Stanza
User Guide



Stanza 4.0 User Guide

telestream

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Introduction

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

Topics

- Introducing Stanza
- Understanding the Stanza Project Management Layout
- Understanding the Stanza Project Layout
- Supported Video File Types
- Captions vs. Subtitles

Introducing Stanza

Stanza provides high-end captioning capabilities at low cost. Work from anywhere. You can view media files on the GLIM server via the GLIM web client in a browser on any Windows or Mac computer. Stanza uses the built-in Telestream GLIM engine to play back high-resolution files. There's no need to transfer huge media files before getting to work.

Stanza is available by subscription. 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, without transcoding proxy files. Stanza supports master quality ProRes, AVC-Intra, J2K, MXF, IMF, and MPEG-2 transport streams.

Captions vs. Subtitles

Captions are transcripts of dialogue with visual cues for music and sound effects. Subtitles typically are transcripts of dialogue only. Captions and subtitles are superimposed on video.

Captions

Captioning makes dialogue accessible to those who can't hear the audio content.

Open captions are always visible, or *burned in*. *Closed* captions, common in TV broadcasting, can be turned on or off by the viewer. Closed captions are encoded into the broadcast TV signal. To display closed captions, a television or set-top box must have a closed-caption decoder. Broadcasters check your videos to ensure you've encoded the closed captions according to broadcast standards.

For technical reasons, closed captions have many more constraints affecting the timing and the appearance of the text than do open captions or subtitles. The closed-caption author has little ability to specify the typeface, size, or text styling. Rather, the closed-caption decoder determines these settings.

Caption Style Guidelines

Good caption style is important. Consult the DCMP Captioning Key for captioning guidelines and best practices.

Subtitles

Subtitles typically contain only a transcription of the dialogue or of the translated dialogue. Unlike captions, subtitles usually do not show visual cues for sounds such as background noise, sound effects, or music cues. Subtitles have fewer limitations than closed captions, and generally have more typefaces, font sizes, and font colors from which to choose.

Subtitles burned into the video so they can't be turned off are called *open subtitles*, *burn-in subtitles*, or *hard subtitles*. Use open subtitles to always display subtitles, such as when translating foreign language dialogue for a domestic-language audience. You can use open subtitles also 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. Viewers can turn these on or off. These are called *soft subtitles*.

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

Installation

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

Topics

- System Requirements
- Before Installing Stanza on a Mac
- Changing the Stanza Server Port on a Mac
- Installing Stanza
- Troubleshooting Stanza
- Before Running Stanza on a Mac the First Time
- Creating a Telestream Cloud Account
- Viewing the Installed Version Number of Stanza
- Installing Fonts for Stanza on Windows
- Installing Fonts for Stanza on macOS
- Speech-to-Text Captioning
- Restarting the Stanza Service on Windows
- Restarting the Stanza Service on Mac
- Single-User and Multi-User Licenses

System Requirements

Stanza Server Windows Requirements

- Windows installer issued, licensed via annual subscription by serial number
- Windows 11/Windows Server 2022/2025

- Minimum of 4 core CPU (2019 or later model)/16 GB RAM required
  (AMD or INTEL)8+ core CPU (2019 or later model)/26 GB RAM recommended
- High performance access to storage required (1+Gbps)
- HTTP or HTTPS ingress traffic

- For GPU-accelerated video encoding and AI processing:
  - CPU with AVX2 instruction support
  - NVIDIA RTX 1000-5000 series GPU (Pascal-Blackwell) w/8GB VRAM
  - Nvidia driver version 573.73 or later
  - Telestream CUDA Redistributable Install
  - 12GB+ VRAM Recommended for Speaker Diarization and Translation

Stanza Server Mac Requirements

- Mac installer issued, licensed via annual subscription by serial number
- MacOS 15 Sequoia or later
- Minimum: M-series Apple Silicon CPU with 8GB RAM (Intel CPU not supported)
- 16GB Required for Speaker Diarization and Translation
- Recommended: 16+ GB RAM
- Hardware accelerated video encoding and AI processing on Apple Silicon

Note: Intel CPU Macs are not supported.

Stanza Multi-User Windows Server Requirements

- Windows Server 2022/2025
- Minimum: 12 core CPU/24 GB RAM required (2019 or later)
  Recommended: 24+ core CPU/32+ GB RAM (DDR4 or higher)
- (Optional) For GPU-accelerated video encoding and AI processing:
  - CPU with AVX2 instruction support
  - NVIDIA RTX 1000/4000 series GPU w/8GB VRAM
  - Nvidia driver version 573.73 or later
  - Telestream CUDA Redistributable Install
  - 12GB+ VRAM Recommended for Speaker Diarization and Translation
  - See *Enabling GPU Acceleration for Video Encoding* and *Enabling GPU Acceleration for Speech to Text*.
    Recommended: Telestream Stanza appliance with dual CPU/dual GPU
  - 2 or more GPUs recommended for simultaneous playback and AI processing
- High performance access to storage required (1+Gbps)
- HTTP or HTTPS ingress traffic
- Connect multiple servers in load balancing setup for more sessions

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

- No specific hardware requirements
- HTTP/HTTPS connectivity to Stanza server (Locally, or via VPN)
- Most recent version of Chrome on any desktop OS (Windows, Mac, or Linux)

Before Installing Stanza on a Mac

Before installing Stanza on a Mac the first time, do the following:

1. Select *System Preferences* > *Sharing*.
2. Click *Display AirPlay Receiver*.

If you need to use AirPlay Receiver on this computer, to prevent a port conflict, change the server port used by Stanza on your Mac.

See *Changing the Stanza Server Port on a Mac*.

Changing the Stanza Server Port on a Mac

If you need to use AirPlay Receiver on the computer running Stanza, to prevent a port conflict, change the server port used by Stanza. To change the Stanza server port, do the following:

1. Select *System Preferences* > *Sharing*.
2. Disable AirPlay Receiver (temporarily).
3. Install Stanza.

   See *Installing Stanza*.
4. In Finder, browse to */Library/Application Support/net.telestream.stanza*.
5. Edit the file `appSettings.webserver.json` in a text editor.
6. Change the port in the *urls* field to something other than 7000. You will now access Stanza via that port from all clients.

   For example, if you change the port to 7001, you will access Stanza via the URL https://localhost:7001.
7. Reboot.
8. Re-enable AirPlay Receiver.

Installing Stanza

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:
Windows `C:\ProgramData\Telestream\Stanza\`
Mac `/Library/Application Support/net.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. Do one of the following:
   a. Click the *Request 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.

   b. Request a license key from our Sales department at (877) 681-2088 or `insidesales@telestream.net`.
3. Navigate to the web page, and download the Stanza installer.
4. Double-click the Stanza installer. Check the acceptance box and click *Install*.

Note: The Mac installer has some additional steps you must follow if this is the first time you're installing Stanza.

   Stanza displays a progress bar. Before proceeding, wait for the completion dialog.
5. Accept the license agreement.

   The installer places the Stanza application in one of the following folders:

   Windows `C:\Program Files\Telestream\Stanza`

   Mac `/opt/Telestream/Stanza`

   This directory contains a plugins directory with example plugins, and a certificate directory with a self-signed certificate. You can use the sample plugins and certificate to demonstrate Stanza HTTPS capability.
6. Click *Finish*.
7. To open Stanza , point your web browser to `http://localhost:7000`.

   See *Changing the Stanza Server Port on a Mac*.

8. 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.
9. (Optional) To display the license activation state and expiration date, click on the license dialog.

   The license dialog displays the license activation state and expiration date.

Note: You can deactivate Stanza from the license dialog before moving your license to another computer.

Note: The Speech to Text transcription feature requires text model files. These download on first use. If your Stanza system has Internet access, take no special action. However, if your Stanza system isn't connected to the Internet, or if it's behind a restricted firewall, you must manually install the Speech to Text models.
Both Speech to Text and Caption Translation require model downloads.
See *Speech-to-Text Captioning*.

Note: When upgrading to Stanza version 2.1 or later, the Load Balancing feature requires additional setup. Be sure to configure the Node setting for each Node.
See *Load Balancing*.

Installing Your Own SSL Certificate

Since Stanza supports HTTPS, you can install a custom self-signed (SSL) certificate for Stanza. To install an SSL certificate for Stanza, do the following:

1. Drop the PFX file into the certificate folder:

   (Windows) `C:\Program Files\Telestream\Stanza\certificate\`

   (Mac) `/Library/Application Support/net.telestream.stanza/certificate/`
2. Open the webserver JSON file:

   (Windows) `C:\ProgramData\Telestream\Stanza\appsettings.webserver.json`

   (Mac) `/Library/Application Support/net.telestream.stanza/appsettings.webserver.json`
3. In the webserver JSON file, after *Path:* alter the PFX path and filename (if different from the default path and filename), and enter the correct password.
4. Close your browser. Then, relaunch your browser.
5. Navigate to `https://[machine name]:[port]`.
6. Verify that the lock icon appears next to the URL bar in your browser.

See also Replace the default certificate from configuration.

Note: You can find further information about the REST API here: `https://[machine name]:5000/swagger/index.html`

Stanza OpenID Setup

Stanza integrates with an OpenID (OIDC) identity provider such as Keycloak for Single-Sign On (SSO). Keycloak can then connect to other identity brokers such as Okta, LDAP / Active Directory, or social login such as Google or Meta. Keycloak can also be used as a standalone identity provider. Keycloak is Telestream's designated SSO solution, and while other OIDC providers may work, our documentation and testing is specifically targeted at using Keycloak.

These instructions are based on Keycloak version 26.x and were last verified against 26.7.3.

The following instructions assume that:

- Keycloak will be running on `` `https://<host>:8443` ``
- Stanza will be running on `` `https://<host>:7001` ``

Please substitute these values with your actual hostnames or IP addresses.

You can run both Stanza and Keycloak on the same server, in which case the addresses are the same, except for the port number.

Don't use localhost or 127.0.0.1, these must be real IP addresses or hostnames which both the Stanza server AND Stanza clients can reach.

Stanza: You must use HTTPS when using OpenID. HTTP is not supported.

Keycloak: HTTPS is always recommended. HTTP can be used temporarily for testing/troubleshooting, but HTTPS is required for production. To use HTTP, you must change the Stanza setting under OpenIdConnect: RequreHTTPSMetadata: to false.

Keycloak Development/Test Setup

These instructions install a development Keycloak system and generate self-signed SSL certificates suitable for testing and experimentation. For production use, Telestream recommends following the guide at: `https://www.keycloak.org/server/configuration-production`.

Prerequisites for Keycloak Host

- Package manager
  - winget (pre-installed on Windows 11 & Server 2025) or
  - choco (https://chocolatey.org/ all Windows versions)
  - brew Homebrew for MacOS
- Java runtime environment (e.g. OpenJDK)
- Windows Java install options:
  - winget install Microsoft.OpenJDK.21`
  - choco install openjdk`
- Mac:
  - brew install openjdk`

Keycloak Installation

1. Download Keycloak "Distribution powered by Quarkus" from: `https://www.keycloak.org/downloads`.
2. Unzip to a folder.
3. Open a terminal/powershell/etc. and cd to that unzipped folder.
4. Create (or copy) a self-signed SSL certificate into the `conf` directory:

- In the keycloak directory, run the command below:
  - Replace 1.2.3.4 with your Keycloak server IP
  - If using a FQDN, replace `example.com` with your domain name, otherwise leave it as-is

```
    openssl req -x509 -newkey rsa:4096 -sha512 -days 825 -noenc
-keyout conf/key.pem -out conf/cert.pem -subj "/CN=example.com"
-addext "subjectAltName=DNS:example.com,DNS:*.exam-
ple.com,IP:1.2.3.4"
```

5. Start Keycloak by running:

- Windows: `bin/kc.bat start-dev --https-certificate-file=conf/cert.pem --https-certificate-key-file=conf/key.pem`
- Mac/Linux: `bin/kc.sh start-dev --https-certificate-file=conf/cert.pem --https-certificate-key-file=conf/key.pem`

Provide an SSL Certificate for Keycloak

In the Stanza web UI, open Settings > User authentication and set Authentication to OpenIdConnect. That reveals the OpenID fields and, below them, Keycloak's HTTPS certificate. Follow the steps for your Stanza setup.

Keycloak and Stanza on the Same Server, Stanza-Provided SSL Certificate

Keycloak reads the certificate Stanza already has, so there is no second certificate to generate, copy, trust or renew.

1. In Stanza, expand **Keycloak runs on this server** and click Copy. You get a line like this, with your own installation's path in it:

   ```
   --http-host=0.0.0.0 --https-port=8443 --https-key-store-
   file="C:\ProgramData\Telestream\Stanza\certificate\certifi-
   cate.pfx" --https-key-store-password=stanza
   ```

2. Start Keycloak with those arguments on the end:
   - Windows: `bin\kc.bat start-dev` <arguments>
   - Mac/Linux: `bin/kc.sh start-dev` <arguments>

   Leave Certificate Path empty in the Stanza settings.

3. The Stanza pane lists the addresses the certificate vouches for. Reach Keycloak by one of those, and use the same one for the Authority setting. If the address you need is not listed, add it to `CertificateHostNames`, restart Stanza, then restart Keycloak.

Stanza renews this certificate by itself before it expires. Restart Keycloak when it does, because Keycloak reads the keystore only at startup. Browsers that trusted the old certificate will need to trust the new one, but that is now one certificate to trust instead of two.

Upgrading from an older Stanza version moves the keystore, and may reissue it. It used to live under C:\Program Files\Telestream\Stanza\certificate, and the upgrade moves it to the path above. If that certificate came from the old OpenSSL script, Stanza replaces it on its first start. Nothing is needed from you to trigger it — but restart Keycloak afterwards, since it reads the keystore only at startup, and re-trust the new certificate in any browser that trusted the old one. The superseded file is kept beside it as certificate.pfx.replaced-<timestamp>.

Keycloak and Stanza on Different Servers, Stanza-Provided SSL Certificate

Stanza generates the certificate for you and trusts it in the same action.

1. In Stanza, expand **Keycloak runs on another server**.
2. Enter the host name or IP address Stanza will use to reach Keycloak — e.g. keycloak.localdomain, or 10.0.0.5. Not localhost! Pasting the whole Authority URL works.
3. Click Generate and download. Two files download: cert.pem and key.pem.
4. Copy both into the conf folder of your Keycloak installation.

5. Start Keycloak:

   Windows: bin\kc.bat start-dev --http-host=0.0.0.0 --https-port=8443 --https-certificate-file=conf/cert.pem --https-certificate-key-file=conf/key.pem

   Mac/Linux: bin/kc.sh start-dev followed by the same arguments

Stanza keeps a copy of the certificate and points Certificate Path at it for you, so you do not have to copy anything back. Restart the Stanza service for that to take effect.

Provide Your Own SSL Certificate

There are two ways you can provide your own certificate:

- If your organisation issues certificates from its own certificate authority, point `--https-certificate-file` and `--https-certificate-key-file` at it. Leave Stanza's Certificate Path empty.
- If you're providing your own self-signed certificate, point Stanza's Certificate Path to it so that Stanza will trust it when communicating with Keycloak, otherwise the connection will fail.

SSL Configuration Notes

The `--http-host=0.0.0.0` setting is required. Without it, start-dev binds to localhost only, so without it Keycloak is unreachable

The `start-dev` script is provided for evaluation and testing. For production, follow the instructions provided at `https://www.keycloak.org/server/configuration-production`. The certificate arguments above are the same in `start` as in `start-dev`.

Restart Keycloak after any changes to ensure Keycloak picks up the updated certificate.

Configure Keycloak

1. On the Keycloak host, go to. `https://<host>:8443` (the IP/hostname of the machine running Keycloak). To create the administrative user, access the Administration Console over localhost, or use a bootstrap-admin command (see the Keycloak documentation)
2. Depending on the exact Keycloak version, you'll either be prompted to create a new admin account and password, or log in to Keycloak as admin / admin. It is recommended to change your admin password.

3. Import the Stanza realm. You will need the `stanza-realm-import.json` file.
   a. Click Manage realms, then click Create realm
   b. Next to "Resource file", click Browse... and select `stanza-realm-import.json`.
   c. Click Create

      Keycloak only imports a realm that does not exist yet. If you already have a "stanza" realm, delete it first (Manage realms -> stanza -> Realm settings -> Action -> Delete), or the import will fail.

      This creates everything Stanza needs in one action: the "stanza" realm, an OpenID Connect client called "stanza" with client authentication already switched on and the right redirect URIs, and the three Stanza roles (Administrator, Captioner and Reviewer).
4. Ensure that at the top left, it says "stanza" next to Current realm. (if not, click Manage realms -> stanza)
5. Click Clients -> "stanza" -> Settings tab and set the following:
   - Root URL: https://stanza:7001

     This is the host name or IP address your users will type into their browsers, with no trailing slash (must be HTTPS)
   - Home URL: same as Root URL

     Never use localhost or 127.0.0.1 for this setting. Keycloak does not validate the URL. The address must be one Stanza's own certificate vouches for. See "Stanza SSL for HTTPS" below and add it to CertificateHostNames if it is missing.
   - For all other settings, accept the default.
6. Click Save
7. Click Credentials tab.
8. Next to Client Secret, click Copy to clipboard.
9. Click Users
10. Click Create new user
    a. Set Email verified to On.
    b. Enter user details. Only Username is required.
11. Click Create
12. Click Credentials tab for the user you just created
13. Click Set password.
14. Enter a temporary password for the user. User will be required to change their password on first login (unless you toggle Temporary to OFF)
15. Click save, then Save password at the confirmation
16. Select Role mapping tab.
17. Click Assign role
18. Click the blue "Assign Role" button and select "Realm Roles"
19. Select the Administrator, Captioner, or Reviewer role

20. Click Assign

Repeat the above steps for additional users

Configure Stanza

Stanza SSL for HTTPS

Stanza generates its own self-signed certificate and automatically renews it before expiration. If people reach Stanza by a host name that certificate does not cover, list the addresses they use in `appsettings.webserver.json` and restart Stanza.

Add `CertificateHostNames` key (top level) in `appsettings.webserver.json`:

```
"CertificateHostNames": [ "stanza.example.com", "stanza" ]
```

If Keycloak is sharing this certificate but is reached by a different name/address, list the addresses used to reach Keycloak here, too.

```
"CertificateHostNames": [ "stanza.example.com", "stanza",
"keycloak.example.com", "keycloak" ]
```

Restart Stanza, then restart Keycloak.

Stanza Keycloak Settings

To configure Keycloak settings:

1. In Stanza, open Settings > User authentication.
2. Set Authentication to OpenIdConnect.
3. Fill in the fields:

   Authority: IP address / public hostname and port of your Keycloak server

   Client Id: stanza (default)

   Paste your Client Secret from Keycloak (Clients > stanza > Credentials > Client Secret)
4. Certificate Path: leave this empty if you followed path A (Keycloak on the Stanza server), or if Keycloak's certificate came from a real certificate authority. Path B fills it in for you. Set it by hand only for a self-signed certificate you brought yourself — see "Configure Keycloak" step 1.
5. Click Save.
6. Restart the Stanza service. You should be asked to log in via Keycloak (unless you've already done so and have a still valid cookie).
7. To check your configuration, open Stanza, go to Settings > User authentication, and click Test connection. It reports each part of the configuration separately —

whether Keycloak was reachable, whether its certificate was accepted, whether the realm exists, and whether the client ID and secret are the ones Keycloak knows.

Once sign-in works and you can open Settings from the address your users use, run Test connection once more from there.

Visit Stanza in your browser via HTTPS (e.g. https://stanza:7001). If you're using a self-signed certificate and you get a certificate error, follow the steps in "Install and trust a self-signed certificate in your browser" below. This step must be repeated on each client that will access Stanza. If you later on get a certificate error after installing it, the certificate has probably been renewed since you trusted it — export and trust the current one.

Using Stanza

Use `https://<host>:7001` (real IP address or hostname) to access Stanza in your browser. Don't use localhost or 127.0.0.1, and don't use HTTP. The address must match the Root/Home URL set in the Keycloak client settings. You should get redirected to the Keycloak login form.

When a Keycloak user logs in to Stanza for the first time, a Stanza account will be automatically created and assigned the same Stanza role that was previously set in Keycloak. You'll get a login error if the username doesn't exist or the Stanza role wasn't assigned correctly.

To access the Settings page in Stanza, you need the Administrator role. Administrators should be able to configure all settings, except for managing user accounts (which are now managed in Keycloak).

To log out, go to the upper right three dots menu > Account > Log out.

User management

Adding, deleting, and changing the roles of users should be done in Keycloak (or the identity provider connected to Keycloak).

Troubleshooting Stanza

Stanza shows "Disconnected" or page won't load, and this error appears in the Stanza log file:

System.InvalidOperationException: IDX20803: Unable to obtain configuration from: 'https://1.2.3.4:8443/realms/stanza/.well-known/openid-configuration'.

---> System.Net.Http.HttpRequestException: The SSL connection could not be established, see inner exception.

---> System.Security.Authentication.AuthenticationException: The remote certificate is invalid because of errors in the certificate chain: UntrustedRoot

This indicates you either you didn't correctly install the Keycloak SSL certificate on the Stanza server machine, or there is a problem with the Keycloak certificate's settings (e.g. IP address doesn't match, or certificate expired). See section above `Configuring Keycloak` -> Step 1 -> Follow all sub-steps under `If using a self-signed SSL certificate`...

Stanza login page shows "Invalid parameter: redirect_uri"

Double-check the Keycloak stanza client settings match your Stanza server. Refer to section: `Configuring Keycloak` > Step 6.

Other troubleshooting steps to try

* Delete cookies for the Stanza server in your browser. Click the button to the left of the URL location bar, then Cookies and Site Data > Manage on-device site data > Click the trash icon next to the Stanza server address.

Trust a self-signed certificate in your browser

The following instructions assume Chrome browser. For other browsers, search for "install self-signed certificate" for instructions.

Chrome (any OS)

1. In Chrome, browse to the server you want to trust. It should come up with a certificate error page, unless you already told Chrome to trust this server.

2. Click the "Not secure" button to the left of the URL in the location bar

3. Click "Certificate details"

4. Select the "Details" tab, then click Export button

5. Save the .crt file e.g. `example.com.crt` to your Downloads

6. In a new Chrome tab, open `chrome://certificate-manager/` (or go to Settings > Privacy and security > Security > Manage certificates)

7. Click Installed by you (under Custom)

8. Click Trusted Certificates > Import

9. Browse to your Downloads and select the .crt file downloaded above

10. Now if you reload the Stanza page, it should load the site and you should NOT see a `Not secure` warning in the browser location bar.

If you continue to get a certificate error or see `Not secure` in the browser after following these steps, it is possible that the self-signed certificate has expired and needs to be re-generated, or the hostname / IP address in the certificate don't match the server address.

Trust a self-signed certificate on Mac (System-wide / All users)

The following instructions assume Chrome browser.

1. In Chrome, browse to the server you want to trust. It should come up with a certificate error page, unless you already told Chrome to trust this server.

2. Click the "Not secure" button to the left of the URL in the location bar

3. Click "Certificate details"

4. Select the "Details" tab, then click Export button

5. Save the .crt file e.g. `example.com.crt` to your Downloads

6. Open Keychain Access application

7. Select the 'System' category on the left-hand side.

8. Go to File > Import Items.

9. Select the certificate file you downloaded, and click Open.

10. Authenticate as a system administrator user to allow the import.

11. Double-click the localhost certificate to open its settings.

12. Click the greater than sign next to 'Trust' to display those settings.

13. Click the drop-down list named "When using this certificate" and select "Always Trust".

14. Close the settings window and authenticate to confirm the change.

Before Running Stanza on a Mac the First Time

Before running Stanza on a Mac for the first time, do the following:

1. Select *System Preferences* > *Security & Privacy*.
2. Select the *Privacy* tab, then select *Full Disk Access* in the list on the left.
3. Click the lock to allow changes and authenticate.
4. Click the + button.
5. In the file browser window, type a / (slash), and browse to */opt/Telestream/Stanza*.
6. Select the *StanzaService* app and click *Open*.
7. Point your browser to the Stanza URL.

   See *Changing the Stanza Server Port on a Mac*.

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.

Viewing the Installed Version Number of Stanza

To view the version number of your installed instance of Stanza, do the following:

1. Click the *Stanza Menu* button.

   See the *Stanza Menu* button on the screenshot in *Project Management Layout*.

2. Click *Version*.

   Stanza opens a dialog showing the Stanza version number.

See How To Create a Desktop Shortcut for Stanza.

Installing Fonts for Stanza on Windows

Stanza can use custom fonts that are installed on your computer for all users. We recommend TrueType fonts (with extension TTF) and OpenType fonts (with extension OTF) for Stanza. To install custom fonts for all users on a Windows machine, do the following:

1. Right-click the font installer file.
2. Click *Install for all users*.

   Windows installs the font for all users of the machine, and lets Stanza access the font.

3. Close and relaunch the Stanza service.

   See *Restarting the Stanza Service on Windows*.

   Stanza now has access to the installed fonts.

Installing Fonts for Stanza on macOS

Stanza can use custom fonts that are installed on your computer for all users. We recommend TrueType fonts (with extension TTF) and OpenType fonts (with extension OTF) for Stanza. To install custom fonts for all users on a macOS machine, do the following:

- Open the font file with Font Book. Go To *Font Book* > *Preferences*. Change the *Default Install Location* from *User* to *Computer*. Click *Install Font*.
- Move or copy the font file to /Library/Fonts/.

- Close and relaunch the Stanza service.

  See *Restarting the Stanza Service on Mac*.

  Stanza now has access to the installed fonts.

Speech-to-Text Captioning

Stanza can transcribe spoken words to captions automatically, with results rivaling those of free-standing speech-to-text engines. However, the accuracy of the results depend greatly on factors such as the language being spoken, the quality of the audio, the topic, and the context.

Since speech-to-text captioning uses Machine Learning (ML), it is subject to "hallucinations": transcribed sounds that are not spoken words. Always check the results. Correct "hallucinations" and other mistakes before exporting or delivering the captions.

If your Stanza machine is on the Internet, you can let Stanza install the speech-to-text captioning models automatically. Otherwise, you can install the speech-to-text captioning models manually.

Installing Speech-to-Text Captioning Automatically

If the Stanza server has Internet access, Stanza downloads the speech-to-text models on first use. Depending on Internet speed, this might take a while. The Large model file sizes are about 3GB. However, since Stanza saves the models to your local drive, Stanza downloads the models only once.

- If your Stanza server is behind a firewall, to allow automatic download of the models, add https://www.telestream.net to your *allow* list.

Installing Speech-to-Text Captioning Manually

If the Stanza server is on a system with no Internet access, manually download the model files and copy them to the Stanza server. To install speech-to-text captioning manually, do the following:

1. Download one or more of these files, depending on the model(s) you use in Stanza:

   Speech to text files:

   - https://static.telestreamcloud.com/models/stt/ggml/ggml-base.bin
   - https://static.telestreamcloud.com/models/stt/ggml/ggml-medium.bin
   - https://static.telestreamcloud.com/models/stt/ggml/ggml-largev2.bin
   - https://static.telestreamcloud.com/models/stt/ggml/ggml-largev3.bin

   Translation files:

   - For Fast & Medium (3 files):

     https://www.telestream.net/download-files/ggml/ggml-trg3_fast.bin

     https://www.telestream.net/download-files/ggml/ggml-trg3_med.bin

     https://www.telestream.net/download-files/ggml/ggml-mmproj-trg3_fast.bin
   - For Large & Large Plus (3 files):

     https://www.telestream.net/download-files/ggml/ggml-trg3_large.bin

     https://www.telestream.net/download-files/ggml/ggml-trg3_largeplus.bin

     https://www.telestream.net/download-files/ggml/ggml-mmproj-trg3_large.bin
   - For Huge (2 files):

     https://www.telestream.net/download-files/ggml/ggml-trg3_huge.bin

     https://www.telestream.net/download-files/ggml/ggml-mmproj-trg3_huge.bin

   Translation V2 models:

   - V2 Small/Fast:

     https://static.telestreamcloud.com/models/vision/ggml/ggml-visg4_e4b_q4.bin

     https://static.telestreamcloud.com/models/vision/ggml/ggml-mmproj-visg4_e4b.bin
   - V2 Medium/Default

     https://static.telestreamcloud.com/models/vision/ggml/ggml-visg4_e4b_q8.bin

     https://static.telestreamcloud.com/models/vision/ggml/ggml-mmproj-visg4_e4b.bin
   - V2 Large:

     https://static.telestreamcloud.com/models/vision/ggml/ggml-visg4_26b_q4.bin

     https://static.telestreamcloud.com/models/vision/ggml/ggml-mmproj-visg4_26b.bin

Note: *Base* and *Large V2* are the most commonly used.

2. Do one of the following:

   - For Windows, copy the appropriate bin files to:
     `C:\ProgramData\Telestream\Stanza\Whisper\`
   - For Mac, copy the appropriate bin files to:
     `/Library/Application Support/net.telestream.stanza/Whisper/`

See *Converting Speech to Captions* and *Speech to Text (Local) dialog*.

Restarting the Stanza Service on Windows

There are times when you might need to restart the Stanza service, for example after installing system fonts.

See *Installing Fonts for Stanza on Windows*.

To restart the Stanza service on Windows, do the following:

1. Press the Windows key.
2. Type *services* and press Enter.
3. Scroll down to the Telestream Stanza Service.
4. Right click *Telestream Stanza Service* and select *Restart*.

   Telestream Stanza Service restarts.
5. Use F5 to refresh the page - Stanza should be in the *Running* state.

Restarting the Stanza Service on Mac

There are times when you might need to restart the Stanza service, for example after installing system fonts.

See *Installing Fonts for Stanza on macOS*.

To restart the Stanza service on Mac, do the following:

1. Launch Terminal and enter `cd /opt/Telestream/Stanza`.

   Terminal opens /opt/Telestream/Stanza.
2. Enter `./restart.sh`.

   Terminal initializes the restart script.
3. Enter the local administrator password.

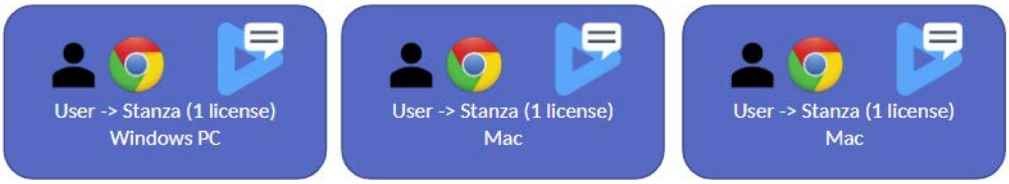
   Terminal relaunches the Stanza service.

Single-User and Multi-User Licenses

You can use Stanza installed on your local machine with a single-user license, or you can use Stanza server, installed remotely, with a multi-user license. With single-user licenses, individual users install single-user licenses on their computers.

Launching Stanza on a Single-User License

Figure 1. Three Single-User Licenses



You can use the Stanza server on a standalone machine. Once you've installed Stanza, point the Chrome browser to the Stanza server on your local machine.

Note: *Localhost*, as its name implies, means *this machine*.

To use Stanza on a standalone machine with a single-user license, do the following:

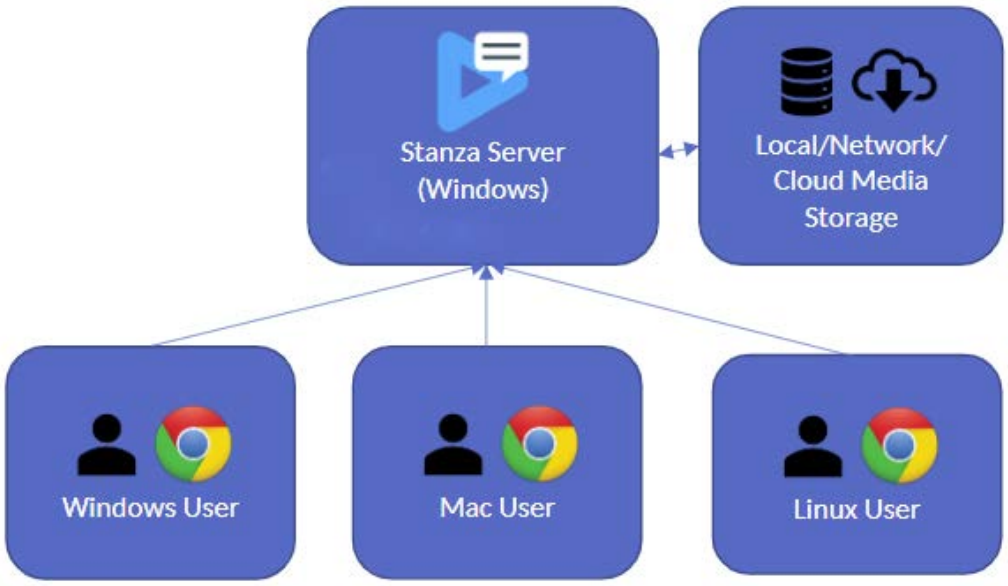
1. Install Stanza.

   See *Installing Stanza*.
2. Open the Chrome browser on the client machine.
3. Enter the IP address of the Stanza server in this format: https://localhost:7000

Note: For information on how to find the IP address of your Stanza server, please refer to KB Article 000041195.

Launching Stanza on a Multi-User License

Figure 2. Three Users on a Multi-User License



Stanza employs a client/server architecture. You can install Stanza on a central server, and then connect a client machine to the Stanza server. To connect your machine, as client, to your Stanza server, do the following:

1. If you are using a client machine remotely, first connect to the server's network over VPN.
2. Have your IT department open Port 7000 for inbound and outbound traffic.

   Stanza uses Port 7000 for client communications.
3. Open a Chrome browser window on the client.
4. Enter the IP address of the Stanza server in this format:
   https://[Stanza_server_IP_address]:7000

Note: For information on how to find the IP address of your Stanza server, please refer to KB Article 000041195, How to Find the IP Address of Your Stanza Machine.

Configuration

You can configure Stanza through *Preferences*.

Topics

- Opening Preferences
- Setting Time Format and Confidence Thresholds
- Network File Locations
- The Stanza REST API
- Load Balancing
- Enabling GPU Acceleration for Video Encoding
- Enabling GPU Acceleration for Speech to Text
- Adding Project Statuses
- User Settings

Opening Preferences

To open Stanza *Preferences*:

1. In the Project Management Layout, click the *Stanza Menu (Vertical Three-Dot)* button, then *Preferences.*

   See the *Stanza Menu (Vertical Three-Dot)* button on the screenshot in *Project Management Layout*.

Setting Time Format and Confidence Thresholds

To specify the time format used in Stanza projects, do the following:

1. Click the *Stanza Menu* button.

   See the *Stanza Menu* button on the screenshot in *Project Management Layout*.

2. Open *Preferences*.

   See *Opening Preferences*.

3. In the *Timed Text Speech* pane, set the following options as desired:

   High Enough Confidence: Toggles the confidence-threshold system on and off. When timed text speech values are lower than the thresholds for warning and error confidence, Stanza displays warnings or error messages.

   Warning Confidence Threshold: Allows the user to specify a minimum warning confidence threshold from 0-100%.

   Error Confidence Threshold: Allows the user to specify a minimum error confidence threshold from 0-100%.

4. In the *Miscellaneous* pane, click the button for one of the following formats:
   - AM/PM
   - 24 HOURS

5. Click *SAVE CHANGES*.

See *Converting Speech to Captions*.

Network File Locations

You can add locations on your network that contain media files by entering location aliases.

See *Location Aliases*.

Adding Your Network Locations With Location Aliases

To add location aliases:

1. Log in to Stanza on localhost.
2. To open the Stanza menu, click the Stanza three-dot menu button.

   See the Stanza three-dot menu button on the screenshot in *Project Layout*.

3. From the Stanza drop-down menu, select *Settings*.
4. Click the *Add Location Alias* button.

   Stanza opens the *New Location* dialog box.

5. Select the option for *Type of location* from the drop-down menu that describes the location you are adding.

Note: If you are adding a cloud-based storage location, for *Type of location*, choose one of the cloud-based storage options, such as Generic S3, S3 Bucket, Web Dav, Google Cloud Bucket, or Azure Container. For Wasabi, choose Generic S3.

---

6. Enter a name and path for the alias.

7. From the *Delimiter* drop-down menu, select the correct delimiter for the path: typically forward-slash for local files or back-slash for files stored on the cloud.
8. Enter the specific information for your storage location into the open fields, such as *Hidden*, *Bucket*, or *Path*. Open mode doesn't apply to cloud storage locations.

   For information about getting keys for Telestream Cloud, see User Guides - Stores Management.
9. (Optional) To test the connection to the alias, click *Test Connection*.
10. Click *Add Location*.

    Stanza adds the new location alias to the list of location aliases.

Note: If you've set an on-premise Stanza server to use cloud-based storage locations, your cloud account receives egress charges when you play back content in Stanza.

Note: To balance the user load across location aliases, you can create separate user groups with access to different location aliases.

Adding a Google Cloud Bucket or Azure Network Location Via Service Accounts IAM

As a simpler alternative to using a location alias, you can add a Google Cloud Bucket (GCB) network location or Azure network location with Service Accounts IAM. To add Google Cloud Bucket or Azure via Service Accounts IAM:

1. In the *Cloud Console* for Azure or GCS, navigate to the *Service Accounts IAM & Admin* > *Service accounts*.
2. Select a project.
3. Click the email address of the service account for which you want to create a key.
4. Click the *Keys* tab.
5. For Azure, enter the following information:
   - **Container** Enter the name of the container you wish to access.
   - **Connection string** Select the container you want access to, select access key, click show keys, and then copy the connection string.
   - **Path** You can leave this field empty unless you want to specify only the sub-folder within the selected container.
6. Click the *Add key* drop-down menu, and select *Create new key*.
7. Select JSON as the *Key type* and click *Create*.

   This is the JSON file Stanza uses when you create a Google storage location via the Stanza user interface.

Adding an Amazon Web Services (AWS) Location

As a simpler alternative to using a location alias, you can add an Amazon Web Services (AWS) location. To add AWS IAM:

1. Acquire Amazon S3 Access Keys.

   For information about getting Amazon S3 Access Keys, see https://objectivefs.com/howto/how-to-get-amazon-s3-keys.

2. To open the Stanza menu, click the Stanza three-dot menu button.

   See the Stanza three-dot menu button on the screenshot in *Project Layout*.

3. Click *Settings*. Then click the *ADD LOCATION ALIAS* button.

   Stanza opens the *New Location* dialog.

4. Open the drop-down menu for *Type of location*, and select *S3 Bucket*.

   Stanza opens fields for S3 buckets.

   See *Load Balance Settings*.

Note: This type of storage solution is *flat*, which means that all files reside in a single bucket rather than in a hierarchical file structure. Users can organize files with the use of Paths or Prefixes, emulating folder structure.

---

5. Fill in the remaining fields on the *New Location* dialog as follows:

Name

Enter any name for the location.

Path

Leave blank.

See AWS documentation here for additional details, here: Organizing objects using prefixes.

Delimiter

Amazon conventionally uses "/" by default.

Hidden

Do not change this default.

Bucket

Enter the name of the bucket holding the media files.

Region

Enter your choice of regional server.

Access Key

Obtain these credentials by logging into the S3 storage account.

Secret Access Key

Obtain these credentials by logging into the S3 storage account.

6. To test the connection, click *TEST CONNECTION*.
7. Click *ADD LOCATION*.

The Stanza REST API

For information about the REST API, and the steps for accessing the full list of Stanza API calls see the swagger web page. To open the Swagger web page, do the following:

1. Launch your web browser.
2. Point your browser to this URL:

   http://localhost:7000/swagger

   For *localhost* enter the host name or IP address of the Stanza server.

Load Balancing

You can balance the processing load across various nodes on Stanza. The Main node runs the database and core functions, while Worker nodes balance the load of transcoding tasks. Each Stanza project can have only one Main node, but any number of Worker nodes.

Worker nodes perform video encoding and background operations. Each worker node adds the ability for the array to run one concurrent resource-intensive operation, such as speech-to-text or exports which are CPU- or GPU-intensive.

Note: All clients for a project browse to the Main node. Clients never directly access the Worker nodes.

The main node gets a single license having the total session count for all nodes. Worker nodes do not get licenses. The maximum number of sessions allowed is determined by the type of system running Stanza, as follows:

- **GPU system** Up to 15 sessions per GPU node regardless of license
- **Intel CPU system** Up to five sessions per node, with up to four nodes per CPU core, regardless of license
- **Mac ARM system** Up to five sessions per node regardless of license (since Mac ARM has hardware encoding)

See *Load Balance Settings* and *Nodes Button: Lists the active nodes. See Load Balancing.*.

Load Balancing General Setup

- Install the same version of Stanza on the main node and the worker node(s). When upgrading, upgrade all nodes to the same version.
- The Stanza license is activated only on the main node. Worker nodes don't require licenses.

- Store all media files on network or cloud storage, so that all nodes can access all media files. Only the main node can access physical storage attached to the Stanza machine. Projects or jobs referencing media on the main-node physical storage can run on the main node only.
- Clients connect their web browser only to the main node, never to the worker nodes. Make sure to expose the main node to the clients through the firewall.
- You can protect the worker nodes behind the firewall. Worker nodes don't need to be visible to the clients. Worker nodes need communicate only with the main node.

Configuring the Main Node

To configure the Main node for load balancing, do the following:

1. Launch Stanza on localhost:7000 (or another port you have selected).
2. Click the three-dot button for the Stanza menu.

   See the *Stanza Menu (Vertical Three-Dot)* button on the screenshot in *Project Management Layout*.
3. Select *Settings*.
4. Configure *Location Aliases* as desired.

   See *Adding Your Network Locations With Location Aliases*.

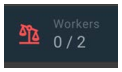
Caution: Make sure all media files are located on aliases accessible by all nodes; not on local storage on the main node.

5. Next to the heading, *LOAD BALANCE SETTINGS*, click the enabling slider to enable load balancing.
6. Select role Main.
7. Click the *ADD LOAD BALANCE NOD*E button.

   Stanza opens the *New Load Balance Node* dialog.
8. From the *Role:* drop-down menu, select *Main*.
9. Under *This Node*, click the edit button .
10. Enter Worker node information into the *Host* (e.g. workerhost), *Port* (e.g. 7000), and *RedirectUri* fields.
11. Click ADD LOAD BALANCE NODE.

    Stanza adds the new node to the list.
12. Click the edit button .
13. Edit the network settings for the worker node and set the host name or IP address for the first worker node, then click *Save*.
14. (Optional) If you have additional worker nodes, click *Add Load Balance Node*, then edit the settings for the additional node(s).

15. Restart the Stanza service for the changes to take effect.

    After restarting the service, the *Workers* icon 

in the upper right of the status bar indicates the number of successfully-connected worker nodes vs. how many are configured. If the icon is red or yellow, then not all of the worker nodes are connected, and the performance of the array may be degraded.

Main Node Advanced Configuration (Optional)

You can disable all video encoding and background operations (exports, speech-to-text, etc.) on the main node, which will free up main node CPU resources for the web server, database, etc., by editing appSettings.general.json under "Workers" and setting the MinCount and MaxCount to 0:

```
"Workers": {
    "UseReverseProxy": true,
    "MinCount": 0,
    "MaxCount": 0,
    "MaxLifetime": 14400
  }
```

With this configuration, video playback requests and background operations will always be performed on worker nodes. The only exception would be requests for physical media located on the main node, which requires the main node to process them.

Configuring a Worker Node

To configure a Worker node for load balancing, do the following:

1. Launch Stanza on localhost:7000, or another port if you have changed it from the default.
2. Click the three-dot button for the Stanza menu.

   See the *Stanza Menu (Vertical Three-Dot)* button on the screenshot in *Project Management Layout*.
3. Select *Settings*.
4. Ensure *User Authentication* is set to *None*.

   Authentication is set on the main node only.
5. Next to the heading, *LOAD BALANCE SETTINGS*, click the enabling slider to enable load balancing.
6. Select the *Worker* role for the new node.

   Stanza opens the *Main Node Location* dialog.

7. Click the *ADD LOAD BALANCE NOD*E button.

   Stanza opens the *Load Balance Settings* dialog.

8. Enter *Main node* information into the *Host* (e.g. mainhost), *Port* (e.g. 7000), and *RedirectUri* fields.

   Match the host name or IP address at which the main node can connect to this worker node.

9. Under *Main node*, click the edit button .

10. Edit the settings for the main node and enter the host name or IP address for the main node.

11. Click *SAVE MAIN NODE*.

    Stanza adds the main node location to the list.

12. Restart service for changes to take effect.

13. Instruct all clients to access the main node at mainhost:7000, or another port if you have changed it from the default.

Note: After restarting the worker node, the only settings page you can edit on the worker node is the worker settings page at: http://localhost:7000/worker/settings.

Note: To restore access to other settings on this node, you must disable load balancing via the toggle switch, or change the role setting back to Main.

Enabling GPU Acceleration for Video Encoding

Nvidia users must install the Telestream CUDA Redistributable install package, which is a separate download provided on the Stanza download page. This must be installed even if you have previously installed CUDA via an Nvidia-provided download.

If you don't have an Nvidia GPU, do **not** install the CUDA Redistributable package. If you did, then uninstall it.

The officially supported configurations are the Telestream Stanza VLS-200/300, 205/305, and G7 appliances with dual RTX Pro 4000 Blackwell, RTX 4000 ADA, or Quadro RTX 4000 cards. Other Nvidia GPUs will work: however, we are unable to provide support for compatibility issues with specific configurations. On single GPU systems, if the same GPU is utilized for both video encoding and AI acceleration at the same time, there may be a performance impact in video playback. You may need to disable GPU acceleration for speech to text, video encoding, or both, if you find the performance or stability is not acceptable on your hardware.

You can find Nvidia GPUs with "NVENC" video encoding capability listed here:

https://developer.nvidia.com/video-encode-and-decode-gpu-support-matrix-new

To enable GPU accelerated video encoding, edit the config file:

C:\ProgramData\Telestream\Stanza\appSettings.glim.json

Add the following lines inside the "Encode" section:

"Gpu": 1,

"MaxGpuSessions": 5,

"GpuDecode": true,

"GpuPreset": "medium"

Gpu: The number of physical GPUs installed to be used for video encoding.

MaxGpuSessions: The maximum number of simultaneous video encoding sessions to use the GPU. Sessions beyond this limit will fall back to CPU encoding. Note that Nvidia's GeForce line of consumer GPUs are software limited in how many video encoding sessions they can run at a time. As of this writing, most GeForce 3000/4000 series cards are limited to 8 encoding sessions. The professional cards (Quadro RTX and A series) do not have this limitation. If you encounter video encoding errors you may need to lower this number.

GpuDecode: Set true to use the GPU to accelerate video decoding tasks.

GpuPreset: "medium" is the recommended default setting.

After saving the file, restart the Stanza service.

Note: If you are using load balancing, these settings must be set on every node that has a GPU.

Enabling GPU Acceleration for Speech to Text

See the *System Requirements* section. Speech to Text will run in CPU-mode by default. If both a supported Nvidia GPU and the Telestream CUDA Redistributables package is installed, it will then run on GPU.

If you run into any problems with GPU accelerated speech to text and you want to go back to CPU-only mode, you can edit the file:
`C:\ProgramData\Telestream\Stanza\appSettings.general.json`

Find the section:

```
"SpeechToText": {
   "UseGpu": true
},
```

Change `true` to `false`, save, then restart the Stanza service.

Note: If you are using load balancing, these settings must be set on every node that has a GPU.

Speech to text jobs are always limited to 1 job at a time per host machine for performance reasons. Jobs will be queued and will start automatically as soon as the previous job finishes. To run multiple concurrent jobs, you must have multiple hosts running in a load balancing setup.

Adding Project Statuses

The project status informs users of the current phase of the Stanza project. Stanza comes with several preset project statuses. You can add or delete project statuses.

To add project statuses to a project, do the following:

1. Click the *Stanza Menu* button.

   See the *Stanza Menu* button on the screenshot in *Project Management Layout*.
2. Click *Settings*.

   Stanza opens the *Settings* dialog.
3. To the right of the *Project Statuses* heading, click the *ADD PROJECT STATUS* button.

   Stanza adds project statuses to the project.

See *Setting the Project Status* and *Project Statuses*.

User Settings

Any user with the *Manage User* permission can change a user's password, modify an existing user, or delete a user entry.

Changing User Authentication Settings

To change the user authentication type, do the following:

1. Select *Stanza (Vertical Three-Dot)* menu > *Settings*.

   See the Stanza menu on the screenshot for the topic, *Project Management Layout*.
2. Choose either *None* or *Builtin* from the *Authentication* drop-down menu.

   See descriptions of the authentication methods in *User Authentication*.
3. Restart the Stanza service.

   See *Restarting the Stanza Service on Windows*.

   See *Restarting the Stanza Service on Mac*.

Changing a User Password

To change the password for a user, do the following:

1. Select *Stanza (Vertical Three-Dot)* menu > *Settings*.

   See the Stanza menu on the screenshot for the topic, *Project Management Layout*.

2. Under the *Users* heading, click the white key button to the right of the user name.
   See *Users*.
3. Enter the new password in the *Password* and *Confirm Password* fields.
4. Click *CHANGE PASSWORD*.

Assigning User Roles

To assign user roles to a user, do the following:

1. Select *Stanza (Vertical Three-Dot)* menu > *Settings*.
   See the Stanza menu on the screenshot for the topic, *Project Management Layout*.
2. Click the ADD USER ROLE button.
   See *Users*.
3. In the list of user roles, check the roles to enable for the user.
4. In the list of user roles, uncheck the user roles to disable for the user.
5. Click *OK*.

Changing User Roles

To change the user roles assigned to a user, do the following:

1. Select *Stanza (Vertical Three-Dot)* menu > *Settings*.
   See the Stanza menu on the screenshot for the topic, *Project Management Layout*.
2. Click the eyeball button to the right of the name of the user role.
   See *Users*.
3. In the list of permissions, check the permissions to enable for the role.
4. In the list of permissions, uncheck the permissions to disable for the role.
5. Click *OK*.

Captioning

You can create and edit captions with Telestream Stanza. For a detailed overview of the user interface, see *Windows, Controls, and Menus*.

Topics

- About Projects
- Creating a Caption Program
- Creating Captions with Speech-to-Text
- Filtering for Profanity
- Comparing Programs in Split View Mode
- Translating a Caption
- Playing Media
- Caption Sources
- Caption Placement
- Formatting a Caption
- Editing a Caption on the Content Tab
- Caption Timing
- Previewing Captions in the Media Player
- Setting the Project Status
- Exporting Captions
- Proxy Movies

About 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:

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** Adheres to Broadcast Captioning Standards
   - **Custom** Allows for user choice of paragraph and character limits
5. 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.
6. Click the downward-pointing arrow to open *Advanced Settings*. If desired, enter the due date for the project into the *Due On* field.
7. Click *Create Project*.

   Stanza creates the project and lists it in the list of projects.

Importing a Project

To import a project:

1. Open the *Project Management* layout.

   See the screenshot in *Project Management Layout*.
2. Click the *Project Import/Export* (horizontal three-dot) button.

   Stanza opens the Project Import/Export dialog.
3. Click *Import Projects*.

   Stanza opens the *Import Projects* dialog.
4. Click in the *Select file* field.

   Stanza opens a file browser.
5. Browse to the desired project file, and click *Open*.
6. (Optional) If desired, click the box for *Delete all projects before import*.
7. Click *IMPORT*.

   Stanza imports the project and displays its name in the list of projects in the *Project Management Layout*.

Finding a Project Using Filters

To filter the list of projects:

1. In the *Project Management* layout, click the Filter button  .

   See the *Filter* button on the screenshot in *Project Management Layout*.

   Stanza automatically filters the list of projects as you add criteria to the filter dialog.
2. (Optional) to filter the list by a project name, enter a name into the *Filter by name* field.
3. (Optional) Check boxes to select one or more of the following filters:
   - Show all projects with a deadline
   - Only show projects with an upcoming deadline
   - Only projects added in the last 10 minutes
4. (Optional) Click in any of the following date-range fields, and select start and end dates for the range of dates desired:
   - Created date range
   - Updated date range
   - Deadline date range
5. To close the filter dialog, click outside the filter dialog.

Selecting a TTS Project

To select a TTS project:

1. Click the *Stanza Menu* button.

   See the *Stanza Menu* button on the screenshot in *Project Management Layout*.
2. Click *Select TTS Project*.

   Stanza opens a login dialog.
3. Log in with your Telestream Cloud credentials.

   Stanza opens a file browser.
4. Browse to the desired TTS project file and select it.

Opening a Project

To open an existing project:

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.

Modifying Project Settings

To modify the settings for a project:

1. Open the *Project* layout.
   See the screenshot in *Project Layout*.
2. Click the *Modify Project Settings* button .
   Stanza opens the *Project Settings* dialog.
3. Change the values of the project settings as desired.
4. Click *SAVE CHANGES*.

Deleting a Project

To delete a project:

1. Open the *Project Management* layout.
   See the screenshot in *Project Management Layout*.
2. Click the *Delete* (trashcan) button for a project in the list of projects.
   See the *Delete* (trashcan) button on the screenshot in *Project Management Layout*.
3. To confirm the deletion, click DELETE.

Exporting a Project

To export a project:

1. Open the *Project Management* layout.
   See the screenshot in *Project Management Layout*.
2. Click the *Project Import/Export* (horizontal three-dot) button.
   Stanza opens the Project Import/Export dialog.
3. Click *Export Projects*.
   Stanza opens the *Export Projects* dialog.
4. Enter a name for the exported projects into the *Filename* field.
5. Choose whether to export all projects by clicking the *Select all projects* toggle.
6. To select a particular project for export, click the box near the name for the project desired.
7. Click *EXPORT*.
   Stanza exports the selected projects into a DB file in your *Downloads* folder.

Viewing Exported Project Files

To view a list of project files you've exported:

1. Open the *Project* layout.

   See the screenshot in *Project Layout*.
2. Click the *View Export Results* button  .

   See the *View Export Results* button on the screenshot in *Project Layout*.

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

Creating a Caption Program

To create a caption program:

1. Click the *Program Menu* button.

   See the *Program Menu* button on the screenshot in *Project Layout*.

   Stanza opens a program drop-down menu.
2. Click + *New Program*.

   Stanza opens the *Create New Program* dialog.
3. Edit the Name field and Regions fields as desired.

   See *Create New Program Dialog*.
4. Click *CREATE*.

Creating Captions with Speech-to-Text

To use local speech-to-text, create a Stanza project and open a video.

Optional: If the video has multiple audio tracks or channels with the dialogue on specific audio channels, or multiple languages on different audio channels, you may wish to select specific audio channels for speech to text processing. If you skip this step, then all audio channels will be mixed together.

1. Make sure speech-to-text captioning is installed.

   See *Speech-to-Text Captioning*.
2. Make sure your account has Timed Text Speech enabled.
3. Click the Audio and Playback button  at the bottom-right of the Media Player window.
4. Click *Audio Channels*.

   Stanza opens the *Audio Channels* dialog.
5. Click the radio button for each audio output in each audio channel you want to transcribe.
6. Click the checkbox for *Submit to STC/ATS* for the audio channel(s) that contain the dialogue that you want to transcribe. For example, to convert the speech in audio channel 3 to captions, click the checkbox for *Submit to STC/ATS* at the bottom of the *Channel 3* column.

7. (Optional) To clear your choices in the *Audio Channels* dialog, click the *Unselect all channels* button .
8. Click the Caption Conversion three-dot button above the video in the *Media Player* window.

   Stanza opens the Caption Conversion drop-down menu.

   See *Caption Conversion (Three-Dot) Button*.
9. Select *Convert speech to captions (local)*.

   Stanza opens the *Speech to Text (Local)* dialog.
10. Select options as desired.

    See *Speech to Text (Local) dialog*.
11. Click *TRANSCRIBE* to queue the job for background processing on the server.

    Stanza lists results in the *Project* window as soon as they become available.

    You can view the progress of the job, or cancel a running job, by clicking the blue *Converting speech to text (local)* tab at the bottom left of the *Project* window.

Using the Speaker Diarization Option

Speaker diarization automatically distinguishes among speakers and labels each with an anonymous speaker ID. You can replace those anonymous IDs with speaker names and export the set of speakers as a profile for later reuse.

To use diarization:

1. Run Local Speech to Text.
2. On the Speakers tab, click “Enable Speaker Diarization”.
3. (Optional) Enable Speaker Colors to make it easier to follow who is speaking.
4. (Optional) If you have an existing speaker profile to import, browse to the file.
5. (Optional) Select a speaker change marker.
6. Click Transcribe.
7. Review the caption draft and make any edits needed.
8. In the Edit Speakers dialog, replace the anonymous IDs with speaker names and merge or delete incorrect attributions.
9. (Optional) Export the speaker profiles if you want to be able to reuse them in the future.

Using Speaker Profiles in Speech to Text

A speaker profile is a voiceprint, a set of numbers describing how one person's voice sounds. You can create profiles by exporting speakers from captions you've already reviewed and corrected via the Edit Speakers menu. When you transcribe new media with profiles loaded, Stanza compares each speaker it finds against those profiles. If a speaker closely matches one, Stanza labels their captions with that profile's name.

Note that Stanza has no persistent speaker database. A job can recognize only the people in the profile files you load for it; everyone else stays an anonymously-labeled speaker.

Speaker labels have the following limits:

- They aren't identity verification, and must not be used for security, surveillance, or law enforcement purposes. A match is a captioning suggestion, not evidence of who is speaking.
- They work only on recorded media, after transcription finishes. They don't run on live audio streams.
- They aren't intended to find people in crowds or background audio. Stanza tries a match only for speakers that transcription has already separated and who speak for at least several seconds.
- They don't infer anything about a person. Stanza doesn't estimate age, gender, ethnicity, emotion, health, or any other characteristic from a voice.

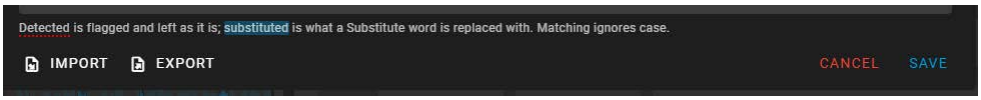
Your responsibilities:

- Consent: Laws including the Illinois Biometric Information Privacy Act (BIPA), Texas and Washington biometric privacy laws, several US state privacy laws, and the EU and UK GDPR treat voiceprints as biometric data. You're responsible for any notice and consent those laws require before you create, keep, or share someone's profile.
- Security: The Stanza server doesn't keep copies of your profiles; they exist only in the .speakers files you download. Anyone with a profile file could use it to recognize that person's voice in other recordings, so protect these files like other sensitive personal information.
- Deletion: Delete a profile when you no longer need it, or when the person asks. Deleting a .speakers file deletes the profiles in it.
- Review: Check every name Stanza suggests before you deliver captions.

Filtering for Profanity

Stanza includes a default list of words commonly treated as profanity, which you can use as a starting point. Edit the default list to match your own standards. You can reset the list to the default at any time. For each word on the profanity list, you choose whether Stanza flags it for review or replaces it with substitute text.

Profanity filter lists are stored in your Web browser session. To keep profanity filter lists for the long term, use them in a different browser, or share them with others, you can export and import lists.



The profanity list is available in the following areas of the application:

- Caption list and editor: Captions containing a listed word include a warning, and the word is underlined while you edit.
- QC tab: The Previous/Next Flagged Caption control stops at detected profanity, and Apply Profanity Substitutes replaces flagged words with your configured substitutes.
- Speech to Text and Translate: The Apply Profanity Filter option replaces Substitute words in the new text as the job writes it.

To edit the profanity list:

1. Open a project.
2. Click the QC tab.
3. Click the Edit Profanity List icon. Each row in the list consists of the following fields:
   - Pattern: Text to search for, written as a regular expression.
   - Match: Select Whole word, Start of word, End of word, or Anywhere.
   - On Detection: Select Detect only or Substitute.
   - Substitute With: Enter characters to substitute for flagged text. Note that if the pattern is found within a longer word, only the matched portion is replaced.
4. Make your changes.The Preview shows how captions will be treated given your configuration.
5. Click Save.

To apply profanity filter substitution to an existing caption project:

1. Open a project.
2. Click the QC tab.
3. Select captions and click the Apply Profanity Substitution to All Captions button. To apply substitutions to all captions, press the ESC key before clicking the Apply button.

To use profanity filtering during speech to text:

1. Open a project.
2. Open the Speech to Text or Translate dialog.
3. Under Profanity, select Apply Profanity Filter.
4. Click Transcibe.

Words set to "Detect only" will be flagged in the results whether or not Apply Profanity Filter is enabled.

Comparing Programs in Split View Mode

Starting in Stanza 3.0, you can compare two caption programs or languages side-by-side using the *Split View* mode. This new mode allows users to visually compare, review, and validate two caption or subtitle programs within the same project.This is especially

useful for comparing language versions, reviewing translation accuracy, or validating timing consistency across different programs. Split view works with any program combination within the same project.

When *Split View* is active, two program panels appear side-by-side in the workspace. The left panel is editable, while the right panel is displayed in read-only mode. This design prevents accidental edits and ensures accurate comparison.

Typical Use Cases

- Comparing original captions (Program A) with translated subtitles (Program B).
- Reviewing multiple language versions side-by-side.
- Verifying alignment between two caption versions, such as English CC and SDH.
- Performing visual quality control across programs before export.

Enabling Split Program View

To activate the *Split View*, click the *Split View* button  in the toolbar above the program panel.

See *Split View Button*.

Note: The *Split View* button is only available when a project contains more than one program. The button is grayed out if only one program exists in the project.

Selecting Programs to Compare

1. In the *Program* menu (blue header at the top of each panel), select the programs you want to display.
2. The active program in the left panel remains editable.
3. The right panel shows another program for comparison in read-only mode.

For example, you can view Program A on the left and Program B on the right to compare differences in caption content, timing, and formatting.

Note: If you are starting a translation, the source program should be placed on the right (read-only) side, and the target (blank) new program should be placed on the left (editable) side.

Swap Programs

The *Split View* includes a *Swap Programs* button, which allows you to swap the left and right panels. This feature helps users quickly toggle which program is editable versus read-only without needing to close or reselect programs.

Editing and Comparison Behavior

- The left-side panel is fully editable: users can modify caption text, timing, and formatting.
- The right-side panel is read-only, intended for visual comparison only.
- The timecode rulers for both programs remain synchronized to aid in spotting differences in timing or translation.
- Scrolling or playback in one panel automatically aligns with the corresponding time range in the other.

Removing Split View or Adding a New Program

- To exit *Split View*, click the *Split View* button again to return to single-program mode.
- To add a new program, open the *Program* menu and select + *New Program*.
- You can edit, copy, or remove a program using the options in the same menu.

Translating a Caption

To use Stanza to translate captions to English:

1. Create a new Stanza project or open an existing one. Ensure the language for the main program is set correctly for the original dialogue language.
   a. To edit the program language when it was set wrong in an existing project, select the program you want, then select *Edit* from the *Program* drop-down menu.

Caution: If you are working with non-phonetic alphabets such as Chinese, Japanese, Korean, Russian, or Thai, change your project configuration from CEA-608 to Custom. CEA-608 doesn't support non-phonetic alphabets.

   - On the *New Project* screen, select *Custom mode* instead of *CEA-608 / CEA-708*.
   - If working on an existing project, click the gear icon in the upper right, then toggle from *CEA-608* to *Custom*.
2. If you aren't using speech-to-text to generate the text, a movie file isn't required. Translation requires only the text.
3. Create or open the original language subtitles by either running speech-to-text on a movie file, or by importing an existing subtitle file.
4. To create a new empty program to hold the new translation track, do the following. Under the *Program* drop-down click and select the *New Program* button.
5. Set the desired language for the new translated track, and click *Create*.

   You now have an empty new program.
6. Click the *Translate*  button next to the *Program* menu.

7. Set the Source Program. This is the source for the original text to be translated. This is set automatically if there's only one other program.
8. Set the Source Language. This is the original language. This is set automatically if you set the correct language for your original program.
9. Set the Target Language. This is the language to translate to. This is set automatically if you had the correct language for your new program.
10. Set the Model. This is the AI model to use. There is a performance vs. quality tradeoff. The default *Medium (8GB)* works well in most cases. The larger models have better quality if your system can run them, while the *Fast* (smaller) model sacrifices some quality for speed and lower resource use. For certain language pairs or certain types of content, you may find one of the other models works better. The *8GB* refers to your GPU VRAM if using GPU on Windows, or your system RAM otherwise. If you have a VLS-200 appliance you can use the largest models up to 20GB. On Mac you can use models up to a bit less than your system RAM size. For example, a Mac with 16GB RAM can use the 12GB model if nothing else is running at the time. On a CPU-only machine you can try using the *Fast* (4GB) model if the others are too slow.
11. Set the Special Instructions. Here you can optionally enter plain-language instructions, or explanations for how you like to translate certain things, in any language. This is like chatting with ChatGPT. Some examples:
    - Translate 'UFO' as-is.
    - Translate '??' as 'dummy'.
    - Translate using simple vocabulary for younger readers.
    - Don't use profanity.

See *Translate Button*.

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:

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 in the *Media Player* window.

Closing a Clip

To close the clip currently open in the *Media Player*, click the *Close Clip* button .
See the *Close Clip* button on the screenshot in *Media Player Window*.

Selecting Timecode Display

To select the type of timecode display for the *Media Playe*:

1. In the *Media Player* window, click the *Select Timecode* menu button.
   See the *Select Timecode* menu button on the screenshot in *Media Player Window*.
   Stanza opens a drop-down menu.
2. Click the type of timecode display desired.

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:

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.
3. 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*, *Placing Multiple Captions*, and *Creating a Custom Region for Captions*.

Importing 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.

To import a caption file into a Stanza project:

1. In the *Project Layout*, click the *Import Captions* button .

   See the *Import Captions* button on the screenshot in *Program Window*.

   Stanza opens a file browser.
2. Browse to the desired caption file, select it, and click *Open*.

Converting Speech to Captions

You can create a text transcript of a video and populate it directly into the captioning project with the Timed Text Speech feature. Stanza retains the correct timing for the transcribed captions. Also, in the transcription editing mode, you can edit timed text.

Note: Timed Text Speech currently works with English, French, Brazilian Portuguese, and Spanish language video content.

To convert speech in a soundtrack to captions in a Stanza project:

1. Open a media file in the *Project Layout*.
2. Click the *Caption Conversion* button.

   See the *Caption Conversion* button on the screenshot in *Media Player Window*.
3. Select *Convert speech to captions*.

   Stanza converts the speech in the soundtrack to captions.

See About Projects.

Extracting Embedded Captions

To extract captions from a media file into a Stanza project:

1. Open a media file in the *Project Layout*.
2. Click the *Caption Conversion* button.

   See the *Caption Conversion* button on the screenshot in *Media Player Window*.
3. Select *Extract embedded captions*.

   Stanza converts the speech in the soundtrack to captions.

Removing a Caption

To remove a line of captioning, select a caption line in the *Captions* tab of the *Program* window. Click the *Remove Caption* button.

See the *Remove Caption* button on the screenshot in *Captions Tab*.

Stanza removes the selected caption line from the *Program* window.

Splitting a Caption

To split a line of captioning into two lines of captioning:

1. Select a caption line in the *Captions* tab of the *Program* window.
2. Click inside the caption at the point where you want the new caption to begin.
3. Click the *Split Caption* button.

   See the *Split Caption* button on the screenshot in *Captions Tab*.

   Stanza splits the selected caption into two at the cursor insertion point.

Finding and Replacing Captions

To find and replace a line of captioning:

1. In the *Captions* tab of the *Program* window, click the *Find/Replace Caption* button.

   See the *Find/Replace Caption* button on the screenshot in *Captions Tab*.

   Stanza opens a find/replace dialog.
2. Enter your find and replace terms in the respective fields.
3. Click either the *Replace* or the *Replace All* buttons as desired.

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:

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.

     See *Creating a Custom Region for Captions*.
   - 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.

Placing Multiple Captions

To position captions in an area of the screen:

1. On the Content tab, click the *Placement* button.

   See this button on the screenshot in *Content Tab*.

   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. See *Creating a Custom Region for Captions*.
   - 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.

Creating a Custom Region for Captions

In addition to the nine default caption regions, you can create custom regions in which to place captions. You can create a custom region anywhere on the screen. In a custom region, you can also determine how Stanza animates captions, whether popping them onto the screen, painting them on, or rolling them upwards.

To create a custom region:

1. Click the *Editing Menu* button, and select *Edit*.
2. Click +.

3. Give the region a name.
4. Customize the position rectangle using the left/top and width/height values.

   The default setting. 10/10/80/80 creates the basic title-safe rectangle.
5. (Optional) To align the captions to the bottom of this rectangle, set *Alignment* to *after*. To align the captions to the top of this rectangle, set *Alignment* to *before*.
6. To determine how Stanza animates captions in the custom region, select an option from the *Display Mode* drop-down menu.
7. Click *Update* to create the new region.

See *Placing a Single Caption* and *Placing Multiple Captions*.

Animating a Caption

You can determine how Stanza animates captions. Stanza can pop captions onto the screen, paint them on, or roll them upwards. To determine how Stanza animates a caption:

1. Create a custom region.

   See *Creating a Custom Region for Captions*.
2. Create a caption, and place it in a custom region with its display mode set to one of the animation settings.

See *Placing a Single Caption* and *Placing Multiple Captions*.

Formatting a Caption

To format a caption:

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.

   For descriptions of the controls on 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.

Editing a Caption on the Content Tab

To edit a caption:

1. In a *Caption Row* in the *Program* window, select the caption text to edit.

   See *Caption Rows* on the screenshot in *Project Layout*.

2. Select the *Content* tab.

   See the *Content* tab on the screenshot in *Program Window*.

3. Edit the caption with the controls in the *Content* tab.

   See *Content Tab*.

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

Undoing or Redoing Caption Edits

To undo the last edit you made to a caption, or to redo the last edit you undid, do one of the following:

- To undo your last edit, in the *Program* window, click the *Undo* button.

  See *Undo Button*.

  Stanza undoes your last caption edit.

- To redo your last edit, in the *Program* window, click the *Redo* button.

  See *Redo Button*.

  Stanza redoes your last caption edit.

Adding Music Note Icons to a Caption

See the *Insert Music Note* button on the screenshot in *Content Tab*.

To add music note icons before and after selected text, or at the beginning and end of a caption cell, do one of the following:

- Select the desired text in a caption cell, and click the *Insert Music Note* button
- Click anywhere in the desired caption cell, and click the *Insert Music Note* button.

Converting Captions with Reformat Rows

With the Reformat Rows feature, you can break caption lines at punctuation marks, or re-flow caption text into lines or caption rows of different lengths. For example, you can convert captions from Teletext format with 37 characters per line to 608/708 format with 32 characters per line. Stanza preserves caption timing by assigning a duration for each word based on the length of the caption and the number of characters it contains.

To reformat caption rows:

1. Select one or more caption rows to modify.
2. On the *Content* tab, click the *Reformat Rows* button.

   See the *Reformat Rows* button on the screenshot in the topic, *Content Tab*. See also *Reformat Rows Button*.

   Stanza opens the *Reformat Rows* dialog.

3. Select the punctuation marks for ending rows from the *Split Text After* drop-down menu.
4. Select the punctuation marks for beginning rows from the *Split Text Before* drop-down menu.
5. Enter the maximum number of lines per caption into the *Lines per Caption* field.
6. Enter the maximum number of characters per line into the *Characters per Line* field.
7. (Optional) If desired, check the box for *Square up text if more than one line of text in a caption*.
8. (Optional) If desired, check the box for *Preserve existing line breaks*.
9. Click *REFORMAT*.

   Stanza reformats and re-times the caption.

Caption Timing

After you import the transcript and video, synchronize each piece of text so that it appears at the correct time in the video. This is setting the timing for captions. In Stanza, you can set caption timing manually or automatically.

Setting Caption Timing Manually

To set the timing for a caption:

1. In a *Caption Row* in the *Program* window, select the caption text to time.

   See *Caption Rows* on the screenshot in *Project Layout*.
2. Open the *Waveform* pane.

   See *Previewing Captions in the Media Player*.
3. Select the *Timing* tab.

   See the *Timing* tab on the screenshot in *Program Window*.
4. Select a caption.
5. On the waveform, drag the scrub bar to the desired In point for the caption.
6. To set the start time for the caption, click the Mark In button.

   See the Mark In button on screenshot for the *Timing Tab*.
7. On the waveform, drag the scrub bar to the desired Out point for the caption.
8. To set the end time for the caption, click the Mark Out button.

   See the Mark Out button on screenshot for the *Timing Tab*.

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

See also *Setting Caption Timing Automatically*.

Setting Caption Timing Automatically

In Stanza, Auto Time Stamp (ATS+) automatically synchronizes the text transcript with your audio or video file, dramatically reducing the time it takes to caption a video. ATS+ works very well for videos with high quality audio containing mostly dialogue. However, ATS+ often can set accurate timing, even with dialogue sources containing some music, sound effects, and noise.

Note: For best results, use a dialogue-only audio track (if available) to synchronize the captions.

Prerequisites

ATS+ requires the following:

- Video with a clear high-quality audio dialogue track, in English, Spanish, French (including Canadian French), or Portuguese (including Brazilian Portuguese) language, with limited background noise
- An accurate transcript of all the dialogue in the video

Procedure

After you have all of the text loaded into the Stanza Text Pane, and have it broken into the sections you want, Stanza can set the timings with Automatic Time Stamp. To let Stanza automatically set the timing for captions, do the following:

1. On the *Timing* tab, click the *Automatic Time Stamp* button.

   See the *Automatic Time Stamp* button on the screenshot of the *Timing Tab*.

   Stanza opens the *Auto Time Stamp* dialog.
2. Select your desired language, and click *Start*.

   Stanza displays the progress of ATS+ in the bottom-left of the *Stanza Project* view which closes automatically upon completion.

Results

When you run an Automatic Time Stamp operation, the following occurs:

- Stanza automatically synchronizes each caption
- When confidence thresholds are configured in your project settings, Stanza automatically flags captions with color-coded confidence indicators at the top-right corner of each caption cell. Spot check and manually correct these captions by looking for poor-synchronization indicators.
- Once completed, Stanza populates the caption grid with Mark-in and Mark-out times.

Best Practices for ATS+

The following make for the best results from an Automatic Time Stamp operation:

- An accurate transcript is vital. The transcript shouldn't deviate significantly from the audio.
- High quality audio also is key. Compression, sound effects, or music can distort the dialogue.
- Non-verbal information in the transcript, such as music or sound effect indicators, should be formatted in either of these ways:
  - enclosed by music notes, for example, ♪ **song lyrics** ♪
  - enclosed by square brackets, for example, **[MUSIC]**, or **[Applause]**
- If the software highlights some caption lines as low confidence, you might want to do a quick Preview Play to spot check these sections. In many cases the low confidence sections may be fine or close enough for your needs. If not, you can manually set the timings on problematic sections.

  See *Setting Caption Timing Manually*.

Troubleshooting Caption Timing

After setting caption timing manually or automatically, you are ready to check the timing of the captions. Check the location of the captions against the waveform to see if captions are placed accurately. Each caption should start when the first word of the caption is spoken.

Captions can get out of sync with the spoken words because of the interactions between the caption offset and caption drift rate. In certain combinations, these can cause captions to drift, either earlier and earlier, or later and later, as the video progresses.

For example, captions drift when the frame rate of the captions doesn't match that of the video, when one uses drop-frame timecode while the other uses non-drop frame, or when you have converted the video frame rate, say, from film to PAL.

If you know the value of the drift rate, you can use the *Stretch/Shrink Time By* button to correct the drift. Use the *Stretch/Shrink Time By* button to correct the drift caused by conversion between frame rates or between timecode formats; because these conversion values are known.

See *Correcting Drift by Stretching or Shrinking Caption Time*.

However, the *Stretch/Shrink Time By* button isn't an efficient corrective when you don't know the drift rate. In these cases, you can use the *Stretch End To* button to correct the drift effectively.

See *Correcting Drift by Stretching Caption End Time*.

Viewing Captions in the Waveform Pane

In the *Waveform* pane, you can view captions against the timeline and audio waveform for the media clip. This makes it easier to align captions with specific frames or audio cues.

Adjusting Caption Timing with Drag and Drop

When viewing captions in the Waveform pane, you can drag and drop captions to change the timing.

- Drag the left edge of the caption to move the In point; the Out point stays fixed
- Drag the right edge of the caption to move the Out point; the In point stays fixed
- Drag the point where two captions meet to move the shared boundary.
- Drag within the body of the caption to move the caption without changing the duration

Caption edges snap automatically to keep your work frame-accurate.

A red outline on a caption block means its edge has reached a hard limit. For example, a caption cannot be shorter than the project's minimum duration (or one frame, whichever is larger) or longer than the project's maximum duration (if one is set).

The secondary (split-view) program is always read-only on the timeline. Captions are also locked during a diarized speech-to-text job while results are still drafts.

Adding or Subtracting Time for Captions

To add or subtract time for captions:

1. Set the timings for captions manually or automatically.

   See *Setting Caption Timing Manually* and *Setting Caption Timing Automatically*.
2. Select the desired set of captions.
3. Click the *Ripple Timecode* button.

   See the *Ripple Timecode* button on the screenshot in the topic, *Timing Tab*.

   Stanza opens the *Ripple Timecode* dialog.
4. Enter time to add or subtract.
5. Do one of the following:

   – To add time, click the Add button .

   – To subtract time, click the Subtract button .

Stanza adds or subtracts the time you entered to the selected captions.

See *Troubleshooting Caption Timing*.

Setting the Start Time for Captions

To set the start time for captions:

1. (Optional) Set the timings for captions manually or automatically.

   See *Setting Caption Timing Manually* and *Setting Caption Timing Automatically*.
2. Select the desired set of captions.
3. In the Waveform pane, drag the scrub bar to the desired start time for the set of captions.

   See *Previewing Captions in the Media Player*.
4. Click the *Set Start Time* button.

   See the *Set Start Time* button on the screenshot in the topic, *Timing Tab*.

   Stanza opens the Set Start Time dialog.
5. Click the Set Start Time button  in the dialog.

Stanza sets the start time for the selected captions.

See *Troubleshooting Caption Timing*.

Setting the End Time for Captions

To set the end time for captions:

1. (Optional) Set the timings for each caption manually or automatically.

   See *Setting Caption Timing Manually* and *Setting Caption Timing Automatically*.
2. Select the desired set of captions.
3. In the Waveform pane, drag the scrub bar to the desired end time for the set of captions.

   See *Previewing Captions in the Media Player*.
4. Click the *Set End Time* button.

   See the *Set Start End* button on the screenshot in the topic, *Timing Tab*.

   Stanza opens the Set End Time dialog.
5. Click the Set End Time button  in the dialog.

Stanza sets the end time for the selected captions.

See *Troubleshooting Caption Timing*.

Correcting Drift by Stretching or Shrinking Caption Time

You can use the Stretch/Shrink feature to correct the timing of captions when they don't sync with the video, or when the captions drift out of sync over time.

To stretch or shrink the start time for captions:

1. (Optional) Set the timings for captions manually or automatically.

   See *Setting Caption Timing Manually* and *Setting Caption Timing Automatically*.
2. Select the desired set of captions.
3. Click the *Stretch/Shrink Time By* button.

   See the *Stretch/Shrink Time By* button on the screenshot in the topic, *Timing Tab*.

   Stanza opens the Stretch/Shrink Time By dialog.
4. In the Pin Start To field, enter the desired start time for the selected captions.

   If the captions start at a non-zero based timecode, set the non-zero based start time as the pin time.

   Stanza adjusts the timing of captions further away from the pinned start time more than for captions close to the pinned start time.
5. From the Stretch Time By drop-down menu, select the desired percentage for shrinking or stretching.
6. If the captions start at a non-zero based timecode, set the non-zero based start time as the pin time.

   Stanza adjusts the timing of captions further away from the pinned start time more than for captions close to the pinned start time.
7. Click the *Stretch/Shrink Time By* button  in the dialog.

   To slow the captions down and make the last caption appear later, set the speed over 100%.

   To speed the captions up and make the last caption appear sooner, set a speed of less than 100%.

   The *Speed* drop-down menu lists commonly-used values, such as:

   96.0 for converting film to PAL

   99.9 for converting NDF to DF

   100.1 for converting DF to NDF

   104 for converting PAL to film

Stanza shrinks or stretches the time for the selected captions.

See *Troubleshooting Caption Timing*.

Correcting Drift by Stretching Caption End Time

To correct drift by stretching the end time for a set of captions:

1. Set the timings for a whole set of captions manually or automatically. You can use either the *Add to Start and End/Subtract from Start and End*, the *Set Start Time* button, or the *Automatic Time Stamp* button to set the first caption in sync with the video, if it isn't already.

   See *Adding or Subtracting Time for Captions*, *Setting the Start Time for Captions*, and *Setting Caption Timing Automatically*.

2. Check whether the last caption is in sync with the last spoken words. If it isn't, complete the remaining steps.
3. Select all captions.
4. In the Waveform pane, drag the scrub bar to the desired start time for the last caption.

   See *Previewing Captions in the Media Player*.
5. Click the *Stretch End To* button.

   See the *Stretch End To* button on the screenshot in the topic, *Timing Tab*.

   Stanza opens the *Stretch End To* button dialog.
6. Click the *Stretch End To* button  in the dialog.

Stanza keeps the correct start time for the first caption, moves the last caption to its corrected start time, and moves all the captions in-between proportionately to correct the drift.

See *Troubleshooting Caption Timing*.

Previewing Captions in the Media Player

To preview captions in the *Media Player*:

1. Open a project.

   See *Opening a Project*.
2. Display the video fullscreen, in the *Media Player*.

   See *Playing Video Fullscreen*.
3. Click the three-dot control menu button to the lower-right of the screen.

   Stanza opens a control menu.
4. To toggle the caption display on or off, click *Captions*.

Playing Video Fullscreen

To display the video fullscreen, in the *Media Player*, click the *Fullscreen* button.

See the *Fullscreen* button on the screenshot in *Media Player Window*.

Muting Audio During Playback

To mute audio during playback, in the *Media Player*, click the *Mute* button.

See the *Mute* button on the screenshot in *Media Player Window*.

Selecting Audio Track, Audio Channel, and Playback Speed

To select audio track, audio channel, and playback speed, in the *Media Player*, click the *Audio and Playback (Gear) button*.

See the *Audio and Playback (Gear)* button on the screenshot in *Media Player Window*.

Setting the Project Status

The project status informs users of the current phase of the Stanza project. Stanza comes with several preset project statuses.

To set the status of a project:

1. Make sure you've enabled the desired project statuses for the project.

   See *Adding Project Statuses*.
2. Open the *Project Settings* dialog.

   See *Modifying Project Settings*.

   Stanza opens the *Project Settings* dialog.
3. Click the downward-pointing arrow to the right of the *Project Status* heading.

   Stanza opens the *Project Status* drop-down menu.
4. Select a status from the menu.
5. Click the downward-pointing arrow to the right of the *Assigned To* heading.

   Stanza opens the *Project Status* drop-down menu.
6. Select a user from the menu.
7. To set a deadline for the project, drag the Has a Deadline slider to the right. Enter a due date and due time.
8. Click the SAVE CHANGES button.

   Stanza saves the changes to the project settings.

See *Adding Project Statuses* and *Project Statuses*.

Exporting Captions

To export captions:

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

- Avid AAF

- Avid DS
- DCP (SMPTE)
- DCP (Interop)
- EBU STL
- MCC
- SCC
- SPRUCE STL
- SRT
- TTML (Multiple Profiles)
  - Basic Subtitle
  - IMSC 1.0
  - IMSC 1.1
  - SMPTE-TT ST2052
  - iTT
- VTT
- Subtitle Overlay
- Subtitle Burn-in
- Embed 608/708 Captions
- Embed OP-47 Teletext
- Embed DVB Teletext

4. (TTML only.) 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*.

Proxy Movies

A proxy movie is a lower-resolution copy of a high-resolution master video file. To improve performance, Stanza displays proxy movies as stand-ins for their high-resolution master files. You might use a proxy movie, for part or all of the captioning process, for any of these reasons:

- **Large original video file** Downloading a large movie file takes a long time and uses a lot of space. Unless you need to embed the captions into the master video file, you can create the captioning on a much smaller proxy movie.

- **Playback issues** If a video is encoded with high-quality settings, or if the video is sitting on an external drive, or if you have an old or lower-end computer, playback might drop frames. A proxy movie could play more smoothly and allow the captioning software to run more quickly.
- **Incompatible format** The movie might be in a format that Stanza can't play back. Stanza requires additional software to play back some types of video files, such as MXF or MPEG-2 transport streams. In these cases you can use a proxy movie for the captioning process. You can still embed the caption data into the original master file if needed.

Use Telestream Cloud or Vantage to Make a Proxy Movie

You can use Telestream Cloud and Vantage to create proxy movies. These platforms support a wide range of formats, including all the major output formats for web, streaming, VOD, production, broadcast and more.

For more information go to: https://telestream.net/

Proxy Movie Settings

For easy playback, you can set the resolution and bit rate of the proxy movie low. However, match the frame rate of the proxy movie to that of the master movie. For example, if the master file runs at 59.94 frames per second, make sure the proxy movie frame rate is also set to 59.94 frames per second. Using a different frame rate could cause the captions to not sync up with the original video. Also, if the original master video has a time code track, the proxy movie should start at the same time code.

Here are some general guidelines for your export settings:

- MP4 or QuickTime MOV format.
- H.264 video at 640x360 (if HD) resolution using *baseline* profile.
- A bit rate of around 500 kbps to 1000 kbps (higher will make a larger file, but will make the video more clear).
- Uncompressed (PCM) audio at 44100 or 48000 Hz, stereo or mono.

Note on H.264 (MP4) Compression Settings

Some encoders, such as x264, have several profile settings such as *High profile*, *Main profile*, or *Baseline profile*. The higher profiles use more advanced compression algorithms to render higher-quality proxy files at the same bitrate. However, these advanced settings require more CPU power. Some settings, such as a high keyframe interval, can cause seeking within the video to take a long time.

Authoring captions requires lots of seeking within the video. This can slow down the process and make the software less responsive. Since quality is generally not a problem for proxy videos, Stanza recommends the *baseline* profile. This supports smoother playback and better software responsiveness. You can still use a high profile to render a higher-quality file as your final output.

Windows, Controls, and Menus

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

Topics

- Viewing and Editing the Keyboard Shortcut List
- Project Management Layout
- Filter Button
- New Project Button
- Project Import/Export (...) Button
- List of Projects
- Project Layout
- Modify Project Settings Button
- Download Project File Button
- View Export Results Button
- Export Button
- Media Player Window
- Program Window

Viewing and Editing the Keyboard Shortcut List

To view the keyboard shortcut list:

1. Do one of the following:
   - Press "?."
   - Click the *Stanza Menu* > *Keyboard Shortcuts*.

     See the *Stanza Menu* button on the screenshot in *Project Management Layout*.

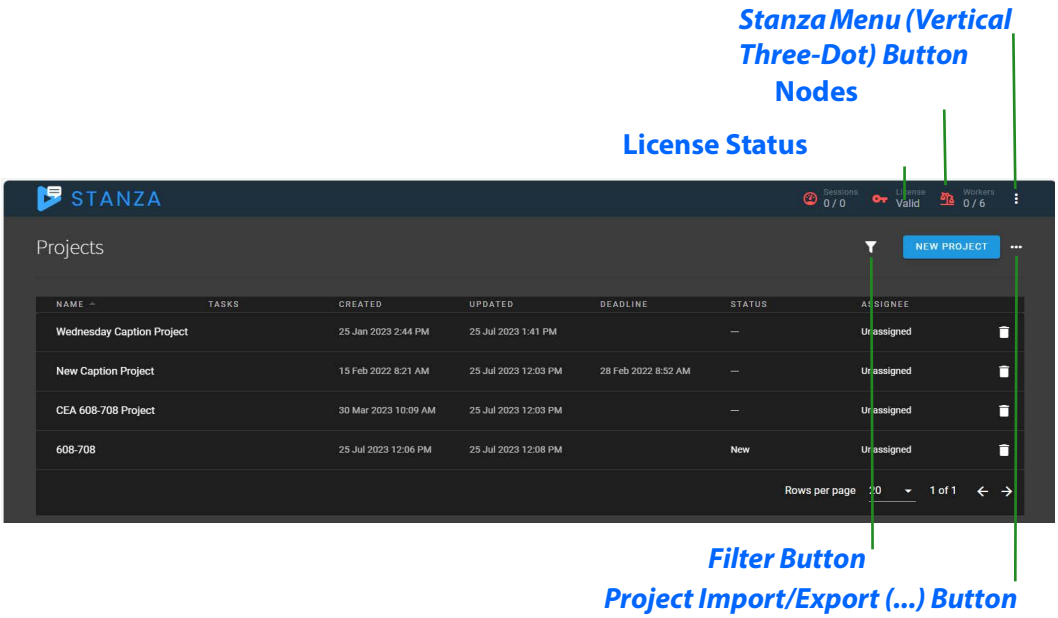
     Stanza opens a list of preset keyboard shortcuts.

2. ((Optional) To edit a keyboard shortcut, do the following:
   a. Click the Edit button .
      Stanza opens the *Edit Key Binding* dialog.
   b. Enter the keys for the new shortcut.
   c. Click *SAVE BINDING*.
3. (Optional) To reset a keyboard shortcut back to its default binding, click the Reset button .
4. (Optional) To reset all keyboard shortcuts back to their default bindings, click RESET ALL.

See *Keyboard Shortcuts*.

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.



Sessions

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

License Status Button: Opens the *License Status* dialog.

Nodes Button: Lists the active nodes. See *Load Balancing*.

Stanza Menu (Vertical Three-Dot) Button

Opens a drop-down menu of the following Stanza controls:

Account

When clicked, Stanza displays data about your account.

Preferences

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

Settings

Note: When *User Authentication* is set to *None*, a user can access *Settings* only by connecting locally via https://localhost:7000.
When *User Authentication* is set to *Builtin*, a user can access *Settings* only if assigned an authorized user role, for example, *Administrator*. With an authorized user role, a user can access *Settings* either locally or remotely.

When clicked, Stanza opens a dialog for various settings.

Buttons in Settings

- To modify a setting, click the edit button .
- To delete a setting, click the white trashcan button.
- To change a password, click the white key button.
- To view permissions for a setting, click the eyeball button.
- To change the position of a setting in the list, drag the crossed-arrows icon.

User Authentication

When the downward-pointing arrow is clicked, Stanza opens a drop-down menu of the following authentication types:

None

When *None* is selected, Stanza doesn't require authentication. Any user can remotely view system files. *None* is selected by default.

When *User Authentication* is set to *None*, a user can access *Settings* only by connecting locally via https://localhost:7000.

Builtin

When *Builtin* is selected, Stanza requires authentication.

When *User Authentication* is set to *Builtin*, a user can access *Settings* only if assigned an authorized user role, for example, *Administrator*. With an authorized user role, a user can access *Settings* either locally or remotely.

Note: To minimize your security risk, change the password for a *BuiltIn* user the first time you log in.
To log in the first time as the *BuiltIn* user, enter Administrator as the user name, and admin as the password.

Users

Lists users and their roles within the system.

See *User Settings*.

ADD USER Button

When the *ADD USER* button is clicked, Stanza opens a dialog for adding a new user to the system.

User Roles

Lists active user roles. Stanza comes with preset roles of Administrator, Captioner and Reviewer. By default, the Administrator has permissions to create, modify and customize permissions for newly created roles.

ADD USER ROLE Button

When the *ADD USER ROLE* button is clicked, Stanza opens a dialog for adding a user role to the system.

To set which operations a selected user can perform within Stanza, assign the appropriate user roles to the user.

Location Aliases

New Location Dialog Fields

Field	Description
Type of Location	Opens a drop-down menu of the types of file locations that Stanza supports. The main difference between *S3 Bucket* and *Generic S3* is that, where *S3 Bucket* has a *Region* field, *Generic S3* has a *Service URL* field which requires the IP address of the Generic S3 server.
Name	User defined name. This is a required field but can be set to anything that the user desires.
Path	This field allows users to input a path or prefix to refine the list of results.
Delimiter	Allows the user to select between a set of common delimiters which separate Prefixes (as described in the Path section above).
Hidden	(For Telestream use Only) This is a field for fixing an issue.
Bucket	This field specifies the bucket which houses the media files on the server.

New Location Dialog Fields

Field	Description
Region	This field specifies the server that you plan to connect to. For example, the AWS server on the East Coast of the United States is *us-east-2*.
Access Key	These are the credentials for programmatic access to an S3 account. These are obtained by logging into the S3 storage account.
Secret Access Key	This key is paired with the Access Key mentioned above and provides programmatic access to the account. These are obtained by logging into the S3 storage account.

Export Locations

New Export Location Dialog Fields

Field	Description
Export Location Type	Opens a drop-down menu of the types of file locations that Stanza supports. The main difference between *S3 Bucket* and *Generic S3* is that, where *S3 Bucket* has a *Region* field, *Generic S3* has a *Service URL* field which requires the IP address of the Generic S3 server.
Name	User defined name. This is a required field but can be set to anything that the user desires.

(Continued)New Export Location Dialog Fields

Field	Description
Path	This field allows users to input a path or prefix to refine the list of results.
Update Interval	Determines the frequency of location updates.
Default Filename	You can select a filename token from the curly-brace list.

Load Balance Settings

Lists load balance nodes on the system by role.

See *Load Balancing*.

Enabling Slider

When the slider is dragged to the right, Stanza enables load balancing.

Role

The two available roles are Main and Worker.

Nodes

The list displays the Host, Port, and RedirectUri for each active node.

ADD LOAD BALANCE NODE Button

When the ADD NODE BALANCE NODE button is clicked, Stanza opens a dialog for adding a new node.

See *Load Balancing*.

Project Statuses

Stanza lists the available project statuses. The project status informs users of the current phase of the Stanza project. Stanza comes with several preset project statuses.

ADD PROJECT STATUS Button

When the ADD PROJECT STATUS button is clicked, Stanza opens a dialog for adding a new project status.

Crossed Arrow Controls

When dragged up or down, a crossed arrow control for a status is dragged up or down, Stanza changes the order of the status in the list.

Trash Can Buttons

When clicked, Stanza deletes the status from the list.

See *Adding Project Statuses* and *Setting the Project Status*.

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 About Projects.

Sessions

Displays data about your session limit and active sessions.

Operations

Displays information about pending, running, and finished operations.

System

Displays data about your local media and remote media.

Keyboard Shortcuts

When clicked, Stanza opens the *Keyboard Shortcuts* dialog.

See About Projects.

Version

Displays the version number of your active Stanza instance.

Filter Button 

Opens a drop-down menu of filter conditions.

New Project Button

Opens the *Create Project* dialog.

Project Import/Export (...) Button

Displays the Project Import/Export drop-down menu.

Export Projects button

Opens the *Export Projects* dialog.

Import Projects button

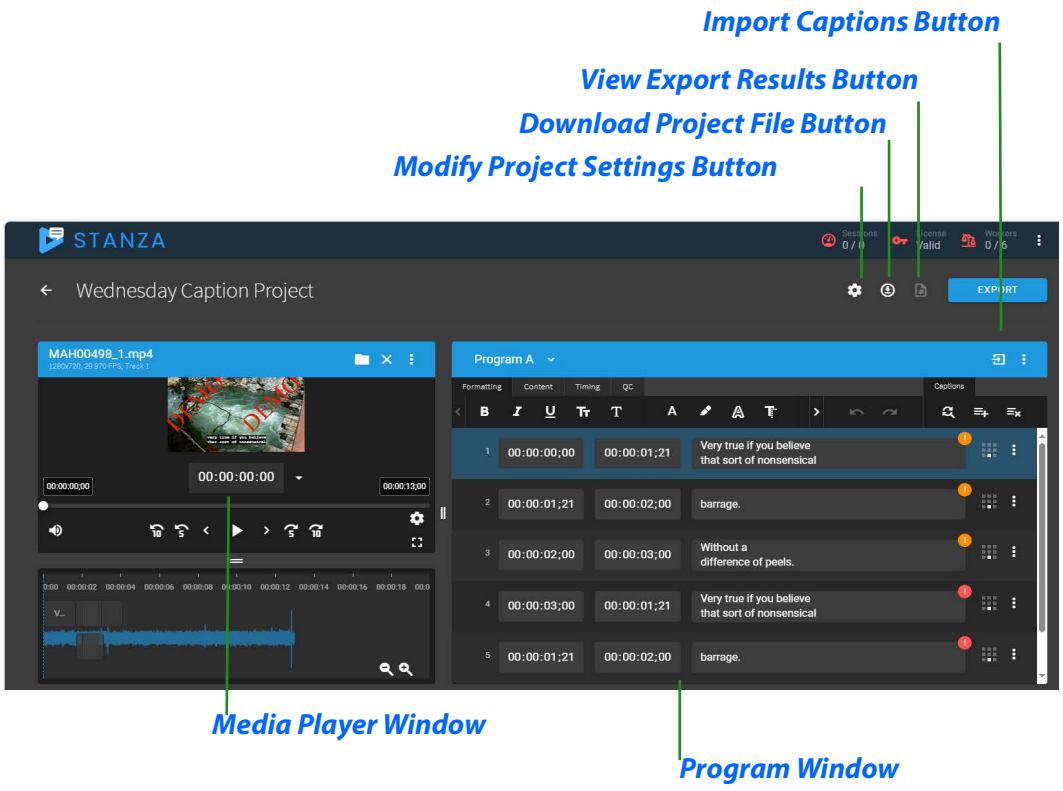
Opens the *Import Projects* dialog.

List of Projects

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

Project Layout

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



Modify Project Settings 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.

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* 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* 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* 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* 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.

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.

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.



Open Clip Button

Opens a file browser for locating the media clip you want to open.

Close Clip Button

Closes the clip currently open in the Media Player window.

Caption Conversion (Three-Dot) Button

Opens the Caption Conversion Drop-Down Menu, containing two items.

- *Convert speech to captions* opens the *Speech to Text (Local)* dialog.
- *Extract embedded captions* opens the *Extract Embedded Caption/Teletext* dialog.

Speech to Text (Local) dialog

See *Speech-to-Text Captioning* and *Converting Speech to Captions*.

Descriptions of the fields in the Speech to Text (Local) dialog follow:

Audio Settings

Spoken Language: By default, Stanza selects the current program language. If this doesn't match the spoken language, select the spoken language here. If you aren't sure which language is being spoken, select *Auto*.

Model: Select the model to use for processing. This makes a speed vs. accuracy trade-off. The default Base model processes English language dialogue with clean audio very well. However, the Large models give better results transcribing other languages or translating other languages to English. The Large V2 model typically gives the best accuracy at the cost of the slowest processing time.

Refine Timing: Closely aligns the speech-to-text timing with the spoken words. This makes the timing more accurate at the cost of slightly-slower processing. Refine Timing currently works for processing speech in English, Spanish, French, Portuguese, and German. Refine Timing is disabled if you select *Translate to English Text*.

Non-Speech Settings

Along with transcribing speech, Stanza writes descriptions of other sounds, such as laughter, applause, or music. The engine combines repeated sounds into a single caption, which is kept on a separate line from surrounding dialog.

Non-Verbal Format: Determines how sound descriptions other than music are presented in captions. Select one of the following:

- Default - Use the description generated by Stanza.
- Omit All - Remove descriptions of non-speech sounds from the captions.
- Use Parentheses - Include non-speech descriptions in parentheses.

- Use Square Brackets - Include non-speech descriptions in brakcets.

Set Music Format: When selected, music descriptions are replaced with the text provided in the Set Music Format To field. The default is a musical note symbol. When disabled, music descriptions are left as the speech engine wrote them.

Profanity Settings

Edit Profanity List: Opens the Profanity List dialog, which allows you to add, change, test, import, and export items from the list.

Apply Profanity Filter: Replaces the words set to Substitute in the selected captions, or in all captions if none are selected.

Vocabulary Settings

Enter text in this field to guide the speech-to-text model. Enter words or phrases that recur in the dialogue, such as proper nouns or specialty vocabulary. With this guidance from you, the model is more likely to transcribe correctly. You can enter individual words, a list of comma- or line-separated words, phrases, or sentences. For example, to transcribe a video that discusses Telestream Wirecast, you'll likely get better accuracy by entering *Telestream Wirecast* into the initial prompt.

Speakers Settings

Enable Speaker Diarization: Diarization automatically identifies who is speaking at any point in your media and attributes each caption to the detected speaker. Because speaker labels can shift until the job finishes, captions are read-only while a diarized speech-to-text is in progress. Canceling results in a partial transcript with final speaker labels.

Apply Speaker Colors to Caption Text: Each caption's text appears in its speaker's color, making multi-speaker programs easy to scan.

Speaker Change Marker: Inserts a configurable label at the start of each new speaker turn. Leave it blank for no markers, or enter a format such as `>> {id}:` to mark every turn with the speaker's name.

The marker format can be changed from the Edit Marker Format in the Speakers tab toolbar.

Format	Result
`>>`	Arrow, no name
`>> {id}`	Speaker's display name
`-`	Dash
`[{id}]`	Speaker's name in brackets

Import Speaker Profiles: If you have previously exported speaker profiles, you can import them here.

Select Timecode Menu Button

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

Scrub Bar

Drag the indicator in the scrub bar to scrub to specific frames in the media file.

Mute/Unmute

Toggles the audio preview on and off.

Jump Back 10 Seconds Button

Rewinds the media file 10 seconds.

Jump Back Five Seconds

Rewinds the media file five seconds.

Mark In for Speech to Captions Button

Marks an In point for Speech to Captions.

Jump Back One Frame Button

Rewinds the media file one frame.

Play Button

Plays the media file.

Jump Forward One Frame

Advances the media file one frame.

Jump Forward Five Seconds

Advances the media file five seconds.

Jump forward 10 Seconds

Advances the media file 10 seconds.

Mark Out for Speech to Captions Button

Marks an Out point for Speech to Captions.

Audio and Playback (Gear) Button

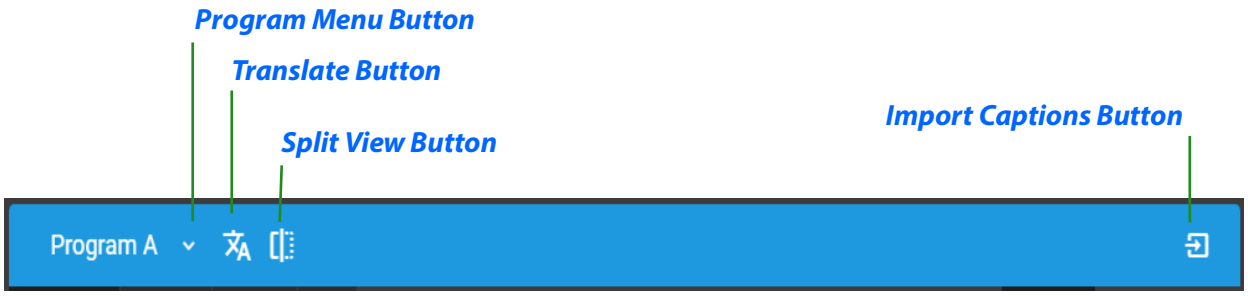
Opens a menu of audio and playback-speed options.

Fullscreen Button

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.



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.

Translate Button

Click the *Translate* button to translate captions to English.

Split View Button

Click the *Split View* button to open a side-by-side view for comparing programs.

Import Captions Button 

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

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.

Within a caption row, the timecode field includes four elements: HH · MM · SS · FF (hours, minutes, seconds, frames). You can navigate timecodes using your keyboard.

When you first tab into a timecode field, the whole value is selected. Subsequent key presses have the following effects:

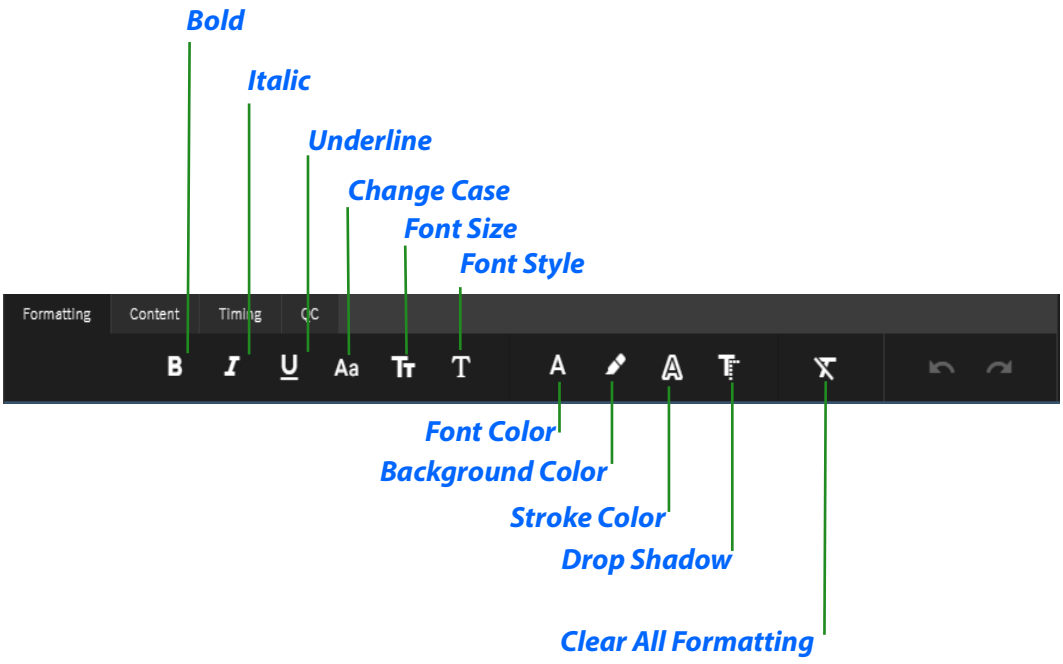
- Tab: Advance to the next field. If the currently selected field is FF, the tab key moves to the next timecode.

- Shift+Tab: Move back to the previous field
- Left / Right arrow: Move between elements while one is focused

While an element or field is is highlighted, type to fill in the value. When the element or field is full, focus moves to the next. Press the Escape key to cancel the edit and revert to the original value.

Formatting Tab

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



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.

Change Case

When clicked, Stanza toggles the selected text between all caps and all lower case. Doesn't toggle to sentence case.

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

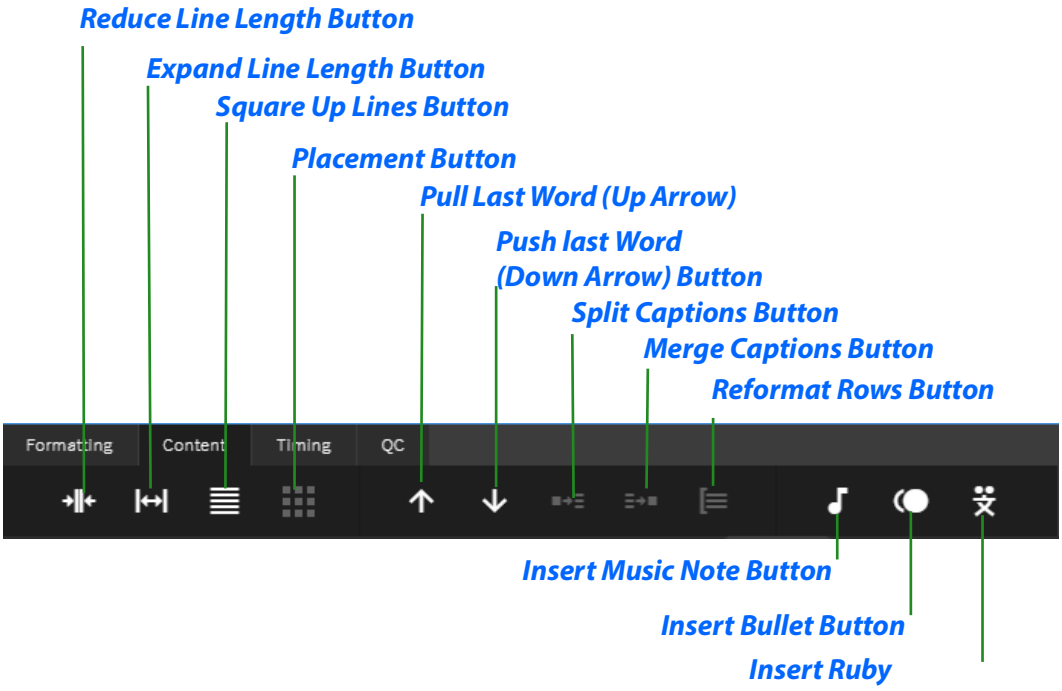
When clicked, Stanza opens a dialog for setting the color, offsets and radius of the drop shadow for the selected text.

Clear All Formatting

When clicked, Stanza clears the formatting from closed caption and subtitle files. Useful after importing these files from external sources.

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.



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.

Split Captions Button

If the cursor is inside the text field, the caption is split where the cursor is positioned. Everything after the cursor is pushed down into a new row. The start time of the new row is adjusted proportionally based on the duration of the original row and the position where the split occurs.

Merge Captions Button

After highlighting multiple rows of captions, hitting this button will Merge those rows of captions into one line.

Reformat Rows Button

Stanza Users can reformat text paragraphs by selecting a range of captions and specifying the desired character width & height of new rows and how punctuation is handled, similar to importing a plain text file.

See *Converting Captions with Reformat Rows*.

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

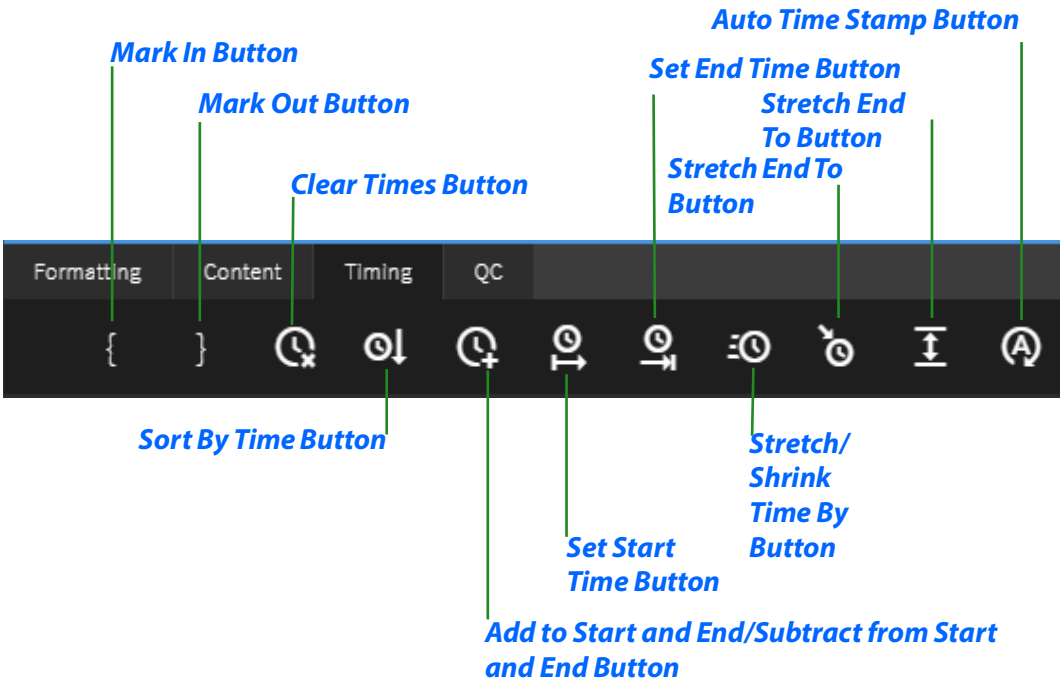
When clicked, Stanza opens a dialog for inserting furigana dots to denote emphasis in Japanese. In the dialog, click a type of bullet, and click *BEFORE* or *AFTER* to position the bullet in the caption line. *BEFORE* places the dot at the top of vertical Japanese text and to the left of horizontal Japanese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

Insert Ruby Button

When clicked, Stanza opens a dialog for entering Ruby 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.



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.

See *Setting Caption Timing Manually*.

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.

See *Setting Caption Timing Manually*.

Clear Times Button

When clicked, Stanza clears any previously-set In and Out times for the selected caption.

Sort By Time Button

When clicked, Stanza sorts captions by their start times.

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).

See *Adding or Subtracting Time for Captions*.

Set Start Time Button

When clicked, Stanza opens a dialog for setting the Start time of the selected caption.

See *Setting the Start Time for Captions*.

Set End Time Button

When clicked, Stanza opens a dialog for setting the Out point of the selected caption.

See *Setting the End Time for Captions*.

Stretch/Shrink Time By Button

This feature allows you to apply a linear scale adjustment to timecodes. This can be useful, for example, when the first caption has the correct time, but the following captions drift increasingly out of sync.

See *Correcting Drift by Stretching or Shrinking Caption Time*.

Set Gap Time Button

When clicked, Stanza opens a dialog for setting the gap timing of the selected caption.

Stretch End To Button

When clicked, Stanza opens a dialog for stretching the end time to a time you choose.

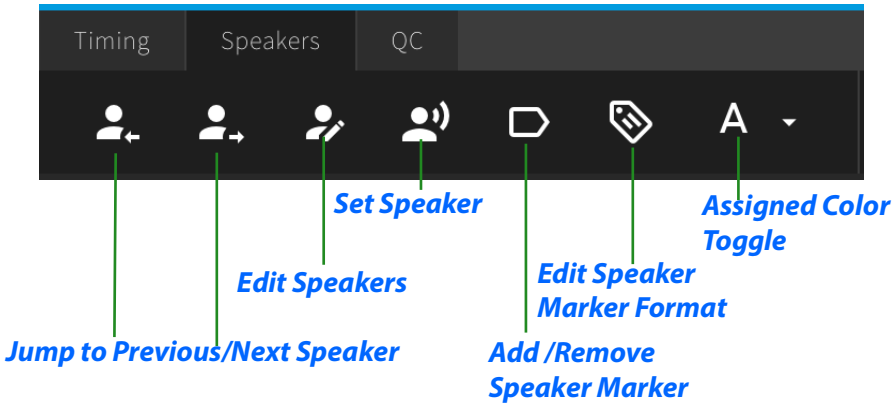
Auto Time Stamp Button

When clicked, Stanza, automatically syncs your video and captions.

See *Setting Caption Timing Automatically*.

Speakers Tab

When clicked, Stanza opens a pane with Speaker controls.



Edit Speakers

Rename, recolor, or merge any number of speakers at once.

- Rename updates the speaker's name everywhere it appears, including existing markers.
- Merge folds one speaker into another; the merged speaker's captions are re-attributed and its markers are reworded automatically. Merging is the only operation that removes a speaker entry entirely.
- Recolor updates the swatch in the speakers list and, depending on the Apply Speaker Colors to Text toggle, in the caption text itself.

Set Speaker

Assigns the selected caption to the Speaker chosen in the dropdown.

Add/Remove Speaker

Toggles whether the caption includes the speaker marker or not.

Change Speaker Marker Format

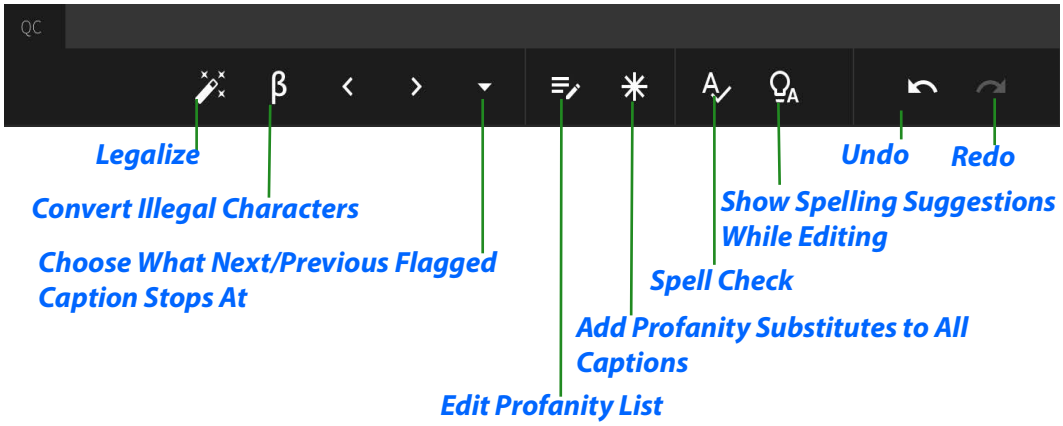
"Updates the speaker market format. By default, applies and updates the entire project. Otherwise, it only updates for captions added after the change." (s

Assigned Color Toggle

If enabled, the assigned colors are updated on existing options, otherwise changing the color doesn't populate the assigned color/style automatically. This also applies for the Speaker Marker format.

QC Tab

When clicked, Stanza opens a pane with QC controls.



Legalize

When clicked, Stanza both converts illegal characters and reformats the selected row(s) to conform to your project rules. Stanza converts rows with too many characters per line or too many lines per caption to adhere to your configured rules. Stanza doesn't modify rows which already fit within the project rules.

Legalize is different from the *Reformat Rows* command, which re-flows text evenly across all rows, and modifies existing rows even if they already fit the rules.

This function is available also via the *Legalize* API.

Convert Illegal Characters Button

When clicked, Stanza converts illegal characters in the selected caption row(s) to legal characters. Illegal characters are characters that aren't allowed in the current project mode (e.g. CEA-608). Some characters have a known substitute. For example, Stanza converts the French character *œ* to *oe*, and changes an ellipses "…" to three periods "…"). Stanza converts characters without known substitutes to blank spaces.

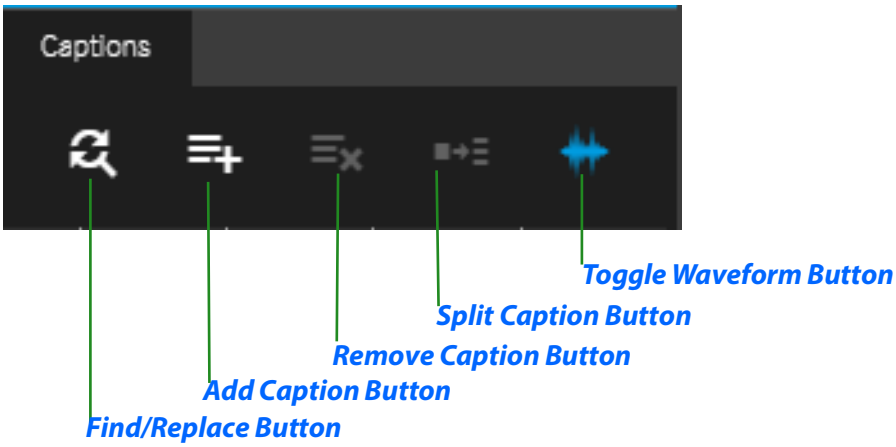
This function is also available via the `convertIllegalCharacters` and legalize APIs.

Spell Check Button

When clicked, Stanza enables you to spell check all the captions within your current captioning project.

Captions Tab

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



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 *Previewing Captions in the Media Player*.