

Adding Captions to Camtasia Videos

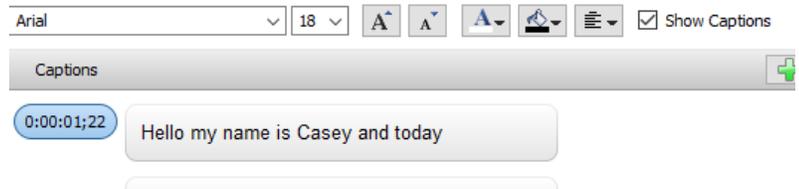
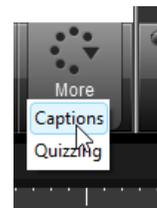
This is a step-by-step guide on how to add captions to a Camtasia video.

Record and Edit Video

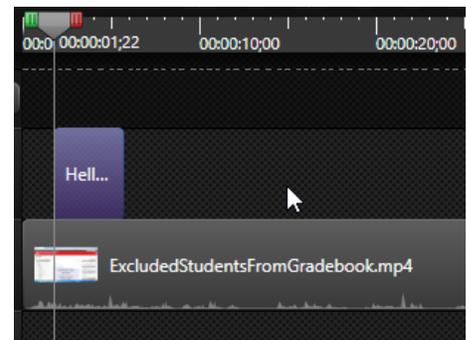
1. Before captioning you'll want to record your video and edit it.
2. Once the video is done being edited you can open it in Camtasia (if you edited the video in the past).

Adding Captions

1. Now that the video is loaded onto the timeline, you'll hit the "More" button located in the middle of the screen. In that drop down menu you'll select "Captions".
2. Once captions is clicked the left screen will change to a text area with a bubble. This is where you'll start writing the captions. The goal of this is to listen to the video while writing the captions to make sure the words are sync'd with what's being said.



3. As a general rule, only two sentences (if they're short) should be shown at one time. If a sentence is longer, it might have two or three different parts that appear on the screen.
4. To start adding captions you'll play the video and listen for the first sentence. After hearing it you'll pause the recording and type the sentence into that first bubble. The captions will start where the video is paused, but you can move the captions forwards and backwards on the timeline depending on where the speaking starts.



5. As you're typing the captions will appear over the video so you can get an idea of what the captions will look like when someone is watching the video.
6. You continue this whole process for the rest of the video.



7. Once all the captions are done, you can export the captions separately from the video so you have a subtitle file. This file could be uploaded onto YouTube with the video so people can watch with captions in the future. There's another guidesheet that explains how to add captions to a YouTube video.

- To export the captions to an SRT file you'll find the "Export captions..." button at the bottom of the top left box where you entered all the captions. After clicking on the button you'll name the SRT file and save it where you can find it in the future.

