



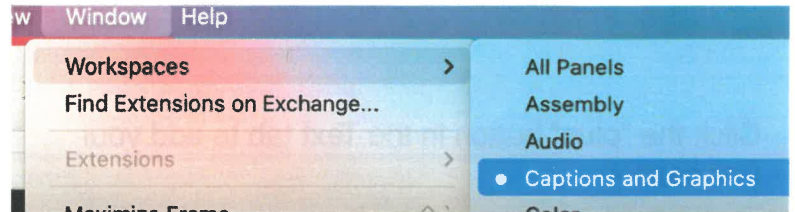
Using Captions in Premiere Pro 2022

Adding subtitles or captions to your sequence.

When your picture track is ready to add subtitles to, remain in **Edit mode**,



and from the top menu select **Window**, and under **Workspaces** choose the *Captions and Graphics* workspace environment

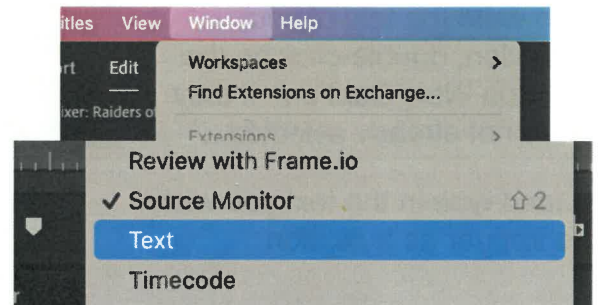


A new **Text** tab should appear in your Source window with three button options—select *Captions and Subtitles*.

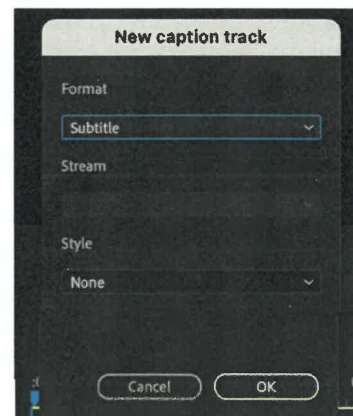


Note that the buttons will only be active if the video in your timeline has been selected (and appears highlighted).

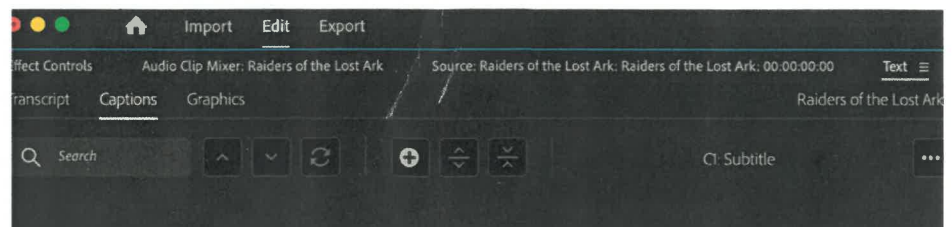
If the Text tab with the three buttons does not appear, return to the top menu and under **Window** select *Text* from the list.



Having clicked on the *Captions and Subtitles* button, a new window should open, providing Format options. Since we are creating subtitles, make sure *Subtitles* is selected from the pulldown menu, leave *Style* at *None*, and click **OK**



The Captions tool should now be visible in the Text tab.



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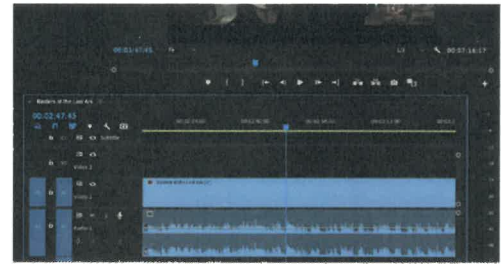
FILM AND MEDIA STUDIES TECHNICAL SUPPORT

Using Captions in Premiere Pro 2022

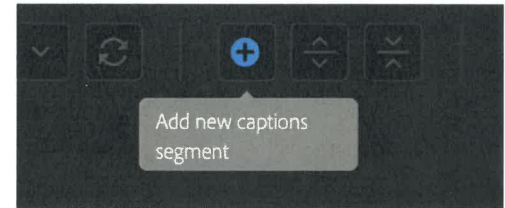


Adding subtitles or captions to your sequence

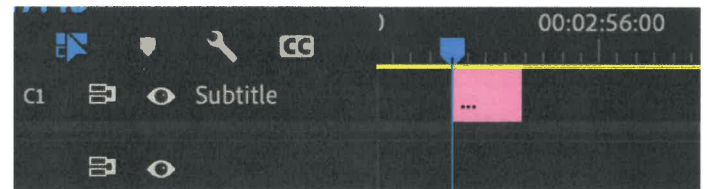
In your sequence, bring your Timeline Marker to the first position where you would like to create a subtitle.



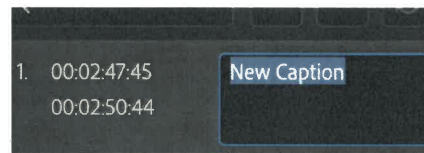
Click the “plus” button in the Text tab to add your first caption



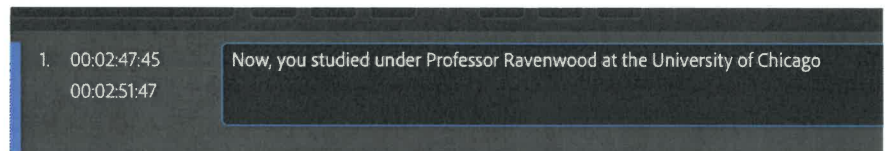
The caption will appear in your timeline in the **Subtitle Track**. You can edit the length and position of the caption as you would a clip.



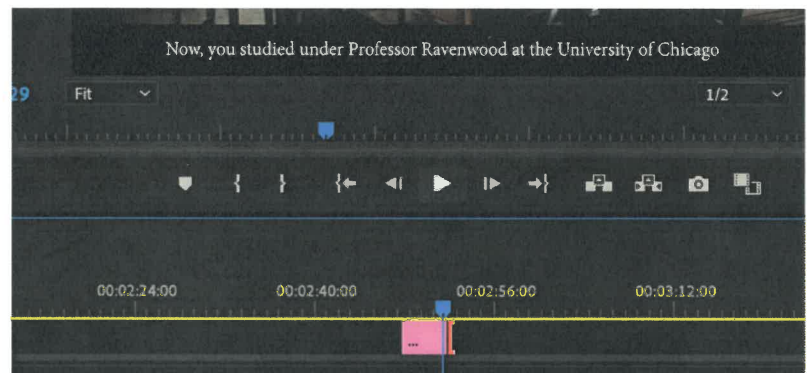
To write the text of your caption, double-click on the words ‘New Caption’ if they are not already selected...



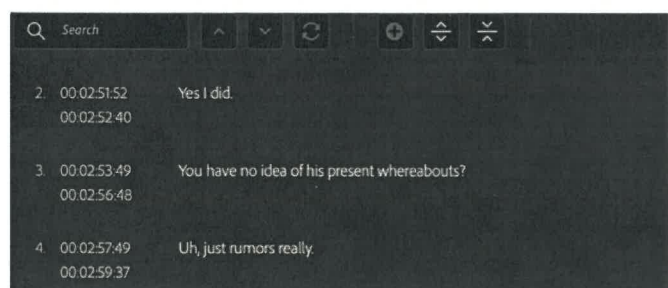
...and type in the text you wish to appear as a caption.



Your caption will appear in the Program window, in a default location with a default font and size style.



Continue this process until all of your captions are completed.





Now that our subtitles has been created, we can change the size, font, and color. These can be controlled in the **Essential Graphics** window, visible on the right.

If you don't see it, go to the top menu and under **Window**, be sure that *Essential Graphics* is checked.



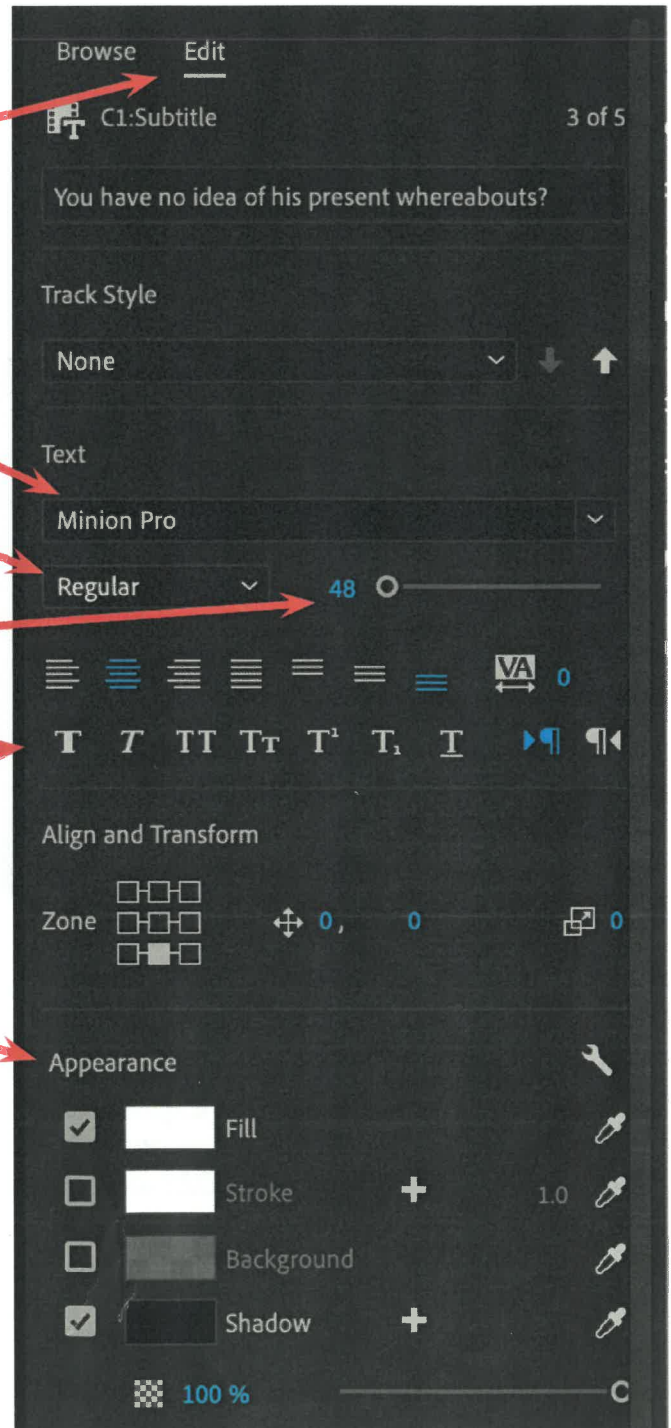
With one of your caption clips selected in the timeline, you will see information related to it in the **Essential Graphics** window under the **Edit** tab

Here you can select a font, also its style,

and the font size...

In this section you can adjust alignment, tracking, kerning, et cetera...

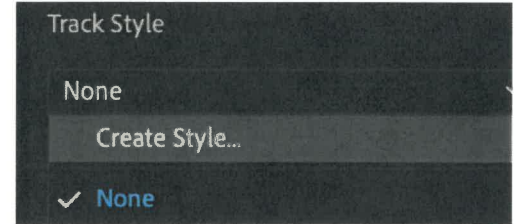
And in the *Appearance* section you can change the color of the font (*Fill*), add a border around the font (*Stroke*), place a *Background* behind your font to help it be seen better, or add a *Drop Shadow*.





Note, however, that you have changed the style only of the caption you had selected.

You can save this style, and apply it to the rest of your captions, by clicking on the **Track Style** pulldown menu and choosing *Create Style...*

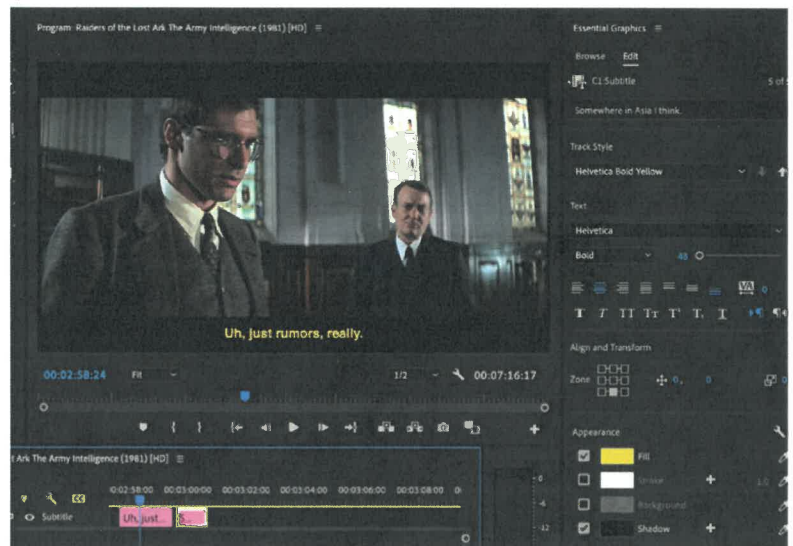


Name your created style in the window that opens, and click the **OK** button.



With your new Track Style selected, it will apply to all the captions you have created- or any new one you may create.

You could even create some alternate Track Styles, to see how they compare. Some may be more visible than others, given the background.



When all has been completed and checked, you are ready to export your video. Go to the **Export** tab at the top left of Premiere Pro, and follow the export instructions on the *Exporting from Premiere Pro 2022* technical document.

