

TRANSCRIPTION GLOSSARY

AS BROADCAST Click here to see formats.	A specific format that usually deals with completed television shows. They are more detailed than regular transcription and usually less detailed than combined continuity.
ASCII	American Standard Code for Information Exchange. It represents characters in a binary format.
BETA AND BETAMAX	Half-inch videotape format developed by Sony to compete against VHS.
BREAK APART TEXT	Breaking the program's text into one or two line captions.
BUG	The graphic in the corner of the screen which is the network's trademark. And annoying as hell we might add.
BUMPER	A very short segment that the show is going to or coming back from a commercial break.
CAP FILE	File format widely used for encoding. Also known as a "Vitac" file. Many captioning companies use these extensions but it doesn't mean they are compatible, so find out which version.
CAPTION EDITOR or CAPTION WRITER	An individual who takes the transcript and turns it into captions.
CG	Character generator. Creates the word graphics onscreen.
CGI	Computer Generated Image
CLIENT APPROVAL TAPE	An open-captioned tape created to get a client's approval before encoding.
CLOSED CAPTIONED MASTER	Encoded master tape that is returned to clients along with master.
CLOSED CAPTIONING	Captions that appear on the screen can be turned on or off by the viewer.
CONTINUITY or COMBINED CONTINUITY Click here to see formats.	Continuity usually refers to the transcription of a completed film. It is very detailed and often involves some or all of the following descriptions: Feet and frames, scene description, dialogue, music cues, timecode, titles, sound effects, etc...
CRR	Certified Realtime Reporter. An

	individual, most commonly a court-reporter, who can type as fast as people speak.
DAT	Digital audio tape. Now an older, outdated format.
DECODER	A machine that displays closed captions embedded in the VBI.
DELIVERY REQUIREMENTS	Basic expectations of producers when completing their productions. Usually, part of those requirements include transcription and captioning and are generally mandatory, especially overseas.
DIGIBETA	A superior version of Beta. Purely digital.
DONUT	A space on the tape that will eventually be filled by commercials. They are normally black video with no audio.
DROP FRAME/NON-DROP FRAME	Video runs at virtually 30 frames per-second. In television though, the frames run at 29.97 frames per-second and this creates an imbalance. Because of the .03 difference, at the end of a 60-minute show, there is an error and excess of 108 frames or 3.5 seconds. To eliminate the frames and properly compensate, an editor drops 2 frames each minute
DUB	Making an exact copy of an existing video. Also called "Burning a disc" and "cloning".
EIA-608	Electronic Industries Association. The body of broadcasters and captioning companies that set the standards for the industry.
ENCODING	The process of embedding captions in Line 21 in the VBI.
LOAD TIME	The time it takes a pop-on caption to form.
MASTER	The original tape that the footage is shot on.
MOBILE DICTATION Click here for more.	Using your phone or cell phone to call in as a remote dictation device.
MOVE TO CUTS	Moving captions to come onscreen exactly at the right time.
MP3	Digital format.
NON-LINEAR	Media or video stored on something other than tape, such as digital. Allows the editor to make cuts non-consecutively and can insert a cut or shot anywhere along the timeline.
OFFLINE CAPTIONING	Captioning footage that is pre-recorded.
OPEN CAPTIONING	Captions that are permanently burned into the footage and cannot be turned

	off.
POP ON	The preferred and more expensive style of captioning that pops on and off the screen.
PICTURE TRANSCRIPTS Click here for examples.	Transcripts that include video thumbnails or screenshots that provide a visual reference to your material.
PODCAST	Video broadcast to an IPOD.
REALTIME CAPTIONING	Captioning that is done live. You see this most often with news and sports programming.
ROLL UP	A style of captioning that "rolls up" by scrolling upward as opposed to "pop up". It is a more intrusive style of captioning yet cheaper.
SECTION 508	1998 FCC law that requires information to be available via broadcast to those with special needs.
SMPTE	Society of Motion Picture Television Engineers.
SUBTITLING	Subtitling is closed-captioning but just in a foreign language. Translators have to watch a film and voice it over in their native tongues.
SVHS	½ tape format that is superior in quality to standard VHS.
TAT	Turnaround Time.
TIME CODE Click here to see example.	Time code is a running clock superimposed over footage so that editors can find certain sound bytes quickly.
TRANSCRIPTION	A written record of material that is shot.
UNIQUE COVER PAGE Click here for example.	TTS'S cover page on all transcripts that is quite different from its competitors.
VERTICAL BLANKING INTERVAL (VBI)	The very top of the video signal which is unseen to the viewer. Embedded within this signal on line 21 is the captioning information and contain other data as well.
VIDEO DESCRIPTION	This is a technology that aids the blind or those with extremely poor vision and helps them hear what they cannot see.
WEBCAST	
WINDOW BURN	Window burn is a phrase that usually describes a time code window superimposed in a VHS copy of footage. It is a running clock. See: Time Code.
WRAP	A segment that introduces and characterizes a program or show. It appears at the front and back of every broadcast.

