HOW TO USE - iMediaTrans

Basic manual for BEGINNERS

May / 2013
SIGN IN / SIGN UP

A. Go to iMediaTrans web-site

B. You can sign in with your previous ID or sign up creating a new account

C. Type your information & company information

D. After typing all the required fields you will receive a “verify your E-mail”

Just check your inbox for a message from us and verify your email address.
SIGN IN & INVITE USER

Users – Manage users (Subtitler / Vendor / Colaborator)

* The manager can invite a new user into their workspace. After the invite, the user will receive an email with the registration form. After filling in the registration part, the account user will be added to the user list. (Under “Not Activated”)

* The manager will give the “activate permission” then the user can work in your iMediaTrans workspace.

* The “Manager” access can modify the project preference, styles, and control all options in iMediaTrans.

* The “User” access can only control the assigned project. (view/edit project only)
CREATE SUBTITLE STYLE & TEMPLATE

**Styles** – Design your subtitling workflow / dates

<table>
<thead>
<tr>
<th>TEMPLATE CODE</th>
<th>TEMPLATE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>SONY-SIM-PAL</td>
<td>SONY-SIM</td>
</tr>
<tr>
<td>DISC DUB-MYIDN</td>
<td>Discovery Dubbing</td>
</tr>
<tr>
<td>FOX-ENGLISH-KOR</td>
<td>FOX English to Korean</td>
</tr>
<tr>
<td>KBS10-KOR-ENG</td>
<td>KBS WORLD KOR ENG</td>
</tr>
<tr>
<td>OPEN</td>
<td>Standard_SubtitledNRH</td>
</tr>
<tr>
<td>Test0001</td>
<td>Test001</td>
</tr>
<tr>
<td>Test002</td>
<td>your new project</td>
</tr>
<tr>
<td>Drama001</td>
<td>Drama_test</td>
</tr>
<tr>
<td>Test001</td>
<td>your_project</td>
</tr>
<tr>
<td>C:JNPY</td>
<td>C:JNPY:DRAMA</td>
</tr>
</tbody>
</table>

**Styles > Editor**

- Test Text (can be modified)
- Style Template Name
- Screen Resolution (Original Contents)
- Style Template Code
- Frame rate per second
- Frame split between subtitles
- **Safe Area X**: Screen subtitle safe area (X)
- **Safe Area Y**: Screen subtitle safe area (Y)
- **Font**: Choose monitoring font type
  - Font size / Line Spacing / Character Spacing
- **Center Justification**: Choose subtitle justification
  - For monitoring subtitle
- **Center Justification**: Enable this option for choose subtitle color (optional)
- **Allow positioning**: Enable this option for change subtitle position
  - Left / Center / Right
  - Line up / Line down

* Some output subtitle format cannot change subtitle position & subtitle colors.

* User can upload screenshot image and match subtitle for previous output
  (for make same with previous subtitle tools or template)

To match subtitle style

previous style & iMediaTrans,

User can upload screenshot from previous
Subtitled contents, then type same character on
iMediaTrans Style editor (Test texture)

then change font size / font face /
Line spacing / Character spacing
HOW TO UPLOAD VIDEOS TO iMediaTrans (CDN)

Videos – Upload your proxy video clip to CDN (for subtitling preparation)

Videos > Upload – Upload proxy video to CDN server

* For upload video file, you need 1 Credit for every 30 minutes of video per month.
  * ex) 50 minutes video = 2 Credit per month / 10 minutes video = 1 Credit per month.

Videos > Upload widget – By using “upload widget,” you can send a link into an email message or messenger.

* Upload widget link can be sent by email / SMS / messages / etc.
  * After click this link, upload window will popup on new browser.
SINGLE PROJECT ORDER – Individual episodes

After uploading a video, The “user” can place an order for a single video clip (or short episodes)


2. On the next screen, click “Place order” button. (This will be require 2 Credits)

3. All the aspects of the order will be in a single window

* This function is a very simple step and can place an order easily. But if you need multiple project ordering, (for multiple episodes) Please use ordering function on “Workflow” menu
THE Manager can order multiple episodes by using “Project template” & “workflow designer”.

**Workflows > Properties**

By clicking **Create** you can set template for project.

- **Template Name**: project template name
- **Template Code**: short name for template
- **Client**: Choose your Client from list or You can Add client by clicking “ADD” button
- **Style**: Choose your Subtitle Style from list or You can Add new style in “STYLES” menu
- **Unit price** (Optional) / **Unit** (Optional)
- **Final Deliverables**: Choose final output format

You can generate project template by “STYLES”

**Workflows > Workflow**

- **Add node**: Add new work type
- **Delete**: Delete work type
- **Worktype**: Timecoding / Translation / Language Review
- **Days**: basic due date of each worktype

* Every node can be connected “Workflow line”
* Click red point and drag, drop to other node, then connected.
* Connected node means work order. When “A” complete, “B” starts (after confirm by user)

* User can design multiple workflow by connect workflow line. (like below)
Projects – After designing THE workflow, go to “project” menu, and choose “Batch order”.

By clicking Place order you can generate iMediaTrans project.

## for multiple order, you need multiple video clip first.

## After uploading video files, you match video files by “Batch order”

- **Start date**: project start date
- **Series**: series name for contents
- **Template**: Choose your template list
  You can generate project template by “STYLES” menu
- **Total Episodes**: Total episodes that you want to order.
- **Confirm before next step**: need user’s confirm by each step.
  - Timecoding (confirm) > Translation (confirm) > Review
- **Final Deliverables**: Choose final output format
  You can generate project template by “STYLES” menu
Project > Videos: you can match uploaded videos to your project

* On Batch mode, for multiple ordering, need search video clip first. Then click “All” button or select multiple clips

* Then you can see the Add button

* By clicking “Add” button, the video clip will be automatically match with projects.
**Project > Resources**: Assign “user” to EACH workflow.

**USERS** Can be assigned by email address or registered accounts.

**Project > Checkout**: Review your order. Every node requires 2 Credits.

(Node: Timecoding / Translation / Review)
IMPORT SUBTITLE FROM TEXT DOCUMENT

- You can import subtitle data from text document, or subtitle file

**Copy from document:** You can copy contents from other programs like MS Word or Excel and paste onto iMediaTrans.

* iMediaTrans using every “Enter” command for subtitle separate code.
  And line separate command is “|” (special character, shortcut is “SHIFT + \”)

**Import from Subtitle file:** Also you can import subtitle data from SRT format.
  iMediaTrans will support other formats on import menu very soon
You can also export your subtitles from iMediaTrans to other subtitle formats.

**Export** : File > Export > subtitle format (we supports 80+ subtitle format on Export menu)
More details on Video tutorial & another questions & request, please contact our support team by email.

support@iyuno.com

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