cap **N** sub

Captions & Subtitles

Table of Contents

cap N sub
Captions & Subtitles
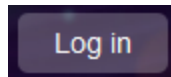
cap N sub
Captions & Subtitles

Sign Up to capNsub

If you don't have a capNsub account, click
"Sign up Here" on www.capnsub.com.
Fill in the required details and submit your request.
A capNsub representative will contact you.

Log In to capNsub

If you have a capNsub account, click on the **Log in** button on www.capnsub.com
and enter your details -
User Name:
Password:

- ➢ Mark 'Remember me next time' if you want to log in automatically from now on.
- ➢ Click 'Forgot your password' to have your password sent to your email.

- ◈ Attempting to login for five times with a wrong password will lock
   the account. Please contact us by email to unlock you.

Account Settings

Change Password
You can edit your password by clicking the 'Account' link on the menu bar.

Subtitles display settings
Please refer to 'Create a new Avid Subtitles Display'

cap N sub
Captions & Subtitles

Order Subtitles (Upload Video)

Create video for capNsub

Basic video settings:

- Windows Media Video (.wmv).
- Screen resolution: 320X240
- Frame Rate - 25Fps for **PAL**; 24Fps for **Film;** 29.97/30 Fps for **NTSC.**
- Bit Rate : 384Kbps
- Key Frame : 0.5Sec
- Best sound available.

    *Video size should be between 2-5MB per video minute.

Avid

1. **File** -> **Export**.

2. Select **Options** in **Export As...** window

3. Select **Windows Media** in **Export Settings**

4. Apply the video setting in Figure 1: **Video Settings**

5. Apply the audio setting in Figure 2: **Audio Setting**

- You can save the setting for future exports:

    1. In **Export settings** select **Save As**

    2. Save as: **capNsub**

    3. In future exports select **capNsub** settings from **Export As** window.

6. Upload the created WMV file to capNsub (See: Upload Single Video)

cap N sub
Captions & Subtitles

Figure 1: **Video Settings**

Original Video Frame Rate: 25; 24; 29.97

Do not use!!! Video 9 Advanced Profile

Figure 2: **Audio Settings**

cap N sub
Captions & Subtitles
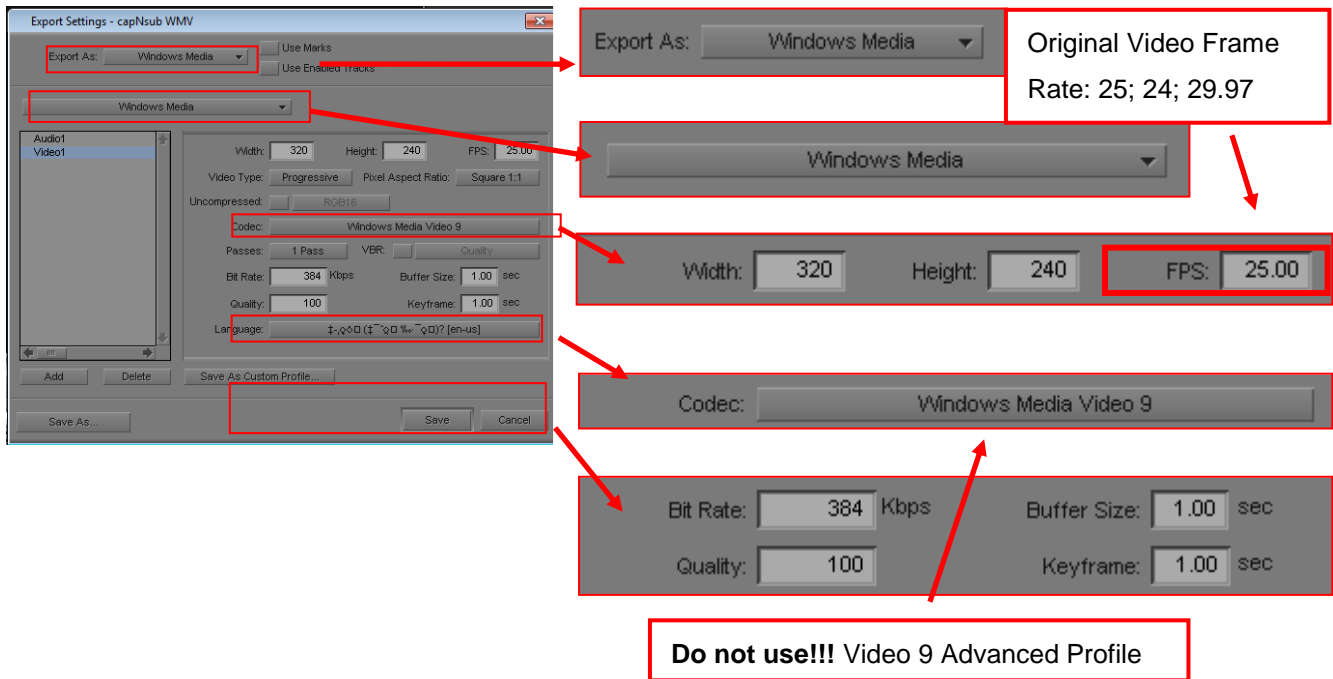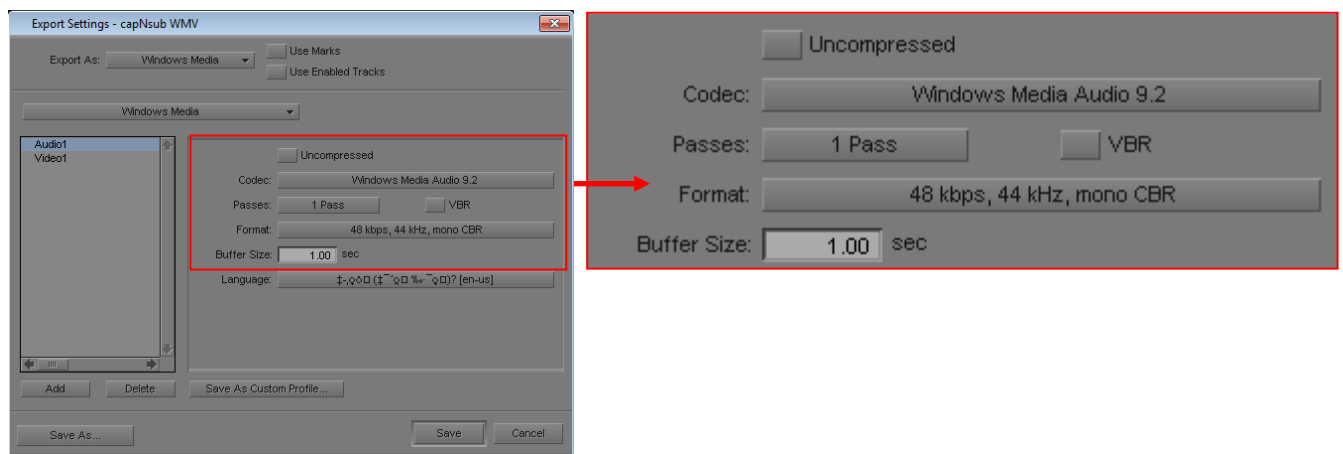
Video Conversion software

Freeware video conversion software:

MAC - Kigo Video Converter

cap N sub
Captions & Subtitles

Upload Single Video

1. Enter the 'Gallery' page.
2. Click 'Videos'.

Videos   Series   Convert
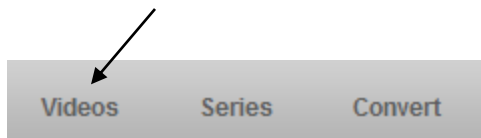
3. Click the **Order Subtitles** button on the upper right side of the screen.
4. Fill in all the required details regarding your translation request. (See Figure 2)
   - ➢ Video Title: Enter the name of the video.
   - ➢ Broadcast Format: Select PAL (25 fps) or NTCS.
   - ➢ Language Primarily Spoken: Select the language of the video.
   - ➢ Translate Into: Select the languages to subtitle.
5. 'Add dialog' (i.e. Transcript (optional)).
6. Select the video file to upload (See Create video for capNsub).
   - ➢ Upload only Windows Media Video (.wmv).
     Additional formats will be available soon.
7. 'Add remarks' - If you would like to send us more instructions concerning your translation request.
8. Click 'Submit'.
   - ➢ Don't close the browser until the upload is done.
9. When the upload is finished, your new video is added to the 'Videos' tab in the 'Gallery' page.
10. To add languages see 'Order New Subtitles Language'.

Figure 3:Upload video

cap N sub
Captions & Subtitles

➢ While capNsub is preparing the subtitles for the video,
the subtitles language below the video frame is disabled.

capNsub Video

00:01:10

Uploaded: 08/06/10 10:09
Subtitles: English ◄————————————

Order subtitles

➢ Clicking on the video frame will open the Player page
with the following message below the Player:

00:00:00:00 | 00:01:10:01

CC

Subtitles are not available

➢ When capNsub starts to subtitle your video the status will change to:

00:00:00:00 | 00:01:10:01

CC

Subtitles work is still in process:
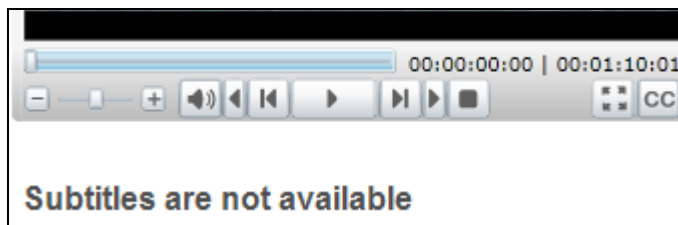
cap N sub
Captions & Subtitles
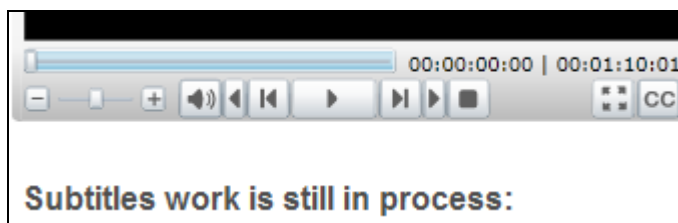
Upload Series

Use the same translation settings for all the series videos

1. Enter the 'Gallery' page.
2. Click 'Series'.

   Videos   Series   Convert

3. Click the New Series button on the right side of the screen to create a new series.
4. Fill in all the required details regarding your translation request:
   - Video Title: Enter the name of the video.
   - Broadcast Format: Select PAL (25 fps) or NTCS (29.7 fps).
   - Language Primarily Spoken: Select the language of the video.
   - Translate Into: Select the languages to subtitle.
5. Click 'Submit'.
   - The Series you have created opens and you can start uploading your video files.

   Order Subtitles

6. Click the button on the upper right side of the screen.
7. Fill all the required details regarding your translation request:
   - Video Title: Enter the name of the video.
   - Translate Into: Select the languages to subtitle.
8. Add dialog (i.e. Transcript (optional)).
9. Select the video file to upload (See: Create video for capNsub).
   - Upload only Windows Media Video (.wmv)
     Additional formats will be available soon.
10. 'Add remarks' - If you would like to send us more instructions concerning your translation request.
11. Click 'Submit'.
    - Don't close the browser until the upload is done.
12. Re-enter 'Series' on the 'Gallery' page to verify that your new video was uploaded.
13. To upload more videos re-enter your series and repeat steps 6-11.

cap N sub
Captions & Subtitles

Order New Subtitles Language

1. Enter the 'Gallery' page.
2. Click 'Order Subtitles' below the video frame.

      OR

    a. Click on the video frame.

    b. On the Player page click the button.

3. Select additional languages for translation. (See Figure 4)
4. Click 'Submit'.

cap N sub
Captions & Subtitles

capNsub Video

Language primarily spoken:

English

Translate Into:

☐ English   ☐ Hebrew   ☐ Russian

☐ French   ☐ Spanish   ☐ Italian

☐ German   ☐ Arabic   ☐ Dutch

☐ Portuguese   ☐ Swedish   ☐ Polish

☐ Romanian   ☐ Turkish   ☐ Japanese

☐ Chinese   ☐ Hungarian   ☐ Finnish

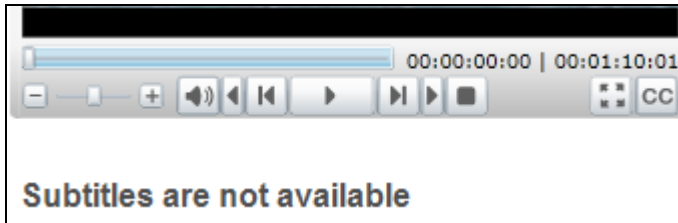**Add remarks:**

If you have additional requests, enter here.

Submit

Figure 5: Additional Language

cap N sub
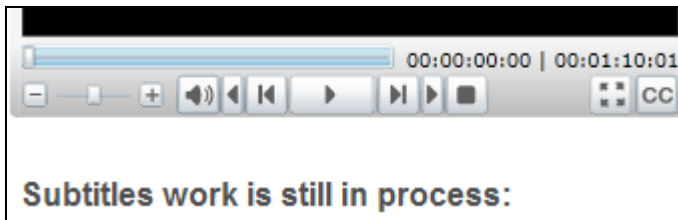## Captions & Subtitles

➢ The Player page will open with the following message below the player:

Subtitles are not available

➢ When capNsub starts to subtitle your video the status will change to:

Subtitles work is still in process:

cap N sub
Captions & Subtitles

Download Video (Without subtitles)

1. Enter the 'Gallery' page.
2. Click on the Video frame.
3. Click below the player on:

   Click here to download the video (without subtitles).

4. Save the file.

Delete Video

Please email us the name of the video you wish to delete
and we will do it for you.

Upload new Audio to a Video

(Available only to authorized users)
capNsub enables you to apply new sound to an existing video.

> ➢ To upload the new sound:
>   a. It must be in WMA format.
>   b. The new WMA file should match the beginning of the video file,
>   otherwise you will lose sync.

1. Enter the 'Gallery' page.
2. Click the video frame or the subtitles language below the video.
3. Click the link below the Player:

   Click here to link a new audio file.

4. Fill in all the required details regarding your translation request. (See Figure 7)
5. Select the audio file to upload (WMA)

6. Click 'Submit'.

   ➢ Don't close the browser until the upload is done.

7. When the upload is finished, re-enter the 'Gallery' page to verify that a new video with the new sound was added to your gallery.

Upload and link new Audio

Please fill in the form and press submit

Video Title:

capNsub Video - audio (24-Oct-2010)

Language primarily spoken:

English

Translate Into:

☑ English	☐ Hebrew	☐ Russian
☐ French	☐ Spanish	☐ Italian
☐ German	☐ Arabic	☐ Dutch
☐ Portuguese	☐ Swedish	☐ Polish
☐ Romanian	☐ Turkish	☐ Japanese
☐ Chinese	☐ Hungarian	☐ Finnish

Audio to upload (WMA format):

Select

> The new audio (WMA) must start at the same frame as the old audio

Add remarks:

If you have additional requests, enter here.

Submit

Figure 6: Upload New Audio

Review Subtitles

We recommend using the capNsub site only with Internet Explorer
or Mozilla FireFox. (Support for additional browsers will be added soon)

Play video with subtitles

To watch your video and view its subtitles -

1. Enter the 'Gallery' page.
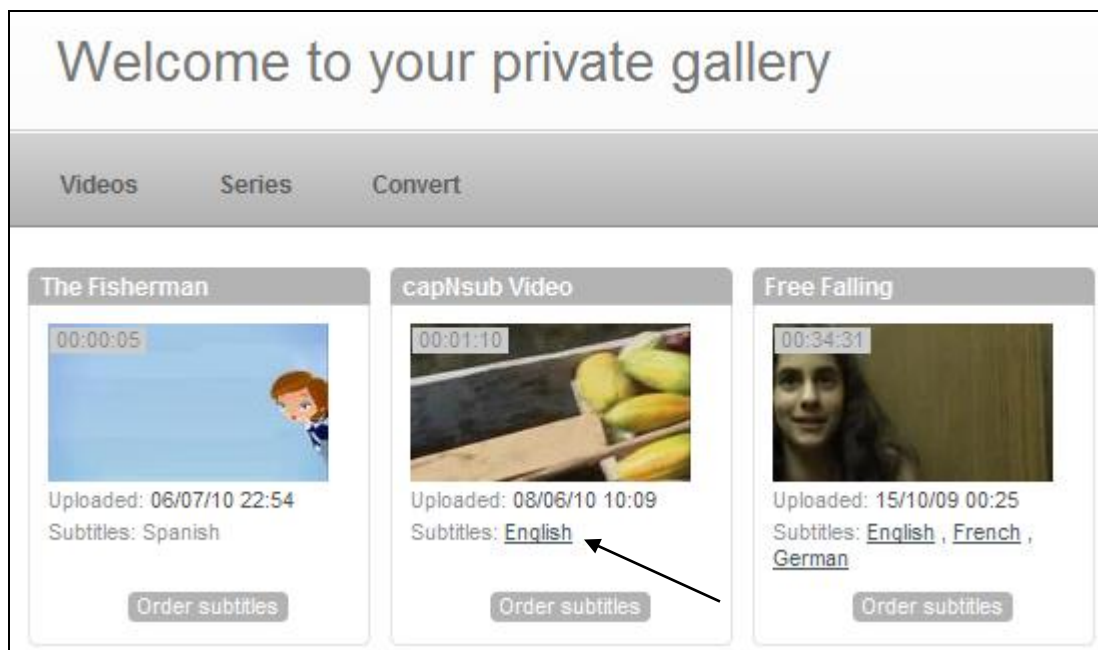2. Click on the video frame or the subtitles language below the video.(See Figure 8)

Figure 7: Gallery

3. You may be prompted to install 'Microsoft Silverlight' if this is the first time you're entering
   the capNsub site on your current computer. (See 'Installing Silverlight')
4. Click 'Play' and watch the video with the subtitles. (See Figure 9)
   (It may take a few seconds to upload the subtitles)

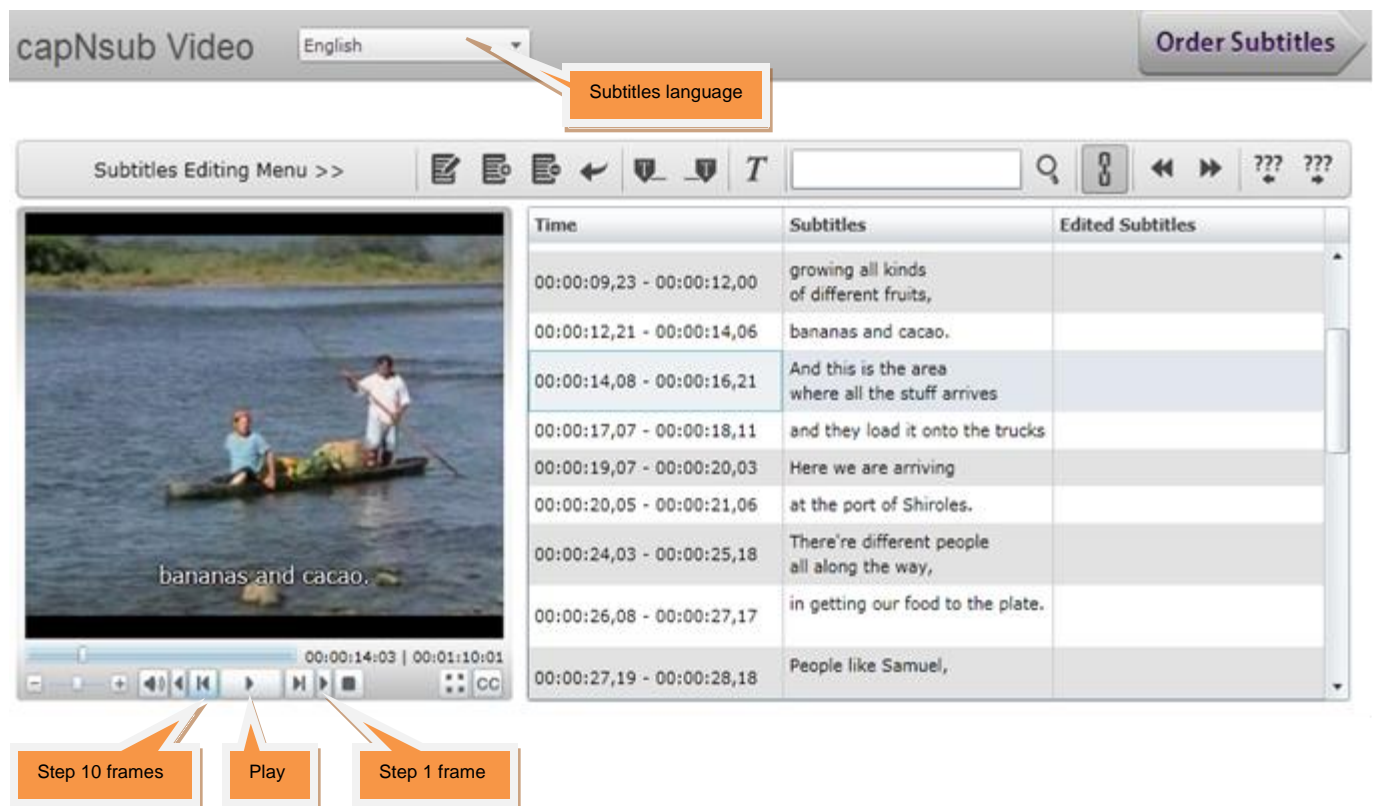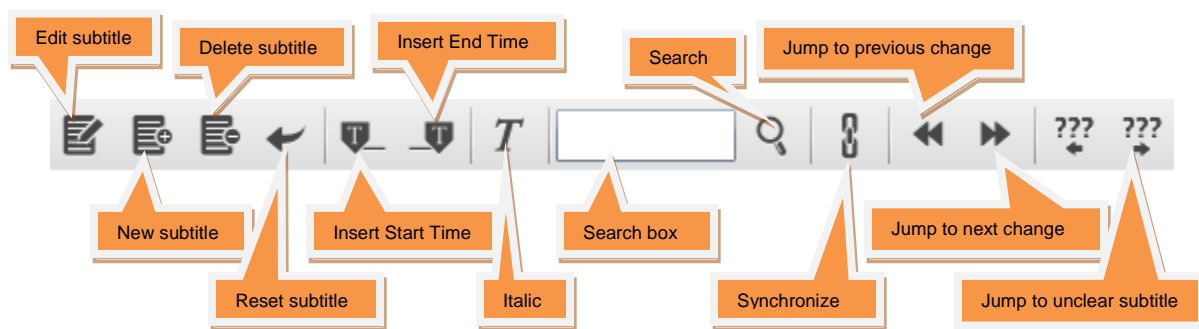# cap N sub
Captions & Subtitles

Figure 8: Player

➢ If your video has several subtitles in different languages you can switch
   the language above the Player.

➢ The subtitle position on the screen is just for reviewing.
   Actual position is set when downloading the subtitles file.

Edit Subtitles

Subtitles Editing Menu

Edit the text of a subtitle

1. Click the subtitle to edit.

2. Click the 'Edit' button.

3. Correct the text in the text boxes.(See Figure 11)

   ➤ To edit a subtitle, write over the existing text.

   ➤ For Italic click the *T* button.

4. Click ☑. To cancel click ☒.

   ➤ The corrected subtitle text is colored in **blue (**right column**)**.
   Playing the video will display the corrected subtitle.

   ➤ Any change you make to the subtitles list is saved automatically by the capNsub web site.

   ➤ As long as your change is displayed on the 'Edited Subtitles' column (right column), it doesn't matter if you exit the capNsub website, or if your internet connection accidently disconnected. You can always go back and continue reviewing the subtitles.

Figure 9: Edit Subtitle

> **Proofing** by capNsub - When you've finished reviewing and editing the subtitles send them back to capNsub.
>
> See 'Submit subtitles changes for proofing'.

> **Synchronization** - By default the subtitles list is synchronized with the playing of the video - (The subtitle currently playing on the video is highlighted in the subtitles list)
>
> Clicking the 'Synchronize' button you can stop/start the synchronization, making it easier to choose the subtitle you want to edit.

cap N sub
Captions & Subtitles

Edit the timing of a subtitle

1. Click on the subtitle you want to edit.

2. Click the 'Edit' icon.

3. Play the video to the point where you want the subtitle to be displayed.

   Use the buttons on the 'Player' for fine tuning.

   Step 10 frame   Step 1 frame

   Click the 'Insert start time' In— button.

   OR

   Write the new time-code over the existing time code in the text box.

4. Play the video up to where you want the subtitle to disappear.

   Click the 'Insert end time' —Out button.

   OR

   Write the new time-code over the existing time-code in the text box.

5. Click ☑ to accept. To cancel click ☒.

   ➢ The new time-codes are displayed in the left column.
   Playing the video will display the subtitle with the new time-codes.

Add new subtitle

1. Click the subtitle after which you want the new subtitle to be added.
2. Click the 'Insert new subtitle' button.
3. Fill in the text in the text boxes and click ☑. To cancel click ☒.
4. Set the subtitle timings (See 'Edit the timing of a subtitle')
   - The new subtitle is colored in **green**.
   - Playing the video will display the new subtitle.

Delete subtitle

1. Click the subtitle to delete.
2. Click the 'Delete subtitle' button.
   - The deleted subtitle is colored in **red**.
   - The deleted subtitle is not displayed when playing the video.

Reset the text of a subtitle

1. Click the subtitle to reset.
2. Click the 'Undo changes' button.
   - 'Undo changes' is per subtitle.
   - You can skip between the subtitles you edited with

     the 'Jump to next change' button and the 'Jump to previous change' button.

Find text

1. Enter the text to search in the text box.
2. Click the find button. You can jump to the next instance by clicking the find button again.

Unclear Subtitles

Subtitles that capNsub translators were not sure about are marked by "**???**" and colored yellow.

➢ If there are unclear subtitles in your video, an alert message is displayed when entering the video from the gallery page.

Missing text

Part of the audio was not clear to us.
Please follow the yellow subtitles and complete the missing text ("???")
Please use the "???" menu buttons for navigation.

OK
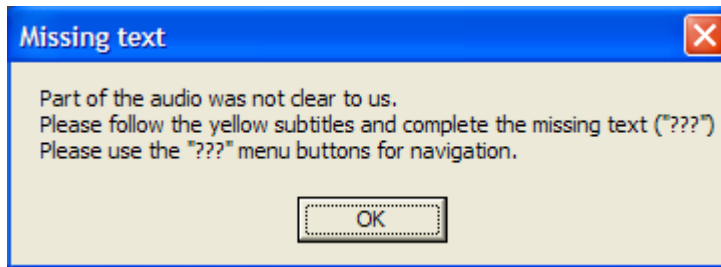
1. Skip to the unclear subtitles with the **??? ???** buttons.

2. Correct the unclear subtitles and delete the "**???**" from the text.
   ➢ The "???" will be deleted automatically when downloading the final subtitle file and a Word file with the unclear subtitles will be attached to the subtitle file.

cap N sub
Captions & Subtitles

Submit subtitles changes for proofing

When you finish reviewing the subtitles
you can send the subtitles back to capNsub for proofing.

1. Click the link below the Player:

When you are done please click here to send it to a translator review.

➢ Until the subtitles return from proofing you can only watch the subtitles
   on the player. The subtitles list on the right is not displayed.
➢ Once the subtitles return from proofing, the subtitles list on the
   right will be displayed and you can continue editing the subtitles or proceed to
   downloading the final subtitle file.

➢ If you accidently sent the subtitles for proofing before finishing reviewing,
   contact capNsub by email.

cap N sub
Captions & Subtitles

Installing Silverlight

If this is the first time you're entering the capNsub site on your current computer,
you may be prompted to install 'Microsoft Silverlight'. (See Figure 11)
After the installation is finished, please refresh (PC- F5 key) the 'Player' page
or re-open the video from the 'Gallery' page.

> ➤ If you cannot watch the video after installing Silverlight:
>   1. Make sure that the Silverlight add-on is enabled in your browser.
>   For example, if you're using IE, you can go to "Tools"->"Internet Options"->
>   "Programs"->"Manage add-ons", find Microsoft Silverlight and make sure it's
>   enabled.
>   2. If you get a message that SilverLight is already installed:
>   Uninstall the SilverLight and Re-install it from the capNsub site.

Figure 10: Silverlight

cap N sub
Captions & Subtitles
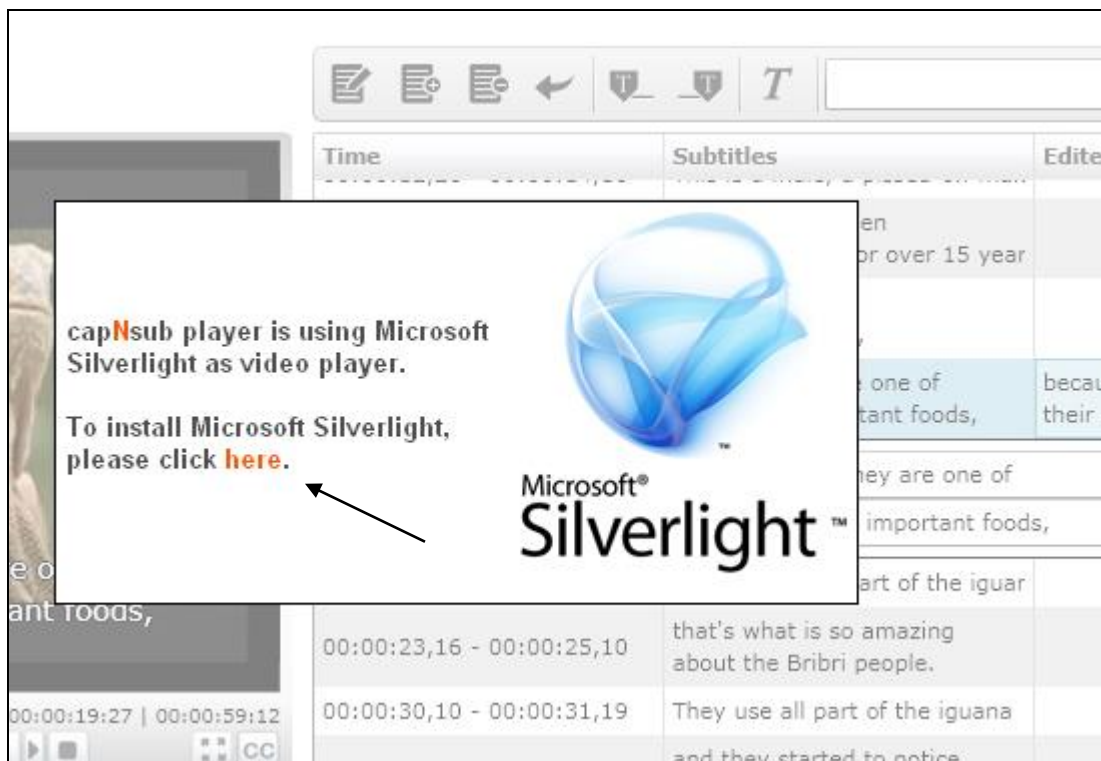
Download Subtitles

When you finish reviewing, you can download your subtitles in professional subtitle formats.

1. Click the link below the Player:

> In case there are no changes please click here and download your subtitles.

> ➢ The Player page updates its status to: ' Subtitles are ready for download:'

2. Select the subtitle file format to download below the player.

> **Subtitles are ready for download:**
> Click on the suitable file format: | Avid (avb) - Download Instructions | Final Cut | PAC | 890 | Dialog Book (doc) | SRT

> ➢ You can download any of the given formats:

    Avid (avb)
    Final Cut (XML)
    PAC (Screen)
    890 (Cavena)
    Dialog Book (doc)
    SRT (subRip)

Avid Editing Suite

Download Avid (avb) file

1. Click on Avid (avb). (See Figure 12)
2. Select the subtitles setting from the list according to your Avid project settings.
   (3:4, 16:9(Anamorphic), HD...)
   ➢ To create different subtitle settings with a different font size or different
   position on the screen, click 'Edit Subtitles Display..."
   (See 'Create a new Avid Subtitles Display')
3. Save the subtitles file to your computer.
   (It may take a few seconds to create the file)
4. Open the subtitles file in Avid: (See 'Open the Subtitles').

Subtitles are ready for download:

Click on the suitable file format: | Avid (avb) - Download Instructions

Edit Subtitles Display...

16-9

Click here to download the video (witho   4-3

Click here to link a new audio file.   HD

Hebrew 16-9

Hebrew 4-3

Hebrew HD

About | Live Demo | Contact Us | T
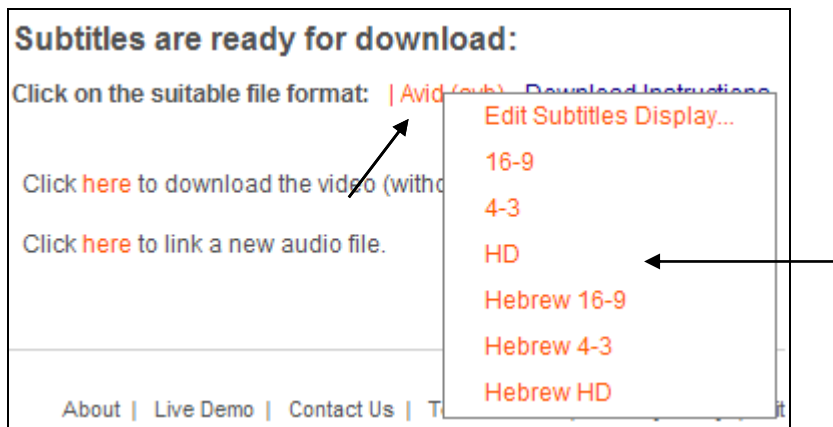
Figure 11: Download Subtitles

cap N sub
Captions & Subtitles

Create a new Avid Subtitles Display

capNsub provides the default Avid subtitles setting for download.

You can create new subtitles settings using capNsub 'Subtitles Display Setting' tool:

Figure 12: Subtitles Display Setting

cap N sub
Captions & Subtitles
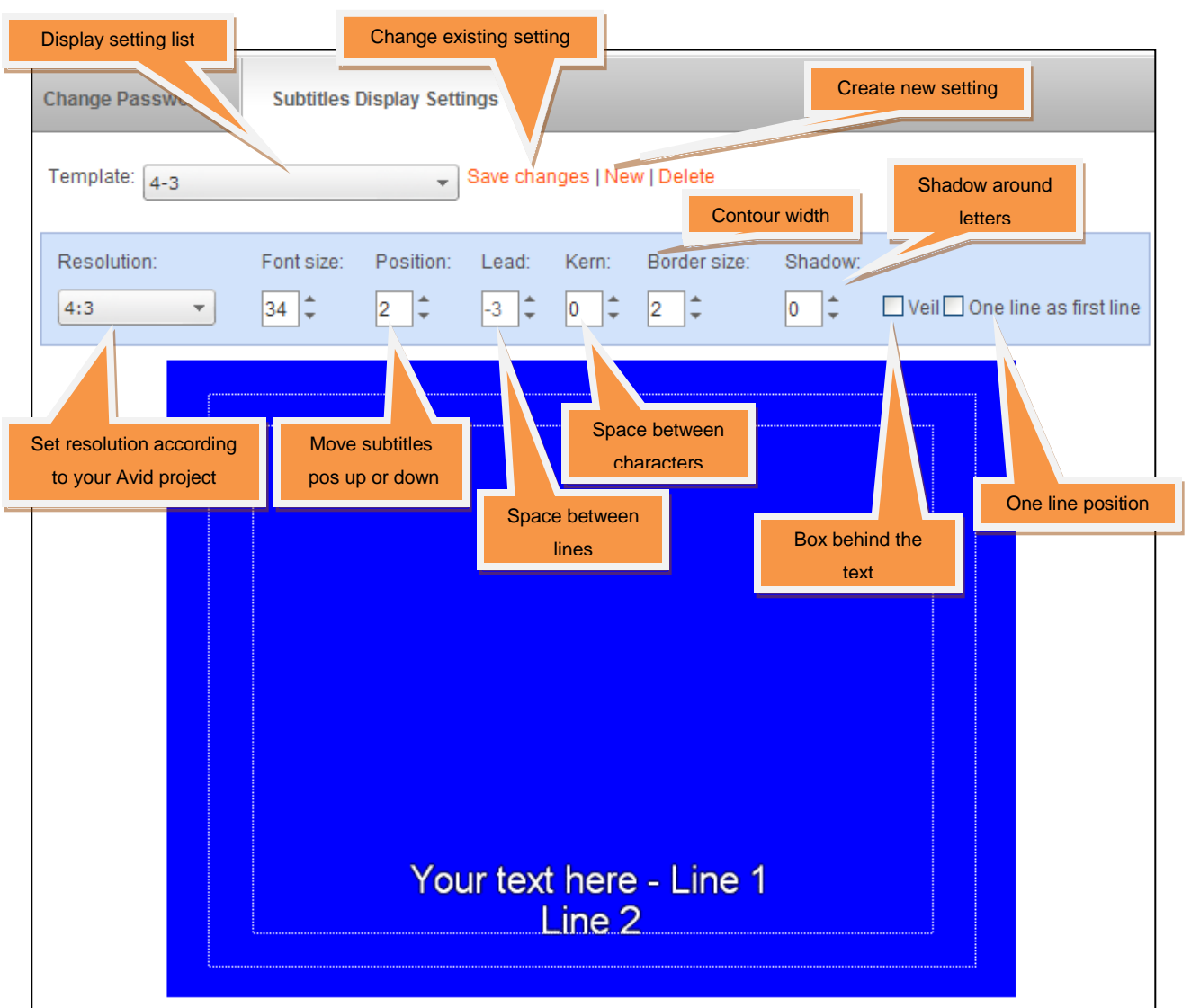
1. Click on 'Avid (avb)'.
2. Select 'Edit Subtitles Display...' to open the 'Subtitles Display Setting' tool.
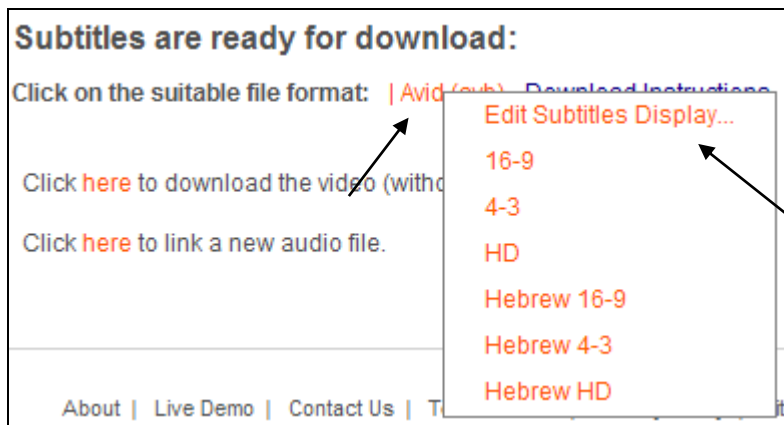
> **OR**
>
> Enter the 'Account' page from capNsub menu:
>
>
>
> Then click on 'Subtitles Display Setting' tab.

3. Click 'New' and type a name to the new settings.
4. Set the subtitles parameters.
5. Click 'Save'.
6. Enter the video you wish to download its subtitles, through the 'Gallery' page.
7. Click 'Avid (avb)'
8. Select the new subtitles setting you created from the list.

cap N sub
Captions & Subtitles

Change an existing Avid Subtitles Display

> ➢ If you wish to change the default subtitles settings created by capNsub, create a new one with the same settings and then change it.

1. Open the 'Subtitles Display Setting' tool.
2. Select the subtitles setting you want to change from the templates list.
3. Change the subtitles parameters.
4. Click 'Save Changes'

Delete an Avid template

1. Open the 'Subtitles Display Setting' tool.
2. Select the template to delete from the templates list.
3. Click 'Delete'.

Open Subtitles in Avid Editing Suite

Supported versions

- Avid versions 3.5.0 to 3.5.9 are **not** supported by capNsub due to a problem with Avid displaying all characters correctly.

- Avid versions below 3.5.0 are supported.
- For Avid Versions 4.0.2 up to 5.5 select 'Use Classic Characters Mapping':
  Project window -> Settings -> Interface(with √) -> 'Use Classic Characters Mapping'

Figure 13: Classic Characters Mapping

cap N sub
Captions & Subtitles

Open the Subtitles

After saving the subtitles file from capNsub site, unzip the Avid file:

1. Open the project in the Avid application.

2. For Avid Versions 4.0.2 up to 5.5 select 'Use Classic Characters Mapping':

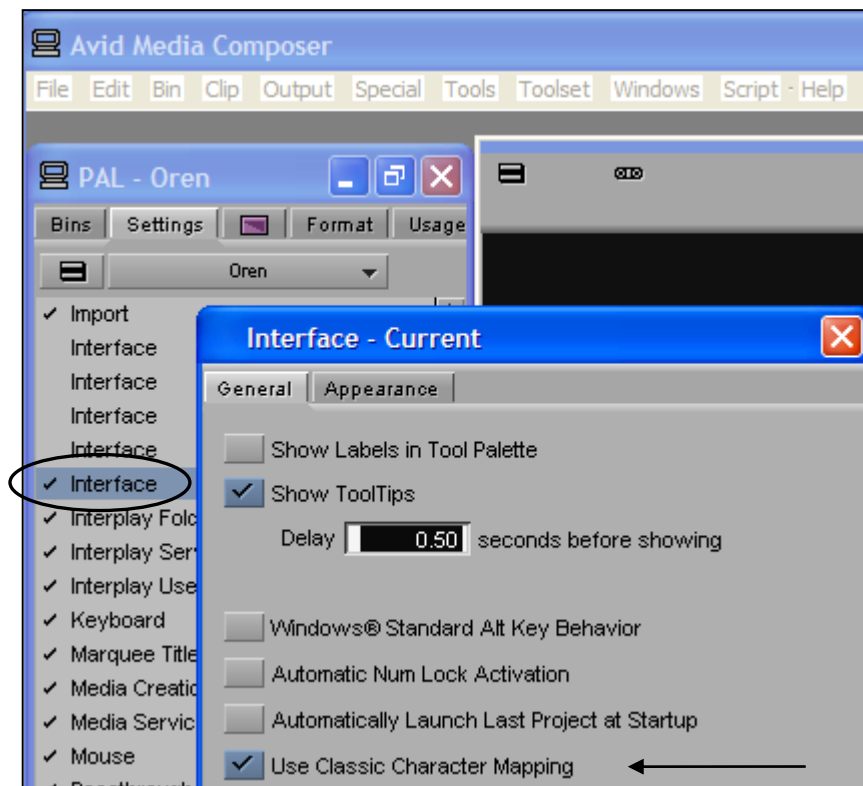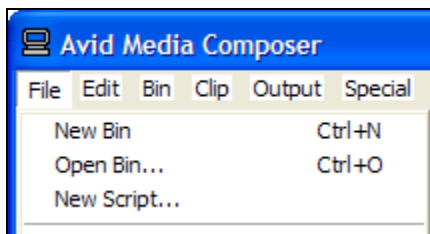   Project window -> Settings -> Interface(with √) -> 'Use Classic Characters Mapping'

3. Open the *.avb file: File->Open bin...

4. Create a new video track in the Timeline: Clip -> New Video Track (Ctrl+Y).

5. Select only the new track and de-select all the other tracks.

6. Load the subtitles sequence into the 'Source monitor' and mark IN point at the beginning.

7. Mark IN point at the beginning of the 'Record monitor'.

8. Click the 'Overwrite' button to insert the subtitles sequence into the Timeline.
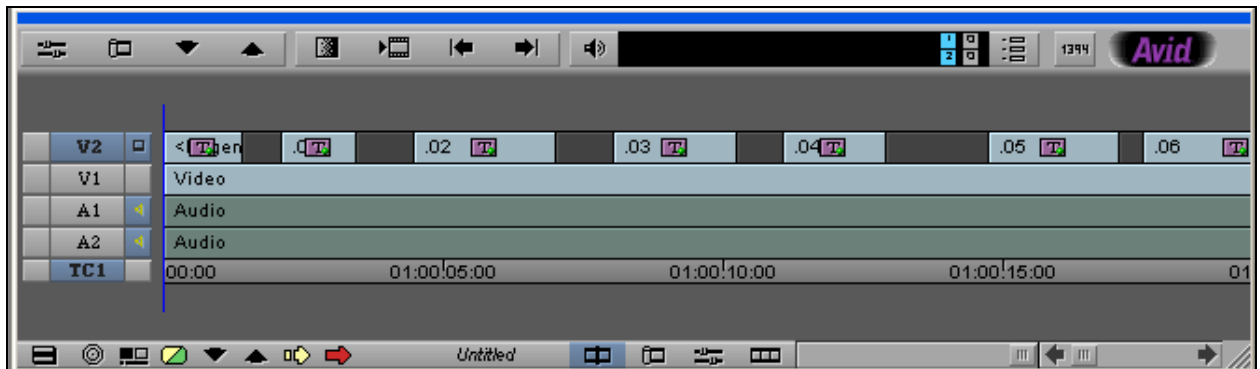
> ➢ The subtitles are Offline until you re-create them through the following steps.

9. Mark IN and OUT points over the titles you want to re-create in the Timeline.

10. Re-Create the titles: Clip -> Re-Create Title Media...
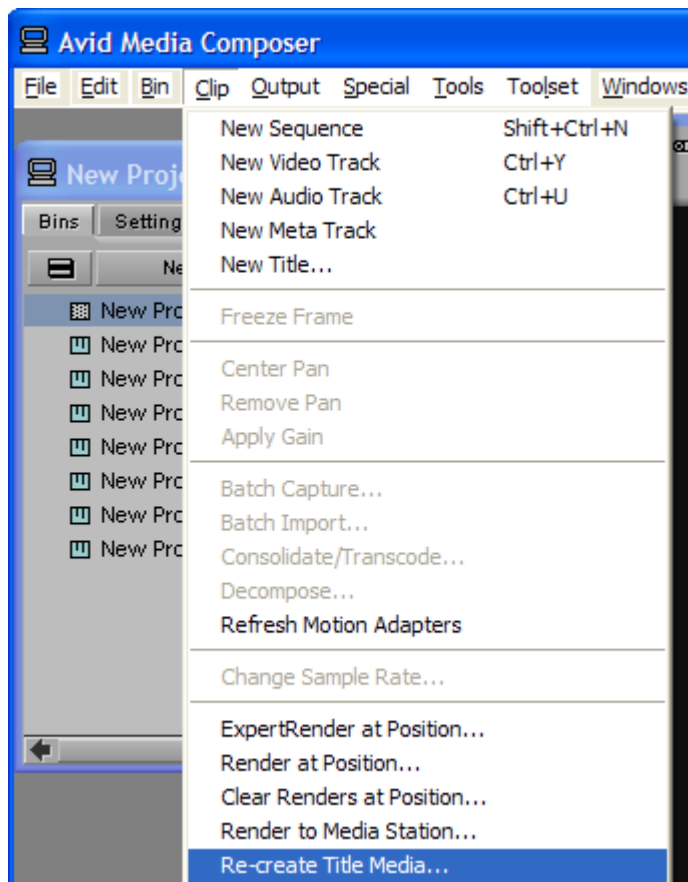
11. Select the Drive to save the created titles.

12. Set the resolution to: DV 25 420 MXF
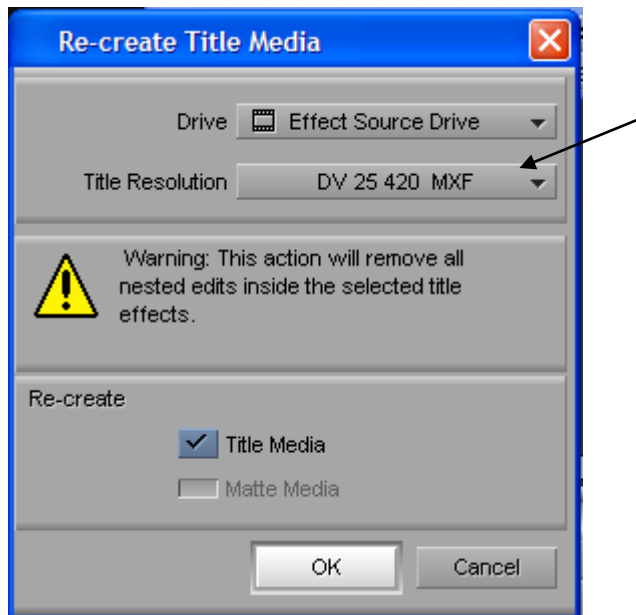
13. If you are prompted to select font – We recommend:

(See Figure 14)

capNsub__en	Arial
capNsub__he	Arial or NarkisTamMF
capNsub__fr capNsub__it capNsub__gr capNsub__sp	Verdana
capNsub__ru	Arial Cyr
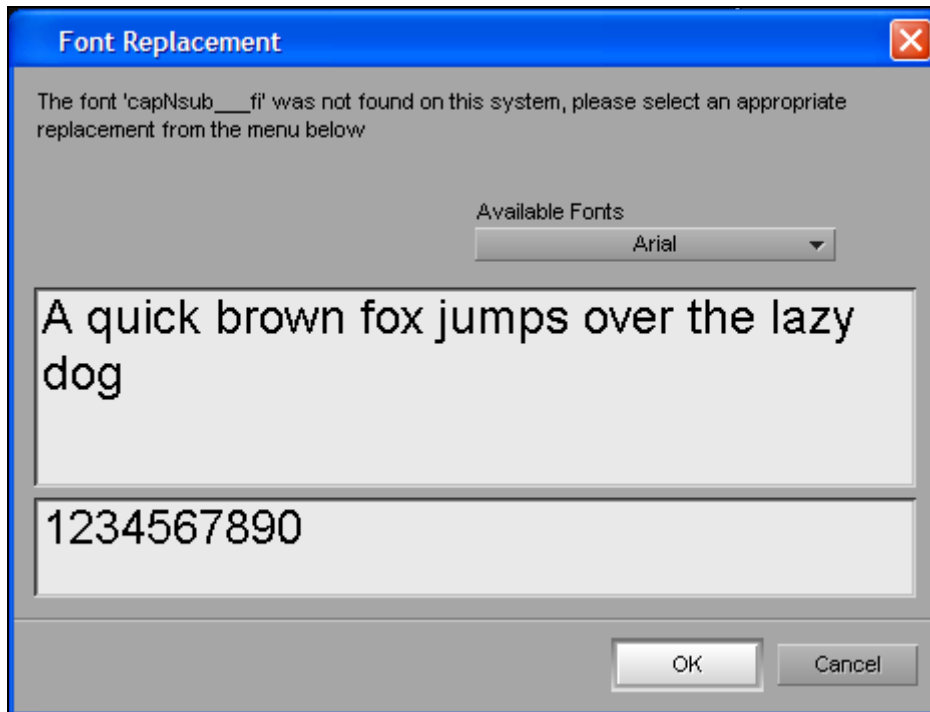
Figure 14: Font Replacement

➢ The font you select must support your subtitle language!

➢ Verify that special characters are displayed correctly (for example: Café).

14. Wait until the Avid finish re-creating the titles.

15. Playing the video will display the subtitles.

cap N sub
Captions & Subtitles

Fix subtitles position

If your subtitles are not centered in the frame, check the project configuration:

16-9 Anamorphic HD or 4:3.

Download a new Avid file with the correct subtitles settings from the capNsub site.
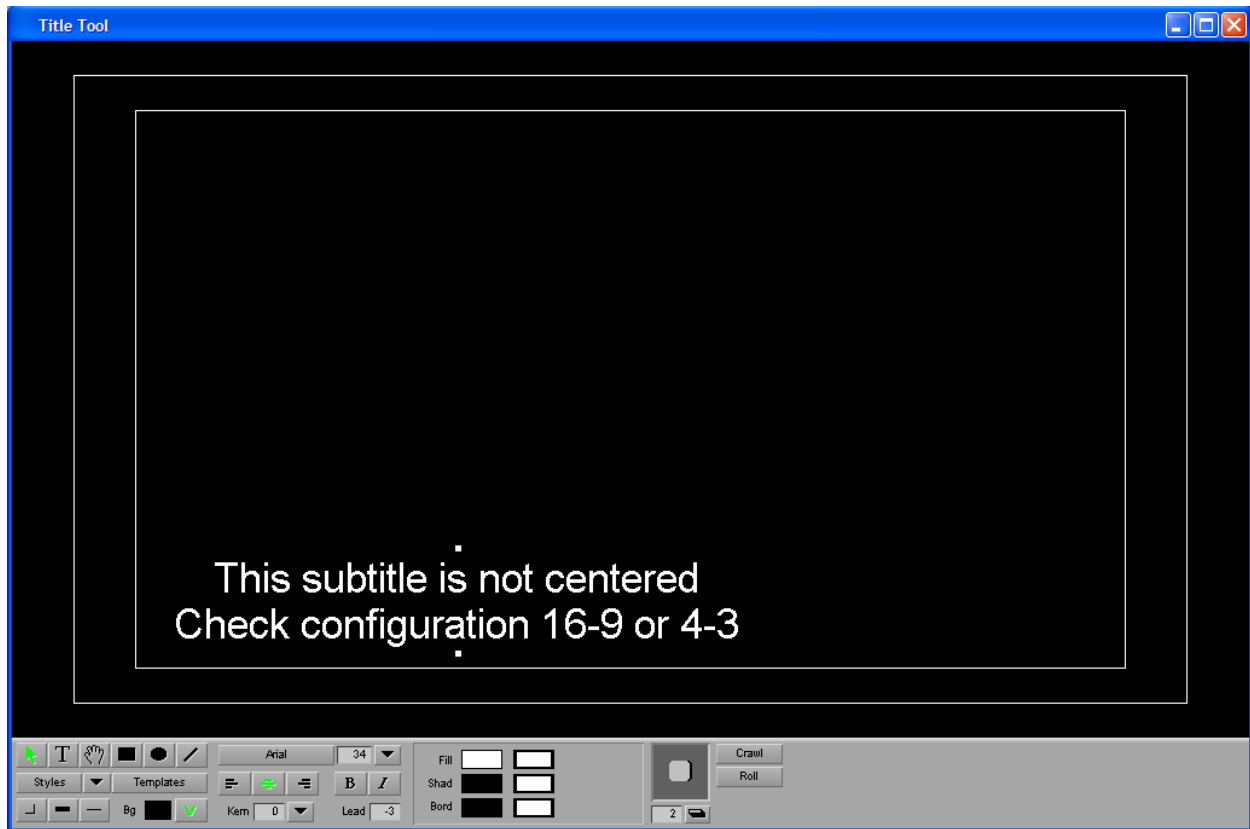
- ➢ In the Avid - before re-creating the new Avid file delete the old one and its media files.
- ➢ To fix the vertical position of the subtitles - Count the number of times you clicked the 'Arrow Key' to set the subtitle in the correct position, then add this number to or subtract it from the new subtitles display setting at the capNsub website (Position parameter).
  (See 'Create a new Avid Subtitles Display'.)

Font Replacement

Re-create the titles with a different font:

➢ The font replacement will only be applied to titles that are
re-created from this point on.

➢ To replace the font for already re-created titles:

  a. Delete all the titles media files that were created with the current font
  (The subtitles become 'Offline').

  b. Delete the titles video track from the sequence.

1. Open a title: Clip -> New title...
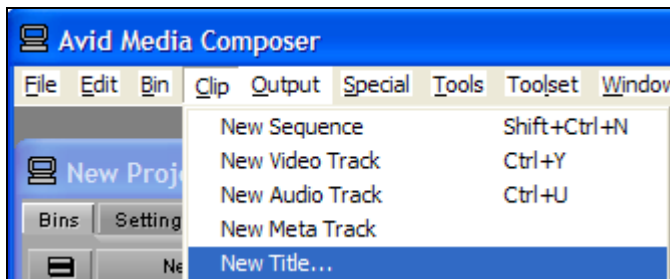
OR

Enter one of the titles using the 'Title Tool' through the 'Effect Editor:

 Tools -> Effect Editor and click on 'Title'

cap **N** sub
Captions & Subtitles
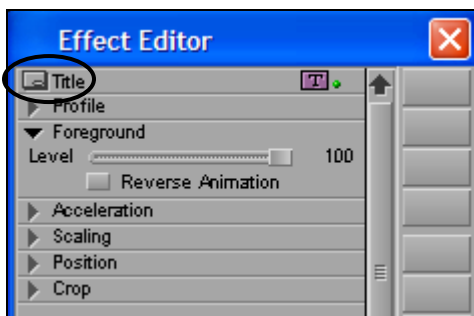
2. When the Title tool opens, choose 'Font Replacement' from the
   'Object' menu: Object -> Font Replacement

Object	Alignment	Help	
	Bring To Front	Shift+Ctrl+L	
	Send To Back	Shift+Ctrl+K	
	Bring Forward		
	Send Backward		
	Group		
	UnGroup		
	Lock		
	Unlock		
✔	Safe Title Area/Global Grid		
	Preview	Shift+Ctrl+P	
✔	Safe Colors		
	Auto Size Mode		
	Add Page		
	Bold	Shift+Ctrl+B	
	Italic	Shift+Ctrl+I	
	Font Replacement	**Shift+Ctrl+F**	
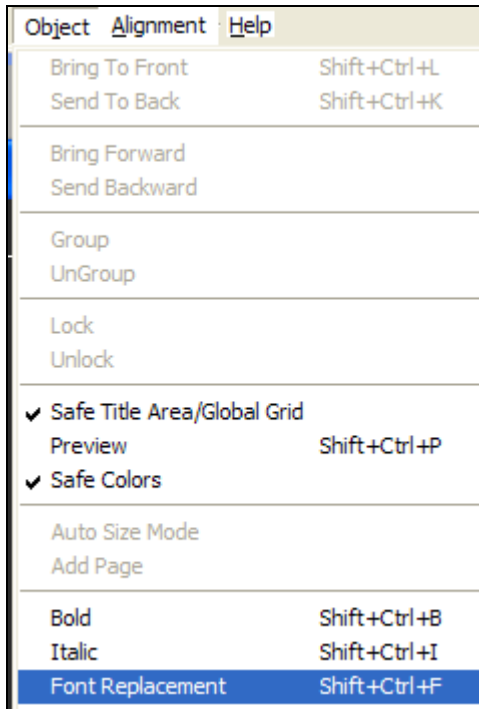
3. Select the capNsub font from the 'Unknown Fonts' list.

   Select a new font from the 'Available Fonts' list.

Font Replacement

Select one font from the left hand menu to be replaced with a font from the right hand menu

Unknown Fonts   Available Fonts

   capNsub___en   ▼   Arial   ▼

A quick brown fox jumps over the lazy dog

1234567890

OK   Cancel
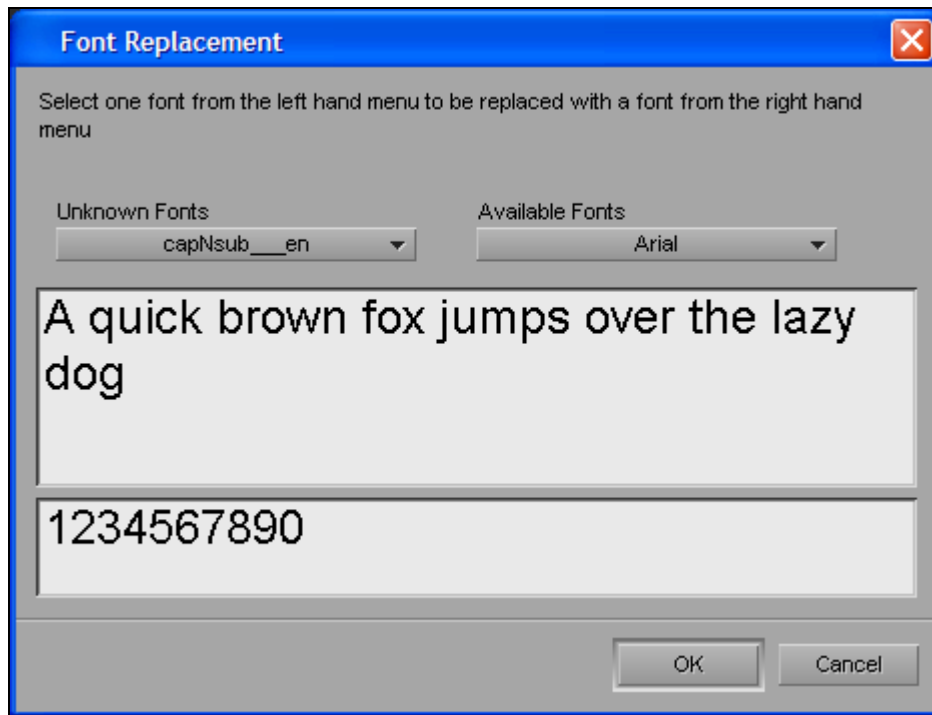
4. Click OK.
5. Close the Title (no need to save).
6. Repeat the steps from 'Open the Subtitles'**.**

cap N sub
Captions & Subtitles

Export Subtitles from the Avid editing suite

capNsub can convert titles from the editing suite to other formats:
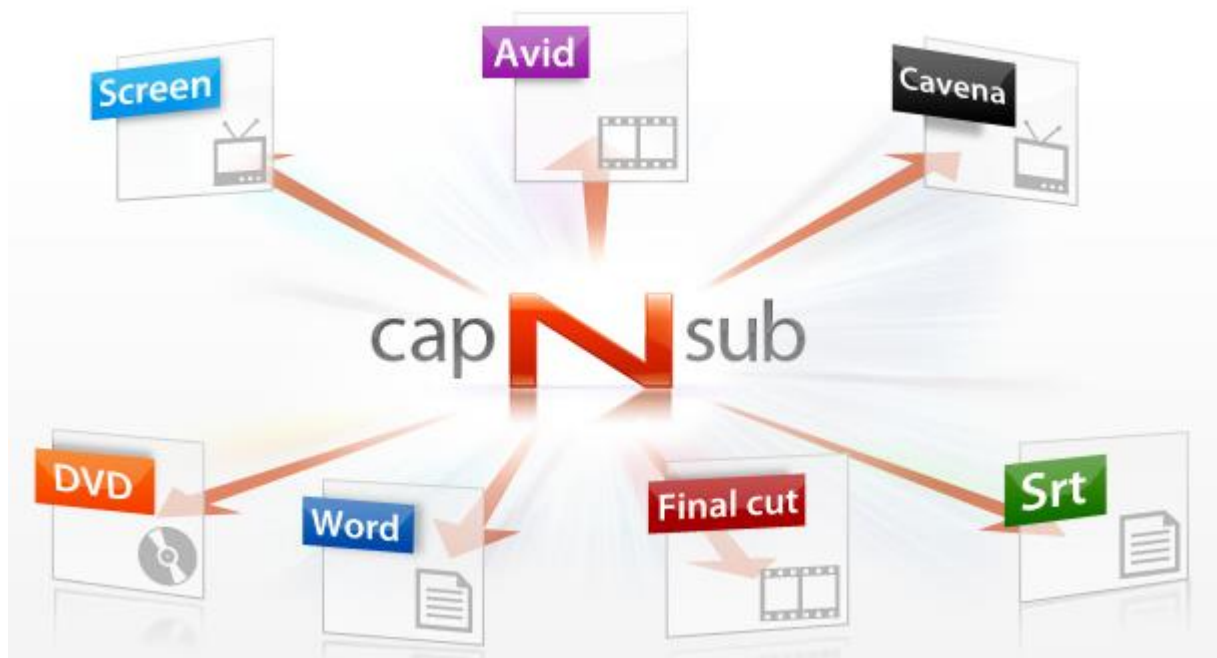
To ensure proper conversion the titles should meet the following conditions:

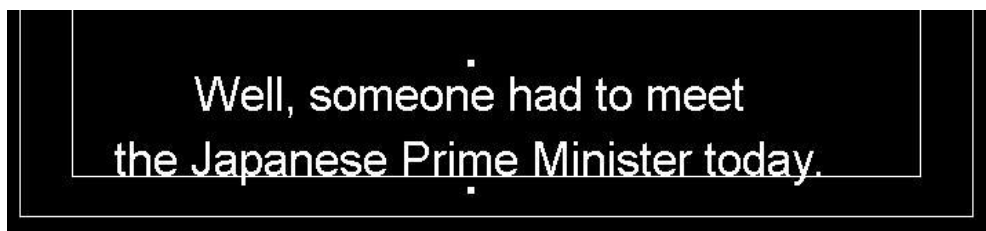   a. For Avid Versions 4.0.2 and up the 'Use Classic Characters Mapping' must be selected before creating the titles: Project window -> Settings -> Interface(with √) -> 'Use Classic Characters Mapping'
(See Figure 14)

    b. Maximum 2 lines per title.

    c. The title lines must be in the same text box.

cap N sub
Captions & Subtitles
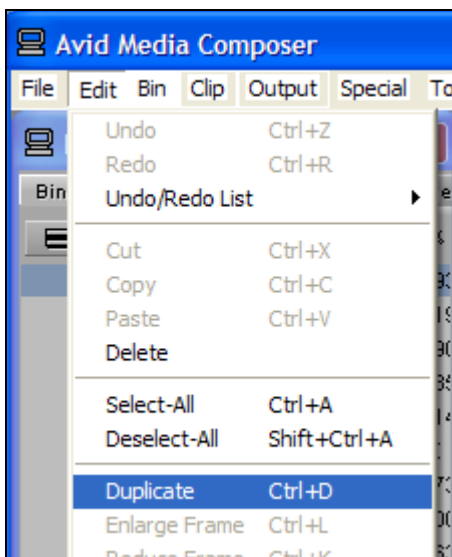

    d. One video track that only contains Titles (Title Tools).
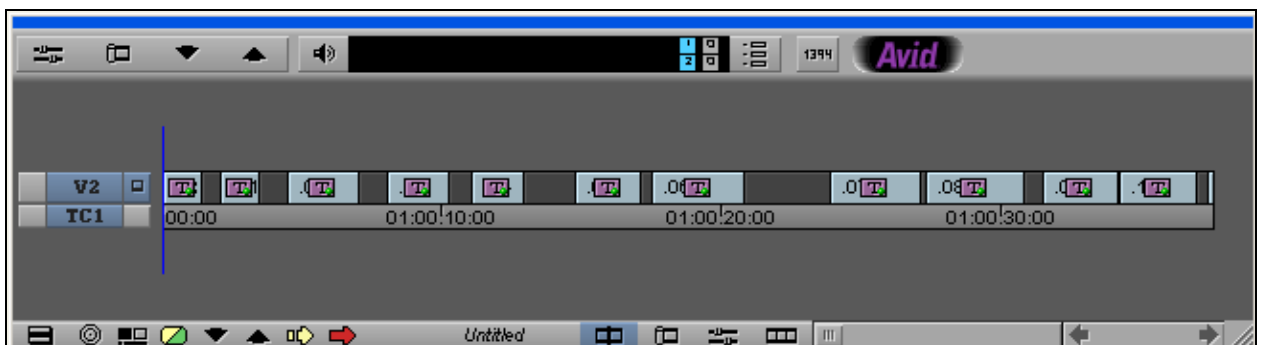
    e. Remove effects, cuts, roller etc...

1. Open the project in the Avid application.

2. Load the video sequence into the 'Record monitor'.

3. Open a new bin: File->New bin...

4. Duplicate the sequence to a new bin.

5. Leave only the title's video track and delete all the other tracks.

6. Rename the duplicated sequence in the new bin in the following format:

   Video name + Language, for example: "SpiderMan En"
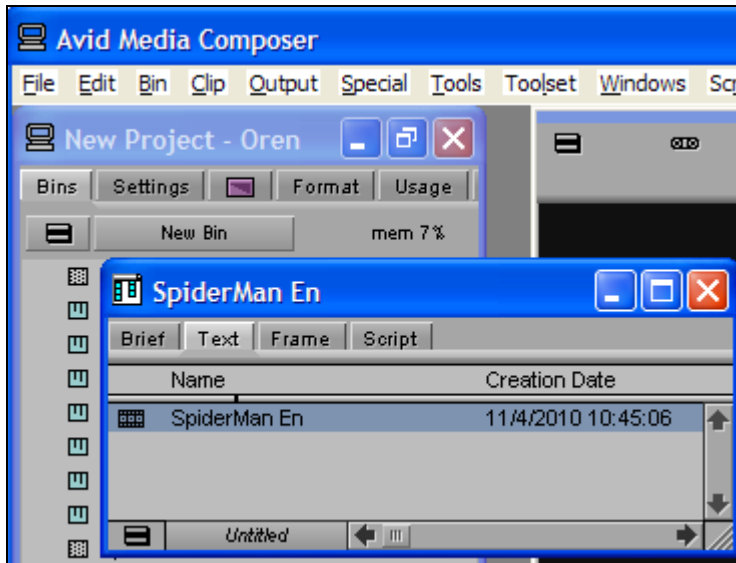
7. Save the new bin to the Desktop with the exact name of the sequence ("SpiderMan En").

8. Compress the avb file you created with WinRAR or ZIP.

9. Send the compressed file to capNsub by email.

cap N sub
Captions & Subtitles

Final Cut Editing Suite

Download Final Cut (XML) file

1. Click on Final Cut (See Figure 16)
2. Save the subtitles file to your computer.

   (It may take a few seconds to create the file)
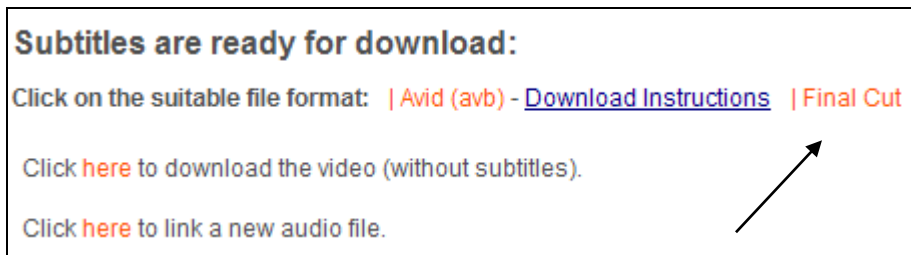
Subtitles are ready for download:

Click on the suitable file format: | Avid (avb) - Download Instructions | Final Cut

Click here to download the video (without subtitles).

Click here to link a new audio file.

Figure 15: Final Cut

Open Subtitles in Final Cut Editing Suite

The subtitles file for Final Cut is in XML format.

1. After saving the subtitles file from capNsub site, unzip the Final Cut file:
   ➢ Final Cut application supports importing of small XML files.

      Large XML files may cause the Final Cut to get stuck.

      To overcome this limitation, capNsub divides the subtitles into several XML files

2. Open the project in the Final Cut application.

3. Select: File -> Import -> XML...
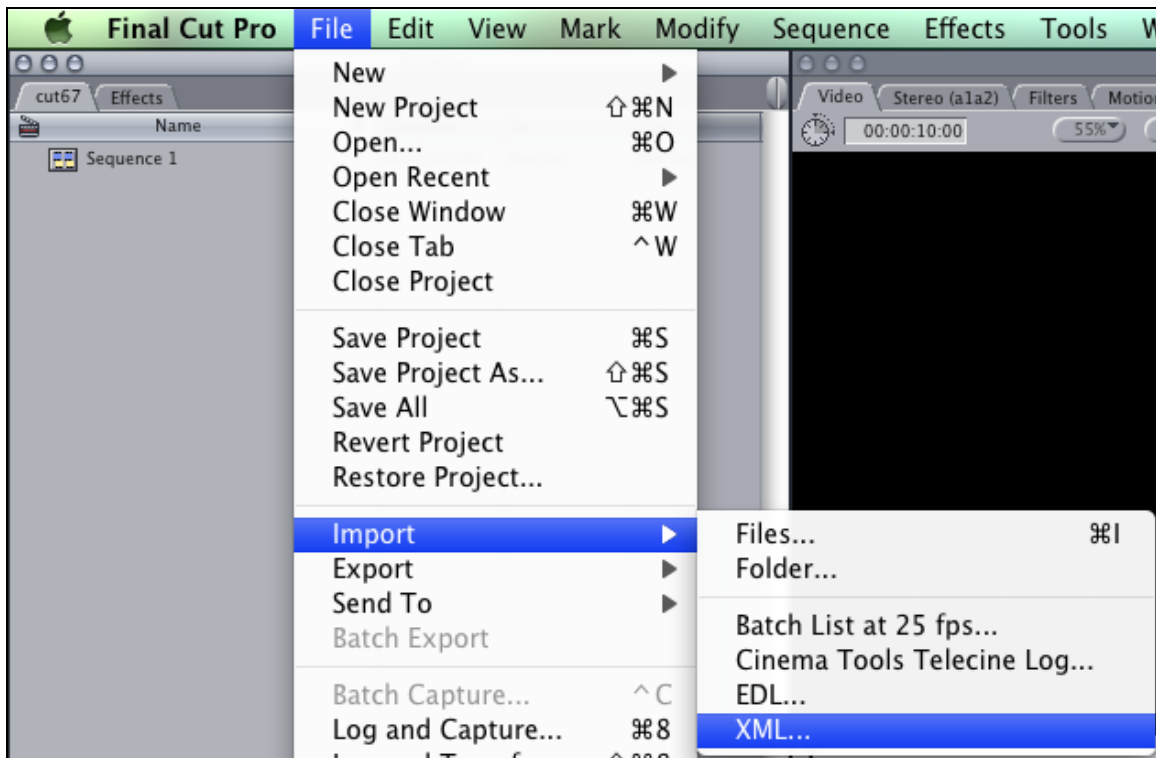
➢ Select the first file with the XML extension and click 'Choose'.
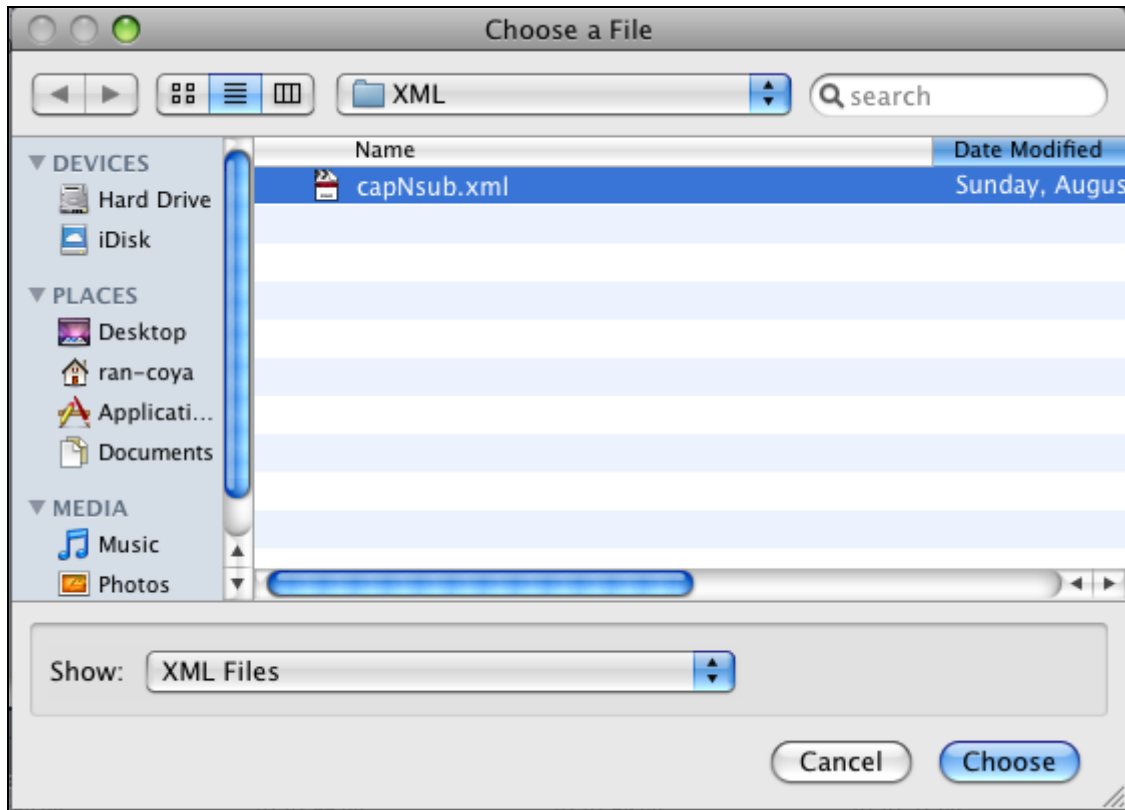
➢ You may have several XML files if your video contains a large number of subtitles. Repeat steps 3-9 to open each of the XML files.

4. Complete the details in the 'Import XML...' dialog.

   a. Select the project name from the 'Destination' list.

   b. Select the project's video resolution from the 'Default' list.

   ➢ Do not leave the project's video resolution on 'Auto'.

c. Do not change the other default settings.
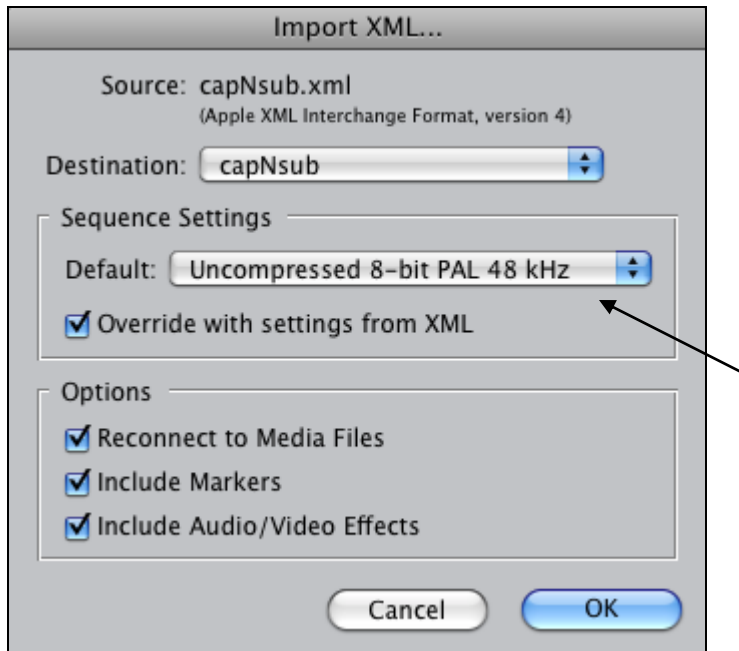
5. Click 'OK'.

➢ The subtitles sequence is added to your project window.

6. Create a new video track in the Timeline.

7. Add the subtitles sequence to the new video track.

8. Playing the video will display the subtitles.

cap **N** sub
Captions & Subtitles

Export Subtitles from the Final Cut editing suite

1. Open the project in the Final Cut application.
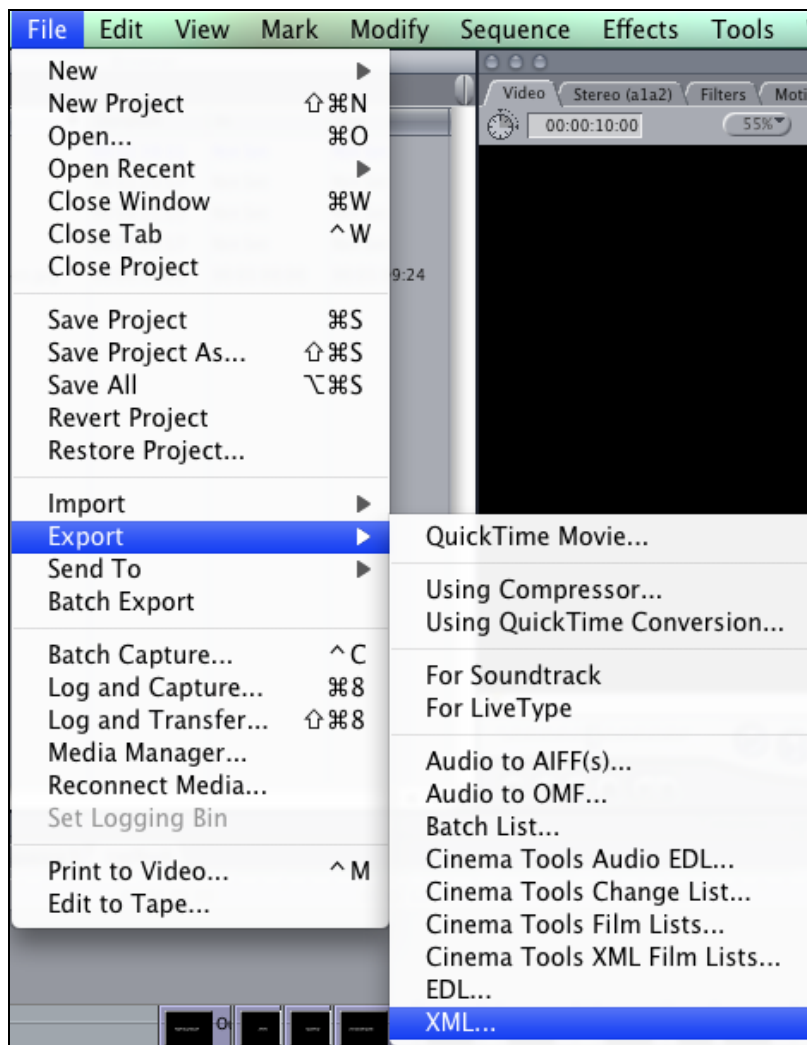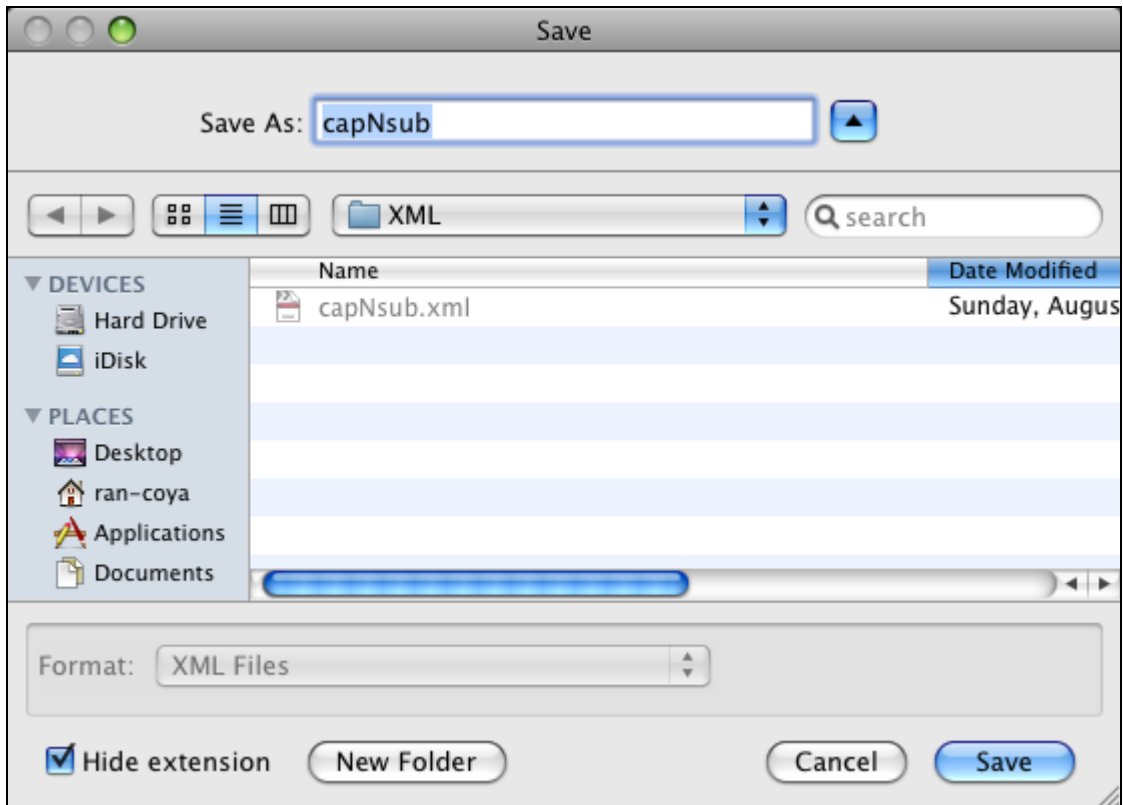2. Select File -> Export -> XML.

3. Select 'Apple XML Interchange Format, version 1' format.

Export XML...

Source: Sequences: 1

Format: [Apple XML Interchange Format, version 1 ⬍]

Options
☐ Include Master Clips Outside Selection

☑ Save project with latest clip metadata (recommended)

(Cancel)   (**OK**)

4. Click OK.

5. Select a name and save the XML file to your desktop.

Save

Save As: [capNsub] ⬆

[◀ ▶] [88 ≡ ▥] [📁 XML ⬍] 🔍 search

Name	Date Modified
📄 capNsub.xml	Sunday, Augus

▼ DEVICES
  🖥 Hard Drive
  💾 iDisk

▼ PLACES
  🖼 Desktop
  🏠 ran-coya
  Ⓐ Applications
  📄 Documents

Format: [XML Files ⬍]

☑ Hide extension   (New Folder)   (Cancel) (**Save**)

6. Compress the XML file you created with WinRAR or ZIP.

7. Send the compressed file to capNsub by email.