www.voiceq.com

VoiceQ Writer: Userguide

VOICEQ® WRITER

This manual may not be copied, in whole or in part, without the written consent of KIWA Digital Ltd. Your rights in relation to the software are governed by the accompanying software license agreement.

Every effort has been made to ensure that the information in this manual is accurate. KIWA Digital Ltd is not responsible for printing or clerical errors.

KIWA Digital Ltd
Victoria Park Market
Freemans Bay
Auckland, 1010
NEW ZEALAND

www.kiwadigital.com

Contents

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.

1 Enter or Import Script

2 Associate Movie

3 Configure Preferences

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

WELCOME TO VOICEQ WRITER

VoiceQ Writer is a streamlined yet powerful Post Production cueing application that gives todays 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 Writer 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 Writer 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 Writer 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 Writer 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 Writer uses PACE iLOK security to provide portability, added security and user convenience.

About VoiceQ Writer

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 Writer 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 Writer'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 Writer's Script Import Manager module takes the pain away enabling your script to be imported into your VoiceQ Writer session quickly and effortlessly – it really is that easy.

Your VoiceQ Writer 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.

Smooth Workflow

When your 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 Writer 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 Writer 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 Writer, consult these resources:

VoiceQ Writer User's Guide

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

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

Onscreen Help

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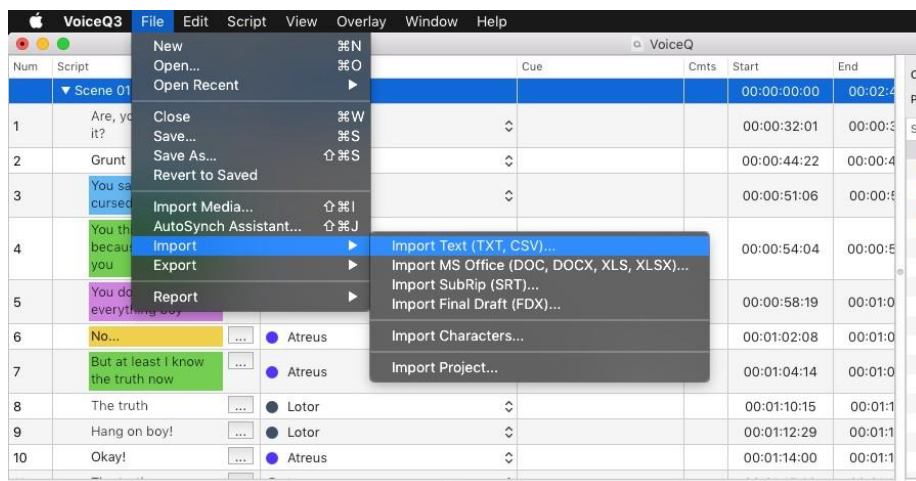
Help tags are also available for many onscreen items. To see a help tag, let the pointer rest over an item for a few seconds.
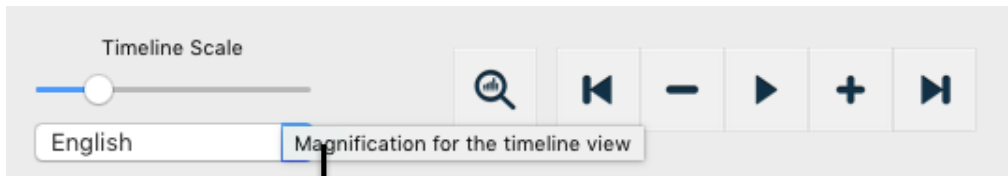
To display a help tag, rest the pointer over an item.

VoiceQ Writer Tour

For an onscreen demonstration of what you can do with VoiceQ Writer, view the various VoiceQ Writer 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.

VoiceQ Multi-lingual Video Tutorials

VoiceQ Writer Demonstration Pack

VoiceQ Writer 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 Writer 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 Writer Quick Reference Guides

Chapter 16 lists Appendices covering VoiceQ Writer 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 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 Writer 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 Writer

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

The VoiceQ Writer 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 Writer 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 Writer caters for all languages; scrolling text for Left-to-Right languages (eg. English, French, German, Spanish) and Right-to-Left (eg. Arabic, Fasi, Hebrew, Urdu). VoiceQ Writer also provides preview text, audio beeps and visual steamers as other cueing options. VoiceQ Writer 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.

Hardware Requirements

The recommended hardware platforms for VoiceQ Writer are:

- 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

Your VoiceQ Writer Mac also needs:

- 2 GB or more of memory
- 8 GB or more of available space

Should you have an older Apple Mac Computer please check with VoiceQ Support if it can be supported with an earlier version of VoiceQ Writer.

Software Requirements

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

Media Formats & Codecs

The media formats and codecs supported by Apple Inc and VoiceQ Writer 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	· iTunes Audio (.m4a, .m4b, .m4p) · MP3 · Core Audio (.caf) · AIFF · AU · SD2 · WAV · SND · AMR	· AAC (MPEG-4 Audio) · HE-AAC · Apple Lossless · MP3 · AMR Narrowband · MS ADPCM · QDesign Music 2 · Qualcomm PureVoice (QCELP) · IMA 4:1 · MACE 3:1 (Mac OS X v10.6.x only) · MACE 6:1 (Mac OS X v10.6.x only) · ALaw 2:1 · ULaw 2:1 · 24-Bit Integer · 32-Bit Integer · 32-Bit Floating Point · 64-Bit Floating Point

Table 1.1 – Media Formats and Codecs

Chapter 2: Licensing VoiceQ Writer

Licensing your VoiceQ Writer

Our licenses are designed to make using VoiceQ Writer 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 Writer. Take full advantage of our Free Trial licenses, so you can see first-hand how VoiceQ Writer 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 Writer License

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

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

Each VoiceQ Writer license is a single seat license that enables you to run VoiceQ Writer 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 Writer 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 Writer 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 Writer 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 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 Writer 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 Writer.

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 should you have any special licensing requirements.

Technical Support & Software Maintenance

With the purchase of a VoiceQ Writer 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 Writer

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

Installation

If you haven't already done so please download the latest installer from our website.

To install the VoiceQ Writer Application:

1. Unzip the downloaded file and drag or copy the VoiceQ Writer Application to your Applications Folder
2. Launch VoiceQ Writer 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 which is required for VoiceQ Writer to run.
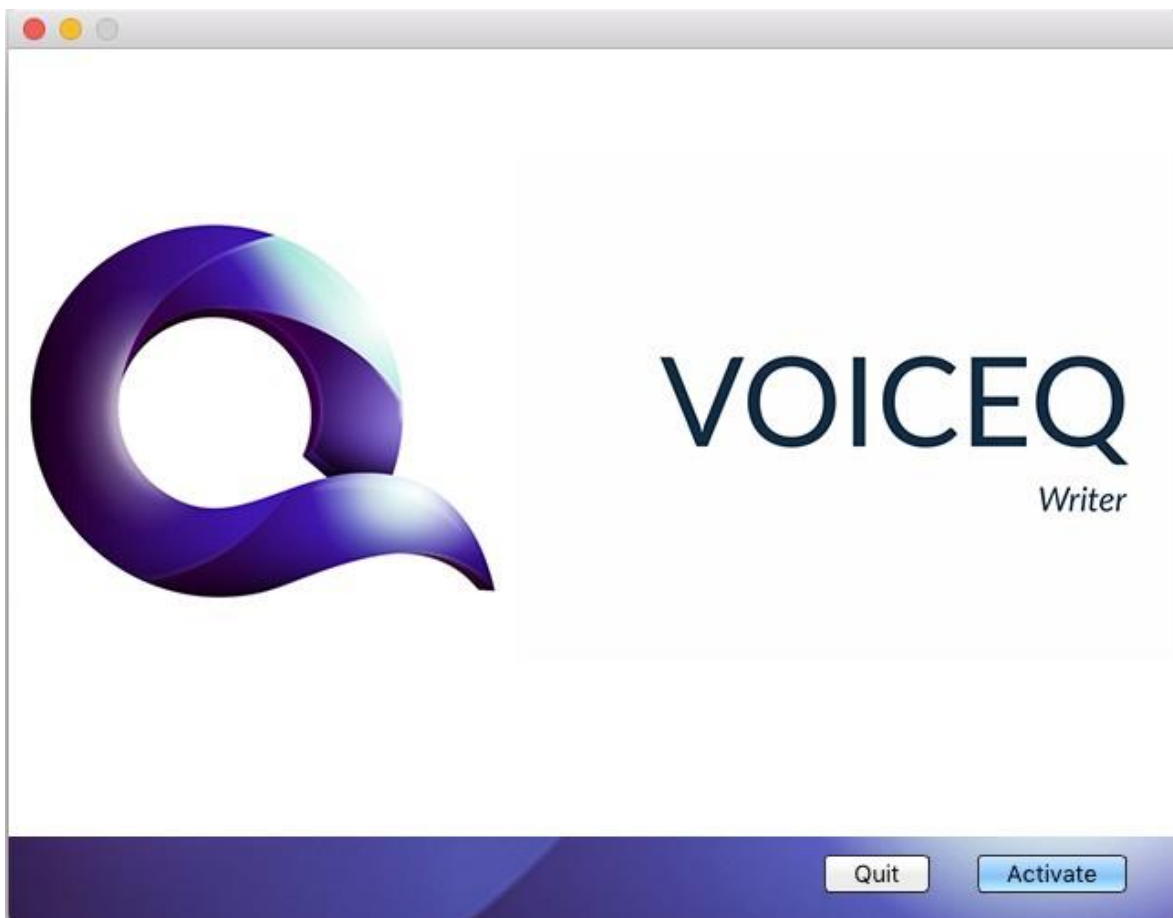4. Press the 'Activate' button to activate the VoiceQ Writer Application.

Figure 3.1 – VoiceQ Writer 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 Writer>Preferences>General>Auto Update and configure to your preference OR,
- ☐ You can also manually check for the latest version of VoiceQ Writer by selecting VoiceQ Writer>Check for Updates…

Major New Version Upgrades (Optional)

From time-to-time KIWA may also release Major Upgrades to the VoiceQ Writer 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 Writer Major Upgrades are optional.

Chapter 4: Authorizing VoiceQ Writer

To authorize VoiceQ Writer 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 Writer 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 Writer

Setting up VoiceQ Writer

VoiceQ Writer 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 Writer being operated on a single Apple Mac machine without interaction with ProTools or any other external device or machine.
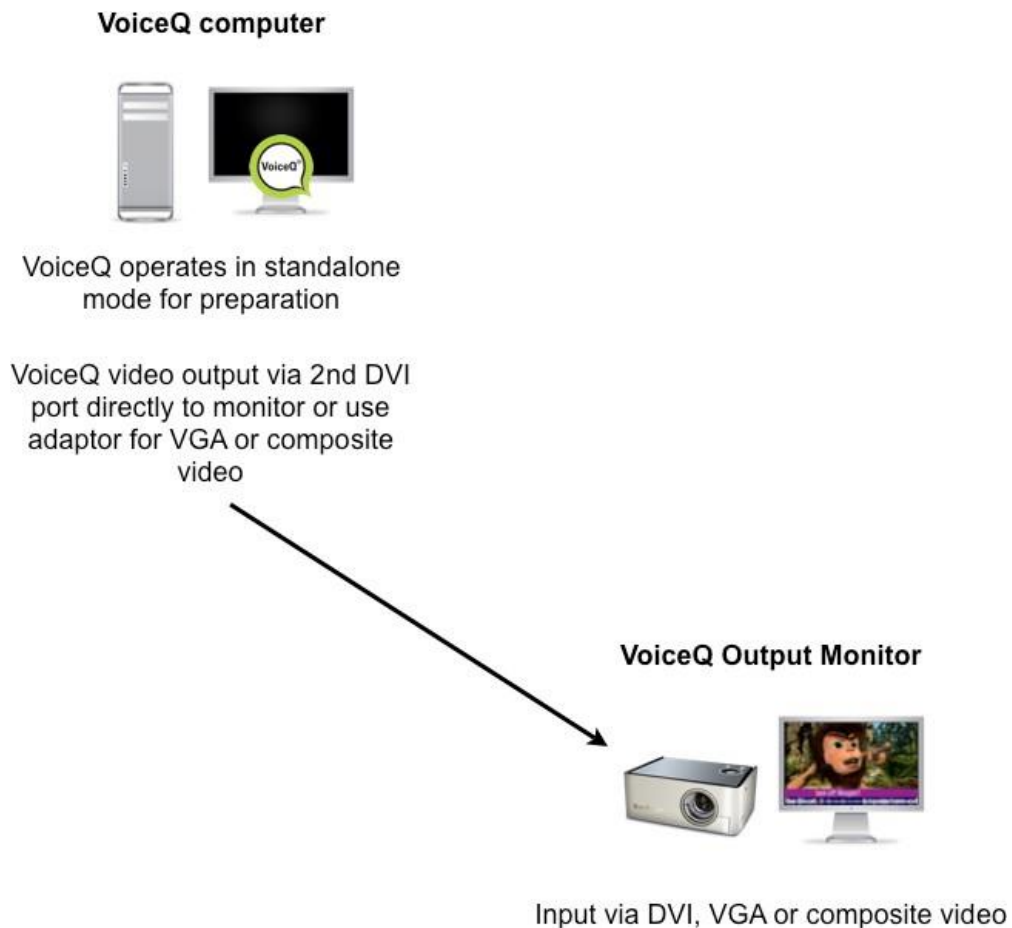

Figure 5.1 – Standalone Configuration

Typically, VoiceQ Writer will be used in standalone mode for the purpose of creating a synchronized VoiceQ Writer Project ready for recording in a studio. VoiceQ Writer requires no additional hardware, which allows all preparation work to be completed outside the Recording Studio if required. Once the VoiceQ Writer 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

Chapter 6: VoiceQ Writer Window Screens

VoiceQ Writer 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.
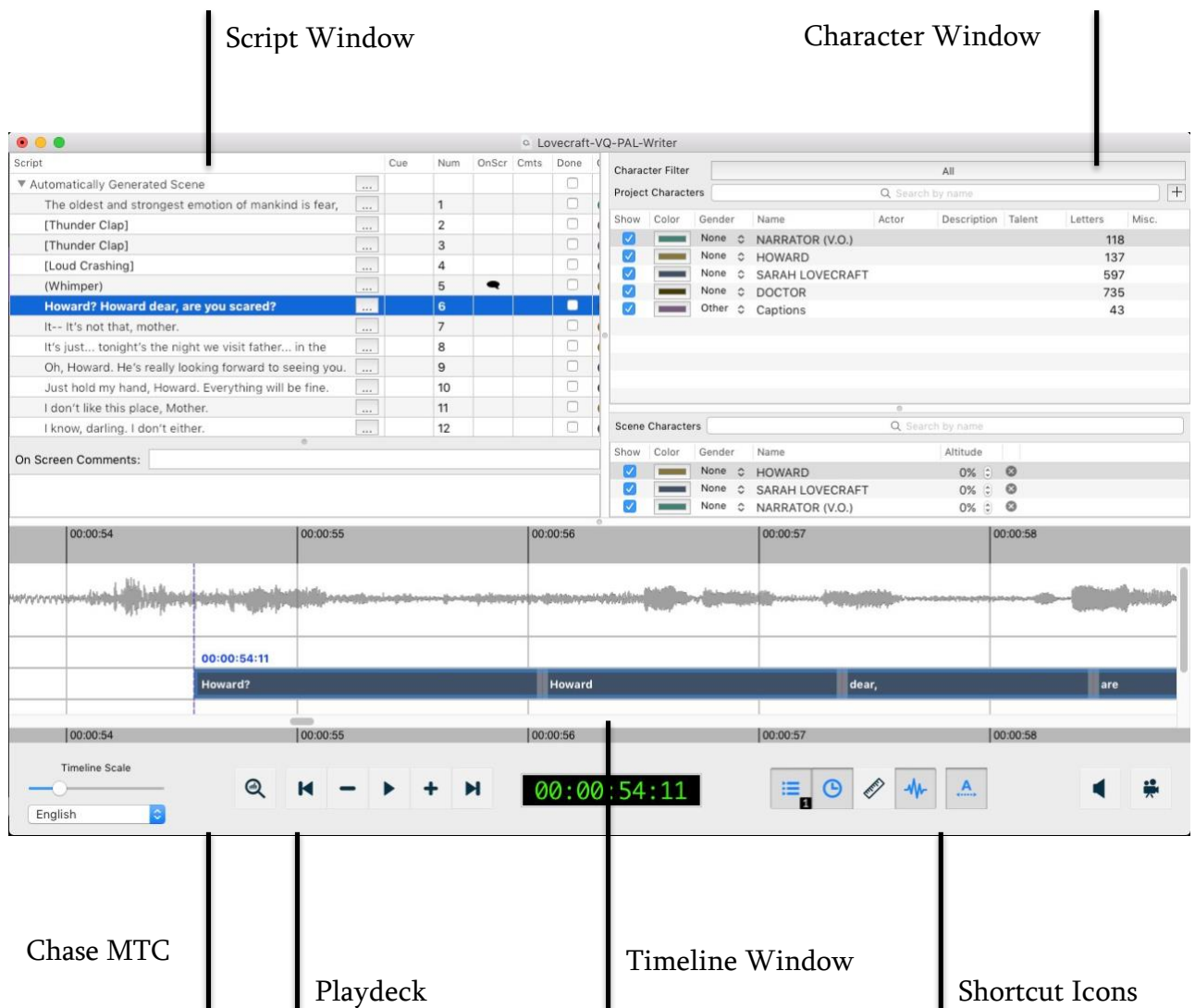
Script Window   Character Window

Chase MTC

Playdeck

Timeline Window

Shortcut Icons

Figure 6.1 - VoiceQ Writer 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.
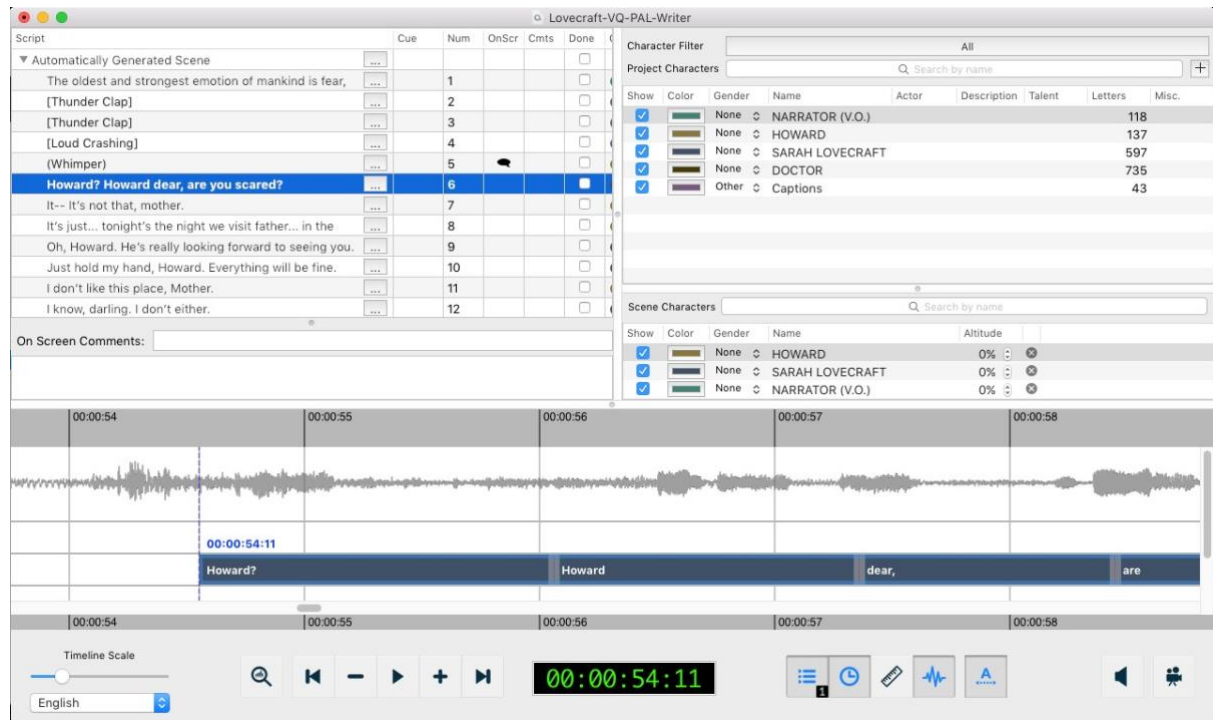
Figure 6.2 - Script Window

You can change the layout of the window by merely dragging each column to the preferred position. 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.
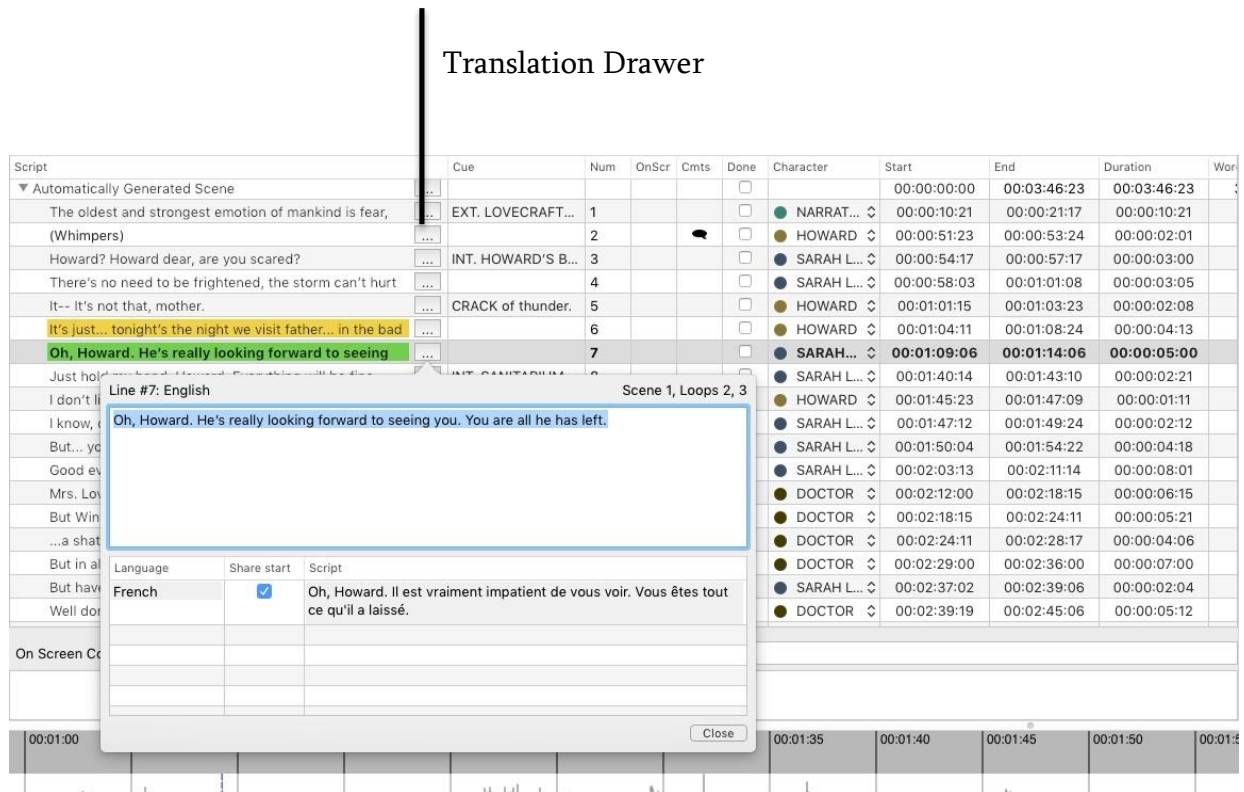

Figure 6.3 - Translation Drawer

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.
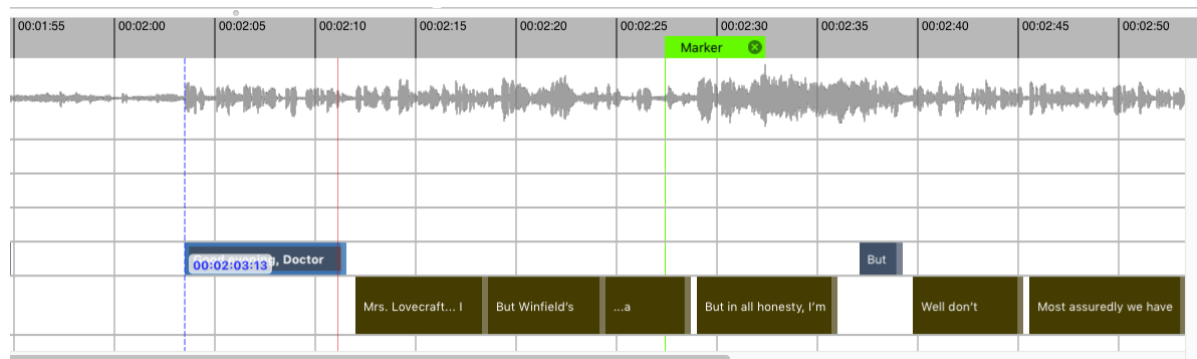

Figure 6.4 – Timeline Window

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

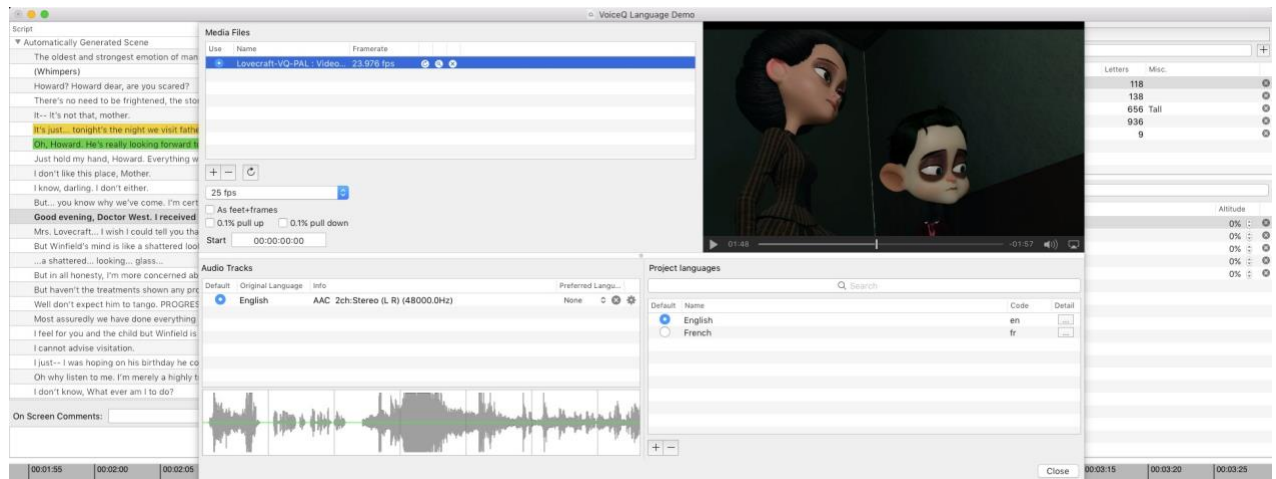## Character Window

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).
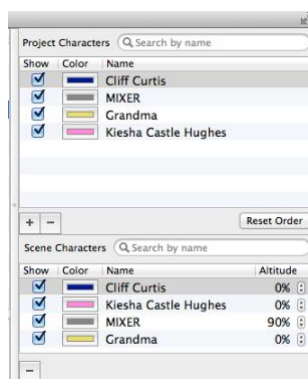

Figure 6.6 – Character Window

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
- ☐ Reset the Characters in the order as they appear in the movie
- ☐ Change the color associated with a character
- ☐ 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.
- ☐ 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 Writer 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 – *its 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 Rythmobande) 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 Writer 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.
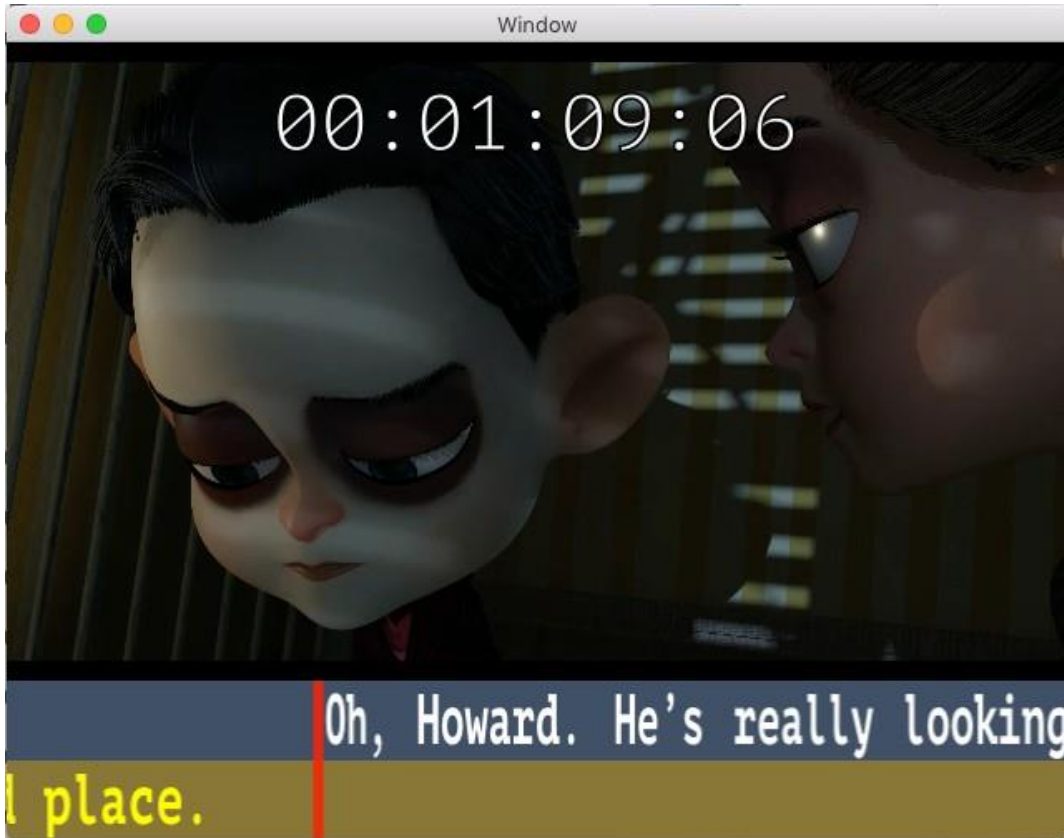
Playdeck

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 fingertips.

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.
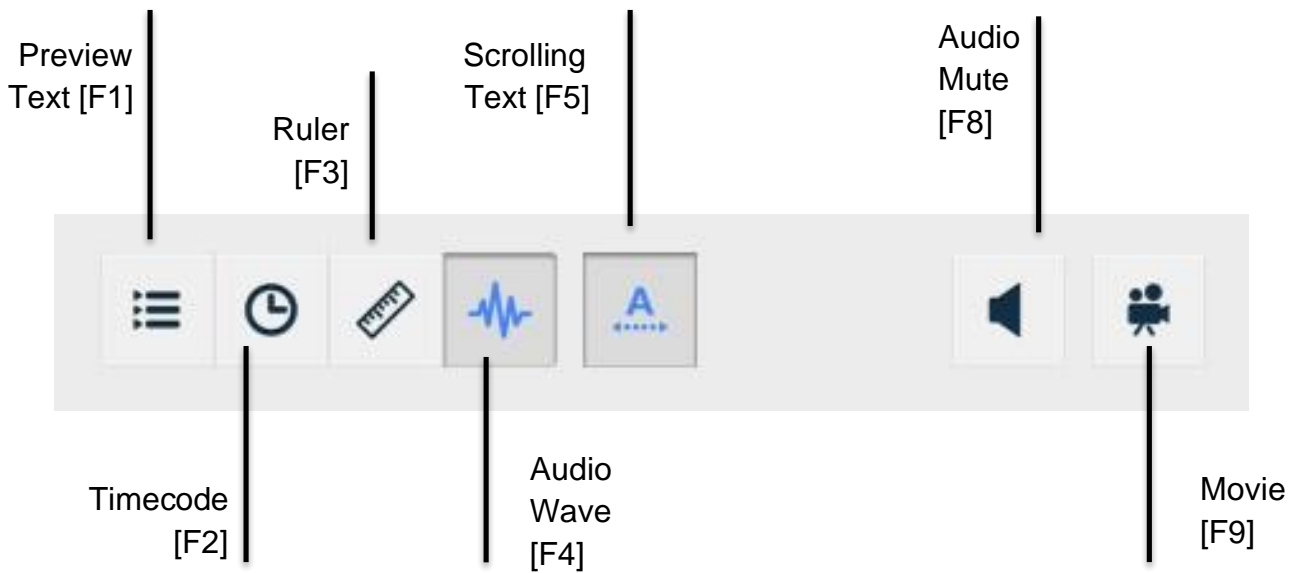

Figure 6.9 – Shortcut Icons

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.

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

Chapter 7: VoiceQ Writer Workflow

Generic Workflow

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

The video output of the VoiceQ Writer application is the movie with optional cueing symbols and visual displays superimposed. The VoiceQ Writer 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 Writer into your Script Management, ADR and/or Dubbing processes.

Audio Dialogue Replacement (ADR) Workflow

Language Dubbing
Generic Workflow

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.

1 Enter or Import Script

2 Associate Movie

3 Configure Preferences

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

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 Writer can read and import.

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

Where there is no timecode available VoiceQ Writer 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, XLS, XLSX)

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

Step 2: Open in VoiceQ Writer

a) **Open VoiceQ Writer** 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.
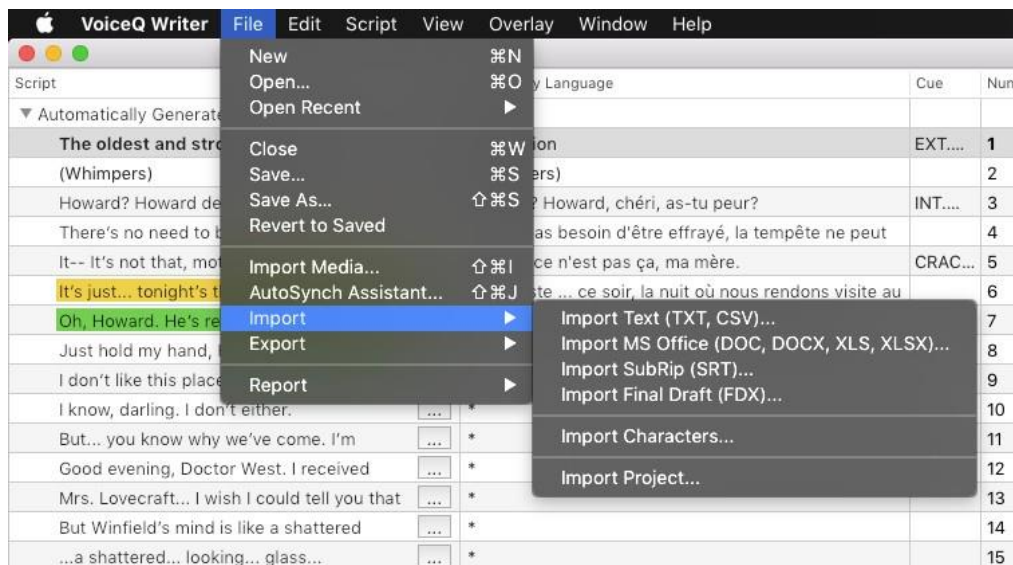
d) Select: **Import**

Comma Separated Values Documents (CSV)

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

Step 1: Open in VoiceQ Writer

a) **Open VoiceQ Writer** 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 Writer 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 Writer 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

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

language	
[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 Writer 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 Writer 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 Writer 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.
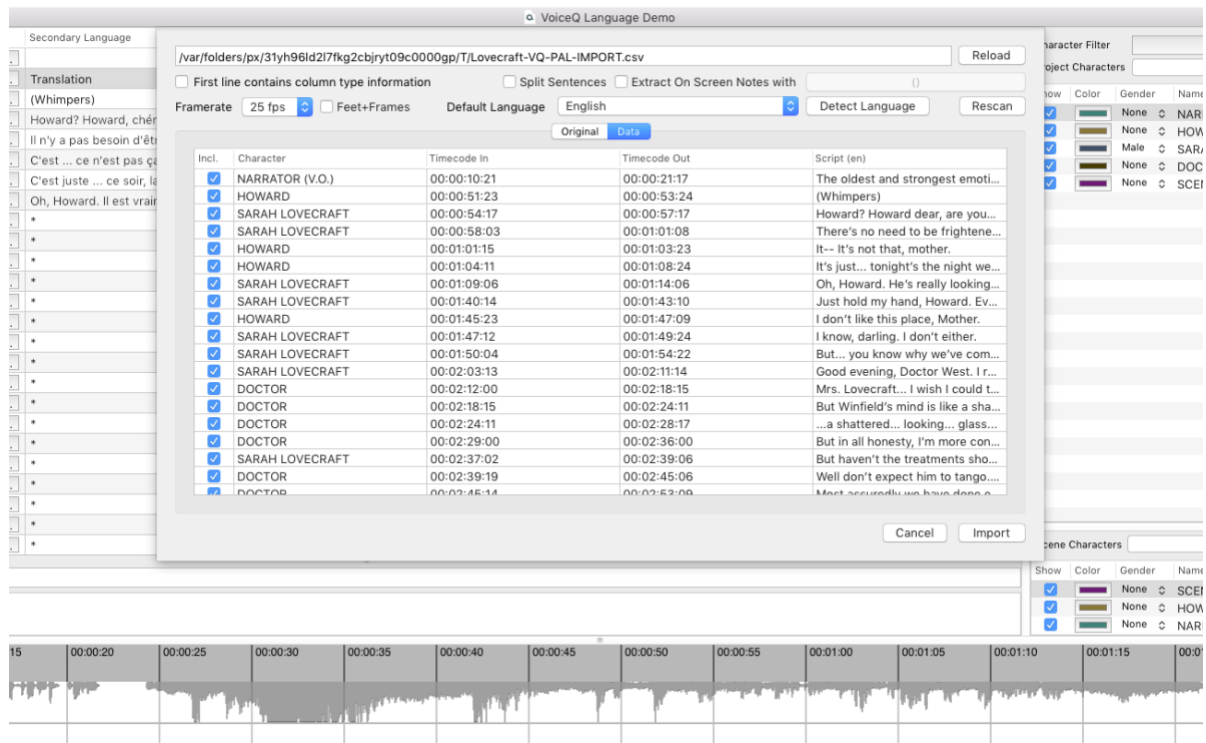

Figure 8.1 – Script Import Manager Window

Advanced Paste import

☐ **New copying and pasting scripts feature**. Getting your script into VoiceQ Writer 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.
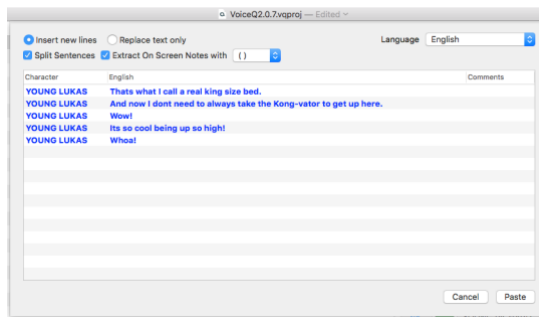
1. Select your text *(Using a word processor)* then select Edit>Copy
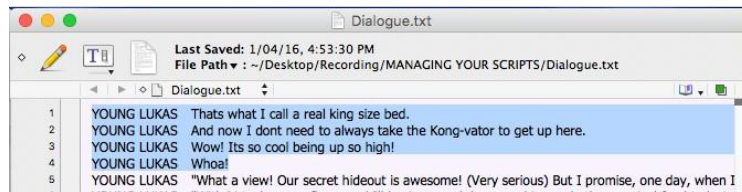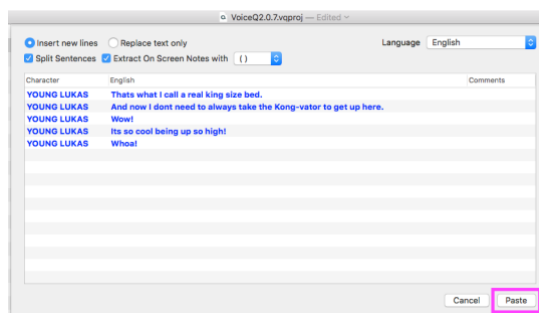

2. Select 'Edit>Paste with Option' or 'Shift+Command+V'
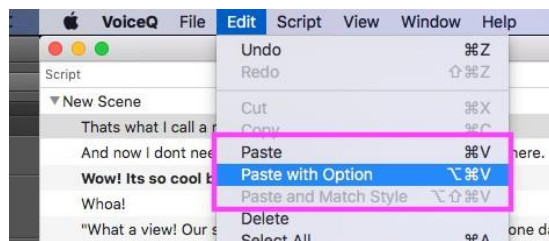
3. The 'Text Import Window' will open *(Similar to the 'Import Window')*

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>
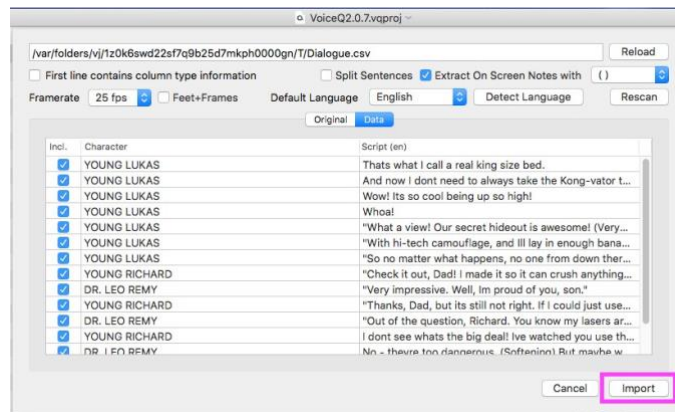   a. Import Text (TXT, CSV)… for CSV files.
   b. Import MS Office… for .doc/.docx/ .xls/ .xlsx files.
   c. Import SubRip (SRT)… for SubRip files
   d. Import Final Draft (FDX)… for Final Draft export files
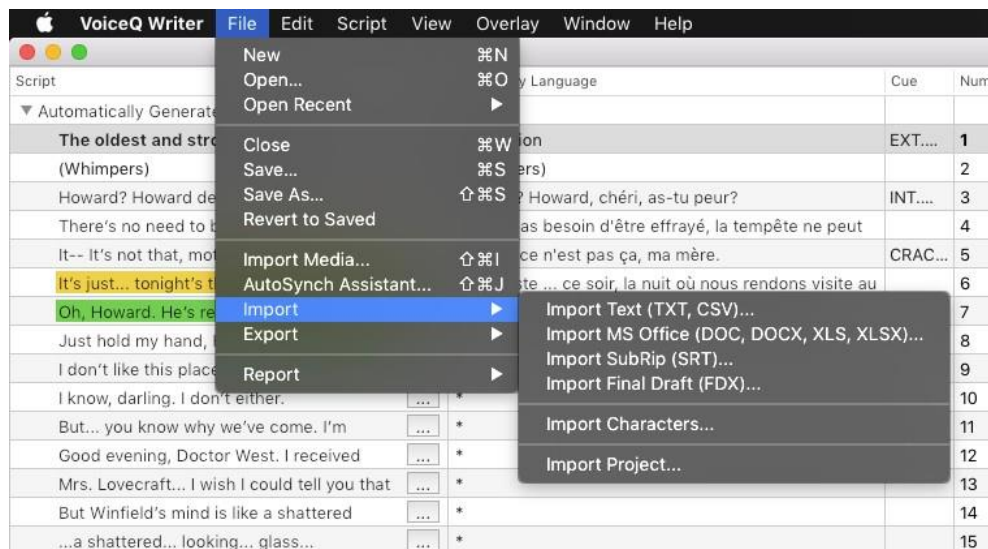
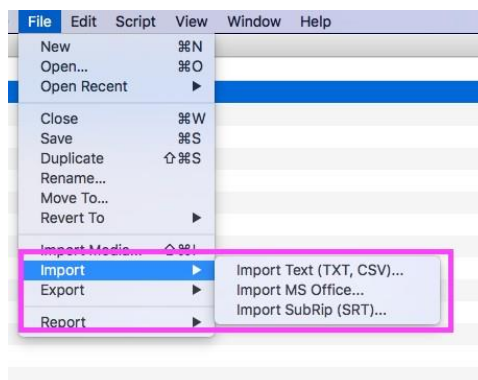2. Select checkbox for 'Split Sentences'
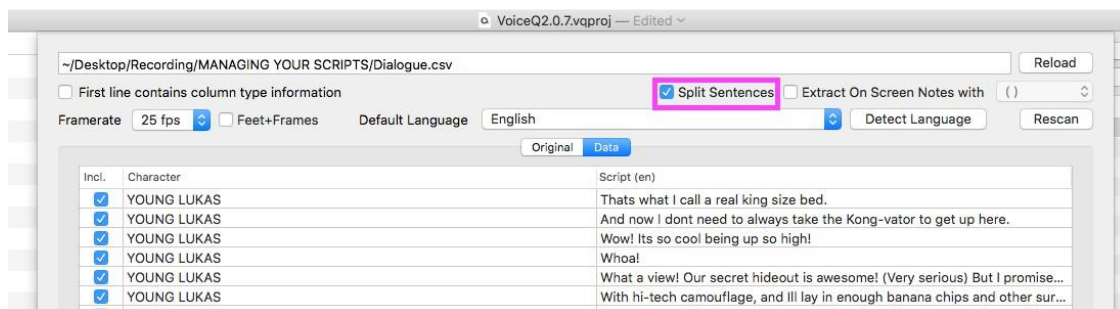
3. Once you have reviewed your import, click 'Import' to complete the process. Your text will then be inserted into the timeline.

Extract Comments

☐ **Extract comments when pasting and importing scripts**. This allows users to add comments via script import. Any text in brackets can be ommited 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.

VoiceQ® User's Guide
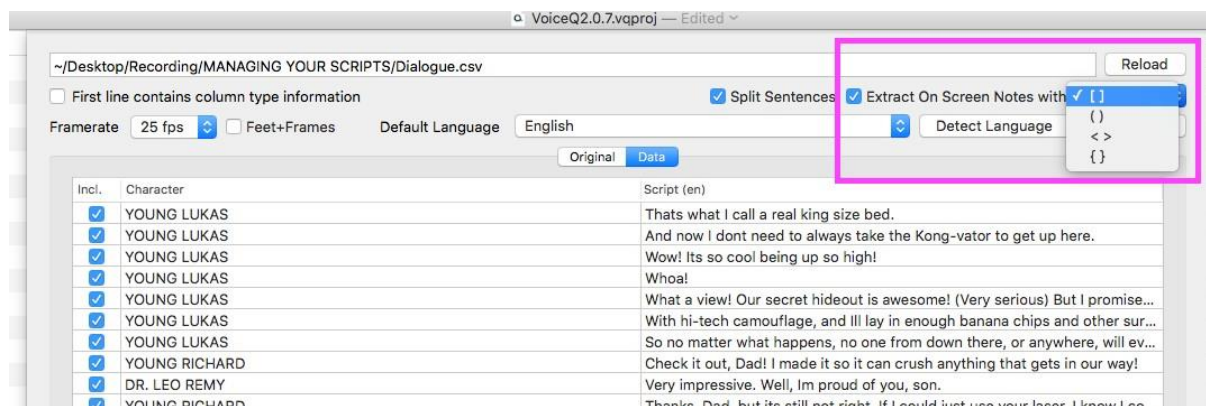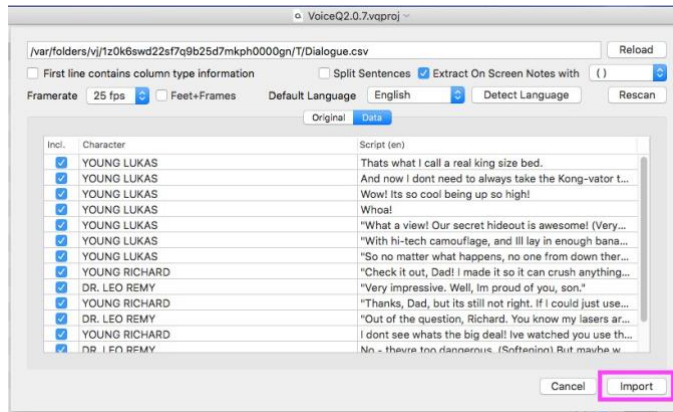
Chapter 9: Working with Administrators

Workflow for Administrators

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

Step 1: Create a VoiceQ Writer Project

1.1 Create Your Project

From the Main Menu select:

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

File>Save… 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 Writer Project.
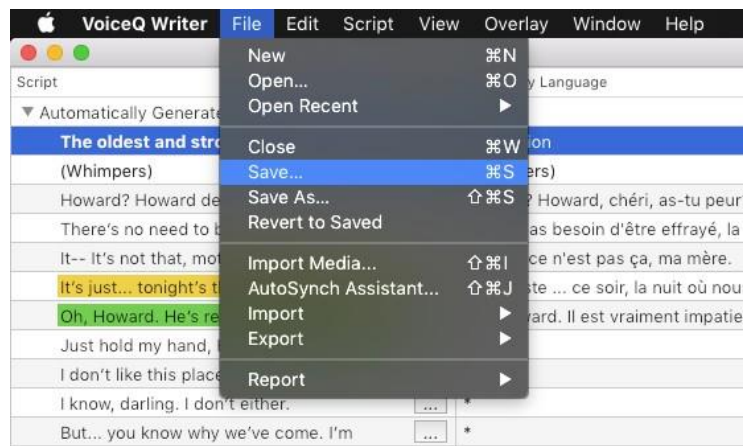

Figure 9.1 Project Header

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 Writer) and set the Project Languages:

From the Main Menu select:

View > Project Settings (⌘9) to open the Project Window.
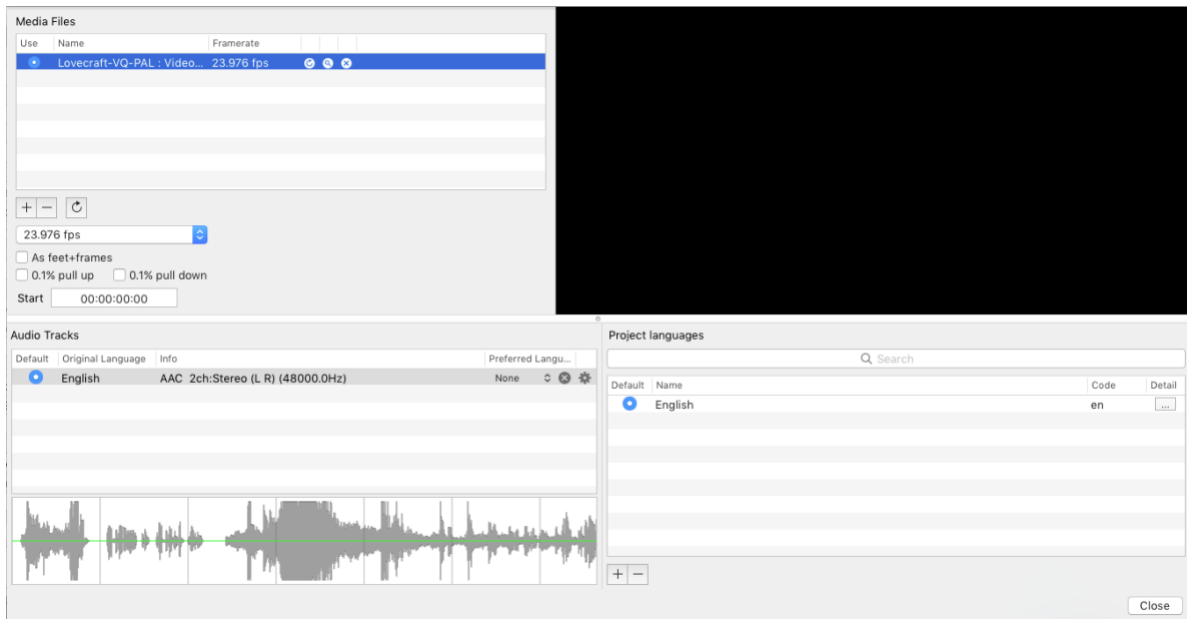
Figure 9.2 – Project Settings Window

1.2   Import the Movie

VoiceQ Writer 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 Writer 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.
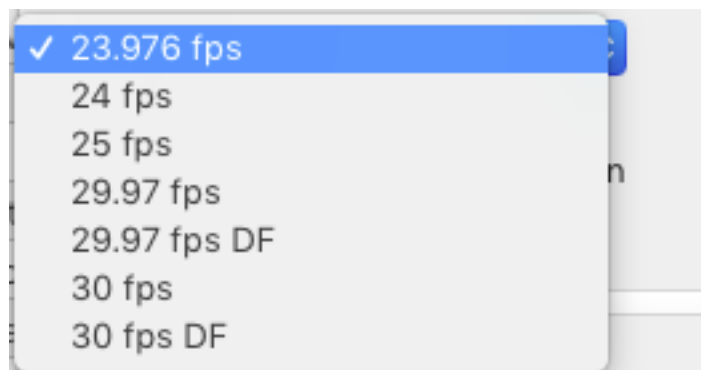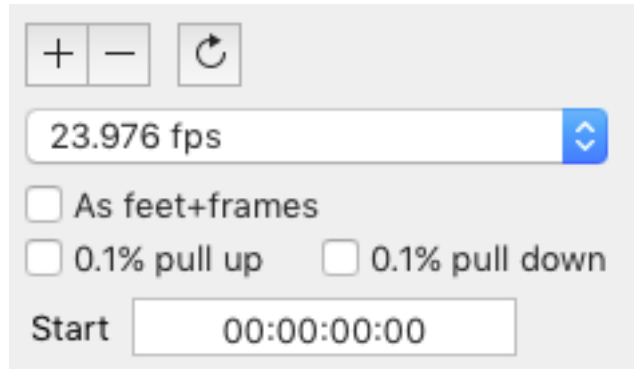

Figure 9.4 - Pull Up / Pull Down

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 Writer 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 Writer 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.
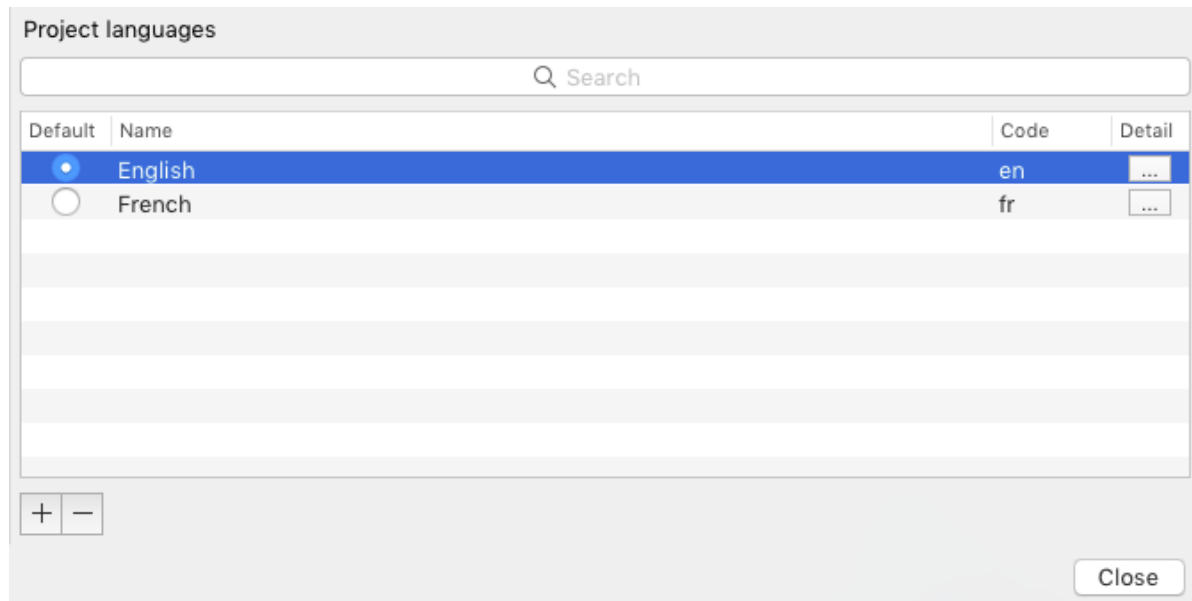
Figure 9.5 - Project Languages

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 Writer 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 Writer otherwise you can Import your script, provided it is in the correct format.

2.1   Manually Enter Script into VoiceQ Writer

To input the script directly into the VoiceQ Writer 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 Writer 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 Writer's report builder.

2.2   Import Script directly into VoiceQ Writer

To import a script, ensure your script is in the correct VoiceQ Writer format. I

To import a text file of the script directly into the VoiceQ Writer 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 Writer 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 Writer 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: For advanced VoiceQ Writer 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 Writer 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 Writer Preferences (⌘,) you are able to change various settings in the VoiceQ Writer 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 Writer Menu Guide for a detailed description of each feature.

Step 6: Scheduling & Reporting

VoiceQ Writer 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.
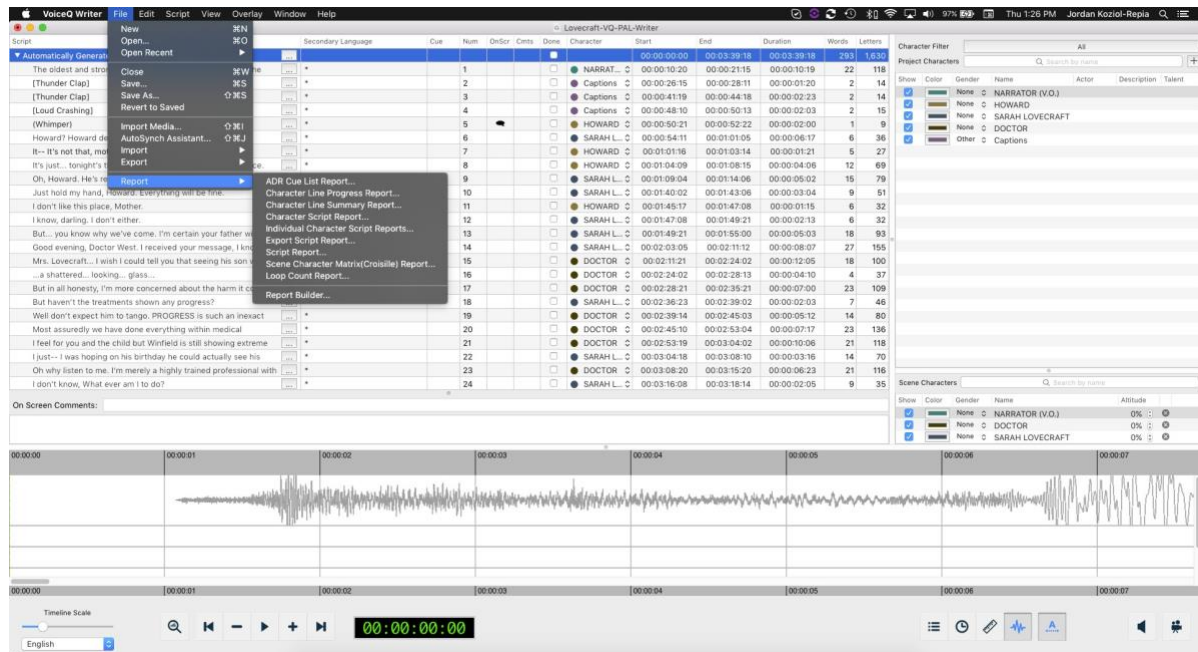
Figure 9.6 - Standard Reports and Report Builder

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 Writer'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 Writer Application. The Engineer will also ensure the VoiceQ Writer Project is loaded, the environment tested and everything is ready for recording. If any VoiceQ Writer 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 Writer 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 Adminstrator when creating the VoiceQ Writer Project. The Translator is often responsible for both the translation and the adaptation of the script. Reports can be produced at anytime 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 Writer

The greatest advantage of translating and adapting directly into VoiceQ Writer 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 discernable.

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 typr of borrowing, consisting of borrowing an expression from the ource 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 Writer:

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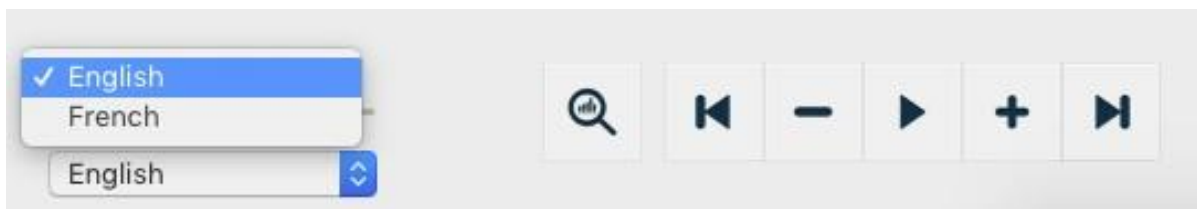

Figure 10.1 - Project Languages

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.
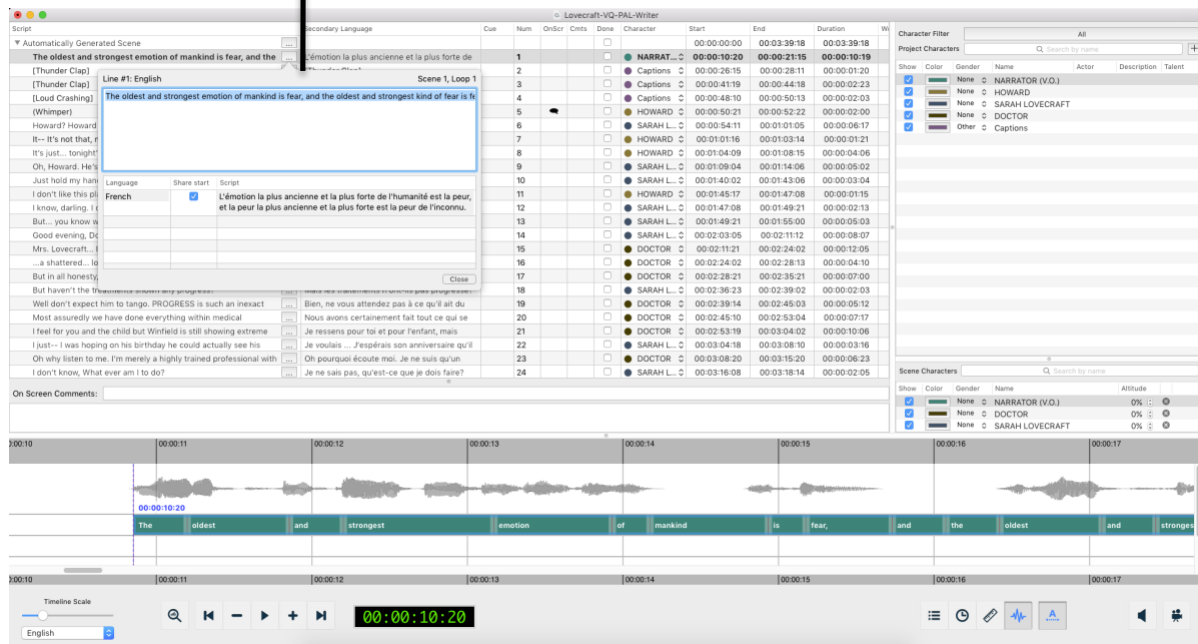
Translation Drawer

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, labiels 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 syncronization.

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 Writer

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 Writer 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: Reporting

VoiceQ Reports

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

Standard Reports

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

Chapter 12: 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 Writer 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).*
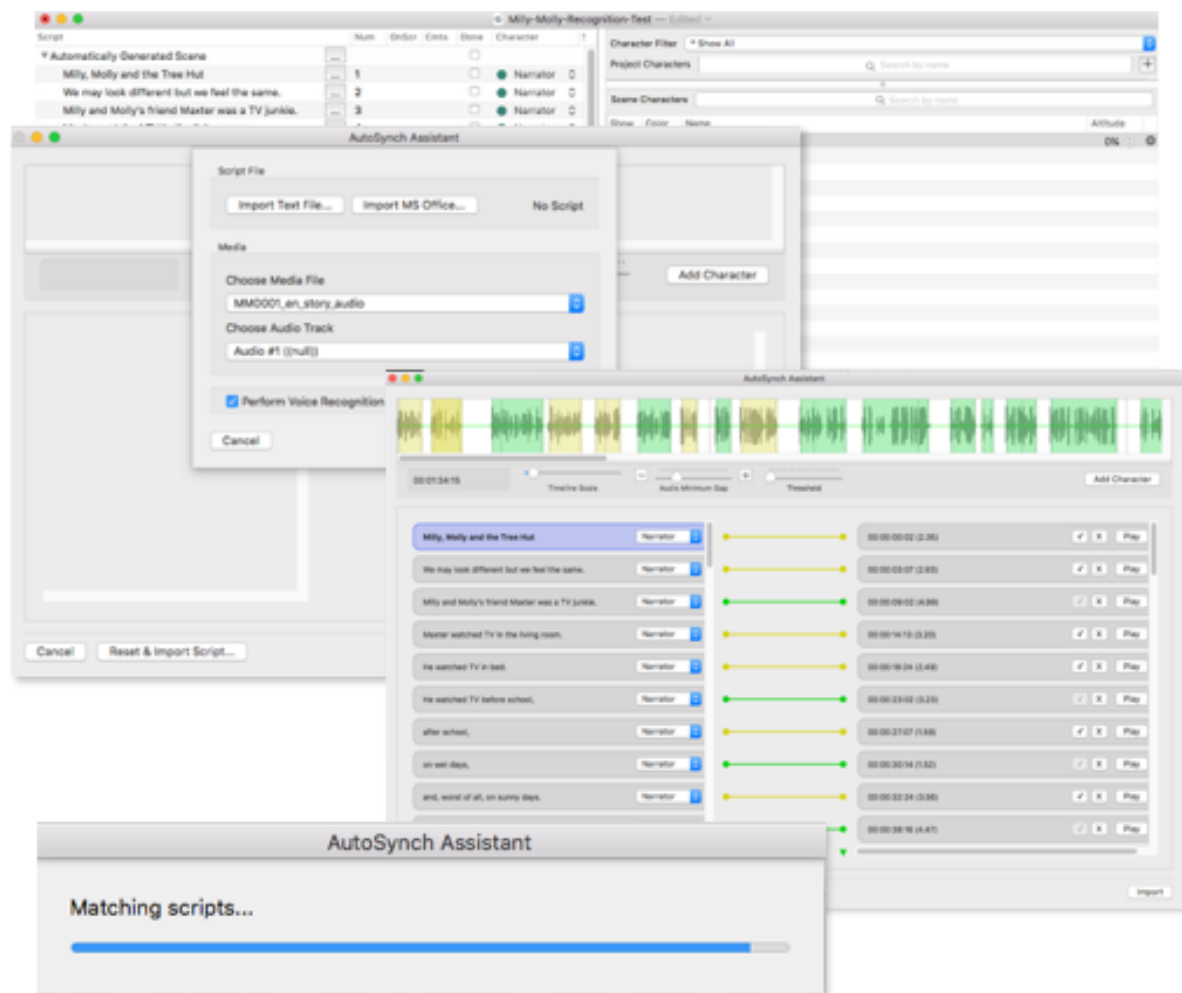
Setting up Scripts

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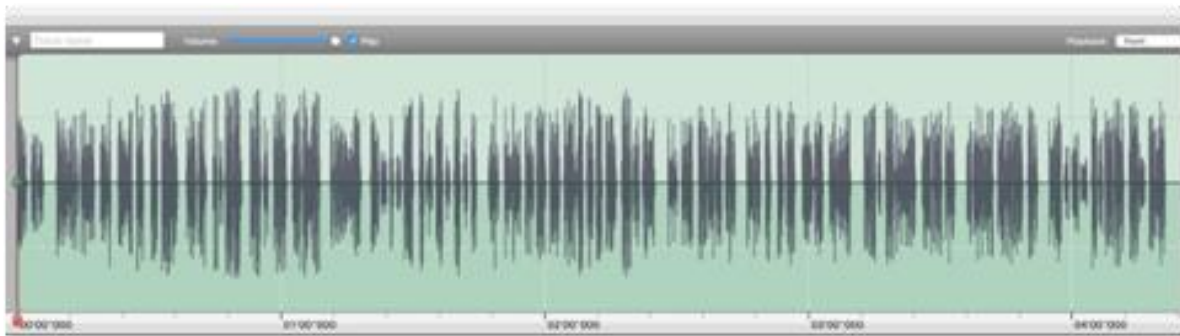
(Above) Example of an appropriate media file, notice the visible gaps between lines signalling clean audio without background noise or abnormalities.

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)
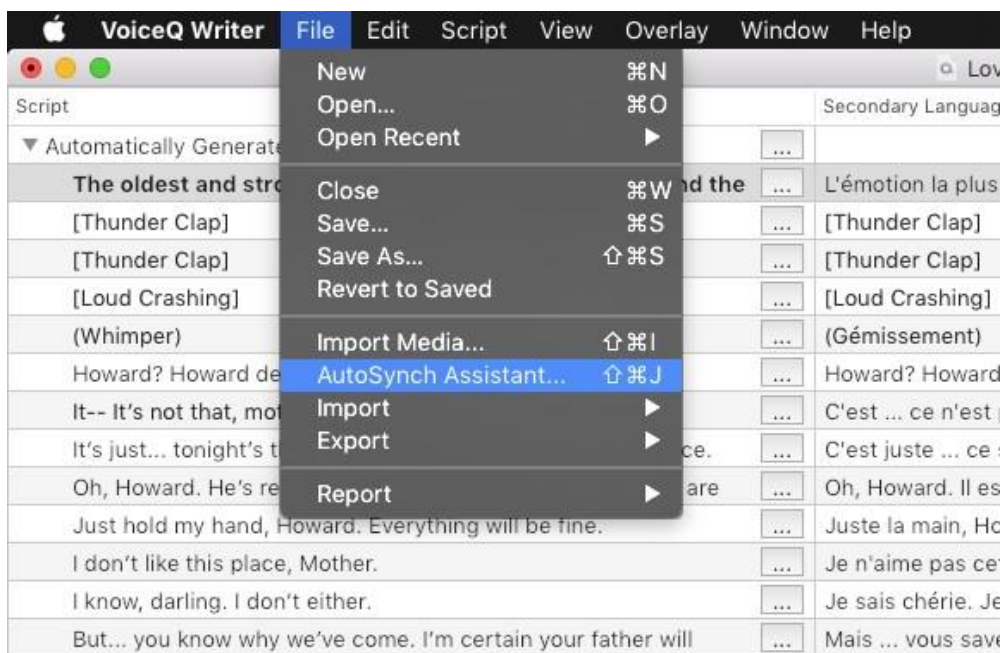
Set up AutoSync Assistant

Step 1. Open the VoiceQ Writer application.

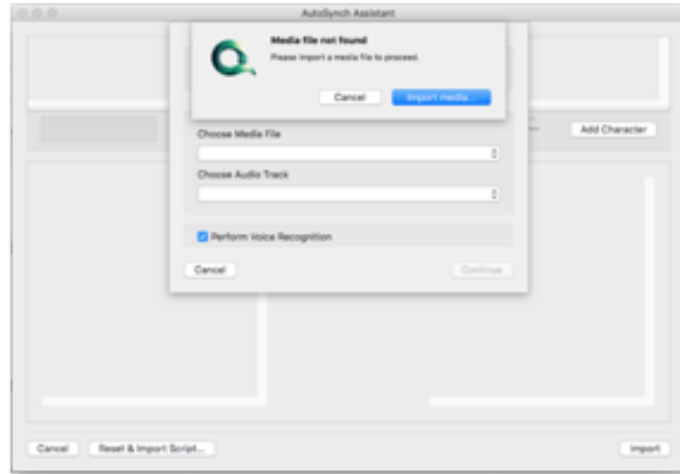**Step 2.** In the welcome window select **'Create a new VoiceQ project'**
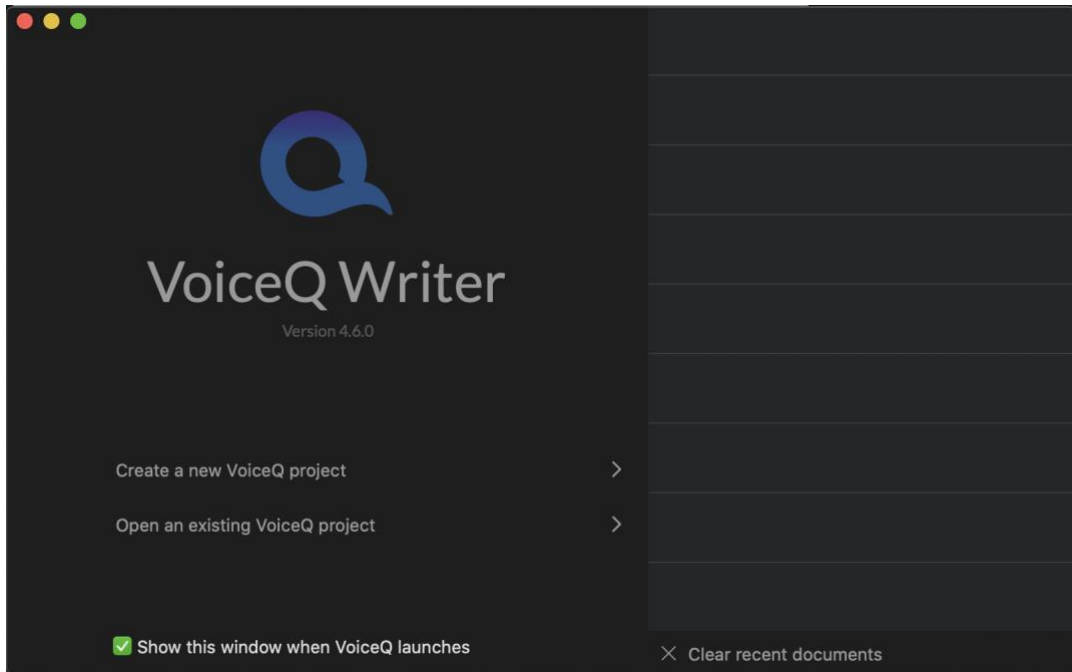
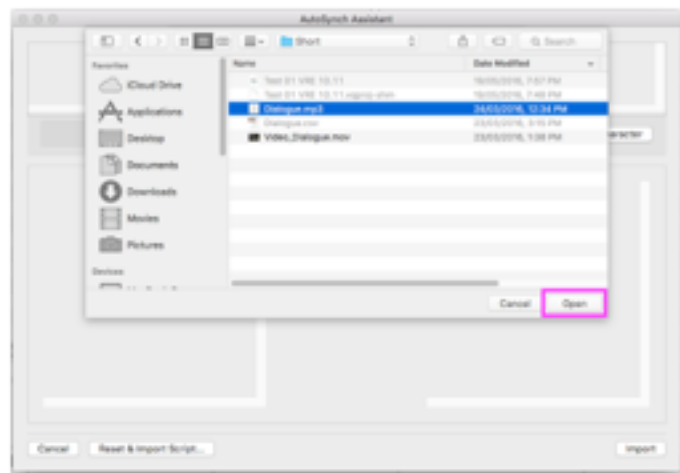**Step 3.** Navigate to **File > AutoSync Assistant…**

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.
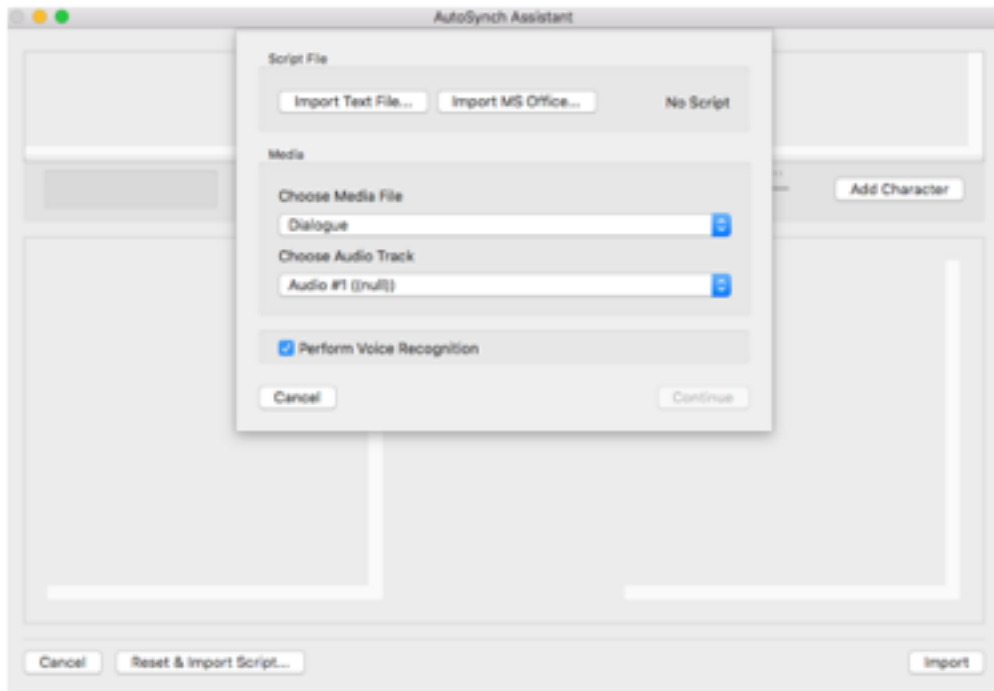

Step 2. Select a supported media file *(See supported media files list on Page 07)* and click **'Open'**.

Step 3. Review the media file and select the appropriate audio track *(if applicable)* Then click **'Import'.**
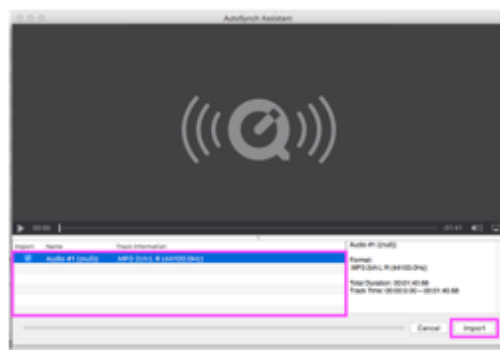
Step 4. You will then return to the AutoSync Assistant main window view. Users will notice both drop-down menus are now populated with their imported data.
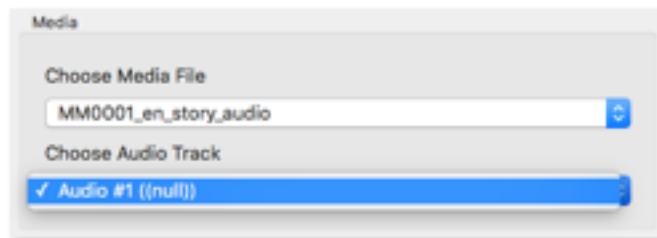

Optional. Users can use the drop down menus to change their media file and audio track to suit the import preference. *Note: For use with multi-track media files only.*

     a. Select drop down to select the correct **'Media File'.**
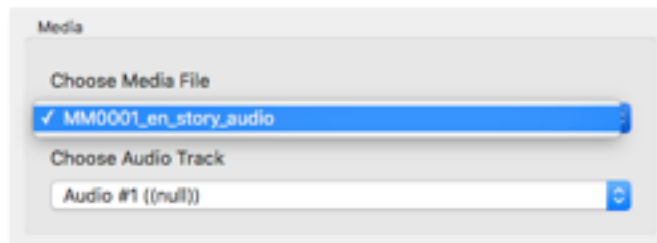
   **b.** Select drop down to select the correct **'Audio Track'.**

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)**

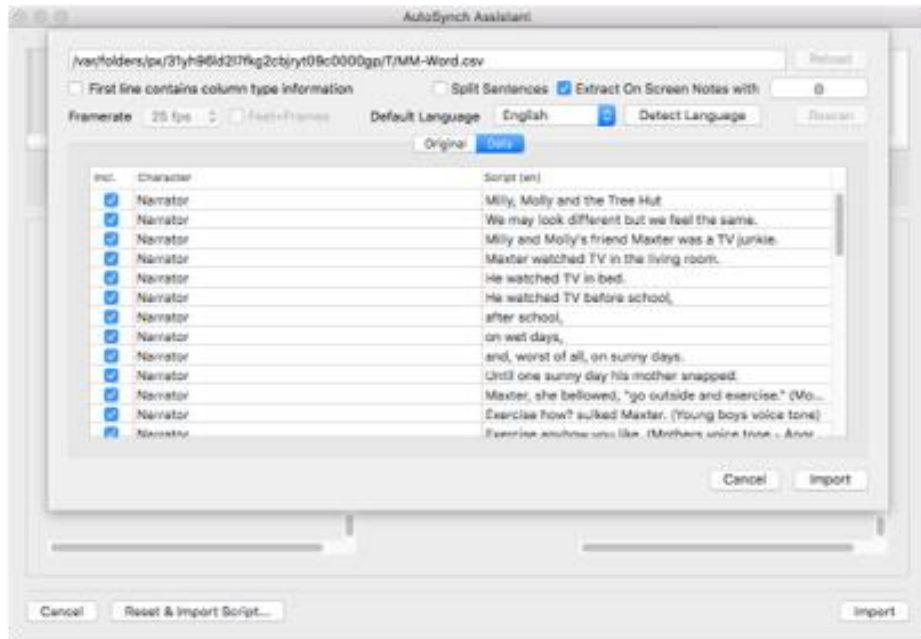**Step 1.** To Import a file click **'Import MS Office…'**
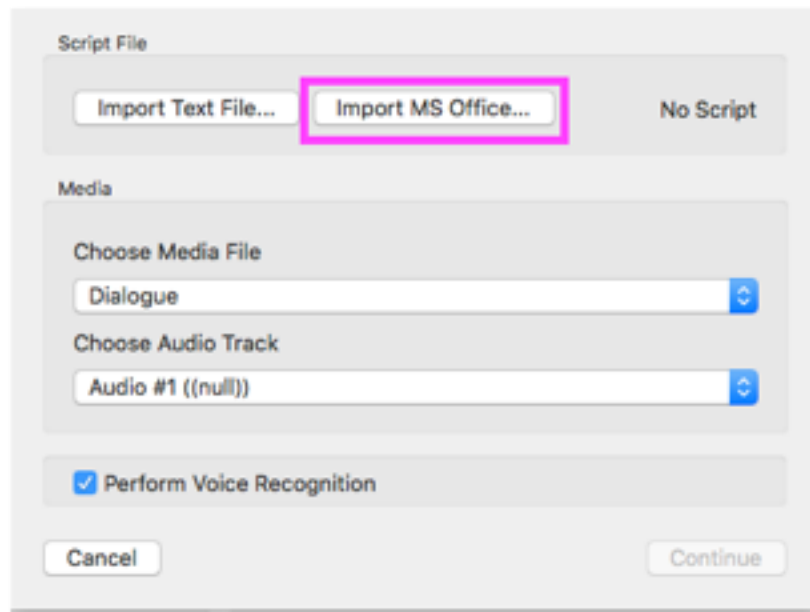
**Step 2.** Select a script file and click **'Open'.**
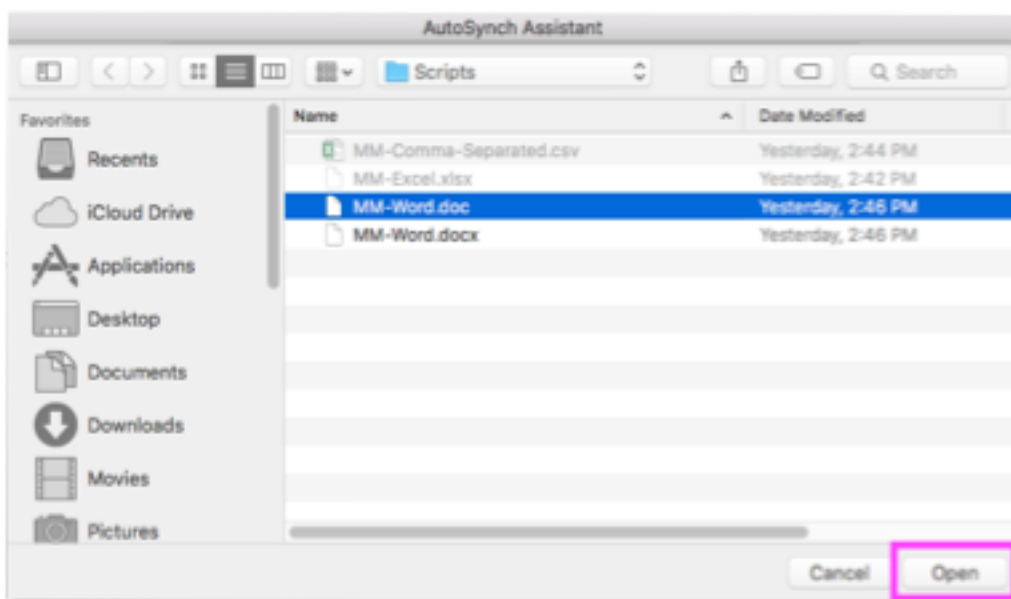
Using the Script Editor

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)*
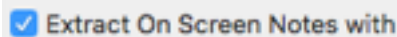

    a. Users can select **'Split Sentences'** to shorten longer lines.

    Select the **'Split Sentences'** check box to enable or disable this function.
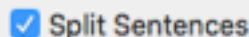
    b. Users can select **'Extract On Screen notes'** to easily create comments.

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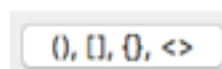
Note: The button changes visual look depending on brackets selected for omission.

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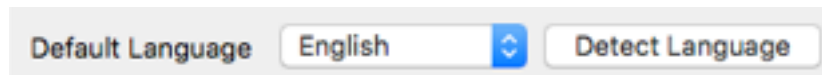
Select the dropdown menu next to the title *(below)* to edit/change the language selection. You can also select 'Detect Language' to let the editor determine the text in the script editor.

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

Running AutoSync Voice Recognition

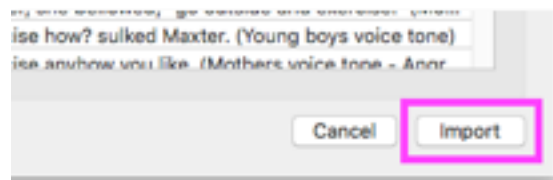Next we will perform the Voice Recognition. Currently the voice recognition engine only works on english scripts & media files. For use with other languages, users are advised to uncheck the **'Perform Voice Recognition check box'** to skip automatic recognition, and use the engine manually for better 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
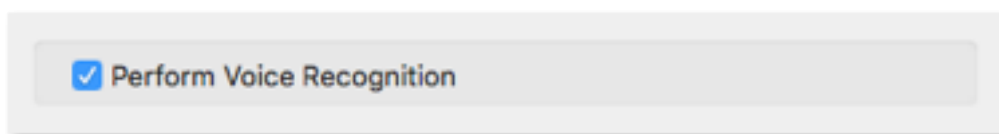
Step 2. Select 'Continue'
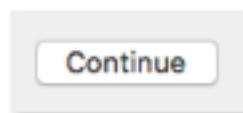
Step 3. Wait for voice recognition to complete. Depending on the length of the media file and text will decide the length of time it will take to sync the project.
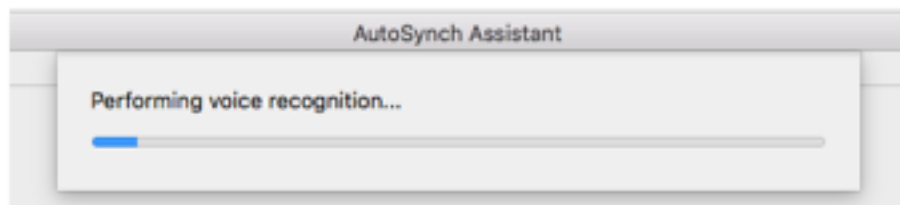
Examples shown: 'Voice recognition running' (above) & 'Matching scripts…' (below)
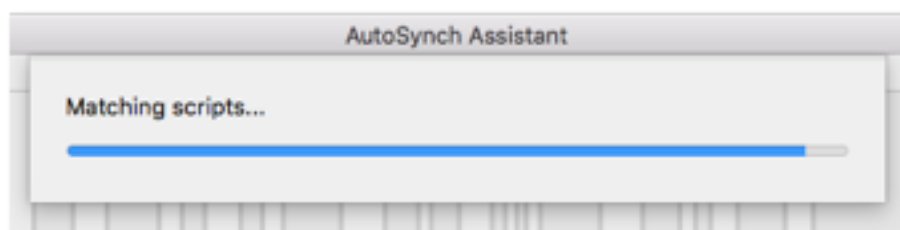
Note: larger text files can sometimes take longer than usual to show visually, please be patient.

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

AutoSync Assistant window

62

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.
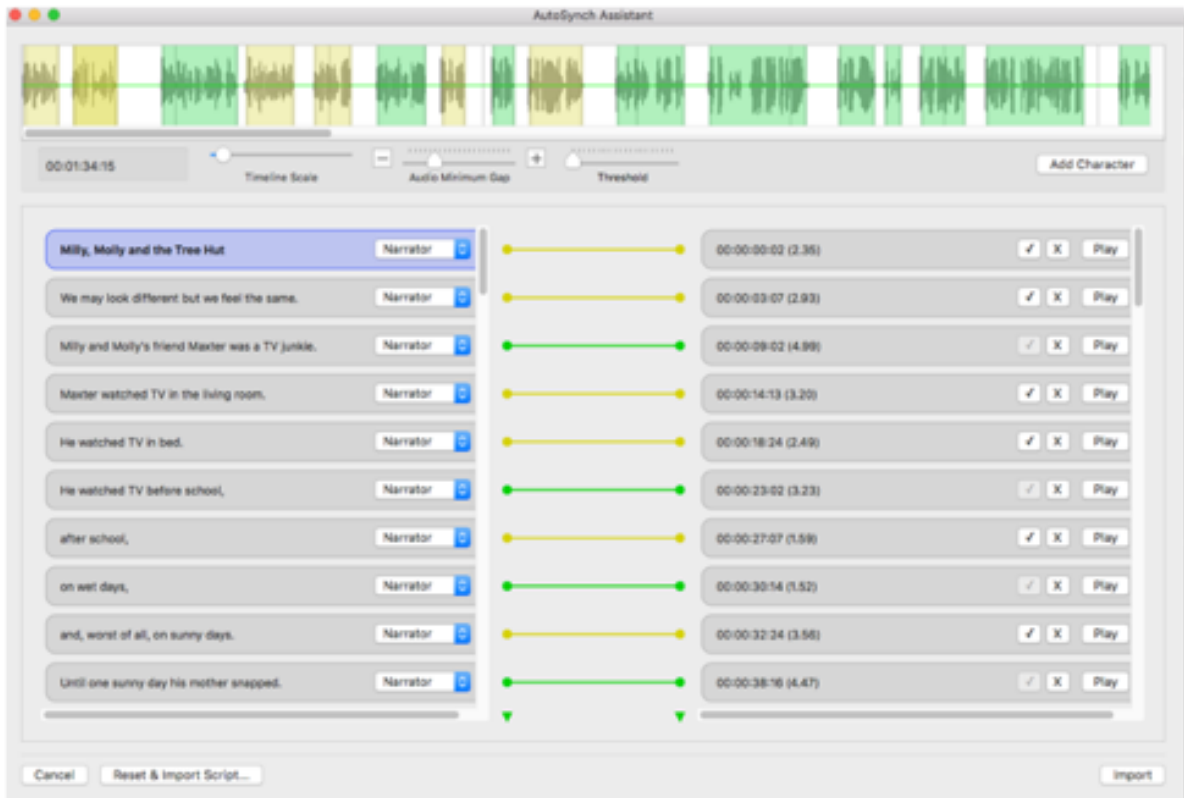
Timeline view

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.
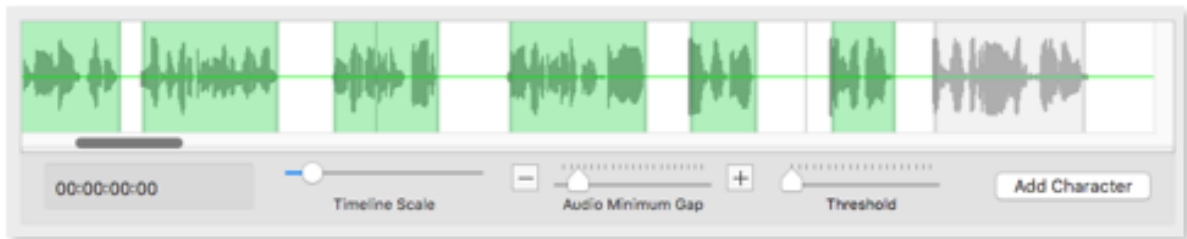
(Above) Timeline view

Step 1. Once sync has completed adjust the **'Audio Minimum Gap'** slider to get the best automatic match. *(Details below in sync view)*
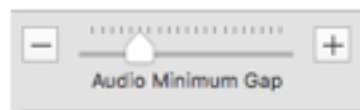
Step 2. Then adjust the **'Threshold'** slider to edit out background noise.
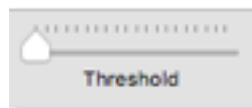
Step 3. The above options are the only two options you should need to use if automation ran successfully. Once you are satisfied with the synchronisation outcome move onto the next section. *(See 'Sync view')*

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.
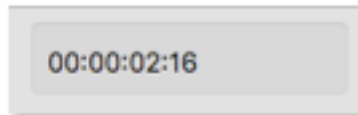
The Timeline scale

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.
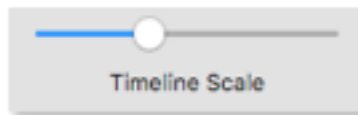
Audio Minimum Gap

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.
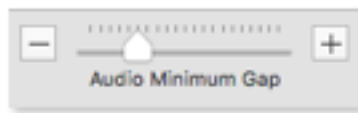
Threshold

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.*
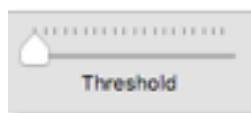
Add Character

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.
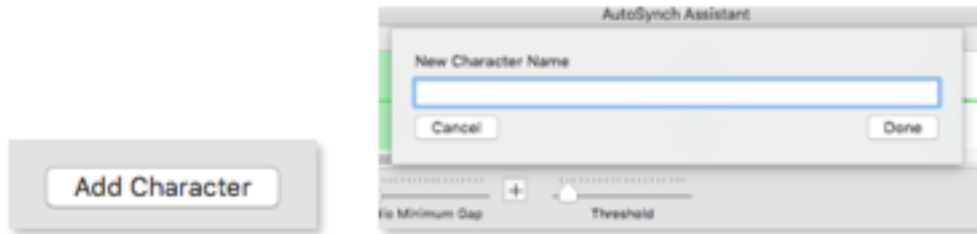
Split Audio Block

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.
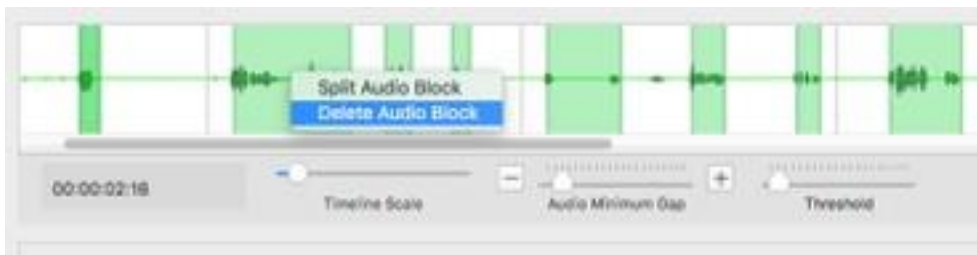
Delete Audio Block

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 Writer 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'**
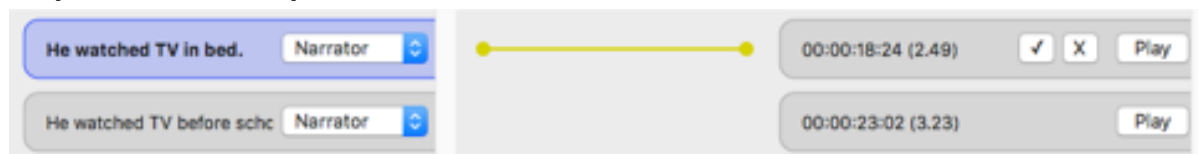
Step 2. Select a '**Audio block**'
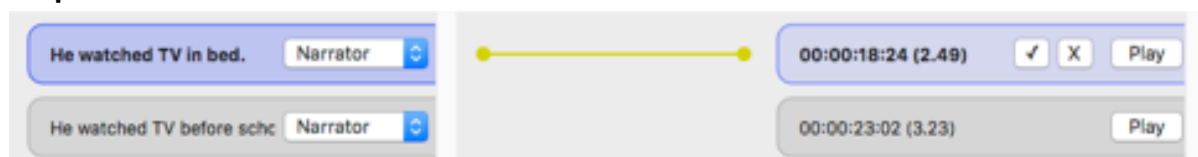
Step 3. Select '**Play**' to playback audio block
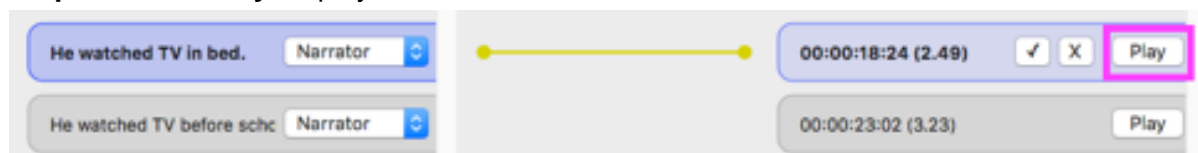
Step 4. If selection matches, select '✓' to confirm
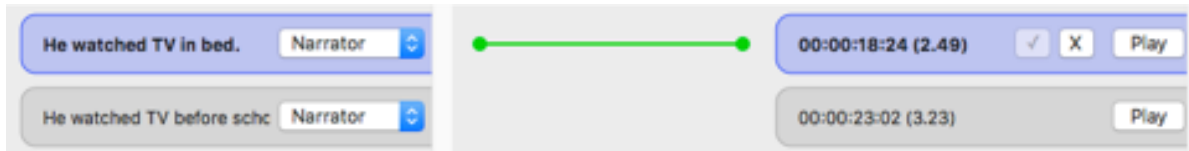
Step 5. Repeat for all lines until sync is complete and all lines are checked and associated correctly.
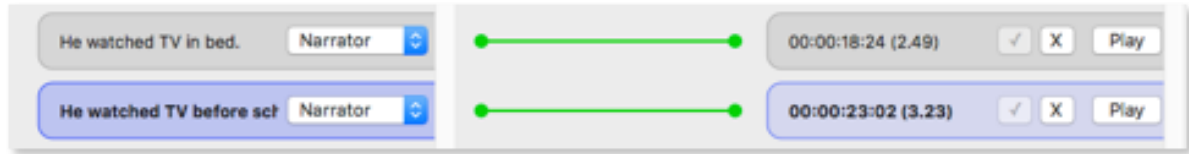
Step 6. Click '**Import**' once sync is completed.
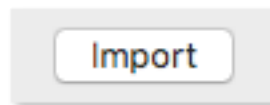
Step 7. You will then see all data imported into VoiceQ Writer's main window view timeline.

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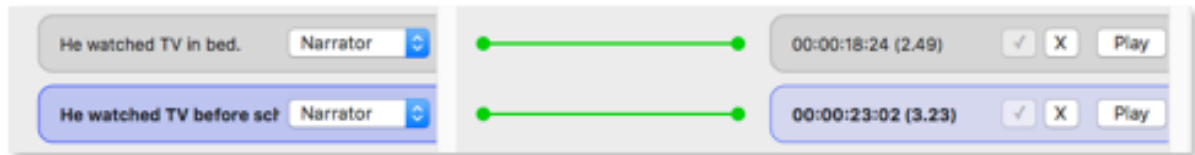
In some cases if the automatic recognition does not recognise the script matching with the audio it will not link it. Users will need to configure **'Timeline options'** to set the appropriate minimum audio gaps and threshold.

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')
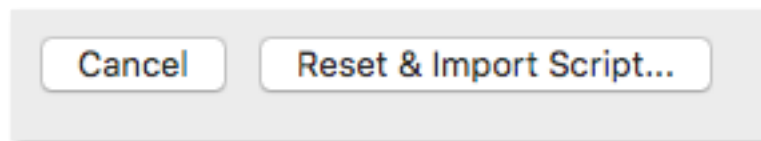
Associating blocks

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**'
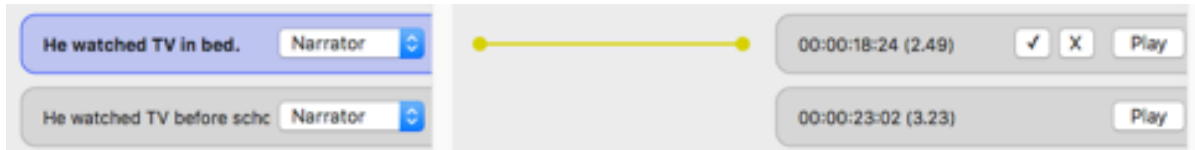
Select a '**Audio block**'
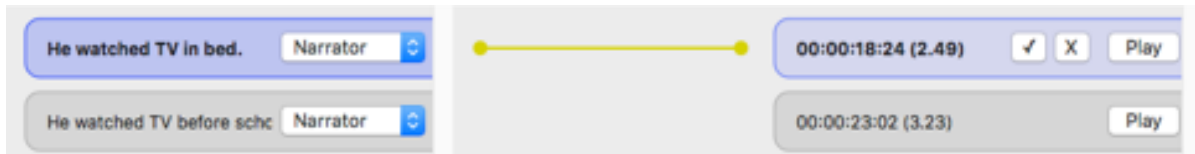
Select '**Play**' to playback audio block
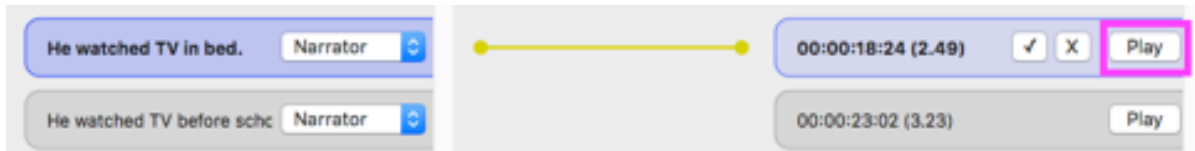
If selection matches select '✓' to confirm

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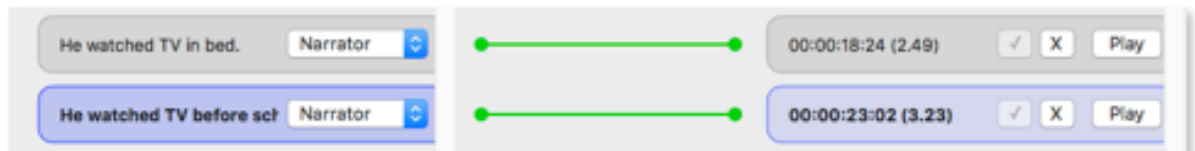
Assign Character

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.
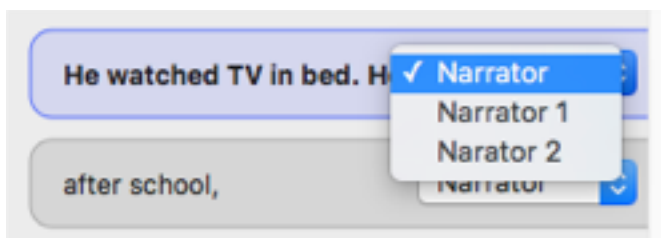
Audio options

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.
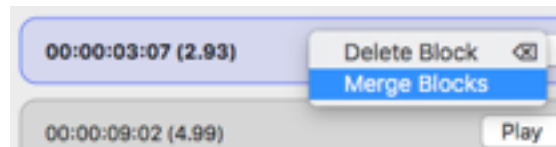
Delete audio blocks

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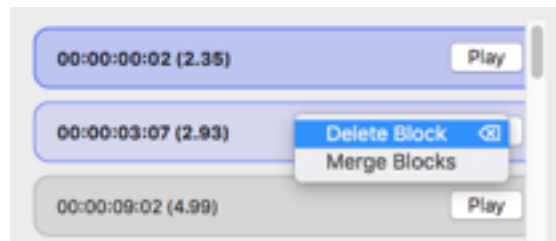
Text options

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…
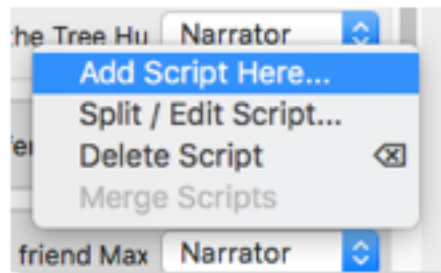
Add Text: Using text editor
A text edit view will appear where users can add their line/s.

Users can add Line Breaks to create multiple lines.

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

Click '**Cancel**' to exit without saving.
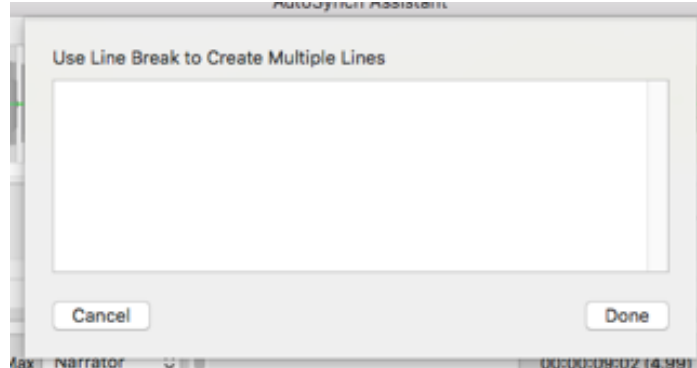
Note: New lines appear after selected script block.

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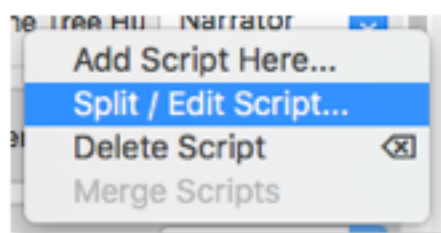
Split/Edit Script text: Using text editor

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.
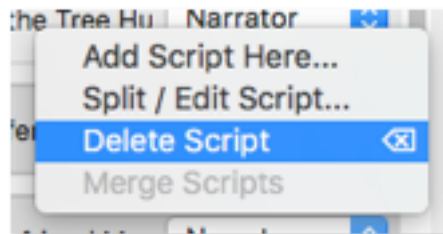
Merge Scripts

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.
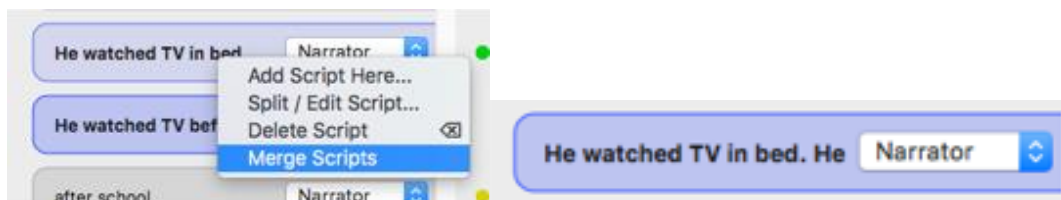
Example of merged script. (Image right)

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 Writer Menu and Preferences Guide

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

VoiceQ Writer Menu > About VoiceQ Writer

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

Figure 15.1 – About VoiceQ Writer

VoiceQ Writer Preferences

VoiceQ Writer Preferences allows you to change various settings within the VoiceQ Writer 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.
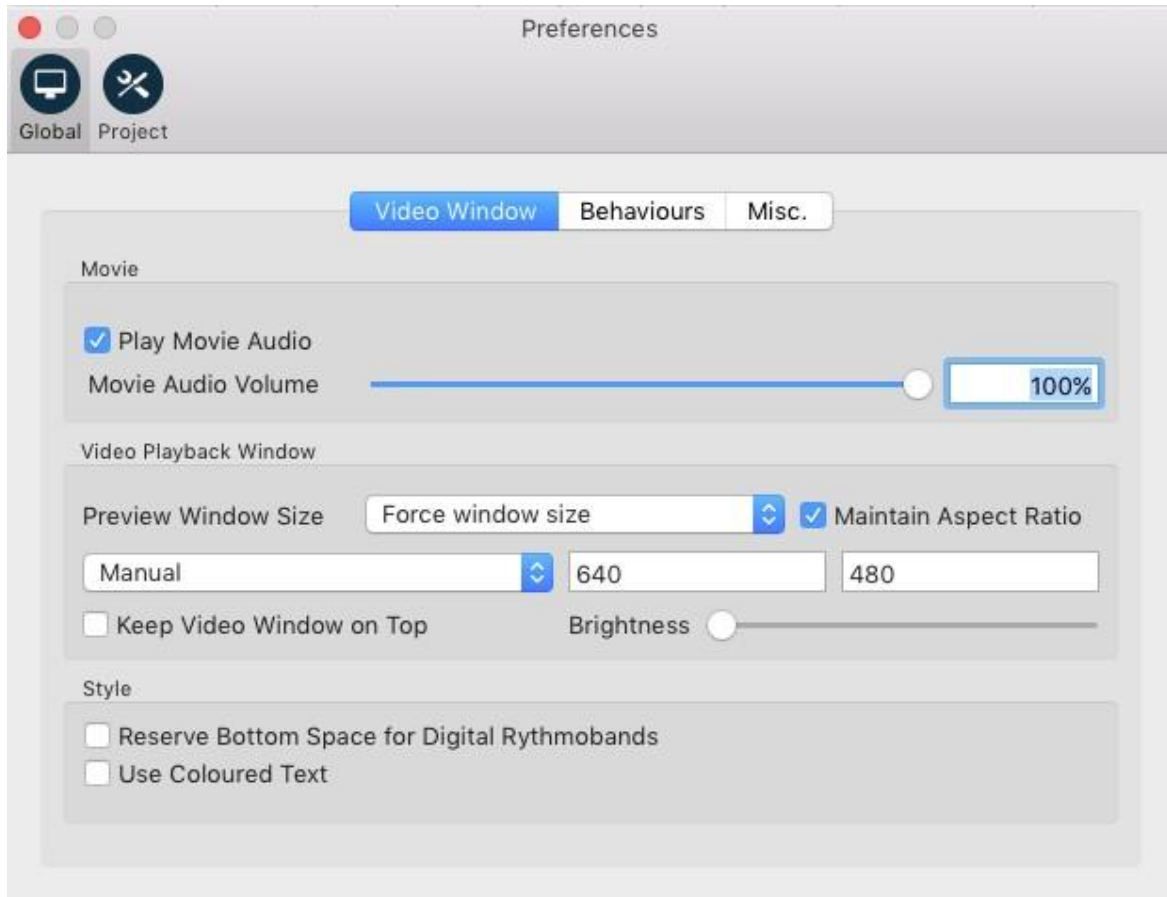
Figure 15.2 – Preferences > Global

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 Rythmo band) for use in the recording process.

Figure 15.4 - Preferences > Project > Scrolling Text

Preferences > Project > Text > Scrolling Text Commands Table

Item	What this will do:
Show done lines	Toggles the visibility of lines ON/Off that are checked as "done" in the Script window
Text	
Show scrolling text	Displays the scrolling text on the output window
Font	Sets the scrolling text font
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 Preroll feature allows the Actor to read, comprehend and prepare to perform that line before it is due to be acted.
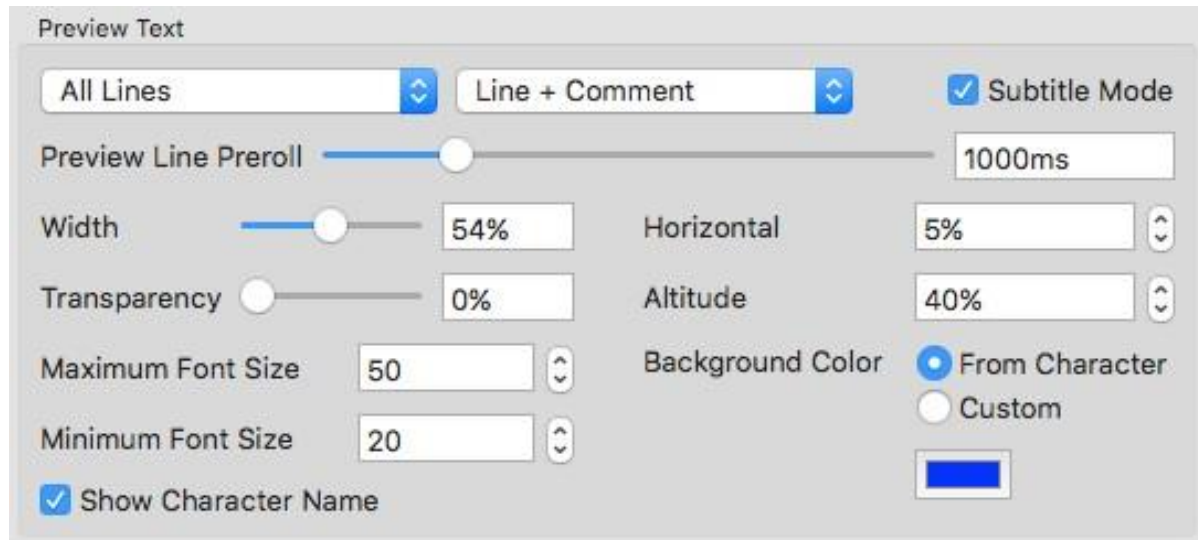
Figure 15.5 – Preferences > Project > Text > Preview Text

Preferences > Display > Preview Text Command Table

Item	What this will do:
Preview Text	
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 Preroll	Sets the Preroll 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 > 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).
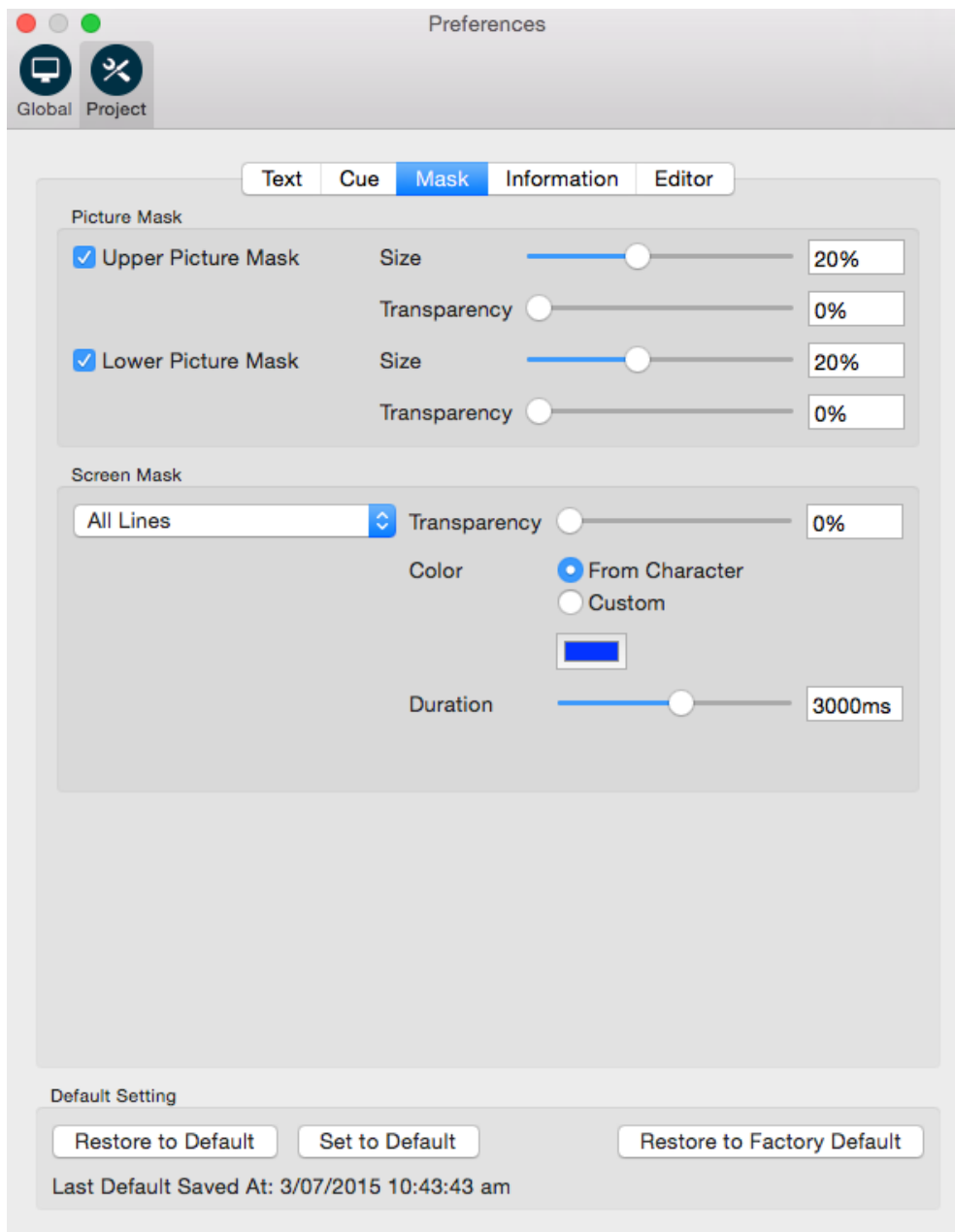
Figure 15.5 – Preferences > Project > Mask

Preferences > Project > Mask Command Table

Item	What this will do:
Picture Mask	
Upper Picture Mask	ON: Sets the display of a mask over the movie from the top down. Size: Sets the percentage of the window the mask will cover up to 50% Transparency: Sets the transparency of the mask
Lower Picture Mask	ON: Sets the display of a mask over the movie from the bottom up. Size: Sets the percentage of the window the mask will cover up to 50% Transparency: Sets the transparency of the mask
Screen Mask	
Screen Mask	Off: No screen mask Current Line: Activates screen mask on the current selected line only All lines: Activates screen mask on every line.
Transparency	Sets the color transparency of the screen mask
Color	From character: Uses the color assigned to the character for the screen mask Custom: Sets a custom color for the screen mask
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.
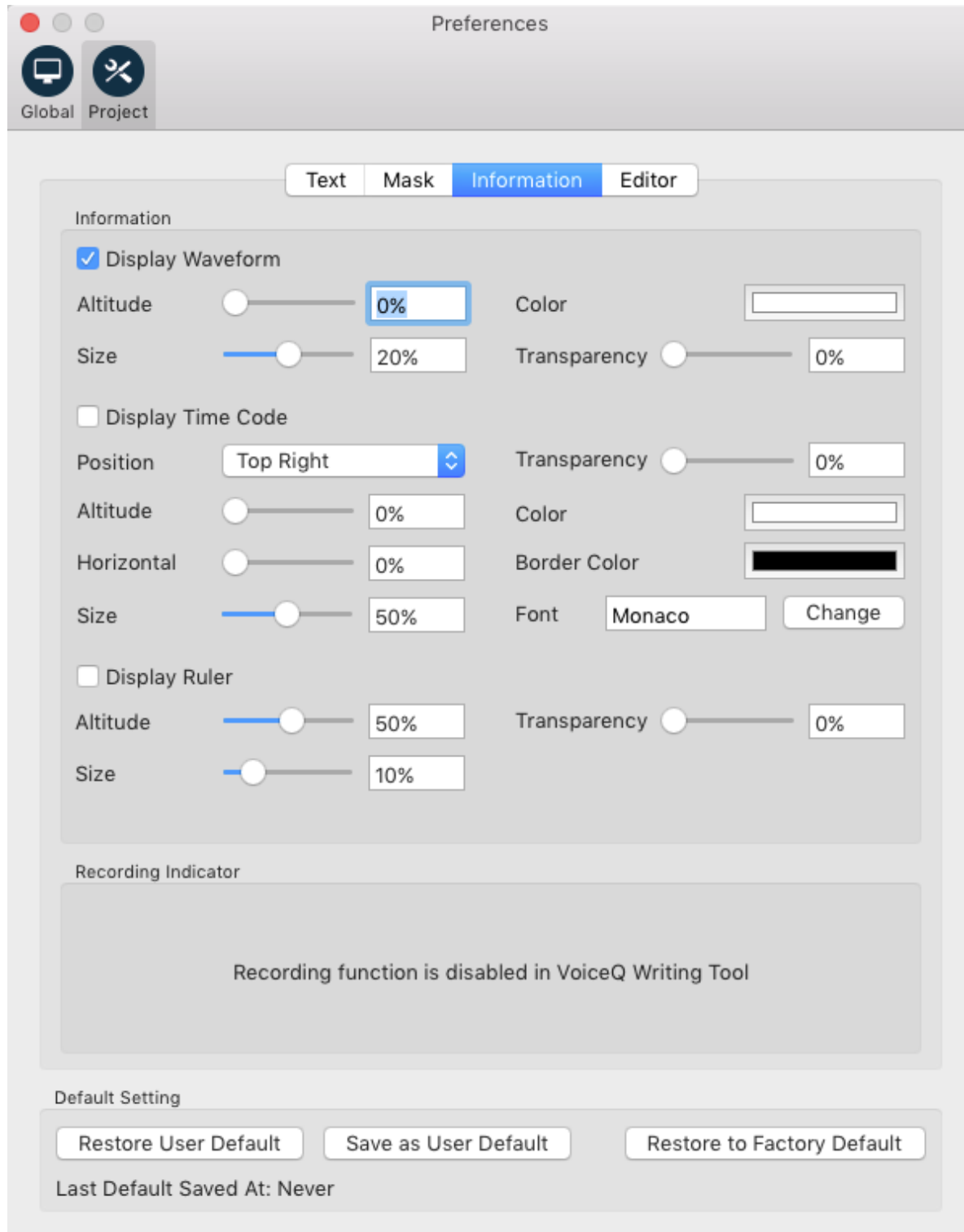
Figure 15.6 – Preferences > Project > Information

Preferences > Project > Information

Item	What this will do:
Display Waveform	
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
Display Time Code	
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
Display Ruler	
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

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.
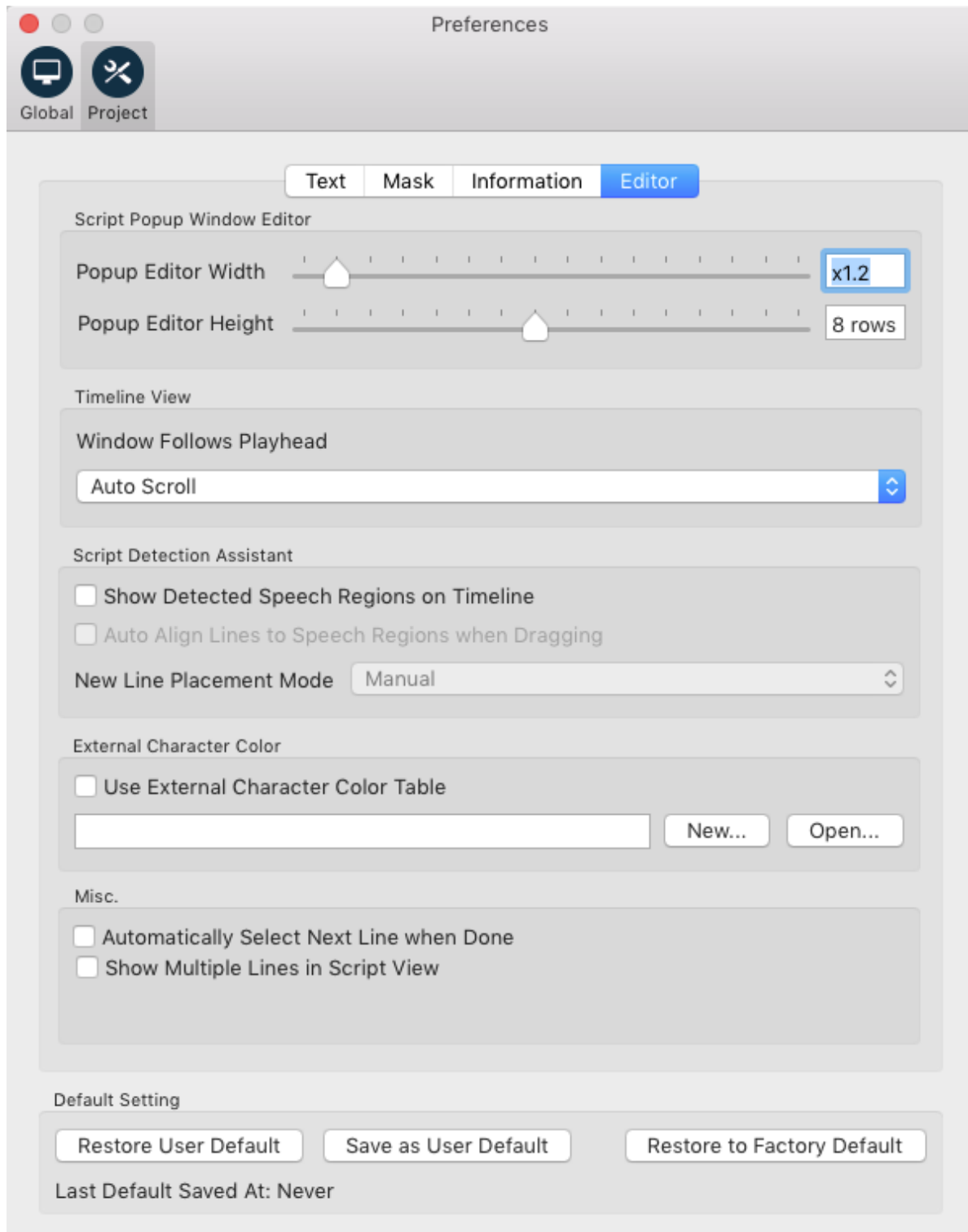
Table 15.5 – Preferences > Project > Editor

Preferences > Project > Editor Command Table

Script Popover	
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.
Timeline View	
Window Follows Playhead:	No Follow – the display in the Timeline Window and Script Window will remain static and will not follow the Playhead. No Scroll - the display in the Timeline Window will remain static while the Script Window will follow the Playhead. Auto Scroll - will scroll the Playhead, Timeline Window and Script Window in synch with the movie. Auto Scroll (Fixed Playhead) - will scroll the Timeline Window and Script Window in synch with the movie while the Playhead remains centered.
Script Detection Assistant	
Show Detected Speech Regions on Timeline	
Auto Align Lines to Speech Regions when Dragging	
New Line Placement Mode	
External Character Color	
Use External Character Color Table	
Misc.	
Automatically Select Next Line when Done	
Show Multiple Lines in Script View	

VoiceQ Writer Main Menu

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

VoiceQ Writer Menu Commands Table

Menu Item	What this will do:
About VoiceQ Writer	Displays the about info box
Preferences ⌘,	Displays the preferences window
Check for updates…	Checks for any in-version VoiceQ Writer 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 Writer Menu

File Menu Commands Table

Menu Item	What this will do:
New ⌘N	Creates a new VoiceQ Writer project file
Open... ⌘O	Opens an existing VoiceQ Writer 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
Save As… ⇧⌘S	Saves a copy of the current file
Revert to Saved	Reverts back to the file version you last saved
Import Media... ⇧⌘I	Imports a movie to be associated with the file
AutoSync Assistant…	Opens AutoSync Assistant
Import...	Imports a Text (TXT,CSV), Import MS Office (DOC,DOCX,XLS,XLSX), Import SubRip (SRT), Import Final Draft (FDX), Import Characters, Import Project
Export...	Exports a Text, Export CSV, Export Excel (XLSX), Export SubRip (SRT), Export Project, Export Characters
Report...	**ADR Cue List Report –** 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 in- complete 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.

Individual Character Script Reports – Exports script reports for specifically selected characters.

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. **Scene Character Matrix(Croiselle) Report** – Exports a Croiselle report. **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...	**Produce customized reports:** - Ability to; add report Header, Logo or Image and Footer (VoiceQ Writer logo is default image), - Ability to define file data attributes, fields and to sort the data in the chosen order - Ability to export reports in Text, CSV and HTML formats - Ability to save report templates

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… fn fn	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
Reset Word Times Proportionally	Resets word spacing proportionally based on number of characters per word.
Reset Word Times Evenly	Resets word spacing in the timeline for selected line evenly.
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
Script	
Timeline	Zoom In – Increases zoom level of the Timeline view Zoom Out - decreases zoom level of the Timeline view Reset Track heights – If a user has customized heights this will reset them to the original view
Enter Full Screen	For use on 10.10+. Allows VoiceQ Writer to go fullscreen.

Table 15.9 – View Menu

Overlay Menu Commands Table

Digital Rythmo Band	Enables/Disables Rythmo Band
Waveform	Enables/Disables
Timecode	Enables/Disables
Ruler	Enables/Disables
Record Indicator	Enables/Disables
Preview Text	Sets type of Preview to show: Off, Current Line, All Lines
Picture Mask	Upper Picture Mask, Lower Picture Mask
Screen Mask	Sets type of Screen Mask to show: Off, Current Line, All Lines
Video	Reserve Bottom Space for Rythmo Bands

Table 15.10 – Window Menu

Window Menu Commands Table

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

Table 15.11 – Window Menu

Help Menu

Will take you to the Support Facility on the VoiceQ Writer Website by default. This VoiceQ Writer 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. If you still require assistance you may log a support ticket from the Support Contact section.

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

APPENDIX 2. Glossary of Terms

Term	Description
Application	Refers to VoiceQ Writer 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 Untied 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 3. 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 Writer 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 before and after the one selected in the current line
Move following words within a Line	⇧⌥drag	Dragging a word in the timeline will affect all words after the one selected in the current line
Move previous words within a Line	⇧^ drag	Dragging a word in the timeline will affect all words before 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 Writer Project
Open Project...	⌘O	Opens an existing VoiceQ Writer 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 Writer 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 Writer Timecode On and Off on the display
Undo	⌘Z	Undo selection of previous actions

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.