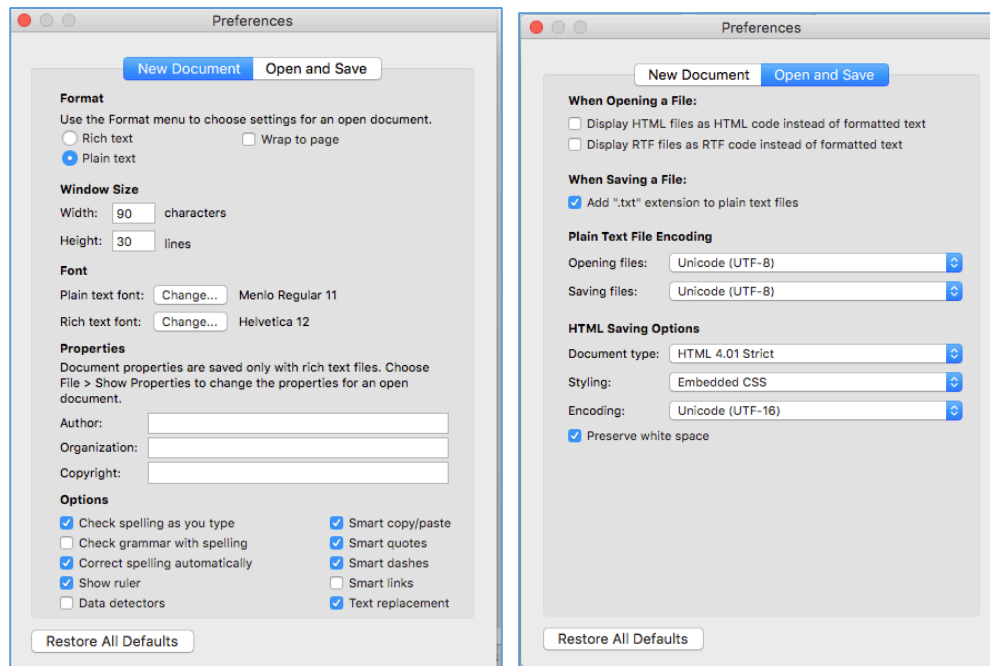### 1. BEFORE WRITING YOUR SUBTITLES:

Open "TextEdit"
In 'preferences' on the New Document tab make sure the Format is set to Plain Text.
On the Open and Save Tab, under Plain Text File Encoding, switch both of the options to Unicode (UTF-8)

You can now write your subtitles but they have to follow a certain format:

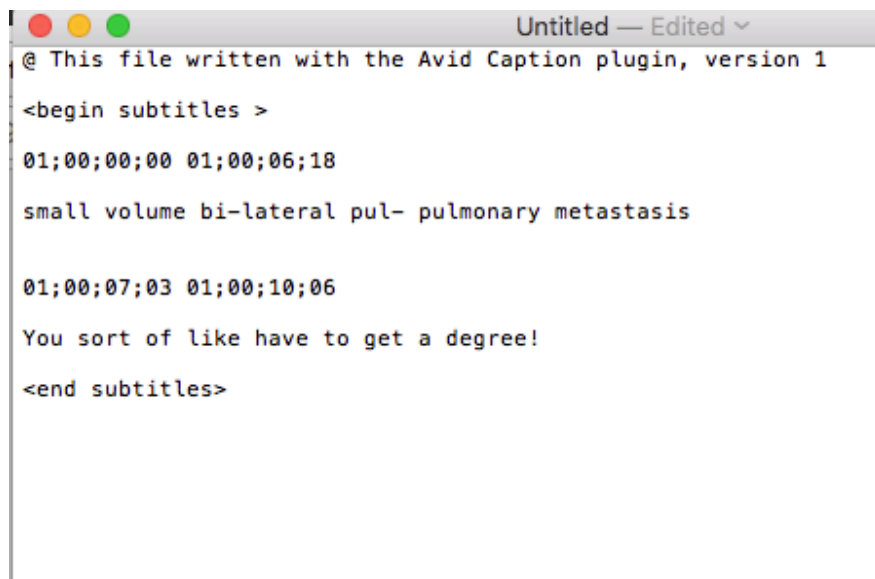### 2. WRITING SUBTITLES:

At the beginning, the very top line should say: @ This written with the Avid Caption plugin, version 1
Then, leave a line, and write <begin subtitles> and underneath that write the start and end timecode of your subtitle as HH;MM;SS;FF separated with semi-colons not colons.
- PLEASE NOTE: Your timecodes have to match the sequence timecodes and not the source time code! *

After each subtitle, leave a blank line before your next time code and continue until done. At the end on the very last line, write <end subtitles>. See the screen shot below for guidance on how to format: There's just two sentences in this example but you can do however much is needed.

```
●  ●  ●                    Untitled — Edited ⌄
@ This file written with the Avid Caption plugin, version 1

<begin subtitles >

01;00;00;00 01;00;06;18

small volume bi-lateral pul- pulmonary metastasis


01;00;07;03 01;00;10;06

You sort of like have to get a degree!

<end subtitles>
```

3.   SETTING UP YOUR SUBTITLES STYLE:
When this is done, save your file and go to Avid Media composer. In the source window (left hand video window, right click and select **load** filler. Set in and out points for the filler and **overwrite edit** (red arrow) it into the top video track only).
In the 'effects' menu (pink icon in the project window), find the **Generator** option and click on **Subcap**. Drag it onto your top video track so that it adds it into the filler of the entire track.

PLEASE NOTE: If you want to caption RUSHES and not your final edit timeline. Instead of Loading / Making Filler. Just drag the **Subcap function straight onto the clip(s).**

Click on "Tools" and **effect editor** to see your SubCap settings.
Now you can set the settings of your subtitles if you like, or you can set the individual clips separately after importing the file. Here you can use the Text Appearance settings to change font size, color and opacity and add outlines etc. (Fig 4.)
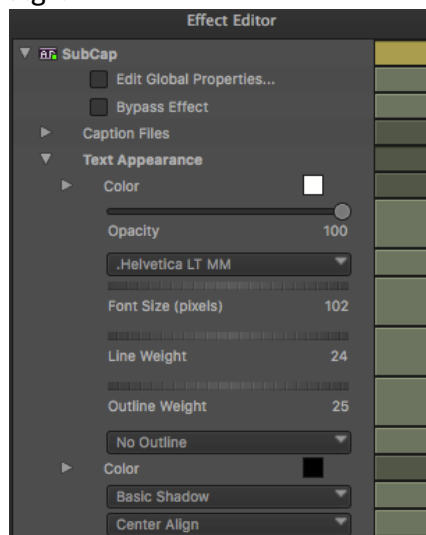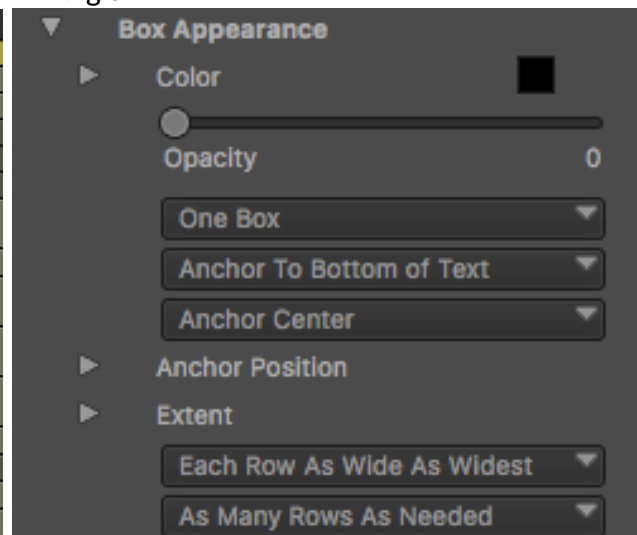
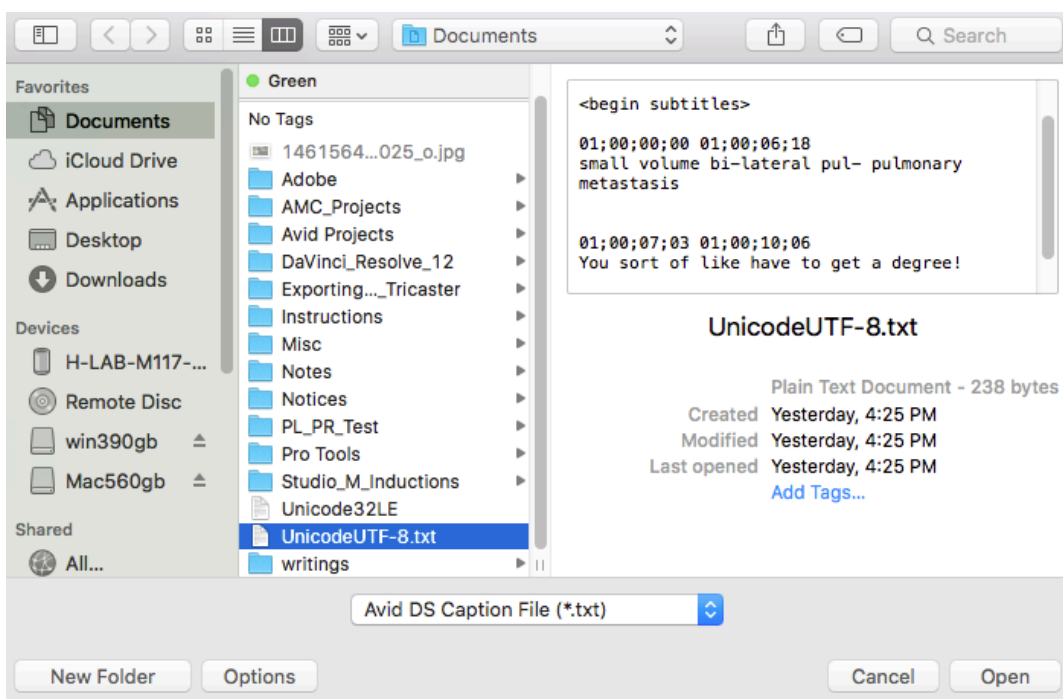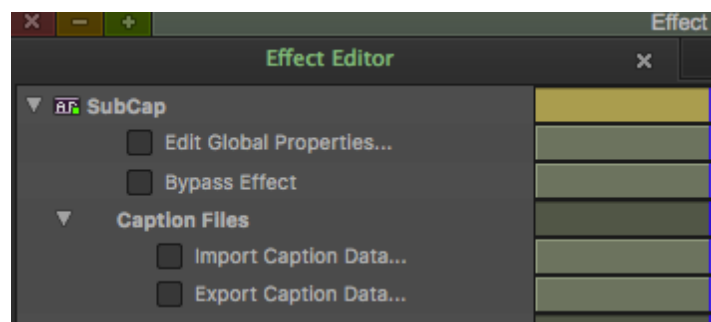Fig 4   Fig 5

In the Box Settings you can change the color and opacity of the box. By default Avid puts a black box around the titles, just change the opacity to 0 if you don't want it. (Fig 5)

In the "Extent" tab you can change width to "Widest as Wide" OR "as wide as needed" if your text is bunched up and not in lines at the bottom of the screen. (There's also options in the appearance tabs to change the alignment.)

When you have created your desired settings you can click Edit Global Properties… and select Stylesheet, name your stylesheet, click create and select set as default, then apply. Then when you come to making more subtitles you can just apply this style sheet without having to change it manually.

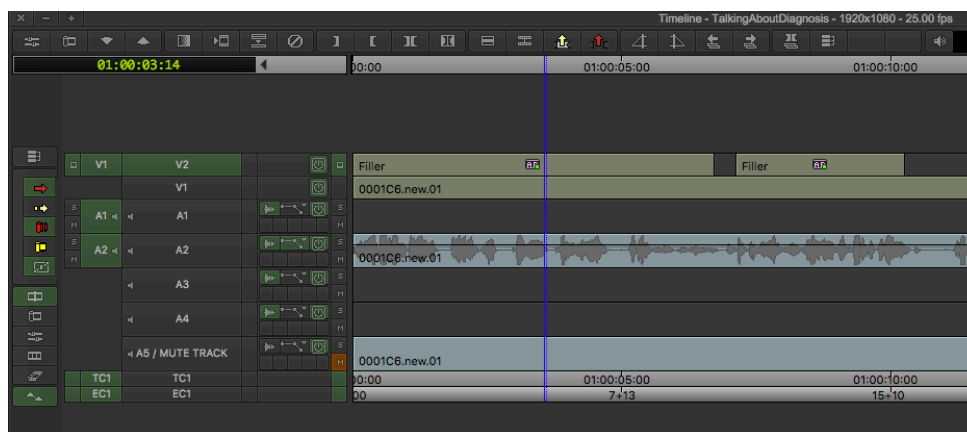4. **IMPORTING YOUR SUBTITLES:**

Double click the box that says "import subtitles file" and navigate to your file. Click "open." (In options make sure to check .TXT file as it is default set to .slt so the file may be greyed out to start with- see below)

It will open into the top track and each time code will be a separate segment (– If you add the SubCap effect to your clips rather than a filler track there will be an 'Add Edit' cut between each of your subtitles .)

You can edit the "global properties" of your subtitles to set a default beforehand or you can click on each edit to manually change certain subtitles if you like. You can add multiple subtitle files if you need to, it will add a new layer of filler each time so make sure you add a new video track beforehand.

This is how the .txt file will open providing you have added filler to the top track. Each "clip" on the V2 track represents the two lines of start and end timecode entered into the .txt file at the beginning.

If you are importing straight to the clip you will just had red "add edit" cut lines where the titles start and end on your actual clip in V1.

5. **TO MAKE A SUBCLIP WITH SUBTITLES ON:**

Set your in and outpoints in the timeline of where you want the subclip to start and end. Click the create subsequence icon in the top right of the record window and drag it to a bin.

To see this in the source window drag it from the bin into the source monitor. You can then edit it on to any sequence like a normal clip.

When you reconform to your online files the subtitles will still be there.

6. End result will look similar to this depending on individual style settings: