User Manual	
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# Web ST Editor User Manual

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Dissemination Level			

Р	Public	Х
С	Confidential, only for members of the consortium and the Commission Services	

#### Abstract:

This document is meant to be a complete user manual for professional users who wish to use ImAc Subtitle Production Tools.

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### **1.** INTRODUCTION

ImAc project, which has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 761974 is looking for development of solutions for access services in immersive environment.

One of the main objectives – among many – of ImAc is development of online editors aimed to **professional users** who wish to produce access services for 360° media.

Stakeholders of this environment are broadcasters and access service providers who wish to use this tool to produce access services. This document is addressed to stakeholders who wish to use this tool for the first time and is meant to be a complete user manual for learning purposes and pilots. The document specifically is designed for Web ST Editor.

ImAc Web ST Editor is an online tool designed for creating/editing subtitles for 360<sup>o</sup> videos. In the case that you have worked with the tool previously you will observe some changes as well such as: better UI, improved sound-wave, possibility to preview final result with HMD, multiple characters in a single subtitle, etc.

### **2. B**EFORE STARTING

Before starting it is important to be sure that the requirements are met:

- Hardware: PC with at least i5 processor, 8 GB RAM. Screen resolution should be at least 1920×1080 pixels (a good graphics card is recommended).
- Browser: Last version of Chrome or Firefox (at least Chrome version 74 or Firefox version 65).
- Good internet connection as the editors are online and online videos are used during the subtitle production.
- Although the video is provided to the subtitle producers it is important to notice that the video provided must be HTML5 compatible Low Quality video to assure that the web player runs smoothly.

Also it is important to be aware of the following:

• The web editors are online tools, so after executing them some features may take some time before they are available such as the waveform and some data in the info box.

### 3. How to start

### 3.1. <u>Login</u>

User accesses the link via the web browser (illustration 1) and enters username and password previously provided by the administrator.



Illustration 1: Login page

## 3.2. <u>Navigation on main page</u>

When entered, a window with the list of assigned production tasks (subtitling tasks for the purpose of this document) to the user with their corresponding videos appears (Table 1). Then the user can make use of the following tools:

Navigation elements on the Editing interface			
Im Ac 1 search 1 sear	Image: Image		
Search bar (1)	With this tool, the user can search through their assigned production tasks based on file type, status and language and view them alphabetically, including completed tasks or not, etc.		
Task icon (2)	These icons show the type of production task we are dealing with: it can be either a subtitle, a sign language or an audio description task. For the purpose of this document we will only focus on the subtitling tasks. The colour of the row shows the status of the task ("Pending": in grey, "In progress": in yellow, "Completed": in blue, "Rejected": in red, and "verified": in green).		
Task status (3)	The user can view the current status of the work and only can changed it to "Completed" when the task is done.		
Edit icon (4)	4) By clicking on this button of a subtitle task (for the purpose of this document) the Web ST Editor will be executed with the video file and the subtitle file for the subtitle production. The same applies to the other access service tasks but with their corresponding editor.		
System language (5)	ED interface and the Web ST Editor are available in different languages. There is an option on top right of the ED interface page to select the language which will be saved as the user preference for all the interfaces and editors.		

	Navigation elements on the Editing interface
Feedback display (6)	When a task is "Rejected" by for instance Accessibility Quality Assurance Department of a broadcasting station, the person who has rejected it needs to explain and justify the reasons of the decision to the producer (the ED interface user). The user is able to see this justification by clicking on the Status name in the task card. Then the user can either accept the justification and put the task into "In progress" or send back an explanatory note to the QA department.
	Reasons for the task subject to further review The syncronization of subtitles are not right. Styling needs to improve.
	Justify why the above reasons do not apply (if applicable)
	Explanatory notes
	Mark as In progress Send Explanatory notes

Table 1: Navigation elements on the Editing interface

### 3.3. Web ST Editor

Illustration 2, displays the editor window. This window is divided into an upper and down side. The upper side is only designed for viewing, setting and verification purposes. The down side is purely for edition and final preview.

The editor is responsive, so you may wish to set the browser zoom adequately (Ctrl+mouse wheel up or Ctrl+mouse wheel down) to fit all the boxes adequately in the screen.

INFO			the state of the state of the state		SUBTITLE LIST
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SSET ID: 945				00:02:00:07	
ROGRAMME ID: NIGLIAGE: Catalan					
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DEO DURATION: 00:04:33:18			X.	00:02:03:22	
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IONS	the second	- China -	A CARDON AND	≥00:02:07:23	
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VIDEO			25 FoV Angle		ACTIONS
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Illustration 2: Web ST Editor

Moreover, it gives the possibility to the user to subtitle videos in both 2D and 360<sup>o</sup> videos. Depending on the video uploaded for the task, they are headed to the appropriate version of the editor (either 2D or 360<sup>o</sup>). In this user manual, the 360<sup>o</sup> video subtitle edition/production is presented as it is more comprehensive. Functionality of 2D videos subtitle edition/production is the same except for angle-related functions which are not active while the user is working with a 2D video. By reading this document, you will be able to work with both 2D and 360<sup>o</sup> videos.

### 4. How to produce subtitles

It is assumed that now you are inside the Web ST Editor. Let's take a look at how we use the editor to create a subtitle from scratch.

Your first tools are video controls. Table 2 demonstrates all the buttons with their functionality. With these buttons you navigate through the video, move the video Field of View (FoV) and jump to the video frame you wish.

Video controls	
VIDEO	
00:02:04:13 GO Q K K D D M M T I D C C T V 7 O	

The above buttons are classic buttons to control videos accompanied by a number of buttons compatible with 360° functionality which will be explained further. In order for the editor to be more intuitive, there is a waveform in time at the bottom of the page with see-through colours symbolise the characters of speakers in time (more information later in the document). The waveform helps the user find the desired moment of the video faster.

Frame backward	This button makes the video go backwards frame by frame (Alt+shift+left).
Fast backward	This button makes the video go backwards with a fast speed (F5).
Slow backward	This button makes the video go backwards with a slow speed (F6).
Toggle play/pause	This button plays and pauses the video (F2).
	<b>Note:</b> The F2 shortcut is used to Play and to Pause the video alternatively, nonetheless the F3 shortcut has also been added to Pause the video only.
Stop	This button makes the video stop and go to the beginning (F9).
Slow forward	This button makes the video go forward with a slow speed (F7).

Video controls		
Fast forward	This button makes the video go forward with a fast speed (F8).	
Frame forward	This button makes the video go forward frame by frame (Alt+shift+right).	
Find subtitle by <b>Q</b> TC	With this button, you can find the subtitle that contains the TC (Ctrl+Shift+F).	
Jump backward 🦘	This button helps the user to jump some frames backward. The number of the frames to be jumped is configurable in General Settings (see table 5) (F1).	
Jump forward	This button helps the user to jump some frames forward. The number of the frames to be jumped is configurable in General Settings (see table 5) (F4).	
Move FoV left 🗧 🗲	With this button you move the Filed of View (FoV) to the left in the spherical video (Alt+left). You can also use the mouse and left button over the video, and move to the left to do the same.	
Move FoV up	With this button you move the FoV up in the spherical video (Alt+up). You can also use the mouse and left button over the video, and move up to do the same.	
Move FoV down	With this button you move the FoV to the down in the spherical video (Alt+down). You can also use the mouse and left button over the video, and move to the bottom to do the same.	
Move FoV right →	With this button you move the FoV to the right in the spherical video (Alt+right). You can also use the mouse and left button over the video, and move to the right to do the same.	
00:00:05:22 GO	Enter a specific time of the video, press GO and you are taken to that video frame.	
Move FoV to "Speaker's location"	By pressing this button the FoV moves to the angle where the speaker of current subtitle is found (Alt+F).	

#### Table 2: Video controls

For each subtitle you have to enter the subtitle text in the text field and after finding the appropriate video frames the time codes (TC) must be entered: TCin by clicking on the TCin clock icon (Shift+Page up) and TCout by clicking on the TCout clock icon (Shift+Page down). Illustration 3 displays all the information you need in this sense. Each subtitle can have a maximum of 3 lines with 3 characters.

The below reading speed thermometer reflects the reading difficulty of the subtitle for the

given duration. At first it is green, then if we are excessing the ideal reading difficulty it turns into red. The red oval shows the used/total characters possible in each line.



Illustration 3: Subtitle edition area

As the next step, when you are sure about the text itself and its time codes, you may set <u>region</u>, <u>character</u> of the speaker and <u>alignment</u> for this subtitle (illustration 4). For the characters the user may use the shortcuts from Shift + F1 for Character C1 until Shift + F8 for Character C8.

The characteristics of the available options for each one (region, character, alignment) are configurable by the user in SETTINGS which will be explained later in this manual.



Illustration 4: Subtitle edition area



Illustration 5: Video waveform in time

As observed before, in the bottom of the Web ST Editor, a waveform belonging to the video is plotted and the subtitles are symbolised in the waveform by their character colour. After finishing the above steps, there is an additional possibility: user can drag the characters in the waveform by mouse button to change their time-codes accordingly.

As a result, a subtitle text and its styling is created successfully. However this editor works in 360° media as well and matter of angles is important when the user wishes to work in this sense. So next step is setting proper angles for the subtitle (to indicate the speaker's coordinates in the 360° sphere) which is done in the same area demonstrated in illustration 3. Table 3 explains the procedure of angle setting for a subtitle.

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# Subtitle edition – Angles

By default, at first the video has the current angle as longitude: 0.00° and latitude: 0.00°

Also the **voice over** option can be marked when there is no speaker in the 360<sup>o</sup> scene.

Voice Over FoV angle -5.6/359.6 Speaker's Location -26.3 81.7 Saved angle -8.7/322.9	<b>Voice over:</b> This option should be activated when there is only voice and no speaker in the 360 <sup>o</sup> video frame.
	<b>FoV angle:</b> This is the current field of view angle (FoV) and it changes while we move the FoV of the video ourselves. it corresponds to the video direction that we see (you can change the FoV angle using the navigation buttons in the video control area or moving the mouse with left button over the video). The green button next to it (Alt+Enter) sets the FoV angle to the "Speaker's location" fileds of the subtitle (see next row).
	<b>Speaker's location:</b> This fields is set by the subtitler. It corresponds to the angle in the video where the speaker of this subtitle is located which is important in immersive media. It is important to know how to bind an angle to the subtitle. This is done solely by finding the desired angle by navigating and setting it to the subtitle.
	By pressing the green save button next to it, the "Speaker's location" values are copied to the "Saved angle" (Alt+C) for it to be used in other subtitles (see next row). The aim of this button is to copy this angle for later pasting it to other subtitles.
	<b>Saved angle:</b> This angle is kept in this register (see previous row) so it can be used in other subtitles.
	The button next to it pastes the "Saved angle" to the "Speaker's location" of the subtitle (Alt+V). The aim of this button is to use the angle from another subtitle that was copied previously.

#### Table 3: Subtitle edition – angle setting

You may want to repeat the procedure for the remaining subtitles and finish them all (text, styling, angles). You may need some buttons in order to organise/edit/improve the sequence of the subtitles. Table 4 shows you the buttons (and their shortcuts) you have available for this purpose.

	Subtitle edition – buttons
3 00:00:10:06	de Televisió de Catalunya
▲       ▶       ▶       ▶       ▶       ▶       ▶       ▶       ↓	Imp4       Imp4
The buttons are visib and next subtitle.	ple in this box, also the top and bottom grey areas display the previous
First subtitle	This button takes you to the first subtitle (Alt + Page up).
Previous subtitle	This button takes you to the previous subtitle in relation to your current position (Page up).
Next subtitle	This button takes you to the next subtitle in relation to your current position (Page down).
Last subtitle	This button takes you to the last subtitle (Alt + Page down).
Jump to subtitle 76	This part takes you to a specific subtitle. But you need to enter the number of the subtitle. It also informs you of the total number of subtitles.
Insert subtitle + before	This button is useful for the insertion of a new subtitle before the existing subtitle (Ctrl+U).
Split subtitle 5	This button splits the current subtitle text into two subtitles and gives us two separate subtitles (Ctrl+Insert).
Delete	This button deletes the selected subtitle (Ctrl+D).
Join subtitle with next	This button joins the current subtitle with the next one and creates a single subtitle containing both texts of the previous ones (Ctrl+Delete). The reading speed thermometer is modified accordingly but timings remain the same as the first previous subtitle.
Insert subtitle 🕇	This button is useful for the insertion of a new subtitle after the existing subtitle (Ctrl+Shift+U).

Table 4: Subtitle edition and navigation buttons

# 5. More options

The procedure in which we produce a subtitle is over, but we still have more options to work

with.

Remember the regions, characters and buttons we introduced earlier. All these are customisable using "SETTINGS". Table 5 shows the corresponding information.

Subtitle settings					
General settings	GENERAL SETTINGS ≢				
	This is related to the general setting. When clicked on the green icon the general settings dialogue appears (see table 6).				
	Edit General Settings				
	Default time duration for subtitles 00:00:01:00				
	Default time separation between subtitles 00:00:00:04				
	Minimum time duration for subtittes 00:00:01:00				
	Minimum time separation between 00:00:00:02 subtitles				
	Reading speed				
	Video jump 00:00:00:05				
	Don't prompt me again				
	Max characters for subtitles 35				
	Use autobreak				
	Save Cancel				
	If any of the minimum numbers in the settings are not met, when				
	previewing the final result (or check TCs) the user will get a warning/error and needs to fix it before continuing				
Regions	REGIONS				
	R1 R2 R3 R4 R5 +				
	<ul> <li>Regions correspond to the area in which the subtitle is going to appear on the FoV (Field of View) while being played. By clicking on the plus sign you create a new region and by clicking on any of the existing ones the region setting dialogue appears so you can edit the style of the region with these options available:</li> <li>Direction, align display, origin top and left (%), extend width and height (%)</li> </ul>				
Characters	CHARACTERS				
	distinguished by their colour. By clicking on a character button the user is				

Subtitle settings			
	able to edit it with below settings available:		
	• Font family, font size, letter spacing, padding, colour, background colour, transparent background, weight, decoration, style, variant		
Shortcuts	SHORTCUTS PLAY/PAUSE × *		
	DEFAULT: F2 CURRENT: CAPTURED VALUE: Save Cancel Set defaults shortcuts		
	During the production of a subtitling, it is convenient to work only witk keyboard instead of changing between keyboard and mouse buttom constantly. To allow this, most of the editor's buttons have a shortcut ke assigned by default. These default shortcuts are configurable and can b changed from here by the user. By pressing the "Set default shortcuts" the user can recover the default shortcuts. A list of the default shortcuts for the editor is presented as an annex at th end of this document. The shortcuts are also shown when hovering over the buttons in the Web ST Editor.		
WARNING: Some shortcuts are not advisable such as the ones used for editing the subtitle text and the ones that are use browser. There is a blacklist of key combinations that cannot b shortcuts, however the user must be aware when customizin shortcuts (for instance not to use the same key for two shortcuts).			

Table 5: Subtitle settings

Table 6, describes the options available in GENERAL SETTINGS and their definition.

General settings		
Default time duration for subtitles	The default time duration of subtitles in seconds (TCout – TCin), if not set by the user.	
Default time separation between subtitles	The default time between subtitles in seconds (TCin of current subtitle – TCout of previous subtitle), if not set by the user.	
Minimum time duration for subtitles	Minimum time duration for subtitles in seconds that needs to be met. If not, the user will receive and error when checking TC at the end.	
Minimum time separation between subtitles	Minimum time in seconds between subtitles that needs to be met. If not, the user will receive an error when checking TC at the end.	
Reading speed	It can either be set to WPM (Words Per Minute) or CPS (Characters Per second). Both of them are measurements of average typing speed parameters but with different criteria (Word or Character/minute or second). For the purpose of typing measurement a word is standardized to five characters or keystrokes, including spaces and punctuation.	
Video jump	In video controls, there are two buttons that jump a number of frames backward or forward. This defines the number of frames to be jumped.	
Don't prompt me again	If set to "Yes", the user will not receive an informative message when doing specific repeated actions on the editor.	
Max characters for subtitle	Maximum number of characters for subtitle that is displayed in speed thermometer as well.	
Use auto-break	If set to "Yes", it automatically uses line break where required.	

Table 6: General settings

Illustration 6, shows four different videos with different regions and styling. The dot corresponds to the current speaker's location. As you can see, it is the same colour as the character's colour.



Illustration 6: Video viewing at the centre

The last step after finishing edition is verification. For this, we have created preview modes as below. Table 7 gives the information you need in this sense in addition to general actions.

Subtitle actions					
	ACTIONS				
	SAVE		AUTO SAVE		
	FORCED PREVIE	W MODE	FREE PREVIEW MODE	•	
	CHECK TCS	Ø	TC SHIFT	»	
	Find Q		Replace	_ ≓	
	TEXT FILE IMPOR	श्म 📘	TEXT FILE EXPORT	Ľ	
Sa	Save This button saves t		the subtitle work.		
Au	to save	Saves the work automatically.			
Ch	eck TCs	<ul> <li>This button checks if all of the timings and things related to them are correct.</li> <li>As mentioned in table 2, if the criteria set in the settings are not met, user will receive an error or warning accordingly (Ctrl+Q), a red icon with an exclamation will appear and the first subtitle with an error/warning will be shown. By moving the mouse over the subtitles with error/warning the user can see the type of error/warning and how to resolve it.</li> <li>If everything is OK, the icon turns green.</li> </ul>			
Fo	rced preview	This mode is used for verification. This verification mode makes it easier for the subtitler as the video will move the Field of View (FoV) (change angle) when needed during the playback of the video. You cannot freely move the FoV at your wish, as the video itself takes you to the speaker's angle (the "Speaker's location" of the subtitle) each time a subtitle is presented (F11). When this mode is on, the user cannot do editing any more and needs to turn it off when edition is required (F11). <b>Note</b> : when clicking this button, Check TCs is executed first.			
Fre	ee preview	<ul> <li>This mode is used for verification. This verification mode is more real for the subtitler as if playing back the video with subtitles using HMD. It means that you can move FoV (it is not fixed to the speaker) during the playback of the video.</li> <li>When this mode is on, the user cannot do editing any more and needs to turn it off when edition is required (F12).</li> </ul>			

	Subtitle actions	
	In the current version of Web ST Editor, it is possible to have a free preview with an HMD being worn by the user (see Annex III to learn how to use an HMD to use this preview mode and also to check HMD models tested on the tool).	
TC shift	This shifts the time codes of a group of subtitles. The user defines a range of subtitles, then selects the desired operation which can be increment, decrement and also the desired time-code between first TCin or either first TCout.  Shift subtitle  Subtitle range First subtitle:  Select operation and TC Increment Decrement TC IN First TC OUT First O0:00:00:00  Edit Cancel	
Find/Replace	This helps the user find specific words and replace them if needed.	
Text import	This button lets the user choose a subtile file (text, .srt, .xml) from their PC disk and import it as a subtitle text file to work with.	
Text export	This button lets the user export their work to PC (download) in either plain text, .srt, web-vtt or Ebu-tt(D) formats.	

#### Table 7: Actions

Also at the upper side you have informative sections (illustration 7):

- On your left, general information of the production task.
- On your right, subtitle texts with their number and time-codes.



Illustration 7: Informative sections

Annex I: Errors & warnin
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Error/Warnings message	Cause	
Error: Minimum duration fail	This error appears in the subtitles that don't meet the minimum duration condition (TCout – TCin < minimum duration).	
	The minimum duration can be changed in General Settings.	
Error: Minimum separation fail	This error appears in the subtitles that don't meet the minimum separation between adjacent subtitles condition (TCin current subtitle – TCout previous subtitle < minimum separation). The minimum separation can be changed in General Settings.	
Error: Unordered TC values	This error appears in the subtitles that are not in order (TCin current < TCin previous).	
Warning: Overlapped subtitles	The warning appears when there at least two subtitles in which the TCout of the first one is equal or greater than the TCin of the second one.	
Warning: multi-line subtitle	The warning appears when there is a subtitle with three lines.	

Functionality	Shortcut button
Toggle play/pause	F2
Pause	F3
Jump backward	F1
Jump forward	F4
Fast backward	F5
Slow backward	F6
Slow forward	F7
Fast forward	F8
Stop (Jump video to first frame)	F9
Frame backward	Alt + Shift + Left
Frame forward	Alt + Shift + Right
Move FoV left	Alt + Left
Move FoV right	Alt + Right
Move FoV up	Alt + Up
Move FoV down	Alt + Down
Move FoV to "Speaker's location" of the subtitle	Alt + F
Previous subtitle	Page up
Next subtitle	Page down
First subtitle	Alt + Page up
Last subtitle	Alt + Page down
Find subtitle with video TC	Ctrl + Shift + F
Set TCin	Shift + Page up
Set TCout	Shift + Page down

Functionality	Shortcut button
Jump video to TCin frame	Ctrl + Alt + Page up
Jump video to TCout frame	Ctrl + Alt + Page down
Set character C1	Shift + F1
Set character C2	Shift + F2
Set character C3	Shift + F3
Set character C4	Shift + F4
Set character C5	Shift + F5
Set character C6	Shift + F6
Set character C7	Shift + F7
Set character C8	Shift + F8
Set FoV angle to "Speaker's location" of the subtitle	Alt + Enter
Copy "Speaker's location" of the subtitle to "Saved angle"	Alt + C
Paste "Saved angle" to "Speaker's location" of the subtitle	Alt + V
Split subtitle on cursor point	Ctrl + Insert
Join subtitle with next	Ctrl + Delete
Delete subtitle	Ctrl + D
Insert subtitle before	Ctrl + U
Insert subtitle after	Ctrl + Shift + U
Check TCs	Ctrl + Q
Forced preview	F11
Free preview	F12

## ANNEX III: HMD GUIDE

In Web ST Editor it is possible to view the final result (the 360<sup>o</sup> video with the produced subtitles) with an HMD. HMD models which are tested and work in the editor include:

- Oculus Go
- Oculus Quest

The procedure is straight forward. Note that first and second step is only needed when the user uses the HMD for the very first time and needs to pair the VR id with their user ID in SM (System Management interface) due to security reasons and choose the ImAc portal as well (in the case of not having access to SM by the user, administrator is able to do this for them beforehand). The steps to take:

- Wear HMD and choose the appropriate server so the HMD browser will appear as in figure. Click on "PAIR VR" (libraries → unknown sources → ImAc server).
- 2. Go to SM user settings to pair the HMD with user. When it is done successfully a confirmation message will appear in HMD browser.
- 3. Get back to Web ST Editor, click on Free Preview Mode (F12).
- 4. Wear HMD again and see how the browser looks like. It may take some moments for the video and subtitles to load depending on their volume. Click on "Enter VR" so the additional menu will disappear and start previewing your work.



Figure I: Steps to reach HMD browser

After entering F12 (entering the preview mode), it takes some moments for the video and the browser to load. Then the user enters VR mode using HMD remote. The below figure is an example of what they will see with possibility to do basic actions of video navigation. All shortcut buttons related to VIDEO CONTROLS are functional in HMD mode as well (see Annex II).





Current subitle (with styling)

Radar to help finding the subtitle location (current speaker's location) in relation to the head's position

# <END OF DOCUMENT>