Stanza 1.1 Quick Start Guide

Contacting Telestream

To obtain product information, technical support, or provide comments on this guide, contact us using our web site, email, or phone number as listed below.

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	Support Email: support@telestream.net
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Regulatory Compliance

Electromagnetic Emissions: FCC Class A, EN 55022 Class A, EN 61000-3-2/-3-3, CISPR 22 Class A

Electromagnetic Immunity: EN 55024/CISPR 24, (EN 61000-4-2, EN 61000-4-3, EN 61000-4-4, EN 61000-4-5, EN 61000-4-6, EN 61000-4-8, EN 61000-4-11)

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This Perchlorate warning applies only to products containing CR (Manganese Dioxide) Lithium coin cells. Perchlorate Material-special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate.

Stanza

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Introduction

Telestream Stanza is subscription-based, broadcast-quality captioning and subtitling software.

Topics

Introducing Stanza

Stanza provides a low-cost entry point for organizations requiring high-end captioning capabilities. With Stanza, you edit captions from a browser-based editing console. You can work from anywhere, no matter where the media files are stored. Stanza uses the built-in Telestream GLIM engine to play back original high-res files instantly. There's no need to create proxies or transfer huge media files before you can get to work. You can view media files on the GLIM server via the GLIM web client on any Windows or Mac computer with a browser.

Stanza is available by subscription, so you don't need to spend capital for permanent licenses.

Understanding the Stanza Project Management Layout

For a basic understanding of Stanza project-management windows, controls, and menus, see *Project Management Layout*.

Understanding the Stanza Project Layout

For a basic understanding of Stanza project windows, controls, and menus, see *Project Layout*.

Supported Video File Types

You can work with all video codecs and formats even when working remotely, including master quality ProRes, AVC-Intra, J2K, MXF, IMF, MPEG-2 transport streams, etc. without transcoding proxy files.

Captions vs. Subtitles

Captions are text containing the dialogue and sound cues, such as music or sound effects, Captions are superimposed on video. Subtitles typically contain only a translation of the dialogue. Subtitles also are superimposed on video.

Captions

The purpose of captioning is to make a video accessible to those who cannot access the audio content, such as for people who are deaf or hard of hearing, and for other situations in which the audio cannot be heard due to environmental noise or a need for silence.

The two types of captions are open captions (always turned on, aka "burned in") and closed captions (can be turned on/off by the viewer). For TV broadcast, closed captions are much more common because they allow each viewer to decide whether they want the captions to be turned on or off. Closed captions are transmitted as a special coded signal sent along with the video picture, and require a decoder in your television or set top box to display the text on the screen. This special coded signal is what broadcasters check for to ensure that your video is in accordance with the law.

For technical reasons, closed captions have many more rules and constraints that affect the timing and the appearance of the text. This means that in practical use, the caption author has limited or no ability to specify the font, size, text styling, and so on. These settings are determined by the decoder which renders the text to the screen when the captions are turned on.

Subtitles

Subtitles are text that appears on a video or in a movie and typically contains only a translation of the dialogue, typically because the dialogue is in a foreign language, or because the dialogue was difficult to hear clearly. Unlike captions, subtitles usually do not convey non-dialogue sounds such as background noise, sound effects, or music cues, because it is presumed that the viewer is able to hear them. Subtitles have fewer

rules and limitations than closed captions, and generally have more fonts, styles, and colors available to choose from.

Subtitles can be burned into the video so they can't be turned off. This is called "open subtitles", "burn-in subtitles" or "hard subtitles," and is used when the subtitles must always be available, such as when translating foreign language dialogue for a general audience. This is also useful when working with a video format or player that doesn't support soft subtitles or closed captions.

Some formats, such as DVD, Blu-ray, many web-based players, and a few other video formats, can contain one or more tracks of subtitles which can be selected and turned on or off by the player. This is called "soft subtitles."

Subtitle tracks which contain non-verbal audio cues and mimic the look and feel of closed captions are called "SDH" (Subtitles for the Deaf and Hard of hearing) tracks. SDH tracks are often used to emulate closed captions on formats that don't support closed captioning due to technical limitations, such as Blu-ray.

Caption Style Guidelines

Adhering to good caption style is very important. The following is an excerpt from the Described and Captioned Media Program (DCMP), web site, http://www.dcmp.org/:

> Captioning is the key to opening up a world of information for persons with hearing loss or literacy needs. There are more than 30 million Americans with some type of hearing loss. Millions of others are illiterate, learning to read, or use English as a second language.

> The first captioning of any kind was performed in the late 1950's by Captioned Films for the Deaf, the ancestor of DCMP, two decades before the advent of closed captioning on broadcast television. The first edition of the Captioning Key was published in 1994, and these guidelines were based on decades of experience by DCMP (then called Captioned Films and Videos Program), review of captioning research, and examination of standards developed by various captioning vendors. The Captioning Key has been applied to both entertainment and educational media, has been used for consumers at all levels (children through adults), has received international distribution, and has been translated into other languages.

These guidelines are a key for vendors performing captioning for the DCMP. The vendor list can be found at this URL: https://dcmp.org/vendor-info. The DCMP provides information on how to become an approved vendor on the DCMP Web site.

The information is applicable to vendors and other businesses that provide closed captioning (CC) and subtitles for the deaf and hard of hearing (SDH) of all types of media at various levels. Thus, these guidelines are also useful to media producers/distributors and others considering captioning their products or learning about captioning.

Installation

You can install Stanza on any Windows computer that meets the minimum system requirements.

Topics

- System Requirements
- Installing Stanza
- Creating a Telestream Cloud Account

System Requirements

Stanza Server Requirements

- Windows installer issued, licensed via annual subscription by serial number
- Windows 10/Windows Server 2016/Windows Server 2019
- Minimum of 12 core CPU/16 GB RAM required (AMD or INTEL)
  24+ core CPU/32 GB RAM recommended
- High performance access to storage required (1+Gbps)
- HTTP or HTTPS ingress traffic

Stanza Setup

- External access requires TCP 7000/7001 ingress to Stanza
- User Account Control should be disabled (never notify)
- Stanza user must be local administrator
- NAS/SAN/Local Storage access is passed through Stanza service via logged on user

Stanza Client Requirements

- HTTP/HTTPS connectivity (route-ability) to Stanza (Locally, or via VPN)
- MacOS Catalina or greater
- Windows 10/Windows Server 2016/Windows Server 2019
- Chrome version 103 or later recommended

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Installing Stanza

Note: Stanza is currently available only for Windows operating systems. Stanza is provided in the form of a Windows installer.

Note: When you uninstall Stanza, all files are removed with the exception of the JSON files and log files, including *appSettings.json* configuration file, located in this directory:
C:\ProgramData\Telestream\Stanza\

Note: When you reinstall Stanza, delete the *appSettings.json* configuration file. Then you can reset Stanza to its defaults, or create new settings.

Caution: Before installing Stanza, make sure your system meets the minimum requirements.
See *System Requirements*.

To install Stanza, follow these steps:

1. In a browser, navigate to the Telestream Stanza product page.
2. Click the *Free Trial* button, fill out the free-trial request form, and click *Send My Download Link*.

   Telestream emails you a link to a web page for the Stanza installer application, and an activation key for Stanza.
3. Navigate to the web page, and download the Stanza installer.
4. Double-click the Stanza installer. Check the acceptance box and click *Install*. Stanza displays a progress bar, and then a completion dialog.

   After you accept the license agreement, the installer places the Stanza application in the c:\Program Files\Telestream\Stanza directory.
5. Click *Finish*.
6. Open http://localhost:7000 in your Web browser.
7. Click the red license key button toward the top-right of the screen, near the *License*, and enter your activation key.

   See the *License* button on the screenshot in *Project Layout*.

   When Stanza is activated, Stanza changes the color of the key icon to green, and displays the word *Valid* under the icon.
8. After Stanza is activated, clicking on the license dialog displays the license activation state and expiration date. You can deactivate Stanza from this window when you want to transport your license to another computer.

Creating a Telestream Cloud Account

Note: The Stanza Timed Text Speech feature requires a Telestream Cloud account.

To create a Telestream Cloud account and activate Timed Text Speech, go to https://cloud.telestream.net/ and click *Create an Account*.
Telestream creates your Telestream Cloud account.

Getting Started

You can set up Stanza and start creating captions in eight steps.

Topics

Setting Up and Captioning in Eight Steps

To set up Stanza, create captions, and export captions, do the following:

1. Install Stanza.
   See *Installing Stanza*.

2. Create a Telestream Cloud account.
   See *Creating a Telestream Cloud Account*.

3. Create a project.
   See *Creating a Project*.

4. Open a video clip.
   See *Opening a Clip*.

5. Create a caption.
   See *Creating a Caption*.

6. Place a caption on the screen.
   See *Placing a Single Caption*.

7. Format a caption.
   See *Formatting a Caption*.

8. Export captions.
   See *Exporting Captions*.

Viewing the User Guide

To view the current version of the Stanza User Guide, download the Stanza User Guide PDF from here:

Need Help with Stanza?

Projects

Stanza projects contain references to media clips, caption files. subtitle files, formatting data, and timing data. Stanza saves the references to these assets in project files, which are listed in the Project Management layout.

Creating a Project

To create a project, do the following:

1. Open the *Project Management* layout.
   See the screenshot in *Project Management Layout*.

2. Click *NEW PROJECT*.
   Stanza opens the *Create Project* dialog.

3. Enter a name for the project into the *Name* field.

4. Select a captioning style from the list. Descriptions of the styles follow:

   – *Free Form* No restrictions on any character or line input on captioning

   – *CEA-608* No restrictions on any character or line input on captioning

   – *Custom* Allows for user choice of paragraph and character limits

4. In the *Custom* pane, if desired, enter the maximum number of lines per paragraph into the *Limit Paragraphs To* field. If desired, enter the maximum number of characters per paragraph into the *Limit Lines To* field.

5. Click the downward-pointing arrow to open *Advanced Settings*. If desired, enter the due date for the project into the *Due On* field.

6. Click *Create Project*.
   Stanza creates the project and lists it in the list of projects.

Opening a Project

To open an existing project, do the following:

1. Open the *Project Management* layout.
   See the screenshot in *Project Management Layout*.

2. Click the name of a project in the list of projects.
   Stanza opens the project in the *Project* layout.

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Playing Media

You can play a media clip in various ways, using the controls in the *Media Player* control bar.
See the descriptions of the controls in the *Media Player* control bar under the topic, *Media Player Window*.

Opening a Clip

Make sure you are using a digital video file, not videotape, as your video source. Stanza can play back most types of QuickTime files, and also Windows Media files.

See *Supported Video File Types*.

To open a media clip, do the following:

1. In the *Media Player* window, click the *Open Clip* button.
   See the *Open Clip* button on the screenshot in *Media Player Window*.
   Stanza opens a file browser.

2. Browse to the desired media clip, and click it.
   Stanza opens the media clip i the *Media Player* window.

Caption Sources

Every captioning project requires a video file and a file containing a script or captions.

You can import captions from text files or from most word-processor files, such as Word files. However, because of special formatting and characters used in some document files, it is usually best to start with a plain text (.txt) file.

Make sure to use a digital video file, not videotape, as your video source. Stanza can play back most types of QuickTime files and Windows Media files. For other file formats, you might need to create a proxy movie for use with the captioning software.

To bring captions into a project, you can import captions, convert speech to captions, or extract captions embedded in a media file.

Creating a Caption

To create a line of captioning, do the following:

1. In the *Captions* tab of the *Program* window, click the *Add Caption* button.
   See the *Add Caption* button on the screenshot in *Captions Tab*.
   Stanza adds a caption line to the *Program* window.

2. Enter the caption into the empty new caption field.

Place the caption in a region of the screen. To animate the caption, place the caption in a custom region configured for painting on or rolling up.
See *Placing a Single Caption*.

Caption Placement

Stanza allows you to place captions in any of nine preset regions of the screen, or on a custom region you define.

Placing a Single Caption

To place a single caption in an area of the screen, do the following:

1. Click the icon next to the text field.
   Stanza opens a dialog for placing the caption on the screen.

2. Do one of the following:
   – Click a square in the dialog to place captions in the corresponding part of the screen for any of the nine default areas or for a custom area you have defined. On a Windows keyboard number keypad, press the number that corresponds with the area of the screen desired for captions. 1 is top-left and 9 is bottom-right.

3. (For custom regions only) To place captions within a custom region caption, do any of the following:
   – To move the caption left, press Ctrl-L.
   – To center the caption, press Ctrl-E.
   – To move the caption right, press Ctrl-R.

Formatting a Caption

To format a caption, do the following:

1. In a *Caption Row* in the *Program* window, select the caption text to format.
   See *Caption Rows* on the screenshot in *Project Layout*.

2. Select the *Formatting* tab.
   See the *Formatting* tab on the screenshot in *Program Window*.

3. Format the caption with the controls in the *Formatting* tab.
   See *Formatting Tab*.

4. If a dialog has *Clear* and *Apply* buttons, click *Clear* to clear the formatting or *Apply* to apply the formatting.

Exporting Captions

To export captions, do the following:

1. Click the *EXPORT* button.
   See the *EXPORT* button on the screenshot in *Project Layout*.
   Stanza opens the *Export Captions* dialog.
   See *Export Captions*.

2. Select options desired in the Export Captions dialog.

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3. In the *Format* field, choose one of the following types of export:

- EBU STL
- MCC
- SCC
- SPRUCE STL
- SRT
- TTML (Multiple Profiles)
  - Basic Subtitle
  - IMSC 1.0
  - IMSC 1.1
  - SMPTE-TT ST2052
  - iTT

4. In the Profile field, select one of the following types of output media:

- Subtitle Overlay
- Subtitle burn-in
- Embed Captions
- Embed Teletext

5. Click *EXPORT*.

Windows, Controls, and Menus

You can create and edit broadcast-quality captioning and subtitling through the Stanza user interface.

Topics

- Project Management Layout
- Sessions
- License Status Button
- Stanza Menu (Vertical Three-Dot) Button
- Filter Button
- New Project Button
- Project Import/Export (...) Button
- List of Projects
- Project Layout
- Modify Project Settings (Gear) Button
- Download Project File Button
- View Export Results Button
- Export Button
- Media Player Window
- Program Window

Project Management Layout

The Stanza project management layout enables you to create and manage Stanza projects. Descriptions of elements in the project-management user interface follow.

Figure 1. The Project Management Layout

Stanza Menu (Vertical Three-Dot) Button

License Status Button

Filter Button

Project Import/Export (…) Button
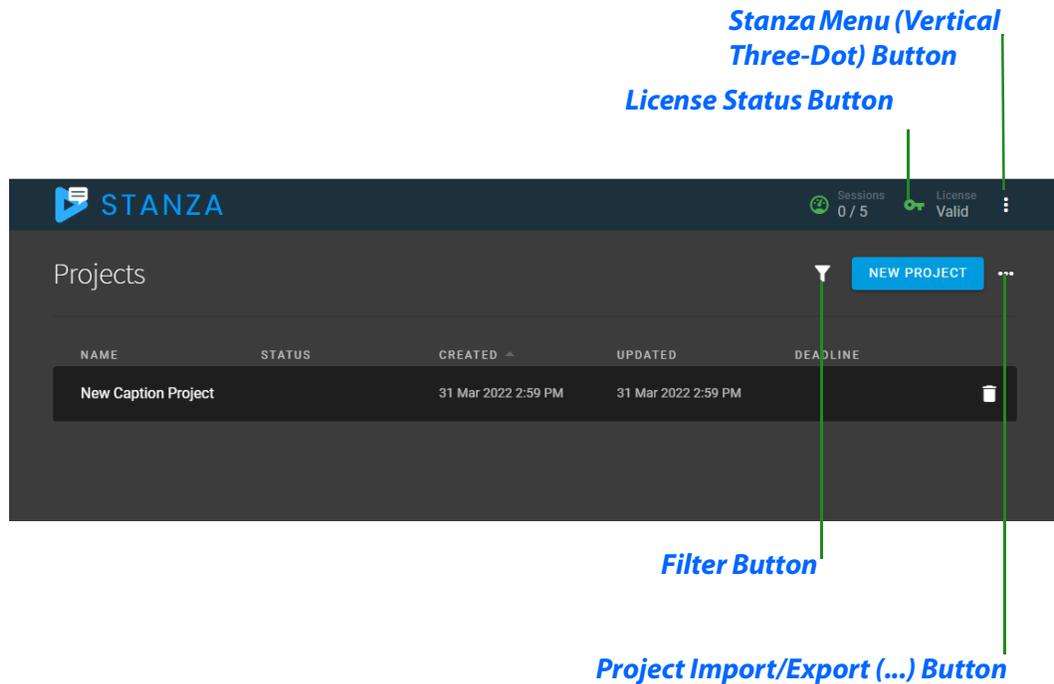
Sessions

Under the *Sessions* heading, Stanza displays the number of active sessions and the number of available sessions.

License Status Button

When clicked, Stanza opens the *License Status* dialog.

Stanza Menu (Vertical Three-Dot) Button

When clicked, Stanza opens a drop-down menu of the following Stanza controls:

Preferences

When clicked, Stanza opens the *Preferences* dialog which displays options for *Timed Text Speech* and *Miscellaneous*.
See *Setting Timed Text Speech and Miscellaneous Preferences* and *Opening Preferences*.

Select TTS Project

When clicked, Stanza first opens the *Telestream Cloud Login* dialog. Once you've logged in, you can select a TTS project.
See *Viewing the Keyboard Shortcut List*.

Keyboard Shortcuts

When clicked, Stanza opens a key for preassigned keyboard shortcuts for Stanza commands.
See *Viewing the Keyboard Shortcut List*.

Version

When clicked, Stanza displays the version number of your active Stanza instance.
See *Viewing the Installed Version of Stanza*.

Filter Button

When clicked, Stanza opens a drop-down menu of filter conditions.
See *Deleting a Project*.

New Project Button

When clicked, Stanza opens the *Create Project* dialog.

Project Import/Export (...) Button

When clicked, Stanza displays the Project Import/Export drop-down menu.

Export Projects button

When clicked, Stanza opens the *Export Projects* dialog.

Import Projects button

When clicked, Stanza opens the *Import Projects* dialog.

List of Projects

Stanza displays the name, status, date created, date updated, deadline, and delete button for each of your projects.

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Project Layout

The Stanza project layout, enables you to edit Stanza projects. Descriptions of elements in the project user interface follow.

Figure 2. The Project Layout

Editing Menu Button

Import Captions Button

View Export Results Button

Download Project File Button

Modify Project Settings (Gear) Button

Media Player Window

Program Window
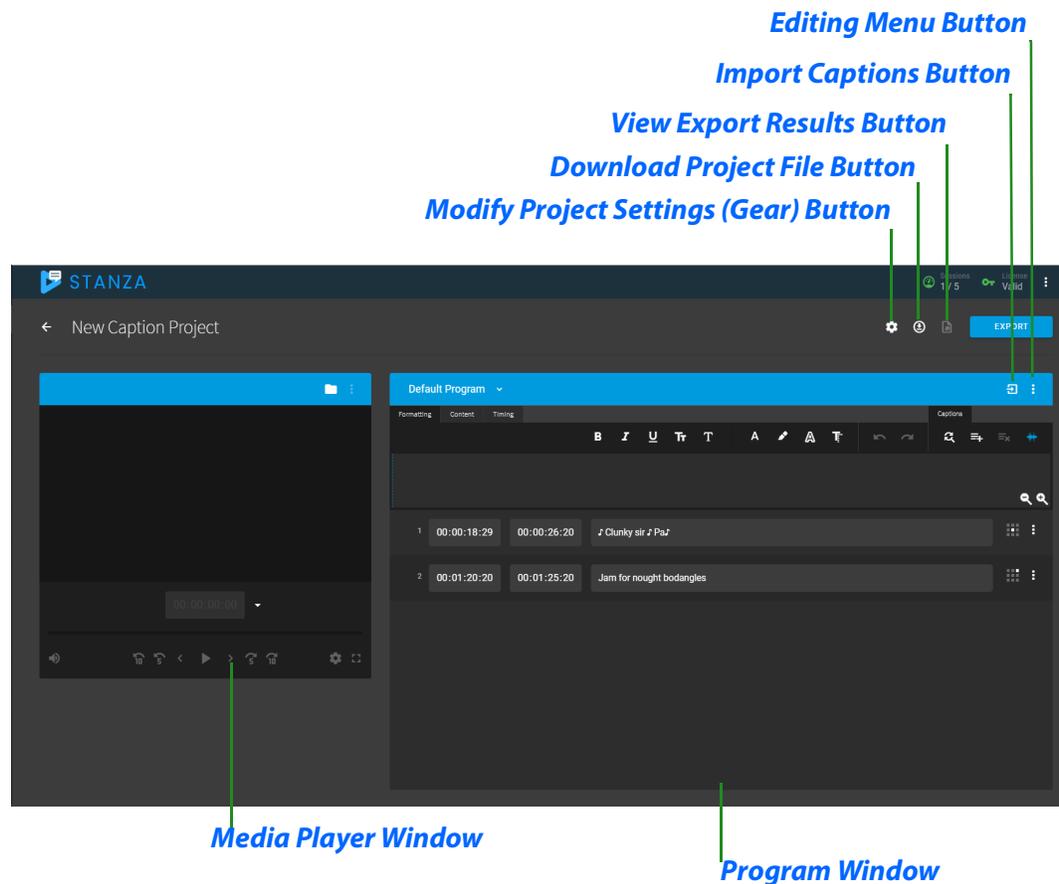
Modify Project Settings (Gear) Button

See *Creating a Caption Program*.

When clicked, Stanza opens the *Project Settings* dialog, which contains controls, tabs, and fields, as follows:

SAVE CHANGES Button

When clicked, Stanza saves your changes to the project settings.

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Has a Deadline

When this toggle is clicked, Stanza opens or closes the *Due Date* and *Due Time* fields for setting the date and time of the project deadline.

SUBTITLE Tab

See the *Modify Project Settings* (Gear) Button on the screenshot in *Project Layout*.

The *SUBTITLE* tab contains the following fields:

Min. Duration

An editable field, with increments in seconds.

Max. Duration

An editable field, with increments in seconds.

Max. Reading Speed

An editable field, with increments in Characters Per Second (CPS).

CEA-608 Tab

See the *Modify Project Settings* (Gear) Button on the screenshot in *Project Layout*.

The *CEA-608* tab contains the following fields:

Lines

A non-editable field for the number of caption lines.

Line Length

A non-editable field for the length of a caption line, with increments in characters.

Min. Duration

An editable field, with increments in seconds.

Max. Duration

An editable field, with increments in seconds.

Max. Reading Speed

An editable field, with increments in Characters Per Second (CPS).

TELETEXT Tab

See the *Modify Project Settings* (Gear) Button on the screenshot in *Project Layout*.

The *TELETEXT* tab contains the following fields:

Lines

A non-editable field for the number of caption lines.

Line Length

A non-editable field for the length of a caption line, with increments in characters.

Min. Duration

An editable field, with increments in seconds.

Max. Duration

An editable field, with increments in seconds.

Max. Reading Speed

An editable field, with increments in Characters Per Second (CPS).

CUSTOM Tab

See the *Modify Project Settings* (Gear) Button on the screenshot in *Project Layout*.

The *CUSTOM* tab contains the following fields:

Lines

An editable field for the number of caption lines.

Line Length

An editable field for the length of a caption line, with increments in characters.

Min. Duration

An editable field, with increments in seconds.

Max. Duration

An editable field, with increments in seconds.

Max. Reading Speed

An editable field, with increments in Characters Per Second (CPS).

Download Project File Button

When clicked, Stanza downloads the native TTML file for the active program to the default download directory.

Caution: This TTML file is intended for debugging and is not suitable for use in production workflows.

View Export Results Button

When clicked, Stanza opens the Export Results window, listing project files that have been exported.

Export Button

When clicked, Stanza opens the *Export Captions* dialog.
See *Export Captions*.

Export Captions

The *Export Captions* dialog contains the following fields and controls:

Format

When clicked, Stanza opens a drop-down menu of available caption formats.

Profile

When clicked, Stanza opens a drop-down menu of available caption profiles.

Time Format

When clicked, Stanza opens a drop-down menu of available timecode formats.

Include Framerate

When checked, Stanza includes the framerate in the exported captions.

Include Aspect Ratio

When checked, Stanza includes the aspect ratio in the exported captions.

Primary Language Subtag

When checked, Stanza opens a drop-down menu of available primary languages.

Include Other Subtags

When checked, Stanza includes subtags besides the primary language subtag in the exported captions.

Default Program

When checked, Stanza includes the default program in the exported captions.

Second Program

When checked, Stanza includes the second program in the exported captions.

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Media Player Window

The *Media Player* window displays the video of the media file selected, and a number of media controls:. Descriptions of elements in the *Media Player* user interface follow.

Figure 3. The Media Player Window

Caption Conversion Button

Open Clip Button

16 channels one track.mp4
720x480, Track 1

00:00:00;00 → *Select Timecode Menu Button*

Mute/ Unmute

Jump Back 10 Seconds Button

Jump Back Five Seconds Button

Jump Back One Frame Button

Play Button

Fullscreen Button

Audio and Playback (Gear) Button

Jump forward 10 Seconds

Jump Forward Five Seconds

Jump Forward One Frame
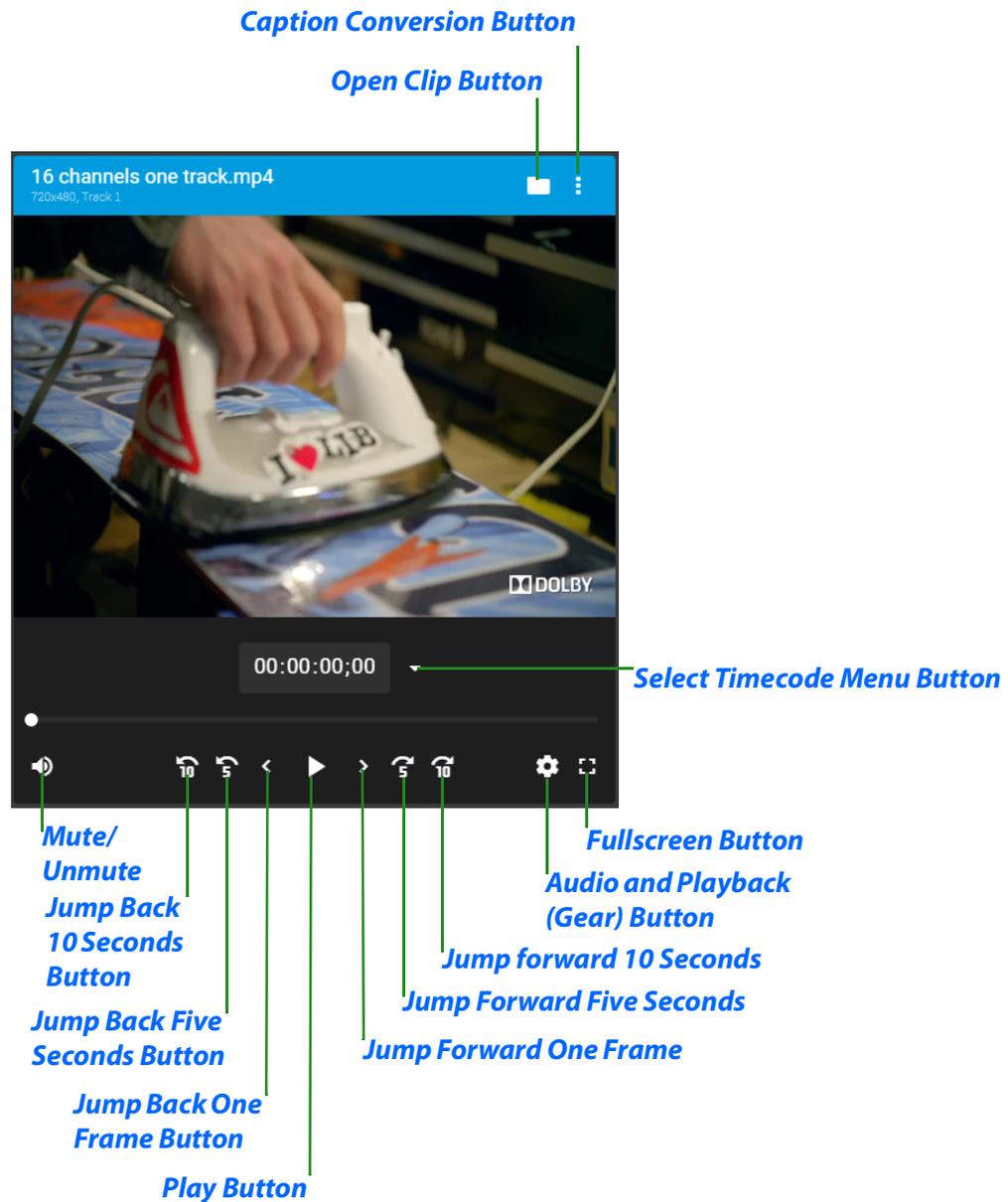
Open Clip Button

When clicked, Stanza opens a file browser for locating the media clip you want to open.

Caption Conversion Button

When clicked, Stanza opens a drop-down menu listing controls for converting speech to captions and for extracting embedded captions.

Select Timecode Menu Button

When clicked, Stanza opens a drop-down menu listing available timecode display formats.

Scrub Bar

You can drag the indicator in the scrub bar to scrub to specific frames in the media file.

Mute/Unmute

When clicked, Stanza toggles the audio preview on and off.

Jump Back 10 Seconds Button

When clicked, Stanza rewinds the media file 10 seconds.

Jump Back Five Seconds Button

When clicked, Stanza rewinds the media file five seconds.

Jump Back One Frame Button

When clicked, Stanza rewinds the media file one frame.

Play Button

When clicked, Stanza plays the media file.

Jump Forward One Frame

When clicked, Stanza advances the media file one frame.

Jump Forward Five Seconds

When clicked, Stanza advances the media file five seconds.

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Jump forward 10 Seconds

When clicked, Stanza advances the media file 10 seconds.

Audio and Playback (Gear) Button

When clicked, Stanza opens a menu of audio and playback speed options.

Fullscreen Button

When clicked, Stanza displays the media file video in fullscreen mode.

Program Window

The *Program* window of the *Project Layout* displays controls and tabs for editing captions. Descriptions of elements in the program window user interface follow.

Figure 4. The Program Window

Editing Menu Button

Import Captions Button

Program Menu Button
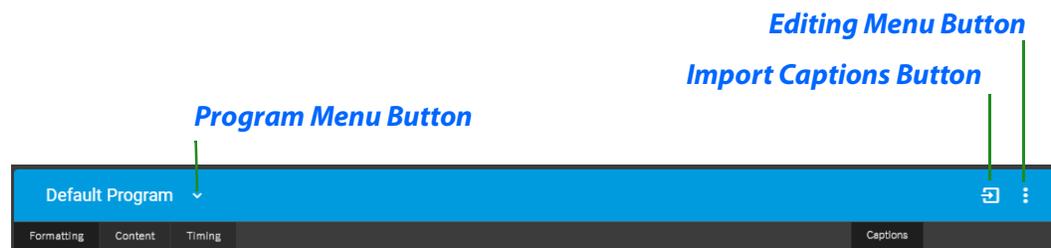
Program Menu Button

When clicked, Stanza opens a drop-down menu for choosing an existing program or creating a new one.

Create New Program Dialog

See *Creating a Caption Program*.

The *Create New Program* dialog contains fields for specifying the following:

Name

Editable field for the name of the program.

Regions

When the "+" is clicked, Stanza opens a dialog for creating a new region.

Top

Drop-down dialog for specifying details for the top region of the program.

Center

Drop-down dialog for specifying details for the center region of the program.

Bottom

Drop-down dialog for specifying details for the bottom region of the program.

Import Captions Button

When clicked, Stanza opens a file browser for finding caption files to import.
See *Caption Sources*.

Editing Menu Button

When clicked, Stanza opens a drop-down menu for editing, copying, or removing the selected caption file.

Undo Button

When clicked, Stanza undoes your last action in the Program window.
See *Caption Sources*.

Redo Button

When clicked, Stanza redoes the last action you undid in the Program window.
See *Caption Sources*.

Waveform Pane

The *Waveform* pane displays captions against the timeline and audio waveform of the media file.

Caption Rows

The *Program* window displays an editable caption in each row.

Formatting Tab

When clicked, Stanza opens a pane with controls for formatting captions. Descriptions of elements in the *Formatting* tab user interface follow.

Figure 5. The Formatting Tab
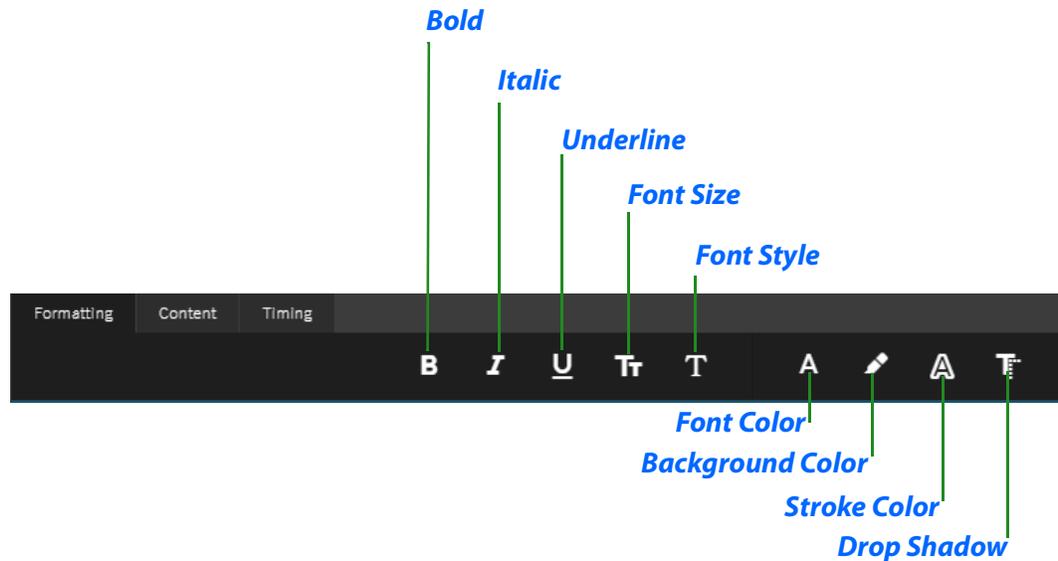
See *Formatting a Caption*.

Bold

When clicked, Stanza makes the selected text bold.

Italic

When clicked, Stanza makes the selected text italic.

Underline

When clicked, Stanza underlines the selected text.

Font Size

When clicked, Stanza opens a dialog.for specifying the font size, in pixels, for the selected text.

Font Style

When clicked, Stanza opens a drop-down menu for selecting the font style for the selected text.

Font Color

When clicked, Stanza opens a dialog for setting the color of the selected text.

Background Color

When clicked, Stanza opens a dialog for setting the background color for the selected text.

Stroke Color

When clicked, Stanza opens a dialog for setting the stroke color of the selected text.

Drop Shadow

When clicked, Stanza opens a dialog for setting the color, offsets and radius of the drop shadow for the selected text.

Content Tab

When clicked, Stanza opens a pane with controls for creating and editing captions. Descriptions of elements in the *Content* tab user interface follow.

Figure 6. The Content Tab
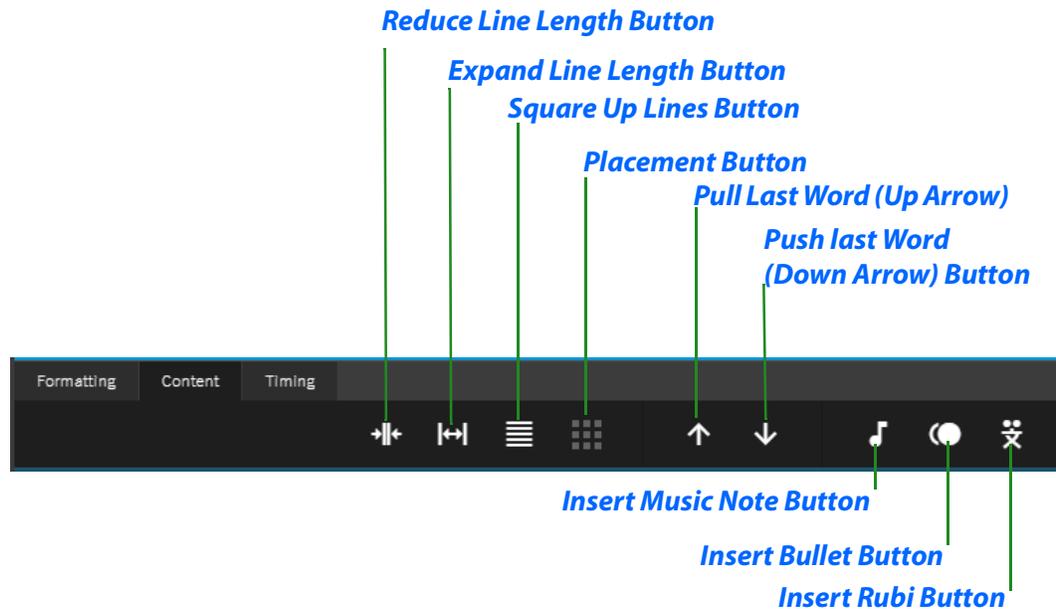
See *Editing a Caption on the Content Tab*.

Reduce Line Length Button

When clicked, Stanza reduces the horizontal length of the line displaying the caption.

Expand Line Length Button

When clicked, Stanza deletes line breaks to expand the horizontal length of the line displaying the caption.

Square Up Lines Button

When clicked, Stanza squares up the selected lines.

Placement Button

When clicked, Stanza opens a dialog for placing the caption on the screen. Clicking a square in the dialog places the caption accordingly.

Pull Last Word (Up Arrow) Button

When clicked, Stanza pulls the first word from the next caption line into the selected caption as its last word.

Push last Word (Down Arrow) Button

When clicked, Stanza pushes the last word in the selected caption line into the next caption line as its first word.

Insert Music Note Button

When clicked, Stanza inserts music note icons on either side of selected text or at the beginning and end of a selected caption cell.
See *Adding Music Note Icons to a Caption*.

Insert Bullet Button

When clicked, Stanza opens a dialog for inserting furigana dots to denote emphasis in Japanese. In the dialog, click a type of bullet, and click *BEFORE* or *AFTER* to position the bullet in the caption line. *BEFORE* places the dot at the top of vertical Japanese text and to the left of horizontal Japanese text. *AFTER* places the dot at the bottom of vertical Japanese text and to the right of horizontal Japanese text.

Insert Rubi Button

When clicked, Stanza opens a dialog for entering Rubi text. This gives the captioner the option of adding context or translation next to currently selected characters.

Timing Tab

When clicked, Stanza opens a pane with controls for adjusting the timing of captions. Descriptions of elements in the *Timing* tab user interface follow.

Figure 7. The Timing Tab

Mark In Button

Mark Out Button

Add to Start and End/Subtract from Start and End Button

Ripple Button
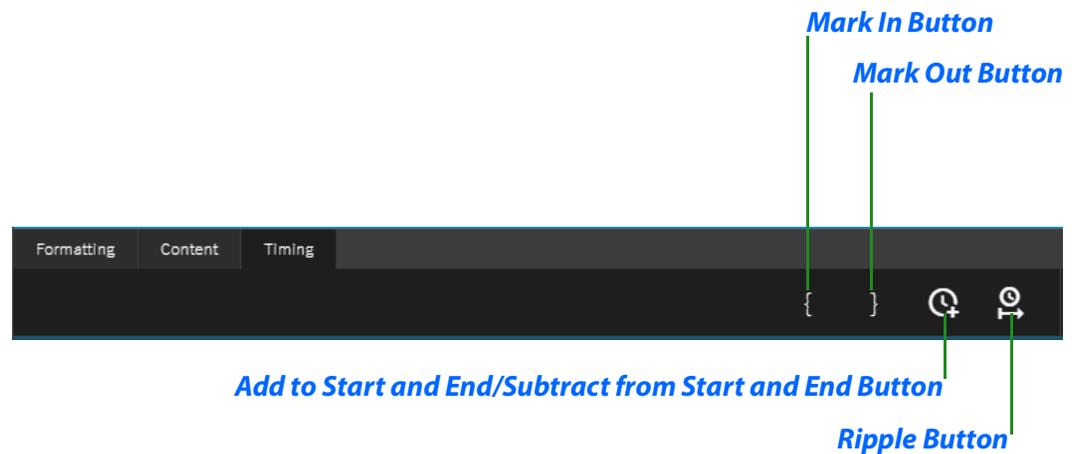
See *Caption Timing*.

Mark In Button

When clicked, Stanza sets the In point of the selected caption at the location of the playheads in the *Media Player* and *Waveform* pane.

Mark Out Button

When clicked, Stanza sets the Out point of the selected caption at the location of the playheads in the *Media Player* and *Waveform* pane.

Add to Start and End/Subtract from Start and End Button

When clicked, Stanza opens a dialog for adding or subtracting time to the start and end times of the media file.
Stanza adjusts the time of the selected captions.

Alternatively, you can modify the time of all captions by first selecting all captions (Crtl+A).

Ripple Button

When clicked, Stanza opens a dialog for moving the In point of the selected caption.

Captions Tab

The *Captions* tab, which is always open, contains captioning general controls.
Descriptions of elements in the *Captions* tab user interface follow.

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Figure 8. The Captions Tab

Toggle Waveform Button

Split Caption Button

Remove Caption Button

Add Caption Button

Find/Replace Button
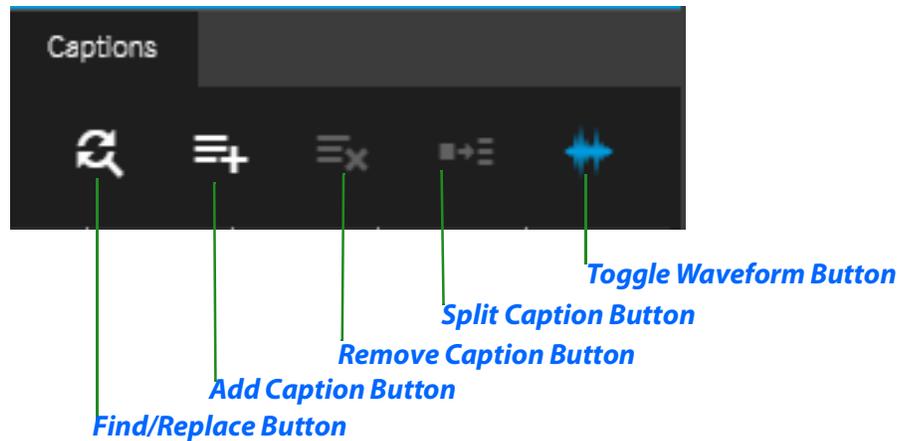
Find/Replace Button

When clicked, Stanza open a Find/Replace dialog.

Add Caption Button

When clicked, Stanza opens a new line in the Program window where you can create a new caption.
See *Creating a Caption*.

Remove Caption Button

When clicked, Stanza deletes the caption or captions selected in the *Program* window.
See *Removing a Caption*.

Split Caption Button

When clicked, Stanza splits the caption in the *Program* window at the cursor insertion point.
See *Splitting a Caption*.

Toggle Waveform Button

When clicked, Stanza turns the waveform display on or off.
See *Showing or Hiding the Waveform Pane*.