

Camtasia Relay Caption Editor

Contents

About Camtasia Relay.....	2
About Captioning.....	2
Access the Caption Editor.....	2
Editing Captions.....	2
508 Compliance.....	4
Additional Technical Support Materials.....	4

About Camtasia Relay

With Camtasia Relay, individuals are able to capture and publish their lecture or presentation anytime, anywhere--in the classroom, in the conference room, at your desk, or at home. Camtasia Relay supports a wide variety of video formats allowing any lecture or presentation to be viewed by your audience on multiple playback devices including portable devices such as the Apple iPod and via iTunes U. **For general assistance using Camtasia Relay, please see manual “Camtasia Relay Presenter Manual.”**

There are two parts to Camtasia Relay--the recorder which runs on your computer and the server which processes and publishes all presentations. Captions can be edited/modified on the server website after a recording is uploaded.

About Captioning

In order to use this feature, you need to select a Profile that allows for captioning when you record/upload your presentation. If a non-captioned Profile is used, you will not be able to add/modify captions. When a presentation is held for caption editing, all processing and publishing is stopped until the presenter releases the presentation to complete processing and publishing.

Access the Caption Editor

To modify the captions associated with your presentation, follow these steps:

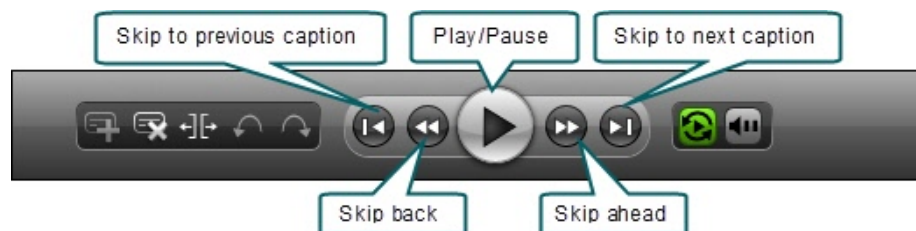
1. Click on the link you receive in a the system-generated email, notifying you that your presentation is being held for captioning. This will prompt you to login to the Camtasia Relay server website: **relay.strose.edu** using your Saint Rose username/password. You may skip the email and go straight to the website.

2. You will be brought to the Caption Editor. If not, you will see a highlighted notification area, with a link to the presentation that requires your attention.

Editing Captions




The Caption Editor page allows presenters to review and edit captions that were created automatically by Camtasia Relay. Use the following process for editing captions and submitting the presentation for final processing and publishing:

1. In the Edit Captions view, use the video controls to review the automatic captions.

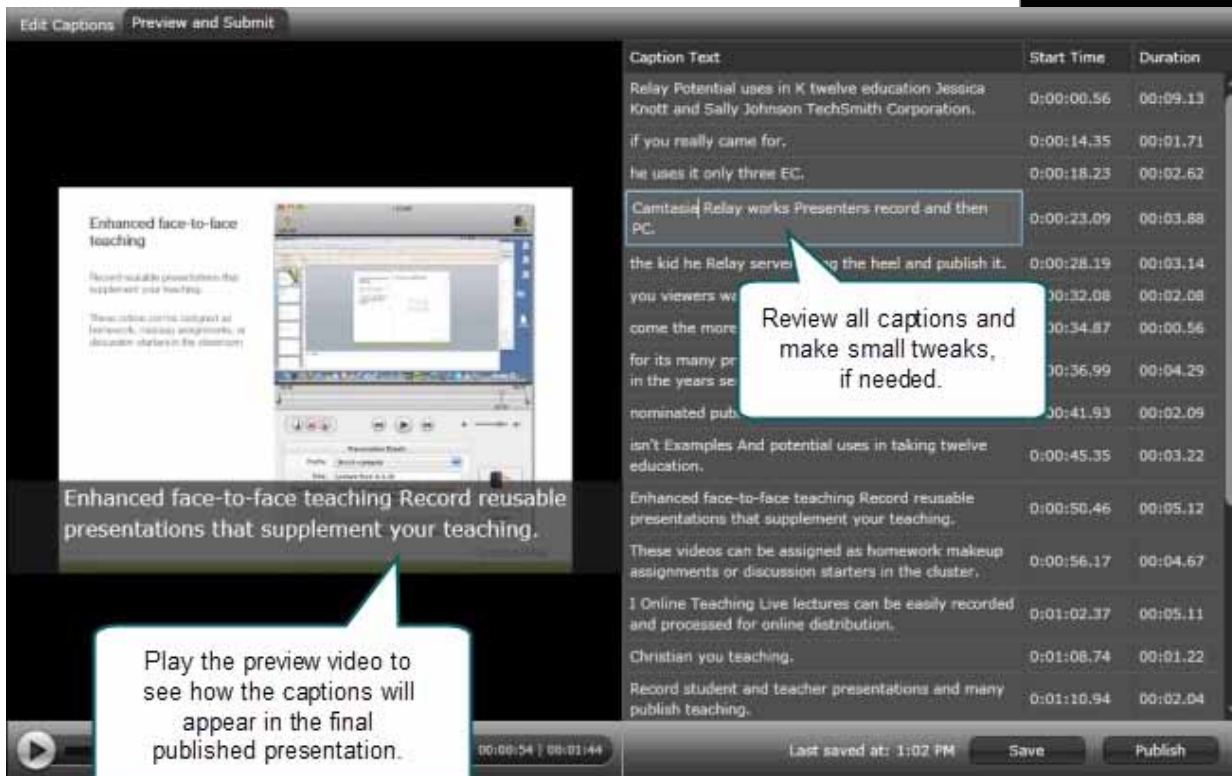


2. Edit existing captions by clicking inside a caption and editing the text.

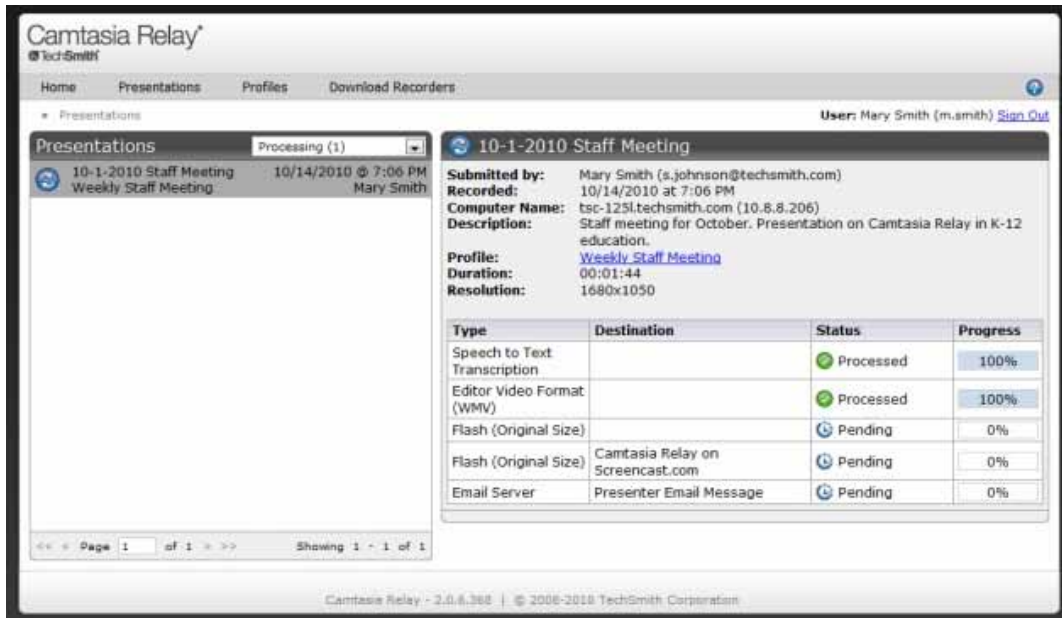


3. Add , delete , and split  captions as needed.

4. To save your work, click Save. Camtasia Relay automatically saves changes to the presentation captions every minute.
5. When the captions are complete, click the Preview and Submit tab
6. Review the presentation and make any final adjustments to the text or timing of the captions.



7. When you are satisfied with the captions, click Publish. The presentation continues processing and publishing.



508 Compliance

Camtasia Relay Caption Editor creates 508 compliant captions. When editing captions, the number in the lower right of the caption shows the remaining characters available to keep the caption within compliancy guidelines. If a caption is too long, it turns yellow and shows a negative number of characters available.



Additional Technical Support Materials

Camtasia Relay support materials - both videos and documents - are simple, user-friendly resources which can be found at: www.techsmith.com/learn/relay/3/presenter/

At The College of Saint Rose, this product is supported by Tom Rosenberger and Christine Paige in Information Technology Services. Please contact them for appointments or workshop opportunities.

http://www.strose.edu/officesandresources/technology_services/academicsystems/camtasiarelay