HOW TO DEAL WITH TRANSTOOL FOR SUBTITLES
- GENERAL GUIDELINES -

Each Transtool segment represents one subtitle. The hard return breaks the subtitle in 2 lines.

Length restrictions:

1. There is a maximum of lines per subtitle and characters per line. There is also a speed limitation in characters per second, based on the time the subtitle stays on screen. If you add too many characters in the translation and exceed any of these limitations, it will turn red. Then, you will need to **condense, synthesize and simplify.**

2. Don't use abbreviations to make the content fit in the length limitation (except for accepted ones like "km").
   Note that these are not strings of a software. Subtitles need to be read very fast; the length limitations are for reading purposes, not for space restrictions.
   If you have too many characters, please condense, synthesize and simplify.

3. Don't use two lines if it fits in one (even if the original has two). If you need to use two, please break the subtitle in a grammatically natural place, respecting the syntagmas, and try to make both lines as even as possible in length:

Incorrect:	Correct:
or other information related to your request,	or other information related to your request,

4. Don't write the numbers in letters, they take a lot of space (characters) and are more difficult to read.

5. Don't delete parts of the sentences or syntagmas. The text must be correct and easy to read. For example, don't remove articles before nouns.
   Again, if you have too many characters, please **simplify the sentence and synthesize**.

Synthesizing example:

Order of the subtitles/segments:

1. Matching the images:
   Remember that the subtitle needs to reflect what is being said and shown in the video at that moment. So, please, keep the information in the same subtitle of the original.

2. Continuity and punctuation between subtitles:
   Don't use "…" to link two subtitles. They use too much space and are not necessary.
   Use the standard punctuation instead. If a subtitle needs to end in a coma, use a coma. If it needs to end without any punctuation, use no punctuation. If it ends up with a full stop, use the full stop and begin next subtitle with Caps.