Scriptix User Manual

Welcome to the Scriptix Content Accessibility Platform. This guide will help you navigate and utilize the platform's features effectively. Please note that placeholders for images are indicated as [Image Placeholder]; you can replace these with relevant screenshots or visuals as needed.

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1. Introduction

The Scriptix Content Accessibility Platform offers advanced tools for automatic speech recognition, translation, transcription and subtitling, supporting over 35 languages. It is designed to enhance content accessibility and streamline your workflow.

For any inquiries related to the use of Scriptix feel free to reach out directly:

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2. Logging In

Access the platform using one of the following methods:

- **Scriptix Credentials**: Enter your username and password.
- **Microsoft Login**: Use your Microsoft account credentials.
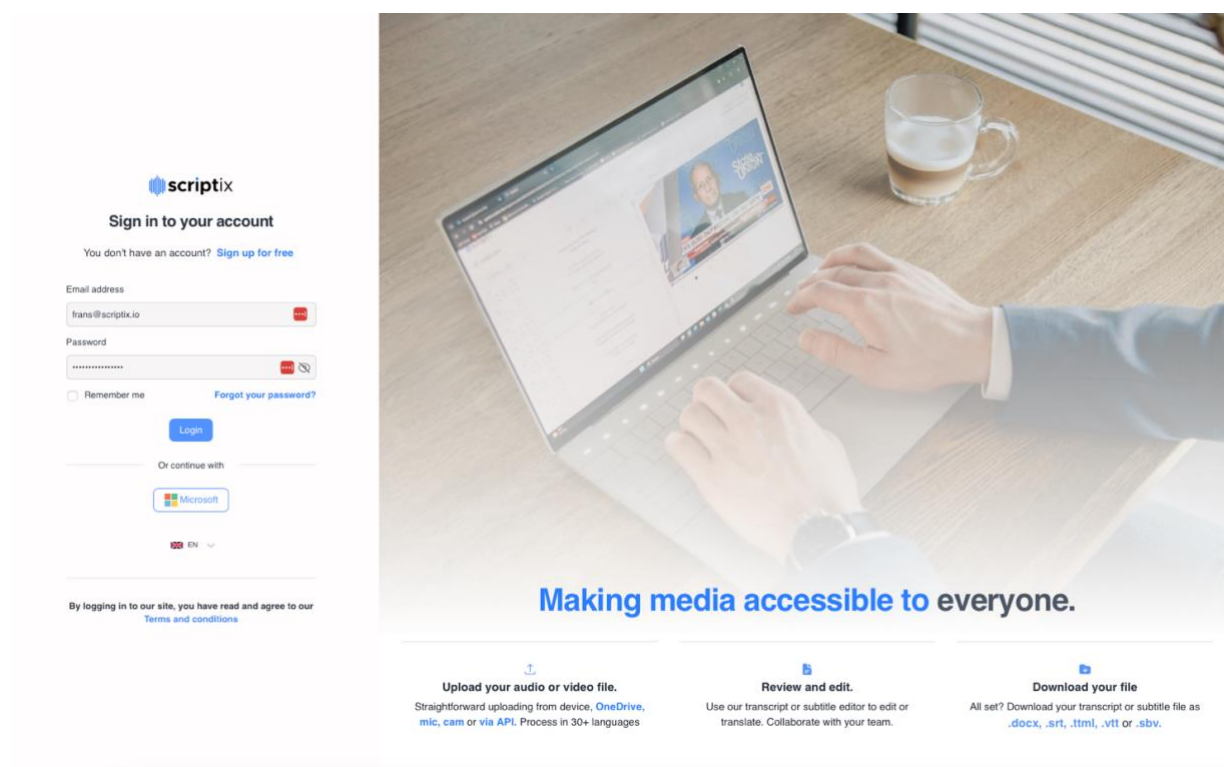

Image 1: login screen

3. Workspace Overview

Upon logging in, you'll enter your workspace, which provides an overview of all your uploaded content. Here, you can manage your files and access various features.
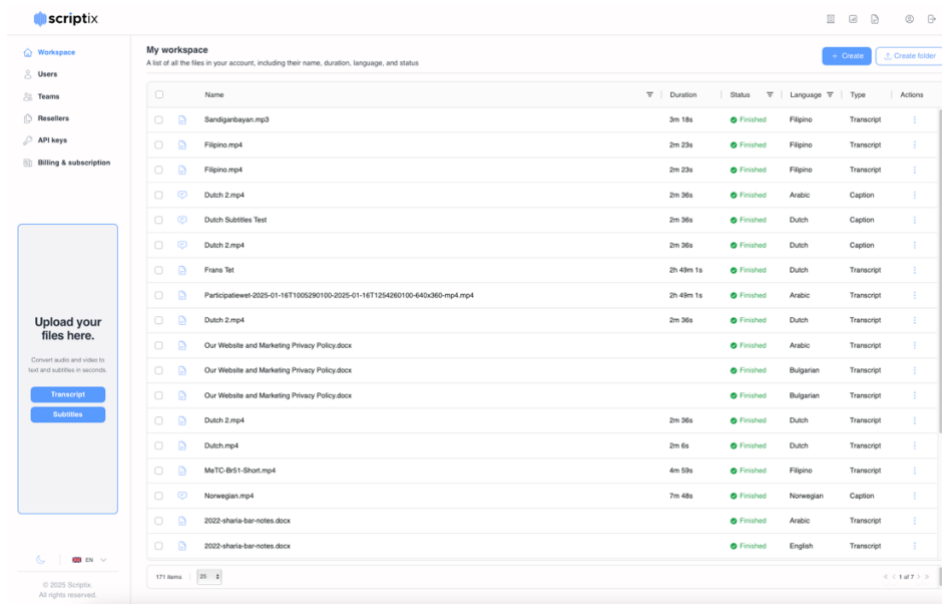
Image 2: Workspace overview

4. Uploading Content

To upload audiovisual or text material:

1. **Select Upload Type**: Click on the large upload field and choose either 'Transcript' or 'Subtitles'.
2. **Upload Options**: In the pop-up window, you can:
   o Upload from your device
   o Record with microphone or camera
   o Upload a screencast
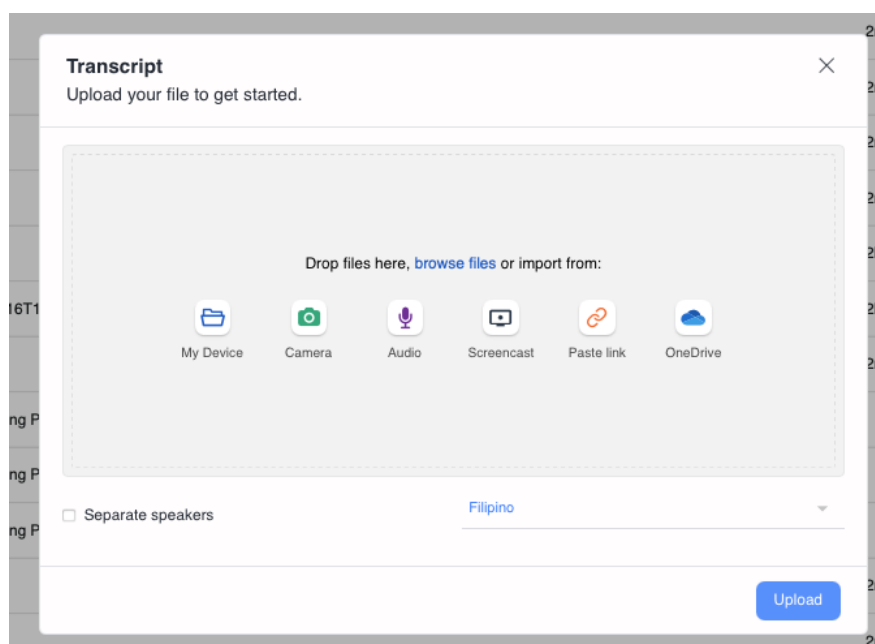   o Paste a downloadable link/URL
   o Connect to OneDrive

Image 3: Pop-up screen with upload options

5. Transcription Features

When uploading audiovisual content for transcription:

- **Multiple Files**: Upload multiple files simultaneously, provided they are in the same language (select language from the dropdown at the bottom right of the pop-up).
- **Speaker Separation**: Enable or disable by clicking the checkbox at the bottom left of the pop-up. This functionality is only relevant when uploading audiovisual content, leave unchecked when uploading text content.
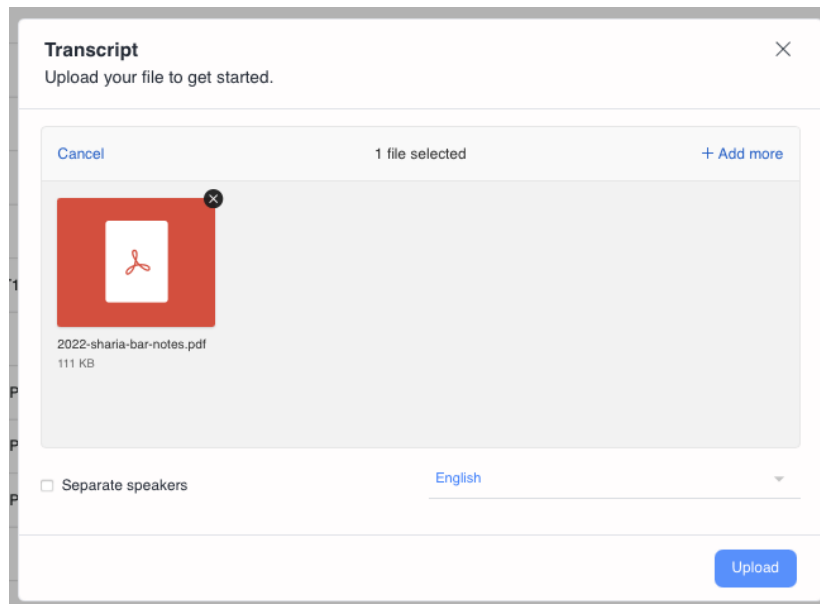

Image 4: Uploading a text file and selecting the source language

6. Subtitle Features

For subtitle creation:

- **Multiple Files**: Upload multiple files in the same language.
- **Speaker Separation**: This feature is not applicable for subtitles.

7. Processing Status

After uploading:

- **Processing**: The file status will be 'Processing'. You can close your laptop/computer without affecting the process.
- **Finished**: Once processing is complete, the status will change to 'Finished'.

8. Editing Transcripts

To edit a transcript:

1. **Open Editor**: Click on the filename to access the Transcript Editor.
2. **Features Available**:
   - Edit text
   - Highlight sections
   - Add comments
   - Manage paragraphs (add, delete, splice)
   - Change speaker names
   - Search and replace
   - Format text (bold, italic, underline)
   - Navigate using dashboard keys or hotkey combinations
3. **Export Options**: Export the file with or without speakers and timestamps in formats such as DOCX, TXT, HTML, and PDF.
4. **Translate**: Click 'Translate', name the translated file, choose a language, and press 'Translate'. A new file will appear in the workspace for further editing.
5. **Magic Link**: Generate a shareable link by clicking 'Magic Link' and then 'Confirm'. This allows others to work on the file without accessing the entire workspace.
6. **Rename File**: Click the edit button next to the filename at the top left of the screen.
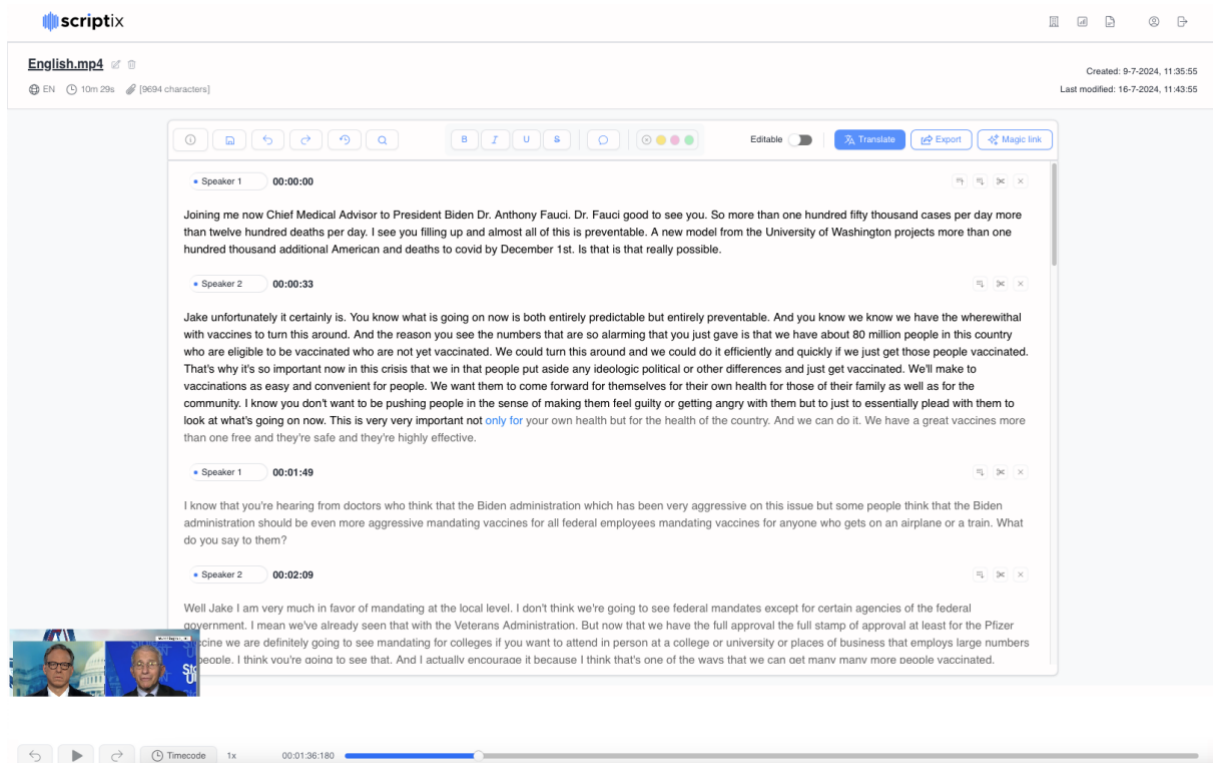

Image 5: Transcript Editor

9. Editing Subtitles

To edit subtitles:

1. **Open Editor**: Click on the filename to access the Subtitle Editor.
2. **Features Available**:
   - Segments are aligned with international subtitling standards
   - Splice, delete, or add empty segments

- o Save progress or reset to the original
- o Find and replace words
- o Navigate through the video
3. **Export Options**: Export in formats such as SRT, VTT, TTML, SBV, STL, and HTML.
4. **Translate and Magic Link**: Functions similar to the Transcript Editor.
5. **Rename File**: Click the edit button next to the filename at the top left of the screen.
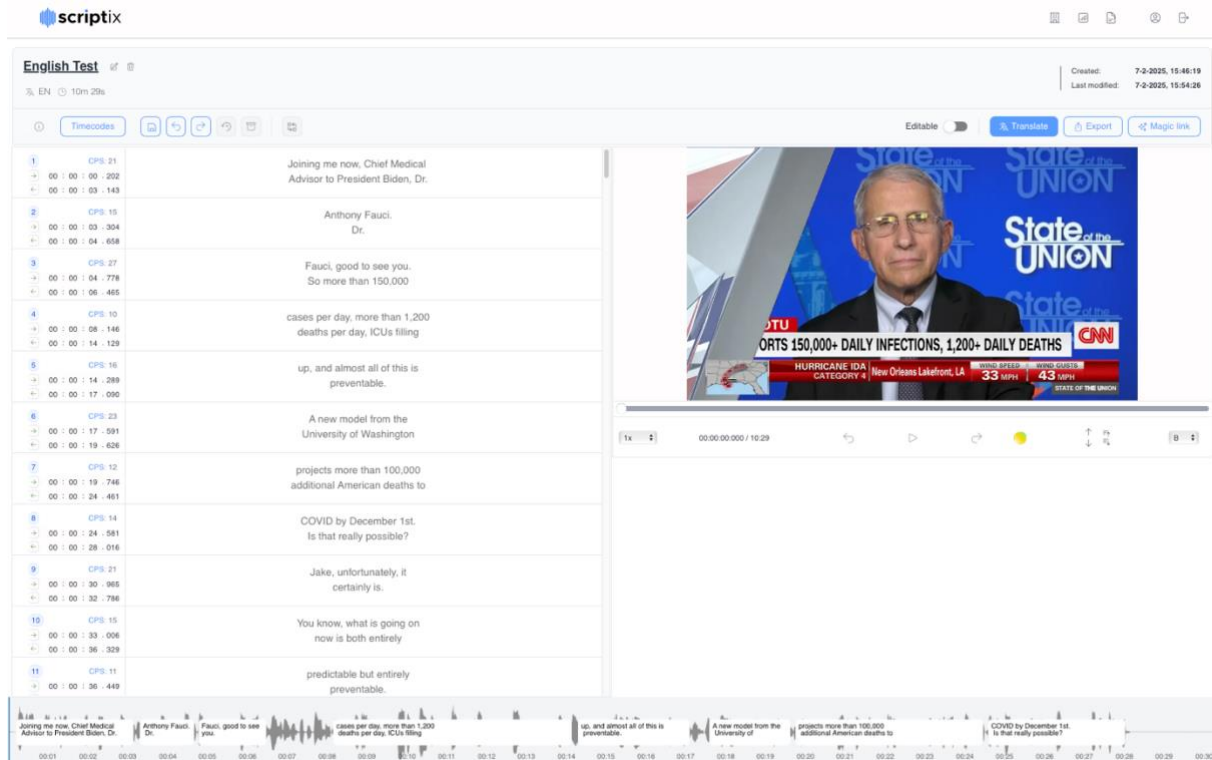

Image 6: Subtitle Editor

10. User Management

To manage users within the Scriptix platform:

1. **Access the Users Section**: Click on the menu icon located at the top left of the workspace screen and select 'Users'.
2. **Add a New User**:
    - o Click the 'Add User' button situated at the top right of the screen.
    - o In the form that appears, enter the user's first name, last name, and email address.
    - o Assign a role to the user:
        - **Admin**: Has full access to all features and settings.
        - **Contributor**: Has limited access, primarily for uploading and editing content.
    - o Click 'Create' to add the user.

The new user will receive an activation email with instructions to set up their account.
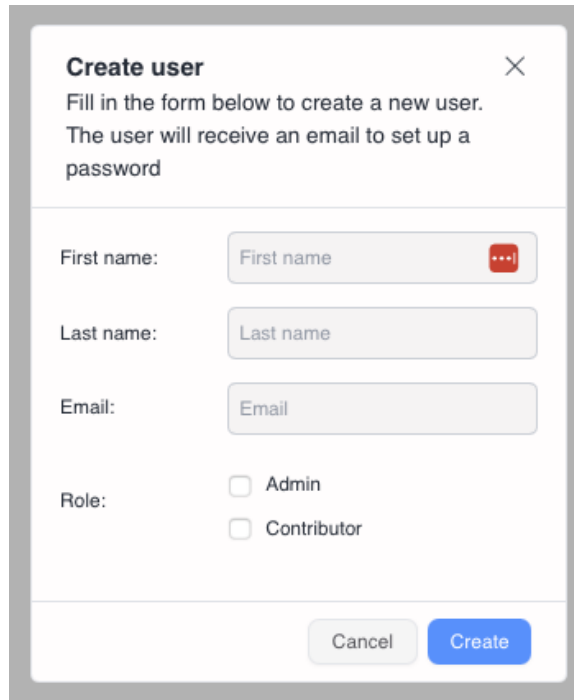
Image 7: Create user form

3. **Manage Existing Users**:
    o   In the 'Users' section, view a list of all active users.
    o   To edit a user's information or role, click the 'Edit' button next to their name.
    o   To deactivate or delete a user, select the appropriate option next to their profile.

11. Team Management

Organizing users into teams facilitates collaborative work:

1. **Access the Teams Section**: From the menu at the top left of the workspace screen, select 'Teams'.
2. **Create a New Team**:
    o   Click the 'Add Team' button at the top right of the screen.
    o   Enter a 'Team Name' and provide a 'Team Description'.
    o   Click 'Create' to establish the team.

3. **Add Members to the Team**:
    o   Click on the team name to open the team management window.
    o   A list of all active users will be displayed.
    o   To add a user to the team, click the blue 'Add' button next to their name.
    o   To remove a user from the team, click the red 'Remove' button next to their name.

Teams can be utilized to manage access to specific folders and projects, ensuring that only authorized members can view or edit certain content.

12. Folder Management

Organizing your workspace with folders helps in managing and securing content:

1. **Create a New Folder**:
   o In the workspace, click the 'Create Folder' button located at the top right of the screen.
   o In the pop-up window, enter a 'Folder Name'.
   o Assign access to a specific team by selecting a team from the dropdown menu.
   o Set the access level:
     ▪ **Private**: Only the creator has access.
     ▪ **Read Only**: Team members can view but not edit the contents.
     ▪ **Write**: Team members can view and edit the contents.
   o Click 'Save' to create the folder.

2. **Manage Folder Contents**:
   o Click on a folder to open it.
   o Upload files directly into the folder to keep related content organized.
   o Move files between folders by dragging and dropping or using the file options menu.

Using folders in conjunction with teams ensures that sensitive content is only accessible to authorized users, enhancing security and collaboration.

13. Profile Settings

Personalize and secure your account through the profile settings:

1. **Access Profile Settings**:
   o Click on the profile icon located at the top right of the workspace screen.
   o Select 'Profile' from the dropdown menu.

2. **Update Personal Information**:
   o In the profile section, you can update your name, email address, and other personal details.
   o Ensure that your contact information is up-to-date to receive important notifications.

3. **Enable Two-Factor Authentication (2FA)**:
   o For enhanced security, enable 2FA by following the on-screen instructions.
   o This adds an extra layer of protection to your account by requiring a second form of verification during login.

4. **Manage Account Status**:
   o Options to deactivate or delete your account are available.

- Be cautious with these actions, as they may result in the loss of data and access.

5. **Organization Settings**:
   - If you have administrative privileges, you can manage organization-wide settings, including deleting the organization from the platform.
   - Exercise caution, as this action is irreversible.

6. **Keymap Settings**:
   - Customize keyboard shortcuts to streamline your workflow.
   - Assign specific actions to preferred key combinations for efficiency.

Regularly reviewing and updating your profile settings ensures a personalized and secure experience on the Scriptix platform.