



**VOICEQ**

[www.voiceq.com](http://www.voiceq.com)

## **VoiceQ: User Guide**

# FOREWORD

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# Language Dubbing Generic Workflow

## Pre-Production

1. Either input script manually or import script in VoiceQ text format.
2. Associate relevant movie.
3. Set up VoiceQ preferences as appropriate, including movie offset, target language(s) and other project wide parameters.
4. Check script and synchronize to movie.
5. Translate & Adapt to target language. Add any notes, detection symbols etc & synchronize.
6. Validate & synchronize target language by word (the line will already be in sync)
7. Produce reports as required for scheduling of resources.

**2 Associate Movie**

**3 Configure Preferences**

**1 Enter or Import Script**

**4 Confirm & Synchronize Against Movie**

**5 Translate & Adapt to target language. Add notes, detection etc.**

**6 Validate Translation & Adaptation. Synchronize target language(s)**

**7 Produce Reports and schedule dubbing studio, voice talent and crew**

## Production

8. Lock VoiceQ to Pro Tools, Filter VoiceQ by Actor(s) whose lines are to be replaced. Cue and record lines. Select takes as appropriate.
9. Edit, mix and layback for international market(s) as appropriate.
10. Produce Multi-language Export Scripts and other reports as required along with deliverables.

**8 Lock to Pro Tools, Record ADR and select takes**

**9 Edit, mix and Layback audio to tape/film**

**10 Produce Export Script**

# WELCOME TO VOICEQ

VoiceQ is a streamlined yet powerful Post Production cueing application that gives today's professionals the ability to easily produce accurately synchronized dialogue in films, television programs and games. Through the use of intuitive workflows and simple easy-to-use features VoiceQ provides extremely accurate lip-synched processes and tools that makes producing international releases a breeze. This preface provides an overview of the features of VoiceQ and a list of resources for learning to use it.

Dialog recording and replacement is an integral part of making film, television, animation and games for international release. It is common practice to re-record and synchronize most dialogue and sound effects during the completion of projects. Additionally, most of these projects are translated into alternate languages for world-wide release. VoiceQ is a cueing application that expedites the dialogue creation and replacement process during audio production and post- production.

Working with ProTools and other Digital Audio Workstations (DAW's), VoiceQ harnesses the power of Apple Macintosh platforms and OSX providing an abundance of simple easy-to-use features for all production and studio professionals. VoiceQ uses PACE iLOK security to provide portability, added security and user convenience.

## About VoiceQ

Synchronized scrolling text over video offers talent and technicians a frame-accurate cue making the ADR (Audio Dialogue Replacement) and language dubbing experience efficient, economical and effortless. VoiceQ features a selection of both traditional and innovative cueing methods including countdowns, beeps and streamers and is a great tool for ADR and dubbing Directors who handle a lot of film and television productions. Additional on-screen displays are at your fingertips including; timecode, subtitles, audio waves, mixing ruler and video mask overlays.

## Powerful Script Processing

VoiceQ's Script Import Manager module is the first-ever software engine for importing and managing a multitude of different types of film and television scripts. Using advanced pattern recognition and rule-sets to extract the data from all types of script formats and layouts, VoiceQ's Script Import Manager module takes the pain away enabling your script to be imported into your VoiceQ session quickly and effortlessly – it really is that easy.

Your VoiceQ scripts and reports can be exported into several different file types, including HTML for online viewing, text and CSV formats, all compatible with today's most common word processing applications.

## **Easy to Use**

Conventional gestures, features and keystrokes, already familiar to Apple and Pro Tools Users, makes VoiceQ a natural extension of the Apple and AVID Application families. With a clean user interface, ergonomically designed and logically arranged, post production members have commented on its intuitiveness, from Administrators through to Senior Audio Engineers.

## **Smooth Workflow**

When you're under pressure to re-record lines with Actors before they fly out or have a language version of a Film completed before the imposing release date you need comfort that everything is under control and on track. VoiceQ steps you through its intuitive process, step-by-step, from importing the script, through to synchronization, translation, adaptation and recording.

## **Superior Performance**

Accurate synch of dialogue is acutely important in any film, be it a foreign language version or the original - we don't want to see mouths opening without hearing the words or mouths closed when they should be open. Furthermore, we don't want static, monotone, sub-standard performances by Actors trying to follow on-screen lip movements. VoiceQ takes that pain away by allowing Actors to do what they do best – Act!

## **Technical Support & Software Maintenance**

With the purchase of a VoiceQ License, licensees have the opportunity to subscribe to an annual support and maintenance service that guarantees in-version updates and major application upgrades for USD\$199.00.

Please refer to our [website](#) for more details.



## Resources for Learning More

To get the most from VoiceQ, consult these resources:

### VoiceQ User's Guide

This guide (what you're reading now) describes the features of VoiceQ and shows you how to use it in real-life situations. To get more information about VoiceQ, go to our [website](#).

Chapters 1 through 6 of this guide describes the tools that are available in VoiceQ, and what you need to get up and going quickly. Chapters 7 through 14 shows you a step-by-step workflow for creating a VoiceQ Project and managing an ADR or Dubbing Session using VoiceQ. For more detailed information about each step, refer to Chapter 16 - Appendices 1 through 7. If you want to learn how to integrate VoiceQ with your own workflow and Digital Audio Workstation (DAW), read Chapter 16 – Appendix 4.

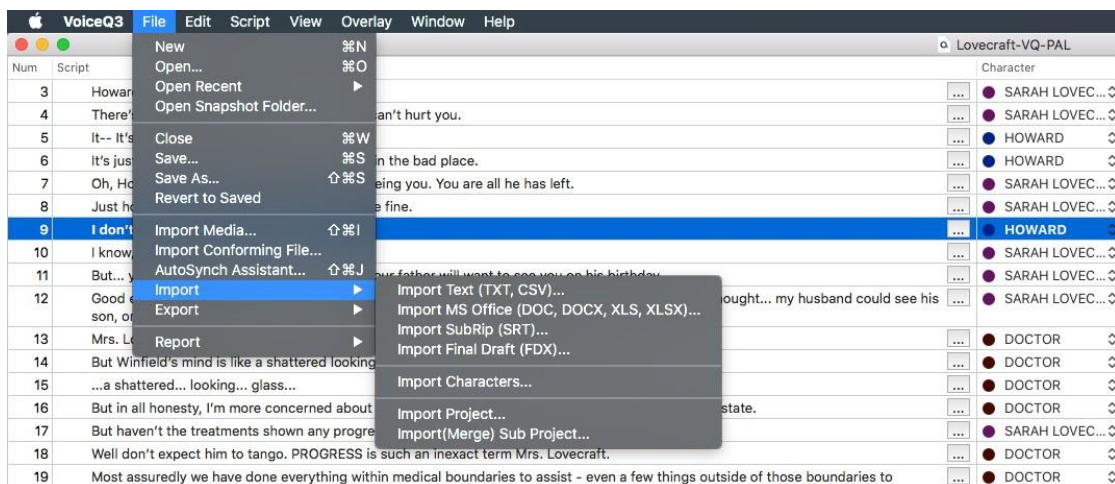
### Onscreen Help

To see VoiceQ Help, choose Help from the Main menu. You can browse through the table of contents to find a specific topic, download a User Guide in both PDF and iBooks format or submit a new support request. It also provides access to the VoiceQ User Forum, FAQ and support sections of the website.

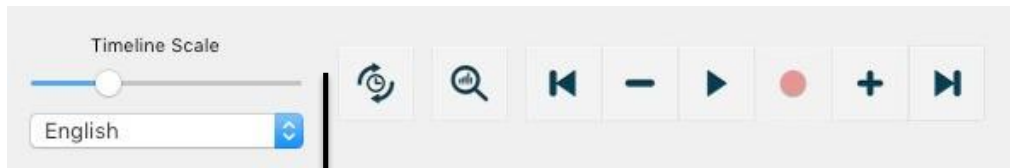
Note: To do many of the tasks in this guide you use menu commands. The instructions look like this:

Select File > Import > Import Text...

The first term after Select is the menu you click; the next term is the item you choose from that menu, as shown below.



Help tags are also available for many onscreen items. To see a help tag, let the pointer rest over an item for a few seconds.



To display a help tag, rest the pointer over an item.

## VoiceQ Tour

For an onscreen demonstration of what you can do with VoiceQ, view the various VoiceQ Multi-lingual Video Tutorials in the Support section of our [website](#). These tutorials will continue to be added too and updated on a regular basis so please revisit and check our website for updates.

**To join the tour:** Select Help > Join VoiceQ Tutorial Tour, and then select the appropriate Video Tutorial. All Tutorials are available in English, French and Spanish.



Technical Set Up



Creating a Project



Translation & Adaptation



Working With Actors

## VoiceQ Multi-lingual Video Tutorials

### VoiceQ Demonstration Pack

VoiceQ comes with demonstration packs that provide VoiceQ Projects already prepared and ready for a recording session. Use these demonstration VoiceQ Projects to help you create your own Project. You can also use the VoiceQ features and functions in these demonstration projects to enhance your understanding of the various cueing aids available and tips on how to use other features.

For more information, see Chapter 9 “Step 1: Creating a Project”.

## **VoiceQ Quick Reference Guides**

Chapter 16 lists Appendices covering VoiceQ menus, keyboard shortcuts, system integration instructions as well as other useful hints. You can also find related information by choosing Help > and selecting the appropriate “subject” in the onscreen help.

## **Web Resources**

Go to [www.voiceq.com/support](http://www.voiceq.com/support) to get the latest software updates and information. You can also purchase additional VoiceQ licenses should they be required. To find out more about VoiceQ and get up-to-date information: Choose Help > Visit VoiceQ Support Portal.

## **Technical Support**

Online technical support options are available to VoiceQ users as outlined in Chapter 15 - Support. To keep up to date with real-life feedback, hints and updates we encourage all customers to register and contribute to the VoiceQ User Forum and FAQ section.

For more information, see the VoiceQ User Software Agreement that comes with your VoiceQ Application and other documentation or visit [VoiceQ Support](#) online.

# Chapter 1: Overview of VoiceQ

This chapter introduces you to the windows and tools you'll use in VoiceQ.

The VoiceQ application has been developed to assist filmmakers and production companies with processing subtitles, audio dialogue replacement (ADR) and dubbing of movies for the purpose of broadcasting and theatrical release.

VoiceQ provides an automated cueing system for ADR and Dubbing. It scrolls the script across the screen (superimposed over the video) and the actor or voice-over artist reads the words when they hit the target line or trigger bar. The artist will be in sync with the lip movements of the actor on screen. VoiceQ caters for all languages; scrolling text for Left-to-Right languages (eg. English, French, German, Spanish) and Right-to-Left (eg. Arabic, Farsi, Hebrew, Urdu). VoiceQ also provides preview text, audio beeps and visual steamers as other cueing options. VoiceQ manages scripts in multiple languages, acting as an electronic script with the ability to view and report on all language scripts.

## Requirements

This program will operate under Apple's OSX environment only – Maverick versions 10.9, Yosemite 10.10, El Capitan 10.11, Sierra 10.12 and High Sierra 10.13 are supported with VoiceQ.

### Recommended Specifications

- Intel® Mac running Mac OS X 10.12.5/10.13.x+
- Intel® Core i5, i7 processor, Intel® Xeon
- 8GB RAM
- Internet connection for installation
- Network connection for MIDI over WIFI/Ethernet
- 100mb disk space for installation
- USB-port for iLok 2/3 authorisation
- Display with 1080p resolution or higher.

### Supported Specifications

- Intel® Mac with Mac OS X 10.9.5/10.10.5/10.11.5/10.12/10.13.x (Minimum 10.10.5 required to use with Blackmagic Device)
- Intel® Core i3, i5, i7 processor, Intel® Core 2 Duo, Intel® Xeon
- Minimum 4GB RAM (8GB or more recommended for larger videos)
- Minimum 1GB free disk space for general usage
- Minimum 2GB Video RAM
- Internet connection for installation
- Network connection for MIDI over WIFI/Ethernet
- USB-port for iLok 2/3 authorization
- Display with 1280-by-768 resolution or higher

**Supported Apple Devices:**

Mac Pro: Mac Pro 6,1 / Mac Pro 5,1 / Mac Pro 1,1

iMac: iMac 18,x / 17,1 / 15,x / 14, x / 13, x

Mac mini: Mac mini 7,1 / 6,2

Mac Book Pro: Mac Book Pro 14,x / 13,x / 12,x / 11,x / 10,x / 9,x

Mac Book Air: Mac Book Air 7,2 / 6,x

**Additional Required Hardware**

iLok 2.0/3.0

Computer running Mac OS X 10.9.5 or higher, to use iLok License Manager

Available USB port

iLok account

***MIDI Devices***

VoiceQ uses Apples Core MIDI functionality and works with most MIDI interfaces supported under OS X. VoiceQ has been successfully tested with the Mbox 002 series and MIDI Sport Unitor 8 MIDI Devices.

***Jog Wheel***

The recommended Jog Wheel hardware is the ShuttleXpress and ShuttlePro series provided by Contour Design Inc. and is available in most countries. Other configurable jog wheel hardware products for Apple Mac may also be compatible.

**Software Requirements**

In conjunction with running VoiceQ on the recommended hardware platforms VoiceQ requires Mac OSX Mavericks 10.9 and OSX Yosemite 10.10 or more. Check our website for the latest OSX compatibility if you are unsure.

***Pro Tools Software versions***

VoiceQ works with any external Pro Tools system, via a MIDI Interface, irrespective of whether it's on a Windows or MAC based platform.

The minimum recommended Pro Tools version when interfaced with VoiceQ on the same machine is Pro Tools 11. Previous versions of Pro Tools may also be compatible so please let us know if you need any assistance at [support@voiceq.com](mailto:support@voiceq.com).

## Media Formats & Codecs

The media formats and codecs supported by Apple Inc and VoiceQ are listed below:

Media type	File formats	Codecs or components
Video	QuickTime Movie (.mov) MPEG-4 (.mp4, .m4v) MPEG-2 (OS X Lion or later) MPEG-1 3GPP 3GPP2	MPEG-2 (OS X Lion or later) MPEG-4 (Part 2) H.264 H.263 H.261 Apple ProRes
	AVCHD (OS X Mountain Lion or later) AVI (Motion JPEG only) DV	Apple Pixlet Animation Cinepak Component Video DV DVC Pro 50 Graphics Motion JPEG Photo JPEG Sorenson Video 2 Sorenson Video 3
Audio	<ul style="list-style-type: none"> <li>• iTunes Audio (.m4a, .m4b, .m4p)</li> <li>• MP3</li> <li>• Core Audio (.caf)</li> <li>• AIFF</li> <li>• AU</li> <li>• SD2</li> <li>• WAV</li> <li>• SND</li> <li>• AMR</li> </ul>	<ul style="list-style-type: none"> <li>• AAC (MPEG-4 Audio)</li> <li>• HE-AAC</li> <li>• Apple Lossless</li> <li>• MP3</li> <li>• AMR Narrowband</li> <li>• MS ADPCM</li> <li>• QDesign Music 2</li> <li>• Qualcomm PureVoice (QCELP)</li> <li>• IMA 4:1</li> <li>• MACE 3:1 (Mac OS X v10.6.x only)</li> <li>• MACE 6:1 (Mac OS X v10.6.x only)</li> <li>• ALaw 2:1</li> <li>• ULaw 2:1</li> <li>• 24-Bit Integer</li> <li>• 32-Bit Integer</li> <li>• 32-Bit Floating Point</li> <li>• 64-Bit Floating Point</li> </ul>

**Table 1.1 – Media Formats and Codecs**

# Chapter 2: Licensing VoiceQ

## Licensing your VoiceQ

Our licenses are designed to make using VoiceQ easier, no matter what project you're working on. Whether you're in film school, a small production team or an international localization corporation; choosing the right license is an important step in getting the most out of VoiceQ. Take full advantage of our Free Trial licenses, so you can see first-hand how VoiceQ can help you design and create your next blockbuster.

VoiceQ Licenses are available for purchase or lease. With a low cost of entry VoiceQ Licenses help productions get up and going quickly, to easily ramp up or scale down, while providing access to the latest tools and support.

### ***About Your VoiceQ License***

With the purchase and/or lease of your license you will receive the following items:

- VoiceQ Software Application
- Access to VoiceQ User's Guide, Multi-lingual Video Tutorials and VoiceQ Support Forum,
- VoiceQ Perpetual or Renewable License, and
- Direct access to our Software Development Team

Each VoiceQ license is a single seat license that enables you to run VoiceQ on an Apple Mac computer. KIWA will also retain a record of your license for support purposes and additional licenses, should you require them.

All Software Renewable licenses expire annually. Renewable licenses require payment of a renewal fee in order to remain current and be eligible to receive complimentary in-version updates, bug fixes and patches. License-holders are notified in advance of the expiry date, as a reminder to renew the Software Renewable license before expiry. If you choose not to renew the license, the Software will stop functioning.

Contact information for updates, upgrades and user support is listed on our [website](#).

### ***Renewable License***

The renewable license requires payment of an annual renewal fee in order to have access to the most up-to-date tools and technical support.

If your license is current at the time of a new version release, you will receive the new update software at no charge. A renewable license ensures that you are always working with the most current version of the VoiceQ software.

This type of license will appeal to Film and Television Dubbing Houses, Post Production Companies, Games Companies, Film Companies, Film Education Institutions, Recording Studios and Professionals engaged in the post production sector of their industry.

### ***Leased License***

Leased licenses are available for short to medium term projects. Our fully featured VoiceQ Application can be leased on a monthly basis. Whether your projects are temporary and/or irregular, you can keep software costs manageable and predictable. Pay only for the access you need, without an up-front investment or long-term commitment.

Up-to-date software means being ahead of the competition with the latest VoiceQ technology. Get the most up-to-date software releases with a low cost of entry and the level of technical support you need. You choose what license period is right for you:

- Quarterly: Get 3 months of access, with our lease option to renew. Great for small to medium productions, medium sized project teams, and mobile personnel requiring project status updates and transparency.
- Monthly: Access software one month at a time for the lowest up-front investment. Best for temporary staff and small short-term projects.

### ***Educational Institution License***

Educational institutions can now purchase VoiceQ at discounted prices. To order and receive our special educational prices, you must be a current student, teacher, lecturer or staff member of an accredited and degree-granting educational institution (high school, college, university or media school). Non-profit organizations and Acting Schools may also qualify so visit our [website](#) for more information or email [sales@voiceq.com](mailto:sales@voiceq.com) for more information.

### ***Volume License***

Volume licensing is a discount program open to anyone purchasing 3 or more licenses. Volume licensing saves you money and helps you get more out of your software investment than purchasing single user licenses.



If you need to equip three (3) or more of your team with VoiceQ then please contact us - you may be eligible for a [Volume License](#) discount.

### ***Perpetual Licenses***

Perpetual Licenses are life-time licenses and do not have an expiry date. The Licensee is entitled to uninterrupted use of VoiceQ.

When purchasing Perpetual licenses it is highly recommended that the Purchaser subscribe to the VoiceQ Support and Maintenance Service in order to receive continued In-version Software Updates and Major Upgrades at heavily discounted rates. Please refer to the Technical Support and Software Maintenance section below for more information.

This type of license will appeal to Film and Television Dubbing Houses, Post Production Companies, Games Companies, Film Companies, Film Education Institutions, Recording Studios and Professionals engaged full-time in the post production sector of their industry.

**NOTE:** Special licenses are available for other situations so please email [sales@voiceq.com](mailto:sales@voiceq.com) should you have any special licensing requirements.

### ***Technical Support & Software Maintenance***

With the purchase of a VoiceQ License, Licensees have the opportunity to subscribe to an annual support and maintenance service that guarantees Major Application Upgrades at a heavily discounted rate and FREE In-version updates.

Major Upgrades represent a significant enhancement to functionality and are currently set on a per License basis. Licensees who elect to subscribe to an annual support and maintenance service will receive ALL Major Upgrades throughout the year for a minimal annual fee. In effect the more Major Upgrades released in the year the larger the discount. This service allows Licensees access to the most up to date and advanced ADR and dubbing Tools available today at the lowest price.

Please refer to our [website](#) for today's current License pricing.

# Chapter 3: Installing VoiceQ

When you create a VoiceQ Project, you first need to Install and License your VoiceQ Application.

## Installation

If you haven't already done so please download the latest installer from our [website](#).

To install the VoiceQ Application:

1. Unzip the downloaded file and drag or copy the VoiceQ Application to your Applications Folder
2. Launch VoiceQ by double clicking the application
3. You may be prompted to download and install the latest version of PACE's interlok extensions from [ilok.com](http://ilok.com) which is required for VoiceQ to run.
4. Press the 'Activate' button to activate the VoiceQ Application.



*Figure 3.1 – VoiceQ Activation*

## Minor In-Version Updates (Recommended)

KIWA will periodically release new updated versions FREE to current Licensees. A Minor In-Version update represents enhancements, improvements and bug fixes to

the current software version and are recommended to all users. To receive notification and delivery of these updates select:

- VoiceQ Preferences>General>Auto Update and configure to your preference OR,
- You can also manually check for the latest version of VoiceQ by selecting VoiceQ>Check for Updates...

## **Major New Version Upgrades (Optional)**

From time-to-time KIWA may also release Major Upgrades to the VoiceQ Application. A major upgrade will offer significant functional improvements, additional features and constitute a new major version release. Licensees who have elected to subscribe to the Technical Support and Software Maintenance Service will be offered major upgrades at an attractive discounted rate on the appropriate version base price. This is currently set at USD\$199.00 per annum valued at approximately 60% discount.

For those that have not subscribed to the Technical Support & Software Maintenance Service will be offered major upgrades at the applicable base price set at the time of release, currently set at USD\$599.00 per upgrade.

KIWA will notify current Licensees when major upgrades are available for purchase as well as publish and make them available for purchase on its website. Users that have subscribed to the Technical Support and Software Maintenance Service will receive major upgrades in advance and at no further charge.

**NOTE:** All VoiceQ Major Upgrades are optional.

## Chapter 4: Authorizing VoiceQ

To authorize VoiceQ you will need to have an iLok User Account, USB Smartkey or an Internet connection to the computer you wish to authorize.

### **iLok USB Smartkey**

The preferred and best method for authorizing VoiceQ is via an Interlok USB Smartkey. The USB Smartkey is widely used to authorize many other products, including Pro Tools. Smartkeys are portable and secure allowing users to control and manage their authorizations.



***Figure 4.1 - iLok USB Smartkey***

If you already have an iLok USB Smartkey and an iLok.com user account please indicate at the time of download or purchase that you want your license authorization credited to your iLok.com account. When you receive confirmation, simply authorize your USB Smartkey using the iLok.com interface - iLok License Manager. Complete instructions can be found on the iLok.com website. If you do not already have a USB Smartkey, you can purchase directly from the iLok.com website.

Note: iLok License Manager allows you to authorize a First Generation iLok Key, Second generation iLok Key and a Computer.

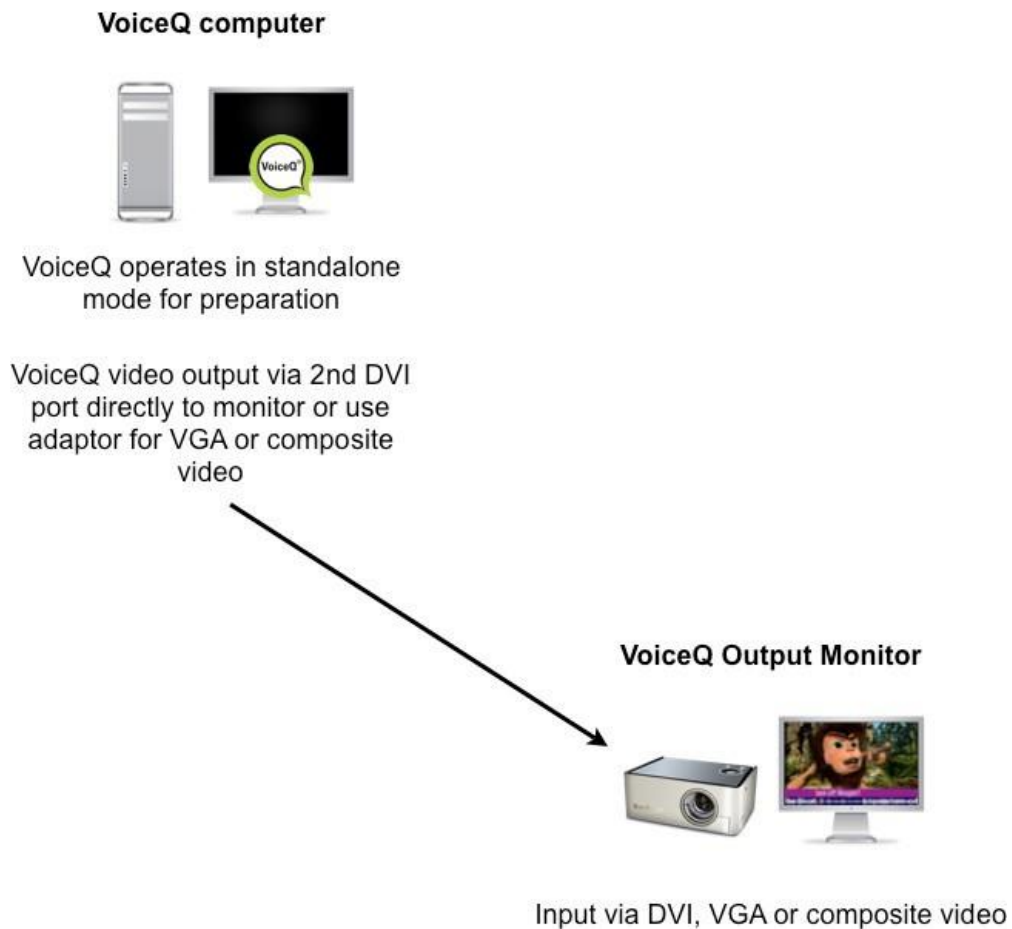
# Chapter 5: Setting Up VoiceQ

## Setting up VoiceQ

VoiceQ can be configured and used to suit every process, project member and role within your postproduction team.

### Standalone Configuration

This set up will suit ADR Assistants, Administrators, Translators and Adaptors, Engineers and ADR and Language Directors. Standalone mode is defined as VoiceQ being operated on a single Apple Mac machine without interaction with ProTools or any other external device or machine.



**Figure 5.1 – Standalone Configuration**

Typically, VoiceQ will be used in standalone mode for the purpose of creating a synchronized VoiceQ Project ready for recording in a studio. VoiceQ requires no additional hardware, which allows all preparation work to be completed outside the Recording Studio if required. Once the VoiceQ Project has been created, synchronized and checked it can then be loaded onto the Studio Machine.

Having the ability to complete all script preparation and synchronization tasks outside the Studio contributes towards the cost savings

## Single Computer Configuration

A single computer configuration is when VoiceQ is on the same machine as ProTools.

### DAW computer - Pro Tools and VoiceQ



VoiceQ video output via 2nd DVI port directly to monitor or use adaptor for VGA or composite video

### VoiceQ Output Monitor



Input via DVI, VGA or composite video

**Figure 5.2 – Single Computer Configuration**

Note: In a single computer configuration VoiceQ will work with many other recording applications including Logic Pro, Soundtrack and others. Check our website for the correct set up instructions and screen shots for these applications.

For further details refer Appendix 2 - VoiceQ & Pro Tools Integration Guide > Single Machine Setup (using IAC driver)

## Dual Computer Configuration (Recommended)

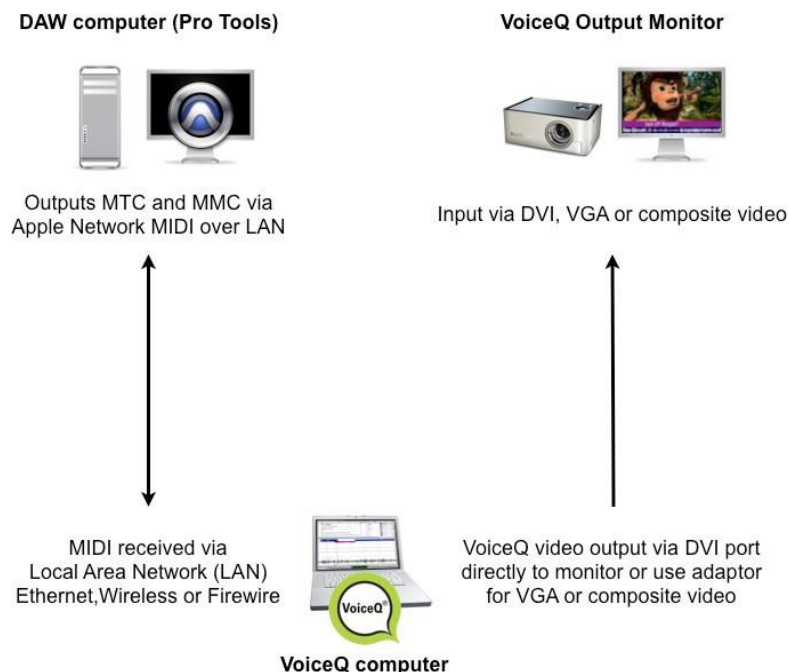
A dual computer configuration is when VoiceQ is on a separate machine to that of the Digital Audio Workstation (DAW) eg. AVID Pro Tools. The VoiceQ and Pro Tools machines will communicate with MTC and MMC via a MIDI interface device. Both machines can be synchronized using MIDI Interfaces or via MIDI over a Local Area Network (LAN). This is the preferred configuration when a separate operator will be using VoiceQ in a recording session.

This is the preferred configuration when using VoiceQ in a recording session, as it provides superior picture playback and access to VoiceQ without disturbing the engineer. It also provides the added advantage of reducing the system load on the Pro Tools machine.

There are two types of Dual Computer configurations: MIDI over network and MIDI via hardware interfaces.

### ***Dual Computer Configuration - MIDI over LAN***

Using separate computers for Pro Tools and VoiceQ with MIDI information sent via the Local Area Network (LAN).



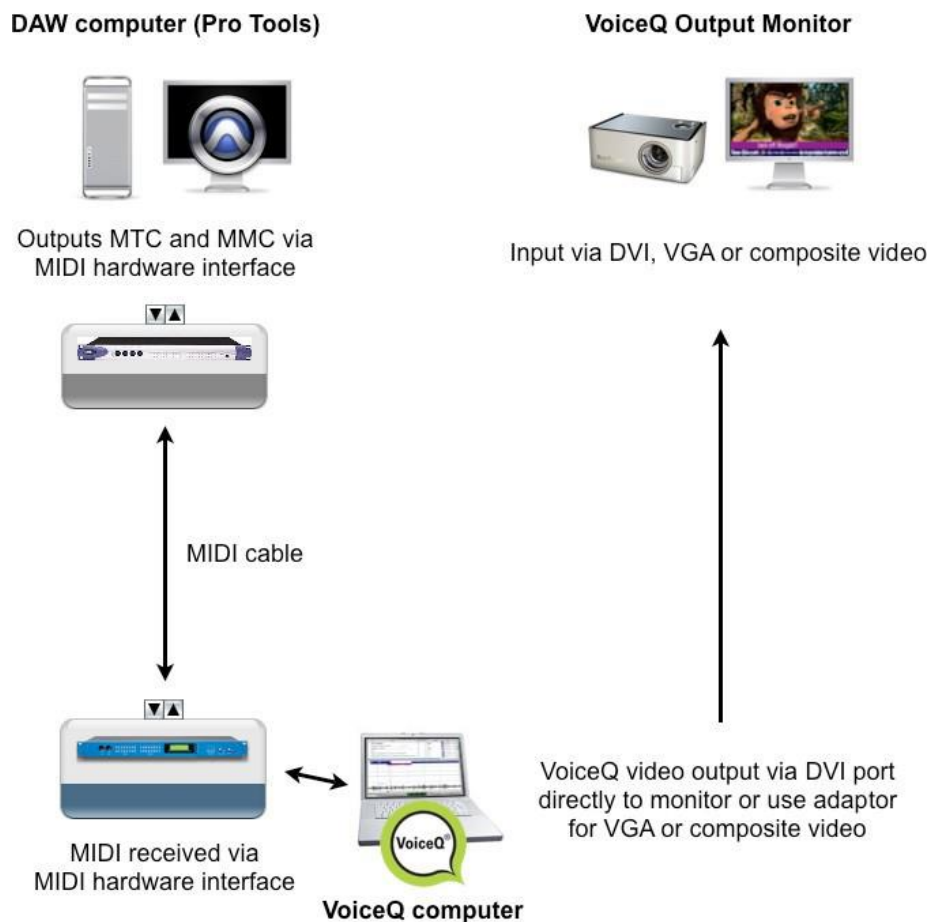
**Figure 5.3 – Dual Computer Configuration (via LAN)**

With a **Dual Computer Configuration** we can use Apples MIDI network feature to send MIDI via the Local Area Network. This setup does not require any additional MIDI hardware.

For further details refer Appendix 2 – VoiceQ & Pro Tools Integration Guide > Dual Machine Setup using Network (RTC-MIDI).

### **Dual Computer Configuration - MIDI via hardware**

This configuration uses separate computers for Pro Tools and VoiceQ with MIDI information sent via MIDI hardware interfaces. This configuration requires a MIDI hardware interface on both computers, which are connected via a MIDI cable. Many AVID hardware boxes like the M-Box, Digi 001-003, Command 8, Control 24 feature MIDI output ports.



**Figure 5.4 - Dual Computer Configuration (via MIDI Hardware)**

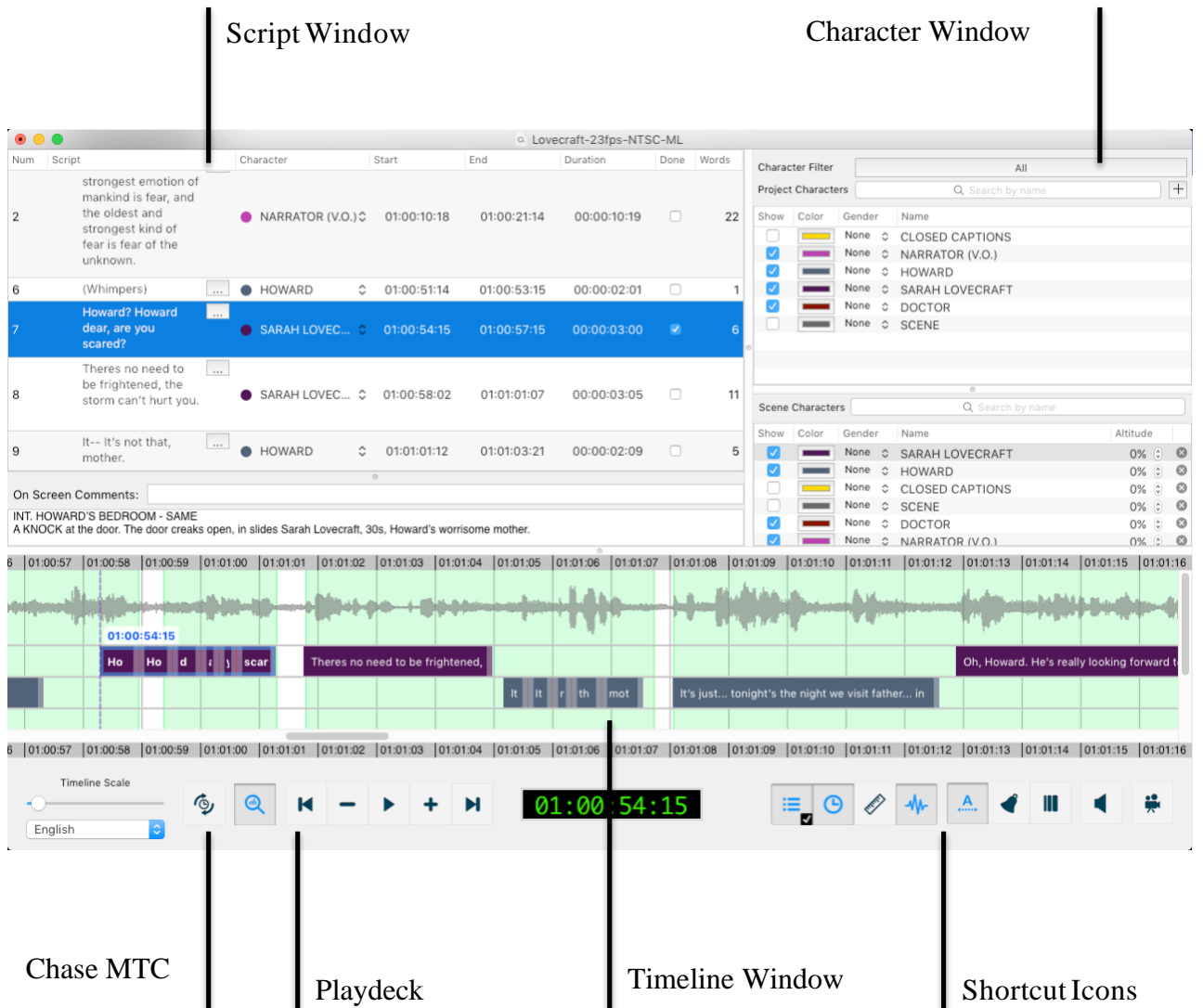


The VoiceQ computer can use any standard USB MIDI interface, with VoiceQ automatically recognizing and chasing incoming MIDI timecode when it is set to online/chase mode.

For further details refer Appendix 2 - VoiceQ & Pro Tools Integration Guide > Dual Machine Setup using MIDI hardware interface.

# Chapter 6: VoiceQ Window Screens

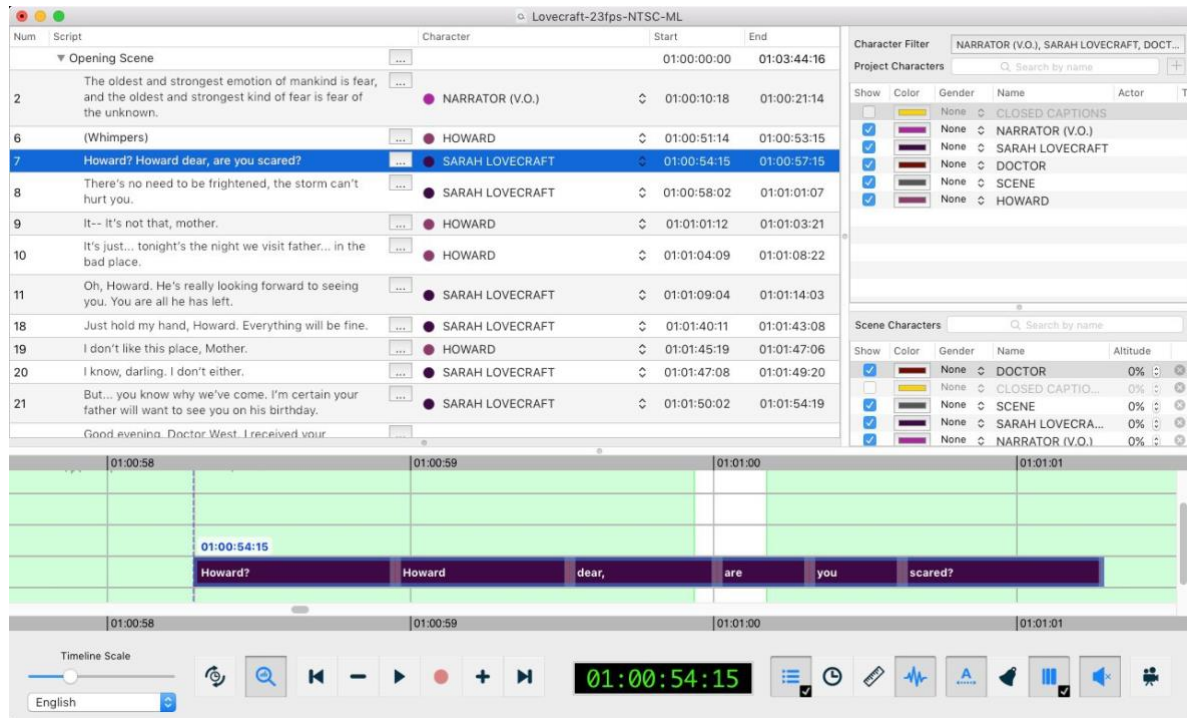
VoiceQ is divided into three main windows; Script window, Character window and Timeline window. Each window allows you to add, edit or delete most data within the window that affects your project.



**Figure 6.1 - VoiceQ Main Window**

## Script Window

The script window is the main window for editing the script. It displays the lines of dialogue, which character speaks that line, the start and end of each line as well as a line and word count. It allows the user to add, edit or delete scenes, lines, characters and any other relevant information and comments.



**Figure 6.2 - Script Window**

You can change the layout of the window by merely dragging each column to the preferred position. The 'Done' check box is a great way to monitor where you are up to in your session, especially inbetween breaks, recordings and translations. If there's a note from the Director a 'Comments' icon will alert you to it. You are also able to add information in the On Screen Comments field and display that information on screen.

## Translation Drawer

The Script Window provides access to the Translation Drawer which allows you to manually input translations associated with each line, as shown below.

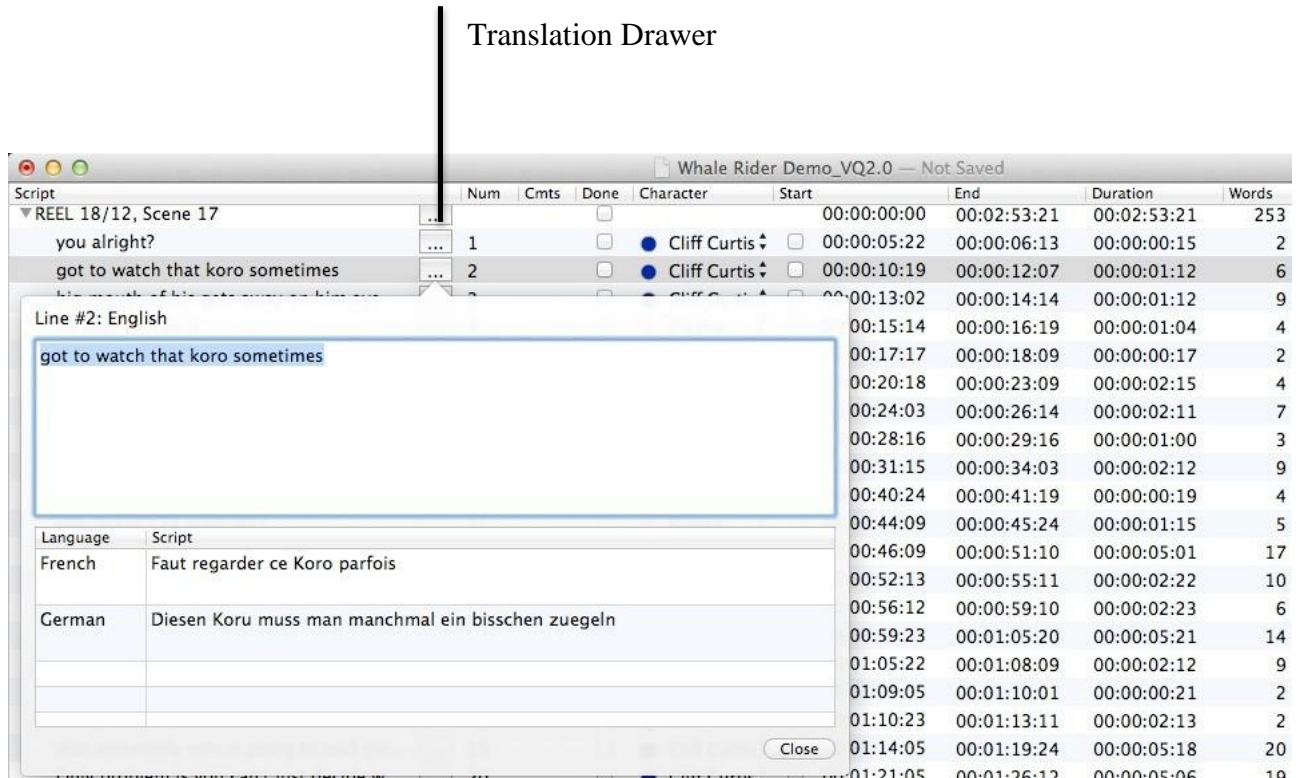


Figure 6.3 - Translation Drawer

## Timeline Window

The Timeline Window allows you to change the timing of the start and end of a word, a group of words or an entire line. Its as simple as grabbing and dragging the start or end of a line or using the Quick Keys to arrange words within a line.

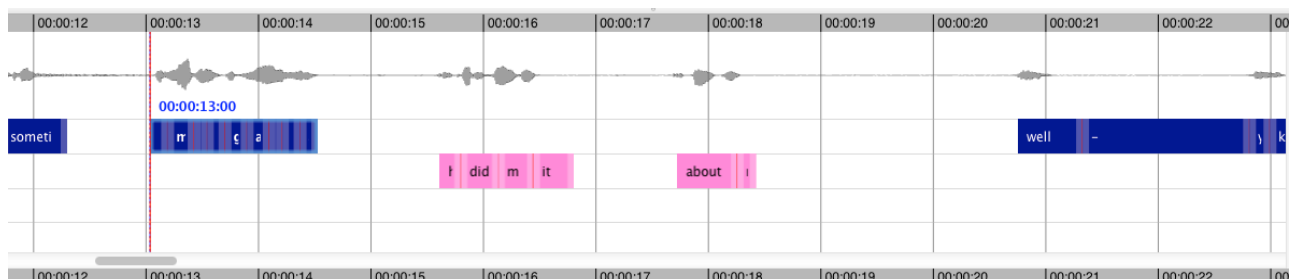
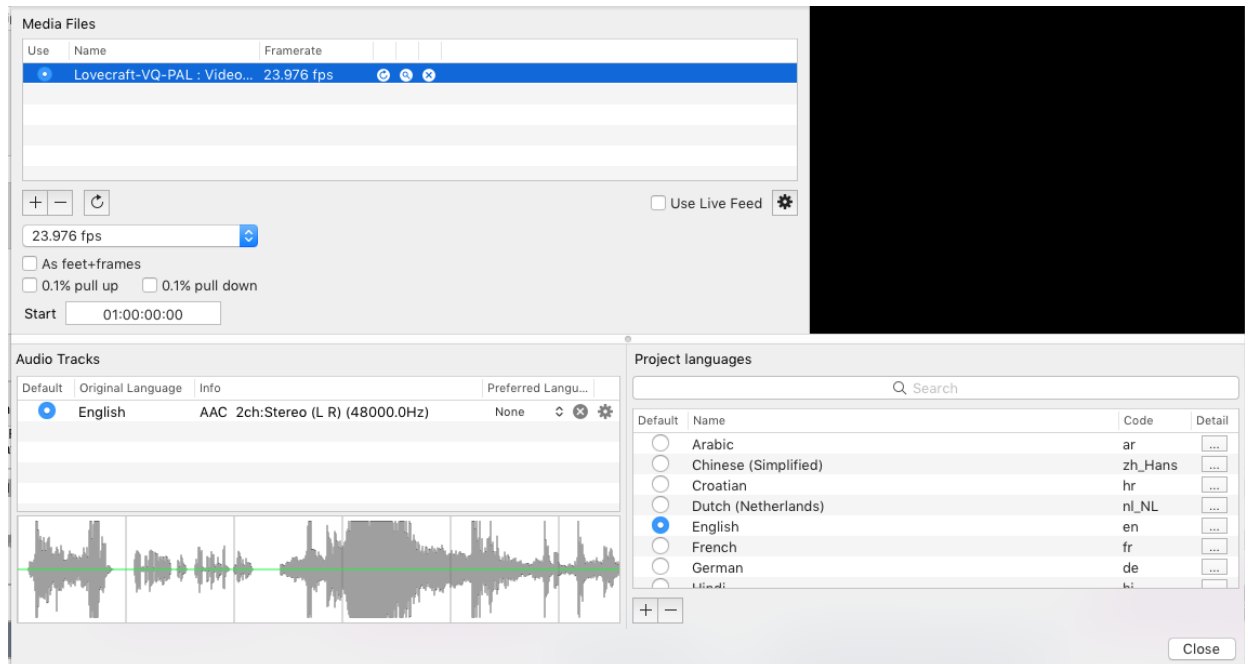


Figure 6.4 – Timeline Window

## Project Settings Window

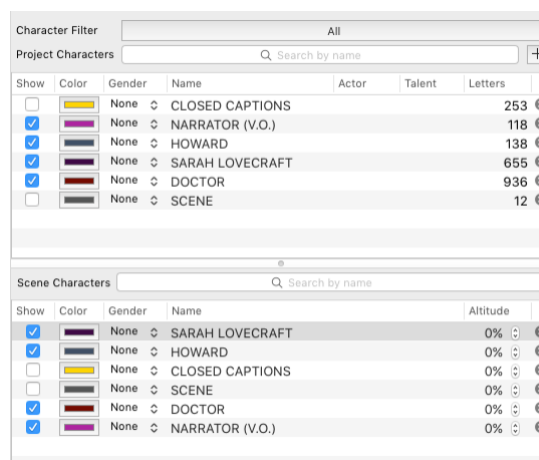
Accessible from the main menu the Project Settings allows the user to; import and manage multiple movies, set the frame rate of each imported movie (if not automatically detected), set the start time of the project and create additional languages.



**Figure 6.5 – Project Settings Window**

## Character Window

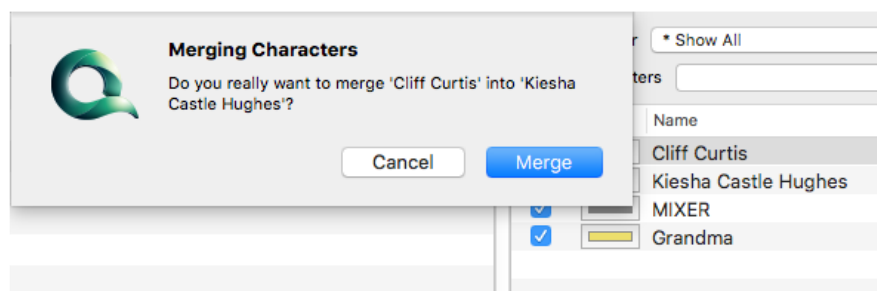
The character window allows the user to add, change or delete characters and is split into two halves; all characters within the project (Project Characters) and all characters associated with the current Scene (Scene Characters).



**Figure 6.6 – Character Window**

Within the Character Window you are able to:

- Add, edit or delete a character
- Search by character name
- Arrange columns in any order
- Sort the characters in ascending or descending order (Name/Gender/Actor/Talent)
- Change the color associated with a character (*Rythmoband/Text*)
- Display or hide lines associated with each character (*Show check box*)
- Adjust the altitude of the character's lines when scrolled on the movie
- Change Character Name associated with Multiple Lines – Users can select multiple lines and associate one character to them all.
- Case sensitive characters – Can use same character names in different cases. JOHN and John are now treated as different characters.
- Select Gender of Character
- Input Actor/Talent/Description and misc. into fields.
- See character count for each character for the entire project.
- Merge two Character's line – In some cases Character Names are misspelt and treated as separate characters. Users can merge two characters into one using drag-and-drop.



**Figure 6.X – Merging Characters**

Note: Removing a character will delete all dialogue lines associated with that character.

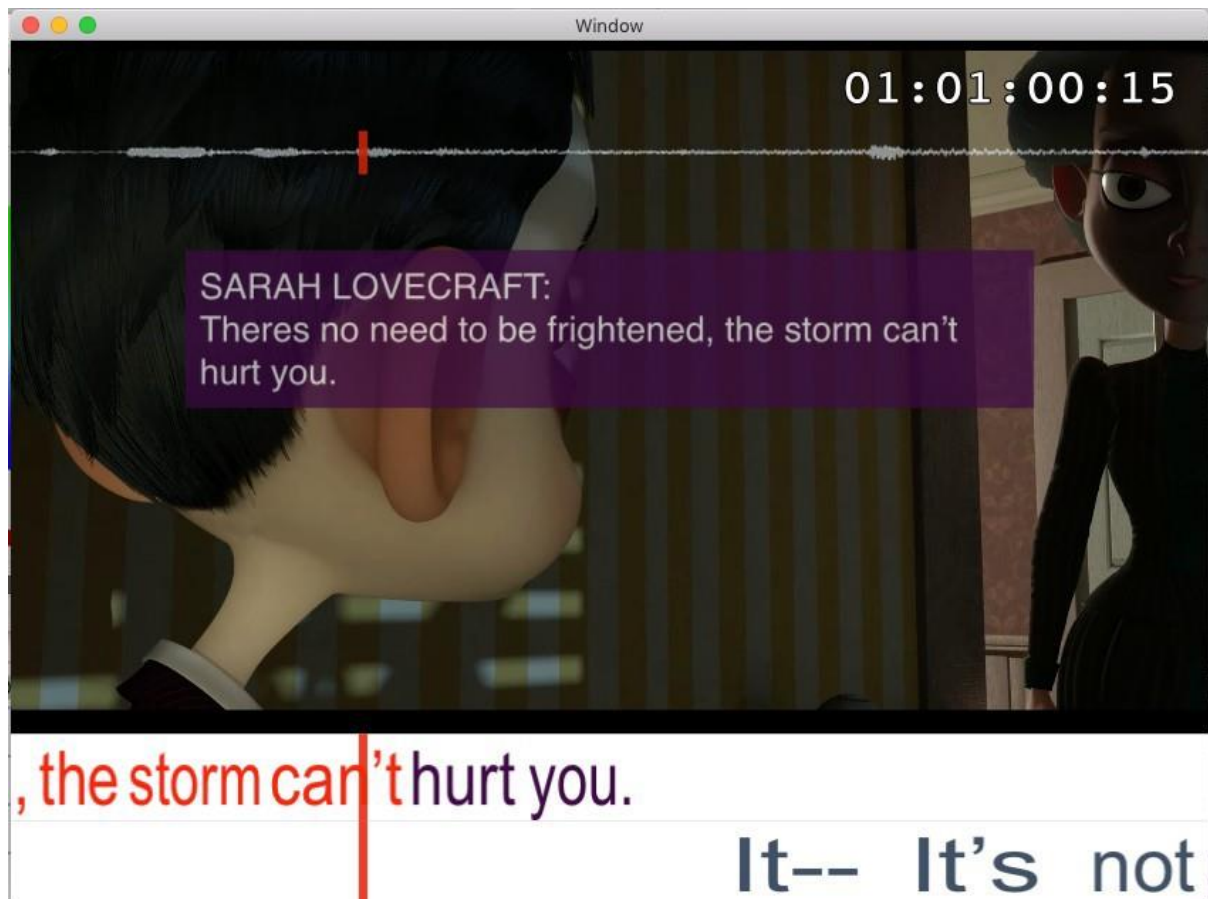
Note: Changing the altitude of a character's lines will affect all lines for that character in the project. It is important therefore to check that characters, whose lines may overlap, are at different altitudes.

Hint: When recording a single character at a time tick the 'Show' check box associated with that character only. This will hide all other character lines from being displayed.

Hint: Try creating a character specifically for audio mixing, foley and/or other special effects and tick the 'Show' check box associated with that character only.

## Movie Display Window

The output window displays the overlays configured in VoiceQ Preferences. In this example Timecode display is enabled, Scrolling text has been selected to provide prompts for each word, and Subtitle mode to provide the whole line of dialogue for reading purposes. The audio wave is enabled to indicate the intensity of delivery of that word(s) as well as fine tuning synchronization, where late changes to the script are often made.



**Figure 6.7 – Movie Display**

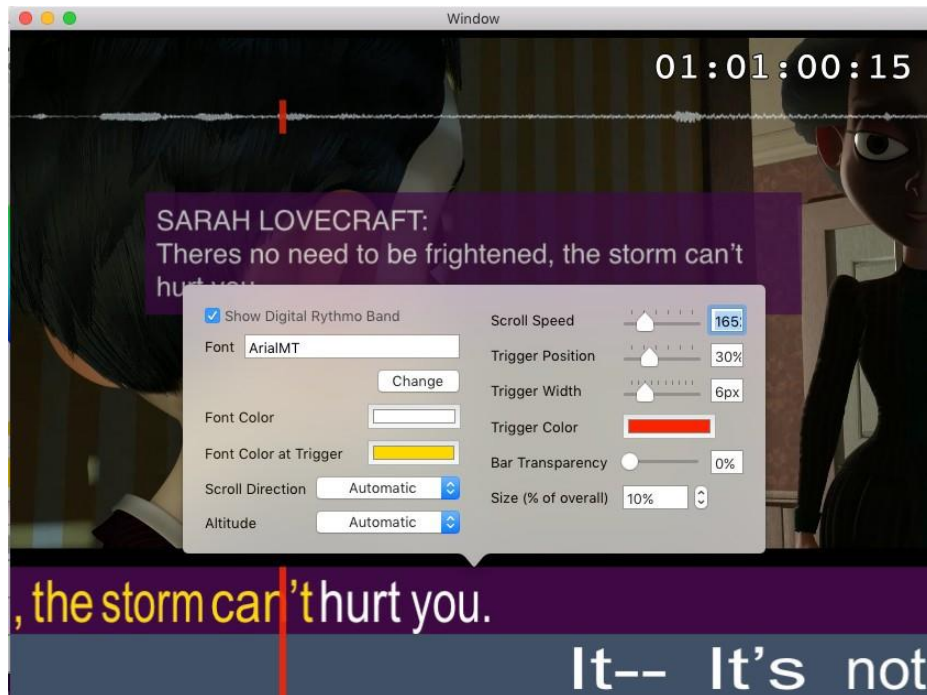
The Actor uses the scrolling text as prompts only, indicating when each word is to be spoken – *it's not for reading*. Scrolling text shows gaps between words and words are stretched or shrunk so Actors know exactly when and how that word is to be performed – this provides accurate lip-synch for the Actor. When enabled the Preview Text feature helps the Actor with memorizing and reading the line(s) before the cue arrives.

Advantages of Scrolling Text (Digital Rythmoband) and Preview Text are:

- Keeps Actor `On Mic' – no need to look down at paper scripts
- Avoids use of paper scripts, and associated noise

- ❑ Accurate target language script and synchronization reduces Editing time
- ❑ Highly configurable on-screen cues and displays
- ❑ Script changes can be made and displayed on-screen instantly

Apart from adjusting the configurations in VoiceQ Preferences you can also adjust them directly in the Movie Window. Click on the displayed feature you wish to adjust and make your changes as required.



## Playdeck

The Playdeck gives you control over your ADR or Dubbing project, from script entry through to the recording session – the cueing aids for Actors, are at your finger tips.

There is a sliding scale readily available to enlarge or decrease the timeline view. Switching between languages, along with a shortcut key, is handy when checking translations on the fly.

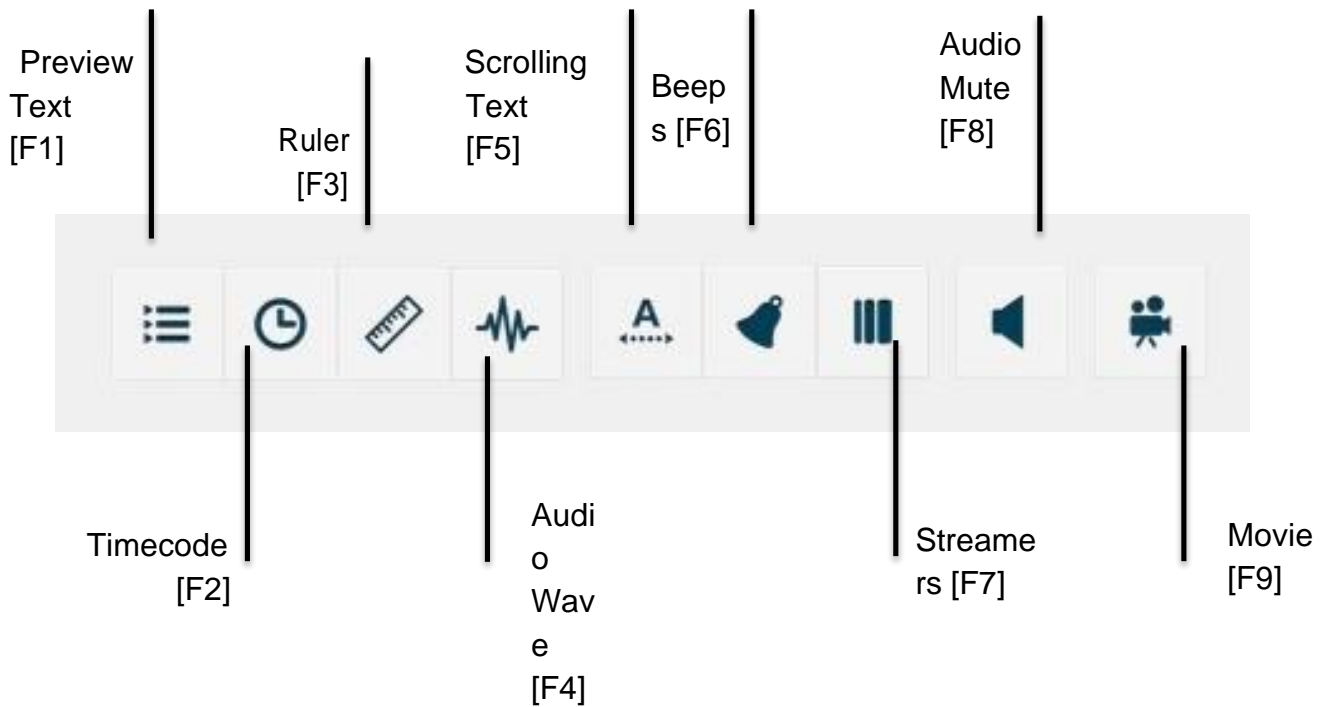


**Figure 6.8 – Playdeck**



## Shortcut Icons (Quick Keys)

Shortcut icons are a great way of activating features quickly. Each feature has an associated 'Quick Key' and are to be used in tandem with the Function Key (fn) for even quicker activation.



**Figure 6.9 – Shortcut Icons**

There are two states for some features; When an icon is illuminated the feature is set to activate on one line at a time. When an icon is illuminated with a 'Tick or Number' imbedded the feature is set to activate on all lines. The Streamers Icon has an additional third state which can be triggered by a MIDI command when integrated with Pro Tools.

All these features have adjustable settings which can be set in VoiceQ Preferences and in the Movie Window.

# Chapter 7: VoiceQ Workflow

## Generic Workflow

*This section explains the output view of VoiceQ and generic workflows.*

The video output of the VoiceQ application is the movie with optional cueing symbols and visual displays superimposed. The VoiceQ scrolling text scrolls from the right hand side of the screen towards the 'target line' on the left. Actors read the dialogue when it hits this line to achieve lip sync. Other cueing methods such as streamers (also called wipes), visual aids and audible count-down (3, 2, 1 go) are also displayed over the video.

The output view has the following features:

- The VoiceQ scrolling text is overlaid on a live display of the movie associated with the project.
- The display may be in either a window on the main display of the computer, or full screen on a secondary display.

The following diagrams describe generic workflows when adopting VoiceQ into your Script Management, ADR and/or Dubbing processes. Integrating VoiceQ with your Digital Audio Workstation, such as AVID Pro Tools, allows for seamless implementation and interaction with your current processes.

Contact KIWA if you need additional information on integrating VoiceQ into your workflow or refer to Appendix 2 – VoiceQ & Pro Tools Integration Guide.

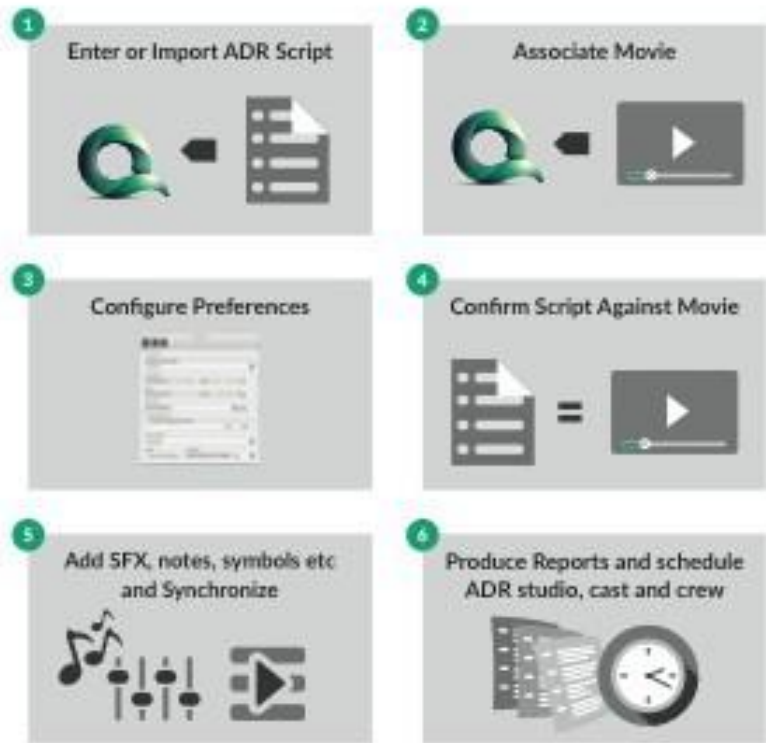
# Audio Dialogue Replacement (ADR) Workflow



## ADR Generic Workflow

### Pre-Production

1. Either input ADR script manually or import script in VoiceQ text format.
2. Associate relevant movie(s).
3. Set up VoiceQ preferences as appropriate, including movie offset and other project wide parameters.
4. Check script against movie and update as appropriate.
5. Add any additional Foley, notes, detection symbols etc & synchronize as appropriate.
6. Produce ADR and any other reports required for the ADR session. Schedule the Actors & Recording Studio Personnel.



### Production

7. Lock VoiceQ to Pro Tools. Filter VoiceQ by Actor(s) whose lines are to be replaced. Cue and record ADR lines. Select takes as appropriate.
8. Edit, mix and layback as appropriate.
9. Produce Export Scripts and other reports as required along with deliverables.



Figure 7.1 – ADR Workflow

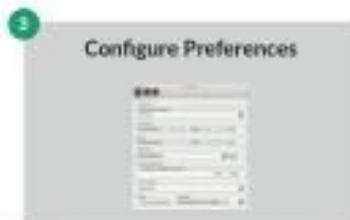
# Language Dubbing Workflow



## Language Dubbing Generic Workflow

### Pre-Production

1. Either input script manually or import script in VoiceQ text format.
2. Associate relevant movie.
3. Set up VoiceQ preferences as appropriate, including movie offset, target language(s) and other project wide parameters.
4. Check script and synchronize to movie.
5. Translate & Adapt to target language. Add any notes, detection symbols etc & synchronize.
6. Validate & synchronize target language by word (the line will already be in sync)
7. Produce reports as required for scheduling of resources.



### Production

8. Lock VoiceQ to Pro Tools. Filter VoiceQ by Actor(s) whose lines are to be replaced. Cue and record lines. Select takes as appropriate.
9. Edit, mix and layback for international market(s) as appropriate.
10. Produce Multi-language Export Scripts and other reports as required along with deliverables.



Figure 7.2 – Language Dubbing Workflow

# Chapter 8: Working with Scripts

Export Scripts come in all kinds of formats and layouts and need to be reformatted into a file format VoiceQ can read and import.

When you create a VoiceQ project, you must first enter or import a script. The script usually contains; timecode in, timecode out, line of dialogue and character name. VoiceQ will also accept director notes, comments or scene descriptions if required as well as multiple languages.

Where there is no timecode available VoiceQ will automatically enter an estimated timecode for you. That way, each line of dialogue will be retained in the same order as in the movie. It is possible to combine the two format options when only occasional timecode information or only start timecode values are available.

## ***MS WORD Documents (DOC, DOCX)***

MS WORD documents can be imported into directly into VoiceQ for placement. Follow this simple process:

### **Step 2: Open in VoiceQ**

**a) Open VoiceQ** and create a **New project**

**b) Select: File > Import > Import MS Office...** navigate and select the script.rtf file. (This will open the VoiceQ Script Import Manager Window)

**c) Configure Script Import Manager Window:**

- Check Box: First line contains type information - **select**
- Check Box: Extract On-Screen Notes with - **select ( )** or **[ ]** (as appropriate)
- Column Headers: Will automatically be detected but are configurable. To configure Headers manually Click on each Column Header and select the appropriate Header from the drop down list.

The options are: Ignore, Character, Scene, Timecode In & Time format, Timecode Out and Time format, Script, Done, Comments, On Screen Notes.

**d) Select: Import**

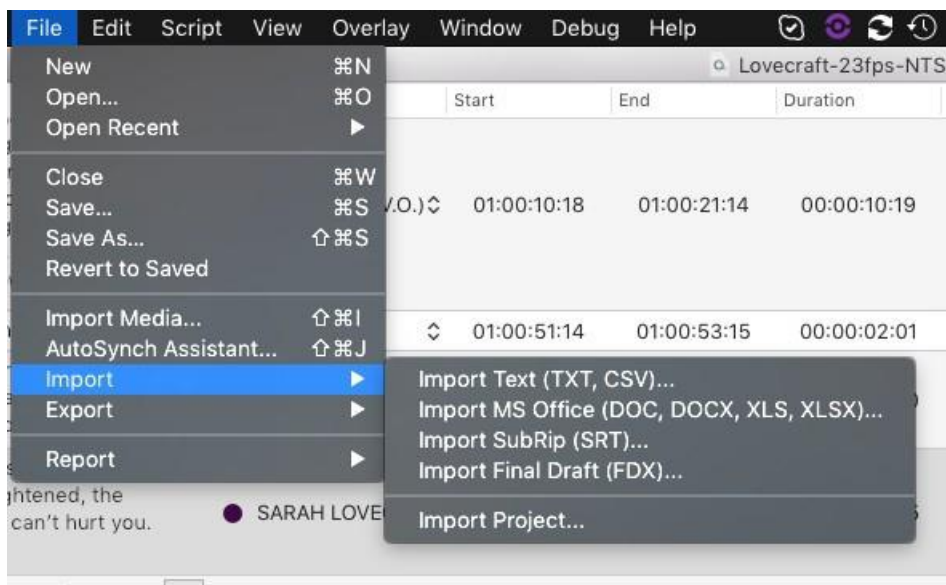
## Comma Separated Values Documents (CSV)

Text (.txt) or Comma separated values (csv) file format can be imported into VoiceQ. Follow this simple process:

### Step 1: Open in VoiceQ

a) Open VoiceQ and create a New project

b) Select: **File > Import > Import Text (TXT,CSV)...** navigate and select the script.rtf file. (This will open the VoiceQ Script Import Manager Window)



### c) Configure Script Import Manager Window:

- Check Box: First line contains type information - **select**
- Check Box: Extract On-Screen Notes with - **select ( )** or **[ ]** (as appropriate)
- Column Headers: Will automatically be detected but are configurable. To configure Headers manually Click on each Column Header and select the appropriate Header from the drop down list.

The options are: Ignore, Character, Scene, Timecode In & Time format, Timecode Out and Time format, Script, Done, Comments, On Screen Notes.

d) Select: **Import**

## ***Text Files (TXT)***

You can format text files using Apple's Text Edit, Microsoft Word, Text Wrangler or any other similar word processing application. Please ensure the file is simple text and encoded using Unicode UTF-8. If your word processing application has an option to view invisible characters (tabs and carriage returns) you may want to turn it ON to help in the formatting process.

Convert all text files into Tab Delimited text files by saving the file accordingly.

### ***Scripts With Timecode***

VoiceQ will accept scripts with or without Timecode.

#### *Format with Timecode:*

Character [tab] Script [tab] Timecode IN [tab] Timecode OUT [tab] (Comments)  
[return]

#### *Format without Timecode:*

Character [tab] Script [tab] [tab] [tab] (Comments) [return]

VoiceQ will also accept and set the default language, additional languages, the frame rate of the associated movie and scene descriptions within the import file. The following table describes the format for providing this information.

HINT: Because the text file is TAB delimited you are able to 'copy & paste' the script directly into the Script Window. You may have to manually add the Character Names in the Character Window.

## **Export Script Format Command Details**

<b>Detail</b>	<b>Action</b>
25	Will instruct VoiceQ to set the frame rate at 25fps
[tab] en	Will instruct VoiceQ to set the Primary Language as English
*** [scene description]	Creates a scene in VoiceQ under the new project.
Character [tab]	Will insert the character's name in the character field.
[tab] [tab]	Will instruct VoiceQ there is no time code (TC IN or TC OUT) available for that line of dialogue
spoken line in primary language	Will insert the spoken line of dialogue
[tab] time [tab] time	Will insert the start and end timecode into the time

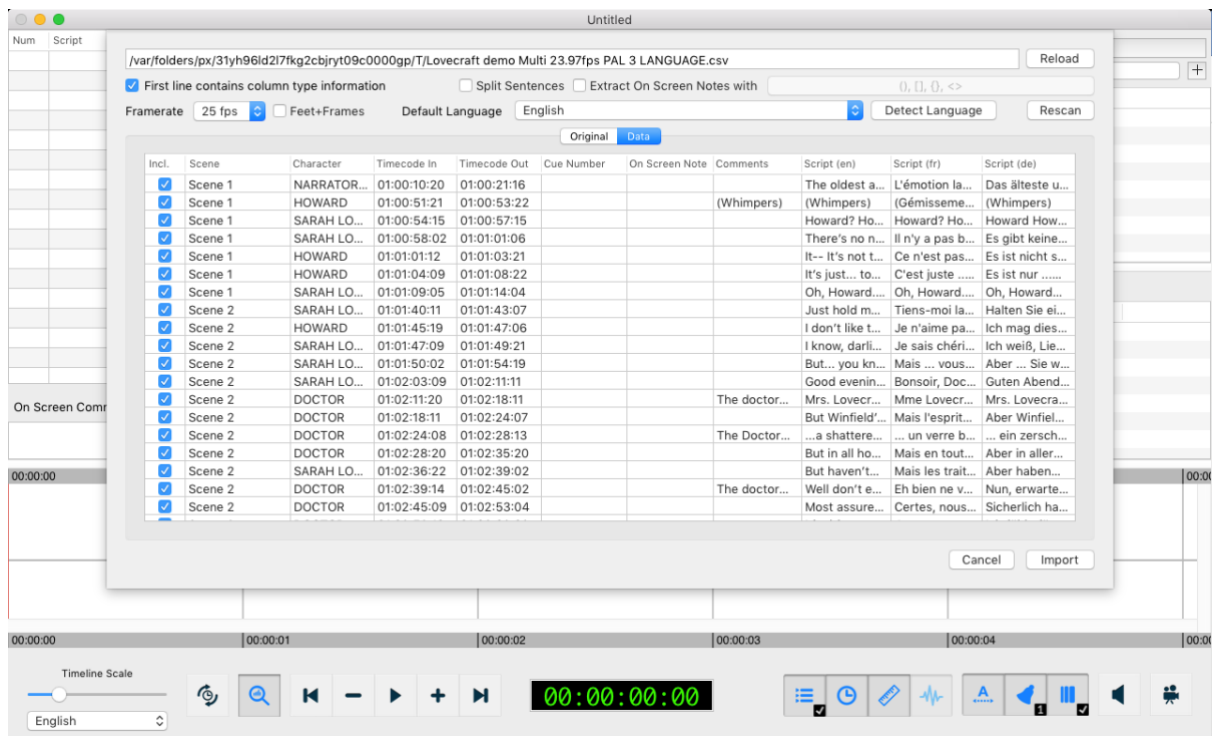
	code fields
#	Will insert a comment or note associated with that line or scene
[return]	Will instruct VoiceQ it is the end of the spoken line

**Table 8.1 – Export Script Format**

Lines without a time code will have their times estimated based on a set of algorithms in the VoiceQ application. It is possible to change the time codes later.

Scenes without time codes are assumed to start at the end of the previous scene. Again, timings will be estimated based on a set of algorithms in the VoiceQ application.

Hint: Many database style software applications, e.g. Filemaker Pro, can output the required tab delimited .txt files to aid in this process. In Filemaker Pro select the records you wish to output. Select File > Export Records... and save the file as a tab delimited text file.



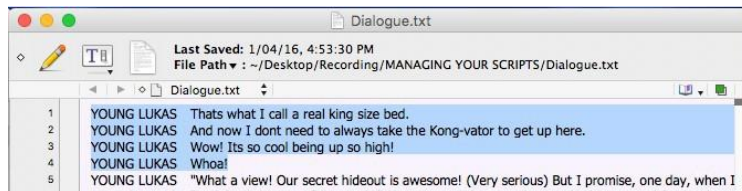
**Figure 8.1 – Script Import Manager Window**



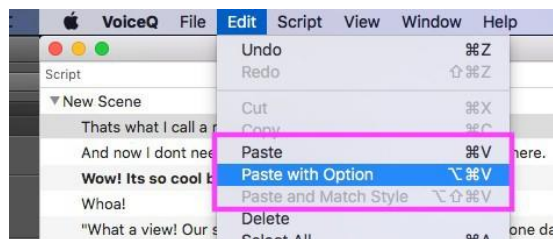
## Advanced Paste import

- **New copying and pasting scripts feature.** Getting your script into VoiceQ has now become a lot easier and much, much faster. Make sure your script, containing the lines of dialogue and associated character name, are separated by a TAB. The following is a simple guide on how to use Advanced Paste (*Paste with Option*) in VoiceQ 2.

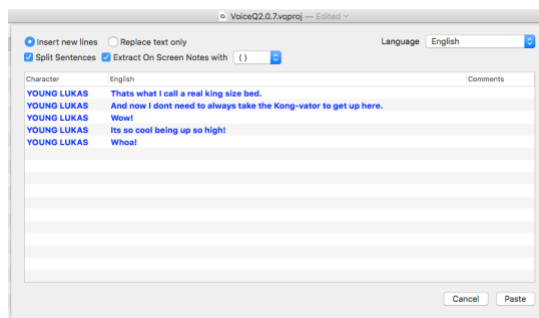
1. Select your text (*Using a word processor*) then select Edit>Copy



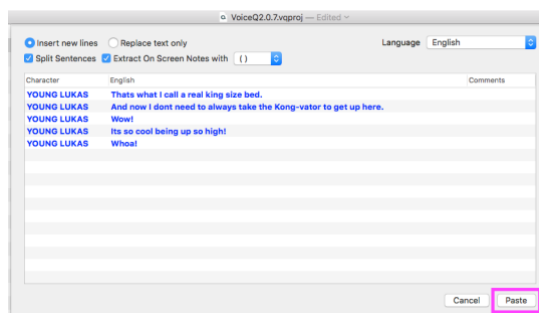
2. Select 'Edit>Paste with Option' or 'Shift+Command+V'



3. The 'Text Import Window' will open (*Similar to the 'Import Window'*)



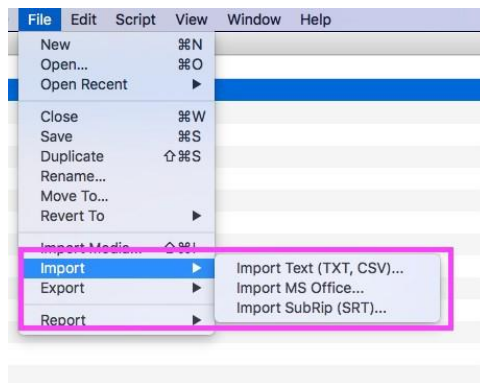
4. Once you have reviewed your import, click 'Paste' to complete the process. Your text will then be inserted into the timeline.



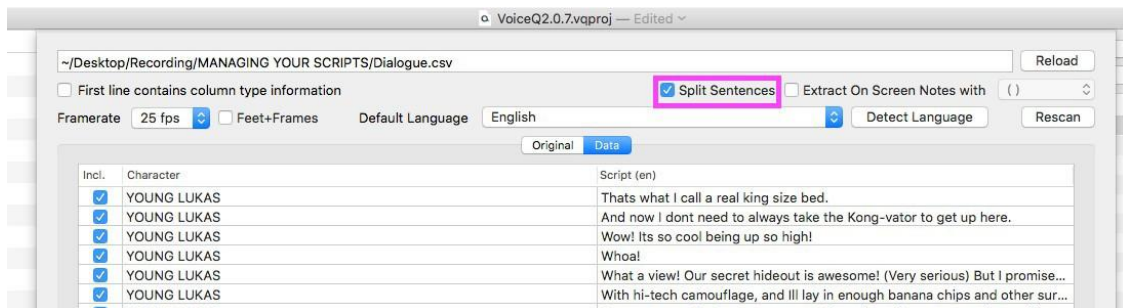
## Split lines when importing

- **Automated 'Split Lines' when pasting and importing scripts.** This is especially relevant for scripts that have very long lines or paragraphs that need narrating (for ADR) or translating (for Dubbing). The shorter the line the quicker and easier it is to synch. The following guide is for splitting lines using Text Import. The same guide can also be applied when using Advanced Paste. If you are using text import please skip to **step (3)**.

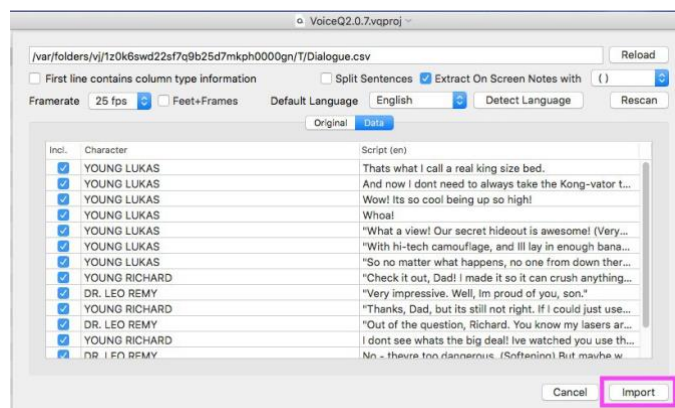
1. Open File>Import>
  - a. Import Text (TXT, CSV)... for CSV files.
  - b. Import MS Office... for .doc/.docx files.



2. Select checkbox for 'Split Sentences'



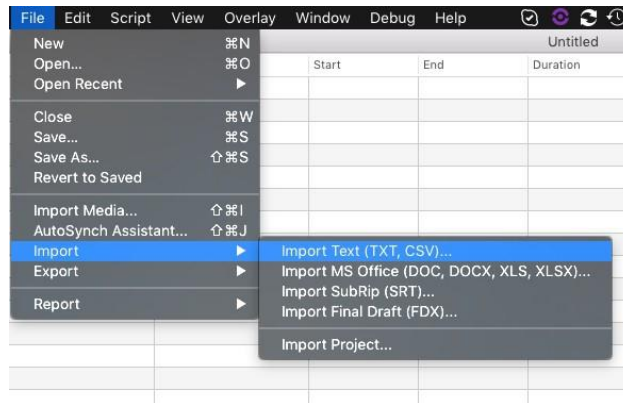
3. Once you have reviewed your import, click 'Import' to complete the process. Your text will then be inserted into the timeline.



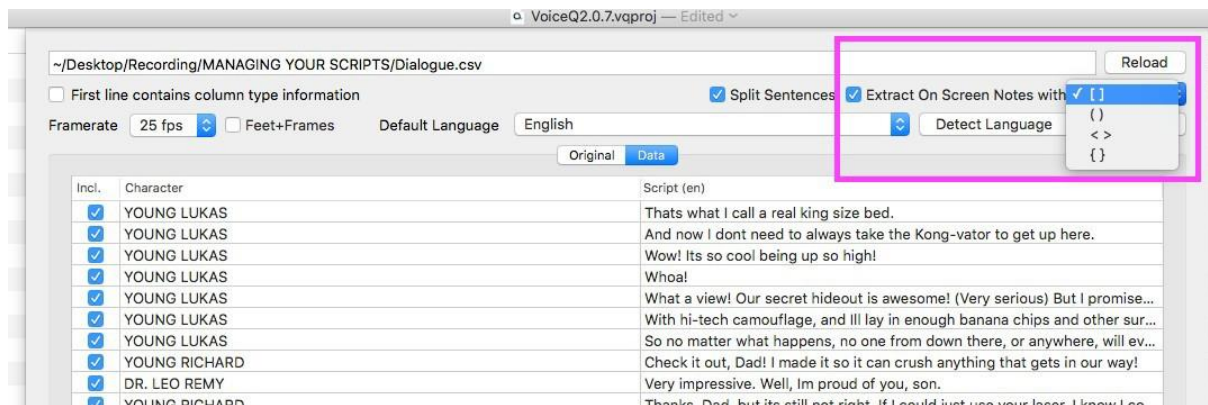
## Extract Comments

- **Extract comments when pasting and importing scripts.** This allows users to add comments via script import. Any text in brackets can be omitted if user choose to do so during the text import process.

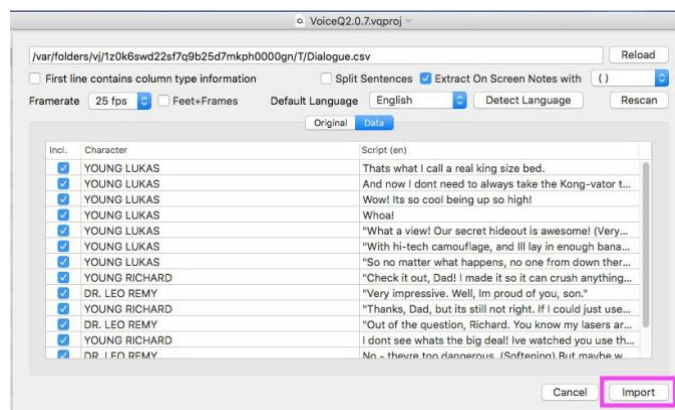
1. Open File>Import>
  - a. Import Text (TXT, CSV)... for CSV files.
  - b. Import MS Office... for .doc/.docx files.



2. Select checkbox for 'Extract On Screen Notes' and the appropriate bracket.



3. Once you have reviewed your import, click 'Import' to complete the process. Your text will then be inserted into the timeline.



# Chapter 9: Working with Administrators

## Workflow for Administrators

The Administrator is typically responsible for creating the VoiceQ Project and making it available for loading onto the Studio VoiceQ Machine. The following process outlines tasks associated with creating a VoiceQ Project and should be used as a guide only.

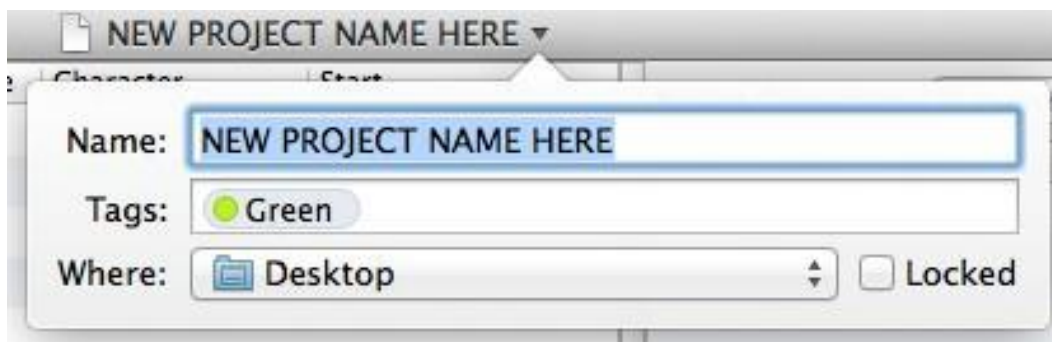
### **Step 1: Create a VoiceQ Project**

#### **1.1 Create Your Project**

From the Main Menu select:

File > New (⌘N) to create your VoiceQ Project.

In the Drop-down window name your project, tag and save it in an appropriate directory. All updates to this file will be saved to this directory. When Locked no changes will be allowed to the VoiceQ Project.



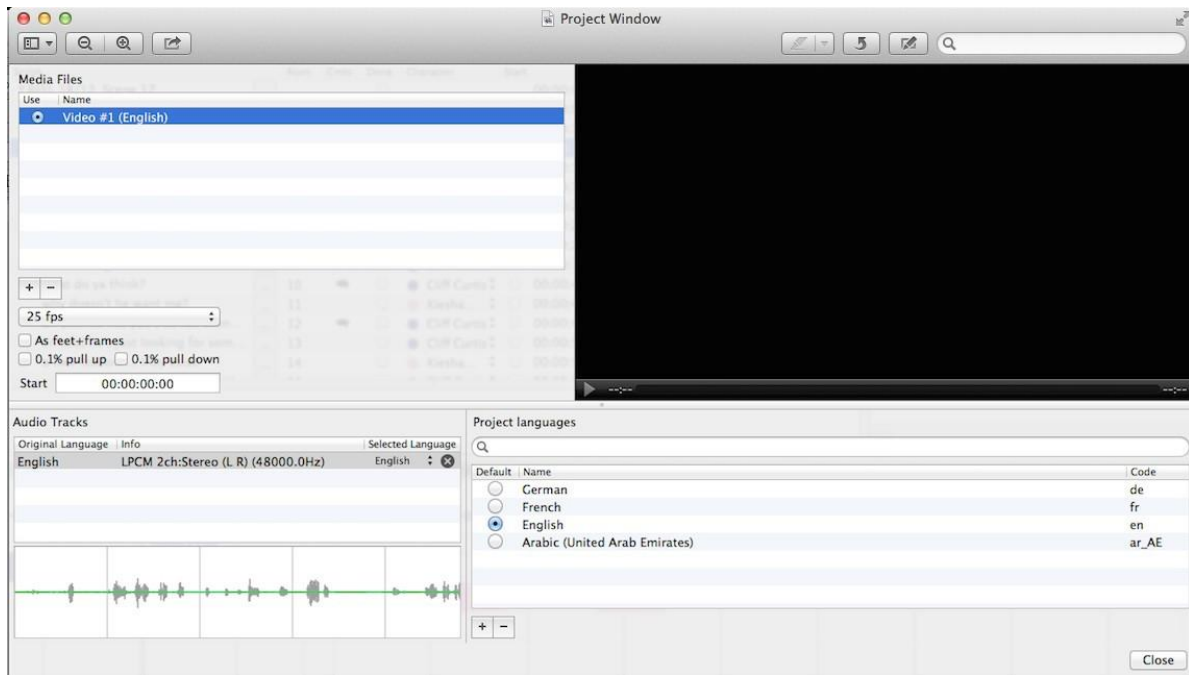
*Figure 9.1 Project Header*

#### **1.2 Configure Project Settings**

The Project Settings Window Drawer allows you to Import the associated Movie(s), set the Frame rate (if not automatically detected by VoiceQ) and set the Project Languages:

From the Main Menu select:

View > Project Settings (⌘9) to open the Project Window.



**Figure 9.2 – Project Settings Window**

## 1.2 Import the Movie

VoiceQ accepts the same media formats and codecs as most Apple Mac computers, as listed in Table 1.1 – Media Formats and Codecs.

From the Main Menu select: File>Import Media... and select the Movie.

## 1.3 Set the Frame Rate

In most cases VoiceQ will automatically detect and set the frame rate of the movie for you. If you need to manually set the frame rate, select the appropriate frame rate of the movie from the drop down menu.

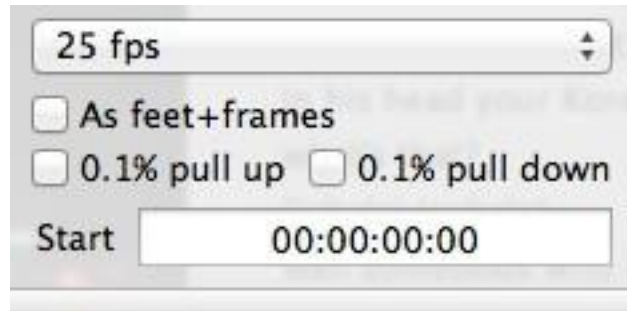


**Figure 9.3 – Frame rates**

## 1.4 Set Pull Up / Pull Down

When the timing of cues doesn't match the movie, due to changing frame rates in the conversion process, use the pull up and pull down options to compensate.

You may not need to use this setting at this time, however It may become more noticeable during the synchronization process so keep this option in mind.



**Figure 9.4 - Pull Up / Pull Down**

Pull up will add 0.1% of the time to the start, end and duration of all the lines. This effectively moves all lines forward and reduces the duration timing of the lines.

Pull down will subtract 0.1% of the time to the start, end and duration of all the lines. This effectively moves all lines backward and accordingly increases the duration timing of the lines.

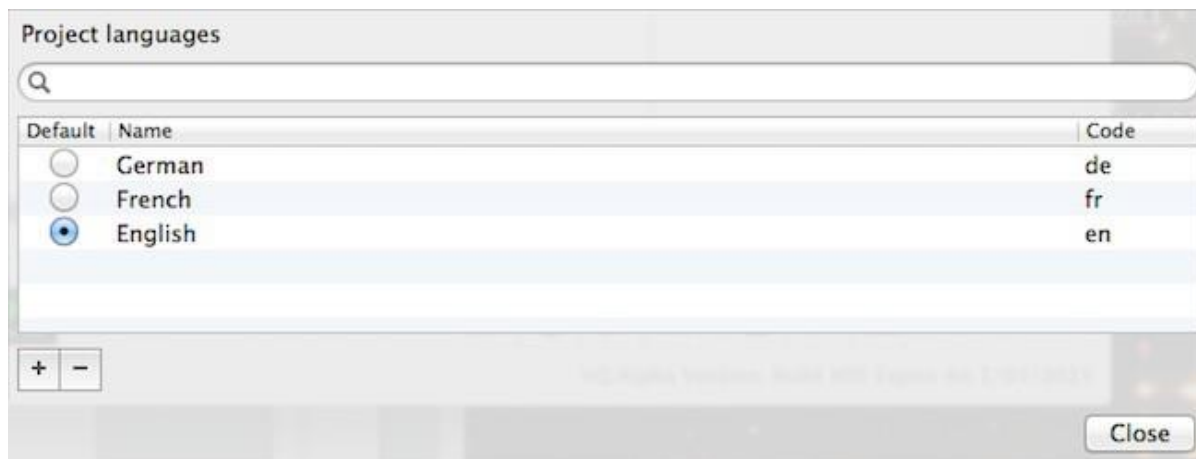
## 1.5 Set the Start Timecode of the Movie

An offset can be applied to the session. This is applicable for different specifications held by various international film industries. For instance, if the first frame of the movie file starts at 01:00:00:00 (1 hour) then enter this value in the offset field and also in the scene start time. These parameters may change for each project and VoiceQ allows the values to be set accordingly.

Note: A negative offset can also be applied by entering a negative symbol preceding the offset time code.

### 1.56 Set the Default Primary Language

VoiceQ gives the user the option of selecting one primary (default) language and as many additional languages as required for the purpose of dubbing film into other languages.



**Figure 9.5 - Project Languages**

To add a primary language use the search option and select the appropriate language. Select the Default button next to the primary language.

### 1.7 Create the Target Language

To add a target language, use the search option and select the appropriate language.

Hint: You can also use VoiceQ to set the same primary language as a target language e.g. for recording in another dialect or accent. It may also be used to re-record lines of dialogue (ADR) where the original sound track was impaired (erroneous noise, overhead airplane etc.).

You can also add and rename the same primary language for the purposes of producing a `subtitle` script.

Note: All languages will also appear in the Translation Drawer window as in Figure 6.3 - Translation Drawer.

### **Step 2: Add a Script**

If you don't have an electronic version of your script you will need to input it manually into VoiceQ otherwise you can Import your script, provided it is in the correct format.

### 2.1 Manually Enter Script into VoiceQ

To input the script directly into the VoiceQ application:

1. Create a Scene: select Script > Add Scene (⌘Y) and Name the scene
2. With the Scene highlighted create a Line: select Script > Add Line (⌘L) and

- enter the line of text, OR
3. Click in the Timeline Window where you wish to add the line and right click to select `add a line' or (⌘L) and enter the line of text.

Note: You can also use [Apple's `Start Dictation'](#) (fn fn) speech-to-text feature after adding a line to dictate the text and have it automatically entered in the Line Field.

Hint: You can also use VoiceQ to transcribe a script quickly and easily using this process. Watch-down the movie and progressively add lines and text in the Timeline Window where appropriate. Synch the beginning and end of each line by dragging the appropriate end of each line. Once completed your able to produce an accurate Script Report and/or export the completed script using VoiceQ's report builder.

## 2.2 Import Script directly into VoiceQ

To import a script, ensure your script is in the correct VoiceQ format. If not, use the Script Import Manager (SIM) Application to convert your script into the required format. SIM will create this `VoiceQ import ready' file from any text, word or excel (recommended) file.

Full instructions are contained within the SIM User's Guide in Appendix 15 – Script Import Manager User's Guide.

To import a text file of the script directly into the VoiceQ application select:

1. File > Import > Import XML ... or Import TXT... or Import MS Office...
2. Navigate to the desired file and choose `Open'.

Note: VoiceQ will accept script files whether they contain timecode or not. It can also accept scripts with both the primary and target languages in the one file.

## 2.3 Associate a Project Character(s)

If you have imported your script the Characters will already have been created in the Project Character Window. If you input the script manually you will need to create them.

To create characters manually:

1. In the Project Characters Window select the Plus Sign (+) to create a character and name it.

You now need to associate a character with each Line of dialogue:



2. In the Script Window highlight the Line and select the appropriate Character from the drop down list.
3. For newly created Characters not in the drop down list you may need to drag a character from the Project Character window onto that Line.

Note: A color will automatically be assigned to that Character, which can be changed using the OSX color palette.

To set the Altitude of the Character's Lines:

4. In the Scene Characters Window select the Altitude increment for each Character.

Hint: To resolve any conflicts of multiple character lines being overlaid make sure they are at different altitudes when in the same scene.

## 2.4 Import a Movie(s)

VoiceQ must have a script and an associated Movie in order to synchronize the script with the movie.

If you haven't already done so import a movie:

1. File > Import Media (⇧⌘i),
2. Navigate to the desired movie file and choose 'Import'.

You can import more than one movie by selecting:

3. View > Project Settings (⌘9) to open the Project Window,
4. Under Media Files > Select the Plus Icon (+) to add an additional movie at a time.

### ***Step 3: Synchronize your Project***

To synchronize the script with the imported movie just follow these steps:

1. Select the **Start of the Line** in the Timeline Window and drag it to the appropriate location – use the audio wave form and timecode values displayed for accuracy,
2. Select the **End of the Line** in the Timeline Window and drag it to the appropriate location,
3. To synchronize the **Words within the Line**, drag it to the appropriate location. You can also use the QuickSpot and other relevant Quick Keys as described in Appendix 4 – Quick Keys Reference Guide,
4. Repeat step 3 for every Line.

Hint: To enhance this process you can use a Jog/Shuttle Wheel device eg. ShuttlePRO or Shuttle Xpress, and program the appropriate Keys to perform these functions.

Hint: For advanced VoiceQ Users you can play segments of the movie and use the QuickSpot Keys to synchronize the start and end of each line in real-time.

#### ***Step 4: Set Up Translation & Adaptation***

Once the VoiceQ Project has been finalised it can be delivered to the Director, Translator and/or Adaptor, depending on your own processes, for translation and adaptation. Once the translation and adaptation has been completed and approved by the Language Director it can then be sent back to the Administrator to set display parameters and produce the necessary reports for scheduling .

#### ***Step 5: Configure Visual Display Parameters***

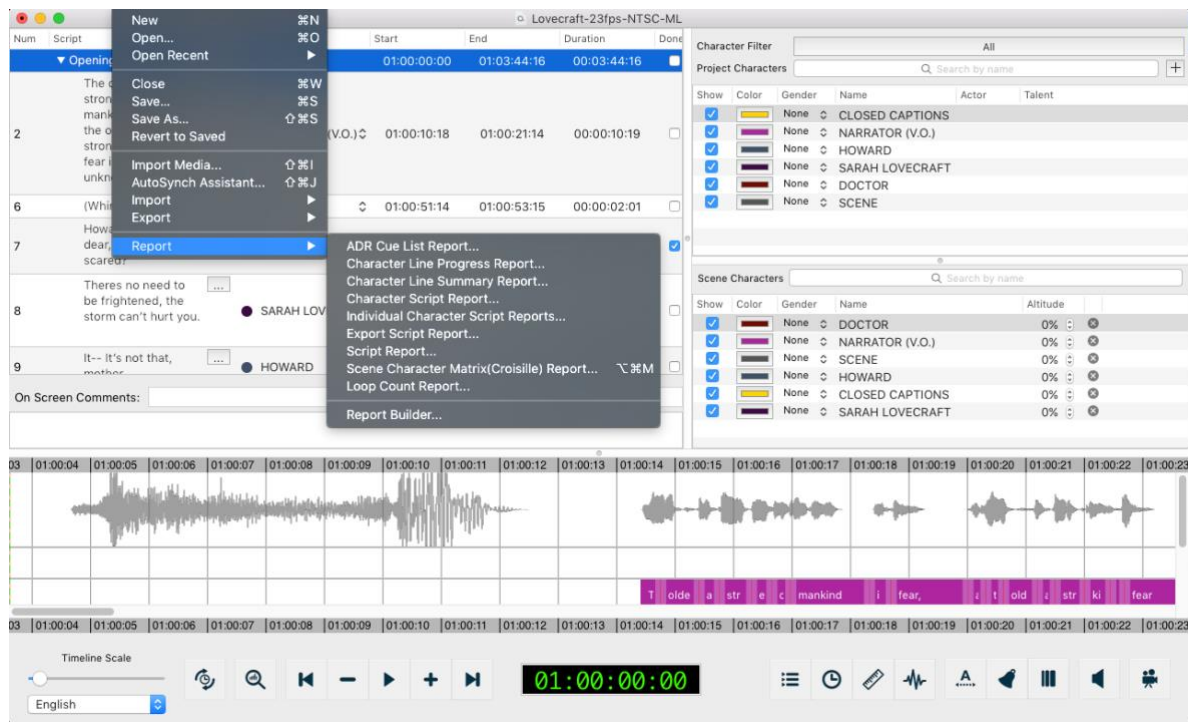
Within VoiceQ Preferences (⌘,) you are able to change various settings in the VoiceQ application. These are categorized into General, Display and Cue windows.

These parameters can be set depending on the experience of the Actor(s), the Director's preferences and the Audio Engineer's systems and workflow.

Refer to Appendix 1 – VoiceQ Menu Guide for a detailed description of each feature.

#### ***Step 6: Scheduling & Reporting***

VoiceQ provides an abundance of standard reports to schedule Actors and produce the necessary Scripts, including: character line progress and summaries, export script reports, character script reports, ADR cue lists and much more. If you want to extract and create your own reports, just use the Report Builder provided.



**Figure 9.6 - Standard Reports and Report Builder**

Scheduling Actors has never been this easy - the Character Line Report provides all the information you need to determine how much time is needed to record an Actor; number of Lines, number of Words, number of Loops, Time duration per Line and Total time duration of all Lines. Weigh this information up with the experience of the Actor and you have a pretty good idea of how long you need to book the Actor in for. If Actors require a script to rehearse their lines the standard Character Line Report is the most appropriate to email them.

Chapter 14 explains everything you need to know about VoiceQ's Reporting facilities.

## Step 7: Set Up Audio Recording Studio

The Engineer is responsible for ensuring the technical environment is in place, including integration with the studio Digital Audio Workstation (eg. Pro Tools) and VoiceQ Application. The Engineer will also ensure the VoiceQ Project is loaded, the environment tested and everything is ready for recording. If any VoiceQ display settings need to be refined the Engineer can run through them with the Director and Actor before the start of the recording session. The Administrator may also be present at the recording session(s) and maybe called upon to make last minute changes in VoiceQ eg. Change a line, toggle a display on and off etc.

# Chapter 10: Working with Translators & Adaptors

## Workflow for Translators & Adaptors

Translation is the process of translating words or text from one language into another. It comprises the interpretation of the meaning of a text in one language (source language or text) and the production of a new, equivalent text in another language called the target language or text, or the translation.

The goal of translation is to ensure that the source and the target texts communicate the same message while taking into account the various constraints placed on the translator.

The adaptation component is selecting the appropriate translation to best match the lip sync of the movie without compromising the context of the source text or the linguistic and cultural integrity of the secondary language or target text.

### ***Step 1: Creating Additional Languages***

The target language(s) are typically set up by the Administrator when creating the VoiceQ Project. The Translator is often responsible for both the translation and the adaptation of the script. Reports can be produced at any time to provide an up-to-date progress status of the translation. You can also use the 'Done' box next to each Line to keep track of your translation.

### ***Step 2: Translating & Adapting with VoiceQ***

The greatest advantage of translating and adapting directly into VoiceQ is the instant feedback the Translator and Adaptor receives in play back mode to verify their translation; word choice is immediately apparent, lip sync is instantly noticeable and explosives and labials are discernible.

The translator will try to make the "labials"—the consonants that cause the mouth to close, such as M, B, and P—match up with the labials in the original language version (usually English).

The use of 'explosives' or 'labials' provide additional authenticity to the translation:

- Words chosen in the target language that best match the mouth movements of the original language egg. Mouth closed or open, particularly at the beginning and end of a line,
- Names, when placed in the same position as the original dialogue,

- Number of words chosen in the target language that best match the number of words of the original language.

The use of direct or literal translation techniques may also be employed, particularly by experienced Translators and Adaptors:

*Borrowings*: borrowing from the source language a term or concept to overcome a lacuna in the target language or to create a stylistic effect eg. Sushi, Pizza, Sauerkraut.

*Calque*: a special type of borrowing, consisting of borrowing an expression from the source language and translating literally each element Calque can be either lexical – Carburator, or structural Mayo 5 instead of 5 de Mayo.

*Literal Translation*: the direct transfer of the source language into the target language in a grammatically and idiomatically proper way eg. Good morning

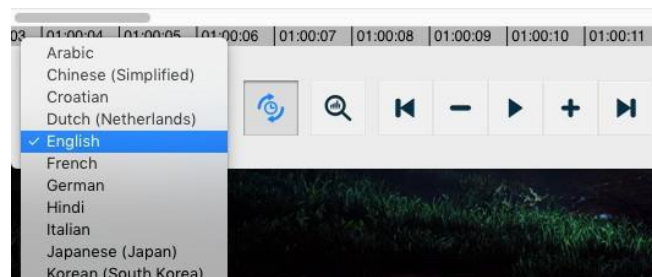
*Transposition*: replacing words from one grammatical word class with another without changing the meaning of the message eg. “Reconstruction of the city is very important” – “To reconstruct the city is very important”.

*Modulation*: changing the view point without changing the meaning of the message. Eg. “It is not difficult” – “It is easy”.

Hint: If your unable to use a word in your translation for the beginning or end of a line, that best matches the mouth movements of the original text, try using a gesture or sound effect before/after the translation eg. Argh, Ha ha, Mmmm, Oooo etc.

To translate and adapt in VoiceQ:

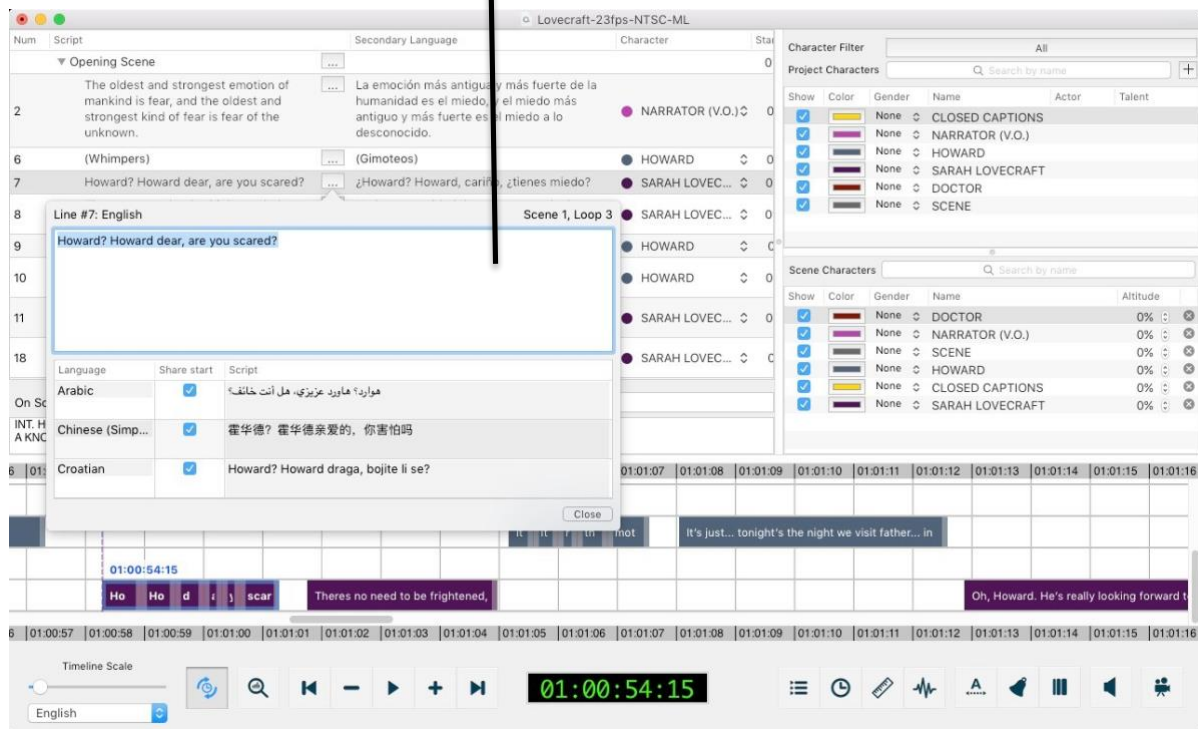
2.1 Switch the Language to the target language you wish to translate into, as in figure 10.1 below:



**Figure 10.1 - Project Languages**

2.2 Select a Line and open the Translation Drawer next to it. This allows you to manually input translations associated with that line, as shown below.

## Translation Drawer



**Figure 10.2 - Translation Drawer**

Input the target language in the field provided, taking note of the source language, number of words and delivery of the line by the Actor in the movie. Adapt your translation to best match the original mouth movements, timings, and the use of explosives, labials and other translation techniques.

You can test your translation by playing that segment of the movie and turning Scrolling Text ON. Scrolling the translated text over the movie helps with timing, adaptation of the text and lip synchronization.

Hint: Reverse translation or back-translation of the target text into the source text helps to retain the meaning and context of the original text.

### **Step 3: Reviewing with VoiceQ**

Once the translation and adaptation have been finalised you can play the movie, with scrolling text and/or subtitle mode enabled, to validate and make any final script changes before submitting the VoiceQ Project and/or Script Report to the Language Director for approval.

Verification of the translation beforehand avoids disruptions to the recording session later allowing the Actor(s) and Engineers to focus on their tasks at hand.

# Chapter 11: Working with Actors

## Workflow for Actors

Voice actors or actresses are called speakers, performers, voice artists, voice talent or simply actors. Each have their own preference when it comes to voice acting, particularly in being cued or prompted their lines for recording. Some prefer to voice one line of dialogue at a time, others prefer to voice more than one line, particularly when they're 'in-the-zone'.

Some prefer paper scripts, others to have their lines displayed on-screen. They also have their own cueing preferences; the 3 Beeps method, streamers or wipes method or Rythmoband technique

### ***Step 1: Cueing for Actors***

Actors are spoilt for choice when selecting a cueing aid to use in VoiceQ.

When it comes to cueing (a prompt for when the beginning of the next line is to be spoken) there are a number of options available to the actor within VoiceQ:

- Scrolling Text (Rythmoband): A technique favored in France where dialogue is scrolled across the bottom of the screen, in synch with the movie and when each word hits a vertical trigger bar it is the cue point for that word to be spoken.
- Three Beeps: a series of 3 beeps played a second apart through the Actor's headphones; the 4<sup>th</sup> imaginary beep is the cue point.
- Streamers or wipes: A vertical line travels across the screen from left to right at a predetermined speed. The start point is reached when the line reaches the right side of the screen.
- 3,2,1 Countdown: a visual prompt to the beginning of the first word in the line
- 1,2,3 Count up: as above, a visual prompt to the beginning of the first word in the line
- Screen Mask: More common in Germany the movie screen is blackened and is not uncovered until the immediate beginning of the line to be recorded, that being the prompt to start.

The disadvantage with the most common dubbing processes ie. Beeps and streamers, is that it only cues the start of the line and doesn't allow for gaps or silences in the line. The major advantage of using VoiceQ scrolling text is that it cues every word and thus overcomes this issue.

Depending on the Actor's abilities, it is occasionally preferable to not use any cueing aid at all and to rely on the screen. This method involves the line being played repeatedly (dialog looping), and immediately after, performing the line with reference to on-screen pictures. The disadvantage of this method is that each new line needs to be fitted manually into place and synched with the film later - a labour intensive, costly and time consuming task.

### ***Step 2: Performing for Actors***

While actors using the most common processes (3 beeps and streamers) record about 10 lines per hour, those using VoiceQ Scrolling Text (Rythmoband) record two, three or more times as many and are more in sync with the character's lips. New Zealand dubbing houses (television and films) using the VoiceQ scrolling text method have recorded over 500 loops per hour when dubbing into Maori, the indigenous language of New Zealand. Speed, accuracy, pronunciation and performance are key attributes for actors to attain in dubbing.

Whatever the actor's cueing preference, the use of visual aids, in combination with the chosen cueing option is just as important. Actors may want to see the wave form onscreen, timecode, visual countdown or count up or even hear audible beeps. Whatever cueing and display aids are used VoiceQ is flexible enough to provide in any combination as well as being able to be turned on and off as appropriate.



# Chapter 12: Working with Directors

## Workflow for Language & ADR Directors

Language, ADR (Audio Dialogue Replacement), Voice or Dubbing Directors are responsible to the Producer for the overall management of the new language version and may include; actor recruitment, direction and performance, language translation and adaptation, sound editing and mixing and the final deliverables.

### *Script Changes in the Studio*

Another advantage of VoiceQ is that it allows script changes to be made on-the-fly and to be displayed onscreen immediately for recording. These changes can be made by a proficient VoiceQ user (Director or Administrator) and does not necessarily need to be undertaken by the Engineer.

### *Adjusting Cueing Aids & Visual Displays*

Providing the right mix of on-screen displays, cues and cue speeds as well as pre-roll timings is a process best done with the Actor prior to commencement of the recording session. Actors will have their own preferences which need to be taken into account and included in the workflow. The use of background and text colours also help differentiate between each character's lines as well as making them clear to read onscreen.

VoiceQ provides both Quick Keys and Shortcut Icons that are readily available for users to use. These are all configurable in VoiceQ Preferences tailored to the needs of Actors, Engineers and Directors alike.

### *Managing Recording Sessions & Deliverables*

When recording 'Loop groups' or crowd scenes the groups should be set up in VoiceQ as separate characters e.g. Female Loop Group, Male Loop Group, Monsters Group etc. They can either be recorded separately or together depending on what the Director and/or Engineer decide for each scene. Looping voices over each other is a good way of creating the right amount of density.

You can also cue and record two actors together to enhance performances, particularly when there is intense interaction between them that you wish to capture.

As the Director you may also be responsible for the quality of the audio recording, editing and final mix of the film or television program. The Sound Engineer(s) is

tasked to ensure the Audio Recordings, Edits and Final Mix are completed to the Directors and Producers requirements.

Producers and Film companies may require further information to be provided along with the delivery of the new Language Version:

- Export Scripts and other Reports in both source and target languages,
- Translator and/or Adaptor Release Forms or Contracts consenting to the use of their translations and adaptations,
- Actor Release Forms and/or Contracts consenting to the use of their voice recordings,
- Music Licenses granting permission to use music not used in the original movie,
- Permission to use Songs and Lyrics created for the new language version,
- Synopsis of the movie or television episode for the new language version in both the source and target language,
- DVDs of the new language version with and without embedded timecode

# Chapter 13: Working with Engineers

## Workflow for Engineers

*This chapter describes the configurations and procedures used within VoiceQ and Digital Audio Workstations and are intended for use by Audio Engineers to understand the operation and configuration of both systems.*

During the recording process VoiceQ takes over the role of playing back the movie file from Pro Tools. You can leave the movie file loaded in your Pro Tools session, but the track should be disabled, to avoid competing with the VoiceQ Application.

VoiceQ superimposes the scrolling text on the movie and outputs it via the second DVI port of your Apple Mac video card (or the external DVI port on laptops). VoiceQ uses the Graphics Processing Unit (GPU) and the Memory on the video card to process the video, which reduces the load on the CPU of your computer.

VoiceQ will chase and scrub with Pro Tools while you work in Pro Tools. VoiceQ also has an option to cue Pro Tools when you select a line in VoiceQ. This will locate the Pro Tools session to the record location for the selected line with an adjustable pre-roll value. VoiceQ does not control Pro Tools in any other way, at this time.

Actual recording of audio and management of playlists still takes place in Pro Tools using your normal process.

Note: In a single computer configuration VoiceQ will work with many other recording applications including Logic Pro, Soundtrack and others. Check our website for the correct set up instructions and screen shots for these applications.

Note: In a dual computer configuration the Digital Audio Workstation may be any device that will output MIDI Time Code (MTC) and/or MIDI Machine Control (MMC).

### **Step 1: Setting Up VoiceQ in the Studio**

Configuring VoiceQ and integrating it with the Studio DAW Machine eg. Pro Tools is quick and simple.

For detailed instructions on integrating VoiceQ and Pro Tools refer to Appendix 2 - VoiceQ & Pro Tools Integration Guide.

It is possible to alter a number of preferences for the application: the scroll speed of the text, the trigger point of the text, display a preview of the line, whether or not the text is displayed in the Movie window and whether the output is displayed in a window or on an external display.

These preferences are discussed in Appendix 1 – VoiceQ Menu and Preferences Guide.

Note: any changes in the Script Window are automatically updated in the Timeline Window in real time.

### ***Timecode Offsets***

An offset can be applied to the session. This is applicable for different specifications held by various international film industries. For instance, if the first frame of the Movie file is 01:00:00:00 then enter this value in the offset field and also in the scene start time. These parameters may change for each project and VoiceQ allows the values to be set accordingly. A negative offset can also be applied by entering a negative symbol preceding the offset time code.

Hint: To change the movie offset click in the offset box in the Project Settings drawer and change as appropriate.

### ***Pre-rolls***

On occasions when the Actor needs time to review and prepare to deliver a line the Pre-roll feature is provided specifically for this reason and can be pre-set. The Engineer also has the ability to set pre-roll values and initiate them when required, in either VoiceQ or when integrated with Pro Tools.

In the VoiceQ Preferences Window select:

- General>Movie> Play Movie Audio>Pre-roll to set the duration of the pre-roll command (control spacebar) in milliseconds. When set these Keys will start the line with the pre-roll value.
- General>MIDI Locate>Output MMC Port> Pre-roll sets the Pre-roll value for MMC locate command in milliseconds. When set Pro Tools will start the line in VoiceQ with the pre-roll value.
- Preview Text>Preview Line Appearance Pre-roll sets the number of milliseconds for the Line to appear prior to the arrival of that line.

## ***Cueing Aids & Visual Displays***

VoiceQ provides an array of cueing and visual options at the users disposal. These features are all configurable in VoiceQ Preferences and can be initiated through the use of Quick Keys or shortcut Icons in the Application.

It is highly recommended that Actors, Directors and Engineers become fully familiar with these options and that the agreed configuration be set prior to recording.

## ***Adding and Changing Scripts***

There may be occasions where it is easier for the Engineer to make subtle changes to the script as required by the Director. This may also necessitate a word or words to be resynched.

VoiceQ allows scripts to be changed on-the-fly and displayed onscreen in real time. With the Language selected click on the Translation Drawer icon next to the line you want to change and make the appropriate changes in the Translation Drawer window.

Adding a new line is as easy as spotting (click) in the Timeline Window where you want to add the start of a new line, use Quick Keys ⌘L to create a new line and enter the text. All you need do now is synch each word using the audio wave and playback audio as a guide.

## ***Step 2: Integrating & Recording with VoiceQ and AVID Pro Tools***

There are two configurations to integrate VoiceQ into your workflow:

- Single Computer Configuration, where VoiceQ is on the same machine as Pro Tools, and
- Dual System Studio Configuration (Recommended), where VoiceQ and Pro Tools are on separate machines.

A dual computer configuration is when VoiceQ is on a separate machine to that of Pro Tools. This is the preferred configuration when a separate operator will be using VoiceQ in a recording session. The VoiceQ and ProTools machines will communicate with MTC and MMC via a MIDI interface device. Both machines can be synchronized using MIDI Interfaces or via MIDI over a Local Area Network (LAN). This configuration also provides the added advantage of reducing the system load on the Pro Tools machine.

Refer to Appendix 2 - VoiceQ & Pro Tools Integration Guide for detailed instructions.

### ***Step 3: Managing Edit Decision Lists (EDL)***

An edit decision list or EDL is used in the post-production process of film editing. The list contains changes to the film (picture and audio) in an ordered list of reel and timecode data representing what and where each movie clip can be affected. These EDLs are used to reconfirm the film and output a new version. Films go through a series of such edits or cuts before they are finalized.

In same day-and-date film release situations the dubbing is often underway when new edits are received. These need to be quickly assessed as to the impact of that change on the original dialogue and the resulting translation, adaptation and recordings. The EDL will typically list where these changes are and what they are so that the VoiceQ script can be amended, timings revised and if need be the actor(s) returned and recorded.

There are a number of Auto Conform Applications on the market today that will handle EDLs and re-confirm the film. Once digitized the new video of the film can be imported into VoiceQ and the necessary changes (as outlined in the EDL) made to the script and re-recorded.

### ***Step 4: Managing Deliverables***

To finish the process, the studio takes the film's main soundtrack and strips out the original voices, creating what is called an M&E—music and effects track. Once the foreign actors' voices are recorded, sound editors take the M&E and place the foreign dialogue in the right places. The sound mixers then blend the dialogue with the music and sound effects so that everything sounds fluid.

In some cases music, songs and other audio changes are included to further enhance the authenticity of the new language version.

# Chapter 14: Reporting

## VoiceQ Reports

VoiceQ provides an abundance of standard reports as well as a Report Builder facility to produce customized reports.

### ***Standard Reports***

VoiceQ provides standard reports including: export script reports, character script reports, ADR cue lists and many other useful reports. Character line progress and summary reports are also available to aid in voice recording, actor scheduling and billing. Film Companies may request export script reports, readily available as a standard report, in both the source and target language(s).

You are able to export a Loop Count Report, used mostly for accounting purposes, in csv, HTML and txt format. For the purposes of this report a Loop is defined as 20 Seconds of film containing spoken dialogue. Where there is no dialogue during a 20 second segment it is not counted as a Loop. This report assists in determining the amount of `voicing' work required by each Actor, and is used primarily for billing purposes.

### ***Custom Reports***

Report Builder is a reporting facility that enhances the overall efficiency and effectiveness of the production. The Report Builder provides the ability to:

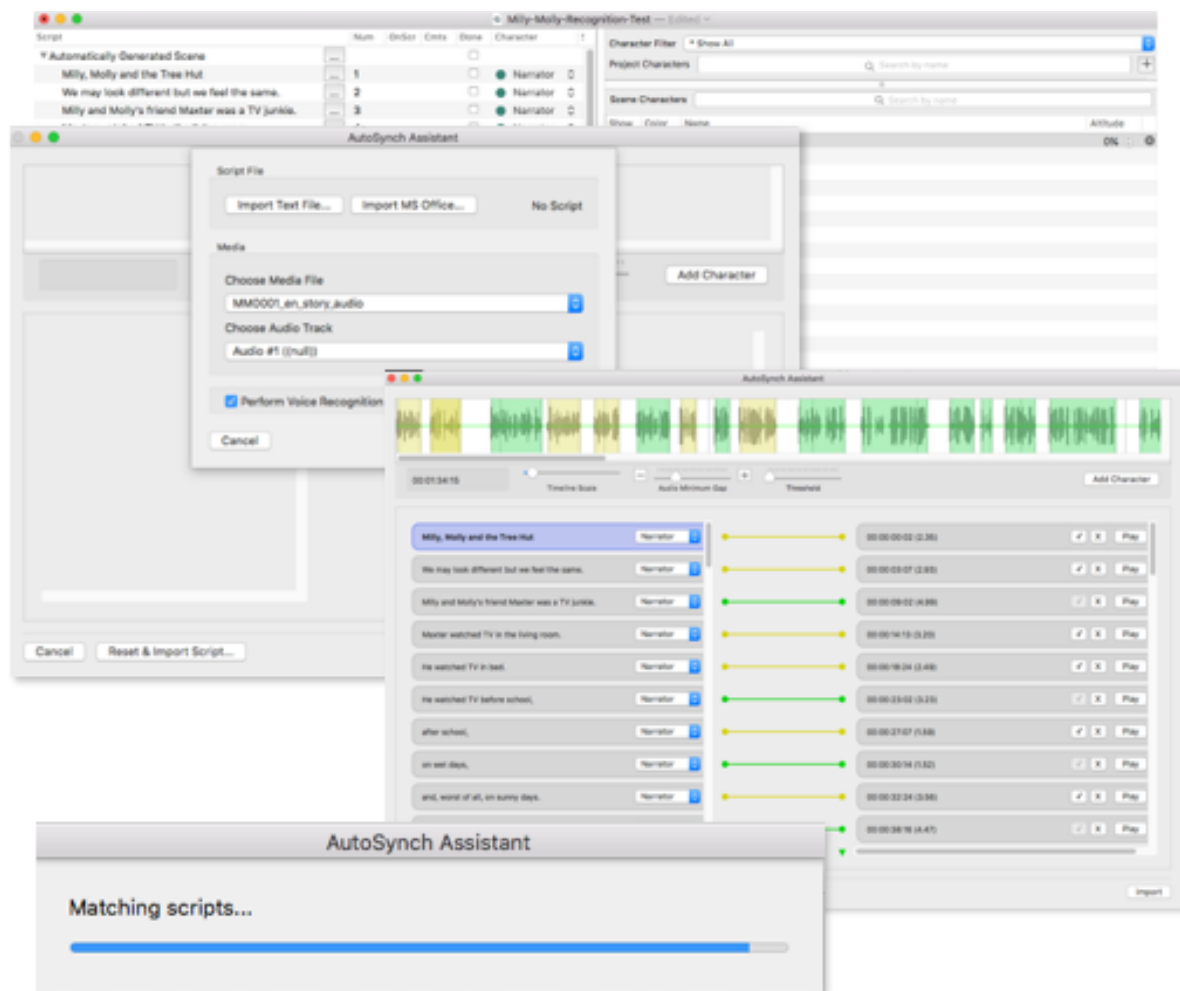
- Add a report Header, Logo or Image and Footer
- Define file data attributes, fields and to sort the data in the chosen order
- Export reports in Text, CSV and HTML formats
- Save report templates for future use

Your VoiceQ scripts and reports can be exported into several different file types, including HTML for online viewing, text and CSV formats, all compatible with today's most common word processing applications

# Chapter 15: AutoSync Assistant

## What is AutoSync Assistant

'The AutoSync Assistant' is a built in script processor designed to minimise the time it takes for users to import text along the VoiceQ timeline. The AutoSync Assistant has a built in voice recognition engine that can match your imported script text to a supported media file. The recognition engine finds appropriate audio segments and matches the imported text using an advanced system; Once done users can use a simple structure to check that segments match up and make changes to the text. *(Users can also opt out of using recognition and match segments manually).*





## **Setting up Scripts**

'The AutoSync Assistant' requires the text to be edited in a simple line by line format for audio recognition to work correctly.

The script feature import feature will only accept the following file types:

Microsoft Excel or OpenOffice Calc. CSV "*comma-separated values*" (**.csv**) files.

Microsoft Word XML Format DOC "*Document file*" (**.docx, .doc**) files.

Default text editor TXT "*text files and binary file*" (**.txt**) files.

*Note: The AutoSync Assistant does not support .xls, .xml import*

## **Examples of script formatting**

### **Tab delimited format file example - Includes notes (.csv, .txt, .doc, .docx)**

Mother Go outside and exercise. (Angry tone)

Maxter Exercise how? (Young boy voice tone)

Mother Exercise anyhow you like. (angrily)

Mother The TV's going off and I don't want to see you until it is almost dark.  
(angrily)

### **'Character [TAB] Script'**

### **Singular line format file example - Includes notes (.csv, .txt, .doc, .docx)**

Go outside and exercise. (Angry tone)

Exercise how? (Young boy voice tone)

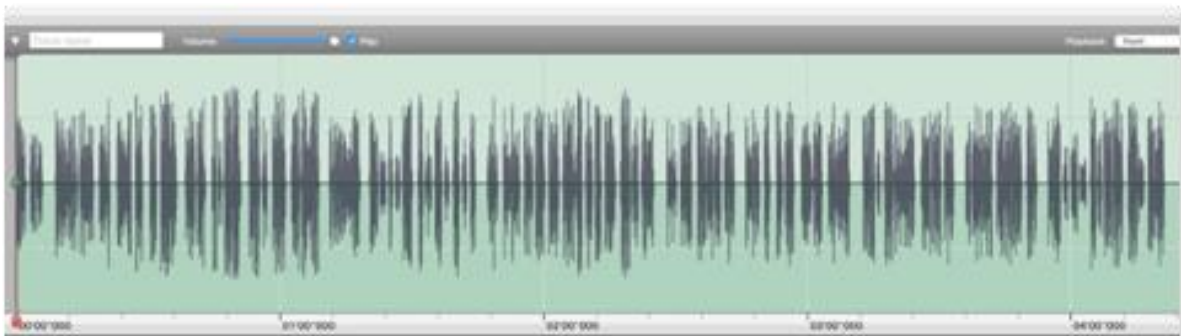
Exercise anyhow you like. (angrily)

The TV's going off and I don't want to see you until it is almost dark. (angrily)

### **'Script'**

## ***Supported media files***

For the best results with our built-in auto-recognition please supply the narration/voice track without background noise or SFX added to the track. This will allow the auto-recognition engine to find each line and segment the audio file more accurately than a track that includes background audio. If this is not possible we recommend turning off auto-recognition and manually selecting each segment for a better line by line sync.



*(Above) Example of an appropriate media file, notice the visible gaps between lines signalling clean audio without background noise or abnormalities.*

## **Supported media file types**

**Apple supported codecs:** QuickTime Movie (.mov), MPEG-4 (.mp4, .m4v), MPEG-2 (OSX 10.0-10.6 are exclusive), MPEG-1, 3GPP, 3GPP2, AVCHD (OSX 10.0-10.7 are exclusive), AVI (Motion JPEG only), DV;

**Mac supported video codecs:** MPEG-2, MPEG-4, H.264, H.263, H.261, Apple ProRes, Apple Pixlet, Animation, Cinepak, Component Video, DV, DVC Pro 50, Graphics, Motion JPEG, Photo JPEG, Sorenson Video 2, Sorenson Video 3, H.263, H.261, Apple ProRes, Apple Pixlet, Animation, Cinepak, Component Video, DV, DVC Pro 50, Graphics, Motion JPEG, Photo JPEG, Sorenson Video 2, Sorenson Video 3

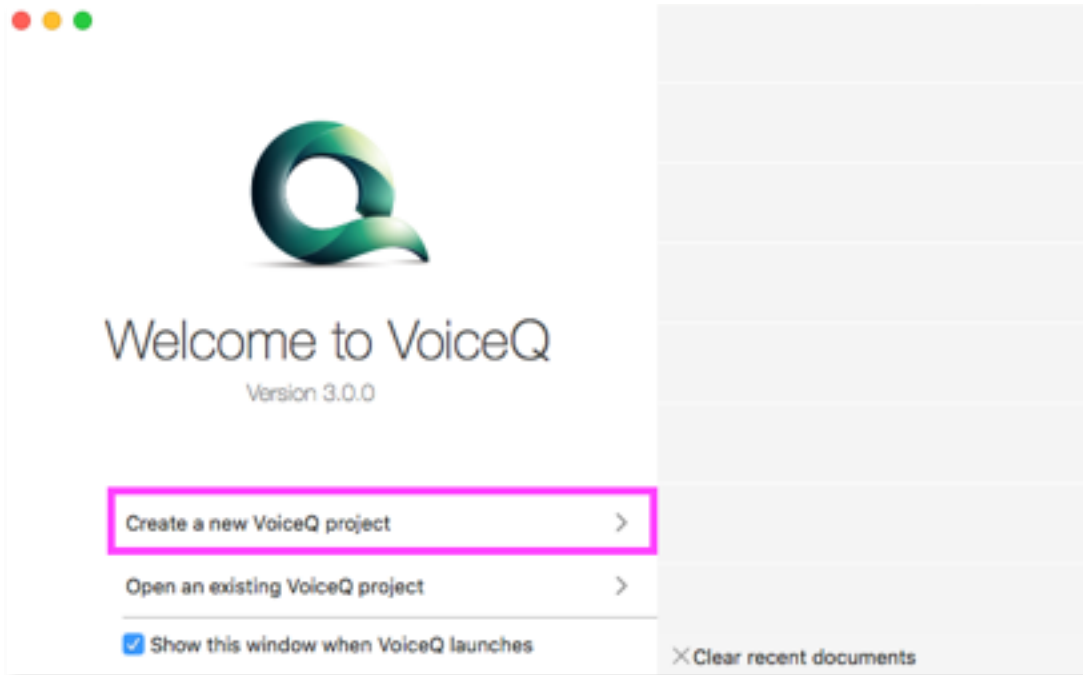
**Mac supported audio file formats:** M4A, m4b, .m4p (all are iTunes audio), MP3, Core Audio (.caf), AIFF, AU, SD2, WAV, SND, AMR

**Mac supported audio codecs:** AAC, HE-AAC, Apple Lossless, MP3, AMR Narrowband, MS ADPCM, QDesign Music 2, Qualcomm PureVoice (QCELP), IMA 4:1, MACE 3:1 (Mac OS X 10.6.x only), MACE 6:1 (Mac OS X 10.6.x only), ALaw 2:1, ULaw 2:1, Integer (24-bit, 32-bit), Floating Point (32-Bit, 64-Bit)

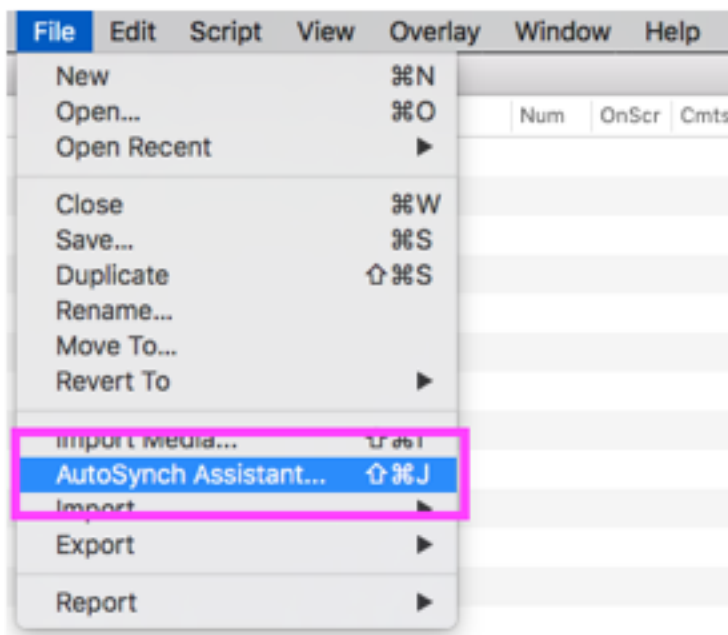
## Set up AutoSync Assistant

**Step 1.** Open the VoiceQ 3.0.x application.

**Step 2.** In the welcome window select 'Create a new VoiceQ project'

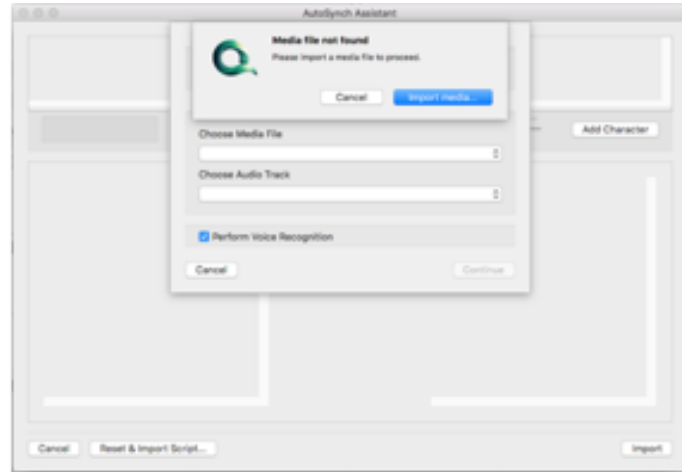


**Step 3.** Navigate to **File > AutoSync Assistant...**

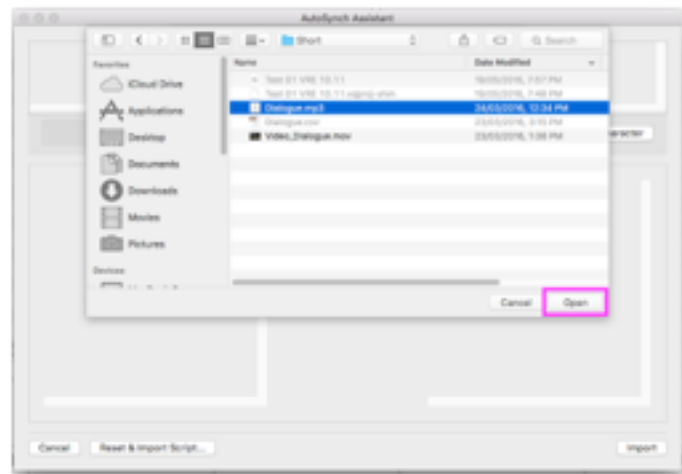


## Import a media file

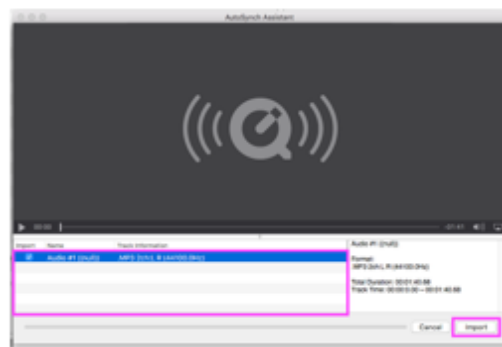
**Step 1.** With the **AutoSync Assistant...** window open the user will then be prompted to select a media file. click **'Import media...'** to continue.



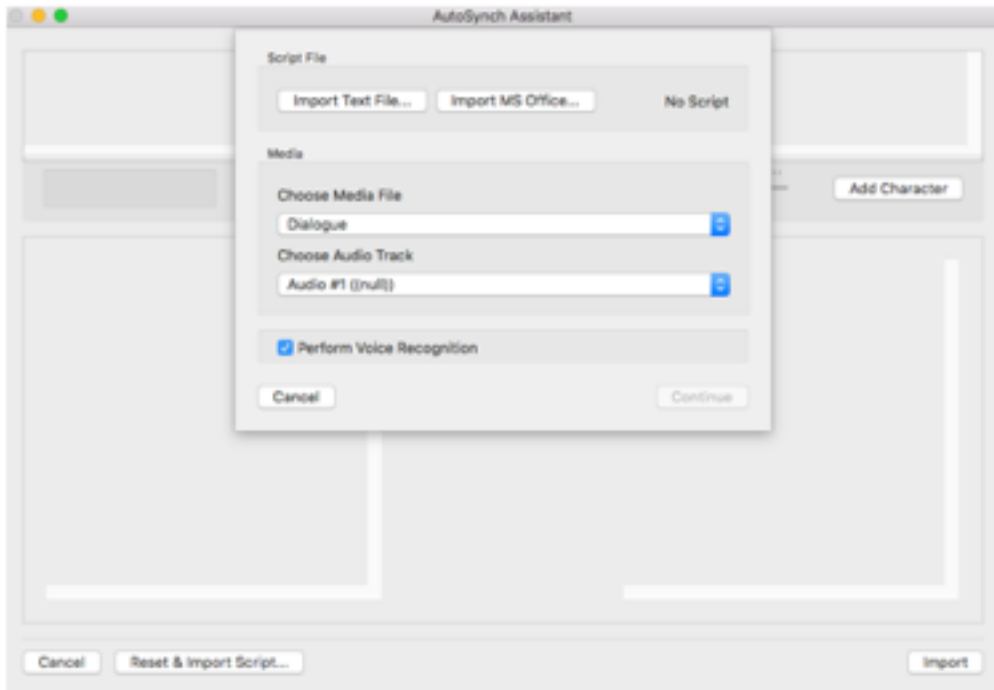
**Step 2.** Select a supported media file (See supported media files list on Page 07) and click **'Open'**.



**Step 3.** Review the media file and select the appropriate audio track (if applicable) Then click **'Import'**.

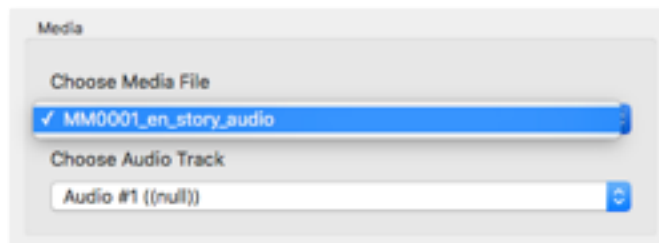


**Step 4.** You will then return to the AutoSynch Assistant main window view. Users will notice both drop-down menus are now populated with their imported data.

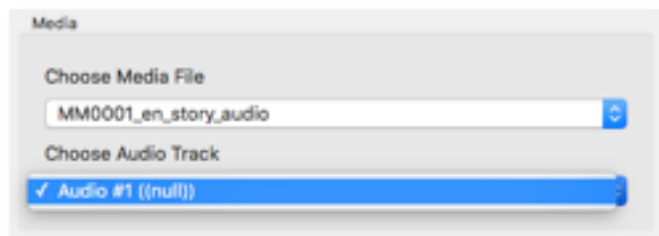


**Optional.** Users can use the drop down menus to change their media file and audio track to suit the import preference. *Note: For use with multi-track media files only.*

- a. Select drop down to select the correct **'Media File'**.



- b. Select drop down to select the correct **'Audio Track'**.

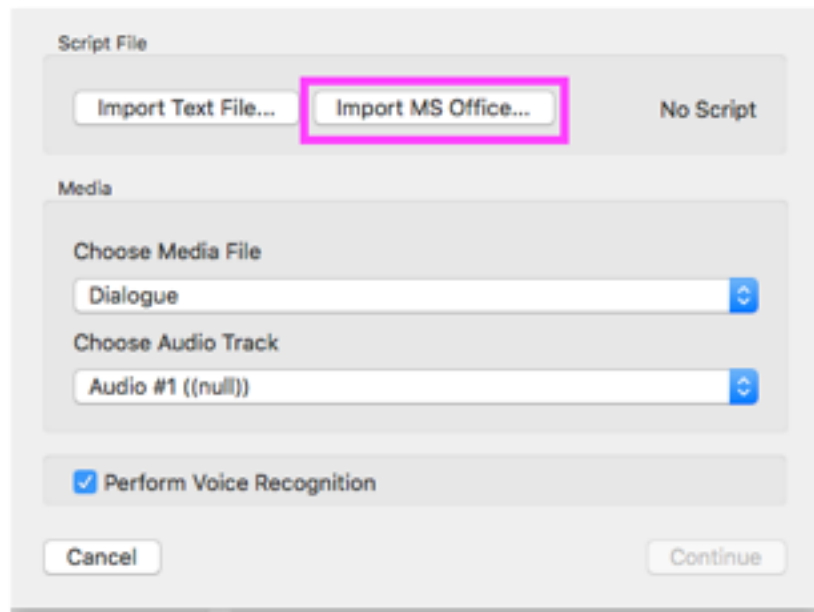


## Importing a script

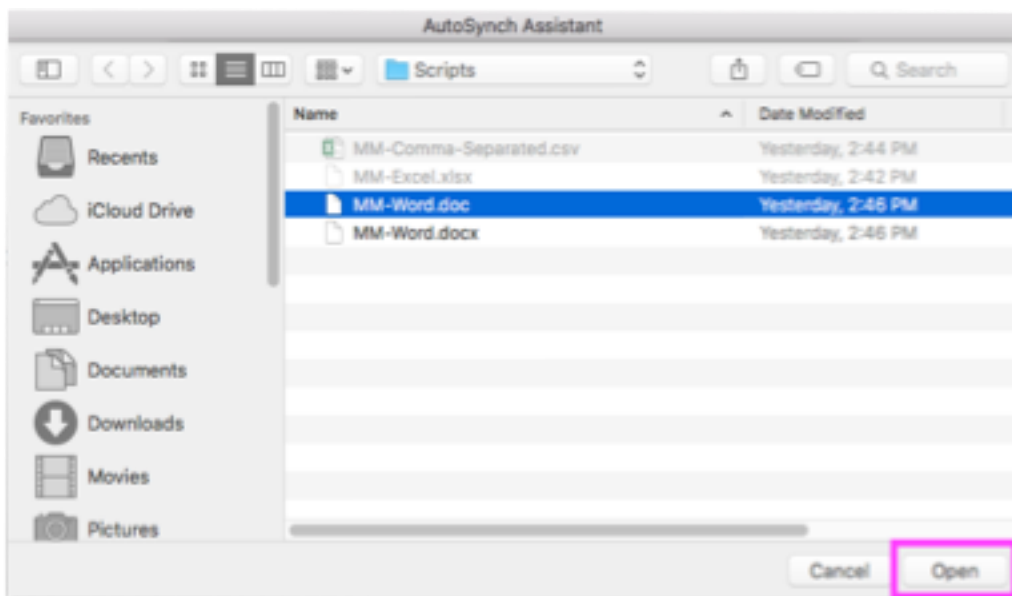
Next we will Import a script file, users can import any of the supported script formats (see *section 1a*) This part of the process is the most important part to get correct as all sync will be based on how the script is set-up in the .

*Note: For this import demonstration we will be importing a **Word Document File (.docx, .doc)***

**Step 1.** To Import a file click 'Import MS Office...'

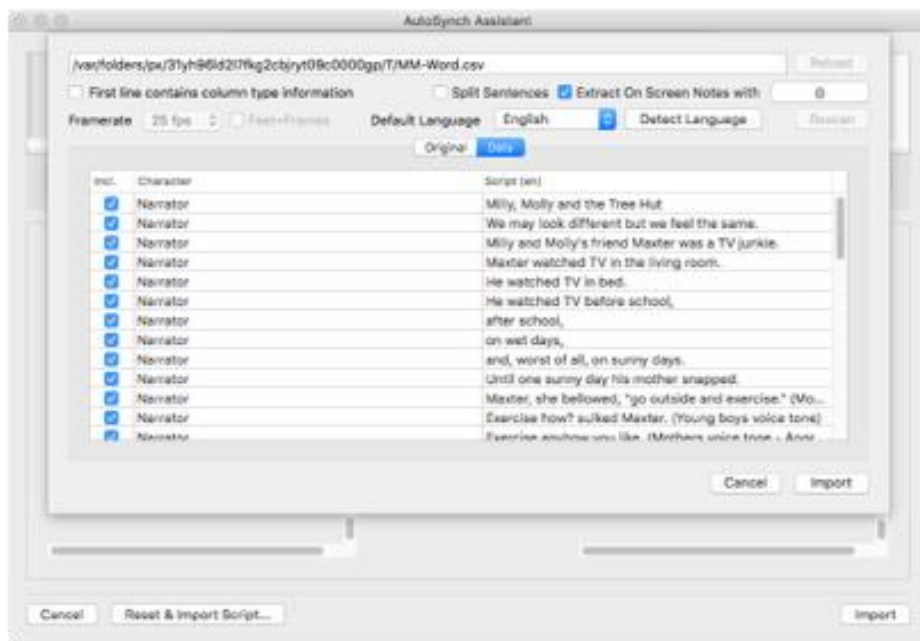


**Step 2.** Select a script file and click 'Open'.



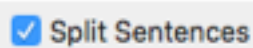
## Using the Script Editor

**Step 1.** Review the text file and make selections in the text import window shown. The text import window has a range of functions for users to edit their scripts before import. (Shown below)



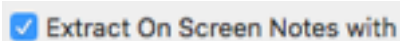
a. Users can select '**Split Sentences**' to shorten longer lines.

Select the '**Split Sentences**' check box to enable or disable this function.



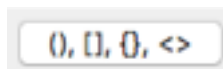
b. Users can select '**Extract On Screen notes**' to easily create comments.

Select '**Extract On Screen notes**' via the check box to enable or disable this function.



c. Users can edit '**On Screen notes**' they wish to include via a pop-over window.

Select the '**Bracket button**' next to the '**Extract On Screen notes**' check box to access the '**Extract On Screen notes editor**'



*Note: The button changes visual look depending on brackets selected for omission.*

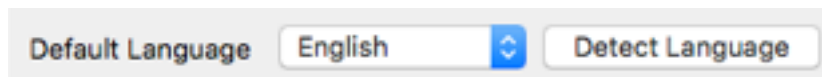
d. Users can use the **'Extract On Screen notes editor'** to set the bracket type.

Select then click the box next to the item to select which bracket type they wish to remove from script.



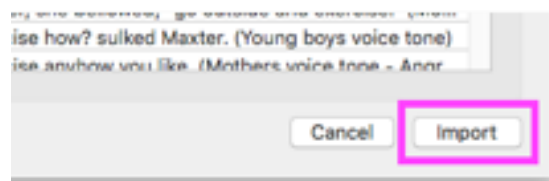
All extracted comments are shown in the comments section in the timeline view once import is completed.

f. Choose the **'Default Language'**



Select the dropdown menu next to the title (*below*) to edit/change the language selection. You can also select 'Detect Language' to let the editor determine the text in the script editor.

**Step 2.** To complete the script, import click **'Import'**





## Running AutoSync Voice Recognition

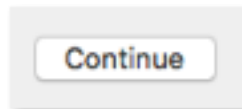
Next we will perform the Voice Recognition. Currently the voice recognition engine only works on english scripts & media files. For use with other languages, users are advised to uncheck the '**Perform Voice Recognition check box**' to skip automatic recognition, and use the engine manually for better results. By doing so the user can manually assign their chosen text to the appropriate audio block after import.

For this example we will be using the automatic recognition function:

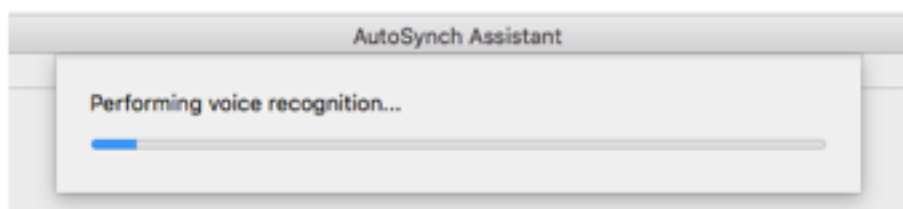
**Step 1.** Be sure the '**Perform Voice Recognition check box**' is selected



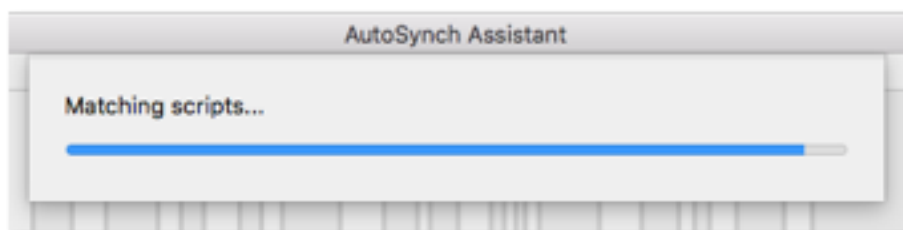
**Step 2.** Select 'Continue'



**Step 3.** Wait for voice recognition to complete. Depending on the length of the media file and text will decide the length of time it will take to sync the project.



*Examples shown: 'Voice recognition running' (above) & 'Matching scripts...' (below)*



*Note: larger text files can sometimes take longer than usual to show visually, please be patient.*

**Step 4.** Once recognition is completed a new window view will appear. **Move onto next section.**

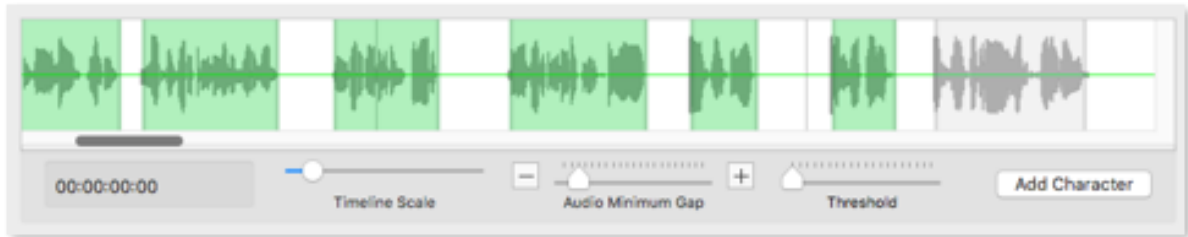
## AutoSync Assistant window

The AutoSync Assistant window allows the user to assign text from the script to audio segments created from your media file. We will start by explaining the timeline view and the options included in this section.



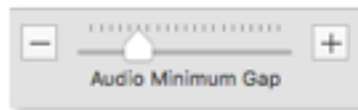
## Timeline view

The timeline view shows the audio segments created during the automation process. The following options will help users edit and fine tune the audio to better match their script.

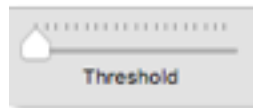


(Above) Timeline view

**Step 1.** Once sync has completed adjust the '**Audio Minimum Gap**' slider to get the best automatic match. *(Details below in sync view)*



**Step 2.** Then adjust the '**Threshold**' slider to edit out background noise.



**Step 3.** The above options are the only two options you should need to use if automation ran successfully. Once you are satisfied with the synchronisation outcome move onto the next section. *(See 'Sync view')*

## a) Timeline view descriptions

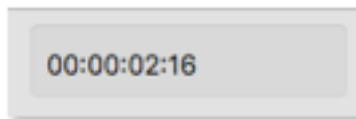
### Visual Timeline

The visual timeline is designed for users to visually see the waveform of their imported media file. The following options will allow users to accurately sync their media with their imported script.



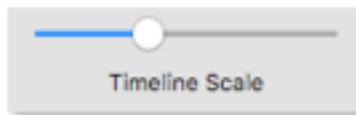
### Timecode

The Time code shows your progress reference below the timeline view.



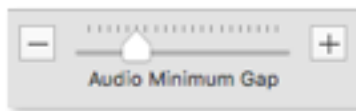
### The Timeline scale

This option adjusts the zoom level of the timeline view. Move the slider 'right' to increase the zoom level and 'left' to decrease the zoom level.



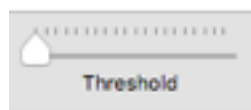
### Audio Minimum Gap

This option adjusts how the automation process finds each audio segment by setting the gap width. User can click the '+' to increase the minimum gap size, click the '-' to decrease the gap size and/or drag the slider to perform each function.



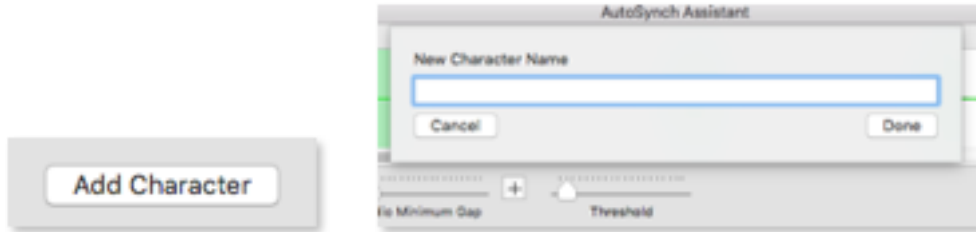
### Threshold

The Threshold allows users to choose the audio level that the automation process reads or skips. Moving the slider left will allow more audio to be included in the synch process. Moving the slider right will remove audio based on 'Db'. *Example: If background noise is 0.5db set then set threshold slider to tier 2 to disallow audio in synch.*



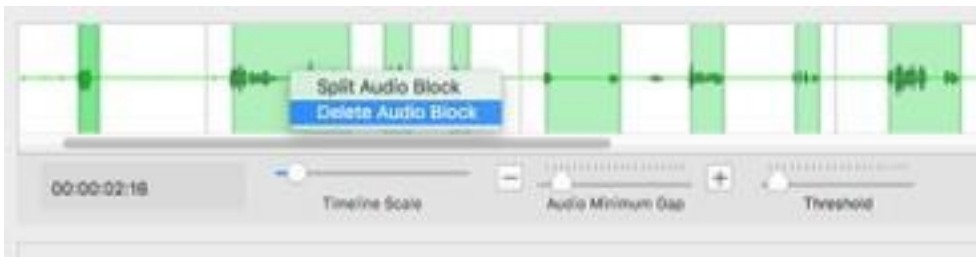
## Add Character

To add a character click the **'Add Character'** button, which allows users to add characters to assign with their text segments. Fill in the Character name and click **'Done'** or **'Cancel'** if you do not wish to add.



## Split Audio Block

Right click on an **'Audio Segment'** to split the audio at the point that your cursor is located. If user chooses to split the segment it will create a new audio block shown below in the sync view.



## Delete Audio Block

Right click on an **'Audio Segment'** to delete the audio. Note: If user changes the **'Audio Minimum Gap'** in anyway the segment will reappear as the auto-recognition creates a new segment.



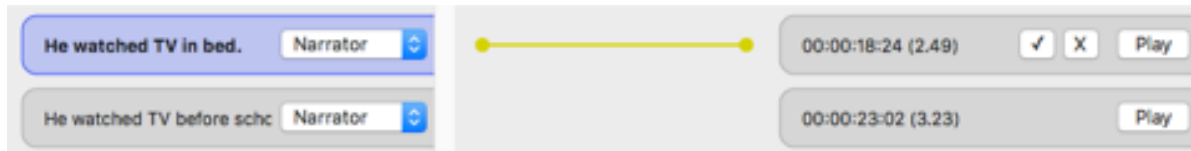
## Sync view

Once you have adjusted the 'Timeline view' options you can begin to associate your script blocks with the correct audio. The sync view allows the user to assign text to audio using a simple '✓' and '✗' format. The VoiceQ development team have included many editing tools to use to help get the best synchronisation possible with the user's script to audio.



(Above) Sync view region highlighted.

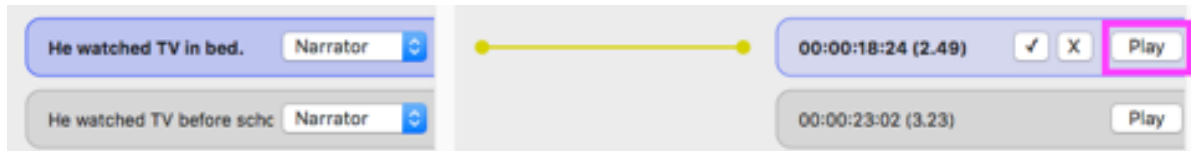
### Step 1. Select a 'Script block'



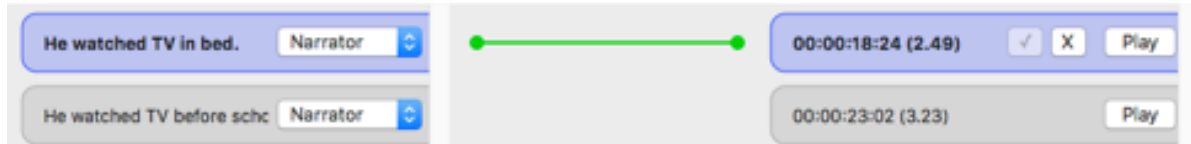
### Step 2. Select a 'Audio block'



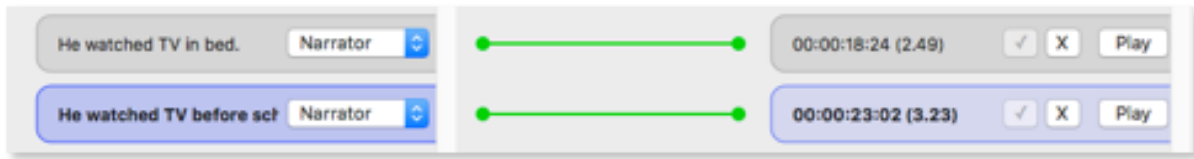
### Step 3. Select 'Play' to playback audio block



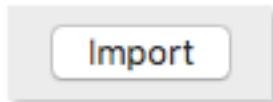
### Step 4. If selection matches, select '✓' to confirm



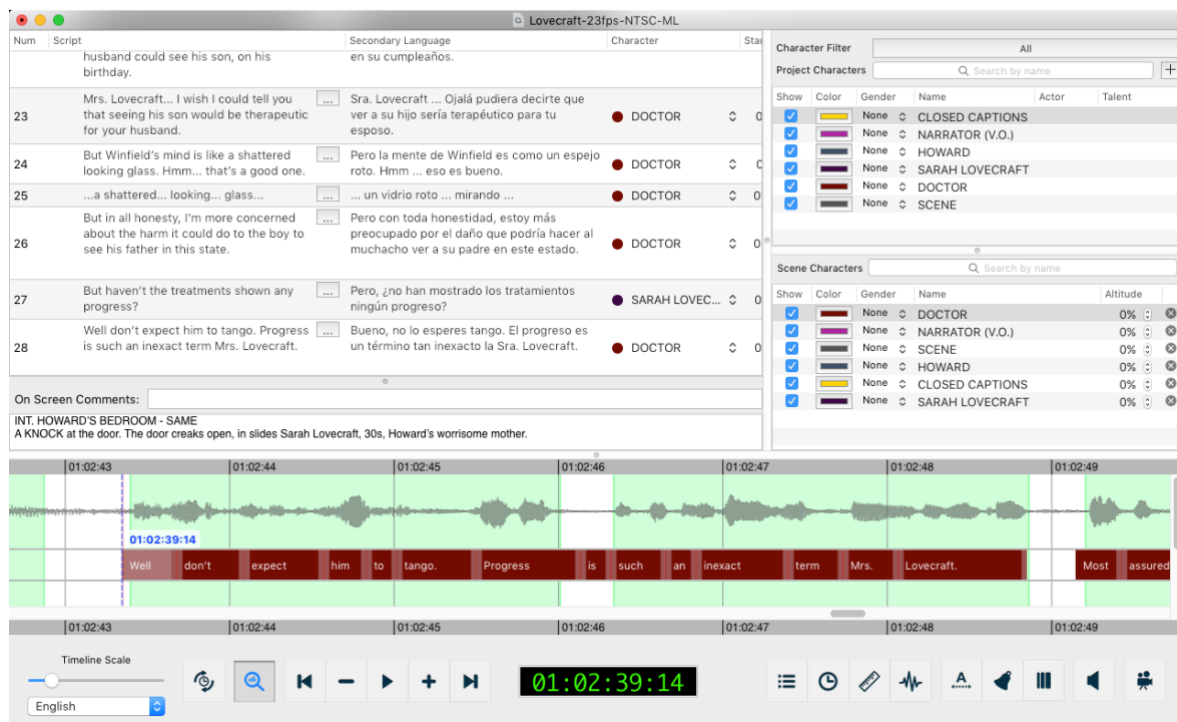
**Step 5.** Repeat for all lines until sync is complete and all lines are checked and associated correctly.



**Step 6.** Click 'Import' once sync is completed.



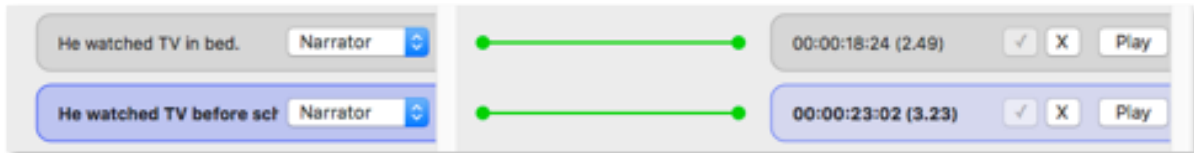
**Step 7.** You will then see all data imported into VoiceQ's main window view timeline.



## b) Sync view descriptions

### Automatic recognition

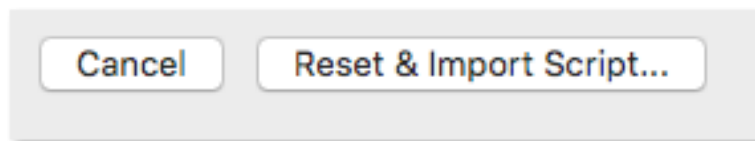
If automatic recognition was used, the tool will associate the script and audio block with a visual yellow line. Users can leave the lines as is as it will import into your project as shown. It is however advised that users select the '✓' to confirm the link as configuring the Timeline options can disassociate lines. (*discussed further under 'Associating blocks'*).



In some cases if the automatic recognition does not recognise the script matching with the audio it will not link it. Users will need to configure '**Timeline options**' to set the appropriate minimum audio gaps and threshold.

### Reset & Import a new script

To reset and import a new script click 'Rest & Import Script...'. You will then return to the import selection screen. (See section 'Importing a script')

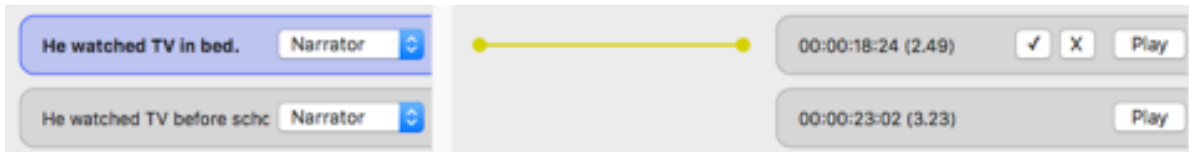




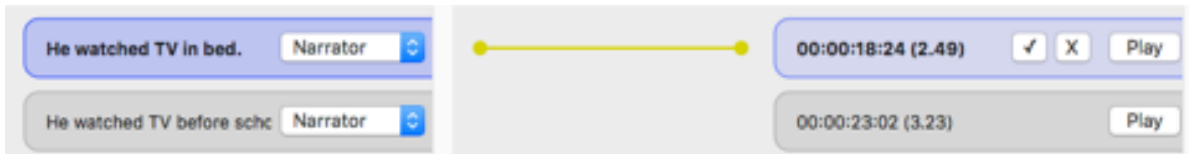
## Associating blocks

To assign text to audio, select the text block on the left, then select the audio block to match on the right.

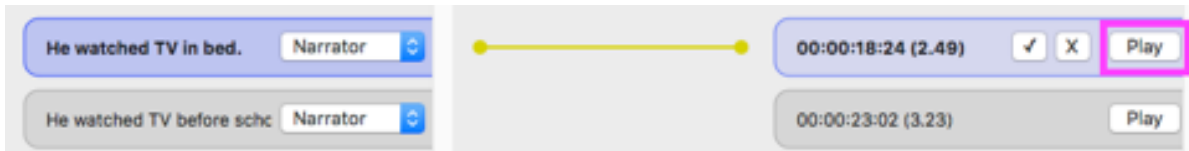
Select a **'Script block'**



Select a **'Audio block'**



Select **'Play'** to playback audio block



If selection matches select **'✓'** to confirm

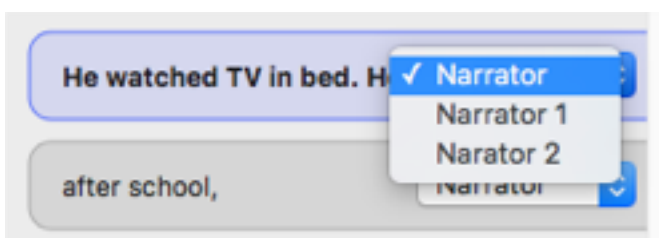
Once you have connected a text block to a audio block it will appear green *(Shown below)*



## Assign Character

To assign a character case the drop down located on each text block. The user can select the drop down then select their chosen character.

*Note: Character choices reflect in main timeline after import.*

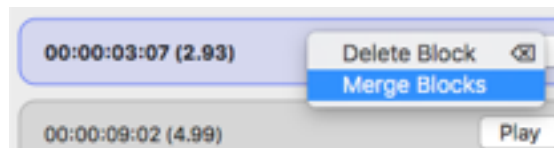


## Audio options

Right-clicking a text block will bring up a range of options for users to use to edit their script correctly to best match audio.

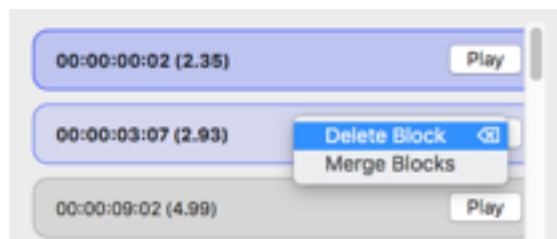
### Merging audio blocks

In some cases audio maybe split incorrectly. Users have the option to merge audio blocks. Select multiple audio blocks (Command+Selection), right-click one of the chosen audio blocks and select '**Merge Scripts**' to merge multiple blocks together. There is a minimum of two blocks that must be selected.



### Delete audio blocks

Right-click a text block and select '**Delete Block**' to delete a text block.

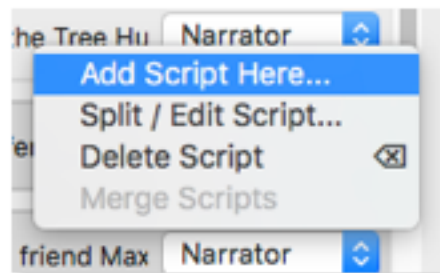


## Text options

Right-clicking a text block will bring up a range of options for users to use to edit their script correctly to best match audio.

### Add Script

Right-click a text block and select 'Add Script Here...'



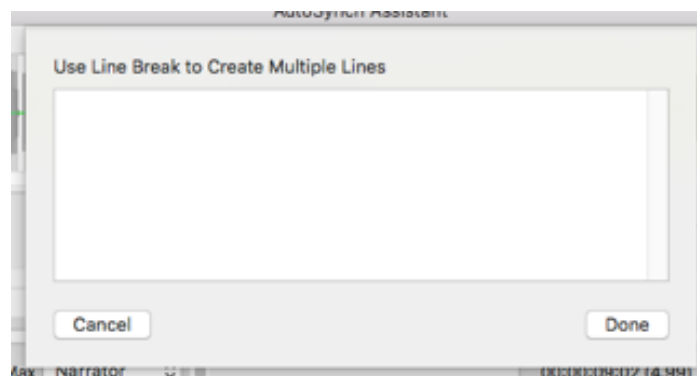
### Add Text: Using text editor

A text edit view will appear where users can add their line/s.

Users can add Line Breaks to create multiple lines.

Click '**Done**' to confirm input.

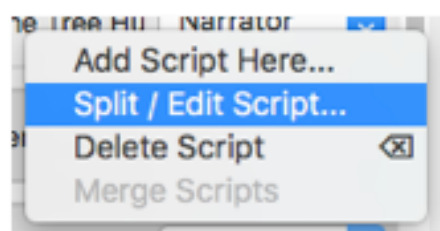
Click '**Cancel**' to exit without saving.



*Note: New lines appear after selected script block.*

### Split/Edit Script text

Right-click a text block and select '**Split/Edit Script...**' to edit.



## Split/Edit Script text: Using text editor

A text edit view will appear where users can edit their line/s.

Users add Line Breaks where they want the script to split.

Click **Done** to confirm input.

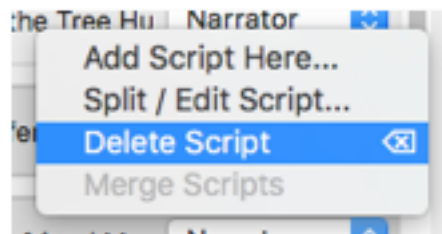
Click **Cancel** to exit without saving.



*Note: New lines appear after selected script block.*

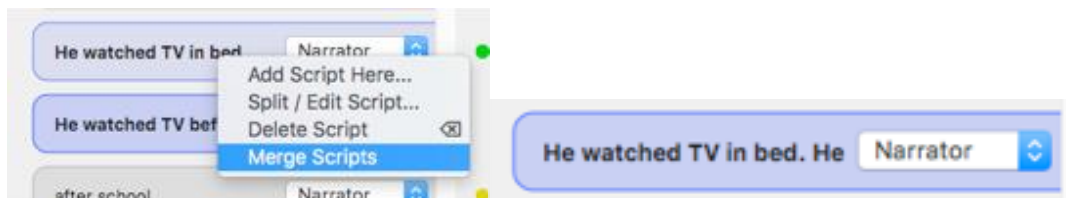
## Delete Script

Right-click a text block and select **Delete Script** to delete a text block.



## Merge Scripts

Select multiple text blocks (Command+Selection), right-click one of the chosen text blocks and select **Merge Scripts** to merge multiple blocks together. There is a minimum of two blocks that must be selected.



*Example of merged script. (Image right)*

## Hot Keys

### **Add Script: 'A'**

Adds a new Script block for users to add in new lines for synchronisation.

### **Split and Edit: 'S'**

Allows user to edit the selected text block in a text editor field. Users can make multiple lines using this function.

### **Merge Scripts: 'C'**

User can select multiple script blocks and merge them into a single block.

### **Delete Block: 'Delete'**

User can select multiple script/audio blocks and delete them very easily.

### **Merge audio: 'M'**

User can select multiple audio blocks and merge them into a single block.

### **Up/Down: '↑' / '↓'**

Move selection in the imported script lines blocks section

### **Left/Right: '←' / '→'**

Move selection in the audio blocks section

### **Command + Up/Down: '⌘+↑' / '⌘+↓' Expand**

selection in the imported script lines

### **Return (Enter): '↵'**

Toggle connection (only works with 1:1 selection)

### **Space: '␣'**

Play the (last) selected audio block.

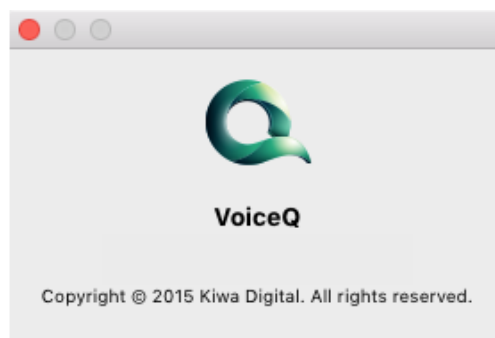
# Chapter 16: Appendices

## APPENDIX 1. VoiceQ Menu and Preferences Guide

This appendix explains the Main Menu and Preferences Items and their use within the VoiceQ application.

### VoiceQ Menu > About VoiceQ

“About VoiceQ” will inform you of the version of VoiceQ installed on your computer as seen below.



*Figure 15.1 – About VoiceQ*

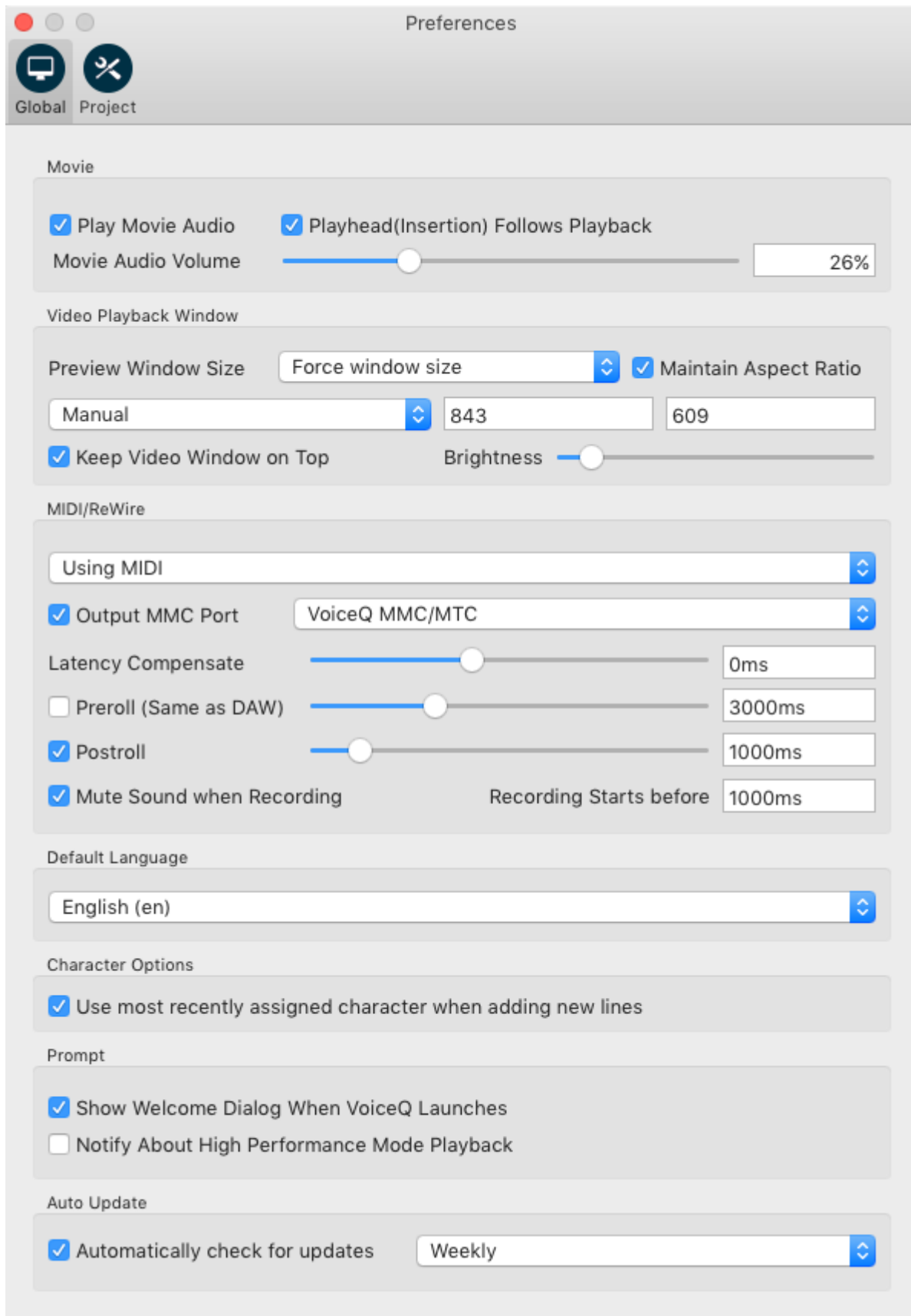
### VoiceQ Preferences

VoiceQ Preferences allows you to change various settings within the VoiceQ application.

#### Preferences > Global

The Preferences Global window allows you to change certain settings that will apply across the whole project.

The Global Window enables the user to set the size of the movie screen, its aspect ratio and to compensate for any display lag or latency in the delivery of the movie over MIDI or Network. You are also able to set the Default language and schedule automatic software updates.



**Figure 15.2 – Preferences > Global**

## Preferences > Project > Text

The Text window provides access to Scrolling Text (Digital Rythmo Band), Preview Text (Subtitles) and default options for your project settings.

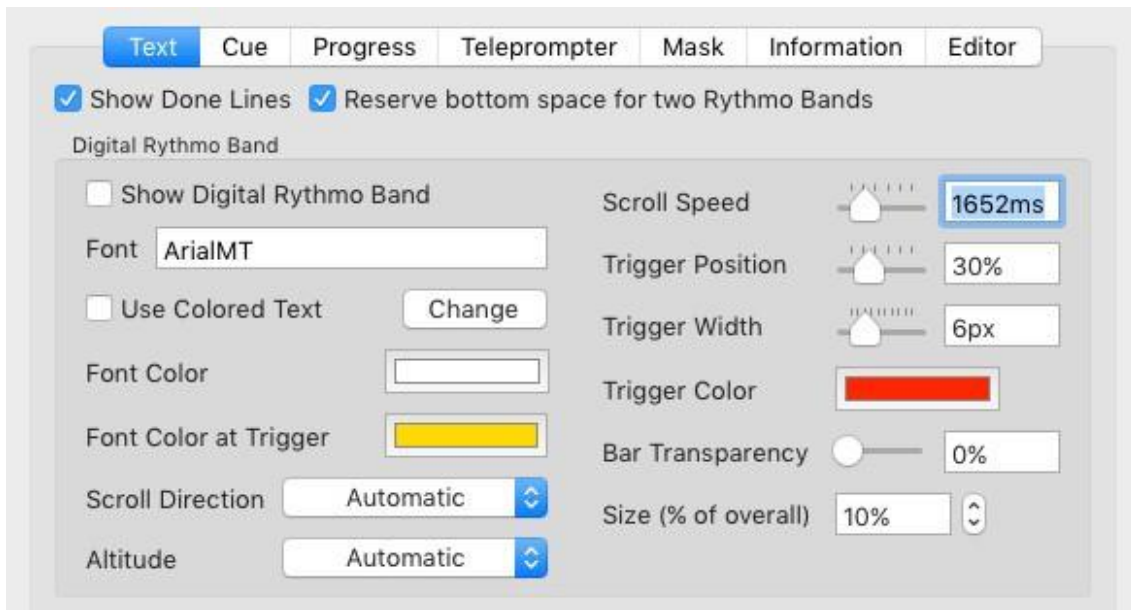


**Figure 15.3 - Preferences > Project > Text**



## Show Scrolling Text

This window provides the ability to select and configure the Scrolling Text Cue (Digital Rythmoband) for use in the recording process.



**Figure 15.4 - Preferences > Project > Scrolling Text**

### Preferences > Project > Text > Scrolling Text Commands Table

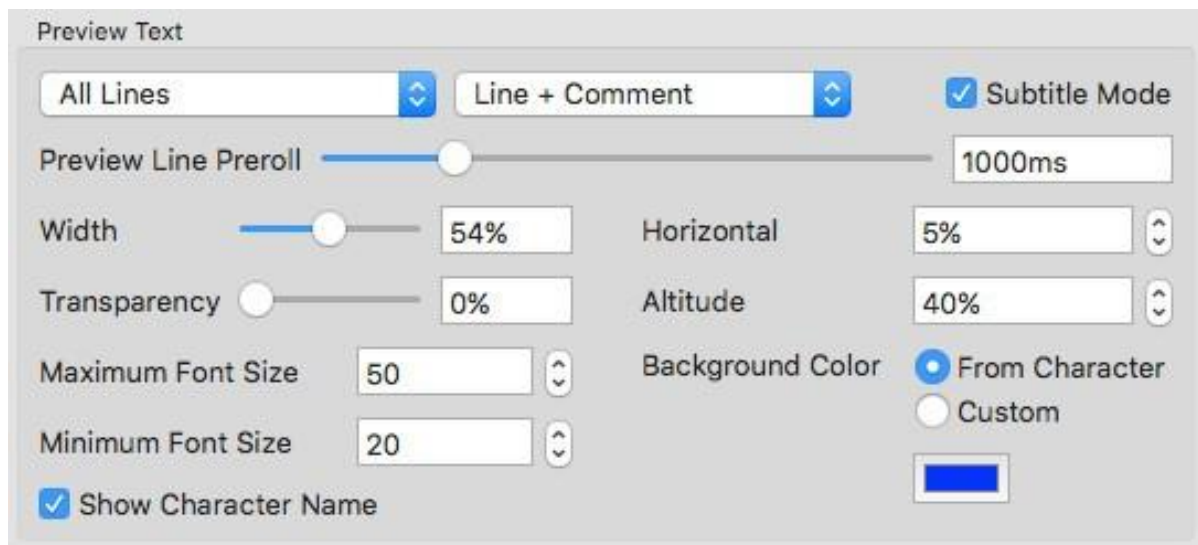
<b>Item</b>	<b>What this will do:</b>
Show done lines	Toggles the visibility of lines ON/Off that are checked as "done" in the Script window
Reserve bottom space for two Rythmoband's	Toggles visibility of lines appearing below video output. Video is shrunken to fit Rythmoband's below video.
<b>Text</b>	
Show scrolling text	Displays the scrolling text on the output window
Font	Sets the scrolling text font
Use Colored Text	This inverts Character Rythmoband
Font color	Sets the color of the scrolling text
Font color at trigger	Sets the color of the scrolling text as it hits the trigger
Scroll Direction	Sets the direction of the scrolling text (Automatic, R-L and L-R)
Altitude	Sets the Altitude of the scrolling text (Automatic or manual)
Scroll speed	Sets the scroll speed of the scrolling text
Trigger position	Sets the position of the trigger bar
Trigger width	Sets the width of the trigger bar
Trigger color	Sets the color of the trigger bar
Bar transparency	Sets the transparency of the scrolling text bar

Size (% of overall)	Sets the size of the scroll bar and text
---------------------	--

**Table 15.2 - Preferences > Display Commands Table**

**Preferences > Project > Text > Preview Text**

The Preview Text window allows you to enable and configure the Preview Text feature. This feature is generally used to provide a line of dialogue able to be read and delivered in time for an Actor to perform that line. The Pre-roll feature allows the Actor to read, comprehend and prepare to perform that line before it is due to be acted.



**Figure 15.5 – Preferences > Project > Text > Preview Text**

**Preferences > Display > Preview Text Command Table**

<i>Item</i>	<i>What this will do:</i>
<b>Preview Text</b>	
Preview Text	Off: No preview lines are displayed  Current line: Activates preview text on the currently selected line only  All Lines: Activates preview text on every line
Subtitle Mode	Displays the current line in subtitle mode ie. displays each line on/off as a subtitle using preview text settings.
Preview Line Appearance Pre-roll	Sets the Pre-roll of the preview line in milliseconds
Width	Sets the width of the preview line box
Horizontal	Sets the horizontal position of the preview line box as a percentage of the output window
Transparency	Sets the transparency of the preview line box
Altitude	Sets the altitude of the preview line box as a percentage of the output window
Maximum Font Size	Sets the maximum size of the font
Minimum Font Size	Sets the minimum size of the font
Background color	From character: uses the color associated with the character as the background color  Custom: allows you to select a background color
Show Character Name	Displays the character name with the preview text

**Table 15.3 – Preferences > Project > Text > Preview Text**

**Default Setting**

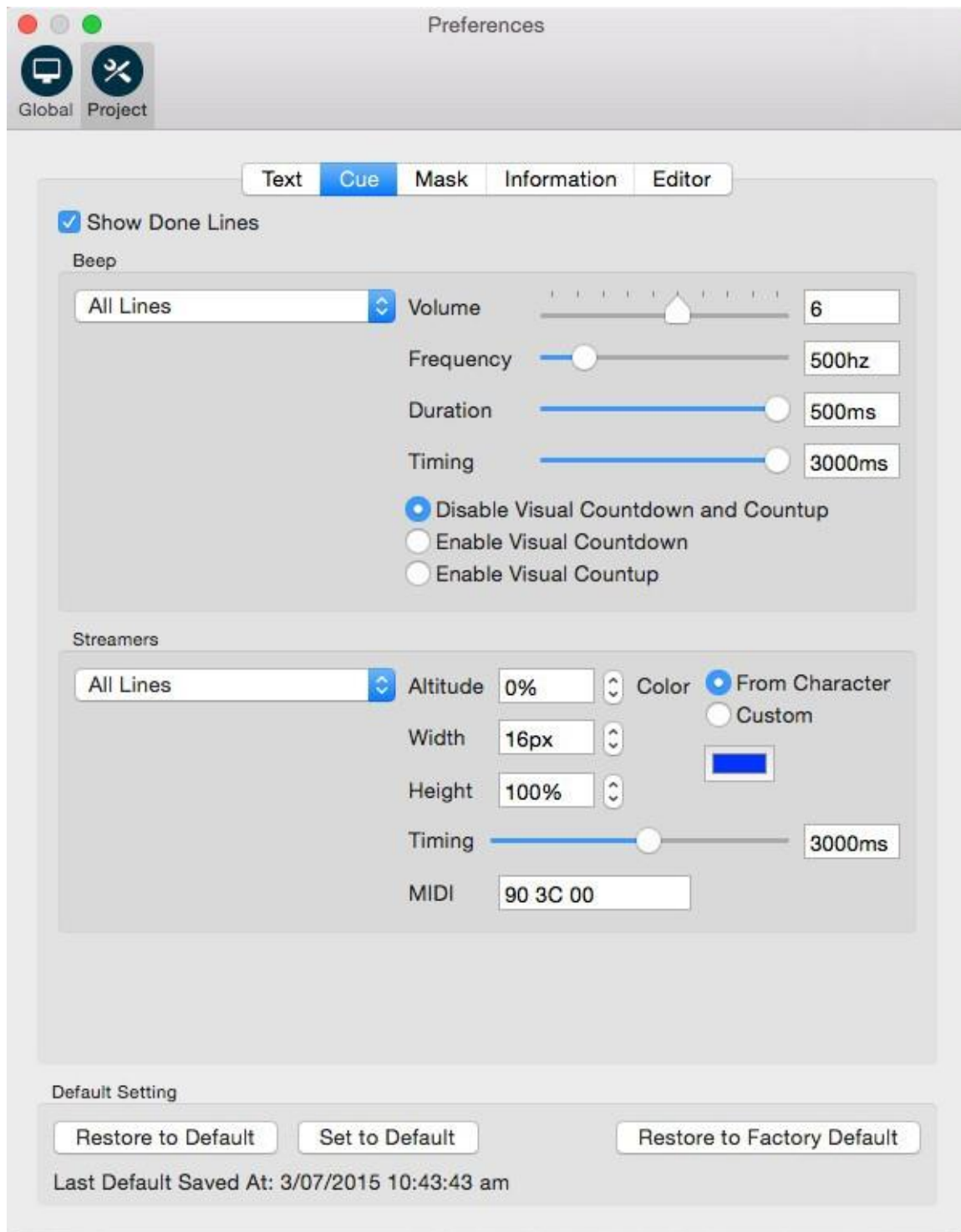
Common in all the **Preferences > Project** Windows are options to set or restore Default Settings for your projects.

Restore to Default	Allows you to restore default project settings to your current project
Set to Default	Allows you to retain all settings as your default setting
Restore to Factory Default	Allows you to restore your settings to factory default settings

**Table 15.4 – Preferences > Project > Default Setting**

## Preferences > Project > Cue

This window provides the ability to select and configure cues for use in the recording process that include Audible beeps, visual countdown and count up and streamers (Wipes). When integrated with Pro Tools VoiceQ is also able to receive MIDI events to trigger streamers.



**Figure 15.7 – Preferences > Cue**

**Preferences > Project > Cue Commands Table**

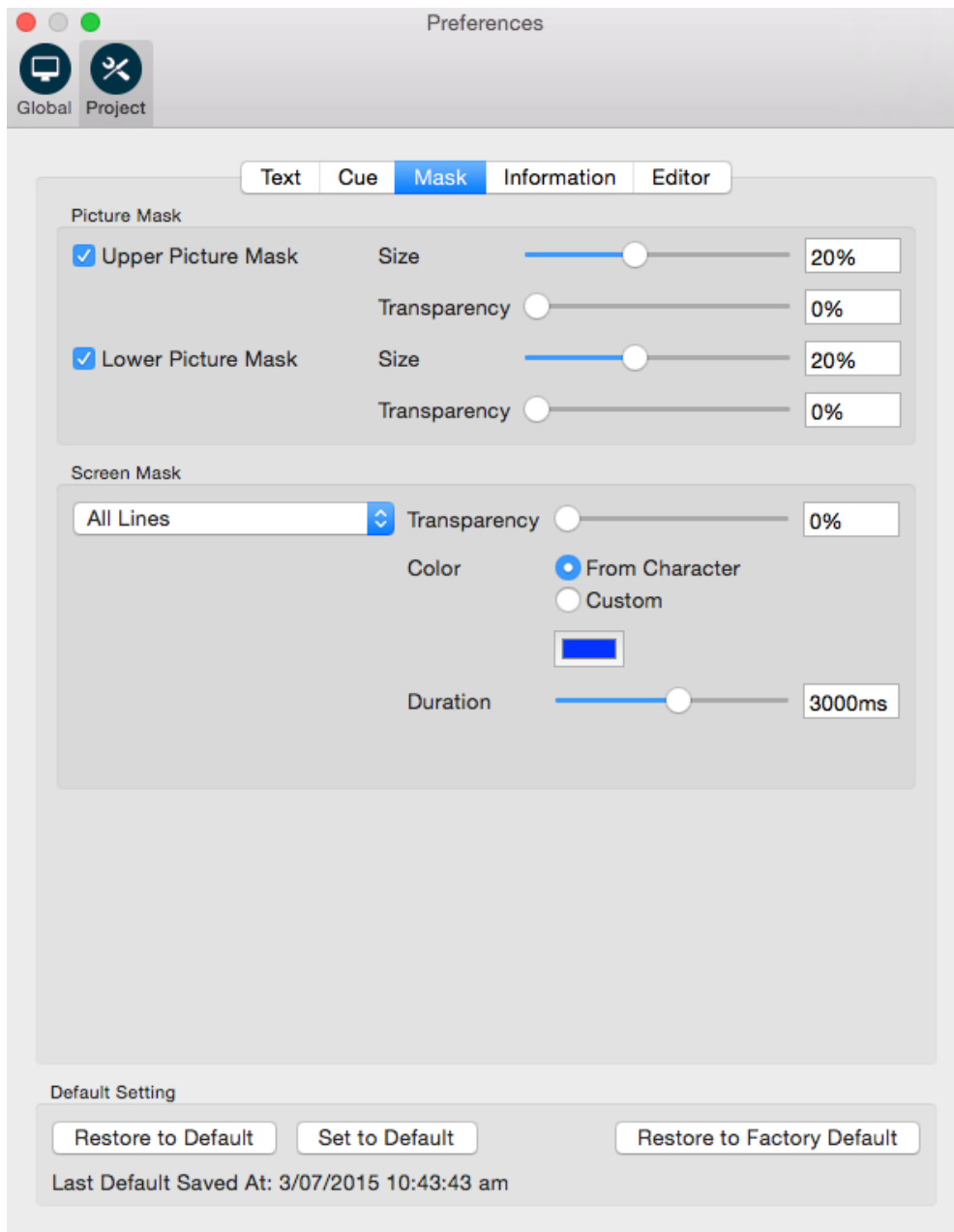
<b>Item</b>	<b>What this will do:</b>
Show done lines	Toggles the visibility of lines ON/Off that are checked as “done” in the Script window
<b>Beep</b>	
Beep	Off: No beeps  Current Line: Activates audible beep on the currently selected line only  All Lines: Activates the audible beep on every line.
Volume	Sets the volume of the audible beep
Frequency	Sets the frequency (pitch) of the beeps
Duration	Sets the duration (length) of the beeps
Timing	Sets the timing (space) between the beeps
Disable Visual Countdown and Count up	Disables visual countdown and count up displays on the output window
Enable Visual Countdown	Displays a visual countdown on the output window i.e. 啤 峽峙
Enable Visual Count up	Displays a visual count up on the output window i.e. 峙 啤
<b>Streamers</b>	
Streamers	Off: No streamers  Current Line: Activates visual streamer on the currently selected line only  All lines: Activates visual streamer on every line.
Altitude	Sets the altitude of the streamers on the output window as a percentage of the output window
Width	Sets the width of the streamer bars in pixels
Height	Sets the height of the streamer bars as a percentage of the output window
Timing	Sets the speed (duration) of the streamer
Color	From character: Uses the color assigned to the character for the streamer bars.  Custom: Sets a custom color for the streamer bars
MIDI	Sets the MIDI/GPI event sequencer to trigger streamer events from an external source

**Table 15.5 – Preferences > Cues**

**Preferences > Project > Mask**

The Mask feature allows you to cover up irrelevant text and images embedded in the movie so as not to distract Actors, Directors and Engineers during the recording process.

The Screen Mask feature, used by Actors in Germany, is another type of cue or prompt for an Actor to start performing their line(s).



**Figure 15.5 – Preferences > Project > Mask**

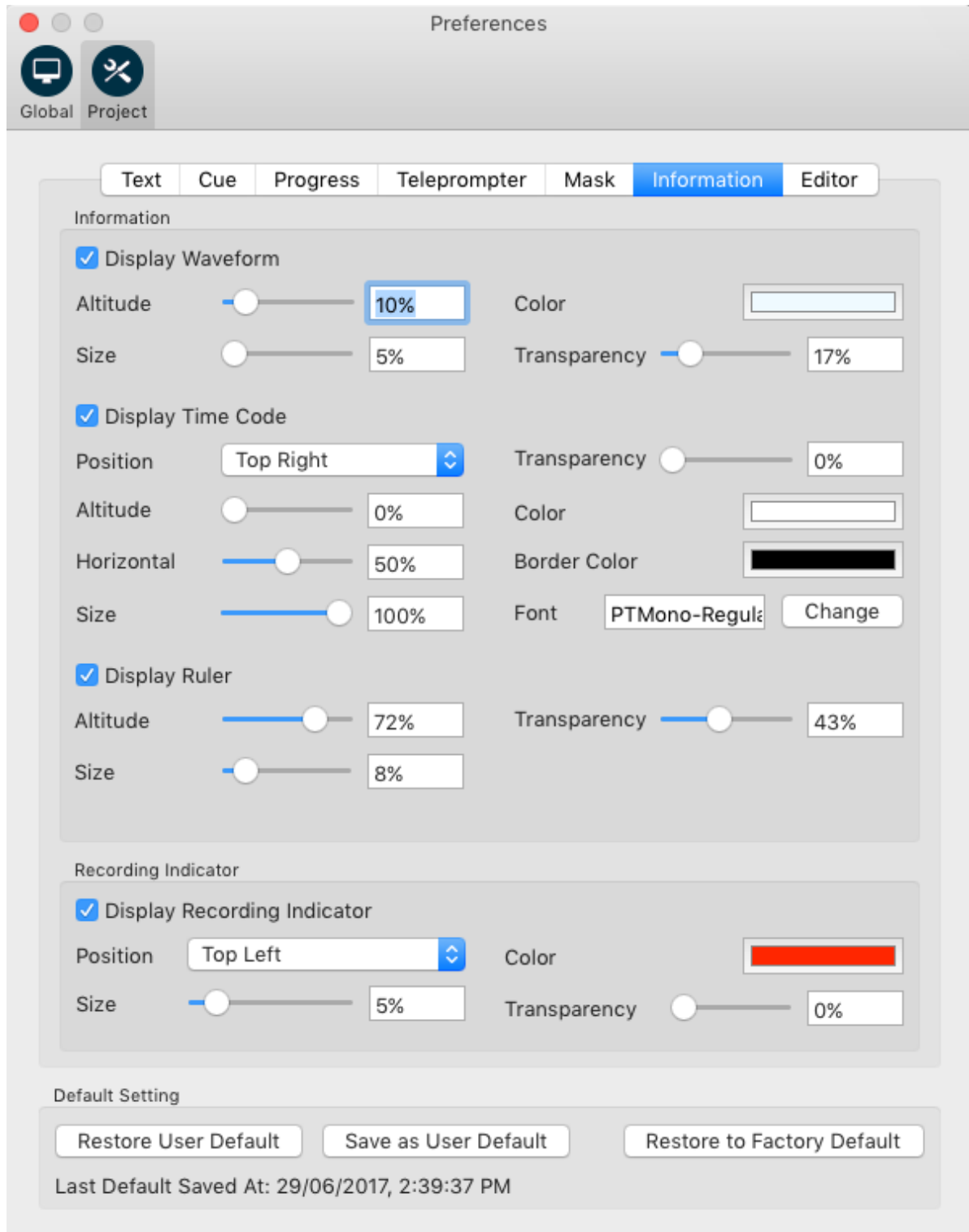
**Preferences > Project > Mask Command Table**

<b>Item</b>	<b>What this will do:</b>
<b>Picture Mask</b>	
Upper Picture Mask	<p>ON: Sets the display of a mask over the movie from the top down.</p> <p>Size: Sets the percentage of the window the mask will cover up to 50%</p> <p>Transparency: Sets the transparency of the mask</p>
Lower Picture Mask	<p>ON: Sets the display of a mask over the movie from the bottom up.</p> <p>Size: Sets the percentage of the window the mask will cover up to 50%</p> <p>Transparency: Sets the transparency of the mask</p>
<b>Screen Mask</b>	
Screen Mask	<p>Off: No screen mask</p> <p>Current Line: Activates screen mask on the current selected line only</p> <p>All lines: Activates screen mask on every line.</p>
Transparency	Sets the color transparency of the screen mask
Color	<p>From character: Uses the color assigned to the character for the screen mask</p> <p>Custom: Sets a custom color for the screen mask</p>
Duration	Sets how long the screen mask will appear in milliseconds

**Table 15.4 – Preferences > Display > Mask**

## Preferences > Project > Information

The Information window allows you to display additional information onscreen to assist in the synchronization, recording and mixing processes.



**Figure 15.6 – Preferences > Project > Information**



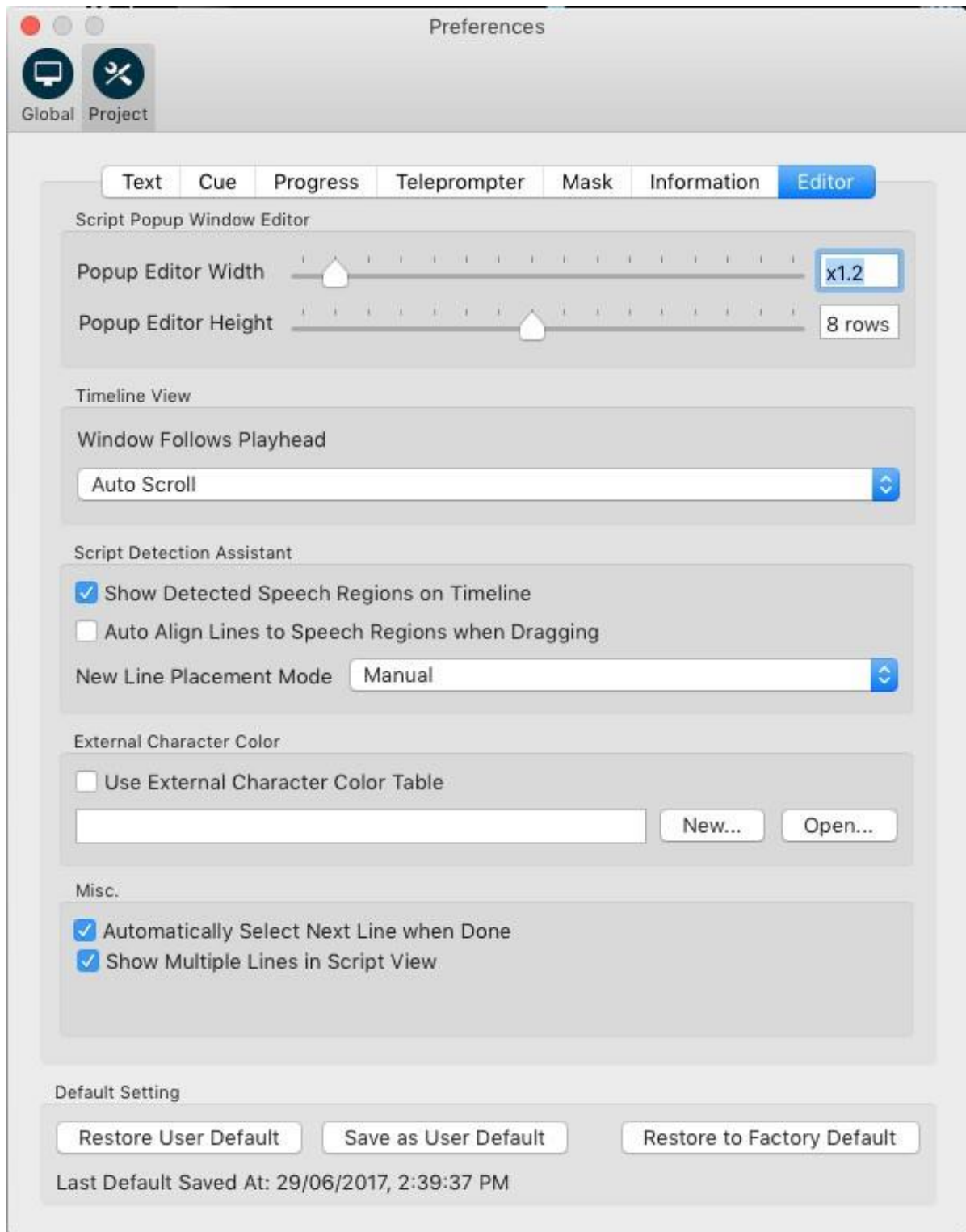
**Preferences > Project > Information**

<b>Item</b>	<b>What this will do:</b>
<b>Display Waveform</b>	
Display waveform	Displays a scrolling waveform on the movie
Altitude	Sets the altitude of the scrolling waveform as a percentage of the output window
Size	Sets the size of the scrolling waveform as a percentage of the output window
Color	Sets the color of the waveform
Transparency	Sets the transparency of the scrolling waveform
<b>Display Time Code</b>	
Display time code	Displays the time code on the movie
Position	Sets the position of the time code on the movie i.e. top, bottom, left or right of screen
Altitude	Sets the altitude of the time code as a percentage of the output window
Horizontal	Sets the horizontal position of the time code as a percentage of the output window
Size	Sets the size of the time code font as a percentage of the output window
Transparency	Sets the transparency of the time code
Color	Sets the color of the time code font
Border Color	Sets the border color of the time code font
Font	Sets the time code font
<b>Display Ruler</b>	
Display Ruler	Displays a scrolling ruler in feet and half feet as a percentage of the output window
Altitude	Sets the altitude of the ruler as a percentage of the output window
Size	Sets the size of the ruler as a percentage of the output window
Transparency	Sets the transparency of the ruler
<b>Recording Indicator</b>	
Display Recording indicator	Displays the recording indicator
Position	Sets the position of the indicator on the video window i.e. top, bottom, left or right of screen
Color	Sets the color of the indicator
Size	Sets the size of the indicator
Transparency	Sets the transparency of the indicator

**Table 15.4 – Preferences > Display > Information**

## Preferences > Project > Editor

The Editor window allows you to set the width and height of the Translation Drawer and configure the behavior of the Timeline Window and Play-head.



**Table 15.5 – Preferences > Project > Editor**

**Preferences > Project > Editor Command Table**

<b>Script Popover</b>	
Popup Editor Width	Adjusts the width of the Translation Drawer window. The higher the number the wider the window.
Popup Editor Height	Adjusts the height of the Translation Drawer window. The higher the number the higher the window.
<b>Timeline View</b>	
Window Follows Play-head:	<p>No Follow – the display in the Timeline Window and Script Window will remain static and will not follow the Play-head.</p> <p>No Scroll - the display in the Timeline Window will remain static while the Script Window will follow the Play-head.</p> <p>Auto Scroll - will scroll the Play-head, Timeline Window and Script Window in synch with the movie.</p> <p>Auto Scroll (Fixed Play-head) - will scroll the Timeline Window and Script Window in synch with the movie while the Play-head remains centered.</p>
<b>Script Detection Assistant</b>	
Show Detected Speech Regions on Timeline	Allows users to see audio selections on the timeline view.
Auto Align Lines to Speech Regions when Dragging	Will snap lines to speech regions when dragging on the timeline.
New Line Placement	When importing non timecoded scripts it will import your text into timeline based on speech regions.
<b>External Character Color</b>	
Use External Character Color Table	
<b>Misc.</b>	
Automatically Select Next Line when Done	When line is completed (recorded) it will move to next line in script view.
Show Multiple Lines in Script View	This allows the user to see larger lines in a row based on column size.

## VoiceQ Main Menu

The VoiceQ Main Menu follows Apple's standard User Interface Guidelines and protocols.

### VoiceQ Menu Commands Table

<b>Menu Item</b>	<b>What this will do:</b>
About VoiceQ	Displays the about info box
Preferences ⌘,	Displays the preferences window
Check for updates...	Checks for any in-version VoiceQ Application updates
Services	These are the standard Apple Macintosh commands
Hide VoiceQ ⌘H	Allows you to hide VoiceQ from sight – i.e. minimizes the window
Hide Others ⇧⌘H	Will hide any other programs running at the same time as VoiceQ
Show All	Will reveal all programs currently running
Quit VoiceQ	Shuts down the VoiceQ application.

**Table 15.6 – VoiceQ Menu**

### File Menu Commands Table

<b>Menu Item</b>	<b>What this will do:</b>
New ⌘N	Creates a new VoiceQ project file
Open... ⌘O	Opens an existing VoiceQ project file
Open Recent	Presents most recently opened files for selection
Close ⌘W	Closes the current file and quits the application.
Save ⌘S	Saves the current file
Duplicate ⇧⌘S	Saves a copy of the current file
Rename...	Renames the current file
Move to...	Moves the current file to a nominated directory
Revert to	Reverts back to the file version you last saved
Import Media... ⇧⌘I	Imports a movie to be associated with the file
Import...	Imports a Text, CSV, XLS, XLSX, SRT, FDX formatted script file(s).
Export...	Exports a Text, formatted script file of the VoiceQ project.
Report...	<b>ADR Cue List Report</b> – produces an HTML printable report for managing ADR Takes. Contains the following attributes: Line start timecode, Character, line (in all languages), comments, line (Cue) number, Preferred

Take box and Empty Take Boxes for scoring. It is sorted by character based on the order as it appears in the character project window and line (Cue) number.

**Character Line Progress Report** – produces an HTML report listing all `Incomplete Lines` for all characters and a summary count. Contains the following attributes: Character, line number, Total line count per character, total timecode duration per character, total line count for all characters and total timecode duration for all characters. It is sorted by character based on the order as it appears in the character project window.

**Character Line Summary Report** – produces an HTML report with the following attributes: Character, line number, line (in all languages), line comments, start and end timecode, Total count of all incomplete lines per character, total timecode duration of all incomplete lines per character, summary total count of all incomplete lines for all characters and total timecode duration for all characters. It is sorted by character based on the order as it appears in the character project window.

**Character Script Report** – produces an HTML report with the following attributes: Character, line number, line (in all languages), comments and start and end timecode. It is sorted by character (with page break between each character) based on the order as it appears in the character project window.

**Export Script Report** – produces an HTML report as above with the following additional attributes; scene comments, line comments and duration time codes. It is sorted numerically by line number.

**Script Report** – produces an HTML report with the following attributes: Scene description, line number, character, line (in all languages), start and end timecode. It is sorted numerically by line number.

**Loop Count Report** – Primarily used for billing purposes it provides a loop count (20 second segments of dialogue) per Actor in csv, txt and html format. It

	contains the following attributes; Loop count per Actor and summaries, language, scene, line, character and header.
Report Builder...	<p><b>Produce customized reports:</b></p> <ul style="list-style-type: none"> <li>- Ability to; add report Header, Logo or Image and Footer (VoiceQ logo is default image),</li> <li>- Ability to define file data attributes, fields and to sort the data in the chosen order</li> <li>- Ability to export reports in Text, CSV and HTML formats</li> <li>- Ability to save report templates</li> </ul>

**Table 15.5 – File Menu****Edit Menu Commands Table**

Undo ⌘Z	Undo the previous action
Redo ⌘⇧Z	Redo the previous action
Cut ⌘X	Cuts selected text
Copy ⌘C	Copies selected text
Paste ⌘V	Inserts cut or copied text
Paste And Match Style ⌘⇧⇧V	Inserts cut or copied text and associated style
Delete	Deletes highlighted text
Select All ⌘A	Selects all highlighted text
Find... ⌘F	Find options...
Spelling and Grammar...	Spelling options...
Substitutions...	Substitution options...
Transformations...	Transformation options...
Speech...	Speech options...
Start Dictation...	Enables speech to text option
Emoji & Symbols... ^⌘Space	Inserts special characters, symbols etc.

**Table 15.6 – Edit Menu****Script Menu Commands Table**

Add Scene ⌘Y	Allows you to manually insert a scene at the selected point
Delete Scene ⌘⇧Y	Allows you to delete a scene
Split Scene	Allows you to split an existing scene into two scenes at the selected point

Add Line ⌘L	Allows you to manually insert a line at the selected point
Delete Line ⌘⇧L	Allows you to delete a line
Delete Selected Items ⌘□	Allows you to delete selected items
Spot Line Start ^i	Spots the start of a line
Spot Line End ^o	Spots the end of a line
Previous Line é	Goes back to the previous line for spotting
Next Line ê	Goes to the next line for spotting
Increase Scroll Speed ⌘]	Increase the scrolling speed of the text
Decrease Scroll Speed ⌘[	Decrease the scrolling speed of the text
Go To Timecode ⌘G	Locate to the timecode point as entered in the transport
Locate To Start ⌘⇧⌘	Locate to start of the movie

**Table 15.8 – Script Menu**

### View Menu Commands Table

Show Toolbar ⌘⇧T	Hides and shows the Toolbar
Customize Toolbar...	Allows you customize the Toolbar
Project Settings... ⌘9	Opens the Project Settings drawer

**Table 15.9 – View Menu**

### Window Menu Commands Table

Minimize ⌘M	Minimizes the window to the Dock
Zoom	Enlarges the window to fill the screen
Show Video Window	Brings the video window to the forefront
Keep Video Window on Top	Keeps the video window on top
Clean Display ⌘1	Removes all information displayed on output window - toggles ON/OFF
Bring All to Front	Brings all the VoiceQ windows to the front of the screen

**Table 15.10 – Window Menu**

### Help Menu

Will take you to the Support Facility on the VoiceQ Website by default. This VoiceQ User's Guide, in pdf format, is located under the 'Downloads' section. Please refer to the FAQ and User Forum sections, which contain up to date user information.

Note: You must have a connection to the Internet to access the Support Facility and download the VoiceQ User's Guide and other support material.

## **APPENDIX 2. VoiceQ & Pro Tools Integration Guide**

### **VoiceQ and Digital Audio Workstations**

This guide describes the configurations and procedures used within VoiceQ and Digital Audio Workstations and are intended for use by Audio Engineers to understand the operation and configuration of both systems.

During the recording process VoiceQ takes over the role of playing back the movie file from Pro Tools. You can leave the movie file loaded in your Pro Tools session, but the track should be disabled, to avoid competing with the VoiceQ Application.

VoiceQ superimposes the scrolling text on the movie and outputs it via the second DVI port of your Apple Mac video card (or the external DVI port on laptops). VoiceQ uses the Graphics Processing Unit (GPU) and the Memory on the video card to process the video, which reduces the load on the CPU of your computer.

VoiceQ will chase and scrub with Pro Tools while you work in Pro Tools. VoiceQ also has an option to cue Pro Tools when you select a line in VoiceQ. This will locate the Pro Tools session to the record location for the selected line with an adjustable pre-roll value. VoiceQ does not control Pro Tools in any other way, at this time.

Actual recording of audio and management of playlists still takes place in Pro Tools using your normal process.

Note: In a single computer configuration VoiceQ will work with many other recording applications including Logic Pro, Soundtrack and others. Check our website for the correct set up instructions and screen shots for these applications.

Note: In a dual computer configuration the Digital Audio Workstation may be any device that will output MIDI Time Code (MTC) and/or MIDI Machine Control.

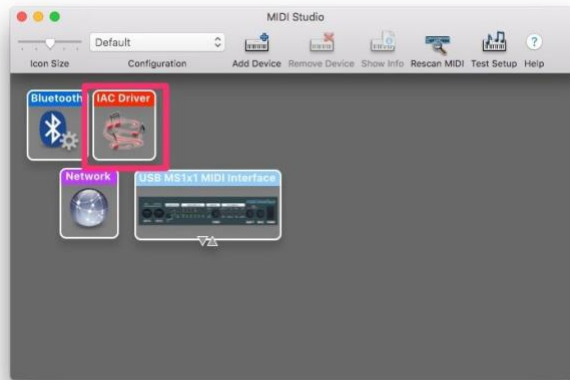


## Single Machine Setup (using IAC driver)

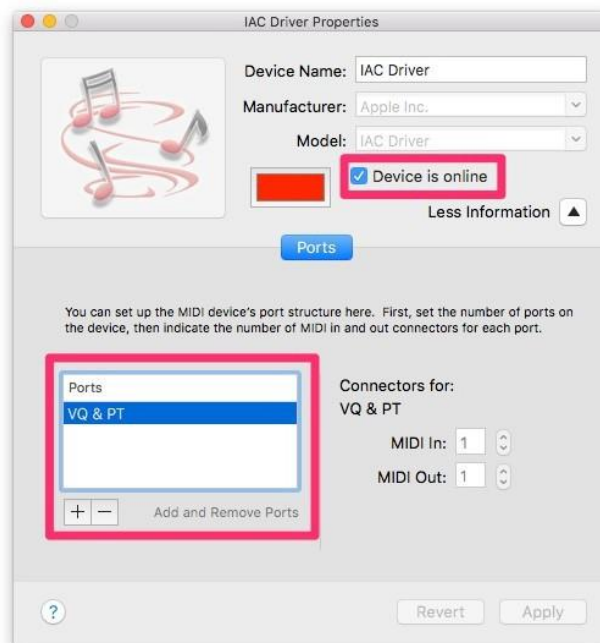
The Apple Inter Application Communication (IAC) Bus is used to send all MIDI information when VoiceQ and Pro Tools are on the same computer – we refer to this as a **Single Computer Configuration**.

A MIDI interface or Network Session is used when the Digital Audio Workstation (DAW), in this case Pro Tools, and VoiceQ are on separate machines (dual computer configuration). If you are using a **Dual Computer Configuration** you do not need the IAC Bus and can skip directly to the next section.

1. **Open MIDI Studio.** It is located in **Applications/Utilities/Audio MIDI Setup.app**. Launch this app and **select Window>Show MIDI Window (Command + 2)** from the menu to open it.



2. **Select IAC Driver.** Double click it to open the IAC Driver Properties window.



3. Add Ports by **selecting '+' button** and **give the port a name**. In this example, we named it **VQ & PT**.
4. **Click the checkbox 'Device is online'** to enable this virtual MIDI device.
5. **Launch Pro Tools application** and **select Pro Tools>Preferences...** from the menu.
6. **Go to Synchronization tab** and **check both 'Machine Chases Memory Location' and 'Machine Follows Edit Insertion/Scrub' checkboxes**.



7. **Select Setup>Peripherals...** from the menu to open the peripherals setup window.
8. **Go to Synchronization tab** and **Select the IAC Driver** added in Step 3 for MTC Reader and Generator ports. In this example, it is named: IAC Driver, VQ & PT.



9. **Go to Machine Control tab** and **enable both Master and Slave**, **select the IAC Driver** under the Master, and give the **Master's ID = 120** so as not to cause a conflict when you Set **ID of the Slave to 127**.

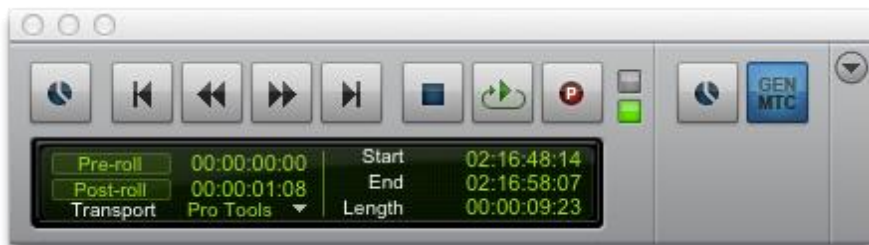


10. **Select Setup>MIDI>MIDI Beat Clock...** from the Pro Tools main menu to open the MIDI Beat Clock window. **Enable MIDI Beat Clock** and **select the IAC Driver**.

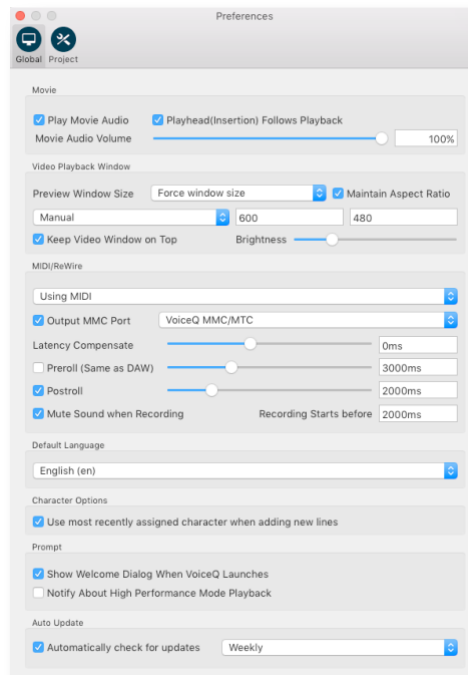


## GEN MTC

We recently added GEN MTC support from Pro Tools into VoiceQ. In the Transport window or Synchronizations options via the transport, you need to select 'GEN MTC'. Once activated both PT and VQ will be in Sync.



11. **Launch VoiceQ and select VoiceQ>Preferences...** from VoiceQ main menu.



12. **Enable Output MMC Port** and **select the IAC Driver** by name. In this example it is VQ & PT.

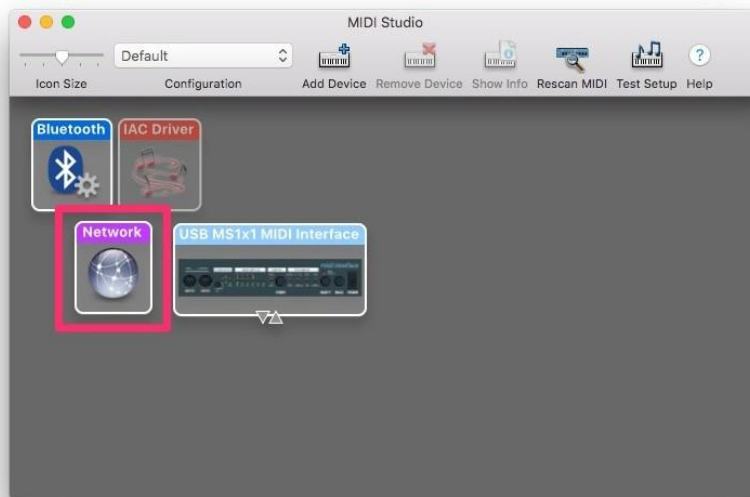
***VoiceQ and Pro Tools are now ready to communicate through a virtual MIDI device.***

The Dual Computer Configuration is when Pro Tools and VoiceQ are on separate computers with MIDI information sent via the Local Area Network (LAN).

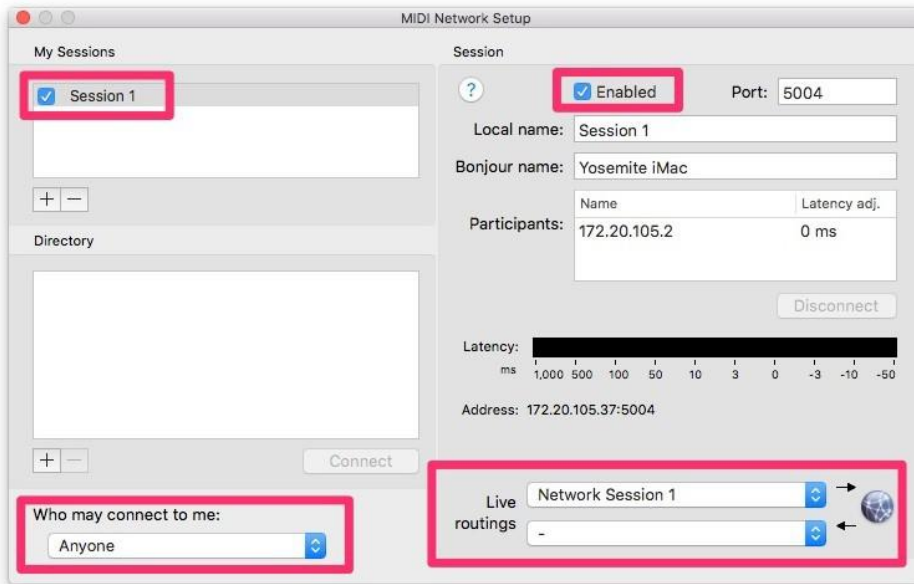
With a **Dual Computer Configuration** we can use Apple's MIDI network feature to send MIDI via the Local Area Network. This setup does not require any additional MIDI hardware. First configure your LAN (if required) so the 2 machines can communicate and 'see' each other on the local network. Contact your Systems Administrator for assistance if required.

### ***On the computer running Pro Tools***

1. **Open MIDI Studio.** It is located in **Applications/Utilities/Audio MIDI Setup.app**. Launch this app and **select Window>Show MIDI Window (Command + 2)** from the menu to open it.



2. **Select Network.** Double click it to open the MIDI Network Setup window.



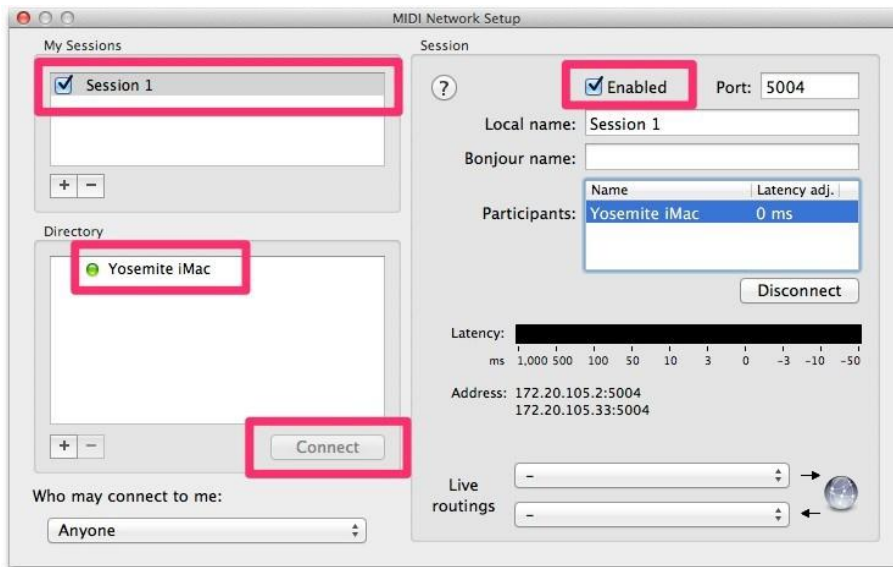
3. **Add a session** by selecting '+' button under My Sessions. **Enable the session** by clicking the Enabled check box under Session and name it. We are using the default name 'Session 1' in this example.
4. **Select 'Anyone'** from the drop down list under 'Who may connect to me:' section.
5. **Select this Network Session** from the first drop down list under the 'Live routings' section.

**On the computer running VoiceQ**

1. **Open MIDI Studio.** It is located in **Applications/Utilities/Audio MIDI Setup.app**. Launch this app and **select Window>Show MIDI Window (Command + 2)** from the menu to open it.



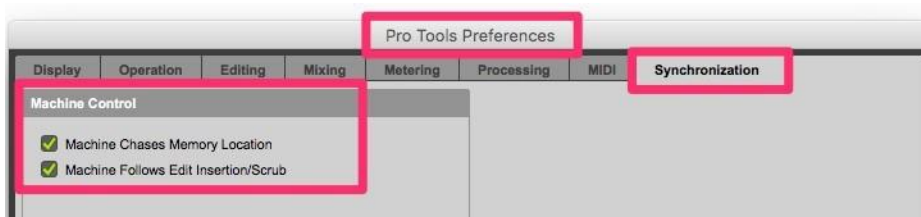
2. **Select Network.** Double click it to open the MIDI Network Setup window.



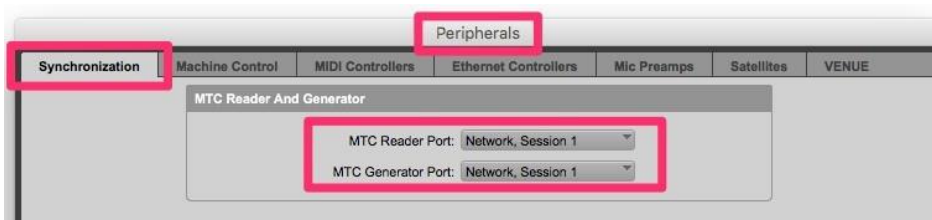
3. **Add a session** by selecting '+' button under My Sessions. **Enable the session** by clicking the Enabled check box under Session. **You must give the exactly same name and port used in Step 3.** Again, we are using the default name 'Session 1' in this example.
4. Now you can see the Mac runs Pro Tools from the Directory list. In our example, its name is Yosemite iMac. **Select the Mac runs Pro Tools** from the list. Connect to it by **clicking the 'Connect' button**.

**On the computer running Pro Tools**

1. **Launch Pro Tools application** and **select Pro Tools>Preferences...** from the menu.
2. **Go to 'Synchronization' tab** and **check both 'Machine Chases Memory Location' and 'Machine Follows Edit Insertion/Scrub' checkboxes.**



3. **Select Setup>Peripherals...** from the menu to open the peripherals setup window.
4. **Go to 'Synchronization' tab** and **Select the Network port** for both MTC Reader and Generator ports. In this example, it is Network, Session 1.



5. **Go to Machine Control tab** and **enable both Master and Slave**: select the **IAC Driver** under the Master, and give the **Master's ID = 120** so as not to cause a conflict when you Set ID of the Slave to 127.

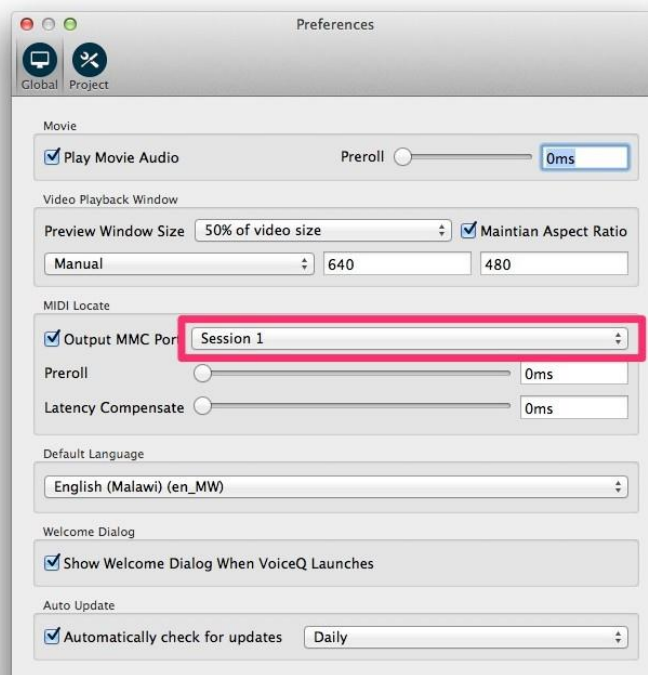


6. **Select Setup>MIDI>MIDI Beat Clock...** from the Pro Tools main menu to open the MIDI Beat Clock window. **Enable MIDI Beat Clock** and **select the Network port**.



### *On the computer running VoiceQ*

1. **Launch VoiceQ** and **select VoiceQ>Preferences...** from VoiceQ main menu.





2. **Enable Output MMC Port** and **select the Network session** by name. In this example it is Session 1.

***VoiceQ and Pro Tools are now ready to communicate through your network (RTC-MIDI).***

*Note: RTC-MIDI protocol used for this configuration is stable in most cases but it does not guarantee zero packet loss. The latency and the possibility of packet loss may vary under your network conditions. Especially when the network is congested, which may cause the latency and packet loss to increase.*

## Dual Machine Setup using MIDI hardware interfaces

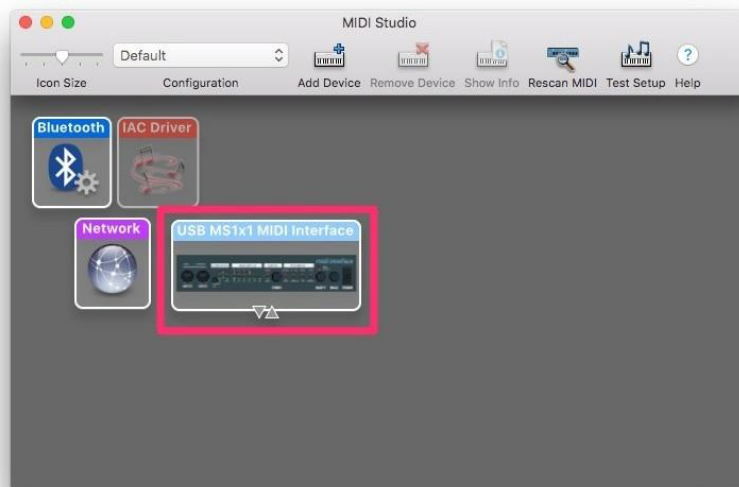
Using separate computers for Pro Tools and VoiceQ with MIDI information sent via MIDI hardware interfaces.

This configuration requires a MIDI hardware interface on both computers, which are connected via a MIDI cable. Many AVID hardware boxes like the M-Box, Digi 001-003, Command 8, Control 24 feature MIDI output ports.

The VoiceQ computer can use any standard USB MIDI interface, with VoiceQ automatically recognizing and chasing incoming MIDI timecode when it is set to online/chase mode.

### ***On both computers running Pro Tools and VoiceQ***

1. Connect both computers with the MIDI Device using the appropriate MIDI cables. The actual configuration maybe different from the screen shots.
2. **Open MIDI Studio.** It is located in **Applications/Utilities/Audio MIDI Setup.app**. Launch this app and **select Window>Show MIDI Window (Command + 2)** from the menu to open it.

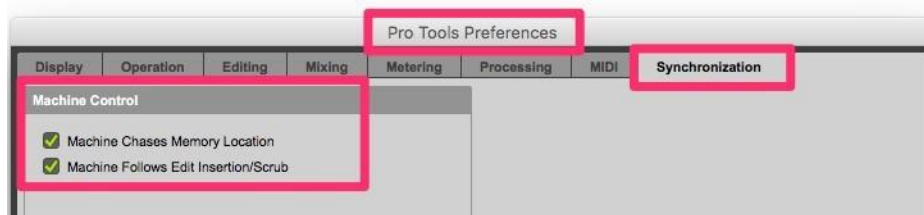




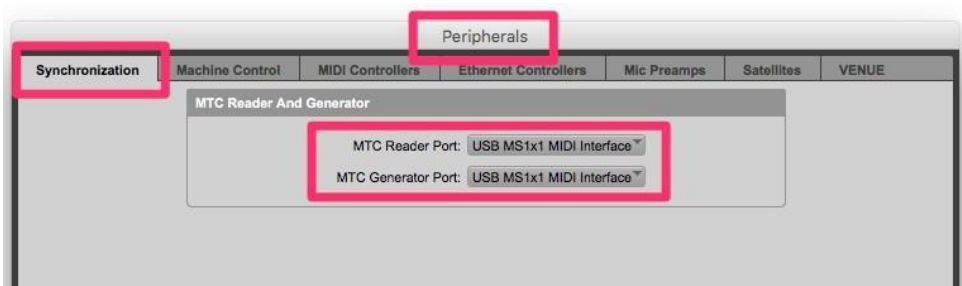
3. **Check all your MIDI interfaces are shown** in the windows of both machines. If not, click `Rescan MIDI` button to rescan MIDI ports. In this example, we used USB MS1x1 MIDI Interface from M-Audio for Pro Tools machine, and USB Uno MIDI Interface from M-Audio for the VoiceQ machine.

### ***On the computer running Pro Tools***

1. **Launch Pro Tools application** and **select Pro Tools>Preferences...** from the menu.
2. **Go to 'Synchronization' tab** and **check both 'Machine Chases Memory Location' and 'Machine Follows Edit Insertion/Scrub' checkboxes.**



3. **Select Setup>Peripherals...** from the menu to open the peripherals setup window.
4. **Go to 'Synchronization' tab** and **Select the MIDI interface connected to the machine** for both MTC Reader and Generator ports.



5. **Go to Machine Control tab** and **enable both Master and Slave**, select the **IAC Driver** under the Master, and give the **Master's ID = 120** so as not to cause a conflict when you Set ID of the Slave to 127.

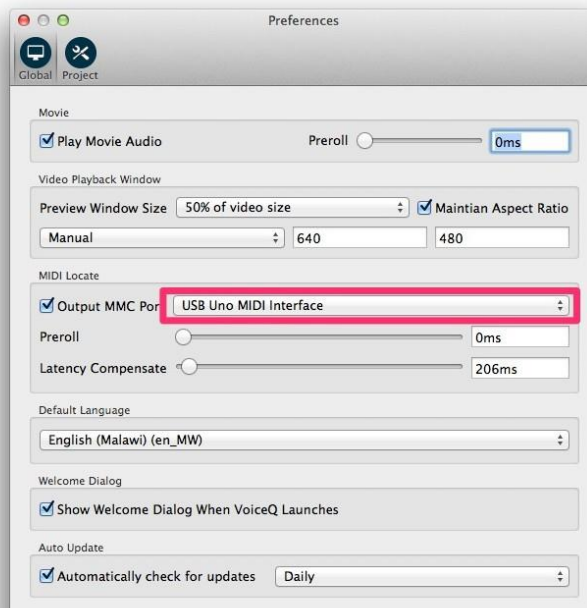


6. **Select Setup>MIDI>MIDI Beat Clock...** from the Pro Tools main menu to open the MIDI Beat Clock window. **Enable MIDI Beat Clock** and **select the MIDI interface**.



### *On the computer running VoiceQ*

1. **Launch VoiceQ** and **select VoiceQ>Preferences...** from VoiceQ main menu.



2. **Enable Output MMC Port** and **select the MIDI interface connected to the VoiceQ machine.**

***VoiceQ will now chase the incoming MIDI timecode from Pro Tools through your hardware MIDI interface.***

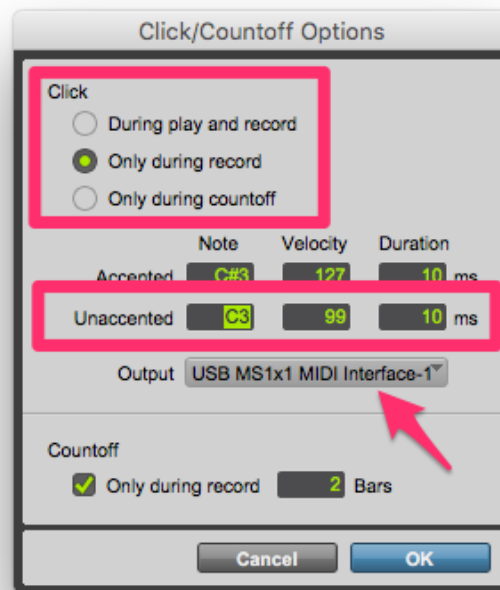
VoiceQ will also scrub the video and scroll text in response to the MIDI machine control. MIDI Beat clock is used for additional synchronization accuracy. The transport controls in VoiceQ can also be used, even when VoiceQ is waiting for external MTC. To have VoiceQ chase incoming MTC from Pro Tools click on the 'Chase External Timecode' button in the transport section or use the Quick Key ⌘J.

## Automatic Streamer

VoiceQ can display visual streamers automatically with a Pre-roll value set in Pro Tools during Recording. This section explains how to configure both Pro Tools and VoiceQ to output and display Visual Streamers in synch.

### *On the computer running Pro Tools*

1. In Pro Tools, open menu **Setup>Click>Countoff...**



2. Click the **'Only during record'** selector.
3. Enter the appropriate MIDI note settings in **Unaccented**.
4. Select the appropriate **Output** interface.

Eg. In this screenshot, Pro Tools machine is connected to VoiceQ via a USB MS1x1 MIDI interface (hardware interface).

5. In Pro Tools, Set Up **'Pre-roll'** time to 3000ms, being the industry standard used in most cases.



When in Record, Pro Tools applies the Pre-roll value eg. 3000ms, and sends MIDI notes via the Output port to VoiceQ.

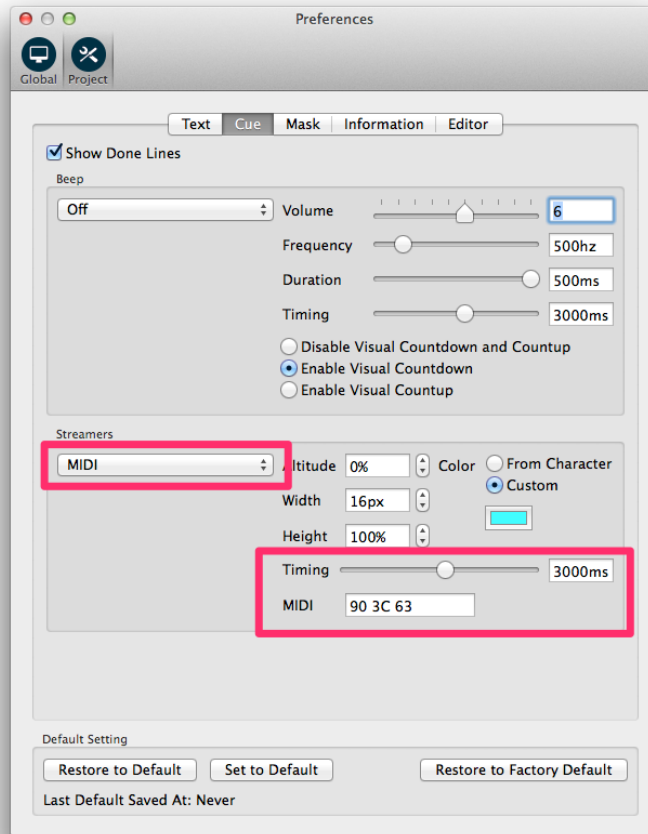
### GEN MTC

We recently added GEN MTC support from Pro Tools into VoiceQ. In the Transport window or Synchronizations options via the transport, you need to select 'GEN MTC'. Once activated both PT and VQ will be in Sync.



### *On the computer running VoiceQ*

1. In **VoiceQ>Preferences >Global>MIDI Locate** set the Post-roll time to (3000ms).



2. In **VoiceQ>Preferences >Project>Cue>Streamers** select MIDI from the drop down list
3. Set the **Timing** value to the same value as the Pre-roll time in Pro Tools (3000ms).
4. Select the **MIDI** note to invoke streamer to the same note value of the 'Unaccented' note of the click in the first step.  
 NB: The default value 'C3 99 10' is '90 3C 63' in the raw MIDI message. (this means C3 note on in the first channel with 10ms)

Now whenever Pro Tools starts to record, both Pro Tools and VoiceQ will apply the Pre-roll value set in both applications eg. 3000ms. VoiceQ will display the visual streamer in synch with Pro Tools MIDI commands.

Hint: If your going to use this set up in future please save this as your 'Default Setting' by clicking **Set to Default** at the base of the Preferences Window.

Please contact [VoiceQ Support](#) if you require further information on how to implement any of these configurations.

Thank you

Your VoiceQ Support Team



## **APPENDIX 3. VoiceQ & Logic Pro X Integration Guide**

This guide describes the configurations and procedures used within VoiceQ and Digital Audio Workstations and are intended for use by Audio Engineers to understand the operation and configuration of both systems.

During the recording process VoiceQ takes over the role of playing back the movie file from Logic Pro X. You can leave the movie file loaded in your Logic Pro X session, but the track should be disabled, to avoid competing with the VoiceQ Application.

VoiceQ superimposes the scrolling text on the movie and outputs it via the second DVI/HDMI port of your Apple Mac video card (or the external DVI port on laptops). VoiceQ uses the Graphics Processing Unit (GPU) and the Memory on the video card to process the video, which reduces the load on the CPU of your computer.

VoiceQ will chase and scrub with Logic Pro X while you work in Logic Pro X. VoiceQ also has an option to cue Logic Pro X when you select a line in VoiceQ. This will locate the Logic Pro X session to the record location for the selected line with an adjustable pre-roll value. VoiceQ does not control Logic Pro X in any other way, at this time.

Actual recording of audio and management of playlists still takes place in Logic Pro X using your normal process.

**Note:** In a single computer configuration VoiceQ will work with many other recording applications including Pro Tools, Soundtrack and others. Check our website for the correct set up instructions and screen shots for these applications.

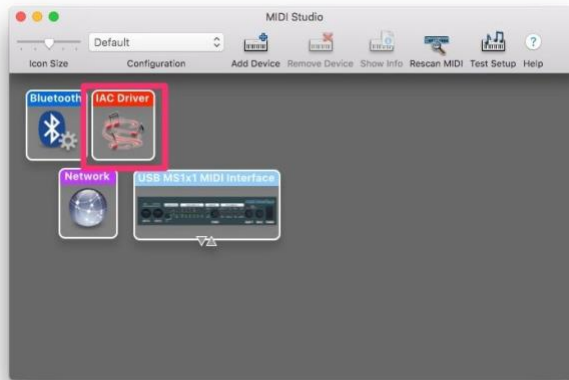
**Note:** In a dual computer configuration the Digital Audio Workstation may be any device that will output MIDI Time Code (MTC) and/or MIDI Machine Control.

## Single Machine Setup (using IAC driver)

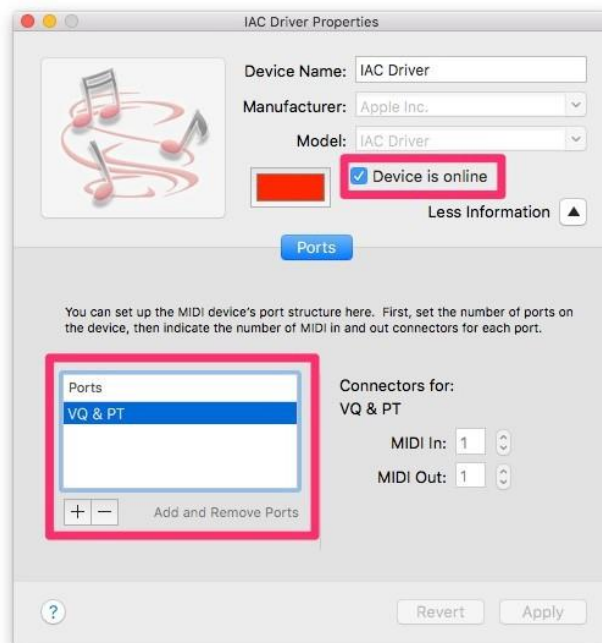
The Apple Inter Application Communication (IAC) Bus is used to send all MIDI information when VoiceQ and Logic Pro X are on the same computer – we refer to this as a **Single Computer Configuration**.

A MIDI interface or Network Session is used when the Digital Audio Workstation (DAW), in this case Logic Pro X, and VoiceQ are on separate machines (dual computer configuration). If you are using a **Dual Computer Configuration** you do not need the IAC Bus and can skip directly to the next section.

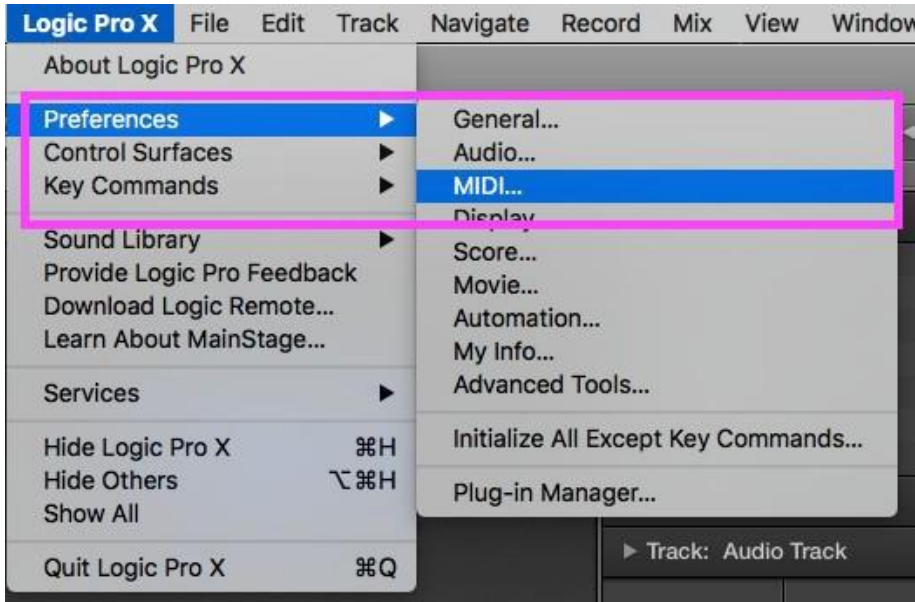
13. **Open MIDI Studio.** It is located in **Applications/Utilities/Audio MIDI Setup.app**. Launch this app and **select Window>Show MIDI Window (Command + 2)** from the menu to open it.



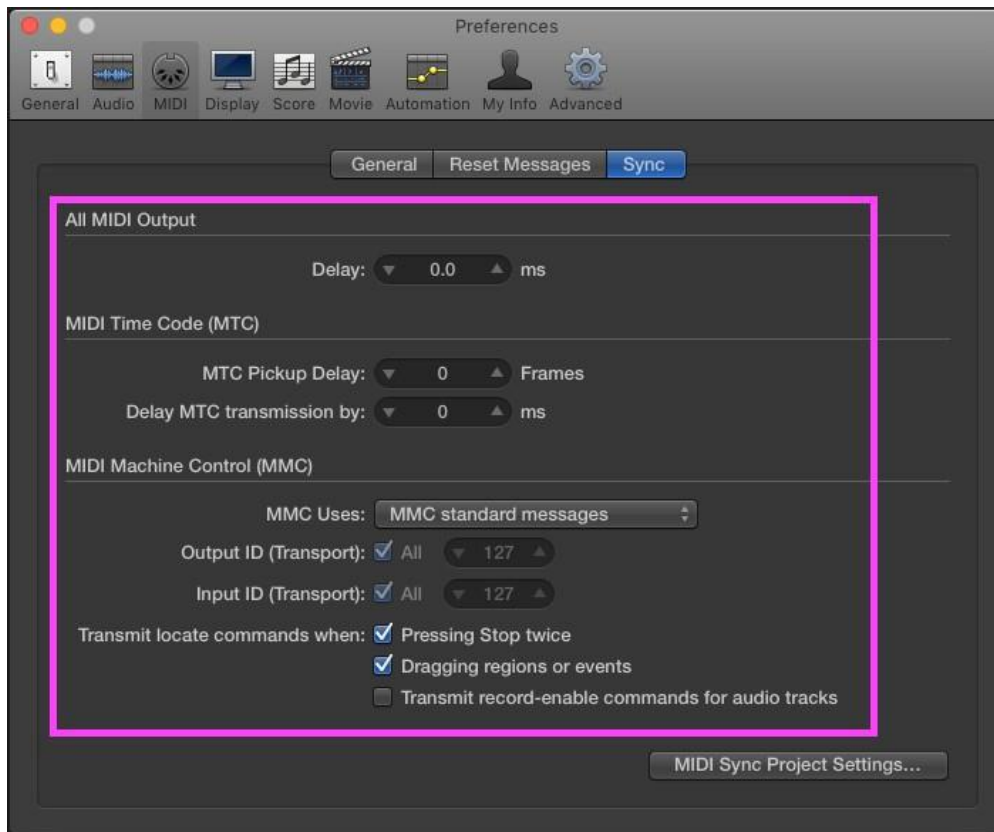
14. **Select IAC Driver.** Double click it to open the IAC Driver Properties window.



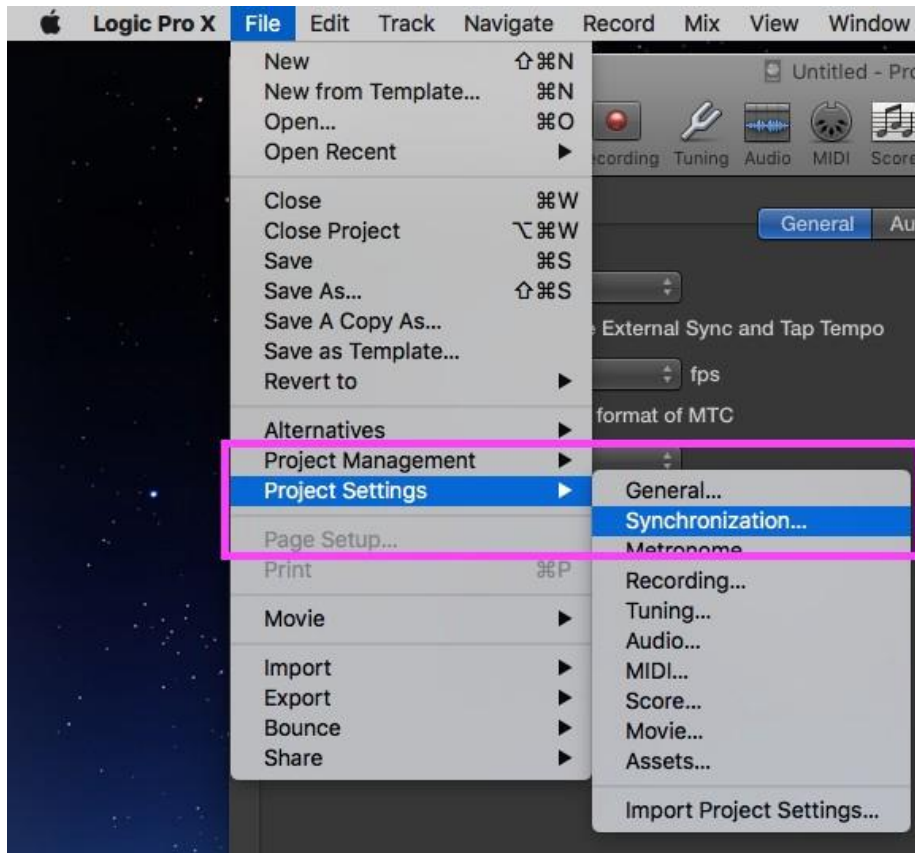
15. Add Ports by **selecting '+' button** and **give the port a name**. In this example, we named it **VQ & PT**.
16. **Click the checkbox 'Device is online'** to enable this virtual MIDI device.
17. **Launch Logic Pro X application** and **select Logic Pro X>Preferences>MIDI** from the menu.



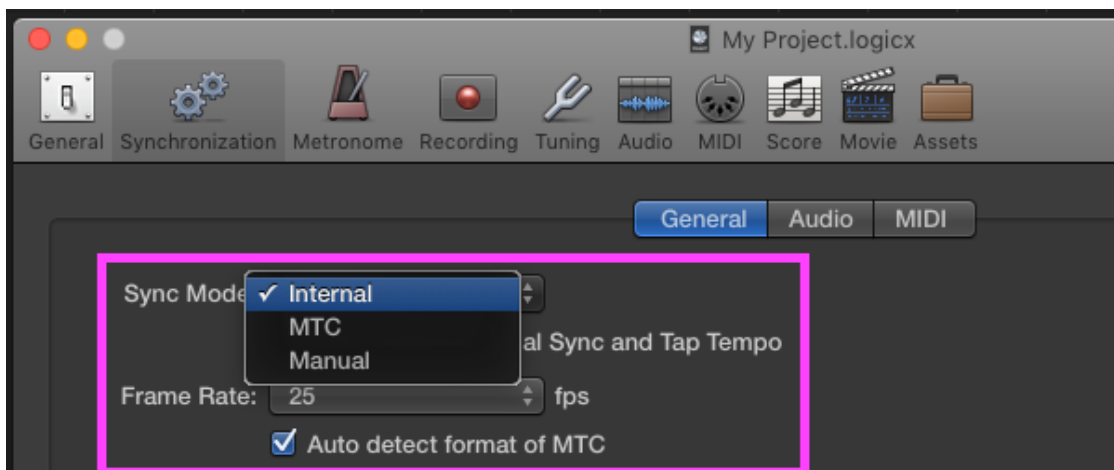
18. Select the **Sync** tab from the menu and ensure your settings match those in the image below. Once completed close the window.



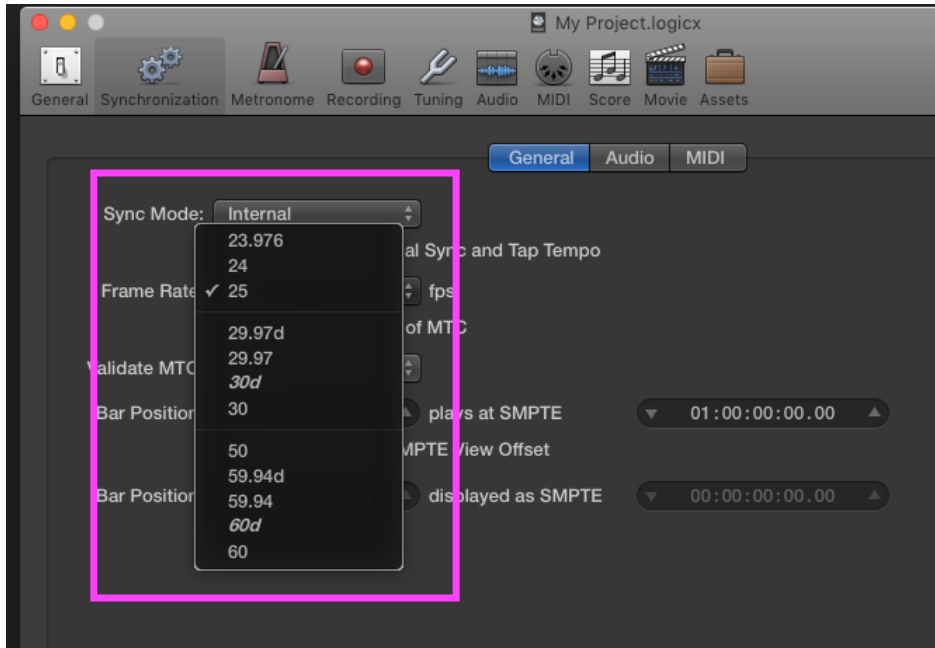
19. Next select **File>Project Settings>Synchronization**



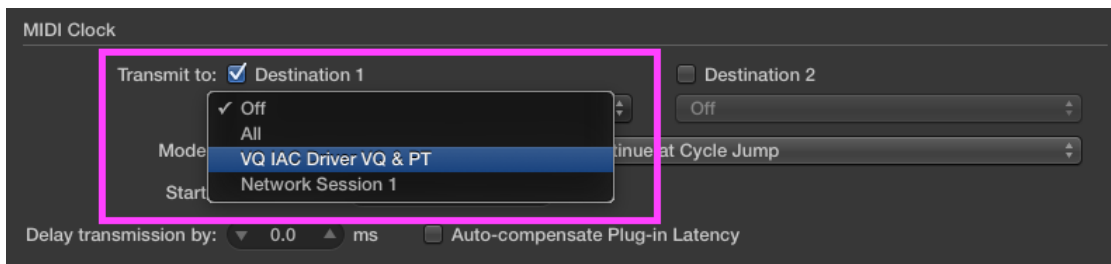
20. Under Synchronization we will set the Sync Mode to '**Internal**'. You can also choose to control the MIDI sync externally.



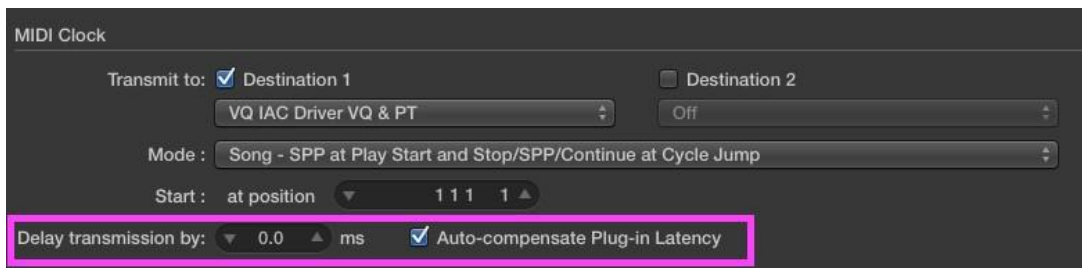
- Next set the **Frame rate** to match the video in your project using the **drop down menu**.



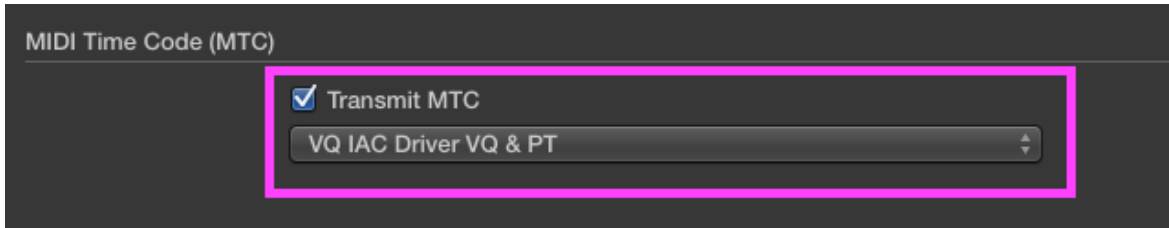
- Go to **MIDI tab** and **enable Destination 1** under the **MIDI clock**, select the **IAC Driver** under the drop down menu to enable connection to **VoiceQ**



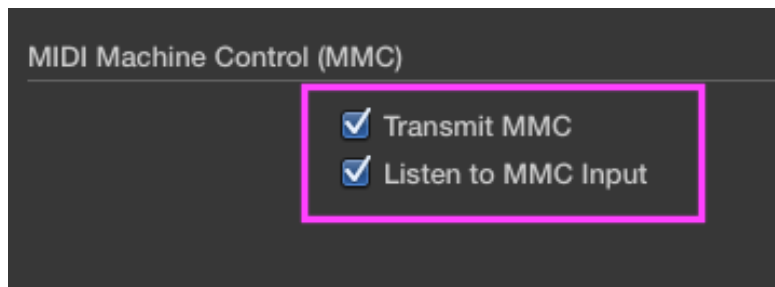
- For the best possible sync **enable 'Auto-compensate Plug-in Latency'** next to transmission delay options.



24. Next enable the **MIDI Time Code (MTC)**, then under the drop down menu **select the IAC Driver**.



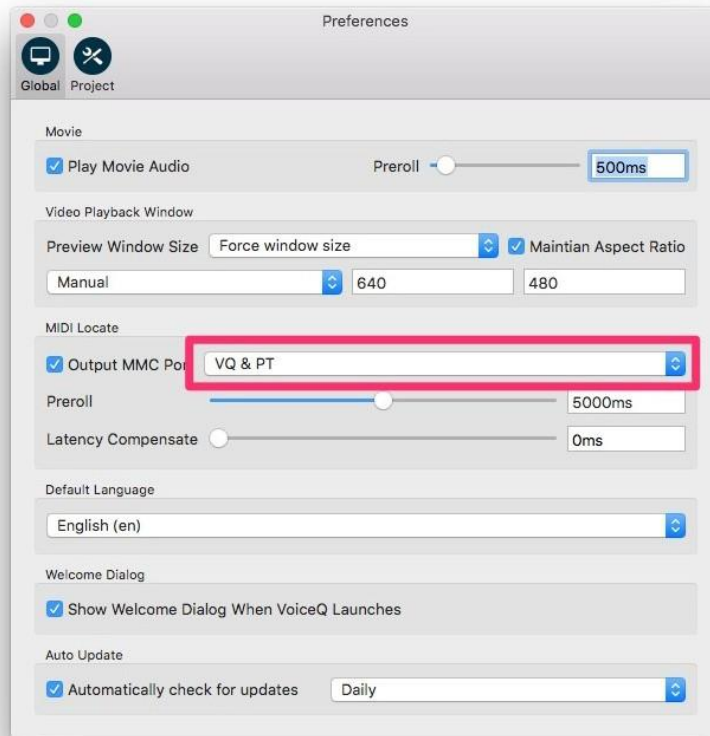
25. Finally under **MIDI Machine Control (MMC)** enable 'Transmit MMC' and 'Listen to MMC Input'



***For step-by-step instructions on setting up a MIDI interface in Logic Pro X [click here](#) . You can use these settings to synchronize Logic Pro, which acts as the master, to VoiceQ, which acts as the slave.***

***For specific information on Logic Pro X please visit Apple's Support section: [click here to view](#). It provides an extensive library of information including; User Guide, Video Tutorials and a Forum.***

26. **Launch VoiceQ and select VoiceQ>Preferences...** from VoiceQ main menu.



27. **Enable Output MMC Port and select the IAC Driver** by name. In this example it is VQ & PT.

***VoiceQ and Logic Pro X are now ready to communicate through a virtual MIDI device.***

## Dual Machine Setup using Network (RTC-MIDI)

The Dual Computer Configuration is when Logic Pro X and VoiceQ are on separate computers with MIDI information sent via the Local Area Network (LAN).

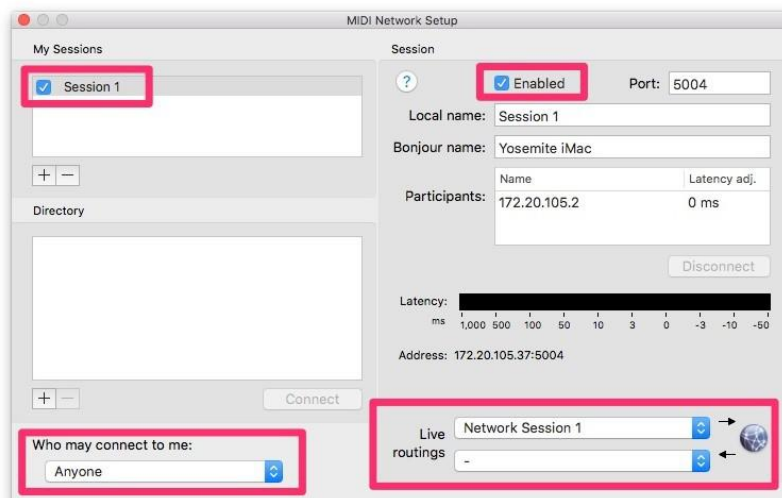
With a **Dual Computer Configuration** we can use Apple's MIDI network feature to send MIDI via the Local Area Network. This setup does not require any additional MIDI hardware. First configure your LAN (if required) so the 2 machines can communicate and 'see' each other on the local network. Contact your Systems Administrator for assistance if required.

### On the computer running Logic Pro X

6. **Open MIDI Studio.** It is located in **Applications/Utilities/Audio MIDI Setup.app**. Launch this app and **select Window>Show MIDI Window (Command + 2)** from the menu to open it.



7. **Select Network.** Double click it to open the MIDI Network Setup window.





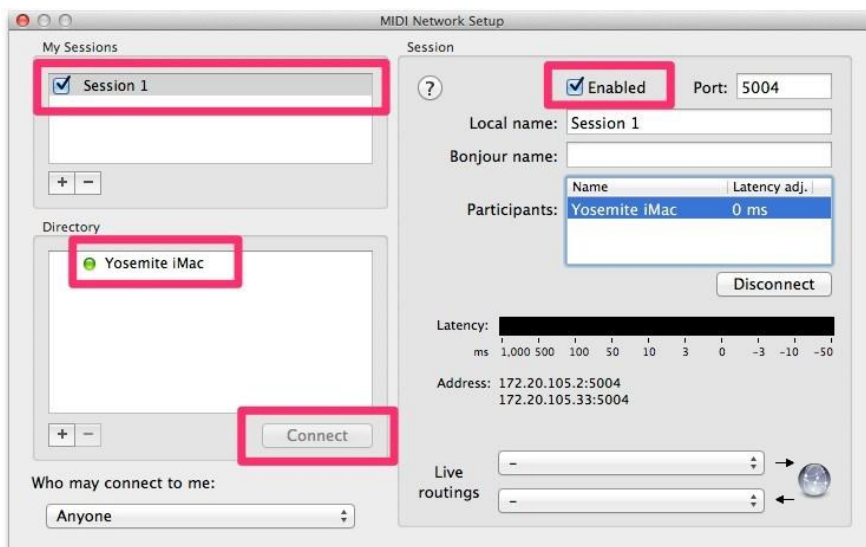
8. **Add a session** by selecting '+' button under My Sessions. **Enable the session** by clicking the Enabled check box under Session and name it. We are using the default name 'Session 1' in this example.
9. **Select 'Anyone'** from the drop down list under 'Who may connect to me:' section.
10. **Select this Network Session** from the first drop down list under the 'Live routings' section.

### On the computer running VoiceQ

5. **Open MIDI Studio.** It is located in **Applications/Utilities/Audio MIDI Setup.app**. Launch this app and **select Window>Show MIDI Window (Command + 2)** from the menu to open it.



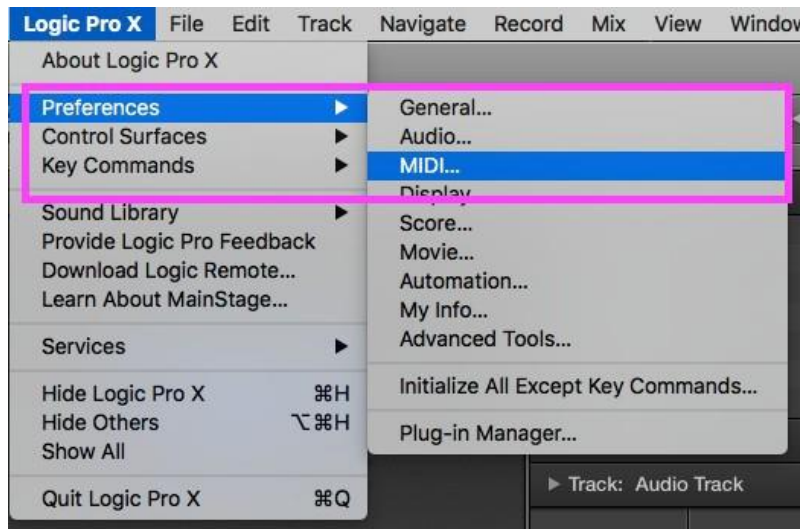
6. **Select Network.** Double click it to open the MIDI Network Setup window.



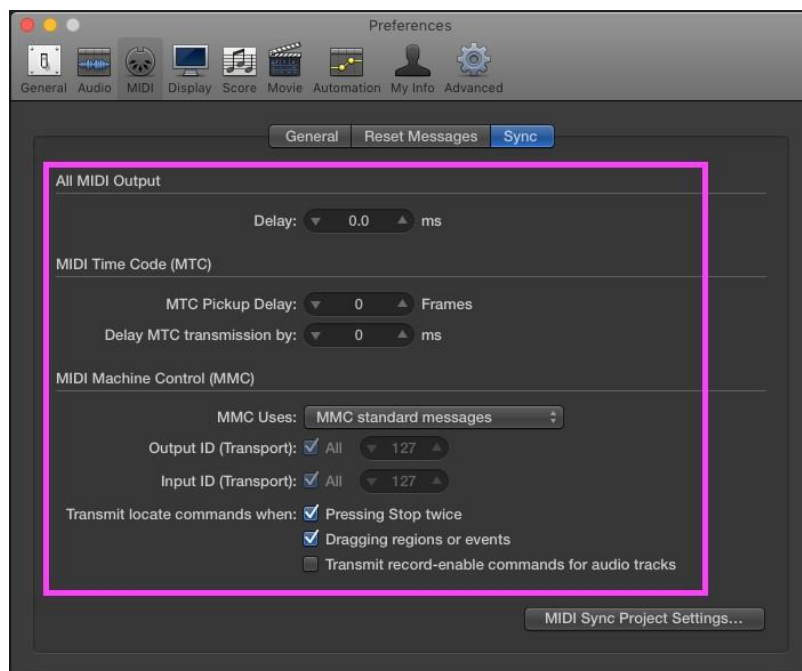
7. **Add a session** by selecting '+' button under My Sessions. **Enable the session** by clicking the Enabled check box under Session. **You must give the exactly same name and port used in Step 3.** Again, we are using the default name '**Session 1**' in this example.
8. Now you can see the Mac that runs Logic Pro X from the Directory list. In our example, its name is Yosemite iMac. **Select the Mac running Logic Pro X** from the list. Connect to it by **clicking the 'Connect' button**.

**On the computer running Logic Pro X**

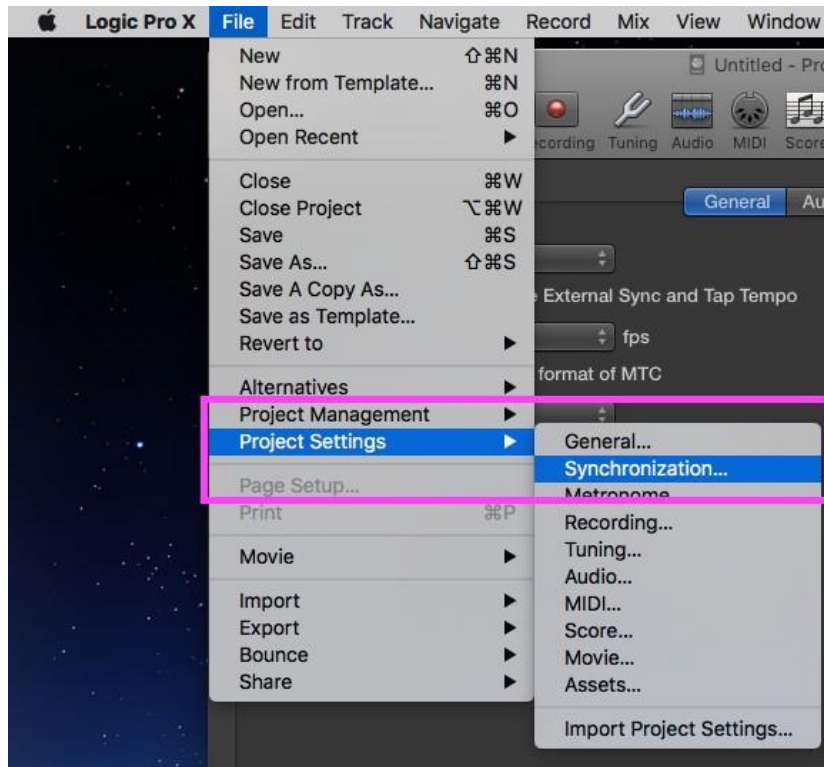
1. **Launch Logic Pro X application** and **select Logic Pro X>Preferences>MIDI** from the menu.



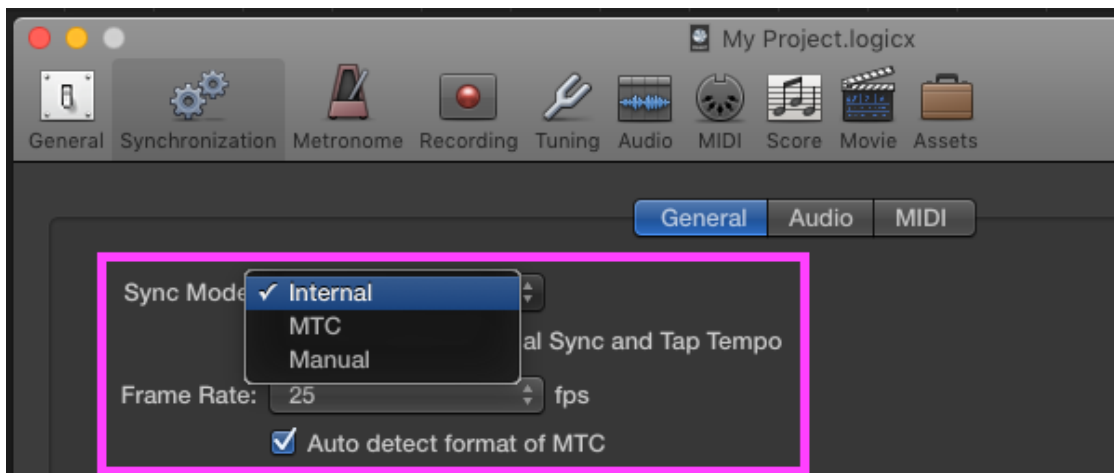
2. Select the **Sync** tab from the menu and ensure your settings match those in the image below. Once completed close the window.



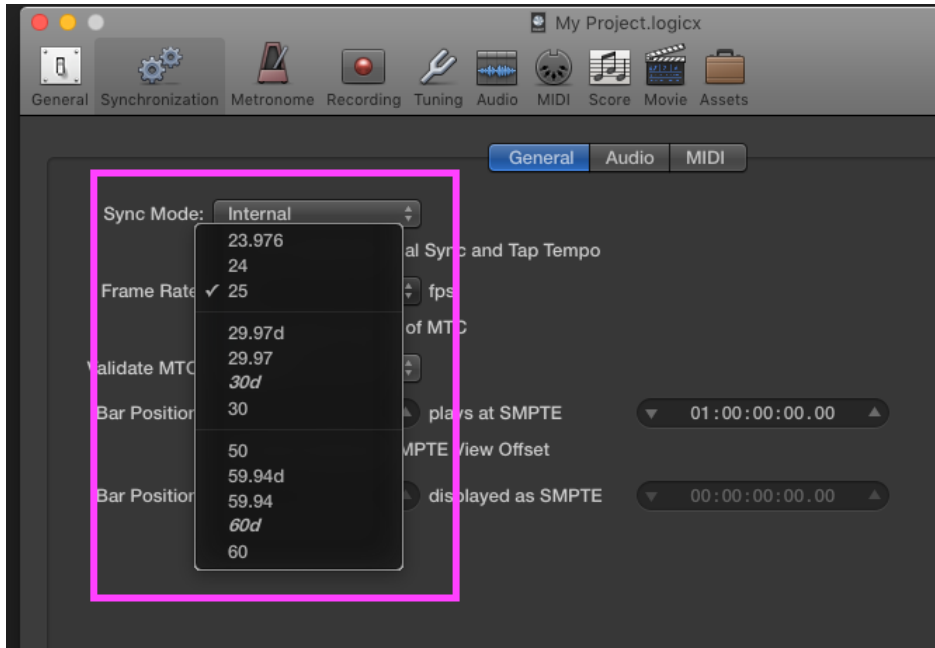
3. Next select **File>Project Settings>Synchronization**



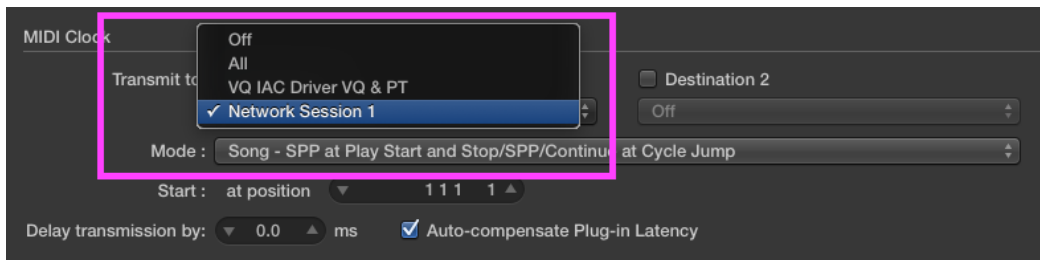
4. Under **Synchronization** we will set the Sync Mode to '**Internal**'. You can also choose to control the MIDI sync externally.



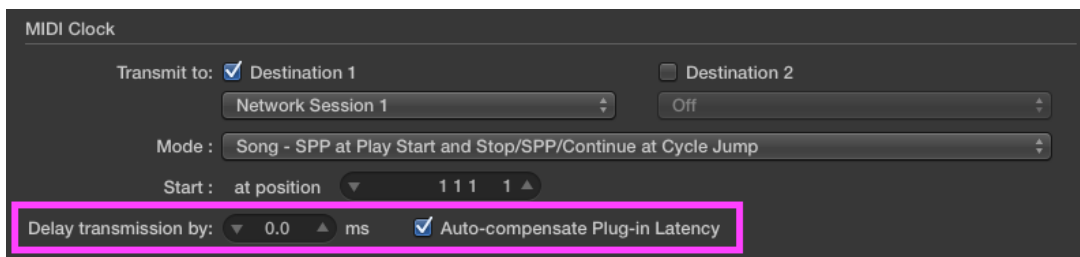
- Next set the **Frame rate** to match the video in your project using the **drop down menu**.



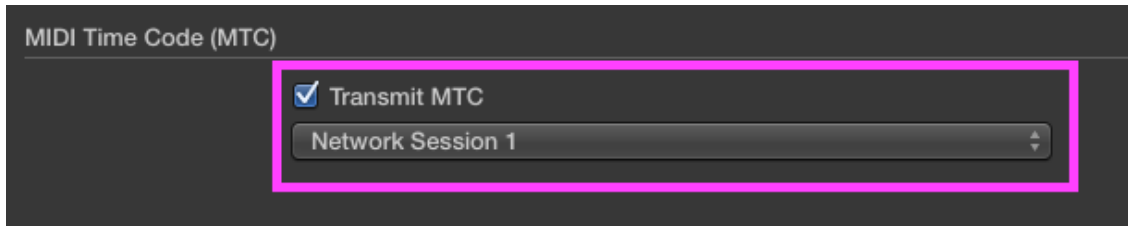
- Go to **MIDI** tab and **enable Destination 1** under the **MIDI clock**, select **Network Session 1** under the drop down menu to enable connection to **VoiceQ**



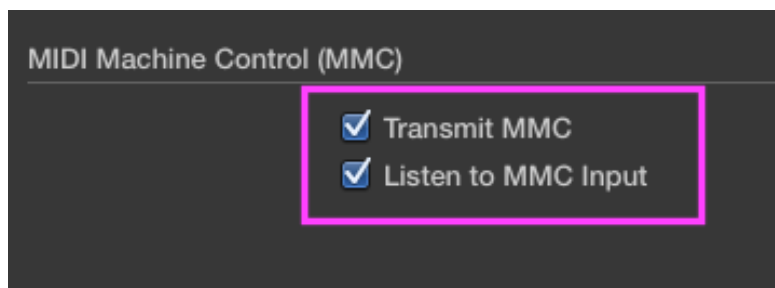
- For the best possible sync **enable 'Auto-compensate Plug-in Latency'** next to transmission delay options.



8. Next enable the **MIDI Time Code (MTC)**, and then under the drop down menu **select Network Session 1**.



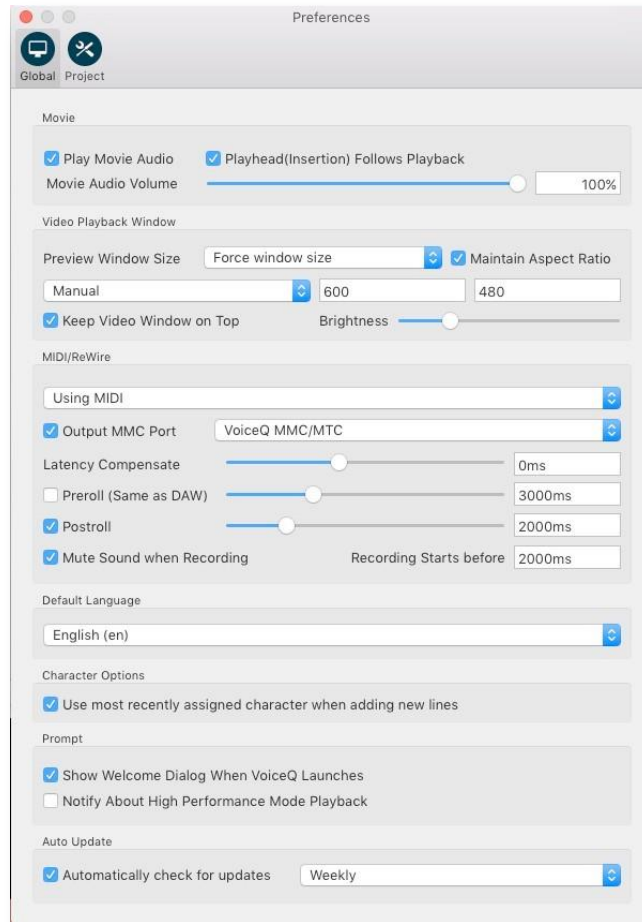
9. Finally under **MIDI Machine Control (MMC)** enable 'Transmit MMC' and 'Listen to MMC Input'



***For step-by-step instructions on setting up a MIDI interface in Logic Pro X [click here](#) . You can use these settings to synchronize Logic Pro, which acts as the master, to VoiceQ, which acts as the slave.***

***For specific information on Logic Pro X please visit Apple's Support section: [click here to view](#). It provides an extensive library of information including; User Guide, Video Tutorials and a Forum.***

1. **Launch VoiceQ and select VoiceQ>Preferences...** from VoiceQ main menu.



2. **Enable Output MMC Port and select the Network Session** by name. In this example it is **'Session 1'**.

***VoiceQ and Logic Pro X are now ready to communicate through your network (RTC-MIDI).***

*Note: RTC-MIDI protocol used for this configuration is stable in most cases but it does not guarantee zero packet loss. The latency and the possibility of packet loss may vary under your network conditions. Especially when the network is congested, which may cause the latency and packet loss to increase. To account for this you may use the **'Latency Compensate slider'** in VoiceQ until sync is perfected.*

## Dual Machine Setup using MIDI hardware interfaces

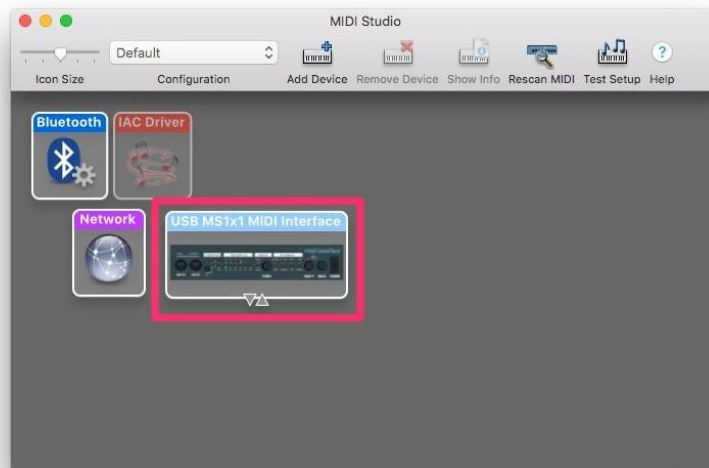
Using separate computers for Logic Pro X and VoiceQ with MIDI information sent via MIDI hardware interfaces.

This configuration requires a MIDI hardware interface on both computers, which are connected via a MIDI cable. Many AVID hardware boxes like the M-Box 003, Digi 001-003, Command 8, Control 24 feature MIDI output ports.

The VoiceQ computer can use any standard USB MIDI interface, with VoiceQ automatically recognizing and chasing incoming MIDI timecode when it is set to online/chase mode.

### ***On both computers running Logic Pro X and VoiceQ***

4. Connect both computers with the MIDI Device using the appropriate MIDI cables. The actual configuration maybe different from the screen shots.
5. **Open MIDI Studio.** It is located in **Applications/Utilities/Audio MIDI Setup.app**. Launch this app and **select Window>Show MIDI Window (Command + 2)** from the menu to open it.

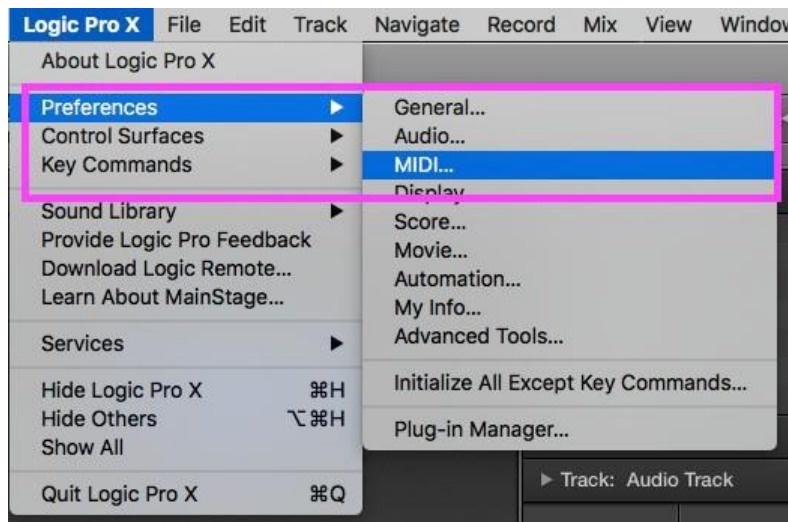




6. **Check all your MIDI interfaces are shown** in the windows of both machines. If not, click `Rescan MIDI` button to rescan MIDI ports. In this example, we used USB MS1x1 MIDI Interface from M-Audio for Logic Pro X machine, and USB Uno MIDI Interface from M-Audio for the VoiceQ machine.

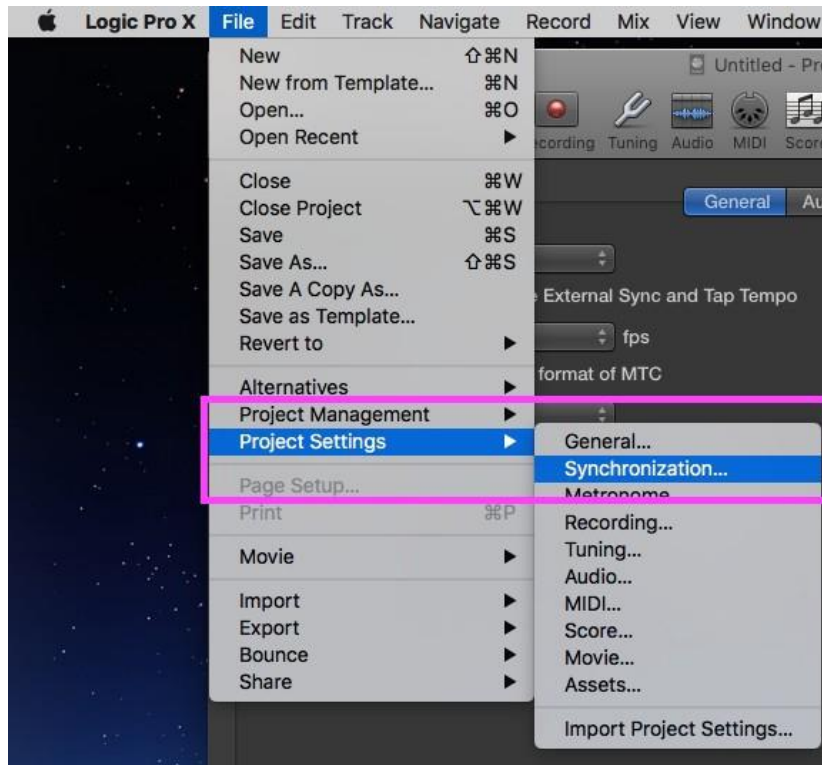
### ***On the computer running Logic Pro X***

1. **Launch Logic Pro X application and select Logic Pro X>Preferences>MIDI** from the menu.

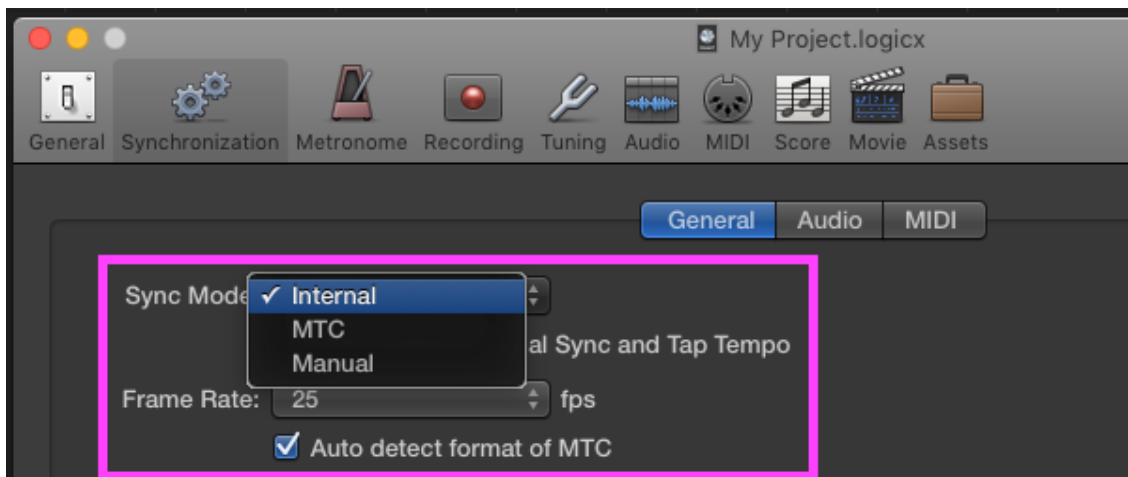




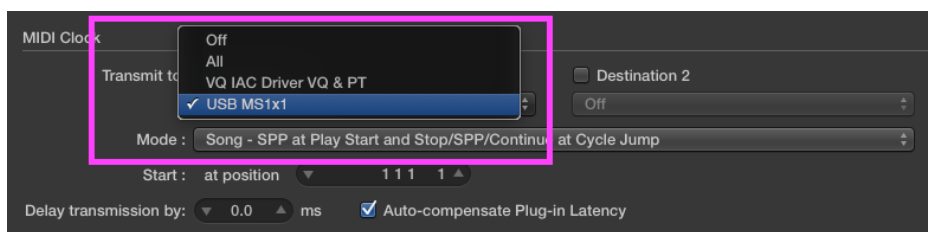
2. Next select **File>Project Settings>Synchronization**



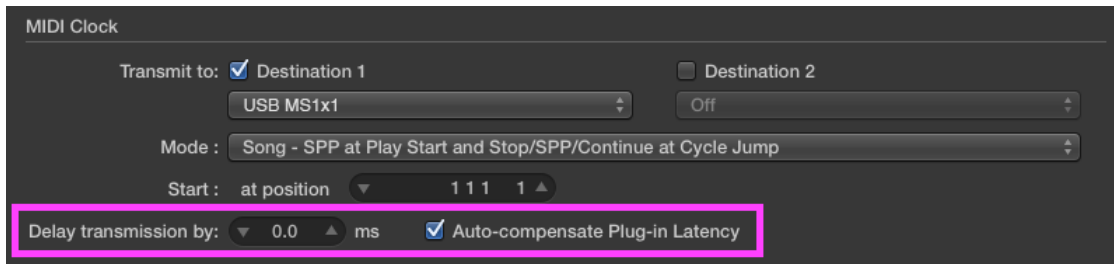
3. Under **Synchronization** we will set the Sync Mode to 'Internal'. You can also choose to control the MIDI sync externally.



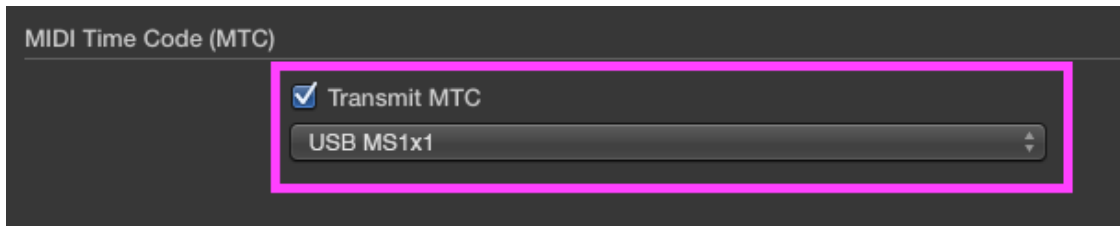
4. Go to **MIDI** tab and enable **Destination 1** under the **MIDI** clock, select **USB MS1x1 MIDI** under the drop down menu to enable connection to **VoiceQ**



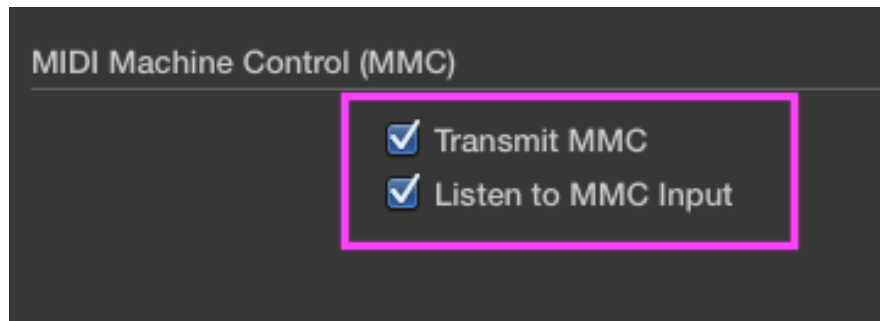
5. For the best possible sync **enable 'Auto-compensate Plug-in Latency'** next to transmission delay options.



6. Next enable the **MIDI Time Code (MTC)**, then under the drop down menu **Select the USB MS1x1 MIDI.**



7. Finally under **MIDI Machine Control (MMC)** enable **'Transmit MMC'** and **'Listen to MMC Input'**

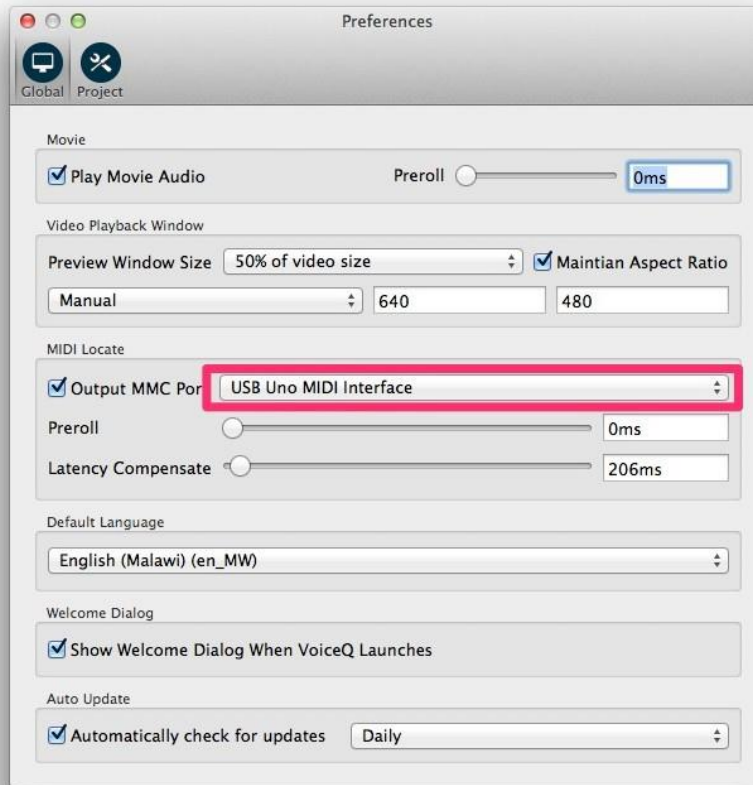


***For step-by-step instructions on setting up a MIDI interface in Logic Pro X [click here](#) . You can use these settings to synchronize Logic Pro, which acts as the master, to VoiceQ, which acts as the slave.***

***For specific information on Logic Pro X please visit Apple's Support section: [click here to view](#). It provides an extensive library of information including; User Guide, Video Tutorials and a Forum.***

## On the computer running VoiceQ

3. **Launch VoiceQ and select VoiceQ>Preferences...** from VoiceQ main menu.



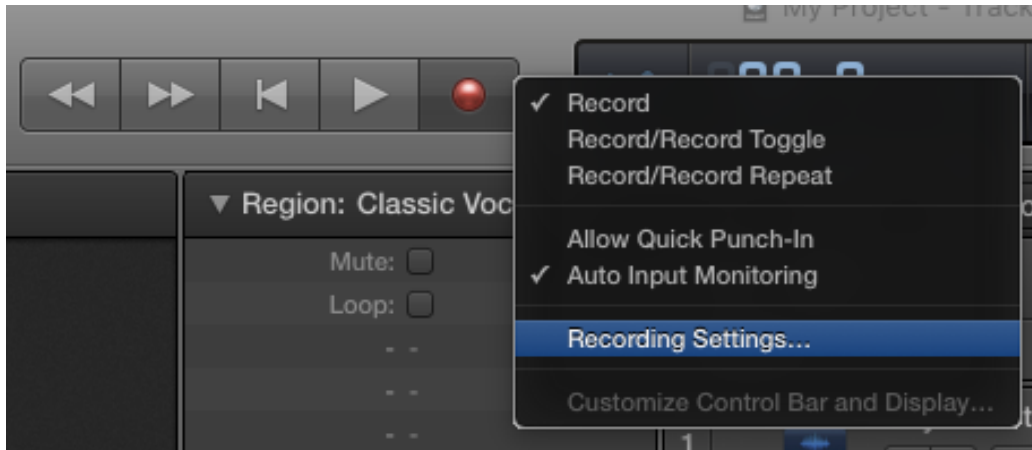
4. **Enable Output MMC Port and select the MIDI interface connected to the VoiceQ machine** in this example the **USB MS1x1 MIDI**

***VoiceQ will now chase the incoming MIDI timecode from Logic Pro X through your hardware MIDI interface.***

VoiceQ will also scrub the video and scroll text in response to the MIDI machine control. MIDI Beat clock is used for additional synchronization accuracy. The transport controls in VoiceQ can also be used, even when VoiceQ is waiting for external MTC. To have VoiceQ chase incoming MTC from Logic Pro X click on the 'Chase External Timecode' button in the transport section or use the Quick Key ⌘J.

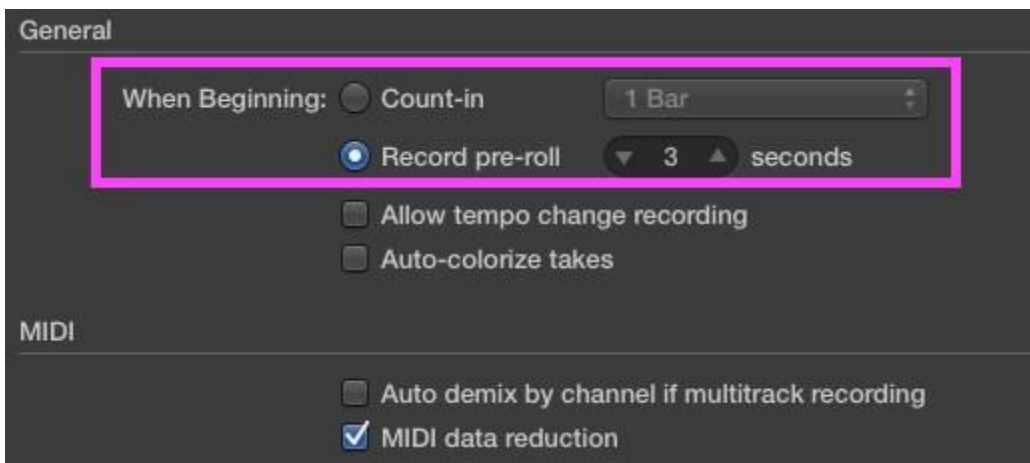
## Recording triggered by VoiceQ

1. Configure MIDI connection between **Logic Pro X and VoiceQ**
  2. Next set pre-roll time settings so both are the same in Logic Pro X and VoiceQ eg. 3000ms (3.0 seconds) is a common setting.
- a. To configure the pre-roll in Logic Pro X, select the **recording settings** by **right-clicking the record icon** in the top view as shown below.



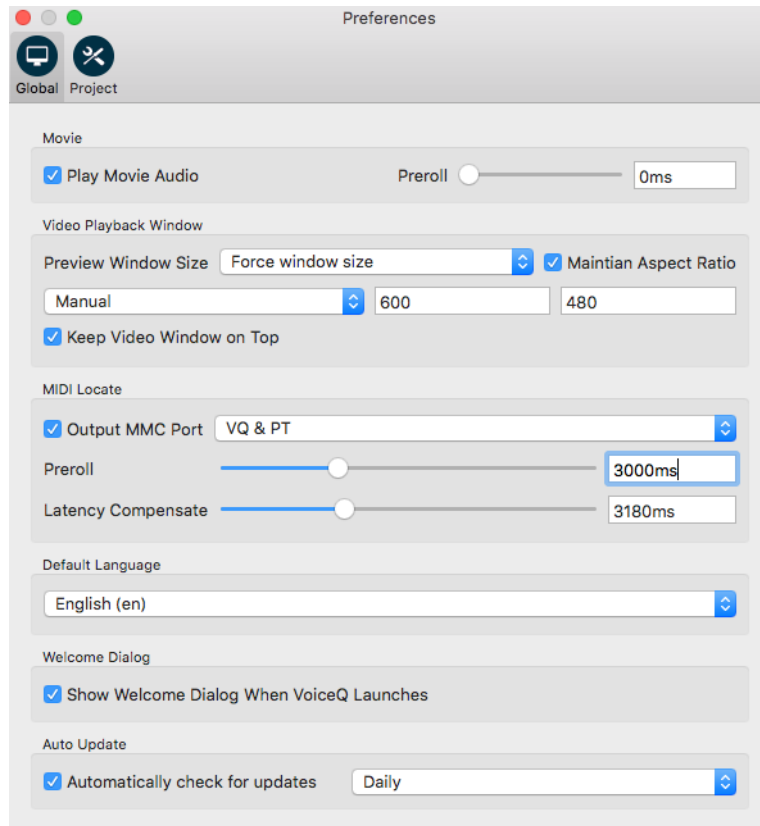
- b. Under Recording Settings.... set the **Record pre-roll** under General settings to the desired time as **Shown in Figure 1** below.

Note: Logic Pro X only uses seconds for time measurement.



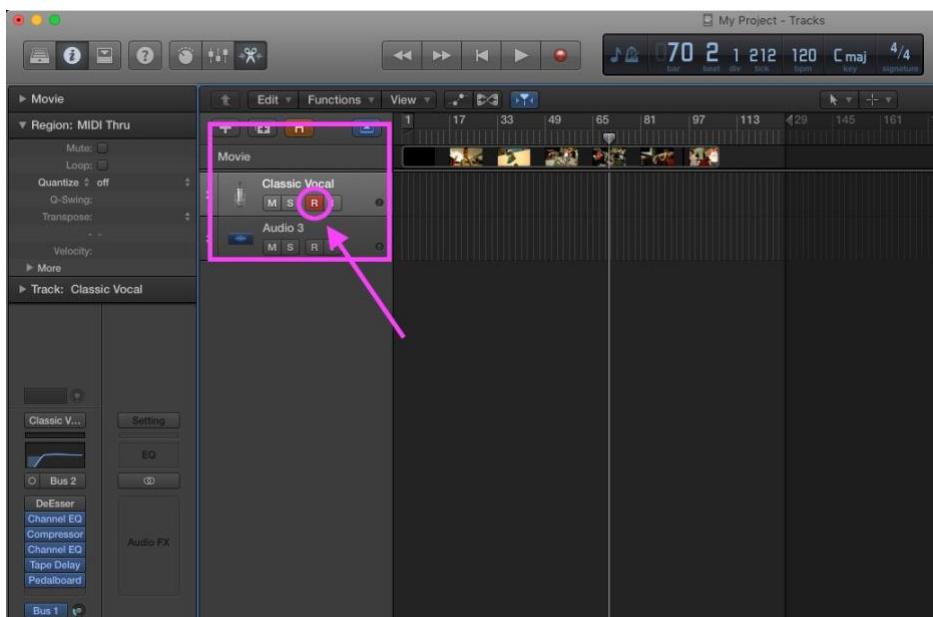
**Figure 1. Pre-roll time setting in Logic Pro X**

- c. In VoiceQ, set the **Record pre-roll** under Global settings to the same time set in Logic Pro X, as **shown in Figure 2** below:

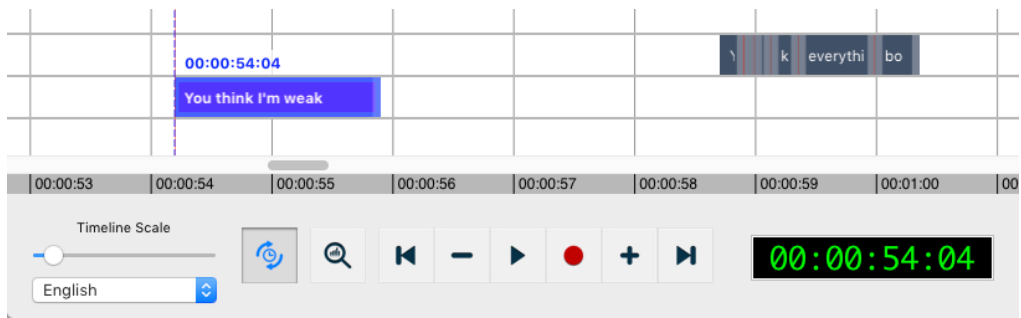


**Figure 2. MIDI and Pre-roll settings in VoiceQ.**

- 3. In Logic Pro X, add an audio track (if required) and enable recording. When recording is enabled, the **Record Icon** flashes red in colour.



4. In VoiceQ, turn on MIDI chase (MIDI connection) by clicking the icon.



**Figure 4. VoiceQ MIDI connection icon**

5. In VoiceQ, select a line.
6. Select 'Record' button (⌘-space bar) to initiate recording.
7. Logic Pro X will shift to the selected lines' start timecode and record with pre-roll configured in Logic Pro X and VoiceQ.
8. Command + Down (or Up) to select next (previous) line and repeat step 6.

***Please contact [VoiceQ Support](#) if you require further information on how to implement any of these configurations.***

## APPENDIX 4. Glossary of Terms

Term	Description
Application	Refers to VoiceQ program
Character	Part played in movie
Dialogue	Spoken lines from a script
Episode	A set of scenes
Export Script	A document containing scene descriptions, characters, dialogue lines and time codes for each completed film project.
Fps	Frames per second. A measure of the film or video display rates
Frm	Frames
Hardware	Computer equipment and accessories
Hrs	Hours
ISO	International Standard Organization
Lines	Dialogue – speech of character
Loop	A segment of dialogue. Film and Television terminology for a spoken line or group of lines within a time frame eg. 20 seconds.
MIDI	Musical Instrument Digital Interface
Min	Minutes
NTSC	National Television Standards Committee. The group that established the color television transmission system used in the United States. The standard calls for 525 lines of information scanned at a rate of approximately 30 fps
PAL	Phase Alternating Line. A color television standard used in many countries. PAL consists of 625 lines scanned at a rate of 25 fps.
Project	A set of scenes containing script data and an associated movie. A project maybe anything from feature or short film, television series, episode or special to a commercial or advertisement.
Scene	A logical segment of a script
Sec	Seconds
SMPTE	Society of Motion Picture and Television Engineers. One of the principal standards organizations for the film and video industry
Software	Computer program
UI	User Interface (aka GUI)
Unicode	A two alpha code that differentiates international languages
Waveform	Graphic representation of sound

## APPENDIX 5. Quick Keys Reference Guide

### LEGEND

Alt or option key	⌥
Command key	⌘
Control key	^
Shift key	⇧
Function key	fn

Feature	Quick Key	Function
Add line	⌘L	Allows you to manually insert a line at the selected point
Add Scene	⌘Y	Allows you to manually insert a scene at the selected point
Add Space Between Consecutive Words	^ drag	Allows you to add and adjust space between two consecutive words within a line
Advance 1 frame	⇧⌘+	Forward one frame
Advance 1 second	⌥⌘+	Forward one second
Advance 10 seconds	^⌥⌘+	Forward ten seconds
Audible Beeps	fn F6	Play audible beeps countdown on a selected line or all lines
Back 1 frame	⌘-	Backward 1 frame
Back 1 second	⌥⌘-	Backward 1 second
Back 10 seconds	^⌥⌘-	Backward 10 seconds
Chase Ext Time- code	⌘J	Enables VoiceQ to chase external MTC. Toggles On and Off
Clean Display	⌘1	Removes all information displayed in the Movie output window
Close	⌘W	Closes the current file
Copy	⌘C	Copies highlighted sections of text and lines
Cut	⌘X	Cuts highlighted sections of text and lines
Decrease Scroll Speed	⌘[	Decrease the speed of the scrolling text
Delete Line	⇧⌘L	Deletes a line
Delete Scene	⇧⌘Y	Deletes a scene
Go To Timecode	⌘G	Moves Play-head to timecode location as entered
Import Media (movie)	⇧⌘I	Imports media file (movie)
Increase Scroll Speed	⌘]	Increases the speed of the scrolling text



Locate to Start	⌘return	Locates Play-head to the start of the movie
Move a Line	⌘click	Moves a selected line in the timeline and changes timecode and line order in script window
Move All Consecutive Lines	⇧drag or ⇧click	Moves all consecutive lines selected in the timeline and changes timecode and line order in script window
Move all words within a Line	⇧drag	Dragging a word in the timeline will affect all words <u>before and after</u> the one selected in the current line
Move following words within a Line	⇧⌘drag	Dragging a word in the timeline will affect all words <u>after</u> the one selected in the current line
Move previous words within a Line	⇧^ drag	Dragging a word in the timeline will affect all words <u>before</u> the one selected in the current line
Move individual words within a line	drag	Dragging a word within the timeline will affect that word in the current line
Move individual word within a line	^ drag	Dragging a word will create a Gap between each word without affecting other words in the line. Allows the user to synchronize individual words within a line.
Movie Window	fn F9	Toggles movie window on/off
New Project	⌘N	Creates a new VoiceQ Project
Open Project...	⌘O	Opens an existing VoiceQ Project. Also used to import a text file.
Paste	⌘V	Inserts cut or copied sections of text and lines
Play / Mute Audio	fn F8	Play or mute audio. Toggles On and Off
Play with Pre-roll	^space bar	Plays selected line with the pre-roll value set in preferences
Play/Stop	space bar	Plays and stops movie
Preferences	⌘,	Opens VoiceQ Preferences Window
Preview Line	fn F1	Displays a static preview of the highlighted line or all lines.
Project Settings...	⌘9	Opens Project Setup window
QuickSpot line end	^o	Spots the end of a highlighted line to the time- line
QuickSpot line start	^i	Spots the start of a highlighted line to the timeline

Redo	⇧⌘Z	Redo previous actions
Save	⌘S	Saves the current file
Scrolling Ruler	fn F3	Outputs feet and half feet Ruler onto the display. Toggles On and Off
Scrolling Text	fn F5	Toggles the text On and Off on the display
Scrolling Waveform	fn F4	Toggles the scrolling waveform On and Off on the display
Select next line	▼ (arrow down)	Selects next line for spotting
Select previous line	▲ (arrow up)	Selects previous line for spotting
Select Multiple Lines	⌘drag or ⌘click	Moves all selected lines in the timeline and changes timecode and line order in script window
Special Characters	^⌘ space bar	Displays the Special Character Palette
Streamers or Wipes	fn F7	Toggles the streamers On and Off on the display
Timecode	fn F2	Toggles the VoiceQ Timecode On and Off on the display
Undo	⌘Z	Undo selection of previous actions
Record	⇧⌘space bar	Initiates record when synched to DAW

Note: When using any of the Quick Keys (F3, F5, F9 etc) some computers require that you also use the Function key (fn) at the same time.

## Appendix 6. ReWire

1. Install from installer file Bundle



VoiceQReWireDevice.bundle

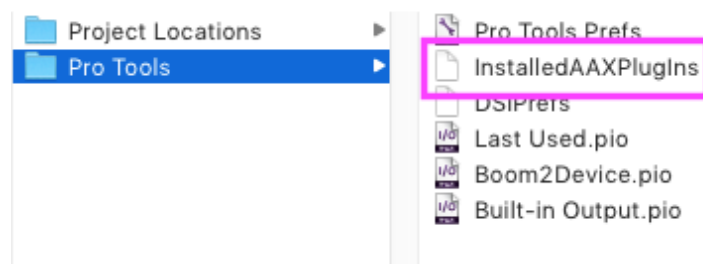
2. Check install is correctly placed in directory:

~/Library/Application Support/Propellerhead Software



3. Delete Pro Tools Plug-in Preferences “**InstalledAAXPlugIns**” – This will allow Pro Tools to re-scan all installed plug-ins (note: This will only need to be done once).

~/Library/Preferences/Avid/Pro Tools/



4. Run Pro Tools and wait for Plug-ins to be recognised



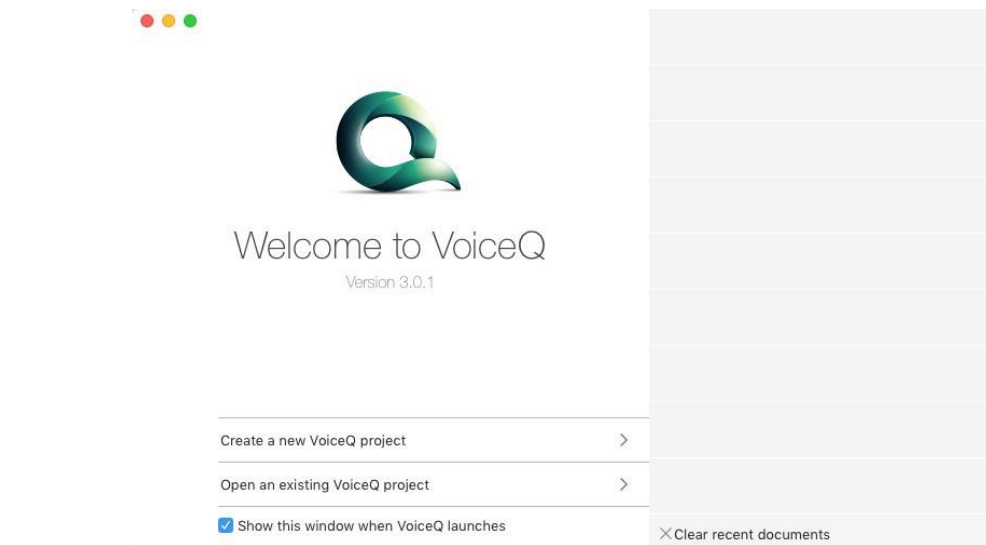
- 5. Insert Instrument track
  - a. Track>New...



- 6. Add the ReWire plug-in to Pro Tools
  - a. INSERTS A-E

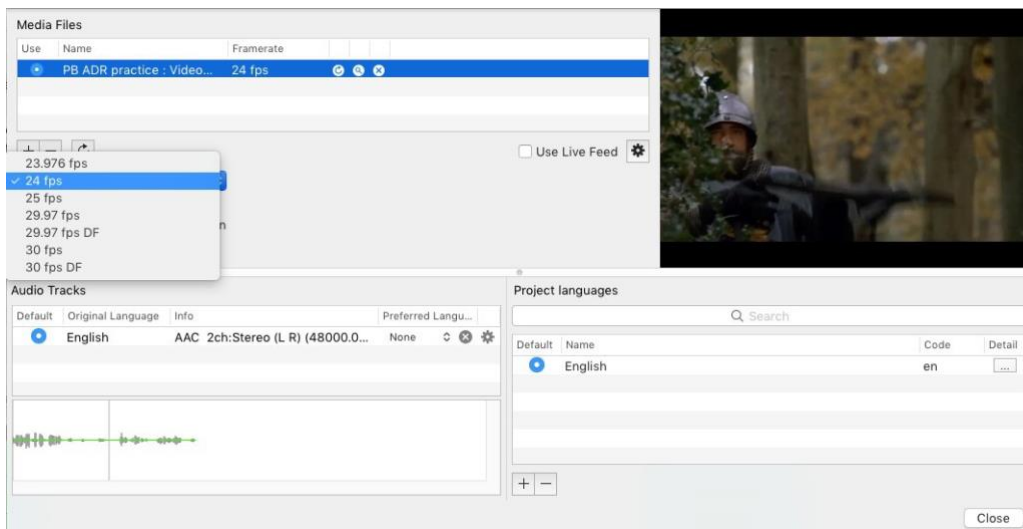


## 7. Open VoiceQ and Create a New Project



## 8. Insert a media file and script file

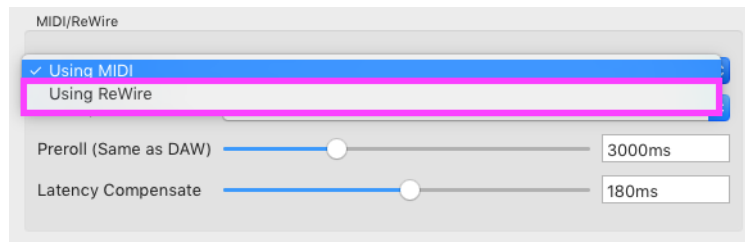
## 9. Open View>Project Settings... (Cmd+9) and check that the project frame-rate matches the imported media file.



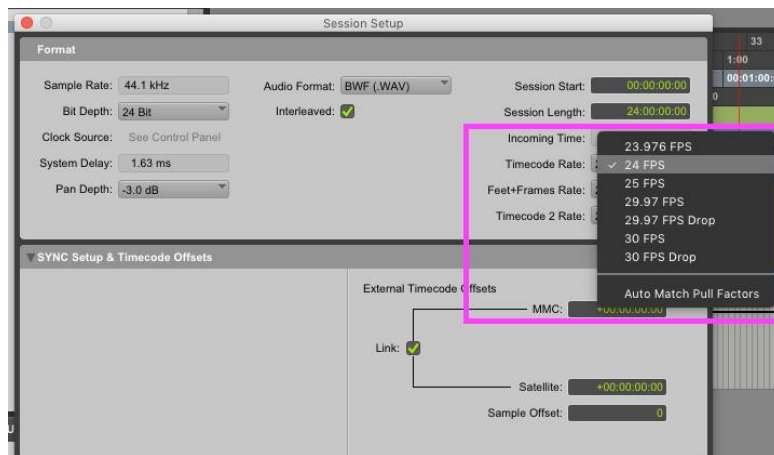
## 10. Navigate to VoiceQ>Preferences>Global (Tab)>MIDI/ReWire (Section)



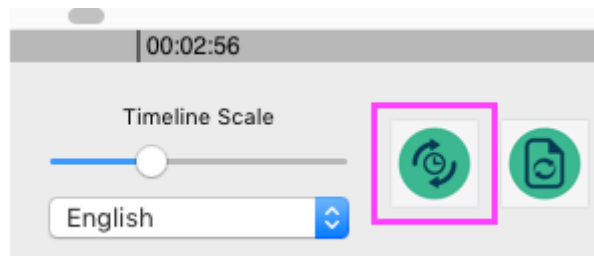
11. Select ReWire from the dropdown menu and close Preferences



12. In Pro Tools navigate to *Setup>Session* and set Timecode/Feet+Frames Rate to match the Frame-rate from VoiceQ.



13. Be sure the 'Chase External' icon is selected and select a line



You should have synched chase between Pro Tools and VoiceQ

14. Test playback on both VoiceQ and Pro Tools. If playback does not initiate, check that you do not have any other MIDI/ReWire devices connected to the active DAW.



# Chapter 17: Video Output

## Blackmagic Output

VoiceQ 3.1 supports a wide range of video hardware devices from Blackmagic Design. This plug and play feature enables VoiceQ to output video through Blackmagic hardware, increasing the number of supported output devices and enhancing interactive rythmo-band precision. This solves the problems of changing workflows and adding further hardware and cabling to studios, reducing setup time.

The following Blackmagic devices have been tested for compatibility with VoiceQ 3.1:

- **Intensity Shuttle for USB 3.0**
- **UltraStudio for Thunderbolt™ 4K**
- **Decklink 4K Extreme card**
- **Decklink 4K Extreme 12G card**
- **Decklink HD Extreme 2, 3**

VoiceQ was created with the latest API from Blackmagic Design, we support all hardware currently supported by Blackmagic Design. Please update to the latest Blackmagic drivers if you have issues with connectivity.

Visual features active in Blackmagic output:

- Waveform
- Rythmoband
- Ruler
- Streamers
- Visual count down/up
- Script preview

The next VoiceQ update will include:

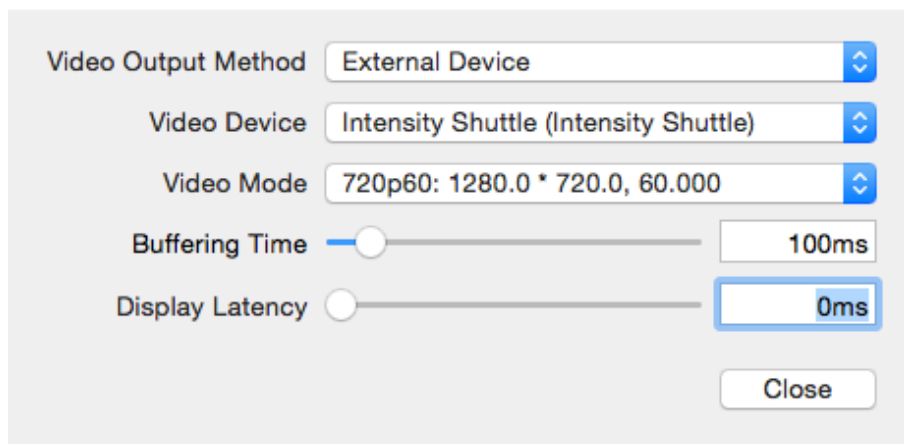
- Recording indicator
- Support for AJA video devices
- Support for industry third-party cards
- Dynamic latency detection

## Blackmagic set-up

### Steps:

- Run VoiceQ
- Open a previous project (that includes a video file) or Create a new project (Import a video)
- Navigate to Window>Video Output Configuration... (See image)
- Select your 'Video Output Method' using the dropdown
- Select your resolution and frame rate under 'Video Mode' (See image)
- Set your buffering time (Recommended 300ms)
- Set your Display Latency (Recommended 200ms)

*Note: Due to latency between an external device and VoiceQ we have added a 'Buffering Time' slider to allow users to adjust for the best possible sync between the external device and VoiceQ.*



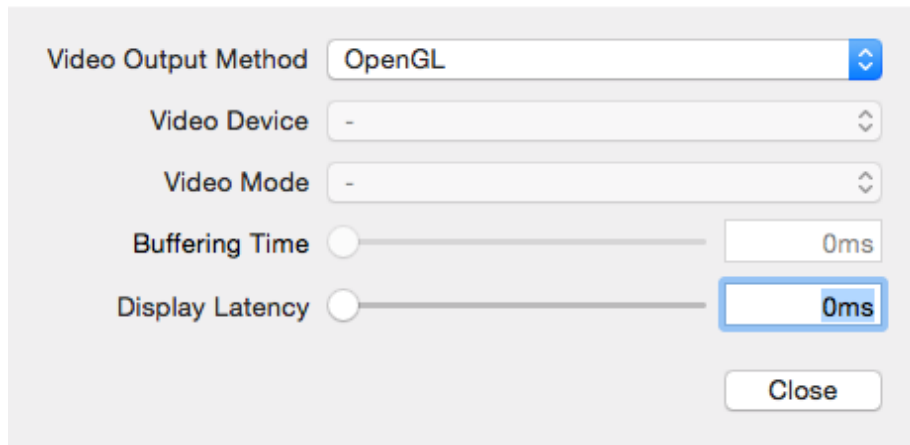


## OpenGL set-up

VoiceQ now has the ability to Run using OpenGL rendering to take advantage of later model graphics cards. This allows for smoother playback. *(Note: 10.9 is not supported)*

### Steps:

- Run VoiceQ
- Open a previous project (that includes a video file) or Create a new project (Import a video)
- Navigate to Window>Video Output Configuration... *(See image)*
- Select your 'Video Output Method' using the dropdown.

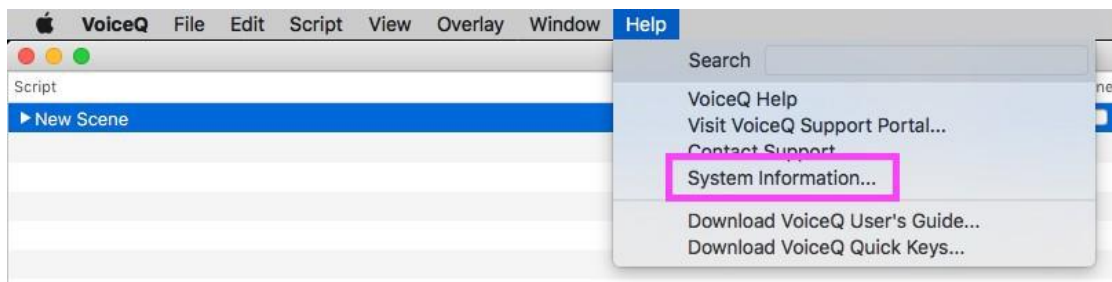


# Chapter 18: Support

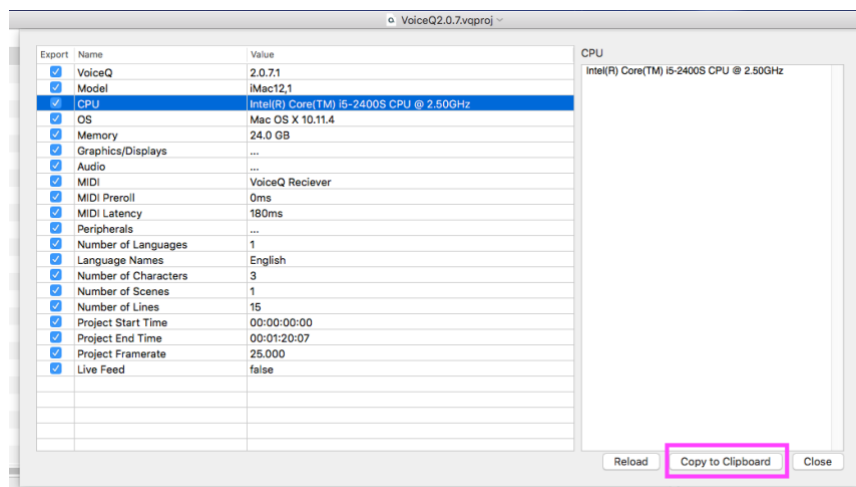
## System Information

This option helps us better understand any issues you may have by providing our support team with a snapshot of your system. The following is a simple guide on how to send us your information about your system.

1. Open 'Help>System Information...' VoiceQ will now review your system.



2. Once VoiceQ has reviewed your system you will be able to view all of your systems data



3. Once you review your system data, simply click 'Copy to Clipboard' and paste it into your support email with your query.



## Customer support

The following procedures should be used when requesting warranty, contracted and billable services from KIWA:

**Step 1:** If you have a problem with your KIWA Product, you must send an email to [support@voiceq.com](mailto:support@voiceq.com) or log a 'support ticket' on our website in the first instance.

For a quick response please complete the appropriate Support Form accessible on the website under 'Support'. These forms are specifically designed to allow KIWA to capture all the information required for a quick response.

Standard Business Hours: 09:00am – 17:00pm NZST, weekdays excluding statutory and regional public holidays.

All responses from KIWA will be by email or by posting releases on the website. Extended support beyond these hours can be provided if required at KIWA's standard rate applicable at the time.

**Step 2:** Be prepared to provide an accurate description of the problem in your email or support ticket on our Website.

**Step 3:** The Service Delivery Manager will acknowledge receipt of your support request by return email and manage your resolution. Please keep this acknowledgement for any future reference to this case.

**Step 4:** Depending on the type of problem and priority level, your problem will be assigned to a VoiceQ Engineer for resolution.

**Step 5:** After the service has been delivered, KIWA's Service Delivery Manager will confirm with you that the problem is resolved and close the case.

For all enquiries and technical support contact KIWA Digital Ltd.:

Email Enquiries: [support@voiceq.com](mailto:support@voiceq.com)

Website: [www.voiceq.com](http://www.voiceq.com)

Thank you for choosing VoiceQ - for further information please subscribe to our User Forum as well as refer to our FAQ, Downloads, Tutorials and other areas of our website.