

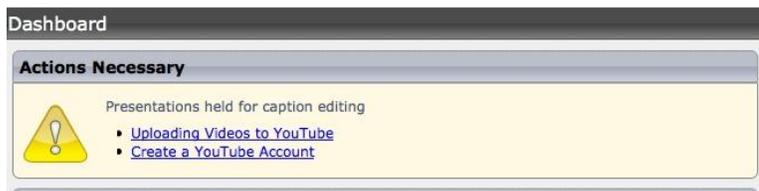
Creating Relay Recordings with Closed Captions

Camtasia Relay will automatically caption your recording, if you select the proper profile when you create the recording. You will have to edit the captions to ensure they are accurate, but overtime, Relay is supposed to learn your voice as you record more videos and edit their captions.

1. Open Camtasia Relay, and log in.
2. From the profile drop down menu, select Include Closed Captioning (ADA).



3. Create your recording and submit it. Wait for the email from Camtasia indicating that you have a presentation being held for caption editing.
4. Log in to <http://relay.grcc.edu> and you will see a yellow indicator telling you there are items awaiting action. There will also be a link to the recording, which you have waiting to be edited. Click on the link to open the caption editor.



- The caption editor will show a preview of your recording with a timeline below it with caption bubbles and automatically generated captions. You can use the options in the editor to add new captions, delete captions, or split a caption.



By default, the continuous play option will be turned on, this means that your recording will keep playing, however, if you want the recording to automatically stop at the end of a caption bubble to allow you time to edit the caption, turn this option off.

- As your recording plays, the captions will automatically expand to allow you to edit them. You can replay the audio for a caption by clicking on the two arrows at the bottom of the editing area.
- Save as you go by clicking on the Save button in the lower right hand corner.
- When you are finished editing your captions, click Preview and Submit in the top left hand corner of the editor window. Then click Publish in the lower right hand corner.
- Your video will now finish processing, and you'll receive another email when it is ready.