

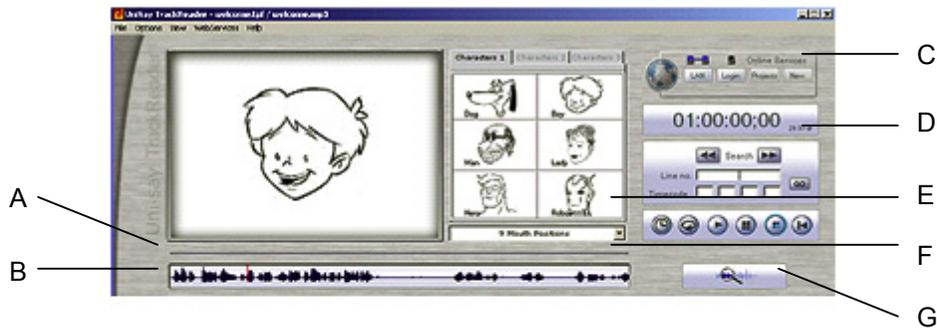


## Introduction

Welcome to UniSay TrackReader, a complete solution for trackreading, lip assignment and creating animation Exposure Sheets. View and edit X-Sheets with either local or external synchronization. Watch a flip book preview with animated characters to check for accuracy. Change mouth charts and characters on the fly to decide what is best suited for specific characters. TrackReader allows the user to import proprietary characters. Use UniSay Web Services to manage jobs with remote animators. Export your X-Sheets in a variety of standard formats for hard copy printouts.

## Overview of TrackReader

UniSay TrackReader enables five key functions: (1) access to UniSay Web Services, (2) previewing (flipbook style) (3) adjusting lip assignment, and (4) exporting Exposure Sheets.



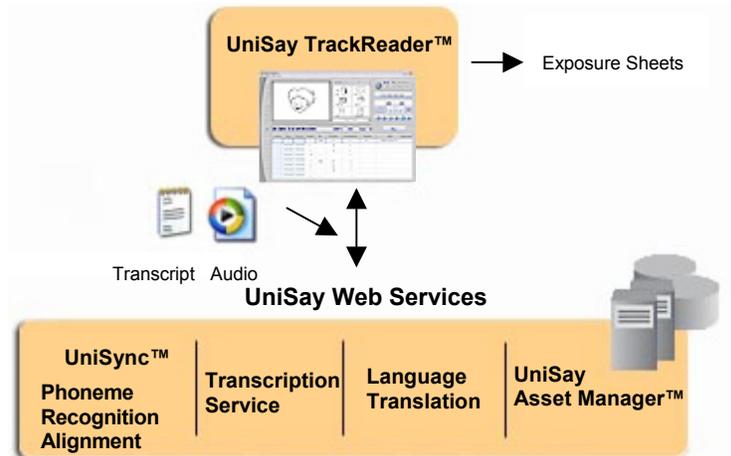
### UniSay TrackReader Window.

- A. Media locator bar (scrollable).
- B. Audio waveform display.
- C. Web services control panel (& LAN connection).
- D. Timecode display.
- E. Character Selector.
- F. Mouth Position Selector.
- G. Waveform Zoom.

## UniSay Web Services

Unique from other captioning solutions, UniSay TrackReader includes integrated Web services. Typically, it takes many hours to manually trackread even a relatively short voice track onto an Exposure Sheet, and more for lip assignment. With UniSay, simply upload files to UniSay Web Services and it's automatically aligned. Even without a transcript, UniSay TrackReader can do lip assignment in any language.

When processing is complete, your new file can be opened in UniSay TrackReader software for fine-tuning and X-Sheet creation.



## Introduction to Credit Payments

UniSay software applications are available to clients for download and use at no charge. However, UniSay Web Services require a fee on a "pay as you go" basis.

To simplify the payment process, especially when using a variety of services, UniSay has established a credit based payment system. Clients purchase a package of credits (discounts given for larger amounts) that can be used to efficiently pay for services, no matter how small or large the amount.

### How to Purchase Credits:

1. **Select Purchase Credits** option from the **Web Services** menu.
2. To choose a package that is best for you, **click** on the corresponding radio button.
3. **Click** on the **Proceed to Checkout** button.
4. **Select** preferred payment option.

Select your package			
<input type="radio"/> Open	Enter amount: <input type="text"/>	credits	(1 credit for \$1USD)
<input type="radio"/> Bronze	\$ 250 (USD)	= 260 credits	(4% savings)
<input type="radio"/> Silver	\$ 500 (USD)	= 550 credits	(10% savings)
<input checked="" type="radio"/> Gold	\$ 1,000 (USD)	= 1200 credits	(20% savings)
<input type="radio"/> Platinum	\$ 2,500 (USD)	= 3100 credits	(24% savings)

# Getting Started

UniSay TrackReader provides full-featured software with automated Web services. To take advantage of the complete solution, you'll want to be online to begin a new project.

After a project has been processed, you can work online or offline to edit and fine-tuning a project. However, it's always best to update the online account with your latest work. This will ensure access to your most current versions (especially important when requesting additional services such as translation, or when allowing access to other users).

## Registration & Login

Once you've downloaded and installed UniSay TrackReader, you'll need to register and login before starting a new project.

### How to Register and Login:

1. **Click** on **Login** button on Web Services control panel (or select from menu). **Enter** username and password.
2. If you don't already have an account, simply **click** on the **Sign Up For a New Account** link.
3. Complete and **submit** the registration form and you'll be logged in and ready to begin using UniSay TrackReader.



### UniSay Web Services control panel.

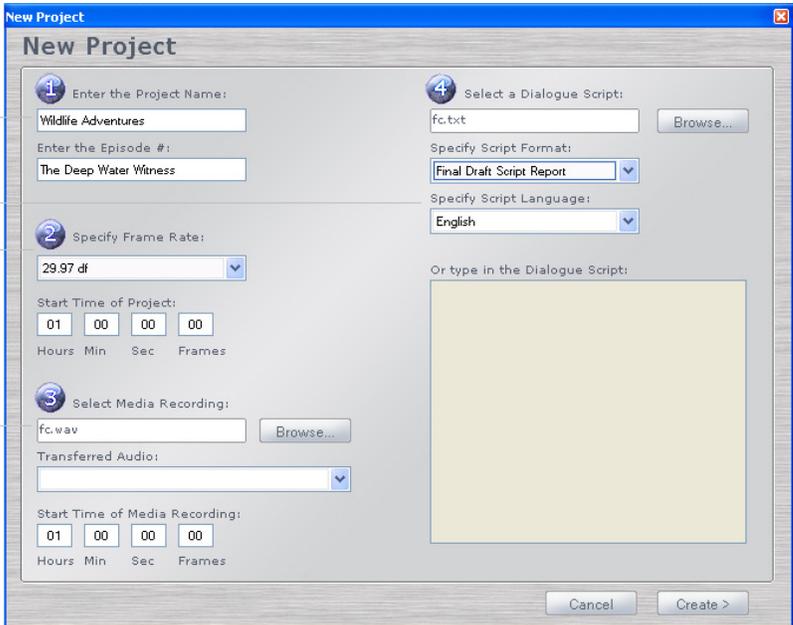
- A. Login/logout to Web Services account (or register if account doesn't exist).
- B. Access a list of all projects and current status.
- C. Open a new project window.
- D. Initiates communication with any UniSay TrackReader application running on the local network.

## Creating an Audio-Transcript Aligned File

To generate an E-Sheet with UniSay TrackReader, you first need to produce a file that aligns your transcript with your audio using UniSay Web Services. If no transcript is available, TrackReader can still create an X-Sheet with accurate lip assignment and timing information, although editing will be more difficult without the text and full trackreading information.

## How to Create a Audio-Transcript Aligned File:

1. Click on **New Project** button  located in the Web services control panel.



The screenshot shows the 'New Project' dialog box with the following fields and options:

- Enter the Project Name:** Wildlife Adventures
- Enter the Episode #:** The Deep Water Witness
- Select a Dialogue Script:** fc.txt
- Specify Script Format:** Final Draft Script Report
- Specify Script Language:** English
- Specify Frame Rate:** 29.97 df
- Start Time of Project:** 01:00:00:00 (Hours, Min, Sec, Frames)
- Select Media Recording:** fc.wav
- Transferred Audio:** (Dropdown menu)
- Start Time of Media Recording:** 01:00:00:00 (Hours, Min, Sec, Frames)

### New Project Form.

- A. Project and episode names.
  - B. Text file—select script file to analyze, specify format and language.
  - C. Audio frame rate and project start time.
  - D. Audio file—select audio file from local drive (or transferred audio from networked Avid/Digidesign workstation), and specify start time of audio.
2. **Complete** the **New Project** form.
    - Audio file used in creating a new project can be accessed from local drive using **Browse** option, or **selected** from the **Transferred Audio** pulldown menu.
    - If initiated by user, transferred audio is directly input via the UniSay AudioSuite plug-in from any Avid or Digidesign workstation.
    - Audio format is specified using the pulldown menu—all industry standards formats are accepted.
    - A variety of script formats are accepted (e.g. basic text, dialogue script, and Final Draft report.)
    - If no script is available, TrackReader can still create accurate lip assignment using UniSay's proprietary phoneme recognition and alignment technology (UniSync™)
  3. **Click** on **Create** button to create a new project record in the database for your account, and to begin processing your files.

## Setting Preferences for Trackreading

### To view and modify settings:

1. Choose **Preferences** in the **Options** menu.
2. Click on desired tab.
3. Review settings and make any adjustments needed.



### How to setup Sync:

1. Select **Preferences** from the **Options** menu.
2. Click on **Sync Setup** tab.
3. Select a timecode source from one of the available options:
  - **None** – run from internal synchronization.
  - **MIDI/Timecode** – slave to an external source such as timecode. If this option is preferred, **select** input source receiving the **external sync** in **Timecode Settings**, then **select MIDI/Timecode**. Also, **select** appropriate **Framerate** for your project. (UniSay TrackReader can lock to synchronization devices such as MOTU MTP A/V or it can accept raw SMPTE timecode via the audio input.)
  - **Local media file** - synchronize to an audio file.

### How to setup A/V:

1. Select **Preferences** from the **Options** menu.
2. Click on **A/V Setup** tab.
3. Select an option for accessing audio/video:
  - **None** – run without an audio/video file.
  - **Local audio file** – view with local audio/video file.
  - **Video Thru** – view video from an external source such as a VTR. First select the input source or capture device receiving the external video (in Video Thru Settings), then select Video Thru.

**Note:** UniSay TrackReader can slave to external clock and pass external video through, thus allowing TrackReader to run in perfect sync with the video master.

## How to setup General Preferences:

1. **Select Preferences** from the **Options** menu.
2. **Click** on **General Setup** tab.
3. **Review Settings** and make any adjustments necessary.
4. **Specify** the location for Audio transferred over the **Local Audio Network** (if you have UniSay AudioSuite plugin installed)

## Accessing a Completed Project

After a project has been submitted to UniSay Web Services for processing, you can easily check its status by opening the **Project Management** window.

If a project is ready, you'll see that the status is **Complete**, and a **Pay Now** link is available to allow you to quickly make a payment using credits in your account. A new file must be paid for before opening in UniSay TrackReader software.

Projects that have already been paid for, or that don't require payment, have an **Open** link to allow access to the most current versions of your project.

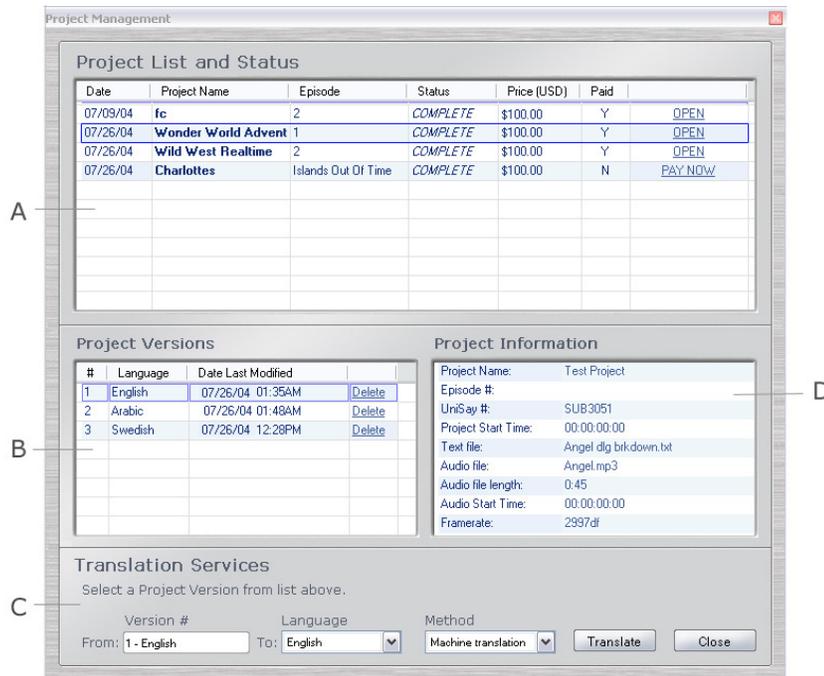
## To pay for UniSay services:

1. **Click** on the **Projects** button  in Web Services Control Panel.
2. Once the **Project Management** window is open, verify the status of your project to ensure processing is complete (if still processing, check back later).
3. A new window will open with a payment confirmation and your UniSay account balance. **Click** on **Pay** button to continue.



## To open your completed project:

1. Once payment is complete, you'll notice that the **Pay Now** link next to your project has changed to an **Open** link.
2. **Click** on the **Open** link to load the file into the TrackReader software.



### Project Management window.

- A. List of project and current status.
- B. List of versions created for the selected project.
- C. Translation services request form.
- D. Detailed information about selected project.

You should now have an aligned audio-transcript file open in your UniSay TrackReader software that will play back synchronized to your audio. You will also have the transcript displayed as phonemes, words and mouth positions.

## Changing Lip Assignment

### Selecting Lip Assignment:

After the trackreading is done and the audio is phonemized, you will usually want to do lip assignment. Lip assignment is the task of selecting which mouth positions will correspond to the phonemes.

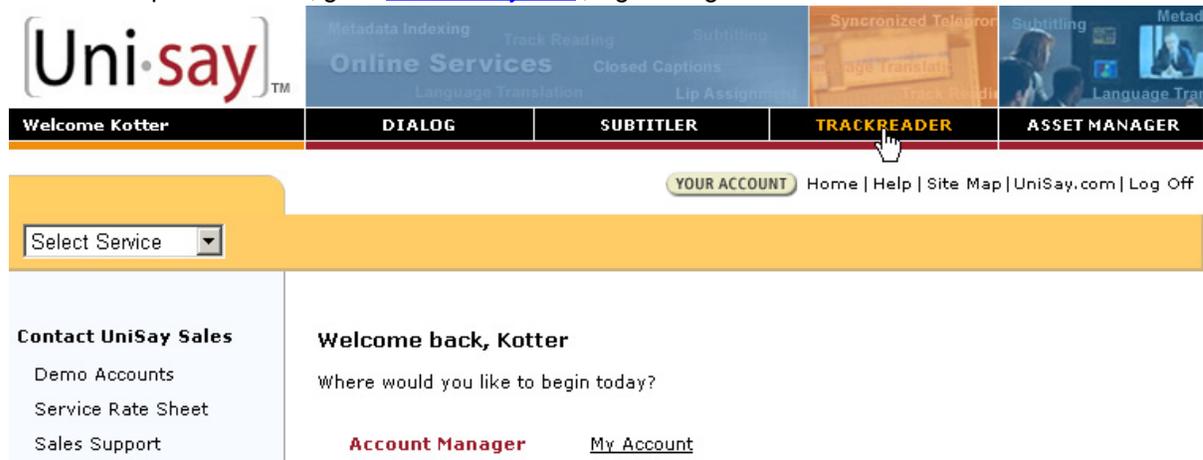


UniSay TrackReader gives the option of selecting which set of mouth positions (mouth chart) are suited to the budget, deadline and style of the character. Popular sets are 5, 6, 8, 9 (Preston Blair set) and 12 (Disney set).

# Creating X-Sheets

UniSay TrackReader allows you to export X-Sheets in three standard layouts with timing displayed as timecode or in feet and continuous frames.

To view and print X-Sheets, go to [www.unisay.com](http://www.unisay.com), login and go to the TRACKREADER menu.



Select FILE DOWNLOAD



Select the project you require (DOWNLOAD) and specify your preferred format options.

## X-Sheet Formats:

- Style A - traditional cel animation layout
  - Timecode/Feet
  - Text
  - Phonemes
  - Lip Assignment
  - Six Layers
  - Top and Bottom Pegs
  - Notes
- Style B – condensed layout
  - Timecode/Feet
  - Text
  - Phonemes
  - Lip Assignment

- Style C – hybrid layout
  - Timecode/Feet
  - Text
  - Phonemes
  - Lip Assignment
  - Four Layers
  - Notes
  - Characters

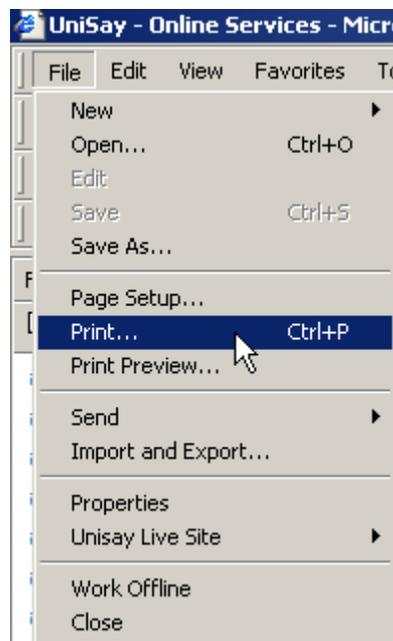
View the X-Sheet by clicking on DOWNLOAD EXPOSURE SHEET.

**Note:** If you have active pop-up blockers, you will need to turn them off.  
(hint: try CTRL+ DOWNLOAD EXPOSURE SHEET to momentarily disable blocker).

To print your X-Sheets, go to the Browser File Menu and select Print.

**Note:** X-Sheets are formatted for 8.5" x 14" paper (legal).  
If you use different size paper, the page breaks will be in odd places.

Print Preview will give you an idea of what to expect before you start printing.



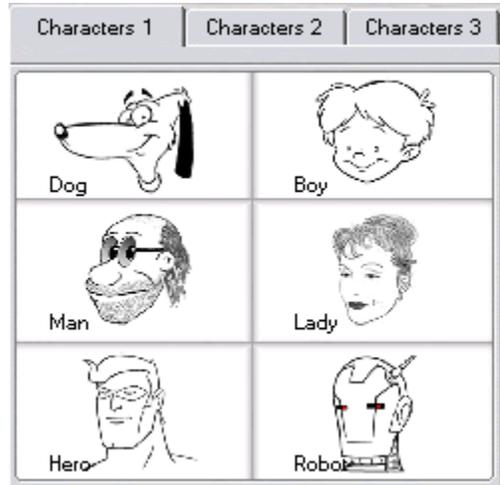
# Characters

## Selecting Characters

At any time, including playback, you can instantly switch characters. Simply click on a character from the character bin to change characters.

If you wish to use your own character(s), simply drag and drop your character strip(s) onto any of the 18 boxes in the character bin.

TrackReader will remember your last character bin contents, and will reopen



## Creating A Character Strip

Since UniSay TrackReader uses a flip book style of animation for preview, virtually any style of animation characters can be used as long as the character strips fall within the guidelines. You can even animate still photos with TrackReader.

The character strip contains 13 visemes aligned vertically, each with a specific mouth position. Each viseme is 240 x 180 pixels. The full character strip is 240 x 2340 pixels. The strip should be a JPEG file.

It is important to ensure the visemes are in the correct order.

- Closed mouth - P,B,M,
- L sounds
- Open mouth consonants - D,N,S,T,Z
- Open mouth consonants - th, dh
- V, F sounds
- Pursed Lips - W, Q, oo, uw
- Open mouth consonants - sh, ch, jh, zh
- Slightly open - h, y, iy, ih, ix, aw, k, g, ng
- R sounds
- Vowels - ae, ax, ah, aa, ao, er, ay
- Soft vowels - ey, eh, uh
- Round lips, low jaw - oy, oa, O
- Wide open - ow



## Additional Features

UniSay TrackReader has other useful features, many that are described in this section including: UniSay AudioSuite plugin, session notes, error tracking, detailed preferences setup, keyboard shortcuts, and using scripts from Final Draft software.

### UniSay AudioSuite Plugin

UniSay TrackReader was designed to maximize seamless integration with your current workflow. One key feature to support this is the capability to transfer audio into and out of Avid and Pro Tools systems. If a Pro Tools or Avid system is locally networked to the UniSay TrackReader workstation, audio can be directly transferred to the UniSay TrackReader via the free UniSay AudioSuite plugin.

#### How to transfer audio into and out of Avid/Pro Tools system:

1. [Download](#) and **install** the **UniSay AudioSuite** plugin.
2. **Verify** that an Avid or Pro Tools system is locally networked to the UniSay TrackReader workstation.
3. **Click** on the **LAN** button located in the Web Services control panel to enable acceptance of audio from the AudioSuite plugin.



**Note:** Avid and Pro Tool users sending audio via the UniSay AudioSuite plugin will see only TrackReader applications on the LAN that are enabled for transfers. Login is not required to accept AudioSuite audio transfers.

4. **Select Audio Transfers** from the **File** menu (Ctrl+A) to bring up the Audio Transfer window. This window lists all the current transferred audio files, and information about the audio. From here, the user can delete files no longer needed.

**Note:** The location for the transferred audio can be set from Preferences.

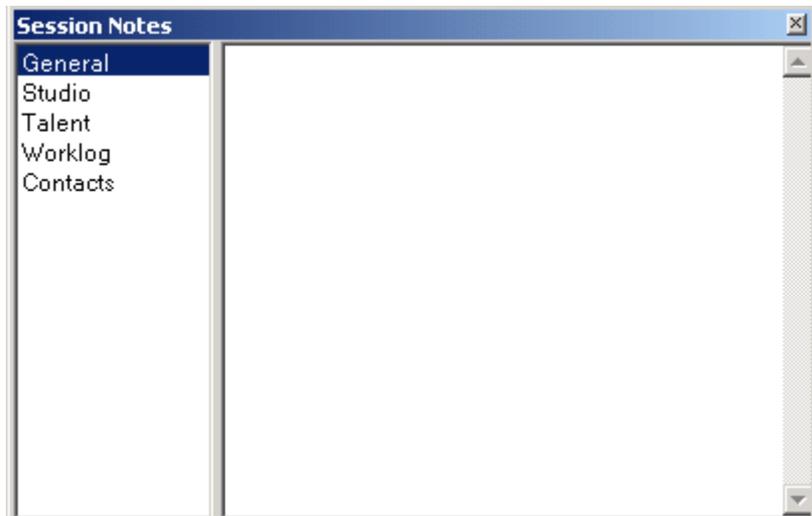
### Using Session Notes

The Session Notepad is a handy utility to jot down information relating to the project. Information such as expenses, telephone numbers, key personnel, equipment used, and concepts, can be saved with the session locally for easy referral.

Session notes are particularly useful when a project is archived and later opened for edits or translations—quickly find talent profiles and contact information, previous billing details, or other relevant facts you may have saved.

## How to use Session Notes:

1. **Select Session Notepad** from the **Options** menu.
2. **Enter** notes in any of the five sections (general, studio, talent, work log, contacts.)



## Setting Preferences for TrackReader

As mentioned in the section above, UniSay TrackReader allows users to either use default settings or go to the Preferences Setup to establish their own specifications.

### How to setup Sync:

1. **Select Preferences** from the **Options** menu.
2. **Click** on **Sync Setup** tab.
3. **Select** a timecode source from one of the available options:
  - **None** – run from internal synchronization.
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### **How to setup General Preferences:**

1. **Select Preferences** from the **Options** menu.
2. **Click on General Setup** tab.
3. **Review Settings** and make any adjustments necessary.
4. **Specify** the location for Audio transferred over the **Local Audio Network** (if you have UniSay AudioSuite plugin installed)

### **Keyboard Shortcuts**

Ctrl+O	= open TrackReader file (myproject.tpf)
Ctrl+S	= save TrackReader Project (to hard drive)
Ctrl+N	= start new TrackReader project
Space Bar	= toggles Play and Stop
L	= loop current line
M	= toggles audio Mute on and off
Ctrl+J	= toggles internal and external synchronization
Alt+T	= toggles hide and show current timecode
Alt+E	= toggles hide and show caption errors (Editor only)
Alt+S	= toggles hide and show spelling errors
Alt+N	= opens Session Notepad window
Ctrl+A	= opens Audio Transfer Management window
F8	= toggles screen views
Delete	= deletes the current highlighted row
Insert	= inserts a new row below the current highlighted row
F1	= launches help
+ (plus)	= waveform zoom in
- (minus)	= waveform zoom out
↑ (arrow)	= previous frame
↓ (arrow)	= next frame
F5	= refresh screen (Project Management)
Ctrl+Del	= delete selected version of project (Project Management)
Ctrl+I	= insert selected version into current project (Project Management)
Ctrl+T	= translate selected version to desired language (Project Management)
Ctrl+D	= duplicate project (Project Management)
Ctrl+M	= move (transfer) project (Project Management)
Ctrl+U	= pay with UniSay credits (Project Management)
Ctrl+P	= use promo code (Project Management)
Ctrl+E	= show project error details (Project Management)

### **Additional Tips:**

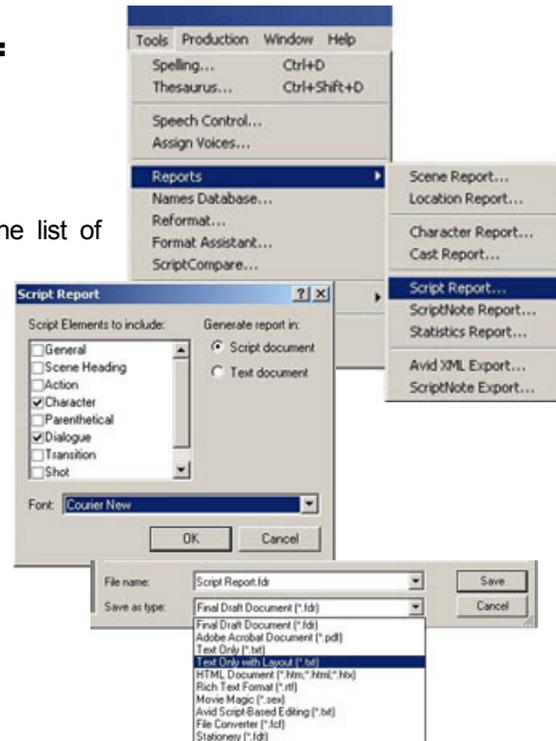
- If you have changed the path of the audio file used in TrackReader, then you will need to load the file from your hard drive.
- Changing screen views and line numbers can be done in real time when the player is set to internal synchronization.

## Using Final Draft Software Report

UniSay accepts scripts created in the leading script writing software, Final Draft Pro. However, the script must be saved in the appropriate report format.

### How to save Final Draft Report for UniSay:

1. **Open** your script in Final Draft.
2. **Select Reports** from **Tools** menu.
2. **Select Script Report** option.
3. **Click** on **Character** and **Dialogue** in the list of script elements to include in the report (verify no other elements are checked).
4. **Select Script Document** option on the right side of dialog box and **Click OK**.
5. **Select Save As** option from **File** menu.
6. **Select Text Only With Layout** from **Save as type** pull down menu.
7. **Type** your file name in **File Name** field and **Click OK**.



**Note:** Check for software updates with new formats available or contact UniSay Support for formats not listed.

For more UniSay product and service information, and UniSay TrackReader QuickGuide updates, visit [www.unisay.com](http://www.unisay.com).

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