HOW 2 — Camtasia – Creating Captioned Video

- The best defense is a good offense! Plan ahead for your video.
- Develop a script. Even those who are able to normally present off the cuff will benefit!
- Do the voice training. The auto captioning does not work well unless it has been trained to do so.

This TNT Primer will focus on how to add captions manually to an already created video in Camtasia. The easiest option is to paste your already scripted text in and then sync them; however, you may also need to transcribe audio or edit already existing captions in your project.

Instructions

1) Select the Captions tab below the media window. You may need to click on the More tab first to find the Captions tab.

2) When the Captions tab is selected, you will see the option to "click to paste script or add caption."

3) **If you have already scripted your video**, you can copy/paste your text into this window, and then use the Sync captions tool to align the script with the audio.
    a. Copy the script to your clipboard.
    b. Paste the script into the caption bubble.
    c. Click the Sync Captions button.
    d. Click Continue. This will open the Syncing Captions
    e. Click on the words as you hear them where you want to break up the script into caption bubbles.

4) **If you need to transcribe your video,** click on the Add caption media tab. Type what you hear into the caption bubble, pressing Enter to replay the audio if needed for accuracy. Press tab to start a new caption bubble.
    a. If your caption is more than three lines, a red "Split" button will appear so you can break it into shorter elements.
5) You can adjust the caption lengths and locations on the timeline tool at the bottom.

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