



CaptionMaker Demo Instructions

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Here is a short tutorial to work with the CaptionMaker Demo software. This document covers how to import text and video and prepare a caption file with time codes. For a complete tutorial on how to format and timestamp a caption file, you may check the document:

<http://www.cpcweb.com/TechSupport/CapMaker/Manual-Tutorial.pdf>

Video Tutorials

Getting Started with CaptionMaker

- [Importing Text](#) (1:16)
- [Importing Video](#) (0:48)
- [Formatting Text Basic Tools](#) (2:27)
- [Formatting Text Advanced Tools](#) (1:31)
- [Synchronizing Captions \(Timing\)](#) (3:17)
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DV, DVCAM, DVCPRO Workflows

- Capturing via Firewire from CaptionMaker
- [Using the Sony DA Converter](#) (7:15)
- [Exporting Caption Encoded DV video](#) (1:56)

DVD-Video Captioning and Subtitling

- [Exporting DVD Captions *.SCC file](#) (1:01)
- [Exporting DVD-Video Compatible Subtitles](#) (0:59)
- [DVD Studio Pro subtitle export guidelines](#) (2:31)
- [Adobe Encore Importing Captions](#) (2:50)

SD Captioning for NLE systems (CPC 700 NLE)

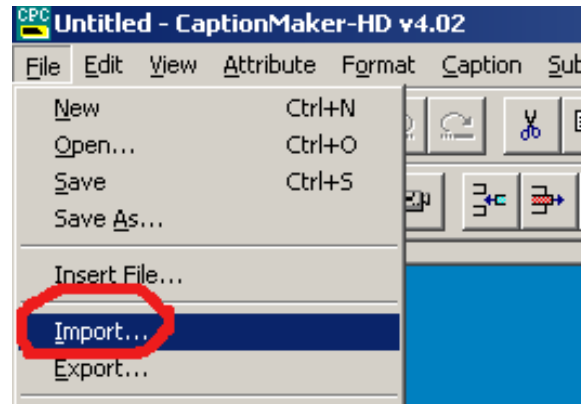
- [Exporting Line 21 Video for NLE](#) (3:11)

Text Importing

Once the video has been transcribed, save the text to any word document program, ie: Word, WordPad, etc. Then follow these steps:

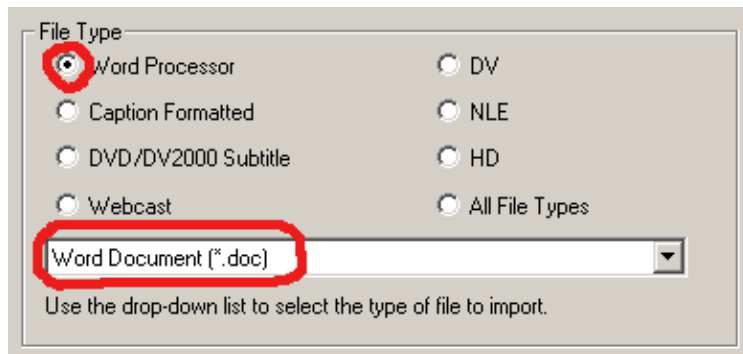
Step 1:

Click on “File” on the top menu bar, then select “Import.”



Step 2:

Under “File Type” select “Word Processor,” then select what type of word document it is.



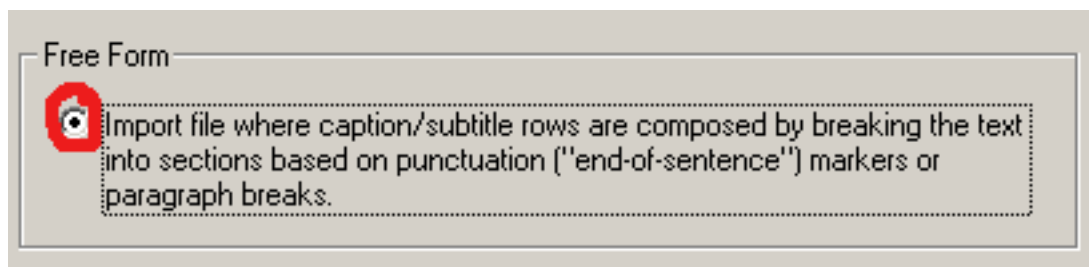
Step 3:

Below that click “Browse” and select your caption text file.

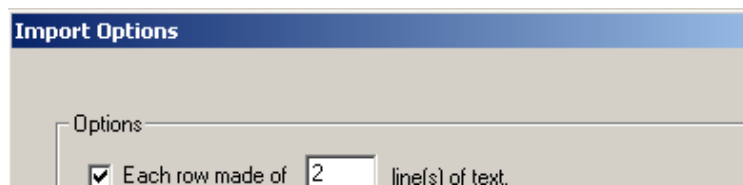


Step 4:

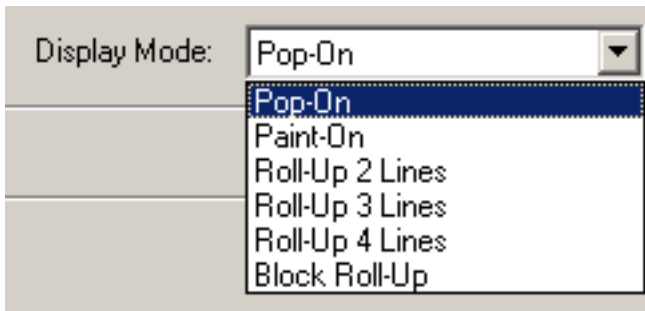
Click “Next” and make sure that the “Free Form” option is selected.



Step 5:



Click “Next” again and select the options that you want. We recommend these settings for most captioning projects. The maximum number of characters for each line should be between 26 to 32 characters.



Step 6:

Select display mode for text. Pop-On, Paint-on, Roll-up, etc.

Then click “Finish.”

Video Importing

In order to bring in video follow these steps:

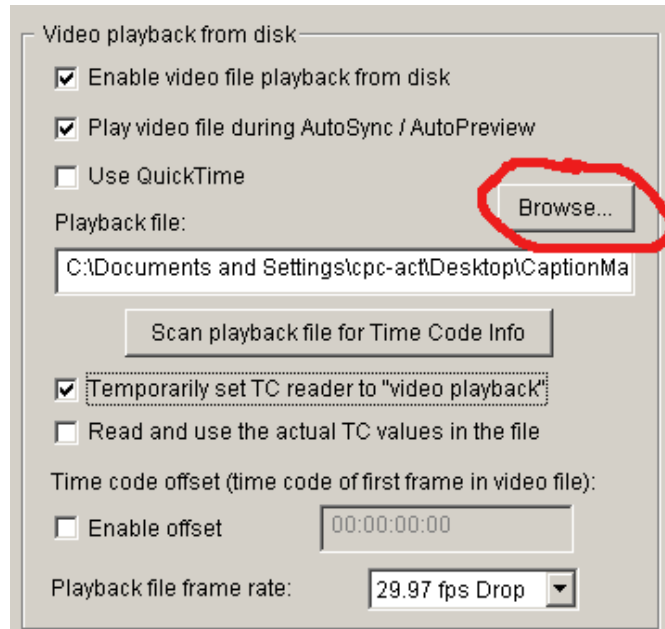
Step 1:



Click on the Video Camera Icon.

Step 2:

Make sure that the following selections are checked:
Use Quicktime (only if it is a quicktime file)



Step 3.

Click "Browse" and locate the video file that you want to import.

Step 4:

Click "Close."

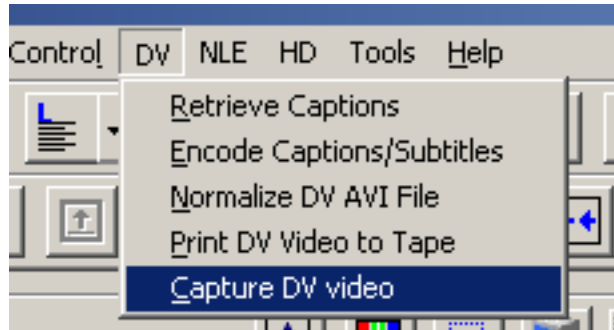
Your video will now appear in your preview window.

Video Capturing

If you do not have a digital video of your project and want to capture video from tape or other sources through firewire into CaptionMaker then follow these steps:

Step 1:

Select “DV” from the top menu.

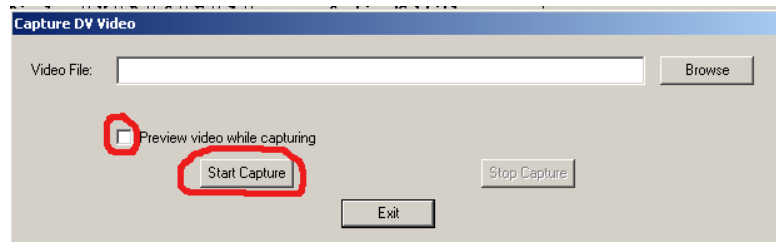


Step 2:

Select “Capture DV Video”

Step 3:

Where it says “Video File” write the name of your captured video and browse to select where you want to save it.



Step 4:

Check the “Preview Video While Capturing.” Box.

Step 5:

Click “Start Capture”

Step 6:

Once Capturing is complete close preview box.

Step 7: Now you bring in the video by following the steps for video importing.

Formatting Text

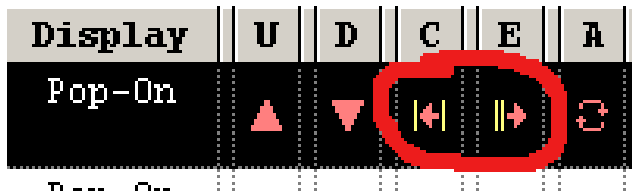
Step 1:

The push and pull arrows allow you to pull text up from the caption below or to push text down to the next caption line.



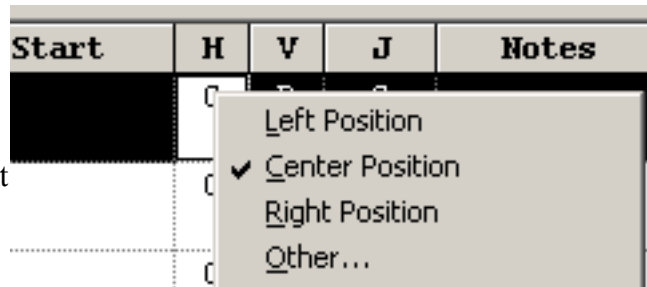
Step 2:

The expand and contract option allows you adjust the amount of lines that your caption will be on ranging from 1-4 lines. One line will expand the caption and four lines will make it more narrow.



Step 3:

To change the *horizontal* positioning of the text you can right click on *horizontal* justification column and select where you want it.



Step 4:

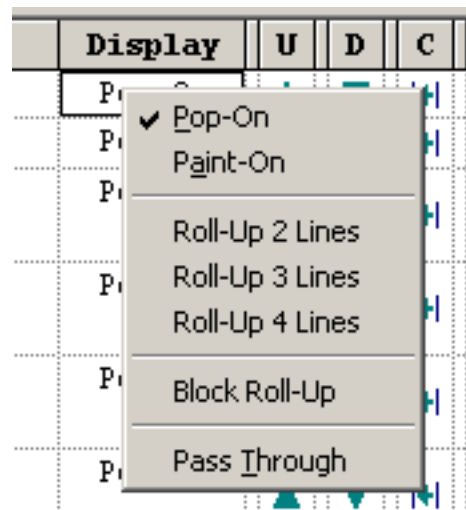
To change the *vertical* positioning of the text, right click on the *vertical* justification option, just as you did in step 3 and select where you want it.

Step 5:

To change the *justification* of the text within the caption area, right click on the *justification* option and select where you want it.

Step 6:

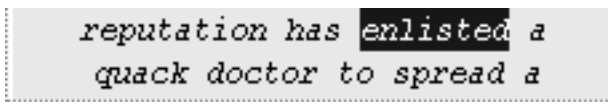
In order to change the caption display option, right click the display box and select the display option you would like for that individual caption.





To change all of the captions to a different display, select the display column and then right click and select the caption display you want.

Step 7:

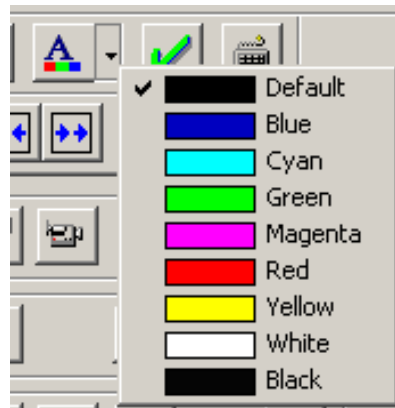


To change the text you need to highlight the text that you want to change



and then select the underline, italicize or blink option.

If you desire to change the color of the text highlight the text to be changed and select from the color options.



Synchronizing Timecode

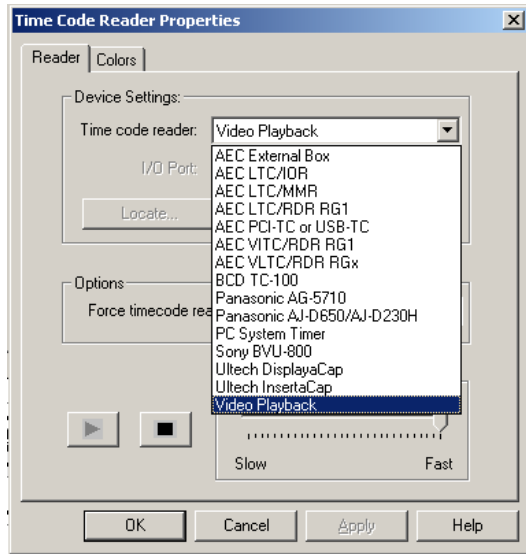
Step 1:

Make sure that the “Mark Timecode On” icon is selected.



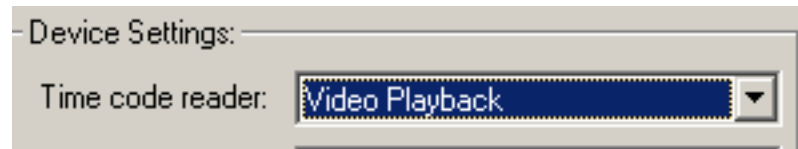
Step 2:

If you are using an external timecode reader, then select the “Timecode Properties” icon,



then select the type of timecode reader that you are using.

If you are using our software as the timecode reader, then make sure that “Video Playback” is selected. Click “Apply” and then “Okay.”



Step 3:

Now that the settings are set correctly, we are ready to start the time stamping process. Make sure that the video is at the beginning, by selecting the scrubber and dragging it to the left.



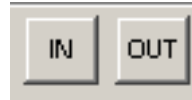
Step 4:

Select the first caption box, then hit “Play” on the vtr controls.



Step 5:

Hit the “+” on your keyboard to set the timecode in or select the “IN” icon.



Make sure that you are selecting your in-point for the exact time that you want the text to appear.

Step 6:

Everytime you hit the “+” key on your keypad you will notice the timecode appearing under “Start” and you will automatically move down to the next caption.

Step 7:

#	Start
1	00:00:09:07
2	00:00:12:19
3	00:00:15:17

If you need to change the timecode that you had set, simply click on text of where your mistake, hit play and continue with the timestamping. You may also put in the timecode manually.

Checking Your Timecode

Step 1:



After time stamping all of your captions you can preview what they are going to look like by clicking the “AutoPreviewSync” icon.

The preview will begin with whatever caption we have selected.

Step 2:

If you want to change the timecode for exporting to tape so it would start at 01:00:00:00, instead of 00:00:00:00, then you would select the line where you want to ripple the timecode and right click on it.

Start	WPM	H	V
00:00:09.07	0	C	B
00:00:12			
00:00:15			

Ripple...

Reading Speed...

Fill-In Time Code...

Step 3:

Select “Ripple” and then change the timecode to reflect the 1 hour mark. Click okay.

Now you will notice that all of the caption timecodes are rippled to the 1 hour mark.

Ripple Time Code x

Starting row #: Ending row #:

New starting time code for selected range:

Number of frames to add to all time codes:
(To subtract frames, enter a negative number)