

# File versions and creation

A key concept with the online editing workflows is to minimise the need for file management. You can import a file into [Plint Subtitler](#), for instance, but in an ideal workflow that's often not necessary.

## *The file, and its Milestones*

When an online editing job is opened (i.e. a user clicks "Go to work"), the system will always look for an existing file linked to the same node (part/language) and project. If one is found, work can simply continue. Changes are saved automatically to the file on the server. The same file will be opened for every job in the same node, for example throughout a sequence of tasks including Translation, QC and Final review.

Every time a job changes status, a *copy* of the current state will be saved in an archive along with some information: job owner, time/date and – if added – a general comment. This state is called a **Milestone** and can be used in various ways (such as comparing versions with "Track changes"). However, it is the main file that will always be loaded when the editor is opened, and it is this one that will be *exported*: from the joblist, from the "Download subtitles" page and with the automatic file export tools.

Think of it as a single file moving between different stations or users. When you need to compare it, or revert it, the milestones are there – but the latest version is always found in the same place.

The file is a structured internal format (JSON) and may contain – besides subtitle clips with in and out times – reference text, comments, annotations, status and general formatting information.

## Creating a new file

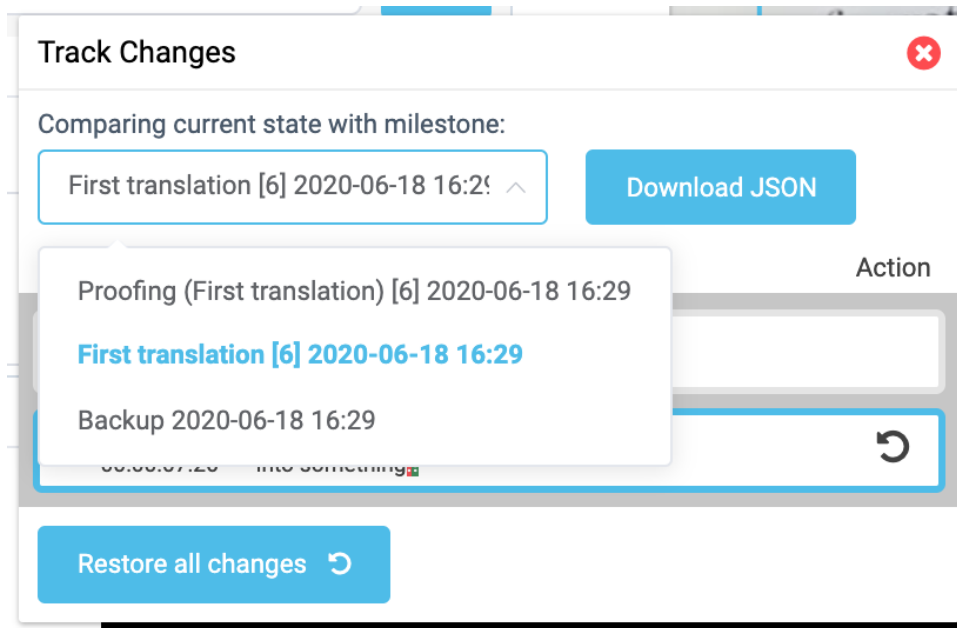
If no file is found, a new one will be created in one of two ways:

- A blank placeholder file
  - This will contain a single clip and serves as a starting point for the translator.
  - The translator may simply begin adding new clips and translations, originating from scratch, or the contents may be replaced by importing a subtitle file using the File menu.
- A file based on a template
  - If a job is set to "Load template" and there is no previous file available, the system will look for a file connected to the *parent job*.
    - The parent job is typically linked to an English-language node in the same part.
  - All subtitle clips from this file, including timing information, will be automatically loaded into the editor.

- The text, however, will be copied into the *reference* text fields.
  - This allows a translator to start adding translations into timed blocks, with constant access to the source text as a reference.

## Accessing/downloading backups

A user with sufficient privileges (Workbench, Manager) can download the previous versions from within Plint Subtitler. This is done from the "Track changes" window (*Review / Track changes*). After selecting a milestone/backup to compare to, select "Download JSON" to download a complete copy of the work file.



## Files are *independent* after creation

Even if a file is created from a template, it becomes a stand-alone file after this point. Changes made to the original template will *not* be automatically reflected in the "child files".

## Starting over

This may for example become necessary if translation jobs have begun based on an incorrect template.

As a Workbench or Manager user, you can **Reset** a job in Plint Subtitler. This will *delete* the existing file linked to the part and language. Depending on the two alternatives above (see "Creating a new file"), a blank file with a placeholder will be created, or one based on a template. (Any previously stored backup versions/milestones will, however, remain in the history.)

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