Camtasia Relay allows users to quickly create and publish lectures and presentations occurring on a computer screen with an audio recording or narration. To begin recording you need an Active Directory (AD) account with a Captioning Profile and the Camtasia Relay program installed on your computer (see How To Access Camtasia Relay at USA). You also need a microphone connected to your computer if you want to record your audio. Due to a limitation of the captioning software, it is recommended that you make a script of your audio recording first. This way you will be able to refer to the script for more efficient caption editing.

Setting up your project for captioning

Select the Caption profile from the drop-down menu when you log into Camtasia Relay to create a new project. This will ensure that when you upload the completed project to the Relay server, your captions will be available for editing.

![Figure 1. Select Caption Profile](image)

Camtasia Relay caption works with built-in voice recognition software. Therefore, when you speak, enunciate your words clearly, and keep your voice steady and modulated. Test your microphone to make sure the sound is at the appropriate volume.

Record your presentation as usual (see separate How-To Guides).

Submitting

After you have edited your presentation, give it a title and click the “Submit” button to publish the presentation on the Camtasia Relay server.
Once submitted, the **Presentation Complete** message box will be shown. Click **OK**.

You can use the link at the bottom of the Relay screen to log into the server, or you can type the URL into your browser window: [https://camtasia.usouthal.edu/relay](https://camtasia.usouthal.edu/relay).
When you click the link, or type the URL, you will be asked to log in to the Relay Server, using your J# and AD password. [Note: Depending on the length of your presentation, the uploading could take several minutes or up to several hours depending on traffic to and from the server.]

Figure 5. Relay login.

You can check the progress of the upload, if you like, by clicking on the name of the presentation in the list. You will see the sequence of processing tasks and the percentage complete.

Figure 6. Presentation processing progress.
When the presentation processing is complete, you will receive an automated email to your University email account that the presentation has been held for captioning.

![Automated email notification.](image)

*Figure 7. Automated email notification.*

After you receive this notification, you may edit the captions in your presentation.

**Editing Captions**

When you log into Relay again, you will see on the dashboard a message that a presentation has been held for editing.

![Dashboard message.](image)

*Figure 8. Held for caption editing message.*

Click on the presentation name in the **Actions Necessary** box, or if you click on the presentation name in the **Recent Presentations** list, click on the **Edit Captions** button. Do **NOT** click **Release Hold** before editing captions, because you will not be able to return to editing once it is published!

![Caption editing buttons.](image)

*Figure 9. Edit captions/Release hold buttons.*
The **Edit Captions** window appears by default. The captions that have been created from the voice recognition software appear in gray boxes along the timeline. Click on the play button to advance the recording.

Click on the gray caption bar to edit it. There are additional editing tools in the bottom left. You may delete a caption box, add a caption box, or undo an edit.

After you edit your text, it will now appear correctly in the gray bar. Click **Save** once you are satisfied with your editing.

![Caption editing interface](image-url)

*Figure 9. Caption editing interface.*

**Previewing and Submitting the Final Presentation**

Select the **Preview and Submit** tab at the top of the screen. This tab will show you your full text and the length of your captions. Select **Publish** to finalize your presentation. **[Note: once you select Publish, you can no longer edit captions!]**
Once you have published your presentation, you will receive an email notification that the presentation is complete. The email will provide you with a link to the presentation on the server. You can copy and paste this link to make the presentation available to others.

Presentations that you have created remain indefinitely on the University’s Camtasia Relay server. To see all of your presentations, click on View All on the dashboard.

*For further assistance, contact the Innovation in Learning Center at (251) 461-1888, or visit our website at usailc.org.