VITAC
a verbit company

OOONA®

OOONA TRANSCRIBE MANUAL

For VITAC Transcription

Learn all of the key tools and functions used for pre and post-edit transcription

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VITAC 2024

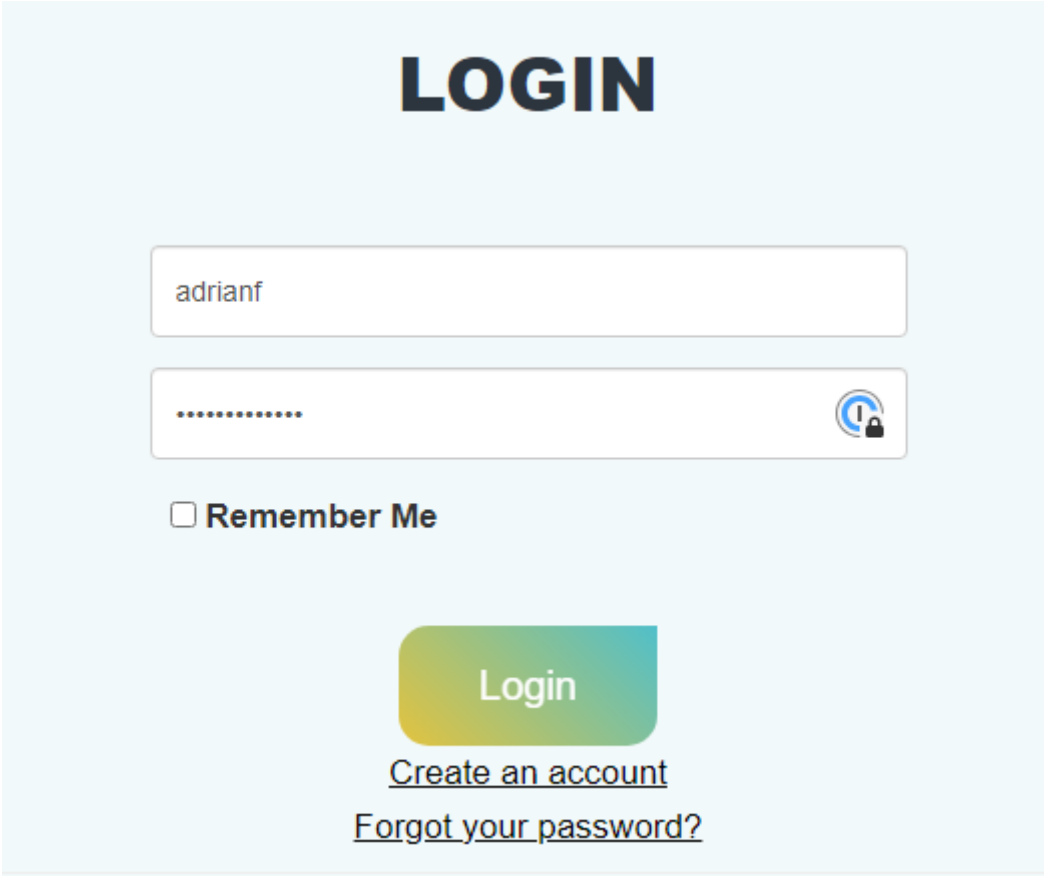
Contents

Getting started

Logging in

To login to Ooona, please click here.

Please enter your username and password into the boxes:



Tip: *If you have forgotten your password, you can click the* ***Forgot your password*** *button to complete the password reset process.*

Tip: *If you would like Ooona to remember your username and password, please tick the* ***Remember Me*** *box.*

After successfully logging in, you will have access to the Ooona Transcribe app. Please click it to open:

Setting up Ooona

In order to complete these setup tasks, you will need to be inside an Ooona Project file. You can either perform these setup tasks when working on your first job, or you can complete the setup ahead of your first job, by simply loading a New Project and giving it a generic name, like 'Setup'.

Note: you only need to complete these setup tasks once and the setup will be available for all future jobs.

VITAC have provided setup files that you can load into Ooona for;

- Hotkeys – these are our approved Hotkeys that we advise you use to begin with, but please feel free to customise them in the future, once you have become familiar with each function within Ooona
- Short Forms and Autocorrects – we have programmed a keyboard shortcut for each Marker, which will make entering these events faster in the future

Loading the VITAC Hotkeys

Hotkeys allow you to perform common functions with your keyboard, without having to use your mouse. Learning and using Hotkeys can drastically improve your productivity, so we strongly recommend getting to know them as soon as possible.

We have provided two Hotkey files. Please select the Hotkeys that are best suited to you.

- Hotkeys for keyboards **with** number pads: most of the media player functions are allocated to the **number pad** – Download here
- Hotkeys for keyboards **without** number pads: most of the media player functions are allocated to the **arrow keys** – Download here

Note: Please note that you are able to re-design and fine tune your Hotkeys within Ooona whenever you like. However, we recommend keeping our Hotkeys whilst first learning the software, so that they match our instructions.

To load them into Ooona, please follow these steps:

1. Click the **Hotkeys** button on the toolbar, or **Settings** > **Hotkeys**
2. Click the **Upload arrow** next to **Saved Schemas** (in the top-left)
3. Navigate to where you downloaded the ***VITAC Transcription Hotkeys (arrow keys).HotkeysSchema.json*** or ***VITAC Transcription Hotkeys (number pad).HotkeysSchema.json*** file, select and load
4. You will be given the option to set a name for the Hotkeys, which will have a default; ***VITAC Transcription Hotkeys***, please leave this as it is and click **Save**
5. Click Close and these shortcuts will be applied

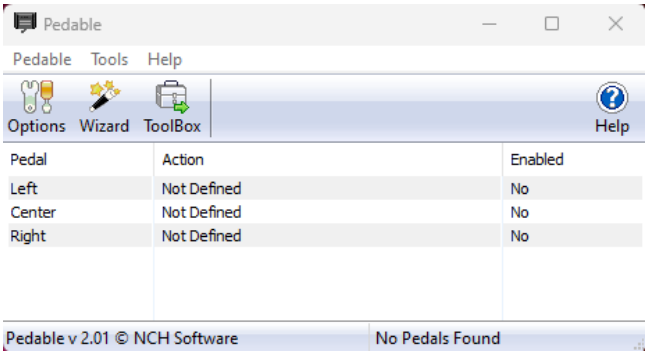
For reference, all of the VITAC Transcription Hotkeys have been listed in the General Information section at the end of this manual here.

Setting up a Foot Pedal

Note: you must setup your Hotkeys before you can setup your foot pedal (instructions can be found on the previous page).

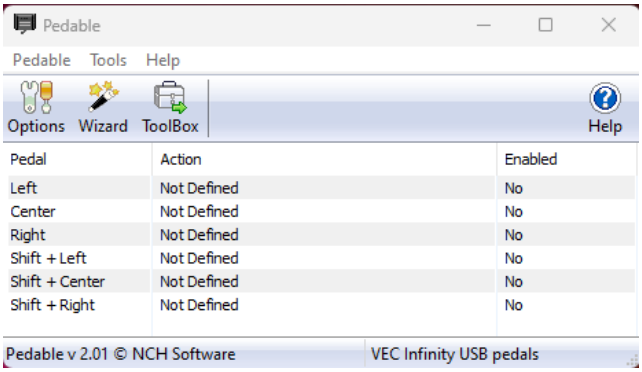
First, you must download and setup a piece of software called **Pedable Foot Pedal Software** by following these steps;

1. Download the **Pedable** software by clicking here
2. Once downloaded, open the file **pedablesetup.exe**
3. If your computer asks for permission, please click **Yes / Agree / Continue** etc.
4. The Pedable installation process will begin
5. Tick **I agree with these items** and click **Finish**
6. If he installation process offers to download additional software, please **untick the boxes** and **continue**
7. Pedable may warn that it could not find your foot pedal, which is fine, we will be setting this up in the later steps, so click **OK**
8. Once completed, **Pedable** will launch and will look like this;



Now, let's setup your foot pedal;

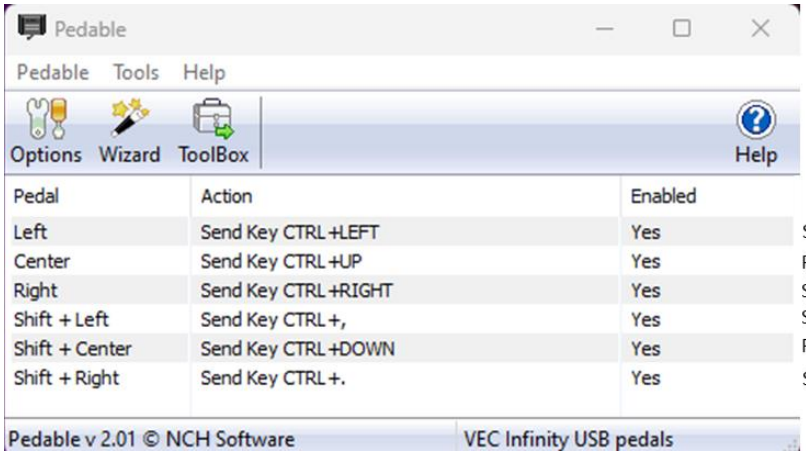
1. First, make sure your **foot pedal is plugged into one of your computer's USB slots**
2. Click the **Options** button
3. Open the **Pedal Type list and select your foot pedal**. **Note:** *for Liberty Transcription Software* users, the pedal will be labelled **VEC Infinity USB pedals**
4. Tick **Enable pedal shift** and click **OK**
5. Windows may prompt you for permission, please click **Yes / Agree / Continue** etc.
6. Pedable may ask you to **test the buttons on your pedal**, please follow these prompts to confirm the buttons are configures correctly
7. You will now see **6 foot pedal actions** listed;



To configure each pedal button;

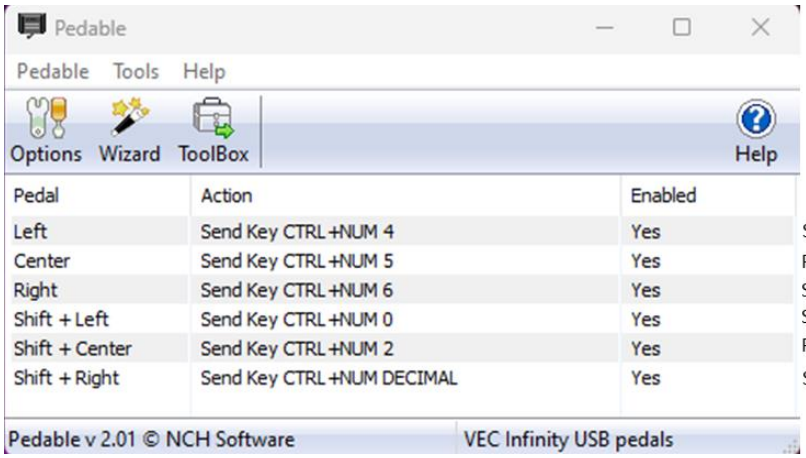
1. **Double-click the row** you would like to configure
2. Select **Send Key Combination** and click **Next**
3. **Tap the keys** you would like to assign to the pedal in the **Send Key Combination** field **Note: tap** each key, **do not hold** them down e.g. tap **Ctrl**, then tap **5 on the number pad** to assign keyboard shortcut **Ctrl+NUM 5** to the pedal button

For users that will be using ***VITAC Transcription Hotkeys (arrow keys)***, *we recommend configuring your foot pedal like this;*



Steps the media back 1 second
Play/Pause
Steps the media forwards 1 second
Steps the media back by your custom setting
Plays the current subtitle
Steps the media forward by your custom setting

For users that will be using ***VITAC Transcription Hotkeys (number pad),*** *we recommend configuring your foot pedal like this;*



Steps the media back 1 second
Play/Pause
Steps the media forwards 1 second
Steps the media back by your custom setting
Plays the current subtitle
Steps the media forward by your custom setting

Now that you have configured your foot pedal, please **test that each function** is working as expected in **Ooona**

Note: each function is accessed by **pressing** the foot pedal, **do not hold** the button down.

Note: to access the **Shift +** functions, **hold Shift** on your keyboard and **press the button on the foot pedal**.

Tip: *to change the* ***custom step backwards/forwards*** *setting in* ***Ooona****, click* ***Settings*** *>* ***User Configuration*** *>* ***TIMING*** *and set the* ***Custom video step duration*** *to your required amount e.g. enter* ***00:00:02:00*** *to set the* ***Shift + Left/Right*** *functions to step backwards/forwards by* ***2 seconds when pressed.***

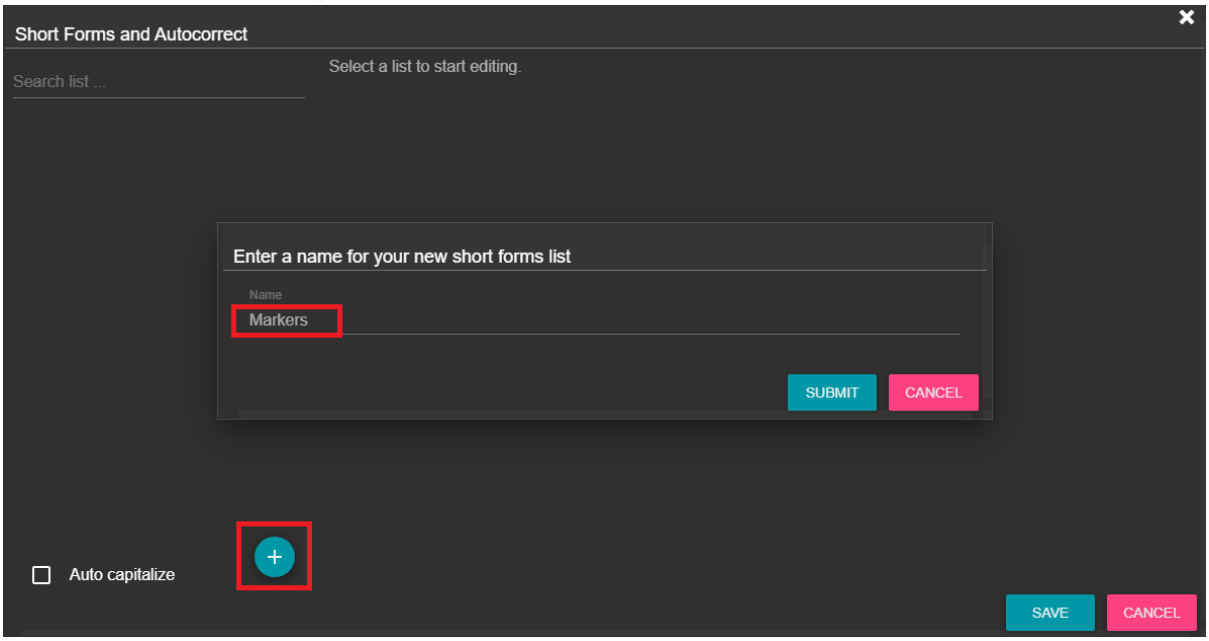
Loading the Short Forms and Autocorrects Marker list

Short Forms and Autocorrects allow you to capture larger words in fewer keystrokes. For example, in the file you are about to setup, you can capture the lengthy [UNSURE OF NAME], which is 16 keystrokes, in just 3 keystrokes by typing [UN and then pressing the spacebar. Setting up and getting to know the shortcuts is strongly recommended, especially for the lengthy examples like the above.

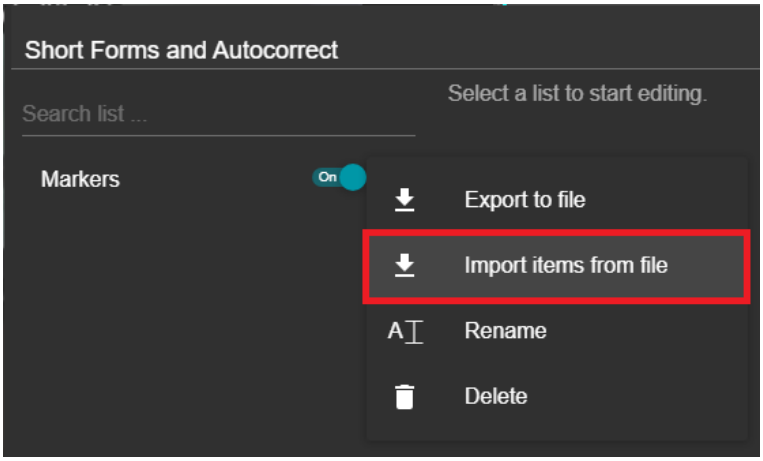
You can download the Markers setup file from here.

To load them into Ooona, please follow these steps:

1. Click **Settings** > **Short Forms and Autocorrect**
2. Click the **+** button, name your list **Markers**:



3. Click the **Submit** button
4. Click the three dots icon next to **Markers**, and select **Import items from file**:



5. Navigate to where you downloaded the ***Markers.json*** file, select and load

6. You will see that the list has been populated with lots of Markers
7. Click **Save** to close the window

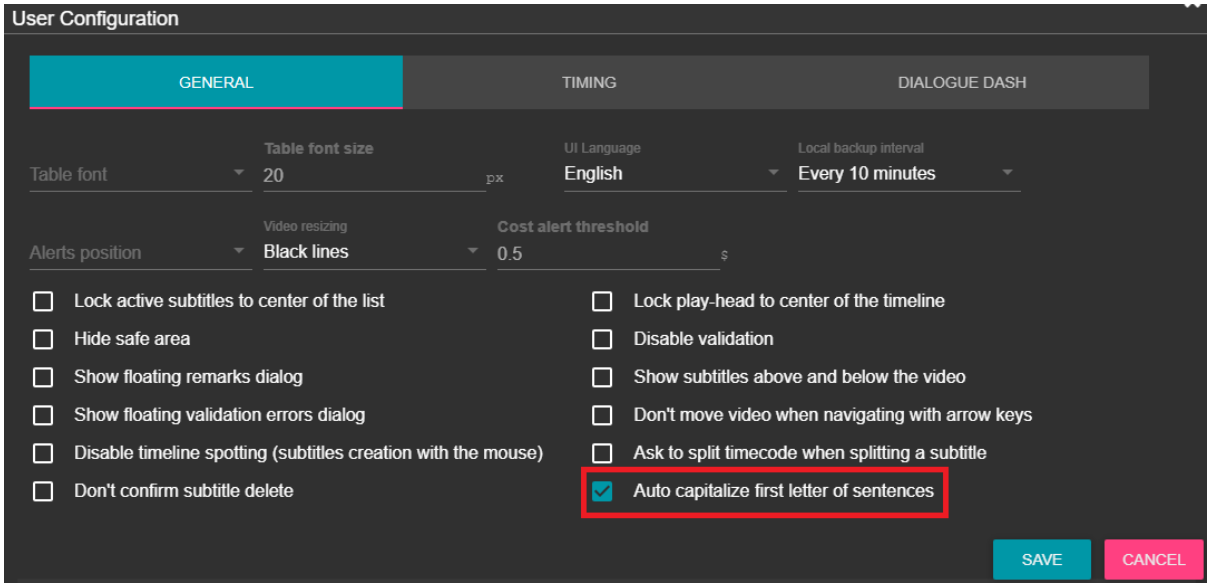
Tip: *if you would like to refer to the* ***Marker*** *list in the future, click* ***Settings*** > ***Short Forms and Autocorrects*** *to view this list. For reference, all of the Markers we have programmed into this file have been listed in the General Information section at the end of this manual here.*

Tip: *feel free to* ***add your own Short Forms and Autocorrects*** *for common words and phrases that you would like to shortcut in your transcription. For example, if you have a speaker who says* ***"you know"*** *a lot, you can add a shortcut for it here e.g. set it so when you type* ***yk*** *and press space, it will automatically transcribe* ***you know,*** *(the added comma will save you even more keystrokes!).*

Recommended User Configurations

Located under **Settings** > User **Configuration**, we recommend turning on these settings:

Auto capitalize first letter of sentences



The first letter of a sentence will automatically be capitalized after a full stop.

Note: this setting will apply to all Tracks, so be aware that this will apply automatically when copy-typing text in Visual Events. If you come across a Visual Event that requires the first lett of a sentence to be lower case, please temporarily turn off this setting.

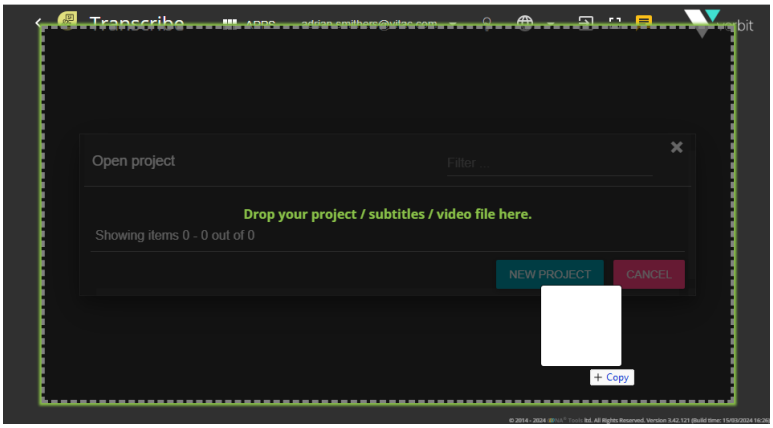
Opening an Ooona template file

For each job, VITAC will provide you with an Ooona template file, which will contain all of the settings you need to begin working. You must download this file for every job, as the settings from your last job may have changed, even if the requirements are very similar.

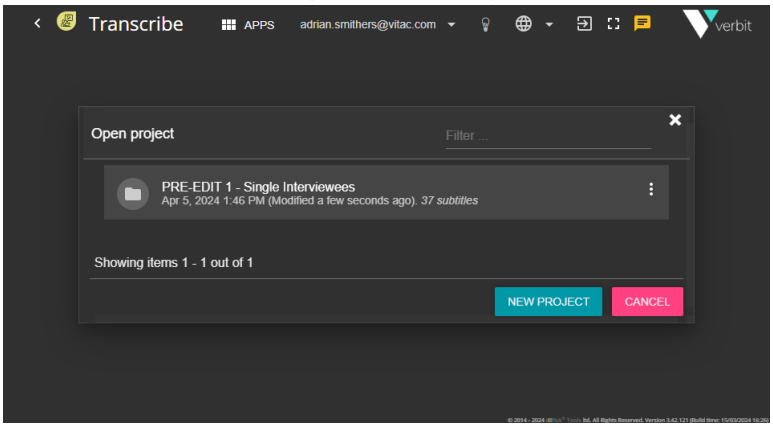
You can download the UAT Ooona Template files from here.

To load an Ooona template file,please follow these steps:

1. Open **Ooona Transcribe**
2. **Drag and drop** the template file you wish to work on into the window, like this:



3. The file will now show in your list of **Projects**:



4. Click on it and it will open in Ooona Transcribe

Downloading and loading the ASR script

Not needed for the UAT process, the files you downloaded in the previous step already contain the ASR transcript, ready for you to edit.

Loading the media

Now that you have loaded your Ooona template file and the transcription, it's time to load the media file:

1. Click on **Open video/audio file** button, or click **Media** > **Open video/audio file**
2. Click the **BROWSE YOUR COMPUTER** button
3. Navigate to the media file you would like to open, select and **Open**
4. Ooona will load the media file and may ask you some questions;
    a. If Ooona detects the framerate is different to your project, it will ask if you would like it to make corrections. Always click **YES**
    b. Ooona will also give you the option to run the **Shotchange and waveform generation** process. Always click **YES**
5. Ooona will load the media, and will also generate the waveform, which will be visible underneath the media

Note: shotchanges are visible on the waveform as golden vertical bars:

Uses in pre-edit transcription:

Helps highlight when the camera jumps from one scene to another, which is common in media that contains jumping timecodes. Look out for timecode jumps that coincide with shotchange indicators on the waveform. We recommend that when working on a pre-edit job, you take a few minutes to scroll through the media, looking out for shot change markers on the waveform to better prepare yourself for upcoming timecode jumps.

Uses in post-edit transcription:

Helpful when logging visual events that encompass the entire screen e.g. a full screen graphic showing a map – the beginning and end of this event will often be detected as a shotchange, and you can line-up your timecodes to match these on the waveform.

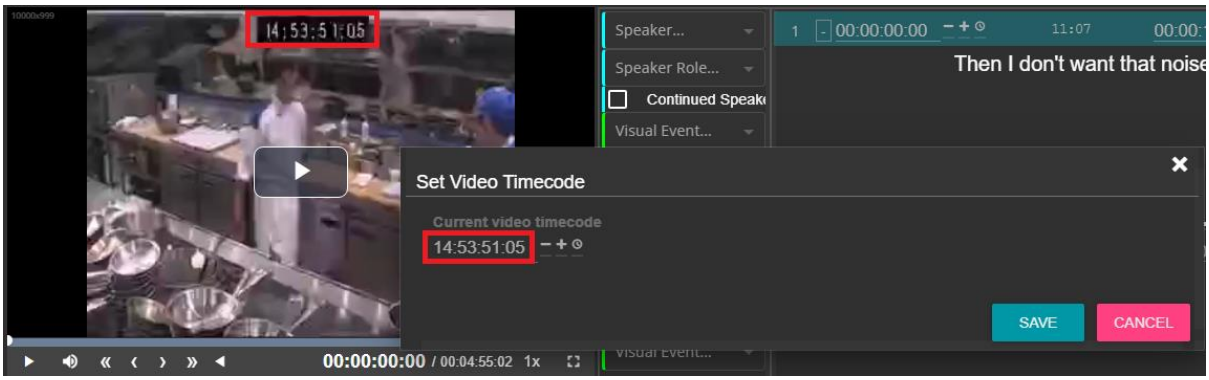
Transcribing

Setting the video timecode

Setting, or calibrating, the video timecode is something you must do before you begin editing your transcript. This ensures that you are in sync with the media's visual Burnt-In Timecode (BITC). Note that if your file does not have BITC, then Ooona will either calibrate your timecode automatically, or you will be required to manually set a timecode as per your job instructions.

To set the video timecode:

1. Pause the media where the **BITC** is clearly visible and you know for sure it's moving (test this by skipping forwards/backwards around the timecode to ensure it's increasing/decreasing)
2. Click **Media** > **Set video timecode**, or press Hotkey **F3**
3. Type in the current **BITC** into the Current video timecode field, exactly as it appears on the screen:



4. Double-check for any typos
5. Click **SAVE**
6. You will see that the media player timecode is now **in sync** with the BITC:

At any point, the media BITC can jump/change, so please ensure you regularly check that you are still in sync and recalibrate when required. This also applies to checking your script; you will need to recalibrate to each section again, as you can only be calibrated to one section at a time.

Recutting the timecode

Now that you have set your video timecode, it's time to update the timecodes that have been automatically captured in the ASR transcript.

Note: the ASR transcript will automatically be set to 00:00:00:00 at the start, so it's very likely that you will need to run this process on every job.

Note: if you have used the *Liberty Transcription Software* in the past, this process was referred to as **Forward Timecodes**.

Here are the steps to follow to recut the timecode in your script;

1. Line your video up with the first piece of spoken dialogue
2. Click **Timecode** > **Recut / offset**, or use Hotkey **F4**
3. By default, if you are recutting all subtitles in your script, you won't need to make any changes in this menu because;
    a. The **Target Time** has automatically populated from the current media position
    b. The recut will apply to **All Tracks**
    c. The **Start index** will have been set to the **current subtitle**
    d. The **End index** will have been set to the **last subtitle**
4. Go ahead an click **SYNC**

Note: you can edit these fields to suit your current needs, but in general, when loading this function, it will always populate to update the current and future subtitles to be in-sync with the current media player position.

Note: if your media file contains jumping timecodes, you will need to perform this function after every jump to accurately update your script's timecodes.

Editing dialogue

Now that your timecodes have been recut and match the media's BITC, it's time to start listening to the media and reading the transcript to ensure the dialogue has been accurately captured.

Correcting dialogue

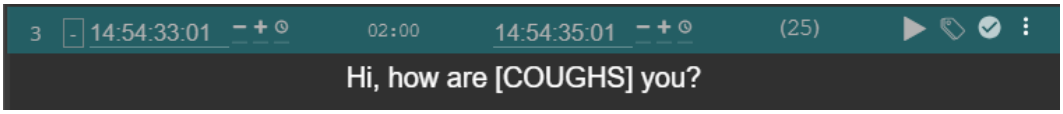
Here are the key things to keep in mind when editing the dialogue in your script.

- If you spot mistakes in the ASR script, please correct them
- Make edits to your script to ensure it matches the job instructions e.g. adding/removing ums and uhs, false-starts, stammers etc. depending if they are/are not required for this specific job
- Ensure grammar and spellings are accurate
- If you decide that a particular block of text needs to be recaptured from scratch, you can clear the current text with **F12**

Adding Markers

Markers are used to capture audible events that can occur outside of regular spoken words. These can range from human utterances, like coughs and grunts, to background noises, like doors slamming and sirens. They can also be used for words that we can't quite catch, or have been distorted, so please use Markers when these events occur:

- If an event occurs that needs to be captured with a Marker, please insert a marker in capital letters within square brackets at the correct position in the dialogue
- For example, if a speaker were to cough mid-sentence, please capture the exact position of the cough;



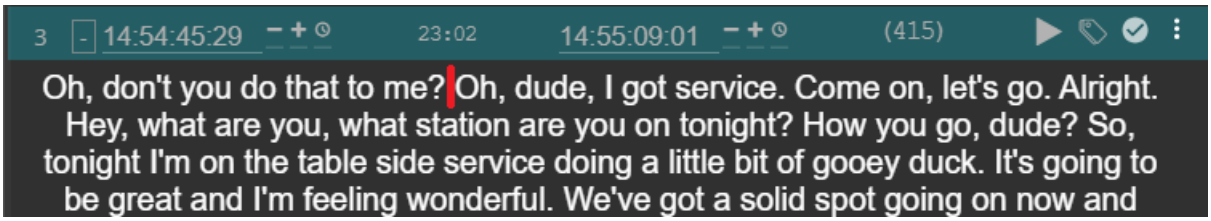
- To ensure you are capturing Markers in the correct tense and format, we strongly recommend using the installed shortcuts for each marker
- For example, the **[COUGH]** marker above can be captured by typing **[CO** or **[co** and then pressing the spacebar
- If you encounter an event that you would like to capture, but we have not anticipated with a shortcut, please type the full marker manually in captial letters within square brackets

Note: for more information about each required Marker, please refer to your job guidelines, which will contain a full breakdown on each marker, as well as its keyboard shortcut.

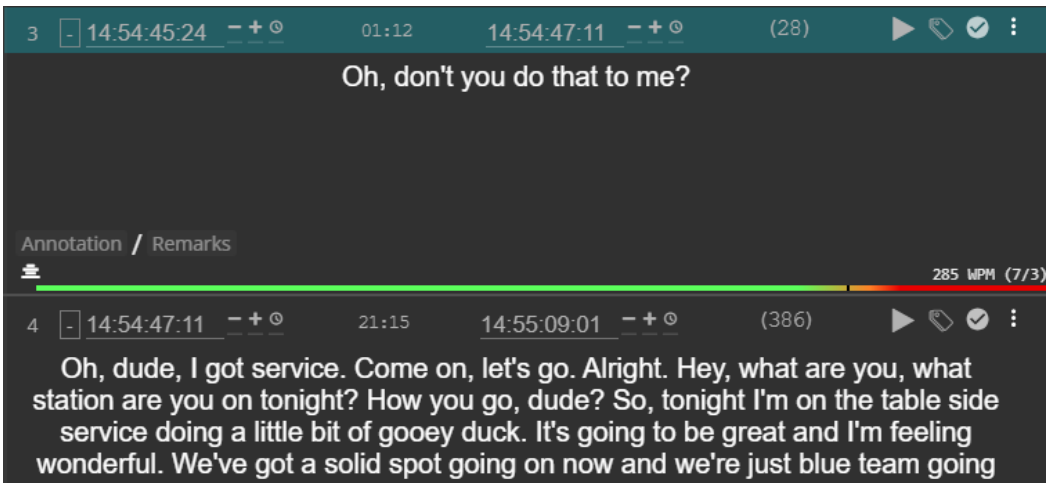
Splitting dialogue

If the ASR script has not identified a change in speaker, then you will need to split dialogue into separate subtitles. Here's an example of how to do this:

1. In this example, a new speaker starts speaking in the **red** cursor position:



2. Place your cursor in this position and make sure your video is in the correct position where the new speaker begins speaking
3. Click the **Split subtitle** button on the toolbar, or press Hotkey **Ctrl + Enter**
4. The result will be:

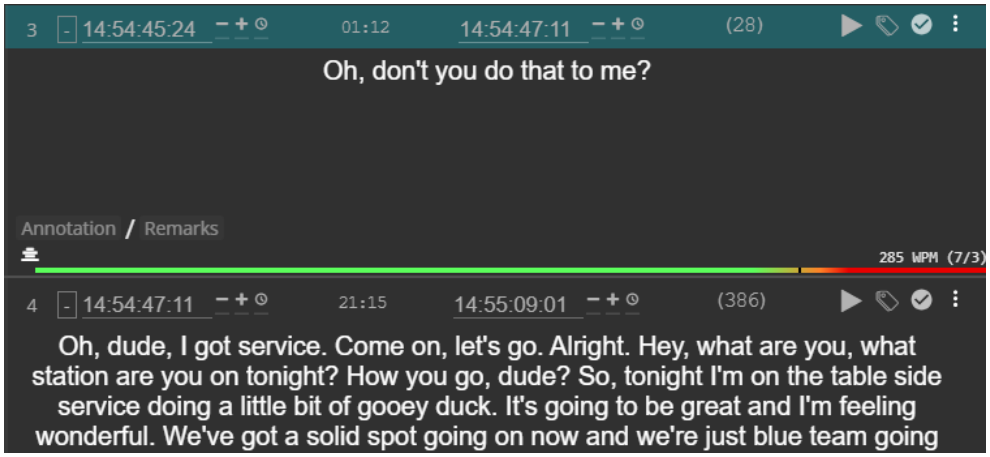


- All of the dialogue after your cursor position will be moved to a second subtitle
- The end timecode of the first subtitle and the start timecode of the second subtitle will be set to the current video's position
- The end timecode of the second subtitle will inherit the end timecode of the first subtitle before the split
- The waveform will visualise this for you, with the joining of two subtitles here :

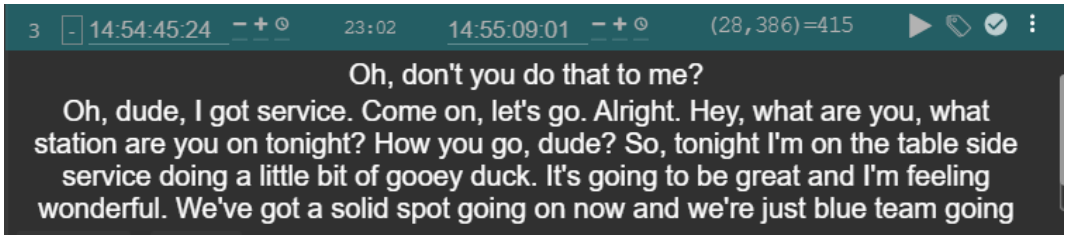
Merging dialogue

The opposite of splitting dialogue, sometimes you will need to merge two subtitles together. This can happen if the ASR has mistakenly captured a single speaker's dialogue as two different speakers. Here's an example of how to do this:

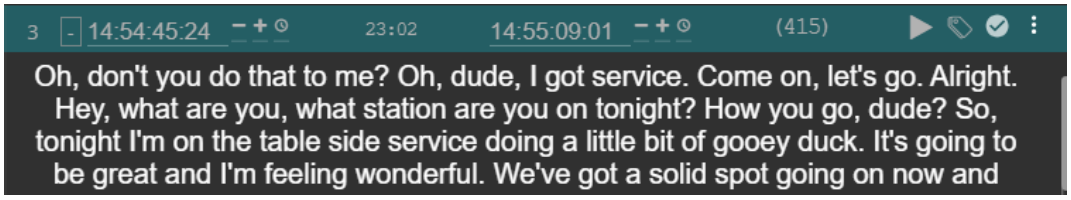
1. In this example, we want to merge back the example that we previously split:



2. Place your cursor anywhere in the second subtitle
3. Click the **Merge subtitle** > **Merge up** button on the toolbar, or press Hotkey **Ctrl + Up**
4. The result will combine the two subtitles into a single subtitle like this;



5. There is one more edit to make; you must **remove the carriage return** that has been placed between the first and second line in this subtitle
6. Place your cursor at the start of the second line and press **Backspace** and **add a Space**
7. The result will look like this;

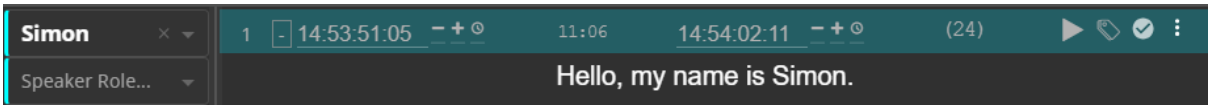


Note: the above example demonstrates how you can merge a subtitle upwards, but you also have the ability to merge down with **Merge subtitle** > **Merge down** button on the toolbar, or press Hotkey **Ctrl + Down**

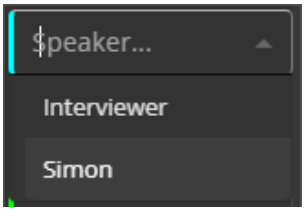
Adding Speaker Names

The ASR will not have captured any speaker names in the script, so you need to add these for each subtitle. Here's how to do this:

1. In this piece of media, the speaker has identified themselves as **Simon**:
2. To capture this in our script, we must use the **Speaker Name** field located to the left of the subtitle, in the **Custom Columns** section
3. Click in the box, **type Simon** and **press Enter** and you will see that his name has been assigned:



4. Now that we have added Simon, he will be **available in the list** when selecting future speakers:



5. The list will grow as you add more speakers to the **Speaker Name** list

Note: if you are unsure if the spelling of a speaker is accurate e.g. you are unsure if the spelling is Steven or Stephen, then please add [UNSURE] after the speakers name in the Speaker Name list.

Managing Speakers

As scripts progress, you may want to manage your speakers by;

- **Updating** speakers e.g. we find out that Simon's last name is **Smith** later and we want to add this
- **Removing** speakers that were captured in error, or will no longer be needed

You can perform both of these tasks by clicking **Transcribe** > **Custom Columns**.

Here you will find the contents of the Speaker drop-down, where you can edit names and delete speakers with the trash icon.

Note: after updating the name of a speaker, when you click **SAVE**, Ooona will ask you;

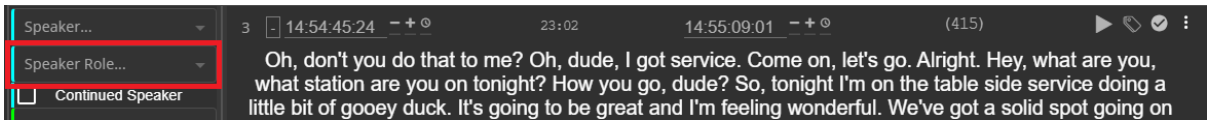
Do you want to change every "Simon" to "Simon Smith" in the entire project?

Selecting **YES** will automatically update where the speaker has been assigned throughout your script with the new name.

Adding Speaker Roles

Just like the speaker names, the ASR script will not be able to capture the speaker roles for each subtitle in your script, so these must be manually added.

The **Speaker Role** field sits just below the **Speaker Name** field in the Custom Columns section next to each subtitle:



Once you have selected the **Speaker Name** of the speaker, please add the **Speaker Role** if required.

Please note that your template will come pre-loaded with the speaker roles that are required to be added for your job – there is no need for you to add your own.

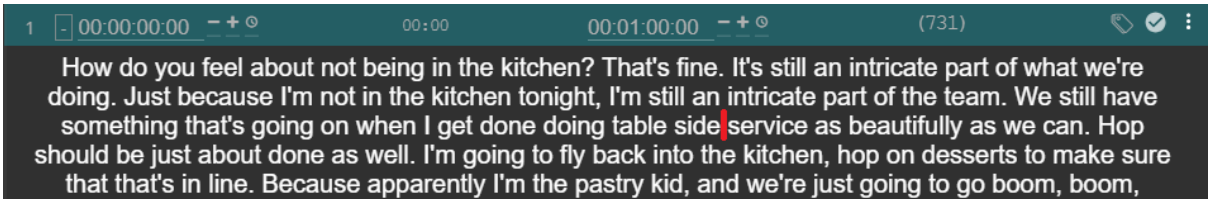
Note: if you were previously a user of the *Liberty Transcription Software*, then you will notice the the Speaker Role: **Speaker** is not available. In Ooona, generic speakers do not need to have a speaker role assigned (we assume that a blank speaker role = generic speaker).

Note: full information about the speaker roles required can be found in the guidelines for each job.

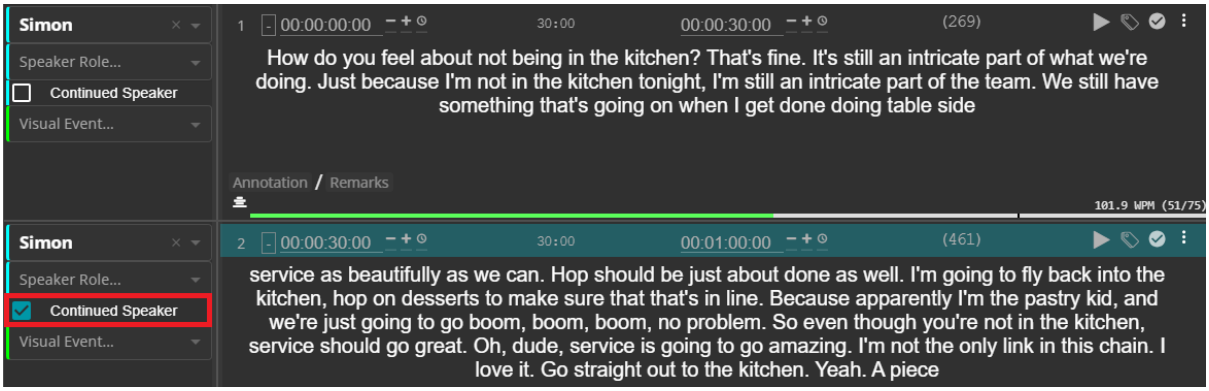
Adding Continued Speaker

When required, you may need to capture periodic timecodes for large pieces of dialogue spoken by a single speaker. Here's how to capture this when required;

1. First, **split the large subtitle into smaller subtitles** that meet the requirements of your job instructions
2. For example, if a speaker speaks for 1 minute and you have been asked to capture a **timecode every 30 seconds**, then you will need to find the word closest to the 30 second mark (in this case it's the word **service**) and **place your cursor** there;



3. **Position your video in the correct place** and split the subtitle by clicking the **Split subtitle** button on the toolbar, or press Hotkey **Ctrl + Enter**)
4. The result will produce **two subtitles, both 30 seconds** in length
5. You then need to add the **Speaker Name** and **Speaker Role** (if required) for **both** subtitles
6. And then tick **Continued Speaker** on the second subtitle to capture that is the same speaker continuing to speak through both subtitles:



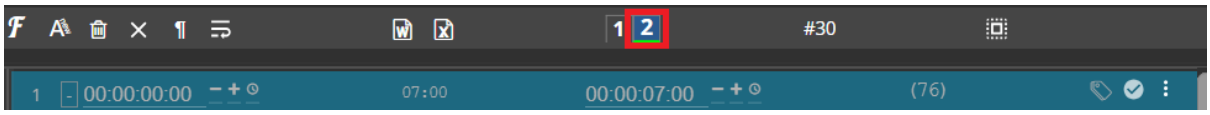
Note: you may have to do this mutliple times if a speaker speaks for a long time.

Creating Visual Events

Depending on the type of job you are working on, you may be required to log visual events in your script. Here's how to capture when required;

1. Position your media player at the **first frame of the visual event**
2. Create a new subtitle by clicking the **Add subtitle button**, then **Add subtitle at playhead position**, or press Hotkey **F5**
3. A new subtitle will be created on **Track 1**
4. Next, move the subtitle to **Track 2** by clicking the **...** icon in the top-right of the subtitle and selecting **Track** > **2**, or press Hotkey **Ctrl + 2**
5. You will see that the subtitle will change colour to blue, and the available options will change in the **Custom Columns** section, revealing a **Visual Event** drop-down list
6. Use the Visual Event drop-down list to **select the correct Visual Event type**
7. If required, capture the content of the visual event in the subtitle
8. Adjust the **end timecode** of the visual event to **match where the visual event ends** in the media

Tip: *if you are creating a lot of visual events, set the working track to Track 2 before using F5 to create new events directly onto Track 2. You can do this by clicking the 2 icon in to toolbar, so that it is highlighted green:*



To set it back to Track 1, click the 1 icon in the toolbar, so that it is highlighted green.

Note: for the 1 and 2 icons to appear, you must have existing subtitles on tracks 1 and 2.

Adding Archive and Reconstruction

Some job types require you to log when audio and visual dialogue is taken from archive or reconstruction footage. Here's how to log this when required;

1. Create your audio/visual subtitles as normal
2. When complete, tick the **Archive** and/or **Reconstruction checkboxes**, which can be found in the **Custom Column** section for both audio and visual events
3. Be sure to check the required boxes for all events during the archive/reconstruction section

Adding ON Camera and OFF Camera

Some job types require you to log when speakers are on/off camera. Just like archive and reconstruction footage, boxes have been provided for when this is needed;

1. Create your audio subtitle as normal
2. When complete, tick the **ON Camera** and/or **OFF Camera checkboxes**, which can be found in the **Custom Column** section for both audio and visual events

Adding Modes

Some post-edit jobs require you to add modes, which is the term used to label large sections of the media e.g. Ad Breaks and Music Cues.

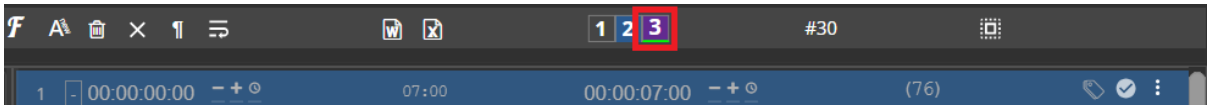
Please consult your job guidelines and instructions for details on which modes you are required to log. Here's how to log modes;

1. Position your media player at the **first frame of the mode**
2. Create a new subtitle by clicking the **Add subtitle button**, then **Add subtitle at playhead position**, or press Hotkey **F5**
3. A new subtitle will be created on **Track 1**
4. Next, move the subtitle to **Track 3** by clicking the **...** icon in the top-right of the subtitle and selecting **Track** > **3**, or press Hotkey **Ctrl + 3**
5. You will see that the subtitle will change colour to blue, and the available options will change in the **Custom Columns** section, revealing a **Mode** drop-down list
6. Use the Mode drop-down list to **select the correct Mode type**
7. No modes require you to capture any content in the main subtitle box, so please **leave the subtitle box blank**
8. Adjust the **end timecode** of the mode to **match where the mode ends** in the media

For example, if you are logging an Ad Break mode;

- The start timecode will be the first frame that the screen turns black
- The end timecode will be the first frame when the programme resumes

Tip: *if you are creating a lot of modes, set the working track to Track 3 before using F5 to create new events directly onto Track 3. You can do this by clicking the 3 icon in the toolbar, so that it is highlighted green:*



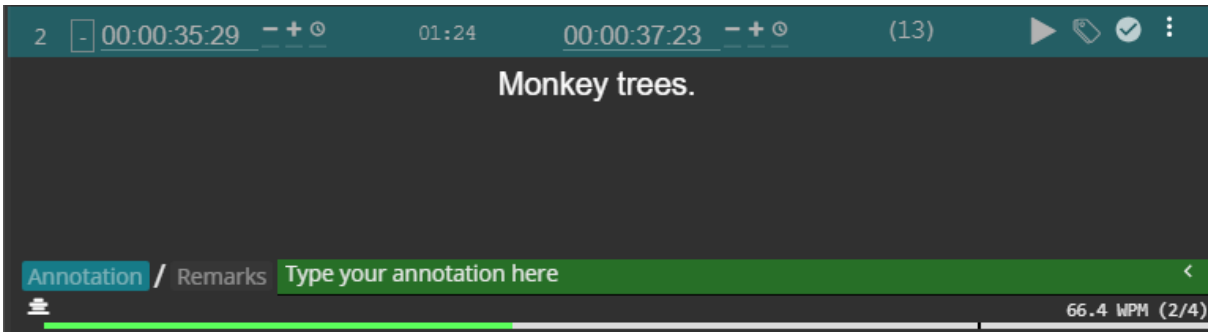
To set it back to Track 1, click the 1 icon in the toolbar, so that it is highlighted green.

Note: for the 1 and 3 icons to appear, you must have existing subtitles on tracks 1 and 3.

Adding Annotations

There will be rare jobs that require you to add annotations to add more context to your script. Here's how to log this when required;

1. Create your audio/visual subtitles as normal
2. Click the **Annotation** button
3. Type your Annotation into the **green box**
4. Your Annotations will **remain visible** in your script:

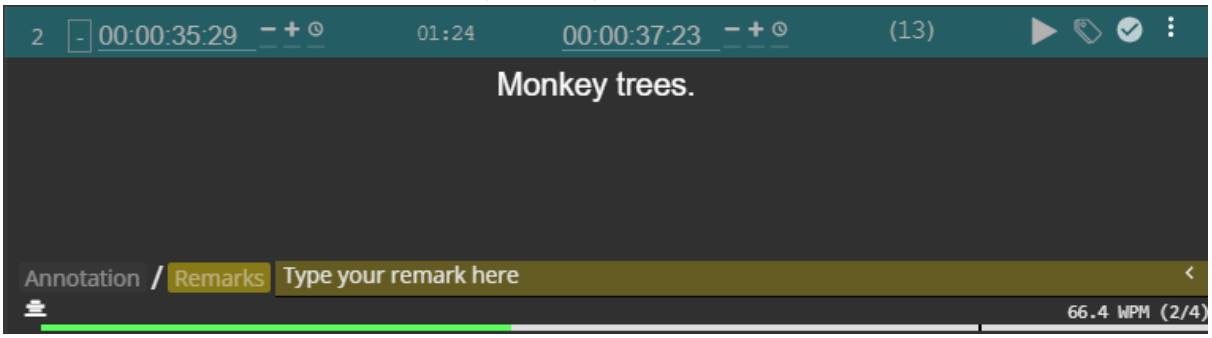


Note: When annotations are required, they will be rendered into the customer's final script, so please ensure your annotations are written clearly, and the field is not confused with the neighbouring **Remarks** field.

Adding Remarks

Remarks are comments that you can add to specific subtitles throughout your script. They can be useful to pass on messages to the next person that will be reviewing your script, so include remarks for anything that you would like to draw attention to;

1. Create your audio/visual subtitles as normal
2. Click the **Remarks** button
3. Type in your Remark into the **khaki box**
4. Your Annotations will remain visible in your script:



Note: Remarks will not be rendered in the customer's final script, so please only include notes that you would like internal staff to review.

Completing a job

Spell Checking

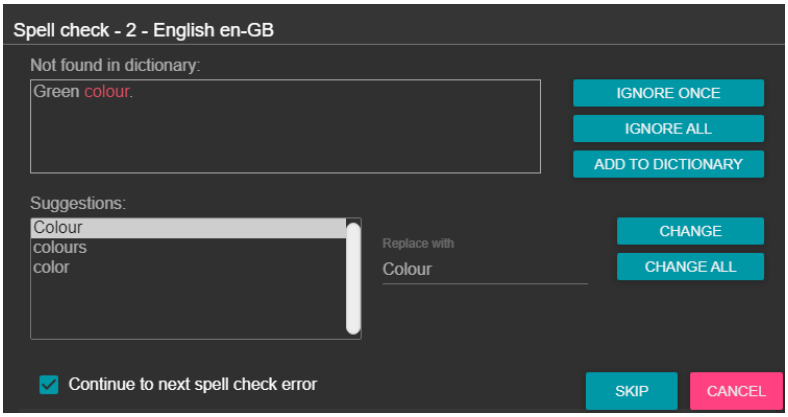
Once you have completed your script, you must run a spell check.

Note: during your transcription, you may have noticed that UK/US spellings had been wrongfully highlighted with red underlines. This is because your web browser also has a spell checker, which may conflict with the Ooona settings for the job you are working on. If you would like to correct this for each job, you can do so by;

- **Right-clicking** within any subtitle
- Click **Spell check**
- Select **English (United Kingdom)** or **English (United States)** as required

However, the spell checker within Ooona will have been programmed correctly in each UK/US template, so this must be your final check to ensure the correct dictionary has been used:

1. Click **Subtitle** > **Spellcheck** > **Run spellcheck**
2. Ooona general **Subtitles checks** window will open with **Spell check** automatically ticked
3. Scroll down to the **Settings** section, and check that the correct **Dictionary** has been selected
4. Click **RUN CHECKS**
5. All spelling errors will be **listed with a FIX button** next to each of them
6. Click the **FIX** button on the **first error**
7. You will presented with a window that contains details about the spelling error, along with action buttons; **IGNORE ONCE, IGNORE ALL, CHANGE** etc.



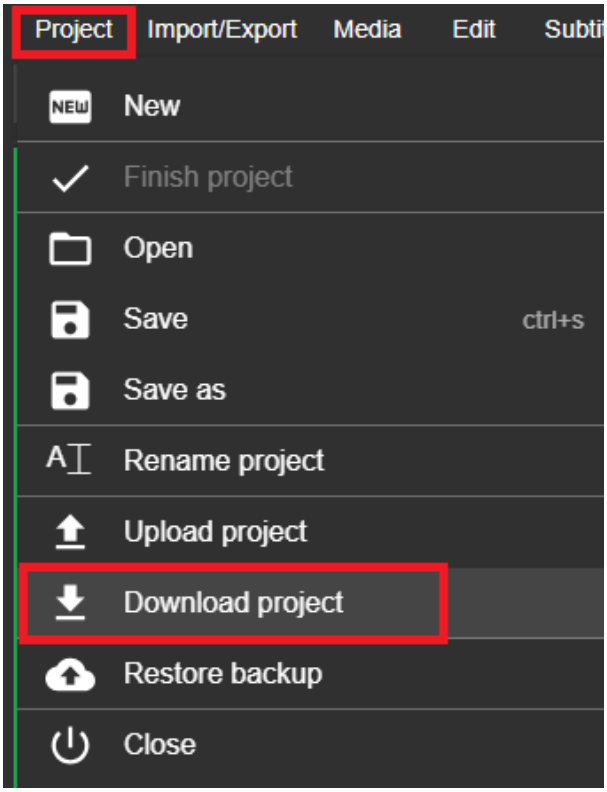
8. Make the required correction and the spell checker will move on to the next spelling error
9. Repeat until complete
10. To double-check that you have resolved all of the errors, you can click the **BACK** button and **RUN CHECKS** again, which should result in a **No issues found** message
11. Close the **Spell Check** window and the **Subtitles Checks** window

Tip: *If the available options are not suitable for a specific error and you would like to correct the error manually, you can fix it directly in the subtitle itself.*

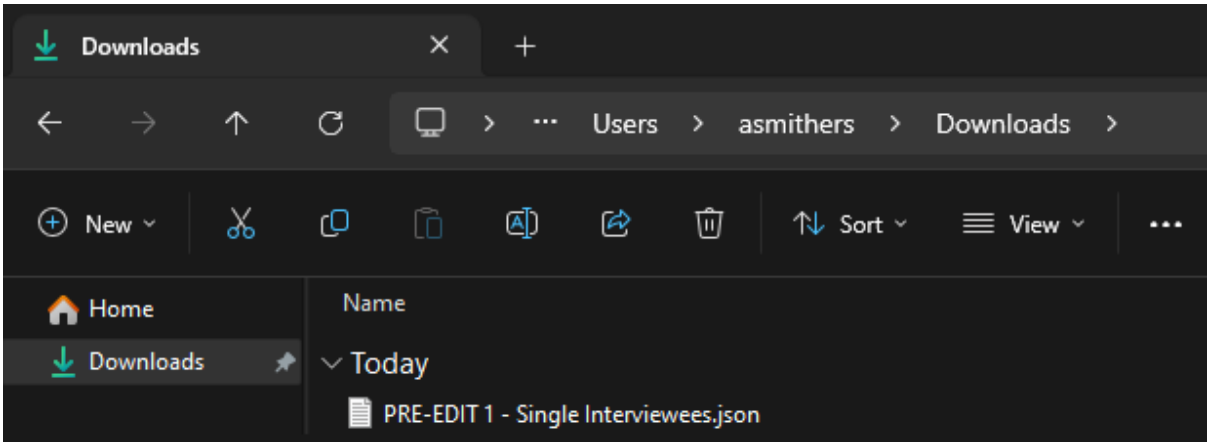
Downloading your script

When you have completed your script, you must download it to your computer by following these steps;

1. Click **Project** > **Download project**



2. Your project will be downloaded to your default download location (likely Downloads folder), and will be automatically given the same name as your Ooona Project;



Note: there are other ways of Exporting files from Ooona, but we request that you always use the Project > Download project method to ensure that the data you are submitting is complete.

Submitting your script

Please submit your script via the Ooona Transcribe Feedback Form.

General Information

VITAC Transcription Hotkeys

We have provided two Hotkey files. Please select the Hotkeys that are best suited to you.

- Hotkeys for keyboards **with** number pads: most of the media player functions are allocated to the **number pad**
- Hotkeys for keyboards **without** number pads: most of the media player functions are allocated to the **arrow keys**

Note: Please note that you are able to re-design and fine tune your Hotkeys within Ooona whenever you like. However, we recommend keeping our Hotkeys whilst first learning the software, so that they match our instructions.

Hotkeys with function allocated to the Arrow Keys:

Download the shortcuts optimised for keyboard **without** a number pad here.

Function	Hotkey
Play/Pause	Ctrl + Up arrow
Play from start of the current subtitle	Ctrl + Down arrow
Skip back 1 frame	Ctrl + Shift + Left arrow
Skip forward 1 frame	Ctrl + Shift + Right arrow
Skip back 1 second	Ctrl + Left arrow
Skip forward 1 second	Ctrl + Right arrow
Jump to current subtitle IN timecode	Ctrl + i
Jump to current subtitle OUT timecode	Ctrl + o
Adjust current subtitle IN timecode back 1 frame	Alt + Left arrow
Adjust current subtitle IN timecode forward 1 frame	Alt + Right arrow
Adjust current subtitle OUT timecode back 1 frame	Alt + Shift + Left arrow
Adjust current subtitle OUT timecode forward 1 frame	Alt + Shift + Right arrow
Set IN timecode to current media position	F1
Set OUT timecode to current media position	F2
Set the video timecode (calibrate timecode)	F3
Recut timecode	F4
Add new subtitle at current position	F5
Clear subtitle text	F12
Delete subtitle	Ctrl + F12
Merge current subtitle with subtitle below	Alt + Down arrow
Merge current subtitle with subtitle above	Alt + Up arrow
Split subtitle at current cursor position	Ctrl + Enter
Toggle current subtitle to Track 2	Ctrl + 2
Toggle current subtitle to Track 3	Ctrl + 3
Search Google for highlighted word	Ctrl + g
Jump to next subtitle	PageDown
Jump to previous subtitle	PageUp

Hotkeys with function allocated to the Number Pad:

Download the shortcuts optimised for keyboard **with** a number pad here.

Function	Hotkey
Play/Pause	Ctrl + NumPad 5
Play from start of the current subtitle	Ctrl + NumPad 2
Skip back 1 frame	Ctrl + NumPad 7
Skip forward 1 frame	Ctrl + NumPad 9
Skip back 1 second	Ctrl + NumPad 4
Skip forward 1 second	Ctrl + NumPad 6
Jump to current subtitle IN timecode	Ctrl + NumPad 1
Jump to current subtitle OUT timecode	Ctrl + NumPad 3
Adjust current subtitle IN timecode back 1 frame	Alt + Left arrow
Adjust current subtitle IN timecode forward 1 frame	Alt + Right arrow
Adjust current subtitle OUT timecode back 1 frame	Alt + Shift + Left arrow
Adjust current subtitle OUT timecode forward 1 frame	Alt + Shift + Right arrow
Set IN timecode to current media position	F1
Set OUT timecode to current media position	F2
Set the video timecode (calibrate timecode)	F3
Recut timecode	F4
Add new subtitle at current position	F5
Clear subtitle text	F12
Delete subtitle	Ctrl + F12
Merge current subtitle with subtitle below	Alt + Down arrow
Merge current subtitle with subtitle above	Alt + Up arrow
Split subtitle at current cursor position	Ctrl + Enter
Toggle current subtitle to Track 2	Ctrl + 2
Toggle current subtitle to Track 3	Ctrl + 3
Search Google for highlighted word	Ctrl + g
Jump to next subtitle	PageDown
Jump to previous subtitle	PageUp

Markers List

Here is a complete list of the marker short forms we have created and can be download from here.

Note: all markers have also been programmed to accept both upper and lower case letters.

Marker	Type	Shortcut (upper and lower case)
[APPLAUSE]	Utterance	[AP
[AUCTIONEER JARGON]	Delivery	[AU
[BLEEP]	Censorship	[BL
[BREATHES HEAVILY]	Utterance	[BR
[BURPS]	Utterance	[BU
[CHATTER]	Background	[CH
[CLAPS HANDS]	Background	[CL
[CLEARS THROAT]	Utterance	[CT
[COUGHS]	Utterance	[CO
[CREW CHATTER]	Background	[CC
[CREW DIRECTION]	Background	[CD
[CRIES]	Utterance	[CR
[DOOR SLAMMING]	Background	[DO
[FOREIGN DIALOGUE]	Delivery	[FD
[GASPS]	Utterance	[GA
[GRUNTS]	Utterance	[GR
[GULPS]	Utterance	[GU
[HUMS]	Utterance	[HU
[INAUDIBLE]	Unknown	[IN
[INTERRUPTION]	Background	[INT
[LAUGHS]	Utterance	[LA
[LAUGHTER]	Background	[LAU
[MOANS]	Utterance	[MO
[NOISE]	Background	[NO
[PANTS]	Utterance	[PA
[PHONETIC:]	Unknown	[PH
[SCREAMS]	Utterance	[SC
[SHOUTS]	Utterance	[SH
[SIGHS]	Utterance	[SI
[SINGING]	Delivery	[SIN
[SIPS]	Utterance	[SIP
[SNIFFS]	Utterance	[SN
[SOBS]	Utterance	[SO
[SPECIALIST TERMINOLOGY]	Unknown	[SP
[STUTTERS]	Utterance	[ST
[TALKING OVER EACH OTHER]	Delivery	[TA
[TUTS]	Utterance	[TU
[UNSURE OF NAME]	Unknown	[UN
[UNSURE OF WORD]	Unknown	[UW
[VOICES IN BACKGROUND]	Background	[VO
[WALLA]	Utterance	[WA
[WHISTLES]	Utterance	[WH

[YAWNS]	Utterance	[YA
[OBSCURED BY TIMECODE]	Visual	[OB
[SIC:]	Visual	[SIC
[ILLEGIBLE]	Visual	[IL
[RADIO COMMUNICATION]	Background	[RA
[PROFANITY]	Censorship	[PR
[CENSORED]	Censorship	[CE