

Topic: Adding Captions Using Camtasia

This handout provides the steps to create captions (or an SRT caption file) using Camtasia.

- Insert a transcript and sync the time
- Use the Speech-to-Text feature in Camtasia
- Create your own captions in Camtasia
- Upload a time-coded caption file (e.g., SRT) generated from another source
- Export captions into an SRT file for upload to a video such as YouTube or Kaltura Mediaspace.

Note: The instructions provided in this document are geared mostly when using Camtasia Studio 8 for Windows. Step-by-step instructions may vary depending on which platform and version you are using.

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Option 1: Insert a Transcript and Sync the Time

It will speed the process immensely if you are working off of a transcript or script of the video. The transcript could be created in Word or another text editor.

You may be able to create a transcript using various tools such as the built-in Macintosh speech-to-text tool or an application such as Dragon Naturally Speaking. However, any computer-based option will require some (if not extensive) editing to create an accurate transcript.

Another option is to create a script before recording your video. Then you have a starting point for an accurate transcript.

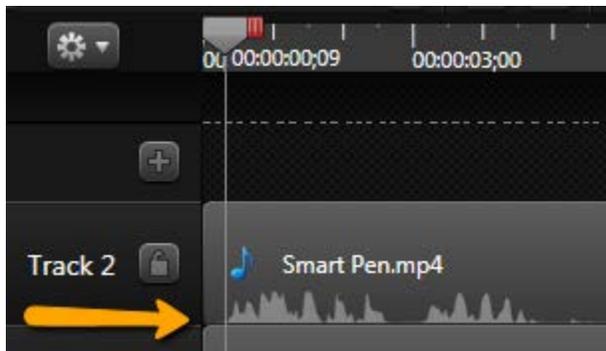
For this procedure, we will use a transcript created in Word for a short video.

Before You Begin...

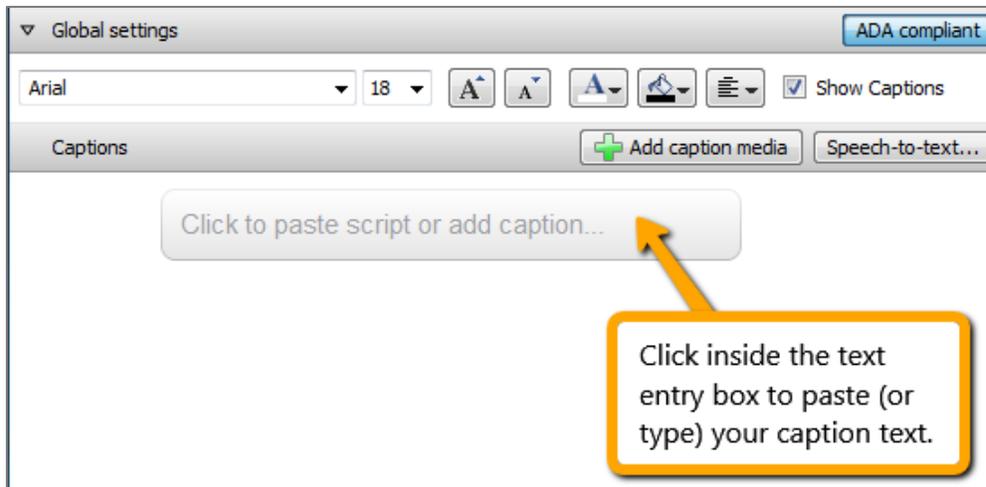
Complete any final edits to both the video and transcript before proceeding with the steps below.

Pasting In Your Transcript

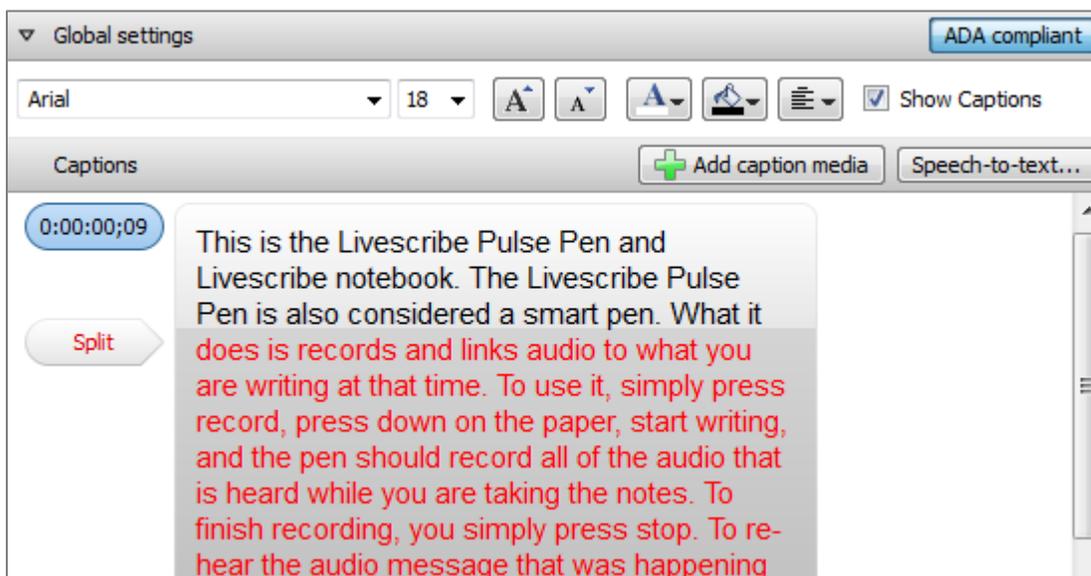
1. Launch Camtasia and open the video project.
2. If the Captions button does not appear above the timeline, click [**More**] to open the drop-down menu.
3. Click **Captions**.
4. Place the playhead at the location where the audio begins.



5. Click inside the text box under the “Captions” heading.



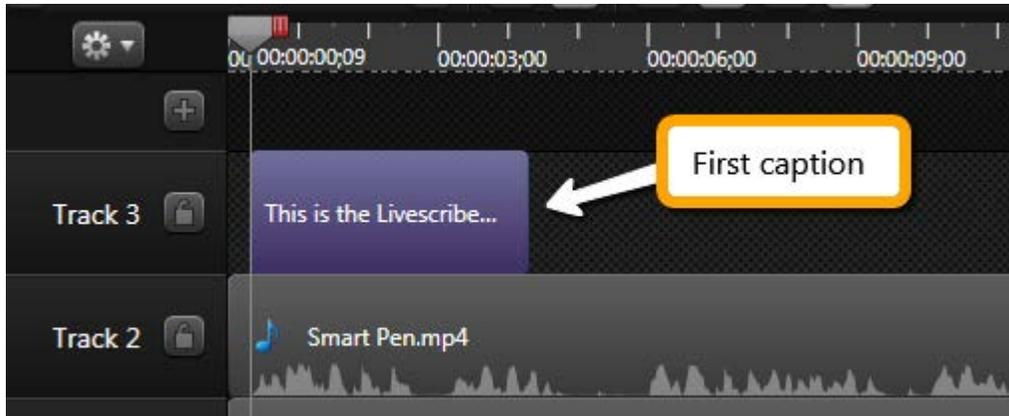
6. Paste your transcript into the text box.



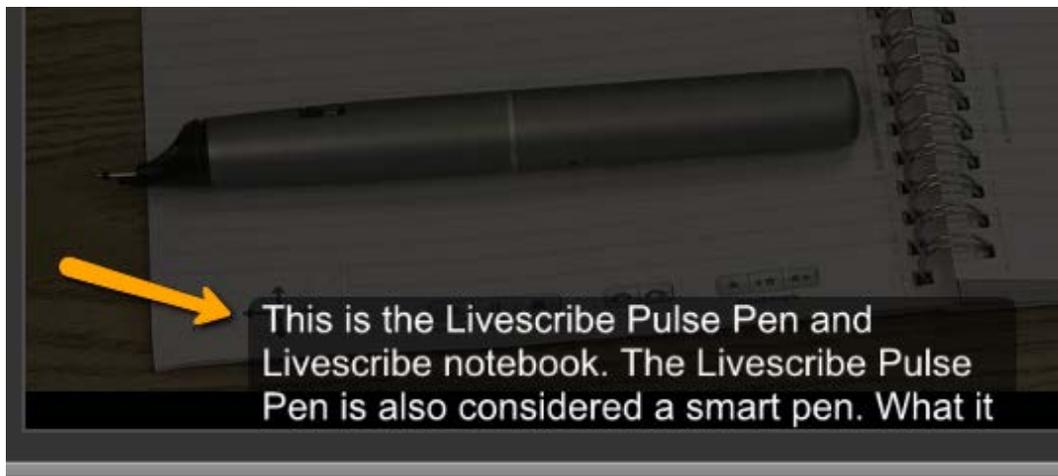
Keep in mind that the goal is to provide a usable, ADA compliant caption. The first three lines in the example above (shown in black text) indicate what would fit in a maximum of three lines in the first caption. The text shown in the fourth line and below (in red text and a darker background) indicate the caption would not fit (nor be compliant) if included with the previous caption text.

You may wish to look ahead for the most logical break for each caption. Ideally captions should be no more than two or three lines long (a maximum of 32 characters per line) and viewable for at least three to seven seconds.

Notice on the timeline that the first caption was added where you pasted the transcript.



On the Preview pane, the first caption displays at the bottom of the image.



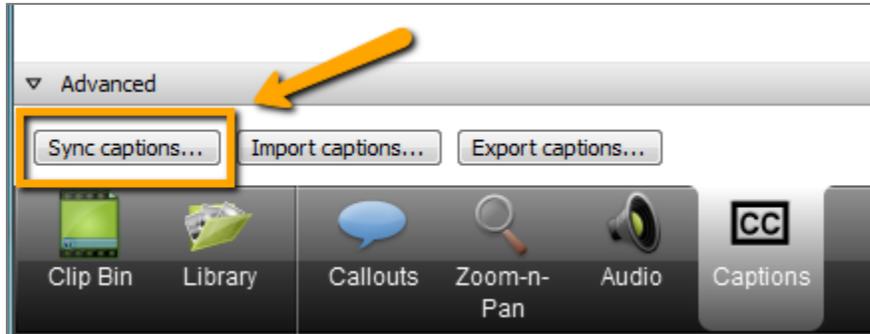
If you wish, you can rename the caption track by right-clicking on the track name (e.g., Track 3) and selecting **Rename Track**. Type the new name (e.g., Captions).

7. Go to the next section to sync your transcript to the audio.

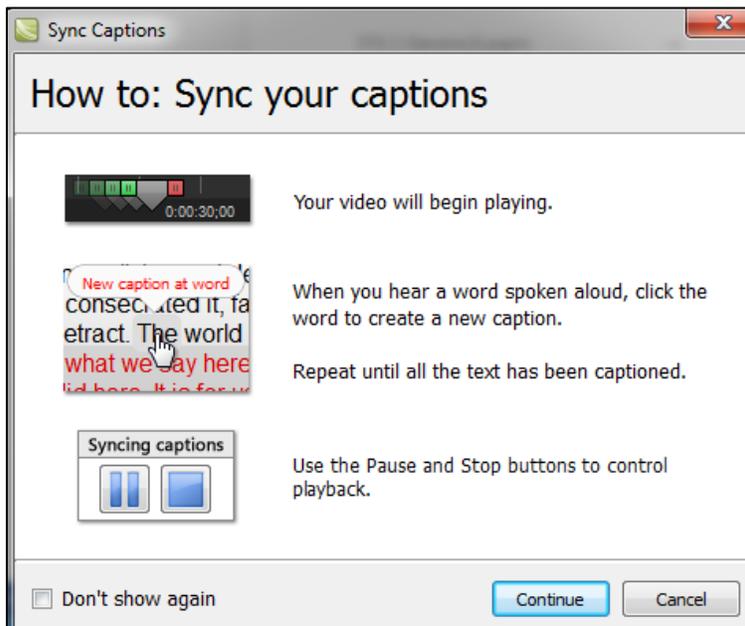
Syncing Your Transcript to the Audio

In this section, you will choose where to separate your script into each caption.

1. Click [**Sync captions...**].



The Sync Captions window may appear.



Use the Syncing Captions controls to pause or stop the captioning during the replay. Once you pause or stop the playback, click Play to continue.

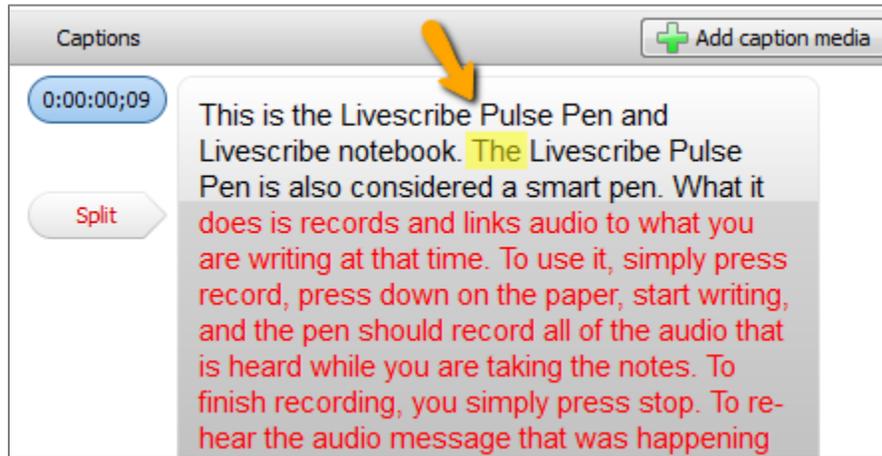


2. Click [**Continue**].

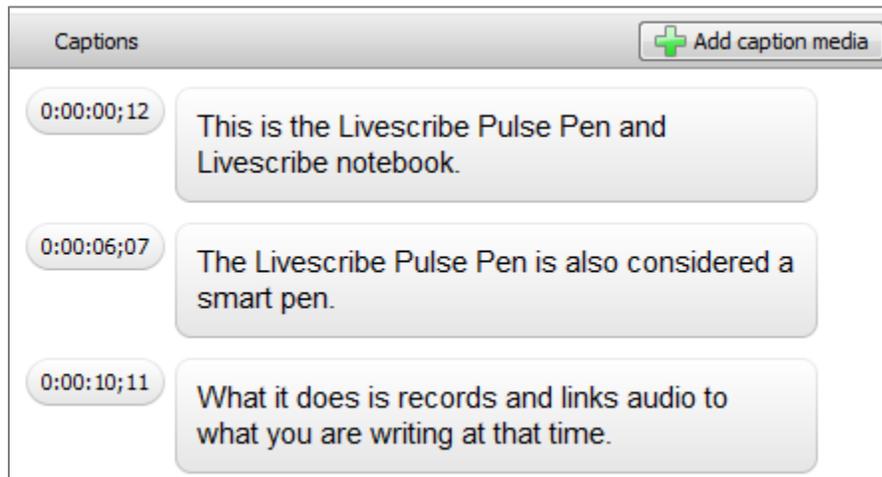
The video will begin playing immediately.

3. Click on the first word of your transcript where you want to add your **second** caption.

Camtasia has already set the beginning of your first caption at the location where you pasted the transcript. In the example below, let's start the second caption at the first word in the second sentence.



4. Continue playing the video and click on the word where you wish to add the next caption.
5. Repeat the same process for each caption till you reach the end.

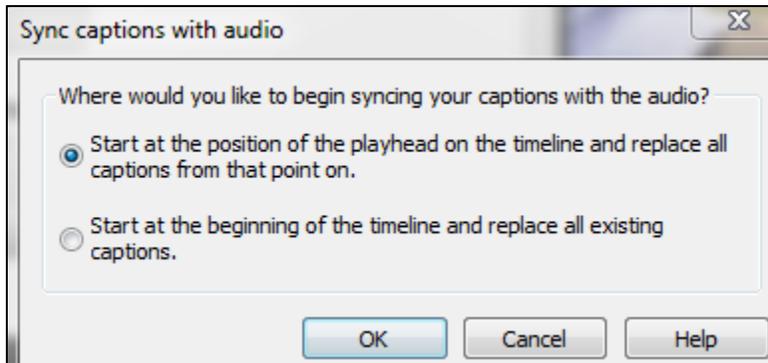


Reviewing and Editing Your Captions

1. You may wish to replay the video to view the captions. To do this, click **Play** in the Preview pane.
2. Edit the captions as needed.
3. Once you are happy with the captions, save your Camtasia project.

Redo the Sync Captions Process

If you wish to replace the current questions and start over, click [**Sync captions...**] again. The Sync captions with audio pop-up window will appear.



Select whether to start at the current location of the playhead or at the beginning of the recording. The playback will start immediately at the selected location. Repeat as many times as necessary until you are happy with your captions.

Instead of starting from scratch, you can also edit your captions. Refer to the TechSmith tutorials for additional instructions on editing your captions:

- **Studio (Version 8):** [Sync with Script](https://www.techsmith.com/tutorial-camtasia-8-sync-with-script.html) (https://www.techsmith.com/tutorial-camtasia-8-sync-with-script.html).
- **Camtasia for Macintosh:** [Captions](https://www.techsmith.com/tutorial-camtasia-mac-captions.html) (https://www.techsmith.com/tutorial-camtasia-mac-captions.html).

Option 2: Use the Speech-to-Text feature

If your video has high quality audio, it may be possible to successfully generate captions using the Speech-to-Text feature in Camtasia. If narrating your own videos, you can also train Camtasia to understand your voice before attempting to generate captions.

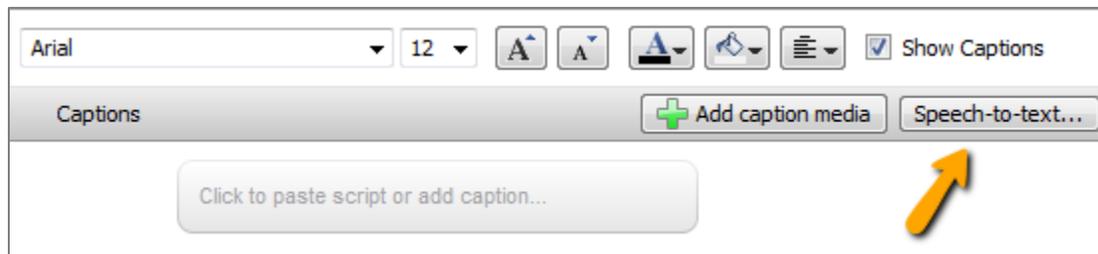
The quality of the Speech-to-Text output is directly related to the quality of the audio of your presentation. If the presentation was done in a lecture hall, or there is a lot of background noise, expect to have disappointing results that require extensive editing.

Note: The length of the Speech-to-Text generated captions is dependent on the Caption duration setting in Camtasia. The default for Captions is 4.0 seconds. This allows approximately one to two lines of text per caption. This setting is found under Tools + Options + Program + Default duration.

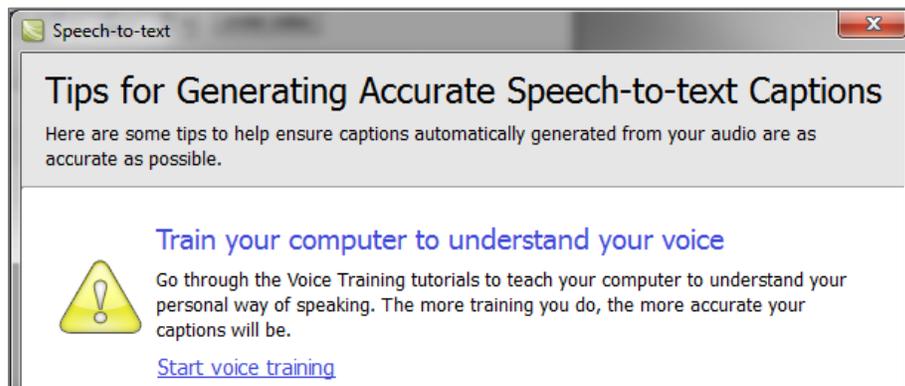
In this section, we will work with a short video. The audio is excellent, completed in a sound studio with no background noise. The speaker has very clear enunciation.

Run Speech-to-Text

1. Open the video in Camtasia and open the Captions pane.
2. Click [**Speech-to-text...**].



The Speech-to-text window displays.

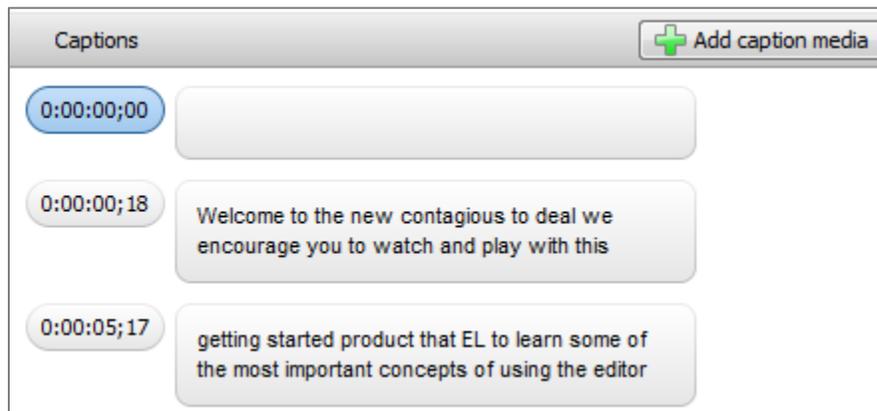


3. Click [**Continue**].

Camtasia will begin transcribing the audio. This step may take a number of minutes depending on the length of the video. You should see a series of progress bars as the captions are being processed. The captions will appear in the Captions pane once the process is complete.

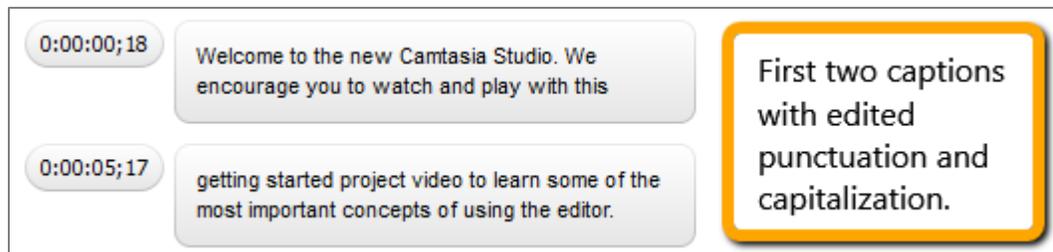
Reviewing and Editing the Speech-to-Text Captions

1. With the Captions pane open, playback the video and compare the spoken word to the captions.

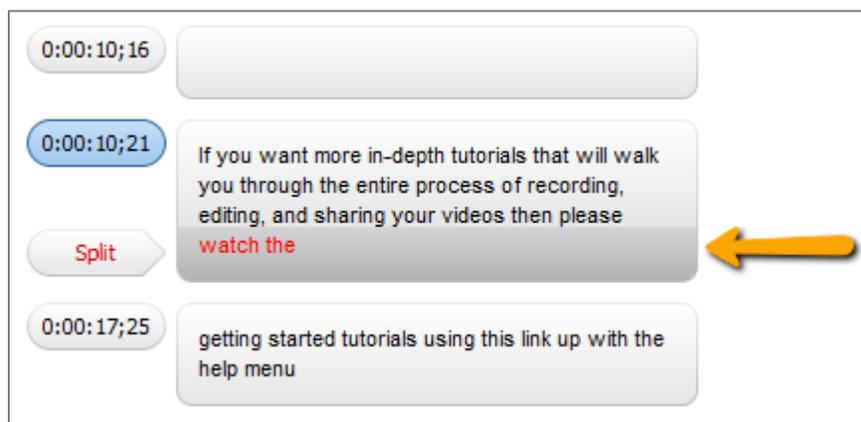


2. Edit the captions as necessary by clicking on it in the Caption pane.

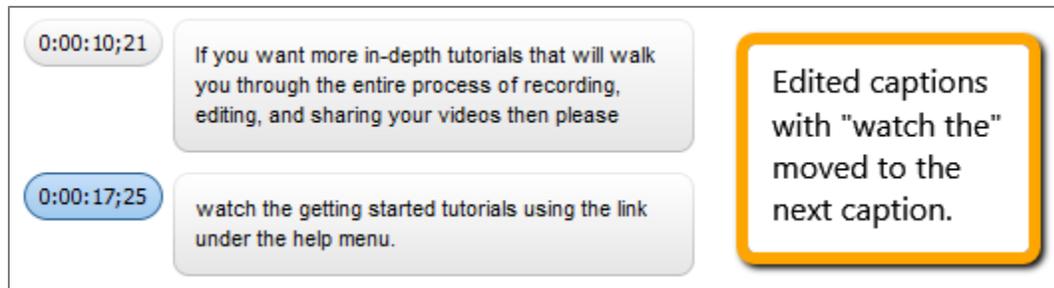
Note that you will need to add the necessary punctuation and capitalization.



If a caption is too long after you make your edits, you can split the caption by clicking the **[Split]** button or copy and paste the text to the next caption if there is sufficient space.



In the example, below, we added the extra text (watch the) to the next caption.



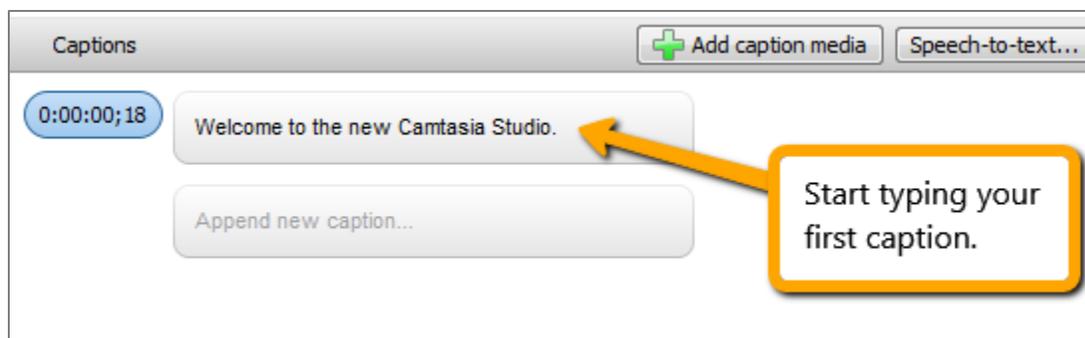
Make sure you are not exceeding the ADA guidelines if you shift text around to subsequent captions.

4. Once you are happy with the captions, save your Camtasia project.

Option 3: Create your own Captions in Camtasia

If you have a short video and the audio is less than ideal, you can opt to create your own captions manually in Camtasia.

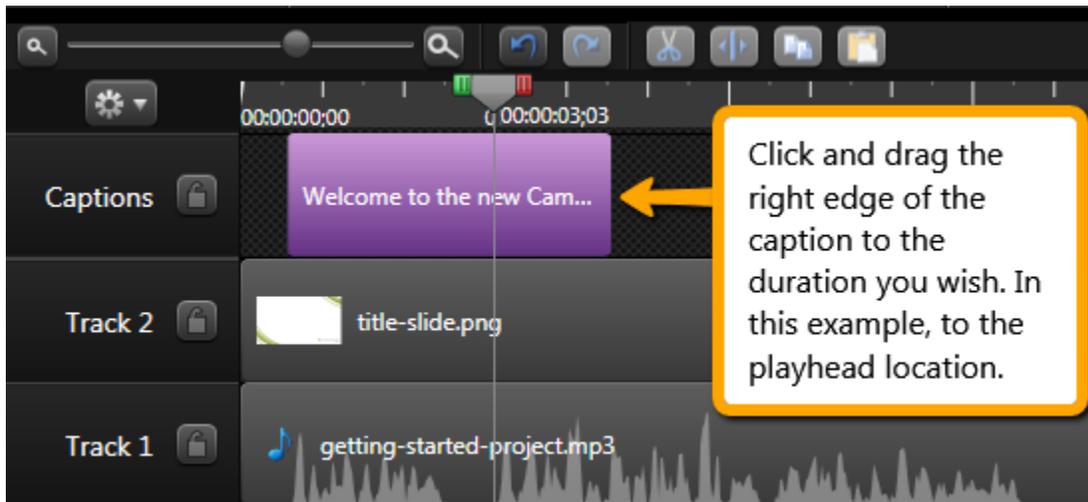
1. Open the video in Camtasia and open the Captions pane.
2. Align the playhead in the timeline with the beginning of the audio.
3. Click [**Add caption media**].
4. Press [**Enter**] and begin typing what you hear during the video playback.



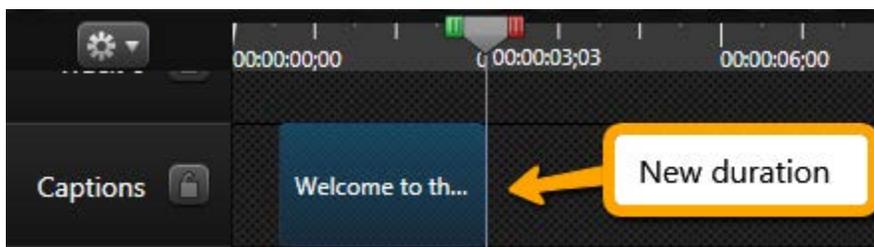
The playback will end after the Caption duration has been reached.

5. Edit the caption. Press [**Enter**] to playback the same segment to check your typing.

6. If you wish to shorten or lengthen the duration of the caption, use your pointer to click and drag the right edge of the caption block.



After dragging the end point to the new duration you are able to move to the next caption.



7. Press **[Tab]** to enter your next caption.

Note: It may be tricky to get back into Add Caption mode after completing your edits. If so, click within the caption you just edited and press **[Enter]** and then press **[Tab]**.

8. Once you've reached the end of your video, review and edit your captions.

You may need to change the timing for some. If you need to fine tune the transitions, be sure to use the timeline scale to zoom closer.



Use the timeline to find natural breaks in the audio. Use your mouse to shorten one caption so you can stretch the adjacent one as you fine tune the caption transitions.

9. Once you are happy with the captions, save your Camtasia project.

Option 4: Upload a Time-Coded Caption File

If you have a time-coded caption file (for example, .SRT) generated from another source, you can import the file into your Camtasia video using the [Import Captions] button.

1. Open the video in Camtasia and open the Captions pane.
2. Click [**Import captions...**].

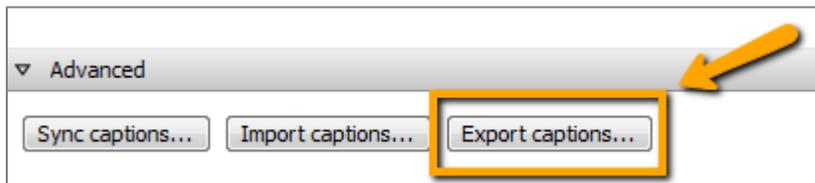


3. Browse and select the supported caption file (.smi, .sami, or .srt) that was created for this video.
The captions are added to the video
4. Review and edit the imported captions as necessary.
5. Once you are happy with the captions, save your Camtasia project.

Exporting SRT File

Complete the following steps to export a caption file generated in Camtasia (.smi or .srt format). Use this process if your video is already uploaded to a streaming server such as YouTube or Kaltura/MediaSpace and you just need to add the timed caption file.

1. Open the video in Camtasia and open the Captions pane.
2. Click [**Export captions...**].



3. If prompted, browse to the location where you wish to save your caption file.

Producing and Sharing Your Video

Creating an MP4 with Captions

Use the Produce and Share function to create an MP4 video with captions. Be aware there are two options for producing the MP4 video. The first option creates a standalone MP4. The viewer is unable to turn the captions off while using this option. The second option includes a player within an HTML wrapper which allows the viewer to turn the captions on and off. In either case the captions appear over the video in the lower part of the screen.

1. Click **Produce and Share** from the navigation bar or select **File + Produce and Share** from the menu bar (Ctrl + P).

The Production Wizard pop-up window appears.

2. Select **Custom production settings** and click **[Next]**.
3. Select one of the **MP4 only** options if you wish a standalone MP4 video (without the player). Or select one of the **MP4 with video player** options to include the player in an HTML wrapper.
4. Click **[Next]**.
5. Select the path to save your video and click **[Finish]**.

Placing Captions under the Video

In some cases you may wish to have the captions appear under the video rather than on top of the video. This may be most important when the action you wish viewers to see is at the bottom of the video and captions will cover the action you wish the viewer to see.

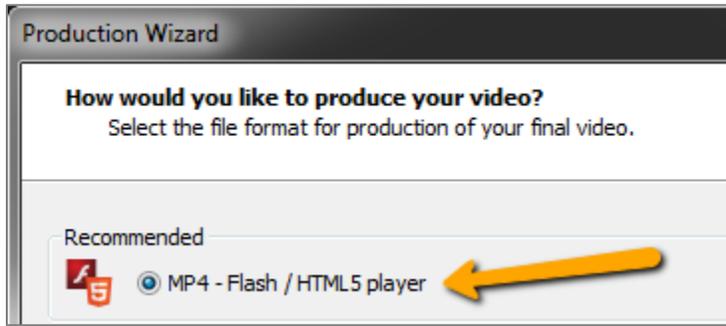
Please note that this option will save the video in a format that requires its own Flash or HTML5 player. The captions are not contained in the resulting MP4 file but in a separate player. The user will be unable to turn captioning off during playback.

1. Click **Produce and Share** from the navigation bar or select **File + Produce and Share** from the menu bar (Ctrl + P).

The Production Wizard pop-up window appears.

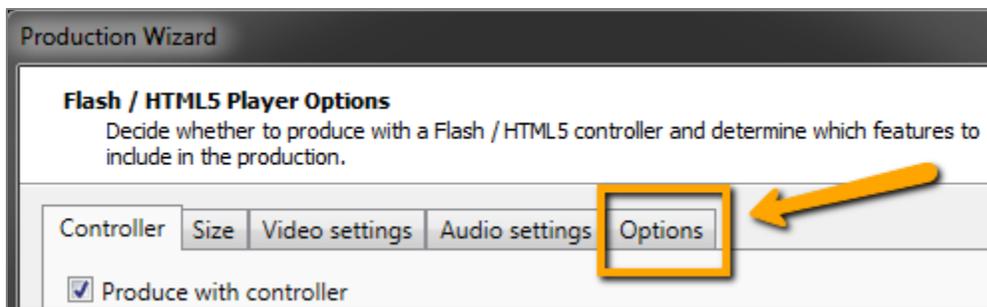
2. Select **Custom production settings** and click **[Next]**.

3. Select **MP4 – Flash / HTML5 player** and click **[Next]**.

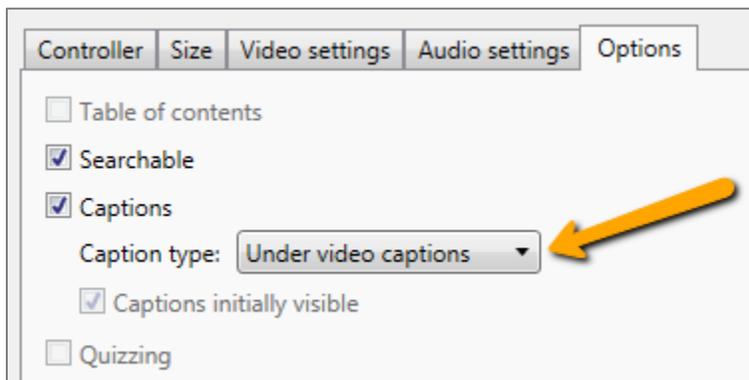


The other options do not allow you to select Under Video.

4. Click the **Options** tab.



5. Select the **Captions** check box and select **Under video captions**.



Note: The default option is Closed Captions. This setting will display the captions on top of the video. The viewer is unable to turn off captioning during playback. Under video captions places the captions within a black bar under the video. The viewer is **not** able to turn off captioning during playback.

6. Click **[Next]** to finish editing the settings to your video.
7. Once you reach the Produce Video pane, click **[Finish]** to produce the video.

For More Information

Refer to the TechSmith web site for tutorials and community help.

- For Windows and Macintosh: [Camtasia Tutorials](https://www.techsmith.com/tutorial-camtasia-9-3.html)
(<https://www.techsmith.com/tutorial-camtasia-9-3.html>)