Semantix

Subtitling and captioning in TimedText

This guide will outline the subtitling and captioning workflows in Timed Text.
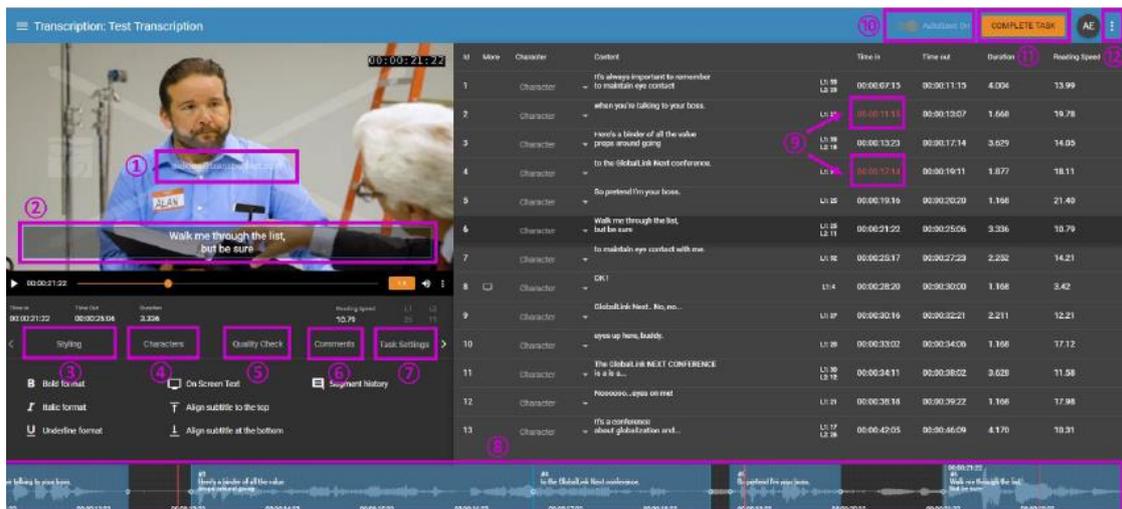
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Captioning

Monolingual subtitling at Semantix is referred to as captioning. In TimedText, this is called Transcription.

Timed Text Transcription Editor Overview

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① Your email address is displayed as a **watermark** in the video panel.

② Edit the text in each segment and press **Alt + Enter** to save.

③ Change the **font styling** or alignment of text while editing a specific segment

④ *Optional:* In the **Characters** tab you can add the names of individual speakers in the video.

In the transcription grid you can select the correct character for each segment from the drop down in the character column.

⑤ Press the **play** button to run the selected **Quality Checks**. You can see which checks are selected by clicking on the **gear** icon. More details in the Quality Checks section of this guide.

⑥ Review all existing **comments** using this tab.

⑦ Review the set parameters for reading speed, character length, etc. in the **Task Settings** tab.

⑧ The timeline at the bottom of the screen to adjust the timing of subtitles.

⑨ All segments outside of the quality check parameters are **flagged in red**.

⑩ **AutoSave** is on, so all changes are automatically saved as you work.

⑪ Once you have fully completed your work, click the **Complete Task** button to complete your file and close the Timed Text editor.

⑫ Click the three dots in the top right-hand corner for a full list of **Keyboard Shortcuts**.
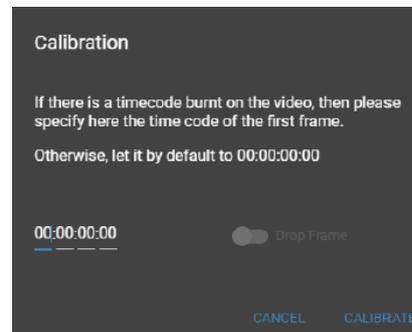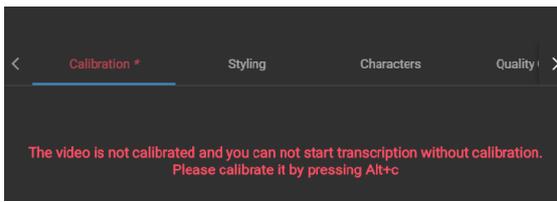
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> ℹ️ If you refresh, log out, or move to another view, and return to the file, a Resume message displays at the lower center of the screen. Click the **segment number** in the message, to directly return to the segment you last worked on.

Calibrating

When first beginning work in the Transcription editor, the video might need to be calibrated to properly sync the timecodes with your transcription.

If you see the error message below, press **Alt + C** and follow the instructions in the pop up to enter the appropriate timecode.
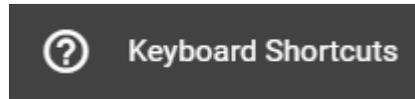

Shortcuts

Use the shortcuts below to transcribe in the Timed Text editor:

Esc	Switch between the Preview and Editing views
Shift + Space	Pause and play the video
Alt + N	Add new subtitles
Alt + Enter	Save subtitles and add to the timeline and content column
Alt + Page Down or **Alt + Page Up**	Go to Next or Previous subtitle
Alt + Backspace	Delete current subtitle
Alt + P	Split subtitles at cursor
Alt + M	Merge subtitle with the next subtitle
Alt + I	Update the time in of subtitle
Alt + O	Update the time out of subtitle

Timed Text shortcuts are customizable and compatible with most foot pedals. To view and edit keyboard shortcuts for you can click the three dots next to your username initials on the top right corner of the screen, and then by selecting the **Keyboard Shortcuts** option.
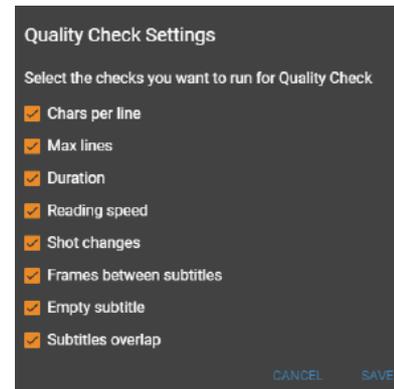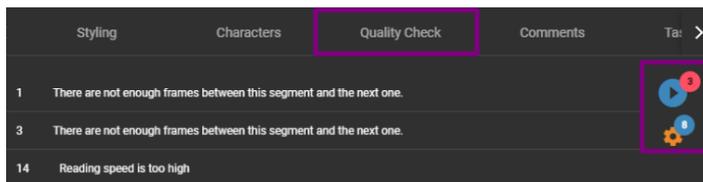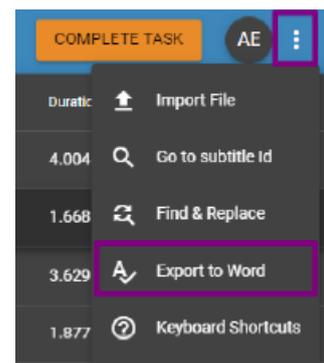

Adding new subtitles

Place your cursor at the position in the timeline where you want the cue out for your subtitles to be and click **Alt + N**. An empty segment will be shown on the preview window. Navigate to the desired cue out and press **Alt + Enter** to add the subtitles to the timeline.

Running Quality Checks

Always run the **Quality Checks** on Timed Text before completing the task. Click the **play** button to run the selected checks. You can see which checks are selected by clicking the **gear** icon.

Make sure you always run a spellcheck on the file before delivering. To do so, please click the three dots next to the initials of your username found at the top right corner of the screen and click **Export to Word**. You will need to enter all changes back in Timed Text after running the spellcheck in Word.

Completing a Task

When you are done working on the file, please click the **Complete Task** button found at the top right corner of the screen.
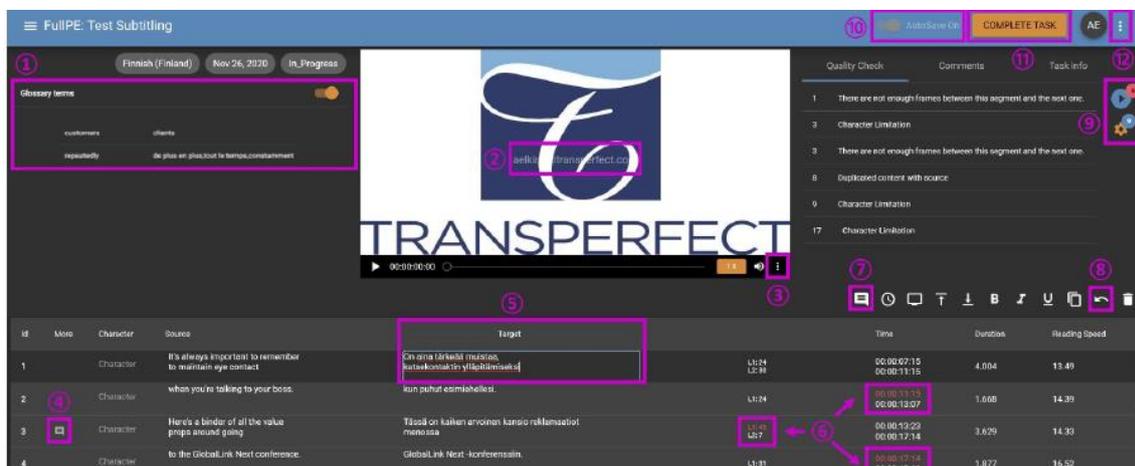
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System Requirements

Supported Web Browser	Google Chrome, Firefox
	Make sure that your browser and PC display zoom is set to 100%
Minimum Internet Connection Speed	1 Mbps
Minimum Screen Resolution	1366 x 768 pixels

Subtitling

Subtitling refers to bilingual subtitling, where you have a source segment with your source language and one target segment with your target language. You are to make changes in the target segment.

Timed Text Translation Editor Overview

① **Glossary** terms in each segment are highlighted in the Source column and displayed in the Glossary terms panel.

② Your email address is displayed as a **watermark** in the video panel.

③ Click the **three dots** in the corner of the video to toggle between the source and target subtitles.

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④   The **More** column will flag any text that has been commented on, marked as OST, or top aligned.

⑤   Edit the translation by typing into the **Target** column.

⑥   All segments outside of the quality check parameters are **flagged in red**.

⑦   Click   to add a **comment** to the subtitle.

⑧   To **undo** your edits, press Ctrl + Z, Esc, or click   .

⑨   Press the **play** button to run the selected **Quality Checks**. You can see which checks are selected by clicking on the **gear** icon. More details in the Quality Checks section of this guide.

⑩   **Autosave** is on, so all changes are automatically saved as you work.

⑪   Once you have fully completed your work, click the **Complete Task** button to complete your file and close the Timed Text editor.

⑫   Click the three dots in the top right-hand corner for a full list of **Keyboard Shortcuts**.

🛈   If you refresh, log out, or move to another view, and return to the file, a Resume message displays at the lower center of the screen. Click the **segment number** in the message, to directly return to the segment you last worked on.
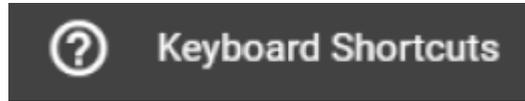

Shortcuts

Use the shortcuts below to translate or proofread text in the Timed Text editor:

Shift + Space	Pause and play the video
Alt + Enter	Save subtitle and go to the next
Alt + Page Down or **Alt + Page Up**	Go to Next or Previous subtitle
Alt + Backspace	Delete current subtitle
Alt + T	Edit time-in / time-out
Alt + M	Merge subtitles
Alt + X	Clear the text in the current subtitle
Alt + P	Split subtitle

Timed Text shortcuts are customizable and compatible with most foot pedals. To view and edit keyboard shortcuts for you can click the three dots next to your username initials on the top right corner of the screen, and then by selecting the **Keyboard Shortcuts** option.
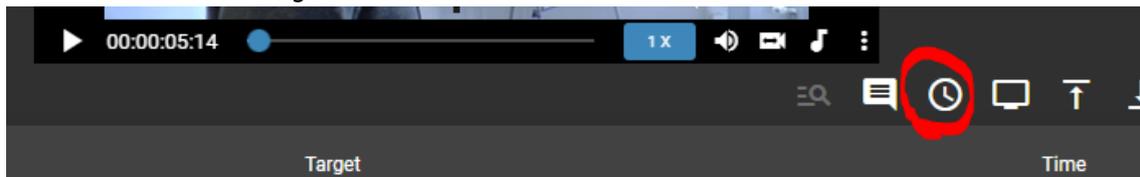

Adding new subtitles

It is not possible to add new subtitles while working in the subtitling view, please split the previous or next segment (Alt + P) to get another segment.

Changing the timing of subtitles

Changing the timing of subtitles can both be done by

There are two ways of changing the timing of subtitles.

You can change the timing of subtitles by either clicking on the cue button to the bottom right of the video and entering the time:
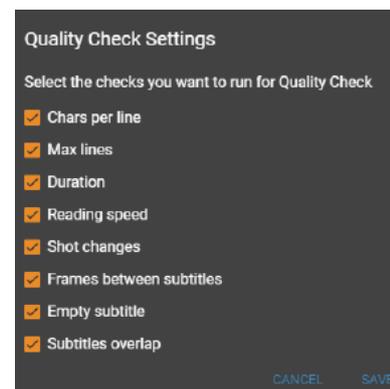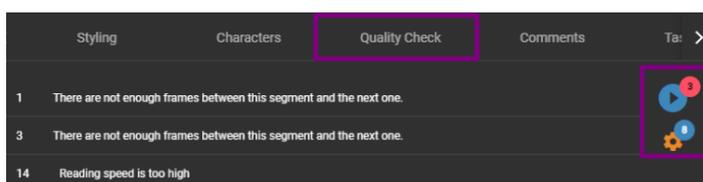

Or you can scroll down to the timeline and click on the lock to the left. This will unlock the wavelength editing function, and will allow you to drag the edges of the subtitling boxes to change the timing.

Running Quality Checks

Always run the **Quality Checks** on Timed Text before completing the task. Click the **play** button to run the selected checks. You can see which checks are selected by clicking the **gear** icon.

Make sure you always run a spellcheck on the file before delivering. To do so, please click the three dots next to the initials of your username found at the top right corner of the screen and click **Export to Word**. You will need to enter all changes back in Timed Text after running the spellcheck in Word.

Completing a Task

When you are done working on the file, please click the **Complete Task** button found at the top right corner of the screen.

System Requirements

Supported Web Browser	Google Chrome, Firefox *Make sure that your browser and PC display zoom is set to 100%*
Minimum Internet Connection Speed	1 Mbps
Minimum Screen Resolution	1366 x 768 pixels

Timed text also has online help sections that can be found here:

https://onlinehelp.translations.com/Media.NEXT/Linguist/Media.NEXT_Help.htm#c3338548