<L>
Right justification for subtitle text	<R>
Center (default) justification for subtitle text	<C>
Change all subtitle text to Italics	<I>
Change all subtitle text to Normal	<N>
Change first line of 2-line subtitle to italics	<1>
Change second line of 2-line subtitle to italics	<2>

APPENDIX – KEYBOARD SHORTCUTS

Toggle between cue out and in when editing	<TAB>
Activate Assisted Spotting Mode	<CTRL+A>
Activate Interactive Spotting Mode	<CTRL+I>
Activate Text-less Spotting Mode	<CTRL-X>
Enable reading Speed Range Check	<CTRL+K>
Enable reading Speed Color Check	<CTRL+B>

Closed Captions

Timing	<CTRL+Y>
Simulate Entire Document	<CTRL+U>
Simulate Selection	<CTRL+V>
Simulate from Current Time Code	<CTRL+W>
Move caption up one position	< U >
Move caption down one position	<D>
Move caption to top position	<T>
Move caption to bottom (default) position	
Left justification for caption	<L>
Right justification for caption	<R>
Center (default) justification for caption	<C>
Change caption to Italics	<I>
Change caption to Normal text	<N>

Common Tools (DUB+SUB)

Insert current time code	<CTRL-C>
Simulate Entire Document	<CTRL+D>
Simulate Selection	<CTRL+L>
Simulate from Current Time Code	<CTRL+Q>
Toggle Jump to next block option	<CTRL-J>

Subtitling Practices and Microsoft® Word

The purpose of this section is to expand the “Some Notes about Microsoft® Word and Subtitled Text” section on Page 37 of this guide. It includes specific recommendations to increase the productivity and quality of subtitling projects in the TM SYSTEMS environment.

In the aforementioned section, users are cautioned to not rely on Microsoft® Word automatic character substitutions and grammar rules that insert non-printable characters in the document or compress several characters into one.

Specific examples of this are listed below. All referenced tabs can be accessed via the “AutoCorrect Options” submenu on the Microsoft® Word “Tools” menu.

In the “AutoCorrect” tab:

- **Capitalize first letter of sentences.** In the TranStation™ environment, every line in a subtitle is a full paragraph in Microsoft® Word terms. If this feature is enabled, Microsoft® Word will try to capitalize the first letter of the second subtitle line, which usually is not the beginning of a new sentence.
- **Replace text as you type.** Uncheck this tab. If you find some of the replacements in the list useful for your day-to-day work, leave it checked but delete those that turn several characters into one from the list (three dots for ellipsis, ordinals, etc.).

In the “AutoFormat as You Type” and “AutoFormat” tabs:

- **Replace as you type.** Uncheck all of the boxes in the “Replace as you type” sections. Straight quotes are regular characters that can be handled by the video character generator; smart quotes appear only in the Microsoft® Word environment and cannot be displayed by the character generator. If smart quotes are used on a document loaded for subtitling, they will not be displayed.

Make sure that your document contains no non-printable characters. This can be achieved with the “Show/Hide ¶” feature

APPENDIX – SUBTITLING PRACTICES AND MICROSOFT® WORD

on the Standard toolbar in Microsoft® Word. With this option enabled, printable and non-printable characters are displayed, and it is very easy to spot trouble characters.

Examples of non-printable characters are illustrated below:

1)
SUB[0 N 10:02:57:18>10:03:00:01]
- Tu as faim ?
- Oui.

Applying the “Show All” feature shows that there is a non-printable character different than the regular space character (ASCII 32) before the question mark. This character will not be displayed in the subtitled video.

2)
SUB[0 N 10:04:31:12>10:04:32:12]
Mary !

This is the same case as before, this time preceding the exclamation point.

3)
SUB[0 N 10:04:58:05>10:05:02:19]
« Garde-toi de la femme mauvaise
et de sa langue flatteuse.

The same character, but this time it is placed after the opening quote.

4)
SUB[0 N 10:08:30:12>10:08:34:03]
Et il se console comme ça...
Je vais le coucher.

In this case, the ellipsis character is used instead of three consecutive dots.

5)
SUB[0 N 10:18:07:07>10:18:10:19]
- Quelle compagnie ?
- Liberty boys, 76^{ème}.

This case demonstrates use of superscript ordinal, instead of letters.

Number of Characters per Row

It is strongly recommended that you stay within the 32 characters per row limit that is the default setting on the TranStation™ and the SubStation™. Even though this is a parameter that can be changed, this should only be done for environments that can accept more characters per line (DVD projects, for instance). For video subtitling, using the standard fonts provided with the SubStation™ and the 32 character limit ensures that all your subtitles will fall within the acceptable space.

It is the responsibility of the translator to make sure that no single subtitle line is longer than 32 characters.

It is recommended that the translator use a proportional font (such as Courier New) in Microsoft® Word to create the text for the subtitles. Using a proportional font will allow the translator to detect lines that are longer than the limit of characters per row. This is very difficult to accomplish with non-proportional fonts, as different characters have different widths.

The standard header in the TM SYSTEMS environment (in all modes) has exactly 32 characters, and thus can be used as a guide to subtitle line length.

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