Spot 6.2
User Guide

August 2019

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Getting started

Installation

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

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

Enter Product Key

Please enter your 35 character product key in the field below. Make sure you are connected to the Internet before proceeding.

6E2EFE8A-2010-A811-65ED4E8FF10F9AE9

OK   Cancel
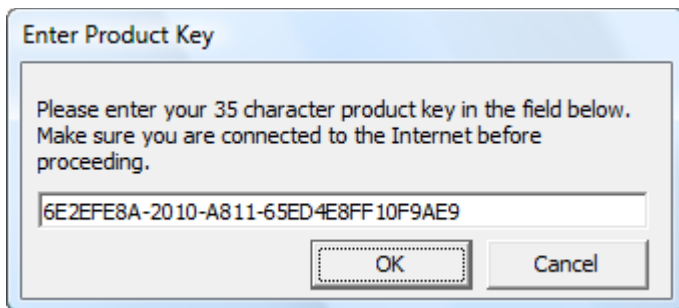
Spot will start up once the key has been validated.

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

System requirements

- At least 4 GB RAM for smoothest video playback.
- 100 MB available hard disk space, up to 4 GB if creating subtitled videos.
- Graphics card capable of displaying 32-bit colour at 1024 x 600 (minimum resolution). Dedicated graphics cards are preferred over on-board graphics.
- Sound card.
- Windows Vista, Windows 7, Windows 8, Windows 8.1 or Windows 10. Spot will run on a Mac if a suitable Windows emulator is installed.

The Main Screen

Screen layout
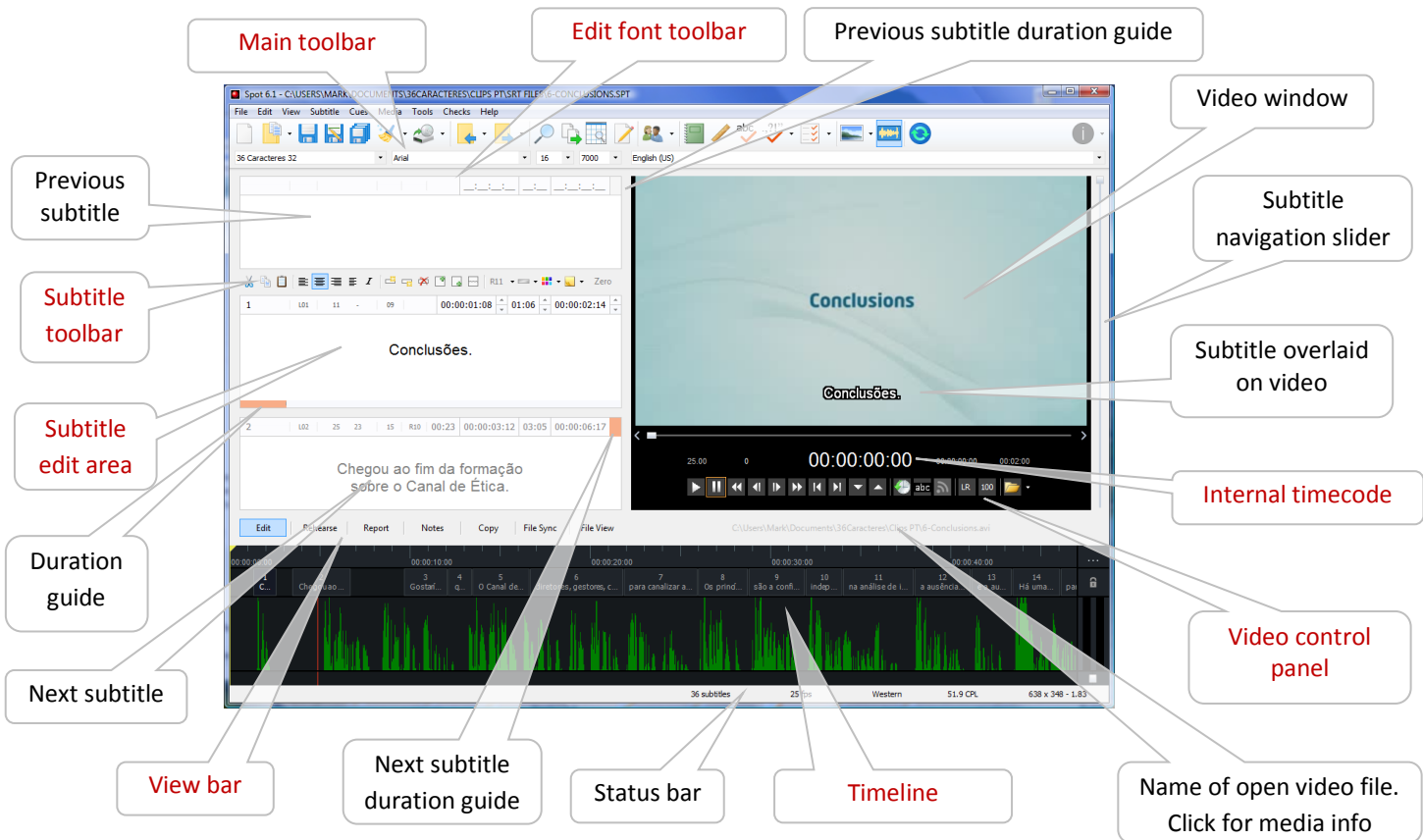
You can resize the main window by dragging the sides or corners of the window with the mouse. As you do so, the video window will resize accordingly.

Selecting the option **Remember main window size and position** in the **Options, General** window will save the size and coordinates of the main window and restore them the next time you start Spot. Click the **Default** button on the right of this option to restore the window to its default size.

The subtitle toolbar and view bar can be hidden by selecting the appropriate option from the **View** menu. You can also turn duration colour coding on and off for the previous and next subtitles. Many aspects of the main window can be customised – see the Customising Spot section of this guide for more information.

The timeline can be hidden or displayed by clicking its icon on the main toolbar. You set the height of the timeline in the **Media, Preferences** window.

Toolbars and status bar

Main toolbar

Open the File Clean Settings window.
Click the arrow to clean a file

Restore a backup file. Dropdown menu items: Enable/Disable Backups, Configure Backup Options and Open Backup Folder. Red light means backups are not enabled; green (as shown) means they are

New file

Open file

Find

Save file

Save As

Save All - save the current file, force an AutoSave, force a backup, save Notes, save video data

Open file import and file export windows. Dropdown menus provide quick access to several common import/export formats and the new batch export tool

Open Report view

Open the Punctuation Rules window.
Click the arrow to check punctuation in the file

Run selected checks.

Go To

Measurement converter

Show Timeline

Sync video with subtitles

Quick View

Notebook

Spelling

Update info icon. Enabled when an update is available

Open Profile properties window.
Dropdown menu items: Save Profile, Delete Profile, Import Profile Settings, Export Profile Settings

Click to open the Display Settings window. Dropdown menu items: Aspect Ratio, Video Format, Display Font, Load Display Settings

To add or remove items from the toolbar or change the icons, right click it and select Customise. In the Customise Toolbar window, select or deselect the buttons you want to show or hide. To change the position of a button on the toolbar, hold down the Alt key in the main Spot window and drag the button to a new location (the "Allow button reordering" option in the Customise Toolbar window must be selected first). The toolbar can be reset to its original state by right clicking it and selecting Reset. See the Customising Spot section of this guide for more information.

Subtitle toolbar
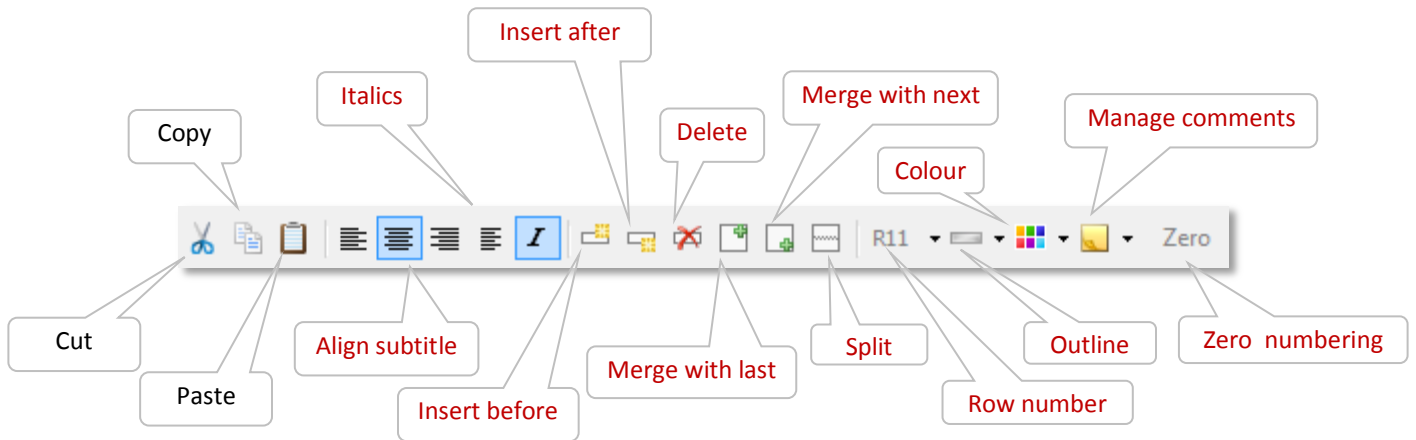
The subtitle toolbar can be shown or hidden by clicking **Subtitle Toolbar** from the **View menu**.

Edit font toolbar
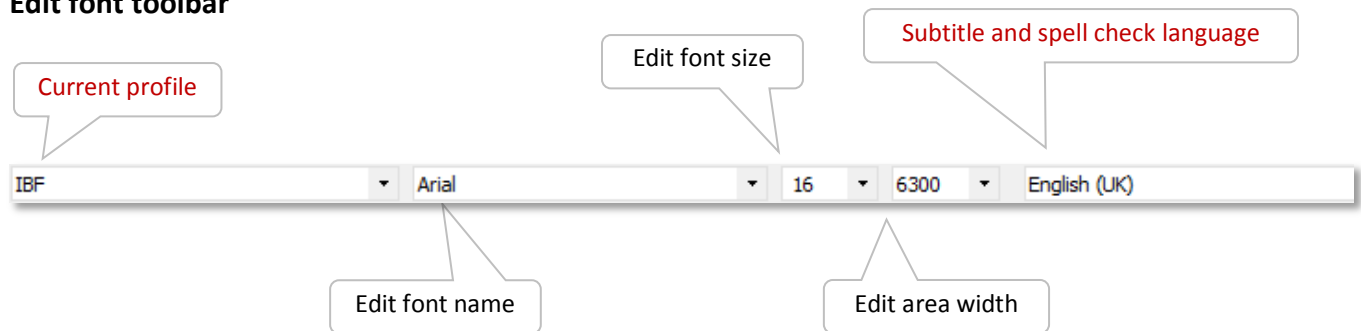
Be aware that the font name and font size only apply to the font used in the subtitle edit area. The video preview font is set in the Display Settings window.

Status bar
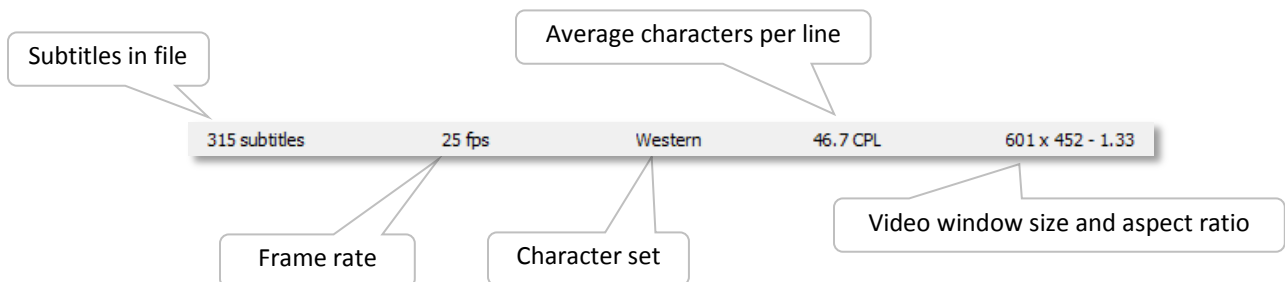
As the name suggests, the average characters per line indicator shows the *average* number of characters that will fit on one line using the current edit font. However, if the edit font is a fixed-width font (such as Courier New), this value will show the *maximum* number of characters per line. See the "How do I set a fixed number of characters per line?" question in the FAQ at the end of this guide for more information.

Subtitle edit area

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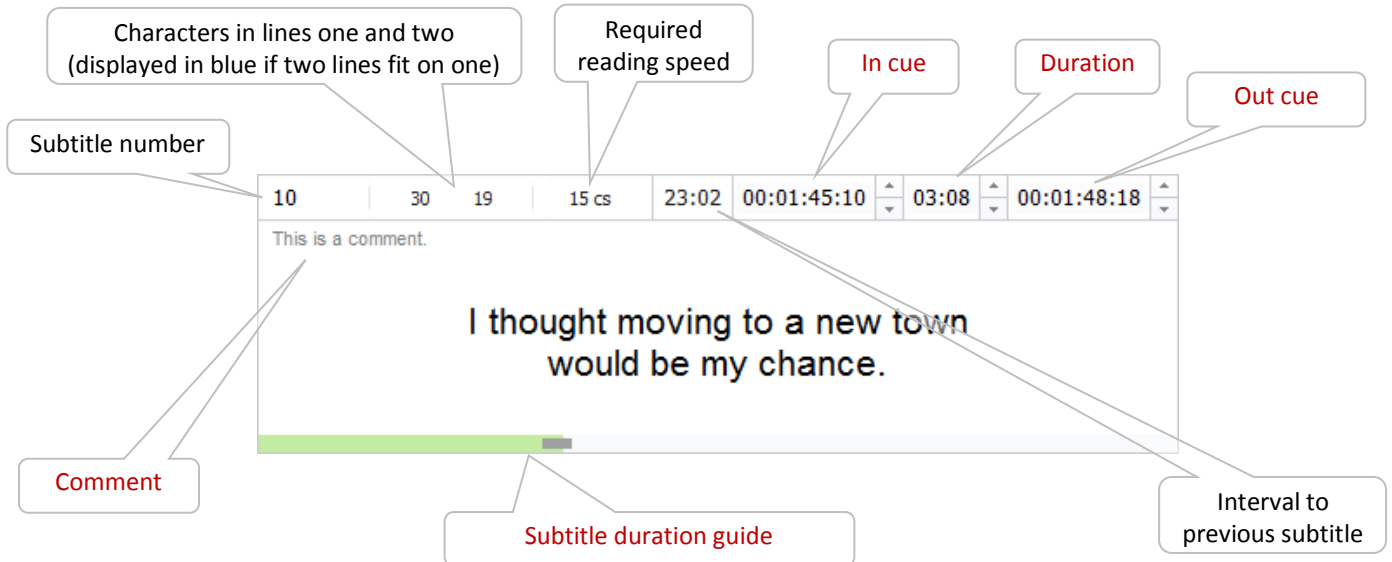
Using the TAB key

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

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

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

The View bar

There are six "mode" or "view" tabs at the bottom of the main window: Edit, Rehearse, Report, Notes, Copy and File Sync.

| Edit | Rehearse | Report | Notes | Copy | File Sync | File View |
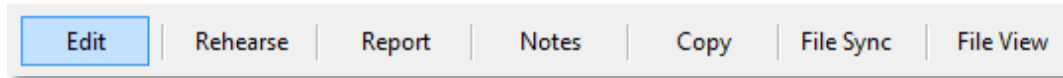
Rehearse (F8)

Switches Spot from Edit to Rehearse mode.

Report (Ctrl+R)

Opens Report View for the current file.

Notes (Ctrl+K)

Opens the Notes panel.

Copy (Ctrl+L)

Opens the Copy window.

File Sync

Puts Spot in File Sync mode. Please note that File Sync will shortly be deprecated.

Viewer (Ctrl+B)

Opens Spot's File Viewer.

Basic navigation

Creating a new subtitle

Press the **Page Down** key at the end of the file to create a new subtitle. If a file has only one subtitle, for example, press **Page Down** to create subtitle 2.

Moving between subtitles

Use the **Page Up** and **Page Down** keys to move to the previous and next subtitle. Clicking the previous and next subtitle boxes has the same effect, as does scrolling the mouse wheel.

Moving to the start and end of a file

Press **Ctrl+Page Up** to move to the first subtitle in the file and **Ctrl+Page Down** to move to the last subtitle.

Navigating quickly through a file

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

Moving to a specific subtitle

Press **F5** to open the **Go To** window. Type the number in the **Enter subtitle number** box and hit **Enter** or click **Go To**.
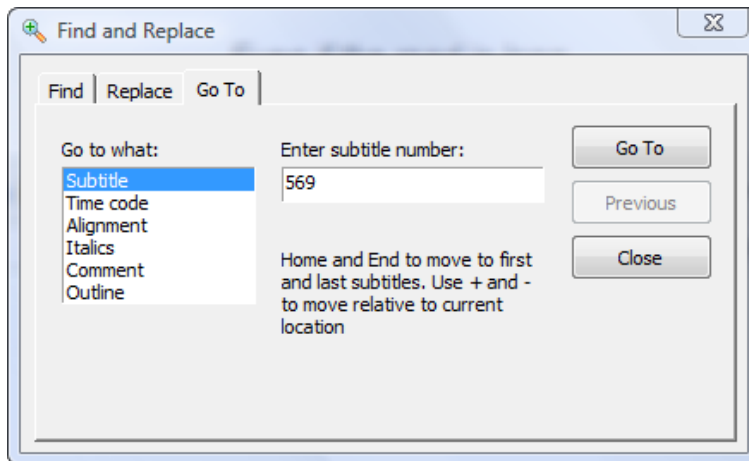
To find a subtitle with a specific in cue, click **Timecode** in the **Go to what** box, enter the time code you are searching for in the **Enter timecode** box and hit **Enter** or click **Go To**.

Leave the **Enter timecode** box blank and hit **Enter** or click **Go To** to move to the first subtitle that does not have an in or out cue assigned to it.

To find subtitles with specific formatting**,** select the type of formatting from the **Go to what** box, then use the **Next** and **Previous** buttons to navigate through the file.

For example, to find the next left-aligned subtitle in the current file, click **Alignment** in the **Go to what** box, select **Left** from the **Subtitle alignment** box and click **Next**.

There is an easier way of moving to a subtitle based on its in cue time without the need to open the Go To window. Press **Alt+F5** in Spot's main window, type the timecode in the pop-up window and hit Enter. Spot will find the subtitle whose in cue is closest to the time you typed.

Editing and formatting subtitles

Formatting subtitles

Aligning subtitles horizontally

Press the **F2** key to toggle the horizontal alignment of subtitles. Pressing **F2** with a left aligned subtitle, for example, centres that subtitle. Pressing **F2** again aligns it to the right and pressing once more aligns it centre left (centred around the longest line with other lines left-aligned). Use Quick View to change the alignment of a group of subtitles or all the subtitles in a file.

```
      This line is aligned left.

                          This is centred.

                                     This is right-aligned.

             And this subtitle is aligned left
             but centred in the document
```

Press **Shift+F2** to toggle the alignment of an individual line (**Enable individual line alignment** must be selected under **Tools, Options, Text Editing**). Although the alignment in the edit area will remain the same, the preview in the video window will reflect the change.

Lines can be indented (e.g. for closed caption work) by pressing **Ctrl+Alt+Right**. Press **Ctrl+Alt+Left** to remove indenting. You can also shift subtitles left and right in one per cent steps using **Shift+Alt+Left/Right**.

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

Aligning subtitles vertically

Press **Ctrl+Alt+UP/Down** to raise or lower subtitles. Use **Ctrl+Alt+1**, **Ctrl+Alt+2** and **Ctrl+Alt+3** to position subtitles at the top, centre or bottom of the screen. Subtitles can be shifted up and down in one per cent steps using **Shift+Alt+Up/Down**.

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

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

Italicising subtitles

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

When reformatting a file, two handy italics shortcuts are available: pressing **Alt+F3** will remove all manually added italic flags from the current subtitle; pressing **Ctrl+F3** will remove all manual italic flags and make the whole subtitle italic. So, by pressing **Alt+F3**, the following subtitle (probably imported from another format)

```
<We were told to line up>
<and wait for the Master>
```

becomes

```
We were told to line up
and wait for the Master
```

whereas pressing **Ctrl+F3** formats it as follows.

```
We were told to line up
and wait for the Master
```

Both these formatting commands can be applied to multiple subtitles in the Quick View window.

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

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

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

Adding comments to subtitles

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

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

Use the **Manage Comments** window (**Subtitle, Comments, Manage Comments** or **Ctrl+M**) to keep track of the comments in a file, and to print, delete, copy or save comments. You can force the **Manage Comments** window to remains always on top or to act like a standard window by selecting the appropriate option under **Tools, Options, Customise**.

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

Comments for a file can be printed out or saved by selecting the appropriate command from the Comments menu in the **Manage Comments** window.

More options for comments are available by clicking the dropdown arrow next to the Comment icon 🗔 on the subtitle toolbar. By default, comments for each subtitle are displayed between the subtitle text and subtitle toolbar, but you can opt to show them below the subtitle text or at the very bottom of the subtitle edit area.
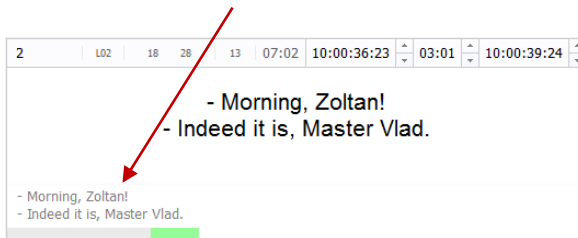
Comment displayed below subtitle   Comment displayed at the bottom of the edit area
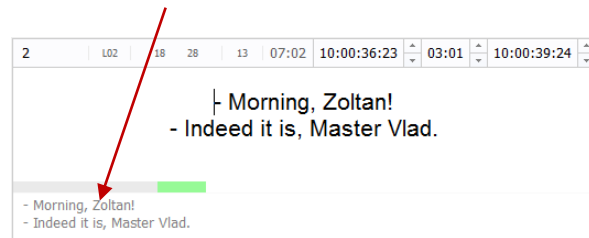
To copy subtitle text to the comment fields, click **Copy Subtitles to Comment Field**. To swap text and comments, click **Swap Comment and Subtitle Fields**.

Note that not all file formats support comments (e.g. text files) and some of those that do are restricted to a certain number of characters. PAC and STL EBU files have support for comments, but some subtitling software applications wrongly add the comments as actual subtitle text. To turn comment embedding in PAC or STL files on or off, go to **Options, Files, General** and select or deselect "Do not save comments in PAC and STL files".

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

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

Adding outlines to subtitles

To add outlining to the current subtitle, press **Ctrl+G.** To remove outlining from the subtitle, press **Ctrl+G** again. Use Quick View to add or remove outlining to or from multiple subtitles.

The default outline type (i.e. the type of outline created by pressing **Ctrl+G**) can be changed under **Tools, Options, Text Editing, Outline** to any of the following:

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

Switching to **Ghost boxed outline**, for example, means that every time you press **Ctrl+G**, ghost boxed outlining will be added to the subtitle. Here's how the different outlines appear in the video preview window.

Boxed
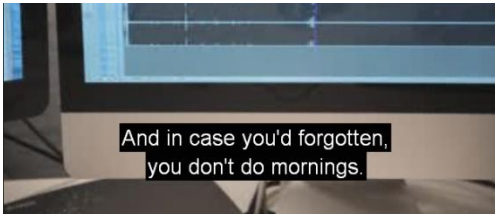
Ghost boxed
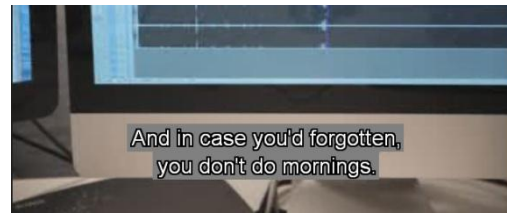
Stripe
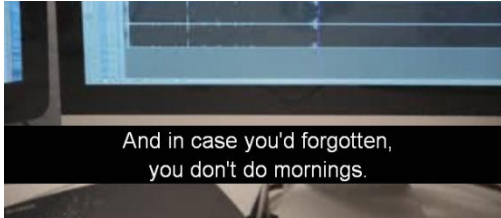
Ghost stripe
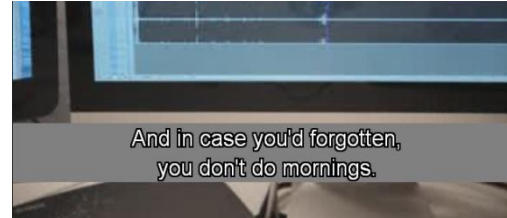
Note that only some subtitle file formats support outlining.

Subtitle editing functions

Adding new subtitles

To add a new subtitle, press the **Page Down** key at the end of a file.

Inserting subtitles

To insert a subtitle before the current subtitle, click the **Insert Subtitle Before** button on the subtitle toolbar or press **Ctrl+F5**. A new subtitle will be inserted immediately before the current subtitle.

To insert a subtitle after the current subtitle, click the **Insert Subtitle After** button on the subtitle toolbar or press **Shift+F5**. A new subtitle will be inserted immediately before the current subtitle.

Insert before   Insert after
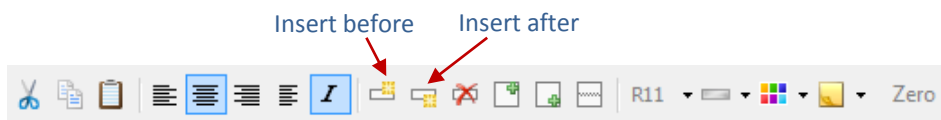
Deleting subtitles

Click the **Delete Subtitle** button on the toolbar or press **Ctrl+F6** to delete the current subtitle.

A range of subtitles can be deleted using Quick View or the **Delete Range** window.

Merging subtitles

To merge the current subtitle with the next subtitle, click the **Merge Current Subtitle With Next** button on the toolbar or press Shift**+F7**. The newly merged subtitle will inherit the out cue of the second subtitle.

To merge the current subtitle with the previous subtitle, click the **Merge Current Subtitle With Previous** button on the toolbar or press **Ctrl+F7**. The newly merged subtitle will inherit the in cue of the previous subtitle.

Merge with previous   Merge with next
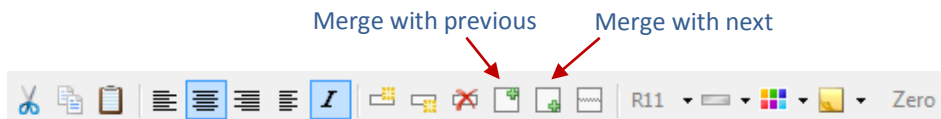
Splitting subtitles

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

Split subtitle

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

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

Splitting and merging subtitles

To split and merge the current subtitle, press **Ctrl+F9**. The current subtitle will be split at the cursor; the text to the right of the cursor will be merged with the next subtitle.

Copying subtitles

Use Quick View to copy subtitles within the current file. Subtitles can be copied from an external file in a number of different ways, including Quick View, Copy and File Viewer.

Text editing functions

Deleting text

To delete a word, move the cursor to the start of the word and press **Ctrl+Del**.

To delete a line, press **Ctrl+Y**.

To delete all the text in a subtitle, press **Ctrl+Shift+Del** .

Moving words between rows

Use **Alt+Up Arrow** to move the word at the start of line two to the end of line one.
Use **Alt+Down Arrow** to move the word at the end of line one to the start of line two.

Tools, Options, Text Editing lets you change the position the cursor needs to be in for these actions to work.

You can use the mouse to drag and drop text within the subtitle edit area by selecting this option in the **Tools, Options, Text Editing** window. The same window lets you hide the mouse cursor whilst typing.

Swapping lines one and two

Press **Ctrl+F2**.

Toggling text between UPPERCASE, lowercase and Sentence Case

Select the text you wish to change. Press **Shift+F3** once, twice or three times.

Quick formatting shortcuts

These shortcuts can prove particularly useful when reformatting a subtitle file.

- Press **Ctrl+Hyphen** to add dual speaker hyphens to the subtitle.
- Press **Ctrl+Full stop** to add a full stop to the end of the subtitle.
- Press **Ctrl+Comma** to add a comma to end of the subtitle.
- Press **Ctrl+Space** to delete all extra spaces in a subtitle.
- Press **Alt+F3** to remove all manual italics flags (<>) from a subtitle.
- Press **Ctrl+F3** to remove all manual italic flags and make the whole subtitle italic.

Inserting quick characters

You can store up to 10 "quick" characters and insert them in a subtitle using the **Alt+0-9** key combination. Click **Help, Quick Characters** to assign the characters.

Compressing text

Press **Ctrl+T** to remove all hard carriage returns from the text in a subtitle and force a "best fit".

Adding colours

To use colours, you must select **Enable colour support** under **Tools, Options, Text Editing**. The colour can be set for individual words by using the following shortcuts:

Red = **Right Ctrl+1**, Green = **Right Ctrl+2**, Yellow = **Right Ctrl+3**, Blue = **Right Ctrl+4**, Magenta = **Right Ctrl+5**, Cyan = **Right Ctrl+6**.

On some systems the colour flags will appear in the edit area as right-angled lines, on others as boxes or parallel vertical lines. Whatever the appearance, please bear in mind that all flags count as a space.
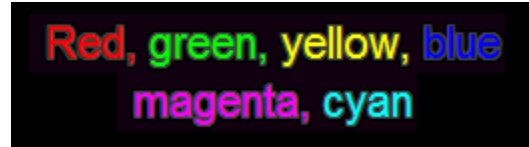
You can add colours to whole lines by using the key combinations **Shift+Alt+1** to **Shift+Alt+6**. This is the preferred option if you do not need to change colours within a single line.

AutoReplace and AutoFormat

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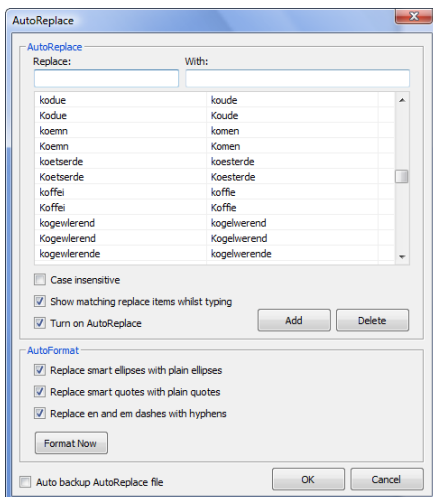
To add an AutoReplace entry:

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

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

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

Selecting the **Case insensitive** option means the replacement will match the case of the AutoReplace entry. Using the AutoReplace entry aminal = animal as an example, typing aminal will produce animal, Aminal will produce Animal and AMINAL will produce ANIMAL.

To delete an AutoReplace entry:

- Select the entry from the list.
- Click the **Delete** button.

To turn off AutoReplace, uncheck the **Turn on AutoReplace** option.

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

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

Undo

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

The undo flag is reset when paging up and down between subtitles unless the **Enable full undo** option has been selected in the **Tools, Options, General** tab. In this case, the undo flag is only reset when the main Spot window loses the focus (i.e. when opening another window within the program).

Notebook has unlimited undo and redo.

Quick View

The Quick View window (**Ctrl+Q** or **Subtitle, Quick View**) lets you apply settings to a group or range of subtitles. It also allows you to copy subtitles from eternal files into the current file, and compare two files and highlight the differences between them.
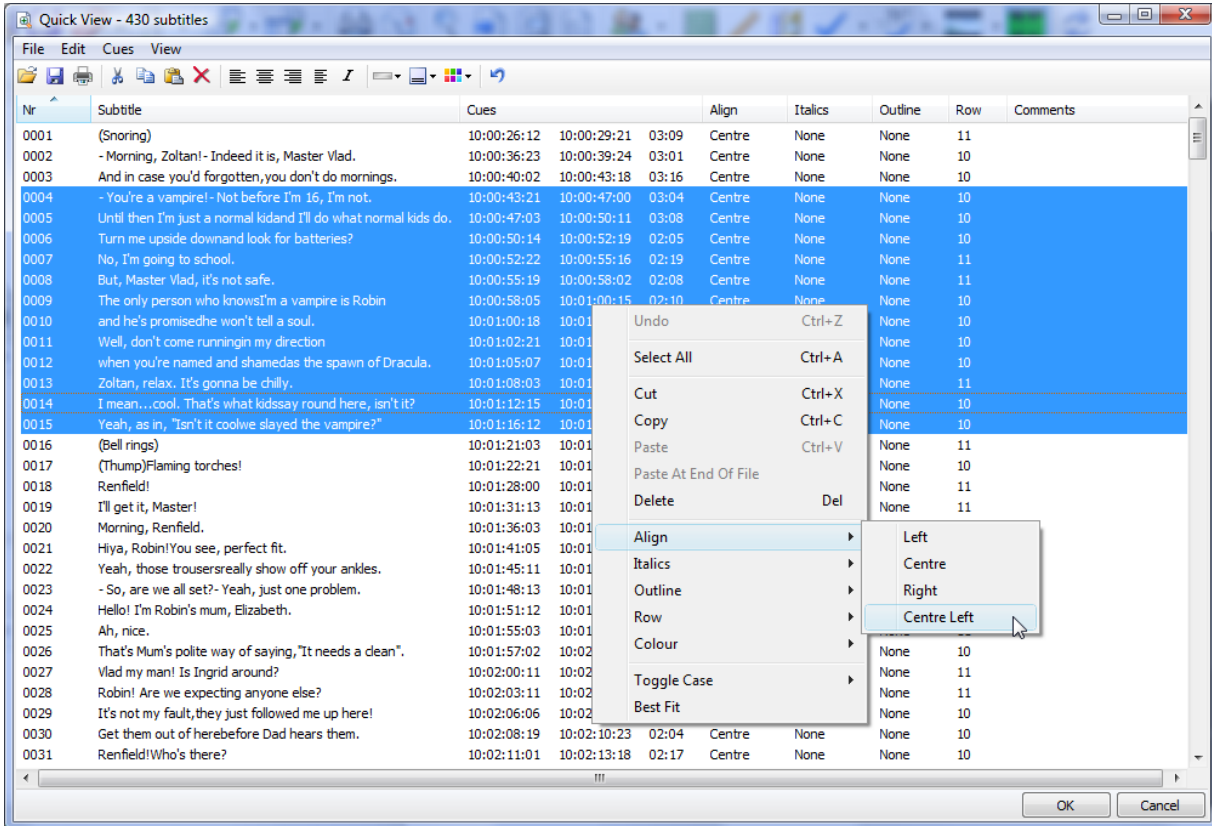
Select the subtitles you want to format (click while holding down the **Ctrl** key to select multiple individual subtitles or click while holding down the **Shift** key to select a continuous range) and then either click the appropriate command on the toolbar, select it from the **Subtitle** menu or right click the list and select it from the pop-up menu. In the image above, we are altering the alignment of subtitles 4 to 15.

Selected subtitles can be saved as a separate text file by clicking **File, Save Selected**. Saving subtitles 1 and 2 would result in the following text file:

```
0001   10:00:26:12      10:00:29:21      03:09
(Snoring)

0002   10:00:36:23      10:00:39:24      03:01
- Morning, Zoltan!
- Indeed it is, Master Vlad.
```

You can optionally include subtitle attributes in the file by selecting "Text files with attributes" from the "Files of type" field in the Save dialog box. In this case, the same text file would look like this:

```
0001   10:00:26:12      10:00:29:21      03:09
(Snoring)
```

```
Align: Centre Italics: None Outline: None Row: 11      Comments:


0002   10:00:36:23      10:00:39:24      03:01
- Morning, Zoltan!
- Indeed it is, Master Vlad.
Align: Centre Italics: None Outline: None Row: 10      Comments:
```

Clicking on each column header will sort the list in ascending order based on that data item *but will not affect the current subtitle file*. This might prove useful as a quick means of checking for empty or untimed subtitles (click the **Subtitle** or **Cues** column), for example, or listing subtitles in italics, subtitles with outlines, finding out if any subtitles are raised (an asterisk * next to a subtitle on row 10 means the subtitle has been raised using the **Alt+Up** shortcut and is not a two-line subtitle that starts on row 10) and so on. Clicking a header a second time will sort the list based on that item's data in descending order.

The Quick View window has a "list view" to make it easier to copy subtitles between files. The size of the font used to display Quick View data can also be adjusted, which may be handy for those of us who aren't getting any younger. Click the **View** menu to switch between List View and Details View and to set the font size. Note the **OK** and **Cancel** buttons: <u>any changes you make in Quick View will be undone unless you click the OK button when closing the window</u>.

To copy subtitles from an existing subtitle file, click **File, Open As Read-Only** and select the file you want to open. The Quick View window will split into two panes, with the subtitles from the file you have just opened displayed in the bottom pane (the size of the panes can be adjusted by moving the splitter in the middle of the window). You can split the windows vertically rather than horizontally by selecting **Tile Vertical** or **Tile Horizontal** from the **View** menu. To copy subtitles into the current file, select the subtitles to copy, then either a) drag them into the desired position in the top pane or b) press **Ctrl+C**, select the insertion point in the top pane and press **Ctrl+V**. You can also copy subtitles from an existing file using File Sync and File Viewer. To compare the current file with the second file, click **File, Compare**.
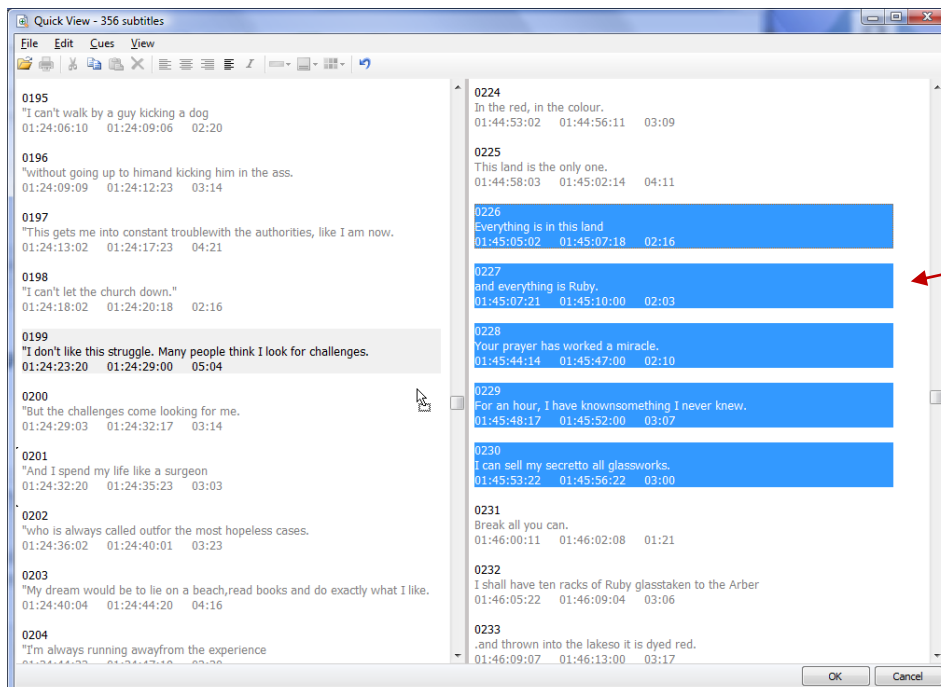
Drag selected subtitles from the external file to copy them into the current file

Dual Language Tools

Dual-language files are files that contain two languages in one subtitle: the first line may be a language such as Dutch, while the second language may be Flemish. The idea behind the concept is that one subtitle file can cater for two target audiences.

There are several ways you can work with and organise dual-language files in Spot. The **Subtitle, Dual Language Subtitles** menu provides a quick and easy way to erase a language or split a file into two different language files.

Dual Language Subtitles ▶	Delete Line One In All Subtitles
Set a Fixed Number of Characters Per Line...	Delete Line Two In All Subtitles
Scan File for Correct Line Width...	Split Into Two New Files
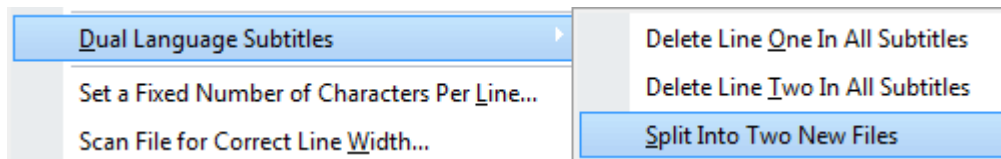
The commands are self-explanatory. **Delete Line One In All Subtitles** removes the first line (and carriage return) in every subtitle, erasing all the first language subtitles. The imaginary subtitle below shows a before and after example.

```
What are you doing over there?
O que estás aí a fazer?

O que estás aí a fazer?
```

Delete Line Two In All Subtitles deletes the second line in every subtitle, removing all the second language subtitles. Another imaginary before and after example:

```
What are you doing over there?
O que estás aí a fazer?

What are you doing over there?
```

Split Into Two New Files creates two new files from one dual-language file. The first file contains all the line/language one subtitles, while the second file contains all the line/language two subtitles. The original cues are carried over to both new files.

You can create dual language files using the Merge with Main File feature of the File Sync tool or by merging an external file with the current subtitle file using File, Merge Text and Append to Subtitles.

Capturing and editing cues

Capturing cues

There are two ways to capture cues (by which we mean assign in and out times to a subtitle) in Spot: you can time a file "live" with the spacebar whilst in Rehearse mode or you can do it the "proper" way by grabbing in and out cues using the mouse or keyboard whilst in Edit mode.

Grabbing cues in Edit mode

Press **Shift+Enter** or **F11** to grab the in cue and **Shift+Ins** or **F12** to grab the out cue. You can choose to use **Enter** and **Ins** without **Shift** by selecting this option in the **Video, Media Preferences, Media Control** window.

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

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

In similar fashion, **Ctrl+Ins** grabs the out cue whilst simultaneously locking the next in cue; **Shift+F11** does the same without grabbing a time – see Locking Cues below for more information.

Spotting with the spacebar in Rehearse mode

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

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

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

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

Editing cues

Editing the in and out cue

To edit the current subtitle's in cue:

- Press the **TAB** key to move the cursor to the in cue field. If the cue contains a valid timecode, part or all of the cue will be highlighted depending on the settings you have selected under **Tools, Options, Cue Edit, When moving to valid cues**.
- Type the new in cue or use the **Up** and **Down** arrow keys to increase or decrease the in cue by one frame at a time. If you hold down the **Shift** key while pressing the **Up** or **Down** keys, the cue you are editing will be increased or decreased by 6 frames; holding down the **Ctrl** key will increase or decrease the cue by 11 frames; holding down both the **Shift** and **Ctrl** keys will increase or decrease the cue by 16 frames.

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

To edit the current subtitle's out cue:

- Press the **TAB** key three times to move the cursor to the out cue field. If the cue contains a valid timecode, part or all of the cue will be highlighted depending on the settings you have selected under **Tools, Options, Cue Edit, When moving to valid cues**.
- Type the new out cue or use the **Up** and **Down** keys to increase or decrease the out cue by one frame at a time. If you hold down the **Shift** key while pressing the **Up** or **Down** keys, the cue you are editing will be increased or decreased by 6 frames; holding down the **Ctrl** key will increase or decrease the cue by 11 frames; and holding down both the **Shift** and **Ctrl** keys will increase or decrease the cue by 16 frames.

If the in cue contains a valid time code, Spot automatically calculates the out cue for you. This is based on the amount of text in the current subtitle or the default duration setting if the caption is empty. For example, if the current subtitle's in cue is 00:10:34:16 and the text in the subtitle requires two seconds to be read, the out cue will be set to 00:10:36:16. If no text is present, the default subtitle duration will be used instead. Similarly, if the in cue field is empty but the previous subtitle contains a valid out cue, Spot will calculate the in and out cue of the current subtitle. You can turn both these features off by deselecting the **Tools, Options, Cue Edit, When moving to empty out cue, Calculate in and out cue** option.

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

- Press **Shift+Add** to increase the in cue by one frame
- Press **Shift+Subtract** to decrease the in cue by one frame
- Press **Ctrl+Add** to increase the out cue by one frame
- Press **Ctrl+Subtract** to decrease the out cue by one frame

Deleting cues

To delete the current in or out cue, press **Ctrl+Alt+F11** or **Ctrl+Alt+F12**. You can also move to the cue and press **Delete**. To delete both the in and out cues, press **Shift+Del**. To delete all cues forward of (and including) the current subtitle, press **Alt+Backspace** or choose **Delete Cues From This Point Forward** from the **Cues** menu. To delete all the cues in the current file, **Choose Delete All Cues** from the **Cues** menu.

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

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

Recalculating cues

To recalculate the out cue, press **Ctrl+F12**. If the current subtitle contains a valid in cue, recalculating the out cue will set this to the in cue plus the time needed to read the subtitle. If the subtitle does not contain text, the out cue will be set to the in cue plus the default subtitle duration.

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

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

To recalculate the in cue, press **Ctrl+F11**. Recalculating a subtitle's in cue works in similar fashion to out cue recalculation. For example, if a subtitle contains text that requires three seconds to be read and its out cue is set to 01:10:03:19, the recalculated in cue will be 01:10:00:19. If the subtitle does not contain text and the default duration setting is two seconds, the recalculated in cue will be 01:10:01:19.

Locking cues

As mentioned above, Ctrl+Enter grabs the in cue and locks the last out cue. **Shift+F11** (**Cues, In Cue, Lock Last Out Cue to In Cue**) does the same, but without changing the current in cue. **Shift+Ctrl+F11** (**Cues, In Cue, Lock In Cue to Last Out Cue**) uses the last out cue plus default interval as the "lock point" and sets the in cue accordingly. Look at the in time of a subtitle and the out time of the previous subtitle below.

Last out cue: 00:10:32:07
Current in cue: 00:10:34:16

Pressing **Shift+F11** will set the last out cue to 00:10:34:13 (if your default interval is 3 frames). Pressing **Shift+Ctrl+F11** will leave the last out cue as it is and change the current in cue to 00:10:32:10.

Shift+F12 and **Shift+Ctrl+F12** do exactly the same with respect to the current out cue and next in cue.

Offsetting cues

Press **Ctrl+J** or choose **Cues, Offset** to open the **Offset Cues** window. There are four ways of adjusting the cues in a file:

- Base on new in time
- Manually adjust the offset
- Run a proportional offset based on two new cues
- Continue from last out cue

Each method is explained in more detail below.

Base on new in time

Choose this option when retiming a file against a new master. If the first subtitle has an in cue of 10:00:27:12 and the new in time is set to 00:32:57:15, all cues in the file will be recut by 09:27:29:22. **Cues, Quick Offset** (or the keyboard shortcut **Alt+Add**) lets you quickly offset a file based on new in time without needing to open the Offset window.

Manually adjust offset

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

Proportional offset

This method is very handy if you need to offset the cues for a file that was timed against a different master. Find the location in the video of the first or second in cue, do the same for the last or penultimate in cue, and Spot will proportionally adjust all the cues in the file and synch them to the video. Can be a life-saver!

Continue from last out cue

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

Controlling cue behaviour

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

Cue highlight

Specifies which cue field is highlighted when focused.

Calculate in cue

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

Calculate in and out cue

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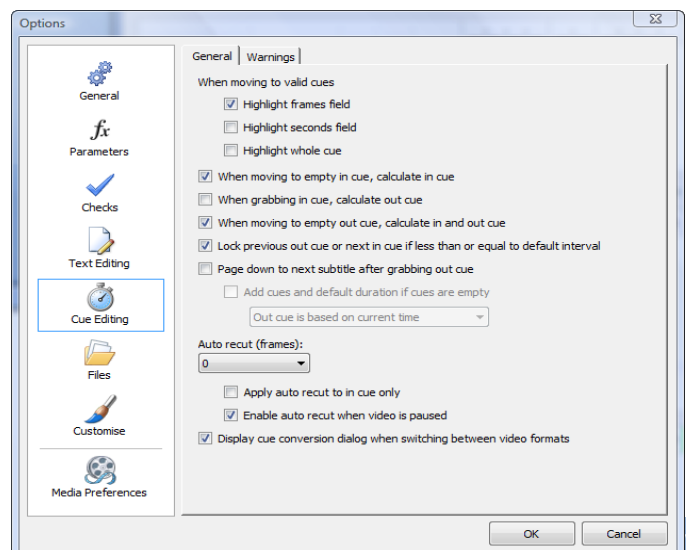
Lock cues

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

Page down after grabbing out cue

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

Auto recut

Offsets cues when grabbed by the number of frames specified.

Converting cues between video formats

Sometimes you may have to subtitle a file that was originally timed against a video with a different timecode format or you may have mistakenly subtitled a PAL video at 24 fps, for example. Use the Cue Conversion window (**Cues, Convert**) to convert between different video standards without having to respot a file.

On the Convert tab, select the type of conversion to perform. There are three: simple frame-only conversion, linear cue conversion and Telecined masters conversion.

Simple frame-only conversion converts only the frame fields of the cues in the file. So a PAL time of 10:12:33:20 would become 10:12:33:24 when converted to NTSC.

Linear cue conversion performs a straight format-to-format conversion. The total number of frames in each cue is added up, then converted to the new format. A PAL time of 00:01:20:20, for example, contains 2020 frames. When 2020 frames are calculated at 30 fps, the time becomes 00:01:07:10. Use this conversion when a film has been subtitled at the wrong frame rate

Telecined masters performs a Telecined masters conversion based on complex floating point co-efficients. These are listed on the Coefficients for Masters Conversion tab. You should change them only if you are familiar with this type of conversion.

If you have no idea what a subtitle file's original frame rate was and/or none of the above methods above, open the **Cues, Offset** window (see above) and try the proportional offset method. This is *almost* guaranteed to work when all else fails.

Checking and proofing subtitles

Using the Checks menu

The Checks menu performs global checks on a subtitle file *starting at the current subtitle* (which means you need to move to the start of the file to check every subtitle). You can run a single check such as "Check for invalid cues" by using the respective shortcut or run a group of checks simultaneously by pressing **F9**. You configure which checks to include in this group in the **Tools, Options, Checks, On Run All Checks Include** window. Pressing **Shift+F9** runs the selected checks from the next subtitle.

The checks and their respective shortcuts are listed below.

Too many rows (**Shift+Ctrl+F1**)

Searches for subtitles that contain more rows than the **Tools, Options, Parameters, Maximum lines per subtitle** setting.

Too many characters in line (**Shift+Ctrl+F2**)

Searches for lines containing more characters than the **Tools, Options, Parameters, Maximum characters per line** setting.

Safe area override (**Shift+Ctrl+F3**)

Searches for subtitles whose width overrides the left or right subtitle margins. This is not the same as the **Too many characters in line** check.

Invalid cues (**Shift+Ctrl+F4**)

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

Duration too short/long (**Shift+Ctrl+F5**)

Searches for subtitles whose duration is less than the **Tools, Options, Parameters, Minimum duration** setting or greater than the **Tools, Options, Parameters, Maximum duration** setting.

Cues not set (**Shift+Ctrl+F6**)

Searches for empty in or out cues.

Reading speed (**Shift+Ctrl+F7**)

Searches for subtitles whose required reading speed is greater than the **Tools, Options, Parameters, Reading speed** setting. You can choose whether to include spaces and color flags in the reading speed calculation by selecting the relevant options in the **Tools, Options, Parameters** window. Note that the duration indicator in the subtitle edit area is not a wholly accurate indication of reading speed as it takes into account reading speed tolerance.

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

Invalid interval (**Shift+Ctrl+F8**)

The invalid interval check carries out two slightly different checks.

First, it searches for intervals between subtitles that are less than the **Tools, Options, Parameters, Default interval** setting.

Second, it looks for intervals between subtitles which are greater than the default interval but less than or equal to the **Tools, Options, Parameters, Invalid interval threshold** setting.

In either case, selecting **Tools, Options, Checks, Force Default Interval when running invalid interval check** will replace the incorrect interval with the default interval.

Empty subtitles (**Shift+Ctrl+F9**)

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

Raised subtitles (**Shift+Ctrl+F10**)

Searches the file for subtitles which have been raised. Raised subtitles can also be quickly found in the Quick View window

Subtitles that fit on one line (no shortcut)

Searches the file for two-line subtitles which would fit on one line without exceeding the **Tools, Options, Parameters, Maximum characters per line** setting.

Using the File Clean tool

The file clean tool is used to proof and correct formatting in a file. It can also be useful when delivering files that need reformatting for a different client – you may need to remove all SDH text for the deaf and hard of hearing, for example.

Select the options to apply when cleaning a file

Clean the current file now using the selected options

Some options have their own sub-options

Clicking OK will save your file cleaning options. It will not clean the file
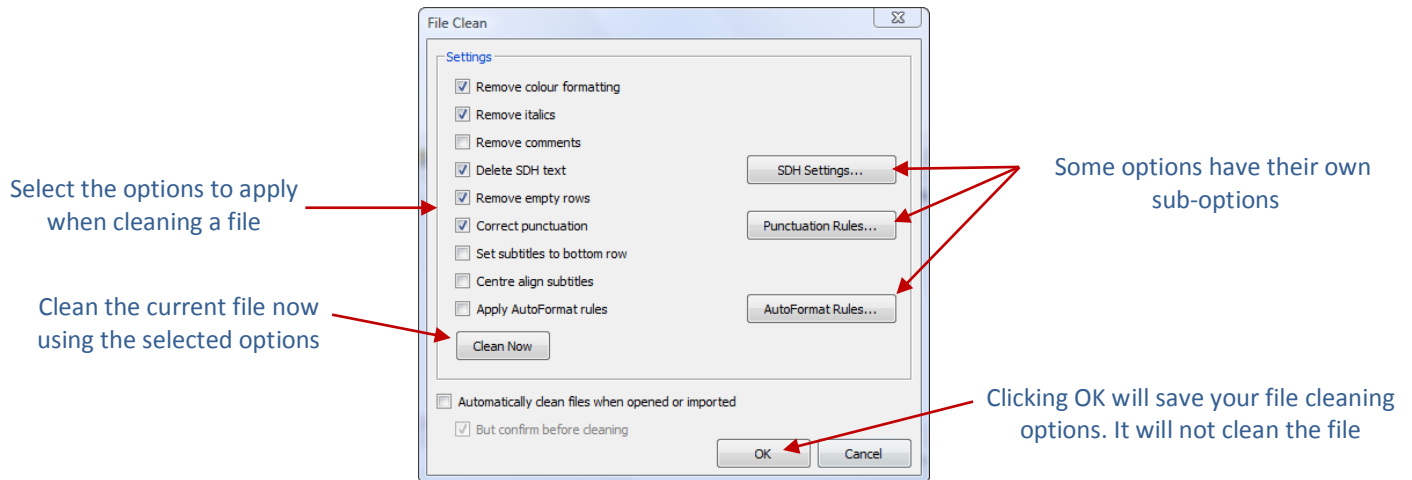
Select the settings options from the list on the left. All selected options will be applied when a file is cleaned. Some options – Delete SDH text, Correct punctuation and Apply AutoFormat rules – have their own sub-options. Click the corresponding button on the right of the window to access them. The **Delete SDH Text Settings** window is shown below. Any options selected here will be applied if the **Delete SDH text** option is selected in the main **File Clean** window**.** The same goes for the AutoFormat and Punctuation rules options (see the following section for more information).
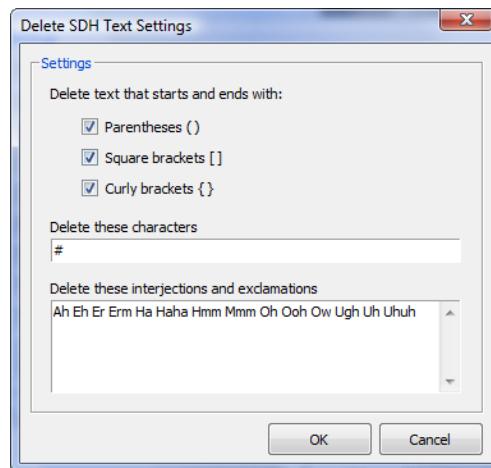
You can clean a file directly from the **File Clean** window or from the **File Clean** dropdown list on the main toolbar. You can also set file cleaning to occur automatically when opening files. If you opt for the latter, it's recommended you select the **Ask for confirmation before cleaning** option.

After cleaning a file, Spot opens the **File Clean Report** window showing what changes have been made to a file. Select an item and click the **Restore Subtitle** button to cancel changes to that subtitle or click the **Undo File Clean** button to undo all file clean changes.

Subtitle number   File clean action

Restore selected subtitles   Undo all changes
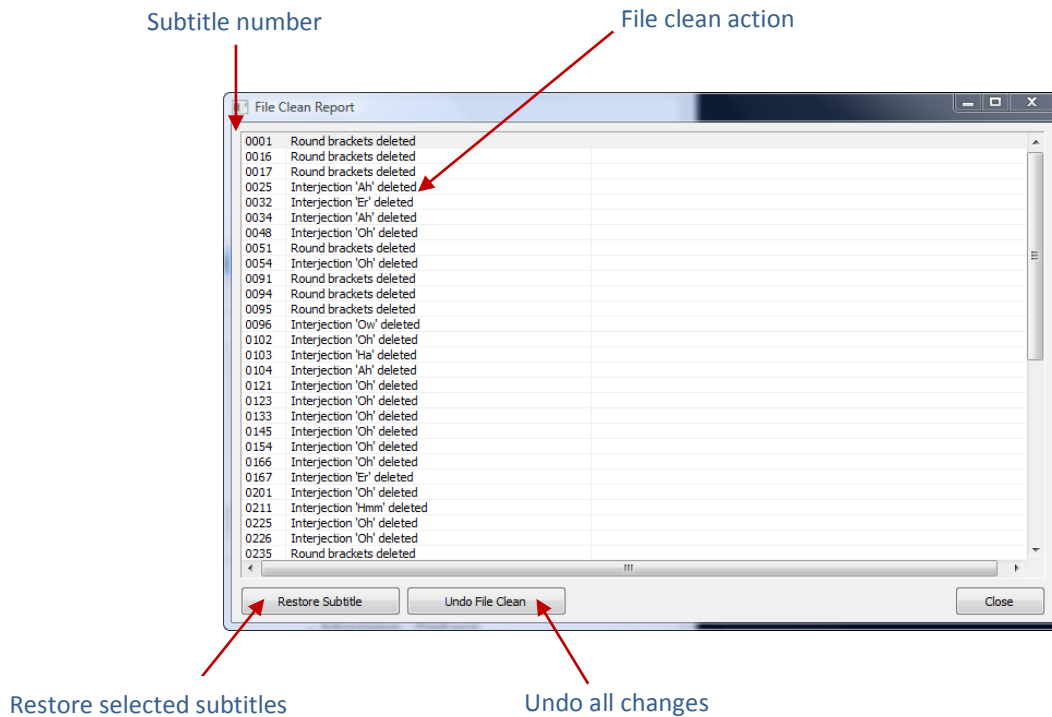
Working with Punctuation Rules

The new punctuation rules in Spot 6 extend the old AutoCheck correction options in previous versions of Spot. Click the **Punctuation Rules** button on the main toolbar to open the **Punctuation Rules** window.

Punctuation Rules

Settings

- ☑ Delete space before punctuation mark *
- ☐ Insert a space after punctuation mark *
- ☑ Delete extra spaces *
- ☐ Correct two initial capital letters
- ☐ Insert space after dual speaker dash *
- ☐ Delete space after dual speaker dash *
- ☐ Delete first dash in dual speaker subtitles
- ☐ Add missing full stops at end of subtitles
- ☐ Replace commas at end of subtitles with ellipses
- ☐ Ellipses must have three dots at the end of subtitles
- ☐ Ellipses must have two dots at the start of subtitles **
- ☐ Insert missing ellipses at the start of subtitles
- ☐ Add 'Dutch' ellipses at end of subtitles if no full stop or colon
- ☐ Delete ellipses at start of subtitles

* Denotes auto checks carried out when moving between subtitles
** Three dots assumed if unchecked

[Check Now]   [OK]   [Cancel]

Punctuation rules can be linked to profiles. This means you can set up different sets of punctuation rules for different clients.

Rules marked with a single asterisk are enforced automatically by Spot when moving between subtitles. Some rules are mutually exclusive – Spot will warn you if select two rules that contradict each other. The rules themselves are explained in more detail below.

Delete space before punctuation mark

All spaces before a punctuation mark will be deleted. "This is an example ." becomes "This is an example."

Insert a space after punctuation mark

If a punctuation mark is not followed by a space, a space will be inserted. "If I were you,I'd leave." becomes "If I were you, I'd leave."

Delete extra spaces

Any extra spaces at the start, at the end or in the middle of a subtitle are deleted.

Correct two initial capitals

If there are two capital letters at the start of an otherwise lowercase word , the second capital becomes lowercase. "MAke me!" becomes "Make me!"

Insert space after dual speaker dash

This rules assumes that a space must be added after a dash in a two-speaker subtitle. Thus:

-How goes it, my friend?
-I'm fine, Bob.

becomes

- How goes it, my friend?
- I'm fine, Bob. You?

Delete space after dual speaker dash

This is the opposite of the previous rule.

Delete first dash in dual speaker subtitles

This rule means that only one dash is required for dual-speaker subtitles and that the dash appears beside the second speaker in the subtitle.

How goes it, my friend?
- I'm fine, Bob.

Add missing full stops at end of subtitles

If the next subtitle starts with a capital letter and the current subtitle does not end with a full stop, exclamation mark, question mark, comma or colon, a full stop will be added at its end.

Replace commas at end of subtitles with ellipses

In some countries, ellipses rather than commas must be used at the end of subtitles.

Ellipses must have three dots at the end of subtitles

If ellipses are found at the end of a subtitle, they must be comprised of three dots.

Ellipses must have two dots at the start of subtitles

If ellipses are found at the start of a subtitle, they must only have two dots.

Insert missing ellipses at the start of subtitles

If the previous subtitle ends with ellipses, this subtitle must have ellipses at the start.

Add 'Dutch' ellipses at the end of subtitles if no full stop or colon

Similar to "Replace commas at end of subtitles with ellipses". Adds ellipses to the end of a subtitle unless the subtitle ends with a full stop, colon, question mark or exclamation mark.

Delete ellipses at start of subtitles

Ellipses must never start a subtitle.

Click the **Check Now** button to apply the selected rules to the current file. You can also check punctuation by clicking the Punctuation Rules dropdown button on the main toolbar. And, as mentioned in Using the File Clean tool above, a punctuation check can be linked to a file clean operation. When the punctuation check is complete, the file clean report window will display a list of the changes that have been made.

Report View

Report View serves three purposes: it gives you immediate feedback on subtitle errors, provides detailed statistical information and can list all occurrences of a word or phrase within the current file. Press **Ctrl+R** or click the Report tab to switch to Report View.

The types of error listed on the **Errors** tab are based on the checks selected under **Tools, Options, Checks, On Run All Checks** (in similar fashion to the **F9** check). To add or remove an error type, click the properties icon on the far right of the tab.

Sort list by error type   Configure checks

Error tab shows error list and corresponding subtitle number   Refresh list   Save or print error or statistics list

Close Report View

Clicking an error in the list selects that subtitle as the current subtitle. For example, clicking the first occurrence of "Invalid interval to next subtitle" as shown above will force Spot to jump to subtitle 55. Because the list is not updated automatically as you edit subtitles, click the second icon on the Error tab to refresh the list.

Click the Statistics tab to generate detailed information on the current file. Data is listed in column two. Any values in column three refer to subtitle number. So in the image below, subtitle 264 has the most number of characters in one line (41).

Statistic tab shows statistic type and statistical data

Subtitle number is shown in column three when appropriate

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

To find all references to a character, word or phrase, select it in the subtitle edit window, then right-click and select **Find All References**. All references will be listed on the **References** tab. Clicking a listed reference will jump to the corresponding subtitle.
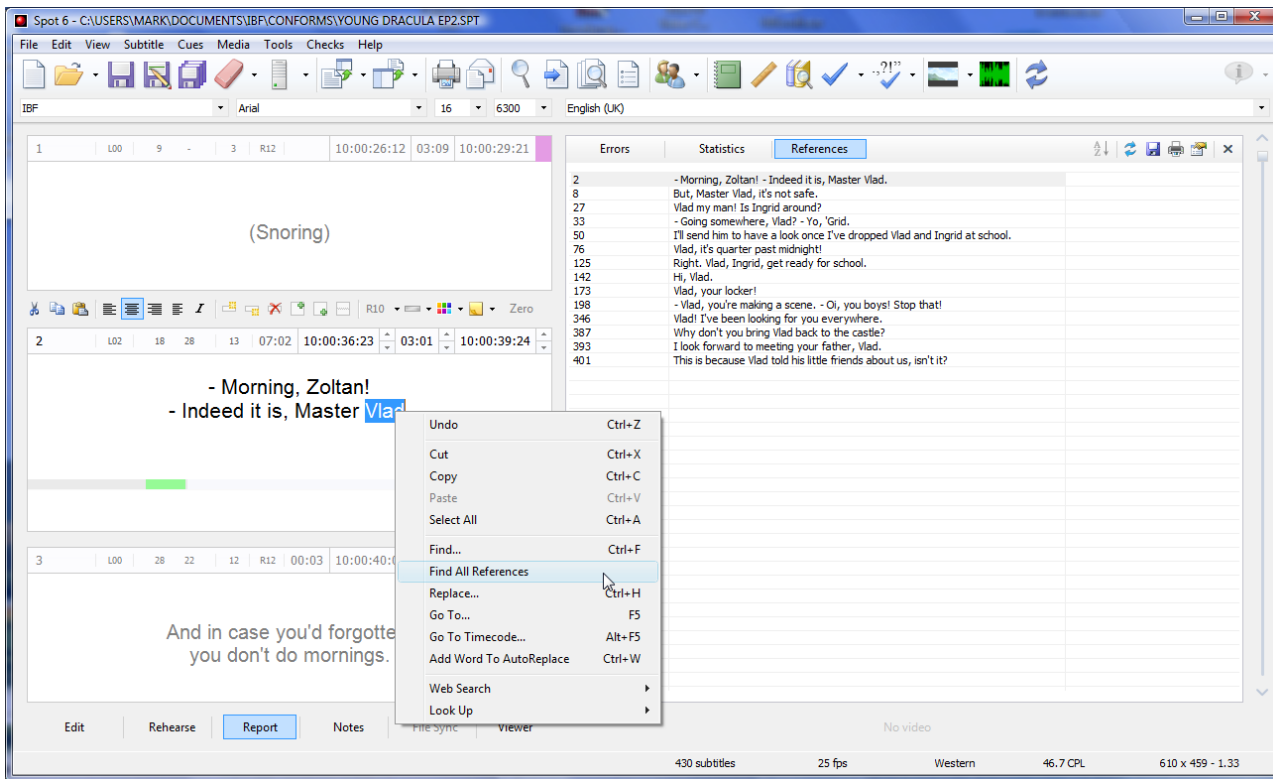
Press **Ctrl+R** again, click the **Close** button or click the **Edit** tab to leave **Report View**.

Spell check and thesaurus

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

Spell checking a subtitle file

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

If you receive any error messages when trying to spell check a file this way, go to **Tools, Options, General** and select **Spell check using the file save method**.

Notebook and the Notes panel both have their own spell checker.

Spelling suggestions and synonyms

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

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

Web search

The Internet is a useful tool for checking names, references and other details. You can look up a word on the Internet directly from within Spot by right-clicking it in the edit area and selecting Web Search followed by the Internet site you want to open – Babylon, One Look, Google, Yahoo, Wikipedia, Dictionary.com or Thesaurus.com. If you prefer to use the keyboard rather than the mouse, press **Ctrl+Alt+4** for Babylon, **Ctrl+Alt+5** for One Look, **Ctrl+Alt+6** for Google, **Ctrl+Alt+7** for Yahoo, **Ctrl+Alt+8** for Wikipedia, **Ctrl+Alt+9** for Dictionary **or Ctrl+ Alt+0** for Thesaurus.

The portal through which the search is executed can be changed in the Options, Customise, Web Search window. If you live in Holland, for example, you might want to search for a word on www.google.nl rather than the default www.google.com. You do this by changing the Google search string to http://www.google.nl/search?q=$K, where $K represents the word sent from Spot to the search engine. You can reset the default search string for all search engines by pressing the corresponding Default button.

Working with profiles

Different clients require different settings. Instead of manually having to change font sizes, frame rates and other options when switching between clients, you can create a custom profile for each of them. Click the Manage Profiles button on the toolbar (or click **File, Profile, Edit**) to open the **Profile Settings** window.
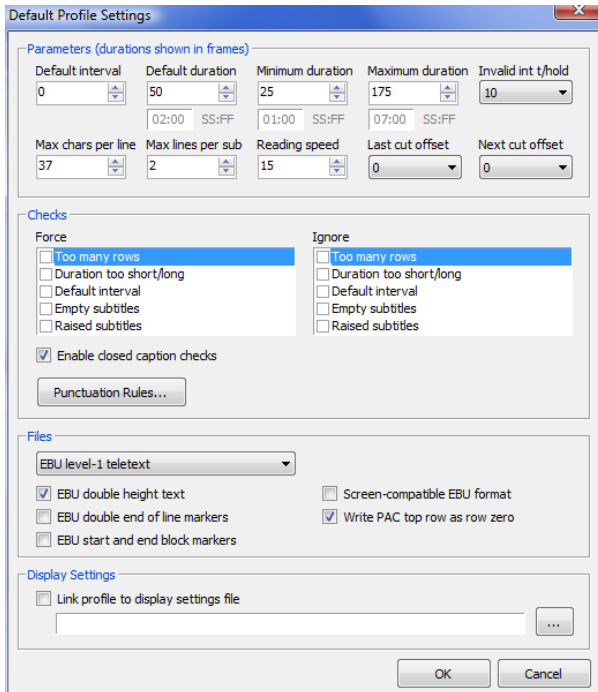
The name of the currently selected profile is displayed in the title of the window. In the image above, for example, we are editing the profile settings for a client called IBF.

If this is the first time you've opened the **Profile Settings** window, the current name will be Default. You'll probably want to change the name to something more meaningful. After setting up your parameters, click **OK** to save the changes, then back in Spot's main window click the Save Profile dropdown menu on the right of the Profile button on the toolbar (or click **File, Profile, Save)** and type the new profile name in the **Save Profile** window. The new profile will be added to the dropdown profile list on the left of the font toolbar. Selecting a profile from the list will load the settings associated with that profile. If the profile is linked to a display settings file or a set of punctuation rules, the corresponding display settings configuration file and punctuation rule set will also be loaded.

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

To delete a profile, select **Delete Current Profile** from the dropdown menu beneath the **Manage Profiles** button on the toolbar.

Profiles can be also imported and exported from the dropdown menu beneath the **Manage Profile** button on the main toolbar.

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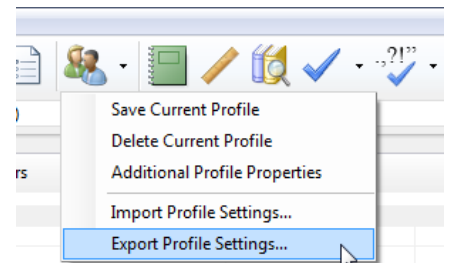
Working with files

Default file folders

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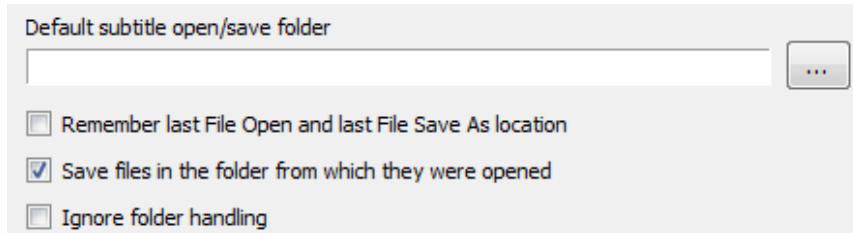
Default subtitle open/save folder

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

Remember last File Open and File Save As location

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

Save files in the folder from which they were opened

This forces Spot to Save As… the file in the folder from which the file was opened.

Ignore folder handling

Spot won't do anything. Navigation is handled by Windows so when you open, save, import or export a file, the last used folder will become the initial directory.

Opening and importing files

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

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

Opening files

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

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

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

When opening text files, you may be asked to provide certain information about the file as shown below.
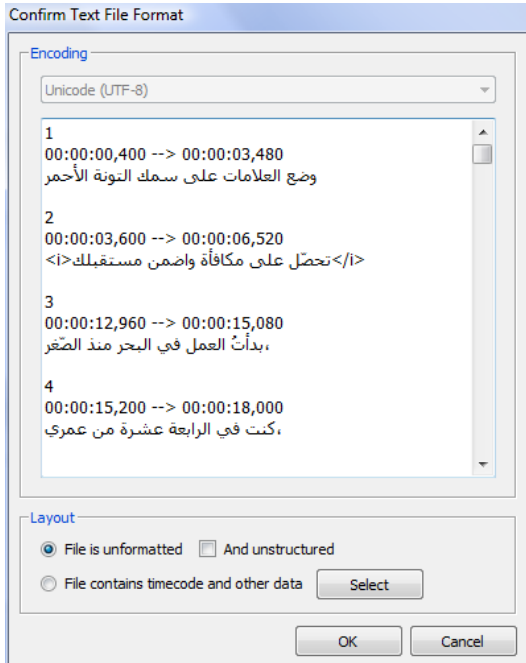
Encoding

Spot tries to detect the encoding for UTF-8 and UTF-16 Unicode files automatically. If the file was encoded in a different format, however, you need to select the encoding from the Encoding list at the top of the window. If you are unsure which encoding was used, scroll through the list and use the preview pane window to help you.

Layout

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

If the file you are opening is unformatted, select this option in the Layout frame and click OK to import the file. Select the **And unstructured** option if the file contains a mass of text with no obvious line breaks

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

Supported text file formats

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

Preformatted formats

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

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

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

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

Other preformatted formats

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

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

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

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

```
TITLE

1  01005216/01005608 Line One
                     Line Two
```

```
On-screen caption code
```

```
1

39.6
52.10
13.4
This is some text
```

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

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

```
0001  000300  000350
Line One
Line Two
```

Importing files

To import other file types, click the File Import button on the main toolbar or click **File, Import** to open the Import window.

The toolbar button has a dropdown menu that displays a list of commonly used formats. Use this to quickly import a file without having to open the Import File window. Note that one advantage of opening the File Import window is the chance to set any specific import options.

Click the File Import button to open
the File Import window

Click the arrow to open the list of
common import formats and import
the file directly
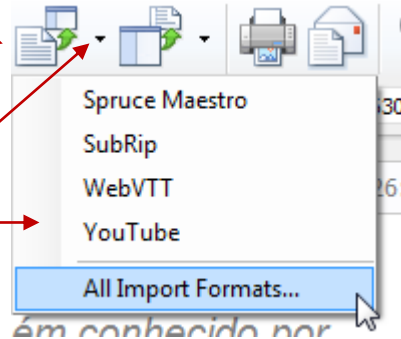
When importing some formats (including SubRip SRT files), you must select the file encoding from the **Import File** dialog, as shown below.
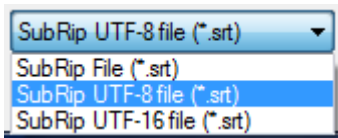
You can import 27 different file formats:

- Apple iTunes Timed Text File
- Caption Inc CIN file
- CaptionMaker ASCII text file
- Cheetah closed caption CAP file
- Closed caption text file
- SDI Media Group formatted text file
- Greek DW file
- Hoek en Sonépouse voice-over text format
- MicroDVD SUB file
- PMWin OVR file
- QUBE file
- Screen RAC file
- Screen structured ASCII file
- Softni text file
- Sonic DVD Creator script file

- Sonic Scenarist closed caption file
- Spruce Maestro STL file
- SubRip SRT file
- Swift Interchange Format file
- Tab separated DVD script file
- Texas Instruments DLP Cinema XML file
- Titra theatrical file
- Theatrical DOC or RTF spotting list
- Translation template
- Unstructured Word or RTF document
- WebVTT file
- Windows Media Player caption file (SAMI)
- YouTube SBV File

Select the appropriate format from the list, click OK to open the import dialog, then navigate to and select the file you want to import.

Importing only text or cues

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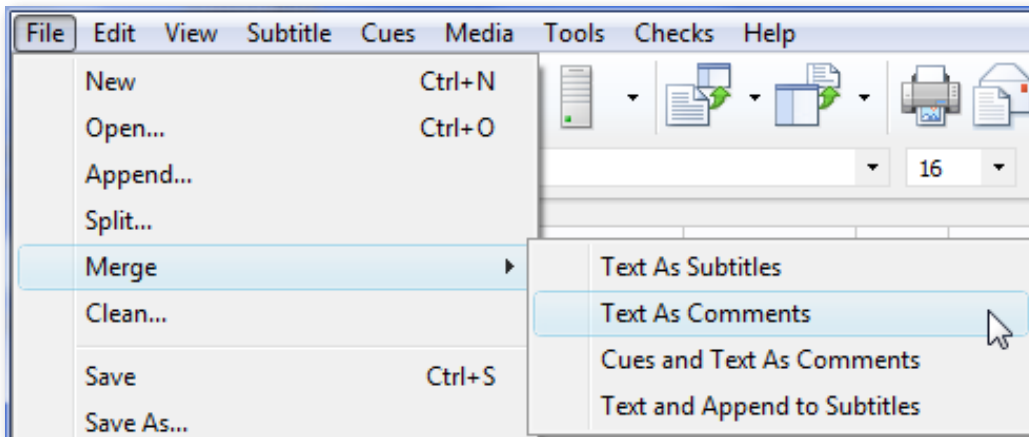
Merge Text as Subtitles

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

Merge Text As Comments

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

Merge Cues and Text As Comments

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

Merge Text and Append to Subtitles

Imports all subtitles from the selected file and appends the text to existing subtitles. The reverse of splitting a dual language file into two separate files.

Saving and exporting files

Just as there are two ways to open a file in Spot, there are also two ways to save a file: **File, Save** or **File, Export**.

Saving files

Files can be saved in SPTX or SPT (Spot's internal format), PAC (Screen Subtitling Systems), 890 (ScanTitling), STL (European Broadcast Union) and text format. You can configure options for saving these files in the **Tools, Options, Files, File Types** window. For example, you can set whether the EBU file you are saving is for teletext or open subtitles, whether to use double height text, etc. For 890 files, you can select whether to use the "wrong" hyphen character if targeting the TextYLE application. Most options can be linked to the current profile.

Whenever possible, you should save files in the SPTX format to ensure that all Unicode text is preserved.

Saving files with zero-based numbering

Click the **Zero** button on the subtitle toolbar to turn zero subtitle saving on or off. When opening a file whose first subtitle's in and out cues are 00:00:00:00 and 00:00:00:08, Spot will automatically enable zero-based numbering if the option "Auto-detect zero-based numbering" is selected under Tools, **Options, General**.

Exporting files

To export other file types, click the **File Export** button on the main toolbar or click **File, Export** to open the **Export File** window. The **File Export** toolbar button has a dropdown menu that displays a list of common formats. Use this to export a file without having to open the **Export File** window. Although one advantage of opening the **File Export** window is the chance to configure export settings for a particular format (if available), the **File Export** window has an option to display any available options automatically every time you do a "quick" export from the dropdown list.

Click the File Export button to open the File Export window

Click the arrow to access the list of common export formats and export the file directly.

Quick access to the Batch Export window
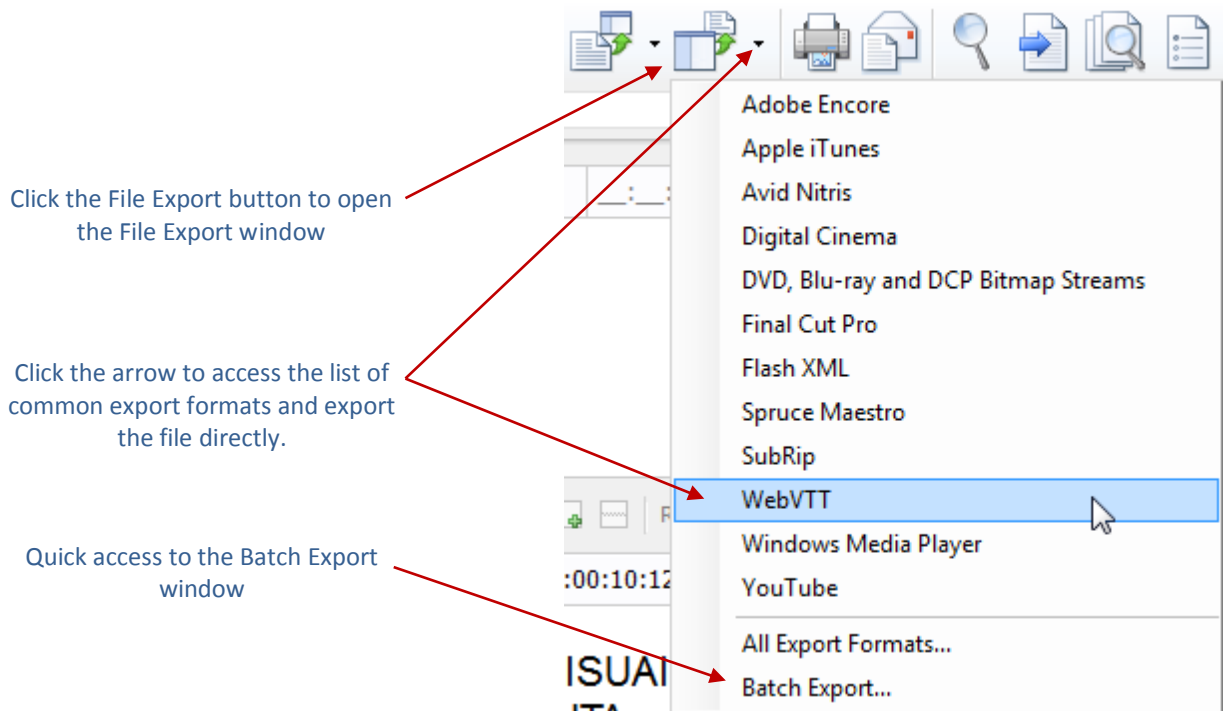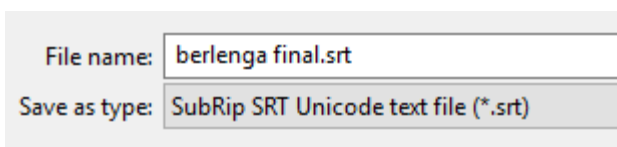
You can export 42 different file formats:

- Adobe Encore CS3
- Apple iTunes Timed Text
- Avid DS Nitris
- Caption Inc
- Cheetah
- Custom text format
- DVD/Blu-ray bitmap stream
- EBU-TT Timed Text (EBU Tech 3350)
- FAB shortform
- Figaro Systems in-Ovation
- Final Cut Pro
- Flash
- Gelula
- Generic Timed Text
- Hoek en Sonépouse voice-over
- MicroDVD
- Microsoft Excel
- Microsoft PowerPoint Presentation
- NetFlix Timed Text (DFXP)
- PMWin
- Preformatted text

- QUBE
- Scenarist Closed Caption
- Sonic DVD Creator script
- Sony DVD Architect
- Sonya Friedman tab-delimited
- Spruce Maestro
- SubRip
- Swift Interchange Format file
- Swift text
- Texas Instruments DLP Cinema
- Theatrical RTF spotting list
- Theatrical spotting list
- Titra
- Translation Template
- Ulead DVD Workshop
- Ultech
- Vegas Region List
- W3C Timed Text (DFXP)
- WebVTT
- Windows Media Player
- YouTube

The **Export File** window provides more information on each format, as well as a preview window for certain types.

Select the appropriate format from the list and click **OK** to open the export dialog. Navigate to the location in which to export the file, give the file the name you want and then click the **Save** button. Note also that for certain file formats, SubRip, for example, the text encoding (System, UTF-8 or Unicode UTF-16) is chosen by clicking the **Save as type** dropdown in the Export dialog window, as shown below.

File name:	berlenga final.srt
Save as type:	SubRip SRT Unicode text file (*.srt)

Due to their more complex nature, some export formats have their own unique export window. These are shown below.

Custom Text Format

You can build your own text export format using the custom text export tool . Custom formats can be imported and exported using the Save Format and Load Format buttons.

The various formatting options allow you to create just about any text format layout.

When you change a formatting option, a preview of how the current file will look when exported is shown in the Preview pane..
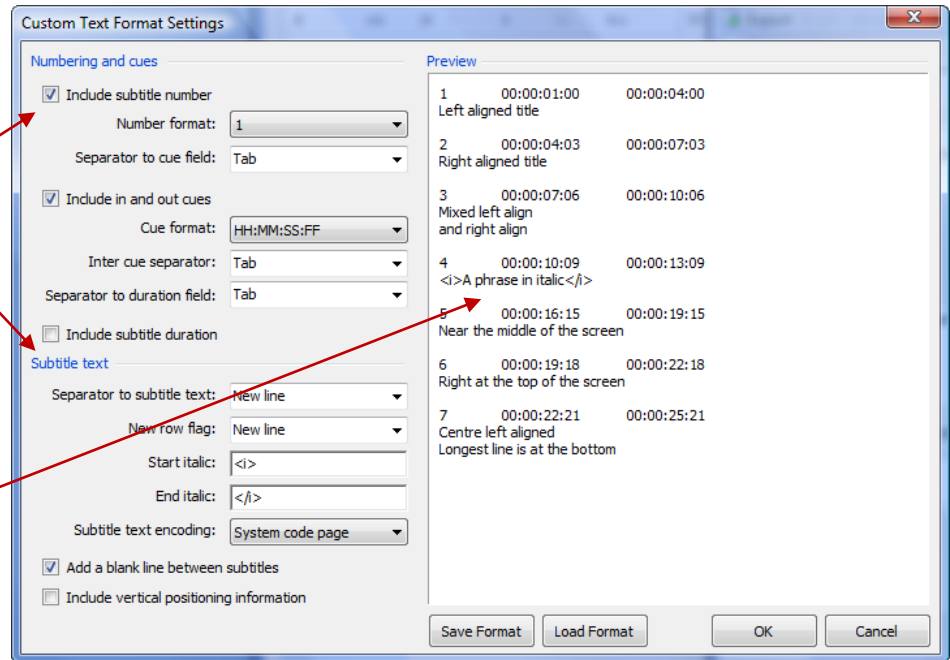
Spruce Maestro files

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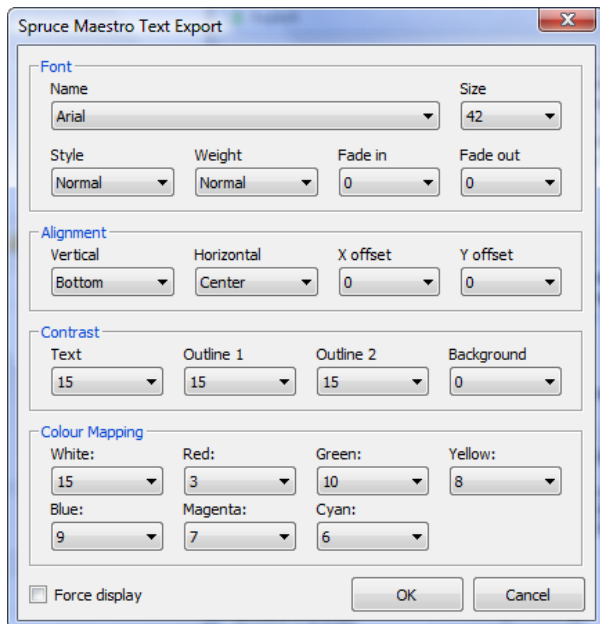
After setting the relevant properties, click **OK** to export the file.

Texas Instruments DLP Cinema XML files

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

Click to preview any subtitle in the file

Click the tabs to configure the various digital cinema settings

Live video

WYSIWYG subtitle rendering
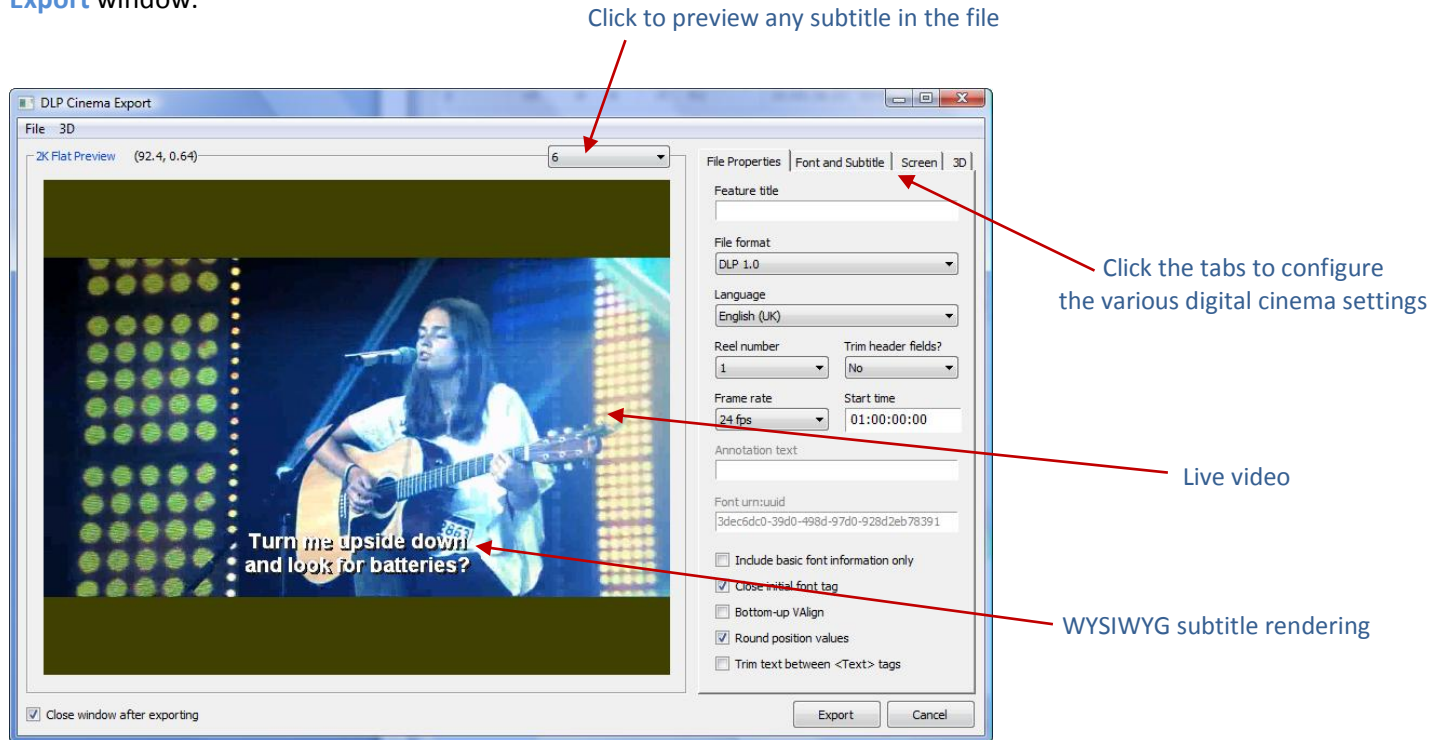
The window is resizable and the WYSIWYG preview window shows live video if you have a video file open, so you can move backwards and forwards through the file using the standard video navigation keys. It also has its own subtitle renderer. The screen size and font used to display subtitles are determined by the options on the **Font and Subtitle** and **Screen** tabs.
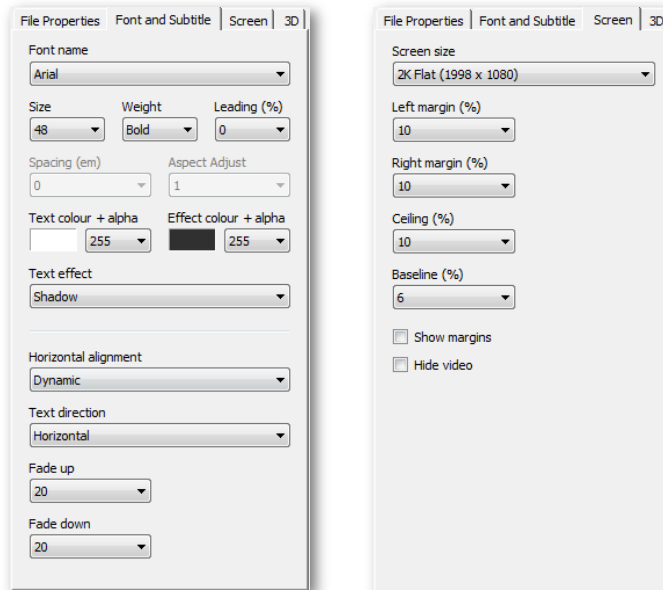
4K flat and scope screen sizes are supported in Spot 6, as is individual line alignment and row colour. Doremi export (select DCDM SMPTE 428-7 ZPosition from the **File format list** on the **File Properties** tab) now supports the ZPosition tag for 3D files.

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

For 3D DLP files, you need to assign offsets to each subtitle (the Z depth value). You do this manually using the Z offset slider. Spot will generate two XML files, one for the left eye (Filename_Left.xml) and one for the right eye (Filename_Right.xml). The Z depth values in the second file are created automatically by Spot based on the values in the first file. If the Z offset slider is disabled, make sure you have selected **This is a 3D file** option.

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

Forced checks are carried out when you export the file to prevent invalid intervals, invalid cues, mismatched italics or empty subtitles from being generated in the digital cinema XML file.

Windows Media Player SAMI caption files

Selecting **Windows Media Player SAMI** caption files from the export list and clicking **OK** opens the **SAMI Export** window.
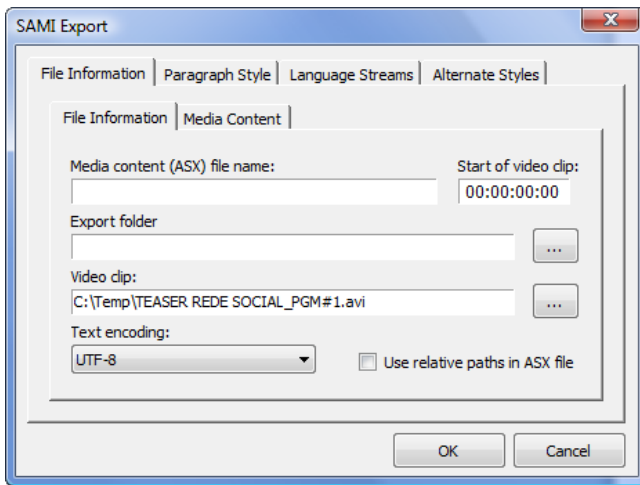
Spot creates an ASX container file for the SAMI captions and associated video. Type the name you want to give the ASX file in the Media content (ASX) file name field and the name of the video in the Video clip field. Click the Paragraph Style tab to set the font and font size used for the captions.

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

Quick Batch Convert

The **Quick Batch Convert** tool converts one or multiple SPT or PAC files to a different format with optional Unicode or UTF-8 encoding for text-based formats.

First, select the file or files you want to convert using the **Add Files** button. Next, choose the format you want to convert the SPT file to. 19 formats are available – click the dropdown list in the **Save As** group to select the one you want.

If you are converting to a text-based format, select the text encoding from the **Encoding for text-based formats** dropdown list. The choices are Unicode (UTF-16), UTF-8 or Default (ANSI).

To convert the frame rate as well as the file format, select the new frame rate from the **Frame rate** dropdown list. If the SPT file you are converting is timed to a PAL source and you want to create a new EBT-TT file with a 23.976 frame rate, for example, select the latter as the frame rate and the former as the target format. Click the **Offset cues to match original first in cue option** if the timecode in your original file does not start at 00:00:00:00
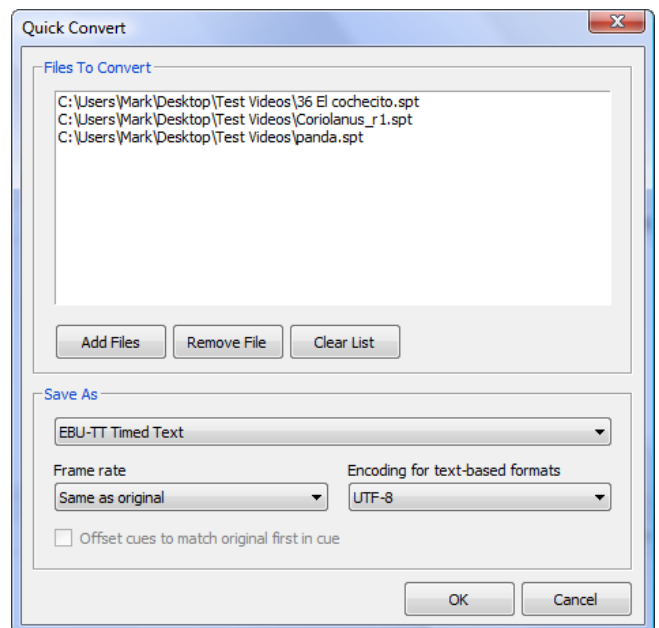
Multi-Format File Export

The **Multi-File Export** window allows you to save the current SPTX or SPT file in up to 21 different formats simultaneously, with optional Unicode or UTF-8 encoding for text-based formats.
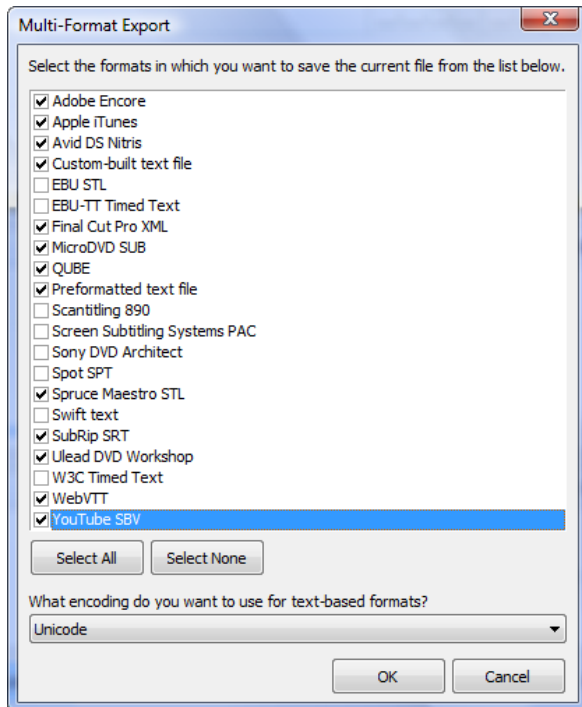
Choose the formats in which you want to save the current file by selecting the appropriate item in the list.

In the image on the left, the current file will be saved as an Adobe Encore text file, an Apple iTunes iTT timed text file, an Avid DS Nitris text file, a custom format text file, a Final Cut Pro XML file, a MicroDVD text file, a QUBE file, a preformatted text file, a Spruce Maestro STL file, a SubRip SRT file, a Ulead DVD Workshop text file, a WebVTT timed text file and a YouTube SBV file.

Exporting bitmap files

Bitmap (image) files are used by DVD, Blu-ray and other HD authoring systems to create image-based subtitles. There are two separate windows for creating bitmap streams in Spot 6. **File, Export Bitmaps, DVD** and **File, Export Bitmaps, High Definition**. As the names suggest, one is for DVD authoring, the other for Blu-ray and HD authoring, although you can still create HD bitmaps using the SD bitmap export window, the quality of the bitmaps is slightly inferior and the resolution (image size) is limited to 1920 x 1080. The HD bitmap window can create bitmaps with a resolution of up to 4k (3996 x 2160 flat, 4096 x 1714 scope).

For information on how to use the SD bitmap renderer, see the Spot 5 User Guide available at http://www.spotsoftware.nl/downloads/spot5/Spot 5 User Guide.pdf.

The HD Bitmap Export window is split into three sections: the **File Properties** tab, the **Subtitles** tab and the toolbar.

File Properties tab

This is where you specify general file information such as the target authoring system, the file language, feature title and so on. You can create bitmap streams for the following authoring systems:

- Final Cut Pro (CMX 3600 EDL)
- Final Cut Pro XML Interchange Format

- Panasonic Blu-ray Authoring
- Sony DoStudio Authoring
- Standard Blu-ray BDN XML
- Texas Instruments DLP Cinema
- Ultech ITVinjector

The **Video format** field specifies the video standard (1080i, 1080p, 2k flat, etc.) to use in the stream index file. Changing this field will also change the **Image width** and **Image height** fields, although both can be set manually if necessary. If full frame images are not required, select the **Crop subtitles** option. This will create an image whose size is based on the width and height of the subtitle text, not the selected image width and image height. The **Feature title** field ("The Sound of Music", for example) is optional as not all systems require one. However, authoring format specifications often change so it's best to fill it in.
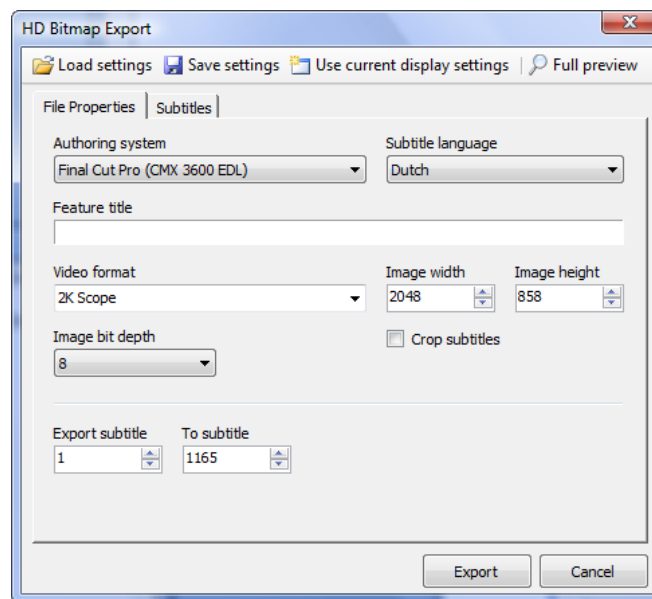
The **Image bit depth** field specifies the number of colours to use when rendering the bitmaps. Images can be either 8 bit or 32 bit. See your authoring system's guide for information on which setting to choose.

Normally you'll want to export the whole of the current file. However, there may be times when you only need to create images for a range of subtitles. When this happens, you use the **Export subtitle** and **To subtitle** fields to tell Spot which subtitles to export.

Subtitles tab

This is where you specify the size, appearance and formatting of the subtitle bitmaps. Most of the fields are self-explanatory, but note that the font size is specified in pixels not points. In the image, the font size is 32 pixels, which equates to approximately 24 points (in June 2015, a useful font conversion chart could be found here: http://websemantics.co.uk/resources/font_size_conversion_chart/). When a client tells you what font size to use, make sure the unit is specified as well! Other not so obvious fields are explained below.

Sets the distance in pixels
between rows and characters

Turns on outlining
in the Full preview window

Raises or lowers the font
baseline

Subtitle positioning

Extra pixels to add to
boxed or striped outlining
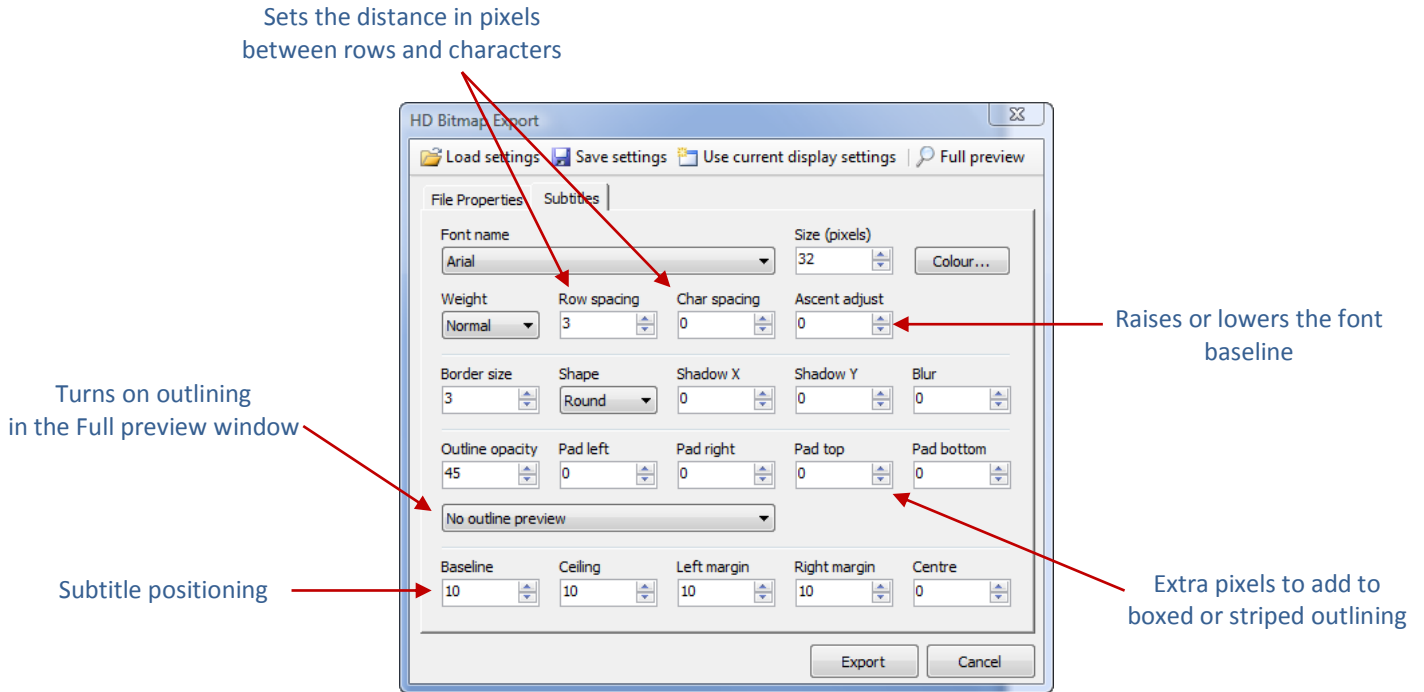
The outline opacity value only applies when subtitles with either a ghost boxed outline or ghost stripe outline are drawn. Outlining is added based on the outline of each subtitle in the current file – it cannot be set globally from within the HD Bitmap Export window itself. So you can't say, "I want all the subtitles to be drawn with a boxed outline". If that's what you want, you need to add outlining to all subtitles before opening the HD Bitmap window. However, you can use the **Outline preview** dropdown to simulate outlining (padding and opacity, for example) in the Full preview window. In the first image below, 5-pixel padding (left, right, top, bottom) has been added to the boxed outline. In the second image, no padding is used, but the opacity of the ghost boxing has been set to 36%..

Toolbar

There are four buttons on the toolbar at the top of the window.

Load settings

The **Load settings** button loads a set of previously saved settings into the **HD Bitmap** window.

Save settings

The **Save settings** button saves the currently selected configuration to file.

Use current display settings

Matches the bitmap export settings to the current display settings. Not all bitmap export settings have a display settings equivalent, but the ones that do will be matched.

Full preview

Opens the **HD Bitmap Preview** window, allowing you to see how your subtitles will be displayed using the currently selected settings. Few of us are fortunate enough to have a monitor that will display subtitles at 2K or 4K resolutions. For this reason, at the top left of the HD Bitmap Preview Window, there is a small dropdown combo that sets the view: normal, stretched, auto, centred or zoomed. The monitor being used to write this guide has a maximum resolution of 1920 x 1080 pixels. If I try to preview a 2K subtitle bitmap (2048 x 858), the monitor is incapable of displaying the whole image, so the preview window will zoom out to make the whole image visible. The preview size and aspect ratio are displayed at the top of the window above the view combo.
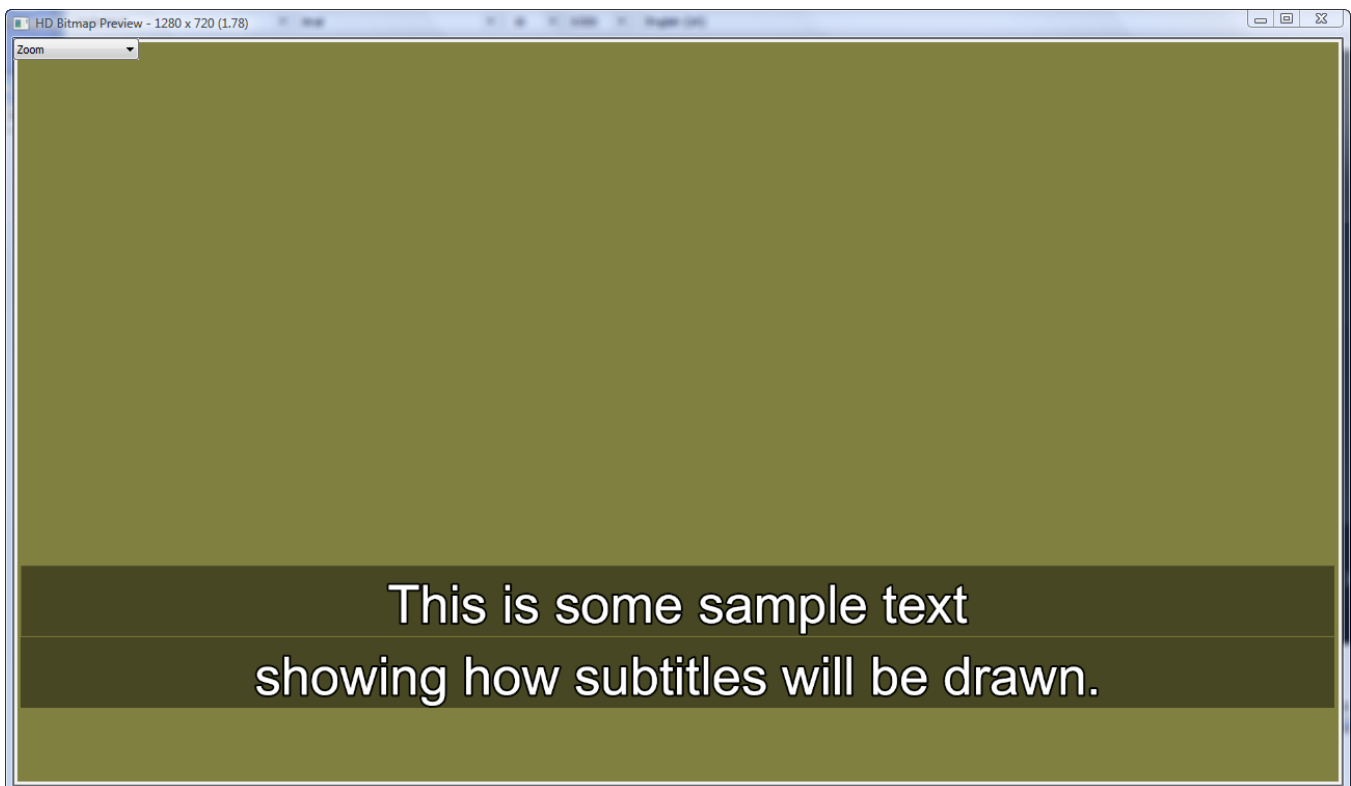
AutoRecover and timed backups

AutoRecover

AutoRecover automatically saves your subtitle file and backs up certain data files as often as you want. To enable AutoRecover, click **Tools, Options,** select the **General, AutoRecover** tab in the **Options** window and tick the **Save AutoRecover data** box.
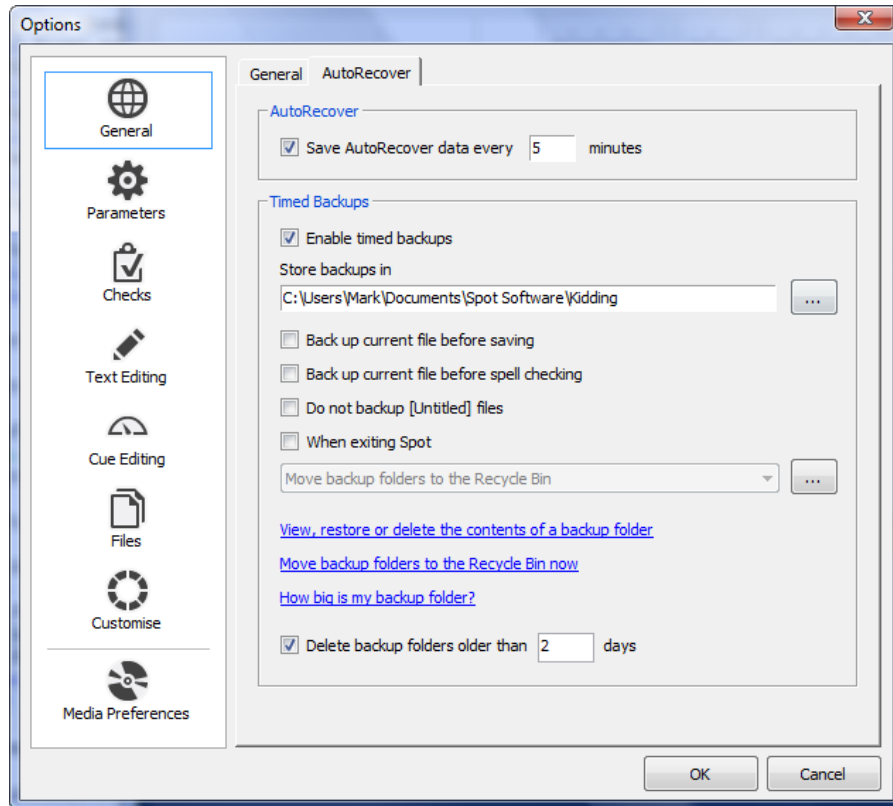
If AutoRecover is set to 15 minutes, for example, Spot will create a copy of the current subtitle file and save it to disk every 15 minutes. Should Spot fail to shut down properly (i.e. in the event of a power outage or a problem with Spot itself), you will be prompted to recover the last auto-saved version of the file you were working on.

Timed Backups

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

New in version 6 of Spot is the ability to select where your backups are stored. Click the button on the right of the **Store backups in** field to tell Spot where you want to store them.

To view the backups for a particular file, click **View, restore or delete the contents of a backup folder** (or click the **Backup** button on the toolbar in the main window). This will open the **Browse for Folder** window, with your backup folder selected as shown below.
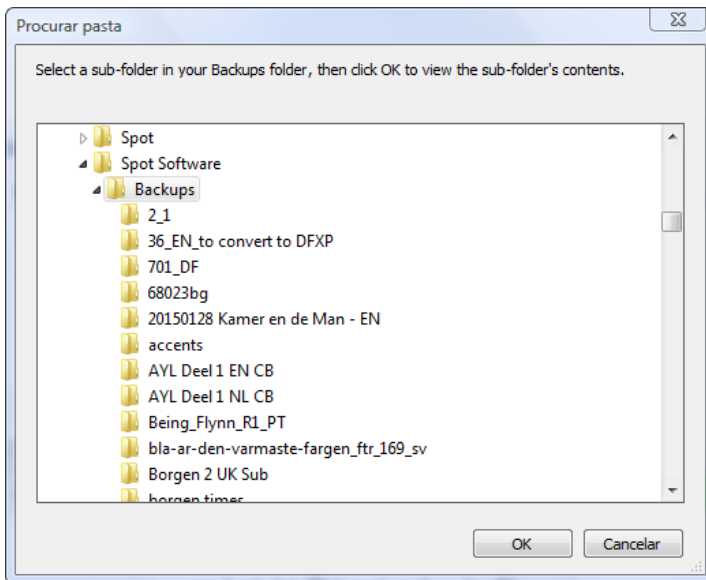
Click the arrow to expand the Backups folder and view its sub-folders. Note that each of them is the name of a file you have worked on. Select one of these sub-folders and click **OK**. This will open the following window.
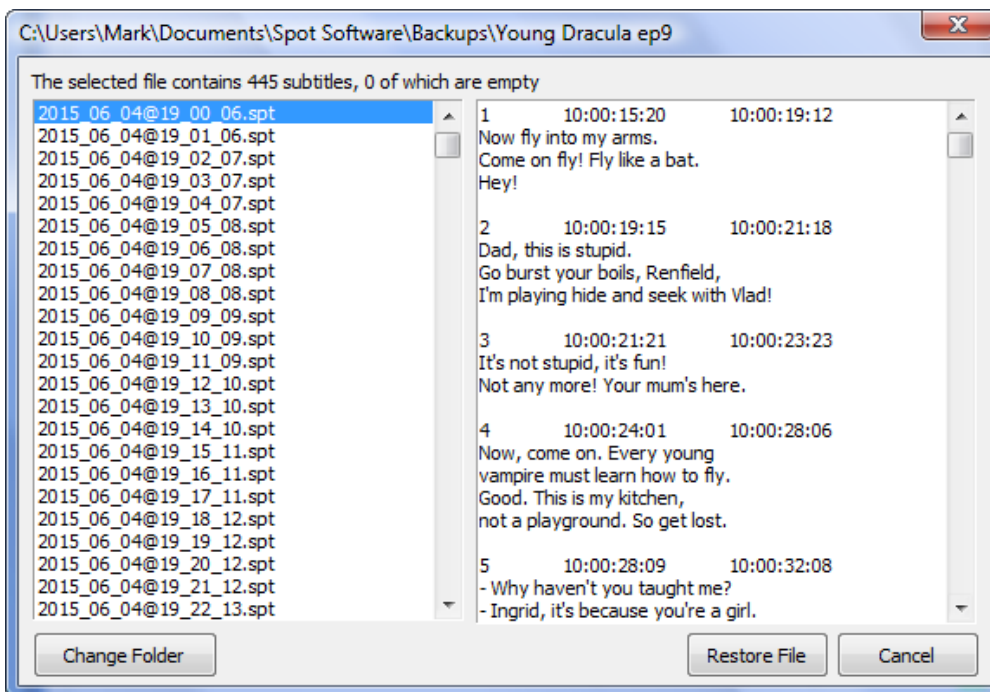
The **Files in Folder** list on the left of the window displays all of the backups for the current file together with the time and date each backup was created (the first file in the list was created at 00:06 on 4th June 2015). Click a file to view its contents in the **File Data** pane on the right. To restore a backup file from the list on the left, click it once to select it and then click the **Restore** button.

The amount of data stored in your backup folder will obviously increase over time (you can find out how much disk space is being used by clicking **How big is my backup folder?**). The **When exiting Spot** option lets you control what happens to your backup folders when Spot closes: nothing (i.e. the option is unselected); they are moved to the Recycle Bin; they are moved to a location you specify; they are permanently deleted. We recommend moving the backup files to a different location (a folder on your network, for example, or an external hard drive or other device) as this will ensure that your backups are safe.

You can also tell Spot to warn you when backup folders reach a certain age and automatically delete them. If this option is selected and Spot detects one or more backup folders older than the age you specify, you will see the following message when Spot starts. Click Yes or No as you see fit.
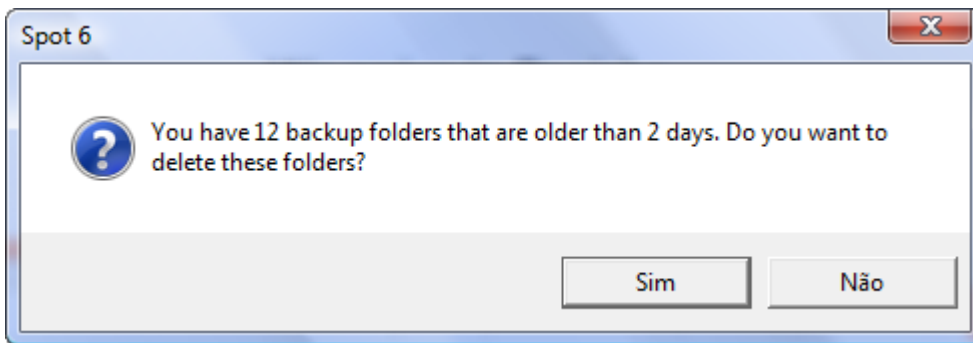
The toolbar icon in the main window lets you monitor your backup status and configure backups directly without the need to open the **Options** window.

Click the arrow for more backup options

Clicking the toolbar button has the same effect as clicking **View, restore or delete the contents of a backup folder** as mentioned above

Turn backups on or off. When on, a green light is displayed on the computer server; a red light is shown when they're off

Disable Backups

Configure Backup Options...

Open Backup Folder...

Opens the Options, AutoRecover window

Opens the backup folder in Windows Explorer

Green arrow and green lights mean backups are currently enabled

Splitting files

Sometimes you might want to split a subtitle file into two or more files. To do this, Select **File, Split**.
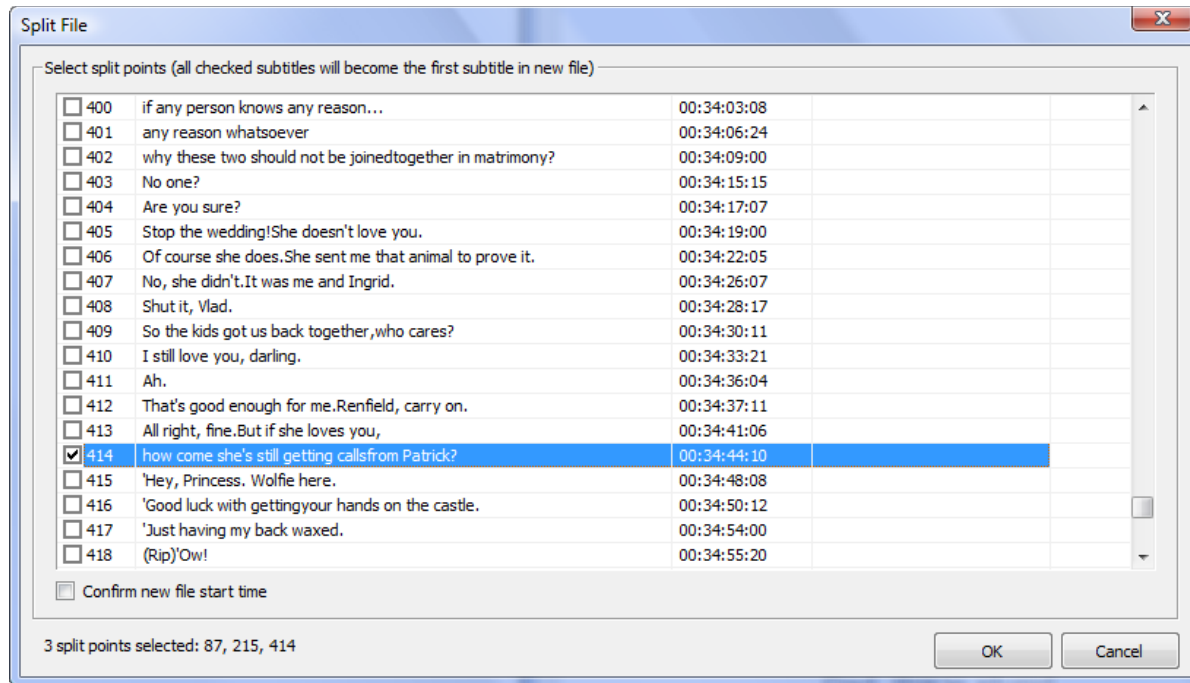
When selecting split points (by clicking the box to the left of each subtitle), bear in mind that a selected subtitle will become the first subtitle in the new file. In the screen shot above, for example, subtitles 87, 215 and 414 are selected (as shown at the bottom of the window) so three new subtitle files will be created starting at those numbers. Each file is given the name you choose in the Split File Root Name dialog box plus a numeric suffix(_1, _2, _3, etc.) and the extension .spt. Column two shows the in cue for each subtitle and column three shows any comments in the subtitle, which can prove useful if you've marked any split points in the comment field.

Select the **Confirm new file start time** option if you want to offset the start time of each new file.

Copying subtitles from existing files

There are several ways to copy subtitles (text only or complete with formatting and timing) from existing files:

- Use the Copy window
- Use Quick View
- Use File Sync
- Use the File Viewer

See the relevant topic for more information.

Copy window

As the names suggests, the Copy window is used to copy subtitles from an existing .spt file. To open the Copy window, click the Copy button on the View panel at the bottom of the main screen or press **Ctrl+L**. The window appears on the right, with the subtitles in the file listed in similar fashion to Quick View.

Open an external Spot file

Set subtitle list font size

Find a word or phrase in the file (press Enter to search)

3 subtitles selected

Nr	Cues		Subtitle
278	10:17:54:24	10:17:56:19	Get back or I'll knock, you freak!
279	10:17:56:22	10:17:59:23	I'm not a freak!/Look, you've got to trust me.
280	10:18:00:01	10:18:03:08	I'm just a normal kid/like you or Robin.
281	10:18:03:11	10:18:07:18	I mean, I don't get/my fangs until I'm 16. Look.
282	10:18:10:10	10:18:13:13	You've, erm, got a bit of spinach…
283	10:18:13:16	10:18:15:23	Oh. Thanks.
284	10:18:18:13	10:18:21:24	- Yes? Can I help you?/- Erm…
285	10:18:24:01	10:18:26:22	- Nothing, Miss./- Well, move along then.
286	10:18:27:00	10:18:30:01	I have a cockroach outbreak/in the canteen to deal with.
287	10:18:33:02	10:18:34:13	Thanks, Chloe.

Copy selected subtitles to the main file (Ctrl+C)

Select all subtitles or select none

You can also drag selected subtitles to the main file instead of clicking the Copy button

Select the subtitles you want to copy, then either press Ctrl+C or use the mouse to drag them into the current subtitle. Pressing **Ctrl+L** again closes the Copy window.

Notes View

The Notes panel is a rich text edit area that can be used for just about anything you like:

- To add notes for yourself about the file you're working on
- To add notes for someone else about the file you're working on
- As a fully-enabled Unicode replacement for Spot's Notebook for documentary or dubbing work
- As a separate, mini subtitle editor

To open the Notes panel, click the **Notes** button on the View panel at the bottom of the main screen or press **Ctrl+K**.

Notes are physically saved inside the current Spot (.spt) file whenever the latter is saved. You can force a notes-only save by clicking the **Save** button on the **Notes** toolbar. Notes can also be exported to an external Unicode text or SRT file by clicking the arrow on the right of the **Save** button.

The Notes window can be switched to the left of the screen (to keep the video window visible if you're working on a documentary, for example) by clicking the rightmost toolbar button.

Open a file or import
the current Spot file   Save or export notes   Insert timecode
and choose timecode format   Toggle the position
of the Notes window
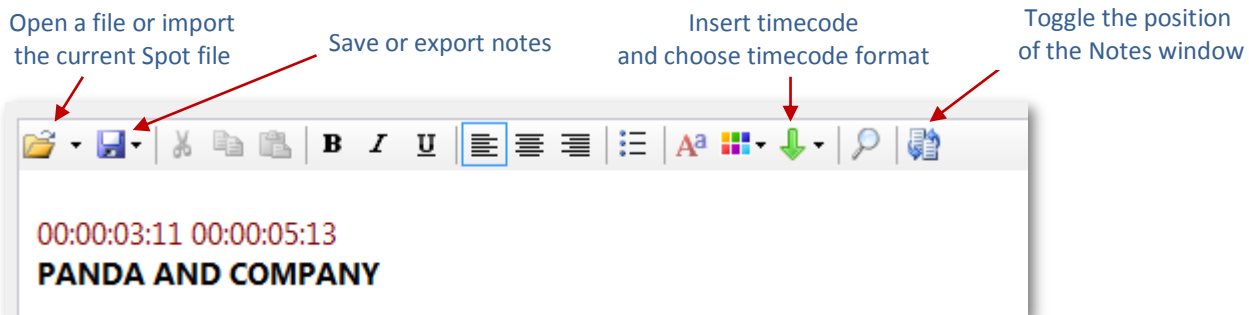
Any external text file (rtf, doc, txt, xml, etc.) can be dragged into the Notes window. If you have a video open, the current timecode can be inserted in several formats by pressing **Alt+Ins** or by clicking the green arrow on the toolbar.

To exit **Notes**, either click the close button on the far right of the toolbar or click the **Edit** tab at the bottom of the main screen.

File Sync (deprecated)

Clicking the **File Sync** tab opens the **File Sync** panel. Spot's main screen will resize itself to create a mirror image of the previous, current and next subtitles on the right side of the window and will prompt you to open a file. **File Sync** was designed to allow different language files to be time-synched with one another, but it can also be used to paste and copy subtitles between files, view an external file, compare different file versions and, perhaps most importantly, import files with characters from different character sets that are displayed incorrectly in the main Spot subtitle area.

Current file   Sync file   Sync file toolbar
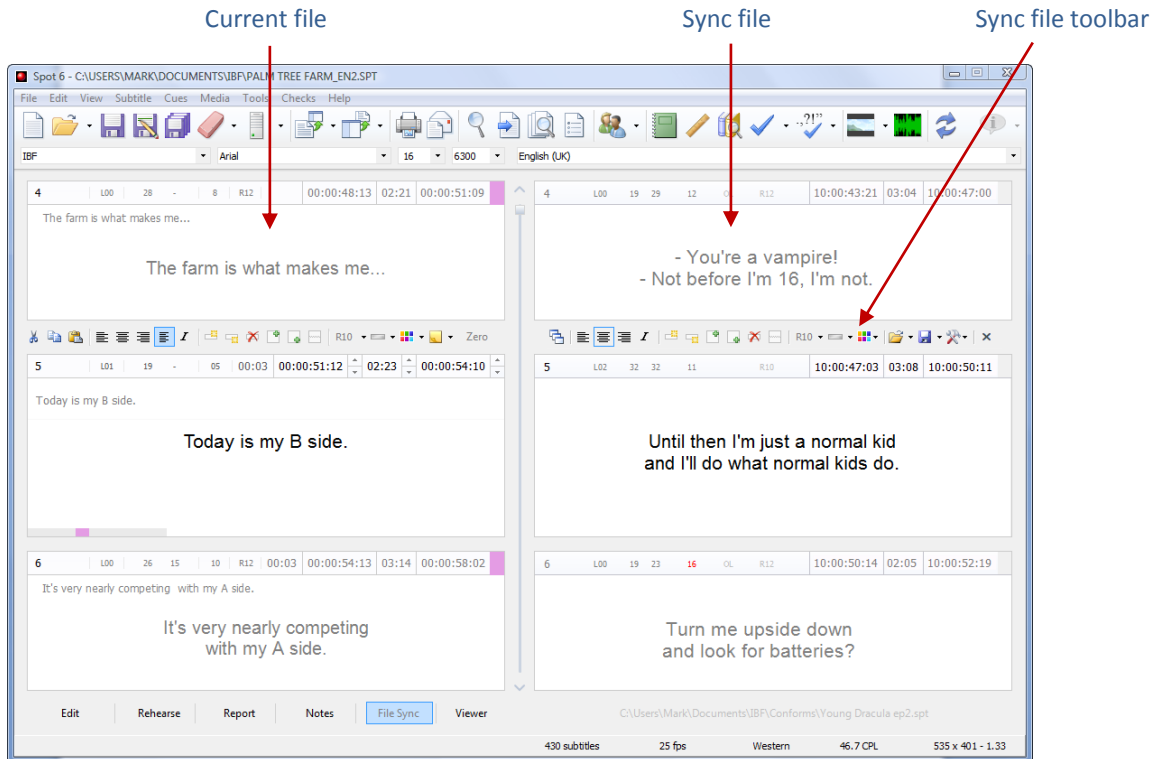
When you open a sync file, Spot compares the number of subtitles it contains with those in the main file. If the main file has more than the sync file, empty subtitles will be added to the end of the sync file so that the number of subtitles in both files is the same. Similarly, if the sync file has more subtitles than the main file, empty subtitles will be added to the end of the latter. As you move through the main file or the sync file (either by using the mouse wheel or pressing **Page Up** or **Page Down)** both files will scroll in sync with each other.

The sync file toolbar is similar to the main subtitle toolbar, but contains a few new items. These are explained below.

Open a Spot file to sync, import files with
mixed character sets,
import comments from main file

Sync all cues to main file, sync all attributes to
main file, copy or insert selected subtitles in main
file, clear selected sync subtitles, stop syncing

Select all sync subtitles

Save/save as sync file, merge sync file with main file
and save as a dual language file, export as comments to main file

Select all sync subtitles

Clicking this button will select or deselect all the subtitles in the current sync file. You'll most likely do this ahead of a copy or insert operation – see below for more information. To select individual subtitles, hold down the **Ctrl** key and click the box on the right of the out cue. It will turn orange to show the subtitle is selected.
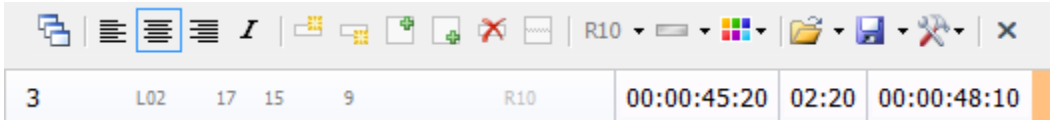
Import files with mixed character sets

File Sync also provides a solution for editing and exporting files with mixed character sets or dialects that Spot cannot properly handle. If you ever come across a file in which one or more characters fail to display properly, open it normally in the main Spot window, open the File Sync panel, click the Open dropdown button on the sync toolbar, click **Import** and select the type of file you want to open (the options are PAC, unformatted text, Subrip SRT or a Custom One text file). You should now have both files displayed side by side – the original on the left and the sync on the right. The difference between the two is that the file on the right can display any character from any language, so the characters that originally failed to display are now shown properly. You can edit the sync file as you normally would. When you are ready to export the file, click the Save button on the sync toolbar and select **Save to Memory**. A message box will confirm that this has been done.

Now that the subtitles are stored in memory, you can export them via the **File, Export** window. For many of the export formats (Subrip SRT, Timed Text, XML files, HD bitmap streams and digital cinema DCP files), you'll see there's an "Export Sync Subtitles" option to export the sync subtitles instead of the main file. Select this option and the sync subtitles will be exported with all the characters intact.
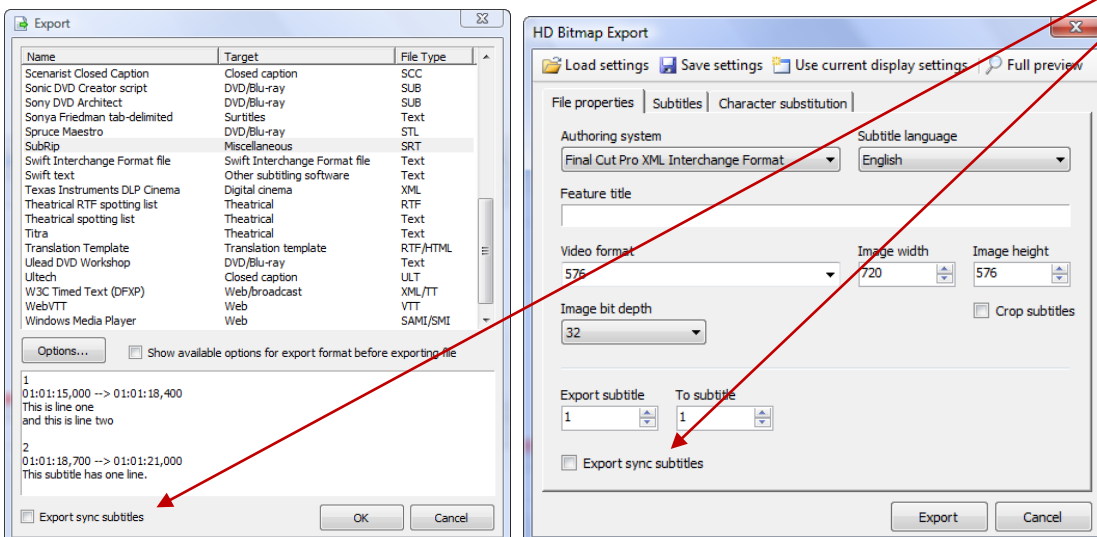
Note also that when selecting the "Export Sync Subtitles" option in the DCP window, the subtitle preview window will display the sync subtitles, not the original file.

Import Comments from Main File

You don't have to open a file to sync it. If you have comments in the main file (which have been imported into Spot from an external file via the **File, Merge** menu, for example), you can copy them and their respective in and out times into the sync file, replacing the current sync subtitles and effectively creating a timed replica of the main file.

Use the **Save** dropdown menu on the **File Sync** subtitle toolbar to merge the sync file with the main file and create a dual language version or add the sync subtitles to the comments field. Selected subtitles can be copied or inserted into the main file using the toolbar dropdown menu (use the button on the left of the toolbar to select all subtitles.

Merge with Main File and Save as Dual Language

This command appends each sync file subtitle plus a carriage return to its corresponding main subtitle and saves the resulting file as a dual language .spt file. So if the two subtitles below are e.g. subtitle 12 in the main and sync file -

```
Do you know what otters eat,
Panda?

Sabes o que comem as lontras,
Panda?
```

- in the dual language file they become one, four-line subtitle laid out like this:

```
Do you know what otters eat,
Panda?
Sabes o que comem as lontras,
Panda?
```

Export as Comments to Main File

Copies all the sync file subtitles to the comment fields in the main file.

Sync All Cues to Main File

This copies the in and out cues from the main file to the in and out cues in the sync file.

Sync All Attributes to Main File

Copies the attributes of each subtitle in the main file (alignment, etc.) to each subtitle in the sync file.

Copy Selected Subtitles to Main File (Overwrite)

Copies selected sync file subtitles and pastes them in the main file, replacing the existing text.

Insert Selected Subtitles in Main File

Inserts the selected sync file subtitles in the main file.

File Viewer

Spot's file viewer lets you load a range of external subtitle files (sptx, pac, stl, txt, itt, xml, srt, sub) into the viewer panel without interfering with the current subtitle file. You can then copy subtitles from the viewer or make changes to text-based viewer files (to quickly correct any errors, for example) and save them.

To open a file, either click the **Open File** button on the **Viewer** toolbar or drag the file into the **Viewer** itself.

Open file

Current Viewer file

Save viewer file. Only text-based formats can be saved this way

Find a word or phrase in the viewer

Set open/save text-encoding

Save imported PAC, STL or SPT viewer file binary file as formatted text file

Click to change font

Right-click selected text for copying options
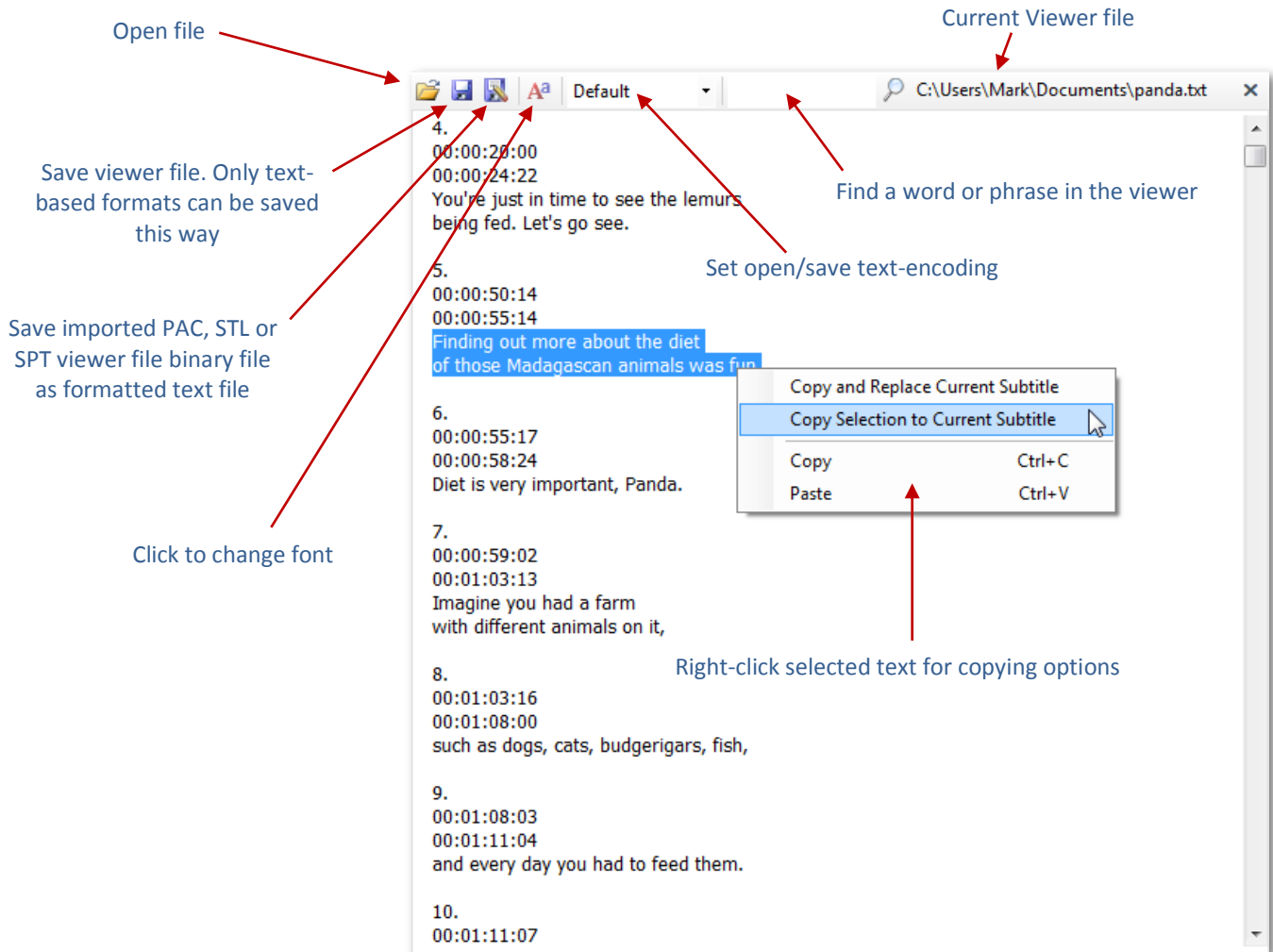
Click the dropdown list to set the encoding for text-based formats. If you open a SubRip SRT file, for example, and accented characters look corrupt, change the encoding from e.g. Default (ANSI) to UTF-8. Spot will re-read the file with the selected encoding. The same applies when saving text-based formats – the current text encoding will be used. This makes it easier to convert text-based files from e.g. UTF-8 to Unicode (UTF-16)

To copy subtitles from the **Viewer**, select the text to copy, right-click the selection and choose the action: copy the selection and use it to replace the current subtitle or just merge the selection with the current subtitle.

Click the font button on the toolbar to change the font used by the **Viewer**.

Working with media files

Opening media files

Use the video panel to open media (i.e. video and audio) files. Click the rightmost button on the video panel toolbar or press **F7** to bring up the **Select Media Source** window. You can open video files (MPEG-1, MPEG-2, AVI, WMV, MOV, M2V, MP4, VOB), audio files (WAV, MP3, WMA), or separate video and audio files, *provided you have the necessary decoder filters installed on your system*. If a file does not open, responds sluggishly or has its video and audio out of sync, you should consider installing the K-Lite Codec Pack, which will provide support for just about any video type. Click Help, Download K-Lite Codec Pack to install the latest version. You can also choose to use Spot's own internal MPEG-1, MPEG-2, MOV and MPEG-4 decoders or tell Spot which decoders and splitters you'd like to use. See below for more information on this.

The video panel
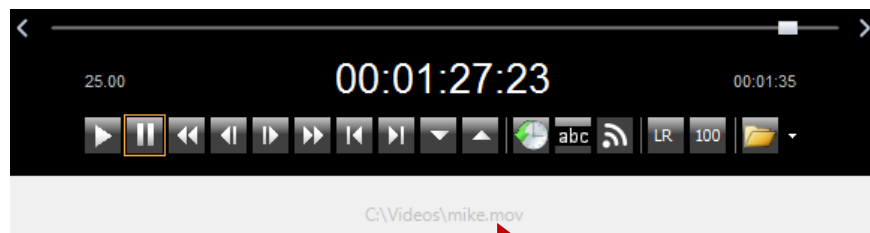
Name and location of current media file

The name of the currently open video or audio file is displayed in grey beneath the video toolbar. Clicking the name will open the Media Properties window.

Unlike in previous versions of Spot, after selecting the video file to open, you do not need know what the video's frame rate is. Spot will tell you in the Select Frame Rate window, although you can override the reported video frame rate on the very rare occasions that this might be necessary (an NTSC DF video with a NDF BITC timecode, for example).
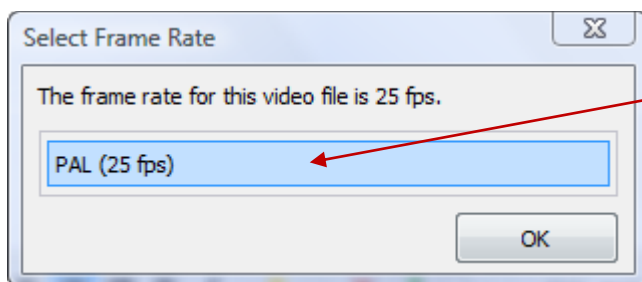
Spot is telling you what the frame rate is. Click the blue dropdown list to select a different frame rate if you ever need to

Once the file has loaded, it will start playing automatically (this behaviour can be changed in the **Video, Media Preferences** window). If you are working with a new media file, you may want to pause the video at this point and generate internal timecode for the file, process the audio or search the video for shot cuts.

Syncing media files

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

To do this:

- Move to the first frame in the video file.
- Click the **Offset Timecode** button on the video toolbar to open the **Offset Video Timecode** window..
- Type the BITC displayed on the video in the text box.
- Click OK.

Type the new timecode and press Enter
or Click OK
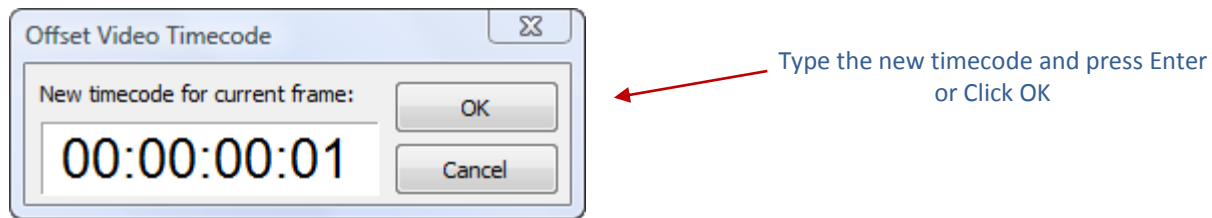
To check that the file does not contain any dropped frames, move to the end of the video. Spot's internal timecode display (in the centre of the video status panel) should match the BITC. If it doesn't, one or more frames have been lost during encoding. This is becoming rarer nowadays as encoding quality improves, but if it does happen, you need to find these frames and correct the timecode:

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

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

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

Controlling media playback

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

Using the video control panel

The video control panel is located immediately below the video window. It displays information about the current video and provides buttons and other controls to let you control the video. You can customise the layout, appearance and colour of the video panel on the **Video Panel** tab in the **Options, Customise** window. See the Customising Spot section at the end of this guide for detailed information.

Information displayed by the video panel
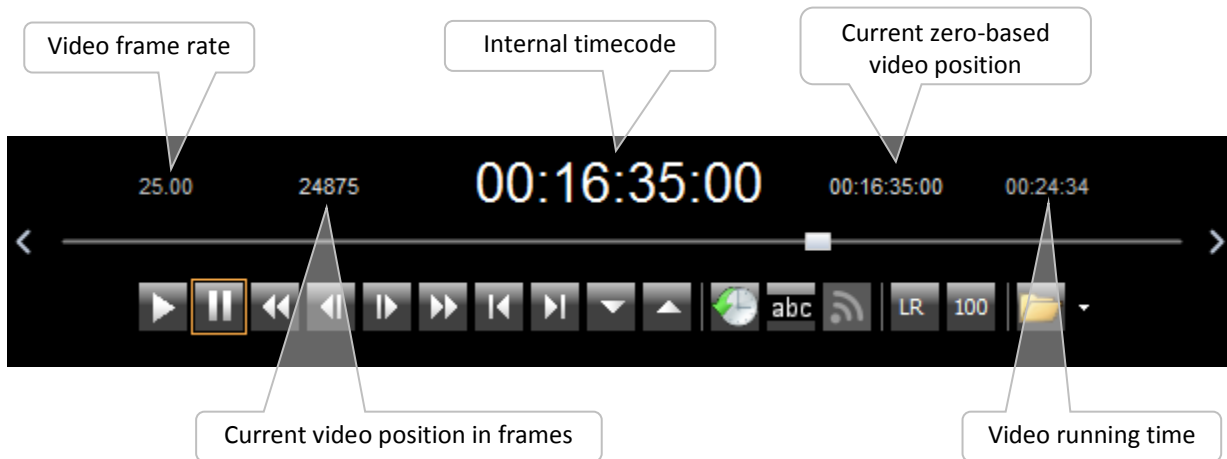
Navigation controls
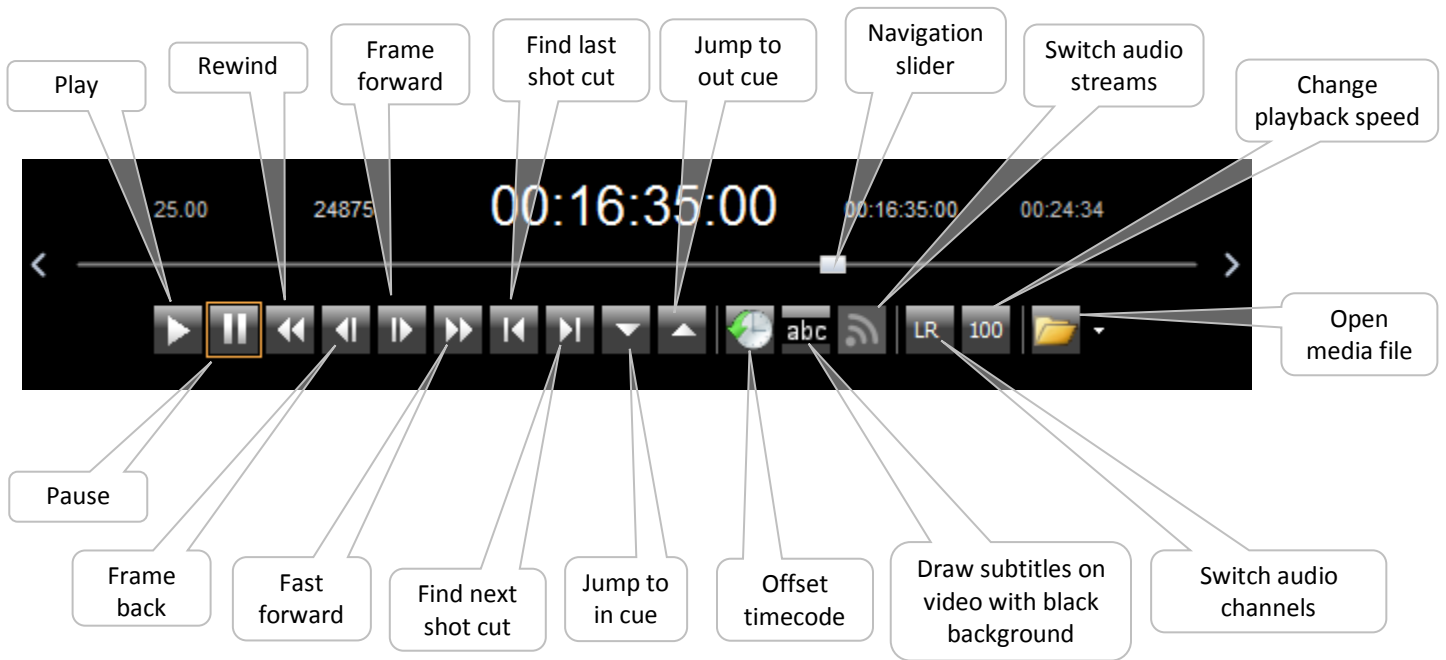
Each command is explained in more detail below.

Play
Play forwards at normal speed.

Pause
Pause playback.

Rewind
Run backwards at twice normal speed (no audio). If paused, jump backwards in one second intervals.

Fast forward
Run forward at twice normal speed (with audio). If paused, jump forwards in one second intervals.

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

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

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

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

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

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

Offset timecode
Open the offset timecode window.

Open media file

Open a media file.

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

> **Load shot change file**
> Load an .scd shot change file generated by SpotCVT during a video conversion.

> **Export shot change data**
> Export current shot change data in text format.

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

> **Close video**
> Closes the current video file

Delete video format flag

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

Recently opened media file list

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

The navigation slider

Clicking the left and right arrows on the navigation slider (which can be hidden if you don't like them via **Options, Customise, Video Panel**) moves the video backwards and forwards in one-second increments.

Using the keyboard

The default keys for controlling media playback are shown below. All are user-configurable (**Video, Media Preferences).**

Start of video

End of video

Decrease playback speed (100% – 10%)

Replay from last play position

Fast forward

Rewind

Increase playback speed (10% - 100%)

Frame back

Frame forward

Play/pause

Go to last shot cut. Ctrl = go to last audio peak

Go to in cue/ Grab in cue

Go to out cue/ Grab out cue

Replay sequence

Toggle shot cut

Next shot cut. Ctrl = go to next audio peak
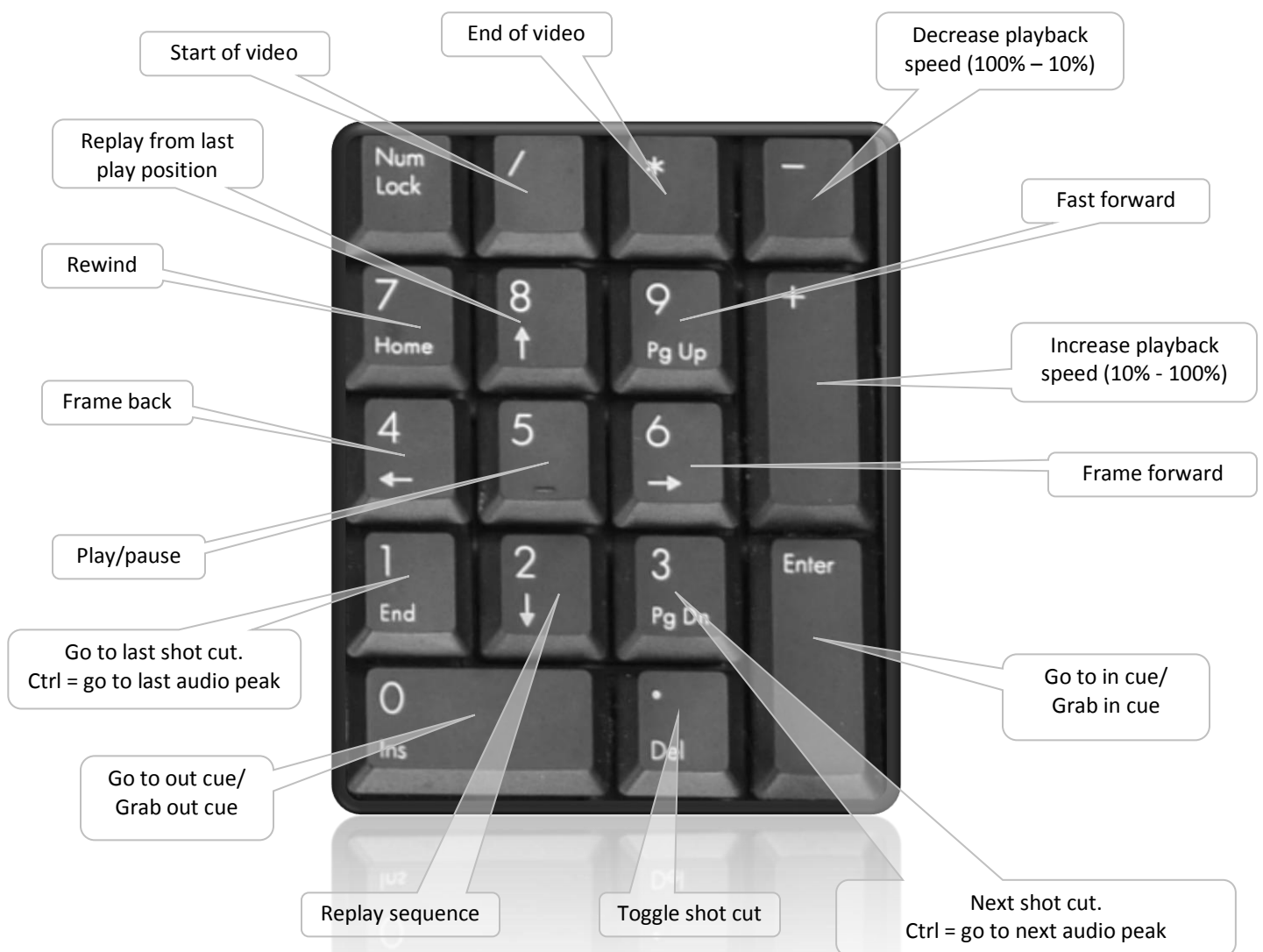
Holding down a key will cause it to repeat, so holding down the frame back key with the pause button depressed, for example, will allow you to move in apparent slow motion backwards (or at normal speed, depending on your computer); holding down the fast forward key with the pause button depressed will move you forwards through the file at upwards of 250 fps. The NumLock key must be on for these key strokes to work. If you are working with Spot on a laptop computer, you are strongly advised to buy an external USB numpad.

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

Viewing media information

Clicking the video name displayed below the video panel opens the **Media Properties** window. This provides detailed information about the video, including the name of the video container (MOV, MPEG-4, AVI, etc.), the video encoding format (QuickTime, DivX, etc.), the duration of the video, the video bit rate, the audio encoding format and so on. This information can prove useful when troubleshooting video playback or frame rate issues.

```
Media Properties                                         ✕

General
Complete name: C:\Videos\mike.mov
Format: MPEG-4
Format profile: QuickTime
Codec ID: qt
File size: 78.4 MiB
Duration: 1mn 34s
Overall bit rate mode: Variable
Overall bit rate: 6 942 Kbps
Encoded date: UTC 2012-06-07 12:39:56
Tagged date: UTC 2012-06-07 12:40:43
Writing application: Mac OS X v10.7.4 (CMA 891, CM 705.78, x86_64)
Writing library: Apple QuickTime

Audio #0
ID: 1
Format: AAC
Format/Info: Advanced Audio Codec
Format profile: LC
Codec ID: 40
Duration: 1mn 34s
Source duration: 1mn 34s
Bit rate mode: Constant
Bit rate: 256 Kbps
Channel(s): 2 channels
Channel positions: Front: L R
Sampling rate: 48.0 KHz
Compression mode: Lossy
Stream size: 2.91 MiB (4%)
Source stream size: 2.91 MiB (4%)
Title: Core Media Audio

   View Another File...                    Close
```
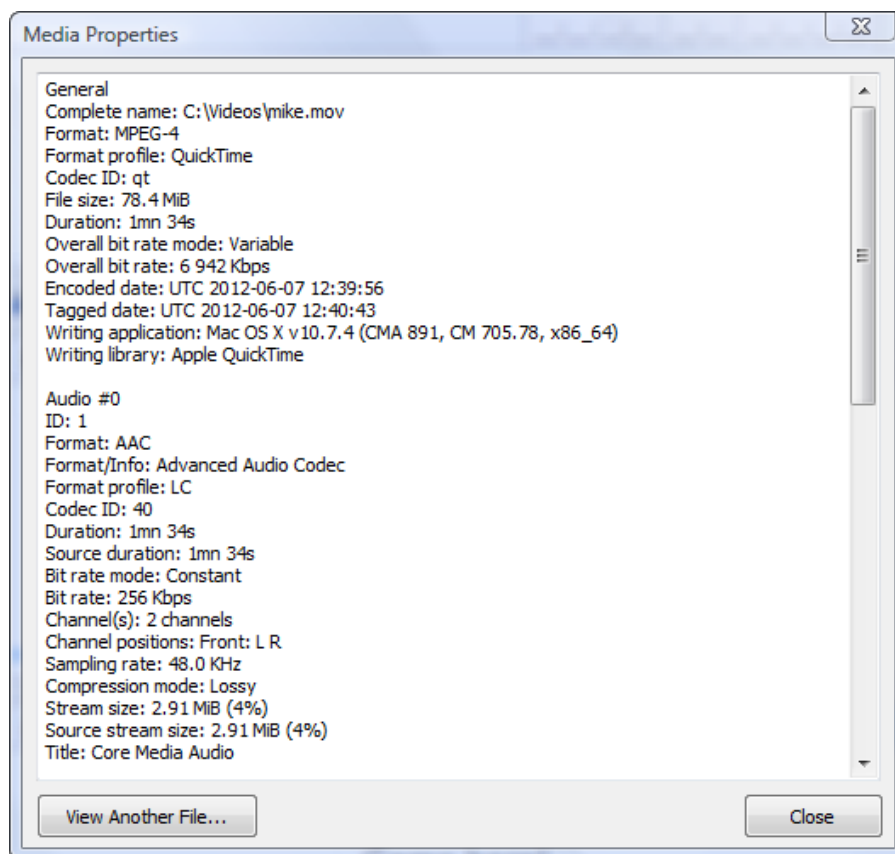
You can inspect the properties of an external video (i.e. not the current video) by clicking the **View Another File** button or by clicking **Media, Inspect External Media File** in the main Spot window.

Showing Video Filters

It can sometimes be useful to examine the building blocks ("filters") used to construct and play a video file. A typical video is comprised of a source filter (the physical video file), a "splitter" which separates the video into a video and audio stream, a decoder for each video and audio stream and a playback device ("renderer") for each stream. With a video open in Spot, right-click the video window and select **Show Video Filters**. A window similar to the one below will open.
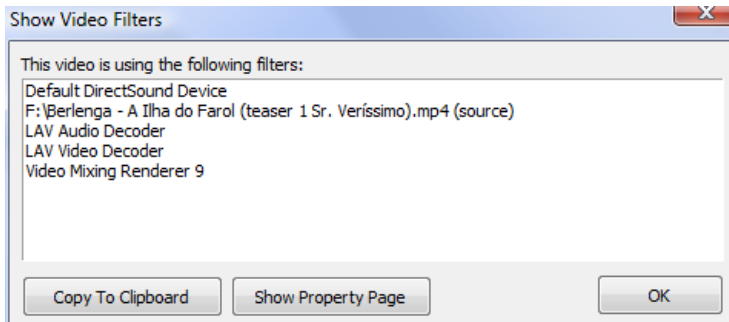
In the image above, the video's source filter is F:\Berlenga – A Ilha do Farol (teaser 1 Sr. Veríssimo).mp4, LAV is decoding the video and audio, the default DirectSound device (your sound card) is playing the audio and the Video Mixing Renderer 9 is responsible for rendering the video.

Double-click an item in the list to open its property page (note that not all filters have one). The property page for the Video Mixing Render 9 filter (shown below) lets you change the brightness and contrast of the video and force an aspect ratio change. With other property pages you can add or remove audio effects, increase volume, inspect playback statistics and so on.
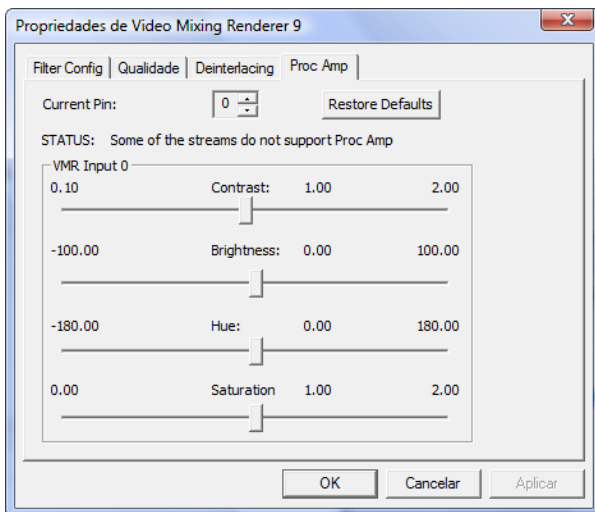
Note that the Video Mixing Renderer 9 is a very useful filter as – depending on your graphics card – it can solve the "video only occupies a quarter of the video window" issue when scaling greater than 100% is used in Windows 10.

Setting Video and Audio Preferences

The **Media Preferences** window (**Video, Media Preferences**) lets you customise the way Spot handles media files and set various options. It is divided into six sections: **General**, **Media Control**, **Timeline, Tools, DirectShow Filters** and **Deprecated**. Each section is explained in more detail below.

General

When you press **F7** or click the **Open media** button on the video toolbar, the **Select Media Source** dialog will open in the folder specified in the **Media folder** field.
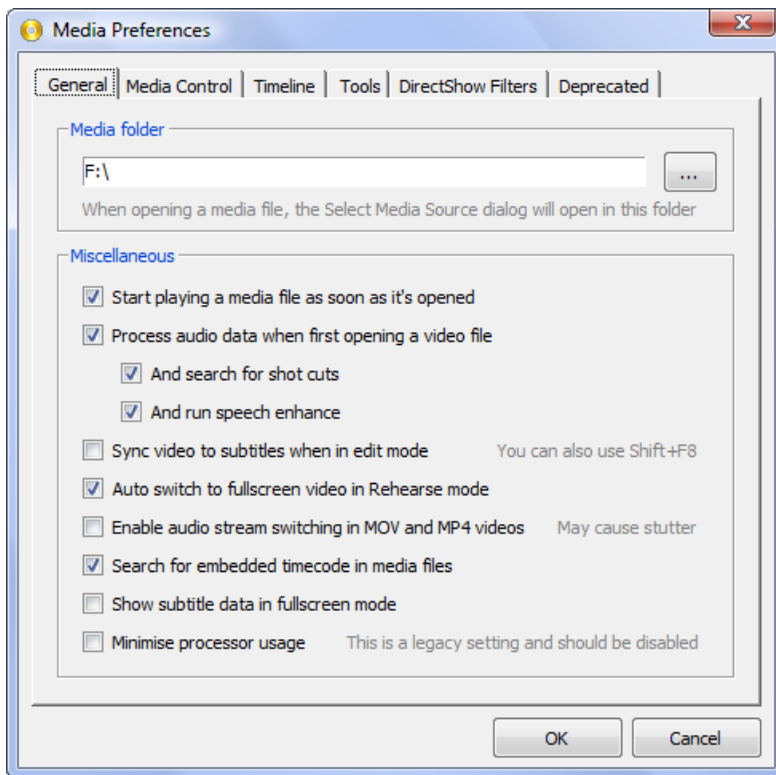
Ticking the **Sync video to subtitles when in edit mode** box forces the video or audio source to jump to the current subtitle when navigating through a subtitle file. This option can also be set using the **Options, Quick Options** menu or quickly toggled on or off using the **shift + F8** keyboard shortcut.

Auto switch to fullscreen video in Rehearse mode toggles between normal and fullscreen video in Edit and Rehearse mode respectively. In other words, the video will occupy its normal position while editing subtitles, but will fill the whole of the Spot window while watching a video in Rehearse mode.

If you select the **Enable audio stream switching** option, whenever you open a MOV or MPEG-4 video containing more than one audio stream, each stream will be displayed below the **Switch Audio Stream** button on the video toolbar. To switch between audio streams, click the button and select the desired stream from the dropdown list. It's important to understand the difference between audio *streams* and audio *channels*. A video is normally comprised of one video stream and one audio stream. The audio stream itself will usually have two audio channels: left and right; stereo, in other words. However, video files may contain more than one audio stream – the original English audio in one stream, for example, and Spanish or German or French dubbed versions of the English in other streams.

When Spot detects more than one audio stream in a MOV or MPEG-4 video, the **Switch Audio Stream** button on the video toolbar will become enabled.

The audio stream switch button is enabled, meaning Spot has detected more than one audio stream in the video.
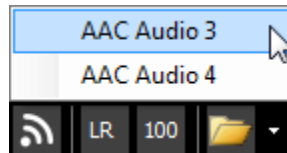
Click the button to display and select one of the available audio streams

Spot 6 has its own internal splitters and decoders for playing MOV, MPEG-4, MPEG-1 and MPEG-2 videos. Select the appropriate option to make sure they are used when opening these types of file.

Some video formats, including WMV and MPEG, may contain embedded timecode. If you want Spot to attempt to read the timecode in these files, select this option. Note that some video containers only provide timecode for the first timecode in the file. If embedded timecode is found, the message "Reading embedded timecode" will appear on the status bar when Spot opens the video.

Selecting the **Show subtitle data in fullscreen mode** option tells Spot to display information about the current subtitle in the top left corner of the video when running in fullscreen mode as shown below.

Subtitle number   Timecode   In cue   Duration   Out cue
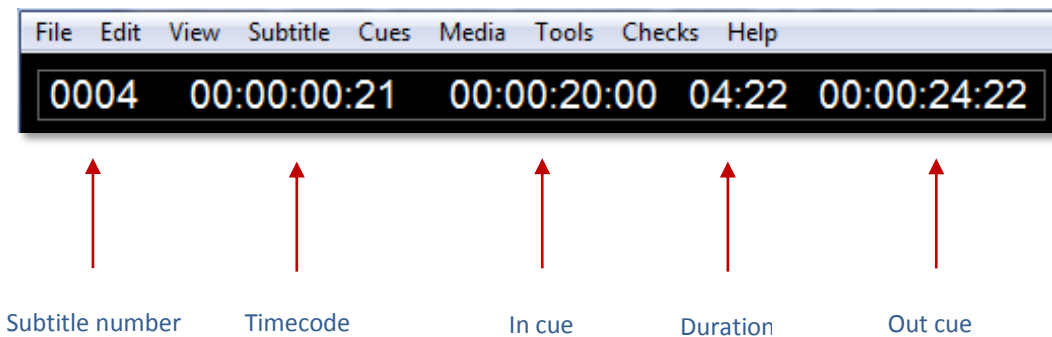
Media Control

The **Media Control** tab lets you customise the keys used to control media files.

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

The **Switch to Rehearse/Edit when pressing Play/Pause** option (keyboard shortcut is the **Scroll Lock** key) lets you toggle between rehearse and edit modes with a single key press. Pressing the play button will put Spot into rehearse mode and start video playback; pressing the pause button will put Spot into edit mode and pause the video.
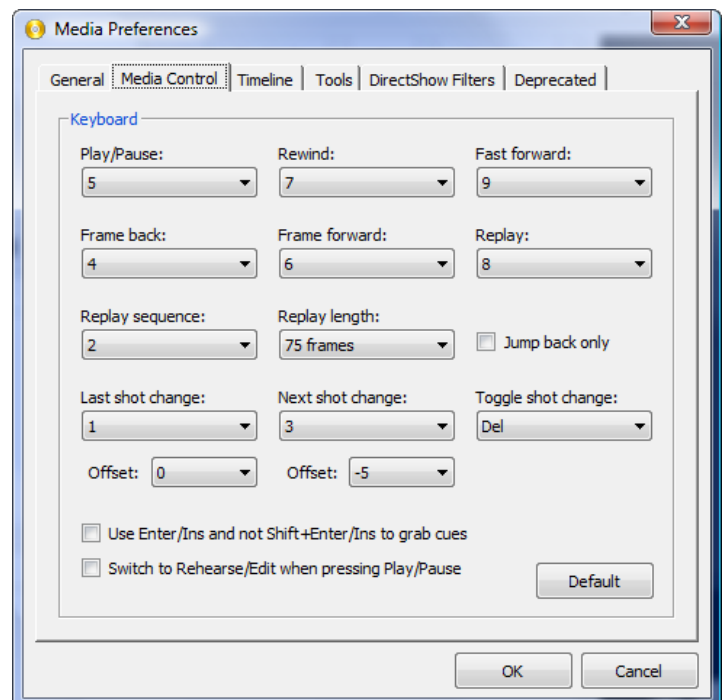
Timeline

The **Timeline** tab sets options for the timeline display.

Tools

The **Shot Cut** section sets the sensitivity used during shot cut detection.

The **Speech Enhancement** section sets the options for Spot's speech enhance engine.

DirectShow Filters

The **DirectShow Filters** tab lists all the video "filters" (source file splitters, video and audio decoders, etc.) installed on your machine and lets you choose preferred splitters and decoders to use when playing a video. This can be useful if a particular decoder is causing problems on your system – select a different decoder and Spot will try to use it the next time you open a video file. For example, the Haali source file splitter can cause problems when used with certain video formats. If this happens, select the LAV or another source file splitter from the list. Some filters provide some very useful features. Selecting the Video Mixing Renderer 9 filter will allow you to change the brightness and contrast of a video and force it to allow aspect ratios changes if needed. It can also solve the "video window is shown at quarter size" issue that can affect Windows 10 machines with scaling set to a value greater than 100%. See the Display Settings section and Show Video Filters topic below for more information.

Deprecated

This section lists features that are no longer being actively developed, but which we have included in this latest release due to requests from users. For information on what they do and how to use them, see the Spot 5 User Guide available at http://www.spotsoftware.nl/downloads/spot5/Spot 5 User Guide.pdf.

Timeline display

Use the second button from the right on Spot's main toolbar to show or hide the timeline.

Click to show or hide
the timeline

The timeline is divided into four rows. The topmost row displays the video timecode at 10 second intervals, with smaller, unlabelled 5 second and one second markers. Subtitles are shown in the second row. Below the subtitles are the audio waveform and thumbnails.
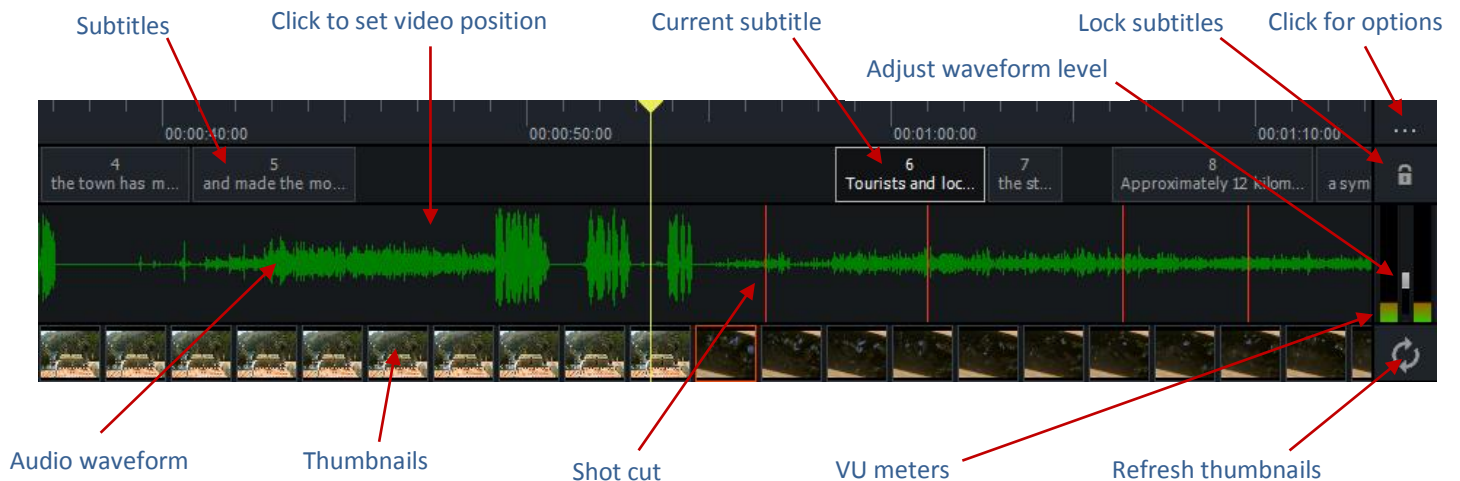
You decide what information to include in the timeline and how to present it. Select the **Timeline** tab in the **Media Preferences** window and set your options as explained below.
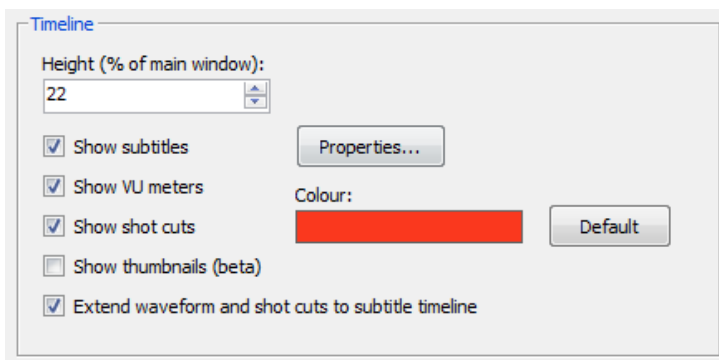
Height

Specifies the size of the timeline panel as a percentage of the height of the main window.

Show subtitles

Shows or hides the subtitle timeline. When subtitles are shown, you can use the mouse to move or resize the currently selected subtitle and change its in time, out time or duration. Clicking a subtitle on the timeline will go to that subtitle.
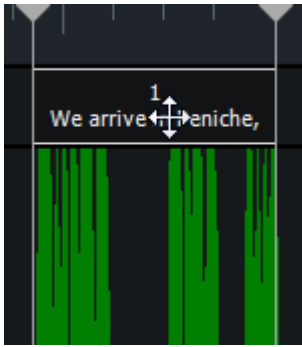
The image on the left shows how the mouse pointer changes to a move cursor when you click and hold the mouse down on a subtitle. Dragging the mouse left or right at this point will move it in the chosen direction along the timeline and will therefore change the subtitle's in time and out time. Note the two lines that appear at the start and end of the subtitle to help you position the subtitle as accurately as possible.

When you move the mouse over the left or right side of a subtitle, the pointer changes to a horizontal resize cursor, as shown in the image on the right. Dragging the mouse one way or another will decrease or increase the subtitle's in time. Move the mouse over the right of the subtitle and drag to change the out time.

When dragging or resizing a subtitle, Spot won't let you override the previous or next subtitle's in or out times (the position line will change to red). If you do want override the default interval, press the **Ctrl** key whilst moving the mouse.
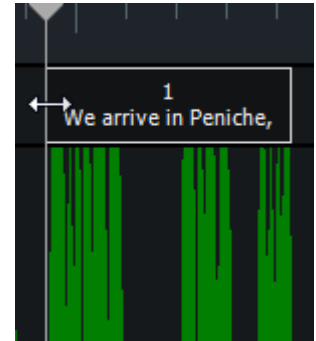
To disable moving and resizing (by accident, for example), click the lock icon on the far right of the timeline. The subtitles will still be displayed on the timeline but you will not be able to move or resize them.

Show subtitles, Properties button

Clicking the **Properties** button opens the **Subtitle Timeline Properties** window, allowing you to configure the way subtitles are displayed on the timeline.

Select subtitle size ⟶

Choose what information to display and how to display it

Preview selected options
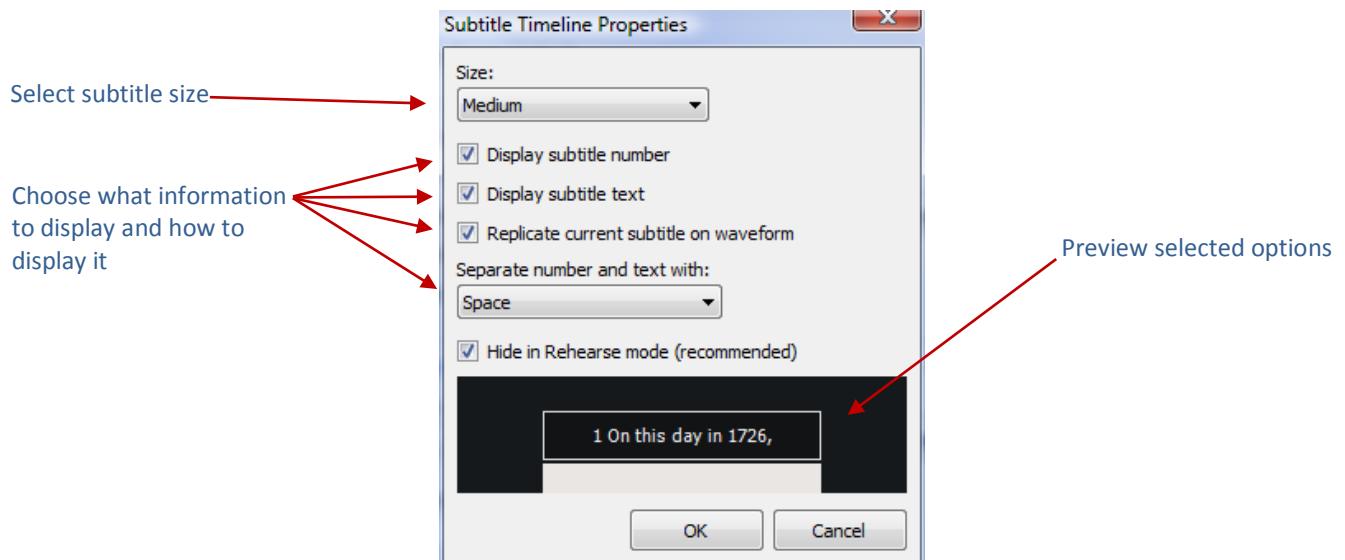
The **Replicate current subtitle on waveform** option (see image right) inverts the waveform display directly below the current subtitle. Moving or resizing the timeline subtitle will also move and resize the replication, helping you to position the subtitle as closely as possible to the start or end of speech.
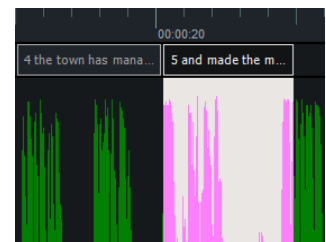
Show VU meters

Shows or hides the VU meters on the far right of the timeline.

Show shot cuts

Shows or hides shot cuts on the audio waveform. Click the **Colour** button to change the colour used to display shot cuts.

Show thumbnails (beta)

Shows or hides thumbnails along the bottom of the timeline. Thumbnails are refreshed whenever you pause a video. You can also force a refresh by pressing **Shift+Pause** or clicking the icon on the far right.

Extend waveform and shot cuts to subtitle timeline

If selected, shot cuts and the audio waveform are drawn across both the waveform and the subtitle timeline. You may need to change the waveform level using the selector on the far right of the timeline for this to work properly.

Before the timeline will actually display anything useful, you need to process the audio data in the media file you are working with.

Audio waveform display

If you want Spot to process the audio in media files and display the audio waveform automatically every time you open a new file, select the **Process audio data when first opening a video file** option on the **Media Preferences, General** tab. If you are working with an unprocessed media file, click the **Process Now** button (this option will be disabled if no media file is open). Alternately, click the options button on the right of the timeline and then click **Process Audio Data**.
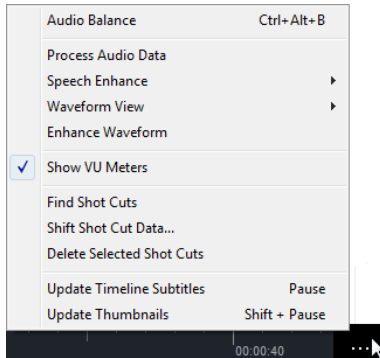
Audio processing needs to be done only once per video as the data is automatically saved to disk when closing Spot or opening a new media file.

Audio waveform options

These options allow you to customise the appearance and position of the waveform and the data displayed within it. They are also accessible by clicking the audio waveform options icon as shown above.
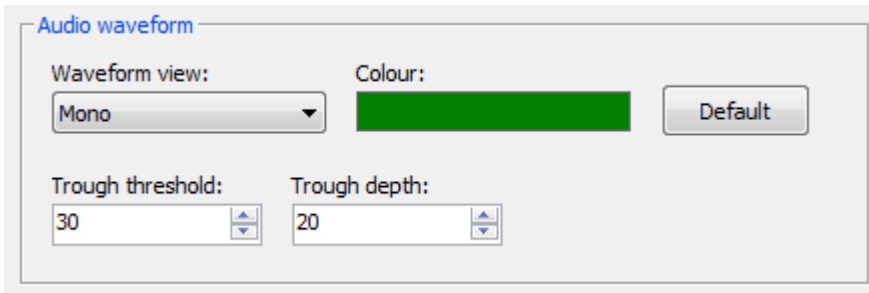
Waveform view

The waveform view can be set to mono, stereo, left channel or right channel only. Although the stereo view might look prettier, it may be easier to find the start of an audio section using mono view.

Colour

Selects the colour used to draw the audio waveform. The default is dark green.

Trough threshold and Trough depth

Sets the values used to determine when an audio peak occurs in the audio data and is used in combination with the Ctrl+1 and Ctrl+3 keyboard combinations to find the previous/next audio peak. The threshold is the minimum value at which audio data is audible; the depth is the measurement of the difference in audio level between two consecutive video frames.

Speech Enhancement

Spot's speech enhance engine attempts to eliminate audio frequencies not normally used by the human voice, making it easier to find the start and end of real speech. Although the original audio track is played with the video as normal, the waveform displays both the processed and unprocessed versions as shown below. The sections that are deemed to represent speech are displayed in bright green.
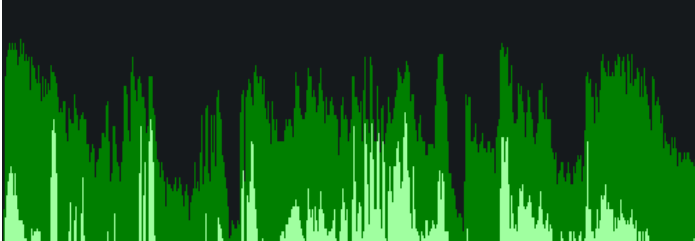
We say "attempts to eliminate" as audio recording quality, the type of background noise, incidental music and other factors all have an effect on speech enhancement accuracy. In the image above (the noisy intro to a reality TV show), frequencies below 800 Hz and above 1500 Hz have been attenuated and the results are very good. However, the same parameters used on other videos might not work as well, so you may need to override the default enhancement settings. These are found on the Tools tab.

The high pass frequency setting attenuates frequencies below the specified value (800 Hz), while the low pass frequency setting does the same for frequencies above the specified value (1500 Hz). The band reject option cuts out all frequencies between the low pass frequency value and this value plus 1900 Hz (so in the example above, frequencies between 1500 and 3400 Hz are rejected). Note that although the human voice has a fundamental frequency range of approximately 80 to 300 Hz, the actual range extends well beyond this.

Speech enhancement uses a different technology from normal audio waveform processing so it must be run separately. With a video open, Click **Media, Timeline, Speech Enhance, Run Speech Enhance** (or use the timeline options shortcut). Spot will then extract the audio from the video and save it as a new audio file – you will see "Extracting audio" on the status bar and can keep on working as normal while this is happening. Next, the program applies the frequency filters to the audio and processes the new data – you must wait while this is happening. Once processing is complete, you may need to click **Media, Timeline, Speech Enhance, Show Detected Speech** in order to view the processed audio.

Shot Cut Detection

To find shot cuts in a video, make sure the timeline window is visible, click the options button on the right and select **Find Shot Cuts**. A progress indicator is displayed on the status bar as Spot detects the shot cuts. Pressing **Esc** cancels the operation.

To change the sensitivity of the shot cut detector, go to the **Shot cuts** section on the **Tools** tab in the **Media, Preferences** window and enter a value between 0.1 and 10, where 0.1 is most sensitive and 10 is least sensitive.

For technical reasons, you may occasionally find that shot cuts are consistently off by one or two frames. If this happens, click the timeline options button and select **Shift Shot Cut Data**. In the window that opens, decide whether the shot cuts need to moved up (i.e. come in later) or down (i.e. come in earlier) and by how many frames they need to be shifted. Click **OK** and the shot cuts will be redrawn in their new positions.
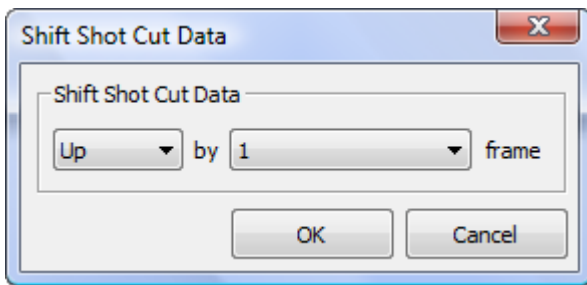
You can also shift shot cuts without opening the Shift Shot Cut Data window. Press **Alt+Numpad 6** to shift shots up by one frame and **Alt+Numpad 4** to shift cuts down by frame.

Snap cues to shot cuts

The cues in a subtitle file can be snapped to the shot cuts in the video. Click **Cues, Snap to Shot Cuts in** the main window to open the Snap Cues To Shot Cuts window.
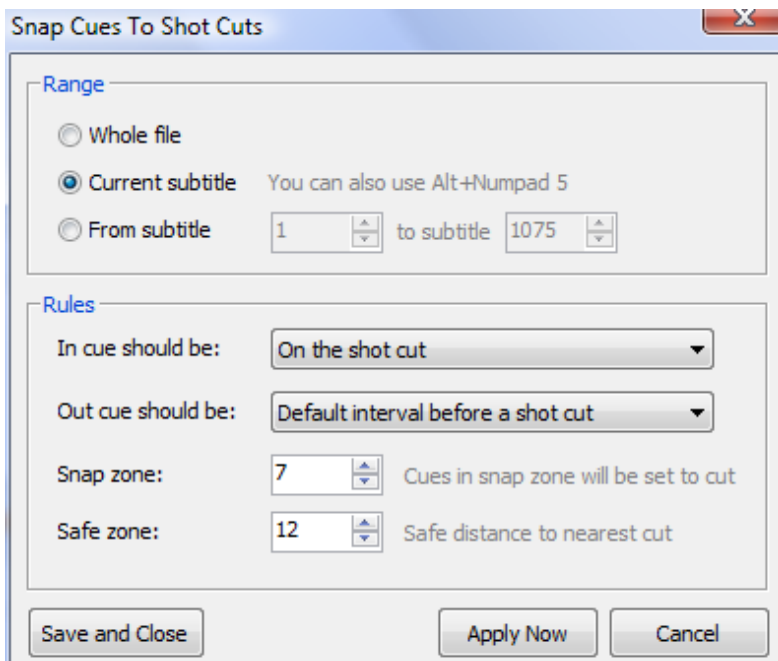
The way this works is based on the timing rules used by Netflix and other streaming services. The two most important settings are the **Snap zone** and the **Safe zone** (often referred to as the green zone and the red zone). These are explained below (images courtesy of Netflix).

If a subtitle starts between "snap zone + 1 to safe zone" frames before a shot cut (that would be between 8 and 12 frames when using the settings shown in the image above), the in time is moved the "snap zone" number of frames (12) before the cut, like so:

Original start time was in between the safe zone and the snap zone...

...so it's been moved to the start of the safe zone.
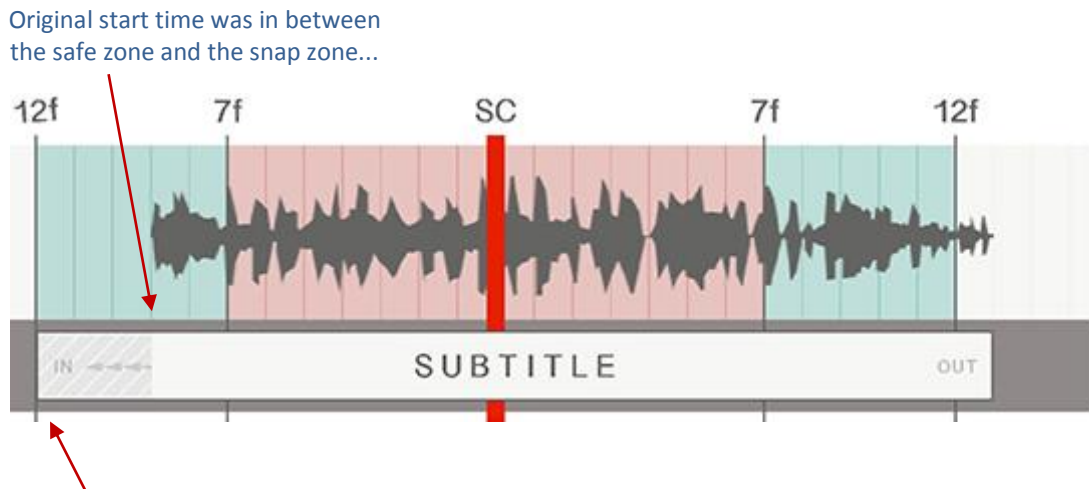
If a subtitle begins "1 to snap zone" frames before a shot cut (i.e. 1 to 7 frames in the settings above), the in cue is moved to the shot change. If the previous subtitle's out cue was chained to this subtitle's in cue, it is moved to within the same distance of the new in cue.

Original start time was in the snap zone, so it's been moved to the shot cut.

The out cue of the previous subtitle has been moved to within 3 frames of the shot cut.
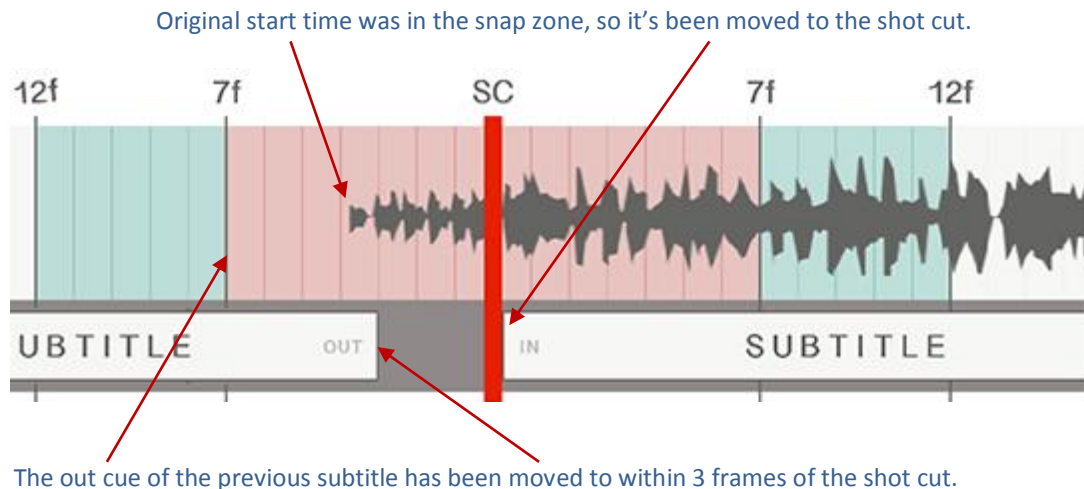
If a subtitle ends between "snap zone + 1 to safe zone" frames after a shot cut, the out cue is moved to "safe zone" frames after the cut.

Original out cue

New out cue
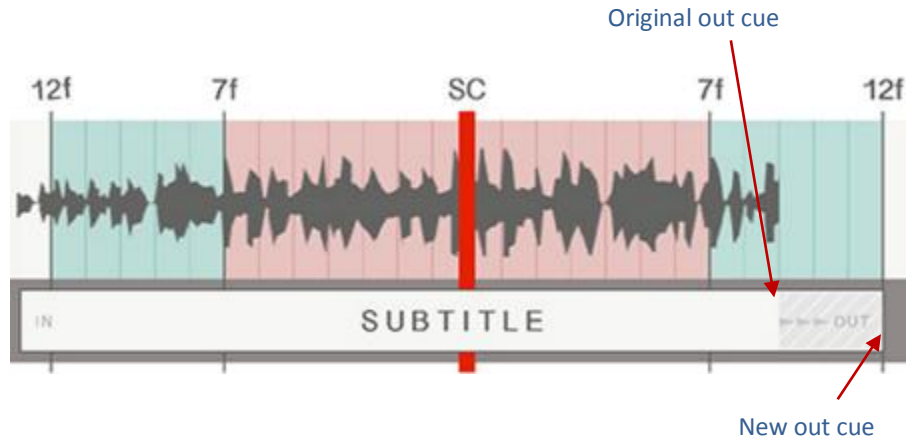
If a subtitle ends within the snap zone after a shot cut, the out time is moved to the shot cut. However, if the next subtitle's in cue is chained to the current subtitle's out cue, the next subtitle begins on the shot cut and the current subtitle ends the default interval before it.
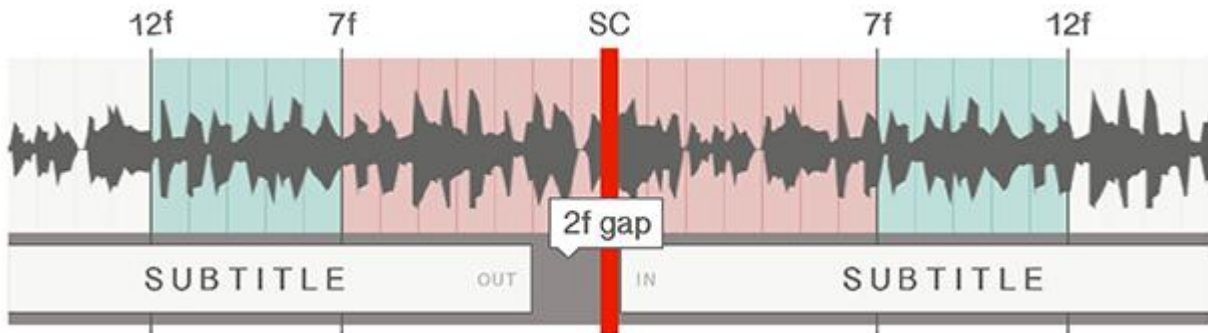
Display Settings

Press **F6** or click **Media, Window, Adjust Display Settings** to open the **Display Settings** window.

The various display settings set the broadcast format for the current subtitle file and dictate the size, position and appearance of the subtitles in the video window. They form an integral part of the whole subtitling process. It's important to match your settings as closely as possible to the ones that will be used for broadcast so that your subtitles appear in the same position on screen as they do in Spot. If you don't, a subtitle raised to just above a character's head in Spot, for example, may be smack bang in the middle of the character's face when broadcast. Not nice.

The window is divided into three sections:

1. The toolbar
2. The settings and information tab
3. The preview window
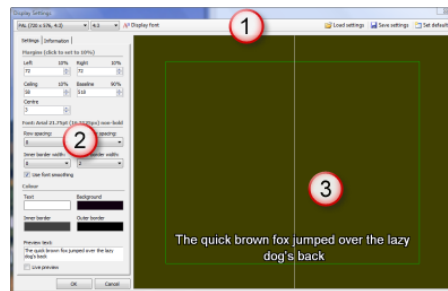
The Toolbar

The left-hand side of the toolbar contains the video format, aspect ratio and font settings. These tells Spot how to size the video window, how to draw the subtitles and what aspect ratio to use.

The available video formats are:

- PAL (720 x 576, 4:3)
- NTSC (720 x 480, 4:3)
- ULTECH (720 x 512)
- HD (1280 x 720)
- HD (1920 x 1080)
- 2K Flat (1998 x 1080)
- 2K Scope (2048 x 858)
- PAL (720 x 576, 5:4)
- NTSC (720 x 480, 6:4)
- 4K Flat (3996 x 2160)
- 4K Scope (4096 x 1714)

If in doubt what format to use (some are rather technical), ask your client. If that's not possible (or perhaps slightly embarrassing), then it's best to select PAL, the first item in the list.

The aspect ratio can be set to 4:3 or 16:9 (a couple more are available from the **Display Settings, Aspect Ratio** dropdown on the toolbar in the main Spot window). Sometimes you may be supplied with a 4:3 video for a 16:9 broadcast, in which case you will need to select 16:9 so that Spot can simulate the aspect ratio by adding letterboxing to the top and bottom of the 4:3 video image. However, if your video is *already* 16:9, select 4:3 otherwise Spot will add letterboxing to the letterboxing.

As hinted at above, the video format, aspect ratio and font settings can be adjusted directly from Spot's main window. Click the black arrow on the right of the **Display Settings** button on the main toolbar to access them.
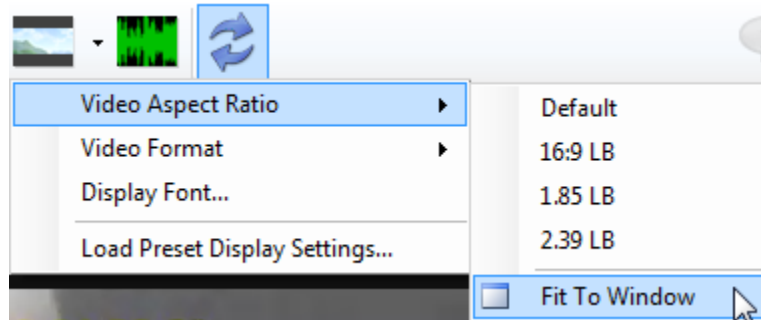
As you can see, there are three more aspect ratio options available: **1.85**, **2.39** and **Fit To Window**. The latter does exactly that – it ignores the video's aspect ratio and completely fills the whole video window with the video image. Not exactly WYSIWYG, but it may prove useful if you receive a tiny video which makes spotting hard. 1.85 and 2.39 are mainly used for 2K and 4K flat and scope digital cinema jobs.

Life is never as simple as it should be, of course, and you may find that sometimes changing the aspect ratio has no effect at all. This is because the DirectShow "filter" in charge of displaying the video is insisting on maintaining the video's internal aspect ratio. There is a simple way to work around this problem, however. Right-click the video window and select **Show Video Filters** (this is covered in more detail below). In the list, find Video Renderer, double-click it and the Video Renderer Property Page window shown below should pop up.

Locate the **Maintain Aspect Ratio** option at the bottom left of the window, deselect it and click **OK**. This will tell the renderer *not* to use the video's internal aspect ratio and Spot will be able to change it for you.

On rare occasions, however, you may find that this doesn't actually solve the problem. It may be the video decoder which is forcing the aspect ratio to be maintained. Right-click the video window and select **Show Video Filters** again, but this time double-click the decoder filter (the full name could be anything – just look for something with "decoder" in it). Search the decoder's property page and turn off any options that set a fixed aspect ratio.
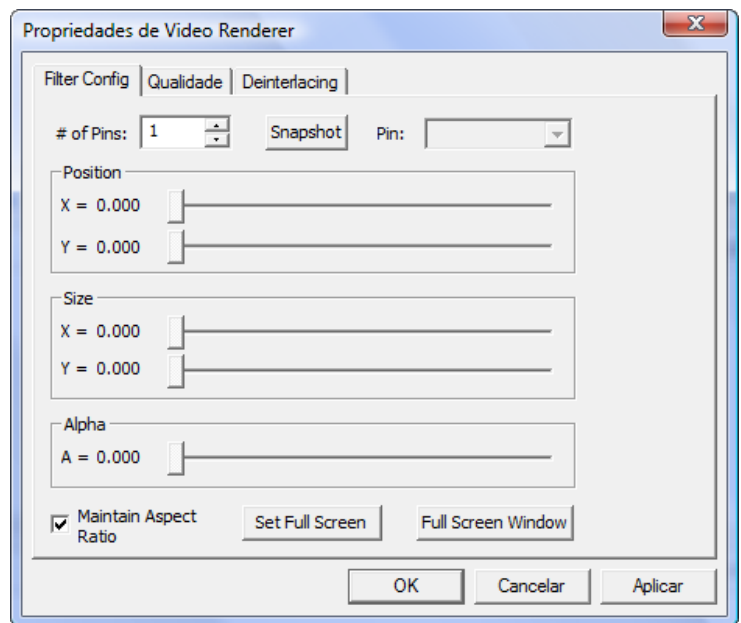
On the right of the toolbar are the three buttons: **Load Settings**, **Save Settings** and **Set default**. Unsurprisingly, they do what's written on the tin: load a previously saved set of display settings, save your current display settings for later use (and/or to link to a client profile) or restore every setting to its default value.

The Settings tab

This is where the subtitle display and positioning information is configured.

Margins

Sets the left and right margins, ceiling (top margin) and baseline (bottom margin) for subtitles. You should normally follow the 10% rule; that is, the left and right margins are set to 10% of the target video width, the top and bottom margins are set to 10% of the target video height. However, there may be times – especially when working with letterboxed 16:9 video – when clients ask for a "one in, one out" setup, which means positioning the bottom line of a two-line subtitle in the letterboxing and the first line above the letterboxing. When you change video formats (PAL to HD or NTSC to 2K, for example), the margin values will be automatically set to 10%.

Font setup

The font itself is set using the **Display font** button on the toolbar or by clicking the description of the currently selected font. The **Inner border width** and **Outer border width** settings are mostly cosmetic and may make subtitles look crisper in the video window. The **Row spacing** field sets the space in pixels between each row, while the **Character spacing** field does the same for the space between each character.

Colour

Sets the colours used for the subtitle text, border and background. These settings are also fairly cosmetic and are ignored when a subtitle file is exported.

Display settings configurations can be linked to a client profile and automatically loaded when the profile is loaded. Save your settings using the **Save Settings** button as described above, then link the saved file in the Profile Properties window by ticking the **Link profile to display settings file** option and clicking the **...** button to select the file.
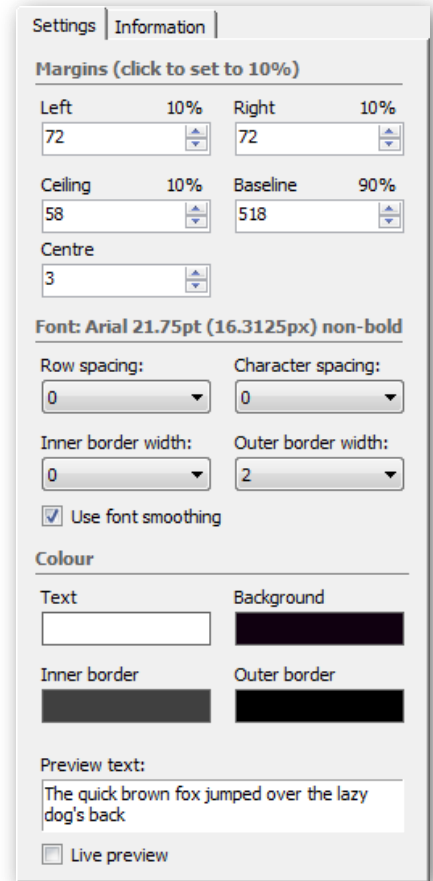
Using the Video Converter and Subtitle Encoder

Converting videos

Sometimes you may receive video files from clients that, for various reasons, are not suitable for subtitling. They may not navigate smoothly frame by frame, they may be encoded with a professional codec not available on your system or one that is buggy and takes too long to decode each frame. Converting a video to AVI will also speed up shot cut detection. This is when Spot's video converter, Spot CVT, comes in handy – it will convert any video file you throw at it to any useful format. You open the converter via the Tools menu: **Tools, Video Converter**. On some systems, you may have to run the converter with admin privileges, in which case you'll need to run Spot as admin first: navigate to the Spot shortcut you use to start the program, right-click it and choose "Run as administrator".

Size of source video

Select source video (or drag and drop)

List of preset output formats

Select which audio stream to encode

Add a subtitle file (see below for instructions)

Set encoding start and duration

Encoding log

Video standard for VCD, SVCD, DVD, DV and DV50 presets (film, PAL and NTSC)

Increase output volume

Subtitle display setup

View subtitles

Search for shot cuts to use in Spot

Select the video or videos to convert by clicking the Source Video button at the top right (use **Ctrl+Click** in the file dialog to select multiple videos) or by dragging and dropping a video file into the application window. If you have a video open in Spot when you launch CVT, the video will already be selected as the source video. The same goes for any subtitle file you may have open in Spot – see Encoding Subtitles below for more information.

Several preset output formats are available: VCD, SVCD, DVD, DV, DV50, subtitling-friendly AVI and subtitling-friendly WMV. Note that if you select a preset, all settings (apart from the video standard) will be configured automatically. In the case of DVD, that means an output video size of 720 x 576 for PAL, with a video bitrate of around 6000 Kbps.

You get greater control over the output video if you select Custom… from the preset list. This will enable the video and audio settings controls and let you configure all details of the final video yourself. Most of the fields are self-explanatory. The **Video format** dropdown sets the container format of the output video – AVI, MOV/QuickTime, MPEG-1, MPEG-2, MPEG-4 or WMV. The **Video codec** dropdown sets the codec used in the container – Auto (based on the container format), H.264, H.265, MPEG-1, MPEG-1, MPEG-4 or WMV. The **Video bitrate** field obviously sets the video bitrate. The higher the value, the better the quality of the final video. However, it is clearly not possible to improve on the quality of the source video, so ideally you should use the same bitrate as the original. You can choose to use the same audio codec as the original – this will speed up the encoding process slightly as the audio does not have to be decoded and then re-encoded in a different format. The audio bitrate can only be set if you do not copy the original audio. Again, as with the video bitrate, the higher the value, the better the quality. For most purposes, 192 kbps will be more than sufficient. Audio boost lets you increase the audio volume in the final file. This may be useful if the sound is muted in the original or if your computer's sound system is on the quiet side. A setting of 50% will increase the volume by one and a half; 100% will double the volume and 200% will provide a four-fold increase.

When you have finished configuring the output video, click the Convert button. There is no need to provide a name or location for the video as these will be created automatically based on the name and format of the source video. A source video called Teaser.avi located in C:\Temp converted to the MOV QuickTime format will produce an output video called C:\Temp\Teaser.mov. If the output file name already exists, CVT will append the current time to the output file, so C:\Temp\Teaser.mov will become C:\Temp\Teaser.mov_18_25 if created at 18:25, for example.

The converter can optionally search for shot cuts in the output video after the conversion process has finished. If you select this option, a file with the same name as the output file plus the extension ".scd" will be created in the output folder. You can then load this file into Spot using the Open Video dropdown menu on the video toolbar. Although similar to Spot's own shot cut detector, the converter's detection technology is slightly more accurate as it can detect key frames, an important indication of a scene change. The sensitivity level can be set from 0.5 to 10, but the most useful results are achieved in the 2-5 range. Choose a higher value for darker videos in which shot cuts are less obvious and a lower value for brighter videos where the shot cuts are more obvious.

The Advanced panel gives you even greater control over the output video and can be useful in helping to troubleshoot conversion problems. CVT is based on ffmpeg and whenever you change an encoding setting, the text in the Syntax text box changes. CVT is converting your settings to a command line format that ffmpeg can understand. In the image above, `-f avi -c:v libxvid -b:v 1500k -g 12 -c:a mp3` means convert to AVI, use the Xvid video codec, set the video bitrate to 1500 kbps, add a key frame every 12 frames and use mp3 for the audio codec.
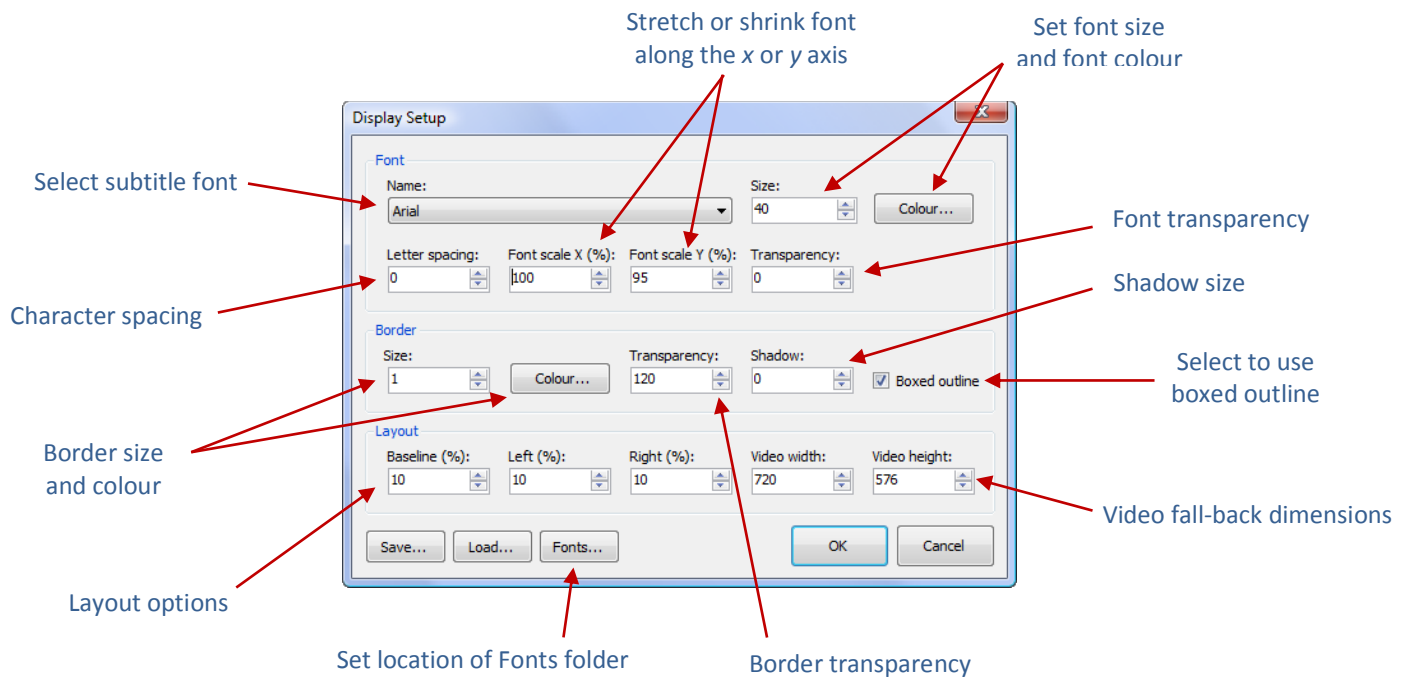
During the conversion process, a stream of text will appear in the log text box. You can usually ignore what it says. However, if a problem occurs (e.g. a video doesn't convert properly or subtitles are not added to the output video), the log will probably tell you why.

Encoding Subtitles

In addition to converting videos, CVT can add subtitles to the output video during the conversion process. Select the subtitle file by clicking the Add subtitle button. If you have a subtitle file open in Spot when you launch CVT, the file will already be selected as the subtitle source. Delete the text if you do not want to add subtitles. Note that only Spot's .spt format is compatible with CVT. To set up the subtitle display (the font and effects used to display the subtitles on the video), click the Display Setup button on the right of the subtitle file name.

Any changes you make in the Display Setup window will be remembered the next time you encode subtitles. You can also save a particular setup for later use by using the Save and Load buttons.

Information on the various settings is shown in the graphic below.

Stretch or shrink font
along the *x* or *y* axis

Set font size
and font colour

Select subtitle font

Font transparency

Character spacing

Shadow size

Select to use
boxed outline

Border size
and colour

Video fall-back dimensions

Layout options

Set location of Fonts folder

Border transparency

The **Video width** and **Video height** fields are only used if SpotCVT cannot determine the size of the source video. If the **Video source** group in the main CVT video shows **Video source (0x0!)** rather than e.g**. Video source (1280x720)**, the video fall-back width and height will be used. So if you see (0x0!), make sure you set the correct video source width and height in the **Display Setup** window before encoding.

When subtitles are added to a video, CVT needs to know the location of the Windows Fonts folder. This is normally C:\Windows\Fonts. If your system uses a different location or font loading takes a long time (see below), click the **Fonts…** button to tell CVT where the system fonts folder is located.

A typical Windows Fonts folder contains many different fonts, possibly as many as four or five hundred. ffmpeg searches through all these fonts when preparing to encode subtitles. This may lead to a significant delay (possibly a minute or so; you may even think that CVT has hung) between clicking the **Convert** button and the actual start of encoding . CVT creates an empty folder called Fonts in the C:\[Username]\AppData\Local\Spot Software\SpotCVT\[Version] folder – you can substantially speed up the time it takes to load font data by copying only the font files you need to this (or any other) location. To do this, open the Windows Fonts folder,

switch to Details view, then select the font files you would like to use. For Arial Narrow, for example, this might also mean selecting the italic and bold versions of the font if they exist (Arial Narrow.ttf, Arial Narrow Bold.ttf and Arial Narrow Italic.ttf). Copy these files to the C:\[Username]\AppData\Local\Spot Software\SpotCVT\[Version]\Fonts folder or the folder of your choice), then make sure to repeat the step in the paragraph above by opening the Display Setup window, clicking the Fonts… button and telling CVT where your fonts folder is now located.

If no subtitles are visible on the output video, check the log window. If you see something like "Cannot find font folder", make sure CVT is pointing to the correct font folder location. Check the cues in your subtitle file, as well; you may have originally timed the file to a video with timecode starting at e.g. 10:00:00:00. All files must be timed to start at midnight (00:00:00:00), so if necessary use Spot's Offset tool to offset the cues in the file.

Other tools and procedures

Notebook

With the introduction of Notes in Spot 6, Notebook has become slightly irrelevant. We've left it in the current release for sentimental reasons.
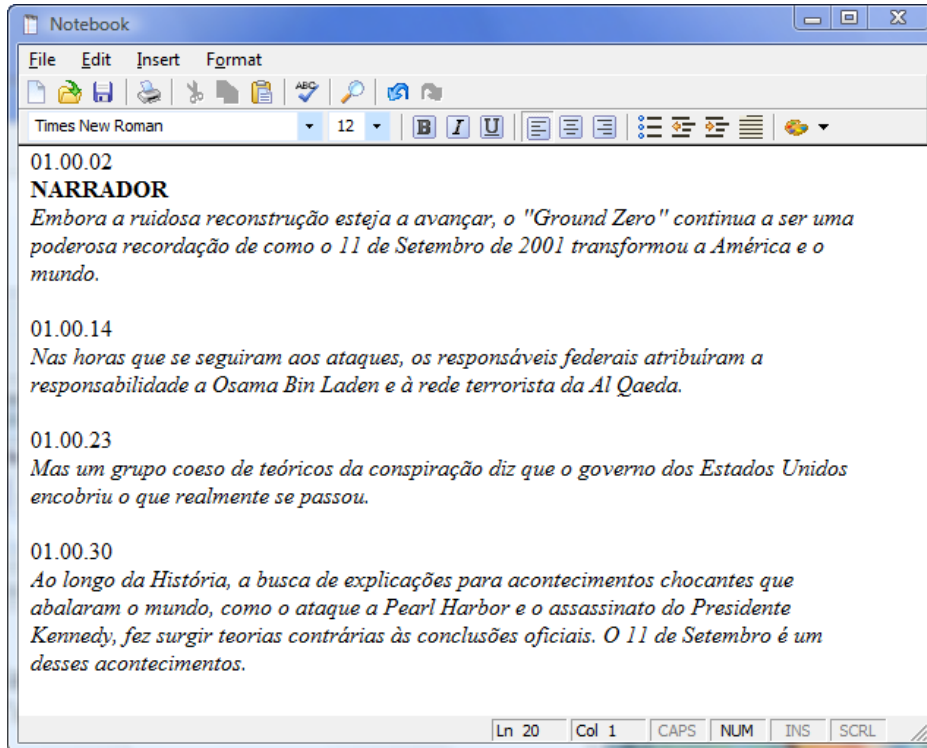
Notebook (**Tools, Notebook**) is a rich text WSYIWYG editor similar to Windows Wordpad but with several extra features. It might prove useful for subtitlers working on documentary/narrative files as it allows timecode to be inserted automatically rather than typed manually.

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

Notebook has its own autosave feature. To turn on this option, click File, Enable Autosave.

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

Target Version Lists

The vocabulary used in some projects might not be appropriate for certain audiences: profanities may need to be toned down, terminology may need to be changed, jargon may need replacing with more formal expressions. In the same way that the File Clean utility lets you remove all SDH elements, the Target Version tool can replace potentially offensive words or phrases with more polite alternatives, re-version a file from American English to British English or from Dutch to Flemish, etc. Click Tools, Target Version Lists to open the Target Version List window.

Creating lists is simple and works in the same way as AutoReplace: enter the word to be replaced (e.g. "Bastard") in the Item field, press the TAB key to enter its replacement (e.g. "Scoundrel") in the Replacement field and then press the Enter key to add the pair to the list. Once you've finished creating your list, save it by clicking List, Save or pressing Ctrl+S. You can create as many different lists as you like and store them wherever you want. Each list is given the file extension tvl (e.g. "profanity.tvl") and saved in text format with UTF-8 encoding. To open a saved list, click List, Open or press Ctrl+O. When you the Target Version List window, the last saved list is loaded automatically.

Click the Find Now button to search the current file. If a word is found, Spot will ask you if you want to replace it with the alternative version. Click Yes to change the word or No to ignore it.

If you click Cancel, the search will be paused, allowing you to manually edit the current subtitle, for example. Click the Find Now button again to resume the search from the current position in the file.

Measurement converter
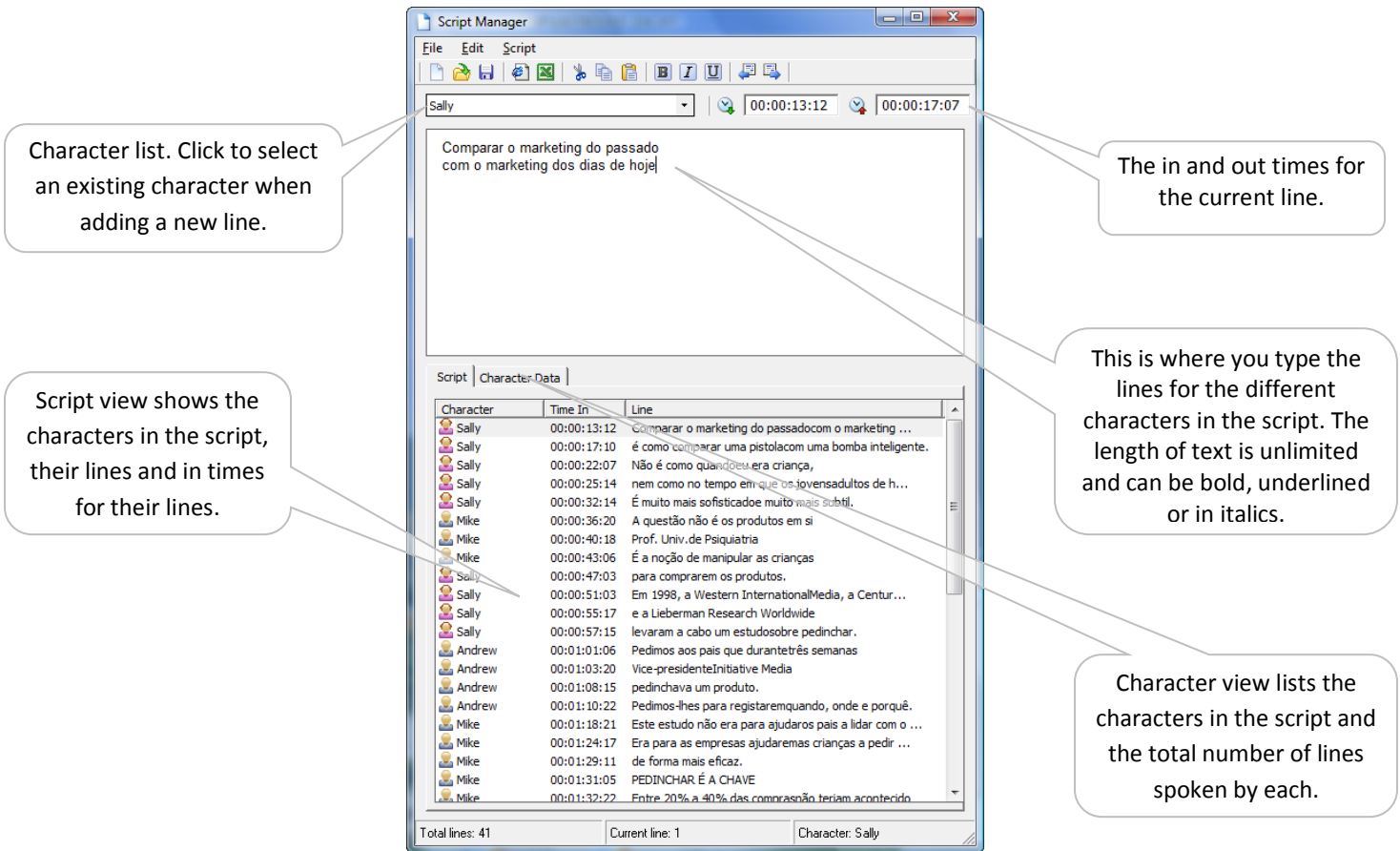

To convert a measurement:

- Select **Measurement Converter** from the **Tools** menu.
- In the **Measurement Converter** window, choose the type of conversion you wish to make from the **Category** list.
- Set the degree of accuracy required using the **Decimal** and **Format** options.
- Select the units to convert from and to from the **Convert From** and **Convert To** lists. The converter predicts which unit to convert to whenever the unit in **Convert From** list is changed.
- Type the figure to convert in the **From Value** box, then press **Enter** or click **Convert**.

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

Script Manager (deprecated)

Note: Script Manager is no longer being actively developed. We may one day release an updated version as a stand-alone application. The following information is taken from the Spot 5 user guide.

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

Character list. Click to select an existing character when adding a new line.

The in and out times for the current line.

Script view shows the characters in the script, their lines and in times for their lines.

This is where you type the lines for the different characters in the script. The length of text is unlimited and can be bold, underlined or in italics.

Character view lists the characters in the script and the total number of lines spoken by each.

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

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

To edit a line in the script, just select it in the script list or move to it using **Page Down** and **Page Up**.

Once the script is complete, you might want to set one or more export options before exporting the script in HTML format. Click **File, Export Options** to open the options window.

Script Manager export options

The export options window is split into two sections: **General** and **Script Header**.
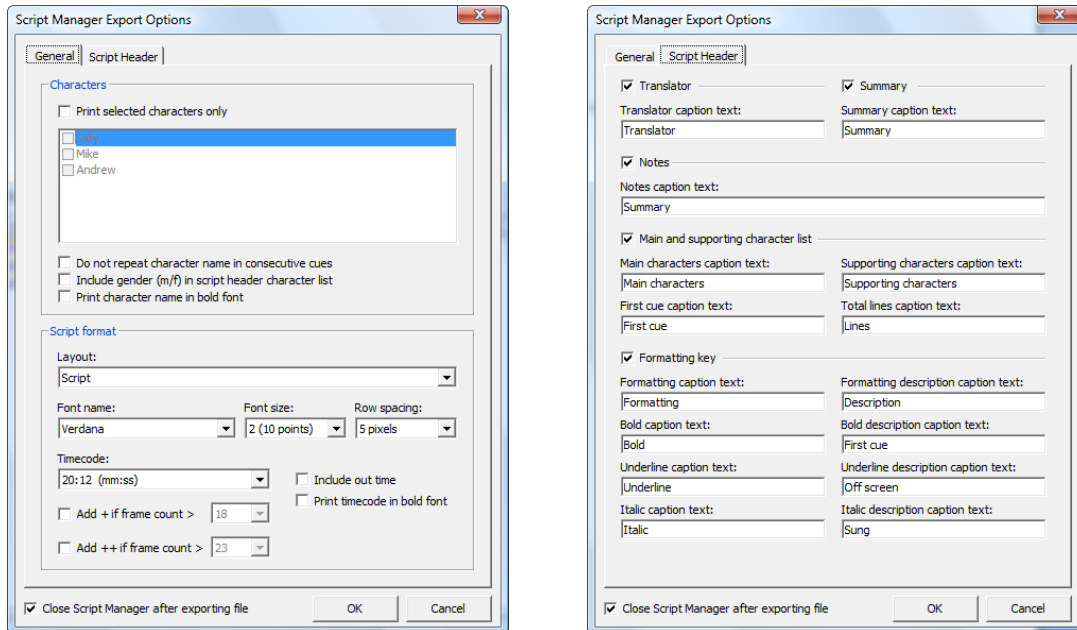
Characters

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

Script format

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

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

Script header

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

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

Translation (deprecated)

Spot's translation module is currently disabled due to a change in Google's Translation API policy. We hope one day to reinstate it.

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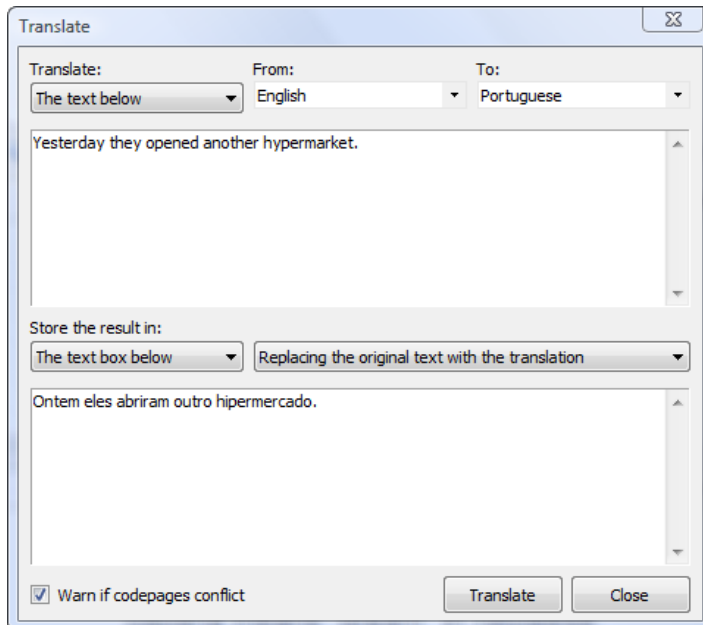
Select what to translate from the dropdown list (text in the text field, the current subtitle or the current subtitle file), and then choose the source and target languages. Next, select where to store the translation: in the text box at the bottom of the window, or in the comment or subtitle fields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

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

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

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

Karaoke

Although a hangover from the Karaoke boom in the early 2000s, we've kept the Karaoke tool in Spot 6 just in case anyone is foolish enough to want to play with it. What follows is taken from the Spot 5 user guide.

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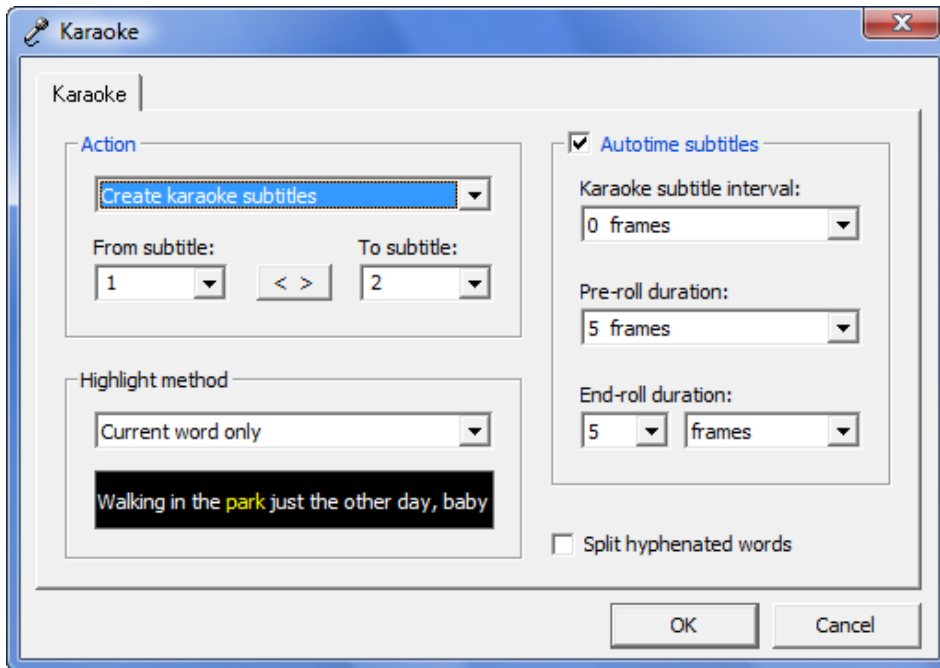
Creating karaoke subtitles

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

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

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

Before adding karaoke effect (2 subtitles)

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

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

After adding karaoke effect (11 subtitles)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11 00:02:08:02 00:02:09:00 00:23

You didn't need me {==anymore==}

Removing karaoke subtitles

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

Checking karaoke subtitles

Select **Check karaoke subtitles** from the **Action** list, select which checks to perform and click **OK**. The karaoke window will remain open during checking to allow you to make any necessary corrections.

Check stanza continuity

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

Check interval between stanzas

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

Check interval between subtitles

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

Check for subtitles lasting less than...

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

Reapplying karaoke subtitles

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

Timecode calculator

Spot's timecode calculator (**Tools, Timecode Calculator**) lets you convert, add, subtract, multiply or divide timecode in a variety of SMPTE formats, including PAL, NTSC DF, NTSC NDF and custom formats.
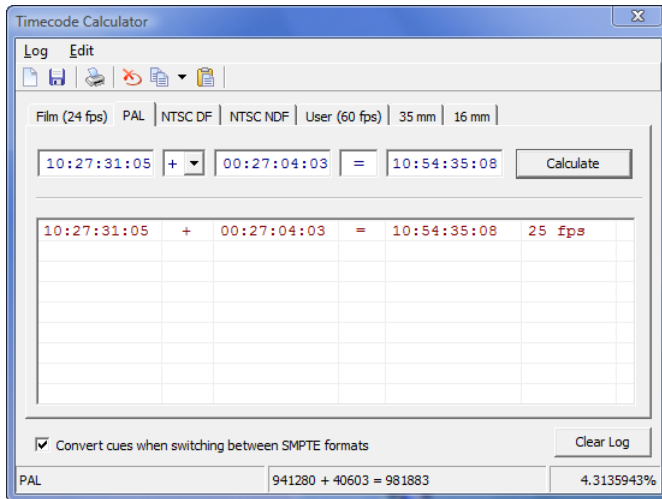
To carry out a calculation:

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

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

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

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

To specify a custom frame rate, click **Edit, User Frame Rate**, type the number of frames per second in the **User Frame Rate** window and click **OK**.

16 and 35 mm formats

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

Customising Spot

Several areas of the Spot interface are customisable.

Options, Customise, General tab

The customise tabs in the **Tools, Options** window allows you to adjust various settings to your liking.
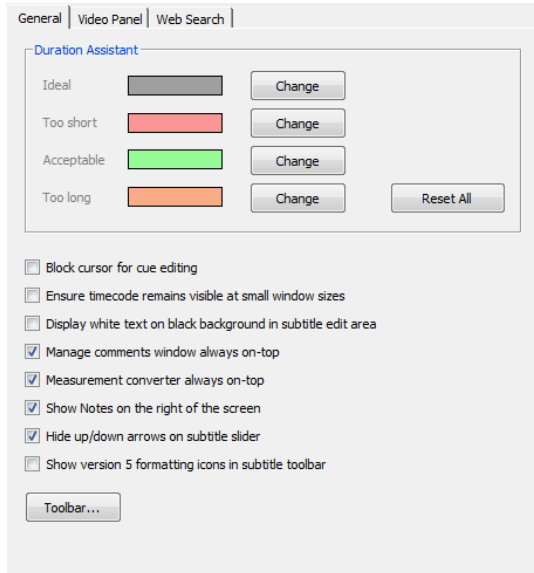
Select the colours used to provide feedback on the reading speed of the current, previous and next subtitles in the **Duration Assistant** group. The **Ideal** field sets the colour used to draw the "this is how long the subtitle should last" section of the assistant, while the other fields are used to set the "Goldilocks" Too long, Too short and Acceptable colours. The same colours are used in the previous and next subtitle duration indicators.

If you select the **Display white text on black background in subtitle edit area** option, the subtitle edit area and previous/next subtitle fields will display white text on a black background.

The two always-on-top options ensure that the respective windows are kept open and usable even when editing subtitles in the main window.

Select **Hide up/down arrows on subtitle slider** to remove the arrows at each end of the subtitle navigation slider if arrows are not your thing. And if you're a retro sort of person, you can display the old Spot 5 formatting icons on the subtitle toolbar.

Options, Customise, Video Panel

Click the **Video Panel** tab on the right of the **General** tab to display the customisation options for the video panel.

By default, Spot's internal timecode is displayed below the video navigation slider. Select the **Show timecode display above video slider** option to switch the position of the timecode display.

The arrows at the ends of the video navigation slider can be hidden, just as they can for the subtitle navigation slider.
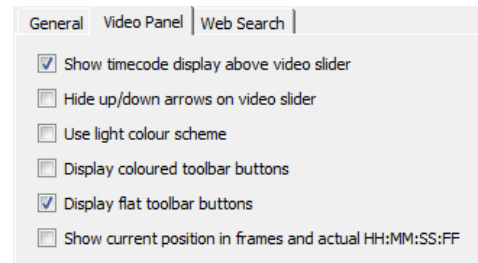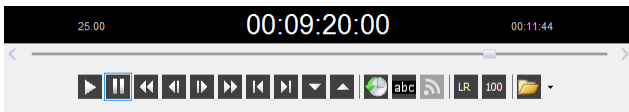
The toolbar buttons can use a black and white or coloured display and can be drawn flat or in 3D. If you're a nostalgic type, you can mimic the Spot 5 layout by selecting the Use light colour scheme option.
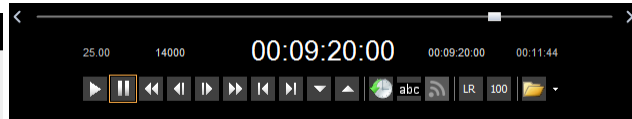
Default video panel layout   Timecode displayed at top of video panel
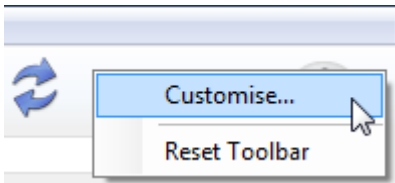
Light colour scheme with flat buttons

Default layout with current position
in frames and HH:MM:SS:FF

Main Toolbar

To add or remove buttons from the toolbar, right click and empty section and select **Customise** or click the **Toolbar** button in the **Options, Customise** tab.

In the **Customise Toolbar** window, select or deselect the buttons you want to show or hide.

Select the buttons you want
to show on the toolbar

Select to allow button
reordering

Show or hide the drop shadow
beneath the toolbar
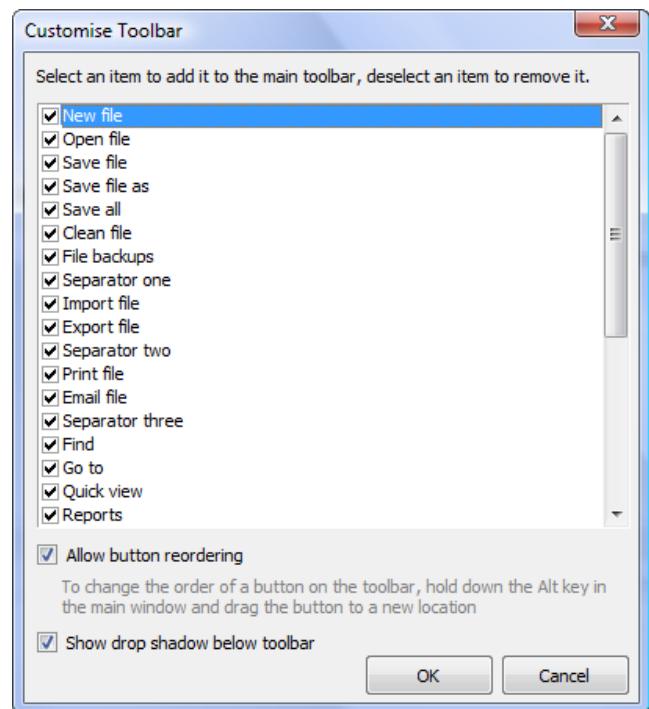
Click OK to save your changes. Back in the main Spot window, to change the position of a button on the toolbar, hold down the **Alt** key and drag the button to a new location (the **Allow button reordering** option shown above must be selected for this to work). The toolbar can be reset to its original state by right clicking it and selecting **Reset**.

Subtitle Edit Area

By default, comments for each subtitle are displayed between the subtitle text and subtitle toolbar, but you can opt to show them below the subtitle text or at the very bottom of the subtitle edit area.
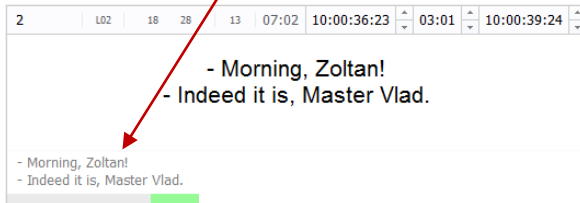
Comment displayed below subtitle

Comment displayed at the bottom of the edit area
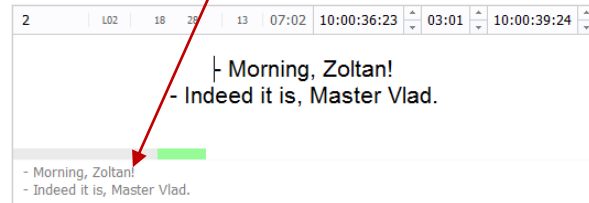
Comment displayed in default position
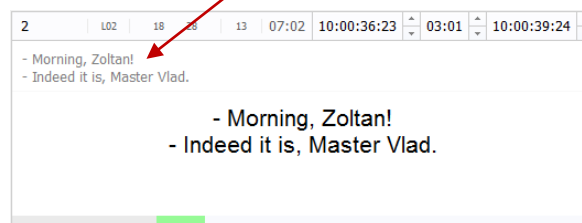
To set the comment position, click the dropdown arrow on the right of the **Comments** icon on the subtitle toolbar, click **Display Comments** and select the option you want as shown below.

Frequently Asked Questions

The latest version of our FAQ can be found online at https://www.spotsoftware.nl/support.shtml.

Reference

Keyboard shortcuts by alphabetical key

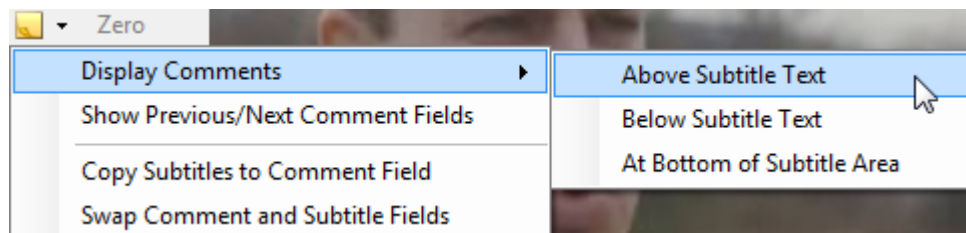| Key	Function
Numpad *	Go to end of video (All video control keys are customisable)
Numpad /	Go to start of video
Numpad 1	Go to last shot cut
Numpad 2	Replay video sequence
Numpad 3	Go to next shot cut
Numpad 4	Frame back
Numpad 5	Play/pause
Numpad 6	Frame forward
Numpad 7	Rewind
Numpad 8	Replay from last play position
Numpad 9	Fast forward
Alt+0 to 9	Insert quick characters
Alt+Numpad 2	Replay sequence "forward"
Alt+Numpad 5	Snap current subtitle to shot cut
Alt+Numpad 4	Shift shot cuts down by one frame
Alt+Numpad 6	Shift shot cuts up by one frame
Alt+Add	Quick cue offset
Alt+Backspace	Delete all cues forwards of and including current subtitle
Alt+Down/Ctrl+Down	Move word down
Alt+F3	Remove all italic flags from subtitle
Alt+F5	Find subtitle at timecode
Alt+F7	Full-screen video
Alt+F11	File, Import
Alt+F12	File, Save As
Alt+Ins	Insert timecode in Notes
Alt+Left	Select thumbnail left
Alt+Right	Select thumbnail right
Alt+Up/Ctrl+Up	Move word up
Backspace	Respot last subtitle
Ctrl+1	Find last audio peak
Ctrl+3	Find next audio peak
Ctrl+A	Select all subtitles and open QuickView
Ctrl+Add	Increase out cue by one frame
Ctrl+Alt+1	Align subtitle top of screen
Ctrl+Alt+2	Align subtitle middle of screen
Ctrl+Alt+3	Align subtitle bottom of screen

Ctrl+Alt+4-9	Web search and dictionary shortcuts
Ctrl+Alt+B	Toggle audio balance left, right, stereo
Ctrl+Alt+Down	Move row down
Ctrl+Alt+F4	Add round closed caption brackets
Ctrl+Alt+F5	Force subtitle preview in the video window
Ctrl+Alt+Left	Remove indent
Ctrl+Alt+F11	Delete current in cue
Ctrl+Alt+F12	Delete current out cue
Ctrl+Alt+Right	Add indent
Ctrl+Alt+Up	Move row up
Ctrl+B	Open and close File Viewer
Ctrl+C	Copy selected text
Ctrl+Comma	Insert comma at end of subtitle
Ctrl+D	Bitmap export
Ctrl+Del	Delete word
Ctrl+E	File, Export
Ctrl+Enter	Offset cues (same as Ctrl+J)
Ctrl+Enter (numpad)	Grab in cue and lock last out cue
Ctrl+F	Find
Ctrl+F2	Swap lines
Ctrl+F3	Remove all italic flags from subtitle and make subtitle full italic
Ctrl+F4	Translate
Ctrl+F5	Insert subtitle before
Ctrl+F6	Delete subtitle
Ctrl+F7	Merge current and next subtitle
Ctrl+F8	Split subtitle at insertion point
Ctrl+F11	Recalculate in cue
Ctrl+F12	Recalculate out cue
Ctrl+Full stop	Insert full stop at end of subtitle
Ctrl+G	Subtitle outline / Go to subtitle number (depends on Text Editing options)
Ctrl+H	Replace
Ctrl+Hyphen	Add dual speaker hyphens to subtitle
Ctrl+I	Italicise single word
Ctrl+Ins	Grab out cue and lock next in cue
Ctrl+J	Offset cues (same as Ctrl+Enter)
Ctrl+K	Open and close Notes
Ctrl+L	Open and close File Copy
Ctrl+M	Manage comments
Ctrl+N	New file
Ctrl+O	Open file

Ctrl+P	Print
Ctrl+Page Down	Move to end of file
Ctrl+Page UP	Move to start of file
Ctrl+Pipe (|)	Insert music symbol
Ctrl+Q	Open Quick View or add outline (depends on Text Editing options)
Ctrl+R	Open and close Report view
Ctrl+S	Save file
Ctrl+Shift+C	Copy subtitles from sync file
Ctrl+Shift+V	Insert subtitles from sync file
Ctrl+Space	Delete all extra spaces in subtitle
Ctrl+Subtract	Decrease out cue by one frame
Ctrl+T	Best fit
Ctrl+TAB	Switch from Notebook to Spot's main window
Ctrl+U	Find subtitle at current video position
Ctrl+V	Paste
Ctrl+W	Add word to AutoReplace
Ctrl+X	Cut
Ctrl+Y	Delete line
Ctrl+Z	Undo last action
Del	Toggle shot cut marker
Enter / Shift+Enter	Jump to in cue / Grab in cue[1]
F1	Help
F2	Align subtitle left, right, centre or left centre
F3	Italicise whole subtitle
F4	Spell check file
F5	Go to subtitle number / Quick View (depends on Text Editing options)
F6	Adjust display settings
F7	Open media file
F8	Rehearse
F9	Run all checks
F11	Grab in cue
F12	Grab out cue
Ins / Shift+Ins	Jump to out cue / Grab out cue[2]
Page Down	Move to next subtitle
Page Up	Move to previous subtitle
Right Ctrl+1 / Shift+Alt+1	Red subtitle text [3]

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

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

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

Right Ctrl+2 / Shift+Alt+2	Green subtitle text
Right Ctrl+3 / Shift+Alt+3	Yellow subtitle text
Right Ctrl+4 / Shift+Alt+4	Blue subtitle text
Right Ctrl+5 / Shift+Alt+5	Magenta subtitle text
Right Ctrl+6 / Shift+Alt+6	Cyan subtitle text
Right Ctrl+7/ Shift+Alt+0	White subtitle text
Scroll lock	Toggle switch to rehearse/edit when pressing play/pause
Shift+Add	Increase in cue by one frame
Shift+Alt+F4	Add square closed caption brackets
Shift+Alt+Left/Right	Shift subtitle left/right in 1% increments
Shift+Alt+Up/Down	Shift subtitles up/down in 1% increments
Shift+Ctrl+Del	Delete all text in subtitle
Shift+Ctrl+F1	Check for too many rows
Shift+Ctrl+F2	Check for too many characters in line
Shift+Ctrl+F3	Check for margin override
Shift+Ctrl+F4	Check for invalid cues
Shift+Ctrl+F5	Check for duration too short/long
Shift+Ctrl+F6	Check for cues not set
Shift+Ctrl+F7	Check for insufficient reading speed
Shift+Ctrl+F8	Check for default interval override
Shift+Ctrl+F9	Check for empty subtitles
Shift+Ctrl+F10	Check for raised subtitles
Shift+Ctrl+F11	Lock in cue to last out cue
Shift+Ctrl+F12	Lock out cue to next in cue
Shift+Del	Delete in and out cues
Shift+F2	Force current line left, right or centre
Shift+F3	Toggle case
Shift+F4	Thesaurus
Shift+F5	Insert subtitle after
Shift+F6	Delete Range
Shift+F7	Merge current and previous subtitle
Shift+F8	Sync video to subtitles in Edit mode
Shift+F9	Continue checks from next subtitle
Shift+F11	Lock last out cue to in cue
Shift+F12	Lock next in cue to out cue
Shift+Left Mouse Click	In waveform window, sets the in cue for the current subtitle
Shift+Right Mouse Click	In waveform window, sets the out cue for the current subtitle
Shift+Subtract	Decrease in cue by one frame