



How to Use MovieCaptioner

Please take a few minutes to familiarize yourself with these instructions before starting to work with MovieCaptioner. In addition to these instructions, there are helpful videos on the website at

<http://www.synchrmedia.com/tutorials.html> that will help you with creating captions, editing your captions, and outputting your captions and transcripts. The link is also available under the Help menu.

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Mac and Windows Version Differences

Although this is the first version of MovieCaptioner for Windows, it has many of the same features as MovieCaptioner for Mac. There are some basic differences, however.

- You must use either MPEG-4 and QuickTime movies on this Windows version. You can download a free video converter called Prism from <http://www.nchsoftware.com/prism/index.html> that will allow you to convert your WMV movie to either a “.mov” or “.mp4” file.
- Flash (FLV) files cannot be loaded as there is not a Perian plugin for Windows like there is for the Mac.
- SCC captions cannot be embedded into a movie on Windows, since Apple has not created a Windows version of the ClosedCaptionImporter plugin for QuickTime. Note that as of Adobe Premiere CS5.5, SCC captions can be imported and viewed over your movie.
- At this time, QuickTime Pro 7 is still required for the Mac, but not required for Windows.

Requirements (somewhat dependent upon the type of files you create)

- Windows XP, Windows 7, or newer
- QuickTime Player 7 or newer
- QuickTime Pro still recommended, but not necessary

Known Issues and Best Practices

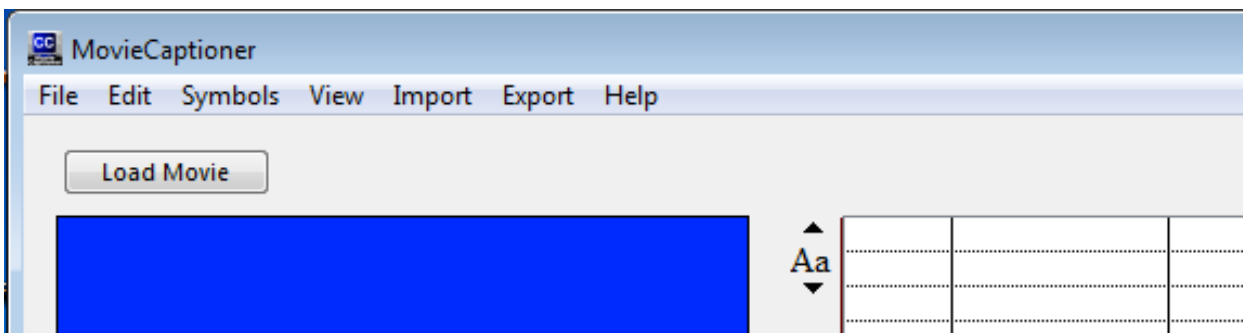
- You must use either MPEG-4 and QuickTime movies. If you need to create SAMI captions or WMP Text files, resave your WMV movie as a QT movie using the same name. As long as the video is identical in duration it will make no difference. You will only use the QT movie to create the captions and timing. Your final product will use your WMV movie. You can download a free video converter called **Prism** from <http://www.nchsoftware.com/prism/index.html> that will allow you to convert your WMV movie to either a “.mov” or “.mp4” file.
- MovieCaptioner works best if both the project file and the movie you are using are both stored on your computer’s main hard drive instead of an external hard drive or mounted volume. This will ensure that it can find the movie’s directory easily to write the files it needs for some exports.

- MovieCaptioner should be kept in its own folder and that folder should be installed in the main hard drive's My Applications or Program Files folder
- Having the wrong Import Encoding setting in the Preferences window could cause MovieCaptioner to crash on import of a caption file. In most cases, using UTF-8 is the best choice.
- It is also best to not use movies with a frame rate of higher than 30 frames per second as they can bog down MovieCaptioner and cause it to stutter at some point. If necessary, you may substitute the higher frame rate version of the movie after you are done creating captions by going to the File menu and selecting Load Movie. Most of the time, though, this will be unnecessary.
- MovieCaptioner will Undo/Redo on a caption by caption basis. You may also revert to the version that you originally opened during that session. A Temp folder will be created in your \user\AppData\Roaming\MovieCaptioner (Windows 7) or \user\Application Data\MovieCaptioner (Windows XP) folder for this purpose. All temp files will be deleted after you close your project. They will, however, be copied to the Backup folder under today's date. These files are easily accessible from the MovieCaptioner File menu.
- Special accented characters and symbols from the Symbols menu may not show up properly when you hit the Preview button. Instead, go to the Export menu and choose Embedded QuickTime (Unicode) or try changing your export preferences, depending upon the language your text is in. This is a limitation of QuickTime and not a result of any problem with MovieCaptioner.
- If you create the QT SMIL format, you may find that when you play the QT .smi file, the audio may be garbled in the QT Player. This is a known bug in QT for Windows. It has been reported quite some time ago, but has never been fixed. There is a work-around, but must be done each time you open QT SMIL movies. To get it to sound right, go to the Window menu in the QT Player and select Show A/V Controls. Once that window opens, you can fix the sound by temporarily bumping the Jog Shuttle control (either way), then returning it to its normal state. It will magically fix the sound for some reason. I discovered this by accident.
- SMIL-captioned movies may not display the text if the viewer's computer is set to a different language than what the SMIL captions are set to. So, if you are creating SMIL captions, set the language to what the target audience's computer language will be set to. This can be done in the Preferences window. You may need to create and link to different SMIL files to accommodate your audience's languages.
- Using the option to change the timecode start time to 01: hours should not be used with embedded QuickTime. It should also only be used after setting all

captions. If you are exporting SCC for Final Cut Pro, then leave the start time at 00: hours even if your movie starts at 01: hours.

- The Undo option will not become disabled once the last undo has been used. It will instead change to “Cannot Undo”.
- Some imported SCC files may not be synchronized properly once they are exported. This is due to differences in the way some software such as Final Cut Pro, QuickTime, and Compressor, for example handle the timing. If the file was made specifically for one of these, it may need a bit of nudging. Use the Shift All Start Times under the Edit menu if necessary to adjust how many seconds sooner or later the captions should begin.

Getting Started



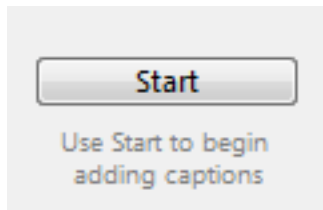
Start by clicking on the Load Movie button. Browse your computer to find your movie. After loading your movie, you will be prompted to save your caption project. This is so that the automatic save feature can work properly and you won't need to remember to save your work. This could save you a lot of rework. Each time you enter a caption and either hit the **Enter** key or the **Save Caption** button, MovieCaptioner will automatically save your project. It will also save after editing a caption, or if you remove a caption using the Remove Caption button. Just make sure that when you save it initially you retain the ".mcp" extension on the project file. That way you can double-click it to launch your project.

Please note that MovieCaptioner may make your movie aspect ratio look a bit off because it squashes it into a 320x240 player window. This is to maximize the caption interface space. This will not affect your movie at all. It will keep the same aspect ratio in the final version. In fact, MovieCaptioner will never change your original movie, unless you embed captions and save the changes in QuickTime Pro.

After the movie is loaded and you've saved your project, the text area will then become active for editing. You will not be able to add text until a movie is loaded.

Click the Start button to start adding captions. **Do not use the movie's play button!** The movie's play button is there mostly to review the movie or if you need to skip over longer segments of the movie than the Repeat Interval allows.

The Start/Stop Button

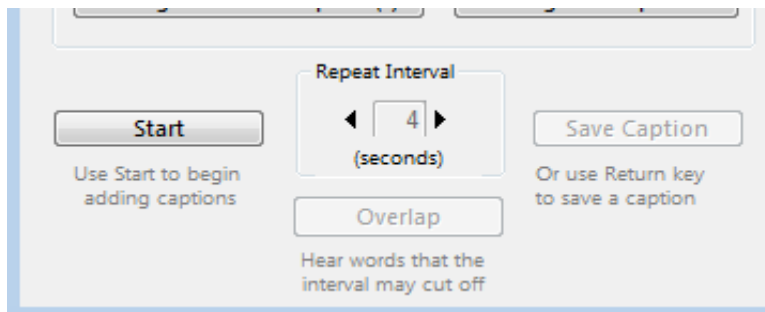


After you click the **Start** button, the first 4 seconds (or whatever you have set in the Repeat Interval control) will begin repeating over and over until you type in what is being said and either hit the **Enter** key (preferred method) or click the **Save Caption** button. It will then go to the next four seconds (or whatever it's set to) and begin repeating that snippet. If your movie will start out without a caption in the beginning, or at any point in the movie where nothing is being spoken, you can hit the **Enter** key or click the **Save Caption** button to save a blank text field for that section. Setting a blank caption is also a good idea if there is an extended period of time when no words are spoken. That way the previous caption will not stay on too long.

If you find the repetition annoying, you can also start and stop the movie while adding captions by using the key combination **CTRL+Spacebar**. It will keep repeating while the Start button is on, but when Stop is clicked, **CTRL+Spacebar** will allow the movie to play through without looping. This might work similar to using a foot pedal for transcription.

Controlling the Repeat Interval

The **Repeat Interval** controls how long the loop sequence will be. It can be adjusted by clicking the arrows next to it to increment the interval or hitting the **Control+Left** or **Right** arrows.



If you see that your caption is running to three lines, reduce the **Repeat Interval** and retype the caption. Try to keep your captions to two lines at most for best readability.

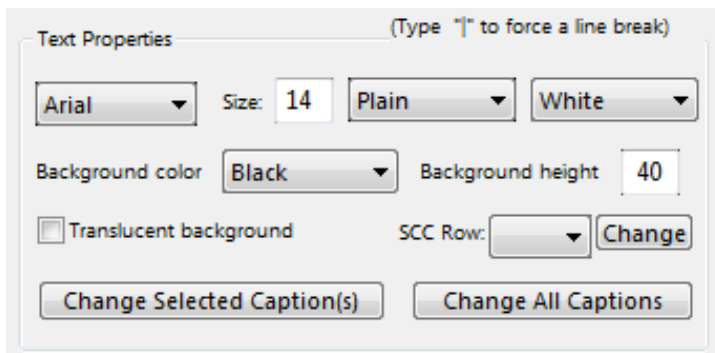
To skip larger parts of the, use the movie's **Play** button or drag to where you want the next caption to begin before clicking the Start button. A cue point will be set wherever you put the playhead.

Overlap Button

Sometimes a word can get cut off in the middle or not be heard at all when the movie is looping. If you're not sure you're hearing everything, you can click the **Overlap** button and it will add a second to the beginning of the interval loop. This should be enough to pick up any words that are getting cut off. You can deselect it by clicking it again when it says "Normal". It is not intended to be on all the time, but only when you need it. So it will automatically turn itself off once you save a caption. It will not affect the starting point of where the caption is to begin, but will merely let you hear a little more of the audio for clarity.

Background and Text

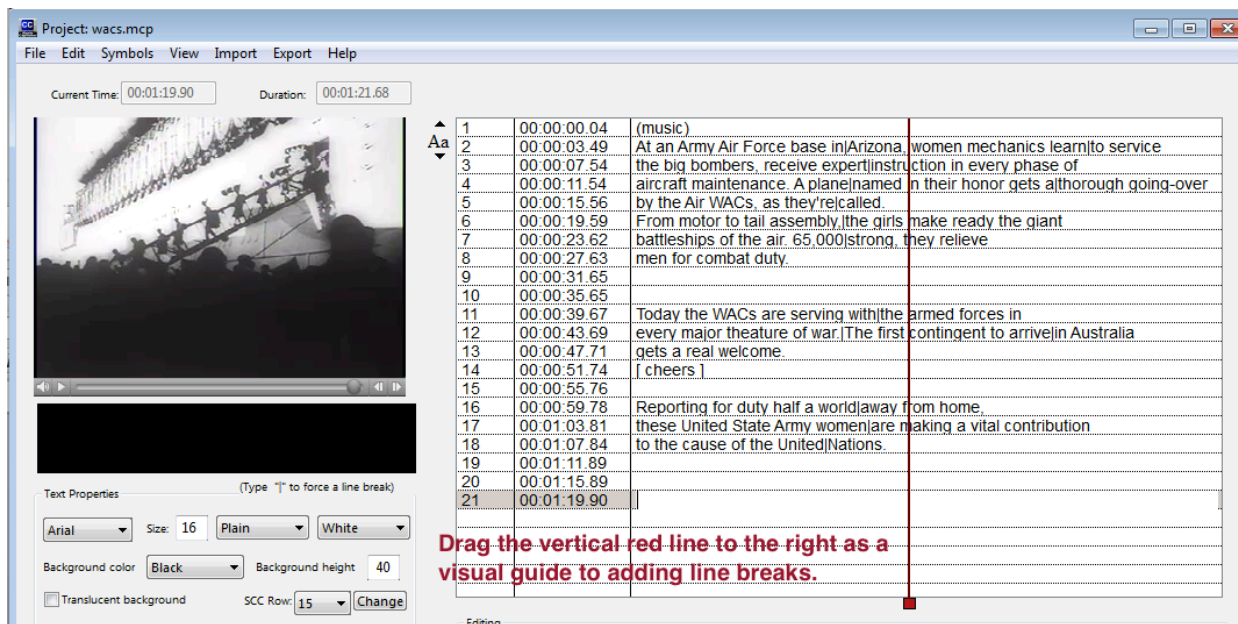
Although the default text size and font is a good start, you may use whichever size, font, and color you wish for each caption. You can only choose the **Background color** and text **Background height** once, since the same background will be used throughout the caption track. You can reset the **Background color, Background height** as many times as you want to get it looking the way you want, however. Checking the **Translucent background** button will put the text in the lower portion of the movie (not below it) with the text being laid over a translucent box. Note that the **Background color** pulldown menu is deactivated while in this mode, and that the **Translucent background** will not work in **Preview** mode, only in Embedded QuickTime exports. The **Change All Captions** button makes it much easier to experiment with how you want it to look. If you only want to change one or a few selected captions, use the **Change Selected Caption(s)** button instead of the **Change All Captions** button. SCC captions cannot have font properties applied to them.



Note that the text properties of captions that have already been set will not change unless you click either the Change Selected Caption(s) button or the Change All Captions button! All new captions will automatically take on the

settings you have set in the Text Properties.

Typing a pipe "|" character will force a line break in your caption for better readability. This also works when editing in the caption list. Although the pipe character will show in MovieCaptioner, it will not be displayed in your final export. It is used only as a marker for line breaks. Drag the vertical red line to the right to use as a visual guide as to where to put line breaks. See image below:



Another easy way to add line breaks is to go to the Edit menu and select **Add Line Breaks Automatically**. You will be able to tell it how many characters wide each line of a caption should be. It will try to break the lines where there are spaces between words. If you are not happy with where they are breaking, you can just do it again. It will automatically remove all line breaks before doing it again. You can also remove all line breaks by selecting **Delete All Line Breaks** "|" in **Caption List** from the **Edit** menu.

Saving Captions

After you set your text in the text area, just hit the **Enter** key or click the **Save Caption** button to save the caption (**Enter** key is much faster). The caption will appear in the caption list on the right and the movie will advance to the next few seconds. Repeat this process throughout your movie. You can save a blank text area if you want the previous caption to disappear after it is read. Otherwise, the caption will be displayed in your movie until a new one is triggered. To set a blank caption at the end of your project to make the last caption disappear the

desired time, just hit the Save Caption button while there is no text in the text area where you normally type new captions. Once it adds a blank caption to the end, just change the timecode to suit your needs as compared to the caption before it. Make sure you don't go past the movie's Duration (displayed just above the top right corner of the movie).

It is generally acceptable to change captions in mid sentence, so don't worry about trying to have complete sentences for each caption. You can to some extent control the look of your captions by typing a "|" character that will force a line break to even out your captions. The edit field where you type your captions is not always an accurate representation of what you will see on your final captioned movies. Preview your movies by clicking the **Preview** button to have a good idea of what your final captions will look like.

Note that each time you set a caption, MovieCaptioner automatically saves your project. There is no need to save while you're working. It will also save after each edit that you make to your captions.

Editing Captions

To edit any of your captions, just click into the caption you want to change in the caption list (on the right, not under the movie) and type over it. It's best to edit in the caption list on the right instead of under the movie. This will prevent the edited caption from possibly being added as a new caption at the end of the list. Hit your **Enter** key to confirm the change after you're done editing in the caption list. The whole row in the caption list should turn blue (as in the picture above) when the change is entered. MovieCaptioner will save the change automatically.

Typing the pipe "|" character will insert a line break in your caption (see **Background and Text** above). If you know how many characters wide you'd like to make your captions, you can move the red line to the right (by dragging the box on the bottom) to act as a visual guide so you can quickly go through and add forced line breaks. Use the Up/Down arrows to the left of the caption list to change the display size of the captions in the list. This will not affect the actual size of the exported caption text, however. It's just for working in MovieCaptioner.

Typing a paragraph tag "<p>" will cause the text to be broken up into paragraphs in HTML export and Transcripts (paragraph form). The paragraph tags will not be seen in other export formats.

To edit a timecode, just click into it and change it. Please be sure to keep the proper formatting for the timecode! It should remain in this notation "hours :

minutes : seconds . hundredths of a second" - note the decimal between seconds and hundredths of a second. Straying from this format may cause errors in your timing, or it may not allow the captions to be added. After you are done editing the timecode, hit your **Enter** key to affect the change. MovieCaptioner will automatically reorder the rows if necessary.

To remove a caption or captions, select its row in the caption list, and then click the **Remove Caption** button (or **COMMAND+J**). To insert a caption, click on the caption that you want your new caption to appear before, then click the **Insert Caption** button (or **COMMAND+K**). MovieCaptioner will create a blank caption and give it a default timecode of about 1 second before the caption you selected. If no timecode is available it will default to 00:00:00.00. Adding a blank caption between two timed captions will split the difference for the timecode between the previous and following captions. You may adjust the timecode as necessary by editing it directly in the caption list. Set your new caption as well by editing it in the list and hitting the **Enter** key to set the caption.

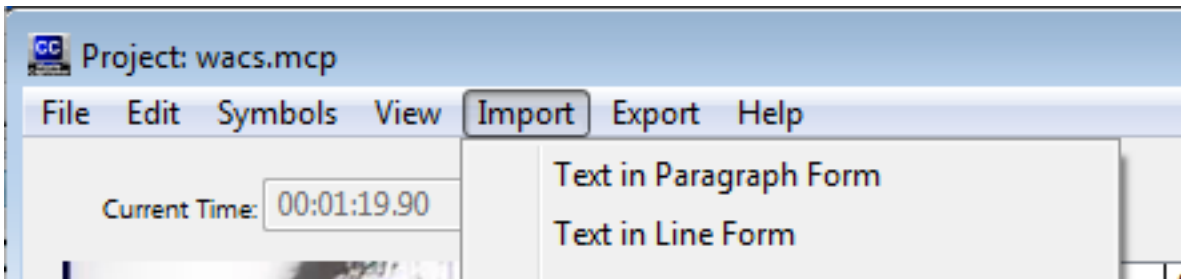
To Split a caption into two captions, click into the caption you want to split, then insert the cursor between the words where you want the split to occur (as if you were going to type something between those words). Then click the **Split Caption** button (or **COMMAND+L**). Everything to the right of the cursor will be inserted into a new caption. MovieCaptioner will calculate the halfway point between the caption you are splitting and the following caption as the default for the caption that is split to a new row. Make sure you set the timecode properly for your new caption in the same format as the other timecodes.

To move text from one caption to the next caption, click your cursor before the word you want moved, then click the **Split To Next Caption** button (or **COMMAND+APOSTROPHE**). All text from your caption after the cursor will be moved to the beginning of the next caption. This is especially helpful after importing text if you want to even out the captions or otherwise change the layout of the captions.

To merge two consecutive captions click on the caption you want to be the first one, then click the **Merge Captions** button (or **COMMAND+SEMICOLON**). MovieCaptioner will take the second caption and add it to the first one that you selected, and will delete the second caption's timecode as well.

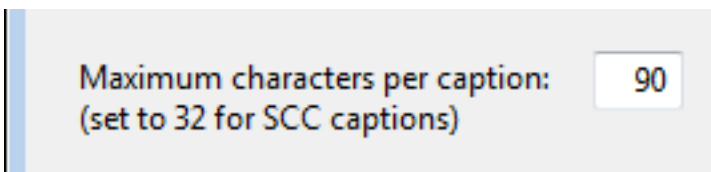
The captions can all be removed at once by selecting **Delete All Captions in Caption List** under the Edit menu. This is especially helpful if you import captions and decide you need to redo it for some reason.

Importing Transcripts



All imported files must be plain text ".txt" files with no formatting, or you may get “gremlins”, stray characters that can goof up your project.

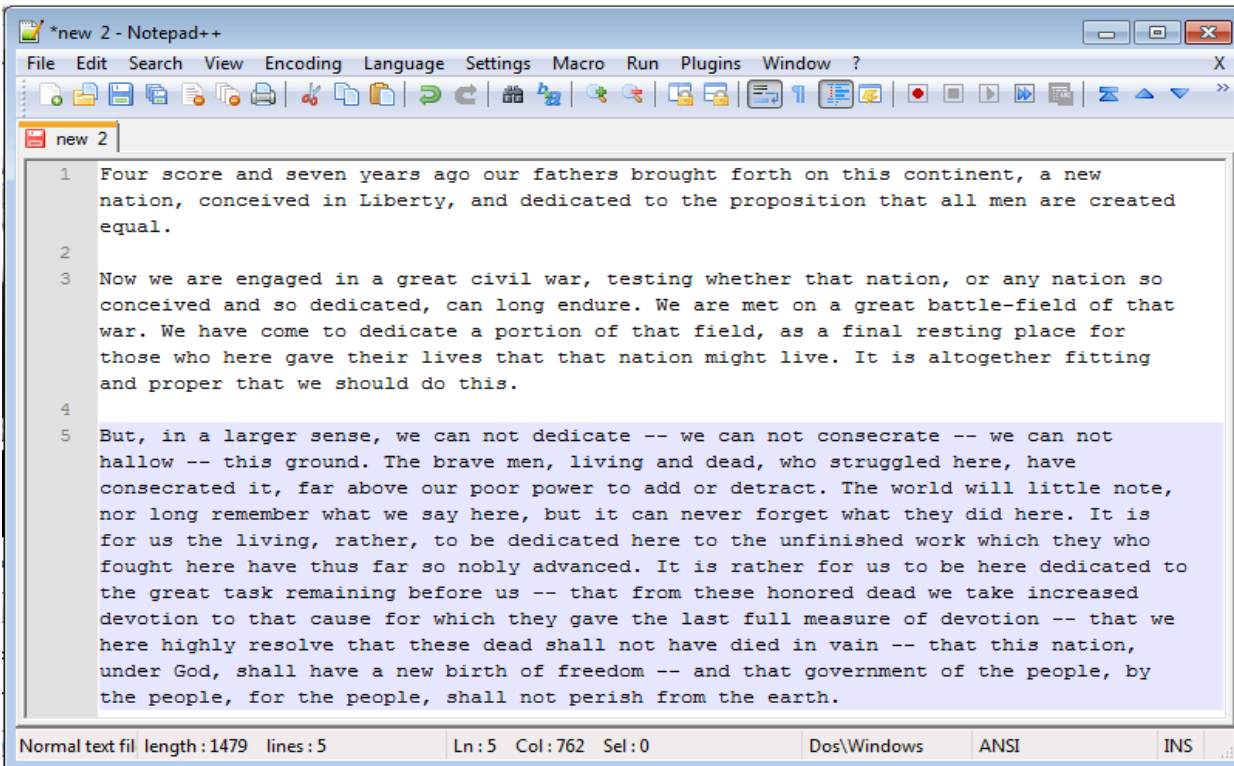
If you have transcripts already in text format, you can import them into MovieCaptioner to create text tracks for your movies. If you have text that is in paragraph form or text that is set line by line with returns, you can import the text into MovieCaptioner by either selecting **Import Text In Paragraph Form** or **Import Text in Line Form** from the Import menu. Make sure your text files are in **plain text (.txt) format** and not RTF, PDF, MS Word or any other format that contains hidden characters or they will be imported along with the text. Use Notepad or some similar simple text editor. Just copy/paste your text into a new document and save it there as plain text with the “.txt” extension. You can control how many characters are distributed per each caption by going to the **Preferences** under the **Help** menu. If you plan on creating SCC captions, use 32 as the maximum number of characters per line.



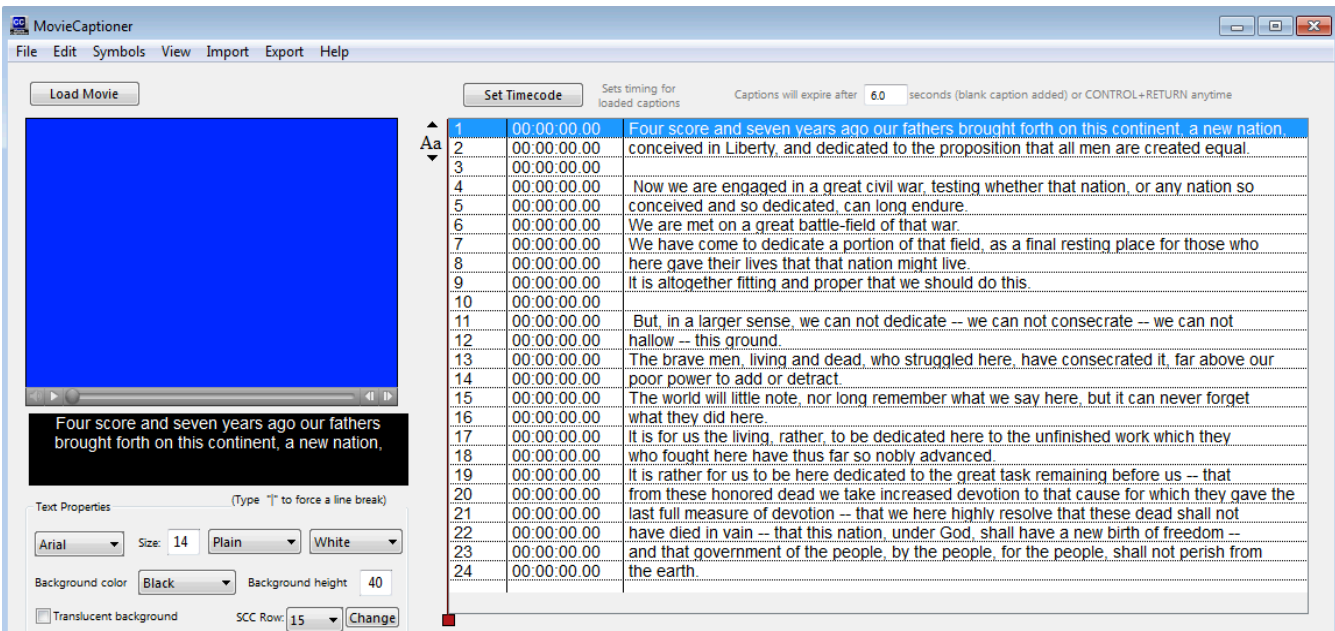
You may also import Spruce STL caption files. This will automatically load the captions and their associated timecodes. The Spruce STL files must have a ".stl" extension to be recognized by MovieCaptioner.

Text that is imported in paragraph form will automatically be separated into captions by sentence. To do this, MovieCaptioner will look for periods, question marks, and exclamation points to separate them by. If a sentence runs longer than 90 characters, MovieCaptioner tries to split it into two or more captions, looking for the space before the last word in the 90 character segment to separate the captions.

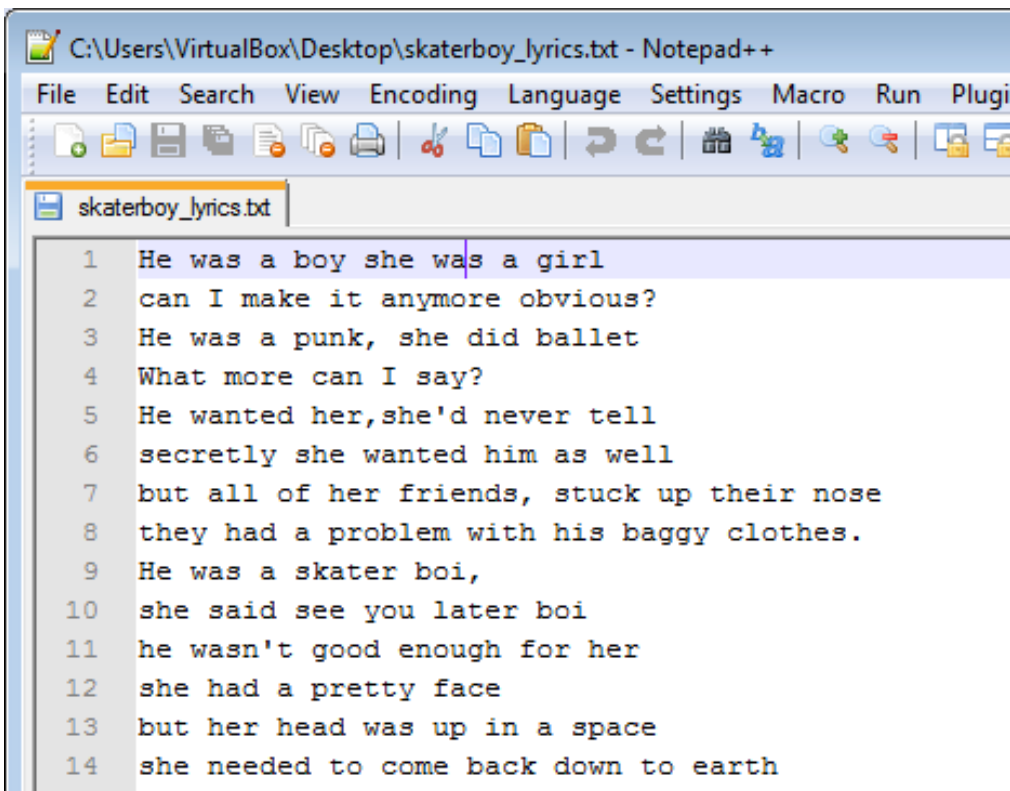
Text may be imported in paragraph form as show below:



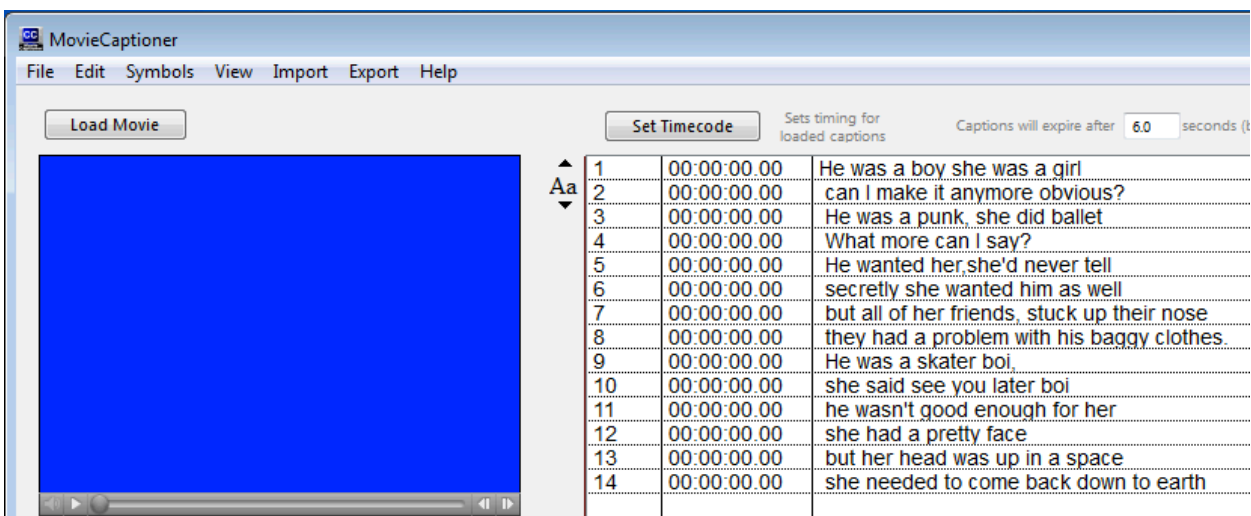
This is how the above text will import into MovieCaptioner:



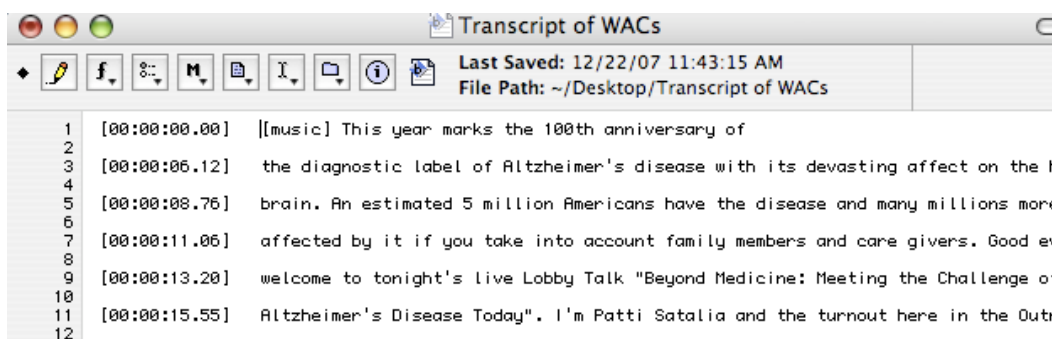
Text can also be imported in Line Form, such as these music lyrics below:



This is how the lyrics will import into MovieCaptioner:



Text imported in line form will simply be separated by line. Each line will be a separate caption in the caption list. Blank lines will be skipped. Text can also be imported including timecode at the beginning, followed by a tab, then the caption (the same way MovieCaptioner creates transcripts with timecode below):



If properly formatted, the timecode will go into the appropriate field in the caption list. Note that whatever text and background properties that are set will be inherited for each caption. Other formats that can import timecode are STL, SUB, SRT, SCC, XML (timed text format), Adobe Encore, and SBV files from YouTube. Each of these has a separate option under the Import menu.

The captions can be removed all at once by selecting **Delete All Captions in Caption list** under the Edit menu, or a few at a time by selecting captions and then choosing **Remove Selected Caption(s)** under the Edit menu. The Remove Caption button will do the same thing.

Once the transcripts are imported, you may add the timecode simply by clicking the **Set Timecode** button that appears after importing a transcript as outlined below in **Setting Timecode for Imported Transcripts**. This button can also be made available by going to the **View** menu and selecting **Show 'Set Timecode' button**. You can use this to fine tune captions you set by typing as well.

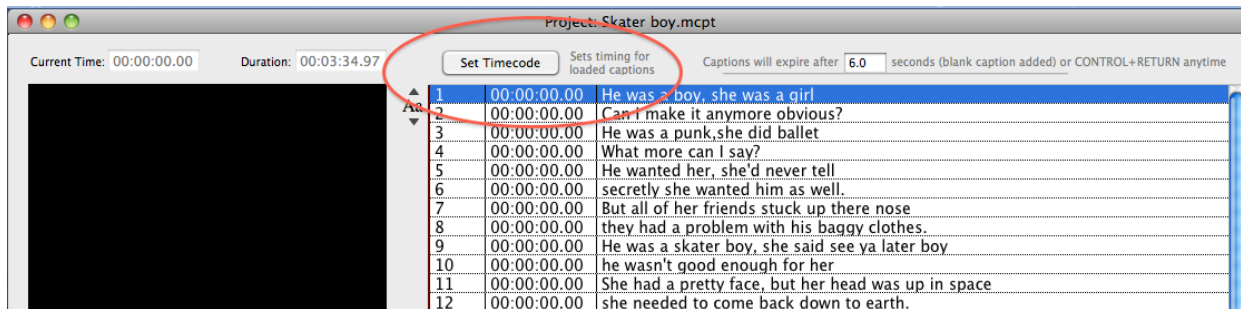
If special accented characters do not import properly, try going to the MovieCaptioner **Preferences** window and selecting a different **Import Text Encoding**.



You might want to try opening your text file in a text editor to see what type of encoding it uses before selecting one from the pulldown menu. An easy way to do this is to open the file, then try to do a Save As. It will then display the default text encoding (such as UTF-8, for example).

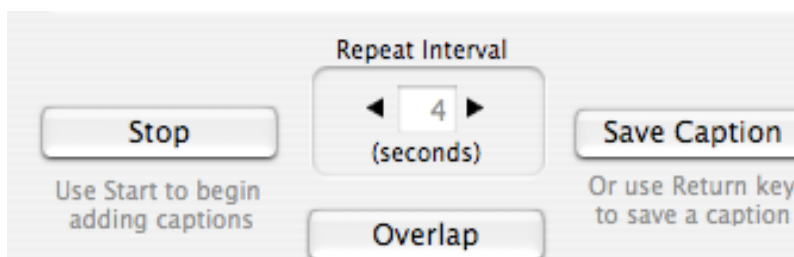
Setting Timecode for Imported Transcripts

Once you've imported your transcripts, setting the timecode for each caption is easy. After you import transcripts either in paragraph form or in line form, a “**Set Timecode**” button will appear at the top of the caption list.



The **Set Timecode** button, when clicked, will begin playing the movie and will set timecode every time you click it. If the next caption does not get spoken before 6 seconds passes, MovieCaptioner will automatically insert a blank caption so that the caption preceding it will expire. This is done so that if there is a long duration between spoken words in a movie, the captions won't need to be up the whole time. A blank caption will cause the previous one to disappear until the next caption appears. This option can essentially be disabled by putting a high number in for the expiration time.

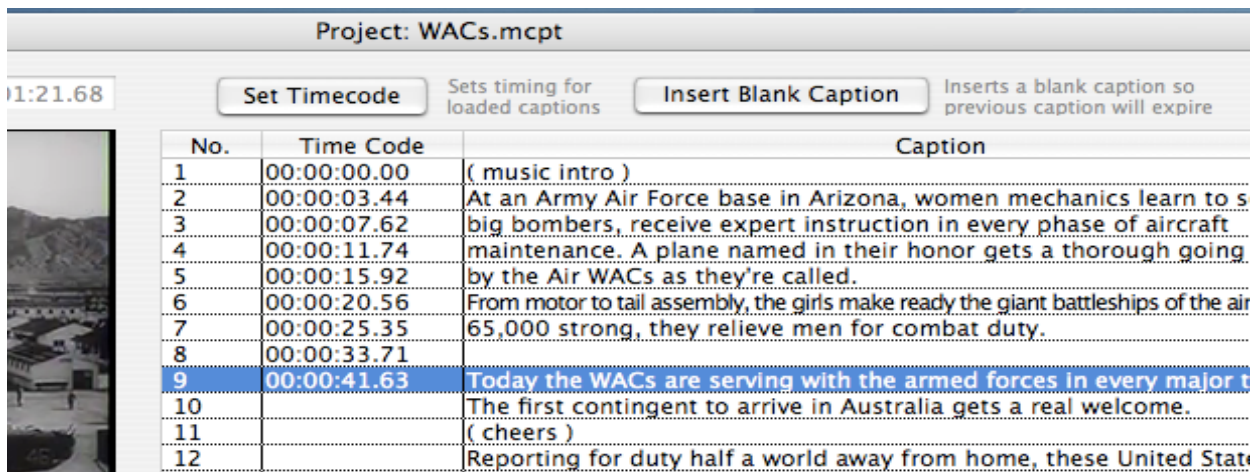
If there is no timecode imported with the text (as in the example above) the **Set Timecode** button will begin at the beginning of the movie, setting the timecode to "00:00:00.00". The movie will continue to play and as each caption is spoken, hit your **Enter** key or press **Set Timecode** so that MovieCaptioner will set a caption cue at that time point in the movie. So, it's as easy as listening to the movie and pressing your **Enter** key whenever that caption is spoken. Once you've reached the end of your captions, it will stop automatically. Alternately, you can click the **Stop** button in the lower left under the **Text Properties** to stop setting timecode at any time. Note that if you make the MovieCaptioner interface wider, you'll be able to see the last words of each caption, which will help you anticipate the start of the next caption. You should attempt to hit the **Enter** key *at the beginning* of each caption as it is spoken. That caption will always be highlighted in blue as the one you are listening for. As soon as you hear the beginning of it, quickly hit the **Enter** key.



Click the **Stop** button to stop setting timecode.

If you already have some timecode set for some captions, and stopped for

some reason (by hitting the **Stop** button on the lower left), what you can do is to select the number for the last caption that has timecode, then click the **Set Timecode** button to resume setting timecode. What this will do is to tell MovieCaptioner to start at that timecode instead of at "00:00:00.00". Otherwise a blank timecode entry will trigger it to start at the beginning, and you wouldn't want that if you already have timecode set for 30 minutes of video, for example. So, just remember to select the last caption that has timecode before resuming with the **Set Timecode** button. See image below:

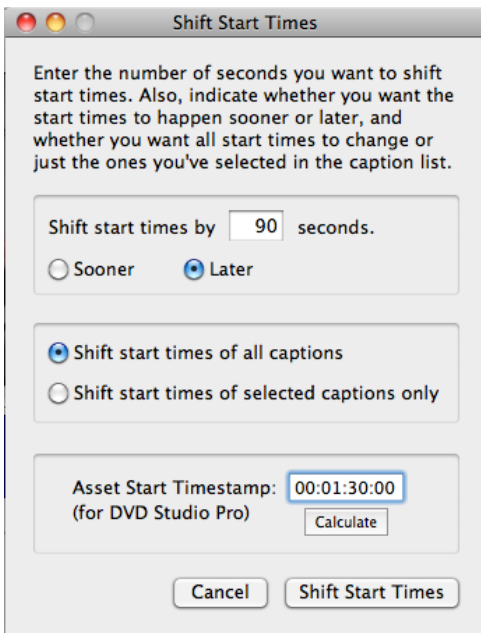


*To resume setting timecode after a stop, select the last caption that you have timecode for before pressing **Set Timecode**.*

This technique is also helpful if you want to fine-tune the timing that is set for a series of captions. For example, if you would like to reset the timing for captions 26-30, first click on caption 25, then click the **Set Timecode** button to start retiming the captions. It will just overwrite the old caption timecodes. Alternately, you can fine tune all your captions by using the **Set Timecode** button and listening for each caption to be spoken, even if they were previously set using the **Repeat Interval**. The **Set Timecode** button is not limited to imported text, but can be used on any captions you have set to reset the timing if you wish. You can access the **Set Timecode** button at any time by selecting it under the **View** menu. It can also be used to retime the whole project after splitting the captions up into a more readable form.

Shift Start Times

If you can see that your captions are out of synch by a few seconds, you can go to the **Edit** menu and select **Shift Start Times** to adjust the number of seconds you want the captions' timecodes to be offset. You can either have the captions



start sooner or later and you can either change all the captions or just the ones you have selected.

If you are using DVD Studio Pro, you can add the **Asset Start Timestamp** to the timecode form in this window, then hit the **Calculate** button. It will compute the seconds needed to offset the timecode and automatically select **Later**. Clicking the **Shift Start Times** button will affect the change.

Importing SCC Format Files

MovieCaptioner can import Sonic Scenarist (SCC) files. Choose this option from the Import menu. It will import the captions and timing from the SCC file. Note that the timecode you get from SCC files will be different from what is in the SCC file itself. This is because SCC format requires a buffer time depending on the length of each caption. MovieCaptioner will calculate the standard buffer time (one frame per 4-digit binary number of an SCC caption) and remove it, making the timecode appear slightly later than what is listed in the SCC file. This is normal and will make for more accurate synchronization for other caption formats that do not need the buffer time. Exporting to SCC will add this standard buffer time back in.

Importing QuickTime Text Files

MovieCaptioner can import the timecode and captions from a QuickTime text file. It will not currently import font styling, so set your text properties the way you want them set before importing the QuickTime text file.

Importing CART Files

CART (Communication Access Realtime Translation) files must be in plain text (.txt) format to import properly. They can either import as text with timecode or just plain text, depending on the file you import.

Previewing Your Work and Creating the Final Text Track



You can preview your captions by clicking the **Preview** button. This will launch the Preview window so you can view the text track in the movie. Just play the movie to view your work so far. If you're all done with your captions and it looks okay in Preview, you can use the Save As button on the Preview window to save it as an embedded QT Text movie. This would be the same as the first option under the Export menu.

If you still need to do some editing, close the Preview window and continue on with your editing. Note that the Preview window does not do a live update and the

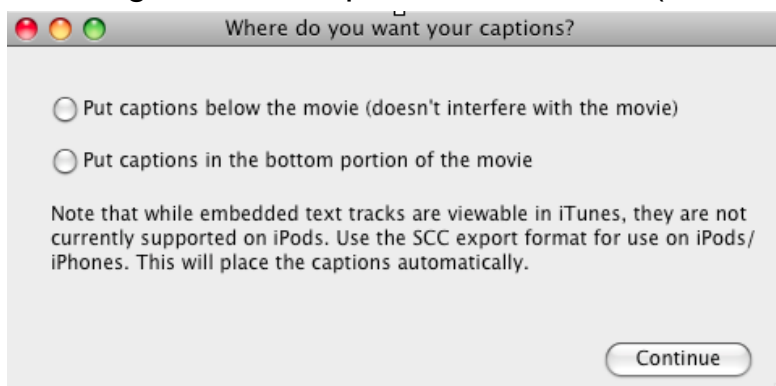
latest changes can only be seen after clicking the Preview button. Preview your captions from time to time until you get a good feel for how much text you can add for any one caption with the particular font and size you are using and how large you need to make the background for the text.

Please note that previewing with the **Preview** button will not always display some characters with accents. If, for example, you've imported Korean text or certain symbols into the caption list, use the **Embedded QuickTime (Unicode)** export option to see your captions. Just don't save the embedded captions if you wish to do further editing.

Changing the Location of a Text Track

You may change the location of the text track to either below the movie or to be covering the bottom portion of a movie (whatever you have chosen as the text

background height). Click on the Change Text Track Location under the Edit menu to select one of these two options.



Using the second option may be a better choice if you decide you want to create open captions for a DVD, for example. To do this,

select "Put captions in the bottom portion of the movie", then Export as Embedded QuickTime. After the captions are embedded, you will need to export the movie again to "burn" the captions into the video track so that they are visible at all times. Export as the highest quality DV file. Then you can import your video into iMovie to burn a DVD using iDVD.

An even better option would be to click the **Translucent Background** option in the Text Properties area. This will put the captions over the bottom portion of the movie, but they will be over a translucent background so you can still see the movie through it, but the text will be easy to read. Checking the Translucent Background option overrides any text track location settings that you may set.

You may also change the text location via the Preferences window.

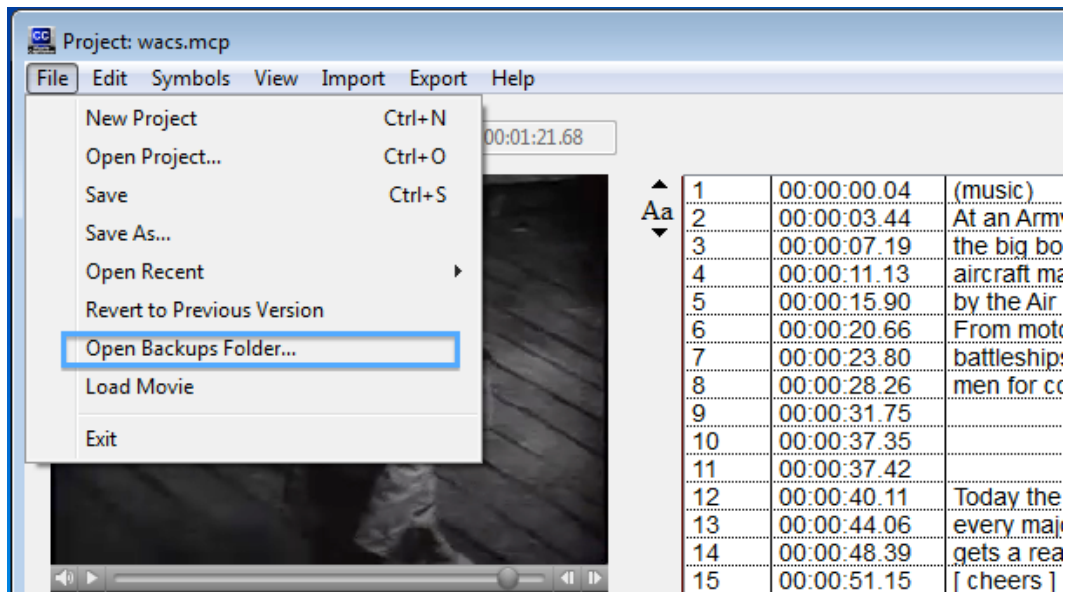
Undo, Redo, and Revert To Previous Version

The Undo and Redo under the Edit menu works on a caption-by-caption basis. Once a caption is set it is automatically saved. You may Undo and Redo to the previously saved caption as long as you have your project window open. Once you make a change, however, you will no longer be able to Redo. A Temp folder will be created in your MovieCaptioner folder in your Application Support folder where all the scratch files will be saved. These will be deleted when you close your project. Before they are deleted, however, they will be copied to a Backup folder one directory up from the Temp folder. These can be accessed from the File menu (Open Backups Folder option) should you need to revert to an earlier version for some reason. They will be saved by date in the Backups folder.

When you open a project you've worked on before, the Revert to Previous Version option under the File menu becomes enabled. If you choose this, it will revert to the state it was in when you first opened it during that session. So if you make a bunch of changes, then decide that you don't want to keep them, you can go back to the way it was when you first opened the project. This option is not available for new projects as that would basically blank out all the captions. The Revert option is handy if you want to reformat your captions for a specific export, but don't want to keep it that way in the long run. This might have to do with the way captions are broken up, perhaps, for some export formats.

Backups Folder

A Backups Folder can be found in the user's AppData\Roaming\MovieCaptioner folder (Windows 7) or Application Data\MovieCaptioner folder (Windows XP). This folder is easily accessible from MovieCaptioner's File menu. Choose the **Open Backups Folder** option.



Open the folder with the date that you created the project and you will find up to ten project versions. Selecting the version with the highest number appended to the name will usually give you the latest version. It might actually be the date when you first closed the project as well, as this is when the files are copied to the Backups folder. When you close a project, any files in the Temp folder will be copied over to the Backups folder, so if MovieCaptioner were to crash and when you reopened it, you didn't see your last changes, you might be able to open one of these files to get one of the most recent versions. The files will be copied to a folder under the date when they were copied (not necessarily created). When you open MovieCaptioner, if it sees that there are files in the Temp folder, it will automatically copy these files over to the Backups folder. It will assume that for some reason MovieCaptioner crashed and could not backup these files the last time it was open. This is (hopefully) a fail-safe way of not losing hours worth of work. Using some other automatic backup system is also a good work practice for anyone and is highly recommended.

Export Formats

If you are exporting text from a language that uses special accented characters, you may need to go to the MovieCaptioner Preferences window and select a

different option from the Export Text Encoding pulldown menu. That may help if you get garbage characters where these characters should be. This may require some trial and error to get right. Exporting as Embedded QT (Unicode) can often support many accented characters without changing the export encoding preferences, however.

Creating Embedded QuickTime Text Captions

When you are all done with setting your captions, select the **Embedded QuickTime** option under the Export menu or the **Save As** button in the Preview window. MovieCaptioner will automatically embed the captions and ask you to save the movie as a new file (keeping your original movie unchanged). Please note that QuickTime Text Tracks (which the **Embedded QT** option uses) do not support accented characters very well. To get around this, use the **Embedded QuickTime (Unicode)** export option. It uses XML instead of QT Text tracks.

Creating a QuickTime SMIL Captioned Movie

I would like to mention that at some point in QuickTime for Windows' version history, QT SMIL has had a bug that Apple never fixed. When the movie plays, the sound gets garbled pretty badly. The only fix I have discovered is that you can open the QuickTime Player's A/V Controls window and slightly change the Jog Shuttle, Pitch Shift, or Playback Speed and the sound will be restored to normal. However, this must be done each time a QT SMIL movie is opened and cannot be set as any type of preference. Apple has known about this bug for years and has never fixed it. For this reason, I would not recommend using the QT SMIL export for use on Windows computers. If you still need to create this format, however, or if Apple somehow fixes this, you may read on.

When you are all done with setting your captions, select the QuickTime SMIL option under the Export menu. MovieCaptioner will create two files, one with a ".txt" extension, and one with a ".qt.smi" extension. It will then launch the file with the ".qt.smi" extension in the QuickTime Player. If uploading this to a server, make sure you keep all three files in the same directory or it will not work. So, the ".mov" file, the ".txt" file, and the ".qt.smi" file should all be together. Make any links you have to the ".qt.smi" file. This file will in turn reference both the ".mov" file and the ".txt" file to display the captions. If you see a blank box with the name of the language ("English" for instance) below the movie, it usually means there is some timecode that is not in proper order or it could mean that it could not

write the text files to the same directory as the movie. Adjust as necessary then try again.

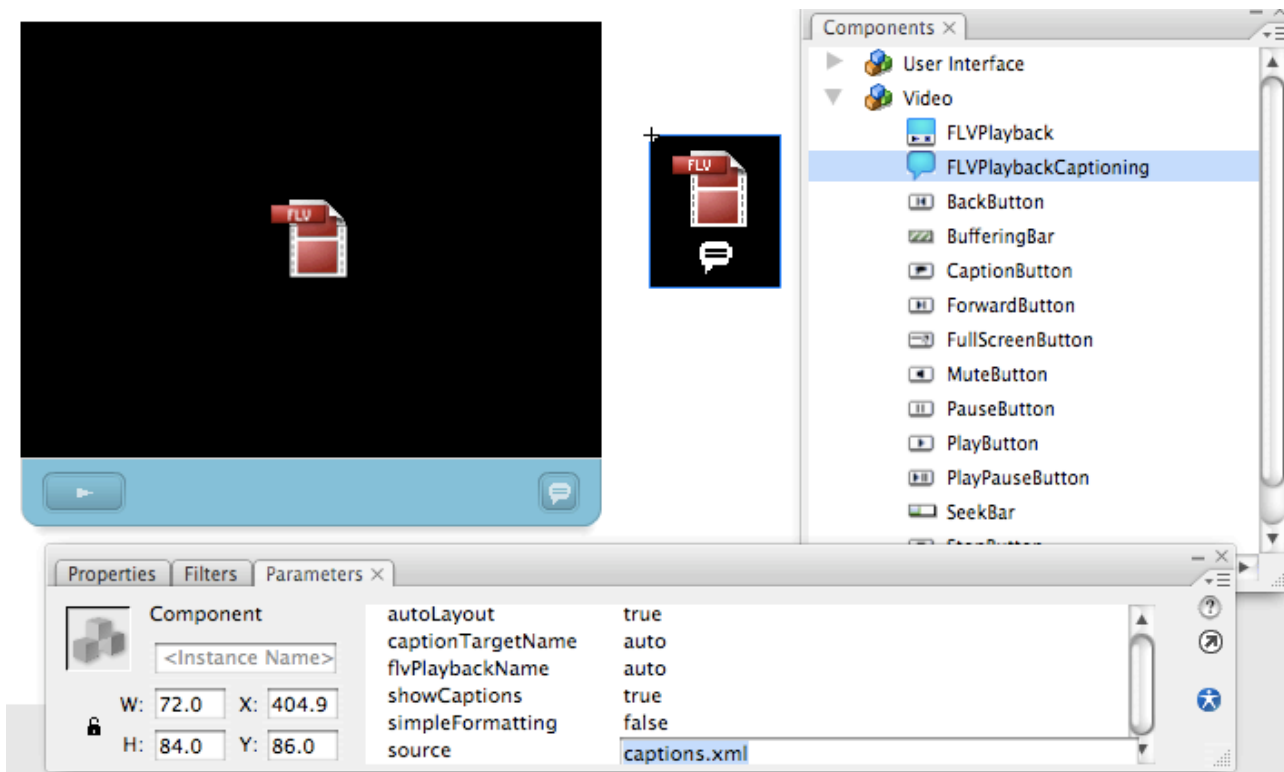
If you use the Translucent background option, there will be still another file to keep with your .txt, .qt.smi, and your .mov file. It will be called "bkgd.txt". This is the translucent background track that is used behind the text.

Creating a Flash XML File

Flash has the ability to link to an XML file for the purpose of displaying captions. MovieCaptioner will create this file for you when you click the Flash XML button. You must use a QuickTime movie to create your captions on the Windows version of MovieCaptioner. On the Mac version, you may use FLV files, since there is a plugin for QT that allows this on the Mac. Since the timing is all you need, a QT movie will work fine as long as its timecode is identical to that of the target FLV file.

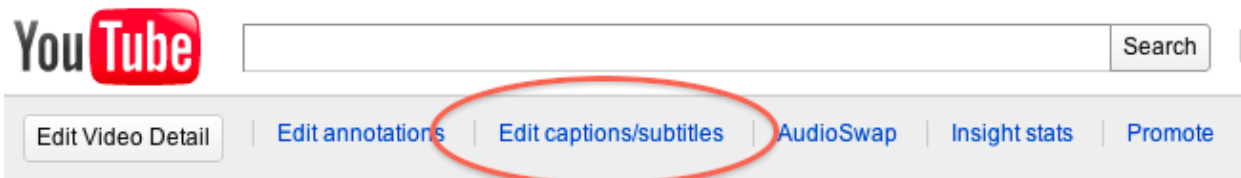
The XML file will be saved to your hard drive (in the same folder as your movie) calling it "captions.xml". To use this file, launch Flash (CS3 or newer) and create a new Actionscript 3.0 Flash file into which you will import your movie. You don't need to add any cue points. The XML file will do that for you. Select a skin that contains the words "Play" and "Caption". In this example I'm using "SkinUnderPlayCaption.swf". After importing your movie, go to the Components window (under the Window menu) and select the FLVPlaybackCaptioning component and drag a copy of it to the stage (don't worry, it will be invisible). See image below.

Once you've done that, click on this component on the stage, and go to the Components Inspector window (under the Windows menu again). While the component is still selected, click on the Parameters tab in the Component Inspector window and change the Source parameter to the XML file that MovieCaptioner created. Test your Flash movie by publishing it. You should always keep the XML file with this Flash movie.

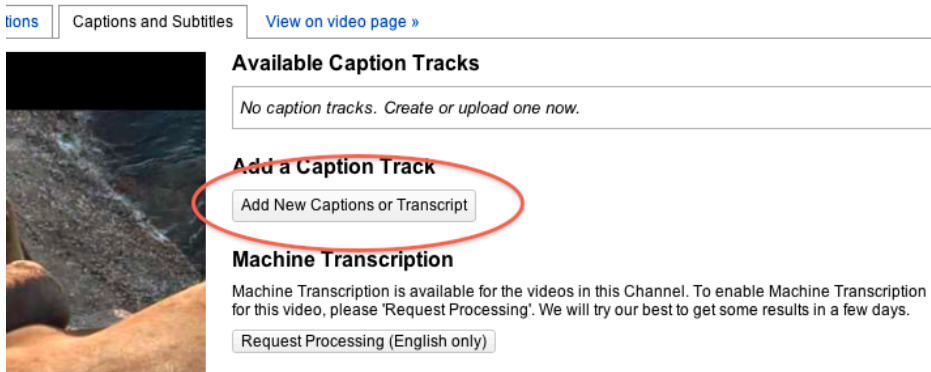


Creating YouTube Captions

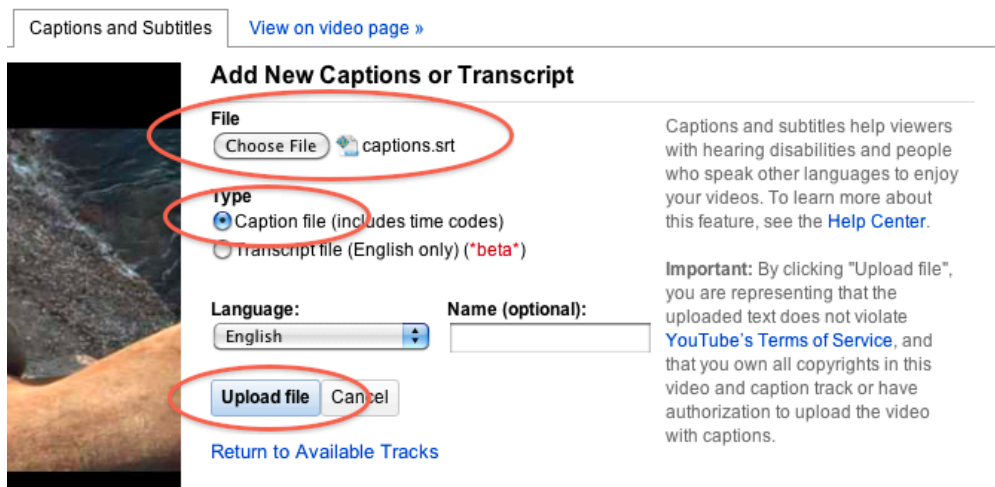
Selecting this option will create a .SRT formatted file which you can upload to YouTube. Once you export this file, go to your movie's page on YouTube and select the Edit captions/subtitles tab at the top of the page.



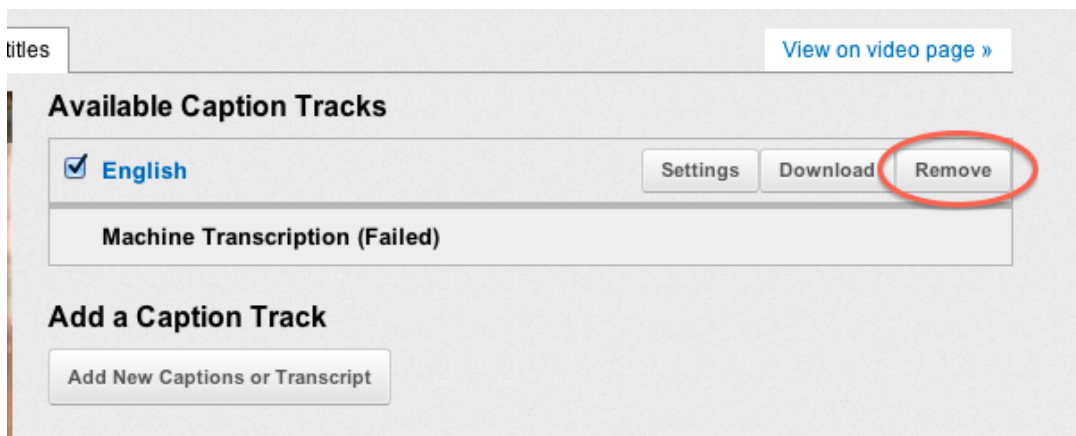
Next, click the **Add New Captions or Transcript** button.



Then just use the **Choose File** button and locate the .SRT file on your hard drive, make sure Caption file is selected, then hit the Upload file button. Your captions should display the next time you view your movie.



Note: If you do not like the way YouTube displays your captions (sometimes they may have a long line then one word on the second line) you can adjust it by adding carriage returns to your SRT file in a plain text editor. Just watch your video as the captions appear and stop it when you see one you do not like. Use carriage returns to break up the text to a more orderly display and save your SRT file. Before re-uploading your SRT caption file, use the Remove button on the YouTube interface to delete the previously uploaded caption file.



Creating JW Player Timed Text (TT) Files

Select this option if you want to create captioned text files to be used with the JW Player. More information about this player and how to make your videos accessible with it can be found at <http://www.longtailvideo.com> and <http://www.longtailvideo.com/addons/plugins/84/Captions?q=>.

Creating Common Look and Feel Player Timed Text (TT) Files

Select this option if you want to create captioned text files to be used with the Common Look and Feel (CLF) Player, a multimedia standard in Canada. More information about this player and how to make your videos accessible with it can be found at: http://www.tbs-sct.gc.ca/clf2-nsi2/tb-bo/td-dt/gcttg-gtmgc-eng.asp#cn_10.3_mpjm

Creating Adobe Encore Caption Files

Select this option if you want to create captioned text files to import into Adobe Encore's DVD-making software.

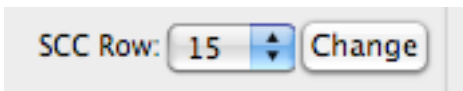
Creating Sonic Scenarist (SCC) Caption Files for iPods, iPhones, and Broadcasting

Select this option if you want to export SCC format closed caption files that can be used on iPods, iPhones and in broadcasting (Line 21 captions). **Note:** Apple has not created the ClosedCaptionImporter.component plugin for Windows, so this file can only be embedded into a QT movie using a Mac computer. The SCC file can, however, be used for other applications that can use this format, such as Adobe Premiere.

By default, all captions are set to the bottom (Row 15). A two-line caption will automatically start on Row 14, a three-line caption will start on Row 13, and a four-line caption will automatically start on Row 12, even though Row 15 may be selected. You may only have 4 lines in any given caption and each line has a 32 character limit. This is the spec for SCC captions. Luckily, MovieCaptioner figures all this out for you and breaks up the lines where it can between words at the 32 character limit and will warn you if any caption goes over the 4 line limit. MovieCaptioner will run two passes on export to check each line for length and add the pipe "|" symbol where necessary to break up lines. You may want to remove any pipe symbols that you have previously and let MovieCaptioner do it for you. It tends to work better that way. You can do this easily by going to the Edit menu and selecting **Remove All Line Breaks "|"**. Try this if you see that some of your captions are getting truncated. Then export as SCC again. If this will affect other export formats, then you may want to create an SCC-only version of your project or use the Revert to Previous Version option after you're done exporting as SCC. If it suddenly gives you an error saying there are too many

lines in a particular caption, try removing all the line breaks and exporting again. That usually clears up that problem.

You may control which SCC row each caption starts on by selecting a caption's number in the list of captions, then selecting the Row number (1-15) in the **SCC Row** pulldown menu. Then click the **Change** button to set the row. When a caption is clicked on in the caption list on the right, its SCC row will be displayed in the SCC Row pulldown menu. You may also set the **SCC Row** pulldown, then go to the Edit menu and choose **Change All SCC Rows To Current Selection** to change all captions to start on that row.



Selecting **Sonic Scenarist (SCC)** from the Export menu will only create the SCC text.

The SCC format buffers the captions before displaying them, so MovieCaptioner will calculate the required buffer time and move the timecode up accordingly to allow the captions to show up at the proper time. Otherwise they will come up a second or two too late for the video. So, bear this in mind if you see that the timecode in the resulting SCC file is different from what you see in MovieCaptioner. This is normal and will result in more accurate synchronization.

At this time, MovieCaptioner can only put the SCC centered, left justified. SCC captions can have no more than 32 characters (including spaces) per line of captions, and only 4 rows can be visible at a time.

Tip: If you are importing text, it would be best to set your text import settings to no more than 64 characters in the MovieCaptioner Preferences window if you know you will be exporting as SCC. On export, MovieCaptioner will check each caption and put line breaks into any caption that is longer than 32 characters automatically. If there are more than 4 lines of text, MovieCaptioner will stop the export and notify you as to which caption is too long. You must shorten that caption by either removing characters or splitting the caption up into two captions. You should also try to keep SCC captions at least a couple seconds apart to prevent overlap errors, which can be common to the SCC format.

Once you have the .SCC file, you can import this into Adobe Premiere or Final Cut Pro 7, for example, and create line 21 captions. You should use the **00 HR Start Time** (under the Edit menu) if going to Final Cut Pro 7 as Final Cut handles the time relative to the start of the clip. If adding bars and tone in Final Cut, you should use the **Shift All Start Times** by the number of seconds of your bars and tone. It's best, though, to have the bars and tone on a low res version of the

movie that you use only in MovieCaptioner just to get the timing and captions right.

Some software may require you to have the timecode starting at 01 hours. You can do this by going to the Edit menu and selecting **Timecode to 01 HR Start Time**. Use this only after making sure your caption timing is all set, as in the case with SCC captions, where you will probably need to shift the start times of the captions using the **Shift All Start Times** option under the Edit menu.

If you export as SCC format and instead of seeing captions you see a black screen with "Sonic Scenarist V1.0", you probably have an issue with timecode in your project. Make sure all timecodes are in sequence and preferably at least one second apart to give the player enough time to buffer the next captions. Otherwise they could be skipped. Another reason could be a stray character (such as a bullet) is in the binary numbers that represent the captions. Make sure each line of the SCC file has letter/number combinations that are 4 characters long. Anything else (like 3) will cause errors. See this blog post for troubleshooting SCC files:

<http://synchrmedia.blogspot.com/2011/06/troubleshooting-scc-line-21-caption.html>



A helpful application to own if you're doing a lot of SCC caption work is SCC Caption Decoder for Windows. It will turn the code into readable text so you can troubleshoot errors in your SCC caption file easier.

You can find SCC Caption Decoder here:
<http://www.synchrmedia.com>

Creating Spruce STL Caption Files

Select this option if you want to create captioned text files to import into Apple's DVD Studio Pro software. Note that STL files may also be imported into MovieCaptioner. This might be done possibly to create a caption track in another language, for example.

Creating SRT and SUB Files for YouTube or DVD Software

Select SRT or SUB if you would like to create files compatible with YouTube, or DVD software. See instructions above for creating YouTube captions.

Creating SAMI Files

SAMI files are caption text files that are used with Windows Media Player. Unfortunately, MovieCaptioner cannot yet use Windows Media or AVI movies. You must first convert your movie to a QuickTime format to use with MovieCaptioner. As long as the name is the same (except for the extension) and the timecode is exactly the same as the WMV file, you'll be able to create the SAMI files necessary to use with your WMV movie.

Upon choosing the SAMI File export, MovieCaptioner will create 2 files: One will have a ".smi" extension and the other will be a ".asx" file. The ".asx" file will be unnecessary if your ".smi" file has the same name as your movie (other than the extension). Windows Media Player will know to use the ".smi" file for captions if you select the option to show captions in the Windows Media Player.

Otherwise the ".asx" and ".smi" must always be located in the same folder as your Windows Media movie or they will not play. The ".asx" file is the file you will load into the Windows Media Player. It will join the caption file (.smi) with the movie file to synchronize the text with the movie. There is still another step, however, if you plan to use them online.

If you will be uploading the files to your server for people to view online, you will need to make a change to the ".asx" file. For some reason, Windows Media may not play the files properly unless you use an absolute URL to the two files. So, for example if my SAMI files are uploaded to the following folder on my server: *http://www.myserver.com/movies/*, then I know to change the line referring to these files in the asx file to:

```
<ref href="http://www.myserver.com/movies/mymovie.wmv?sami=  
http://www.myserver.com/movies/mymovie.smi" /> (all on one line)
```

Prior to my changing it, the line would have looked like this:

```
<ref href="mymovie.wmv?sami=mymovie.smi" />
```

By default, the Windows Media Player does not display captions. You will need to select "Show Captions and Subtitles" from the Play menu in Windows Media Player on Windows to see your captions if they do not appear. There is also a similar setting in the Preferences under the Security tab you may also need to set. Also, captions may not look right when viewed with Windows Media Player on a Mac. The Mac version of Windows Media is not very good. Try your SAMI files on a Windows machine before concluding that there are problems. You can get away with not using the ".asx" file as long as the ".smi" file has the same name as your movie. Windows Media will automatically associate it with the movie in that case.

Some special characters may not display correctly in the Windows Media Player. If this occurs, try opening the “.smi” file in Notepad and saving it as an ANSI text file. For some reason this works. ANSI must support a wider character set than standard Unicode.

Creating WMP Text Files

WMP text files are a little-used, but excellent method of embedding captions into a Windows Media Player video. MovieCaptioner will make the text file for you. From there you will need to use something like Windows Media Encoder 9 to embed the WMP.txt file into the movie. This is handy because the movie and captions will be self-contained in one file instead of up to 3 files as in SAMI captions. Within the Windows Media Encoder, there is a utility called Windows Media Editor, which will allow you to embed the text captions into the movie as one file.

HTML5/Timesheets

This is an adaptation of the SMIL/Timesheets solution created by Fabien Cazenave. More information can be found at this website: <http://wam.inrialpes.fr/timesheets/annotations/video.html>. Choosing this option will create and launch an HTML5 web page with the video embed code written for all three HTML5 supported video formats: MP4, OGG, and WEBM. MovieCaptioner will not export these different video formats, so you will need to create all 3 video formats of your movie to ensure that your video will be visible on major browsers that support HTML5 markup. Please refer to the HTML5 web page created by MovieCaptioner to make sure you name the movie properly, or you can just change the HTML5 markup accordingly. What you choose for the background color will become the background color of the Web page.



HTML5/Timesheet Captions as seen in the browser

MovieCaptioner will write the HTML5 Web page called "timesheet.html" and also a file called "timesheets.js". Both of these files will be written to the same folder as your movie on your hard drive. Be sure to include these files with your movie when uploading to your Web site.

Creating Text Transcripts

By using one of the transcript export options, MovieCaptioner will save all your captions into one succinct text file, in either paragraph form where all text is compiled into a paragraph, or in timecode form where each caption's timecode is listed next to the caption and a space is put between lines. This type of transcript makes a good backup of your project as well, as it can be imported with timecode intact.

If you have accented characters in your captions that do not appear properly once exported as transcripts, try changing your MovieCaptioner export preferences to another option.

Typing a paragraph tag "<p>" will cause the text to be broken up into paragraphs in HTML export and Transcripts (paragraph form). The paragraph tags will not be seen in other export formats.

And, if you are going to identify speakers, MovieCaptioner will automatically put an extra space every time it sees a "[" character to make the transcripts more readable like a movie script. For example if you have two people talking in your movie or podcast, and you use the convention:

[person's name] What they said.

Your transcript will be written with a space between each speaker's lines:

[Bill McCoy] Hello, welcome to this week's podcast.

[Frank Adams] Yes, Bill, we have a great show lined up for you today.

Another advantage of creating a transcript of your captions is that you can then easily take it into Microsoft Word or a similar text editing s/w and do a spell check and set any formatting that you like to the document.

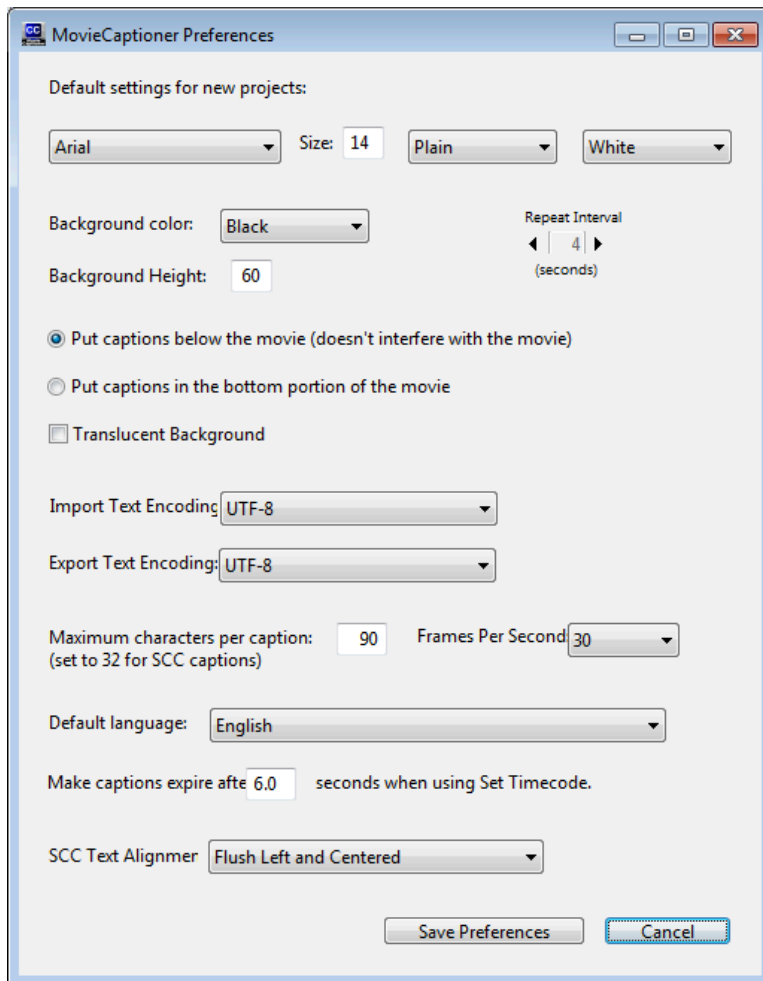
Creating HTML Transcripts

By clicking the HTML option, MovieCaptioner will save all your captions into a web page, separating it by paragraphs if you use paragraph tags "<p>" in the captions. Note that other export options will ignore the <p> tags, so you don't

have to worry about them showing up in your embedded QuickTime captions, for example. Again, if you have accented characters that do not appear properly, try changing your MovieCaptioner export preferences to another option.

Setting Your Preferences

If you want MovieCaptioner to open new projects with a certain font, size, style, and color as the default, go to the Help menu and choose "**Preferences...**". There you can set your text preferences as well as your



background color, background height in pixels, background translucency, Repeat Interval, and whether or not you want the reminder to come up when using the **Preview** button. Note that changing the preferences will not affect your current project, but rather it will set the default for all new projects. The checkbox for **Translucent background** will take effect immediately, however, once you click the **Save Preferences** button. You may also set the maximum number of characters that each caption will have when importing text into MovieCaptioner. Setting the language is important for both SMIL and Flash XML captions. This would be referencing the target computer's language setting (not the

keyboard setting). If you have a text file that you know is saved in another format, you can set **Import Text Encoding** to that format before importing to prevent importing garbage characters. Likewise if you are exporting text with special accented characters, you may need to use another option from the Export Text Encoding pulldown menu. The **Frames Per Second** pulldown menu allows you to select your movie's timecode format for exporting STL and Encore formats.

Troubleshooting and Misc. Wierdisms

MovieCaptioner works best if you work with both the movie and the project file on your main hard drive. This will eliminate problems with auto-saving, writing caption files, and performance issues in most cases.

If MovieCaptioner crashes when you import a file, check your MovieCaptioner Preferences window to see what the Import Encoding is set to. In most cases UTF-8 is the best choice, but your file may require a different one.

It is also best to not use movies with a frame rate of higher than 30 frames per second as they can bog down MovieCaptioner and cause it to stutter at some point. If necessary, you may substitute the higher frame rate version of the movie after you are done creating captions by going to the File menu and selecting Load Movie. Most of the time, though, this will be unnecessary.

Sometimes imported or pasted garbage characters can interfere with your project file, preventing it from opening. Try setting the MovieCaptioner text import preferences to another option, or you can try opening it in a text editor and saving the file as UTF-8 if possible.

Also, make sure that you can write to the directory where the movie is stored. Keeping the movie on a DVD or CD will prevent MovieCaptioner from being able to write the caption text file that it uses to import the captions into QuickTime. Try saving a copy of the movie to the Desktop and using that one in your project instead.

Another reason for the failure of QuickTime to launch could be that there is a timing conflict with some of your captions, i.e., there may be a caption occurring at 00:05:03 and the caption following it may be the exact same time or at a previous time like 00:05:01. This shouldn't really happen, but if it does it will confuse QuickTime, so the track will not be added. MovieCaptioner will auto-check your timecode to see if any rows are out of sequential timecode order, but there is the possibility that it may miss something. If any are out of order, just change the timecode so they will appear in order. If it still will not work, try deleting and resetting those captions. Another option would be to export as one of the import options such as Transcripts (with timecode) and after creating a new project, import as Text In Line Form. You should probably delete the first line (the title of the movie) in the transcript before importing, however, or it will come in as the first caption. Doing this will often fix corrupted projects that won't export properly, and is a good project backup strategy as well.

Remove any unnecessary tracks (anything other than a standard video and audio track) in your movie using QT Pro, and save the movie before attempting

to add the captions. If there are other tracks, you must open the movie in QuickTime Pro, go the Movie Properties window, then select and delete each extra track.

If you imported text and it does not appear in the caption list as it should, you may have selected the wrong format (paragraph form or line by line form). Note that these imported text files must be text-only (not RTF or MS Word and no photos or other types of formatting).

Make sure your movies have a video track and a sound track and not a single muxed track that you get with MPEG-1 and MPEG-2 videos. A muxed track will cause issues when you go to embed captions. You can tell by opening the movie in QT Pro and selecting the Show Movie Properties window. If you have a single muxed track, you will need some s/w such as MPEG StreamClip to break it up into separate audio and video tracks.

If you export as SCC format and instead of seeing captions you see a black screen with "Sonic Scenarist V1.0", you probably have an issue with timecode in your project. Make sure all timecodes are in sequence and preferably at least one second apart to give the player enough time to buffer the next captions. Otherwise they could be skipped. Another reason could be a stray character (such as a bullet) is in the binary numbers that represent the captions. Make sure each line of the SCC file has letter/number combinations that are 4 characters long. Anything else (like 3) will cause errors. See this blog post for troubleshooting SCC files:

<http://synchrmedia.blogspot.com/2011/06/troubleshooting-scc-line-21-caption.html>



A helpful application to own if you're doing a lot of SCC caption work is SCC Caption Decoder for Windows. It will turn the code into readable text so you can troubleshoot errors in your SCC caption file easier.

You can find SCC Caption Decoder here:
<http://www.synchrmedia.com>

Your Input is very Important!

Please help me to improve MovieCaptioner. Let me know what you like and what you dislike about MovieCaptioner. Most all of the changes in this version of MovieCaptioner were a direct result of user comments. If you have any ideas or

things you'd like MovieCaptioner to be able to do, please contact me at support@synchronimedia.com. But, please be patient with me. I'm not a "real" programmer, but I will try to help if I can.

Thank you for using MovieCaptioner!