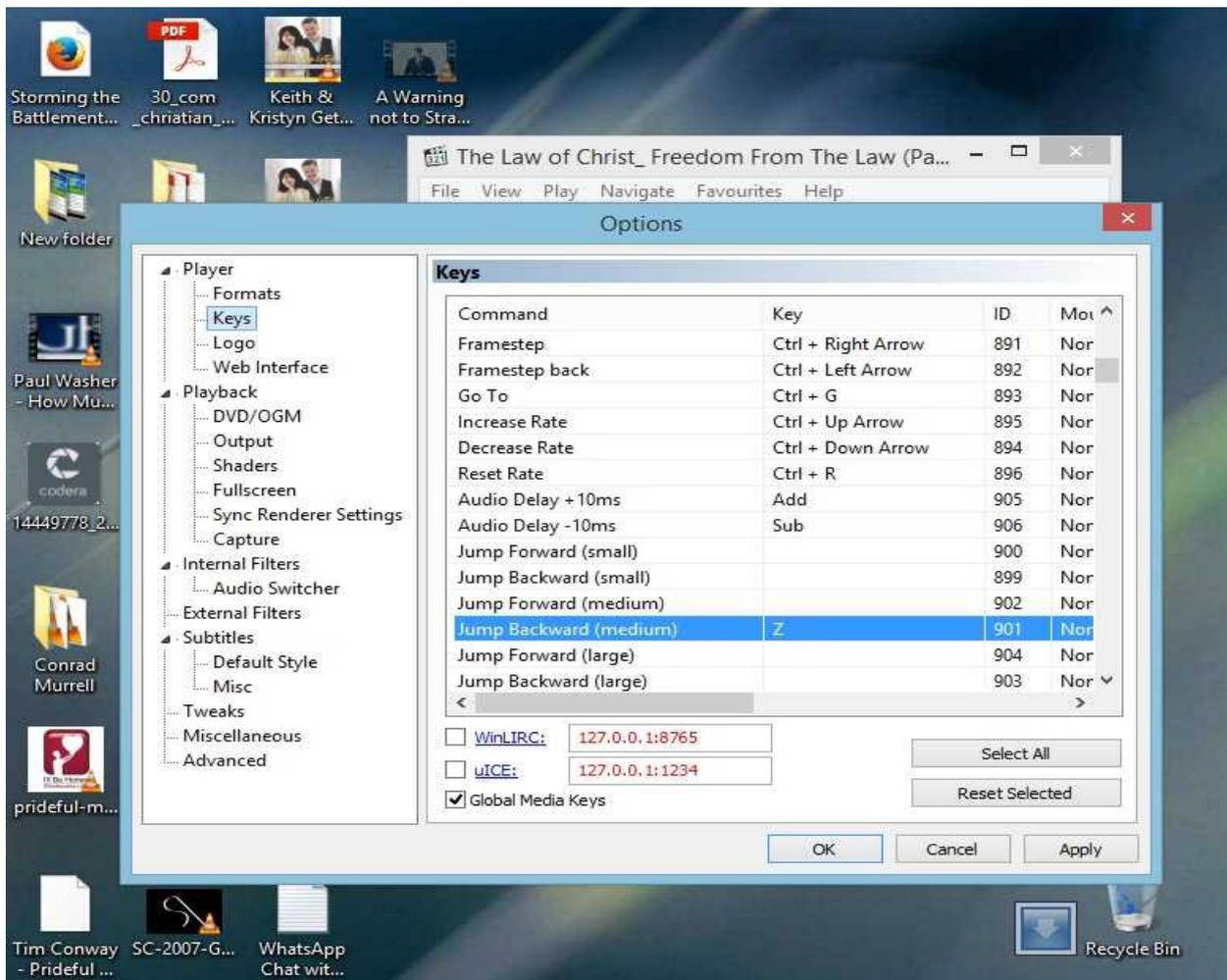
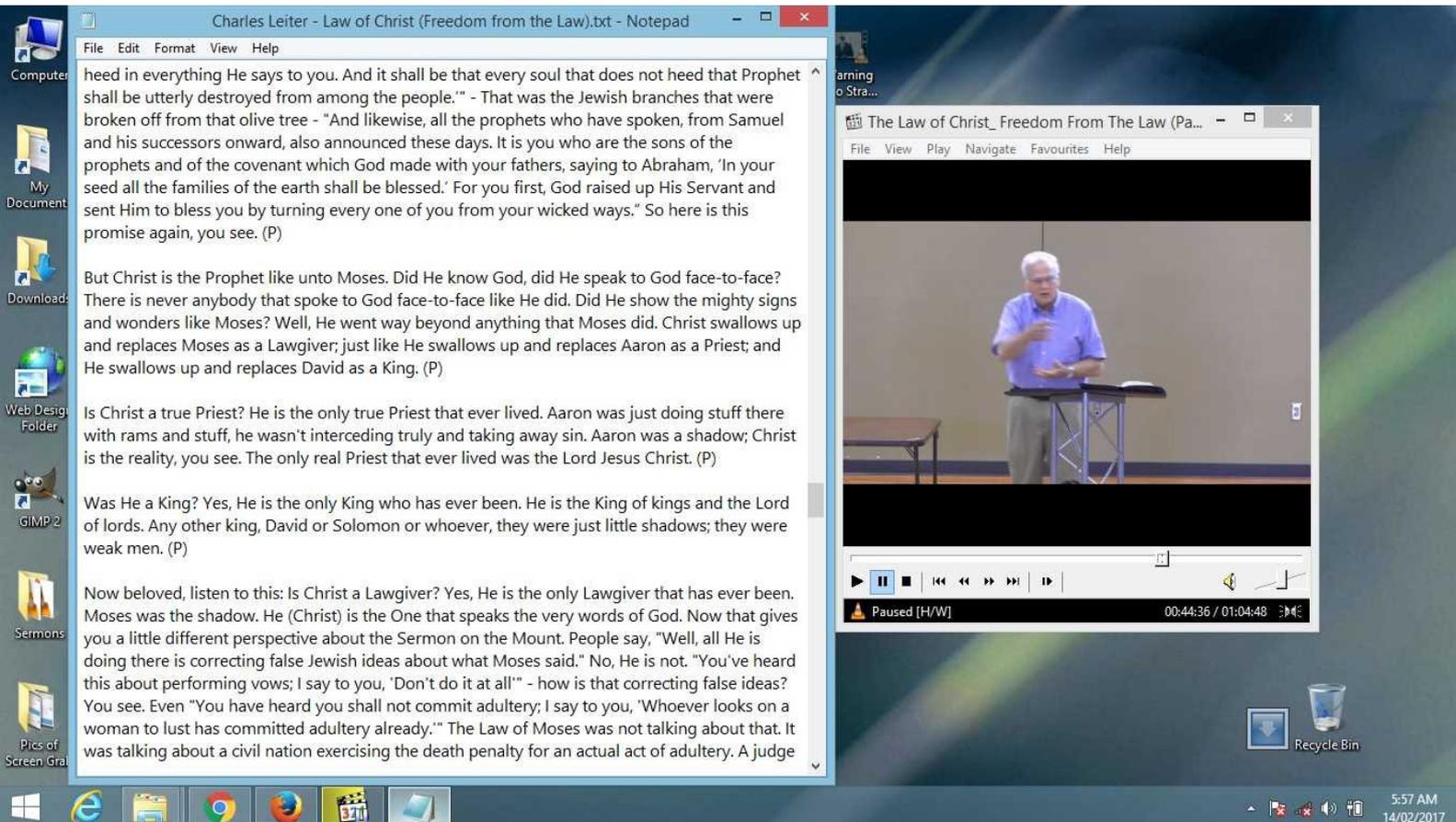


1. Prepare Media Player Classic for easy play/pause and rewind. What I did here was go to View → Options → Keys, and set shortcut keys for play/pause (space key) and Jump Backward medium (Z key). This helps to easily control playback and rewind when typing out the transcript.

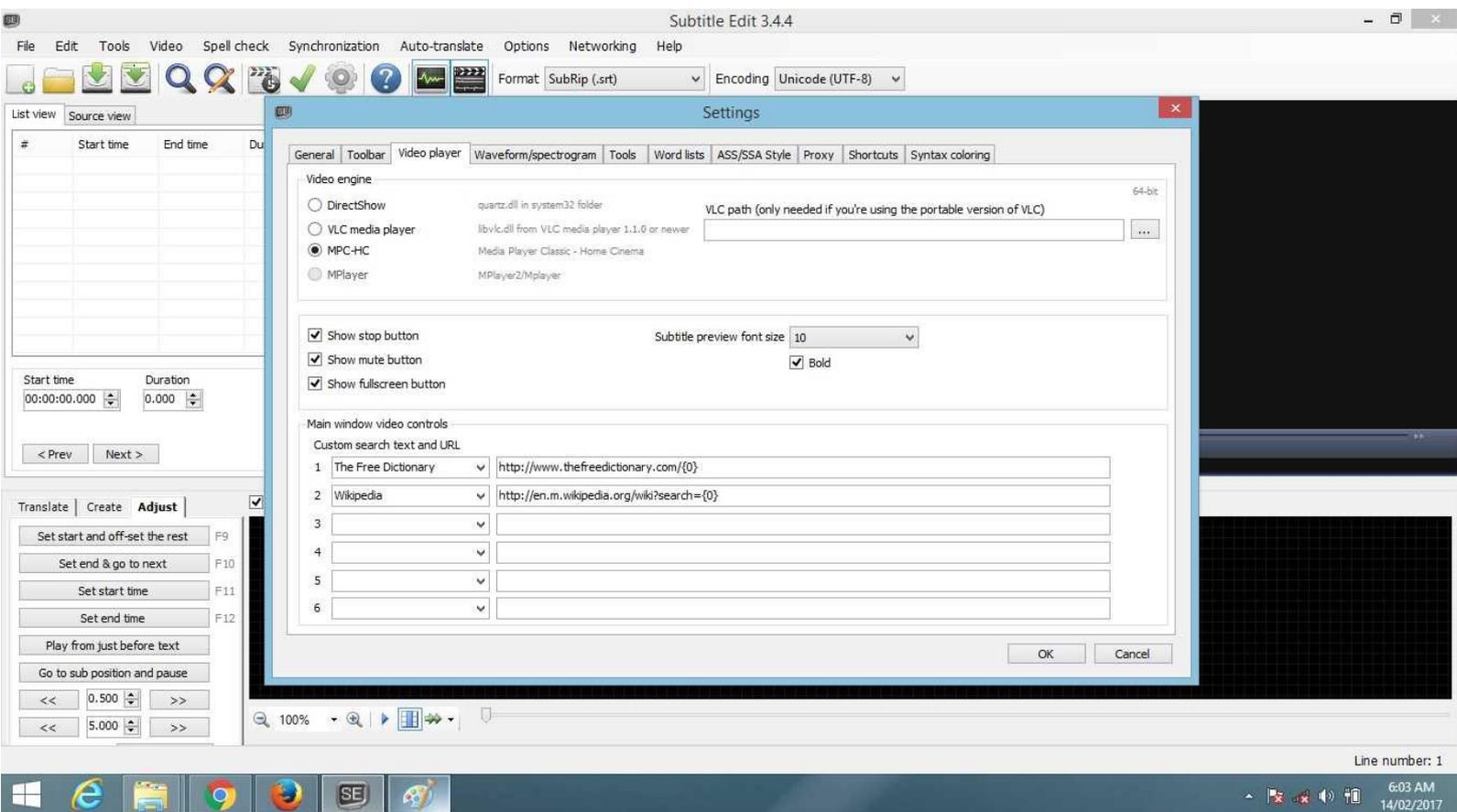
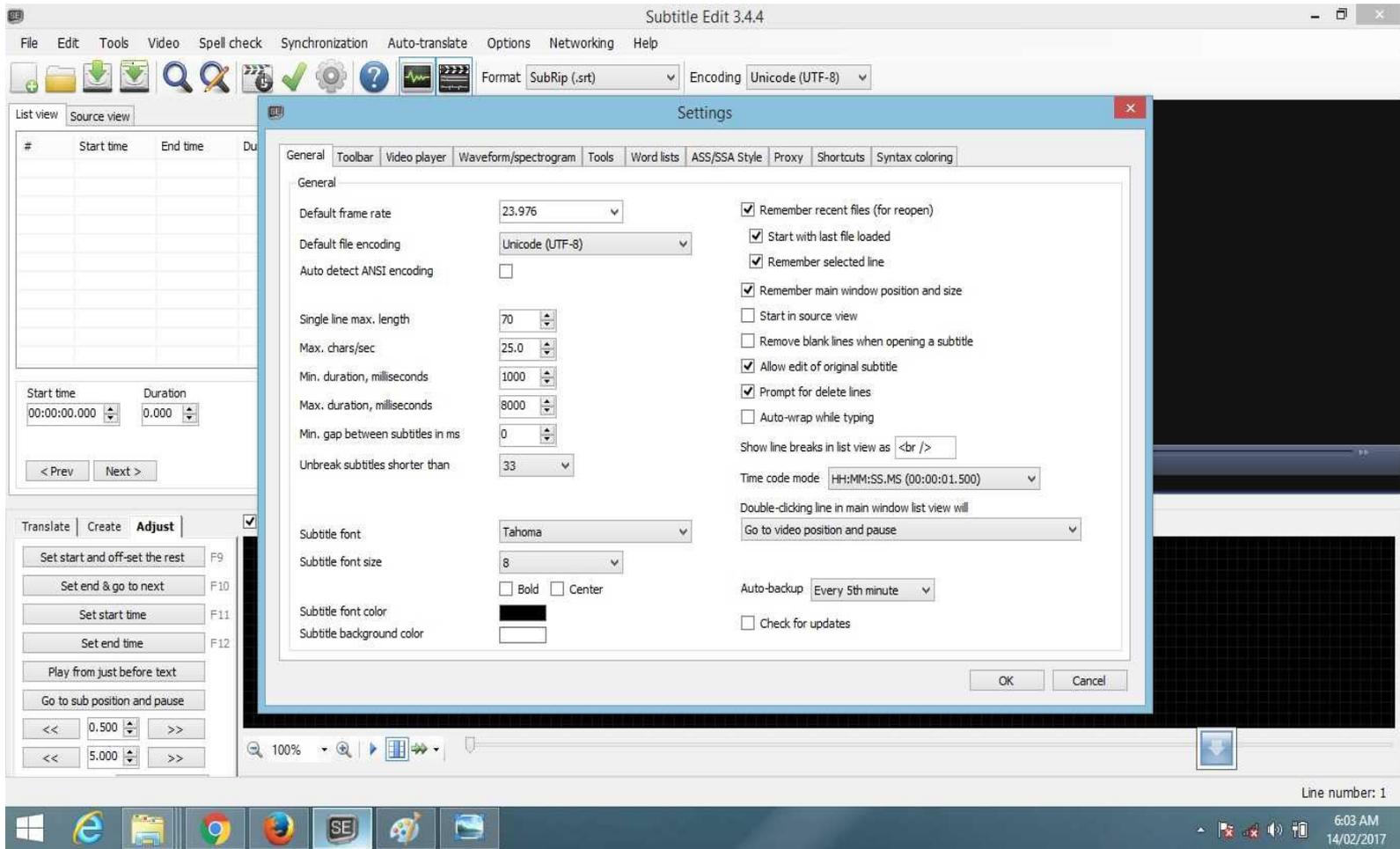


2. Next, I open Notepad and the video or audio to transcribe in Media Player Classic (MPC). Arranging both windows side by side is very helpful, since I have to click each one to make the window active. I click on the Notepad window when I want to type out what I just heard, and click on the MPC window to play/pause or rewind. When the MPC window is active, the shortcut keys – space (play/pause) and Z (6 sec rewind)- are also active.

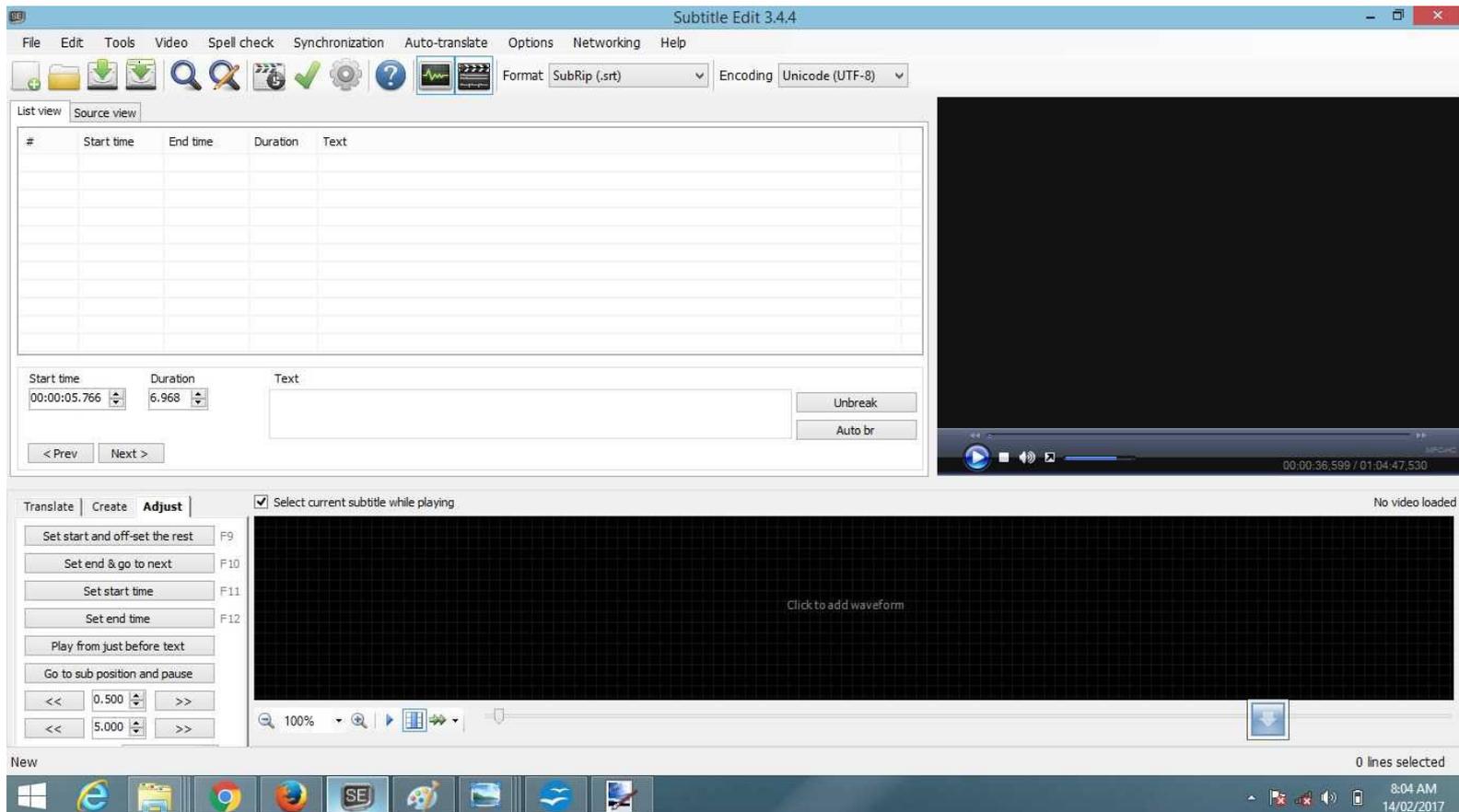
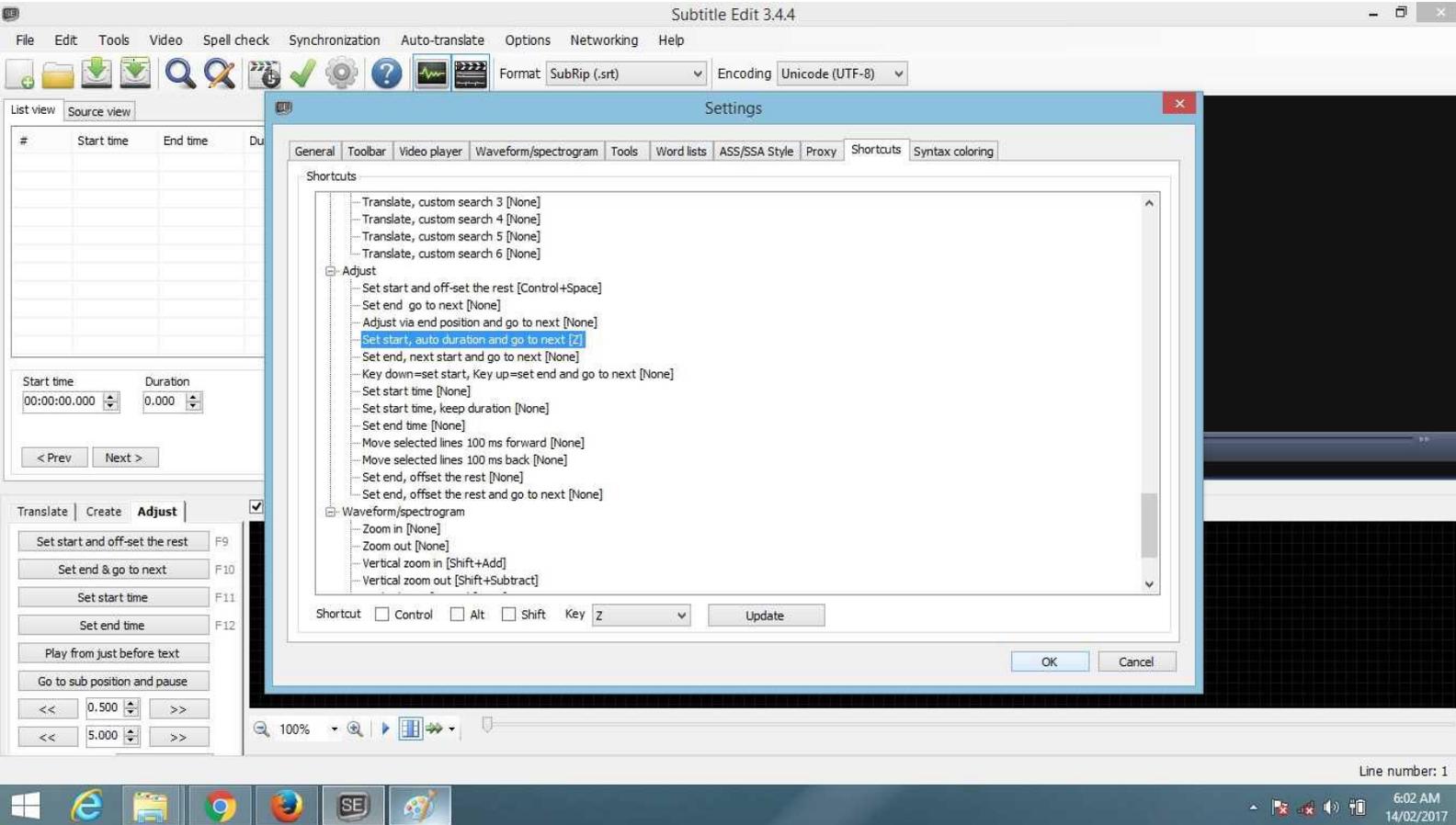
I prefer to type out the full transcript this way first as it helps me apply proper punctuation and formatting. When this is done, I save it as a .txt file.



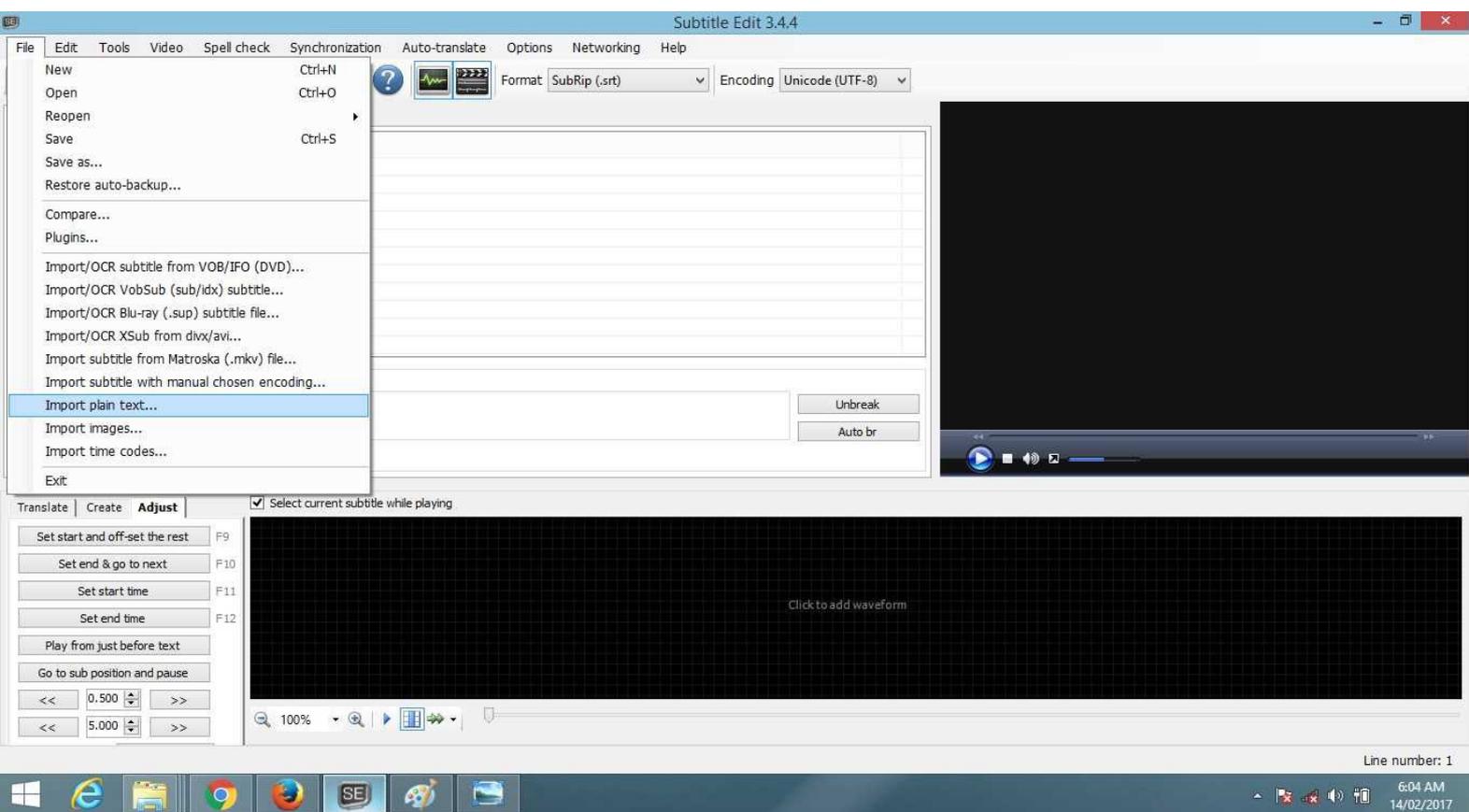
3. When I am done typing out the transcript on notepad, I then open Subtitle Edit. When I first set it up (Options → Settings), I configured the single line max length -70, Max chars/sec -25, Min. gap between subtitles - 0, under the General tab. And then under the Video Player tab, I selected MPC HC



Also, under the shortcuts tab in settings, I selected the Z key again (but this can be any key of your preference) for "Set start, auto duration and go to next". And then finally, as seen in the second picture on this page, I enable the 'show waveform', and 'show video' options. From the top menu, Video → Show/hide waveform, and show/hide video.

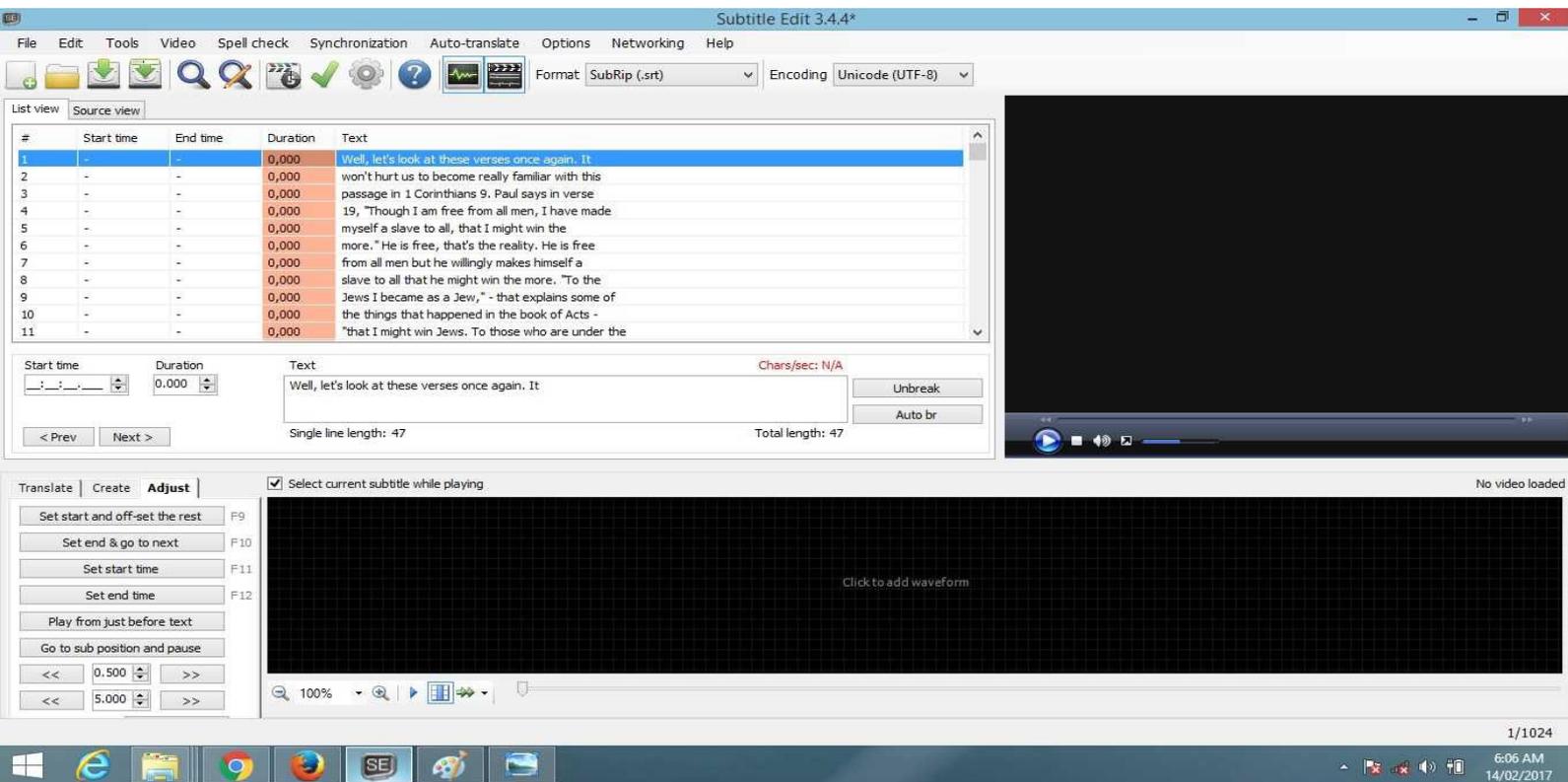
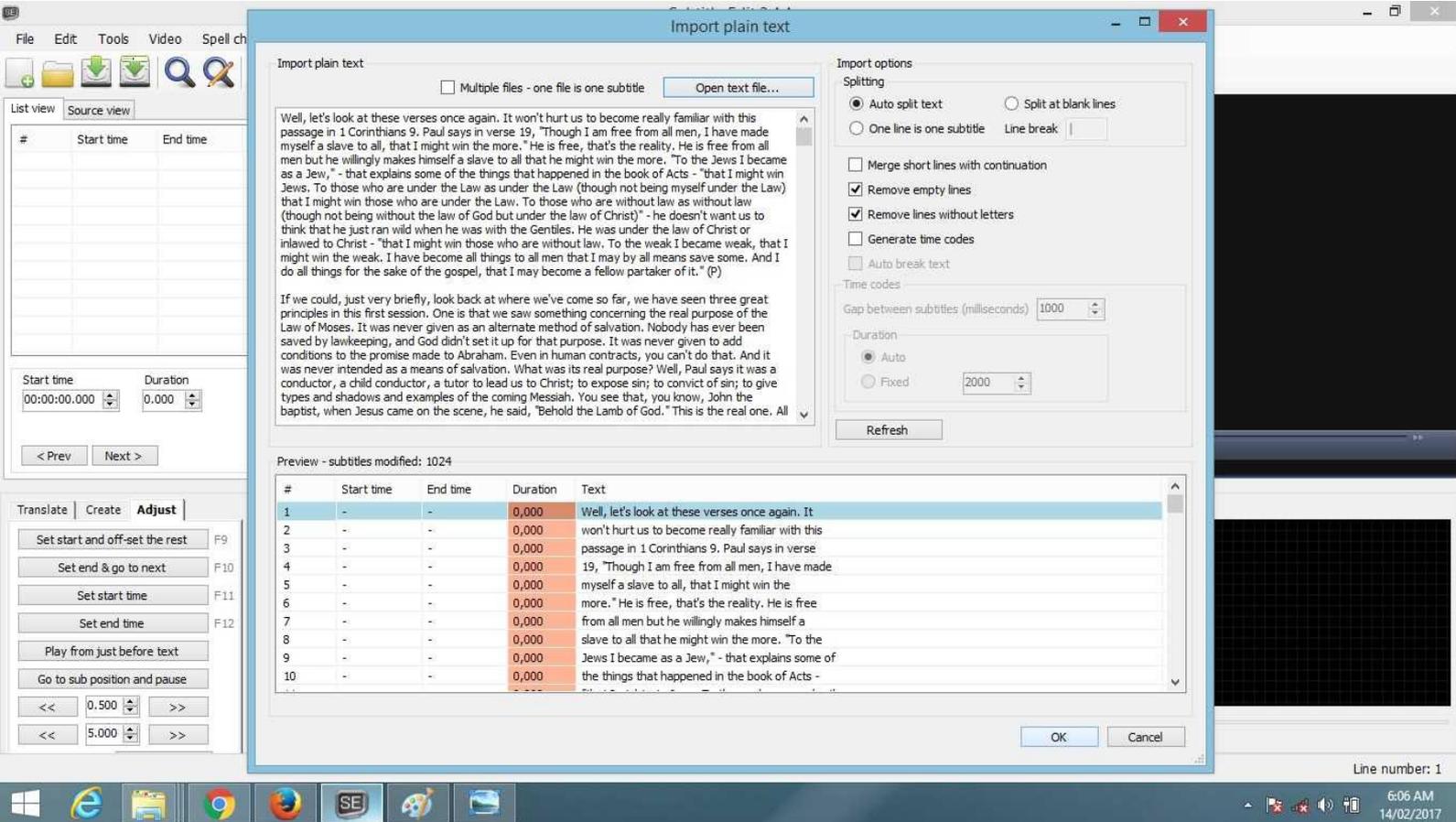


4. This is actually step 3, assuming all the initial one-time setup on Subtitle Edit had been done. Here, we move over the completed .txt file into Subtitle Edit to begin the actual subtitle and timecoding process. We start by importing the completed .txt file (File → Import Plain Text → Select the Completed transcript that was saved as a .txt file)



5. In the import plain text screen, ensure import options to the right are as seen in the below image. Subtitle Edit auto splits the text into draft subtitles with no timecodes. Click Ok.

Don't worry if everything looks unformatted. The next steps would include formatting the subtitles and adding timecodes.



6. After importing the text and creating the draft subtitle, We then save it as an .SRT file. (File → Save As). We then now begin the first stage of formatting. If you are working with a keyboard, it's advisable to use an external mouse to help select text faster. Using the mouse to select text, and Ctrl+X (cut) and Ctrl+V (paste), We edit each line of the subtitle to make the phrases and sentences on each line readable. The red highlight on some of the lines is a warning indicating either a long subtitle per line, or a high char./sec. In many cases where breaking the sentence will affect readability, we can leave the long subtitle as it is.

When there is an empty line, as seen in line 7, you can just right click on it and delete it. In case you also need to add a line, you can right click and insert before or after the current line.

We continue this first stage of formatting all the way to the end. This step requires patience so that you don't make mistakes so anytime you need to take a break you can just save (Ctrl+S). You can even edit Subtitle Edit. When you reopen it, it opens the Subtitle you are currently working on.

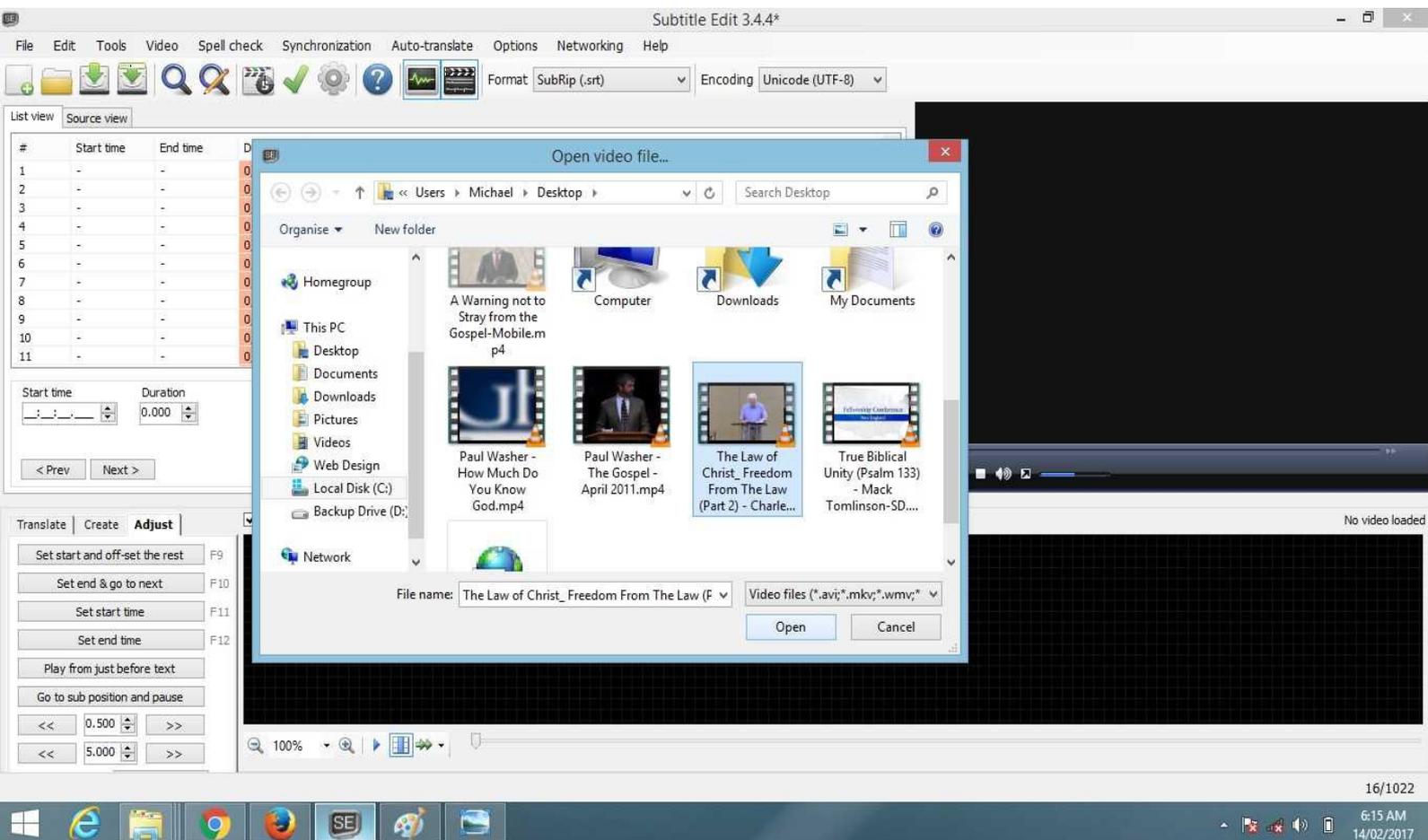
The screenshot displays the Subtitle Edit 3.4.4* application window. The interface includes a menu bar (File, Edit, Tools, Video, Spell check, Synchronization, Auto-translate, Options, Networking, Help), a toolbar with various icons, and a main workspace. The workspace is divided into several sections:

- List view:** A table with columns for #, Start time, End time, Duration, and Text. The text for line 10 is highlighted in blue, and line 11 is highlighted in red. The text for line 10 is "that I might win Jews. To those who are under the".
- Text editing area:** A text box containing the selected text "that I might win Jews. To those who are under the". Below it are buttons for "Unbreak" and "Auto br".
- Adjust section:** A panel with buttons for "Set start and off-set the rest", "Set end & go to next", "Set start time", "Set end time", "Play from just before text", and "Go to sub position and pause". It also includes a checkbox for "Select current subtitle while playing" and a "Click to add waveform" button.
- Video player:** A large black area on the right side of the window, currently showing "No video loaded".

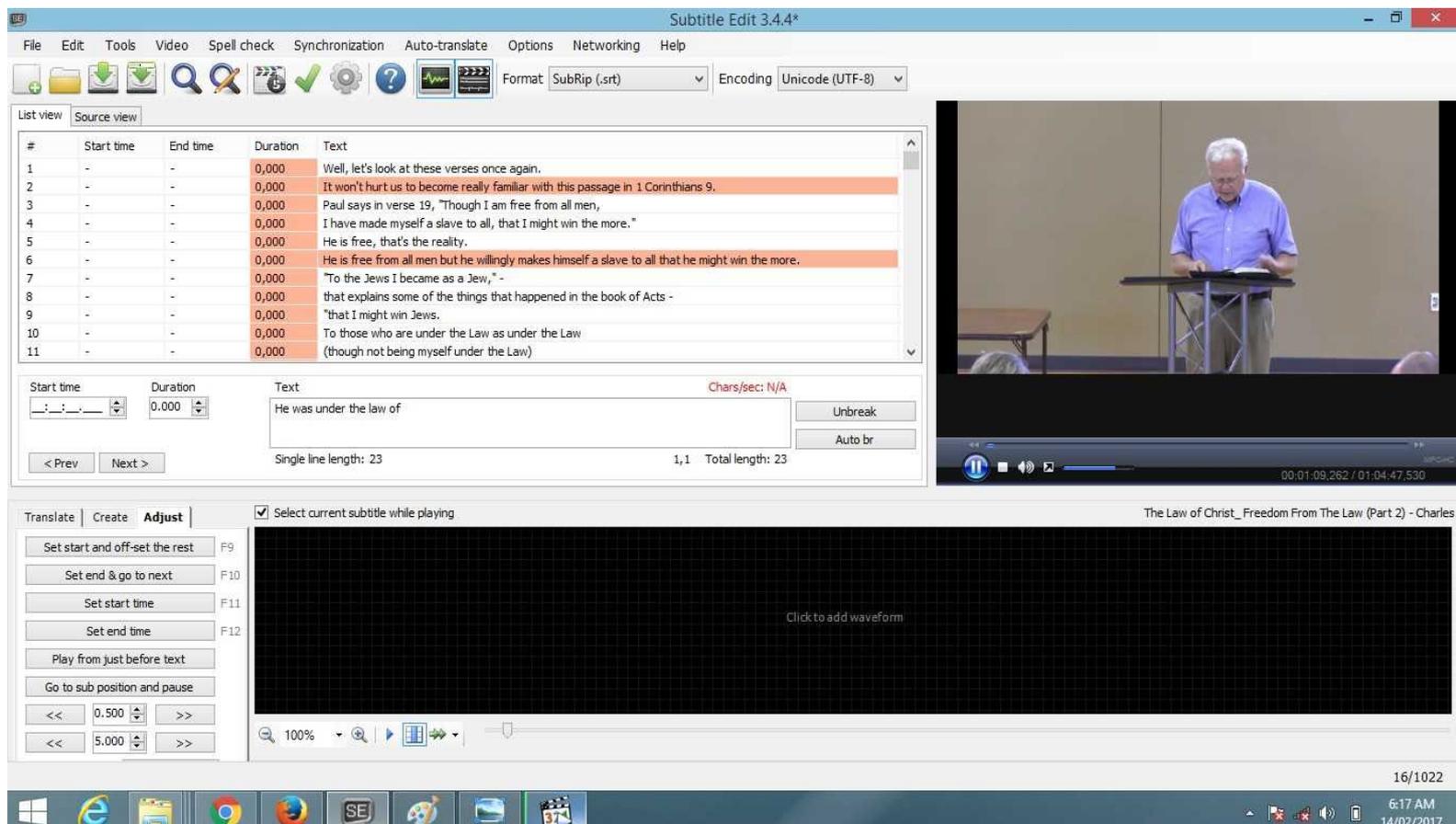
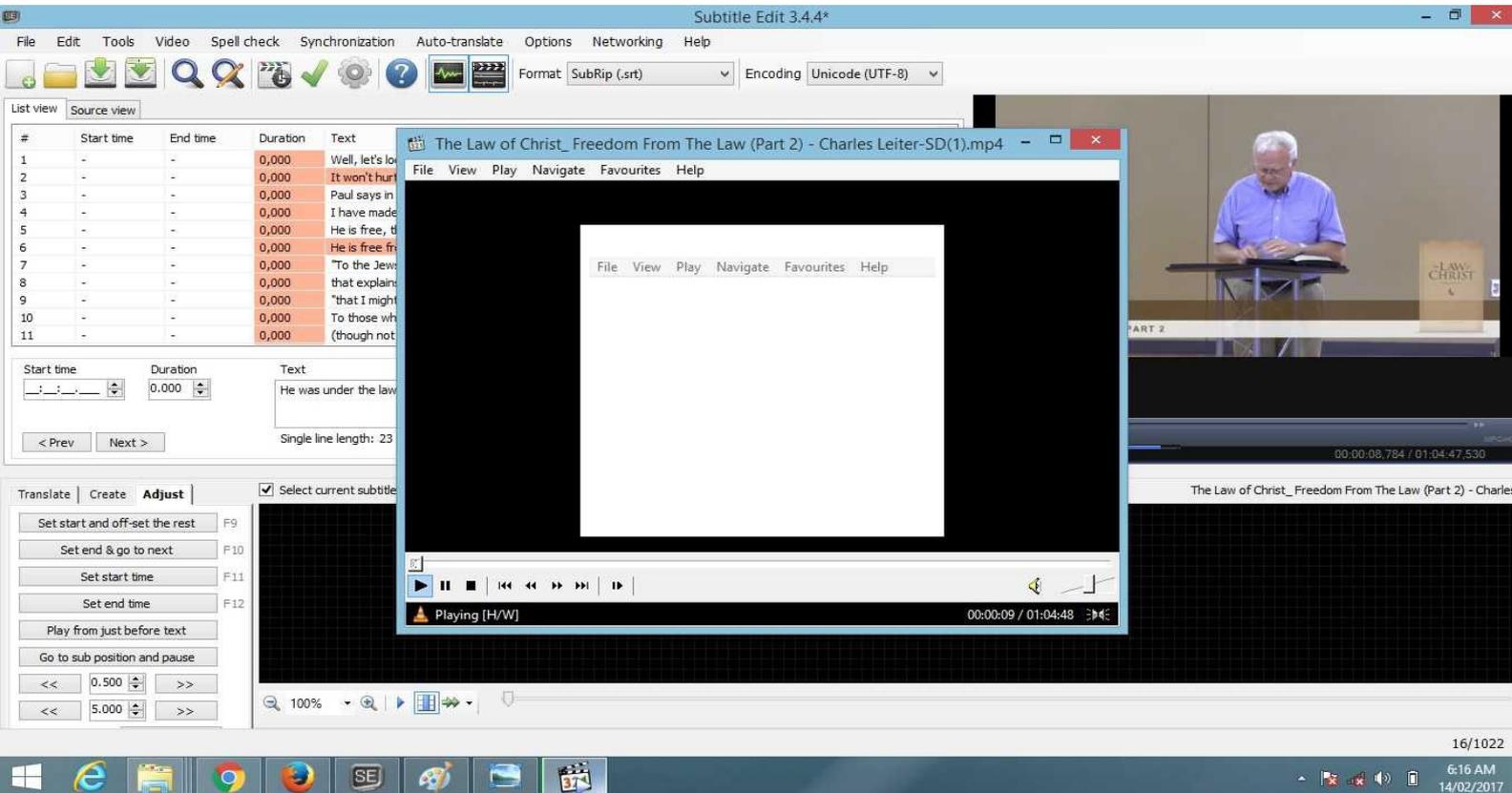
The Windows taskbar at the bottom shows the system tray with the date and time: 6:09 AM, 14/02/2017.

7. After completing the first stage of formatting all the way to the end, we then proceed to timecoding the subtitle to the video or audio file, and the second stage formatting to correct any errors and finetune, as you hear the speaker speak. First, we open the Video (or Audio) file from the top menu Video → Open Video File. If it's an audio file, to the bottom right, you can select audio files.

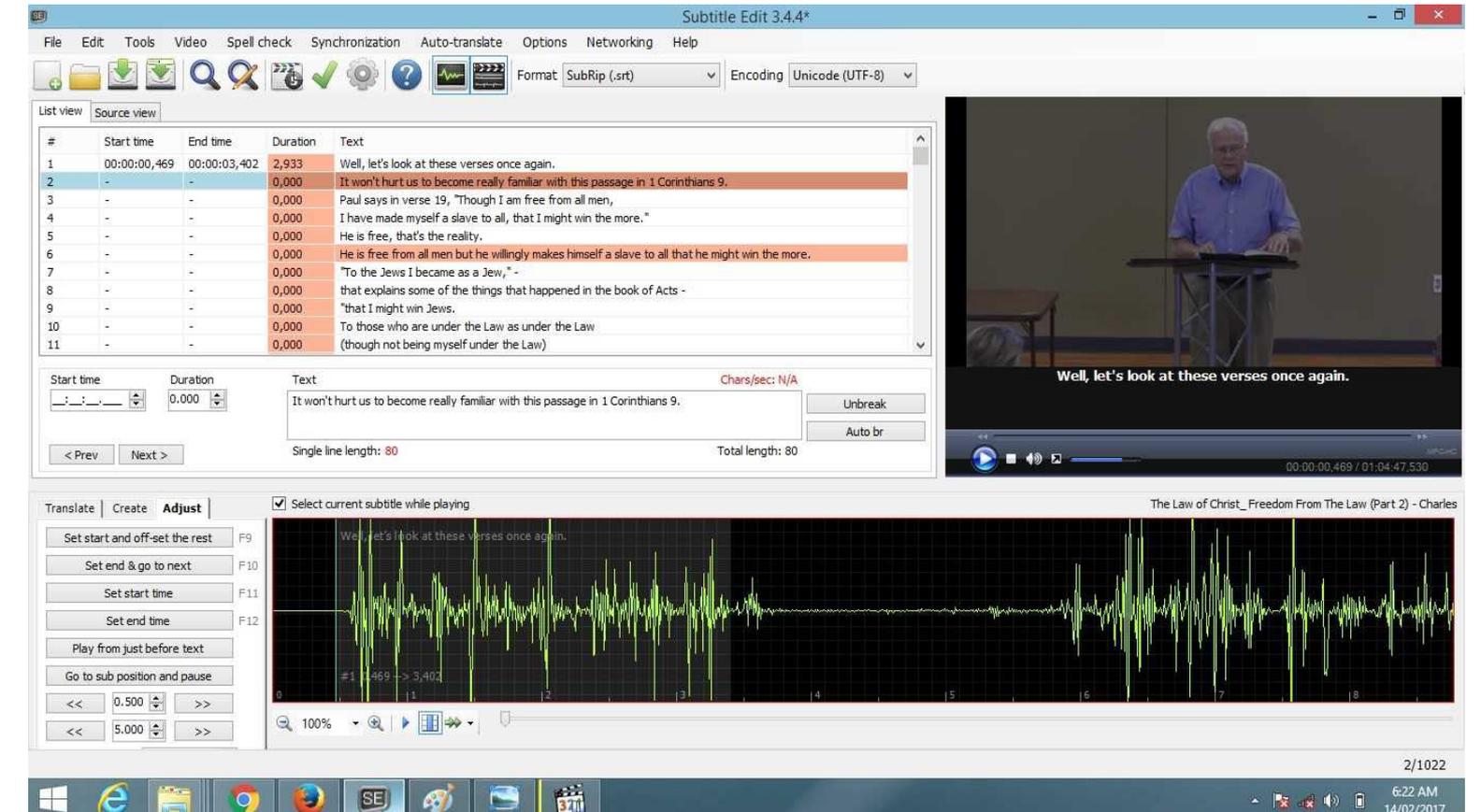
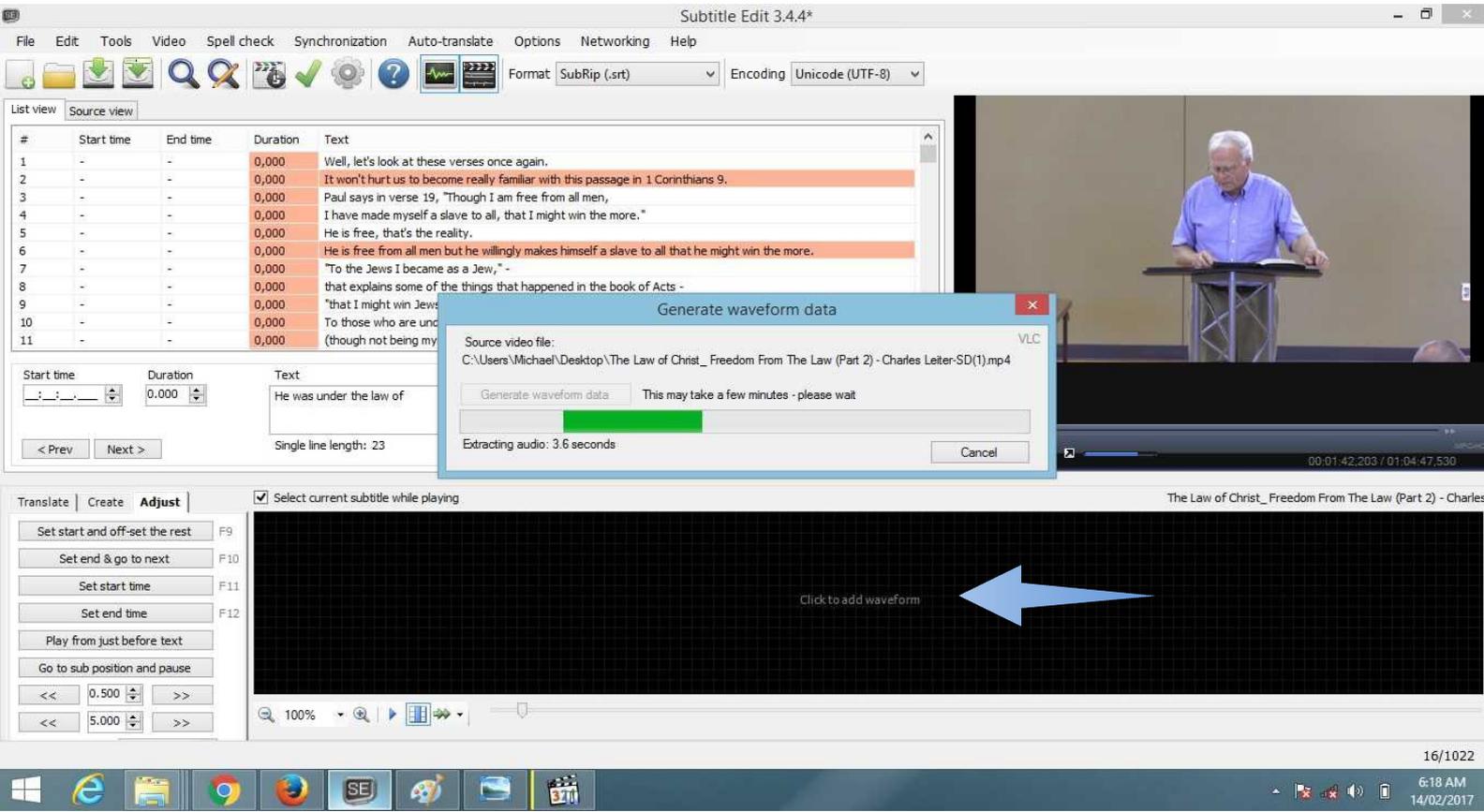
The subtitle you have formatted is still open in the background. What we are doing here is bringing in the video or audio file so we can timecode the subtitles.



8. When you open the video file and you start playing it, you'll notice this overlay Window of MPC. You can't minimize it using the buttons on the window itself, you'll have to minimize it by clicking once or twice on the MPC Icon (321) on the taskbar. Once the overlay window is minimized, you will then be able to control playback of the video from Subtitle Edit itself.



9. Next step, which is very important, is to generate an audio waveform. This will help greatly in the accuracy of the timecodes. All you have to do is "Click to Add Waveform". After clicking this, it takes a while to generate the waveform (seen in the second pic).



10. Once the waveform is generated, we can now begin timecoding. As you can see, the waveform lets you know when the speaker begins to speak, when he stops a sentence and begins another, when he raises his voice, and so on. So first, we click the play/pause button on the Video screen, and the waveform moves to reflect the current position of the video.

As seen in the last image, I have already timecoded the first line. What I did was I highlighted the first line of the subtitle and pressed Z (the shortcut we created earlier for "Set start, auto duration, and go to next.") Now in the last image, you observe that as you play the video and listen, the auto duration for that first subtitle line was not sufficient. To correct this, we simply pause the video after that subtitle is spoken, and adjust the subtitle on the Waveform by extending the right edge with the mouse. Ensure the mouse cursor indicates the move sign (+)

The screenshot displays the Subtitle Edit 3.4.4 application window. The interface is divided into several sections:

- Menu Bar:** File, Edit, Tools, Video, Spell check, Synchronization, Auto-translate, Options, Networking, Help.
- Toolbar:** Includes icons for file operations, search, and playback controls. The format is set to SubRip (.srt) and encoding is Unicode (UTF-8).
- List view:** A table listing subtitle entries with columns for #, Start time, End time, Duration, and Text.

#	Start time	End time	Duration	Text
1	00:00:00,469	00:00:05,765	5,296	Well, let's look at these verses once again.
2	-	-	0,000	It won't hurt us to become really familiar with this passage in 1 Corinthians 9.
3	-	-	0,000	Paul says in verse 19, "Though I am free from all men,
4	-	-	0,000	I have made myself a slave to all, that I might win the more."
5	-	-	0,000	He is free, that's the reality.
6	-	-	0,000	He is free from all men but he willingly makes himself a slave to all that he might win the more.
7	-	-	0,000	"To the Jews I became as a Jew," -
8	-	-	0,000	that explains some of the things that happened in the book of Acts -
9	-	-	0,000	"that I might win Jews.
10	-	-	0,000	To those who are under the Law as under the Law
11	-	-	0,000	(though not being myself under the Law)
- Subtitle Editor:** Shows the selected subtitle (line 2) with its start time (00:00:00,469), duration (0.000), and text. It includes buttons for "Unbreak" and "Auto br", and fields for "Single line length: 80" and "Total length: 80".
- Video Player:** Displays a video of a man speaking at a podium. The subtitle "Well, let's look at these verses once again." is overlaid at the bottom. The video progress bar shows 00:00:00,469 / 01:04:47,530.
- Waveform Editor:** A detailed view of the audio waveform for the selected subtitle. It shows the amplitude of the audio signal over time, with the subtitle's duration highlighted. The waveform shows a clear start and end point for the speech.
- Adjust Panel:** Contains various shortcuts for adjusting subtitles, such as "Set start and off-set the rest" (F9), "Set end & go to next" (F10), "Set start time" (F11), "Set end time" (F12), "Play from just before text", "Go to sub position and pause", and navigation buttons for 0.500 and 5.000 seconds.
- Taskbar:** Shows the Windows taskbar with the Subtitle Edit icon highlighted. The system tray shows the time as 6:23 AM on 14/02/2017 and the page number 2/1022.

After adjusting the first, we resume playback of the video, select the next line, press Z and adjust the subtitle on the waveform to be sure the timing is correct.

The screenshot displays the Subtitle Edit 3.4.4 application window. The top menu bar includes File, Edit, Tools, Video, Spell check, Synchronization, Auto-translate, Options, Networking, and Help. Below the menu is a toolbar with icons for file operations, search, and playback. The main interface is divided into several sections:

- Subtitle List:** A table with columns for #, Start time, End time, Duration, and Text. Row 2 is selected, showing a subtitle starting at 00:00:05,766 and ending at 00:00:12,734 with a duration of 6,968. The text is "It won't hurt us to become really familiar with this passage in 1 Corinthians 9."
- Subtitle Editor:** A text area containing the selected subtitle text. Below it are fields for Start time (00:00:05.766), Duration (6.968), and Chars/sec (11.48). There are buttons for "Unbreak" and "Auto br", and a "Single line length: 80" indicator.
- Video Player:** A window showing a video of Charles Leiter speaking. The subtitle "It won't hurt us to become really familiar with this passage in 1 Corinthians 9." is overlaid on the video.
- Waveform Editor:** A section with a "Translate" tab and an "Adjust" sub-tab. It features a waveform visualization of the audio. The subtitle text is overlaid on the waveform. There are buttons for "Set start and off-set the rest" (F9), "Set end & go to next" (F10), "Set start time" (F11), "Set end time" (F12), "Play from just before text", and "Go to sub position and pause". There are also navigation buttons for 0.500 and 5.000 seconds.

The Windows taskbar at the bottom shows the system tray with the date and time: 6:24 AM, 14/02/2017.

And little by little, we go on, until the whole subtitle is timecoded correctly. Of course, you can always save (File → Save) and resume later.

May the Lord give us grace and strength for the work so that his people will be fed, and the lost will be reached. Amen.