

Spot 5.0

User Guide

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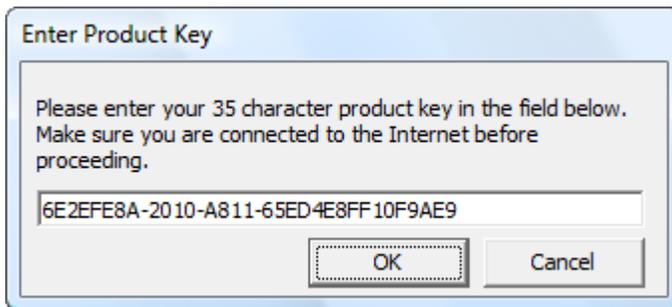
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Getting started with Spot

Installation

Open the file setup.exe to install Spot and follow the on-screen instructions. Make sure your dongle is connected to your computer before starting the program and that it remains connected throughout the current session.

The first time you run Spot you will be asked to activate the product using your product key. This is a unique 35-character identifier that will have been provided to you after purchasing the program. When asked for the key, make sure you are connected to the Internet, enter the 35 character code and click OK.



Spot will start once the key has been validated.

You will be asked to enter your product key each time you install and run the program for the first time on a new machine, so make sure you keep it safe. You are allowed a maximum of five activations. In other words, you may install Spot up to five times on different computers.

System requirements

- 256 MB of RAM
- 2 GB available hard disk space (if bitmap export required)
- 32 MB graphics card capable of displaying 32-bit colour at 1024 x 600 (minimum resolution)
- Sound card
- Windows XP, Windows Vista or Windows 7.

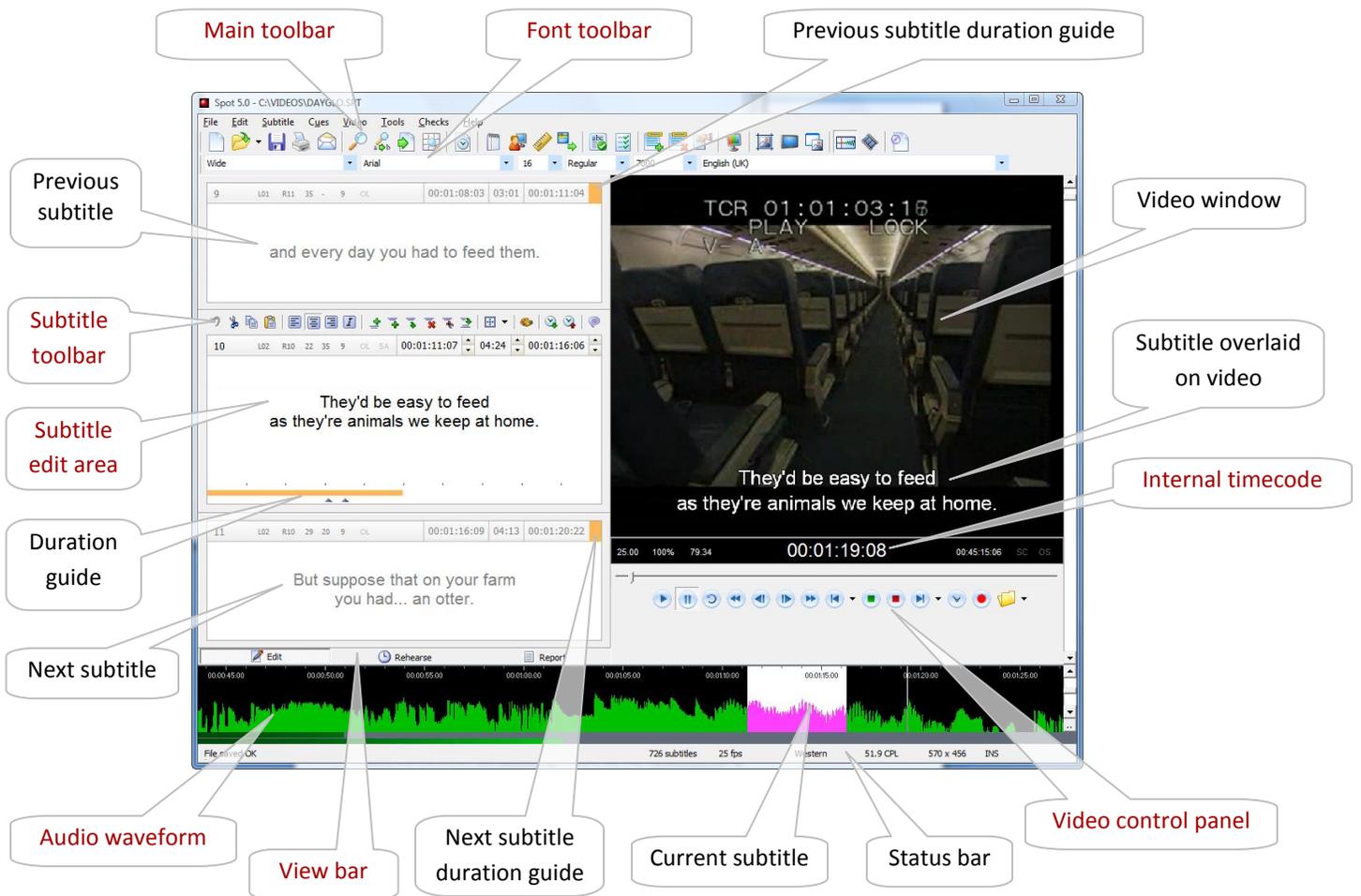
To capture video to your hard disk, you will require either:

- A compatible video capture card; or
- an MPEG or similar encoder

To subtitle from VHS, you will also require:

- A compatible video capture card (with WDM DirectX driver)
- An Adrienne timecode reader board

Screen layout



You can resize the main window by dragging the sides or corners of the window with the mouse. As you do so, the video window will resize accordingly. The video window can be undocked by clicking its icon on the main toolbar.

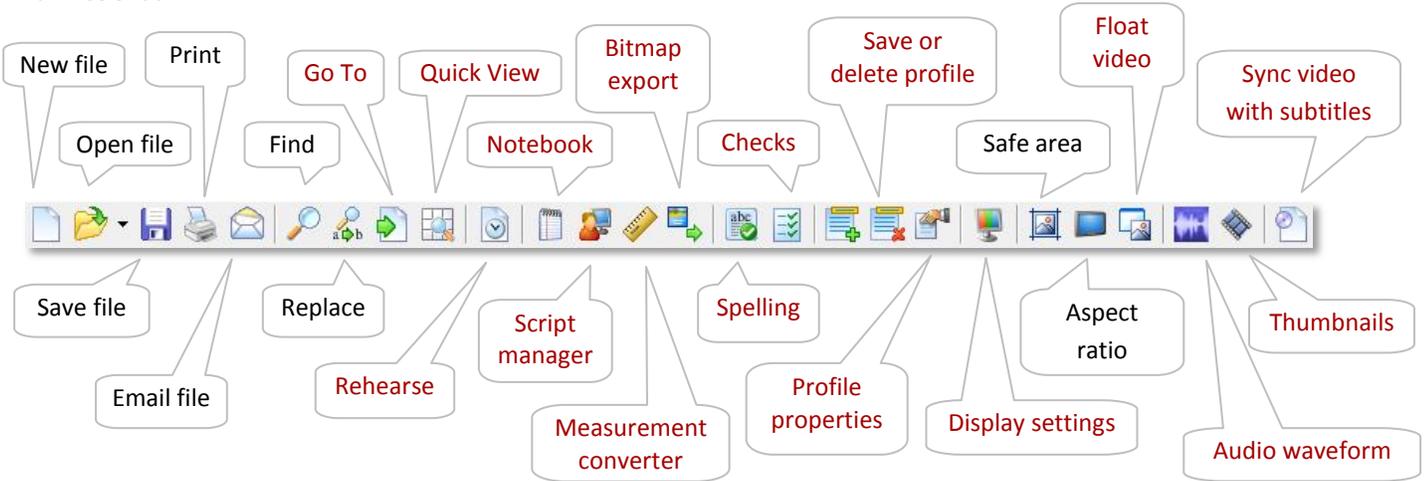
Selecting the option REMEMBER MAIN WINDOW SIZE AND POSITION in the OPTIONS, GENERAL window will store the size and coordinates of the main window and restore them the next time you start Spot. Click the DEFAULT button on the right of this option to restore the window to its default size.

The subtitle toolbar and view bar can be hidden by selecting the appropriate option in the OPTIONS, CUSTOMISE window. You can also turn colour coding on and off for the previous and next subtitles.

The audio waveform can be hidden or displayed by clicking its icon on the main toolbar.

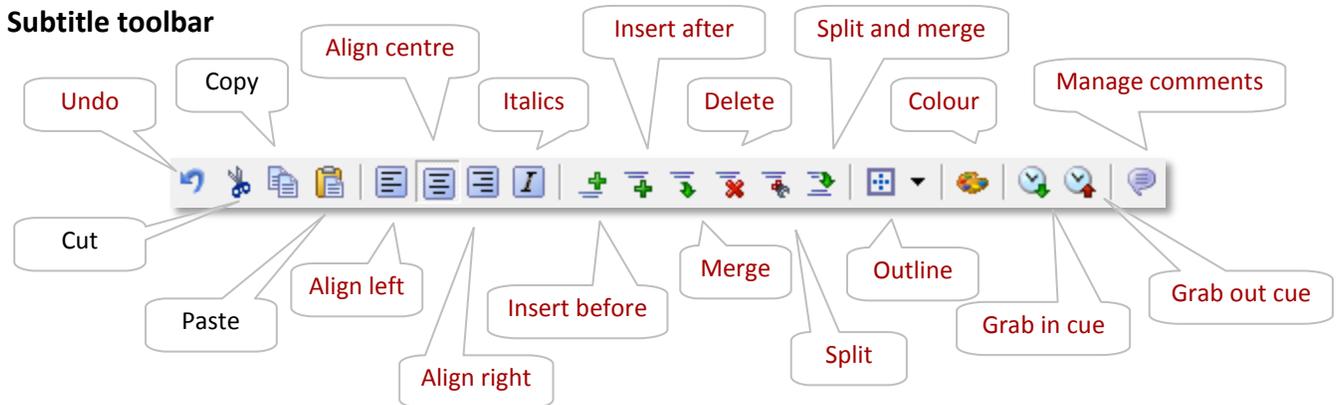
Toolbars and status bar

Main toolbar



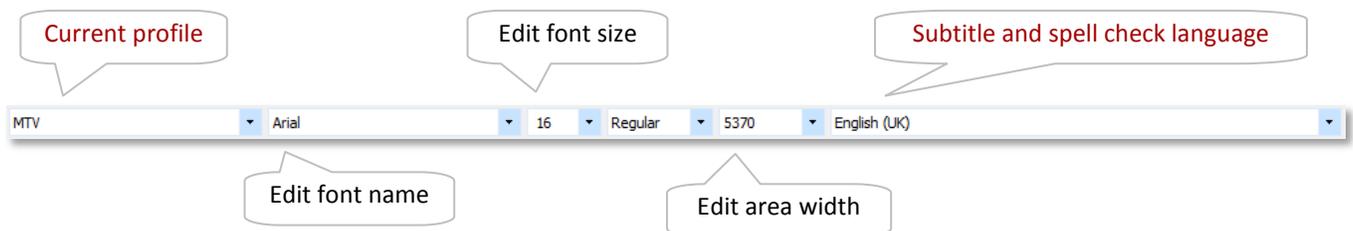
By default, large icons are displayed in the main toolbar. Small icons can be displayed instead by deselecting the option SHOW LARGE ICONS IN THE MAIN TOOLBAR in the OPTIONS, CUSTOMISE window.

Subtitle toolbar

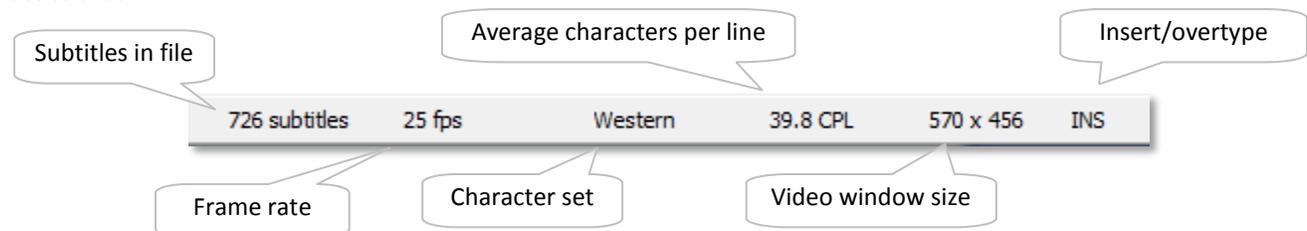


The subtitle toolbar can be hidden by selecting HIDE SUBTITLE TOOLBAR in the OPTIONS, CUSTOMISE window.

Font toolbar

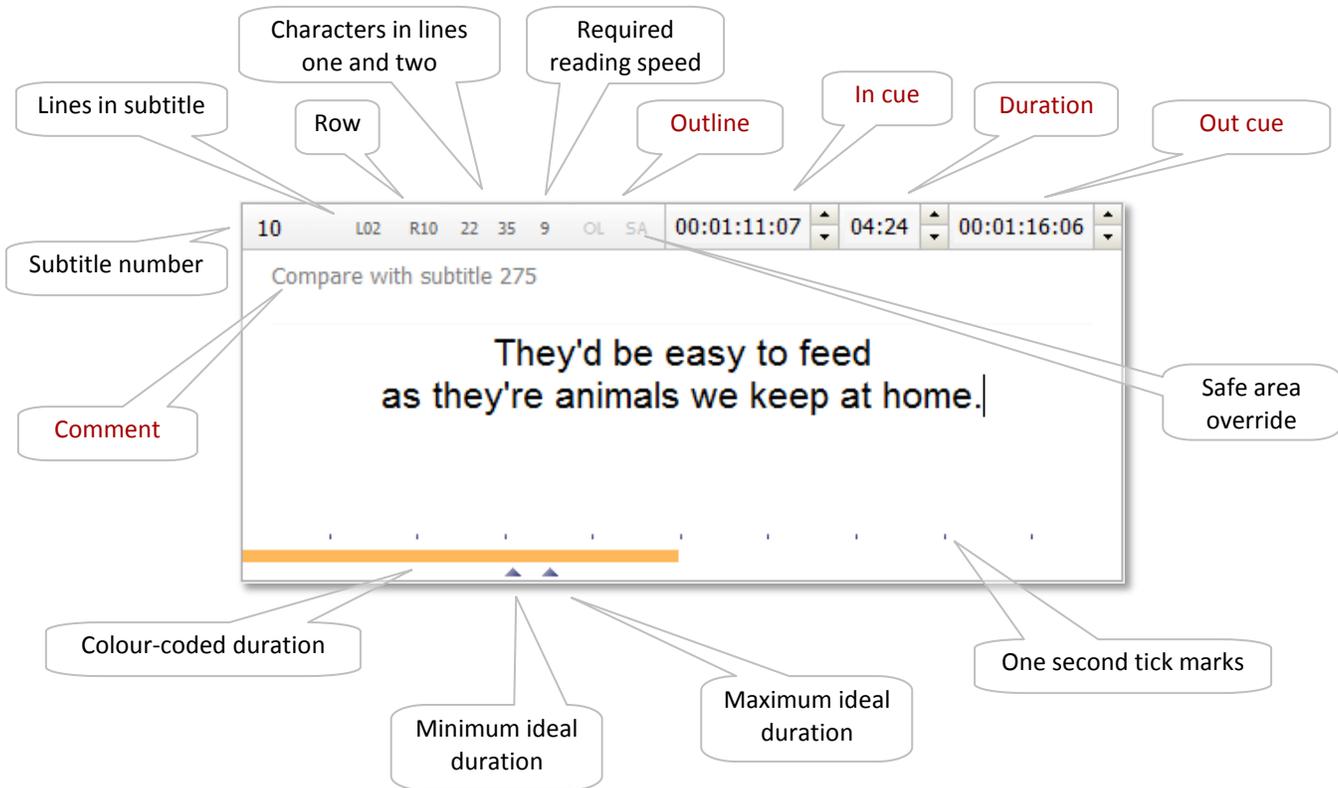


Status bar



Subtitle edit area

The subtitle edit area is where you type and edit subtitles and their in and out cues. It also displays information about the current subtitle and any **comments** that may be attached to it.



Using the TAB key

While the cursor is flashing in the main edit area, press the TAB key:

- once to move to the in cue
- twice to move to the duration field
- three times to move to the out cue
- four times to move to the comment field
- five times to move back to the subtitle text

Use **SHIFT+TAB** to move in the reverse direction. Pressing the **Esc** key from any of these fields will take you back to the main edit area.

Basic navigation

Moving between subtitles

Use the PAGE UP and PAGE DOWN keys to move to the previous and next subtitle. Clicking the previous and next subtitle boxes has the same effect.

Moving to the start and end of a file

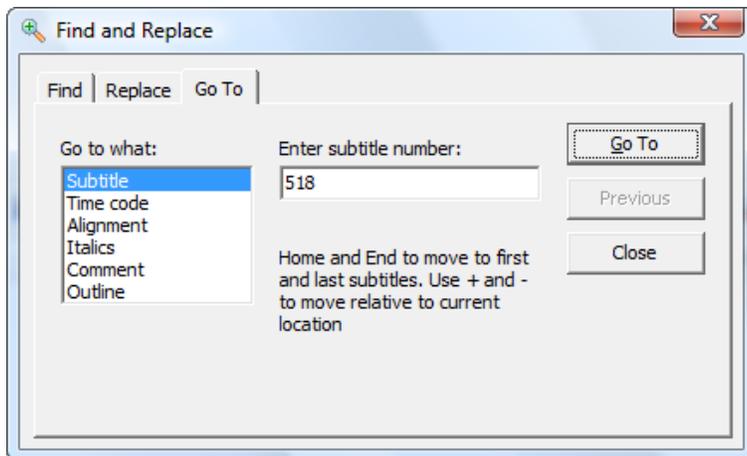
Press CTRL+PAGE UP to jump to the first subtitle in the file and CTRL+PAGE DOWN to jump to the last subtitle.

Navigating quickly through a file

Drag or click within the vertical scroll bar on the far right of the main screen.

Moving to a specific subtitle

Press F5 to open the GO TO window. Type the number in the ENTER SUBTITLE NUMBER box and hit ENTER or click GO TO.



To find a subtitle with a specific in cue, click TIME CODE in the GO TO WHAT box, enter the time code you are searching for in the ENTER TIME CODE box and hit ENTER or click GO TO.

Leave the ENTER TIME CODE box blank and hit ENTER or click GO TO to move to the first subtitle that does not have an in or out cue assigned to it.

To find subtitles with specific formatting, select the type of formatting from the GO TO

WHAT box, then use the NEXT and PREVIOUS buttons to navigate through the file.

For example, to find the next left-aligned subtitle in the current file, click ALIGNMENT in the GO TO WHAT box, select LEFT from the SUBTITLE ALIGNMENT box and click NEXT.

Editing and formatting subtitles

Formatting subtitles

Aligning subtitles horizontally

Press the F2 key to toggle the horizontal alignment of subtitles. Pressing F2 with a left aligned subtitle, for example, centres that subtitle. Pressing F2 again aligns it to the right. Use **Quick View** to change the alignment of a group of subtitles or all the subtitles in a file.

Press SHIFT+F2 to toggle the alignment of an individual line (ENABLE INDIVIDUAL LINE ALIGNMENT must be selected under TOOLS, OPTIONS, TEXT EDITING). Although the alignment in the edit area will remain the same, the preview in the video window will reflect the change.

Lines can be indented (e.g. for closed caption work) by pressing CTRL+ALT+RIGHT. Press CTRL+ALT+LEFT to remove indenting. You can also shift subtitles left and right in one percent steps using SHIFT+ALT+LEFT/RIGHT.

Use **Quick View** to change the horizontal alignment of a group of subtitles.

Aligning subtitles vertically

Press CTRL+ALT+UP/DOWN to raise or lower subtitles. Use CTRL+ALT+1, CTRL+ALT+2 and CTRL+ALT+3 to position subtitles at the top, centre or bottom of the screen. Subtitles can be shifted up and down in one percent steps using SHIFT+ALT+UP/DOWN.

Sometimes you might need to align a subtitle at the bottom of the screen with information such as the speaker's name at the top of the screen. To do this, type the text for the top row, press ENTER and type the first line of the subtitle text. Next, press HOME to move to the start of the line and then continue to press ENTER until the first row snaps to the top of the screen.

Use **Quick View** to change the vertical alignment of a group of subtitles.

Italicising subtitles

Italics can be applied either to whole subtitles or to individual words and phrases. Press F3 to italicise a whole subtitle. To remove italic formatting, press F3 again. To add italics to single words or phrases, select the text you wish to italicise and press F3 or CTRL+I.

Italicised subtitles will appear in italics in both the main edit area and the video window. Single italicised words or phrases will only appear in italics in the video window; in the main subtitle area, angled brackets will mark the start and end of the italicised selection.

You should not leave a space between an italic marker and the word or punctuation mark immediately before or after it.

Use **Quick View** to add or remove italics from a group of subtitles.

Adding comments to subtitles

"Invisible" comments can be attached to individual subtitles. To add a comment to a subtitle:

- Press **SHIFT+TAB** from the main edit area or click directly in the comment field.
- Type your comment.
- Press the **TAB** key to return to the main edit area.

Use the Manage Comments window (**SUBTITLE, COMMENTS** or  on the subtitle toolbar) to keep track of the comments in a file, and to print, delete, copy or save comments. You can force the Manage Comments window to remain always on top or to act like a standard window by selecting the appropriate option under **TOOLS, OPTIONS, CUSTOMISE, ALWAYS ON-TOP**.

- To move to a commented subtitle, double-click the comment or press **CTRL+G**.
- To delete a comment from a subtitle, select the comment in the Manage Comments window and press **DELETE**. Clearing the comment from the comment field in the main edit area has the same effect.

Comments can be printed out or saved by selecting the appropriate command from the Comments menu.

The comment field in the subtitle edit area has two sizes (normal and large), as well as two font sizes (small and large), and can contain an unlimited number of characters. Note that not all file formats support comments (e.g. text files) and some of those that do are restricted to a certain number of characters.

Comment fields for the previous and next subtitles can be turned on or off by clicking **Show Previous/Next Comment Fields**.

When importing the current file into Script Manager, all comments are considered to be the names of characters.

Adding outlines to subtitles

To add outlining to a subtitle, press **CTRL+G**. Notice that the OL indicator is now active.

To remove outlining from a subtitle, press **CTRL+G** again. Notice that the OL indicator is now inactive.

The default outline type can be changed under **Tools, Options, Text Editing, Outline** to any of the following:

- None
- Boxed outline
- Ghost boxed outline
- Stripe outline
- Ghost stripe outline

Not all types of outlining are visible in the video window.

Not all subtitle file formats support outlining.

Use Quick View to add or remove outlining to or from a group of subtitles.

Switching to **GHOST BOXED OUTLINE**, for example, means that every time you press **CTRL+G**, a "Ghost boxed outline" code will be invisibly added to the whole subtitle.

Subtitle editing functions

Inserting subtitles

To insert a subtitle before the current subtitle, click the **INSERT SUBTITLE BEFORE** button on the subtitle toolbar or press **CTRL+F5**. A new subtitle will be inserted immediately before the current subtitle.

To insert a subtitle after the current subtitle, click the **INSERT SUBTITLE AFTER** button on the subtitle toolbar or press **SHIFT+F5**. A new subtitle will be inserted immediately before the current subtitle.

Deleting subtitles

Click the **DELETE SUBTITLE** button on the toolbar or press **CTRL+F6** to delete the current subtitle.

A range of subtitles can be deleted using **Quick View** or the **DELETE RANGE** window (**CTRL+F6**).

Merging two subtitles

To merge the current subtitle with the next subtitle, click the **MERGE SUBTITLE** button on the toolbar or press **CTRL+F7**. The newly merged subtitle will inherit the out cue of the second subtitle.

Splitting subtitles

To split the current subtitle into two subtitles, place the cursor at the point where you wish the split to take place, then click the **SPLIT SUBTITLE** button on the toolbar or press **CTRL+F8**.

If the subtitle you are splitting contains valid in and out cues which fall outside the current timecode, the in and out cues of both subtitles will be based, where possible, on the amount of text in each subtitle.

If the subtitle you are splitting contains valid in and out cues which fall within the current timecode, the in cue of the newly created subtitle will be set to the current timecode, with the two subtitles separated by the default interval.

Splitting and merging subtitles

To split and merge the current subtitle, click the **SPLIT AND MERGE SUBTITLE** button on the toolbar or press **CTRL+F9** or select **Split and Merge** from the Subtitle menu. The current subtitle will be split at the cursor; the text to the right of the cursor will be merged with the next subtitle.

Copying subtitles

Use **Quick View** to copy subtitles.

Locking subtitles

Documents can be protected by disabling text and cue editing, subtitle insertion and other editing functions in the **DISABLE** window (**EDIT, DISABLE**).

Text editing functions

Deleting text

To delete a word, move the cursor to the start of the word and press CTRL+DEL.

To delete a line, press CTRL+Y.

To delete all the text in a subtitle, press CTRL+SHIFT+DEL .

Moving words between rows

Use ALT+UP ARROW to move the word at the start of line two to the end of line one.

Use ALT+DOWN ARROW to move the word at the end of line one to the start of line two.

TOOLS, OPTIONS, TEXT EDITING lets you change the position the cursor needs to be in for these actions to work.

You can use the mouse to drag and drop text within the subtitle edit area by selecting this option in the TOOLS, OPTIONS, TEXT EDITING window. The same window lets you hide the mouse cursor whilst typing.

Swapping lines one and two

Press CTRL+F2.

Toggling text between upper, mixed and lowercase

Select the text you wish to change. Press CTRL+L once, twice or three times.

Compressing text

Press CTRL+T to remove all hard carriage returns from the text in a subtitle and force a “best fit”.

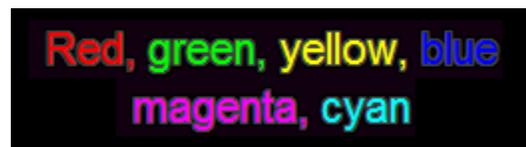
Using colours

To use colours, you must select ENABLE COLOUR SUPPORT under TOOLS, OPTIONS, TEXT EDITING. The colour can be set for individual words by using the following shortcuts:

Red = RIGHT CTRL+1, Green = RIGHT CTRL+2, Yellow = RIGHT CTRL+3, Blue = RIGHT CTRL+4, Magenta = RIGHT CTRL+5, Cyan = RIGHT CTRL+6.

On some systems the colour flags will appear in the edit area as right-angled lines, on others as boxes or parallel vertical lines. Whatever the appearance, please bear in mind that all flags count as a space.

| | Red, | | green, | | yellow, | | blue
| | magenta, | | cyan

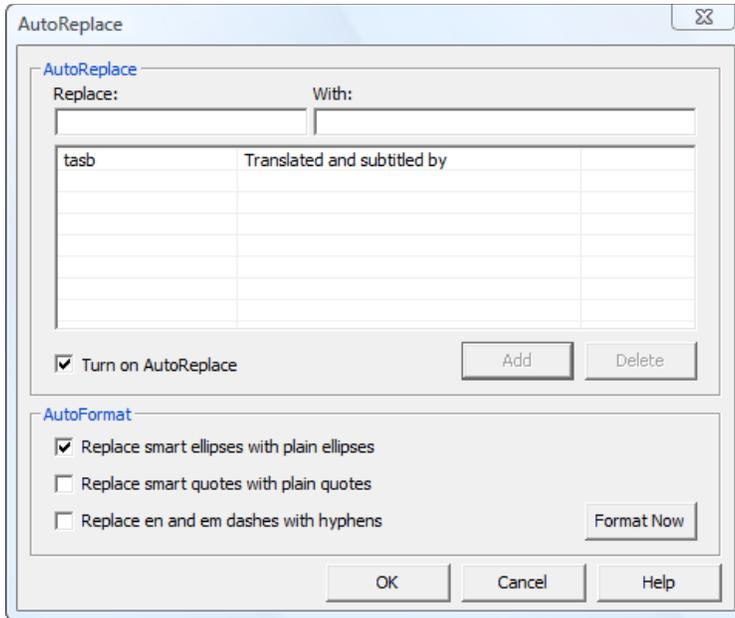


Red, green, yellow, blue
magenta, cyan

You can add colours to whole lines by using the key combinations SHIFT+ALT+1 to SHIFT+ALT+6.

AutoReplace and AutoFormat

AutoReplace (TOOLS, AUTOREPLACE) takes the stress out of getting "Mississippi" right for the eighth time or re-typing frequently used words or phrases. It also ensures naming consistency throughout your files, avoiding errors that the spell checker will not detect (Johny Knoxville, Johnny Knoxville, Johnny Knoxville, etc.).



To add an AutoReplace entry:

- Type the shorthand form of the word or phrase in the Replace box.
- Type the actual word or phrase in the With box.
- Press the Enter key or click the Add button.

Continue in this fashion until you have added all the entries you want.

The new AutoReplace entry is displayed in the list. Typing the short form of the word or phrase in Spot's subtitle edit field will replace it with the actual word or phrase whenever you press the spacebar or type a punctuation mark.

To delete an AutoReplace entry:

- Select the entry from the list.
- Click the DELETE button.

To turn off AutoReplace, uncheck the TURN ON AUTOREPLACE option.

Words can be added to AutoReplace directly from the subtitle edit area by pressing CTRL+W while the insertion point is within the word to add.

Smart ellipses, smart quotes and en/em dashes are not supported in many subtitle file formats. AutoFormat replaces these characters with their simple forms whenever you run an F9 check, move between subtitles or click the FORMAT NOW button.

Undo

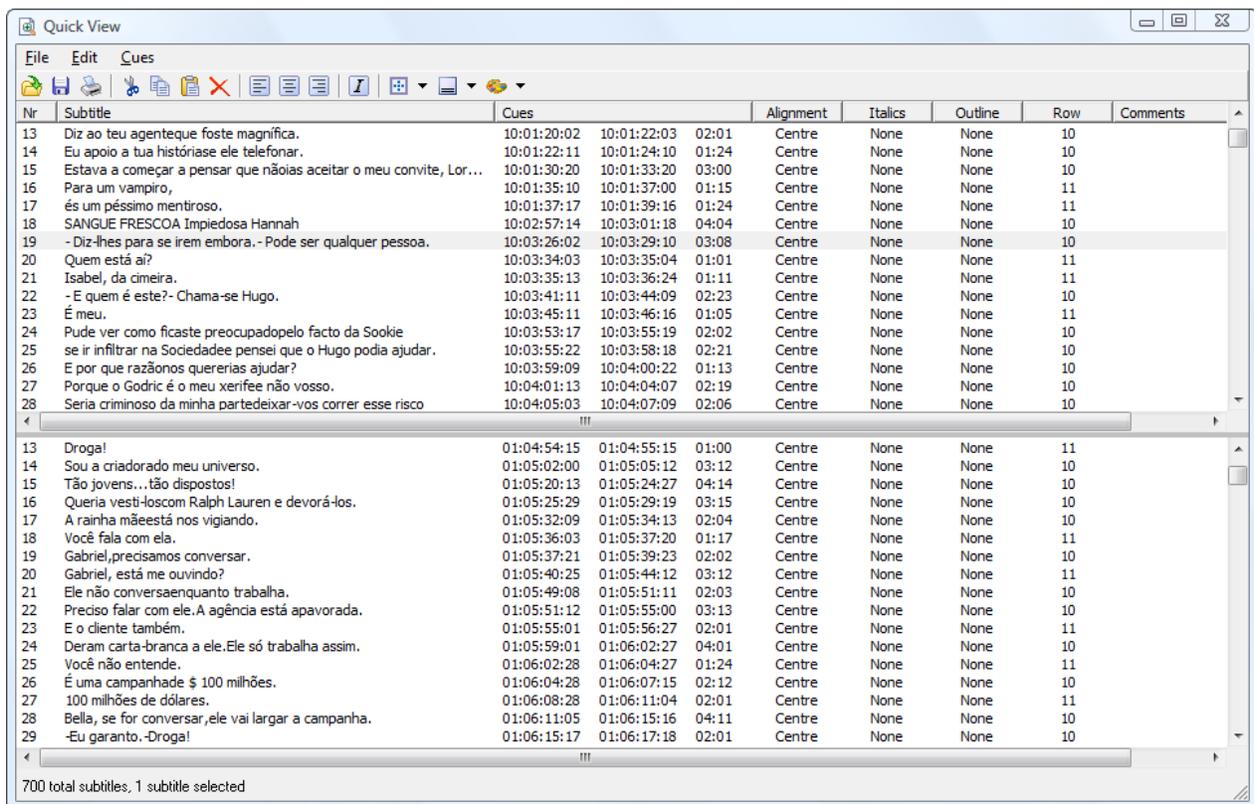
Press CTRL+Z to reverse an operation carried out on the current subtitle (cue changes, text editing and formatting, etc.) or the current file (merge, delete, insert, etc).

The undo flag is reset when moving between subtitles unless the ENABLE FULL UNDO option has been selected in the Tools, Options, General tab. In this case, the undo flag is only reset when the main Spot window loses the focus (i.e. when opening another window within the program).

Notebook has unlimited undo and redo.

Quick View

The Quick View window (CTRL+Q or SUBTITLE, QUICK VIEW) lets you apply changes to a group or range of subtitles. It also allows you to copy subtitles from other files.



Select the subtitles you want to format (click while holding down the CTRL key to select multiple individual subtitles or click while holding down the SHIFT key to select a continuous range) and then either click the appropriate command on the toolbar, select it from the SUBTITLE menu or right click the list and select it from the pop-up menu.

Clicking on each column header will sort the list in ascending order based on that data item *but will not affect the current subtitle file*. This might prove useful as a quick means of checking for empty or untimed subtitles

(click the SUBTITLE or CUES column), for example, or listing subtitles in italics, subtitles with outlines, etc. Clicking a header a second time will sort the list based on that item data in descending order.

To copy subtitles from an existing subtitle file, click FILE, OPEN AS READ-ONLY and select the file you want to open. The Quick View window will split into two panes, with the subtitles from the file you have just opened displayed in the bottom pane (the size of the panes can be adjusted by moving the splitter in the middle of the window). To copy subtitles into the current file, select the subtitles to copy, then either a) drag them into the desired position in the top pane or b) press CTRL+C, select the insertion point in the top pane and press CTRL+V. You can also copy subtitles from an existing file using FILE, MERGE, MULTIPLE SUBTITLES.

The contents of the window can be printed out or saved as a CSV text file by clicking File, Print or File, Save.

Capturing and editing cues

Capturing cues

There are two ways to capture cues in Spot: you can time a file "live" with the spacebar whilst in Rehearse mode, or you can grab in and out cues using the mouse or keyboard whilst in Edit mode.

Grabbing cues in Edit mode

Press SHIFT+ENTER or F11 to grab the in cue and SHIFT+INS or F12 to grab the out cue. Clicking   on the subtitle toolbar has the same effect. You can choose to use ENTER and INS without SHIFT by selecting this option in the VIDEO, MEDIA PREFERENCES, MEDIA CONTROL window.

CTRL+ENTER also grabs the in cue whilst simultaneously "locking" the last out cue to within the default interval of in cue. If the out cue of the last subtitle is 10:26:07:13, for example, and the video timecode is 10:26:08:04, pressing CTRL+ENTER will:

- Set the in cue for the current subtitle to 10:26:08:04.
- Set the last out cue to 10:26:08:01, i.e. the current in cue minus the default interval.

In similar fashion, CTRL+INS grabs the out cue whilst simultaneously locking the next in cue.

Spotting with the spacebar in Rehearse mode

- Switch to Rehearse mode if necessary (press F8 or click REHEARSE on the VIEW bar).
- Press and hold down the spacebar to bring in a subtitle. Notice that the subtitle duration indicator beneath the main edit area starts to move.
- Release the spacebar when you want the subtitle to come out. Ideally, the duration indicator will now lie in between the two ideal duration indicators.

If you make a mistake and want to re-subtitle one or more subtitles, you can use any of the following methods:

- Position the video at the point at which you wish to start re-subtitling, press and hold down the CTRL key and continue subtitling as normal. Holding the CTRL key down overrides any cues that have already been assigned.
- Switch to Edit mode (F8), move to the subtitle where you wish to begin re-subtitling, and then press ALT+BACKSPACE. This will delete all cues forward of (and including) the current subtitle.
- Press the BACKSPACE key once for every subtitle you want to re-spot. This method is particularly useful if you have brought a subtitle in too early and still have time to react.

AutoRecover and timed backups are disabled in Rehearse mode. If you plan on leaving Spot unattended for a long period of time, you should switch to Edit mode first.

Editing cues

Editing the in and out cue

To edit the current subtitle's in cue:

- Press **SHIFT+F11** or the **TAB** key to move the cursor to the in cue field. If the cue contains a valid timecode, part or all of the cue will be highlighted depending on the settings you have selected under **TOOLS, OPTIONS, CUE EDIT, WHEN MOVING TO VALID CUES**.
- Type the new in cue or use the **UP** and **DOWN** arrow keys to increase or decrease the in cue by one frame at a time. If you hold down the **SHIFT** key while pressing the **UP** or **DOWN** keys, the cue you are editing will be increased or decreased by 6 frames; holding down the **CTRL** key will increase or decrease the cue by 11 frames; holding down both the **SHIFT** and **CTRL** keys will increase or decrease the cue by 16 frames.

If the previous subtitle contains a valid out cue, moving to the current subtitle's in cue field will cause it to adopt the last subtitle's out cue plus the default subtitle interval. For example, if the last subtitle's out cue is 00:10:34:12 and the default interval is set to three frames, the current subtitle's in cue will display 00:10:34:15. You can turn this feature off by deselecting the **CALCULATE IN CUE** option in the **TOOLS, OPTIONS, CUE EDIT** window.

To edit the current subtitle's out cue:

- Press **SHIFT+F12** or the **TAB** key three times to move the cursor to the out cue field. If the cue contains a valid timecode, part or all of the cue will be highlighted depending on the settings you have selected under **TOOLS, OPTIONS, CUE EDIT, WHEN MOVING TO VALID CUES**.
- Type the new out cue or use the **UP** and **DOWN** keys to increase or decrease the out cue by one frame at a time. If you hold down the **SHIFT** key while pressing the **UP** or **DOWN** keys, the cue you are editing will be increased or decreased by 6 frames; holding down the **CTRL** key will increase or decrease the cue by 11 frames; and holding down both the **SHIFT** and **CTRL** keys will increase or decrease the cue by 16 frames.

If the in cue contains a valid time code, Spot automatically calculates the out cue for you. This is based on the amount of text in the current subtitle or the default duration setting if the caption is empty. For example, if the current subtitle's in cue is 00:10:34:16 and the text in the subtitle requires two seconds to be read, the out cue will be set to 00:10:36:16. If no text is present, the default subtitle duration will be used instead. Similarly, if the in cue field is empty but the previous subtitle contains a valid out cue, Spot will calculate the in and out cue of the current subtitle. You can turn both these features off by deselecting the **TOOLS, OPTIONS, CUE EDIT, WHEN MOVING TO EMPTY OUT CUE, CALCULATE IN AND OUT CUE** option.

The keyboard can be used to change the in or out cue without moving to the in or out cue field.

- Press **SHIFT+ADD** to increase the in cue by one frame
- Press **SHIFT+SUBTRACT** to decrease the in cue by one frame
- Press **CTRL+ADD** to increase the out cue by one frame
- Press **CTRL+SUBTRACT** to decrease the out cue by one frame

Deleting cues

To delete the current in or out cue, press CTRL+SHIFT+F11 or CTRL+SHIFT+F12. Alternately, move to the cue and press DELETE.

To delete both the in and out cues, press SHIFT+DEL.

To delete all cues forward of (and including) the current subtitle, press ALT+BACKSPACE or choose DELETE CUES FROM THIS POINT FORWARD from the CUES menu.

To delete all the cues in the current file, CHOOSE DELETE ALL CUES from the CUES menu.

To delete a range of cues (e.g. from subtitle 35 to subtitle 89) use the Delete Range window (SHIFT+F6)

Note that pressing the BACKSPACE key while in Rehearse mode will erase the cues for the previous subtitle and prepare for it to be retimed. You should only use this method if spotting live with the spacebar.

Recalculating cues

To recalculate the out cue, press CTRL+F12.

If the current subtitle contains a valid in cue, recalculating the out cue will set this to the in cue plus the time needed to read the subtitle. If the subtitle does not contain text, the out cue will be set to the in cue plus the default subtitle duration.

For example, if a subtitle contains text that requires three seconds to be read and the in cue is set to 01:10:03:19, the recalculated out cue will be 01:10:06:19. If the subtitle does not contain text and the default duration setting is two seconds, the recalculated out cue will be 01:10:05:19.

Out cues can be recalculated even if the in cue is empty. In this case, Spot first calculates the in cue time for the current subtitle (based on previous subtitle's out cue and the default interval setting) and then recalculates the out cue.

To recalculate the in cue, press CTRL+F11.

Recalculating a subtitle's in cue works in similar fashion to out cue recalculation. For example, if a subtitle contains text that requires three seconds to be read and its out cue is set to 01:10:03:19, the recalculated in cue will be 01:10:00:19. If the subtitle does not contain text and the default duration setting is two seconds, the recalculated in cue will be 01:10:01:19.

Offsetting cues

Press CTRL+J or choose Cues, Offset to open the Offset Cues window.

There are three ways of adjusting the cues in a file:

- Base on new in time
- Manually adjust the offset
- Continue from last out cue

Base on new in time

Choose this option when retiming a file against a new master. If the first subtitle has an in cue of 10:00:27:12 and the new in time is set to 00:32:57:15, all cues in the file will be recut by 09:27:29:22. Select the "Proportional offset" option if the difference between the old and new cues is non-linear (e.g. if the new master is PAL and the file was originally timed as NTSC).

The Cue Conversion window gives you greater control over converting between video formats.

Manually adjust offset

This method is most useful if you spot using the spacebar method and want to compensate for the small delay that occurs between deciding to capture a cue and actually pressing the spacebar to capture it.

Continue from last out cue

Select this method when a file contains a break in timecode (e.g. the start of a reel) but a new master requires the timecode to be continuous.

Controlling cue behaviour

Select Cue Editing from the Tools, Options window to specify how Spot behaves when editing cues.

Cue highlight

Specifies which part of a cue is highlighted when focused.

Calculate in cue

When this option is selected, moving to the in cue will set the cue to the previous subtitle's out cue plus the default subtitle interval.

Calculate in and out cue

If the in cue contains a valid time code, Spot calculates the out cue for you.

Lock cues

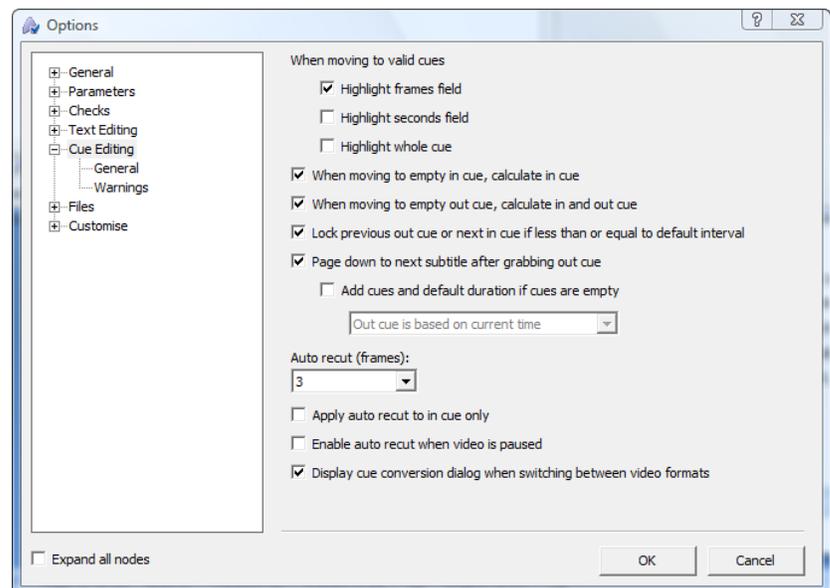
The lock cues option allows you to "push and pull" in and out cues. For example, if the default interval is set to three frames, as soon as the current subtitle's in cue comes within three frames of the previous out cue, the out cue will maintain the three-frame interval.

Page down after grabbing out cue

Forces Spot to move to the next subtitle after grabbing the out cue for the current subtitle (Edit mode only). Selecting the "Add cues..." option below will create in and out cues for the subtitle.

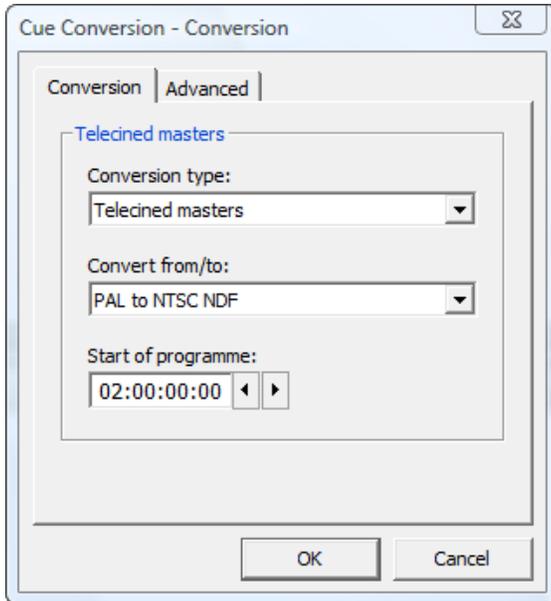
Auto recut

Offsets cues when grabbed by the number of frames specified.



Converting cues between video formats

Sometimes you may have to subtitle a file that was originally timed against a video with a different timecode format. Use the Cue Conversion window (SHIFT+F8 or select Convert from the Cues menu) to convert between different video standards.



On the Conversion tab, select “Telecined masters” as the conversion type and choose the formats to convert from and to. If the original master was PAL, for example, and the new video is NTSC non-drop (30 fps), you need to select PAL to NTSC NDF.

Set the “Start of programme” field to match the hour at which the file begins, click the OK button and the file will be converted from PAL to NTSC NDF.

After converting, switch to Rehearse mode to check that the file is in sync with the new video. If it isn’t (the original master might have been running at a slightly slower speed, for example), you may have to adjust the coefficients used to carry out the conversion. These are listed on the Advanced tab.

Checking and proofing subtitles

Using the Checks menu

The Checks menu performs global checks on a subtitle file starting at the current subtitle (which means you need to move to the start of the file to check every subtitle). You can run a single check such as “Check for invalid cues” by using the respective shortcut or run a group of checks simultaneously by pressing F9. You configure which checks to include in this group in the TOOLS, OPTIONS, CHECKS, ON RUN ALL CHECKS INCLUDE window.

The checks and their respective shortcuts are listed below.

Too many rows (SHIFT+CTRL+F1)

Searches for subtitles that contain more rows than the TOOLS, OPTIONS, PARAMETERS, MAXIMUM LINES PER SUBTITLE setting.

Too many characters in line (SHIFT+CTRL+F2)

Searches for lines containing more characters than the TOOLS, OPTIONS, PARAMETERS, MAXIMUM CHARACTERS PER LINE setting.

Safe area override (SHIFT+CTRL+F3)

Searches for subtitles whose width overrides the left or right subtitle margins. This is not the same as the TOO MANY CHARACTERS IN LINE check.

Invalid cues (SHIFT+CTRL+F4)

Searches for invalid cues: out cue less than in cue, in cue less than previous out cue, malformed cue, etc.

Duration too short/long (SHIFT+CTRL+F5)

Searches for subtitles whose duration is less than the TOOLS, OPTIONS, PARAMETERS, MINIMUM DURATION setting or greater than the TOOLS, OPTIONS, PARAMETERS, MAXIMUM DURATION setting.

Cues not set (SHIFT+CTRL+F6)

Searches for empty in or out cues.

Reading speed (SHIFT+CTRL+F7)

Searches for subtitles whose required reading speed is greater than the TOOLS, OPTIONS, PARAMETERS, READING SPEED setting.

Invalid interval (SHIFT+CTRL+F8)

The invalid interval check carries out two slightly different checks.

An F9 checks stops on a subtitle which contains an error. Press Shift+F9 to ignore the current subtitle and continue checking the file.

First, it searches for intervals between subtitles that are less than the TOOLS, OPTIONS, PARAMETERS, DEFAULT INTERVAL setting.

Second, it looks for intervals between subtitles which are greater than the default interval but less than or equal to the TOOLS, OPTIONS, PARAMETERS, INVALID INTERVAL THRESHOLD setting.

In either case, selecting TOOLS, OPTIONS, CHECKS, FORCE DEFAULT INTERVAL WHEN RUNNING INVALID INTERVAL CHECK will replace the incorrect interval with the default interval.

Empty subtitles (SHIFT+CTRL+F9)

Searches the file for subtitles that do not contain any text.

Raised subtitles (no shortcut)

Searches the file for subtitles which have been raised.

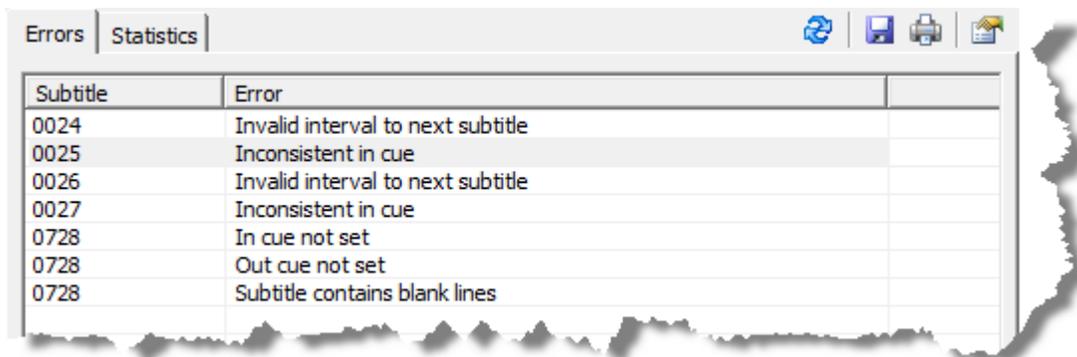
AutoCheck

This is a background process that carries out the checks selected under TOOLS, OPTIONS, CHECKS, AUTO CHECK.

Report View

Report View serves two purposes: it gives you immediate feedback on subtitle errors and provides detailed statistical information on the current file. Press CTRL+R or click the Report tab to switch to Report View.

The types of error listed on the Errors tab are based on the checks selected under TOOLS, OPTIONS, CHECKS, ON RUN ALL CHECKS (in similar fashion to the F9 check). To add or remove an error type, click the properties icon on the far right of the tab.



Subtitle	Error	
0024	Invalid interval to next subtitle	
0025	Inconsistent in cue	
0026	Invalid interval to next subtitle	
0027	Inconsistent in cue	
0728	In cue not set	
0728	Out cue not set	
0728	Subtitle contains blank lines	

Clicking an error in the list selects that subtitle as the current subtitle. For example, clicking the first occurrence of “Inconsistent in cue” as shown above will force Spot to jump to subtitle 25. Because the list is not updated automatically as you edit subtitles, click the first icon on the Error tab if you want to refresh the list.

The error and statistics lists can be saved to file or sent to the printer by clicking the appropriate icon.

Press CTRL+R again or click the Edit tab to leave Report View.

Spell check and thesaurus

Spot uses Microsoft Office Word to perform spell checking and find synonyms. You must therefore have a version of Word installed on your system for the spell check and thesaurus to work.

Spell checking a subtitle file

Press F4 to spell check the current file. Spot will open Microsoft Office Word, paste the contents of the file into a blank document and start a spell check. When you have finished spell checking, the file is copied back into Spot.

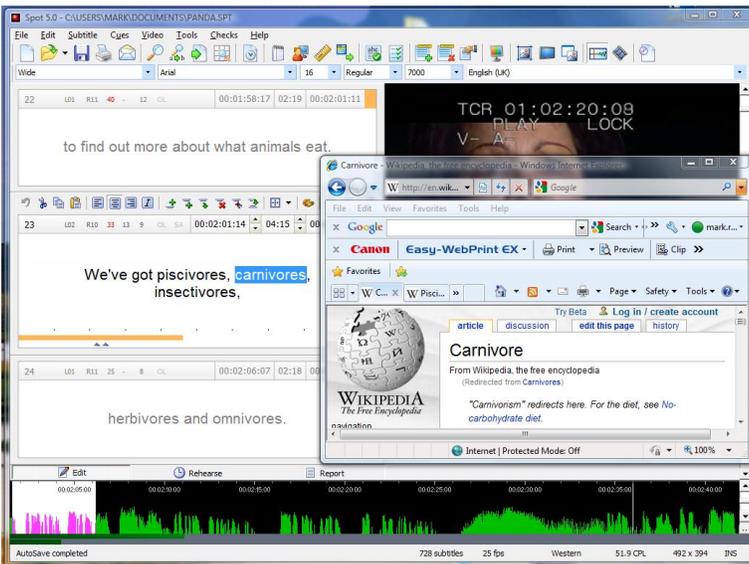
Spelling suggestions and synonyms

You can get spelling suggestions or find synonyms for a word by right-clicking it in the subtitle edit area and selecting Look Up, Synonyms or Look Up, Spelling Suggestions.

Set the language used by the spell checker and thesaurus from Spot's language bar.

Web search

The Internet is a useful tool for checking names, references and other details. You can look up a word on the Internet directly from within Spot by right-clicking it in the edit area and selecting Web Search followed by the



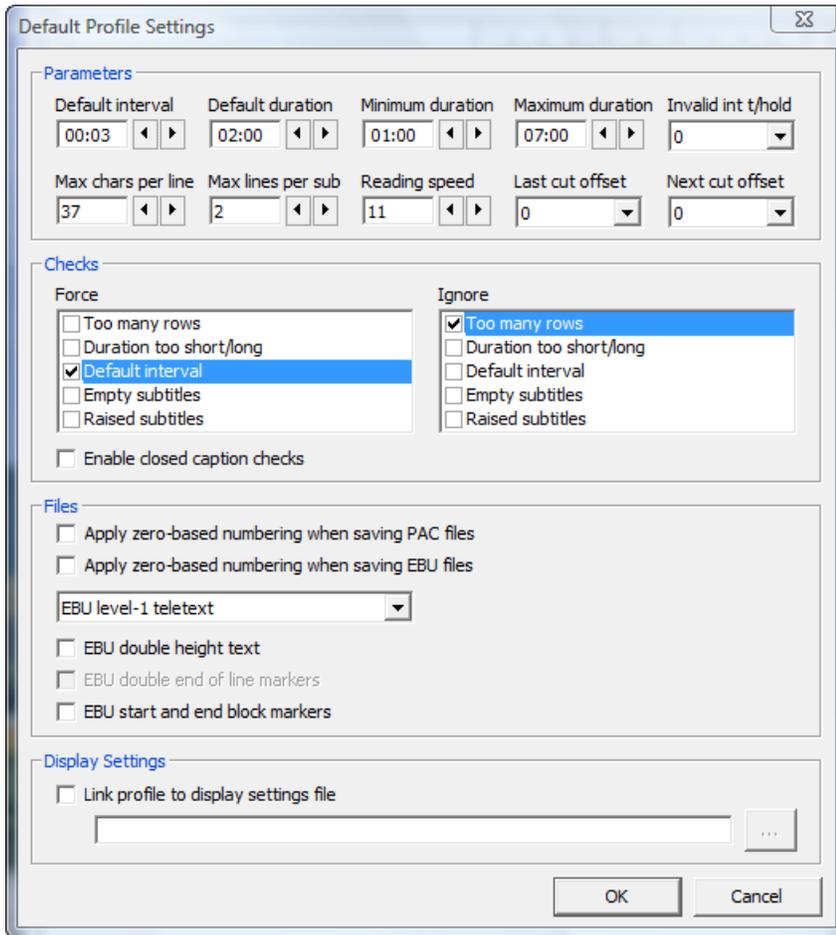
Internet site you want to open – Babylon, One Look, Google, Yahoo, Wikipedia, Dictionary.com or Thesaurus.com. If you prefer to use the keyboard rather than the mouse, press CTRL+ALT+4 for Babylon, CTRL+ALT+5 for One Look, CTRL+ALT+6 for Google, CTRL+ALT+7 for Yahoo, CTRL+ALT+8 for Wikipedia, CTRL+ALT+9 for Dictionary OR CTRL+ALT+0 for Thesaurus.

The portal through which the search is executed can be changed in the Options, Customise, Web Search window. If you live in Holland, for example, you might want to search for a word on www.google.nl rather

than the default www.google.com. You do this by changing the Google search string to [http://www.google.nl/search?q=\\$K](http://www.google.nl/search?q=$K), where \$K represents the word sent from Spot to the search engine. You can reset the default search string for all search engines by pressing the corresponding Default button.

Working with profiles

Different clients require different settings. Instead of manually having to change font sizes, frame rates and other options when switching between clients, you can create a custom profile for each of them. Click the Edit Profile button on the toolbar (or click File, Profile, Edit) to open the Profile Settings window.



The name of the currently selected profile is displayed in the title of the window. In the image above, for example, we are editing the default profile settings.

Once you've set up your first profile, you'll probably want to change the name to something other than Default. Click OK in the Profile Settings window to save the changes, then back in Spot's main window click the Save Profile button on the toolbar (or click File, Profile, Save) and type the new profile name in the Save Profile window. The new profile will be added to the dropdown profile list on the left of the font toolbar. Selecting a profile from the list will load the settings associated with that profile. If the profile is linked to a **display settings** file, the corresponding display settings configuration file will also be loaded.

You do not need to keep saving a profile after editing it as all changes are saved when you click the OK button.

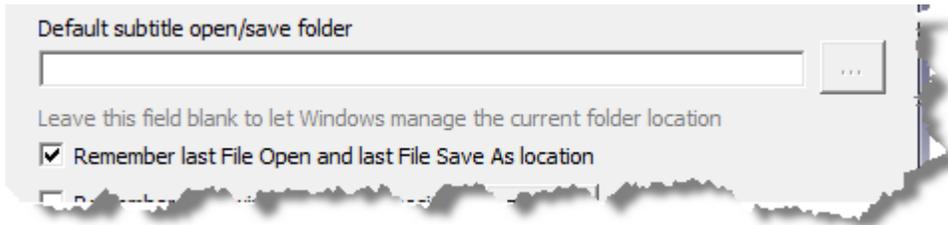
To delete a profile, click the Delete Profile button on the toolbar (or click File, Profile, Delete).

If you are upgrading from a previous version of Spot, your old style settings data file (datafont.dat) will be automatically converted to the new profile format (profiles.dat).

Working with files

Default file folders

You can tell Spot which folders to open or save files in by choosing the appropriate option in the Tools, Options, General window.



Default subtitle open/save folder

Selecting a default subtitle open/save folder forces Spot to navigate to that folder whenever you open or save a file. If you leave the field blank, the initial directory in the open and save dialogs will be the current Windows folder.

Remember last File Open and File Save As location

Selecting this option will force Spot to open a file in the same folder used in the last file open operation and save a file in the same folder used in the last file save operation.

Opening and importing files

There are two ways of opening a subtitle file in Spot: File, Open or File, Import.

Spot's internal file format (SPT) and four of the most common subtitle file formats (Screen Subtitling Systems PAC files, ScanTitling 890 files, EBU STL files and text files) are opened from the File, Open menu. These files can be saved without the need to change format. Other file formats (DVD text files, SubRip text files, closed caption files, etc) are opened from the File, Import window. These files must either be saved as one of the four main file types or exported via the File, Export window.

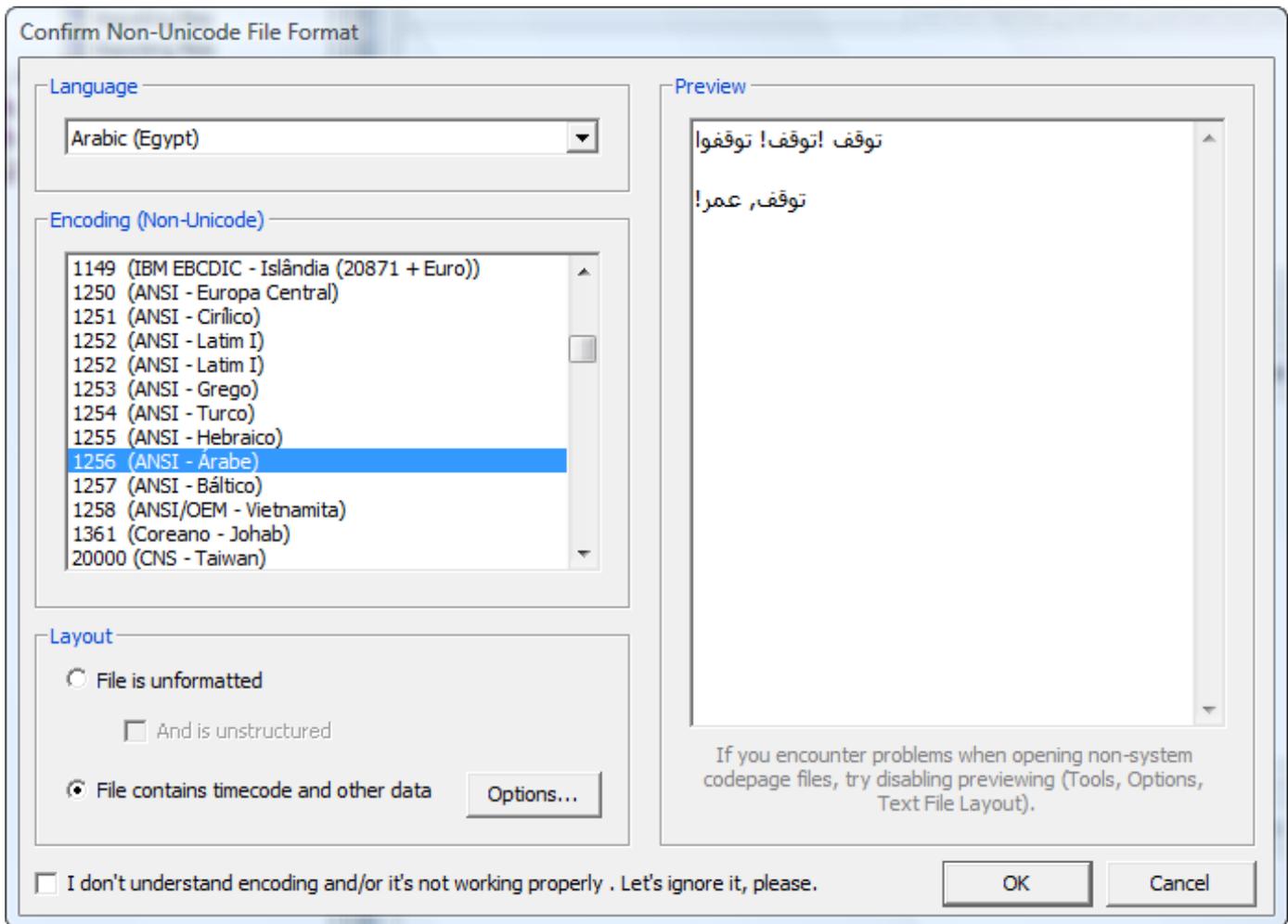
Opening files

To open any of the common subtitle file types listed above:

- Press CTRL+O, choose Open from the File menu, or click the File Open button on the standard toolbar. The Open subtitle file dialog will appear.
- Select the type of file you want to open from the Files of type box.
- Select the file you want to open and then click OK, or double-click the file.

When you open a PAC file, Spot prompts you for the file language. If you always open the same language files, you can turn the prompt off under Tools, Options, Files, File Types, PAC.

When opening text files, you are asked to provide certain information regarding the file as shown below.



File language

Select the language used in the file from the list at the top left of the window.

File encoding

If the file is a non-Unicode text file, you need to select the encoding format used from the Encoding list in the middle of the window. If you are unsure how the file was encoded, scroll through the list and use the Preview pane on the right of the window to help you.

File layout

Text files may be unformatted (containing only text, in other words) or structured (i.e. containing cues and other data laid out in a particular fashion).

If the file you are opening is unformatted, select this option in the Layout frame and click OK to import the file.

If the file contains timecode and other data, click the Options button, select the layout used, and click OK to import the file.

Supported text file formats

Text files with the following layouts are supported by Spot. See Tools, Options, Files for more information.

Native formats

```
00:10:23:09 00:10:26:14
Sample two line
subtitle text
```

```
341 00:10:23:09 00:10:26:14
Sample two line
subtitle text
```

```
341 00:10:23:09 Sample two line
00:10:26:14 subtitle text
```

```
00:10:23:09 Sample two line
00:10:26:14 subtitle text
```

Custom formats

```
[0001]
01:00:52:16
01:00:56:08
Line One
Line Two
```

```
Line One
Line Two
@SHOW 01:00:52:16 01:00:56:08
```

```
2779 3548
1 0 0 0 0 0
Line One
Line Two
```

```
0001 01:00:52:16 01:00:56:08 Line One
Line Two
```

```
TITLE
1 01005216/01005608 Line One
Line Two
```

On-screen caption code

1

```
39.6
52.10
13.4
This is some text
```

```
00:00:53:14 00:00:56:17 Line one<P>and line two
```

```
00:00:53:14 00:00:56:17 Line one//and line two
```

Importing files

To import other file types, click File, Import to open the Import window. You can import 18 different file formats:

- Caption Inc CIN file
- CaptionMaker ASCII text file
- Closed caption text file
- SDI Media Group formatted text file
- Greek DreamWorks file (obsolete)
- Hoek en Sonépouse voice-over text file
- MicroDVD SUB file
- PMWin OVR file
- Screen Subtitling Systems RAC file
- Screen Subtitling Systems structured ASCII file
- Softni text file
- Sonic DVD Creator script file
- Spruce Maestro STL file
- SubRip SRT file
- Tab-separated DVD script file
- Texas Instruments DLP Cinema XML file
- Titra theatrical file
- Windows Media Player SAMI caption file

Select the appropriate format from the list, click OK to open the import dialog, then navigate to and select the file you want to import. If the file you are importing is in a different language or timecode format from the current Spot settings, select the option “Confirm file language” and/or “Confirm video standard” before importing the file.

Importing only text or cues

Sometimes you may want to import only the text or cues from a subtitle file and ignore other information. To do this, use the File, Merge menu.

Merge text as subtitles

Replaces all subtitle text with the text from the selected file. Cues and comments in the current file remain untouched.

Merge text as comments

Imports all the subtitles from the selected file and stores them in the comment field. Subtitles and cues in the current file remain untouched.

Merge cues and text as comments

Imports all the subtitles and cues from the selected file. Subtitles are stored in the comment field. Subtitles in the current file remain untouched.

Saving and exporting files

Just as there are two ways of opening a subtitle file in Spot, there are always two ways of saving a file: File, Save or File, Export.

Saving files

Files can be saved in SPT (Spot's internal format), PAC (Screen Subtitling Systems), 890 (ScanTitling), STL (European Broadcast Union) and text format. You can configure various options for saving these files in the Tools, Options, Files, File Types window. For example, you can set whether the EBU file you are saving is for teletext or open subtitles, whether to use double height text and so on.

Exporting files

To export other file types, click File, Export to open the Export window. You can export 20 different file formats:

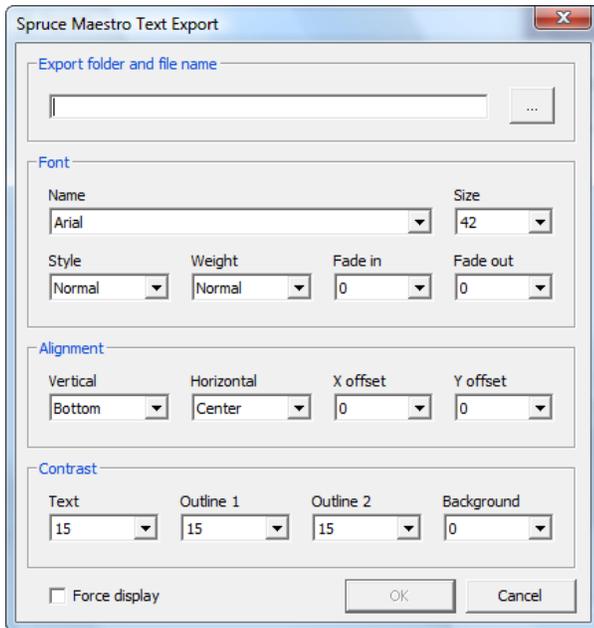
- Adobe Encore CS3 text file
- Avid DS Nitris text file. Click the Options button to configure how the file is exported.
- Caption Inc CIN file. Click the Options button to configure how the file is exported.
- Cheetah CAP file
- DVD and Blu-ray authoring systems (see EXPORTING BITMAP FILES below)
- FAB shortform text file. Click the Options button to configure how the file is exported.
- Flash XML file
- Formatted text file. Click the Options button to configure how the file is exported.
- Gelula RTF file
- Hoek en Sonéponse voice-over text file. Click the Options button to configure how the file is exported.
- MicroDVD sub file
- Microsoft Excel CSV file. Click the Options button to configure how the file is exported.
- Rough and ready text export. Click the Options button to configure how the file is exported.
- Sonic DVD Creator script file
- Sonya Friedman tab-delimited text file
- Spruce Maestro STL file
- SubRip SRT file. Click the Options button to configure how the file is exported.
- Texas Instruments DLP Cinema XML files
- Theatrical spotting list. Click the Options button to configure how the file is exported.
- Titra theatrical files
- Windows Media Player SAMI caption files

Select the appropriate format from the list and click OK to open the export dialog. Navigate to the location in which to export the file, give the file the name you want and then click the Save button.

The export formats listed below have their own unique export window.

Spruce Maestro files

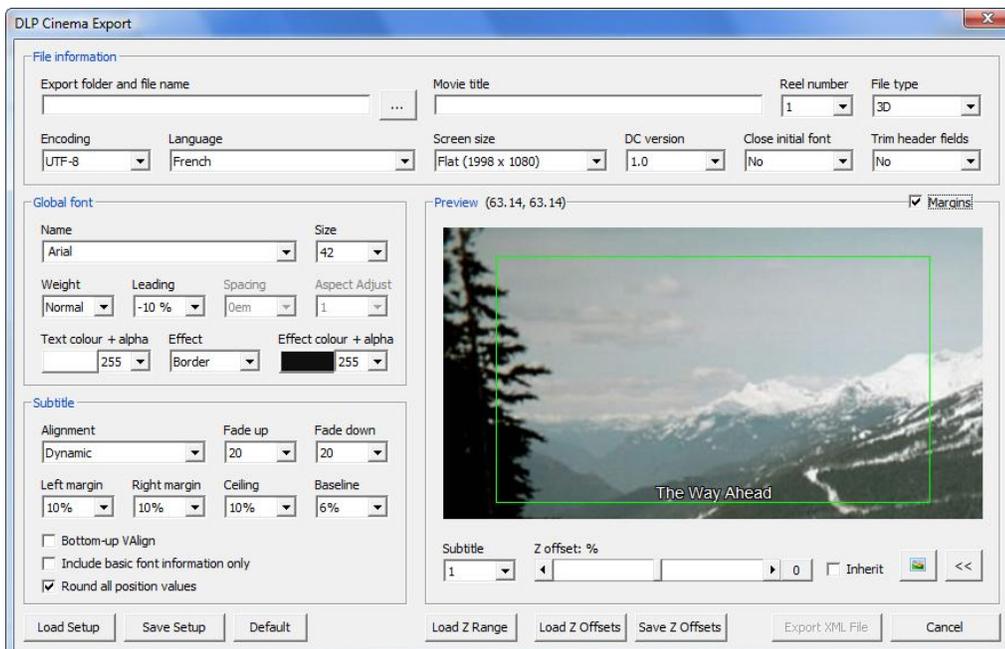
Selecting Spruce Maestro STL file from the export list and clicking OK opens the Spruce Maestro Text Export window. This window lets you configure the global header properties for the STL file as shown below.



After setting the relevant properties, click the Browse button (...) to select a name and location for the STL file, then click OK to export the file.

Texas Instruments DLP Cinema XML files

Selecting Texas Instruments DLP Cinema XML file from the export list and clicking OK opens the DLP Cinema Export window.



Spot can create DCI-compliant 2D or 3D subtitle files.

For 3D files, you need to assign offsets to each subtitle (the Z depth value). You can do this manually using the X offset slider or you can import a previously prepared list of offsets using the Load Z Offsets button. Spot will generate two XML files, one for the left eye (Filename_Left.xml) and one for the right eye (Filename_Right.xml). The Z depth values in the second file are created automatically by Spot based on the values in the first file. If the Z offset slider is disabled, make sure you have selected “3D” from the “File type” dropdown list.

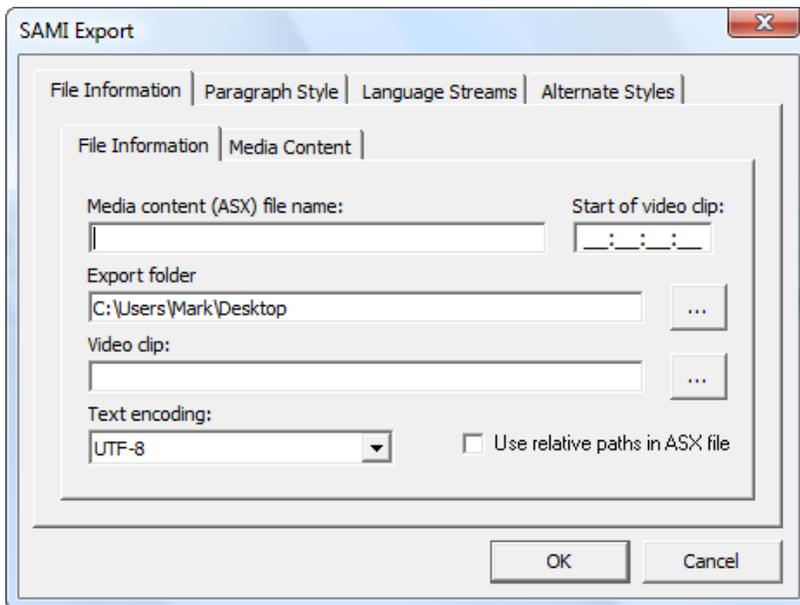
If the “Inherit” option is selected when manually setting the Z offset, you only need to set the offset for subsequent subtitles when the Z offset value changes. For example, if you set the offset for subtitle 1 to 0.39, subtitle 2 will inherit this value when you move to it using Page Down or the dropdown subtitle list.

If you have a range of Z values for a 3D movie, you can import these by clicking the Load Z Range button. Spot will check each subtitle against the Z range values and match the Z offset. A warning is displayed if a subtitle spans various Z depths.

To grab the current frame from the video, click the button on the right of the “Inherit” option. Clicking the << button the right of the grab frame button will shrink the size of the DLP Cinema Export window allowing you to work in the main Spot window if required.

Windows Media Player SAMI caption files

Selecting Windows Media Player SAMI caption files from the export list and clicking OK opens the SAMI Export window.



Spot creates an ASX container file for the SAMI captions and associated video. Type the name you want to give the ASX file in the Media content (ASX) file name field and the name of the video in the Video clip field. Click the Paragraph Style tab to set the font and font size used for the captions.

Click the Language Streams tab if you want to add more languages to the ASX file.

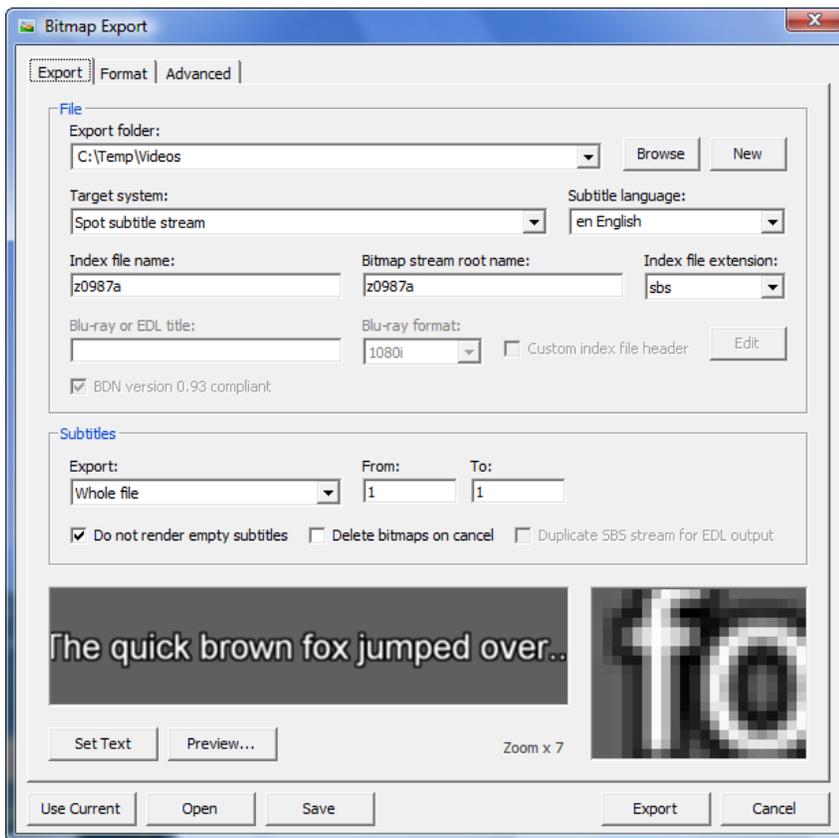
Exporting bitmap files

To create subtitles for Spot's subtitle encoder, DVD or Blu-ray authoring systems, you need to provide subtitles in the form of bitmaps (subpictures) rather than text. Click CTRL+D or select FILE, EXPORT BITMAPS to open the Bitmap Export window.

The window is divided into three sections.

Export tab

The EXPORT tab is where you specify general file information such as the target system and the name of the bitmap stream.



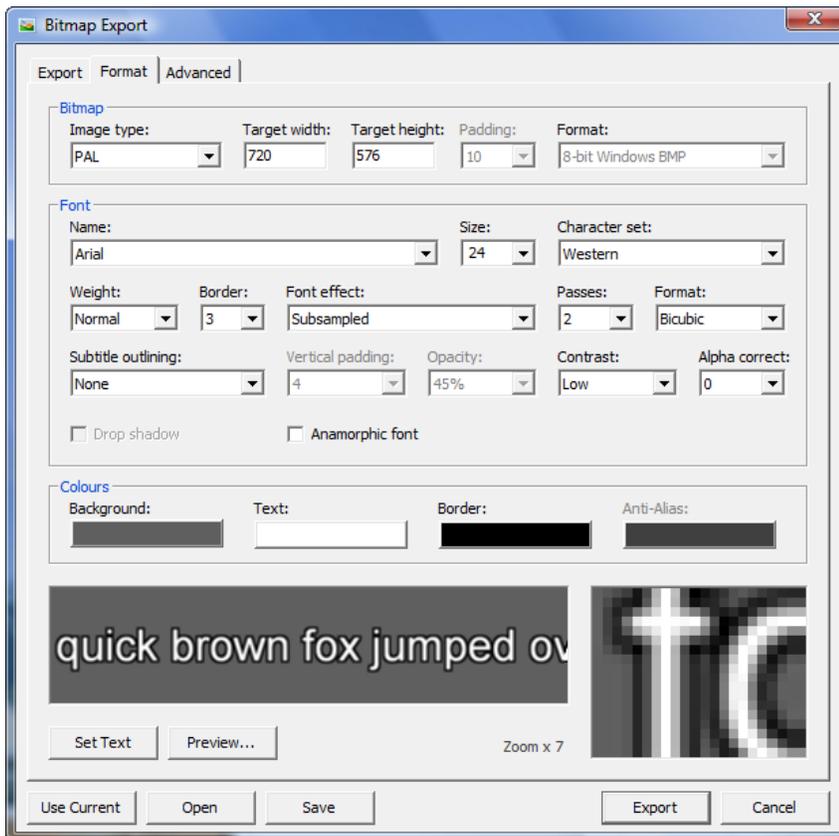
The first item that needs setting is the target system as this determines which options and formats are available for creating the bitmaps. Next, choose where to export the bitmaps to by selecting a previously used location from the dropdown Export folder list or navigating to a folder using the Browse button. Type a name for the index file for this bitmap stream in the Index file name field (note that the Bitmap stream root name field changes automatically to reflect the index file name) and select which subtitles to export from the Export dropdown list. You will normally export the whole file.

If you do not want to export blank subtitles (and there are not many reasons why you would), tick the Do not render empty subtitles box.

An index file includes information such as the size, position and location of the actual subtitle bitmaps. Without this file, the authoring system would not be able to locate the bitmaps.

Format tab

The FORMAT tab allows you to set the type, size and appearance of the subtitle bitmaps.



You can select a bitmap size (PAL, NTSC, Fit to subtitle, HD 720 or HD 1080) from the Image type dropdown list or create a custom size. If you choose the Fit to subtitle option, bitmaps will be cropped to the size of the subtitle rather than the size shown in the Target width and Target height fields (use the Padding dropdown to add extra space to the start and end of subtitles). Note, however, that you must still provide a valid width and height; if you don't, the bitmaps will not be positioned correctly by the authoring system.

Whenever any of the options on the Format tab are changed, the preview window at the bottom of the screen is updated to reflect these changes. Left or right click the preview window to zoom in or out.

The Format list may be disabled depending on the target system you have chosen. A Spot subtitle stream creates its own proprietary bitmaps and you therefore cannot set the bitmap format. Other systems might only support BMP, TIFF or PNG files with a particular bit-depth, so you should check with your client to find out which format is required.

The options available in the Font frame also vary depending on the chosen target system. For DVD systems, bitmaps are limited to a maximum of four colours. This means that only the first six font effect options may be applied to the subtitle (none, heavy smoothing, medium smoothing, light smoothing, 1-pixel inner border or 2-pixel inner border). No colour restrictions apply to Blu-ray, HD or Spot subtitle streams, so the other six font effects (anti-aliasing, bevelled anti-aliasing, blur 1, blur 2, blur 3 and subsampled) may also be used.

If one of the blur font effects is selected, you can choose to add a drop shadow to the subtitle. This option is disabled for all other font effects.

Four options are available for the subsampled font effect only: **PASSES** (the number of Gaussian blurs to apply to the bitmap), **FORMAT** (the type of blurring to use), **CONTRAST** (the subtitle text contrast) and **ALPHA CORRECT**.

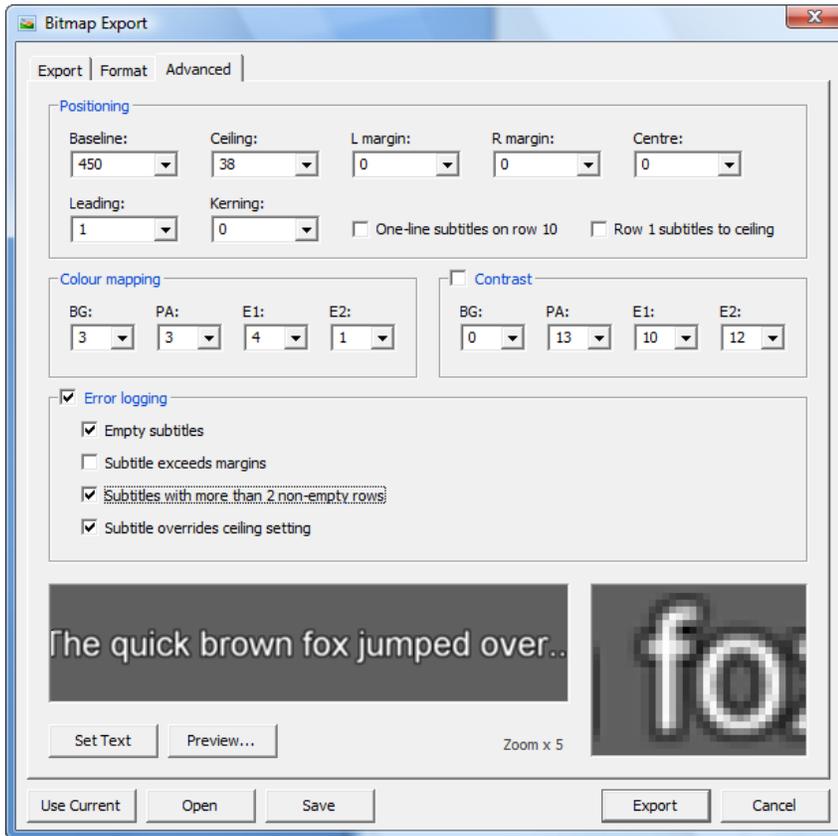
If you want to add outlining to subtitles, choose one of the options from the **SUBTITLE OUTLINING** list (note that the opacity of the outlining cannot be selected for four-colour target systems). The height of the outlining is controlled using the **VERTICAL PADDING** dropdown list.

The table below summarises the various format options available for different target systems. Note that some target systems may support more than one type of bitmap; you should find out from your client the exact format required for their particular system.

Target System	Image type	Bitmap format	Font effect
CMX 3600	Any	8 or 32-bit PNG	Any
DTS-CSS	Any	Monochrome BMP	None
Final Cut Pro	Any	8 or 32-bit PNG	Any
NetBlender DoStudio	Any	8 or 32-bit PNG	Any
Panasonic	Any	8 or 24-bit BMP or TIFF	1 to 6 only
Philips	Fit to subtitle	8 or 24-bit BMP or TIFF	1 to 6 only
Pinnacle Impression	Any	8 or 24-bit BMP or TIFF	1 to 6 only
Sonic Creator	Any	8 or 24-bit BMP or TIFF	1 to 6 only
Sonic Scenarist	Any	8-bit or 24-bit BMP	1 to 6 only
Sonic Scenarist Blu-ray	Any	8 or 32-bit PNG	Any
Spot subtitle stream	Any	32-bit BMP	Any
Spruce Maestro	Any	8 or 24-bit BMP or TIFF	1 to 6 only
Toshiba	Fit to subtitle	8 or 24-bit BMP or TIFF	1 to 6 only

Advanced tab

Use the ADVANCED tab to set positioning and other information.



The baseline defines the bottom-most vertical position of the last line in a subtitle including all descenders. This value should never exceed the height of the bitmap (or part of the subtitle will be invisible) and should normally be set to 90% of the bitmap height.

Leading is used to control the vertical spacing between subtitle lines, whereas kerning sets the horizontal distance between individual characters. The colour mapping and contrast fields apply to DVD bitmaps only. Check with your client to find out what settings are required.

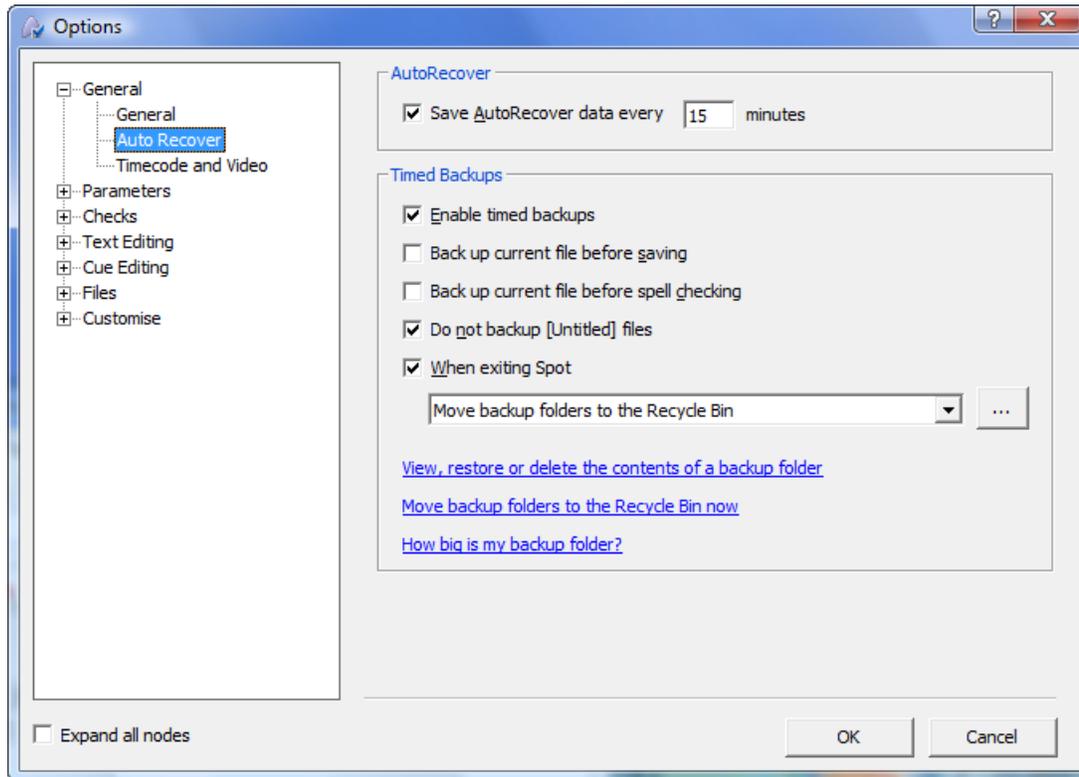
If you want Spot to warn you of any errors it encounters while creating the bitmaps, tick the ERROR LOGGING box and select any of the options below.

Fortunately you do not have to set all the options in the bitmap export window every time you export a subtitle stream. When the Export button is clicked, the current configuration is saved. You can also save and load different setups using the Open and Save buttons or click the Use Current button to match the bitmap export settings to the current display settings.

AutoRecover and timed backups

AutoRecover

AutoRecover automatically saves your subtitle file as often as you want. To enable AutoRecover, click TOOLS, OPTIONS, select the GENERAL, AUTORECOVER tab in the OPTIONS window and tick the SAVE AUTORECOVER DATA box.

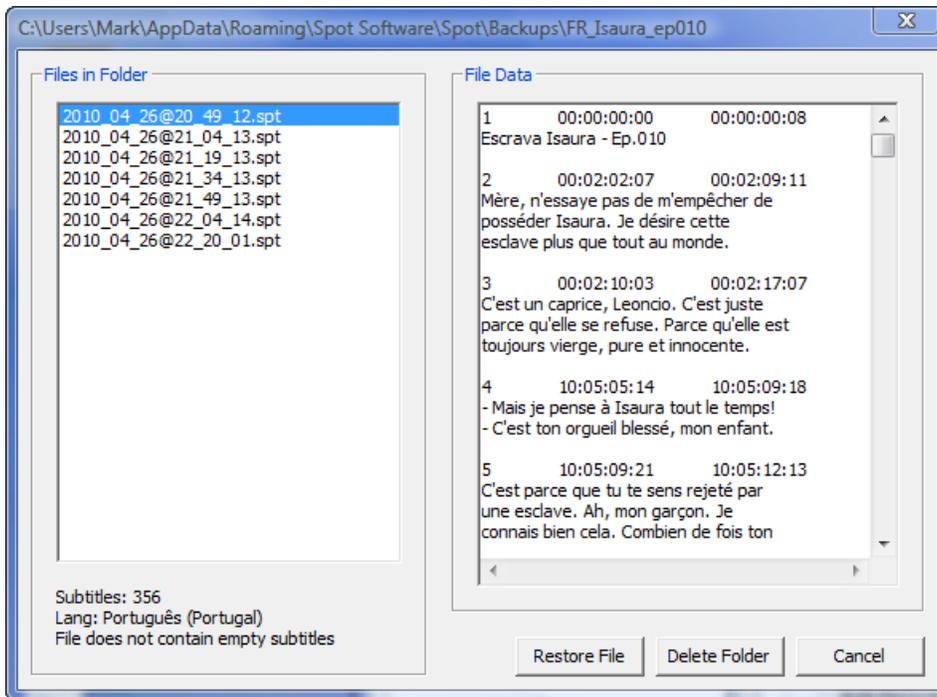


If AutoRecover is set to 15 minutes, for example, Spot will create a copy of the current subtitle file and save it to disk every 15 minutes. Should Spot fail to shut down properly (i.e. in the event of a power outage or a problem with Spot itself), you will be prompted to recover the last auto-saved version of the file you were working on.

Timed Backups

Spot's timed backup utility takes a snapshot of the current file at the interval specified by AutoRecover and saves the information sequentially to disk, creating a recoverable history of the file from its creation to the current point in time. Because backups occur at the same time as AutoRecover data is saved, disabling AutoRecover disables timed backups as well (although you have the option of disabling only timed backups – this will not affect AutoRecover).

To view the backups for a particular file, click VIEW, RESTORE OR DELETE THE CONTENTS OF A BACKUP FOLDER (or select FILE, BACKUPS in the main Spot window). This will open the following window.

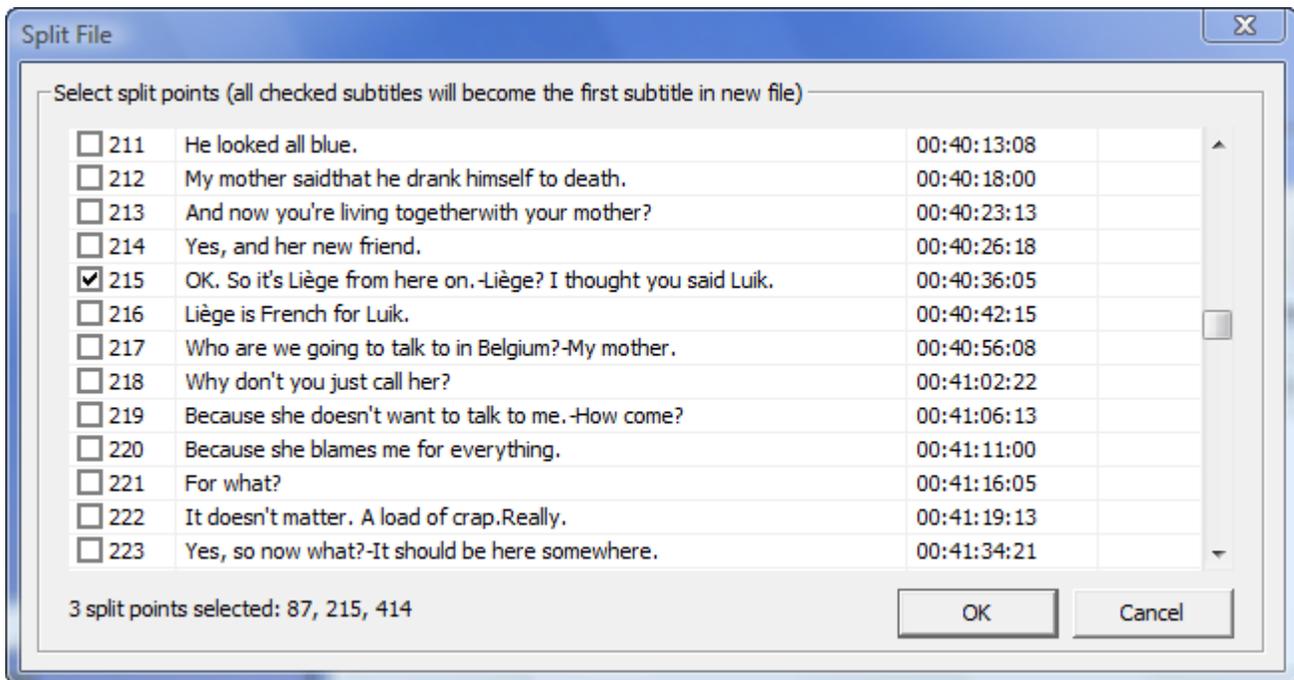


The FILES IN FOLDER list on the left of the window displays all of the backups for the current file together with the time and date each backup was created (the first file in the list was created at 20:49 on 26th April 2010). Click a file to view its contents in the FILE DATA pane on the right. To restore a file from the list, click it once and then click the RESTORE button.

The amount of data stored in your backup folder will obviously increase over time (you can find out how much disk space is being used by clicking HOW BIG IS MY BACKUP FOLDER?). The WHEN EXITING SPOT option lets you control what happens to your backup folders when Spot closes: nothing (i.e. the option is unselected); they are moved to the Recycle Bin; they are moved to a location you specify; they are permanently deleted. We recommend moving the backup files to a different location (a folder on your network, for example, or an external hard drive or other device) as this will ensure that your backups are safe and that your disk does not run out of physical space.

Splitting files

Sometimes you might want to split a subtitle file into two or more files. To do this, Select FILE, SPLIT.



When selecting split points (by clicking the box to the left of each subtitle), bear in mind that a selected subtitle will become the first subtitle in the new file. In the screen shot above, for example, four new subtitle files will be created starting at subtitle 1, subtitle 87, subtitle 215 and subtitle 414. Each file will be given the name you choose in the Split File Root Name dialog box plus a numeric suffix(_1, _2, _3, etc.) and the extension .spt. The right-hand column shows the in cue for each subtitle.

Copying subtitles from existing files

Use Quick View (CTRL+Q) to open an existing subtitle file. In the Quick View window, click File, Open As Read-Only, select the file you want to open and press OK. The Quick View window will split into two panes, with the subtitles from the file you have just opened displayed in the bottom pane (the size of the panes can be adjusted by moving the splitter in the middle of the window). To copy subtitles from the existing file into the current file, select the subtitles to copy, then either a) drag them into the desired position in the top pane or b) press CTRL+C, select the insertion point in the top pane and press CTRL+V.

Working with media files

Opening media files

Click the rightmost button on the video toolbar (see below) or press F7 to bring up the SELECT MEDIA SOURCE window. You can open video files (MPEG-1, MPEG-2, AVI, WMV, MOV, M2V, MP4, VOB), audio files (WAV, MP3, WMA), or separate video and audio files, *provided you have the necessary decoder filters installed on your system*. If a file does not open, responds sluggishly or has its video and audio out of sync, you should consider installing a quality media decoder such as ffdshow.

After selecting the file, you need to set the frame rate using the dropdown list in the VIDEO STANDARD window (for MPEG-1 and MPEG-2 files, Spot will retrieve this information automatically) and then click the OK button. If for any reason you choose the wrong frame rate, click the arrow on the right of the open media button on the video toolbar, select DELETE MEDIA FORMAT FLAG, and then reopen the file.

Once the file has loaded, it will start playing automatically (this behaviour can be changed in the VIDEO, MEDIA PREFERENCES window). If you are working with a new media file, you may want to pause the video at this point and generate internal timecode for the file.

Syncing media files

If you want Spot's internal timecode clock to run in sync with the burnt-in timecode (BITC) on a video, you need to sync the two the first time you open the video file.

To do this:

- Move to the first frame in the video file.
- Click the OFFSET TIMECODE button on the video toolbar.
- Type the BITC displayed on the video in the text box.
- Click OK.

To check that the file does not contain any dropped frames, move to the end of the video. Spot's internal timecode display (in the centre of the video status panel) should match the BITC. If it doesn't, one or more frames have been lost during encoding. To find these frames and correct the timecode:

- Drag the video position slider to the halfway mark. If the timecode is still out, drag it to the quarter mark.
- Continue in this fashion (1/2, 1/4, 1/8, 1/16, etc.) until Spot's internal timecode matches the BITC.
- Move forward one second/frame at a time until you find the missing frame.
- Ensure the video is positioned on the missing frame. For example, BITC reads 10:21:02:18, Spot's timecode reads 10:21:02:17.
- Click the OFFSET TIMECODE button.
- Type the BITC displayed on the video in the offset text box (10:21:02:18 in this example).
- Click OK.

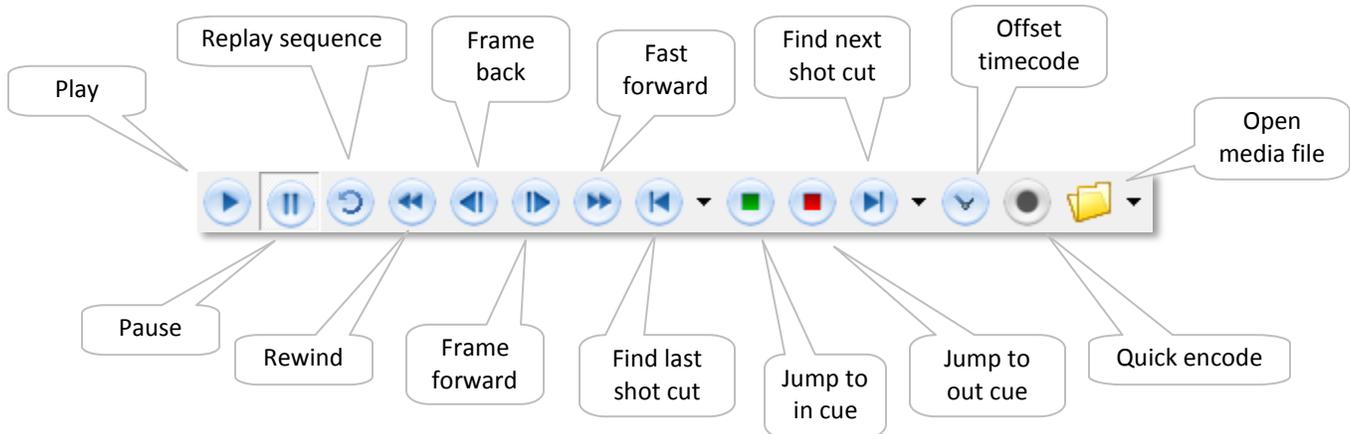
If the media file you are subtitling does not contain BITC, you can simply ignore the internal timecode and time the file starting at midnight (00:00:00:00), recutting later if necessary.

You only need to perform sync operations once. After assigning timecode to a file, you will be prompted to save the data when quitting a session (you can also manually save the data at any time by clicking the open media button and selecting *SAVE DATA TO DISK*). A file with the same name as the video file plus a *.tcd* extension will be created. For example, if your video file is called *Ryan PAL.mpg*, the timecode file will be named *Ryan PAL.mpg.tcd*. The next time Spot opens the video, it searches for and loads the corresponding *.tcd* file.

Controlling media playback

You can use the keyboard or mouse to navigate through a media file.

Using the video toolbar



Each command is explained in more detail below. Indented levels denote buttons with sub-menus (shown by the small black arrow to the right of the button in the picture above).

Play

Play forwards at normal speed.

Pause

Pause playback.

Replay sequence

Replay the last three seconds (default). The default setting can be changed in the *VIDEO, MEDIA PREFERENCES* window.

Rewind

Run backwards at twice normal speed (no audio). If the pause button is depressed, jump backwards in one second intervals.

Fast forward

Run forwards at twice normal speed (with audio). If the pause button is depressed, jump forwards in one second intervals.

Frame back

Slow motion backwards (± 7 fps, no audio). If the pause button is depressed, jump backwards one frame.

Frame forward

Slow motion forwards (± 7 fps, with audio). If the pause button is depressed, jump forwards one frame.

Jump to last shot cut

Move backwards through the file to the last shot cut entry.

Find last timecode offset

Move backwards through the file to the last timecode offset.

Jump to in cue

Jump to the position within the video file relative to the current subtitle's in cue.

Jump to out cue

Jump to the position within the video file relative to the current subtitle's out cue.

Jump to next shot cut

Move forwards through the file to the next shot cut entry.

Find next timecode offset

Move forwards through the file to the next timecode offset.

Offset timecode

Open the offset timecode window.

Open media file

Open a media file. The button displays the name of the current media file while the mouse is hovering over it.

Load timecode file

Load a .tcd timecode file. Note that Spot will look for an associated .tcd file when opening a digital video file, so it will not normally be necessary to keep reopening timecode files when restarting a session.

Load shot change file

Load an .scd shot change file generated by SpotCut (see below).

Export shot change data

Export current shot change data in text format.

Save data to disk

Save current timecode and shot cut data to disk. Spot will automatically save this data at the end of each session (or prompt you to save), but it might be wise to save at regular intervals anyway.

Close video

Closes the current video file

Delete video format flag

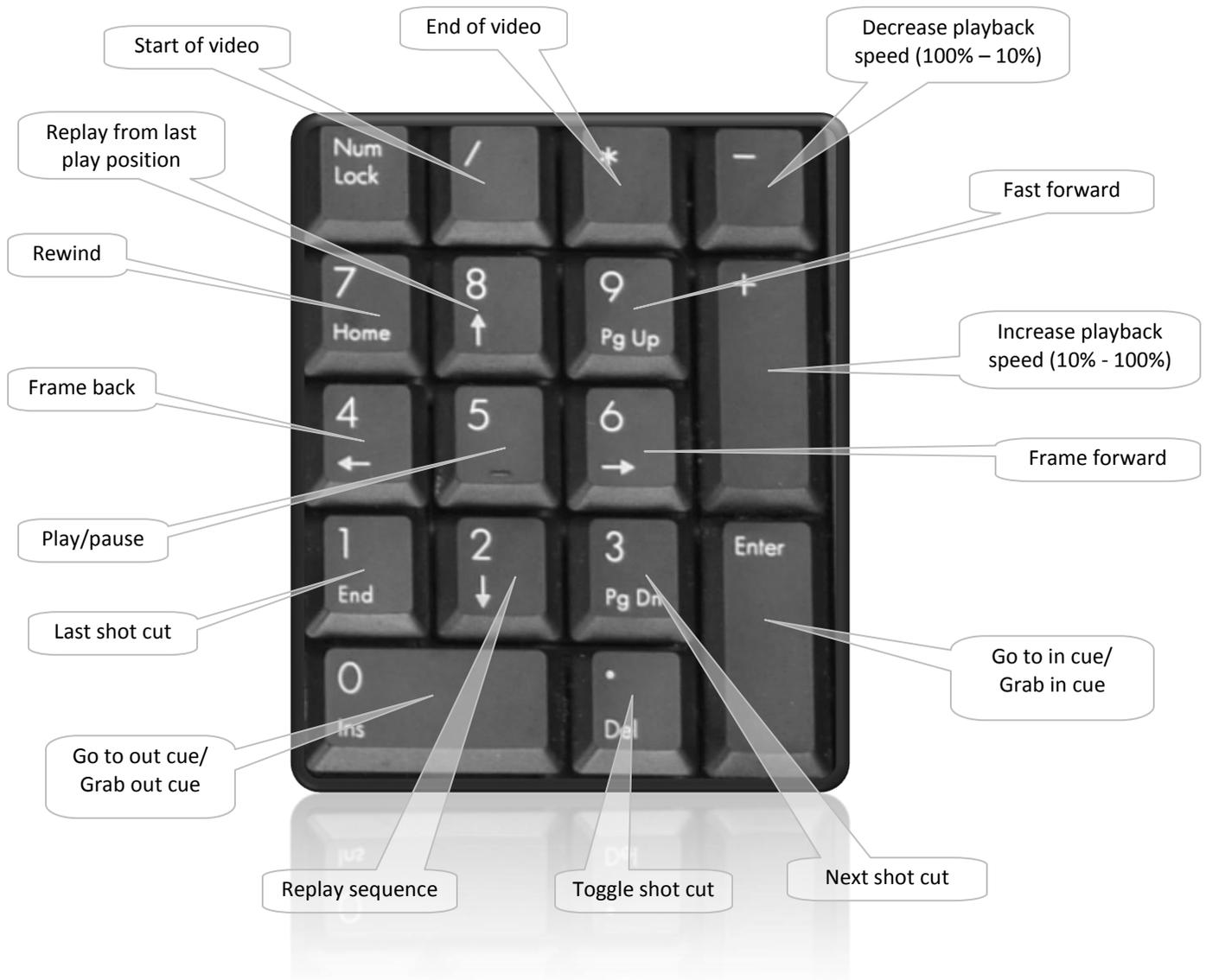
Deletes the video frame rate file, allowing you to reopen the file with a different frame rate.

Recently opened media file list

A list of recently opened media files. Clicking a file in the list will open it.

Using the keyboard

The default keys for controlling media playback are shown below. All are user-configurable (VIDEO, MEDIA PREFERENCES).



Holding down a key will cause it to repeat, so holding down the frame back key with the pause button depressed, for example, will allow you to move in apparent slow motion backwards (or at normal speed, depending on your computer); holding down the fast forward key with the pause button depressed will move you forwards through the file at upwards of 250 fps. The NumLock key must be on for these key strokes to work.

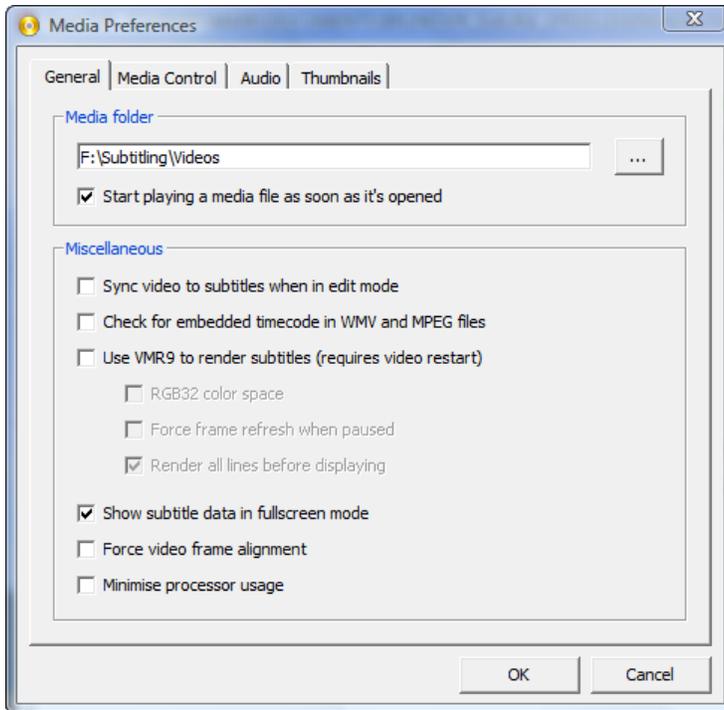
The CTRL+B key combination allows you to toggle the audio balance between full left, full right and centred.

Setting Video and Audio Preferences

The MEDIA PREFERENCES window (VIDEO, MEDIA PREFERENCES) lets you customise the way Spot handles media files and set various options. It is divided into four sections: GENERAL, MEDIA CONTROL, AUDIO and THUMBNAILS.

General

When you press F7 or click the OPEN MEDIA button on the video toolbar, the SELECT MEDIA SOURCE dialog will open in the folder specified in the MEDIA FOLDER field.



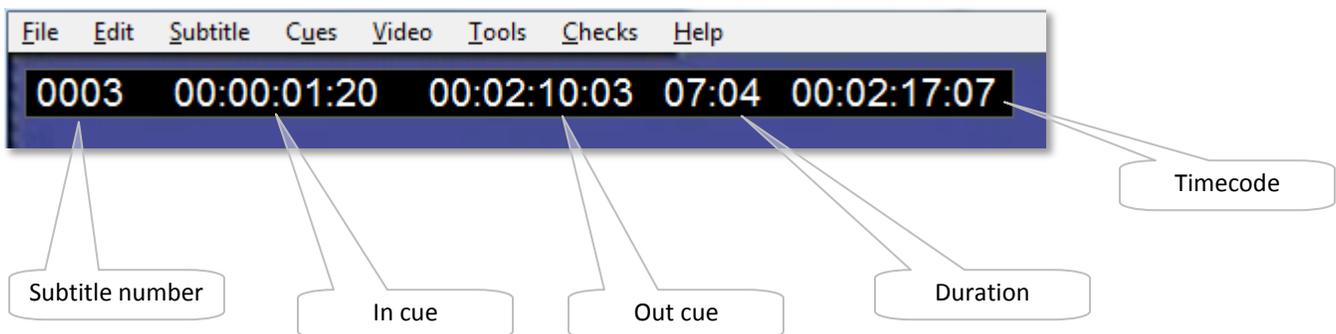
Ticking the SYNC VIDEO TO SUBTITLES WHEN IN EDIT MODE box forces the video or audio source to jump to the current subtitle when navigating through a subtitle file. This option can also be set using the OPTIONS, QUICK OPTIONS menu.

WMV and MPEG files may contain embedded timecode. If you want Spot to attempt to read the timecode in these files, select this option. Note that for MPEG files Spot will read only the first timecode in the file.

The VMR9 render option forces Spot to draw subtitles directly into the video stream rather than overlay subtitles on the video window. If subtitles do not appear, tick the RGB32 COLOUR SPACE box and reopen the video. Some systems may not update subtitles drawn this way when the video is paused. If this happens, select the

FORCE FRAME REFRESH WHEN PAUSED option. When running a **quick encoding** session, you might find that in a two-line subtitle the first line is drawn one frame before the second line. To correct this, tick the RENDER ALL LINES BEFORE DISPLAYING box.

Selecting the SHOW SUBTITLE DATA IN FULLSCREEN MODE option tells Spot to display information about the current subtitle in the top left corner of the video when running in fullscreen mode as shown below.

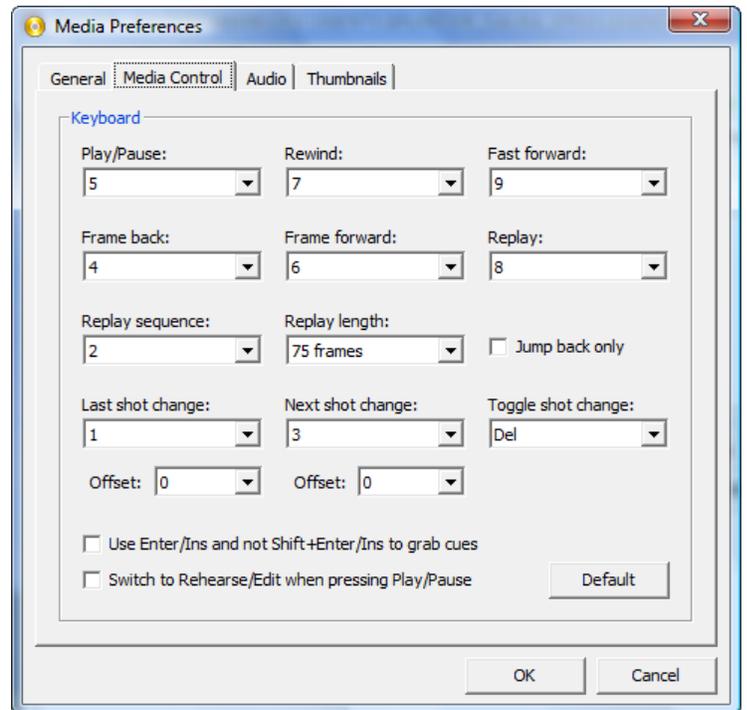


Media Control

The MEDIA CONTROL tab lets you customise the keys used to control media file.

The OFFSET fields let you jump to within a certain number of frames of a shot cut rather than directly to the shot cut itself. This might be useful if a client requires subtitles to come in one frame after a shot cut, for example.

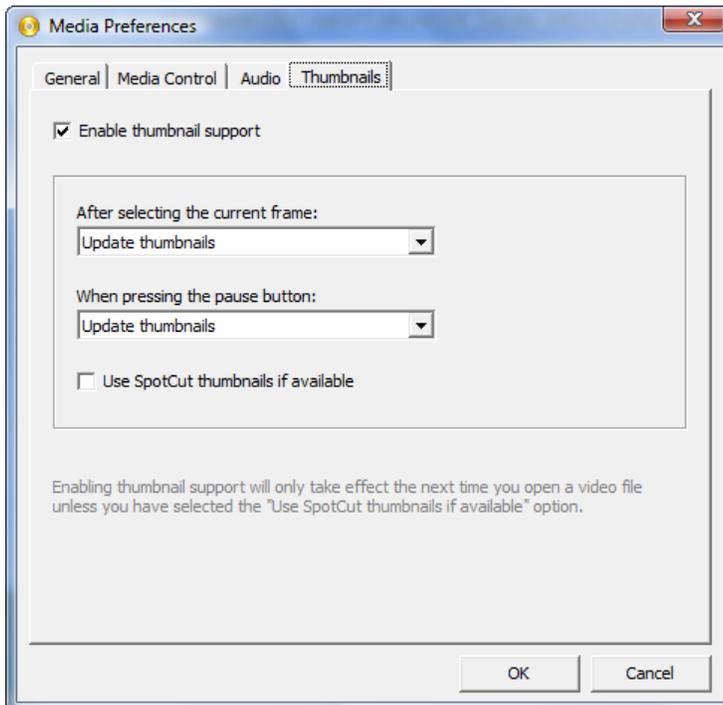
The SWITCH TO REHEARSE/EDIT WHEN PRESSING PLAY/PAUSE option lets you toggle between rehearse and edit modes with a single key press. Pressing the play button will put Spot into rehearse mode and start video playback; pressing the pause button will put Spot into edit mode and pause the video.



Audio

The Audio tab sets options for the audio waveform display. See the next topic for more information.

Thumbnails



In order to use Spot's thumbnail feature, you need to enable thumbnail support.

The AFTER SELECTING THE CURRENT FRAME option applies only when used in conjunction with the ALT+LEFT/RIGHT and ALT+ENTER/INS combination. You can set the thumbnail window to automatically update itself whenever you press the video pause button. If you would rather manually update the window, set the WHEN PRESSING THE PAUSE BUTTON option to DO NOT UPDATE THUMBNAILS and hit the PAUSE BREAK key to force the thumbnails to be redrawn.

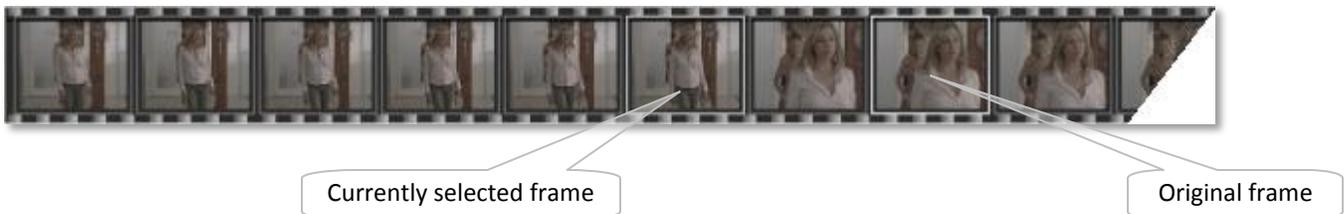
If you find that the thumbnails update too slowly, selecting the RUN THUMBNAILS IN SEPARATE VIDEO WINDOW option might help.

Back in Spot's main screen, you need to click the SHOW/HIDE THUMBNAILS button on the far right of the toolbar to bring up the thumbnail window. The window can be dragged around the screen and positioned where you like (and will remember where it was the next time you open it).



The window displays the current video frame in the middle (highlighted by a white box), the previous seven frames and the next seven frames (only two are shown in the screen shot above). To select a target frame (in all probability a shot cut), use the ALT+LEFT/RIGHT arrow keys. You'll notice that two things happen when you do this:

- A lighter box moves left or right along the thumbnail window
- The video in Spot's main screen reflects the current position within the thumbnail window. In other words, if you press ALT+LEFT arrow twice, the video will rewind two frames.



You can now do one of several things:

- Press ALT+ENTER to set the current in cue to the target frame.
- Press ALT+INS to set the current out cue to the target frame.
- Press CTRL+ENTER to set the current in cue to the target frame and simultaneously fix the previous subtitle's out cue (i.e. set it to current in cue - default interval).

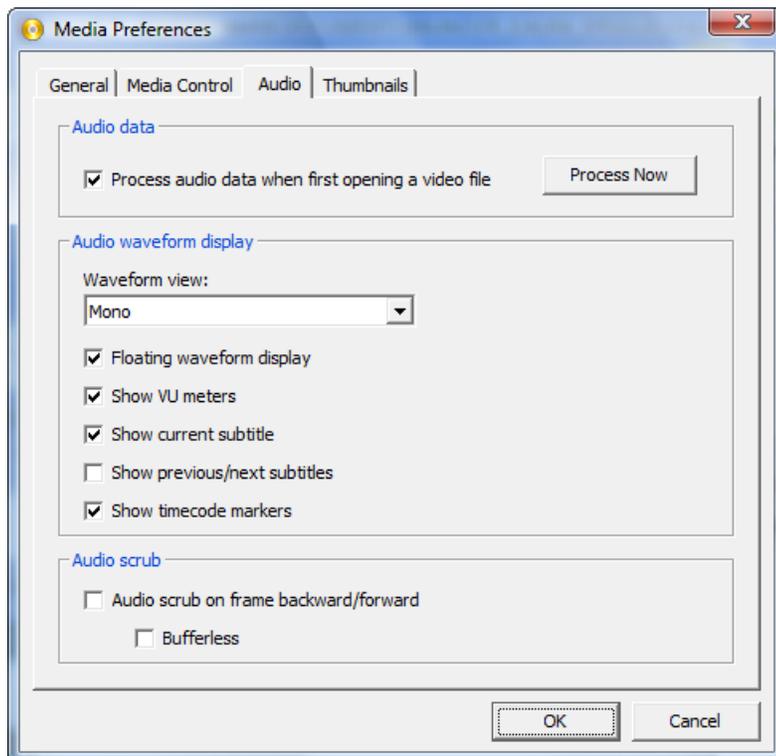
If you have set the "After selecting the current frame" option in the Video Setup, Thumbnail window to "Update Thumbnails", pressing ALT+ENTER or ALT+INS will cause the thumbnails to update automatically. To change this behaviour, select "Erase thumbnails" instead.

Audio waveform display

Use the button third from the right on Spot's to hide/show the audio waveform display.



Before this will display anything useful, you need to process the audio data in the media file you are working with. To do this, select PREFERENCES from the VIDEO menu to open the MEDIA PREFERENCES window and then click the AUDIO tab.



Audio data

If you want Spot to process media files automatically every time you open a new file, select the PROCESS AUDIO DATA WHEN FIRST OPENING A VIDEO FILE option. It takes approximately one second per minute of video to extract the audio data, so a 90-minute film should take around one and a half minutes to complete.

If you are working with an unprocessed media file, click the PROCESS NOW button (this option will be greyed out if no media file is open).

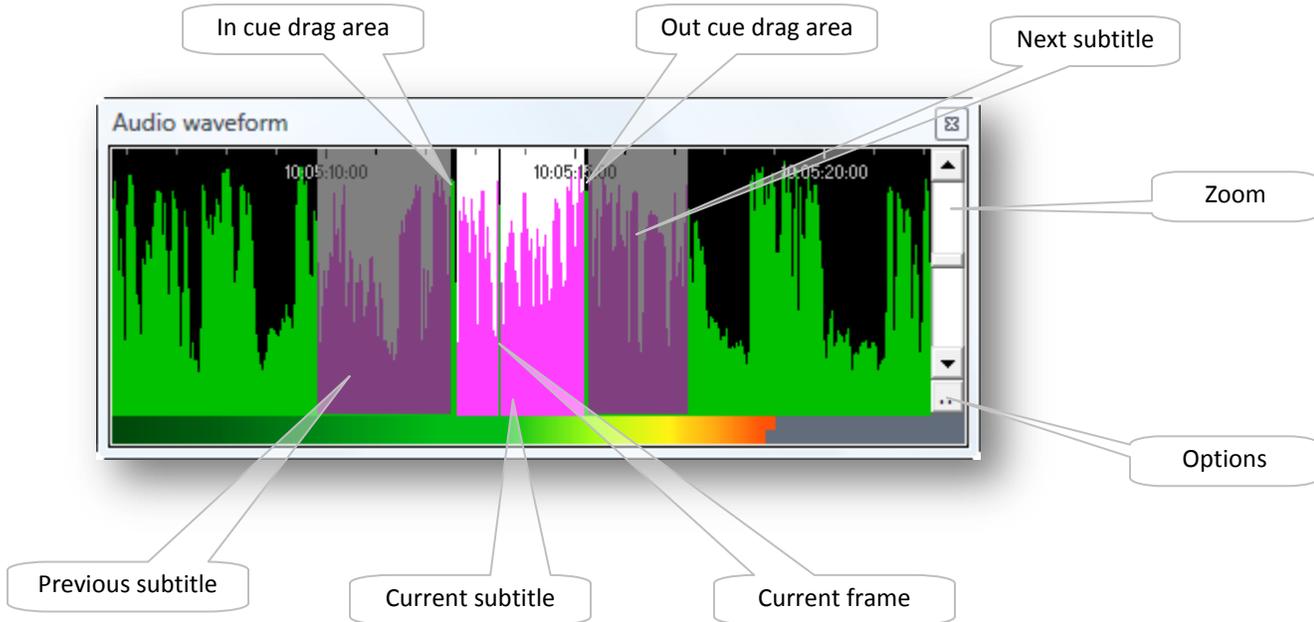
Audio pre-processing needs to be done only once per video: Spot will prompt you to save the data to disk when quitting the current session or opening a new media file.

Audio waveform display

These options allow you to customise the appearance and position of the waveform and the data displayed within it. They are also accessible by clicking the [.] button on the right of the waveform display.

Selecting or unselecting FLOATING WAVEFORM DISPLAY allows you to dock and undock the waveform. Undocking the waveform window means you can size the display any way you want, drag it around the screen and position it where it suits you best.

You can also display the previous, current and next subtitles on the waveform and show/hide the timecode markers. When you hover the mouse over the left or right edge of the current subtitle, the cursor will change to an east-west arrow. This means you can change the in or out cue (depending on whether the cursor is over the left or right edge) by dragging the mouse left or right. To abort the operation, press the Esc key and the subtitles will snap back to their original position. To lock subtitles (i.e. prevent the current subtitle's cues overriding the previous/next subtitle's cues), hold down the Shift key while dragging the mouse (note that this will lock subtitles regardless of the intervals between them).



You can click anywhere within the waveform to jump to that position in the video file. SHIFT + LEFT CLICK will set the current in cue; SHIFT + RIGHT CLICK will set the current out cue.

The waveform view can be set to mono, stereo, left channel or right channel only. The latter might be useful if LTC is recorded on one of the audio channels.

Use the slider on the right of the waveform to zoom in and out.

Audio Scrub

If you are using the audio display to find the start of speech, you should disable this option as the waveform is more accurate.

Display Settings

The size, position and appearance of the subtitles in the video preview window (and, by extension, the subtitles burnt to video in a **quick encoding** session) are dictated by your current display settings. Press F6 or select VIDEO, WINDOW, ADJUST DISPLAY SETTINGS to open the DISPLAY SETTINGS window.

Click the **ADVANCED** tab to set up your display (for obvious reasons, many of the settings are identical to those in the **Bitmap Export** window).

Target video format

Sets the broadcast format for the current subtitle file. For most private subtitlers in Europe, this will normally be PAL. Any changes you make here will also change the size of the video window.

Aspect ratio

Sets the aspect ratio (letterboxing) for the video. The options are 4:3 or 16:9.

Font settings

Sets the font, font size, font spacing (kerning) and line spacing (leading) options for the target video.

Positioning

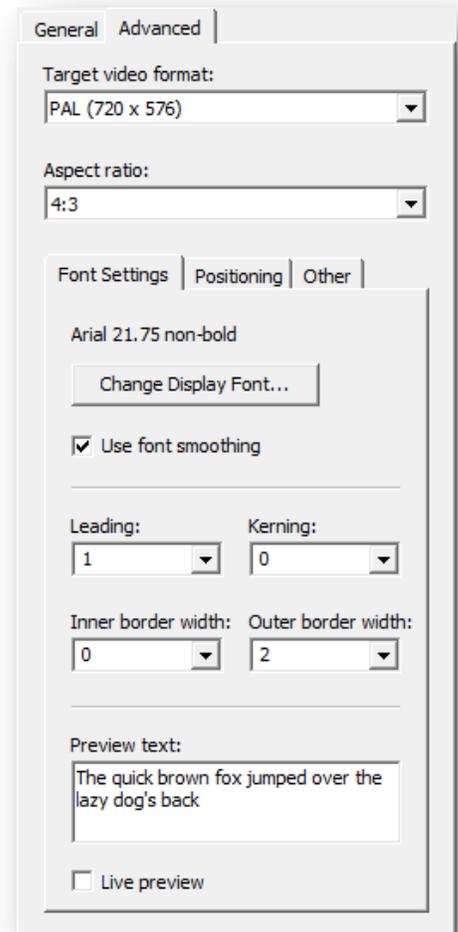
Sets the left and right margins, ceiling (top margin) and baseline (bottom margin) for subtitles

Other

Sets the colours used for the subtitle text, border and background. These settings are “decorative” rather than functional and are ignored when a subtitle file is exported. To add colours to words or subtitles, see the **Using colours** topic.

Just as you may require more than one **client profile**, you may also require several different display setting configurations (or share your display settings with another Spot user). To save the current configuration, click the **SAVE CURRENT SETTINGS AS** button on the **GENERAL** tab. To load a saved configuration, click **LOAD DISPLAY SETTINGS FILE** on the **GENERAL** tab or right-click the video window and select **PRESET DISPLAY SETTINGS**.

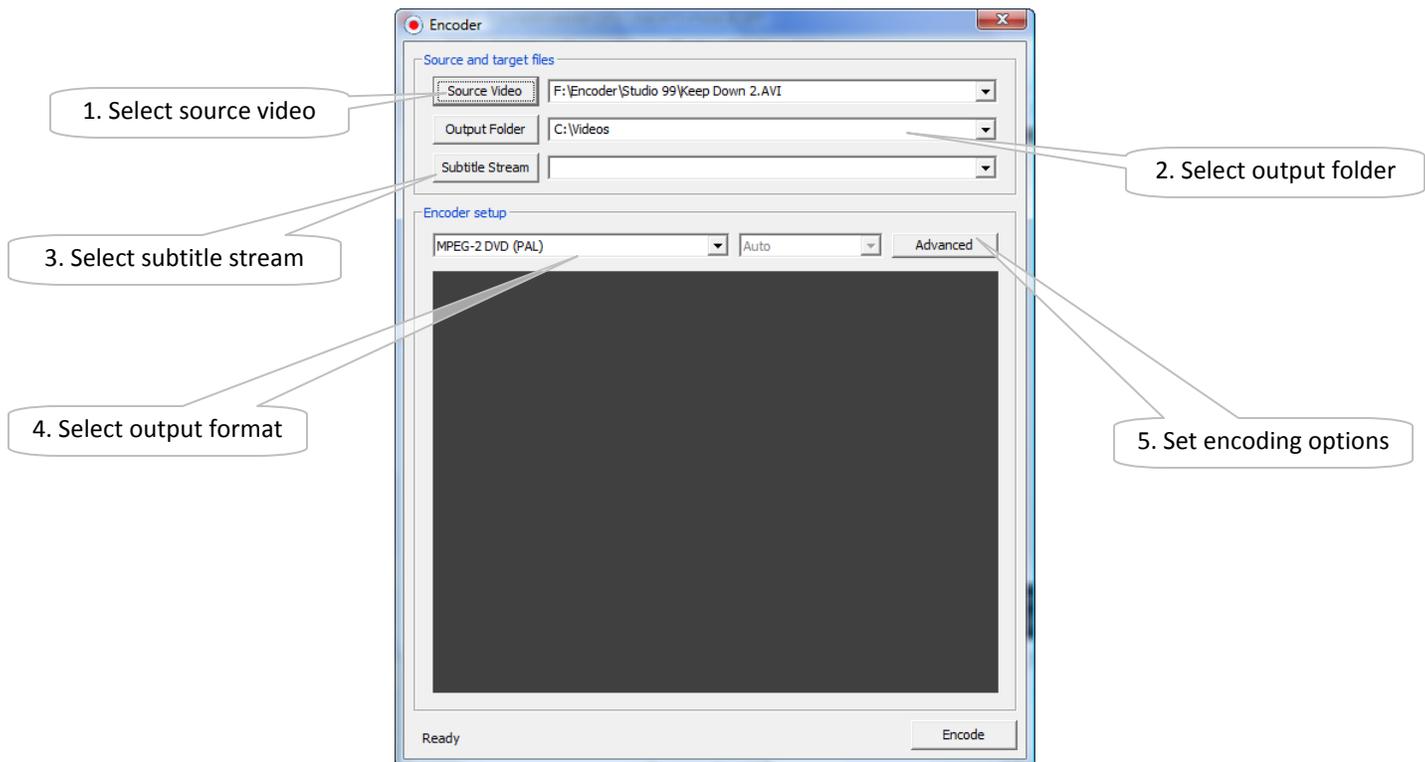
Display settings can be linked to a profile and automatically loaded when the profile is loaded.



Burning subtitles to video

Using the Encoder

You can burn subtitles into a video stream and output the result in MPEG-1, MPEG-2 or FLV (Flash) format using the encoder (TOOLS, ENCODER). Burning subtitles is a five-step process.



1. Select the source video. If a video file is loaded in Spot, the file will already be listed.
2. Select the output folder. This is where the output video will be stored. The name given to the encoded video is based on the current subtitle file name plus the extension .mpg (or .flv if you are creating a Flash video file).
3. Select the subtitle stream. You will be prompted to create a new subtitle stream from the current subtitle file or open an existing subtitle stream. Information on creating subtitle streams is covered in the [Exporting Bitmap Files](#) topic.
Spot attempts to simplify the process of creating a subtitle stream by filling in most of the fields in the Bitmap Export window based on your current display settings.
If you omit the name of the subtitle stream, Spot will ask you if you want to convert the file without adding subtitles. This may be useful if you simply want to upsample or convert an existing video file.
4. Select the output format. There are six preset formats (MPEG-1 PAL/NTSC VCD, MPEG-1 PAL/NTSC SVCD, MPEG-2 PAL/NTSC DVD) and four user-definable formats (MPEG-1, MPEG-2 PS, MPEG-2 TS and Flash Video). The size of the preset formats cannot be changed.
5. Set encoding options in the [Advanced Encoder Settings](#) window.

Click the Encode button to start the burning process.

Using Quick Encode

Quick Encode lets you burn subtitles to video with one click without the need to offset cues or create subtitle bitmap streams .

Before quick encoding, you must make sure that:

1. The subtitle file you want to encode is loaded in Spot.
2. The video source file is open in Spot.
3. The option “Use VMR9 to render subtitles” was selected in the VIDEO, PREFERENCES window before you opened the source video. If it wasn’t, open the video again.
4. You have set the desired video and audio settings in the Advanced Encoder Settings window.



When you are ready to encode, click the Quick Encode button on the video toolbar (if the button is disabled, then check points 2 and 3 above). Type the name of the output file in the Save Video File dialog and select the format and size of the video from the Files of Type list. The options are MPEG-1 full size, MPEG-1 half size, MPEG-2 full size, MPEG-2 half size, Flash video full size and Flash video half size. Full size here means the video size specified in the DISPLAY SETTINGS window. Your current display settings also set the font, font size and margins used to render the subtitles on the video.

Once you’ve clicked the SAVE button, Spot will switch to rehearse mode and begin the encoding process. Note that encoding starts at the *current point in the video file* so press the / key on the numerical keypad if you want to encode from the beginning of the video. Click the Quick Encode button at any time to interrupt encoding.

If you notice that some two-line subtitles in the encoded video have the first line rendered one frame before the second line, select the RENDER ALL LINES BEFORE DISPLAYING option in the VIDEO, PREFERENCES window. This will add some overhead to the encoding process and as a result you may have to change the SUBTITLE SYNC DELAY setting in the ADVANCED ENCODER SETTINGS window.

Advanced encoder settings

Video and audio

The video and audio tabs let you control the frame rate, bitrate, bitrate mode, audio format and sampling rate of the output video file. A higher bitrate will result in a higher quality but larger video file.

Upsample video when required

Selecting this option will resize the source video to the target output video size, allowing for much higher quality subtitles as it enables them to be drawn at the correct size and not stretched. The INTERPOLATION option specifies the method used to resize the video (from Nearest neighbour, lowest quality, to Cubic +, highest quality). The INTERLACING and FIELD PROCESSING options should only be changed by users with advanced technical knowledge.

Overlay BITC on video

Select this option if you want to overlay timecode window on the output video. The window is centred on the image; its vertical position is set using the Y POSITION dropdown.

Overlay spoiler image on video

Lets you overlay a spoiler image on the output video. Click the SELECT IMAGE button to select the image and use the IMAGE OPACITY slider to set its transparency.

Output separate audio and video streams

Outputs the video as two separate streams: one video, one audio.

Maximum encoding speed

Encodes the video as quickly as possible. Unselect this option only if you are encountering encoding problems.

Auto-offset subtitles

Offsets subtitle cues to midnight. A video that was subtitled with a starting timecode of 10:00:00:00, for example, will only display the first subtitle at least ten hours into the video. As the encoder starts from 00:00:00:00, subtitles need to be recut to appear at the correct time.

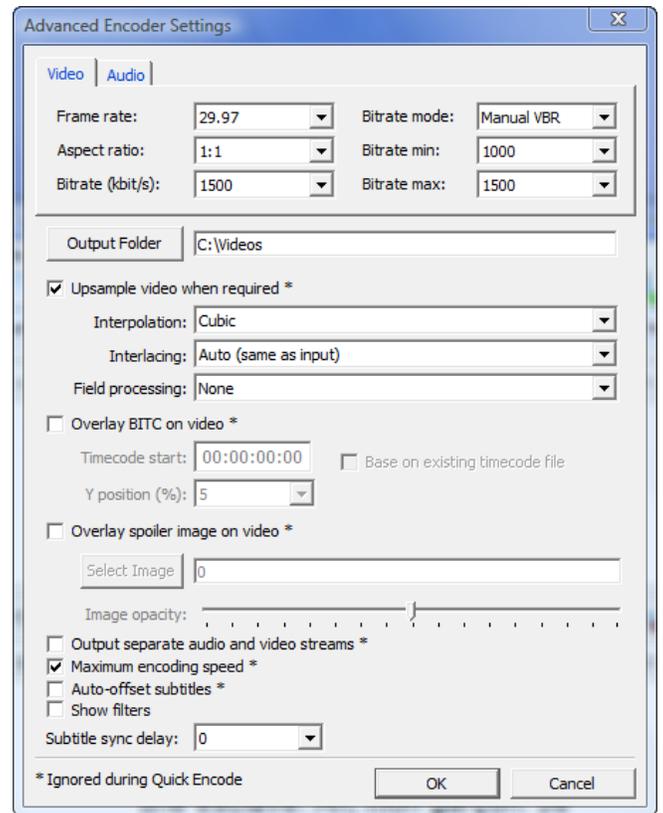
Show filters

Pops up a list of the filters used to encode the video before encoding. This is only useful for debugging.

Subtitle sync delay

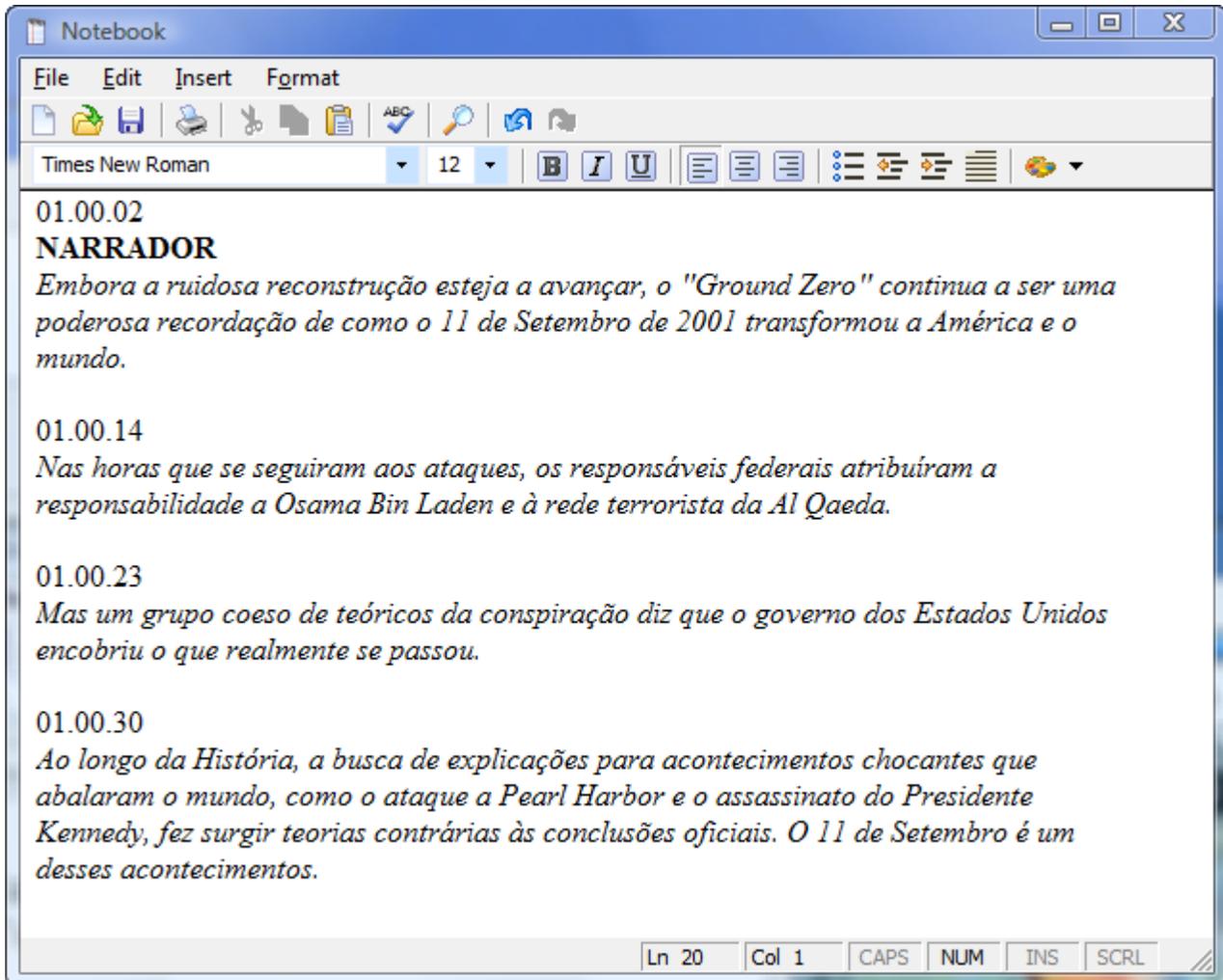
There is an inherent delay in the encoding graph of approximately four frames. Use the Subtitle sync delay dropdown to compensate for this delay.

Clicking OK to close the window and save the current configuration for future use.



Other tools and procedures

Notebook



Notebook (TOOLS, NOTEBOOK) is a rich text WYSIWYG editor similar to Windows Wordpad but with several extra features. It might prove useful for subtitlers working on documentary/narrative files as it allows timecode to be inserted automatically rather than typed manually.

To insert timecode, press F4 or select INCOMING TIMECODE from the INSERT menu. Click FORMAT, TIMECODE FORMAT to specify how the timecode is formatted. You can choose between HH:MM:SS:FF, HH:MM:SS or MM:SS and replace the colon separator with a full stop or hyphen.

Notebook has its own autosave feature. To turn on this option, click FILE, ENABLE AUTOSAVE.

You might find that Spot's [Script Manager](#) utility is better suited to your needs if you are preparing dubbing scripts or translating documentaries.

Measurement converter

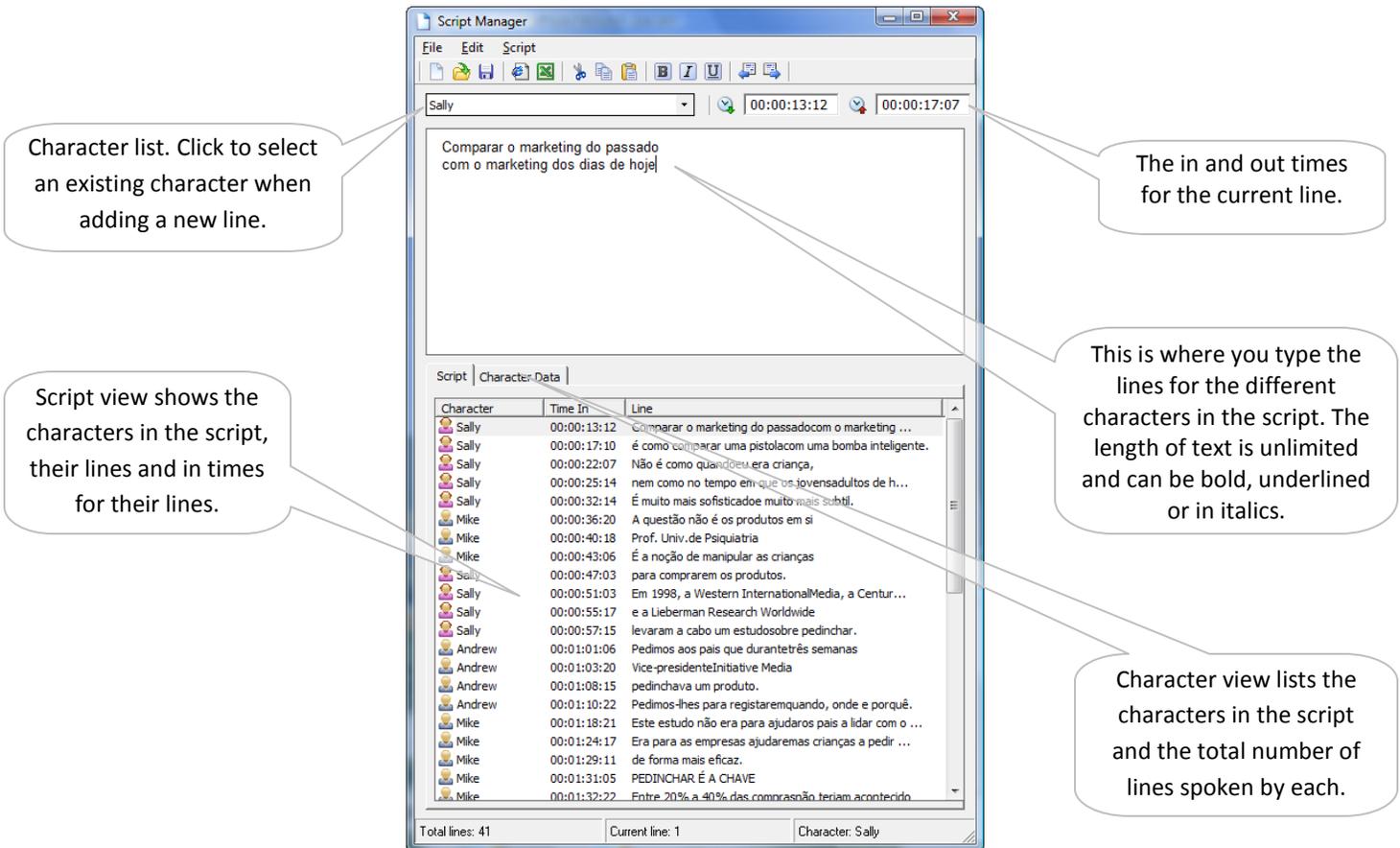
To convert a measurement:

- Select MEASUREMENT CONVERTER from the TOOLS menu.
- In the MEASUREMENT CONVERTER window, choose the type of conversion you wish to make from the CATEGORY list.
- Set the degree of accuracy required using the DECIMAL and FORMAT options.
- Select the units to convert from and to from the CONVERT FROM and CONVERT TO lists. The converter predicts which unit to convert to whenever the unit in CONVERT FROM list is changed.
- Type the figure to convert in the FROM VALUE box, then press ENTER or click CONVERT.

The correctly converted measurement will appear in the TO VALUE box. To copy this figure into the subtitle you are working on, choose COPY. The converter will close and the converted measurement will be copied into the current subtitle.

Script Manager

Script Manager (TOOLS, SCRIPT MANAGER) is a tool for preparing scripts for language dubbing. You can either create a script and characters from scratch or import the current subtitle file into Script Manager. If you choose the latter approach, character names are retrieved from the comment fields. In this example, we will create a script from scratch.



The first thing to do is create a new character by clicking SCRIPT, CHARACTER, ADD CHARACTER or pressing F5. In the ADD CHARACTER window, give the character a name, a role (leading or secondary) and assign it a gender, and click OK. The new character's name will appear in the character list at the top left of the Script Manager window. Now type the character's line in the text box and add the in time and out time for the line, either by pressing F11 and F12 or by clicking the in and out buttons on the toolbar. Once the line is complete, press Page Down to add it to the script in the bottom half of the window and clear the text box ready for a new line.

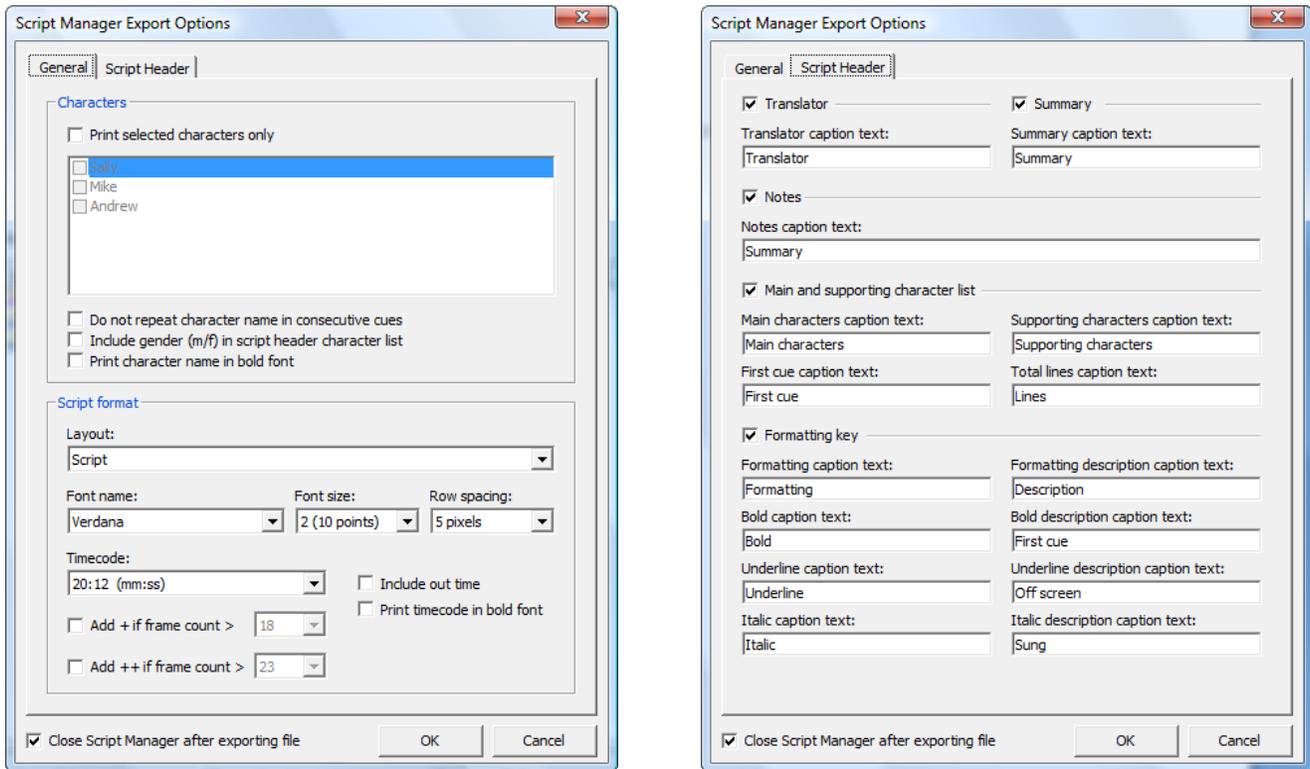
You can create all the characters at once or whenever a new character occurs in the script. If you have a complete list of characters, select the appropriate name from the character list whenever the speaker changes. Characters can be edited by clicking the CHARACTER DATA tab and double-clicking the character's name.

To edit a line in the script, just select it in the script list or move to it using PAGE DOWN and PAGE UP.

Once the script is complete, you might want to set one or more export options before exporting the script in HTML format. Click FILE, EXPORT OPTIONS to open the options window.

Script Manager export options

The export options window is split into two sections: GENERAL and SCRIPT HEADER.



Characters

The Characters frame lets you choose which characters to include in the script: all or just those selected in the list. It also sets other options, such as the formatting applied to the character name and whether to omit the name of the character in consecutive lines.

Script format

The Layout dropdown determines the format of the exported file: script style, in which characters are listed on the left and their cues on the right, or documentary style, in which characters and text are both left-aligned.

The timecode format for cue in times can be set to HH:MM:SS:FF (e.g. 10:23:15:04), HH:MM:SS (e.g. 10:23:15) or MM:SS (e.g. 23:15). If either of these last two options are selected, you can additionally specify whether to add a + or ++ sign to show the approximate the frame position.

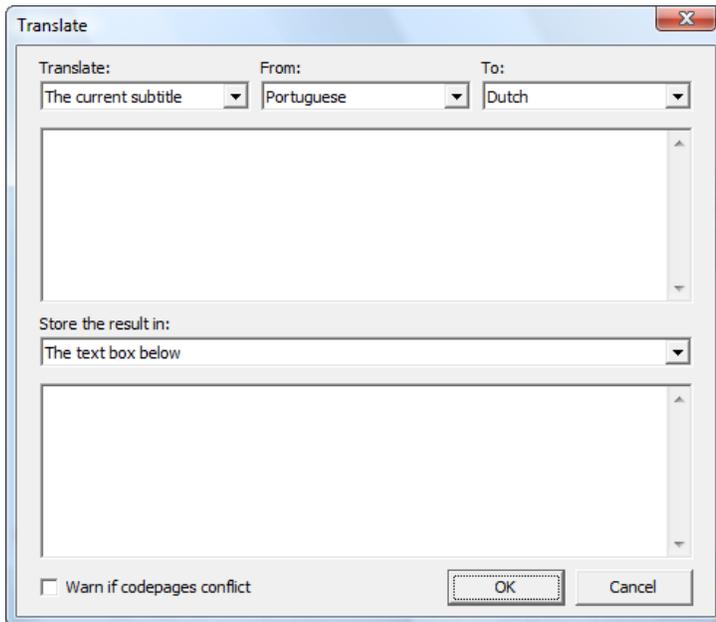
Script header

Select the fields to include in the script header by ticking the appropriate box. Note that the text for each field's sub-items is user-definable.

Your final script can be exported in HTML or Microsoft Excel CSV format. To export to HTML (the recommended file type as all formatting is retained), press Ctrl+E or click the Internet button on the toolbar. If you have not yet filled in the properties for the current file, the Properties window will prompt you to add this information before exporting.

Translation

You can translate a word, sentence, subtitle or complete subtitle file using the translate tool (TOOLS, TRANSLATE).



Select what to translate from the dropdown list (text in the text field, the current subtitle or the current subtitle file), and then choose the source and target languages. Next, select where to store the translation: in the text box at the bottom of the window, or in the comment or subtitle fields in the main Spot window (be aware that the last two options will overwrite any existing content). Click the OK button when you are ready.

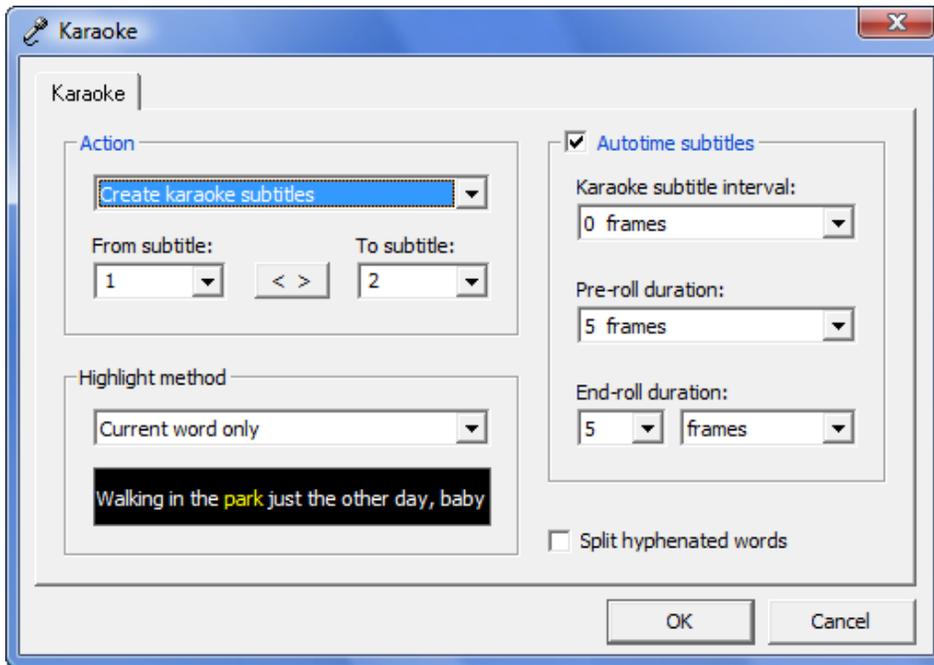
If you are translating between languages that belong to different codepages (e.g. from English to Hebrew) and are storing the result in the subtitle or comment field, Spot will prompt to change the selected codepage for the current subtitle file if the `WARN IF CODEPAGES CONFLICT` option is selected.

The translation tool uses Google's translation engine and, as a result, requires an active Internet connection. Translating a whole file may take several minutes to complete depending on the size of the file and your Internet connection speed.

Certain characters, such as apostrophes or italic markers, may return from Google in the form of escape codes (e.g. `\u003c` or `\u0026lt;`). Although Spot will attempt to convert these codes, it may not always be successful, in which case you may want to add the escape code and the corresponding character to **AutoReplace**.

Karaoke

Creating karaoke subtitles can be a tedious and time-consuming business. Although you may still have to fine-tune the timing of certain subtitles, Spot's karaoke tool (CTRL+K or SUBTITLE, KARAOKE) considerably speeds up the whole process.



Creating karaoke subtitles

Before adding a karaoke effect to a song, you need to type and time the lyrics in the same way that you create subtitles for a regular video file. Once the song has been subtitled, press CTRL+K to open the KARAOKE window and follow the steps below.

1. Select CREATE KARAOKE SUBTITLES from the ACTION list.
2. Ensure that all the subtitles in the file are selected in the FROM SUBTITLE and TO SUBTITLE fields.
3. Choose the highlight method: the current word or a sweeping effect from left to right.
4. Tick the AUTOTIME SUBTITLES box.
5. Set the karaoke subtitle interval. This is the interval between the karaoke subtitles that make up a single line (or stanza as Spot calls it) and should normally be set to zero.
6. Set the pre-roll and end-roll times. Pre-roll is the amount of time the subtitle appears before the first karaoke effect is applied. The end-roll time determines how much extra weight is given to the last karaoke subtitle in the line. Pre-roll subtitles should never be deleted as they flag the start of a karaoke stanza.
7. Click OK.

Each subtitle will be split into multiple subtitles based on the number of words it contains. Curly braces represent the highlighted words. The following two lines from "Oh! Darling" by the Beatles illustrate both this and the way the pre-roll and end-roll functions work.

Before adding karaoke effect (2 subtitles)

1 00:02:01:10 00:02:04:00 02:15
When you told me

2 00:02:05:03 00:02:09:00 03:22
You didn't need me anymore

After adding karaoke effect (11 subtitles)

1 00:02:01:05 00:02:01:10 00:05
When you told me

Pre-roll subtitle starts 5 frames before the first karaoke subtitle

2 00:02:01:10 00:02:02:00 00:15
{When} you told me

Each karaoke subtitle except the last has a duration of 15 frames

3 00:02:02:00 00:02:02:15 00:15
When {you} told me

4 00:02:02:15 00:02:03:05 00:15
When you {told} me

Last karaoke subtitle lasts 15 frames plus the end roll-time

5 00:02:03:05 00:02:04:00 00:20
When you told {me}

6 00:02:04:23 00:02:05:03 00:05
You didn't need me anymore

Pre-roll subtitle starts 5 frames before the first karaoke subtitle

7 00:02:05:03 00:02:05:23 00:20
{You} didn't need me anymore

Each karaoke subtitle except the first and last has a duration of 18 frames. 2 extra frames, the remainder after dividing the subtitle, are added to the duration of the first karaoke subtitle.

8 00:02:05:23 00:02:06:16 00:18
You {didn't} need me anymore

9 00:02:06:16 00:02:07:09 00:18
You didn't {need} me anymore

10 00:02:07:09 00:02:08:02 00:18
You didn't need {me} anymore

Last karaoke subtitle lasts 15 frames plus the end roll-time

11 00:02:08:02 00:02:09:00 00:23
You didn't need me {anymore}

Removing karaoke subtitles

For various reasons you may want to remove the karaoke effect from subtitles. To do this, select REMOVE KARAOKE SUBTITLES from the Action list, select the desired subtitle range using the FROM SUBTITLE and TO SUBTITLE fields, click OK and the subtitles will be restored to their pre-karaoke state. You can also use the [< >] button to select a particular stanza.

Checking karaoke subtitles

Select CHECK KARAOKE SUBTITLES from the ACTION list, select which checks to perform and click OK. The karaoke window will remain open during checking to allow you to make any necessary corrections.

Check stanza continuity

Checks that the different subtitles that make up one stanza are all the same length.

Check interval between stanzas

Checks that the interval between stanzas is not less than the default subtitle interval.

Check interval between subtitles

Checks that the interval between subtitles that make up one stanza is zero.

Check for subtitles lasting less than...

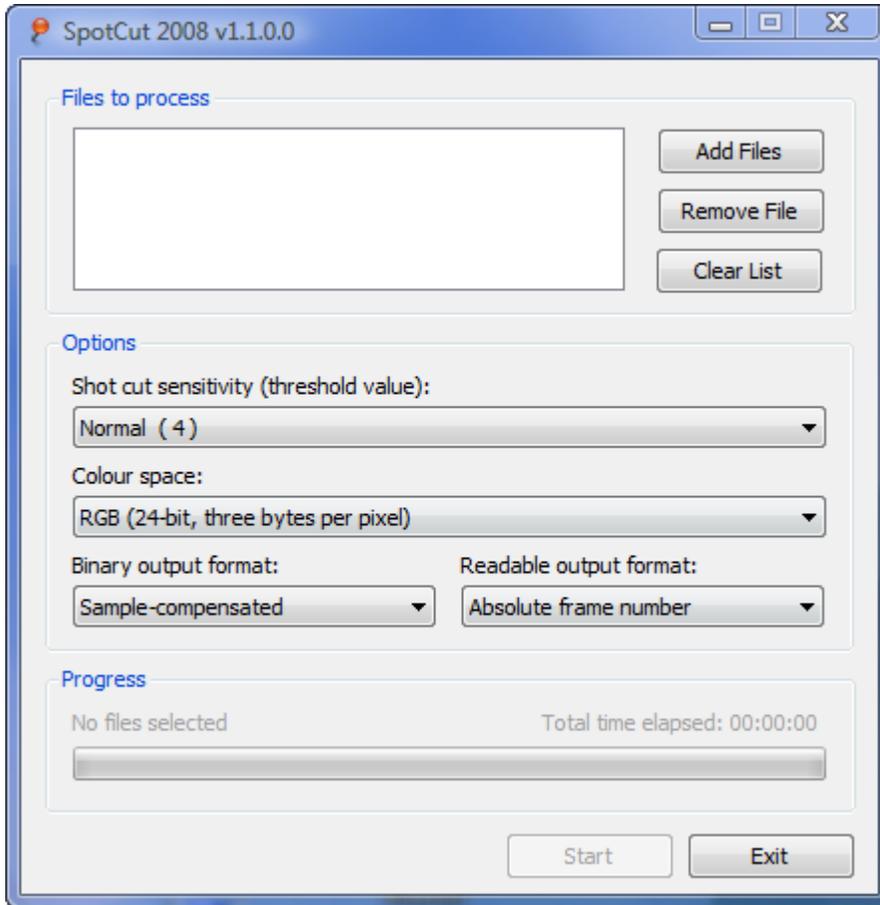
Checks for subtitles lasting less than the number of frames in the dropdown list.

Reapplying karaoke subtitles

You might wish to reapply a karaoke effect to subtitles if you have retimed the start or end of a stanza, or made changes to the subtitle text. To do this, select REAPPLY KARAOKE SUBTITLES from the Action list, select the desired subtitle range using the FROM SUBTITLE and TO SUBTITLE fields, and click OK.

Shot cut detection

Pre-processed shot cut detection is carried out using a separate application, SpotCut. The setup file for the program is located in the [SPOT INSTALL]\SPOTCUT folder.



The program is simple to use. Select the video file or files to process using the ADD FILES button, set your options (see below), then click the Start button. Files are normally processed 10 times faster than real time.

Shot cut sensitivity

Specifies how much of a change between two frames causes the current frame to be flagged as a shot cut. You should generally leave this set to normal, although for videos containing a lot of fast action sequences you might want to experiment with a lower sensitivity setting.

Colour space

Unless the program cannot process a particular file, leave this setting on Auto.

Binary output format

Some video files have their first frame encoded twice. To prevent this causing frame numbering errors in Spot, select the SAMPLE COMPENSATED option.

Readable output format

Sets the format of the readable shot cut data.

Once the video has been processed, the shot cut data is saved to disk in the same folder as the video. The name of the file is identical to the name of the video file but with the extension ".scd". If the video file were MyMpeg.mpg, for example, the resultant shot cut data file would be named MyMpeg.mpg.scd. The .scd file is in binary format and can only be read by Spot.

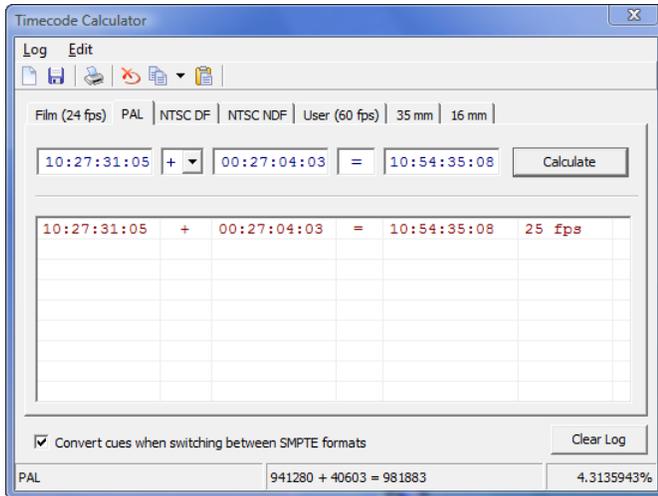
Back in Spot, you need to load the .scd file. To do this, click the small black arrow to the right of the Open Video File button and select "Load shot cut file".

Navigate to the location of the .scd file and open it. Note that this operation only has to be carried out once per video as the shot cut data will be saved as part of the .tcd file.

You can now navigate between the previous and next shot cuts in the video using the numpad keys 1 and 3. This is particularly helpful when used in conjunction with the Ctrl+Enter key combination to grab the current in cue and fix the previous subtitle's out cue.

Timecode calculator

Spot's timecode calculator (TOOLS, TIMECODE CALCULATOR) lets you convert, add, subtract, multiply or divide timecode in a variety of SMPTE formats, including PAL, NTSC DF, NTSC NDF and custom formats.



To carry out a calculation:

- Select the desired SMPTE format from the format tabs along the top of the window.
- Enter the first timecode.
- Press TAB to move to the operator field and select the operator.
- Press TAB again and enter the second timecode.
- Press the ENTER key.

The result of the calculation will be displayed in the result box and added to the history log. The calculation will also be displayed in frame format on the status bar at the bottom of the window, with timecode two shown as a percentage of timecode one in the right-hand corner.

Results can be copied to the current in or out cue in the main Spot window by pressing F11 or F12. Conversely, the current video timecode can be copied to the first or second timecode fields by pressing F5 or F8; if no timecode is present, the in cue of the current subtitle will be copied instead.

To convert between SMPTE formats, select the CONVERT CUES WHEN SWITCHING BETWEEN SMPTE FORMATS option. This will convert the value in both timecode fields when a different format tab is clicked. If the currently selected format is NTSC NDF and the value in the first timecode field is 10:24:00:00, for example, clicking the NTSC DF tab will convert 10:24:00:00 to 10:24:37:14.

To specify a custom frame rate, click EDIT, USER FRAME RATE, type the number of frames per second in the USER FRAME RATE window and click OK.

16 and 35 mm formats

Calculations are carried out in feet and frames rather than HH:MM:SS:FF format, so you need to insert a hyphen between the feet and frame fields.

Spot 5.0 data and log files

Spot's data files are stored in **ROOT DRIVE:\ USER NAME\APPDATA\ROAMING\SPOT SOFTWARE\SPOT**. This means that settings are stored on an individual basis for different user accounts: the most recently used file list will show only the files that you have recently opened, for example, and any changes you make to various Spot options will not affect another user who logs onto the same computer under a different account.

File name	What it contains
arf.dat	AutoReplace entries
profiles.dat	Profile settings
dvdxpt.dat	Recently accessed DVD folders
options.dat	Spot Options dialog
spot.ini	Miscellaneous Spot settings

Two log files, Spot.log and debug.log, are stored in the Spot installation folder. The first contains start-up diagnostic information, whilst the second contains error debugging data. To enable error debugging, select the option LOG ERRORS TO DEBUG FILE in the OPTIONS window.

Frequently Asked Questions

General

The spell checker isn't working

Spot uses Microsoft Word to spell check subtitles so if a version of Word is not installed on your computer, you cannot use the spell checker or the thesaurus.

If you do have Word installed and the spell checker is still not working, make sure you have the correct language selected in Spot's language bar above the video window.

I can't type in capitals

Select TOOLS, OPTIONS, CHECKS, AUTO CHECK and turn off the CORRECT TWO INITIAL CAPITALS option.

I can't raise subtitles using Ctrl+Alt+Up/Down

If nothing happens when you press Ctrl+Alt+Up/Down, then another program on your computer, usually the software installed by your graphics card, has most likely hijacked the key combination. You need to find out which program is the culprit and then change or disable the key sequence.

Spot adds a space between letters in abbreviations such as U. S. A.

Select TOOLS, OPTIONS, CHECKS, AUTO CHECK and turn off the INSERT SPACE AFTER PUNCTUATION option.

How do I set a fixed number of characters per line?

Select SET CHARACTERS PER LINE WIDTH from the SUBTITLE menu. Setting a figure of 36, for example, will ensure that only a maximum of 36 characters are allowed per line. Note that as the only way to set the maximum number of characters per line is by using a fixed width font (i.e. a font in which each letter shares the same width), Spot will change the current screen font to Courier New. This will not affect the target broadcast font.

There is a more elegant approach that lets you keep Arial 16 as the edit font. Change the edit line width to a figure that sets the CPL value on the status bar to approximately 36 (e.g. 5000). Because Arial is a proportional font, this does not guarantee that you won't be able to type more than 36 characters in a line but it will prevent it from happening most of the time. As you work, keep an eye on the two line length indicators above the current subtitle: if they turn red, one of the lines in the subtitle is too long. When you've finished working on your file, a TOO MANY CHARACTERS IN LINE check (or switching to **Report view**) will pick up any warnings you may have missed.

How do I tell Spot where to store by backups?

Spot creates the backup folder for you. You manage all the backups from the OPTIONS, AUTO RECOVER window.

I can't find the recut or master recut windows

The recut and master recut windows have been combined into a single OFFSET window. You can access it from the CUES menu or by pressing CTRL+J.

Video and audio

I selected the wrong frame rate when I opened a video file

Click the small black arrow on the right of the OPEN MEDIA FILE button on the video toolbar, select DELETE VIDEO FORMAT FLAG and then reopen the video.

A video file won't open/ doesn't play properly/is out of sync with the audio

Although it's possible that the video file you are trying to open is corrupt, a more likely explanation is that your system does not have the correct video decoders installed and therefore cannot render the video correctly. The default decoders installed by Windows will not let you play back MOV or MPEG-2 files, for example, and may cause problems when attempting to play other video formats, such as WMV or MP4. To work around this problem, installed a good quality decoder such as ffdshow and configure it to decode the most common video formats. There are several diagnostic tools available on the Internet, such as GraphEditPlus, which will help you identify the decoder which is causing the problem.

Subtitles in the video preview window are boxed

If you are running Spot on Windows Vista or Windows 7 and have not selected the USE VMR9 TO RENDER SUBTITLES option in the VIDEO, PREFERENCES window, navigate to the Spot install folder, right-click the file spot.exe, select Properties, then turn on the option "Turn off desktop composition" on the Compatibility tab.

How can I increase the size of the video window?

The video window is automatically resized whenever you change the size of Spot's main window. If you maximise Spot, you will maximise the video window.

Reference

Keyboard shortcuts by key

Key	Function
F1	Help
F2	Align subtitle left, right or centre
Shift+F2	Force current line left, right or centre
Ctrl+F2	Swap lines
Shift+Ctrl+F2	Check for too many rows
F3	Italicise whole subtitle
Shift+Ctrl+F3	Check for margin override
F4	Spell check file
Ctrl+F4	Translate
Shift+F4	Thesaurus
Shift+Ctrl+F4	Check for invalid cues
F5	Go to subtitle number
Ctrl+F5	Insert subtitle before
Shift+F5	Insert subtitle after
Shift+Ctrl+F5	Check for duration too short/long
F6	Adjust display settings
Shift+F6	Delete Range
Ctrl+F6	Delete Subtitle
Shift+Ctrl+F6	Check for cues not set
F7	Open media file
Shift+F7	Full-screen video
Ctrl+F7	Merge current and next subtitle
Shift+Ctrl+F7	Check for insufficient reading speed
F8	Rehearse
Shift+F8	Cue conversion
Ctrl+F8	Split subtitle at insertion point
Shift+Ctrl+F8	Check for default interval override
F9	Run all checks
Shift+F9	Continue checks from next subtitle
Shift+Ctrl+F9	Check for empty subtitles
F11	Grab in cue
Shift+F11	Edit in cue
Ctrl+F11	Recalculate in cue
Shift+Ctrl+F11	Delete in cue
F12	Grab out cue

Shift+F12	Edit out cue
Ctrl+F12	Recalculate out cue
Shift+Ctrl+F12	Delete out cue
Ctrl+A	Select all
Ctrl+B	Toggle audio balance left, right, stereo
Ctrl+C	Copy
Ctrl+D	Bitmap export
Ctrl+E	File, Export
Ctrl+F	Find
Ctrl+G	Subtitle outline
Ctrl+H	Replace
Ctrl+I	Italicise single word
Ctrl+J	Offset cues
Ctrl+K	Karaoke
Ctrl+L	Toggle case
Ctrl+M	Manage comments
Ctrl+N	New file
Ctrl+O	Open file
Ctrl+P	Print
Ctrl+Q	Quick View
Ctrl+R	Report View
Ctrl+S	Save file
Ctrl+T	Best fit
Ctrl+U	Find subtitle at current video position
Ctrl+V	Paste
Ctrl+W	Add word to AutoReplace
Ctrl+X	Cut
Ctrl+Y	Delete line
Ctrl+Z	Undo last action
Page Up	Move to previous subtitle
Ctrl+Page uP	Move to start of file
Page Down	Move to next subtitle
Ctrl+Page Down	Move to end of file
Shift+Add	Increase in cue by one frame
Shift+Subtract	Decrease in cue by one frame
Ctrl+Add	Increase out cue by one frame
Ctrl+Subtract	Decrease out cue by one frame
Shift+Del	Delete in and out cues
Ctrl+Del	Delete word
Shift+Ctrl+Del	Delete all text in subtitle

Alt+Up/Ctrl+Up	Move word up
Alt+Down/Ctrl+Down	Move word down
Alt+Left	Select thumbnail left
Alt+Right	Select thumbnail right
Shift+Alt+Up/Down	Shift subtitles up/down in 1% increments
Shift+Alt+Left/Right	Shift subtitle left/right in 1% increments
Ctrl+Alt+Up	Move row up
Ctrl+Alt+Down	Move row down
Ctrl+Alt+Right	Add indent
Ctrl+Alt+Left	Remove indent
Ctrl+Alt+1	Align subtitle top of screen
Ctrl+Alt+2	Align subtitle middle of screen
Ctrl+Alt+3	Align subtitle bottom of screen
Ctrl+Enter	Grab in cue and lock last out cue
Ctrl/Shift + Ctrl+0 to 9	Insert special characters
Alt+0 to 9	Insert custom characters
Alt+Backspace	Delete all cues forward of and including current subtitle
Backspace	Respot last subtitle
Right Ctrl+7/ Shift+Alt+0	White subtitle text
Right Ctrl+1 / Shift+Alt+1	Red subtitle text ¹
Right Ctrl+2 / Shift+Alt+2	Green subtitle text
Right Ctrl+3 / Shift+Alt+3	Yellow subtitle text
Right Ctrl+4 / Shift+Alt+4	Blue subtitle text
Right Ctrl+5 / Shift+Alt+5	Magenta subtitle text
Right Ctrl+6 / Shift+Alt+6	Cyan subtitle text
1	Go to last shot cut
2	Replay sequence
Alt+2	Replay sequence "forward"
3	Go to next shot cut
4	Frame back
5	Play/pause
6	Frame forward
7	Rewind
8	Replay from last play position
9	Fast forward
Enter / Shift+Enter	Jump to in cue / Grab in cue ²

¹ For this and the following five items, the Shift + Alt + number combination affects individual lines. Use Ctrl + number for individual words.

² The default behaviour of the Enter and Shift+Enter keys is set under Video, Media Preferences.

Ins / Shift+Ins	Jump to out cue / Grab out cue ³
/	Go to start of video
*	Go to end of video
Del	Toggle shot cut marker

Keyboard shortcuts by function

Subtitle functions

Key	Function
Ctrl+F5	Insert subtitle
Shift+F6	Delete Range
Ctrl+F6	Delete Subtitle
Ctrl+F7	Merge current and next subtitle
Ctrl+F8	Split subtitle at insertion point
Ctrl+F9	Split current subtitle and merge with next
Ctrl+Q	Quick View
Page Up	Move to previous subtitle
Page Down	Move to next subtitle
Ctrl+Page Up	Move to first subtitle
Ctrl+Page Down	Move to last subtitle
Ctrl+A	Select all subtitles and view in Quick View

Text editing functions

Key	Function
Ctrl/Shift + Ctrl+0 to 9	Insert special characters
Alt+0 to 9	Insert custom characters
F2	Align all text left, right or centre
Shift+F2	Force current line left, right or centre
Ctrl+F2	Swap lines
F3	Italicise whole subtitle
Ctrl+C	Copy
Ctrl+E	File, Export
Ctrl+F	Find
Ctrl+G	Subtitle outline
Ctrl+H	Replace
Ctrl+I	Italicise single word
Ctrl+L	Toggle case
Ctrl+T	Best fit

³ The default behaviour of the Ins and Shift+Ins keys is set under Video, Media Preferences.

Ctrl+V	Paste
Ctrl+W	Add word to AutoReplace
Ctrl+X	Cut
Ctrl+Y	Delete line
Ctrl+Z	Undo last action
Ctrl+Del	Delete word
Shift+Ctrl+Del	Delete all text in subtitle
Alt+Up/Ctrl+Up	Move word up
Alt+Down/Ctrl+Down	Move word down
Ctrl+Alt+Up	Move row up
Ctrl+Alt+Down	Move row down
Shift+Alt+Up/Down	Shift subtitles up/down in 1% increments
Shift+Alt+Left/Right	Shift subtitle left/right in 1% increments
Ctrl+Alt+Right	Add indent
Ctrl+Alt+Left	Remove indent
Ctrl+Alt+1	Align text with top of screen
Ctrl+Alt+2	Align text with middle of screen
Ctrl+Alt+3	Align text with bottom of screen
Right Ctrl+1 / Shift+Alt+1	Red subtitle text
Right Ctrl+2 / Shift+Alt+2	Green subtitle text
Right Ctrl+3 / Shift+Alt+3	Yellow subtitle text
Right Ctrl+4 / Shift+Alt+4	Blue subtitle text
Right Ctrl+5 / Shift+Alt+5	Magenta subtitle text
Right Ctrl+6 / Shift+Alt+6	Cyan subtitle text
Del	Toggle shot cut marker

Cue editing functions

Key	Function
Shift+F8	Cue conversion
F11	Grab in cue
Shift+F11	Edit in cue
Ctrl+F11	Recalculate in cue
Shift+Ctrl+F11	Delete in cue
F12	Grab out cue
Shift+F12	Edit out cue
Ctrl+F12	Recalculate out cue
Shift+Ctrl+F12	Delete out cue
Ctrl+J	Offset cues
Ctrl+M	Measurement converter

Shift+Add	Increase in cue by one frame
Shift+Subtract	Decrease in cue by one frame
Ctrl+Add	Increase out cue by one frame
Ctrl+Subtract	Decrease out cue by one frame
Shift+Del	Delete in and out cues
Ctrl+Enter	Grab in cue and lock last out cue
Alt+Backspace	Delete all cues forward of and including current subtitle
Backspace	Respot last subtitle
Enter / Shift+Enter	Jump to in cue / Grab in cue
Ins / Shift+Ins	Jump to out cue / Grab out cue

Video control

Key	Function
F7	Open media file
Shift+F7	Full-screen video
Ctrl+B	Toggle audio balance left, right, stereo
Ctrl+U	Find subtitle at current video position
Alt+Left	Select thumbnail left
Alt+Right	Select thumbnail right
1	Go to last shot cut
2/Alt+2	Replay sequence/Replay sequence "forward"
3	Go to next shot cut
4	Frame back
5	Play/pause
6	Frame forward
7	Rewind
8	Replay from last play position
9	Fast forward
Enter / Shift+Enter	Jump to in cue / Grab in cue
Ins / Shift+Ins	Jump to out cue / Grab out cue
/	Go to start of digital video
*	Go to end of digital video
Del	Toggle shot cut marker

Proofing functions

Key	Function
Shift+Ctrl+F2	Check for too many rows
Shift+Ctrl+F3	Check for margin override
F4	Spell check file

Shift+F4	Thesaurus
Shift+Ctrl+F4	Check for invalid cues
Shift+Ctrl+F5	Check for duration too short/long
Shift+Ctrl+F6	Check for cues not set
Shift+Ctrl+F7	Check for insufficient reading speed
Shift+Ctrl+F8	Check for default interval override
F9	Run all checks
Shift+F9	Continue checks from next subtitle
Shift+Ctrl+F9	Check for empty subtitles
Ctrl+R	Report view

File functions

Key	Function
F1	Help
Ctrl+E	File, Export
Ctrl+N	New file
Ctrl+O	Open file
Ctrl+P	Print
Ctrl+S	Save file

Miscellaneous

Key	Function
Ctrl+F4	Translate
F6	Adjust display settings
Shift+F5	Preset display settings
F8	Rehearse
Ctrl+D	Bitmap export