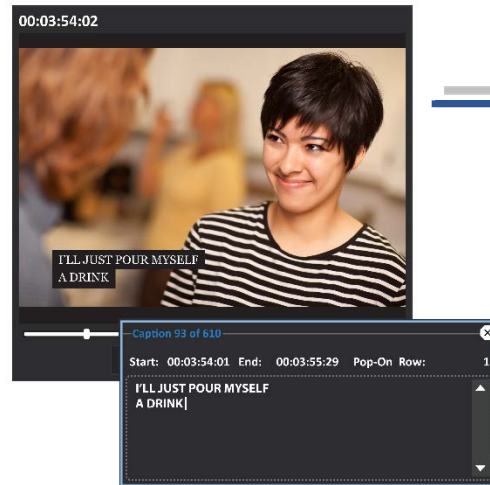


Scribe

User Guide



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Chapter 1: Introduction

Product Description

Scribe is a professional caption editing and caption file creation tool that allows users to rapidly create timed caption files for locally stored media assets or proxy video files streamed via EEG's Courier system. Scribe puts you in control of caption timing, placement, style, and more. For information regarding the integrated Scribe/Courier workflow please download documentation from our website:

https://s3.amazonaws.com/eegent-assets/resources/Scribe_Courier_Workflow.pdf

Licensing

Full License	The Full Scribe license allows users to load locally stored video files into Scribe projects for caption creation.
Cloud Only	Scribe's "Cloud Only" license permits Scribe usage for proxy video files assigned and streamed via the Courier system only.



Chapter 2: Set Up

System Requirements

- ✓ Windows 7, Windows 8, Windows 10
- ✓ 1GB RAM, 2GB or more recommended

Installation

A Windows installer file (.exe) will be provided after purchasing this software. Installation steps are as follows:

1. Double click the installer file to begin installation. You should see a license agreement screen as shown in *Figure 1*.



Figure 1: Installer Welcome Screen

2. After reviewing the terms, check the "I agree" box and click **Install** to continue with installation.
3. After successful installation a completion window will be displayed.



Chapter 3: Starting a New Project

Create a project by clicking the **New** button located in the File toolbar at the top. You will be prompted to choose “Empty Project” or “Custom” project. “Custom” allows you to load a combination of any local video file, transcript, or caption file to begin your project. See *Supported File Formats* on page 28 for a full list of acceptable video and transcript file types. In *Figure 2* we are loading both a video AND transcript file to begin our Scribe project. Name your project, select your files, and click the **Ok** button to continue.

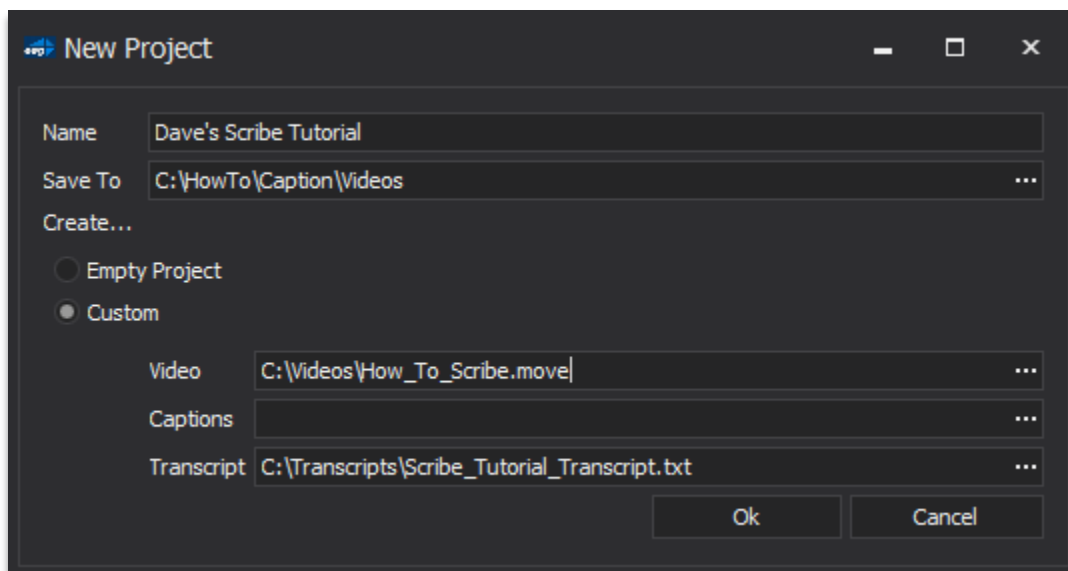


Figure 2: New Project Window

Loading Files

Depending on your project type and workflow there are several ways to start a Scribe project which are:

1. **Captioning a Video from Scratch** – In this case, the user will load the video file alone and can begin caption creation. As shown in *Figure 3*, the user can import the locally stored video utilizing the Load Video portion of the File tab or a Cloud based video file by using the Courier tab.

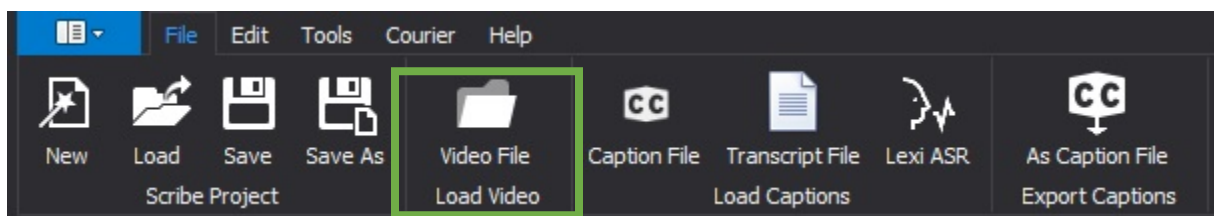


Figure 3: Load Video Section of File Tab

2. **Using a Transcript to Caption a Video** – If you have both a video file and a plain text transcript, the user can upload the video file as well as the transcript using the Load Captions portion of the File tab as shown in *Figure 4*. By loading a .txt file or pasting the text directly into the Text Bucket (See *Figure 8*), the user can then begin to create captions for the video file.

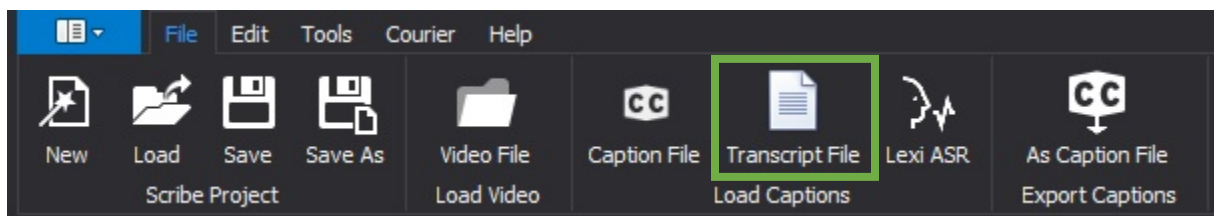


Figure 4: Transcript File Section

3. **Cleaning Up / Repurposing Captions from Another Source** – Caption files contain detailed information about timing, positioning and styling of captions. Imported using the Load Captions portion of the File Tab as displayed in *Figure 5*, Scribe will populate captions in the timeline with the proper formatting and timing as defined in the file.

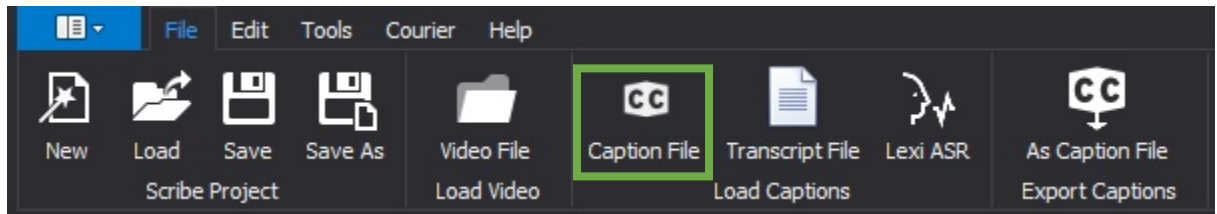


Figure 5: Caption File Import

4. **Generate Captions Using Speech Recognition** –Lexi integration utilizes our cloud-based speech recognition service. Users can use Lexi to get the raw ASR captions, or can use the Lexi data to realign existing captions or generate captions from an untimed transcript shown in *Figure 6*.

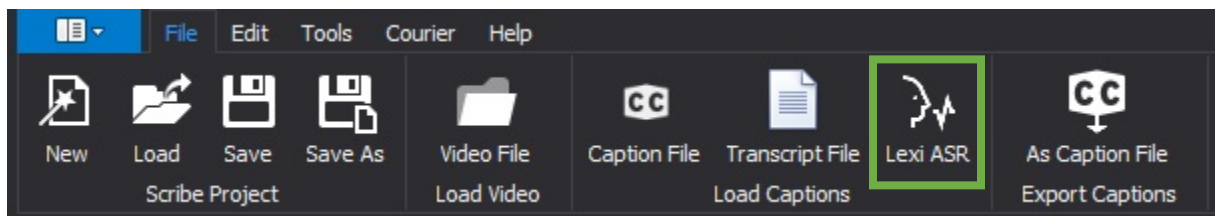


Figure 6: Lexi Speech Recognition



Chapter 4: Using Scribe

Scribe has a user-friendly interface that provides maximum flexibility for editing captions. Broken down for you here are all the components you will become familiar with while utilizing the program's features. Displayed in *Figure 7* are the multiple windows in which you will be primarily working.

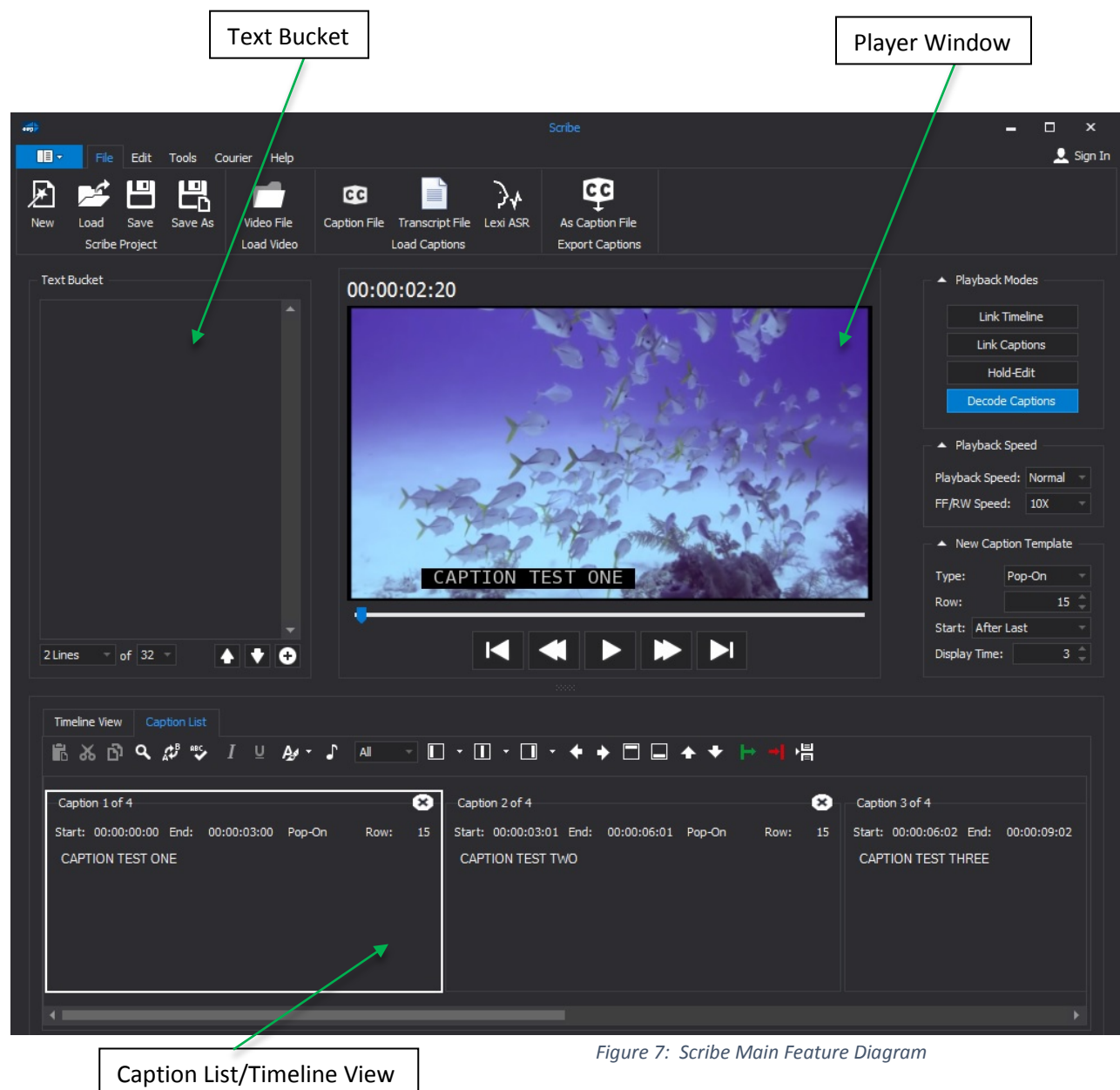


Figure 7: Scribe Main Feature Diagram

Text Bucket

To create captions from a transcript, paste or load text into the Scribe text bucket as shown in *Figure 8*. Click the + button to add text from the bucket to Caption List and Timeline. Use the dropdown options located at the bottom of the text bucket to specify the desired number of lines/characters per row for new captions being created from the transcript. The more lines and characters in each caption, the more action is potentially being covered on the screen. Using fewer caption rows will result in more rapid caption display transitions on screen to keep pace with the program audio. Depending on the project, find a balance between the two to ensure quality and readability. The example shown in *Figure 8* demonstrates that each new caption created from the text bucket will equal 2 lines of text, 32 characters long each. Bear in mind that most standard caption decoders support a maximum of 32 characters per row.

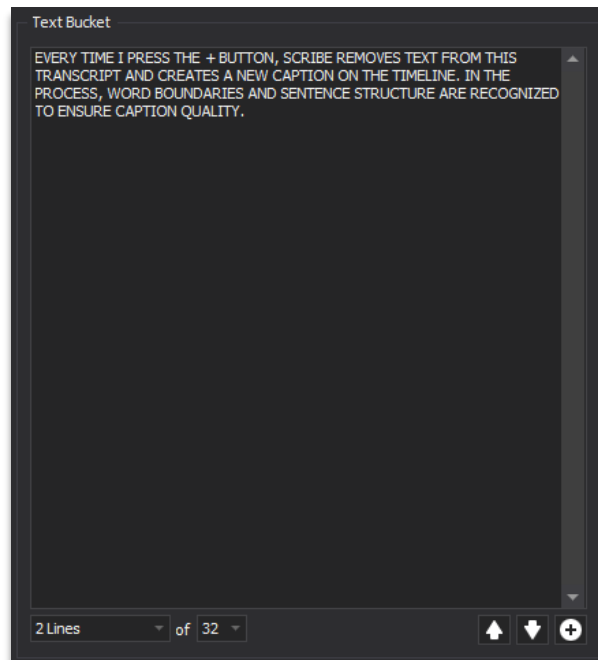


Figure 8: Text Bucket

NOTE: When adding captions from the Text Bucket, if the number of captions exceeds the duration of the video, an error will be displayed as shown in *Figure 9*. This could be caused by the default selection of caption display time which may be longer than the intended caption display time or there may be an unintentional break in the timeline.

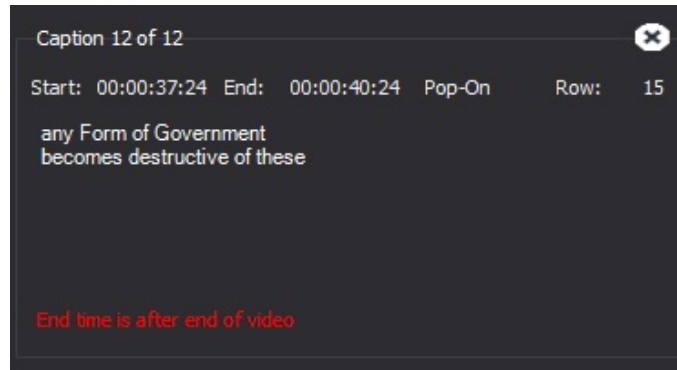


Figure 9: End Time Error Example

Caption List

The caption view window at the bottom of the interface can be toggled between the Caption List and the Timeline View by selecting the indicated tab. The Caption List view shown in *Figure 10* allows the user to easily locate where the caption text from the Text Bucket has been placed within the Timeline.

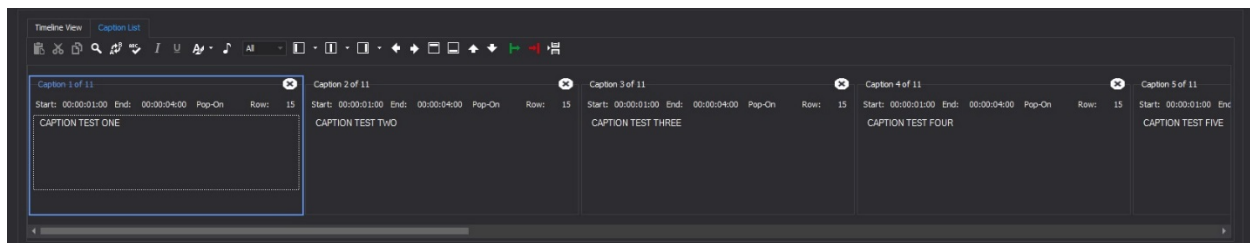


Figure 10: Caption List Viewer

The Caption List contains all captions added via the Text Bucket. Text Boxes are created containing the caption number out of total number of captions, caption start and end time along with caption style selection and which row the captions will be placed on screen, followed by the actual text of caption. All this information can be edited directly in the Caption Box by double clicking location of alteration and keying in the information as shown in *Figures 11 & 12*.

Scribe Caption Editor

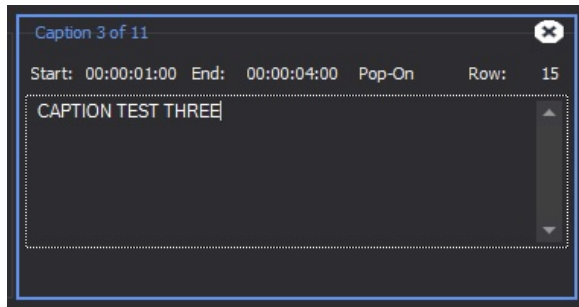


Figure 11: Text Box

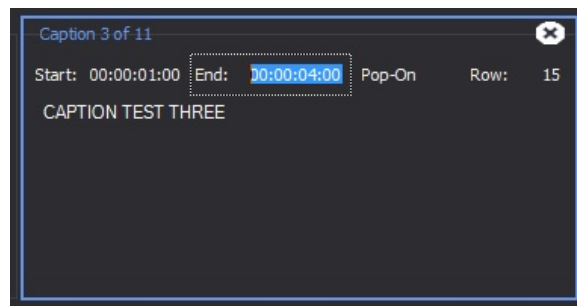


Figure 12: Text Box Edit Example

Timeline View

Once captions have been added in the Caption List, the caption text as well as start and end times are all reflected in the Timeline View as shown in *Figure 13*.

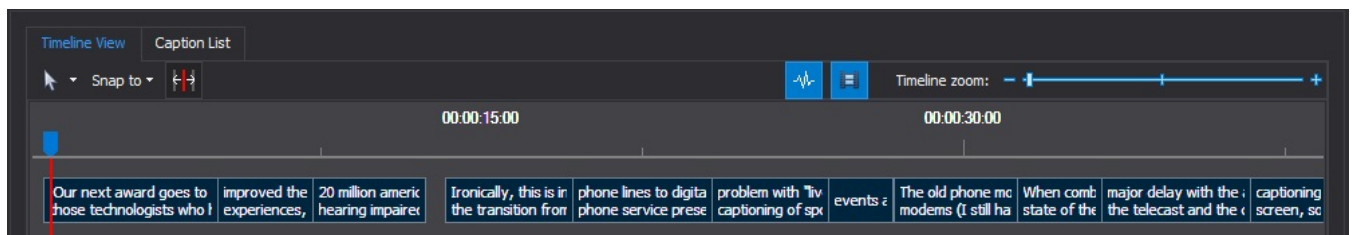


Figure 13: Timeline View

With the captions placed in the Timeline, the user can now click to use the optional audio waveform and shot detection features to qualify the correct caption appear time. *Figures 14 through 16* show the steps to active these features.

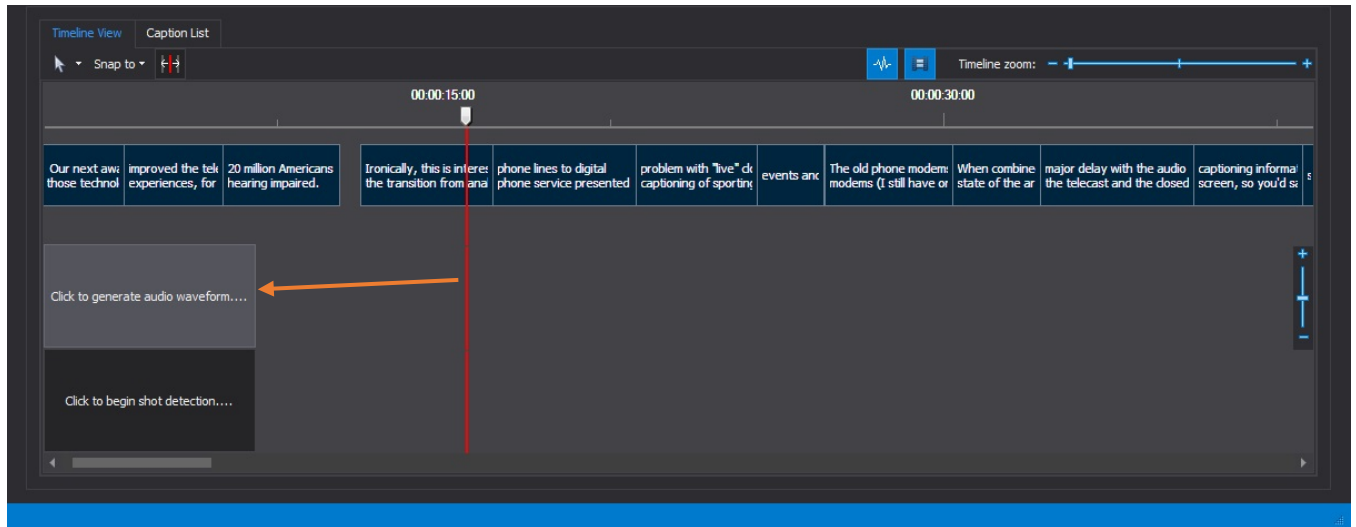


Figure 14: Click to Generate Audio Waveform

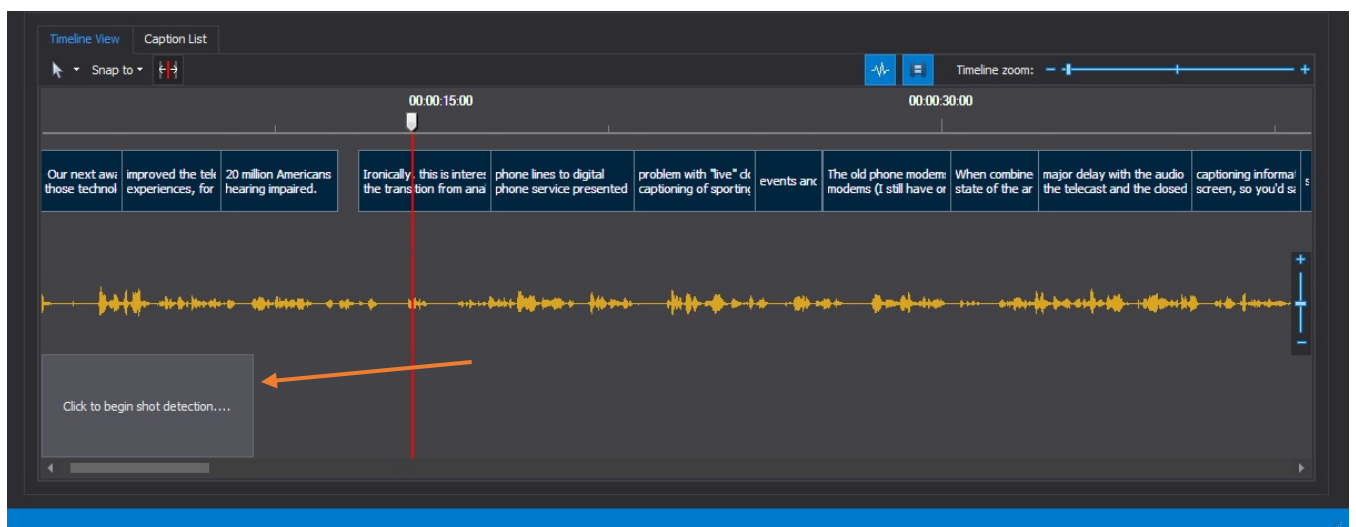


Figure 15: Click to Generate Shot Detection

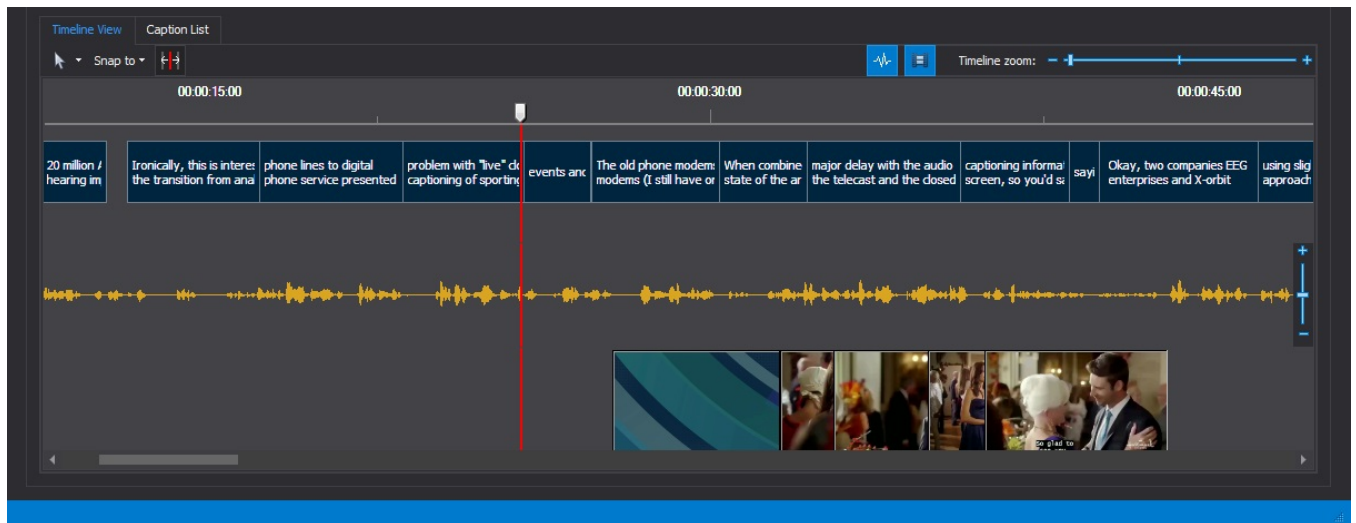


Figure 16: Audio Waveform & Shot Detection Active

The Audio Waveform displays the waveform from the audio track contained in the video file, while the Shot Detection is broken up into each cut in footage. If the footage has one continuous shot, Scribe will leave gaps between the footage while the quicker cuts and transitions are next to one another. The first frame of each shot is displayed.

NOTE: The Shot and Audio Waveform detection function may take some time as shown in the loading progress indicator at the bottom of the interface shown in Figure 17.

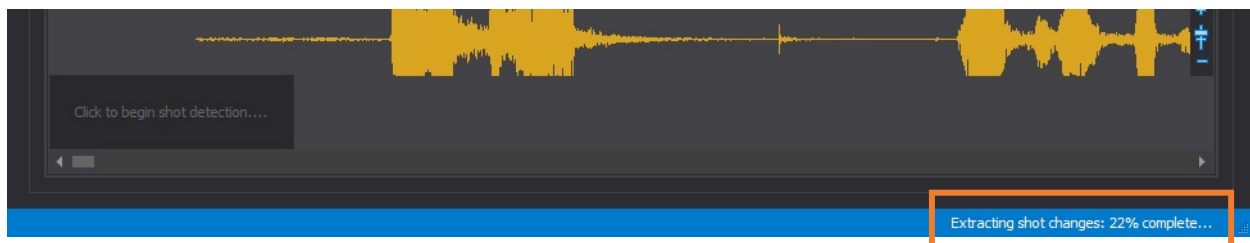


Figure 17: Shot Detection Loading Sample

Within the Timeline view there are two Zoom sliders as shown below in *Figure 18*. The Zoom slider labeled A increases or decreases the time duration shown in the Timeline to compact or expand that captions, audio waveform and shot detection for easy navigation. The Zoom slider labeled B will increase and decrease the amplitude of the audio waveform to locate any unnecessary noise, peaking or to simply double check if the caption is appearing at the correct time with the subject's speech.

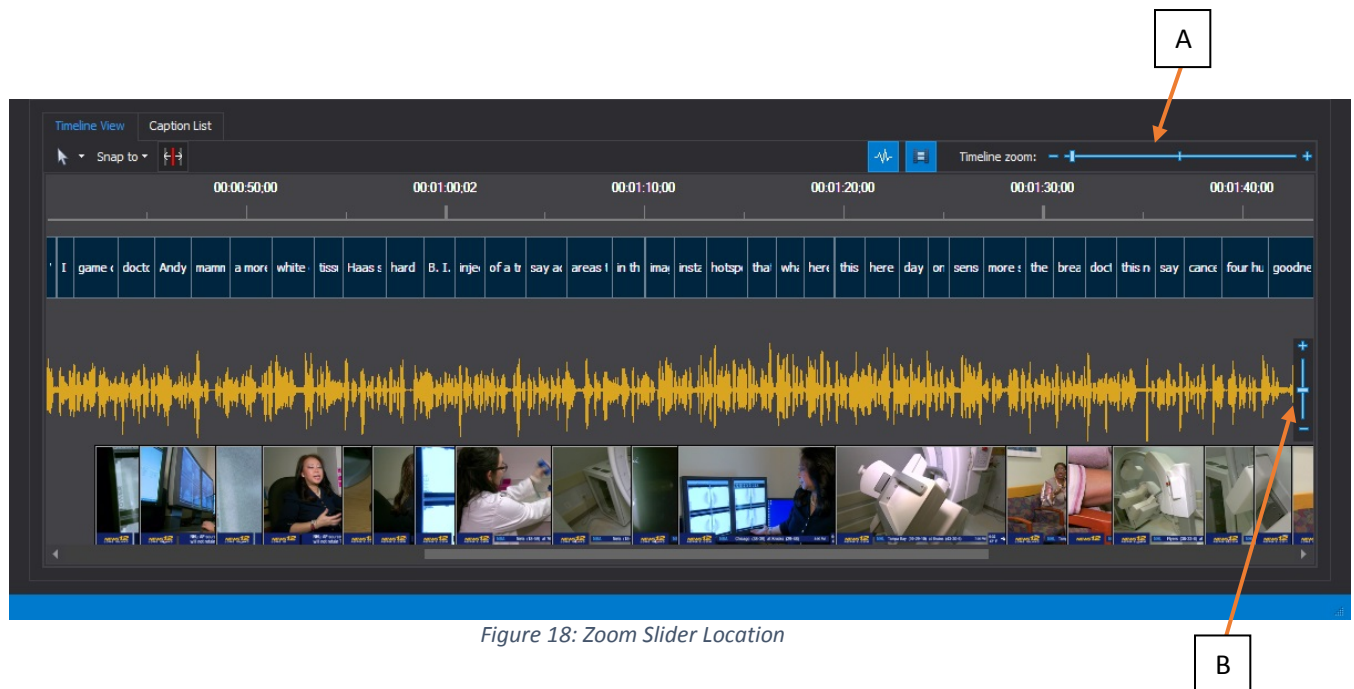


Figure 18: Zoom Slider Location

For quick and easy edit or removal of a selection of caption boxes, click and hold on mouse to drag the yellow dashed selection indicator over desired area along with the begin and end times of selected caption boxes. The duration of the start and end will appear hovering above caption boxes which have been selected. Caption boxes will appear with a yellow outline to ensure efficiency when selecting. (See *Figure 19*.)

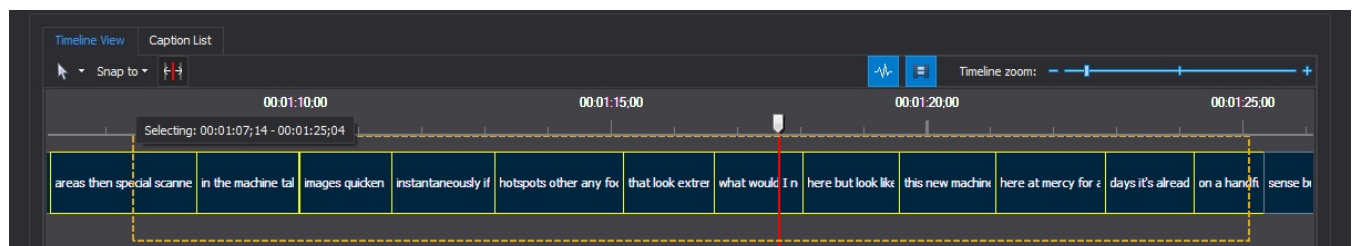


Figure 19: Selecting Caption Boxes

Lexi™

Our innovative Lexi feature provides speech recognition for raw ASR captions transcription. Post-ASR captions are appropriately placed into the Caption Timeline. Lexi may also be used to realign existing captions or even generate captions from an untimed transcript for quicker turnarounds with little intervention from the user. Below are the steps for activating and utilizing Lexi. In this example, we will ask Lexi to generate captions for us.

Lexi Sample

To begin, load the video file you wish to caption located in the **Load Video** portion of the file tab. Once the footage is imported into the Timeline, go to the Load Captions portion of the file tab displayed at the top of the interface. (See *Figure 20*). Click on the **Lexi ASR** icon to proceed.

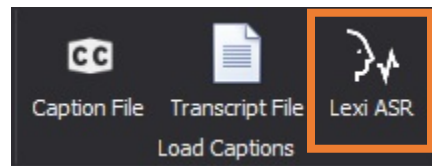


Figure 20: Lexi Speech Recognition

To activate Lexi, the user must sign in to their active EEG Cloud subscription. For more details please visit eegcloud.tv. After signing in, the Speech Recognition Job window will appear. (See *Figure 21*). Located on the upper left side of the window, click **Start New Job**.

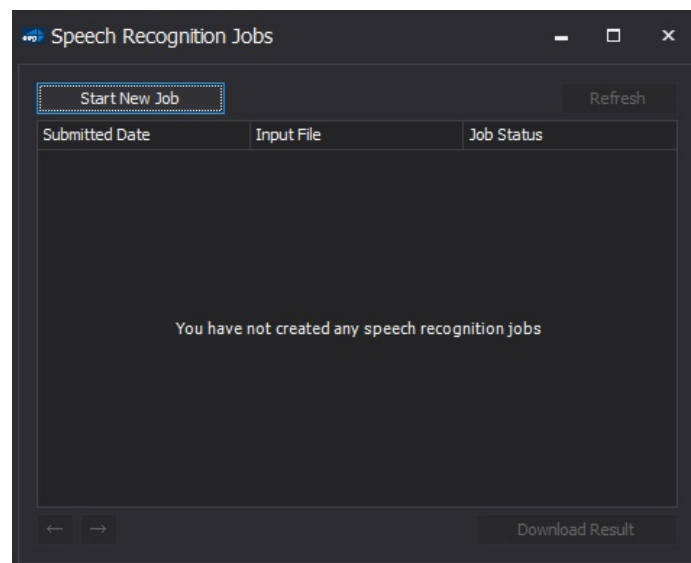


Figure 21: Start New Job

The next window to appear (shown in *Figure 22*) will allow the user to select the audio track to be used for the speech recognition job. Be sure to choose a track that contains dialog and click **OK** to continue.

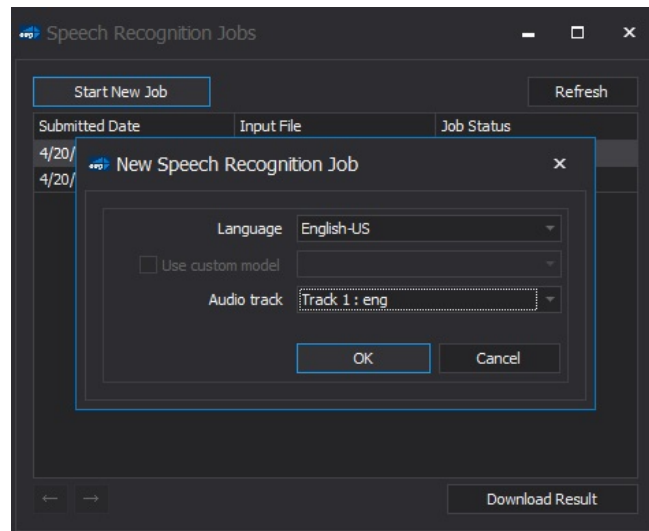


Figure 22: Audio Track Selection

After the desired settings are selected, click the OK button to continue. From there, Lexi will extract the audio then upload to the **Speech Recognition Jobs** window. (See *Figure 23*).

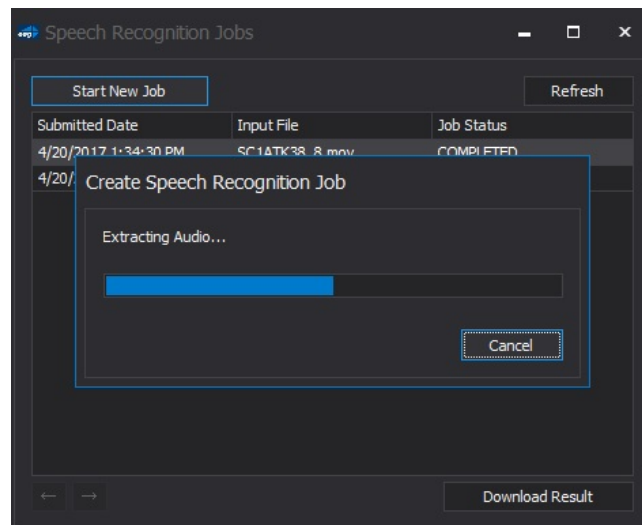


Figure 23: Extraction of Audio

Once completed, click the **Download Result** button to proceed. The next window allows the user to select the Lexi output function. In *Figure 24*, we selected **Generate Lexi Captions** to generate the caption track, ignoring any captions that may have been entered in the **Text Bucket**. Appearance information for the generated captions should be selected in **Output Style**. Click **OK** to continue.

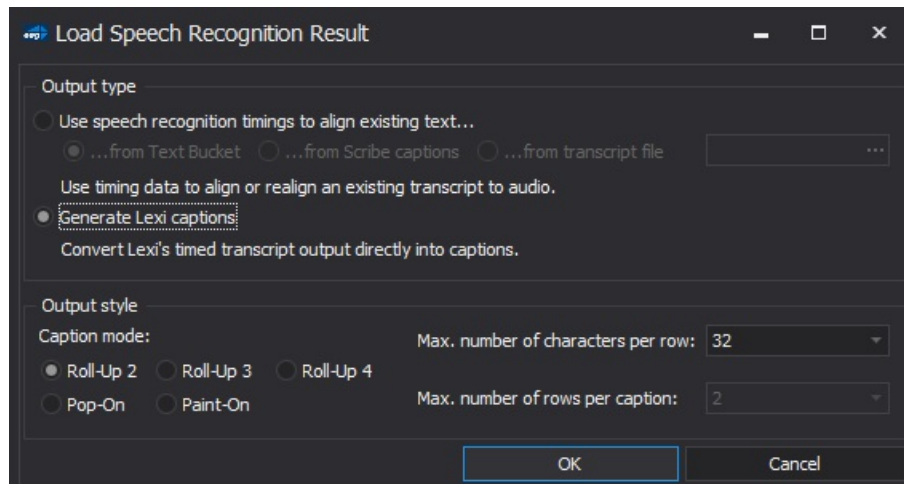


Figure 24: Output Type & Style Menu

At this point, the captions will be generated and placed into the Timeline and Caption List. You will receive an e-mail confirmation generated by your Cloud account when the speech recognition job has been completed. All previous jobs are stored within the **Speech Recognition Job** window and can also be viewed in your Cloud account which is accessible from the **Sign In** window. The Lexi-generated captions appear the same as an uploaded caption file or transcript file, as shown below in *Figure 25*. This applies whether Lexi is used for realignment or for raw ASR captions.

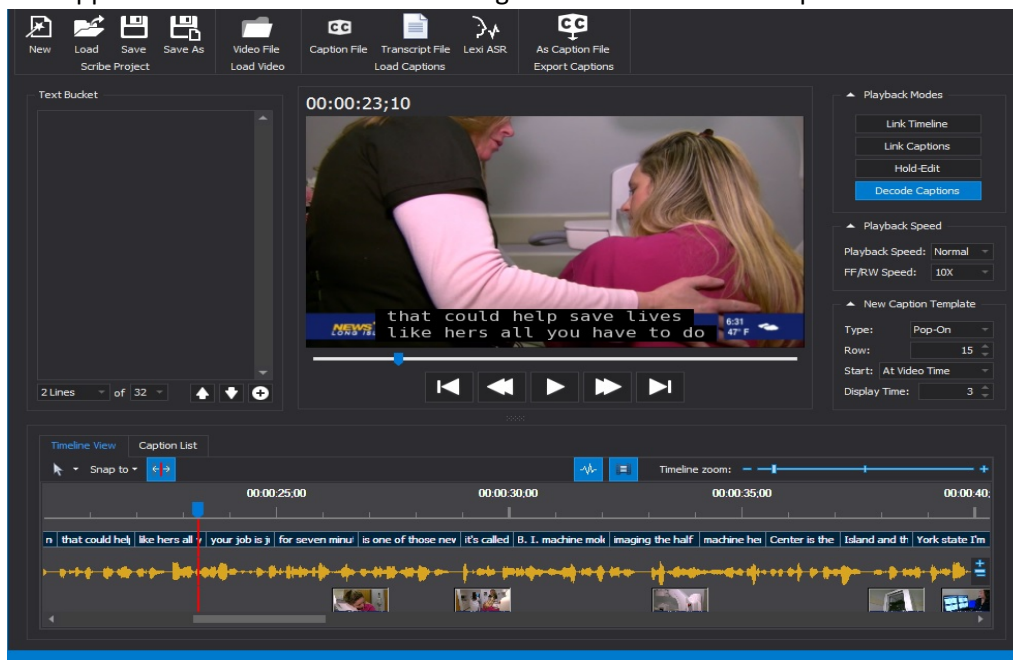


Figure 25: Lexi Job Complete

Tabs

Located at the top of the interface are the central tabs: File, Edit, Tools, Courier, and Help shown in *Figure 26*. All tabs can be minimized by double-clicking on the header of the tab.

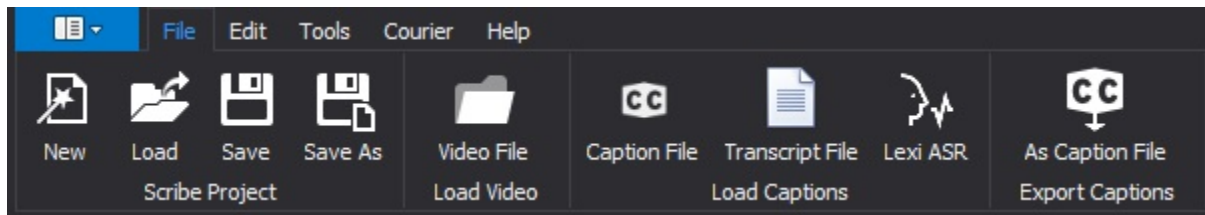


Figure 26: The File Tab

File

Scribe Project	Import and save functions are located here as well as previously saved Scribe projects. Click New to begin a new project or open a previous project by clicking the Load button.
Load Video	Here you can upload a local video or select a file from EEG Courier.
Load Captions	Import a timed caption file into the Caption List (see page 28 for supported file formats), a transcript file into the Text Bucket or Lexi generated captions into the Caption List .
Export Captions	Exports captions for repurposing or for reference.

Edit

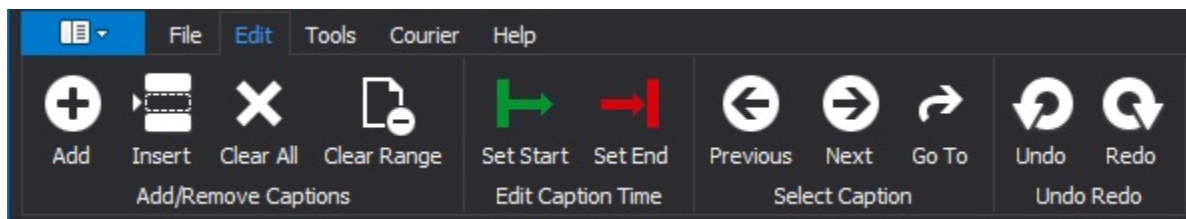


Figure 27: The Edit Tab

Add/Remove Captions	Edit captions within Caption List directly.
Edit Caption Time	Set start and end times for captions.
Select Caption	Easy navigation through captions. Go To allows user to search Scribe for specific caption using caption number.
Undo Redo	Undo or Redo unintentional actions.

Tools

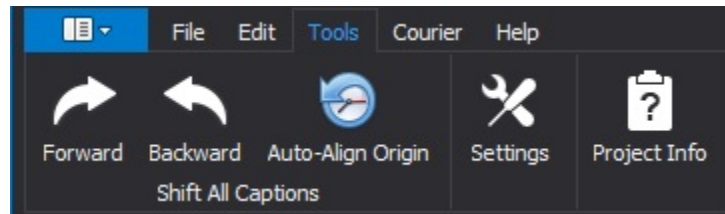


Figure 28: The Tools Tab

Shift All Captions

When selecting **Forward** or **Backward** the **Shift Captions** window will be displayed. (See Figure 29). The **Start** and **End** timecode values assigned to each caption within the selected range will be adjusted based on the shift value entered. **Auto-Align Origin** will reset captions to their original location.

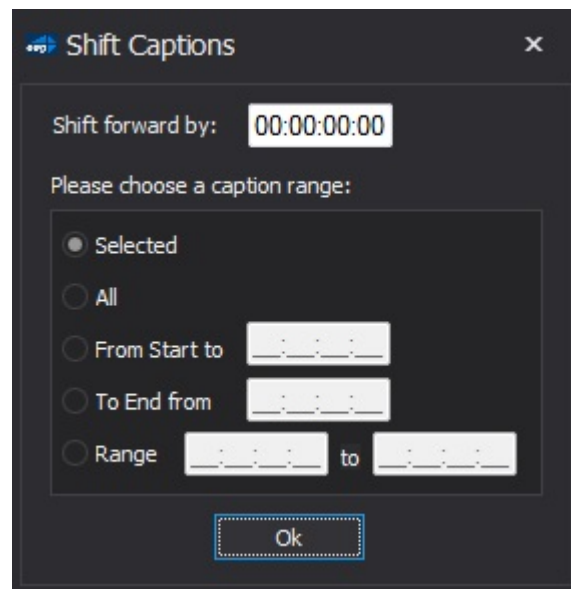


Figure 29: Shift All Captions Prompt Window

Settings

Allow adjustments to basic settings such as **Nudge** value in frames and **Fast Forward/Rewind** rate. User may also set backup storage and how often backups are saved. Recommended to leave default setting of every 5 minutes.

Project Info

Shows path and properties of saved project, video file and caption file.

Courier

Courier is a Cloud-based job creation/management service allowing content creators to stream proxy video files to captioners who are using Scribe. Courier can also be used to upload video files and schedule caption jobs for captioners using other NLE captioning software tools. The Courier tab (*Figure 30*) shows the tools required to interact with the service. Please refer to eegent.com/courier for details.

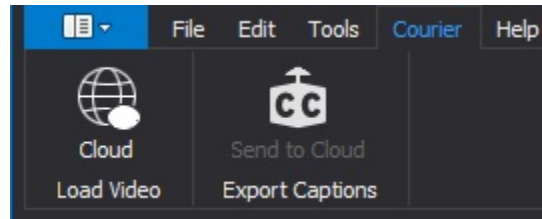


Figure 30: The Courier Tab

Import cloud-based video files from the **Load Video** and export completed caption files back to the cloud from **Export Captions**.

Project Configuration

Playback Modes

Playback modes menu located on right side of Media Player. These widgets are collapsible by clicking the triangle indicator next to the widget label.

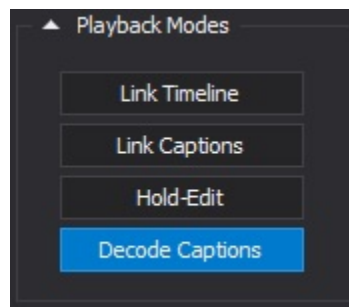


Figure 31: Playback Modes Menu

Link Timeline

When the currently displayed frame of video changes (either due to a seek or because the video is playing), if the caption at the new timecode is different than the one that was previously being displayed, said new caption will automatically be selected. This is mainly useful in the list view so that the selected caption box is "linked" to the playhead position in the timeline.

Link Captions	The reverse of Link Timeline. When you select a different caption, the video auto-seeks to said caption's display time. Once again, this is mainly useful in the list view so that the playhead position is "linked" to the selected caption.
Hold-Edit	Holds a selected caption in the Timeline and player for editing as the video continues to play. This can be particularly helpful for time adjustments, allowing you to remain on the caption and wait for the new frame time you would like to change it to.
Decode Captions	Can decode captions or disable decoding.

Playback Speed

When slowing down a video to a manageable speed, Scribe automatically pitch-corrects. This means when reducing the speed of a video, the audio's integrity remains fully intact for inserting accurately timed captions in a single pass-through.

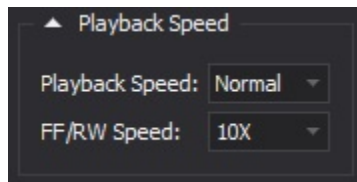


Figure 32: Playback Speed Menu

Playback Speed	Increase or decrease speed of playback from Normal (100%) to 25%
FF/RW Speed	Increasing or decreasing speed at which Scribe fast forwards and rewinds allowing editor to move swiftly to make necessary changes. Ranges from 2X to 20X.

New Caption Template

Permits changes to presentation of caption.

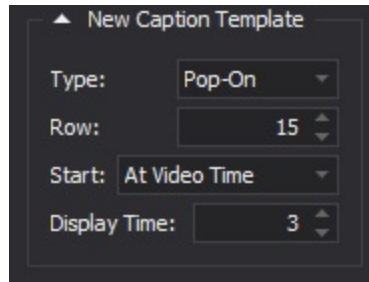


Figure 33: New Caption Template Menu

Type	Change the style of caption. Options are Roll-up 2 through 4, Pop-on and Paint-on.
Row	Alteration of location of caption in video. All rows available.
Start	Select when this caption's settings come into effect without having to navigate to location.
Display Time	Duration of caption display time on screen.



Chapter 5: Tools

Once a tool is selected, the cursor will turn into a line the color corresponding with the color of the tool selected, to ensure maximum precision as indicated by the orange in *Figure 34*.

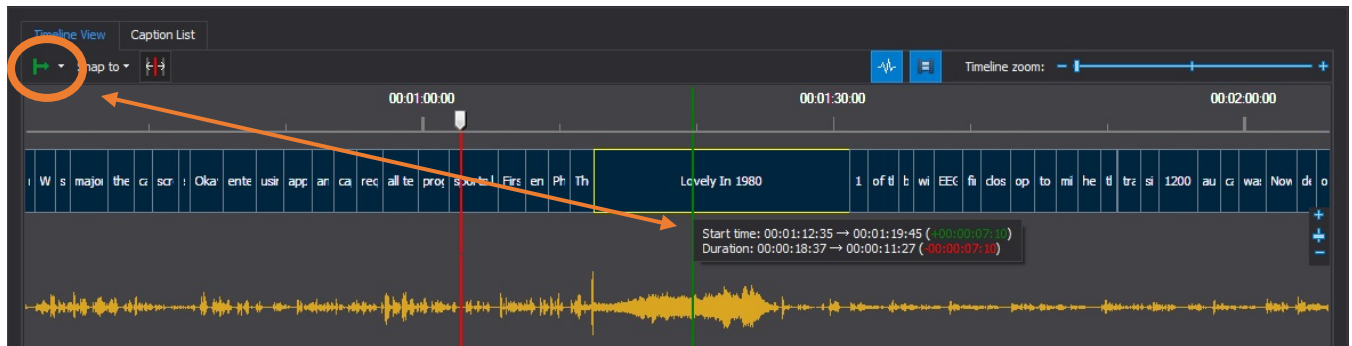


Figure 34: Tool Color Example

Timeline Tools

The Timeline Tools are broken into three sections.

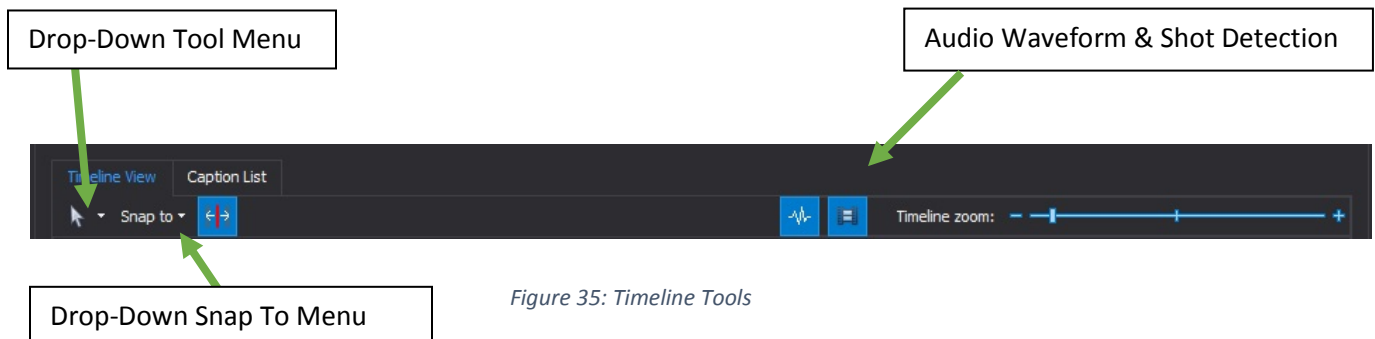


Figure 35: Timeline Tools

Tool Menu

Once the Drop-Down menu is opened, the user will view the window shown in *Figure 36*. Once tool is selected, the icon of the tool icon will appear on the left side of the menu and highlighted in blue.

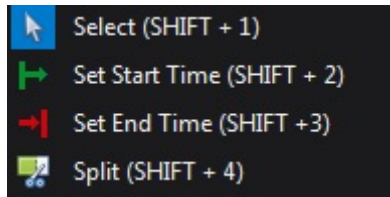


Figure 36: Drop-Down Menu

Select	Basic cursor used for selection, drag and drop.
Set Start/End Time	Start time is indicated by green line. Place green line on new start time trimming or expanding caption. Also applies for End time with red line as indicator.
Split	Separates one caption into two captions.

Snap To

The Snap To tools are used for realignment of caption boxes. Same as the Tool menu, once selected the feature will appear on the left side of the menu and highlighted in blue. (See *Figure 37*).

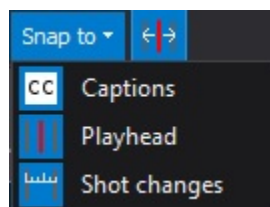


Figure 37: Snap To Menu

Snap to Captions	Shifting a caption box over to align with the following or previous caption.
Snap to Playhead	By lining up playhead to desired time, the caption box nearest playhead will snap to.
Snap to Shot Changes	Quick precision by commanding caption to line up perfectly where the next shot change will begin.

Audio Waveform and Shot Detection

Located below in *Figure 38*, the icon labeled C is to toggle on and off the Audio Waveform in the Timeline while icon D toggles the Shot Detection.



Figure 38: Audio Waveform & Shot Detection Toggle

Right-Click Menu

When right-clicking on the Timeline, the window shown in *Figure 39* below will appear. These options allow for fast selection of multiple caption boxes and fast seeking to various times. Broken down in the figure are the sections within the menu and their usage.

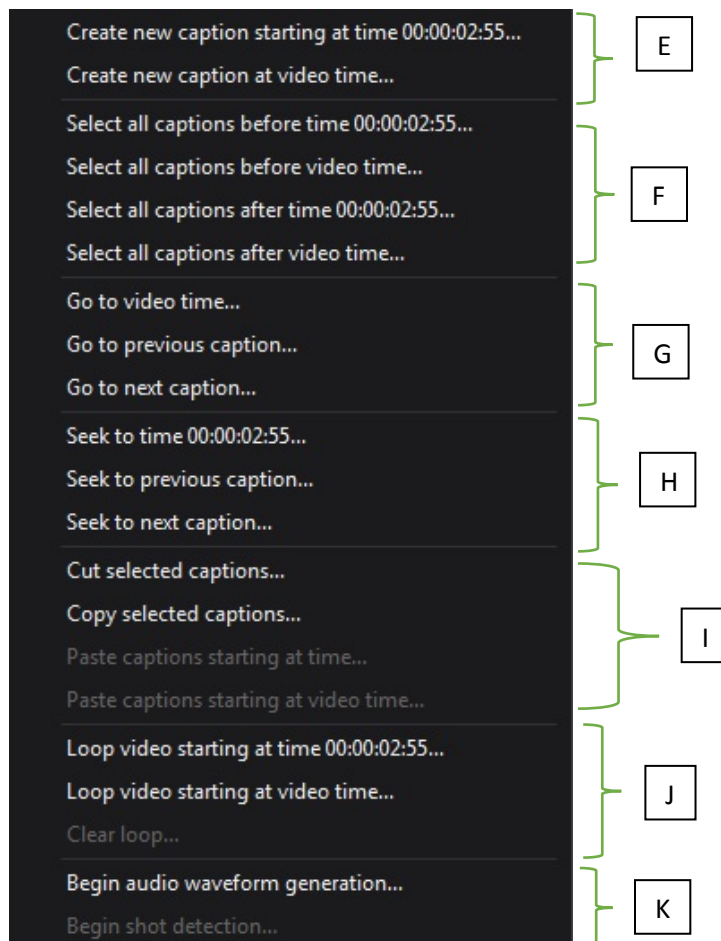
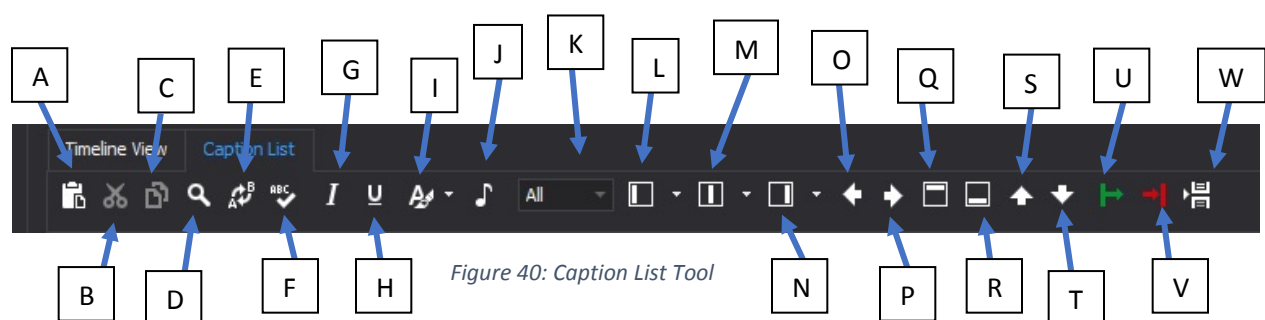


Figure 39: Right-Click Menu

- E. Create New Caption** By placing the playhead at any location on the Timeline, you may insert a new caption into indicated location or add a caption that will be aligned with nearby captions.
- F. Select All Captions** Executing the Select All function allows user to quickly select caption boxes before, after or at playhead's video time.
- G. Go To** Navigates through the Timeline based on caption box or playhead location.
- H. Seek To** Right-clicking at a location on the Timeline users can use Seek to move playhead to selected time, or snap to before or after surrounding caption boxes.
- I. Cut/Copy/Paste** Easy relocation of caption boxes by either cutting, copying or pasting to new location.
- J. Loop Video** Loops interval of captions. Use selection to indicate the beginning and end of interval before right-clicking and applying Loop. Indicated by dark green, click at beginning and end of interval to execute. Dark green highlight will confirm the looped section.
- K. Begin** Alternative way to toggle on and off the Audio Waveform and Shot detection functions.

Caption List Tools



- A. Paste** Paste
- B. Cut** Cut
- C. Copy** Copy
- D. Search** Find a word or phrase in text to locate the caption that needs editing.
- E. Replace** Locate word throughout project and replace all.
- F. Check Spelling** Check spelling within caption text.

G. Italicize	Italicize font in caption.
H. Underline	Underline font in caption.
I. Highlight	Sets the caption text's foreground color.
J. Music Note	Add music note to indicate music is playing.
K. Lines	Select which line your edits will apply to.
L. Left Align	Assign text left side dominant.
M. Center Align	Assign text center dominance.
N. Right Align	Assign text right side dominant.
O. Nudge Left	Nudge caption row horizontal alignment left by 1 row.
P. Nudge Right	Nudge caption row horizontal alignment right by 1 row.
Q. Top Align	Vertical align of top caption with uppermost row available.
R. Bottom Align	Vertical alignment of the caption rows with the bottom row.
S. Nudge Up	Nudge caption row vertical alignment up by 1 row.
T. Nudge Down	Nudge caption row vertical alignment down by 1 row.
U. Set Start Time	Adjust selected captions start time.
V. Set End Time	Adjust selected captions end time.
W. Split	Split selected caption into two captions.

Tool Tips

When mouse is hovered over a tool, a Tool Tip will pop up explaining what that tool's function is and its complementary short cut command. In *Figure 41*, highlighted is an example of the mouse hovered over the **Replace** tool followed by its listed shortcut. Tool Tips are helpful especially when first learning the software, allowing the user to quickly adapt and become acquainted with the interface.

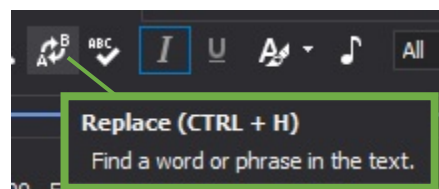


Figure 41: Example of Tool Tip



Chapter 6: Exporting & File Formats

Export Options

As Caption File	Exports the resulting caption file you've created with Scribe, and saves it locally in your chosen format. See the <i>Supported File Formats</i> section for a list of all exported file types.
Send to Cloud	Exports the resulting caption file you've created and sends it to the Cloud (credentials required), back to the original content owner, as part of the Courier workflow.

Supported File Formats

Video File Input	MPEG-2/MPEG-4/H264 Transport Stream Files (.mpg, .m2v, .m2t, .ts) Material eXchange Format (.mxf) General eXchange Format (.gxf) Quicktime (.mov) MP4 (.mp4)
Text File Input	Plain Text File (.txt) Rich Text Format (.rtf) Microsoft Office 2007 (.docx) Microsoft Word 97-2003 (.doc) OpenDocument Format (.odt)
Caption File Input	Basic Subtitle (.txt) Captions, Inc. (.cin) Cheetah 2.2 (.cap) Cheetah ASCII (.asc) CPC DOS (.cpc) CPC WIN CapMaker Plus (.cap) EEG Caption File (.ecf) EEG Simple or "Dot Number" Files (.0, .1, .2, ...) NCI (.ted, .cap, .flc) Scenarist (.scc) SoftNI (.sub)

Softtiter (.txt)
Vitac VCAPS (.vcc, .vci, .vcp)
WGBH - NCAM (.tds)

Caption File Output EEG Caption File (*.ecf)
Scenarist Closed Caption File (*.scc)
SMPTE Timed Text File (*.xml)
Simple Timed Text File (*.xml)
SubRip Text File (*.srt)
Synchronized Accessible Media Interchange / SAMI File (*.smi)



Chapter 7: Keyboard Shortcuts

Function	Description	Shortcut
Set Start Time (In Edit Tab)	Set the selected caption's start time to the current video time	CTRL + [
Set End Time (In Edit Tab)	Set the selected caption's end time to the current video time	CTRL +]
Nudge Start Time Back	Nudge the start time backwards	CTRL + MINUS
Nudge End Time Back	Nudge the end time backwards	CTRL + SHIFT + MINUS
Nudge Start Time Forward	Nudge the start time forward	CTRL + PLUS
Nudge End Time Forward	Nudge the end time forward	CTRL + SHIFT + PLUS
New Caption	Create a new caption	CTRL + N
Insert Caption	Create a new caption after the selected caption	CTRL + SHIFT + N
Feed to New Caption	Send line feed from text bucket to new caption	CTRL + ALT + N
Select Previous	Select the previous caption in the list	CTRL + ;
Select Next	Select the next caption in the list	CTRL + "
Toggle Play/Pause	Toggle the play state between play and paused	CTRL + P, Spacebar
Find	Show find form	CTRL + F
Replace	Show replace form	CTRL + H
Save Project	Save project file	CTRL + S
Nudge Up	Nudge selected row(s) up by 1	CTRL + ↑
Nudge Down	Nudge selected row(s) down by 1	CTRL + ↓
Un-feed Line	Move line(s) from selected caption back to text bucket	CTRL + ALT + ↑
Feed Line	Feed line(s) from text bucket to select caption	CTRL + ALT + ↓
Left Align	Horizontally align caption row(s) left	CTRL + L
Center Align	Horizontally align caption row(s) center	CTRL + E
Right Align	Horizontally align caption row(s) right	CTRL + R
Nudge Left	Nudge selected row(s) left by 1	CTRL + <
Nudge Right	Nudge selected row(s) right by 1	CTRL + >
Music Note	Add music note to captions	CTRL + M
Top Align	Vertically align captions to top	CTRL + T
Bottom Align	Vertically align captions to bottom	CTRL + B

Rewind	Rewind video	CTRL + ←, CTRL + J (Press once or hold)
Fast Forward	Fast forward video	CTRL + →, CTRL + K (Press once or hold)
Step Back	Step back 1 frame	CTRL + SHIFT + ←, CTRL + SHIFT + J
Step Forward	Step forward 1 frame	CTRL + SHIFT + →, CTRL + SHIFT + K
Jump Back	Jump back 5 seconds	CTRL + 9
Jump Forward	Jump forward 5 seconds	CTRL + 0
Underline	Underline selected caption text	CTRL + U
Italic	Italicize selected caption text	CTRL + I
Copy	Copy selected captions	CTRL + C
Cut	Cut selected captions	CTRL + X
Zoom	Zoom in and out of Timeline	CTRL + Mouse Wheel
Highlight	Group selection of text boxes	SHIFT + 2
Set Start Time	Trim or expand start time of text box	SHIFT + 3
Set End Time	Trim or expand end time of text box	SHIFT + 4
Split	Detach section of text box	SHIFT + 5
Loop	Repeat selected interval	SHIFT + 6