

Walkthrough: a typical subtitling project

Explains common tasks and workflows with examples and screenshots.

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Quick summary

Subtitling video generally involves a recurring set of steps. The chapters here walk you through a complete example workflow managed by a project manager using mainly manual tools and forms, used by both in-house resource and external freelancers. Understanding the general steps is helpful even when working on projects that rely more heavily on APIs, automation and integration.

The basics steps are:

- [Setting up the project](#)
- [Applying a joblist template to build the workflow](#)
- [Assigning work, or confirming automatic assignments](#)
- [Notifying assigned users and requesting confirmation](#)
- [Making media and files available](#)
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A typical subtitling project, as seen in the Tree view. After media is uploaded and verified, the time-coded template is created and reviewed. This is followed by translation into subsequent languages, based on the template, with a review/QC job for each translation.

Upload Media #372 (1)



Verify media #373 (1)



Template #374 (en - 1)



Template QC #375 (en - 1)



Subtitling from template #376 (sv - 1)



Review / QC #377 (sv - 1)



Subtitling from template #378 (no - 1)



Review / QC #379 (no - 1)



Subtitling from template #380 (da - 1)



Review / QC #381 (da - 1)



Subtitling from template #382 (fr-FR - 1)



Review / QC #383 (fr-FR - 1)



Subtitling from template #384 (de-DE - 1)



Review / QC #385 (de-DE - 1)



Subtitling from template #386 (es-ES - 1)



Review / QC #387 (es-ES - 1)



Upload Media #388 (2)



Verify media #389 (2)



Setting up the project

Under *Projects*, using the advanced or simple form, a project manager creates a new project, typically specifying:

- Source language
- Target language(s)
 - This is also the time to select a "First" language, often English
 - This language will be used to create the timed template which facilitates translation into the other languages
- Number of parts/episodes
 - And any relevant individual specifications, such as running time, part name, etc
- Project deadline
 - When is the whole project due

Simple project form. The main data such as title and deadline is added in the top section.

Dashboard / Projects / New project (simple form)

Project title (required) The Interesting TV Series	Client keyword (required) — N/A —	General keywords Nature
Status New order	Project manager (required) — N/A —	Production — N/A —
		Delivery date Delivery date

Specify parts information. (By updating the "Number of parts" value, you get additional lines.)

Part specification

Part 1	Episode 1	30 Minutes	2020-04-2	Delivery d.	— N/A —	Content type
Part 2	Episode 2	28 Minutes	Media Dat	Delivery d.	— N/A —	Content type
Part 3	Trailer	2 Minutes	Media Dat	Delivery d.	— N/A —	Content type

Select all target languages and specify which is "first".

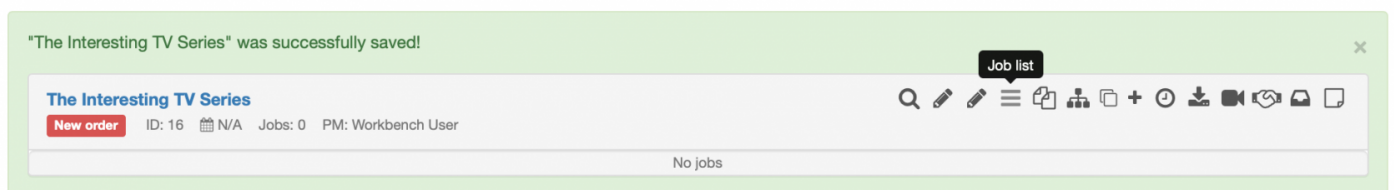
Language	Selected	Internal	First
English	☒	☐	☒
Swedish	☒	☐	☐
Norwegian	☒	☐	☐
Danish	☒	☐	☐
French (France)	☒	☐	☐
German (Germany)	☒	☐	☐
Spanish (Spain)	☒	☐	☐

Besides this data, there are numerous other fields that can be used to provide additional information.

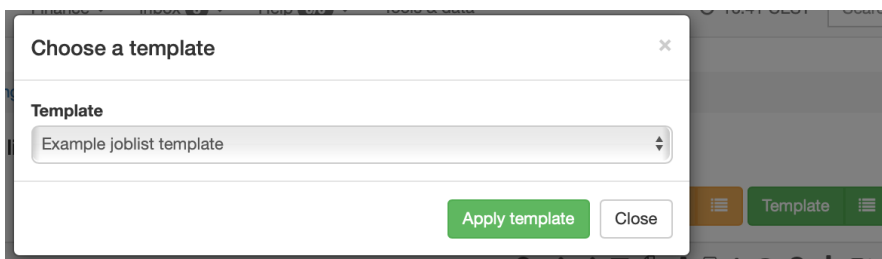
Applying a joblist template

Once the project is in place, a [joblist template](#) is selected and applied to the project, creating the necessary jobs that need to be done in order to complete the project.

Click the "Job list" icon in the project bar of the newly created project.



On the joblist page, click "Template" and select a joblist template. (Generic example templates are included, but you would normally have a tailor-made template ready before this step.)



After the template is applied, jobs have been added to the project structure. Depending on the settings for each rule in the joblist template, they may already be assigned to users.

The Interesting TV Series New order ID: 16 N/A Jobs: 48 PM: Workbench User 🔍 ✎ ✎ ☰ 📄 👤 📄 + 💬 🕒 📥 📺 🔄 📄					
100%					
Project					+ Add job
1 - Episode 1					(30 Minutes) + Add job
Status	ID	Title	Assigned to	Delivery date	Confirmation
In process	372	Upload Media	Workbench User		Confirmed   +
In process	373	Verify media	Workbench User		Confirmed    +
English					+ Add job
Status	ID	Title	Assigned to	Delivery date	Confirmation
In process	374	Template	Acme Global Localization Inc.		Awaiting confirmation    +
In process	375	Template QC	Justin Translator		Awaiting confirmation    +
Swedish					+ Add job
Status	ID	Title	Assigned to	Delivery date	Confirmation
In process	376	First translation	Acme Global Localization Inc.		Awaiting confirmation    +
In process	377	Second translation	Svea Svensson		Awaiting confirmation    +
Norwegian					+ Add job
Status	ID	Title	Assigned to	Delivery date	Confirmation
In process	378	First translation	Acme Global Localization Inc.		Awaiting confirmation    +

Assigning work or verifying automatic selections

Joblist templates can be set up to automatically assign the created jobs based on [criteria](#). They can also be made to simply store the criteria with each job, to make assignment easier later. In some cases, you may want to override all criteria and simply select users for some or all jobs.

The starting point in all these cases is usually the joblist. View the pre-assigned jobs, fill in the blanks, adjust where necessary, until relevant jobs have someone to do them.

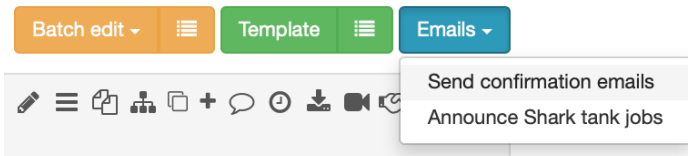
(Of course, in a perfectly set up system where all relevant information is available for all users, no visual confirmation is necessary and the assigned users can simply be notified.)

Notifying users / requesting job confirmation

Jobs, especially outsourced ones, typically require **confirmation** by the assigned user. Regardless of whether they have been selected automatically by the system or manually by the project manager, there are tools for notifying the selected users right from the joblist.

Under emails, select the relevant notification options. They are similar in use, but made for different scenarios.

- **Confirmation** emails are sent to users who have been assigned one or more jobs that have the status "Awaiting confirmation".
- **Job tank** emails are sent to *all* users matching the job criteria for one or more jobs that have the "Job tank" option set to Yes.
 - (In both cases, only one *email* is sent to each user, summarising all the information.)



At this point, the workflow is all set up and relevant users have been notified. However, there may still be work to do for the project manager before work can actually begin. Read more under "

[Handling project media](#)".

Uploading source media

The starting point for most subtitling projects is one or more videos. Once a joblist has been created in Plint, the next step is often to make this media available to the online editor and other tools. The goal is to eliminate the need for any manual file handling by freelancers and other users. A job with Delivery method "Media upload" is a simple solution for accomplishing this. Please note that this is the most basic method and requires some manual action, usually from a project manager. Media can also be made available to the system through automated means and integration.

[Read more about media logic and the technical aspects here.](#)

Using the "Media upload" job

This is often the first job in a joblist, meaning it has no dependencies on other jobs and can be done as soon as the media itself is available. It is typically assigned to a project manager (but may be performed by anyone with an account, including Resource users). Select "Upload media" on the Dashboard to start.

Your jobs (3)

Project managing (195)

Unmanaged projects (4)

Job filter

Only ready

Project filter ⓘ

The Interesting TV Series

Ordering

— N/A —

You have 24 jobs that are past due.

Select all jobs awaiting confirmation

Reply selected jobs

The Interesting TV Series

New order ID: 16 N/A Jobs: 48 PM: Workbench User

100%

	Status	ID	Title	Part	Language	Delivery date	
☐	In process	372	Upload Media	1 (Episode 1)	N/A	N/A	Upload media
☐	In process	388	Upload Media	2 (Episode 2)	N/A	N/A	Upload media
☐	In process	404	Upload Media	3 (Trailer)	N/A	N/A	Upload media

Click the dropzone to browse for the file on your local computer or network (or just drop the file on it). Please note that only one file can be uploaded with this delivery method. With a correctly set up project and template, this means that the file will then be automatically linked to the correct project and *part*.

The Interesting TV Series

New order

ID: 16

N/A

Jobs: 48

PM: Workbench User

Q

100%

Job information

Files

Media upload

Messages 0

Notes to self 0

Upload media

Edit job

Job: 372 | Upload Media | Part: 1 | Part name: Episode 1 | Media upload

Max upload size: 25000MB

Drop files here to upload

No files found.

Once a file has been selected, you will get some additional options before submitting the form.

- "Visible on Files tab" means that a user who is assigned a job on this part will be able to download the source media.
 - This is useful when offline work is required, but make sure this is acceptable to the content owner.
- "Convert after upload" will use a preset to prepare the file for online editing work.
 - This typically means scaling down the video to a resolution and compression level suitable for the online editor.
 - It may also involve burning in visible timecode.
 - Presets can be edited under Tools & Data but require some knowledge.
- "Timecode start time" allows you to tell the editors to offset the starting time.
 - For example when the media starts at 10:00:00:00 and this needs to be adhered to throughout the localization process.
- Finally, you can choose to be notified by email when the conversion is done. There are two main steps:
 - Basic conversion into editor-friendly format (using a preset from the dropdown)
 - Optional. If the video already has a proper resolution and format, this step may be skipped, by simply not choosing a conversion preset.
 - Additional media preparation for the subtitle editor. These steps start automatically, may take a while and include:
 - Finding shot changes in the video and adding markers and thumbnails
 - Creating visible waveform of the audio
 - If activated for the site, DRM protection

People
Calendar
Inbox
Help
0%
Tools & data
17:42 CEST

Media upload

Name
media_pt_1.mp4

Size
1 MB

File description

Comment to project manager

☐ Make visible on files tab
This will allow users with matching jobs to download the file.

Convert after upload?

Workcopy with Timecode (Plint-OE)

Timecode start time

HH:MM:SS:FF

☒ Notify me when conversion is done

Max upload size: 25000MB

Upload

Cancel

You can follow the progress of these steps:

- 1. In the project [Filezone](#)
- 2. Under *Tools & Data / Renders*

Finally, after upload, a "Verify media" job may be waiting for you on the Dashboard. This is to ensure that the media will work with the online editor. Please note that processing the file may take some time.

The Interesting TV Series							2% 98%	
New order ID: 16 N/A Jobs: 48 PM: Workbench User								
☐	Status	ID	Title	Part	Language	Delivery date		
☐	In process	373	Verify media	1 (Episode 1)	N/A	N/A	Go to work	
☐	In process	388	Upload Media	2 (Episode 2)	N/A	N/A	Upload media	

Other files

If there are additional files that may be of use to people working on the project, the simplest way is to upload them to the project Filezone and then edit their visibility setting. For example, dialogue lists may be of value to people working on a specific episode whereas a glossary might be useful to everyone.

Creating a time-coded template

Once the [workflow](#) is in place and [media](#) is uploaded and prepared for the online editors, a time-coded template is typically created. This can be done by an external freelancer or as an in-house job. It will facilitate translation into any number of additional languages by providing properly placed clips/blocks as well as a reference text. For this reason, the template is often in English, even if the actual source language of the content is another.

A template can be created offline in a number of editing applications and then imported into the system, but Plint Subtitler has all the necessary tools to complete this job online.

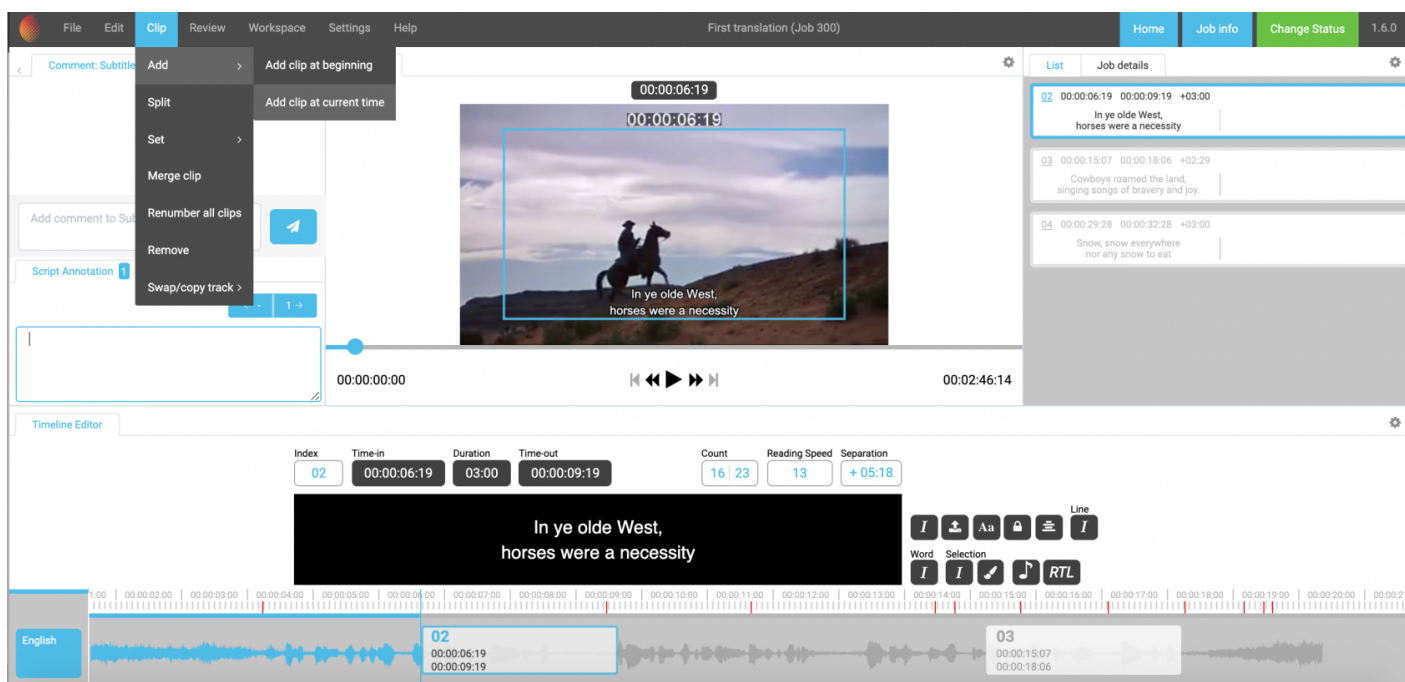
For a detailed guide to Plint Subtitler, [go here](#).

For a video walkthrough of origination/time-coding, [go here](#).

Keep in mind

- Make sure the template follows all technical rules and is thoroughly checked for mis-hears and incorrect details, as any errors may be inherited by consecutive languages.
- **Comments** on clip level will only be visible to people working on the same file.
- Whereas **Script annotations** will be visible for translators and can be used to explain concepts and provide tips for translators.

An example view of the Plint Subtitler



Script annotations can be used to help translators

Subtitling from template

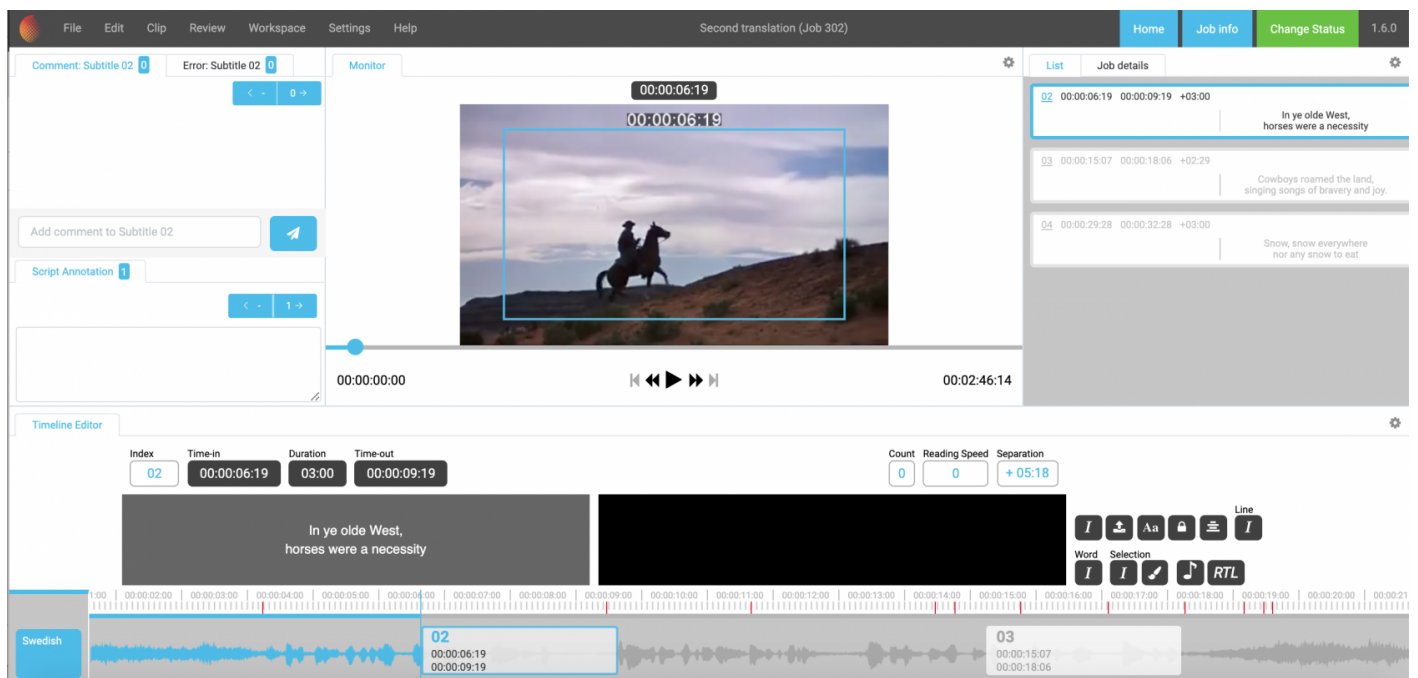
Time-coding subtitles is a complex task requiring skill and special training. By populating the editor with time-coded blocks along with reference text, translators can focus on the text itself. This is called, among other things, "Subtitling from template" or "Second translation".

For a detailed guide to Plint Subtitler, [go here](#).

For a video introduction to subtitling from template, [go here](#).

When the translator clicks "Go to work", the file will be [created/opened automatically](#) in the editor. The work of the translator consists of filling the text fields with translations that adhere to the rules for the job type and language. The editor, if properly set up, will warn the user when rules are broken.

A job set to "Load template". Subtitles are loaded automatically from the parent job, but with the text copied to the read-only reference text fields. The translator enters text into the black boxes.



Changes are saved automatically at regular intervals. Hitting CTRL + s will save manually.

Using the built-in checking tools

Plint Subtitler comes with built-in tools to help ensure the subtitles are of good quality before signoff. These include:

- [Spell check](#)

- [Report tool](#)

Changing status

Once translation is complete, the user selects "Change status" to hand over to the next job in in line. Depending on job settings, this phase may include additional steps to confirm that a spell check and/or technical check have been completed.

Once you have gone through those panes, you can click "Change status" to mark the job as Done.

Set status to done

01. Summary

02. Report tool

03. Spell check

04. Confirmation

Summary

Before submitting your file, you will be asked to run a technical report and a spellcheck to ensure that there are no remaining errors or mistakes in your file. You will also be asked to signoff on any remaining hits as intentional and/or unavoidable.

Cancel

Next →

Proofing and QC work

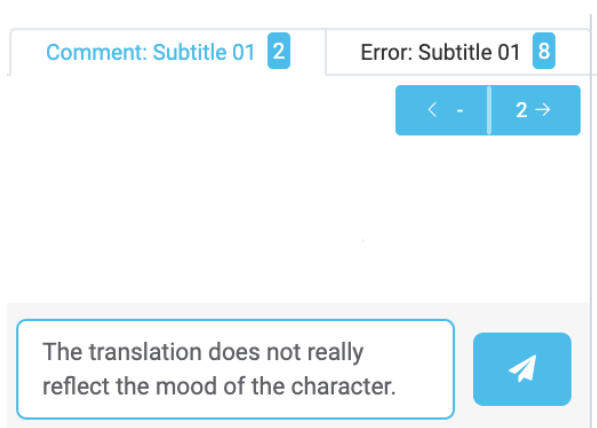
Often, the translation step is followed by some kind of review step, sometimes called QC, as in quality check/control. This could be done by another external resource, a project manager or a client representative. There are also built-in tools allowing the translator to perform a language and technical check in the editor before signing off. In this example, another freelancer is assigned a QC job.

Checking the translation in the editor

Click the "Go to work" button on the Dashboard to get started. The QC job uses the same editor, but additional tools may be used/activated.

Adding comments

Whether you are requesting changes to be made or have made the change yourself, adding a comment is often very useful. Comments can be added (and replied to) for individual clips/subtitles.



Comparing versions / Track changes

If the job settings allow, you can compare the current version of the translation with previous versions. Select *Review / Track changes* to open this window.

Track Changes			
Comparing current state with milestone: 2020-04-17 13:51			
#	Timecode	Subtitle	Action
1	00:00:02:20 00:00:07:16	The icy waters of Norway are home to some of the world's finest salmon.	
2	00:00:07:23 00:00:10:16	The Atlantic seas are frigid and packed with butter,	
3	00:00:10:18 00:00:14:10	two important reasons why the fish taste so fresh.	
4	00:00:15:10 00:00:19:01	It's from these waters that IKEA sources all of our salmon,	
5	00:00:19:09 00:00:23:19	a healthy and good delicious source of omega-3 fatty acids.	↺
6	00:00:23:21 00:00:29:28 3628	But we believe that responsibility to the environment matters just as much as taste.	↺

Returning a job for adjustments

If changes are to be done (or confirmed) by the person who did the original translation, the QC job should be set to "Proofing-type". This means that when the QC person **changes status**, they will get the option to approve or not approve the translation.

Approve?

Please note that setting Approved to "No" will re-open the job for final adjustments in accordance with your comments. If the file is ready for use, set Approved to "Yes" (adding an optional comment about this for the File History.

No

General comment

I have added comments to all clips where changes are necessary.

Selecting "No" will set the parent job (the "Subtitling from template" job in this case) to status "Awaiting corrections". It is in effect the same as "In process", but with a different label on the Dashboard to clarify that this is an old job that has been reopened for more work. The user will also get an automatic email notification.

Deliverables

Once a subtitle/translation is completed and has gone through all review/QC steps in the workflow, it needs to go somewhere. Here are a few possibilities.

- Automatically create subtitles in industry standard formats using an [automatic job](#).
 - A job like this can be pre-specified to run for each completed subtitle, as soon as they are done.
 - The resulting files can be batch downloaded from the [project Filezone](#) by a project manager for further distribution.
 - With the right settings, Client users with access to the project could download it themselves after logging in.
 - You can also let the system create download *jobs*, assigned to selected users.
 - Another automatic job can deliver the files to an external resource, such as an S3 bucket or FTP server.
- Downloading one or more files from the "[Download subtitles](#)" page.
 - This solution will always include the *latest changes*.
- In some cases, the most convenient solution may be to simply export the file from the editor itself.
 - What formats are available for export may depend on job settings.
- You can also download the JSON work files from the project, assuming there is a way of parsing/using them outside of Plint.