

Tour of ProCAP

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Overview

ProCAP is a very flexible and robust system, that allows users to caption and sub-title using many different methods.

The Tour of ProCAP steps through a captioning process, from start to end. This is not the only method, and others are listed in the manual, but will provide Captionists a foundation on how to use ProCAP efficiently. As Captionists become familiar with ProCAP, they can then start to modify the default settings to suit their specific environment.

Capture

ProCAP is a non-linear system and requires that the source material be digitized and captured to create a Source Video File. The first step is described in Capturing Video.

Author

Authoring captions refers to transcribing the audio and assigning timecode. For further details on authoring captions, refer to the specific sections within the ProCAP manual.

To start captioning in ProCAP:

1. Create a New Caption File
2. Start ProCAP
3. Open Video Clip
4. Transcribe Text and Assign Timecode
5. Preview and Edit of Captions
6. Creating a Transfer File

Transfer

The final step in the captioning process is Encoding the Transfer File To Video.



The Tips for Common Problems Section of the manual provides suggestions for captionists who may encounter problems or require assistance in suiting the ProCAP application to their environment.



ProCAP supports multiple standards on output. This manual addresses all standards. Where there are specifics to a given standard, that is outlined in the specific sections.

Capturing Video

The Capture Utility provides synchronous capture of video and stereo audio into a small Source Clip File for use by the Editor.

1. Double click on the ProCAP Capture  Icon. This will open the ATI Capture Utility
2. Cue the video and press Play on the VTR.
3. Press the **Record**  button, or **Ctrl + R**, to start the recording operation. Ensure that the burn-in time code is visible.
4. Press the Stop button or **Ctrl + R** to complete the record operation.
5. Save the video clip to the Storage Drive, which is usually E:\.

The source video file is now ready for caption authoring.

For a further information about capturing video, refer to the Capturing Video section of the manual.

Scene change listings can also be created using MGI VideoWave 4. For further information refer to Creating Scene Change List.

Creating a New Caption File

To create a new caption file, the common situations are:

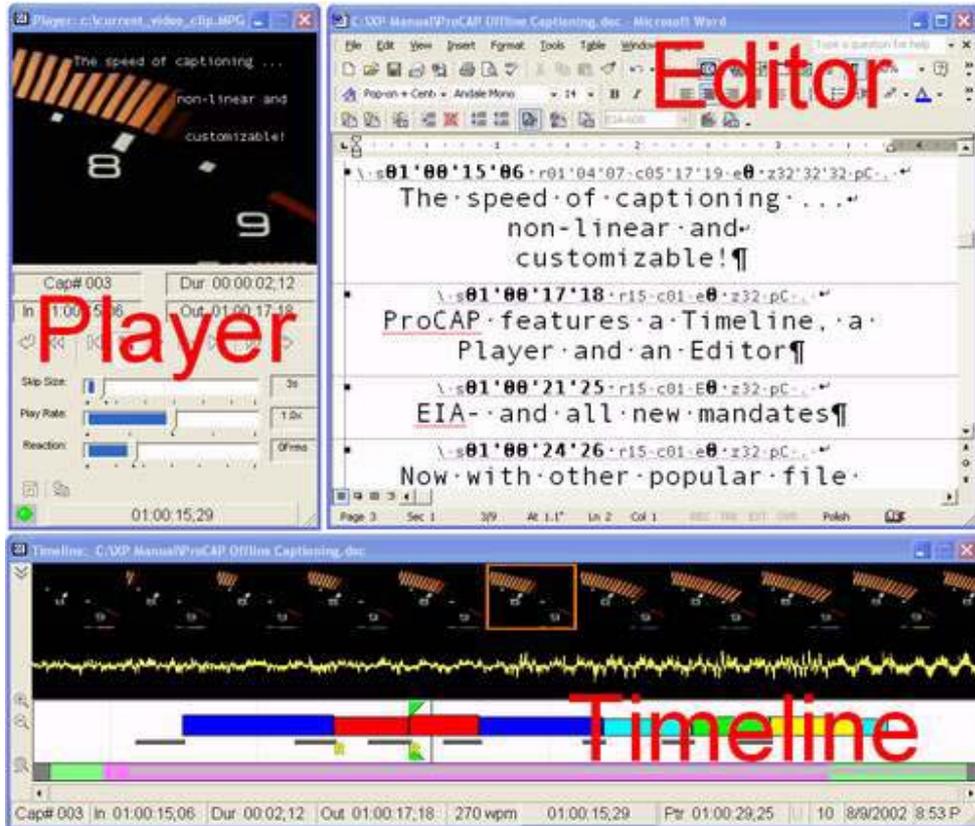
- i. no document exists and a new caption file must be created
- ii. a transcript file exists
- iii. a ProCAP caption file exists
- iv. a caption file exists from another caption authoring system.

The captioning method discussed below assumes the first situation. The other possibilities will be discussed later in this section.

To create a new caption file when no document exists:

1. Start Word. A blank document is opened by default.
2. **Start ProCAP** by pressing the **ProCAP**  command button located on the Standard Toolbar.

At this point, there will be three ProCAP windows open that interact based on time code:



The Editor - is the primary focus during the caption authoring process. All captions are created, modified, and saved within the Editor. Users can move within the Editor using the mouse, command buttons located on the toolbar, or keyboard shortcut keys.

The Player - displays the current source video frame and associated time code. Captions can be previewed over the source video clip in a WYSIWYG fashion. The Player controls are available on the Player, through the ProCAP Player toolbar and as Shortcut Keys from the Editor.

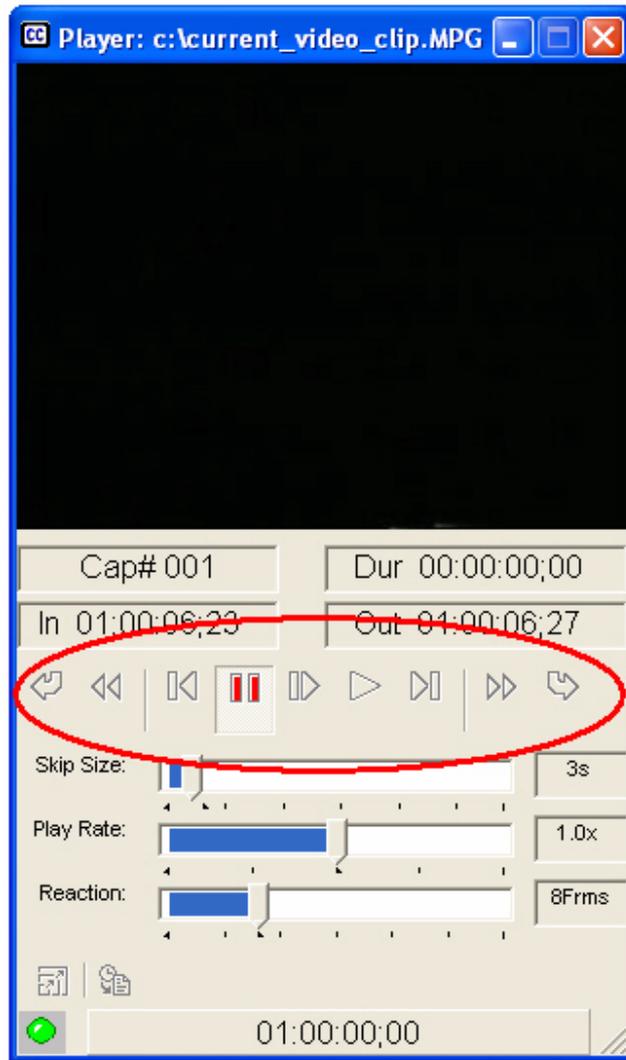
The Timeline - provides non-linear access to the entire Source Video File and a visual summary of the display of captions over time from the Editor. Moving within the Timeline can be done with the mouse or using keyboard shortcut keys.

3. Open the Source Video File by pressing the **Open Source Video File**  command button and select the video clip from the storage drive.
4. When the Source Video File first opens, a Source Clip Property drop down box will appear:

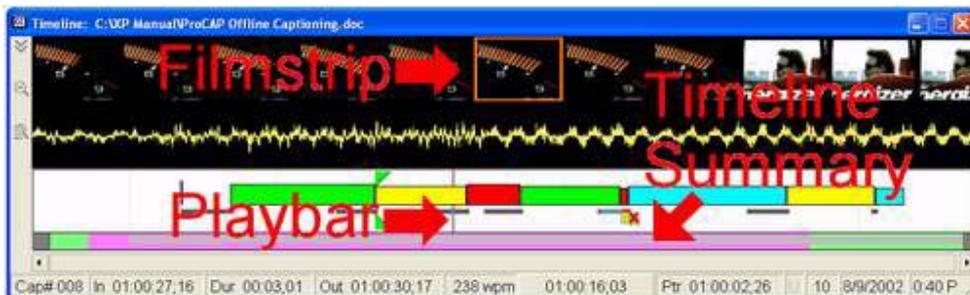


Verify the time base of the video clip and input the starting time code of the video as can be read off the burned in time code from the first visible frame in the video. If the first frame of video or time code is not visible, the time code can be set later during captioning through the **Tools** → **Configuration** menu. For further information refer to the Configuration section of the manual.

 The green status light in the bottom left corner of the Player indicates that the Source Video Clip has been correctly captured and the user will have frame accurate access of the clip in the Player. Clicking it will toggle the Player between Time access mode of the Player.



Captionists can move within the video quickly by using the Player buttons or by navigating within the Timeline using the filmstrip, moving the Playbar or clicking the mouse on the required position on the Timeline Summary.



5. Verify that no frames were dropped during the capture process by going to the beginning of the source clip and verifying that the time code showing on

the Player is the same as the burn in time code in the video. This should be done at a point near the end of the video as well.

6. Once ProCAP is started and the Source Video Clip is loaded, the next step is to create captions.

Starting from existing files:

If starting from a transcript file, open the transcript file in Word prior to starting ProCAP as in step 2 above.

If starting from an existing ProCAP caption file, open the existing file in Word prior to starting ProCAP as in step 2 above.

If importing a caption file from another caption authoring system, create a new caption file and start ProCAP to proceed as in step 2 above.

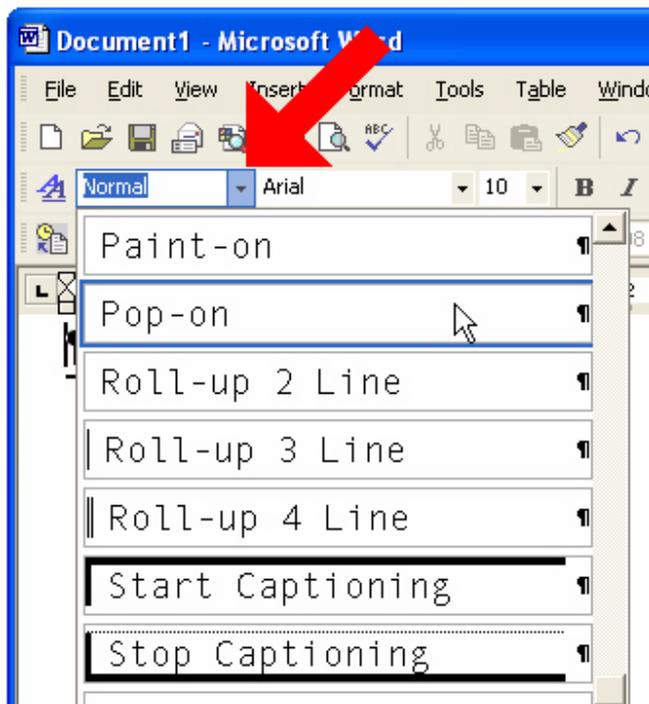
Creating Captions

A caption is defined as the text that appears over the video at a given time. When it appears and when it disappears is set by the in-point and out-point of that caption. The in-points and out-points are linked to the time code from the Source Video File.

In the method below, transcribing the audio will be interleaved with setting caption time code using keyboard shortcut keys.

To begin captioning,

1. Set the caption style by opening the style menu on the Word toolbar and choosing the captioning style required.



2. Ensuring the focus is on the Editor window, using the keyboard shortcut keys **Num 0** as a start and stop toggle, move within the video until you are at the video frame corresponding to the start of the first caption.



To move within the Player using the keyboard shortcut keys:

- start and stop the video **Num 0**
- skip backward to re-listen to the video **Num 2**
- frame forward **Num 6**
- frame backward **Num 4**
- skip forward **Num 8**

- replay the caption **Num .**
- A complete listing of all the keyboard shortcut keys can be found in Appendix C.

3. Set a caption in-point using the shortcut key **Ctrl + Enter** or **Num Enter**.



Ctrl + Enter or **Num Enter** will create a current caption by assigning the current time code to the in-point of the caption, or if the current caption exists, **Ctrl + Enter** or **Num Enter** will create/assign the current time code to the in-point of the next caption.

4. Execute **Num 0** to start the video and listen to the audio for the first caption. Execute **Num 0** to stop the video at the point where the next caption should start.
5. Type in the caption text that you just listened to.
6. Create a new caption by setting the next in-point using **Num Enter**.
7. Execute **Num 0** to start the video and listen for the next caption and stop the video at the point where the next caption should start. Type the caption text and execute **Num Enter** to set the next in-point. Continue until all the captions are complete.
8. Once the captions are complete save the file using a .doc extension. The file should be saved periodically, using **Ctrl + S**, during the captioning process to avoid accidentally losing work. Do not save to the Floppy drive for this work in progress, as it will cause problems with the video playback and overall system performance and reliability.
9. To verify the captions for errors, refer to the Verifying Captions section in the manual.



Caption text is edited in the same way that edits are done within a standard Word document.



When transcribing text, to move to a new line within the caption, captionists generally use **Shift + Enter** (soft-return) and to move to a new caption **Enter** (hard return). To use these keystrokes, ensure that the **Enable Enter Key Remap to New Line in Caption** is disabled (this is found in **Tools** → **ProCAP Configurations** → **Default Shortcut Keys**).



Captions can be previewed in the Player during caption creation. Captions are updated by pressing the **Verify Captions**  Icon on the ProCAP toolbar.



Tips on using keyboard shortcut keys to create captions:

- ensure that the NumLock is on when using the keypad shortcut keys
- to set an in-point and previous joined out-point on a desired frame execute **Num +**
- to set an out-point and next joined in-point on a desired frame execute **Num -**
- to set an out-point and break away from the next in-point execute **Shift + Num -**. This will change the out-point of the current caption, while leaving the next caption in-point unchanged
- for a complete set of keyboard shortcut keys refer to ProCAP Keyboard Shortcut Keys section in the manual
- if the next caption does not immediately follow the current caption, set the out-point of the caption using **Num -**. Play the video **Num 0** to the starting point of the next caption, **Num Enter** will set the next in-point, while leaving the prior caption's out-point unchanged.



The caption style is set by the user at the beginning of the document. Each caption will take on the style of the previous caption, unless a new style is chosen by the captionist. The captioning styles break the captions into pages and shows the captioning boundaries within Word. This allows page numbers to correspond to caption numbers within Word. Use **File** → **Export Caption Script** to create a printable copy.



When a caption is created, the in-point, out-point, style, position and justification are stored in the caption preamble. The preamble appears over top of the captions in the Word document. This information can be viewed and hidden by pressing the **Caption show/hide toggle**  on the toolbar.

Verifying Captions

As captions are created, they can be previewed on the Player.

As captions are edited, the caption preview is automatically updated after a period of keyboard inactivity. To manually update the caption preview, execute **Num 5**. **Num 5** is the keyboard shortcut to update the caption the cursor is in, or the block of captions selected. To updated all the captions, execute **Ctrl + N**, or press the **Verify Caption**  command button.

 If **Interactive Reporting of Errors** is enabled, captions that have errors will be flagged for the user to examine and manually correct, ignore or accept the auto-fix suggested by ProCAP. This is enabled by selecting **Report All Errors Interactively, As They Are Encountered** from within **Tools** → **ProCAP Configuration** → **Error Messages**.

Some of the editing functions available in Word are:

- Justification of the caption text
- Positioning of the caption text
- Setting caption attributes.
- Editing caption in-points and out-points
- Moving captions
- Locking captions
- Joining captions
- Pushing captions
- Merging captions
- Splitting captions

For more information about the types of errors that are generated refer to Editor Warnings and Errors.

The next step is to **Create a Transfer File**.

Creating a Transfer File

When all the captions have been assigned and verified, a Transfer File can be created.

This is done by selecting the **Create Transfer File for Encoding to Video**  command button.

A Transfer file is the file that the ProCAP Editor exports for use by the Transfer Utility. The Transfer Utility sends the contents of the transfer file to the closed caption encoder at the required times to encode the captions into line 21 of the video with frame accuracy.

Target standard

If the Target Standard is set to EIA-608, then a native ProCAP Transfer file will be exported. This file is a text file that includes all of the EIA-608 control codes, characters, and the time codes at which they should be sent.

If the Target Standard is set to FCC/Cheetah, then a Cheetah .CAP file can be selected for export.

The Target Standard is set from within **Format** → **Target Standard**.

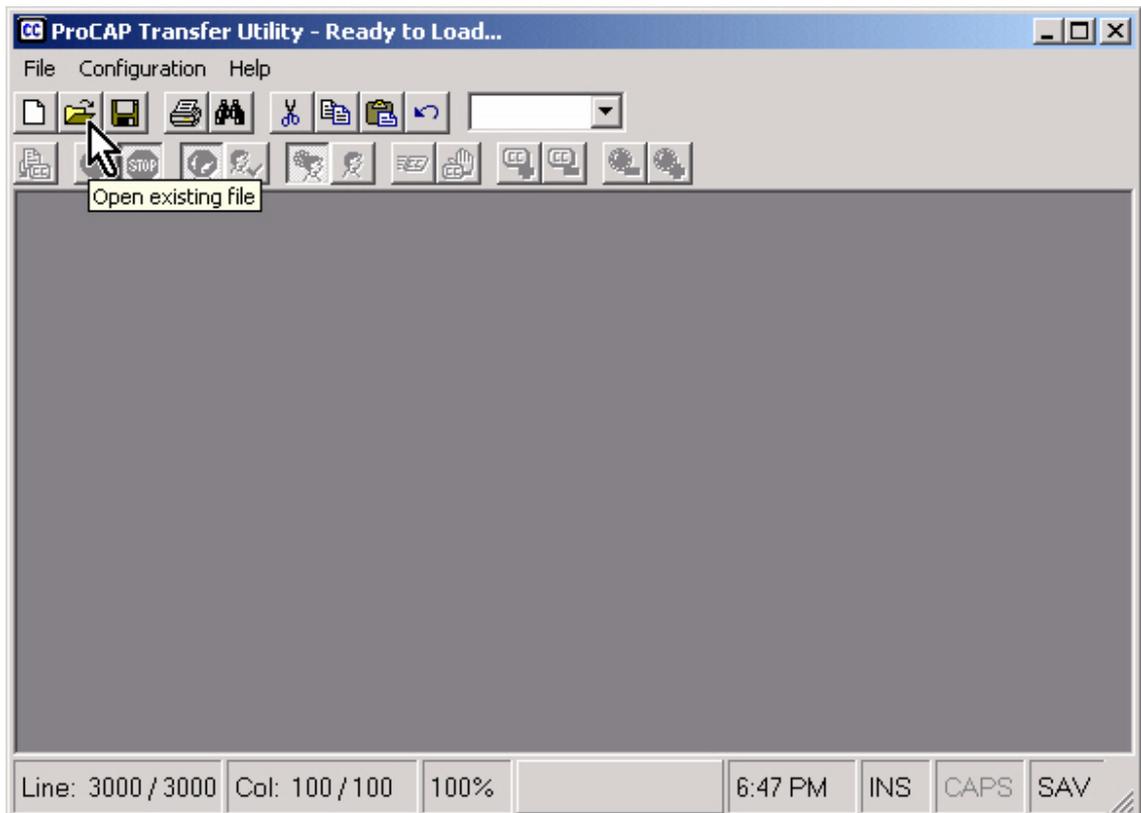
The next step is to **Encode the Transfer File to video**.

Encoding Transfer File to Video

Starting Transfer Utility

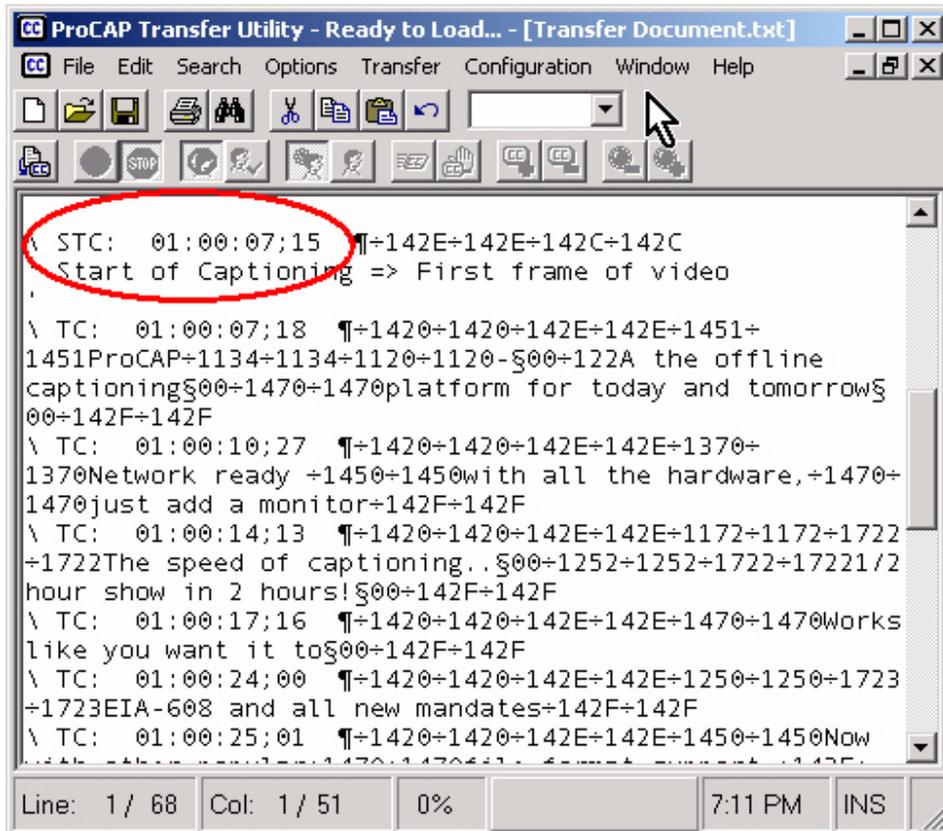
To start the Transfer Utility from the Windows Start Menu execute **Programs → ProCAP Transfer Utility → ProCAP Transfer Utility**.

Open the transfer file by selecting the **Open existing file**  command button.



Locate the transfer file that was created, highlight the file and press **Open**.

Screen shot of a transfer file loaded:



Loading Transfer File

Before encoding the caption file, the Encoder and Time Code Reader must be configured.

Next, the user should verify that the starting time code of the first caption in the transfer file is the same as the master video. If the times differ, there are several options:

- Go back to the Source Caption File in the ProCAP Editor, and verify the time codes of the Source Video File with the Master File
- Move the time code in the ProCAP Editor
- Change the time code in the Transfer file

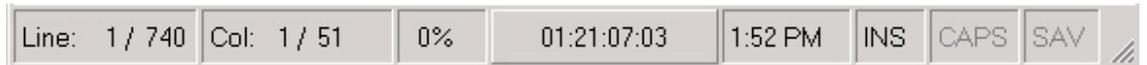
Once the time code is verified, then the transfer file is loaded into the queue. Loading the transfer file can be done by:

- executing **Transfer** → **Load** from the Transfer Application menu
- pressing the **Load**  command button
- executing **Ctrl+L**

Encoding Transfer File

To start encoding:

1. **Cue** and **Play** the Master VTR. Now, the source time code will appear on the bottom center of the status bar in the Transfer Utility.



 If there is no time code on the Transfer Utility bottom status bar, refer to Time code Reader Configuration.

2. Start the Transfer Utility encoding by either pressing the **Go**  command button or executing **Ctrl + E**
3. Press **Record** on the Dub VTR.

Once the transfer operation is complete, stop the encoding process by either pressing the **Stop**  command button or executing **Ctrl + D**

Before starting another transfer unload the current transfer file. This is done by either pressing the **Unload**  command button or executing **Ctrl + U**

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