

# POST-RECORDING FEATURES - Generating Closed Captioning

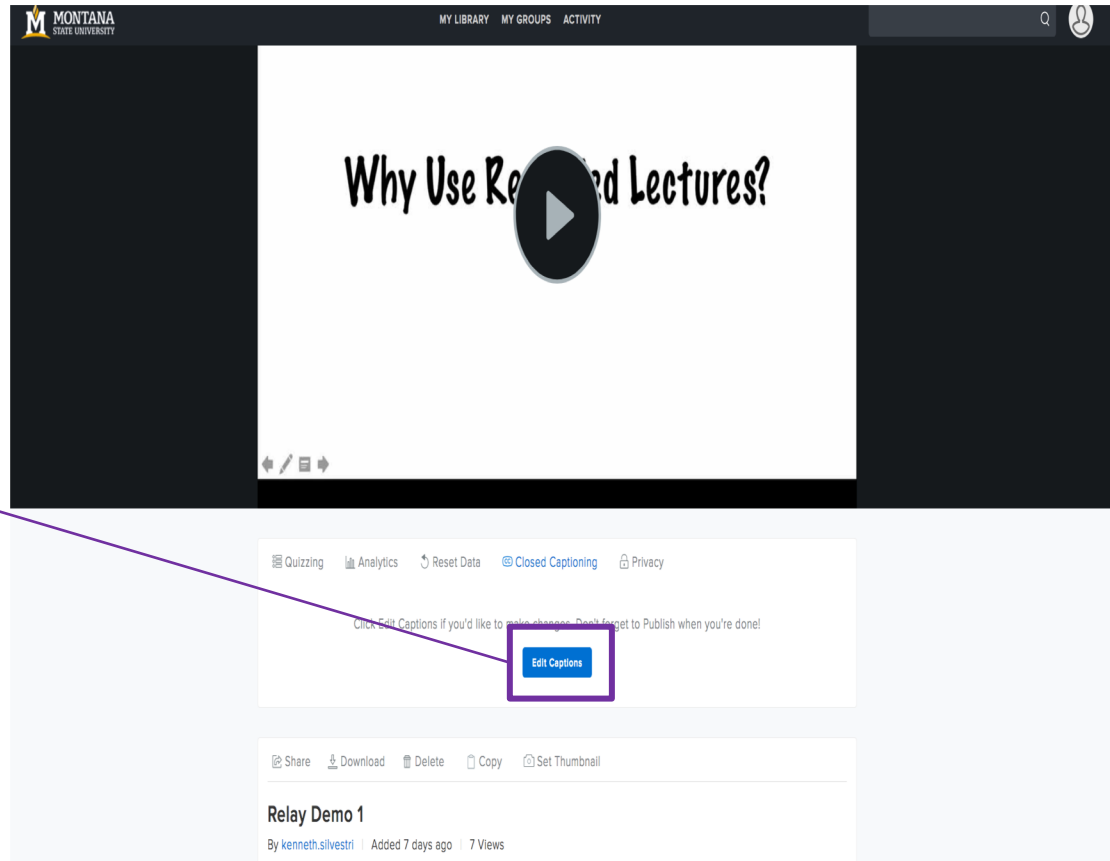
➤ **STEP #1:** Open up your recording and click on Closed Captioning.

➤ **STEP #2:** Click on Generate Captions to create automatic captions. This may take several minutes. Note that you can also add captions manually.

The screenshot displays a video player interface for a video titled "Why Use Recorded Lectures?". The player is embedded in a web application, with the Montana State University logo in the top left corner and navigation links for "MY LIBRARY", "MY GROUPS", and "ACTIVITY" in the top right. The video player controls are visible at the bottom, including a play button and a "Closed Captioning" menu. The "Closed Captioning" menu is open, showing options for "Generate Captions", "Add Captions Manually", and "Add Assignee". The "Generate Captions" button is highlighted with a red box. Below the menu, there is a message: "There are no captions associated with this video. Learn more about Captioning in TechSmith Relay."

# POST-RECORDING FEATURES - Editing Closed Captioning

- **STEP #3:** Once it is done adding captions, click on Edit Captions. You will get a notice in your email when it is done processing.



The screenshot displays a video player interface. At the top, the Montana State University logo is visible on the left, and navigation links for 'MY LIBRARY', 'MY GROUPS', and 'ACTIVITY' are on the right. The video content shows the text 'Why Use Recorded Lectures?' with a play button overlay. Below the video, a control bar includes options for 'Quizzing', 'Analytics', 'Reset Data', 'Closed Captioning', and 'Privacy'. A message prompts the user to 'Click Edit Captions if you'd like to make changes. Don't forget to Publish when you're done!'. The 'Edit Captions' button is highlighted with a purple box. Below this, there are options for 'Share', 'Download', 'Delete', 'Copy', and 'Set Thumbnail'. The video title 'Relay Demo 1' and author information 'By kenneth.silvestri | Added 7 days ago | 7 Views' are shown at the bottom.

# POST-RECORDING FEATURES - Editing Closed Captioning

➤ **STEP #4:** Hit play and pause over the captioning that needs to be edited within each darker gray box.

➤ **STEP #5:** Click within the textbox to edit captions.

➤ **STEP #6:** When you are done editing, either click Publish or Save & Exit to return to finish incomplete editing.

