Caption Editor

The Caption Editor page allows presenters and global caption editors to review and edit captions that were created automatically by TechSmith Relay. 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.

Note: Users can only access the Caption Editor page if they have a presentation that is being held for caption editing.
Access the caption editor:
When a presenter has uploaded media that is ready for captioning, there are a few ways to get to the caption editor. Global caption editors have access to a third option, the Presentations page.

1.) From a Notification Email:
   - Click the Edit the presentation captions link in the email you receive when a presentation is ready for caption editing.

   A presentation is being held for caption editing and requires your attention.

   Edit the presentation captions

   Title: testing
   Description:
   Recorded: 9/7/2017 9:20:36 AM
   Presentation length: 00:00:40
   File size: 17MB

   Instructions:

   1. Click the Edit the presentation captions link above.
   2. Log in to the TechSmith Relay website.
   3. You will be redirected to the Caption Editor. The Caption Editor allows you to review and edit the captions automatically generated by TechSmith Relay. (Note: You can click Release Hold to process the presentation without reviewing the automatic captions.)

   Automatic notification by TechSmith

2.) From the TechSmith Relay Website Dashboard:
   - Click the name of a presentation shown under Presentations held for caption editing.
3.) From the Presentation List on the TechSmith Relay Website:
   - Select Held For Captioning from the Status dropdown list.
   - Click a presentation to select it.
   - On the right side of the page, click Edit Captions.

   ![Captioning Image]

   This presentation is being held for caption editing. Presenters or Global Caption Editors can click Edit Captions to open it in the caption editor. To skip caption editing, click Release Hold to continue processing the presentation. To delete captions entirely and release, click Release without Captions.
Edit Presentation Captions

Once a presentation is open on the Caption Editor page, use the following process for editing captions and submitting the presentation for final processing and publishing:

1. On the Edit Captions tab, use the video controls 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 using the controls.

4. Everything you do is automatically saved.

5. When the captions are complete, click Preview to see how they will appear on your video and review for any errors.
6. Click Edit Captions to 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.

Here are some tips to help you when editing captions:
-While working in a caption, click replay play to repeatedly click the replay button until you are able to transcribe the entire caption.
-The number in the lower right of a caption shows the remaining characters available to keep the caption within ADA compliance guidelines. The number in the lower left displays the duration. If a caption has too many characters or is too long or short, it turns red.

-Click the Split button to separate a caption into two smaller captions.

Use the standard keyboard shortcuts for Undo (CTRL+Z, Command+Z) and Redo (CTRL+Y, Command+Y) to undo or redo your actions in the caption editor.