

Poliscript Create User Guide



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Introduction

Poliscript Create is a dedicated software application for the creation and editing of television and video subtitles. It runs on any standard PC of suitable specification, and enables subtitles to be prepared on a what-you-see-is-what-you-get (WYSIWYG) basis. All available text colours, fonts, styles and backgrounds etc., are visible on the Poliscript Create monitor exactly as they will be displayed during transmission of the programme material (though not at broadcast quality as this is not necessary at the subtitle preparation stage).

Poliscript Create incorporates a system called SV3 - It enables the playback of programme video, audio and timecode from media files on the PC hard disk, under control of transport control buttons and a timeline in the screen. The video plays in the Poliscript Create monitor, allowing it to be viewed with the subtitles imposed, without the need for an external monitor.

Poliscript Create Software

The Poliscript Create software application handles the generation and editing of subtitle text, as well as defining the on-screen display characteristics. Utilities are provided for checking the subtitle file parameters and also for management routines such as file handling operations.

The majority of Poliscript Create operations are carried out in a single screen area which is used in two distinct modes of operation: **Edit** and **Rehearse**. In general, much of the editing of both the subtitle text and the timing information will be done using the Edit mode and Poliscript Create always starts-up in this mode. Rehearse mode is used to monitor the subtitle file quality before it is submitted for transmission.

In either of the two operating modes you can select a small-screen or large-screen presentation; the large-screen presentation gives a larger video picture but less information related to the subtitles, and vice-versa for the small screen presentation. See the Edit Mode screen and Rehearse Mode screen.

Poliscript Create supports the following subtitle file formats.

- Compressed
- EBU
- ASCII

Types of subtitle

There are two types of subtitle: **Open** and **Closed**. These are discussed below.

Open subtitles

Open subtitles are those which are seen on-screen as part of the picture. The viewer cannot choose whether or not to display these subtitles. The type size and typeface of the subtitle can be chosen by the subtitler (subject to the limitations imposed by the character generator) and there are no restrictions on the number of characters which can be displayed on a line, except those imposed by the size and design of the typeface and the width of the screen.

Closed (also known as TELETEXT) subtitles

These subtitles are more limited. They are not part of the picture but are overlaid on it at the request of the viewer i.e. it is possible to decide whether to have subtitles or not. The typeface and the character set are defined by an international standard (World System Teletext). As a result only two

typefaces can be used, the maximum number of characters on a line is 37, the background can only be a black box, no italics are possible and not all characters are available. The standard is based on the Roman alphabet with some national characters available.

Closed subtitles are widely used to provide subtitles for the hard of hearing.

Closed subtitles do, however, provide a mechanism for transmitting subtitles in more than one language for the same picture information. To do so, separate translations of the subtitle file must be combined into a lingua file for later transmission via a suitably-configured transmission system. Viewers can then choose which language they will read by calling up a particular Teletext page. The choice of Teletext page numbers for the different languages is entirely the responsibility of the broadcaster.

Closed DVB or Lmitext subtitles

DVB and Lmitext incorporate the subtitles as bitmap images. This gives the flexibility of the open subtitles for font, character and size selection, combined with the advantages of viewer selection and multiple languages.

Using Poliscript Create

This section describes how to generate subtitle files using Poliscript Create. It covers all aspects of the application, including the various set-up and configuration parameters, the available utilities and, of course, the subtitling functions.

There are three main considerations when subtitling:

- The text of each subtitle
- The appearance of the subtitle
- The timing of the subtitle

In other words, you will need to consider what each subtitle will say, how it will look (i.e. which font, colour, and background colour will be used) and when and for how long it will appear on-screen.

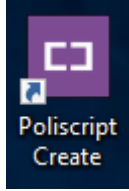
Much of the information in this user guide has been arranged to reflect these considerations, so you will find one section dealing with entering and editing subtitle text, one dealing with the formatting of the text and one dealing with the timing of subtitles. There are also a number of sections which deal with the various utility functions available and you will find information in those on what to do when you need to move things around or make timing changes to the entire file, etc.

Note Unless stated otherwise, Poliscript Create will need to be in **Edit Mode** to operate as described. You can place Poliscript Create into Edit Mode by selecting the **View>Edit Mode** menu option.

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Starting Poliscript Create

To start Poliscript Create, do one of the following

- In the Windows Start menu, point to the Poliscript Create program group, and then choose the Poliscript Create option.
- Double-click the Poliscript Create icon  on the Windows Desktop.

Whichever option you choose, Poliscript Create will start up in Edit mode ready for creating and editing subtitles, and will automatically load the last-used workfile.

You can now:

- Work on the currently-loaded subtitle file, using the procedures described elsewhere in this section for adding, editing, formatting and rehearsing subtitles.
- Load, and work on, a different subtitle file.
- Create a new subtitle file.

Poliscript Create Workfile

Poliscript Create is designed for the preparation of one subtitle file at a time. The normal sequence of events would be for you to:

1. Create a new file or open an existing file.
2. Enter the subtitle text and cues and then, when the file is ready:
3. Write the file out from Poliscript Create in the required format.

Whenever you open a file in Poliscript Create, or create a brand new file, that file then becomes the current Poliscript Create Workfile. When you save that file, or if an auto save takes place, the workfile file is saved under the name STITLES.RAC in the folder specified through File Options in the Tools menu. See: Setting the Workfile Path.

Every time you start Poliscript Create, it automatically loads the current STITLES.RAC file.

The STITLES.RAC workfile is, however, only intended for storage of the subtitles between Poliscript Create sessions. When you have completed work on the subtitles, you should then permanently store your work by saving the workfile out from Poliscript Create onto disk using the Save or Save As option in the File menu. The STITLES.RAC workfile remains intact between sessions. Consequently, if you omit to save your work, you will not lose it unless the workfile is overwritten.

Similarly, if you are working on one subtitle file but wish to work on a different file and return to the current one later, you *must* first save the current workfile out from Poliscript Create. If you do not do this, and go on to create a new file or to open a file, that file will then become the new current workfile and the previous workfile will be lost.

This may not be necessary in a multi-configuration system, but even then is still advisable practice.

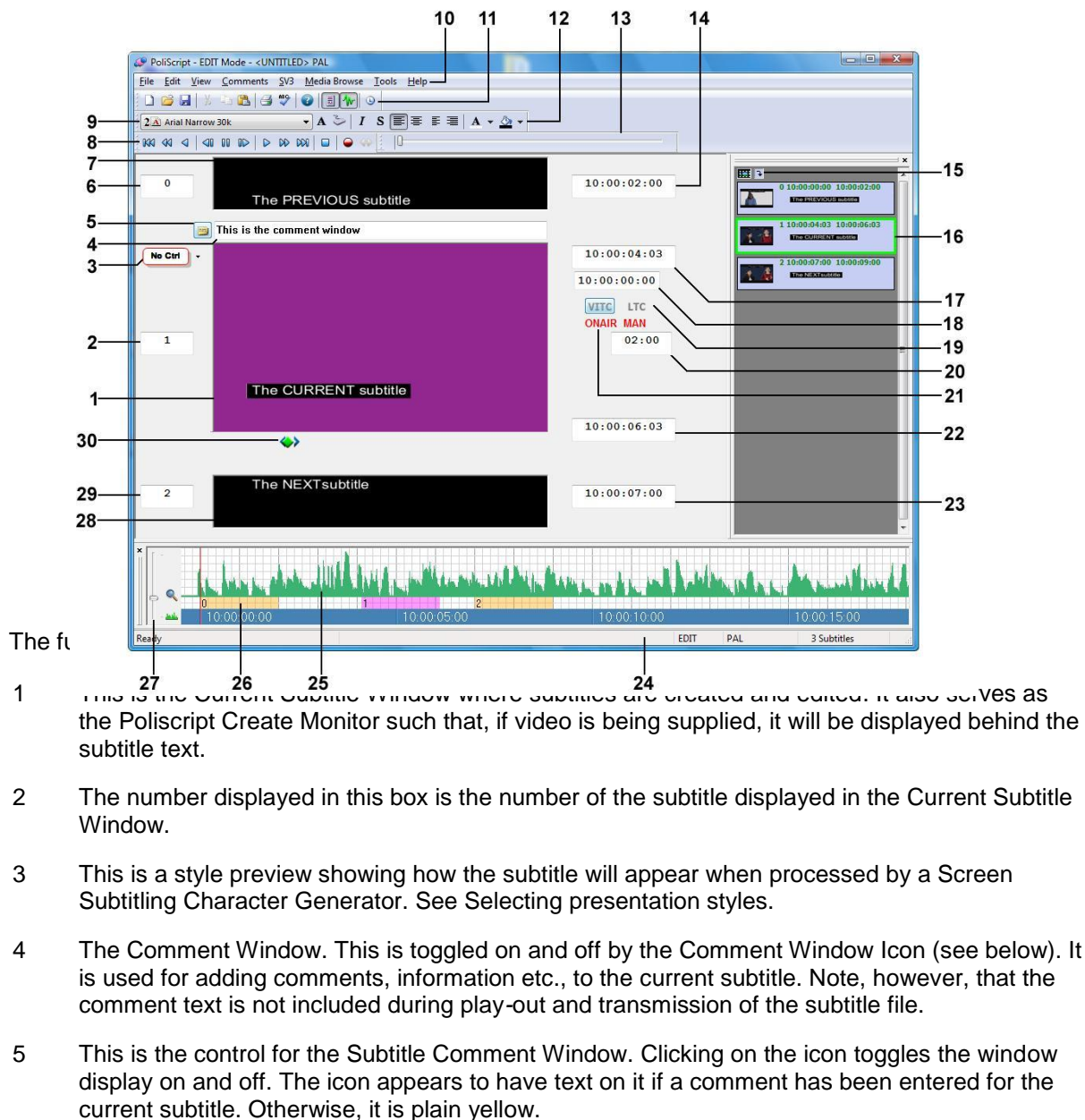
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The Edit Mode screen

The graphic below shows Poliscript Create in edit mode using small-screen presentation. You can place Poliscript Create in Edit mode by choosing the **View>Edit Mode** menu option.

To switch between the small screen and large screen display modes

- Choose the **View>Large Screen** or **View>Small Screen** menu option.



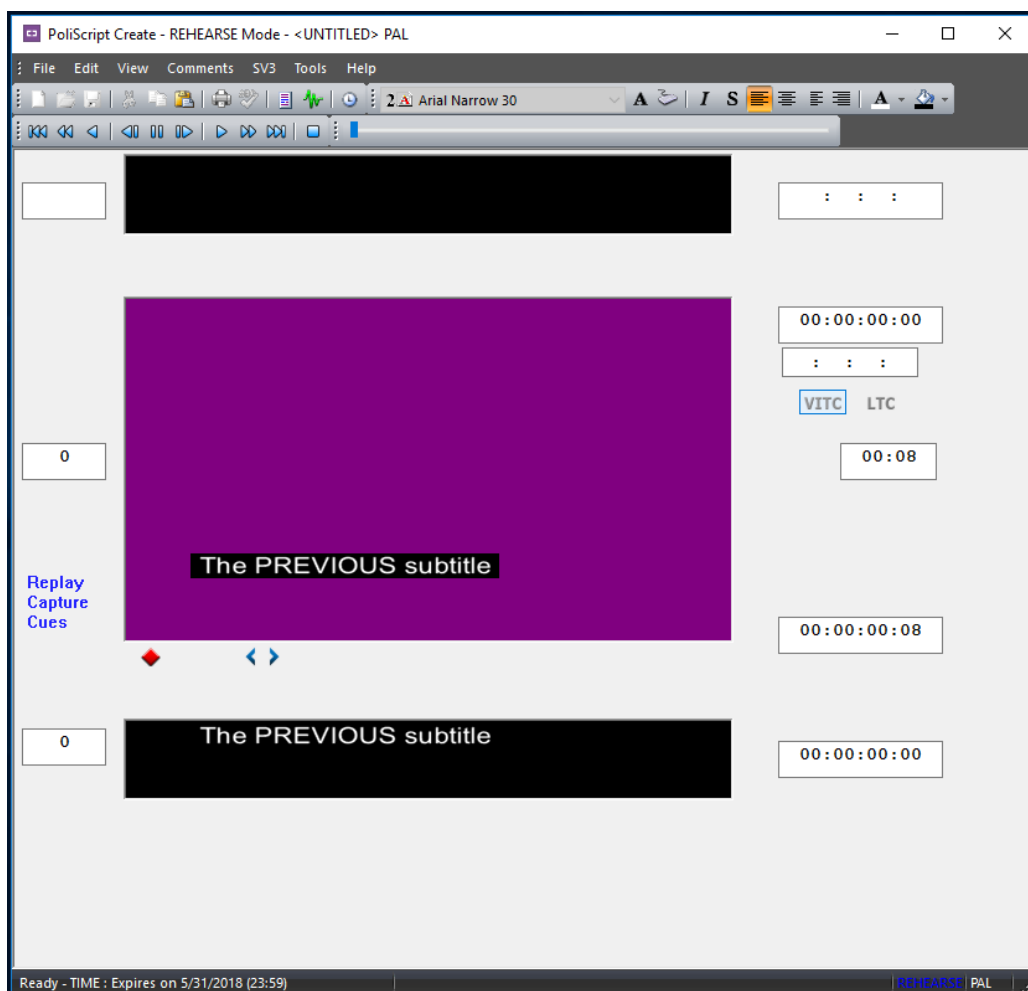
- 6 The number displayed in this box is the number of the subtitle currently displayed in the Previous Subtitle window.
- 7 Previous Subtitle Window. It shows two lines of text from the previous subtitle in the file. Clicking in this window moves the subtitle to the Current Subtitle window.
- 8 Play control buttons for playing video in the current subtitle window. The video can be played forwards or backwards, and the buttons provided are: Jog (1 frame), Play, Play 2x speed forwards, Play 25 fps backwards, Goto Start/End, Pause, Stop.
- 9 Font selection box. Selects the font for creating or editing the text in the current subtitle window.
- 10 Menu bar. These are standard Windows drop-down menus, from which you can select all system functions.
- 11 Standard control bar, which provides buttons for quick selection of file create, open, save, edit and print functions. The same functions are available on the File menu. Controls on this bar also allow you display/hide the video timeline and subtitle windows.
- 12 Font control bar, which provides buttons for font selection, italicising, justification and colour selection.
- 13 Video timeline. The cursor on the timeline shows the progress of the video replay. By dragging the cursor, you can scroll back or forward to any point in the video clip.
- 14 This box shows the timecode value used as the Out Cue for the Previous subtitle.
- 15 Subtitle list track button. Clicking on this toggle sets tracking of the current subtitle in the subtitle list box on and off.
- 16 Subtitle list box (optionally displayed window). The coloured box shows the current subtitle when tracking of subtitles is on.
- 17 This box shows the timecode value used as the In Cue for the next subtitle in the file.
- 18 Timecode from an incoming video signal is displayed in this box.
- 19 Shows whether Poliscript Create is using Vertical Interval Timecode (VITC) or Linear Timecode (LTC). See: About Timecode
- 20 This box shows the duration, in seconds and frames, of the current subtitle.
- 21 This box shows the timecode value used as the Out Cue for the current subtitle.
- 22 This box shows the timecode value used as the In Cue for the next subtitle in the file.
- 23 Status bar. The boxes in this bar show current selection of Edit or Rehearse mode, selection of PAL or NTSC operation, and the number of individual subtitles in the current subtitle file.
- 24 Audio timeline (optionally displayed window). This window shows the video clip's soundtrack. See Audio timeline
- 25 Audio timeline subtitle information. The audio timeline window shows the number of the subtitle, its audio waveform, and In Cue. The cursor shows the current position within the video clip.
- 26 Waveform mode button. This button adjusts the vertical scaling of the audio timeline.

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- 27 Next Subtitle Window. It shows two lines of text from the next subtitle in the file. Clicking in this window moves the subtitle to the Current Subtitle window.
- 28 The number displayed in this box is the number of the subtitle currently displayed in the Next Subtitle window.
- 29 Duration indicator bar. This gives a guide indication as to whether the subtitle is displayed for long enough to be read. See Duration Indicator bar

The Rehearse Mode screen

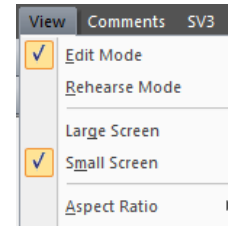
The graphic below shows Poliscript Create in **Rehearse** mode, using small-screen presentation. You can place Poliscript Create in Rehearse mode by choosing the **View>Rehearse Mode** menu option.



To switch between the small screen and large screen display modes

- Choose the **View>Large Screen** or **View>Small Screen** menu option.

The layout and facilities of the screen are virtually identical to those of the Edit Screen except that controls which are not relevant to rehearse mode are greyed out.



Closing Poliscript Create

To exit from Poliscript Create, use the standard Windows options:

- Choose **File>Exit**.
- or:
- Click the **Close** button in the top-right of the main window.

On exit, the current workfile is automatically saved, along with any setup changes you may have made. These are restored next time Poliscript Create is run using the same configuration.

SV3

SV3 is an all-software video and audio record/replay system designed to enhance the productivity of Poliscript Create. It provides the facilities to:

- Record video to motion JPEG format media files and to replay the files within the Poliscript Create interface.
- Import individual video clip files, or video clips from storage databases.
- Export a subtitled video file from Poliscript Create to a WMV file that can be viewed using Windows Media Player.
- Preview a Windows WMV or MPEG format clip without first importing it into Poliscript Create.

Using SV3 facilities, there is instant access to any frame, and full forward or backward play control including frame-by-frame stepping and replay up to 100 times normal speed.

The video display is unconditionally stable in all replay operations, with accompanying high-quality sound accurately synchronised to the video replay speed. Audio scrubbing is available to assist with rapid, frame-accurate cueing.

The programme material for SV3 is stored as media files on the local hard disk, from where it can be previewed and played using either keyboard controls or on-screen controls.

Importing a clip

SV3 can import video clips in the formats listed below, together with associated timecode and audio, and convert them to its native Motion JPEG format.

- WMV (Version 9 upwards), PAL or NTSC only
- MPEG4 files provided they are either DivX or Xvid encoded AVI files. The appropriate codec is needed for these file formats.
- AVI files provided they are either DivX or Xvid encoded and the appropriate codec is installed.

It is possible to reset timecodes and restripe the video automatically on import.

The video clips may be stored as stand-alone files, or as part of a database of video clips. This facility allows you to import video clips from either source.

To import a video clip from a file

1. Choose the **SV3>Import** menu option.

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This displays the **Import Video File** dialog.

Click **Browse** to locate and select the required video file, then double-click the file or click **Open**.

2. In the SV3 Clip section of the dialog, choose the destination path for storing the imported clip.

The amount of free space on the destination is shown at the bottom of the dialog.

3. Ensure that the destination space is sufficient for the clip import.

4. If you want to use a different name for the imported clip, enter it in **Clip Name**.

5. Enter the start timecode of the video clip in the Start Time field.

Note If you are importing a WMV file with burnt-in timecodes, these will override the start time entered in this field.

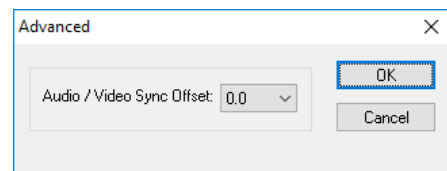
The number of frames per second is shown in the Frame Rate field. If this value is incorrect, enter the correct number of frames per second.

6. To correct the audio and video synchronisation when the clip is imported, do the following.

- Click **Advanced**.

The **Advanced** dialog is displayed.

- Select the offset (in frames) that you wish to apply to the audio.
- Click **OK**.



This returns to the Import Video File window.

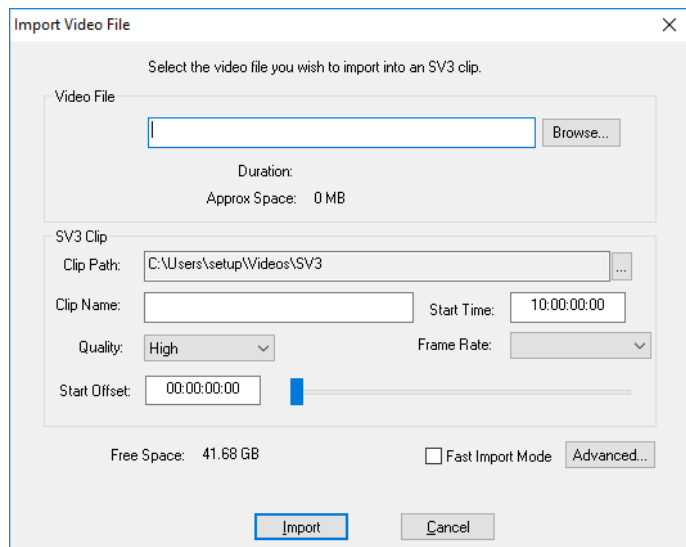
7. Click **Import**.

The import will commence immediately, and the first frame of the clip will be displayed in the Poliscript Create monitor. The progress of the import is shown in the status bar as a percentage (e.g. Importing (12%) clipfilename). The import speed is marginally above normal running speed.

If you attempt to import a WMV file in any format but PAL or NTSC, an Invalid File message will be displayed.

While the import is in progress, you can play the file in the monitor, and perform normal subtitling functions.

8. If you wish to stop an import, choose the **SV3>Close Clip** menu option, and click **Yes** in the warning message.



Resetting timecodes and restriping files on import

It is possible to reset the timecodes as the video clip is imported into SV3 and automatically perform an even spread restripe_on the file.

To reset timecodes and restripe the imported file

1. Ensure the name of the file to be imported is of the format
name_starttc_endtc
where starttc is the start timecode (without colons) and endtc is the end timecode (without colons), for example testvideo_10000000_10400000.mpg. The difference between the start and end timecodes must be equal to or longer than the running time of the clip for the restripe to be effective.
2. Ensure the SV3 option has been set to allow the automatic extraction of timecodes from the imported file name.
3. Import the video clip.

Note On import of a WMV file with burnt-in timecodes, as the file is imported the burnt-in start timecode is used. Only when the import is complete are the start and end timecodes from the file name used to restripe the file.

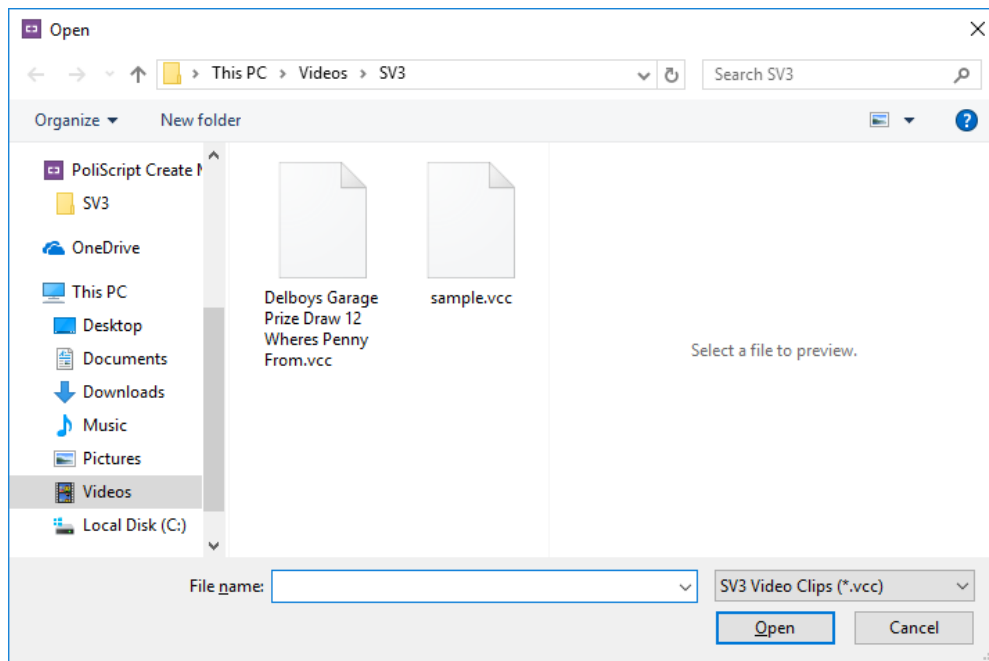
Previewing and opening a media file

SV3 provides the facility to preview both video and the sound of media files before opening them. The preview can be used even when you are already playing another media file in the Poliscript Create monitor.

To open a media file

1. Choose the **SV3>Open Clip** menu option.
This displays the **Choose Video File** dialog, which combines a standard browser and a full-motion video viewer.

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1. Use the browser to select the directory in which the required SV3 media files are stored.
2. To open a file in the Poliscript Create monitor, either double-click the file name, or click the filename and then click Open.









You can now use the playback controls to play the media file.

Playback control

You can play recordings using either the play controls on the Edit or Rehearse screens, or by using the keyboard controls.

Using Edit or Rehearse screen controls

To	Click	Keyboard Shortcut
Play forward at normal speed		Ctrl + Alt + →
Play backwards at normal speed		Ctrl + Alt + ←
Stop the video clip		Ctrl + Alt + ↑

Pause the playback		
Step (jog) forward one frame		Ctrl + Alt + Press ↑ to move forward one frame If you hold down the ↑ key, the frames will advance automatically one by one
Step (jog) backwards one frame		Ctrl + Alt + Press ↓ to move backwards one frame If you hold down the ↓ key, the frames will display automatically one by one
Play forward 2x speed		Ctrl + Alt + Shift + ↑ Each press of the cursor key increases the frame rate.
Play backwards at 250 fps		Ctrl + Alt + Shift + ↑ Each press of the cursor key increases the frame rate.
Go to first frame		Ctrl + Alt + Home
Go to last frame		Ctrl + Alt + End
Move to any point in the recording	Drag the timeline slider 	

Linking subtitle files to clips

The linking facility provides the option to have SV3 automatically attempt to load the appropriate subtitle file each time you open a video clip.

The linking is carried out by giving the video clip and subtitle files exactly the same name, either when the files are created, or by renaming either or both of them at a later stage. When linking is enabled, SV3 automatically looks in the current default directory for a subtitle file of the same name as the clip. If one is found, SV3 loads it. If not, the current workfile remains.

Note The current default directory is the directory associated with the last-opened type of subtitle file. For example, if the last-opened file was an EBU (.stl) file, SV3 will look in the default directory for EBU files.

To enable the automatic linking to subtitle files

1. Select the **SV3** menu.
2. If the **Link Subtitle Files with Clips** option is not shown as selected, click the option.

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Closing a media file

To close the current media file

1. Choose the **SV3>Close Clip** menu option.

The media file will close immediately.

Deleting a clip

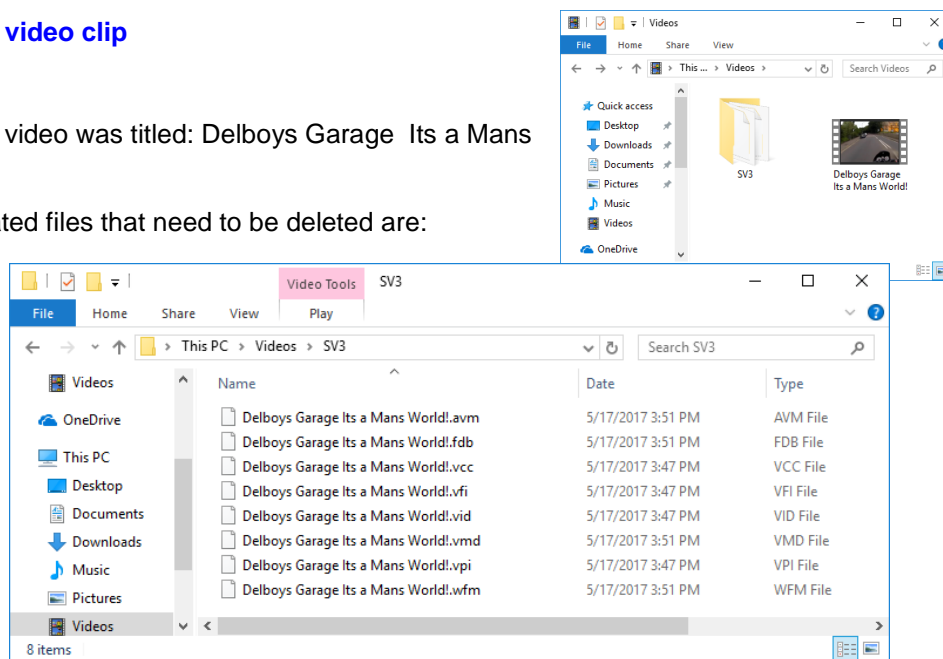
Imported video clips consist of a number of related files, you will need to delete all associated files with your video to remove it from the machine. The default location for SV3 videos is in >Videos\SV3

To delete a video clip

Example:

The original video was titled: Delboys Garage Its a Mans World!.mp4

The associated files that need to be deleted are:



Restripping timecode

SV3 is able to restripe video clips where there is either no existing timecode, or the existing timecode is inaccurate or defective.

Four alternative types of restriping are provided, and you can apply the restripe either to the whole clip or forward from a selected frame.

Restripe types

The available restripe types are:

Full Restripe	This ignores timecode discontinuities by striping contiguous timecode over the selected range of the clip, regardless of any discontinuities that may exist in the current timecode. You specify the new timecode for specific frame.
Offset Restripe	This can be used to correct a difference between the existing timecode and the timecode as read by SV3 You enter the correct timecode value on any frame and start the restripe for the selected range. SV3 takes the difference between the entered value and the imported value and applies this as an offset to existing timecode over the selected restripe range. This preserves any discontinuities in the original timecode.
Smooth Restripe	This is a means of eliminating small discontinuities in a clip's timecode, which may derive from import inaccuracies, while maintaining large ones which are more likely to come from the original video material. What happens is this. You set a threshold of 1 to 10 frames from the current frame and then run the restripe over the selected range. Every frame-to-frame discontinuity equal to or less than the threshold is corrected by writing contiguous timecode. Any discontinuity larger than the threshold is preserved.
Even Spread Restripe	This automatically spreads timecode discontinuities evenly across the whole file. The number of discontinuities is calculated from the start and end timecodes you specify and the actual duration of the clip, and these are then spread evenly throughout the clip. By default, the values for the first and last frames in the file are taken from the timecodes in the video clip. You can reset the timecodes of the first and/or last frames, but the difference between them cannot be less than the actual clip duration.

Restripe range

There are two options for determining the range over which the restripe is applied:

Whole File	This restripes the whole clip (according to the selected restripe type). It can be initiated from any point in the clip. If this is not the first frame, the restripe is applied both backwards and forwards from the current frame. This can be useful where correct timecode can be determined only on a frame other than the start frame.
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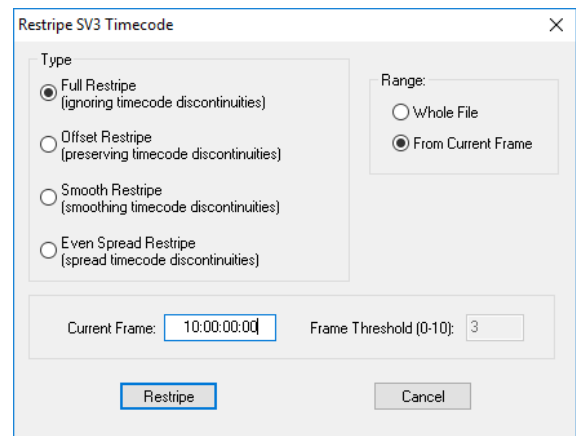
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From Current Frame	(Not available for Even Spread Restripe) This restripes only forward from the current frame.
---------------------------	--

Note You can restripe the timecodes automatically with an Even Spread Restripe on import by setting this as the default import setting.

To restripe a video clip

1. Load the clip and run it to the point at which you wish to start the restripe.
2. Choose the **SV3>Restripe Timecode** menu option.
3. In the Restripe SV3 Timecode dialogue, select the required **Type** and **Range** options. Refer to the descriptions above, if necessary.
4. If you selected **Full Restripe** or **Offset Restripe**, enter the required timecode value for the current frame by overtyping the displayed timecode.
5. If you selected **Smooth Restripe**, enter the required frame threshold.
6. If you selected **Even Spread Restripe**, enter the timecodes for the starting and ending frames by overtyping the displayed timecodes.
7. Click **Restripe**.
8. Click **Yes** in the warning message to proceed.



Audio scrubbing

Audio scrubbing is a facility for playing small samples of sound as you jog a paused recording. The sound is played normally (forwards) whether you are jogging backwards or forwards through the clip. This makes it very easy to locate the frame corresponding to the precise start of any given section of speech.

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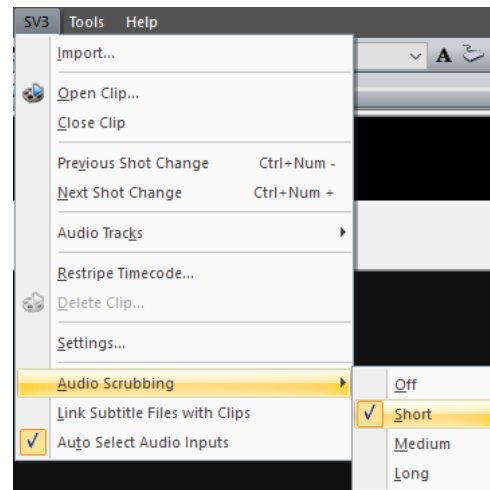
To enable audio scrubbing

1. Open the **SV3>Audio Scrubbing** menu option.

The three enabling options **Short**, **Medium** and **Long** repeat the sound sample for different periods.

2. Select one of the enabling options.

When audio scrubbing is disabled, the sound is muted during jog operations.



Setting SV3 options

The SV3 facilities can be configured to set the following defaults

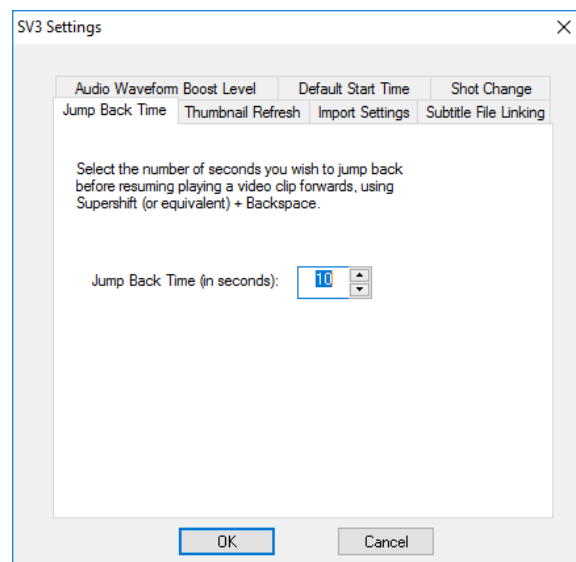
- Value for the jump back time
- Thumbnail refresh rate
- Enable timecodes to be extracted automatically from the imported file name with automatic restripe

To set SV3 options

1. Choose the **SV3>Settings** menu option.

The SV3 Settings window is displayed.

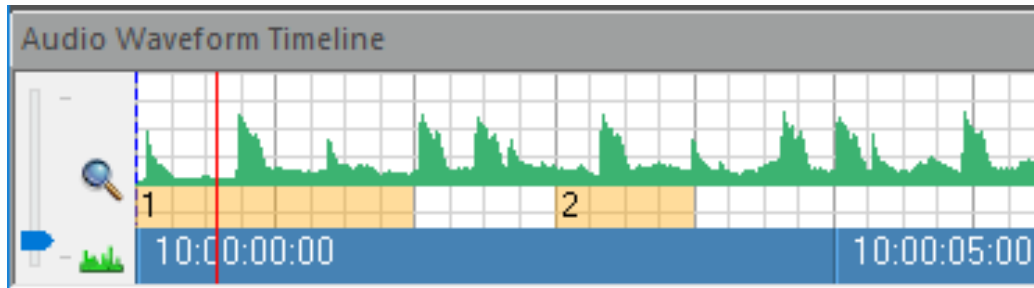
2. Use the tabs to set the required defaults from the information below.



Tab	Function
Jump Back Time	Defines the number of seconds by which the recording is rewound by the ⏮+ backspace key operation.
Thumbnail Refresh	Defines how frequently the thumbnails in SV3 are refreshed when capturing or importing a video clip.
Import Settings	Automatically extracts the start and end timecodes from the name of the imported clip where they are present, and after importing the video, restripes the timecodes with an even spread restripe using these timecodes.
Subtitle File Linking	<ul style="list-style-type: none">• Link Subtitle Files with Clip - When checked, links the currently open subtitle file with the currently open clip so that the subtitle file is opened automatically whenever you open the clip.• Name New Subtitle File after Clip - When checked, uses the name of the currently open video clip to name a new subtitle file. If this box is unchecked, you must name the subtitle file as described in Saving files.

Audio timeline

The audio timeline appears in a scalable, optional pane in both Edit Mode and Rehearse Mode screens. It provides a view of the loaded video clip's soundtrack, with horizontal zoom, vertical scaling, and scroll facilities.






The timeline enables the positions of subtitles to be viewed and adjusted with respect to the audio by simple drag-and-drop actions. The timeline cursor tracks the SV3 clip when it is played and you can scroll or jump to anywhere in the clip by dragging or dropping the cursor.

Operation of the audio timeline is essentially the same in edit and rehearse modes.

Viewing the audio timeline

You can use the following facilities to control the view of the audio timeline.

To view the audio timeline

1. Click the **View Audio Timeline** button on the toolbar to view or hide the timeline window. 
2. To scale the height of the timeline window, drag its top border.
3. To set the horizontal scaling of the waveform
 - Select the **Zoom** button to the left of the timeline. The mouse cursor will change to a magnifying glass.
 - Click one or more time in the audio timeline window to zoom in; right-click to zoom out.
 - Click the **Zoom** button again to cancel zoom mode.
4. To select a waveform display mode click the **Waveform Mode** button. 

Each click changes the vertical scaling to one of three pre-set modes, which may provide additional resolution of the waveform.

5. To scale the waveform vertically within the display drag the vertical slider control to the left of the timeline.

Playing the clip using the timeline

You can jog or shuttle the clip forward or back using the timeline cursor. With audio scrubbing enabled, it is possible to locate specific points in the audio very accurately.

To jog or shuttle the clip

1. Drag the timeline cursor in the required direction at any speed, down to one frame at a time.
2. Drag and hold the cursor against either end of the timeline pane to shuttle the video continuously forward or back.

Jump to any point in the clip

To jump to a specific point in the clip

1. Zoom the timeline to bring the required point within the visible area. Cancel zoom mode.
2. Click at the required point in the waveform area of the timeline display.

The cursor will jump to the selected point, and the video will scroll instantly to the corresponding frame.

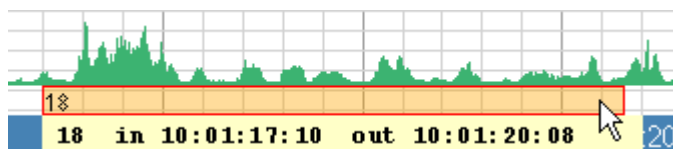
Working with subtitles from the timeline

Individual subtitles are represented by coloured blocks, each with the subtitle number, below the waveform display. One of the blocks is a different colour to represent the current subtitle.

Checking cues on the timeline

To check a subtitle's in- and out-cues

1. Position the mouse cursor over the relevant subtitle block.
The cursor will change to a white double arrow.
2. Click and hold the mouse button.
A box is displayed showing the current in and out cues.



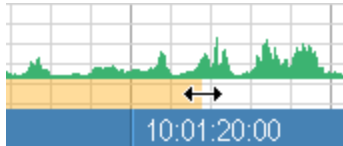
Adjusting cues on the timeline

Cues can be adjusted individually by dragging them on the timeline. The extent of adjustment may be limited by selections which enforce minimum subtitle durations and intervals.

To adjust individual in- or out-cues

1. Position the mouse cursor over the relevant end of the subtitle block.

The cursor will change to a white double arrow.



2. Click and drag the end of the block to the required position.

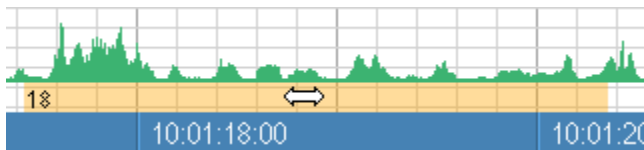
The changing in- or out-cues will be displayed while the block is dragged. If the retime cue snap option is selected, the video will automatically scroll to the selected in- or out-cue, and will track cue adjustment.

Moving a subtitle on the timeline

To move a subtitle

1. Position the mouse cursor over the relevant subtitle block.

The cursor will change to a white double arrow.



2. Click and drag the subtitle block to the required position.

The changing in- and out-cues will be displayed while the block is dragged. Depending on the Retime cue snap selection, the video will automatically scroll to the clicked position or to the in- or out-cue, and will track subtitle movement.

Enforcing minimum subtitle duration and interval

You can limit the amount by which subtitle cues can be adjusted on the timeline to prevent the subtitle durations or intervals from being changed to below defined minimum values. These values are defined, respectively, by **Minimum Duration** and **Default Interval** on the **Tools>Options>Setup Options>Default Cues** tab.

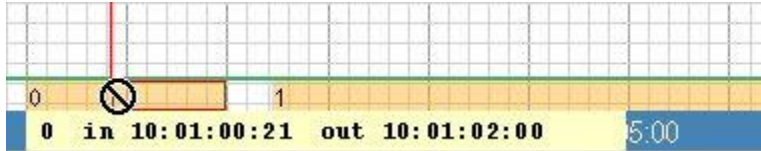
To enforce or override minimum duration and interval values

1. Right-click on any subtitle block on the timeline.

The context menu that appears has two Enforce options for subtitle duration and interval. The options are selected when checked.

2. Click either of the Enforce options to select or deselect it.
3. Repeat the procedure for the other option, as required.

When the Enforce options are selected (checked), a slashed circle symbol will appear on the timeline if a cue is moved beyond the limit of minimum duration or interval, and the adjustment will not be applied.



Scrolling video to a selected cue

When you click on a subtitle block on the timeline, the video will automatically scroll to the position of the subtitle. You can select whether the video scrolls exactly to the position you clicked on, or whether it snaps to the subtitle's in- or out-cue.

To select the video retime cue snap option

1. Right-click on any subtitle block on the timeline.
2. On the context menu, click the **Retime cue snap** option to select or de-select it, as required.

When the option is selected (checked), clicking anywhere on a subtitle block will cause the video to snap to the subtitle's in- or out-cue, whichever is closer to the position you clicked. The video will then track any movement of that cue, either by individual adjustment of the cue or by movement of the whole subtitle.

When the option is deselected, clicking anywhere on a subtitle block will cause the video to scroll exactly to the position you clicked on.

Making any subtitle the current subtitle

To make any subtitle the current subtitle

- Double-click the relevant subtitle block.

The block colour will change to the selected subtitle colour, the subtitle will be displayed in the current subtitle window, and the video clip will jump to the subtitle in-cue.

Deleting a subtitle from the timeline

To delete a subtitle

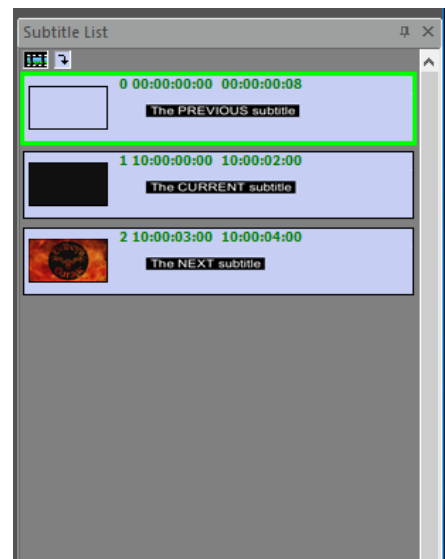
1. Right-click the relevant subtitle block.
2. Click the **Delete** option in the menu that appears.

Subtitle list box

The Subtitle List Box appears in a scalable, optional window, which by default is to the right of the main display in both Edit Mode and Rehearse Mode screens. It allows you to view a complete list of subtitles in the file, and adds a convenient means of navigating through the subtitle file and video clip.

Each subtitle is represented by a separate display in the list, showing the subtitle number, in- and out-cues, and the complete subtitle text, and optionally a thumbnail of the frame associated with the in-cue. The current subtitle is highlighted in the list by a coloured border.

The display scales with the width of the list box window, so the number of subtitles visible in the list depends on current scaling.



Displaying and scaling the subtitle list

To display the subtitle list box


1. To display the subtitle list box, do one of the following.
 - Click the **View Subtitle List** button on the toolbar to view or hide the list box.
 - Choose **View>Windows>Subtitle List** and click to select.
2. To view or hide video thumbnails, click the **Display Video Thumbnails** button in the top left-hand corner of the subtitle list box.
3. Scale the width of the box as required by dragging its left-hand border.



Using the subtitle list

Edit Mode

In Edit Mode, the subtitle list provides a quick means of viewing the subtitles and of moving around the subtitle file.

By default, the current subtitle is highlighted with a coloured border. It also tracks subtitles selected on the Audio Timeline, if this is displayed. You can switch the tracking on and off using the Track button  in the top-left corner of the subtitle list box. If the button is de-selected (not shown as if it were pressed) the subtitle list will not follow the current subtitle.

To use the subtitle list

1. To view any subtitle, use the vertical scroll bar.
2. To select a subtitle as the current one, click the relevant display in the list.

The subtitle will be displayed in the current subtitle window.

If an SV3 clip is loaded, this will scroll to the in-cue position of the selected subtitle.

If the Audio Timeline is visible, this will also scroll to the subtitle in-cue position, with the timeline cursor centralised in the display.

Rehearse Mode

In rehearse mode, the subtitle list provides no active navigation or other functions. However, it does track the subtitles as they are displayed when the video clip is playing, providing an excellent overview of previous and upcoming subtitles.

When the video is playing, the subtitle list scrolls upward, with the current subtitle highlight remaining in the centre of the list.

Creating new subtitles

The topics in this section deal with creating new subtitle files and with the different ways of adding subtitles to the currently-open file.

Starting a new subtitle file

To start a new subtitle file

1. Do one of the following.
 - Click the **New** icon on the toolbar.
 - or
 - Press **Ctrl+n**.



After confirming the new file action, the subtitle windows will be blank, and the Poliscript Create title bar will show the file as <UNTITLED>.

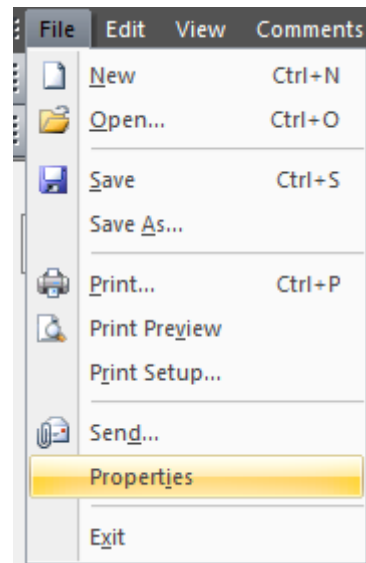
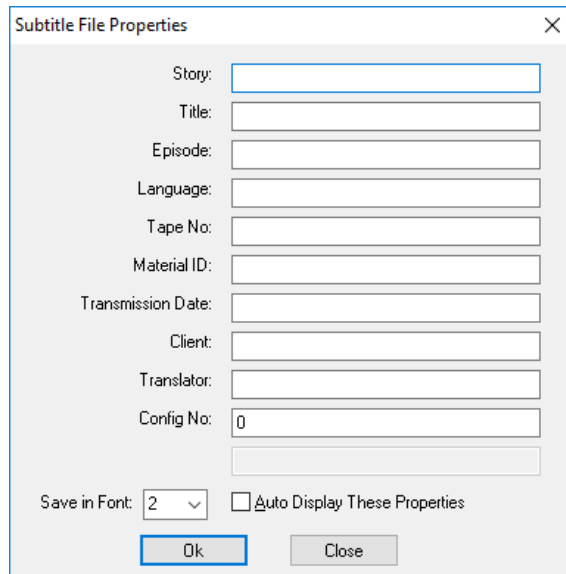
You can immediately start adding subtitles and save the file later. However, it is a good idea to save the file even before you add any subtitles, as this allows the Auto save function to operate on the named file rather than STITLES. RAC.

Adding subtitle file properties

You can add additional information to the subtitle file for reference.

- Select **File>Properties**

The following dialogue box will appear.



You can then add the information relating to the file, this will be stored in the file when saved.

Adding a new subtitle

Note This action adds a new subtitle onto the end of the subtitle file. If you want to insert a new subtitle between two existing subtitles.

If the subtitle in the Current Subtitle Window is not the last subtitle in the file, Goto the last subtitle. You can then add a new subtitle to the end of the file by doing one of the following.

- Pressing the **Page Down** key.
- Clicking in the **Next Subtitle** window.

A new, blank subtitle will be created in the Current Subtitle window. The subtitle number will be the next number in the sequence. The cues will be blank.

Inserting a subtitle

At any place in the subtitle file, you can insert a new subtitle *after* the current subtitle by doing one of the following.

- Choose the **Edit>Insert Subtitle** menu option.

The new, blank subtitle will be placed into the Current Subtitle window and will be given the same number as the previous subtitle, but with a letter suffix added. For example, if subtitle 15 is in the Current Subtitle window and you insert a new subtitle, 15 will then be followed by a new subtitle numbered 15a. Further subtitles added in this way will continue in the same numbering sequence, 15b, 15c, etc., up to subtitle 15o. At this point, the next subtitle to be inserted will become 16 and the existing 16 will become 16a and so on.

If, after inserting subtitles, you wish to re-number the file from subtitle 1 to *n*, use the Renumber facility to reorganise the remaining subtitle numbers.

Creating cumulative subtitles

Cumulative subtitles are those which accumulate on the screen without replacing each other. The text in each cumulative subtitle must, therefore, be placed on different rows from those used by the other cumulative subtitles.

Note Cumulative subtitles are supported only by Teletext subtitling. Open character generators cannot retain previous text on screen when a new subtitle is received.

Cumulative subtitles are created using the **Add-on** key. For example, to make a three-line cumulative subtitle:

1. Add or Insert three independent subtitles with the text of each subtitle on a different row, so that none of the text in the cumulative subtitles is on the same row.
2. Go to the second subtitle in the group and press **Add-on**.
The word 'cumulative' will appear above the out-cue of the current subtitle.
3. Go to the third subtitle of the group and press **Add-on** again.
4. Capture or insert the in-cues for the subtitles, but give an out-cue to the last subtitle in the group only.

Each subtitle will appear on-screen at its specified in-cue time. The whole subtitle group will disappear from the screen when the out-cue time for the last subtitle is reached.

Entering and editing subtitle text

The topics in this section deal with the text-processing aspects of subtitling and provide information on all the functions of Poliscript Create which relate to the insertion and editing of subtitle text.

Positioning the cursor

The cursor can be positioned anywhere in the current subtitle window by pointing and clicking using the mouse. It can also be positioned using the keyboard as follows:

Press:	To move the cursor:
the cursor move keys ←↑↓→	in the corresponding direction (up or down one row, left or right one character)
Home	to the first character in the subtitle
End	to the space following the last character in the subtitle
CTRL+Home	to the first character in the current row
CTRL+End	to the last character in the current row

Text insertion modes

Poliscript Create operates in either of two text insertion modes: **Insert** or **Overwrite**. These modes make no difference when inserting new text into a blank row, but do have an effect when inserting characters in front of any existing text.

In **Insert** mode, the new text you enter will be inserted at the cursor location and the existing text will be moved along to the right as you type (to the left for languages that read right to left). In **Overwrite** mode, the new text you enter will also be inserted at the cursor location but the new text will replace (that is, will overwrite) the text which was already there.

The system starts in whichever mode was selected when Poliscript Create was last shut down. When overwrite mode is selected, the caption OVR is shown in the status bar. When insert mode is selected, this flag is cleared.

The **Insert** key toggles between the two modes.

Entering subtitle text

Subtitle text is entered by typing it into the Current Subtitle window with Poliscript Create in edit mode. When you start typing, the text will be inserted at the cursor position.

It is quite straightforward to enter subtitle text, but you should be aware of the following:

- When the end of a line is reached the text will wrap to the next line, that is, if any part of a word will not fit on the end of the current line, the whole word will move to the start of the following line.
- The default format settings for text entry result in left-aligned text which is white and in the default font. The text background will be black. These characteristics can be changed if required. See Formatting subtitle text.
- The text insertion cursor can be positioned using the mouse. However, although you can position the cursor anywhere within the current subtitle window, you cannot always insert text at that position. This will depend on the values you have set in the checks and setups.
- If you want to start a new line before the current line is full, press **Return**. This will move the cursor to the next row and you can start entering a new line of text.

Editing subtitle text

Text can be entered and edited only when it appears in the current subtitle window. Various functions and operations can be performed directly on the displayed text using the relevant function key. A text cursor is displayed in the current subtitle window to indicate where the next character will be placed, or where an operation will be performed. Some functions, however, require you to mark the relevant text first; this ensures that the operation applies specifically to the marked text. The Poliscript Create system allows you to mark text using the keyboard or the mouse.

Blocks of subtitles can also be marked for specific functions. See: Block Subtitle Utilities.

Placing text outside the Safe Area

From time to time you may encounter circumstances where it is necessary to place some text outside the safe area. For example, a subtitle may require a long sentence where there is no scope for editing because of a lack of space or time constraints within the programme material. In these circumstances, it might prove better to let a punctuation mark, or perhaps even the final letters of a word, creep out of the safe area rather than to sacrifice the meaning of the subtitle by leaving out some essential text.

The text which goes beyond the limits will be identified on the Poliscript Create monitor with a heavy underline which allows you to see how much text has gone beyond the safe area. Obviously, the more text that lies outside the safe area, the more likely it will be that some of it will not be seen by the viewer.

Note The safe area override should not be used too often, or to extremes. Loss of part of the subtitle text will spoil enjoyment of the programme for some viewers.

Moving text into the next subtitle

The **Move** function moves all text *from the cursor position onwards* into the following subtitle. The in- and out-cues for both subtitles are unaffected, even if all the text from the current subtitle is moved to the following subtitle. The next subtitle then becomes the current subtitle.

To move text

1. Position the cursor immediately before the section of text you wish to move.
 - Choose the **Edit>Move** menu option.
- 2.

Deleting text

You can delete text from a subtitle in a number of ways.

To delete:	Do this:
The character to the left of the cursor	Press ←(Backspace). Press again to delete characters back along the row. If you reach the beginning of the row, the cursor will then move to

	the end of the previous row and delete characters from there. Colour codes at the beginning of a row will also be deleted.
A character anywhere in the subtitle text	Position the cursor under that character and then press Delete .
Text from the current cursor position to the end of the current row	Hold down Shift and then press Delete .
An empty subtitle line	Hold down Ctrl and then press Delete .

Cutting text

The cut function allows you to remove text from a subtitle and to paste it back in elsewhere, either into a different place in the same subtitle, or into another subtitle.

The text you want to cut must first be marked; you can then do any one of the following to remove the marked text from the subtitle:

- Press **Ctrl+X**.

Copying text

The copy function allows you copy a section of marked text from a subtitle and paste that text in elsewhere, either into a different place in the same subtitle, or into another subtitle.

The text you want to copy must first be marked, and you can then do any one of the following to copy the marked text.

- Press **Ctrl+C**.

Pasting text

Text is held in the Poliscript Create buffer following a Cut or Copy operation. To paste it into a subtitle, use any one of the following actions:

- Press **Ctrl+V**.

Note The buffer into which the cut, copied text is placed is used by Poliscript Create only and is not accessible by other Windows applications. So if, for example, you were to cut or copy text from another application such as a word processor or Windows Notepad, you would not be able to paste this into a subtitle and vice-versa.

Inserting a new row

If you reach the end of a row when entering text, Poliscript Create will automatically wrap the text onto the next line. You can also start a new row by pressing the **Return** key when the text for the current row has been entered.

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Note Unless the typing limit is enabled, Poliscript Create will allow you to insert up to 12 rows of text in each subtitle. A warning message will appear if you try to insert more than this but you will be given the option of overriding the limit. Depending on how your checks are configured, you may find other messages when you check the file.

Limiting the number of rows in a subtitle

By default, Poliscript Create allows you to insert up to 12 rows of text in each subtitle. However, you can specify a smaller number by setting a typing limit.

To set the Typing Limit

1. Select the **Tools>Typing Limit** menu option.

The **Typing Limit** dialog will be displayed.

2. Set the options as required:

This option:	Does this:
Enable Typing Limit	When checked, limits the maximum number of rows in the subtitle to the value entered in the Top Row field (see below). When not checked, each subtitle can contain up to 12 rows.
Display Message	When checked, causes Poliscript Create to display a warning message if an attempt is made to enter more rows than the Typing Limit setting (see above) will allow.
Top Row	Defines which row will be the top row when the Typing Limit is enabled. The value can be set from 0 (uppermost row on the screen) to 11 (lowest row on the screen). Setting a value of 0 allows up to 12 rows of subtitle text, a value of 11 allows only 1 row of subtitle text.

1. When the options are set as required, select **OK**.

Marking text in a subtitle

Marking text allows you to select blocks of subtitle text and then perform various actions such as a cutting, copying or changing the colour of the marked text. Text can be marked using the cursor keys or the mouse as described below.

To mark text using the mouse

1. Do one of the following.
 - To mark a single word, double-click on the word.
 - To mark any amount of text, click and drag over the section of text you wish to mark, then release the mouse button.

2. To cancel the marking, click anywhere away from the marked text.

Finding (Searching for) text

The Find function allows you to search the text of all subtitles in a file for a particular word or combination of characters.

See also finding and replacing text.

To search for text

1. The search operation will start from the current subtitle and work to the end of the file, so unless you want the search to start from the current subtitle, Go to the point in the file where you wish the search to start. If you are unsure where to start, or want to search the entire file, Goto the start of the file.
2. Do one of the following.
 - Press **Ctrl+F**.
 - Choose the **Edit>Find** menu option.

The **Find** dialog will be displayed.

3. Type the text you wish to search for.

The search is case-sensitive so you should type the characters you are searching for *exactly* as they appear in the subtitle file. For example, if you were searching for the text: ' **in the RAF** ' it would **not** be found if you entered '**in the raf** ' in the dialog.

Your search text will automatically be displayed in the **Find** dialog as you type it. You can enter up to 38 characters.

4. When you have entered the search text, click on **Find Next** or press **Return** to start the search.

Poliscript Create will check the current subtitle from the cursor position and the subsequent subtitles until it finds a match for the search text or the end of the file is reached.

If a match is found, the subtitle that contains the match will be displayed (with the cursor under the matching text) and the dialog will close.

If no match is found, a message to this effect is displayed and the current subtitle is left in the Current Subtitle Window. Click on **OK** or press **Return** to clear the message box.

5. To repeat the search, repeat the steps above.
6. To close the **Find** dialog, press **Menu** or **Esc**, click the mouse button, or click on **Cancel**. Poliscript Create will return to **Edit** mode.

Finding and replacing text

The Replace function allows you to search through the text of all subtitles in a file for a particular word or combination of characters and to replace that text with some other text.

To search for and replace text

Note The search/replace operation will start from the current subtitle and work to the end of the file, so unless you want the search/replace to start from the current subtitle, Goto the point in the file where you wish the search/replace to start. If you are unsure where to start, or want to search the entire file, Goto the start of the file.

1. Do one of the following.
 - Press **Ctrl+H**.
 - Choose the **Edit>Replace** menu option.

The **Replace** dialog will be displayed. The text used in the previous search and replace, if any, will be displayed.

2. Type the text you wish to search for in the **Find What** field.

The search is case-sensitive so you should type the characters you are searching for *exactly* as they appear in the subtitle file. For example, if you were searching for the text: '**easy as ABC**' it would **not** be found if you entered '**easy as abc**' in the dialog.

Your search text will automatically be displayed in the **Replace** dialog as you type it. You can enter up to 38 characters.

3. In the **Replace With** field, type the text which is to replace the search text.

Your replacement text will automatically be displayed in the **Replace** dialog as you type it. You can enter up to 38 characters.

4. Press **Return** or click on **Find Next** to start the search.

Poliscript Create will check the current subtitle from the cursor position and the subsequent subtitles until it finds a match for the search text or the end of the file is reached.

If a match is found, the subtitle which contains the match will be displayed (the cursor will be positioned under the matching text).

5. To replace just this instance of the search text and then search for the next occurrence, click on **Replace**. The search text will be replaced by the replace text and Poliscript Create will then search for the next instance of the search text.

6. To leave this instance of the search text as it is, click on **Find Next**. Poliscript Create will then search for the next occurrence but will leave the current occurrence unchanged.

7. To replace all occurrences of the search text with the replacement text, click on **Replace All**. Poliscript Create will then search through the complete file from the current occurrence to the end, and will replace all instances of the search text with the replacement text whenever a match is found. You can stop Poliscript Create from replacing all occurrences by pressing **Esc**.

Note 1

If the **Replace With** field is blank when you find and replace text, any matching text that is found will be deleted.

If no match for the search text is found, a message to this effect is displayed and the current subtitle is left in the Current Subtitle Window. Click on **OK** or press **Return** to clear the message box.

Adding accents to characters

To insert an accented character when typing text

1. Press and hold the **Alt Gr** key, locate the required accent from the printed strip then press the key which is below the required accent.

The accent will be inserted.

2. Release the **Alt Gr** key and type in the character.

The character will be inserted in the same space, underneath or above the accent as appropriate.

To insert an accent on an existing character

1. Position the cursor under the character to be accented.
2. Use the **Insert** key to place Poliscript Create into Overwrite mode (OVR displayed in the status bar).
3. Press and hold the **Alt Gr/** key, locate the required accent from the printed strip then press the key which is below the required accent.

The selected accent will be applied to the character at the cursor location.

Formatting subtitle text

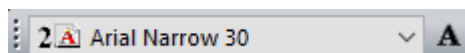
This section explains how to control the on-screen appearance of your subtitle text, such as the font size, text and background colours, alignment, and so on. In the descriptions given in this section, it is assumed that Poliscript Create is in Edit Mode.

Selecting or changing the subtitle font

There are up to two fonts available for use in subtitles, and these are selected through the Setup Options. In operation these are referred to as Font 1 and Font 2, and you can switch between these at any point in the subtitle file. The font is applied to the whole row (see below).

To select or change the font

1. Make sure that the cursor is positioned in the row where you want to apply or change the font.
2. Do one of the following.
 - Press the F9 key. This toggles the font between Font 1 and Font 2
 - Select the alternative font in the Font toolbar.




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3. The font you select will be applied to the complete row, including any text already in that row. Any text you enter from now on will use the current selection.

4. **Note** You cannot mix different fonts in the same row. You can however, have individual rows using either of two fonts.

Italics

To apply italics as you enter text

1. Position the cursor at the point where you want to enter the italic text.
 2. Do one of the following.
 - Press the **F8** key.
 - Select the **Italics** button on the Font toolbar:
- 
3. Both controls toggle italic mode on and off. When it is on, the toolbar button appears boxed.
 4. Type the text you want to appear in italics.
 5. When you want to revert to non-italic text, toggle italics off using either of the two controls.

Note Italics on and off instructions are signified in the subtitle file by embedded codes which are interpreted by subtitling systems that support italic fonts. If a file containing italics is used with a system that does not support italics (for example, Teletext) these embedded codes may appear as visible characters in the subtitles or cause other problems such as loss of text.

Applying italics to existing text

Do any of the following. If the selected text is already italicised, any of these actions remove the italics.

To italicise	Do this
A word	Double-click the word to mark it, then press the F8 key or click the Italics button on the Font toolbar.
Any portion of text	Mark the relevant text, then press the F8 key or click the Italics button on the Font toolbar

Setting text colour

You can change the colour of subtitle text either as you enter it or as an editing function at any time afterwards, provided that your system is set up to allow colour entry. See System setup and Editor for

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details. Note that Poliscript Create will not allow you to set the text colour to be the same as the background colour.

See also: Resetting colours for a block for information on changing the text colour for a marked block of text.

Whenever you change the text colour, a colour code is inserted in the text. If you delete these, the text will revert to its previous colour.

Note The codes may be hidden or visible, depending on the Show Codes selection in the Display Mode Setup Options.

To set the text colour as you enter text

1. At any point in the new text where you want to change the colour, do one of the following.
 - Click the down arrow by the Font Colour toolbar button, then choose a colour from the drop-down palette.



Subsequent text will appear in the selected colour.

Note that when you choose a colour by either of these methods, the Font Colour button indicates this as the current colour. You can then apply the same colour elsewhere in text (see below) simply by clicking the button.

1. To change the colour again at any point, repeat the procedure.

To change the colour of any part of an existing subtitle

1. Goto the relevant subtitle.
2. Do one of the following.
 - Click in the subtitle at the point you want the colour to change.

Applying a colour change from this point will change all text to the end of the row.
 - Click and drag over any part (or all) of the subtitle text to select it.

Any colour change will apply to the selected text only.
3. Use either of the methods described above to set the text colour.

Setting text background colours

You can change the colour of subtitle backgrounds either as you enter text or as an editing function at any time afterwards, provided that your system is set up to allow colour entry. See System setup and Editor for details. Note that Poliscript Create will not allow you to set the background and the text to

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the same colour. If you select a background colour that is the same as existing text, Poliscript Create *changes the text colour*.

See: Resetting colours for a block for information on changing the text background colour for a marked block of text.

Whenever you change the background colour, colour codes are inserted in the text. If you delete these, the background will revert to its previous colour.

Note The codes may be hidden or visible, depending on the Show Codes selection in the Display Mode Setup Options.

To set the background colour as you enter text

1. At any point in the new text where you want to change the background colour, do one of the following.
 - Click the down arrow by the Boxing Colour toolbar button, then choose a colour from the drop-down palette.



The chosen background colour will be applied to the text you type from now on.

Note that when you choose a colour by either of these methods, the Boxing Colour button indicates this as the current colour. You can then apply the same colour elsewhere to any subtitle (see below) simply by clicking the button.

1. To change the colour again at any point, repeat the procedure.

To change the background of any part of an existing subtitle

1. Goto the relevant subtitle.
2. Do one of the following.
 - Click in the subtitle at the point you want the colour to change.

Applying a colour change from this point will change the background to the end of the row.
 - Click and drag over any part (or all) of the subtitle text to select it.

Any background colour change will apply to the selected text only.
3. Use either of the methods described above to set the background colour.

Setting the text alignment

Poliscript Create allows you to align subtitle text to the right, left, centre or left centre of the screen, using either keyboard instructions or toolbar buttons. The default setting (usually right- or left-aligned) will depend on your system setup. See setting up the editor for more information.

To change the alignment of a row of text

1. Position the cursor anywhere within the row you wish to change the alignment of.
2. Do one of the following.
 - De-select the **Subtitle Justify** button on the toolbar:



then click the appropriate justify button on the toolbar for the alignment you want.



Left Justify



Centre Justify



Left Centre Justify



Right Justify

To change the alignment of all text in the subtitle

1. Position the cursor anywhere within the subtitle text.
 - Select the **Subtitle Justify** button on the toolbar (so that it appears boxed), then click the appropriate justify button on the toolbar for the alignment you want.

Selecting presentation styles

When used with a Screen Subtitling character generator or DVB system, Poliscript Create provides the facility to control the presentation style of the subtitles in the final programme output. You can choose from several different background styles, and present the text in outline or with drop shadows. The Edit Mode Screen has a presentation control window which is used for selecting the style and for displaying a preview of the style.

Note that once turned on, a style will remain in force for new subtitles until cancelled or changed. However, you can change the styles of existing, individual subtitles without any effect on other subtitles, or you can change the style for a marked block of text.

To select a presentation style

1. Display the Edit screen and go to the subtitle to which you want to apply the style.

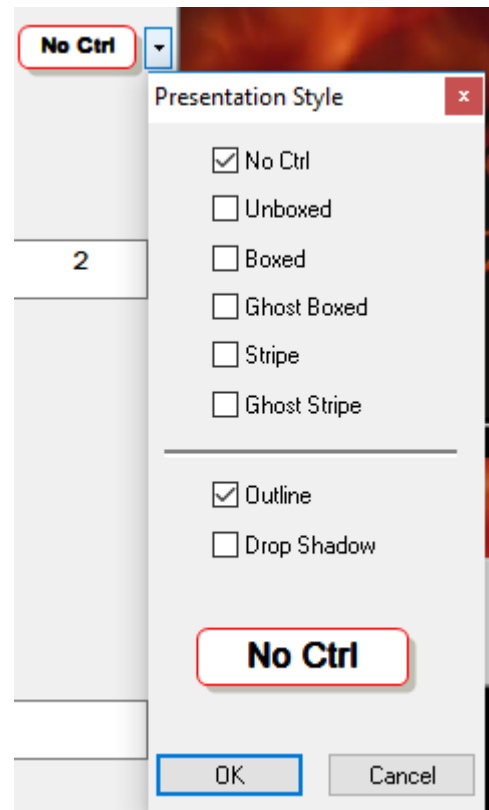
2. Do one of the following.

- Click the down arrow to the right of the style control window.

In the **Presentation Style** dialog, select the relevant options to create the required presentation style (a sample of the style is shown), and then click **OK**.

- Use the relevant key combination (see below) to create the required presentation style.

As you press a key combination, the style control window will show the selected presentation style.



Spell-checking subtitle text

Poliscript Create integrates the Microsoft Word® proofing tools to provide a spell-checking facility for subtitle files. The Poliscript Create PC must have the Word proofing tools for the relevant language(s) installed for the spell checker to operate. Spell-checking operates only on individual subtitles or on a whole subtitle file.

Running a spell check

To spell-check the current subtitle file

1. Select the **Tools>Set Language** menu option, and then choose the appropriate language from the list.

Currently, only Latin-based languages, plus Greek and Cyrillic are supported by the facility.

2. If you want to spell-check a particular subtitle, go to the subtitle.

- To spell-check the whole subtitle file, make sure there is no text selected, click the Spell Check button

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Spell-checking will start immediately. The following window will be displayed at each unrecognised word.



3. Do one of the following.
 - Click **Ignore** or **Ignore All** to leave the spelling as it is for this instance only, or for all instances.
 - Select one of the offered suggestions and then click **Change**.
 - Edit the word in the **Not in dictionary** window, and then click **Change**.

The spell check will continue automatically.

4. To stop the spell check at any point, click **Cancel**.

Further Poliscript Create functions

This section describes additional functions within Poliscript Create that allow you to:

- record information about your subtitle files
- undo changes to a subtitle
- move to a particular subtitle within the file
- merge the current subtitle with the next one
- split one subtitle into two
- make adjustments to timecodes

For each subtitle file, within the first subtitle (subtitle 0), you can record various items of information known as 'properties'. This includes such detail as:

- A name for the story
- A title
- An episode name
- The language used
- A tape number
- An identification for the material
- The date of transmission
- The client's name
- The name of the translator
- Which configuration set was used

To record property information

1. Choose the **File>Properties** menu option.

The **Subtitle File Properties** dialog will be displayed. This provides a number of free-text entry fields in which you simply enter any information you wish to record.

2. If you wish to have the dialog automatically displayed when subtitle 0 appears in the current subtitle window, check the **Auto Display These Properties** box.
3. When you have entered the required information, click the **OK** button.

Undoing changes

While a subtitle is in the Current Subtitle Window, any edits and other changes you make to it can be reversed by pressing the **Undo** key.

Note The **Undo** command does **not** operate in a reverse-one-action-at-a-time fashion. When pressed, *all changes are reversed* and the subtitle reverts to the cues, settings and text, etc., it had when it was brought into the Current Subtitle window. As soon as one subtitle in the Current Subtitle window is replaced by another, the **Undo** function is reset for the new subtitle.

Moving to a particular subtitle

You can move to any particular subtitle in the current file using the Ctrl+G as described below. The subtitle will be displayed in the Current Subtitle window. Remember that you can move to the next and previous subtitles using the **Page Up** and **Page Down** keys, or by clicking anywhere in the Next Subtitle and Previous Subtitle windows. See: The Edit Mode screen.

-EditView>Edit Mode Do one of the following.

- **ShiftEdit-EditView>Large ScreenView>Small To display a particular subtitle**

1. Press Ctrl+G.

The **Goto Subtitle** dialog will be displayed. This provides options for going to:

- the first subtitle in the file
- the last subtitle in the file
- a numbered subtitle
- a timecode value

To go to	Do this
the first subtitle in the file	Select Start
the last subtitle in the file	Select End
a numbered subtitle	Ensure the Label radio button is selected (this is selected by default and has the number of the current subtitle as the default entry) and enter the subtitle number. You can enter the number in various ways: <ul style="list-style-type: none">▪ by typing it in from the keyboard▪ by using the arrows to increment and decrement the value When you have entered the subtitle value, press Ctrl+G .
a timecode value	Select the Time radio button and enter the relevant timecode value by overtyping the displayed timecode. The value need not be an exact in-cue or out-cue setting. For any value of timecode you enter, Poliscript Create will go to either: the subtitle which is on-screen at that point in the programme material, or, if no subtitle is displayed at that point in the timecode, the subtitle with the in-cue value closest to the value you entered.

1. When you have made your selection, press **Ctrl+G**.

Merging subtitles

This function merges the next subtitle with the current one. All the text of the next subtitle is joined onto the end of the current subtitle with additional rows being added as necessary. If the subtitle which is being merged has a valid out-cue, this value is used as the out-cue for the merged subtitle,

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thus ensuring that the overall timing is kept intact. Poliscript Create will delete all references to the subtitle which has been merged.

Note It is best always to use Split if you need to separate a merged subtitle. You can reverse a merge using CTRL+Z, *but only if you do this immediately following the merge*. If there are operations between the merge and pressing Ctrl+Z, this destroys both the cue and the text information of the merged subtitle.

To merge two subtitles

1. Goto the subtitle that will form the first part of the merged subtitle.
 - Choose the **Edit>Merge** menu option.

The text from what was the next subtitle will be brought up into the current subtitle window. The (now merged) current subtitle retains its previous number, while the former next subtitle number is no longer allocated. Use Renumber to renumber the subtitles so that they are numbered in sequence.

Splitting a subtitle

The split function enables you to split one subtitle into two.

Note You can reverse a split using Ctrl+Z, *but only if you do this immediately following the split*. If there are operations between the split and pressing Ctrl+Z, the undo operation does not work. See Merging subtitles.

To split a subtitle

1. Goto the subtitle you wish to split.
2. Position the cursor at the point where you want to split the subtitle
 - Choose the **Edit>Split** menu option.

A new subtitle will be created after the original subtitle and will contain the part split from the original. This new subtitle will have the same number as the original subtitle but with a letter suffix added, so for example, splitting subtitle 6 into two parts will result in subtitles 6 and 6a.

The original subtitle will retain its In-Cue value, however the Out-Cue value will move with the split text to become the Out-Cue for the newly-created subtitle to keep the overall timing intact. A new duration for the original subtitle will be calculated and placed in the duration window. This value is added to the existing In-Cue to create a valid Out-Cue for the original subtitle.

The new subtitle is then placed into the current subtitle window. To create the In-Cue for this new subtitle, Poliscript Create adds the minimum interval value to the Out-Cue assigned to the original subtitle, and this value becomes the In-Cue for the new subtitle. Please note, that Poliscript Create also limits this In-Cue value to ensure it can never overlap the moved Out-Cue.

You may need to edit these calculated values. See: Entering In and Out Cues Manually.

Adjusting timecode using the Recut key

The **Recut** menu option provide access to a function which is very similar to the Recut facility available from the **Utilities** dialog. See Timecode adjustments for details. However, the function is slightly different in that, when a marked subtitle block is not present, the default values appearing in the **Start** and **End** windows range from *the current subtitle to the last valid subtitle in the file*.

To recut timecodes

- Choose the **Edit>Recut** menu option.

The Recut window is displayed.

2. Enter the required value in the **Start** or **Offset** box.

You do not have to enter any values in the start and end windows.

3. Click on **Action Recut**.

Note If there is a marked block of subtitles within the file, the function works in the same fashion as when accessed from **Tools>Utilities**.

Timing the subtitles

The timing of subtitles, that is, defining the points (known as cues) at which each subtitle appears on-screen (the **in-cue**) and then disappears again (the **out-cue**), is an important part of the subtitling process. Poliscript Create provides a number of different facilities which allow you to capture, create and edit cues and to have full control over the subtitle timing. All of these features and functions are covered in this section, and there are also a few topics providing some further explanation about cues and the capture process.

About cues

Every subtitle in the subtitle file requires an in-cue that defines the point in the programme at which it appears, and an out-cue to define when it disappears. Part of the process of creating a subtitle file is to define these cues. Each cue is actually a timecode value which defines an exact point in the programme.

There are a number of ways of creating cues. You could go through the file and enter each one manually but the simplest and (usually) most convenient method is to play the tape or SV3 recording of the programme material and capture the timecode displayed on the Poliscript Create monitor.

In order to capture cues you must have the programme material, with valid vertical interval or linear timecode, available for play from SV3 or from an external source. Cues can be captured using the keyboard or the mouse, so you simply watch the programme material on the Poliscript Create screen and, at the appropriate points, use a single key press or mouse click to define an in- or out-cue.

You can capture cues in either Edit or Rehearse mode, but in Rehearse mode the system will not allow cues already set to be overwritten or recaptured unless the **T/C O-ride** (timecode override) key is used. See Poliscript Create keyboard functions.

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In Edit mode, you can also enter and edit cues manually or recapture cues without having to delete the existing cues first.

Cue defaults

Through the **Setup** options, you can set a number of default values for subtitle cues, which will be applied automatically in various subtitling actions. These include default subtitle durations and spacing, and a reading speed value, which is used by Poliscript Create for calculating optimum subtitle duration.

Setting default cues

Various default values can be set for the subtitle cues.

To set the default values

1. Choose **Tools>Options>Setup Options**.
2. In the **Setup Options** dialog, choose the **Default Cues** tab.
3. Using the information below, set the required values for Default Interval, Default Duration and Minimum Duration.

Field	Function
Default Interval	The time difference between the out-cue of one subtitle and the in-cue of the next is referred to as the Interval . This value is expressed in frames.
Default Duration	<p>The time difference between the in-cue and out-cue is the Duration of the subtitle. This is generally expressed in frames.</p> <p>The Default Duration value is applied to blank subtitles only, and in the following circumstances:</p> <ul style="list-style-type: none">▪ where Capture Settings is set to IN and OUT Cues and there is no incoming timecode, and you press In Cue followed by Out Cue.▪ where Capture Settings is set to Calculate Duration and there is no incoming timecode, and you press In Cue.
Minimum Duration	<p>Minimum Duration operates in the same circumstances as Default Duration, but applies only to subtitles containing some text. If the duration determined by a reading speed calculation is less than the Minimum Duration value, the Minimum Duration is used instead.</p> <p>When the Enforce box is checked, this enforces the minimum duration to be enforced in all circumstances.</p>

Note When you set the Default Duration value below the value displayed in the Minimum Duration window, the Minimum Duration value will override it.

The Default Interval is often set as low as 2 frames which is just enough to signal to the viewer that the subtitle has changed on screen. A longer default interval will use the available time for synchronising the subtitle with the speech on the soundtrack. However, if the subtitles are to be replayed on equipment not manufactured by Screen Subtitling Systems, it is recommended that the default interval should be set at not less than 3 frames. This will allow for different reaction speeds in character generators, etc.

Setting reading speed defaults

The default reading speed settings, used by Poliscript Create to determine the optimum duration for a subtitle, can be adjusted to suit various languages and audience types.

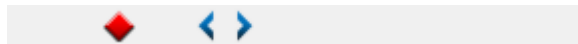
To set the reading speed defaults

1. Choose **Tools>Options>Setup Options**.
2. In the **Setup Options** dialog, the select the **Reading Speed** tab.
3. Select the preferred reading speed calculation option - **Words Per Minute (WPM)** or **Characters Per Second (CPS)**.
4. In the associated **Speed** box, set or enter the reading speed value you wish to use, or use the arrows to increment or decrement the existing value.
5. Click **OK**.

The new value will be used immediately.

Duration indicator bar

A duration indicator bar is provided beneath the current subtitle window. The indicator provides guidance as to whether the duration of the subtitle is sufficient for the amount of text displayed. The bar is shown below.



The left-hand end of the bar represents 0 seconds and time increases towards the right.

The position of the blue arrows gives an indication of the calculated amount of time required to read the current subtitle using the reading speed defaults. The further they are to the right, the longer the calculated reading time.

If there is no text present in the current subtitle then the arrows are positioned according to the Default Duration. If the amount of text present requires less time to display than the Minimum Duration value, then that Minimum Duration value will be represented by the position of the arrows.

The left-hand blue arrow represents the calculated reading time less 10% and the right hand blue arrow represents the calculated reading time plus 10%.

As more text is typed in, the arrows will be positioned further to the right. This display is relative to the text for each subtitle, and is scaled accordingly. Therefore, the positions shown are only indicative of timing for the current subtitle.

The position of the diamond represents the *actual duration of the current subtitle*. When it is positioned between the blue arrows it will turn to green to indicate that this duration value falls within the acceptable limits, (as set by the reading speed parameter). When the diamond lies outside the arrows it will be shown in red to indicate that the duration value lies outside the acceptable limits. Therefore, if the duration is increased, the diamond will move further to the right, and if decreased the diamond will move to the left.

Note The duration indicator is only a guide. When it is green the system calculates the relationship between duration and reading speed to be correct but this is dependent only on the reading speed values set in the system. This means it is only an approximate measure, because text content will not have been taken into consideration. However, Poliscript Create allows you to amend the subtitle cues or the duration to take account of the content and characteristics of the subtitle as may be required with subtitles that consist of a few very long words, are exceptionally short, or have content that would require longer than usual for the viewer to absorb.

About capturing cues

When your media file or video input to Poliscript Create includes valid timecodes, the timecode values can be captured and used to provide the in- and out-cues for your subtitles. Cue capture is a very convenient and quick way of assigning cues to your subtitles.

If the minimum duration for a cue is enforced (see Setting default cues), the duration of any cue that is captured will not be less than the specified minimum.

There are a number of different ways to capture timecode and you can use whichever one proves to be the most convenient at the time. However, for all cases there are two basic modes:

Mode:	In which you:
Capture In and Out cues	Capture the in-cue and out-cue separately using the In Cue and Out Cue keys or the mouse. This method is the better option if you want control over the point at which each subtitle appears and disappears. It is also best used if you are capturing cues for blank subtitles and will be entering the text later.
Calculate duration	Capture the in-cue only. Poliscript Create then uses the length of the subtitle text and the reading speed parameter to calculate the optimum duration. This is added to the captured in-cue to define the out-cue. If you have already entered the text for your subtitles, this method of cue capture can be the more convenient. You will, however, almost certainly need to edit some of the calculated out-cues, especially where you have to display a lot of dialogue in a short amount of time.

To select the capture mode

1. Choose **Tools>Options>Setup Options**.
2. In the **Setup Options** dialog, the select the **Capture Settings** tab.
3. Choose the required capture option and then click **OK**.

You can capture cues in either Edit or Rehearse mode, but in Rehearse mode the system will not allow any cues already set to be overwritten or recaptured. This is a safety feature designed to prevent accidental deletion or changing of cues when rehearsing the output. In Edit mode, cues can be freely recaptured or edited.

Capturing cues in Edit mode

Note Although capturing cues may seem very simple to do, it can take a bit of practice to become accomplished at it. We recommend that you read through the information below and then have one or two practice runs first. You can always delete the cues you capture while practising and then capture them again.

You should also remember that you can manually edit captured cues. This can often prove to be a better option than recapture, especially in cases where you need to make small or very precise adjustments.

To capture in- and out-cues

1. Make sure the capture mode is set to In and Out Cues and that Poliscript Create is in Edit mode.

2. Goto the point in the subtitle file at which you want to start capturing cues.

If you have just created a new file containing only subtitle 0, your first in-cue will usually be captured for subtitle 1, so press **Page Down** or click in the Next Subtitle window to create subtitle 1.

3. Play the SV3 media file or external programme source. (The recording must contain valid timecodes.)

The video will be displayed in the Poliscript Create screen and running timecode will be displayed in the timecode window.

4. When the recorded video reaches the point at which you want to start displaying the current subtitle, press the **KeyPad /** Key or click on the In-Cue window.

Note Using the jog control with Audio Scrubbing enabled (**SV3** menu) makes it much easier to locate the exact frame corresponding to the start of a dialogue.

The instantaneous timecode value is captured and entered into the In-Cue window. If you capture the in-cue too early you can correct it by capturing again. If you capture the in-cue too late, you will need to rewind the recording and then re-capture.

5. When the recorded video reaches the point at which you want to remove the current subtitle, press the **KeyPad *** Key or click on the Out-Cue window.

The instantaneous timecode value is captured and entered into the Out-Cue window. Again, you can correct the out-cue position by recapturing, if necessary.

At the same time as you capture the out-cue, the subtitle duration calculated from the in- and out-cues will be displayed in the duration window.

6. When both cues are correctly captured, go to the next subtitle and capture its in- and out-cues as detailed above. Repeat this sequence as necessary until cues for all subtitles have been captured.

Additional Information

Instead of capturing the out-cue after the in-cue has been captured, you have the option of clicking on the Duration window (see Edit Mode screen). A duration value, based on the reading speed calculation, will be placed in the duration window and the corresponding out-cue will be calculated by adding the duration to the captured in-cue. However, if this calculation produces a value that is lower than the Minimum Duration value, then the Minimum Duration value is placed in the duration window.

If no text is present in the current subtitle window, then the system places the Default Duration into the duration window. See Setting default cues.

If you capture an in-cue again without moving onto the next subtitle, a new in-cue value will be captured from the running timecode and entered into the In-Cue window for the current subtitle. At this point, the duration will default to the Minimum Duration value, and an out-cue based on this duration will be entered into the Out-Cue window. When the running timecode passes this point, a new out-cue value can be captured if required.

Capturing cues using a mouse button

With Poliscript Create in Edit mode, it is possible to capture subtitle cues using the middle button of a three-button mouse. Successive in- and out-cues are captured simply by pressing and releasing the mouse button as the video is played. This action can be used to capture cues for existing subtitles, and to add blank subtitles either to a new subtitle file or to the end of an existing one. In either case, the in- and out-cues and the subtitle text can subsequently be edited as required.

If manual cueing to air is enabled, operating the middle mouse button will also put existing subtitles on- and off-air.

To capture cues using the mouse button

1. Make sure the capture mode is set to In and Out Cues and that Poliscript Create is in Edit mode.

2. Goto the point in the subtitle file at which you want to start capturing cues.

If you have just created a new file containing only subtitle 0, your first in-cue will usually be captured for subtitle 1, so press **Page Down** or click in the Next Subtitle window to create subtitle 1 and make it the current subtitle.

3. Play the SV3 media file or external programme source. (The recording must contain valid timecodes.)

The video will be displayed in the Poliscript Create screen and running timecode will be displayed in the timecode window.

4. When the recorded video reaches the point at which you want to start displaying the current subtitle, press and hold the middle mouse button. This will do one or both of the following.
 - If the subtitle does not already have in- or out-cues, the running timecode will be captured and entered in the in-cue window.
5. When the recorded video reaches the point at which you want to remove the current subtitle, release the mouse button. This will:
 - Capture the out cue for the current subtitle, if this does not already exist.
 - Take the current subtitle off-air, if manual cueing is enabled.
 - Either load the next subtitle into the current subtitle window, or create a new blank subtitle if the last subtitle in the file has been passed.
6. Continue to press and release the mouse button at appropriate points in the video to repeat this capture/display sequence.

7. When all required cues have been captured, edit the subtitle text and timing as required.

Capturing in- and out-cues in Rehearse mode

Note Although capturing cues seems very simple to do, it can take a bit of practice to become accomplished at it. We recommend that you read through the information below and then have one or two practice runs first. You can always delete the cues you capture while practising. You should also remember that you can manually edit captured cues. This can often prove to be a better option than recapture, especially in cases where you need to make small or very precise adjustments.

To capture in- and out-cues

1. Make sure the capture mode is set to In and Out Cues and that Poliscript Create is in Rehearse mode.
2. Goto the point in the subtitle file at which you want to start capturing cues.
3. Play the media file or external programme source. (The recording must contain valid timecodes.)

The video will be displayed in the Poliscript Create screen and running timecode will be displayed in the timecode window. Provided the next subtitle has blank cues, an arrow will be displayed alongside the In-Cue window to indicate that an in-cue is required. After this has been captured, the arrow will shift to the Out-cue window.

4. When the recorded video reaches the point at which you want to start displaying the current subtitle, press the **KeyPad /** Key or click on the In-Cue window.

Note Using the jog control with audio scrubbing enabled (**SV3** menu) makes it much easier to locate the exact frame corresponding to the start of a dialogue.

The subtitle will appear in the Current Subtitle window and the running timecode value at that instant is captured and entered into the In-Cue window. If you capture the in-cue too early you can correct it by capturing again. If you capture the in-cue too late, you will need to rewind the recording and then re-capture.

5. When the recorded video reaches the point at which you want to remove the current subtitle press the **KeyPad *** Key or click on the Out-Cue window.

The running timecode value at that instant is captured and entered into the Out-Cue window and the subtitle is moved to the Previous Subtitle window. The current subtitle window will then be blank until you capture the next in-cue when the next subtitle will be displayed.

6. Repeat this sequence as necessary until cues for all subtitles have been captured.

Note If you need to re-capture any of the cues, rewind the recording and then proceed exactly as detailed above. When you arrive at the point where you wish to alter a cue, hold down the **T/C O-ride** key. This makes Poliscript Create behave as though the subtitle cues were blank, so you re-capture the cue in the same way as you did before. You should, however, take care when using the **T/C O-ride** key to ensure that you do not capture out-cues which are later than the in-cue for the next subtitle and vice versa. Poliscript Create will not warn you immediately, but the next time you place the system in Rehearse mode, a warning such as '**Outcue less than incue**' or '**Incue less than previous outcue**' will be given and you will need to correct this.

Capturing cues in Edit mode using Calculate Duration

To use this method of cue capture, you must first make sure the capture mode is set to Calculate Duration and that Poliscript Create is in Edit mode.

You then capture the cues as for capturing In-and-Out Cues in edit mode except that when you capture the in-cue (by pressing the **In-Cue** key or by clicking on In-Cue window) Poliscript Create will calculate the duration of the subtitle using the reading speed parameter. The calculated value will be entered into the duration display, and added to the in-cue to create an out-cue value.

If there is no text present in the subtitle then the duration value will be the Default Duration. If the amount of text present requires less time to display than the Minimum Duration value, then the duration value will be the Minimum Duration. See setting default cues.

Once the duration has been calculated, a message is displayed to notify you that the cue has been re-calculated. You can click on **OK** to acknowledge and clear the message, or you can press the **Page Down** key to move to the next subtitle and it will clear automatically.

In this mode you can also edit a captured cue by pressing, **Shift+In-Cue** or **Shift+Out-Cue** or by **Shift**+clicking in the In-Cue or Out-Cue window. The cursor will then move to the selected field without re-capturing the running timecode. You can then re-enter a value manually.

Capturing cues in Rehearse mode using Calculate Duration

To use this method of cue capture, you must first make sure the capture mode is set to Calculate Duration and that Poliscript Create is in Rehearse mode.

Note This method of cue capture can only be used for subtitles with blank cues. If none of the subtitles in your file has existing cues you can start capturing from subtitle 1, otherwise you must go to the first subtitle with blank cues and carry on from there.

On entering Rehearse mode, the Current Subtitle Window will be blank and the text of subtitle 1 will be in the Next Subtitle window. The duration indicator arrows will be positioned according to the calculated duration for the subtitle displayed in the Next Subtitle window.

Play the media file or external programme source. (The recording must contain valid timecodes.)

When you reach the point in the programme material where you want to set the in-cue for the subtitle in the Next Subtitle window, press the **In-Cue** key. The next subtitle will be displayed in the current subtitle window. The timecode at that instant is entered into the In-Cue window on the screen and at the same time the calculated duration will be placed in the duration box. The out-cue is then calculated by adding the duration to the in-cue.

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When the timecode read from the recording matches the calculated out-cue, the subtitle will automatically be removed from the display. The duration indicator arrows are then set according to the next subtitle's calculated duration.

When you want the next subtitle to appear on screen, press the **In-Cue** key again and repeat until all the subtitles have been timed.

Capturing cues in Rehearse mode using the spacebar

To use this method of cue capture, you must first make sure the capture mode is set to In and Out Cues and that Poliscript Create is in Rehearse mode.

Note This method of cue capture can only be used for subtitles with blank cues. If none of the subtitles in your file has existing cues you can start capturing from subtitle 1, otherwise you must go to the first subtitle with blank cues and carry on from there.

On entering Rehearse mode, the Current Subtitle window will be blank and the text of subtitle 1 will be in the Next Subtitle window. The duration indicator arrows will be positioned according to the calculated duration for the subtitle displayed in the Next Subtitle window.

Play the media file or external programme source. (The recording must contain valid timecodes.)

When you reach the point in the programme material where you want to set the in-cue for the subtitle in the Next Subtitle window, press and hold the keyboard spacebar. The next subtitle will be displayed in the current subtitle window. The timecode at that instant is entered into the In-Cue window.

The duration indicator diamond will commence moving along the indicator bar. This will assist you in determining the point for the out-cue.

If you pressed the spacebar too early you can press the **In-Cue** key to re-capture the cue and reset the indicator diamond to the left.

When you reach the point where you want to capture the out-cue for the subtitle, release the spacebar. The subtitle will move to the Previous Subtitle window, and the duration indicators will be set to the calculated time required for the next subtitle, which will appear in the text window when the spacebar is pressed, as above.

Set the in- and out-cues for the subsequent subtitles by holding and then releasing the spacebar until cues for all subtitles have been captured.

Entering in- and out-cues manually

Manual entry of in- and out-cues can be used when a recording of the programme material is either not available or only has burnt-in timecode (BITC). However, when a recording with BITC is available it can be used to establish the in-cue of the first real subtitle (or any subsequent subtitle) and you can then proceed as detailed below.

To enter both in- and out-cues manually, you must first make sure the capture mode is set to In and Out Cues and that Poliscript Create is in Edit mode.

To enter in- and out-cues manually

1. Goto the point in the subtitle file where you wish to start manual entry of the in- and out-cues.

2. If not already entered, type the text of the subtitle and then press **In Cue**.

An in-cue will appear in the In-Cue window. The value will be the out-cue of the previous subtitle plus whatever is specified as the Default Interval.

The cursor will remain in the In-Cue window and you can amend the in-cue value as required.

3. When the in-cue is correct, press either the **Out Cue** or **Dur** key.

When either of these keys is pressed, the system calculates a duration for the subtitle based on the length of the text and the reading speed parameter. This calculated duration is placed in the duration window and the out-cue is calculated by adding the duration to the in-cue. Depending on which key you pressed, the cursor remains in the Out-Cue or the Duration window to allow you to edit the cue if desired. Note that the duration indicator will be placed between the blue arrows, only when the **In Cue** or **Out Cue** keys are pressed, not when the **Dur** key is pressed.

Once the routine has been started this way it should be possible to step through all the subtitles using the Default Interval and the calculated duration to give a first draft of the job.

Additional Information

Normally the in-cue of the first real subtitle will be edited manually as the system may have allocated 00:00:00:00 as the in-cue of subtitle 0, and it is highly unlikely that subtitle 1 would follow on with only the default interval between.

If **Out-Cue** is pressed before **In-Cue** then the system will set the in-cue, duration and out-cue using the Default Interval and the calculated duration of each subtitle. The cursor will be placed in the Out-Cue window. The duration indicator diamond will move between the two blue duration arrows on completion of this operation.

If **Dur** is pressed before the **In-Cue** or **Out-Cue** keys, then the system will set the in-cue, duration and out-cue using the Default Interval and the calculated duration of each subtitle. The cursor will be placed in the Duration window. The duration indicator diamond will not be placed between the two blue indicator arrows on completion of this operation.

Attempting any of the above when there is no text in the subtitle will result in the Default Duration and Default Interval being used to calculate the in-cue and out-cue.

Entering cues manually using Calculate Duration

Manual entry of in- and out-cues can be used when a recording of the programme material is either not available or only has burnt-in timecode (BITC). However, when a recording with BITC is available it can be used to establish the in-cue of the first real subtitle (or any subsequent subtitle) and you can then proceed as detailed below.

To use Calculate Duration when entering cues manually, you must first make sure the capture mode is set to In and Out Cues and that Poliscript Create is in Edit mode.

With Calculate Duration selected, the system behaves exactly as when Entering In and Out Cues manually except that pressing **In Cue** will calculate the in-cue, duration and the out-cue using the default cue values.

A message will be displayed to notify you that the cue has been re-calculated. You should now look at the values assigned for the in-cue, duration and out-cue.

If you are happy with the default cue values for the subtitle, you can press the **Page Down** key to clear the message and automatically display the next subtitle.

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If you wish to edit the default cue values for the subtitle, click on **OK** or press **Return** to acknowledge and clear the message. The cursor will be placed into the In-Cue window and you can either edit that cue, or press the **Dur** or **Out Cue** keys, or click with the mouse to move to the window for those cues. When you are happy with the cues you can then move to the next subtitle and press **In Cue** again to define the cues for that subtitle.

Editing in- and out-cues manually

This section explains how to edit in- and out-cues manually. Since this allows you to adjust cues by as little as one frame, manual editing is most commonly used for fine adjustment and/or to achieve precise subtitle timing. You can, however, make more coarse adjustments should you so wish.

You can also adjust cues using the timeline or by recapturing previously captured cues.

Before attempting to edit a cue manually, make sure the capture mode is set to In and Out Cues and that Poliscript Create is in Edit mode.

Note If a recording with valid timecode is running, pressing the **In-Cue** or **Out-Cue** keys as described below will capture the current timecode value. To avoid this, either stop the recording before you start editing cues, or hold down the **Shift** key *before* pressing the **In-Cue** or **Out-Cue** keys or clicking in the relevant cue window.

To edit in- and out-cues manually

1. Goto the subtitle that has the cues you wish to edit.
2. Press the **In-Cue** or **Out-Cue** key, or click on the In-Cue or Out-Cue window to move the cursor into the relevant cue window.
3. You can now edit the timecode value in the field doing one of the following.
 - Position the cursor under a particular number in the field using the **←** and **→** keys and overwrite the current value(s) (the cursor will move to the right as you type).
 - Leave the cursor at the right-hand end of the field and re-type the entire cue value (the characters you type will fill the field from right to left)
4. While the cursor is in the In- or Out-Cue field, you can also change the cue value using the Jogging functions.

Cue jogging

Cue jogging can be used when manually editing or entering in- or out-cues (the cursor must be in the In-Cue or Out-Cue window)

To:	Press:
Increment the selected cue by one frame	↑
Decrement the selected cue by one frame	↓
Increment the cue value by one second	Shift +↑
Decrement the cue value by one second	Shift +↓

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Increment the cue value by five frames	Shift +→
Decrement the cue value by five frames	Shift +←

You can also jog the cue values for the entire subtitle (the cursor can be in the In-Cue, Out-Cue or Duration window):

Some notes about cue jogging

- When jogging an in-cue the subtitle duration value will reflect the changes, however, the out-cue value will remain unchanged.
- An in-cue can be decremented until it reaches the same value as the out-cue of the previous subtitle, and it can be incremented until it reaches the same value as the current out-cue. An out-cue can be incremented until it reaches the same value as the in-cue for the next subtitle, and it can be decremented until it reaches the same value as the current in-cue. During these operations the duration value will be updated to reflect the changes made to the cue values.

When jogging the complete subtitle there are also limits which apply to ensure that cue inconsistencies are not created:

- If you decrement the cue values, the subtitle will move towards the out-cue of the previous subtitle until the in-cue of the current subtitle and the out-cue of the previous subtitle reach the same value. If you then carry on decrementing the cues, the in-cue will not change, but the duration will continue to be reduced until a duration of zero is reached. The same situation arises when incrementing cue values and the current subtitle moves toward the next subtitle. The out-cue of the current subtitle will be limited to the same value as the in-cue of the next subtitle.

Where jogging the cues for the complete subtitle results in a change to the duration, you will have to amend the in- or out-cue individually to restore that duration.

Recalculating cues (from within the current subtitle window)

If you change the default cues and/or reading speeds at any time, the new defaults can be applied to existing subtitles as follows.

To re-calculate an in-cue or out-cue

1. Display the **Edit Mode** screen.
2. Goto the relevant subtitle.
3. Hold down **Row+Word** and then press the **In Cue** key (if you want to recalculate the in-cue) or the **Out-Cue** key (if you want recalculate the out-cue).
4. The selected cue for the current subtitle will be recalculated in accordance with the cue and reading defaults. The re-calculated duration and cue values will be entered into the relevant windows and a message will appear to notify you that the cue has been recalculated.

Where the recalculation would otherwise result in either:

- an in-cue which is earlier than the out-cue of the previous subtitle, or
- an out-cue which is later than the in-cue of the next subtitle,

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Poliscript Create will limit the re-calculation to prevent the cues from overlapping and will set the re-calculated cue to have the same value as the adjoining cue. A message will be displayed to inform you of this. Unless you then edit the cues manually the result will be an instantaneous change between subtitles.

Left-aligned centre text

Left-aligned centre can be achieved by using **Row+Word** and **Justify** to left justify the subtitle, and then **Row+Word** and **?** to move the subtitle to the required position.

Printing

The print function enables you to obtain a print-out of the whole subtitle file or of any block of subtitles within the file. In addition to the subtitle text, you can choose to have various items of information included, such as the in- and out-cues and durations.

To print a block of subtitles

1. Mark the subtitle block.
2. Preview the print-out if you want to see how it will appear.
3. Choose the **Tools>Utilities** menu option.

A message 'Using MARKED BLOCK of titles' is displayed to remind you that, by default, functions will be applied to the block only. Press **OK** to acknowledge the message. The **Utilities** dialog will be displayed.

4. Ensure the numbers in the Start and End boxes are correct. These define the block of subtitles you will print. If you wish to change the block, enter the required Start and End values.
5. Click the **Print Setup** tab.

If you have more than one printer installed under Windows, you can select the one you wish to use by clicking on the Printer drop-down. The parameters regarding setup and use of the printer can be configured by clicking on the **Setup** button. This is also a Windows function; refer to your Windows/Printer documentation or help system for more information.

By default, each of the print options is checked and the print-out will include:

- **Cues**
- **Boxes** around subtitle text (where selected in the subtitle file)
- An indicator showing the **Safe Area**
- **The Date** (on each page)
- A **Page Number**

If you wish to exclude any of this information from the print-out, click on the corresponding box to clear it.

If you find that the margins of the print-out require adjustment, use the Left Margin and Right Margin values to scale the printed text as required. The default values of 0 give the smallest margin.

6. When you have set the print options as required, click **OK** to commence printing.

Renumbering subtitles

This option renumbers *all* subtitles in the file and can be used after an action such as deleting, adding or moving subtitles has destroyed the consecutive numbering.

Note Renumbering the file will not re-arrange the order in which the subtitles appear.

To renumber the subtitle file

1. Choose the **Tools>Utilities** menu option.

If you currently have a marked block of subtitles, a message about this will be displayed. However, the **Renumber** option ignores marked blocks. Press **OK** to acknowledge the message.

The **Utilities** dialog will be displayed.

2. Click the **Display** tab.
3. Choose the **Renumber** option and click **OK**.

The renumbering starts immediately and a progress indicator is shown on the status bar while the subtitles are renumbered. Depending on the size of the file, the display may be visible for only a brief period.

The numbering will be consecutive from the first subtitle, usually from 0 upwards, but if the first subtitle is 100, the second subtitle will be 101, and so on.

Sorting subtitles by in-cue

This option sorts the subtitles in the file by in-cue value. The subtitle with the lowest timecode value will be placed at the beginning of the file and the remainder are sorted in ascending value. This function is generally used after a subtitle file has been appended to an existing file.

To sort a subtitle file by in-cue

1. Chose the **Tools>Utilities** menu option.

If you currently have a marked block of subtitles, a message about this will be displayed. Click **OK** to acknowledge the message. The **Utilities** dialog will be displayed.

Ensure that the numbers in the Start and End boxes are correct. These define the block of subtitles you will amend. If you wish to change the block, enter the required Start and End values.

2. Click the **Display** tab.
3. Choose the **Sort by Incue** option and click **OK**.

The sorting occurs immediately.

Sorting subtitles by number

This option sorts the subtitles in the file by their number. The subtitle with the lowest number will be placed at the beginning of the file and the remainder are sorted in ascending order. Any subtitle with a letter after the number is sorted after the subtitle with the same number, for example, 24, 24a, 24b, 25. This function does not renumber subtitles. See Renumbering subtitles.

To sort a subtitle file by subtitle number

1. Chose the **Tools>Utilities** menu option.

If you currently have a marked block of subtitles, a message about this will be displayed. Click **OK** to acknowledge the message. The **Utilities** dialog will be displayed.

Ensure that the numbers in the Start and End boxes are correct. These define the block of subtitles you will amend. If you wish to change the block, enter the required Start and End values.

2. Click the **Display** tab.
3. Choose the **Sort by Subtitle Number** option and click **OK**.

The sorting occurs immediately.

Resetting colours for a block of subtitles

This option sets the text and/or text background colours for a marked block of subtitles. To change all the subtitles in the file, you must first mark a block extending from the first subtitle to the last subtitle in the file.

To change text or background colour

1. Chose the **Tools>Utilities** menu option.

If you currently have a marked block of subtitles, a message about this will be displayed. Click **OK** to acknowledge the message. The **Utilities** dialog will be displayed.

Ensure that the numbers in the Start and End boxes are correct. These define the block of subtitles you will amend. If you wish to change the block, enter the required Start and End values.

2. Click the **Display** tab.
3. Choose the **Colours** option and click **OK**.

The **Select Colour** dialog displays the current setting of the text and background colours.

4. To change the text colour, do one of the following.
 - Click on the colour in the palette that you want to be the text colour.
 - Click on the top left box of the pair next to the display showing the current setting . Now select the colour from the options within the **Select Colour** dialog.
5. To change the background colour, do one of the following.
 - Right-click on the colour in the palette that you want to be the background colour.

- Click on the bottom right box of the pair next to the display showing the current setting. Now select the colour from the options within the **Select Colour** dialog.

Note If you try to select an unacceptable combination, such as text and background colour are the same, or black text, a warning is displayed that your choice is invalid.

6. When you have chosen your text and background colours, click **OK**.

Adjusting vertical position

This option enables subtitles to be moved vertically, either by a specified number of rows or to an absolute row position.

The utility automatically checks that all subtitles in the selected range can be moved in the specified direction, and provides information on the valid (that is, possible) range of movement.

You can choose one of two options that either:

- Prevents any adjustment unless all of the subtitles in the selected range can be moved as specified, or:
- Allows all subtitles that can be moved as specified to be adjusted, leaving those that can't where they are.

For example, suppose you want to move a block of subtitles down one row and some of them are already on row 1. You can choose to prevent any adjustment, or to have the remaining ones in the block moved.

Relative adjustment

Use this option to move subtitles by a specified number of rows relative to their existing positions.

To adjust subtitles to a relative position

1. Mark the subtitle block.
2. Choose the **Tools>Utilities** menu option.
3. A message 'Using MARKED BLOCK of titles' is displayed to remind you that, by default, functions will be applied to the marked block only. Click **OK** to acknowledge the message. The **Utilities** dialog will be displayed.
4. Ensure that the numbers in the Start and End boxes are correct. These define the block of subtitles you will adjust. If you wish to change the block, enter the required Start and End values.
5. Select the **Display** tab, choose **Vertical Subtitle Adjustment**, and click **OK**.
6. Select the **Relative Adjustment** tab.
7. Under **Direction**, choose the direction in which you want to move the subtitles.
8. If you want the adjustment to be made only if all subtitles in the block can move as specified, do the following.

- Check the **Ensure All Subtitles Can Adjust** box.

In this case, the **Valid Range** field will show the range (in rows) of possible adjustment.

- In the **Rows to Adjust by** field enter the number of rows by which you want to move the subtitles.
- Click **OK**.

If you specified an adjustment outside the range shown in the **Valid Range** field, it will be disallowed and you will be requested to enter a value that falls within the valid range. Otherwise, the adjustment will be applied.

9. If you want the adjustment to be made even if some subtitles in the block cannot move as specified, do the following.

- Clear the **Ensure All Subtitles Can Adjust** box.

In this case, the **Valid Range** field will show 'All Rows (1..11)'. This is the maximum possible adjustment for any subtitle.

- In the **Rows to Adjust by** field enter the number of rows by which you want to move the subtitles.
- Click **OK**.

All subtitles in the block that can move by the specified amount will be adjusted. The remaining subtitles will be left in their existing positions.

Absolute adjustment

Use this option to move subtitles to an absolute top or bottom row position.

To adjust subtitles to an absolute position

1. Mark the subtitle block.
 2. Choose the **Tools>Utilities** menu option.
 3. A message 'Using MARKED BLOCK of titles' is displayed to remind you that, by default, functions will be applied to the marked block only. Click **OK** to acknowledge the message. The **Utilities** dialog will be displayed.
 4. Ensure that the numbers in the Start and End boxes are correct. These define the block of subtitles you will adjust. If you wish to change the block, enter the required Start and End values.
 5. Select the **Display** tab, choose **Vertical Subtitle Adjustment**, and click **OK**.
 6. Select the **Absolute Adjustment** tab.
 7. Under **Row Position**, choose Top or Bottom as the row in the subtitles that you want to set to an absolute position.
 8. If you want the adjustment to be made only if all subtitles in the block can move as specified, do the following.
 - Check the **Ensure All Subtitles Can Adjust** box.
- In this case, the **Valid Range** field will show the range of rows to which it is possible to move the subtitles.

- In the **Row Number** field enter the row number to which you want to move the subtitles.
 - Click **OK**.
9. If you want the adjustment to be made even if some subtitles in the block cannot move as specified, do the following.
- Clear the **Ensure All Subtitles Can Adjust** box.
- In this case, the **Valid Range** field will show 'All Rows (0..11)' for the bottom row position or 'All Rows (1..10)' for the top row position. These are the limits of positioning for any subtitle.
- In the **Row Number** field enter the row number to which you want to move the subtitles.
 - Click **OK**.

Block font selection

You can use the Font Selection option to apply either Font 1 or Font 2 to a block of subtitles. See Display mode for details of how to select the fonts used as Font 1 and 2.

To apply Font 1 or 2 to a block of subtitles

1. Mark the subtitle block.
 2. Chose the **Tools>Utilities** menu option.
- A message 'Using MARKED BLOCK of titles' is displayed to remind you that, by default, functions will be applied to the marked block only. Click **OK** to acknowledge the message. The **Utilities** dialog will be displayed.
3. Ensure that the numbers in the Start and End boxes are correct. These define the block of subtitles you will apply the selected font to. If you wish to change the block, enter the required Start and End values.
 4. Select the **Font** tab.
 5. Choose **Font 1** or **Font 2** as required, then click **OK**.

The font option will be applied to the subtitle block immediately.

Timecode adjustments

Timecode adjustments can be made to the subtitles in a particular block, or to all subtitles in a file with the recut facility. Recut is typically used when the length of a previously-subtitled programme has changed. For example, say that a programme had been edited to remove a particular scene. The timecode would be re-laid to avoid discontinuities, but if the existing subtitle file were played-out, all the subtitles in the file appearing after the missing scene would be displayed too late.

Recut allows you to correct for this and for similar situations, by shifting the in-cue and out-cue values for a range of subtitles equally, and making all those subtitles appear earlier or later in the programme. Recut has no effect on subtitle duration.

It is also possible to adjust timecodes using the keyboard Recut key, which provides a slightly different recut facility.

To recut the subtitle file

1. If you want to recut the timecodes for a marked block of subtitles and you have not already marked that block, you should mark it now, before going on to the next step.
2. Chose the **Tools>Utilities** menu option.

If you currently have a marked block of subtitles, a message about this will be displayed. Click **OK** to acknowledge the message. The **Utilities** dialog will be displayed.

3. Ensure that the numbers in the Start and End boxes are correct. These define the block of subtitles for which you will recut the timecode. If you wish to change the block, enter the required Start and End values.
4. Select the **Recut** tab.
5. Do one of the following.

- Click on the **Offset** box and enter the required value.

You can enter a positive or negative timecode value which will be added to, or subtracted from, the in- and out-cue values for each subtitle in the selected block. By default, the value will be positive, that is, added to the current in- and out-cue values, and this will be indicated by the + sign in the box. You can change between positive and negative values by pressing the + or - keys.

As you enter the offset, the value shown in the **Start Time** box will change to indicate what the new start value for the first subtitle in the block will be after the recut has been actioned.

- Click on the **Start Time** box and enter the new value for the in-cue of the first subtitle in the selected block.

As you enter the new start value, the value shown in the **Offset** box will update to reflect the corresponding offset which will be applied to all subsequent in- and out-cue values for the subtitles in the selected block.

6. Once you are satisfied that the new start value and offset is correct click **OK** to action the recut.

The recut will start immediately. All existing duration and interval values are kept intact, but the selected subtitles will have been moved in relation to the applied offset and new start value.

Deletions

The block deletion facilities for subtitles provide three options. You can delete:

- Subtitle cues only
- Subtitle text only
- Text and cues

The **Delete Cues** option removes all timecode information from the selected subtitles but will retain the subtitle text. This can be used, for example, when a programme has been heavily edited and you need to re-time a large number of individual subtitles.

The **Delete Text Only** option removes the text but retains the timecode information for the selected subtitles. This is a useful option when subtitling a programme in a different language because all the time cues would still be valid and only the text would need to change.

The **Delete Subtitles** option completely deletes the selected subtitles.

To delete text, cues or both

1. If you want to make deletions from a marked block of subtitles and you have not already marked that block, you should mark it now, before going on to the next step.
2. Chose the **Tools>Utilities** menu option.

If you currently have a marked block of subtitles, a message about this will be displayed. Click **OK** to acknowledge the message. The **Utilities** dialog will be displayed.

3. Ensure that the numbers in the Start and End boxes are correct. These define the block of subtitles you will amend. If you wish to change the block, enter the required Start and End values.
4. Select the **Delete** tab.
5. Choose the required option.
6. To proceed with the deletion click **OK**.

A message will be displayed asking if you are sure about the deletion, click **Yes** to continue. The deletion will be immediate.

Subtitle comments

For each subtitle in a file, you can add a text comment which can be up to 50 characters long. The comments do not form part of the final system output, that is, they do not appear on-screen with the subtitle text when the programme material is finally recorded and/or broadcast, but are used as required to: make notes, leave information for other subtitlers, or to serve as a reminder where, for example, you need to check-up on some unclear dialogue or the translation of a particular word.

The comments are added in the comment window, which is opened and closed by clicking on the Comments icon.




You can also open and close the comments window by toggling the **Comments>Display Comments** menu option. The comments window can be left open or closed according to preference.

Note 1 You cannot use the **Undo** key to reverse changes made to a subtitle comment.

Note 2 Not all subtitle file formats support comment text. If you are using a format other than .PAC, your comment text may not be included when the file is saved.

Adding a comment to a subtitle

To add a comment to a subtitle

1. Goto the subtitle to which you wish to add the comment.
2. If the comment window is not already open, click on the Comments icon  to open it.
3. Click in the comment window and enter the comment text.
4. As soon as you start entering the comment text, the icon will change to reflect the fact that the comment window now contains text. Once the icon has changed (for a particular subtitle), it remains in that state regardless of whether the comment window is open or closed.

Comment searches

There are a number of search facilities related to comments. You can search for:

- Any comment in the subtitle file
- Specific text within comments
- Specific characters
- Specific digits

Note The search starts from the current subtitle. If you want to start the search from anywhere else in the file, [Goto](#) that point first. If you are unsure about where to start, or want to search the entire file, Goto the start of the file.

To move from the current comment to the next or previous comment

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Press the **Ctrl+Page Up** keys to find the previous comment, and the **Ctrl+Page Down** keys to find the next comment.

To search for comments or comment text

1. Either:
 - choose **Comments>Find Comment**, or

The **Find Comment** dialog will be displayed.

2. If you wish to search for some specific text, type it into the **Find What** field now. Otherwise, leave the field blank, click on the drop-down for the **Special** field and change the selection from None to the required option:

To search for	Select
Any subtitle comment	Any Comment
Comments containing any character (for example, a, b, c...)	Any Character
Comments containing any number (for example, 1,2,3...)	Any Digit

1. Set the **Search** checkbox options as required:

Check this box	To
Up	Search from the current subtitle to the beginning of the file. When selected, the Find button will show Find Next .
Down	Search from the current subtitle to the end of the file. When selected, the Find button will show Find Prev .
Match Case	Search for text that matches the case of the text entered in the Find What field. For example, if you enter BBC the search will find BBC but will ignore bbc .
Find Whole Words Only	Stop your search finding instances of the text entered in the Find What field when that text occurs within other words, such as searches for end finding mend , ending , lend , etc.
Cycle Round	Go back to the start or end of the file and repeat the search when one pass through the file has been completed, and Find Next/Previous has been selected again.

1. When you have entered the search text and/or set the checkbox options, click on the **Find Next/Previous** button.
2. Provided a match for the selected search text or option is found, the comment will be displayed in the comment window, and the corresponding subtitle will be displayed in the Current Subtitle window.

Deleting comments

Comments to remind you of a query or some other issue can be deleted once this has been resolved.

To delete an individual comment

1. Goto the subtitle which has the comment attached or search for the relevant comment.
2. If the comment window is not open, click the Comment icon to open it.



3. If the comment text you wish to delete is already selected, press the **Delete** key to delete it. If not selected, click in the comment window, use the mouse to select the text you wish to delete and then press the **Delete** key, or click to place the cursor in the comment window and delete the text using the ←(Backspace) and/or **Delete** keys.
4. Close the comment window.

To delete all comments from the file

1. Choose **Comments>Delete All Comments**.
2. The **Delete All Comments** dialog will appear.

To delete all comments from the current workfile, select **Yes**, otherwise select **No** to abandon the operation.

3. In either case, the dialog will close. If you selected **Yes** the comments will be deleted immediately.

Checking subtitles

Poliscript Create allows you to define a number of check parameters for your subtitle cues. These allow you to specify maximum and minimum settings for things such as subtitle duration, duration with regard to reading speed, intervals, and so on. You can also setup a number of checks related to the safe area.

You use the **Checks** menu to setup the parameters used when a subtitle file is checked.

When you have defined all the cues and entered all the text for the subtitle file, you can then run the **Check** utility to see if any of the subtitles fall outside the parameters you have defined. If Poliscript Create finds an instance of this, it will display the subtitle and a message which explains what the problem is. You should, however, remember that the check option is designed to alert you to possible errors in the file, not to compensate for poor subtitle design.

Setting check parameters for cues

To set the parameters used for checking cues

1. Choose the **Tools>Options>Check Settings** menu option.
2. In the **Check Settings** dialog select the **Cues** tab.
3. Using the information below, enable or disable the check parameters as required.

The first three are enabled by checking the relevant boxes. Each of the others is enabled by setting a non-zero value in the field.

Option	On checking, warns if
Cues not Set	a subtitle has no IN or OUT CUE .
Duration < Reading	subtitle duration is less than 90% of the predicted reading time.
Duration > Reading	subtitle reading time is less than 90% of the duration..
Duration < ## Frames	the subtitle duration is less than ## frames (0 – 50 frames).
Duration > ## Seconds	the subtitle duration is greater than ## seconds (0 – 30 seconds).
Interval < ## Frames	the interval between subtitles is less than ## frames (0 – 25 frames).

Setting check parameters for the safe area

To set the parameters used for checking the safe area

1. Choose the **Tools>Options>Check Settings** menu option.
2. In the **Check Settings** dialog select the **Safe Area** tab.
3. Using the information below, enable or disable the check parameters as required.

Rows longer than and **Top Row** are enabled by setting a non-zero value in the fields.

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Safe Area Check is enabled by checking the box.

Option	On checking, warns if
Rows Longer Than ## Characters	a subtitle row contains more than ## characters (0 - 48).
Top Row	the top row of the subtitle is higher on the screen than the value set here. This is to provide warnings where the target transmission system limits the number of lines that can be used in a subtitle. Poliscript Create can create subtitles of up to 12 rows, numbered 0 - 11 from the top. If, for example, the transmission system can display only two lines of subtitle, you would set the Top Row field to 10. If the check then found the top row of a subtitle to be on row 9 or below, a warning would be generated.
Safe Area Check	text is outside the defined safe area.

Checking the subtitle file

To check the subtitle file

1. Do one of the following.
 - Choose the **Tools>Check** menu option.
2. Poliscript Create will commence checking the file against the check parameters set for the cues and the safe area.
3. If no errors are found, a **no errors found** message will be displayed.
4. If errors are encountered, Poliscript Create will display the relevant subtitle and a message stating the problem. These messages are self-explanatory and the corrective action should, therefore, be obvious. You do not *have* to correct all the problems you may encounter, because there may well be cases where overriding the safe area, adding an additional row of text, etc., is unavoidable, and you can choose to leave these subtitles as they are.
5. When a message is displayed, you can either:
 - Press **Return** or click on the **OK** button, edit the subtitle to correct the problem, then press **Shift+Check** to continue checking.

Note If your check reveals multiple errors *in a single subtitle* and you correct these and then continue with the check, only the last error condition found in that subtitle will be tested again before the check moves to the next subtitle. It is therefore recommended that where you have made multiple corrections to a single subtitle, you check the file again to ensure that the corrections have not introduced any new errors.

Deleting subtitle files

Subtitle files can be deleted from disk using Windows Explorer or a similar utility.

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You can also delete files from within Poliscript Create by using one of the **Open** dialogs.

To delete a file from within Poliscript Create

1. Use any of the open controls to display the **Open** or **Open a file** dialog.
2. Navigate to the directory in which the relevant file is stored, and click on the file.
3. Do one of the following to delete the file.
 - Right-click on the file and select the **Delete** option from the short-cut menu.
 - Press the **Delete** key.
4. In either case, click **Yes** in the confirmation message to complete the deletion.

Reading-in alternative text for a subtitle file

This option allows you read-in just the text of a subtitle file and merge it with an existing time-coded file. The result will be a new file which uses the cues from the current workfile and the text from the file that was read-in.

To read-in alternative text

1. Open the subtitle file which contains the cues you wish to use.
2. Do the following to delete the text content of the loaded file.
 - Choose the **Tools>Utilities** menu option.
 - Select the **Delete** tab and then choose the **Delete Text Only** option.
 - Click **OK**, then **Yes** to confirm the deletion.
3. Use the standard Windows Open controls or the Poliscript Create controls to display the **Open** dialog. Enter the name of the subtitle file that contains the required alternative text and check the **Read Alternative Text** box. Click **Open**.

This will load only the text content of the selected file.

Note If the original and alternate text subtitle files are of different lengths, a dialog box will appear warning you of the loss of subtitles or the truncation of the file length.

The merged file automatically assumes the name of the alternative text file.

4. Use Save or Save As to save the file under the same name or a different name, as required.

Appending a file to the current workfile

This enables you to combine two separate subtitle files by adding one onto the end of another.

Note Poliscript Create limits the number of subtitles in a workfile to 2,554 subtitles. If appending a file would result in the workfile exceeding this limit, the workfile will be truncated.

To append a file

1. Open the file to which you want to append another one.

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2. Use the standard Windows Open controls or the Poliscript Create controls to display the **Open** dialog. Enter the name of the subtitle file you want to append, and check the **Append** box. Click **Open**.

The combined file retains the name of the first-opened of the two files.

3. Use Save or Save As to save the file under the same name or a different name, as required.

Note After appending a file, the renumber and sort by in-cue facilities can prove useful.

Printing files

The printing functions enable you to obtain a print-out of the whole subtitle file. Before you print your file you can optionally set up various print options and/or preview your print-out. See the following topics for more information.

Print options

When you print a subtitle file, the information it includes depends on the default setting of various print options. If you wish to change what information is included in the print-out, you will need to change the default settings.

To change the default print options

1. Choose the **Tools>Utilities** menu option.

The **Utilities** dialog will be displayed.

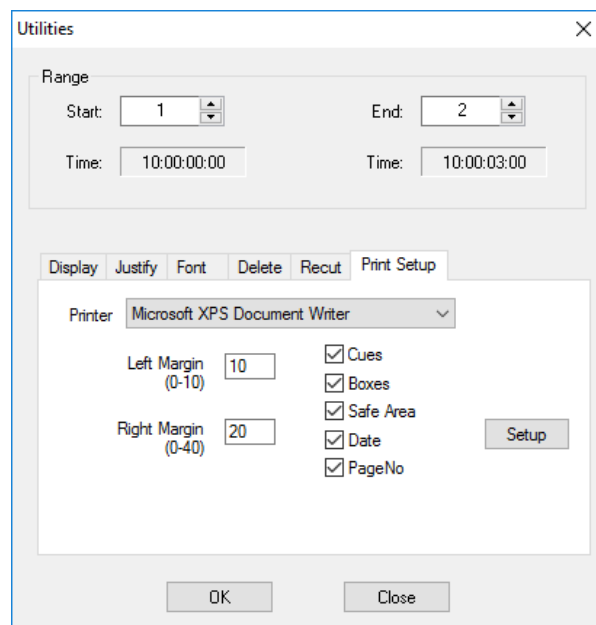
2. Select the **Print Setup** tab.

If you have more than one printer installed under Windows, you can select the default you wish to use by clicking on the Printer drop-down. The parameters regarding setup and use of the printer can be configured by clicking on the **Setup** button. This is also a Windows function; refer to your Windows/Printer documentation or help system for more information.

You can override the default setting here with the print setup function.

By default, each of the print options is checked and the print-out will include:

- Cues
- Boxes around subtitle text (where selected in the subtitle file)



- An indicator showing the safe area
 - The date (on each page)
 - A page number
3. Ensure that the relevant boxes are checked (to include) or unchecked (to omit) the corresponding information in the print-out.
 4. If you find that the margins of the print-out require adjustment, use the Left Margin and Right Margin values to scale the printed text as required. The default values of 0 give the smallest margin.
 5. Click **OK** when you have made your selections.

Poliscript Create may create a print file based on your selections. If you do not wish to keep it, select **Cancel** in the **Save As** dialog that is displayed. Your default settings will be saved anyway.

Print setup

The print setup commands allow you to set various printing options. These options will remain in force until you change them again.

To change the print setup

1. Choose the **File>Print Setup** menu option.
This displays the Print Setup dialog.
2. To use your local printer, do the following.
 - If you have more than one printer installed under Windows on your PC, select the default you wish to use within the Printer drop-down list.The parameters regarding setup and use of the selected printer can be configured by clicking on the **Properties** button. Refer to your Windows/printer documentation or help system for more information.
3. To specify the paper options, use the Size and Source drop-down lists to select the desired settings.
4. Set the print orientation to Portrait or Landscape as required.
5. To use a networked printer, click **Network...** and select the required printer.
6. Click **OK**.


Print file preview

The print file preview allows you to see what your print-out will look like before you print it.

To preview a print file


1. Choose the **File>Print Preview** menu option.
This displays a new window showing how your print-out will look. The information that is included is determined by the print options settings.

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2. If you do not wish to make any changes to the print out, you can print it directly from this window. To do so, click the Print icon  to display the Print dialog. Otherwise, you can close the window, then print the file.
3. To see different areas of the print-out preview, use the window's toolbar icons to control the display.
4. If the window does not automatically close, click **Close**.

Print

To print the subtitle file

1. Do one of the following.
 - Press **Ctrl+P**.
 - Click the print icon  in the main menu toolbar.
 - Choose the **File>Print** menu option.

This displays the Print dialog where you can select the destination of the print file, specify which pages to print and how many copies.

2. Click **OK** in the Print dialog to start printing.

This creates a print-out formatted according to the settings of your print options.

Sending a subtitle file by email

You can send the current subtitle file as an attachment to an email address.

To send the subtitle file by email

1. Choose the **File>Send** menu command.

Note: The first time you do this you may be asked to enter information about your email account. This information will be used to identify you as the sender of the email. Follow the displayed dialogs entering the appropriate information where requested.

The New Message dialog is displayed with the subtitle file already attached.

2. Enter the address of the recipient or recipients and the subject,, and optionally add a message.
3. When complete, click **Send**.

Associating file types

When Poliscript Create is first installed, there is an option to associate certain file types with Poliscript Create, such that Poliscript Create will automatically start if a file of the relevant type is opened. After installation, these associations can be enabled or disabled as required from within Poliscript Create.

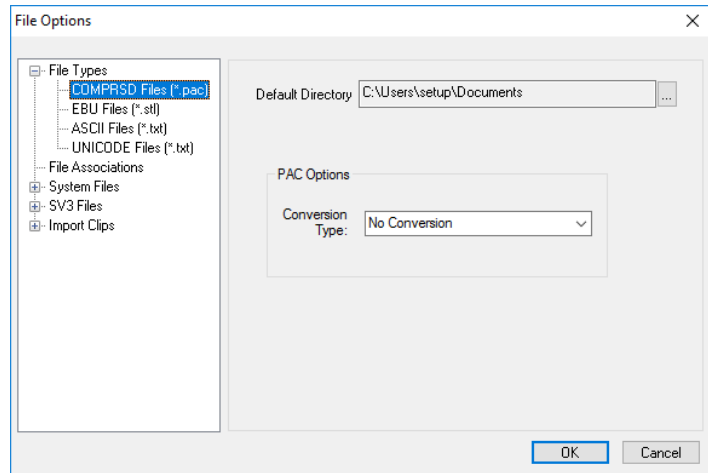
To set file associations

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1. Choose the **Tools>Options>File Options** menu option.
2. In the **File Options** dialog, click **File Associations** in the left-hand pane.

The right-hand pane will show the file types available for selection. These are taken directly from the selections made when Poliscript Create was installed.

3. Check the boxes for each required file type.
4. Click **OK**.



Appendix

Changing the display aspect ratio

To allow for the correct display of video when in edit mode and rehearse mode, you can change the aspect ratio of the display screen. The aspect ratio you select applies to both large-screen and small-screen display modes, and will also apply to previews when opening a video clip with SV3.

To change the aspect ratio of the display, select **View>Aspect Ratio** and click on either Standard 4:3 or Widescreen 16:9.

Setting the workfile path

Note By default, the Poliscript Create workfile is saved to the C:\Poliscript Create\SYSTEM folder. This path should be changed only in multi-configuration systems where each configuration has its own workfile. See Multi-Configuration Setups.

To set the workfile path

1. Select **Tools>Options>File Options**.
2. In the **File Options** dialog, expand the **System Files** entry in the left-hand pane and then select **Workfile**.

The Workfile Directory box in the right-hand pane will show the current directory path.

3. Click the ellipses button to the right of the box to open a standard Windows file browser. Use the browser to select the directory that you wish to use for the Workfile.

This will be the folder created for the current configuration of Poliscript Create.

4. Click **OK**.

System defaults

Poliscript Create software provides a comprehensive range of subtitling and system setup parameters which enable you to configure the system to suit individual preferences and/or the requirements of a particular subtitling task. Any changes made are saved when you exit from Poliscript Create. When you next run Poliscript Create, the values last used will be re-applied as the new system defaults.

Note The default parameter information is held in a system configuration file (the .OST file). Poliscript Create will look for this file when starting and will load the parameter information from it. If the .OST file is not found or is invalid, Poliscript Create will start-up with the original default values. Several different .OST files can be resident within the system to enable alternative configurations of the Poliscript Create system for different users or types of subtitling task. See: Multi-Configuration Setups.

Positioning windows

Within Poliscript Create you can choose to display or hide various windows that give you additional views into the subtitle file. An example of such a window is the Subtitle List. All of these windows may be floating or docking according to your own preference.

- A docking window is one that is anchored within Poliscript Create and is usually attached to one edge of the program window. A docked window may be hidden.
- A floating window is one that floats above Poliscript Create. You can move a floating window anywhere over the application or away from it. Floating windows are permanently displayed unless you close the window.

You can overlay windows so that they appear in the same position on the screen. It doesn't matter whether the windows are floating or docking.

You can selectively hide or show individual windows.

The size of the windows will change automatically as they move around the screen.

To make a window float

To make a window float do one of the following.

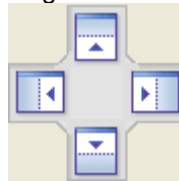
- Right-click on the window and select 'Floating' from the drop-down list.
This returns the window to where it was last positioned as a floating window.
- Click on the window's title bar then drag the window.

You may now place the window anywhere on the screen by dragging and dropping it to the required position. If you position it over a dock icon, it will become a docked window in the chosen position.

To make a window dock

To make a window dock do one of the following.

- Right-click on the window and select 'Docking' from the drop-down list.
This returns the window to its last docked position as a docked window.
- Click on the window's title bar then drag the window until the mouse cursor is

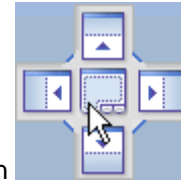


positioned above the appropriate dock icon and release the left mouse button.

The blue shaded area on the icon and on your screen show you where the window will be positioned.

To overlay windows

1. Drag a floating window over another window.



2. Position the mouse cursor on the overlay windows icon and release the left mouse button.
3. To view a specific overlaid window, select it from the tabs along the bottom of the window.
4. If you wish to separate the windows again, position the mouse cursor on the tab at the bottom of the window, hold down the left mouse button and drag the window to the required position.

To auto-hide a docked window

1. Do one of the following.
 - Click on a docked window's auto-hide toggle
 - Position the cursor on the window. Ensure 'Docking' is selected in the drop-down list and then select 'Auto-hide'.

The window is no longer displayed, but its name and position is shown by a tab.

2. If you wish to view the window, move the cursor over its tab.

While your cursor remains positioned on the tab or anywhere in the window it will be displayed. When you move the cursor elsewhere, the window will be hidden again.

If you wish to unhide the window again, click the window's auto-hide toggle

Poliscript Create Menus

Poliscript Create's static menus

Poliscript Create has three menu systems:

- All system functions are available as selections from the drop-down menus on the menu bar. Simply click on the menus and select the required options.
- In addition, a number of the system functions are also available via short-cut menus which pop up in the screen area. There are two such menus:

The Main shortcut menu	Activate this by right-clicking anywhere in the screen area (except on editable fields such as the timecode boxes) or by pressing the Menu key. It provides quick access to a number of frequently-used functions as an alternative to using the menu bar.
Edit shortcut menus	Activate these by right-clicking on editable fields such as the timecode boxes. They provide access to standard editing functions such as cut, copy and paste for manipulating the entries in the fields.

- Some windows within Poliscript Create have their own menu that relates specifically to that window. To display this type of menu you will need to position the cursor over the window and right-click.

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The commands available on the window menu mainly allow you to position the window, but in some instances the menu offers further, context-specific commands.

Where a window has both positioning commands *and* context-specific commands, position the cursor over the window title bar to access the positioning menu, or over the main area of the window to access the context-specific commands.

Changing the background image

To change Poliscript Create's background image

1. Choose the **Tools>Customise** menu option.
2. In the **Customise** dialog, click the **Background Image** tab.
3. Check the Use Selected Image box.
4. Enter the file path for the picture file you wish to use as the background in the Image File field.

A preview of your selection is shown in the Image box.

5. Do one of the following.
 - Click **Apply** to accept the selected picture and keep the **Customise** dialog open for further changes.
 - Click **OK** to accept the selected picture and close the dialog.
 - Click **Cancel** to cancel your changes.

Setting the cue font

You may wish to select a different font for cues, so that you can distinguish cue text from subtitle text.


To set the cue font

1. Choose the **Tools>Customise** menu option.
2. In the **Customise** dialog, click the **Cue Font** tab.
3. Check the Use Selected Font box.
4. Use the drop-down menus to select the desired font, style and size for the cue font.
5. Do one of the following.
 - Click **Apply** to accept the selected font and keep the **Customise** dialog open for further changes.
 - Click **OK** to accept the selected font and close the dialog.
 - Click **Cancel** to cancel your changes.

Customising the subtitle list box

You can customise the subtitle list box by choosing colours for the different elements, and setting the line width of the highlight box.


To customise the subtitle list box

1. Choose the **Tools>Customise** menu option.
2. In the **Customise** dialog, click the **Subtitle List** tab, and then select the button corresponding to the element you wish to change (e.g. Highlight or Text).
3. Do one of the following to set the colour.
 - Move the mouse pointer over the colour or greyscale palette until the colour/shade you want is shown by the preview and RGB values. Click to complete the selection.
 - Click the colour picker button  and use the standard Windows colour palette window to select the required colour.
4. Repeat the colour selection for other elements, as required.
5. If you wish to change the line thickness of the highlight box, select a value in the Highlight Thickness field. Values 1 - 4 represent line thickness in pixels.
6. If you wish to return all values to defaults, click **Default**.
7. Do one of the following.
 - Click **Apply** to apply the new values and keep the **Customise** dialog open for further changes.
 - Click **OK** to apply the new values and close the dialog.
 - Click **Cancel** to cancel all changes.

Customising the audio timeline

You can customise the audio timeline by choosing colours for the different elements.

To customise the audio timeline

1. Choose the **Tools>Customise** menu option.
The **Customise** dialog is displayed.
2. Select the **Audio Waveform** tab, and then select the button corresponding to the element you wish to change (for example, Waveform or Background).
3. Do one of the following to set the colour.
 - Move the mouse pointer over the colour or greyscale palette until the colour/shade you want is shown by the preview and RGB values. Click to complete the selection.
 - Click the colour picker button  and use the standard Windows colour palette window to select the required colour.
4. Repeat the colour selection for other elements, as required.
5. If you wish to return all values to defaults, click **Default**.
6. Do one of the following.
 - Click **Apply** to apply the new values and keep the **Customise** dialog open for further changes.

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- Click **OK** to apply the new values and close the dialog.
- Click **Cancel** to cancel all changes.

PC keyboard functions

The table below shows how the characters and functions represented on the dedicated Poliscript Create keyboard can be selected on a PC keyboard. Note that there is some variation in key functions due to the differences between different language keyboards.

For information about keyboard functions within SV3, refer to Playback control within the SV3 topic.

Operation	PC Keyboard
Shift Key Functions	
Normal SHIFT keys	SHIFT
Normal CAPS-LOCK toggle	CAPS LOCK
Apply certain functions to subtitles	ALT Gr key (Subtitle key)
Accent characters	ALT Gr key + top row of numeric keys
Access special characters	Special characters - \ key + characters or CTRL + ALT + characters
Timecode Override Key	LEFT CTRL key in rehearse mode only
Standard Editing	
Characters	A-Z
Numbers	0-9, NUMPAD 0-9
Symbolic characters, accented characters via single keystroke	,;+=-:@ Usually where a symbolic character is, but keyboard dependent
Special characters such as dotless I, upsidedown ?	Obtained via \ key + character, or CTRL + ALT + character. (e.g. in this case \ key + I, or CTRL + ALT + I)
Delete character to left of cursor	BACKSPACE
Delete character to right of cursor	DELETE
Toggle between Insert/Overwrite	INSERT
Go to start of subtitle / Put Subtitle ONAIR when Manually Cueing	HOME

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Go to end of subtitle / Put Subtitle OFFAIR when Manually Cueing	END
Go to start of row	CTRL + HOME
Go to end of row	CTRL + END
Go to previous subtitle	PAGE UP
Go to next subtitle	PAGE DOWN
New line	RETURN
Move to previous character	LEFT CURSOR (Left Arrow)
Move to next character	RIGHT CURSOR (Right Arrow)
Move to next word	SHIFT + RIGHT CURSOR
Move to previous word	SHIFT + LEFT CURSOR
Move up a line	UP CURSOR (Up Arrow)
Move down a line	DOWN CURSOR (Down Arrow)
Delete text from current cursor position to end of row	SHIFT + DELETE
Delete entire row	CTRL + SHIFT + DELETE
Delete a word	ALT + DELETE
Delete a subtitle	ALT Gr + DELETE
Delete a row but leaves spaces it used to occupy	CTRL + SPACEBAR
Deletes a subtitle but leaves cues intact	ALT Gr + SPACEBAR
Start a marked block of subtitles	ALT Gr + HOME
End a marked block of subtitles	ALT Gr + END
Insert a Row	CTRL + SHIFT + INSERT
Insert a Subtitle	ALT Gr + INSERT
Go to start of subtitle file	ALT Gr + Page Up
Go to end of subtitle file	ALT Gr + Page Down
Moving Text	
Move Word Up	CTRL + Up Arrow

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Move Word Down	CTRL + Down Arrow
Move Row left	CTRL + Left Arrow
Move Row Right	CTRL + Right Arrow
Move Subtitle Up	ALTGR + Up Arrow
Move Subtitle Down	ALTGR + Down Arrow
Move Subtitle Left	ALTGR + Left Arrow
Move Subtitle Right	ALTGR + Right Arrow
Command Function Keys Upper keypad	
Display Menu / Close Menu	CTRL + F1 OR Popup Menu Key if it is there
Edit Mode	CTRL + F2
Large screen Edit Mode	CTRL + SHIFT + F2
Rehearse Mode	CTRL + F3
Large screen Rehearse Mode	CTRL + SHIFT + F3
Find text in subtitles	CTRL + F
Replace text in subtitles	CTRL + H
Undo changes to the current subtitle	CTRL + Z
Find Comment	CTRL + SHIFT + F
Find Next Comment	CTRL + Page Down
Find Previous Comment	CTRL + Page Up
Access Recut Menu	F2
Merge current subtitle with following one	F3
Split current subtitle at cursor position	F4
Moves text from current subtitle to following one	F5
Set Mark text mode on/off	F6
Cut any marked text	CTRL + X
Spell-check the subtitle file	F7
Spell-check the current subtitle	SHIFT + F7 or ALT Gr + F7

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Cut marked block of subtitles	ALT Gr + X
Cut marked block of subtitles to a file	\ key + F6 or CTRL + ALT + F6
Copy any marked text	CTRL + C
Copy any marked block of subtitles	ALT GR + C
Copy any marked block of subtitles to a file	\ key + F7 or CTRL + ALT + F7
Paste any text currently in buffer	CTRL + V
Paste block of subtitles	ALT GR + V
Paste block of subtitles from a file	\ key + F8 or CTRL + ALT + F8
Initiate a series of checks	F10
Re-start checking from last error	SHIFT + F10
Safe Area Override	F11
Save subtitles to work file and current subtitle file if enabled	F12
Command Function Keys RH keypad	
Escape from menu, dialog box	ESCAPE
Goto a subtitle	CTRL + G
Goto the Duration box	NUMPAD '-'
Goto the Subtitle Number box	NUMPAD '+'
Capture timecode into the incue box	NUMPAD '/'
Go into incue box without capturing timecode	SHIFT + NUMPAD '/'
Capture timecode into the outcue box	NUMPAD '*'
Go into outcue box without capturing timecode	SHIFT + NUMPAD '*'
Command Function Keys LH keypad	
Toggle between the two fonts	F9

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Create cumulative subtitles	SHIFT + F9
Select foreground colour (white, cyan, yellow, green)	CTRL + F9, CTRL + F10, CTRL + F11, CTRL + F12
Select foreground colour (black, magenta, red, blue)	CTRL + SHIFT + F9, CTRL + SHIFT + F10, CTRL + SHIFT + F11, CTRL + SHIFT + F12
Select background colour (white, cyan, yellow, green)	\\ key + F9, \\ key + F10, \\ key + F11, \\ key + F12 or CTRL + ALT + F9, F10, F11, F12
Select background colour (black, magenta, red, blue)	\\ key + SHIFT + F9, \\ key + SHIFT + F10, \\ key + SHIFT + F11, \\ key + SHIFT + F12 or CTRL + ALT + SHIFT + F9, F10, F11, F12
Select foreground colour for whole subtitle (white, cyan, yellow, green)	ALT GR + F9, ALT GR + F10, ALT GR + F11, ALT GR + F12
Select foreground colour for whole subtitle (black, magenta, red, blue)	ALT GR + SHIFT + F9, ALT GR + SHIFT + F10, ALT GR + SHIFT + F11, ALT GR + SHIFT + F12
Timecode Override (used in combination with other keys)	LEFT CTRL key in REHEARSE MODE ONLY
Other Functions	
Toggle between italics mode on/off	F8
Toggle a word between italics/non-italics	SHIFT + F8
Toggle a row between italics/non-italics	CTRL + F8
Toggle a row from current position between italics/non-italics	CTRL + SHIFT + F8
Toggle a subtitle between italics/non-italics	ALT Gr + F8
Justify a row left/centre/right	CTRL + JUSTIFY (~ # key)
Justify a subtitle left/centre/right	ALT Gr + JUSTIFY (~ # key)
New File	CTRL + 'N'
Save out workfile to a subtitle file	CTRL + 'S'
Save out workfile to a subtitle file	CTRL + 'S' (Save)
Open a subtitle file	CTRL + 'R' or standard windows CTRL + 'O' (Open)
Manual cue enable/disable	CTRL + 'M'

Scan subtitle file	CTRL + 'D'
Screen Subtitling Character Generator Control Codes	
No Control	CTRL + SHIFT + '1'
Unboxed	CTRL + SHIFT + '2'
Boxed	CTRL + SHIFT + '3'
Ghost Box	CTRL + SHIFT + '4'
Stripe	CTRL + SHIFT + '5'
Ghost Stripe	CTRL + SHIFT + '6'
Outline	CTRL + SHIFT + '7'
Drop Shadow	CTRL + SHIFT + '8'
Capturing cues	
Capture Incue (Edit\Rehearse)	NUMPAD '/'
Capture Outcue (Edit\Rehearse)	NUMPAD '*'
Capture Incue (Rehearse)	PRESS SPACEBAR
Capture Outcue (Rehearse)	RELEASE SPACEBAR
Capture Incue, calculate Outcue, move to next subtitle	ALT Gr + RETURN
Recalculate Incue with regard to Outcue	ALT Gr + NUMPAD '/'
Recalculate Outcue with regard to Incue	ALT Gr + NUMPAD '*'
Override existing timecode and re-capture it	(Rehearse mode only)
Override Incue	LEFT CTRL + NUMPAD '/'
Override Outcue	LEFT CTRL + NUMPAD '*'
Override Incue	LEFT CTRL + SPACEBAR PRESSED
Override Outcue	LEFT CTRL + SPACEBAR RELEASED

Override Incue, calculate Outcue, move to next subtitle	LEFT CTRL + RETURN
Capture timecode, set incue of next subtitle to this value and outcue of current subtitle to this value minus the default interval	CTRL + SHIFT + NUMPAD '/'
Snap previous outcue to current incue minus the default interval	CTRL + SHIFT + *
News	(These cannot be changed)
Select a story	CTRL + '0' - '9'
Select a story	CTRL + NUMPAD + '0' - '9'

Keyboard layouts

The subtitling keyboard provides support for a number of languages through the use of language-specific keyboard drivers.

Typically, Poliscript Create systems are used in a single-language configuration and it is not necessary to change the keyboard layout. However, Poliscript Create can be configured to use two keyboard layouts in a single subtitle file. Each layout is assigned to one of the two available fonts, and the system will switch between them automatically as you change between fonts 1 and 2. This arrangement allows you to use two languages in a single subtitle file.

The required keyboard language(s) can be selected either through the setup options or from the toolbar.

Selecting keyboard language

The available keyboard driver files can be viewed and selected either through the Setup Options or via a button on the toolbar as described below.

The keyboard driver files are identified by the keyboard name (e.g. ESTONIAN.KBD), and are resident in the POLIScript CREATE\SYSTEM folder.

Note If you need to use a particular keyboard layout, the required driver *must* be loaded into this folder.

To select the keyboard language from the Setup Options

1. Choose **Tools>Options>Setup Options**.
2. Click the **Display Mode** tab.

The **Language 1 & 2** options will be displayed, where two fields are used to select the keyboard layout and font for each language.

If you are working in one language but require two different font styles in the subtitles, you would choose the same keyboard layout for both languages. However, different keyboard

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layouts can be used for multi-lingual subtitle files. The keyboard layout then changes over automatically when you switch between Fonts 1 and 2.

3. Select a keyboard layout from the **Keyboard** drop-down.

If required, scroll the list of available keyboard driver files to locate the layout you wish to use and then double-click on that name.

4. When you have chosen the required keyboard layouts for both languages, click **OK** to exit.

To select the keyboard language from the toolbar

1. Select the font that you want to associate the keyboard language with.
2. Choose the Keyboard icon  on the Fonts toolbar.
3. In the **Select Keyboard** dialog, select the required language in the list and then click **OK**.
4. Repeat these steps for the other font, if required.

Keyboard layouts

The subtitling keyboard provides support for a number of languages through the use of language-specific keyboard drivers.

Typically, Poliscript Create systems are used in a single-language configuration and it is not necessary to change the keyboard layout. However, Poliscript Create can be configured to use two keyboard layouts in a single subtitle file. Each layout is assigned to one of the two available fonts, and the system will switch between them automatically as you change between fonts 1 and 2. This arrangement allows you to use two languages in a single subtitle file.

The required keyboard language(s) can be selected either through the setup options or from the toolbar.

Font setup

The fonts available on your Poliscript Create system can be viewed and selected through the setup options. These allow you to select up to 2 fonts (from those fonts available on your system) for use in the current subtitle. For information on how to apply the selected fonts to the subtitle text see: [Selecting or changing the subtitle font](#).

Note If you need to use a particular font, the required font file must be loaded into the POLIScript CREATE\SYSTEM folder.

To change the current font setup

1. Choose **Tools>Options>Setup Options**.
2. Select the **Display Mode** tab.

The **Language 1 & 2** options will be displayed, where two fields are used to select the keyboard layout and font for each language. Language 1 uses font 1 and language 2 uses font 2 in your workfile. If you wish to work with just a single font, you can select the same one for both language 1 and language 2.

From this tab you can also change the keyboard layout (where necessary) to correspond to the font selection.

3. To select a font from those available on your system, click on the ellipsis to display the **Choose Font** dialog.

This displays all the available fonts. To narrow the selection to those fonts available for a specific language, click on the language filter pulldown, and select a language.

4. Select a font and click **OK**.

5. If you wish to display character codes for characters not found in the selected fonts, and whenever Poliscript Create encounters colour code or italic codes in the subtitle text, check the **Show Codes** box. When this box is unchecked, no codes will be displayed.

6. If you wish to have a solid background behind each character, check the Characters Boxed box. When this box is unchecked no background is displayed.

7. When you have chosen the required fonts for both languages, click **OK** to exit.

Selecting or changing the subtitle font

There are up to two fonts available for use in subtitles, and these are selected through the Setup Options. In operation these are referred to as Font 1 and Font 2, and you can switch between these at any point in the subtitle file. The font is applied to the whole row (see below).

To select or change the font

1. Make sure that the cursor is positioned in the row where you want to apply or change the font.
2. Do one of the following.
 - Press the **Font** key. This toggles the font between Font 1 and Font 2.
 - Select the alternative font in the Font toolbar.



3. The font you select will be applied to the complete row, including any text already in that row. Any text you enter from now on will use the current selection.

4. **Note** You cannot mix different fonts in the same row. You can however, have individual rows using either of two fonts.

For general information on fonts, refer to About Poliscript Create fonts. For information on changing fonts for blocks of subtitles, refer to Block font selection.

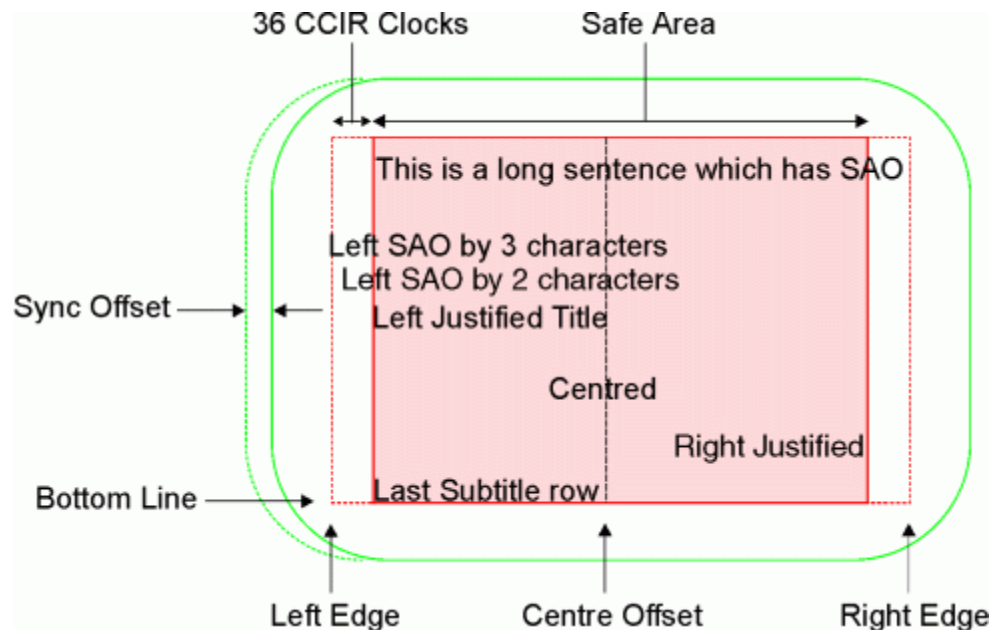
About the safe area

On some television sets the portion of the screen where images can be displayed is smaller than standard. This means that subtitle text which can be seen on one set might not all be seen on another. To get round this problem, Poliscript Create subtitle text is placed within a defined safe area that ensures all of the subtitle will always be visible.

If necessary, however, you can override the safe area limits by up to 3 full-width characters.

See: Placing text outside the safe area.

The safe area is defined in terms of CCIR601 clocks. The picture below shows the safe area and how the various setup parameters apply.



About timecode

Video and television pictures are made up of frames, displayed at a rate of 25 frames per second in the PAL and other common European standards, or 30 frames per second in the American NTSC standard.

Timecode is used to identify each frame and also to provide timing information which locates the point within the programme material where a particular frame is located. There are different forms of timecode:

- Vertical interval timecode (VITC) is recorded as part of the picture information on the recording.
- Linear timecode (LTC) is usually recorded as an audio signal on channel 2 of the VHS tape. Linear timecode can therefore be heard as a continuous buzzing if channel 2 is listened to.
- Burnt in timecode (BITC) also known as timecode in-vision (TCIV) is visible on screen and can be used as a cross-check that the other forms of timecode are accurate. It is preferable that burnt-in timecode is displayed at the top of the picture so that it is not obscured by the subtitle.

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However, all forms of timecode use the format **hh:mm:ss:ff** where:

hh = hours

mm = minutes

ss = seconds

ff = frames.

For example, the timecode value **12:15:47:08** equates to **12** hours, **15** minutes, **47** seconds and **8** frames.

It is common practice for the timecode value at the start of the programme material to begin at 02:00:00:00 or 10:00:00:00 so that lead-in material can appear before the beginning of the programme itself. This also allows the first subtitle (zero) to appear at 00:00:00:00 as a header title which will never be broadcast.

Poliscript Create uses timecode values to define:

- The point at which the subtitle appears on-screen – the **in-cue**.
- The point at which the subtitle is removed from the screen – the **out-cue**.

The difference between these two values is the **duration**, that is, the length of time for which the subtitle is displayed.

About in-cues and out-cues

The timecode value which identifies the frame in the programme material when a given subtitle is displayed is known as the **in-cue**.

The timecode value of the last frame in which the subtitle is displayed is known as the **out-cue**.

Each subtitle appears at the **in-cue** and disappears on its **out-cue**.

Subtitle duration

The difference in time between the in-cue and out-cue is known as the **duration** of the subtitle. This is generally expressed in seconds and frames, for example, 03:20 means the subtitle will be on-screen for 3 seconds and 20 frames.

Interval

The difference in time between the out-cue of one subtitle and the in-cue of the next, is known as the **interval**.

Subtitle 0

The first subtitle in a file, subtitle 0, is often used as a title or file header to carry various pieces of information about the subtitle file. This subtitle is not intended to be seen by the viewer and by convention it has an in-cue of 00:00:00:00 and an out-cue of 00:00:00:08.

As the programme timecode does not usually begin until 02:00:00:00 or 10:00:00:00, subtitle 0 will never appear in transmission. If the first subtitle of a file has the number 0 and a timecode of

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00:00:00:00, Poliscript Create assumes it to be the header title, and does not include it in default utilities.

Reading speeds

The typical subtitle reading speed of an adult is 120 words per minute (WPM) or about 9 characters per second (CPS). Material for children is in the range of 60 to 90 words per minute depending on the target age group.

It is a common rule that a single-line subtitle should be displayed for about 3-4 seconds and a 2-line subtitle should be displayed for about 5-7 seconds.

Warning messages

The system will display a warning dialog if:

- The out-cue of the current subtitle is before the in-cue of the current subtitle
- The in-cue of the current subtitle is before the out-cue of the previous subtitle
- The out-cue of the current subtitle is after the in-cue of the next subtitle.

Click **OK** to cancel the warning and you will then have to adjust the appropriate cue.

Note If the cues are not set correctly, you will not be able to place Poliscript Create into Rehearse mode.

The check routines can be used to identify time cues which are incorrect or are unsuitable.

System setup

Setup of the system parameters for Poliscript Create is carried out via the **Setup Options** dialog. This allows you to define and adjust the basic setup of Poliscript Create and includes settings such as the subtitle editor format, timecode type, cue defaults, reading speed parameters, etc.

Note It is important to take care when altering these parameters as many, including file names, are recorded by the system in the .OST file after Poliscript Create is closed and will therefore be applied as the system defaults next time the application is run.

To change any of the setup options

1. Select the **Tools>Options>Setup Options** menu option.

The **Setup Options** dialog will be displayed.

2. Refer to the individual topics in this section for information on the settings on each tab.

Editor

Option	Settings:	Function:
Default Row	0 - 11	Selects the row on which the cursor will be positioned when editing a subtitle.
Default Font	1 or 2	Selects the default font used for the subtitle text. This may be changed later either for individual subtitles or for blocks of subtitles.
Save every ## minutes	0 - 99	Makes Poliscript Create automatically save the current workfile every ## minutes. This prevents the loss of subtitles in the event of a power cut or computer problem, etc.
Save every ## subtitles	0 - 99	Makes Poliscript Create automatically save the current workfile after ## subtitles have been created or modified.
Default Justification	Left Justify Centre Justify Left Centre Justify Right Justify	Sets the default subtitle text alignment
Colour entry	On/Off	When set to Off, prevents use of coloured text/background for file formats which do not support colour such as EBU Open.

Capture settings

Option:	Settings:	Function:
Capture	IN and OUT Cues Calculate Duration	<p>Defines the way in which cues are captured from incoming timecode.</p> <p>IN and OUT Cues, requires capture of the In-Cue and Out-Cue separately using the In Cue and Out Cue keys or the mouse.</p> <p>Calculate Duration requires capture of the In-Cue only. Poliscript Create then uses the length of the subtitle text and the reading speed parameter to calculate the optimum duration.</p>

Snap and chain cues

Option:	Settings:	Function:
Incue Snap Threshold	0 - 150	When capturing cues, sets the threshold (in frames) at which the in-cue will snap back to the previous out-cue plus the default interval.

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		For example, if this value is set to 7, and the interval between subtitle 1 and subtitle 2 is 5 frames, the in-cue of subtitle 2 will be snapped back to the out-cue of the previous subtitle <i>plus</i> the default interval. If the interval between the two subtitles is 7 or more frames, the in-cue of subtitle 2 will not be changed.
Chain Cues	On/Off	When on, whenever a new subtitle is added to a file, sets its default in- and out-cue based on the out-cue of the previous subtitle and the default settings for interval and subtitle duration.

Default cues

Option:	Settings:	Function:
Default Interval	0 - 99	Defines the default interval between subtitles.
Default Duration	0 - 255	Defines the default duration for subtitles.
Minimum Duration	0 - 100	Defines the minimum duration for subtitles.
Enforce	On/Off	Toggles between enforcing the minimum value (On) or not enforcing it (Off). When on, the value specified in the default interval and/or minimum duration field becomes the enforced minimum.

The values are for interval and duration are expressed in frames.

Reading speed

Option:	Settings:	Function:
Words Per Minute (WPM)	0 - 250	Changes the Speed setting (see below) to Words Per Minute
Characters Per Second (CPS)	0 - 30	Changes the Speed setting (see below) to Characters Per Second
Speed WPM or CPS		Defines a reading speed in ### characters per second or words per minute

Display mode

This tab provides a number of options related to fonts and their display within Poliscript Create. These settings have no effect on how the fonts appear in the broadcast/recorded output. They determine only the appearance within the Poliscript Create screen.

Option	Settings	Function
Language 1 / Language 2	-	These allow you to change the font and keyboard selections (where others are available). This option should be used with

		great care, as the system fonts are often matched with those of a particular transmission system, and a change could cause the output to be incorrect.
Show Codes	On/Off	Allows the character attribute codes (for text and background colours, etc), where present, to be switched on or off. This option is useful when editing Teletext subtitles.
Characters Boxed	On/Off	Toggles between having a solid background behind each character (On) or no background (Off).

Supported file formats

Poliscript Create supports the following subtitle file formats.

- Compressed
- EBU
- ASCII

Compressed files

A compressed file is a compacted version of a PU2000 file. Poliscript Create adds a .PAC extension to the file. These files will therefore always be named in the form: *filename.PAC*.

The ability to use different names allows you to place more than one subtitle file in a single folder.

This format is the normal disk format used for subtitle files within Poliscript Create, and supports all the languages available on that system.

EBU files

The European Broadcasting Union (EBU) has defined a common file format to enable the transfer of subtitle files from one system to another.

Poliscript Create saves EBU files with a .STL extension. These filenames will therefore always be named in the form: *filename.STL*.

The EBU format has been widely adopted for Teletext use, and is the normal format for Teletext subtitle storage. Poliscript Create supports EBU for Latin, Cyrillic, Greek and Hebrew. Arabic is not currently supported for EBU by Poliscript Create.

EBU Open format files are ill-defined and are not recommended for use except as a text and timing transfer medium. Other systems do not necessarily read the format well.

ASCII files

Poliscript Create can read standard ASCII files in various character sets.

Poliscript Create adds the extension .TXT to the filename when writing-out the file, and requires the .TXT extension be present for any ASCII file that you attempt to read-in.

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ASCII files written out from Poliscript Create will be formatted to ensure that as little information as possible is lost. This is useful for actions such as exporting text to an external word-processor for spell-checking.

Poliscript Create has an ASCII parser facility, which enables it to interpret ASCII subtitle files written in various custom formats.

UNICODE files

The Unicode standard is a character-coding system designed to support the worldwide interchange, processing, and display of the written texts of the diverse languages of the modern world. In addition, it supports classical and historical texts of many written languages.

Poliscript Create can read and write files conforming to the Unicode standard. It adds the extension .TXT to the filename when writing-out the file, and requires the .TXT extension be present for any Unicode file that you attempt to read-in.

Setting file options

For each of the supported subtitle file types, you can define as defaults the location (that is, the directory in which Poliscript Create will look for files of the type) and some file-type specific options. The defaults are defined through a **File Options** menu selection, and are offered automatically when you open or save a file.

For example, you might set the default directory for ASCII files as c:\Poliscript Create\ascii, and choose particular in and out conversion options. These would then be offered each time you opened or saved an ASCII file.

You can, however, override the defaults at any time by selecting a different source location and/or changing the file type specific options.

To set the file options

1. Choose the **Tools>Options>File Options** menu option.

In the **File Options** dialog, the left-hand pane shows a list of all supported subtitle file types and of system files. (Click the + boxes if you can't see the individual file types.) Each entry shows the wildcard file name that Poliscript Create uses when looking for files of the type.

When you click on a file type, the right-hand pane shows the current default directory and (where relevant) type-specific option settings for the file type.

2. Click on a file type.
3. In the **Workfile Directory** field, do one of the following to set the default directory for files of the type:
 - Enter the full directory path definition.
 - Click the ellipses button to the right of the field and use the browser window to locate and select the directory.
4. If type-specific options are displayed, refer to the appropriate topic and set the options as required.
 - PU2000 & COMPRSD
 - EBU

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- ASCII
- UNICODE



EBU file options

File type	Options	Which
EBU	Display Standard TTXT 1 TTXT 2 Open	Determines the information written into the file. If either TTXT 1 or TTXT 2 is selected, the file written out will be in the EBU Teletext format, with Teletext codes and colours. If Open is selected, the file written out will be an EBU OPEN format file, allowing italics, etc. EBU OPEN format files are ill-defined and are not recommended for use except as a text and timing transfer medium. Other systems do not necessarily read the format well.
	Open colours On Open colours Off	Provides the option to strip-out colour information when writing an EBU Open file.
	Use Custom EBU Header	Allows the individual parameters in the EBU header to be modified as required. See below.
	Table LATIN00 CYRIL01 (ARAB02) GREEK03 HEBREW04	This setting determines the character code table used in the EBU file.

Custom EBU header

The header for files saved in EBU format can be customised, either from the system **File Options** dialog (**Tools>Options>File Options**), or from the **Save As** dialog for an individual subtitle file. In either case, checking the **Use Custom Header** checkbox and clicking the associated **More** button opens an EBU Header window, in which any of the header parameters can be modified.

The dialog operates as follows.

Checkboxes	The 14 checkboxes enable or disable the associated aspects of the custom header dialog. If a box is checked, the setting in the custom header dialog will be used. If not, any setting will be ignored.
Title boxes 	If any of the four boxes associated with the title fields is selected, they show a blue page symbol. In this state, the associated title will be derived from the subtitle filename. If the boxes are cleared, any required titles can be entered in the associated text box.
Revision No. box 	If this is selected and appears as shown here, the revision number will be incremented by one on each save. If it is cleared, any required revision number can be entered in the associated field.
Load From buttons	Default values - sets all values to defaults. Last EBU File - derives values from the last EBU file to be read-in. Destination File - derives values from the file specified in the File Name field of the Save As dialog. Restore - derives values from the last-saved custom header.
Selection buttons	These select or unselect all of the 14 checkboxes.

ASCII file options

The ASCII Options menu allows selection of the character set translation for open and save operations.

File type	Options	Which
ASCII	Conversion IN	Selects the character set translation which will take place when importing an ASCII file.
	Conversion OUT	Selects the character set translation which will take place when exporting to an ASCII file.
	Custom	Selects a custom file type for the optional ASCII parser facility to interpret.

The **More** button displays additional options, which can be set for each of the two current fonts.

Option	Which
Font	Selects which font you are setting options for. Select 1 or 2.
Read File Format	Determines the expected format of the file being opened: Text - Expects plain text, and attempts to break the file into subtitles, each containing the number of lines set in the Max Lines Read field. Line Formatted - Assumes that the text in the file is already broken into subtitle lines, and obeys existing line breaks. 2020 - Expects a proprietary Screen Subtitling Systems ASCII file. PE2 - Expects a PE2 file, which contains subtitle numbers, timecode and text. This is usually used for double-byte coded subtitles.
Write File Format	Determines the formatting of the file when saved. The options are as for Read File Format.
Default Justification	Sets the default as right, left or centre justification.
Max Lines Read	Defines the maximum number of lines in subtitles.
Reverse numbers on read/write	Specifies how numbers are to be read for languages that read right to left. When checked, this option has the effect of reading and/or writing numbers backwards, for example, 123 will be read or written as 321 according to the options specified. Reversing numbers on read is only generally necessary if the subtitle file has been written with the numbers reversed.

Unicode file options

The Unicode Options menu allows selection of the ANSI codepage and the character set translation for open and save operations.

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File type	Options	Which
UNICODE	ANSI Codepage	Selects the relevant language codepage.
	Conversion IN	Selects the character set translation which will take place when importing a Unicode file.
	Conversion OUT	Selects the character set translation which will take place when exporting to a Unicode file.

The **More** button displays additional options, which can be set for each of the two current fonts.

Option	Which
Font	Selects which font you are setting options for. Select 1 or 2.
Read File Format	Determines the expected format of the file being opened: Text - Expects plain text, and attempts to break the file into subtitles, each containing the number of lines set in the Max Lines Read field. Line Formatted - Assumes that the text in the file is already broken into subtitle lines, and obeys existing line breaks. 2020 - Expects a proprietary Screen Subtitling Systems ASCII file. PE2 - Expects a PE2 file, which contains subtitle numbers, timecode and text. This is usually used for double-byte coded subtitles.
Write File Format	Determines the formatting of the file when saved. The options are as for Read File Format.
Default Justification	Sets the default as right, left or centre justification.
Max Lines Read	Defines the maximum number of lines in subtitles.
Reverse numbers on read/write	Specifies how numbers are to be read for languages that read right to left. When checked, this option has the effect of reading and/or writing numbers backwards, for example, 123 will be read or written as 321 according to the options specified. Reversing numbers on read is only generally necessary if the subtitle file has been written with the numbers reversed.

Shuttle Pro operation

Poliscript Create is compatible with the Shuttle Pro 2™ USB controller, which can be used as an alternative means of operating a number of video control and subtitle-related functions.

Note: Shuttle Pro 2 driver V2.5 or above must be installed. If the driver shipped with the controller is earlier than this, replace it with the one included on the Poliscript Create installation CD, or download the latest driver from Contour Design.

The Shuttle Pro controls that have been defined for use with Poliscript Create and their respective functions are as follows.



Control	Action	Edit Mode	Rehearse Mode
1	Pressed	Enable/disable manual cueing to air	
2			
3			
4			
5	Pressed	Fast rewind	Fast rewind
6	Pressed	Double speed rewind	Double speed rewind
7	Pressed	Play/Pause (toggle)	Play/Pause (toggle)
8	Pressed	Double speed forward	Double speed forward
9	Pressed	Fast forward	Fast forward
10			
11	Turn right/left	Shuttle video forwards/backwards	Shuttle video forwards/backwards

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12	Turn right/left	Jog video 1 frame forward/backward	Jog video 1 frame forward/backward
13			
14	Pressed	Home/End key (toggle) (to allow manual cueing single key mode)	
15	Press and hold	Continuous Page Up through subtitles	
	Released	Stop	
16	Pressed	Manually cue current subtitle to air (equivalent to using middle mouse button)	
	Released	Manually remove subtitle from air	
17	Press and hold	Continuous Page Down through subtitles	
	Released	Stop	