KIWA

™

SOUNDS SUITE

KIWA INTERNATIONAL LIMITED

Script Import Manager

User Manual 2.0.2

Table of Contents

Introduction

This guide documents how to install and use the Script Import Manager 2 (SIM2) for VoiceQ DUB and VoiceQ ADR applications. For the purposes of this guide both applications are referred to as VoiceQ. User training and advice is available as part of your initial license to use VoiceQ. Should you require additional training at any time please contact KIWA International Ltd.

✋ Note: This guide assumes the user has a working knowledge of their operating system and an understanding of Text, Data, Video and Audio formats.

System Requirements

The SIM2 application is written in Java. This software can be used with any computer that can run a java application; Mac OSX, Windows and Linux.

Installing SIM2

This chapter explains how to install and configure SIM2 on a compatible computer.

✋ Please check our website and download the latest version of SIM.

✋ Mac OSX has Java as part of it's standard installation.

✋ Windows users should ensure that Java is installed on their computer. You can download/update your Java software from Java.com.

✋ When you first launch SIM2 it will ask you to specify a directory location to store your presets. You must select a valid directory to run SIM2. You can change the directory location in the Preferences menu. (Edit>Option for Windows users)

For Mac users:

1. Unzip the downloaded SIM2 archive file
2. Copy or Move the SIM2 folder to your Applications folder
3. Your software is now installed
4. Launch the application by double clicking the SIM2.app file
5. Specify a directory to store your own presets (Only when you first launch SIM2)

For PC users:

1. Unzip the downloaded SIM2 archive file
2. Your software is now ready to use
3. Launch the application by double clicking the SIM.jar file located in the **SIM 2/SIM2.app/Contents/Resources/Java/** folder
4. Specify a directory to store your own presets (Only when you first launch SIM2)

Demo Scripts

The SIM2 Application package includes a folder of demo scripts. These can be used for training and testing purposes.

Demo project packs for VoiceQ are also bundled in with the download packages available on our website.

What is SIM2

An Overview

Script Import Manager (SIM) is an easy way to get your ADR and Dubbing scripts into VoiceQ ready for recording. SIM2 is the first major upgrade version that streamlines the work flow, simplifies the user interface and automates previous manual processes. SIM extracts the data required for your VoiceQ project from an Excel, Word or Text file, corrects time-code and formatting errors, and outputs a tab delimited text file ready for opening in VoiceQ.
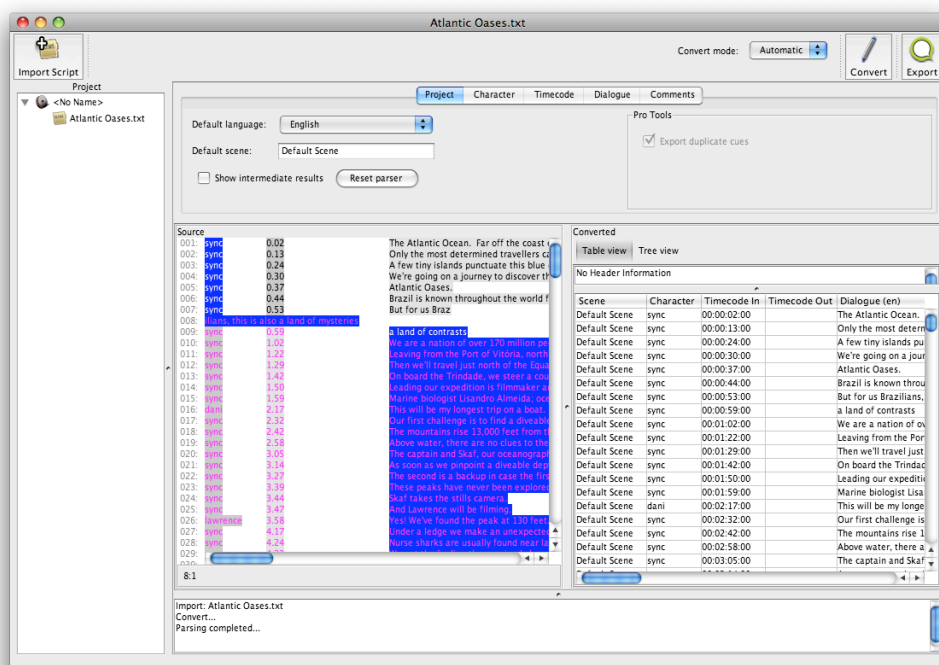
SIM is designed to enable importing of "Export Scripts" and other lists of dialogue into VoiceQ. Export scripts from around the world come in many different formats. SIM allows you to use these scripts as a source for your ADR or Dubbing project, saving on preparation time while keeping all your data organized.

SIM has an interactive editor that draws your attention to any formatting errors by highlighting them in red and allows you to navigate to the next/previous error with arrow buttons. This allows for quick manual correction of errors to avoid them getting into your session.

SIM has been designed to handle multiple languages and character sets.

This simple process involves:

    a.   Importing a file

    b.   Selecting appropriate options

    c.   Converting the file into the VoiceQ file format

    d.   Correcting any errors that are displayed

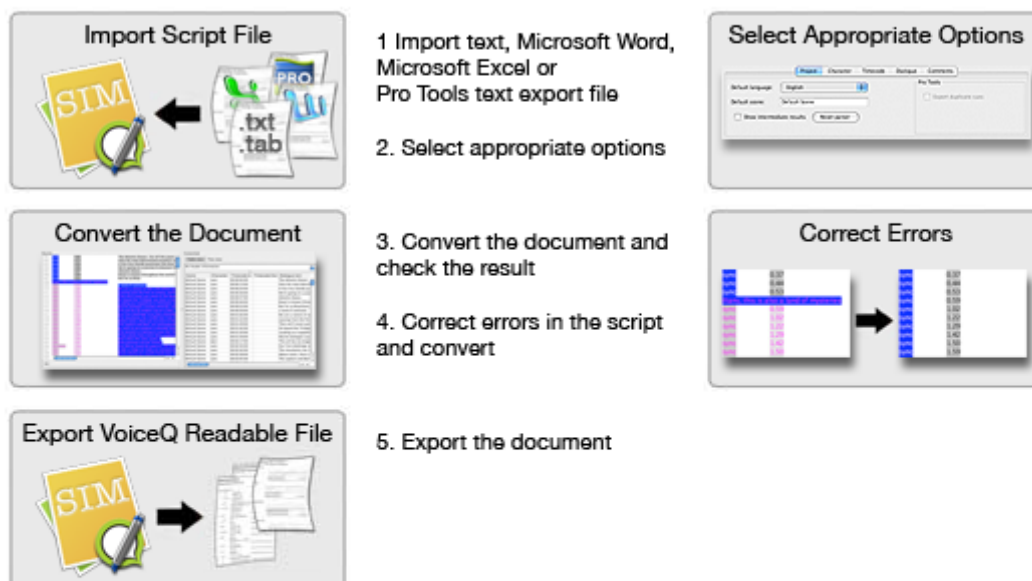   e.   Exporting the file ready for VoiceQ.
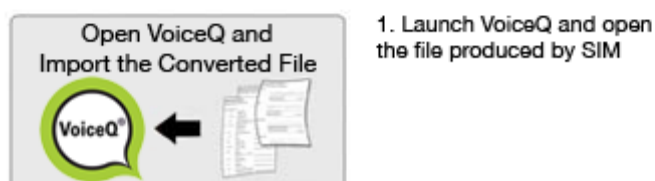

SIM - Main Window

SIM Workflow

Script Import Manager 2 Generic Workflow

Preparation

Import Script File

1 Import text, Microsoft Word, Microsoft Excel or Pro Tools text export file

2. Select appropriate options

Select Appropriate Options

Convert the Document

3. Convert the document and check the result

4. Correct errors in the script and convert

Correct Errors

Export VoiceQ Readable File

5. Export the document

In VoiceQ

Open VoiceQ and Import the Converted File

1. Launch VoiceQ and open the file produced by SIM
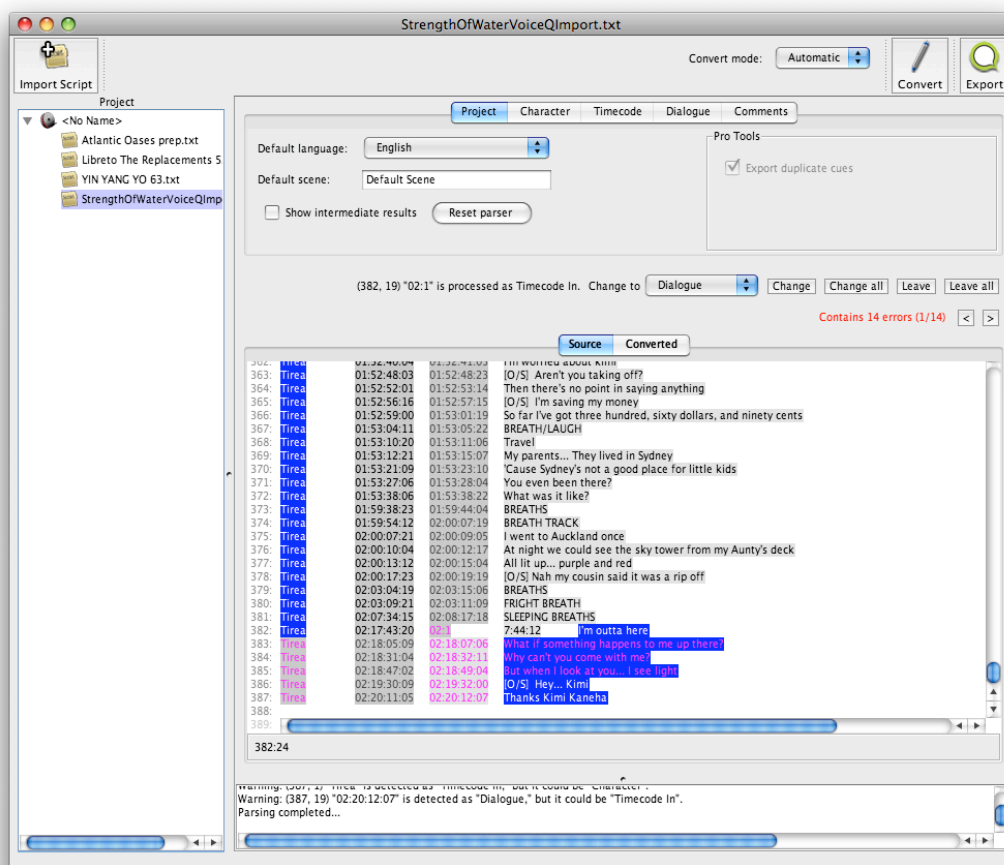
SIM Features

File Import Formats

- Plain text file (any encoding)
- Microsoft Word file
- Microsoft Excel file
- Pro Tools Text Export file

Script Import Manager

The Script Import Manager uses advanced pattern recognition that parses script files looking for certain information and data attributes. SIM's Convert Mode will default to `Automatic' in most cases and will automatically detect the type and format of the file being imported.

Once the script file is imported use the **Convert** command instructing SIM to scan the imported script file and apply color codes to the various data fields it has detected ie. character name, timecode, dialogue and comments.

These are then displayed in the **Source Script View Window**.

SIM - Source Script View Window

SIM is able to open multiple input script files at once and have them available for processing as required in the **Project** list (refer above left). The **Source Script View** displays all the information in the open files and enables the user to navigate between each file. When opening a file, SIM automatically selects the most appropriate conversion mode for the imported script file.
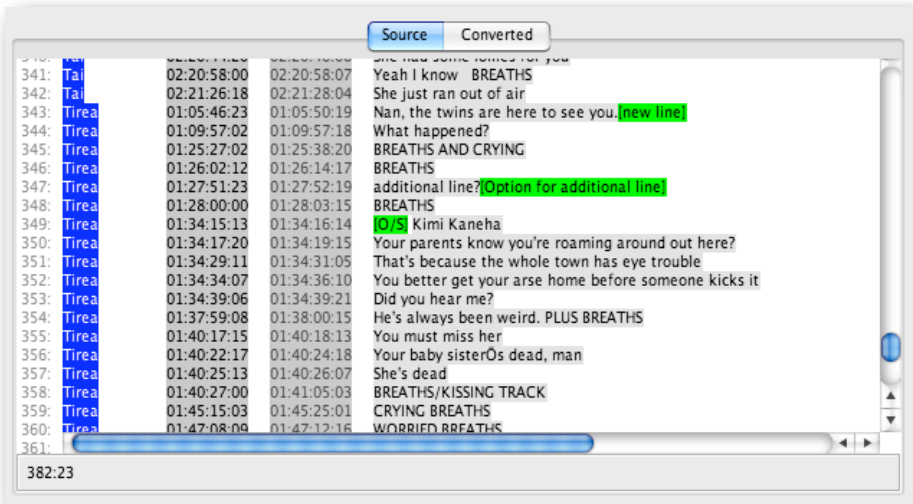
You are able to set certain export options in the Project, Character, Timecode, Dialogue and Comments Tabs for each open file. Each file has a **Source Script View** and a **Converted Script View**. Once you have selected your export options, use the **Convert** command to instruct SIM to scan the imported script file and convert it into a VoiceQ readable file.

The **Source Script View** displays the imported data. SIM selects the type of Source Script View based on the type of the input script file. In the case of Excel script files there are two types of Source Script Views: Text View and Table View.
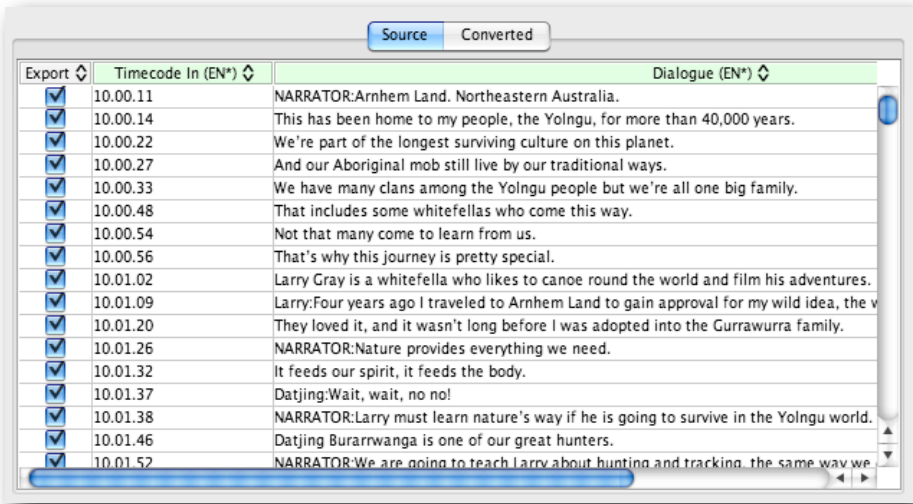
The **Converted Script View** displays the converted script. There are two types of Converted Script Views: Table View and Tree View. The bottom or **Output** window displays the transactional system messages during the import and conversion processes.

Source Script View

The Source Script View - Text View is only used when working with plain text and Microsoft Word Document files. Conversely, the Source Script View - Table View is only used when working with database files like Microsoft Excel Documents.
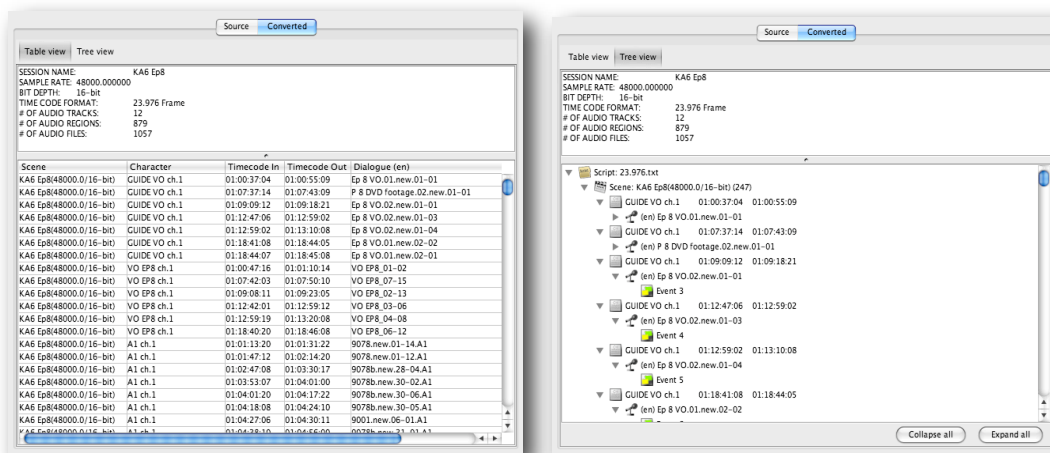

Source Script View - Text View

Source Script View - Table View

Converted Script View

The **Converted Script View** shows the script after the conversion process is complete. The **Converted Script View - Table View** arranges the script information in rows and columns.

The **Converted Script View - Tree View** displays the script information in a tree structure. Both views display the same data and allows the user to switch between both views at any time. This allows the data and formats to be checked before it is exported.
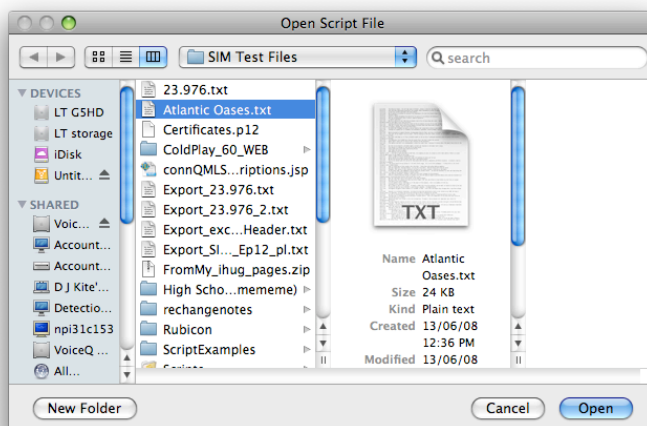

Converted Script View - Table and Tree Views

Importing a Text Script File

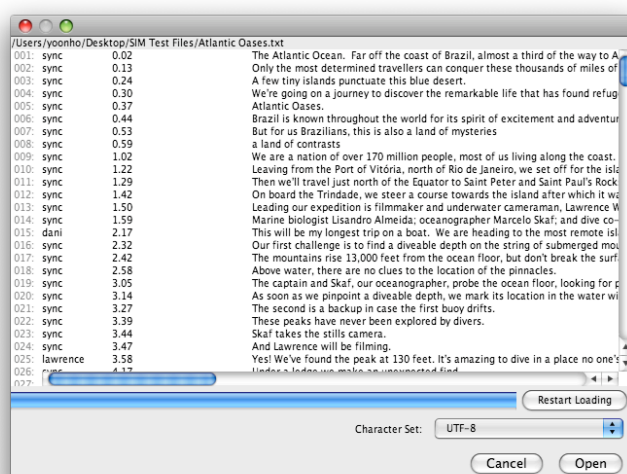Select the **Import Script** button on the left of the main tool bar.

Locate the script file to be imported and click **Open.**

When importing a plain text file, the **Text Encoding Model Select Window** will be displayed. The user is able to preview the text file and either confirm or set an appropriate text codec from the Character Set drop down list. Ensuring your text encoding matches the files encoding will preserve all the international character sets correctly.

✋ This option is only applicable for Plain Text Files.

Text Encoding Mode Select Window

SIM will import the file and display the data in the **Source Script View** window.

Source Script View - Displays data before converting

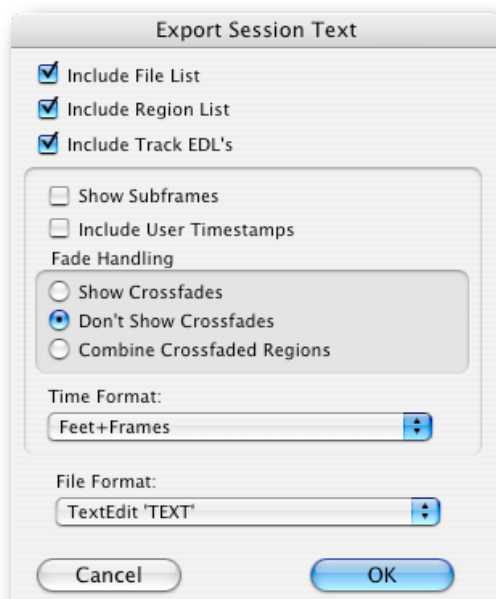Next: Select your **Convert Options** and **Convert** the file.

Importing a Pro Tools Text File

Pro Tools allows users to export session data as a text file. Many users spot their dialogue or foley in Pro Tools using blank audio regions as a guide for the recordists to work to. SIM can process this text file and reformat it correctly for VoiceQ.

Using this method the track name in Pro Tools will become the Character name in VoiceQ and the name of the region in Pro Tools will be converted into the dialogue in VoiceQ.
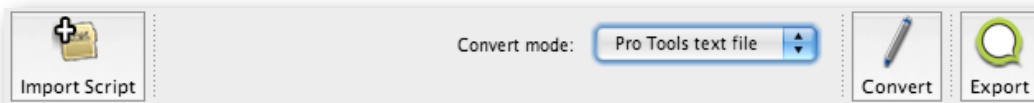
Text File Export settings in Pro Tools

When Exporting the text file from Pro Tools ensure easy importing by selecting `Include File List, Include Region List and Include Track EDL's. Also select the "Don't Show Crossfades" option as this information is not required. The example below shows Feet and Frames as the selected Time Format, normal timecode may also be used.

Importing the Pro Tools Text File

A Pro Tools text file can be loaded into SIM in the same way to that of the plain text file. SIM will automatically detect that it is a Pro Tools text file and will set the convert mode as Pro Tools text file.
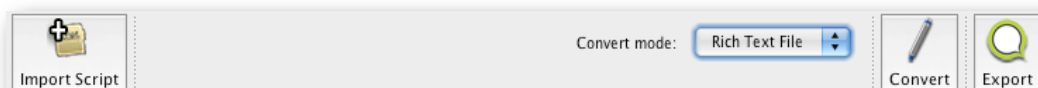

Next: Select your **Conversion Options** and **Convert** the file.

By default, the duplicate cues from stereo tracks are greyed out and not included in the export. If you want to include the duplicate cues in your export file, check the **Export Duplicate Cues** check box in the Project tab of the Convert Option View.

Importing a Rich Text Format File

SIM can import rich text format files (.rtf) and use the format information to convert it readable by VoiceQ. Most word processor softwares can export the document as rtf format, so if you want to use the script with meaningful styles(text formats), you can use this import mode. In this mode, you have to specify some of field types manually to convert the script correctly.
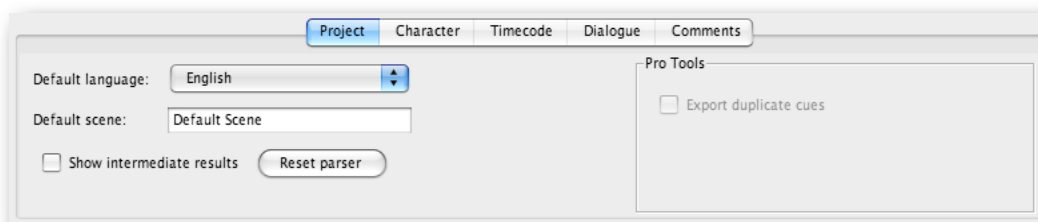
Next: Select your **Conversion Options** and **Convert** the file.

Setting Up the Convert Options

There are five tabs in the **Convert Option View**: Project, Character, Timecode, Dialogue and Comments.

Project Option

The Project Option allows the user to set:

- Default Language: Set the default language of the input script. This enables VoiceQ to set the correct language when the script is imported.
- Default Scene: Name the Default Scene if there is no scene descriptor in the script file.
- Show intermediate results: When checked, SIM shows the intermediate results during the conversion process.
- Reset parser: Resets all the parsing values and results to the default settings allowing the user to re-input values. This is only applicable when the 'Automatic' convert mode is used.
- Pro Tools - Export duplicate cues: When checked, SIM will export all duplicate cues for stereo channels. This feature is only available when working with Pro Tools text files.

Character Option

The Character Option allows the user to set:

- Default character name for missing characters: Enter a default name for lines without an associated character name.
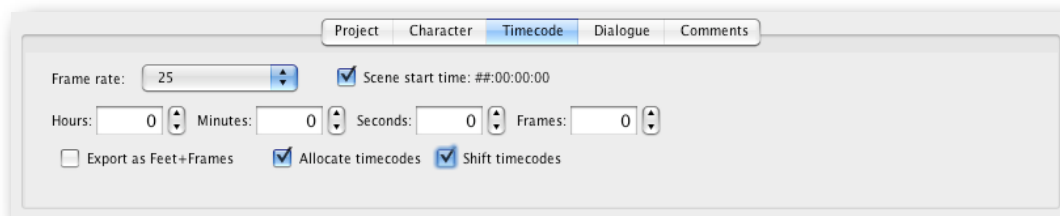- To upper case letters: When checked, SIM will make all the character names upper case.
- Duplicate lines when multiple characters separated by: When checked, SIM will separate character names using the specified delimiter and duplicate the line for each character. eg. The line John/Mary Hi! will be separated into two lines: John Hi! and Mary Hi!.
- Max. character name length for field type detector: The parser will detect a string of data as a character name if the length of the string is less than this value. This is only applicable when the 'Automatic' mode is used.
- Show character list: Displays a list of all the character names saved by the parser. User is able to exclude any unwanted character names from the list and resulting export file for VoiceQ.
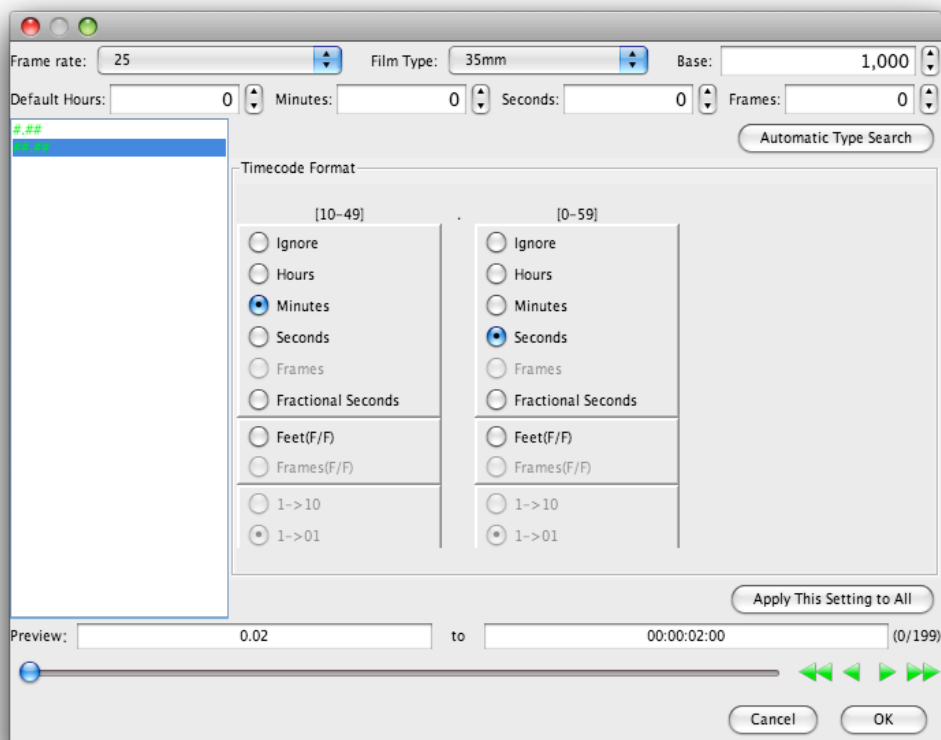

Character Name List Window

Timecode Option

The Timecode Option allows the user to set:

- Frame rate: Set the frame rate of the script file if SIM has incorrectly detected it.
- Scene start time: ##:00:00:00: When checked, SIM will drops minutes, seconds and frames information of the scene descriptor. eg. If scene start time (if not specified, the start timecode the first line will be the scene start time) is 01:03:04:11, then it will become 01:00:00:00.
- Hours, Minutes, Seconds, Frames: Sets the default value of each timecode field. SIM will use these default values when the original script does not contain timecode that corresponds with each field. eg. If the script is in absolute time 55:35 (MM:SS), there are no corresponding fields for Hours or Frames. If you enter 01 in the Hours Field (HH) SIM will convert the Timecode as 01:55:35:00 (HH:MM:SS:FF). This is particularly useful if your QT Movie starts at 1 hour and you want the converted timecode for all lines to start at 1 hour.
- Export timecode as Feet+Frames: When checked, SIM will convert the timecode to Feet+Frames and export in this format.
- Allocate timecodes: When checked, SIM will automatically generate all the time-codes using the length of the line. The newly generated timecodes will overwrite all the original timecodes in the input script. The original timecodes will be lost.
- Shift Timecodes: This option only can be selected when the allocate timecodes is on. When checked, all the newly generate timecodes will be shifted one hour from the scene start time. This is useful when you plan to synchronize the script manually in VoiceQ products.
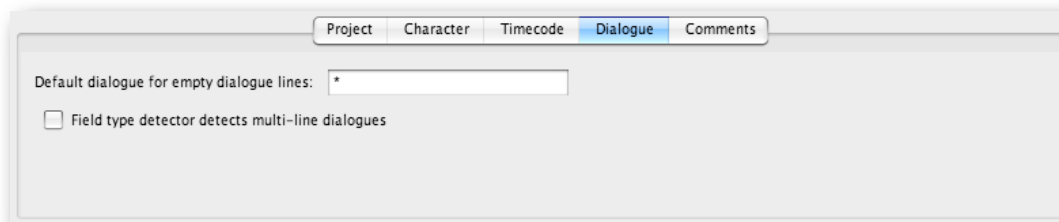
Timecode Format Window

The Timecode Format Window provides additional timecode options. It appears when SIM cannot determine the format of timecode:

- Detected timecode formats are listed in the left side column. Formats that have been mapped correctly will show in green and do not require any manual intervention.
- If the timecode format is displayed in red it has not been mapped correctly. Select the incorrect timecode highlighted in red and apply the Timecode Format options manually. Match the Hours, Minutes and Seconds to the time format contained in the source file.
- You can preview the source timecode and the corresponding translated timecode by dragging the scroll bar at the bottom of the window.

Dialogue Option

The Dialogue Option allows the user to set:

- Default dialogue for empty dialogue lines: SIM will insert the specified text where there is no dialogue associated with lines.
- Field type detector detects multi-line dialogue: Checking this box informs SIM that the script contains multi-line dialogue. SIM will then ensure all multi-line dialogue in the script is converted correctly.

Comments Option

The Comments Option allows users to move data contained within parentheses to the comments field of a scene or line:

- Move text from dialogue to comments field: When checked SIM will extract comments within the dialogue field of that line.
- Move text from character name to comments field: When checked SIM will extract comments within the character name field of that line.
- Move text in ( ) to comments field: When checked SIM will extract all the data inside ( ) contained within the specified fields and move to the comments field of that line.
- Move text in { } to comments field: When checked SIM will extract all the data inside { } contained within the specified fields and move to the comments field of that line.
- Move text in [ ] to comments field: When checked SIM will extract all the data inside [ ] contained within the specified fields and move to the comments field of that line.
- Move text in < > to comments field: When checked SIM will extract all the data inside < > contained within the specified fields and move to the comments field of that line.

Converting the Input Script File

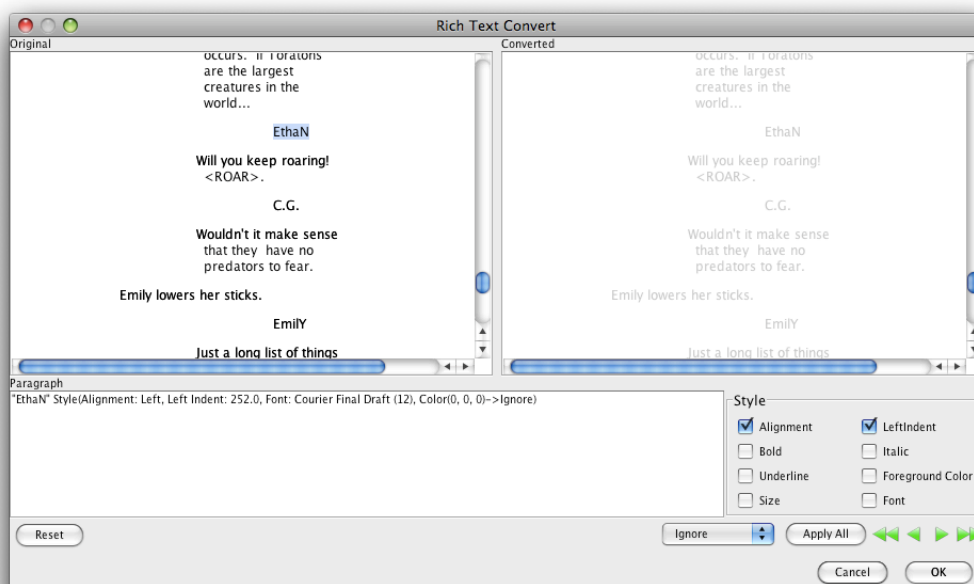Select the **Convert** button on the main tool bar.

SIM will interpret the input script using the Automatic Mode. If errors occur, correct them in the **Source Script View**. After correcting all the errors and/or if the converted result satisfies you, then your script file is ready to export for VoiceQ.
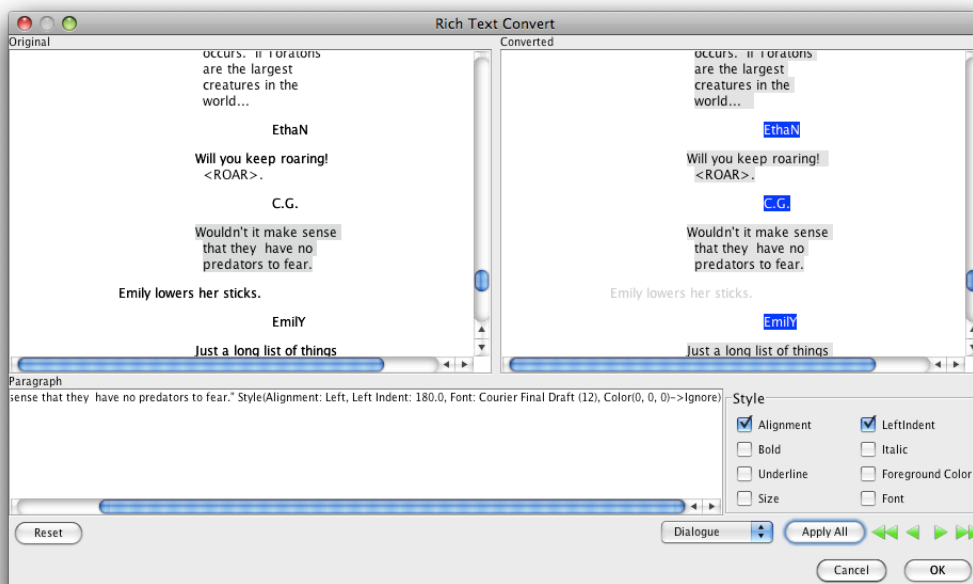
Rich Text Convert Window

In some cases you may be provided with a `Shooting Script' or similar which may contain shot descriptions, dialogue delivery hints, notations or other additional information of little relevance to the ADR or Dubbing session. In these circumstances the document should be converted to a Rich Text Format document ie. the file extension should be .rtf. SIM will automatically detect that the file contains irrelevant data and will present you with the Rich Text Convert Window.

When importing a Rich Text Format file, you will be presented with the Rich Text Convert Window:

This window allows you to select text in your script and define whether that text should be treated as a character or dialogue, by using the drop down list. You can also include or exclude text in certain styles by selecting the appropriate style and how that text style is to be treated. eg. If you select Bold Style and define it as Ignore SIM will ignore all text in Bold as being a character or dialogue.

To apply your settings across the whole script select the Apply All button.

The text will be highlighted in different colors for you to validate and confirm ie. characters will be in Blue and dialogue in Light Grey.

When the Reset button is selected, SIM will discard all the style information and allow you to start the conversion process again. If your satisfied with the result, select the OK button to proceed to the next step.

Next: **Correct errors** and/or **Export** the file.
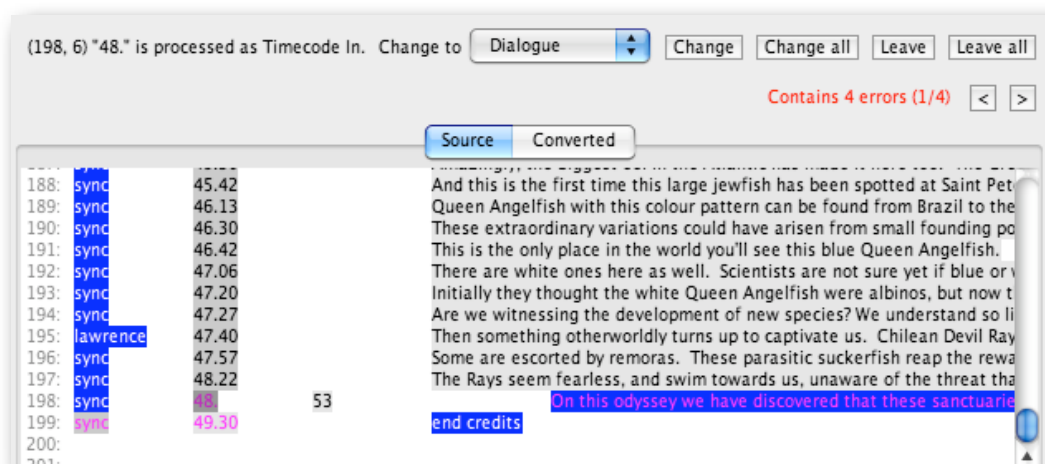
Correcting Errors

Text Type Source Script View

When converting a text script file, any errors are highlighted and added to the error list. To view the next error use the error jump arrows at the bottom right of the toolbar.

In some cases a missing data field (eg a character name) in the source file will create a lot of errors after it. Fixing the first error and reprocessing will in most cases fix all of the following errors.

To correct an error either:

   a.   Edit and correct the data error highlighted in the Source View, and/or

   b.   Specify the type of field using the Error Navigator in the tool bar

   ☞   To apply the changes use the Convert command again.

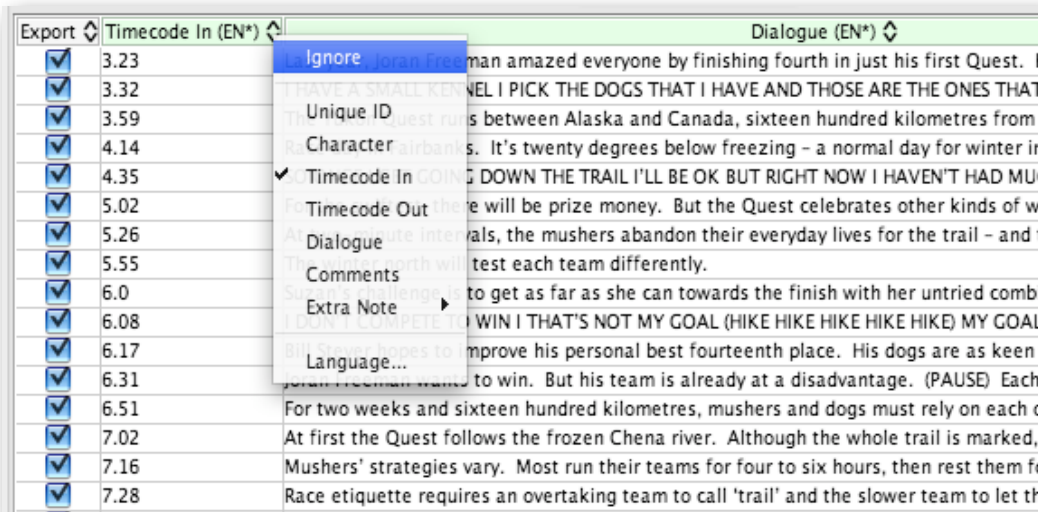**Source Script View - Highlighting formatting errors and the Error Navigator**

SIM uses the following color codes to highlight the data that has been detected when using the Automatic Convert Mode:

●	Character Names = blue background, white text
●	Timecode in = grey background, black text
●	Timecode out = medium grey, dark grey text
●	Dialogue = light grey, black text
●	Comments = light green
●	Critical errors = red
●	Field errors = Magenta text

   ☞   Note: The background color for field errors may vary. The background color indicates the recommended format of the field.

Source Script View -Table View

When importing Microsoft Excel files, SIM detects and recommends the most appropriate column types. The user can edit the column type manually by clicking the column header and selecting from the pop up menu. The user is able to specify the column type and language for the column.

Column Type Select Popup Menu

Users can also include or exclude rows by using the check boxes in the 'Export" column. All the text in the fields can be edited by double clicking in the field.

Using Excel files allows the import of multiple languages at once. Each language should be contained in a separate column in the spread sheet with each line of dialogue running across the rows. Set the appropriate language for each column using the **Language...** selection from the drop down menu.
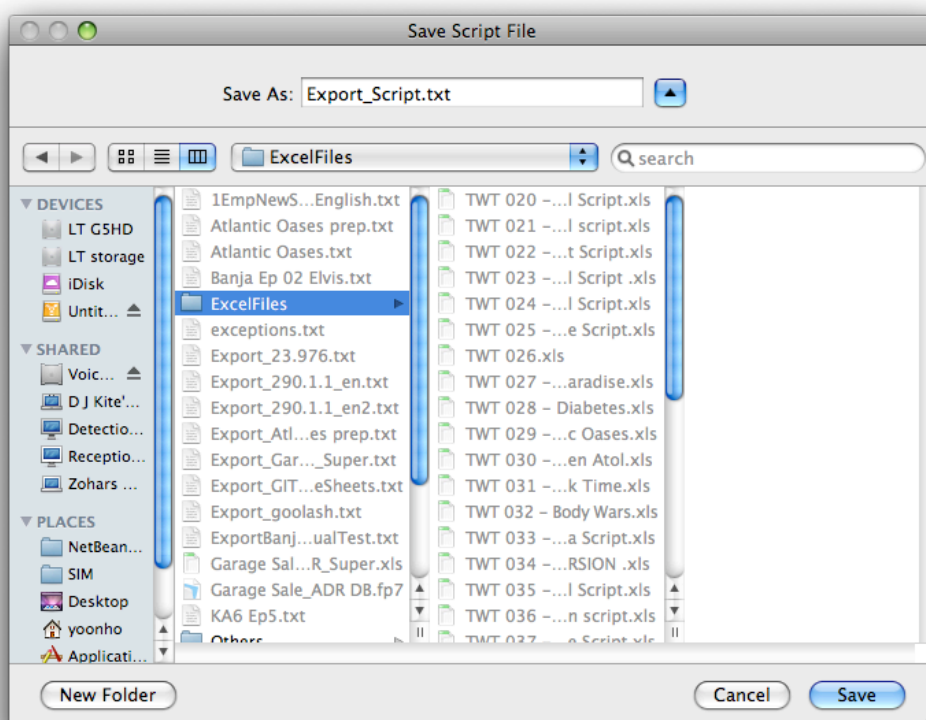
Next: Check the converted results and **Export** the file.

Exporting a file for VoiceQ

When the file has been processed and all the errors fixed, export a tab delimited UTF-8 encoded file for VoiceQ. To export a file for VoiceQ select the **Export** command from the main tool bar.
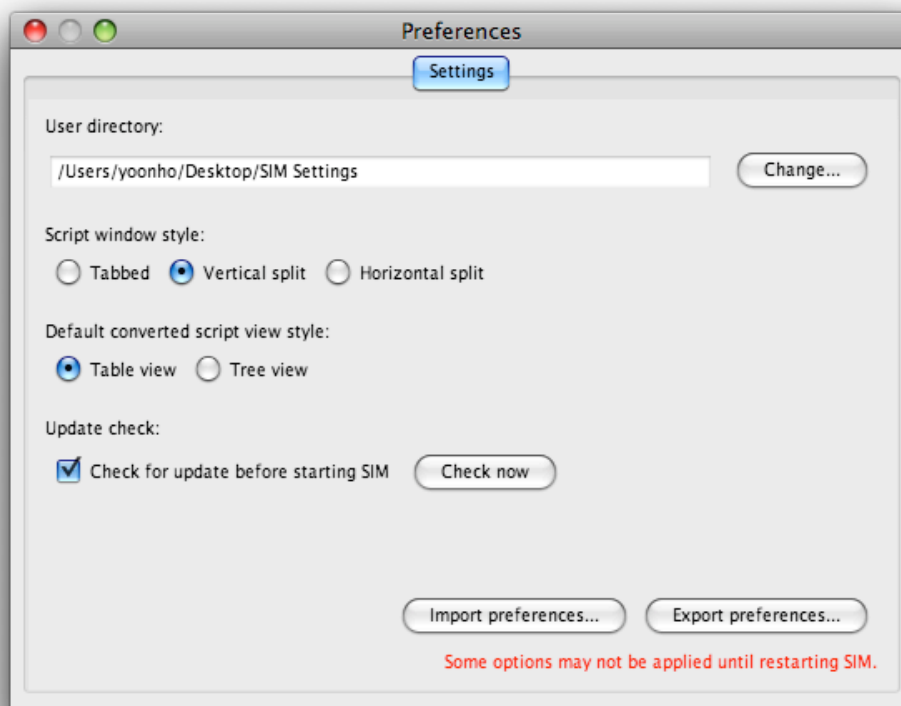

This will open the Save Script window. Select the location and **Save** your VoiceQ Text Export file.

The file is now saved and ready for importing to VoiceQ.
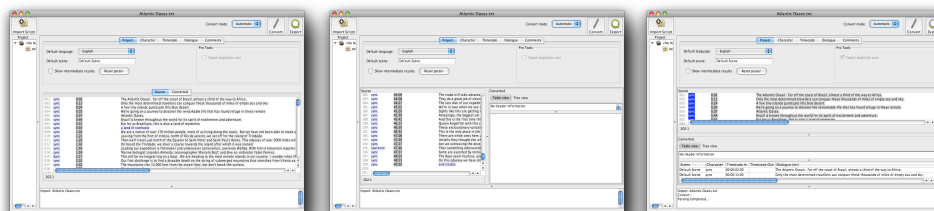
Set Up the User Preferences

To export a file for VoiceQ select the **Export** command from the main tool bar.

Preferences Window

Users can set up their own preferences for SIM. **The Preferences Window** can be opened by selecting **SIM2->Preferences** for MAC OSX or by selecting **Edit->Options** for Windows.

• **User directory:** All user settings are stored in the user directory. You can change the directory by selecting the **Change...** button.
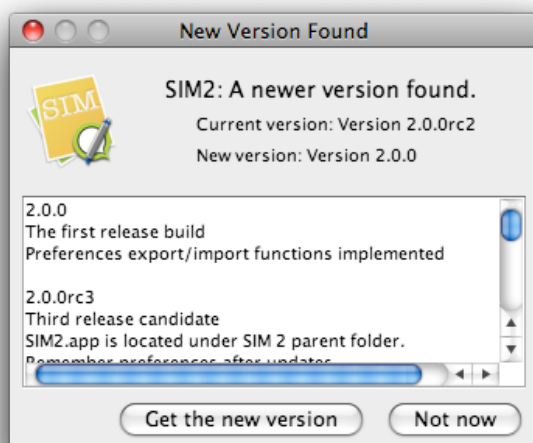• **Script Window Style:** Users can select the style of the script view in SIM.

Script Window Styles: Tabbed, Vertical Split and Horizontal Split

- **Default converted script view style:** Select the default style of the Converted Script Views. After converting a script, the selected style of the Converted Script View will be displayed first.
- **Update check:** If the check box "Check for update before starting SIM" is selected, then SIM will check if there is a newer version available. You can check for an update immediately by selecting **Check now** button.
- **Import/Export preferences:** Users can import/export the current user preferences as an XML file.

Upgrade SIM

By default, SIM will automatically check for updates every time SIM is opened. Users can check for updates immediately by using the **Preferences** window or **Help->Check for updates** in the menu. If there is a newer version of SIM, then the following window will appear.

SIM will automatically start downloading the newer version when the **Get the new version** button is selected. The latest version of SIM will arrive as a .zip file. You can upgrade SIM by just unzipping the downloaded file and replacing the previous version.

Support

For all enquiries and technical support contact:

North America Head Office:

KIWA International Ltd.
Telephone: 1 800 371 2792

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Email General Enquiries: info@voiceq.com
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Website: voiceq.com

Chief Product Specialists and Engineers: Luke Tomes & Greg Junovich
Head Software Developer: Yoon Ho Lim

David Kite

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