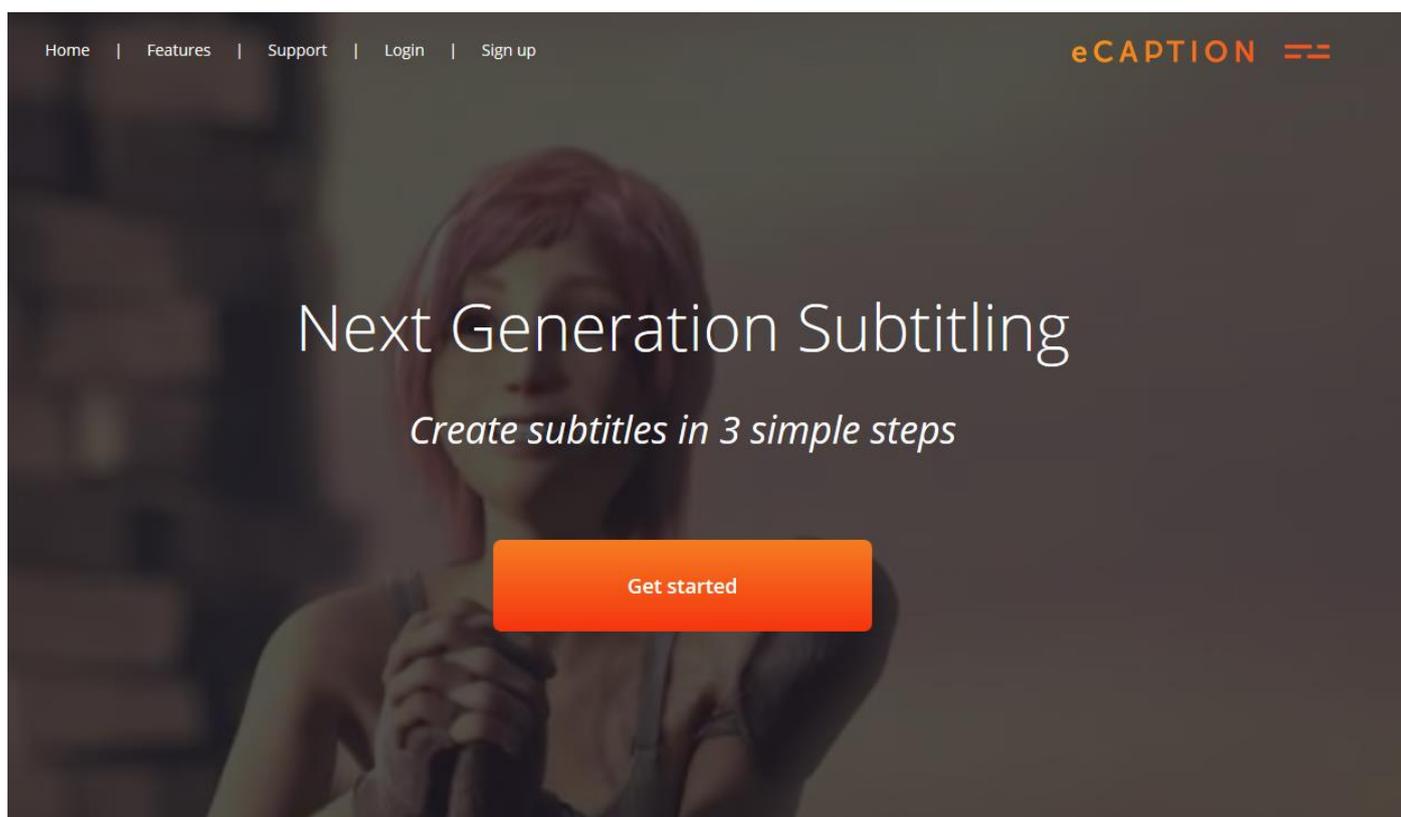


eCaption Quick Guide



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eCAPTION 

Next Generation Subtitling

Create subtitles in 3 simple steps

Get started

INTRODUCTION

eCaption is a fully web and cloud based solution to create subtitles. There is no need to install any specific software on your PC or Mac to use eCaption, but before you can use eCaption you need to setup an eCaption account.

This quick guide will explain how to create such account and a few additional steps to use eCaption.

A complete eCaption User Manual is available upon request.

YOUR PC OR MAC PREREQUISITES

To use eCaption a web-browser is required. Both PC's and Mac's are supported. Other devices such as tablets are not suitable for the use of eCaption and therefore not support.

eCaption also requires a full-sized keyboard, so including a numeric keyboard section (and for Mac users, the keyboard should have a Del key).

The table below shows the minimal prerequisites for the used PC or Mac:

	OS	Browser	Keyboard	Minimal Screen resolution
PC	Win7, 8 or 10	Firefox v47 or higher	Full-sized	1280 x 1024 (5:4) 1920 x 1080 (16:9)
Mac	OS-X v10 or higher	Safari or Firefox V47 or higher	Full-sized	1280 x 1024 (5:4) 1920 x 1080 (16:9)

CREATE YOUR ECAPTION ACCOUNT

As a first initial step you need to setup an eCaption account. After setting up such account you can:

- Use eCaption as a single user
- Add additional users
- Add additional groups

Adding additional users or groups is not mandatory, but useful e.g. for subtitle companies.

STEP 1: GO TO THE ECAPTION PORTAL

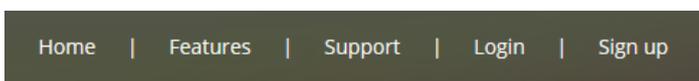
Startup your browser and navigate to:

www.ecaption.eu

eCaption will redirect you to <https://www.ecaption.eu/>. That is a normal behavior.

STEP 2: CREATE A NEW ACCOUNT

On the eCaption web-page a header is shown with multiple options. Please select option "Sign up":



A “[Create New Admin Account](#)” screen will appear. In this screen you have to provide your user details:

- Account name The name of your new account (can be any name)
- Name Your name e.g. John Doe
- Email address Your email address. This email address should be unique (never used in eCaption before)
- Group name The name of the 1st group under your account. Additional groups can be added later on
- Voucher code. This is optional, only applicable if you have received a voucher code

Check and accept the terms and conditions, and select ‘[Create account](#)’.

You will receive a confirmation email to the provided email address. If not, please check your spam filter or spam email box. This email will contain a link:

- Please select the link
- The link will direct you to your first login screen
- Set password by providing your new password twice
- Press Ok (Login)

Now you have setup your new eCaption account successfully and can login using your email address as the username, and your own provided password.

Since you have created this new account, your role will be administrator. However in this role you can also use eCaption including all options, so as a single user.

ADDITIONAL USERS

eCaption supports multiple users, so it is possible to add additional users to eCaption. This step is not mandatory.

eCaption supports 4 different types of users:

- Administrators
- Managing Editors
- Editors
- A combination of Managing Editor and Editor

Editors can only edit. A job needs to be assigned to them before they can start editing.

Managing Editors can assign jobs and execute additional process steps. Some Managing Editors can also delete programs that are loaded into eCaption. This is an extra option that can be set by the Administrator.

Administrators cover all roles.

HOW TO ADD A NEW USER

To add a new user you require to be logged in as an Administrator and then:

- Select 'Users' (under admin functions )
- Select 'Add user'
- Provide the user's name and email address
- Select the user's group¹ and roles. Every user can have one or multiple roles per group, or no access to specific groups.

The user will receive a confirmation email to set his/her password and needs to click the link of that email and set a password. That will activate the new user. The user can login using the provided email address as username, and their own selected password.

eCaption supports a higher level of login security (MFA). If you want to make use of this, please refer to eCaption's User Manual, or contact OptiSpeech.

ADDITIONAL GROUPS

When you were setting up your new eCaption account, you did create one user group as well.

It is possible to add additional groups, for example to separate specific users, to make use of multiple (different) group profile presets or to separate subtitle jobs per client. Adding additional groups is not mandatory.

HOW TO ADD A NEW GROUP

To add a new group you require to be logged in as an Administrator and then:

- Select 'Groups' in the admin functions
- Select the 'Add group' button and follow the instructions.

Every group has its specific group email address. Status updates of eCaption processes will be sent to that email address, so we recommend to use a generic email address (e.g. planning@xxx.com) rather than a personal email address.

Please note that after a new group has been created, assure you add your users to that group as well. This can be done under option 'Users'.

¹ At this stage no additional Groups have been set yet, so new users will be linked to a single group

HOW TO USE ECAPTION

THE ECAPTION PROGRAM LIFECYCLE

eCaption uses multiple steps in the entire subtitle creation process. This differs from the more traditional way of subtitling.

Certain process steps are automated; others are manual processes or interventions.



Every program first needs to be loaded as a video into eCaption. After being processed, it can then be assigned to a user, edited, be returned, offered to the generate subtitle process and after a brief verification being converted and exported as a subtitle file.

This might look comprehensive, it is however a simple process of simple steps.

Of course, programs can also be deleted from eCaption after export, that step is not shown in the diagram.

THE MAIN SCREEN, eCAPTION'S DASHBOARD

All processes can be controlled via a central Dashboard. The Dashboard also shows the status of every program and certain actions and batch actions can be started from this Dashboard.

The Dashboard offers multiple find, filter and sorting options to find or list specific programs based on name, status and multiple other values. The 2nd and 3rd column of the Dashboard are user selectable fields.

The screenshot shows the eCaption dashboard interface. At the top, there is a dark header with the eCAPTION logo and navigation buttons: "Go to Dashboard", "Admin functions", and "User functions". Below this is a secondary header with "Programs" and a search bar labeled "Search on program name". A "Switch between Groups" button is also present. On the right side of the dashboard, there are buttons for "ADD PROGRAM" and "Add a new program (video) to eCaption".

The main content area is a table with the following columns: "Program name", "Date created", "Deadline", "Assigned editor", and "Status". The table contains several rows of program data. Callouts point to various elements: "Program names & program selections" points to the program name column; "User Selectable Columns" points to the "Date created" and "Deadline" columns; "Assignment information" points to the "Assigned editor" column; "Program Status details" points to the "Status" column. At the bottom of the table, there are icons for "Actions and Batch actions on selected program(s)".

At the bottom left, there is a status bar showing "1 Programs selected" and a "Clear selection" button. At the bottom right, there is a "Chat" button and a "Header 3" label.

For more information about specific fields and their meaning, as well as for details of all program lifecycle processes, please see the eCaption User Manual.

IMPORTANT NOTICES

When you start using eCaption, please be aware of the following:

- The maximum video size for uploaded videos should not exceed 2GB in file size. We recommend to use only compressed videos² with a low video resolution.
- Videos can be loaded in a 16:9 or 4:3 format. Supported video encoding is MPEG1 or 2 and MP4.
- When loading a new video, an option is to load an extra text file³ e.g. from a script. This option only works in combination 'Transcription Yes'. eCaption will use the provided text as a basis, rather than generating the transcriptions.
- Use selection 'Transcription No' when translated subtitles will be created. In this case the language selection will be the language of the translation (for the spelling checker).
- Managing Editors that have Editor role rights as well, can start the editing process straight away. The Assign Editor step is not required.
- The purpose of the Verification process is to correct potential timing issues in the reported subtitles. There is no need to verify all subtitles, neither to do a text or text layout check.
- To load a new program, credits are required. When a new account will be created, 50 credits are added for test purposes. If more credits are required, please contact OptiSpeech. Credits are offered as pre-paid packages in multiple sizes.
- Processes "Add new Program / Generate Subtitles / Conversion" are background automated processes. These may take some time. Especially the initial process when adding a new program may take some hours. That is a normal behavior. When programs come available you will receive a confirmation email.
- Under "Groups" and when logged in as an administrator you can change the Group Presets. Every group has its own set of presets. A more extensive description of these presets can be found in the eCaption User Manual, or if you need help, please contact OptiSpeech.

² Prevent to compress the audio too much. Audio should be of good quality if you listen to it.

³ The text in this file should comply to the ISO8859-15 (Latin-9) standard. In case the file includes non-compliant characters, you may risk to lose part of your text.

CONTACT INFORMATION

For questions or support please use the following contact details:

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