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Multiple Languages and CaptionMaker

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Merge Files for Subtitling/Captioning in a 2nd Language

After you have created a file to subtitle or caption in one language, you can use that file to simplify the process of subtitling or captioning the video in additional languages.

The basic premise is that there are certain key points (typically words, but sometimes pauses or visual information), which must appear at the same time code in both the original language and in any translated language.

In actual use you assign time codes to key words of a language that you understand, and your translator will be able to assign corresponding time codes to a language that you don't understand.

For instance, the beginning of a person's dialog will be a key point, a pause will be a key point, expressions that are visually tied up with the audio such as a person pointing and saying, "Look at this!" cannot afford to fall before or after it happens visually on the screen so it also must be a key point.

Another example is found when there is a dialog between two people. The word at which person #1 begins speaking is a key point. Similarly, the word at which person #2 begins to speak is a key point. Also, if there is a long segment of the video without dialog, the word at which the dialog begins again is a key point.

The words that fall between these key points are then automatically distributed evenly by the software. This way the translation will fall almost precisely where it should in relation to timing. Care must be taken to choose these key points frequently enough to keep the software's automatic pacing to a minimum.

Put another way, if the key points are perfectly synchronized, then the rest of the subtitles/captions, which fall between the key points, will be closely synchronized with the dialog. This is accomplished by the CaptionMaker software automatically counting the words in each subtitle/caption between the key points, and assigning time codes based on the number of words in each subtitle/caption. The greater the number of words a subtitle/caption has, the more time it will be given.

- ◆ ONLY THE FIRST WORD OF A SUBTITLE/CAPTION CAN BE A KEY POINT.
- ◆ THE ONLY TIME CODES THAT YOU SHOULD ENTER IN THE FILE, ARE TIME CODES FOR SUBTITLES/CAPTIONS THAT BEGIN WITH KEY POINTS.

Here is an example of timing three key points in an English file (two words and one pause), and using that file to time a translation in French.

#	Start	Caption/Subtitle
1	01:00:28:28	We've talked about passion for the business.
2		Passion is not something you can teach people necessarily,
3		but you can certainly recognize it
4		when you see it.
5	01:00:39:26	
6	01:00:50:03	You're excited to come to work, to see everyone.

There are four steps to merge a translated file with the original file. We will describe the process using an English file as the original file and a French file as the merge file.

Step I

Create the English file with time code as explained in the previous section, and illustrated above with time codes at three key points. Inside the *C:/Program Files/CPC/CaptionMaker/Samples* folder there is a file named *Translation-English-with-tc.cap*. The above few lines are from this file.

Step II

After creating the English subtitle/caption file, you need to export the file for Merge option. This is done so that you can give the file to the translator, so that the translator will have a copy of the file with the key points. The file will have the time codes of the key points replaced by sequential numbers as shown in the file below.

For example, the first key point above, 01:00:28:28 will become key point #1. The key point at 1:00:39:26 will become key point #2, and so on.

1. To export the file, use *File* → *Merge Export* option.
2. Choose the file type *Word Processor* [ASCII text file (*.txt) or any Word Processor type] and
3. Press the Browse button. Choose the folder you want to save the document into and click on the *Save* button and click on *Next*.

The file you just created should look like the following. Since it is a text file, you may open the file in Notepad and check it out.

For your convenience, we have provided a copy of the file you just created inside the *C:/Program files/CPC/CaptionMaker/Samples* folder. The file name is *Translation-English-tagged-text.txt*. The following few lines are from this file.

```
1      We've talked about      passion for the business.
Passion is not something      you can teach people necessarily,
but you can certainly recognize it
when you see it.
2
3      You're excited to come to work,      to see everyone.
```

Step III

This is the file you must provide to the translator. The translator should give you the translated file in French as shown below, following the guidelines in the next section, “Instructions to the Translator”.

An example of the translator’s completed file is also provided for your convenience. It is inside the *C:/Program files/CPC/CaptionMaker/Samples* folder. The file name is *Translation-French-tagged-text.txt*. The following few lines are from this file.

```
1      On parle souvent      de la passion pour son travail.
La passion ne s'apprend pas,
mais on la ressent      immédiatement chez les autres.
2
3      Il est stimulant      de se rendre au travail
et de revoir tout le monde.
```

Note This file could be in a Word, WordPerfect or text file. If it is a text file created from Word, save it using the *MS DOS Text with Line Break* option under *File* → *Save As*. If the language used is anything other than a Western European language, you must

import and export the files for Merge option in Word. (Word is the best choice, but WordPerfect files also work in most languages.) The translator must use the same program and preferably the same Windows font to avoid conflict with character positions.

Step IV

Now you must merge the *Translation-French-tagged-text.txt* with the *Translation-English-with-tc.cap* to combine the time codes from the English file with the text from the French file according to the tagged numbers associated with the French file.

1. Go to *File* → *Open* and open the file *Translation-English-with-tc.cap*
2. Go to *File* → *Merge Import* option and choose Word Processor [ASCII text file (*.txt) or any Word Processor type] and click on the Browse button.
3. Select the file *Translation-French-tagged-text.txt* and click on Open.
4. Click on Finish.

The end result would look something like the image below. Now the French file has all the time codes from the English file at the appropriate places.

#	Start	Caption/Subtitle
1	01:00:28:28	On parle souvent de la passion pour son travail.
2		La passion ne s'apprend pas,
3		Mais on la ressent immédiatement chez les autres.
4	01:00:39:26	
5	01:00:50:03	Il est stimulant de se rendre au travail

Step V

Here is the final step. To fill in the blank time codes between the existing time codes at the key points, click on the header **Start** above the time code area to highlight the time code column. Right-click on anywhere on the highlighted area and choose *Fill-in time code*. Inside the *Fill-in time code* dialog box choose the second radio button to fill in time codes for the blank time codes **only**.

You will see the all the blank time codes are filled with appropriate time codes giving the same reading speed for all captions/subtitles between two key points.

You should AutoSync the whole file with the video and make sure the timing is all right. You may have to alter some time codes for caption/subtitles that consist of one or two words.

Instructions to the Translator

How to Translate CPC Subtitle/Caption Files into Another Language

Here is an example of a translation of an English subtitle file to French using the CaptionMaker software. You (the translator) should receive an English file with numbers (corresponding to key points) interspersed at the left margin as shown below. Notice that each number is followed by a tab.

ORIGINAL CPC FILE IN ENGLISH

1 We've talked about passion for the business.

Passion is not something you can teach people necessarily,
but you can certainly recognize it
when you see it.

2

3 You're excited to come to work, to see everyone.

4 Not only do we have our regular customers

but I get excited when they walk in the door.

It's nice to see them all the time

and we have people that come in every day.

5

6 When I interviewed with Pier 1 I had that sense

that this was a company with destiny.

There were about 70 people

who applied for a manager in training position

and I banged on the door every morning for about two weeks

to sign up with the company.

7

8 My first paycheck said this is brought to you
by your customers.

It really said this is what this company is about.

9

10 You have to have a passion for this business.

I think that most managers do have a passion

for this business.

The desire to make the most of it

and take every opportunity.

11

12 I love this company and I tell everybody

if we could hire so many people to work for Pier 1

I would completely suggest that you put

in your application and try to get a job there.

13 It's so awesome they treat you like

you're their own kids and it's just an amazing feeling.

14

You (the translator) should:

1. *Freely translate* the English into French. Ignore the numbers in the left margin.
2. Find the locations in the French file that correspond to the location of the numbers at the left margin of the English file, and enter the numbers in the French file. After you enter each number, place a tab. Notice that the English file has some blank lines. You must add blank lines in your translated file too, and add the correct number next to it.

WARNING YOU MUST NOT MISS ANY NUMBER, AND YOU MUST PRESS TAB AFTER EACH NUMBER, OR THE SOFTWARE WILL NOT BE ABLE TO SUBTITLE THE VIDEO.

3. (Optional Step – Ask your contact if this is necessary): Break the text between numbers into individual subtitles. To indicate a new subtitle, place the first word of the subtitle at the left margin.
4. (Optional Step – Ask your contact if this is necessary): Break each individual subtitle into one, two or if absolutely necessary, three lines. To indicate a new line within a subtitle, place a tab within the line at the place where you want the new line to begin.

General Guidelines

Subtitles are not to be translated verbatim. They should be edited to make the text as compact as possible without losing the essence of the dialog. Remember, the viewer reads subtitles while watching the video. Brief, concise subtitles are easier to read.

As you see in the English files, the text is broken into different lines. Each line is a subtitle. No lines should be more than 40 characters.

The number of text lines between two key numbers on the left of the page in the English file and the French file need not be the same. For example, you could have 3 lines in English and 5 lines in French. But if you edit the text to make it as compact as possible, in most cases you will have fewer lines than the English file. That's even better for the viewers. They can read the subtitles more easily, since there is less to read.

The amount of text between two numbers can vary, but the key numbering on the files must be the same. For example, please check the English file on the previous page. On that page, there are 14 key numbers, and 35 lines (including blank lines). If you turn to the next page you will see an example of the same file translated to French. In the French file, there are 14 key numbers, and 38 lines (including blank lines). The fact that there are more lines of text does not matter; what is important is that the key numbers are preserved.

Also notice that sometimes there is a tab inside a line in the English file. The tab indicates where the subtitle is eventually going to be broken up into a two-line subtitle. (e.g., My house is very beautiful.) Do not worry about the tab in the English file.

After you are done translating, compare your file with the English file and simply add numbers in the French file at the corresponding points where numbers appear in the English file.

WARNING AGAIN, IT IS CRITICAL THAT THE NUMBERING IN THE TRANSLATION FILE IS THE SAME AS THE NUMBERING IN THE ORIGINAL FILE.

IN THIS EXAMPLE, THE ENGLISH FILE HAS 14 NUMBERS, EACH FOLLOWED BY A TAB. THEREFORE THERE SHOULD BE EXACTLY 14 NUMBERS IN THE FRENCH FILE IN CORRESPONDING LOCATIONS, EACH FOLLOWED BY A TAB.

PLEASE TAKE WHATEVER EXTRA TIME IS NEEDED TO DO THIS! IT IS THAT IMPORTANT!

The translated French file you would provide, with numbers corresponding to the previous English file, is shown below.

TRANSLATED FRENCH FILE

```
1      On parle souvent      de la passion pour son travail.
La passion ne s'apprend pas,
mais on la ressent immédiatement chez les autres.
2
3      Il est stimulant      de se rendre au travail
et de revoir tout le monde.
4      Nous avons des clients réguliers
et nous éprouvons toujours le même plaisir,
lorsqu'ils reviennent      magasiner chez nous.
5
6      Lors de mon      entrevue chez Pier 1,
j'ai compris que      mon avenir était ici.
Près de 70 personnes      avaient postulé
pour le poste de      directeur de la formation.
J'ai frappé à la porte,
presqu'à tous les matins      pendant deux semaines,
pour obtenir ce poste.
7
8      Lorsque j'ai reçu      mon premier chèque,
j'ai eu l'impression      qu'il me disait:
"Ce sont tes clients qui te paient."
Cela reflète exactement      la philosophie de la compagnie.
9
```

10 Il faut vraiment que ce travail
soit une passion et je crois que les directeurs
éprouvent ce sentiment pour leur travail.
Ils désirent en retirer le maximum et saisir
toutes les opportunités qui s'offrent à eux.

11

12 J'adore cette compagnie et comme je le dis toujours:
"Si Pier 1 pouvait engager tout le monde, il le ferait.
Entre-temps, je vous recommande fortement de soumettre
une demande d'emploi et peut-être aurez-vous
la chance de faire partie de notre grande famille.

13 C'est une merveilleuse expérience croyez-moi,
la compagnie traite ses employés
comme s'ils étaient ses enfants.

14