

SEGMENTER 101 GRADING GUIDELINE

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GRADING TERM	PROBLEM	SOLUTION	HOW TO FIX
SYNCHRONIZATION PROBLEM	The segment is either late or early, not evenly timed with the voice	Adjust the segments' beginning to be accurately timed with the voice Synchronization problems arise when you cannot hear the beginnings accurately, ALWAYS CUT WITH YOUR HEADPHONES OR EARBUDS ON TO ENSURE YOU HEAR THE SOUNDS CORRECTLY.	Use ctrl and left (←) or right (→) arrow key to adjust the beginning of the segment
LATE SEGMENT (a.k.a. Late)	Segment box/subtitle start after the voice start (0.3 seconds or more late)	Adjust the segments' beginning to start earlier.	Use ctrl and left arrow (←) couple of times until the beginning of segment is accurate with the voice
SLIGHTLY LATE	Segment	Adjust the segments'	Use ctrl and left arrow

SEGMENT (a.k.a. Split-Late Segments)	box/subtitle start slightly after the voice start (0.1 to 0.2 seconds late)	beginning to start slightly earlier.	(←) one or two times until the beginning of segment is accurate with the voice
EARLY SEGMENT (a.k.a. Early)	Segment box/subtitle start before the voice starts (0.3 seconds or more early)	Adjust the segments' beginning to start later.	Use ctrl and right arrow (→) couple of times until the beginning of segment is accurate with the voice
SLIGHTLY EARLY SEGMENT (a.k.a. Split-Early Segments)	Segment box/subtitle start before the voice starts (0.1 to 0.2 seconds early)	Adjust the segments' beginning to start slightly later. USUALLY ACCEPTABLE WITHOUT ALTERATIONS	ADJUST ACCORDINGLY TO AVOID BECOMING A LATE SEGMENT! Use ctrl and right arrow (→) 1 or 2 times until the beginning is accurate with the voice
ENDING TOO SHORT (a.k.a. Too Short)	The segment ends immediately after the voice ended or cut before the dialogue is complete	Adjust the segments' end to be longer and sufficient length	Use ctrl and up arrow (↑) several times until the end of segment is extended couple of centi-seconds after the voice ended.
ENDING TOO LONG (a.k.a. Too Long)	The segment ends long after the voice ended or the	Adjust the segments' end to be shorter but sufficient length	Use ctrl and down arrow (↓) couple of times until the end of

	subtitle remains on screen for a long time (longer than 2 or 3 counts) after the speaker finish speaking.		segment ends couple of centi-seconds after the voice ended.
SMALL GAPS BETWEEN SEGMENTS (a.k.a. Extend)	The pause or no-voice between two segments is less than 1 second	Adjust the segments' end to touch the beginning of the next segment, ensuring that next segment's beginning is still accurate with the voice	Use ctrl and up arrow (↑) couple of times to adjust previous segment to touch beginning of next segment. Ensure next segment's beginning is still accurate. If not, adjust next segment's beginning using ctrl and down arrow (↓) once or twice to adjust beginning to match the voice.
SEGMENT IS TOO SHORT	The dialogue by the same speaker is too choppy.	Combine Segments accordingly. This technique is based on personal experience and expertise.	Sometimes a dialogue is long by one speaker and you have included splits to allow the segments to be shorter. However, some segments are too short, they could be combined accordingly. For instance, if segment 1 and

			segment 2 needs to be combined, first delete segment 2, then extend the end of segment 1 using ctrl and up arrow (↑) several times until it touches the beginning of next segment, in this case, it would be the beginning of segment 3. Ensure segment 3's beginning is still accurate with the voice, if not, adjust using ctrl left or right arrow accordingly.
SEGMENT IS TOO LONG	A segment for a dialogue for the same speaker is too long (6 seconds or more)	Split the long segment accordingly by listening to voice breaks This technique is based on personal experience and expertise.	Sometimes a dialogue is way too long by the same speaker to be in one segment. Hence we need to look for voice pause or breaks when the speaker speaks, and use those breaks to our advantage to split the segment into 2 or sometimes 3 if necessary. When these breaks/pauses are heard, use spacebar to

			split the segment. Then adjust the end of previous segment using ctrl and up (↑) or down (↓) arrow until just before the next voice/sound is heard. Also ensure the next segment's beginning is accurate with the voice, if not adjust using ctrl and left (←) or right (→) arrow to match with the voice.
SEGMENTS ENDING BEFORE NO-VOICE	The segment's end is right before a long no-voice section. The no-voice is typically more than two seconds long.	Extend the end of the segment accordingly.	For segments before a long no voice, allow the end of the segment have sufficient length. Typically sufficient length would be 1.2 to 1.4 seconds more after the voice ended to make the cut. You would do this by ctrl and up arrow (↑) 12 to 14 times immediately after the voice ended for the segment before a long no-voice.
SEGMENTS BEGIN AFTER NO-VOICE	The segment begins after a no-voice section.	Adjust the beginning of the segment 0.1 to 0.2 seconds	The beta-segmenter has this problem where the subtitle box

		accordingly, before the voice is heard.	require time to fade in. Therefore, for every segment beginning immediately after a no-voice, cut 0.1 seconds early before the voice is heard so it would appear synchronized on screen. Use ctrl and left arrow (←) once to complete this mission. This is the only exception. For all other segments, cut accurately according to the voice heard.
MULTIPLE SPEAKERS	More than one speaker on the same segment	Split the segment so each speaker has their own segment ONLY EXCEPTION: When the segment is a short segment. The length of segment determines whether two speakers should be on the same segment or different segments.	If two speakers are speaking on the same segment, it's not good. Find the end of speaker 1's dialogue and cut there with spacebar. Adjust the end of segment one to touch beginning of segment 2's voice. Also ensure segment 2's beginning is accurate with the voice, if not adjust

			using left (←) or right (→) arrow so the segment's beginning is accurate with the voice. However, if the segment is too short, two speakers can go on the same segment (i.e. Speaker 1: Yes, Speaker 2: That's good.)
EMOTIONAL SOUNDS	Emotional sounds that are not actually words are in a segment.	Delete or adjust segment accordingly. EXCEPTION: Japanese emotional sounds are actually voiced segments that need to have a segment cut for them.	If single emotional sounds like cries, Aigoo, Aish etc... are given a segment of its own, DELETE THEM. If a speaker makes an emotional sound before they speak (i.e. Aigoo... I'm pregnant!), cut right at the emotional sound and end after the voice/dialogue ended, with sufficient length for the segment's end.

BACKGROUND NOISE	A segment for background noise	Delete the segment	We do not need to segment background noise.
BACKGROUND MUSIC	Segments for music or song	Music segments are unnecessary. Typically could be deleted.	Depending on situation. Some channel managers like a song to be segmented so lyrics could be inputted. For Seg101, you do not need to segment songs in general for Raw/Voiced Videos. For Chinese or Taiwanese hardsubbed videos, if the lyrics are shown on-screen, you could choose to segment it or not. It's your own preference.

TITLES, HARDSUBBED LYRICS, TELEPHONE SCREENS, SIGNS ETC...	Segment for titles, hardsubbed lyrics, screens or signs with words, text-messages, written letters etc...	Insert a segment accordingly.	Insert a segment according to the rise and fall of hardsubs OR appearance and disappearance of screens/signs/text-mes sages/letters
HARDSUBBED VIDEOS	Segments for hard-subbed videos	Insert segments mainly following the hardsub, use the voice only as a cross-reference in order to be accurate.	For hardsubbed videos, segment according to the rise/appearance AND fall/disappearance of hardsubs. Cut accurately following hand-eye coordination and depend less on your ears. If some hardsubs flies by quickly and it's said by the same speaker, you could try and combine certain segments, as taught previously under how to combine segment. Here is a link to teach you how to segment Hardsub videos well. http://legacy.viki.com/ channels/723/posts/21 071-seg-101-hardsubb ed-manual

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