Soundtoscript
TRANSCRIPTION

SAMPLE DELIVERABLE
STS-SAMPLE-CAPTIONS-FULL

CAPTIONS & MEDIA SAMPLE · CUE SHEET

Course Module 3 Caption Cue Sheet

Video deliverable · SRT and VTT sidecars · single narrator

PREPARED FOR
Online learning team
Course production · fictional

RECORD
Scripted illustration
Approx. five minutes of video

VIDEO
MODULE 3 OF 8
Scheduled refresh · 16:9

WHO ORDERS THIS

Course creators, marketing teams, broadcasters, educators and anyone publishing video who needs accurate, accessible captions.

FILES DELIVERED

SRT · VTT · PDF cue sheet

FORMATTING APPLIED

- Cue timing to a thousandth of a second
- Two lines at most, 42 characters per line
- Reading speed kept within the stated limit
- Sound cues in square brackets

NOTATION KEY

In → Out	When the caption appears and disappears
[music]	Non-speech sound that matters to meaning
[keyboard clicking]	Sound effect
[notification chime]	Sound effect on screen

Fictional sample

This is a fictional sample created to show the Soundtoscript caption deliverable. The course, narrator and script are invented. No real video is depicted.

CAPTION SPECIFICATION

VIDEO	Course module 3: schedule a report refresh
FORMAT	Captions as SRT and WebVTT sidecar files
LANGUAGE	English (open captions not burned in)
SPEAKERS	One narrator; no speaker labels needed
LINE LENGTH	42 characters per line, two lines maximum
READING SPEED	Up to 17 characters per second
TIMING	Minimum duration 1.0 second per spoken cue; 0.12 second gap between cues

FILES

FILE	USE
module-3.srt	Upload to most video platforms and editors
module-3.vtt	Web players and the HTML5 track element
module-3-cue-sheet.pdf	Human-readable review copy of every cue (this document)

CHECKS RUN

CHECK	RESULT
Cues	84
Duration	4:31
Max characters per line	42 (limit 42)
Max lines per cue	2
Reading speed (max)	15.0 characters per second (limit 17)
Reading speed (average)	14.6 characters per second
Shortest cue	1.20 s (minimum 1.0 s for speech)

CUE SHEET

#	IN → OUT	CAPTION TEXT
1	00:00:00,000 → 00:00:02,000	[music]
2	00:00:02,200 → 00:00:04,733	Last module we set up the data source.
3	00:00:05,103 → 00:00:08,637	This time we are going to make it refresh on its own,
4	00:00:08,757 → 00:00:11,690	so you never have to click the button again.
5	00:00:12,060 → 00:00:13,560	[keyboard clicking]
6	00:00:13,760 → 00:00:16,293	Let's start on the dashboard we built.
7	00:00:16,663 → 00:00:19,997	At the top right, you will see a small clock icon.
8	00:00:20,367 → 00:00:21,567	Click it.
9	00:00:21,937 → 00:00:25,070	A panel opens with the title, Refresh schedule.
10	00:00:25,440 → 00:00:28,173	By default, the schedule is switched off.
11	00:00:28,543 → 00:00:32,477	That is why the numbers on this page are from last Tuesday.
12	00:00:32,847 → 00:00:34,047	Let's turn it on.
13	00:00:34,417 → 00:00:38,350	Click the toggle, and notice that three new options appear.
14	00:00:38,720 → 00:00:40,253	The first is frequency.
15	00:00:40,623 → 00:00:43,290	You can choose hourly, daily, or weekly.
16	00:00:43,660 → 00:00:45,927	For most reports, daily is plenty.
17	00:00:46,297 → 00:00:51,630	If your data only changes overnight, there is no point refreshing it every hour.
18	00:00:52,000 → 00:00:53,200	I'll choose daily.
19	00:00:53,570 → 00:00:55,570	The second option is the time.
20	00:00:55,940 → 00:00:58,873	Pick a time when nobody is using the report,
21	00:00:58,993 → 00:01:01,327	and when your source data is ready.

#	IN → OUT	CAPTION TEXT
22	00:01:01,697 → 00:01:05,230	Our sales system finishes its overnight export at two
23	00:01:05,350 → 00:01:08,817	in the morning, so I will set the refresh for three.
24	00:01:09,187 → 00:01:11,453	The third option is the time zone.
25	00:01:11,823 → 00:01:14,290	This one catches a lot of people out.
26	00:01:14,660 → 00:01:16,727	If you leave it on the default,
27	00:01:16,847 → 00:01:20,180	the refresh runs on the server's clock, not yours.
28	00:01:20,550 → 00:01:25,283	So make sure it says Africa slash Nairobi, or wherever you are working.
29	00:01:25,653 → 00:01:27,153	[pause]
30	00:01:27,353 → 00:01:28,553	Now click Save.
31	00:01:28,923 → 00:01:32,457	A green message confirms that the schedule is active.
32	00:01:32,827 → 00:01:36,893	Underneath, you will see the next run, tomorrow at three a.m.
33	00:01:37,263 → 00:01:41,597	Before we test it, there is one more setting worth knowing about.
34	00:01:41,967 → 00:01:43,167	Click Advanced.
35	00:01:43,537 → 00:01:48,470	Here you can choose which tables refresh, and which ones stay as they are.
36	00:01:48,840 → 00:01:50,440	Why would you want that?
37	00:01:50,810 → 00:01:53,410	Some tables are huge and rarely change,
38	00:01:53,530 → 00:01:56,663	like your list of products from five years ago.
39	00:01:57,033 → 00:01:59,700	Refreshing them every night wastes time,
40	00:01:59,820 → 00:02:03,353	and it can slow down the tables that actually matter.
41	00:02:03,723 → 00:02:06,390	So untick anything that does not change,
42	00:02:06,510 → 00:02:09,843	and leave the sales and orders tables switched on.
43	00:02:10,213 → 00:02:12,147	There is also a retry option.
44	00:02:12,517 → 00:02:17,517	If the first attempt fails, the system can try again after fifteen minutes.

#	IN → OUT	CAPTION TEXT
45	00:02:17,887 → 00:02:20,420	I recommend setting it to two retries.
46	00:02:20,790 → 00:02:25,123	Most failures are temporary, like a network hiccup at the source.
47	00:02:25,493 → 00:02:28,027	Let's also talk about daylight saving.
48	00:02:28,397 → 00:02:33,063	Kenya does not change its clocks, but if your colleagues are in Europe
49	00:02:33,183 → 00:02:37,383	or the United States, their local time will shift twice a year.
50	00:02:37,753 → 00:02:40,153	The schedule does not shift with it.
51	00:02:40,523 → 00:02:43,723	It stays on the clock you chose, so a three a.m.
52	00:02:44,093 → 00:02:47,160	refresh may land at a different hour for them.
53	00:02:47,530 → 00:02:51,463	That is another reason to pick a time with a lot of margin.
54	00:02:51,833 → 00:02:54,967	Click Save again to keep the advanced settings.
55	00:02:55,337 → 00:02:56,537	One last tip.
56	00:02:56,907 → 00:03:01,307	Name your schedule something meaningful, like Daily sales refresh,
57	00:03:01,427 → 00:03:05,827	so your colleagues know what it does when they see it in the list.
58	00:03:06,197 → 00:03:11,397	They will thank you, especially the person who inherits this report next year.
59	00:03:11,767 → 00:03:15,233	Before we move on, let's test it, because a schedule
60	00:03:15,353 → 00:03:17,687	you have not tested is just a hope.
61	00:03:18,057 → 00:03:19,257	Click Run now.
62	00:03:19,627 → 00:03:21,160	A progress bar appears.
63	00:03:21,530 → 00:03:27,130	This usually takes less than a minute, but with large data sets it can take several.
64	00:03:27,500 → 00:03:29,000	[notification chime]
65	00:03:29,200 → 00:03:30,400	There it is.
66	00:03:30,770 → 00:03:35,103	The status says Succeeded, and the last updated time has changed.
67	00:03:35,473 → 00:03:36,673	What if it fails?

#	IN → OUT	CAPTION TEXT
68	00:03:37,043 → 00:03:39,377	Scroll down to the refresh history.
69	00:03:39,747 → 00:03:43,213	Each run has a status, a start time, and a duration.
70	00:03:43,583 → 00:03:45,650	If a run failed, click the row.
71	00:03:46,020 → 00:03:50,287	The most common error is an expired password on the data source.
72	00:03:50,657 → 00:03:54,123	If you see that, go back to the connection settings,
73	00:03:54,243 → 00:03:56,977	enter the new password, and run it again.
74	00:03:57,347 → 00:03:59,747	You can also switch on email alerts,
75	00:03:59,867 → 00:04:03,733	so that you hear about a failure before your manager does.
76	00:04:04,103 → 00:04:07,837	Click Notifications, tick the box, and add your address.
77	00:04:08,207 → 00:04:09,407	Let's recap.
78	00:04:09,777 → 00:04:11,310	Open the refresh panel,
79	00:04:11,430 → 00:04:15,030	switch the schedule on, choose a frequency and a time,
80	00:04:15,150 → 00:04:18,417	check the time zone, save, and test with Run now.
81	00:04:18,787 → 00:04:22,653	In the next module, we will look at sharing the dashboard,
82	00:04:22,773 → 00:04:25,773	and how to control who can see which numbers.
83	00:04:26,143 → 00:04:29,343	Thanks for watching, and see you in module four.
84	00:04:29,713 → 00:04:31,713	[music]

SIDECAR FILE EXCERPTS

SRT (first four cues)

```
1
00:00:00,000 --> 00:00:02,000
[music]

2
00:00:02,200 --> 00:00:04,733
Last module we set up the data source.

3
00:00:05,103 --> 00:00:08,637
This time we are going to make it refresh
on its own,

4
00:00:08,757 --> 00:00:11,690
so you never have to click the button
again.
```

WEBVTT (first four cues)

```
WEBVTT

00:00:00.000 --> 00:00:02.000
[music]

00:00:02.200 --> 00:00:04.733
Last module we set up the data source.

00:00:05.103 --> 00:00:08.637
This time we are going to make it refresh
on its own,

00:00:08.757 --> 00:00:11.690
so you never have to click the button
again.
```

Both files carry the same cues and timings. Only the timestamp punctuation and header differ.