



# Add Captions to a Camtasia Project (PC)

This tutorial will show you how to:

- Add captions to an existing Camtasia Project

## Creating Captions using Camtasia's Voice to Text Function

**Step 1:** Open your existing Camtasia Project

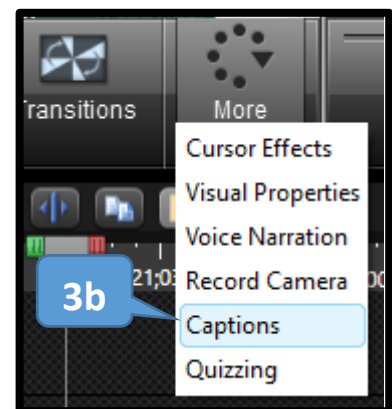
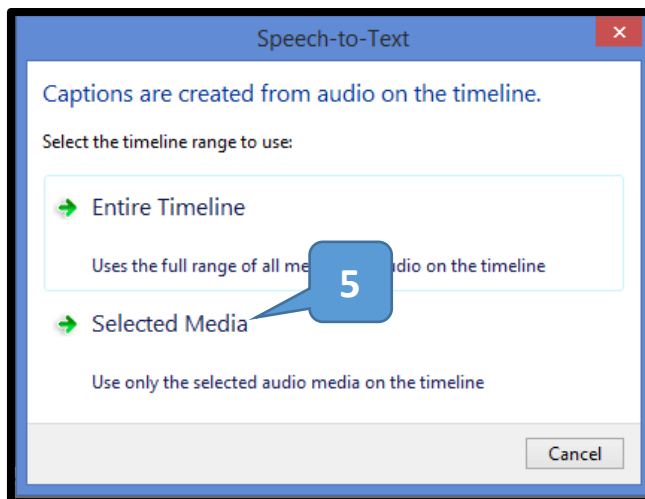
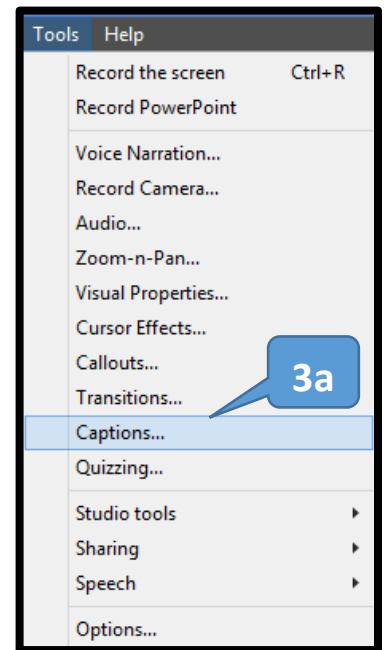
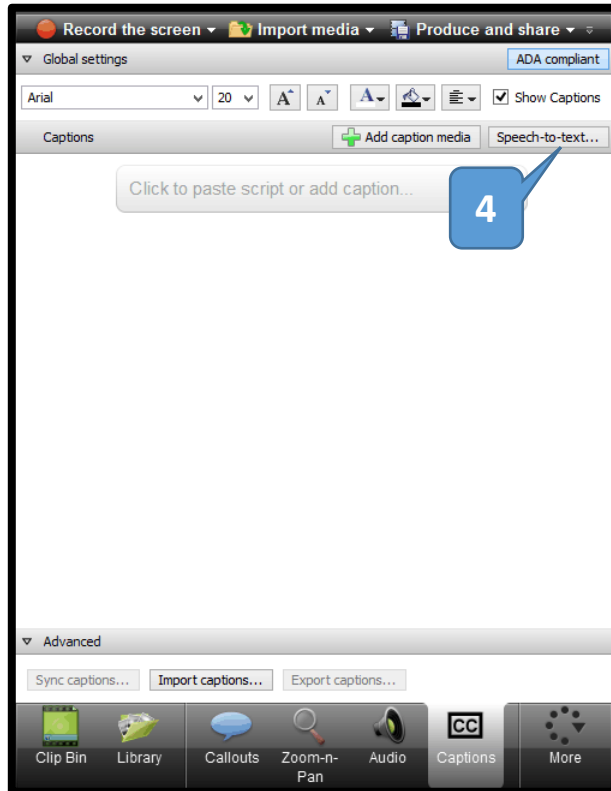
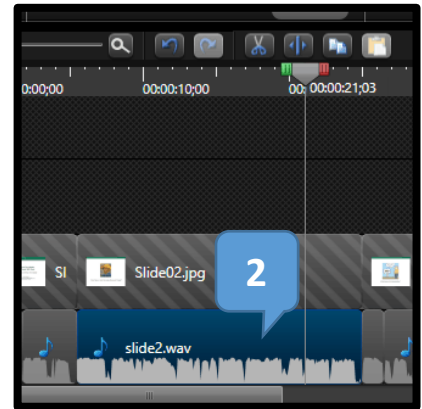
**Step 2:** Select or click on the audio clip that you would like to add captions to

**Step 3a:** Click on the Tools → Captions

**Step 3b:** Or, Click More → Captions

**Step 4:** Select "Speech-to-text..."

**Step 5:** Choose "Selected Media". You can choose "Entire Timeline", but depending on the length of your project, it may take a long time to render and edit. Converting speech-to-text for individual audio clips may be helpful to manage your project.

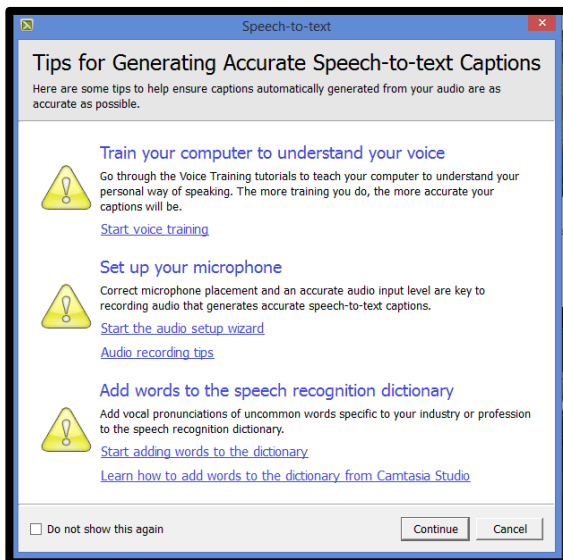
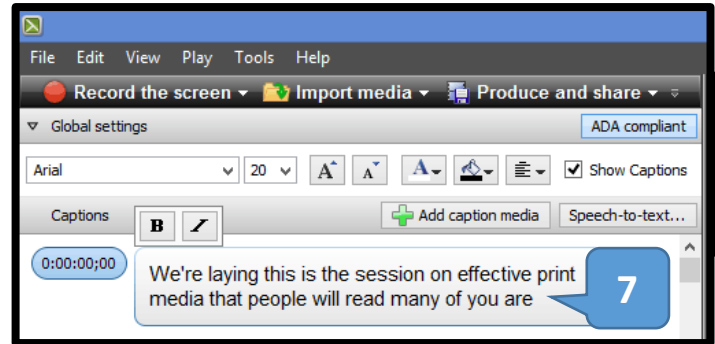
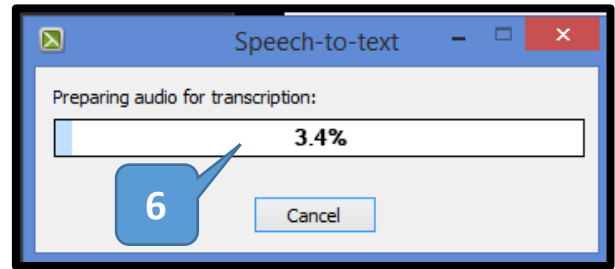


**Step 6:** Your project will generate the captions and sync them to the audio

**Step 7:** Edit your captions to accurately reflect the speech by clicking on the caption bubbles. Camtasia does not automatically add capitalization or punctuation. You may change the font, size, color, and format (bolded, italicized) of the text.

Double click on a caption in the timeline, then press **Enter**, to review the speech associated with the caption. To move on to the next caption, press **Tab**

**Note:** If you plan to use this function often, there are several ways to train Camtasia so that its text-to-speech transcription is more accurate. Please see the Camtasia tip box for more information.



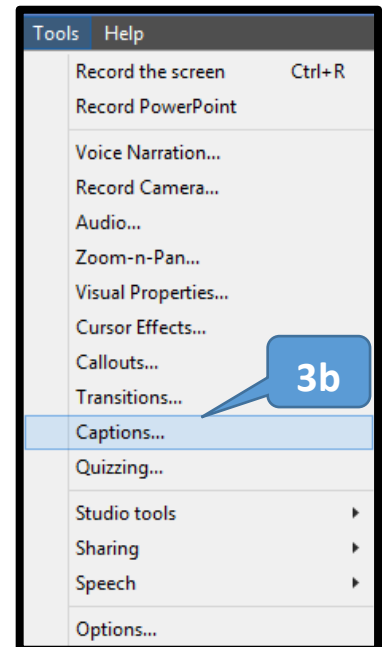
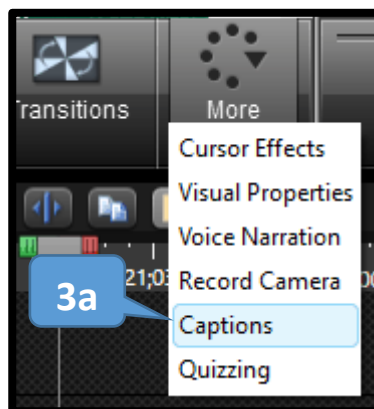
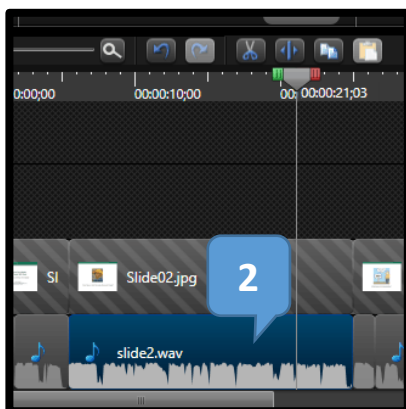
## Creating Captions from a Script

**Step 1:** Open your existing Camtasia Project

**Step 2:** Select or click on the audio clip that you would like to add captions to

**Step 3a:** Or, Click **More** → **Captions**

**Step 3b:** Click on the **Tools** → **Captions**



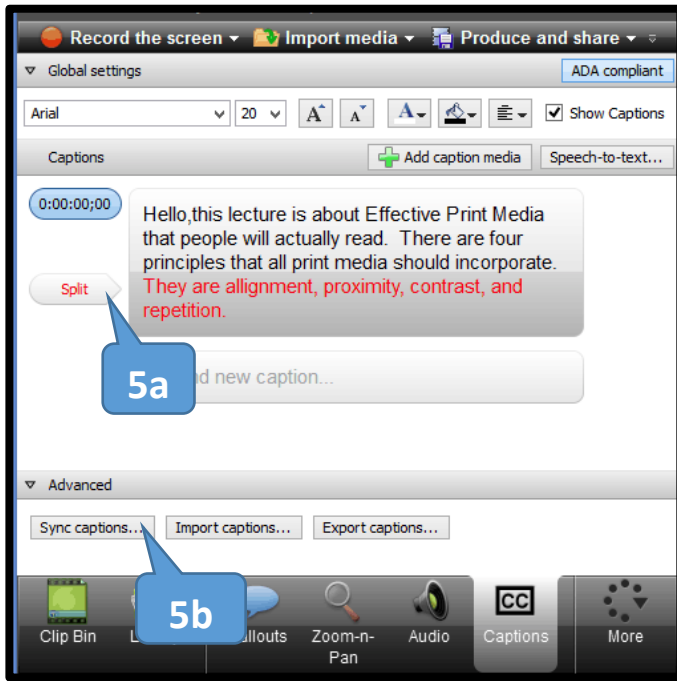
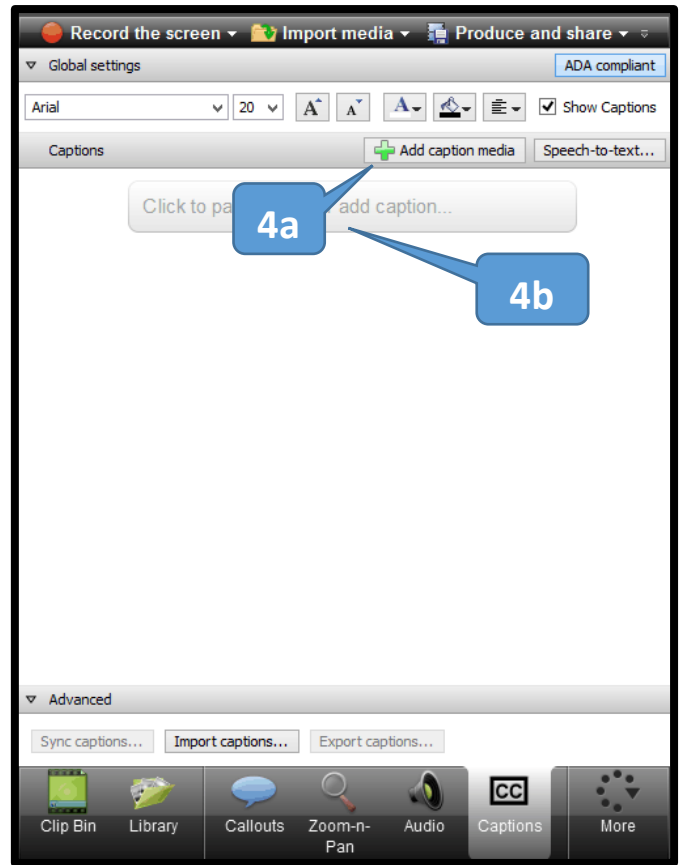
**Step 4a:** Select “Add caption media”.

**Step 4b:** Or paste directly into the caption bubble.

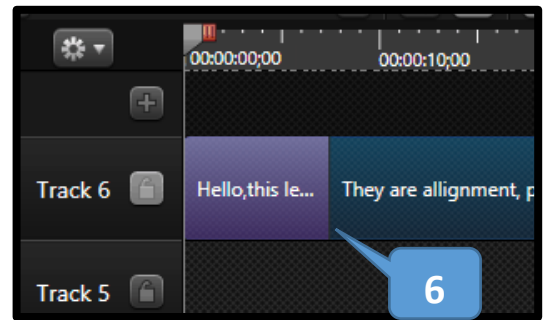
All capitalization and punctuation will be preserved.

**Step 5a:** Camtasia will automatically split your captions into the appropriate length, but you will need to sync it to the audio

**Step 5b:** Click on “Sync captions...” to begin the process. As the audio plays, click on the word in the caption to begin the next caption break. Try to choose breaks that will help the flow, such as at the end of a sentence.



**Step 6:** In needed, adjust when a caption begins or ends in timeline as you would with editing audio



If you have any questions, please email our office at [kongk@ctahr.hawaii.edu](mailto:kongk@ctahr.hawaii.edu).

*Last Updated 03/2014*