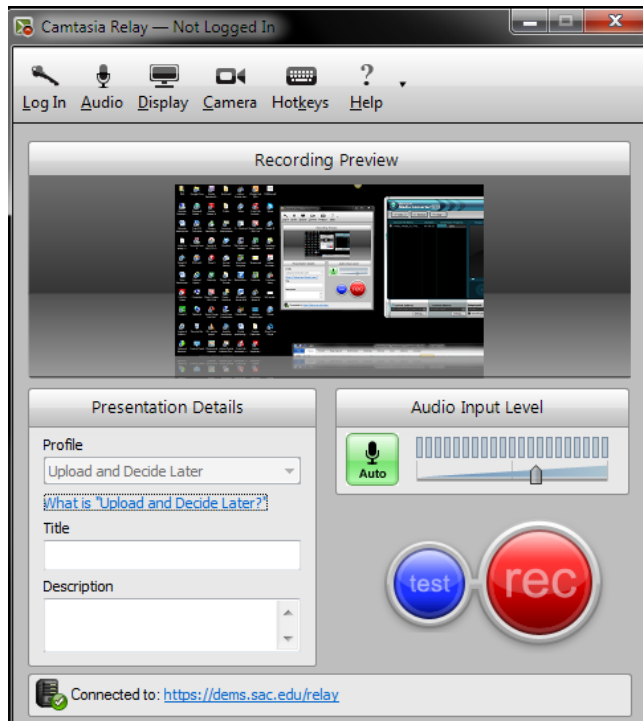
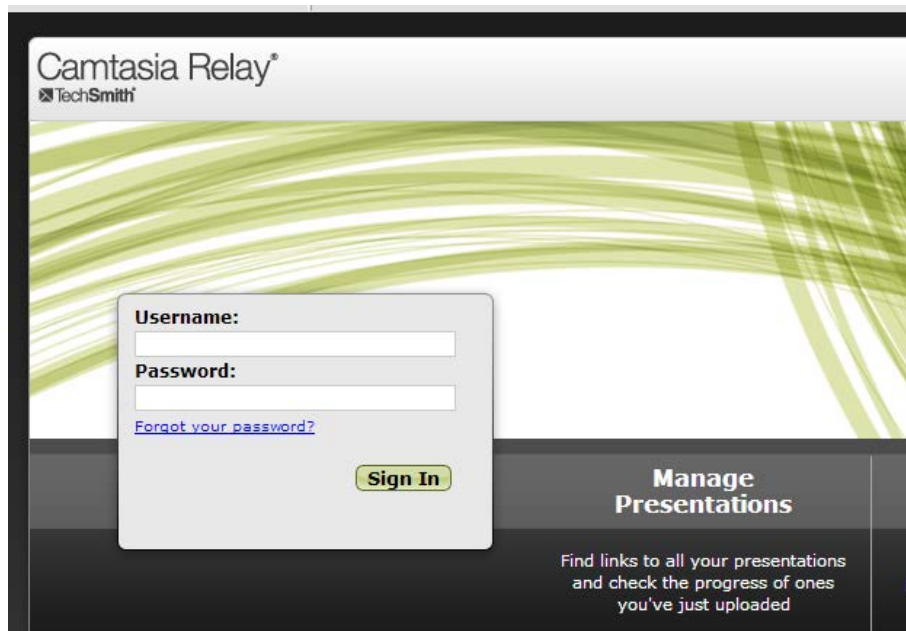


Camtasia Relay Tutorial

Camtasia Relay is a screen capture software similar to Camtasia Studio that simplifies the process of creating recordings and exporting them to a server for playback. The software has two major components: the recorder software that is downloaded and resides locally on your computer



and the web-based, browser-based server software that processes the recording and then sends it for storage to a playback server. The Relay recordings cannot be edited unless imported into Camtasia Studio. The program does provide the option to trim the start and the end of the recording to eliminate extraneous material.



The Setup

The administrators of the software have already entered your name as a user:

LastNameUnderscoreFirstName

No spaces and all lower case; and the initial password is: ***faculty***

Go to the following web site and login with your name and the provided password:

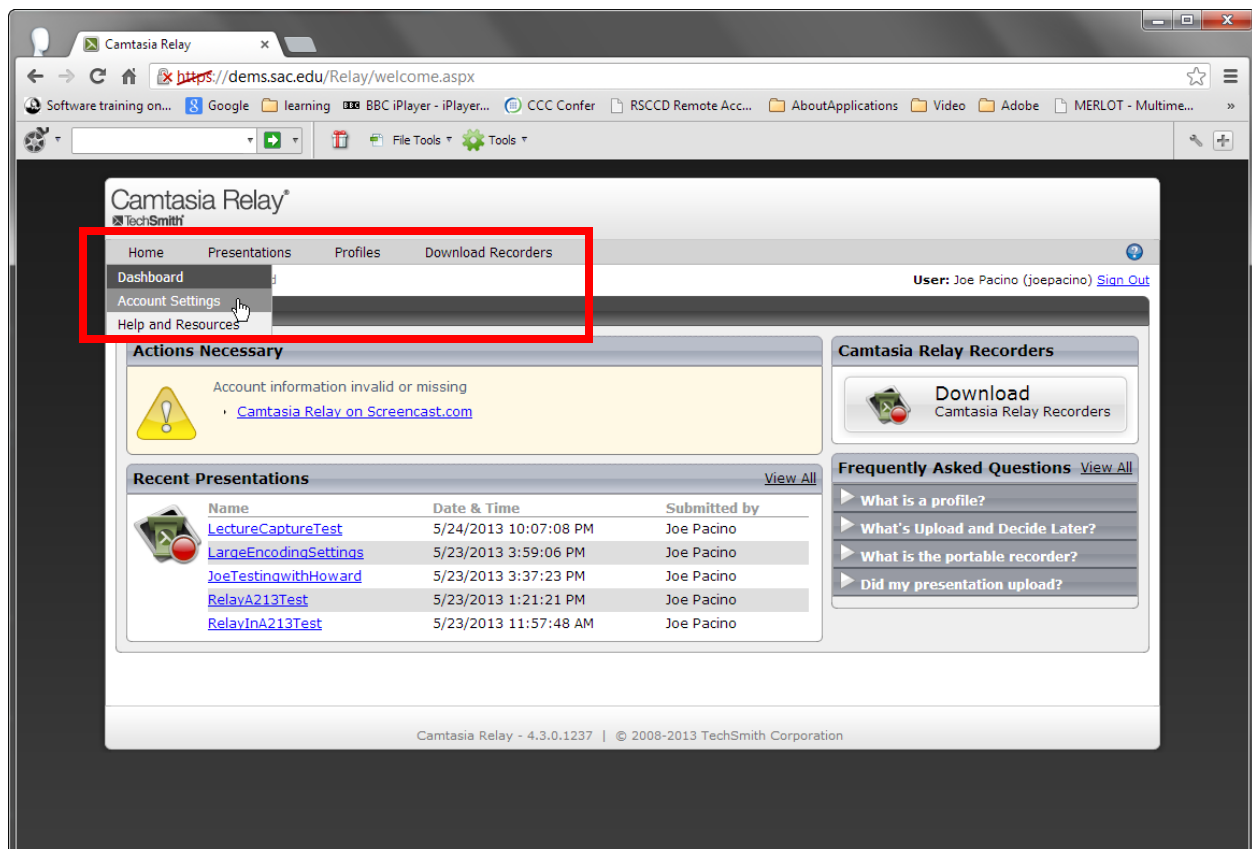
<https://dems.sac.edu/relay/default.aspx>

Disregard the warning that the security certificate is not trusted and click the button ***Proceed anyway.***

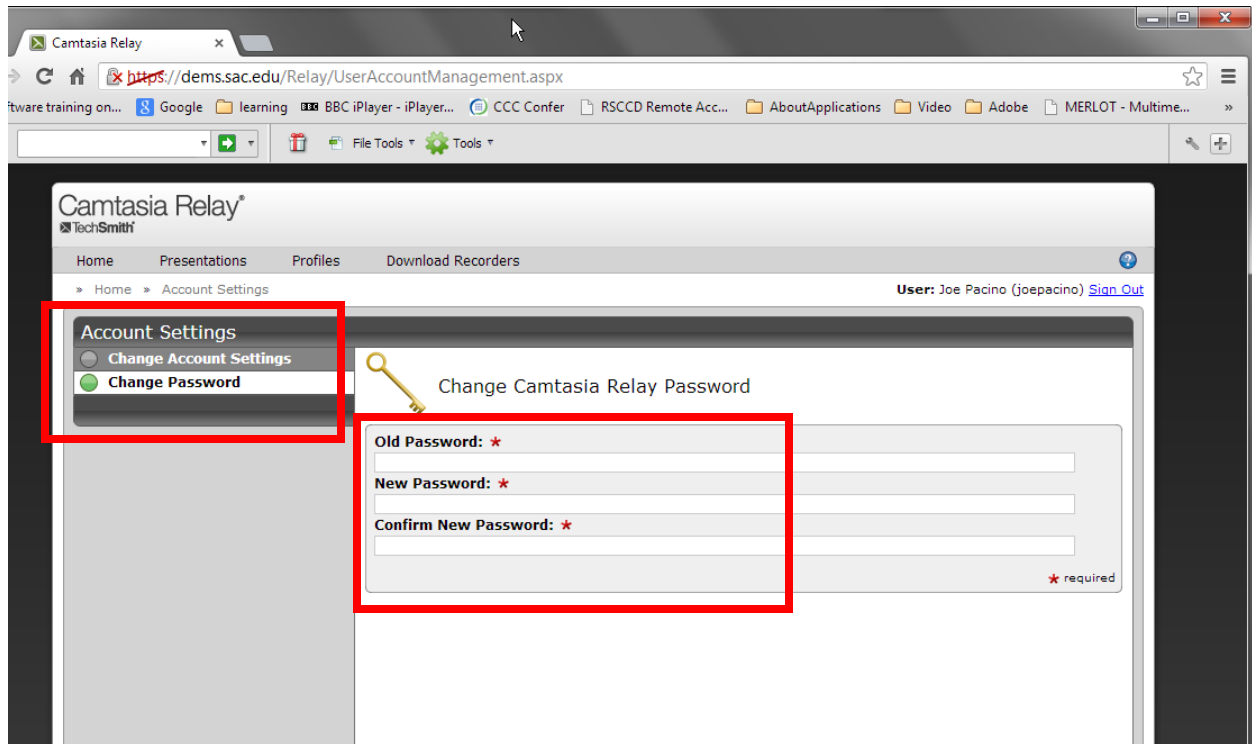
Enter your login name and password

Your first task is to change this generic password to something more personal and more secure.

The Relay screen is made up of several menu items: HOME, PRESENTATIONS, PROFILES, DOWNLOAD RECORDERS. Select ACCOUNT SETTINGS under the HOME MENU.

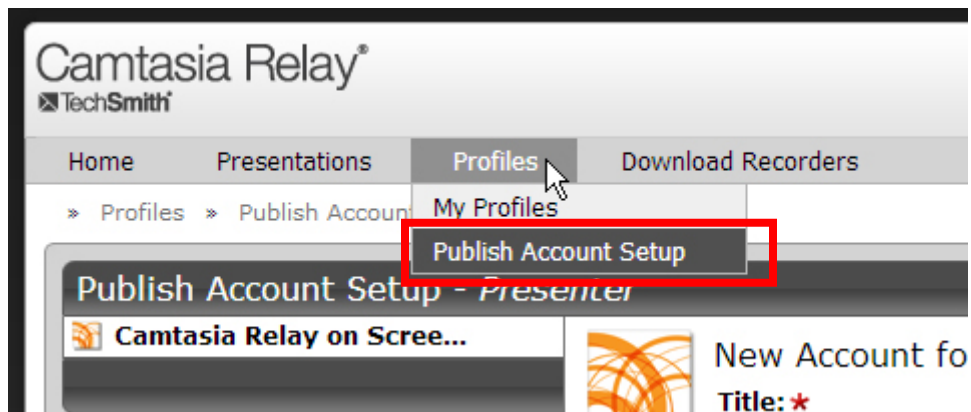


Click the Change Password option and then enter your information.



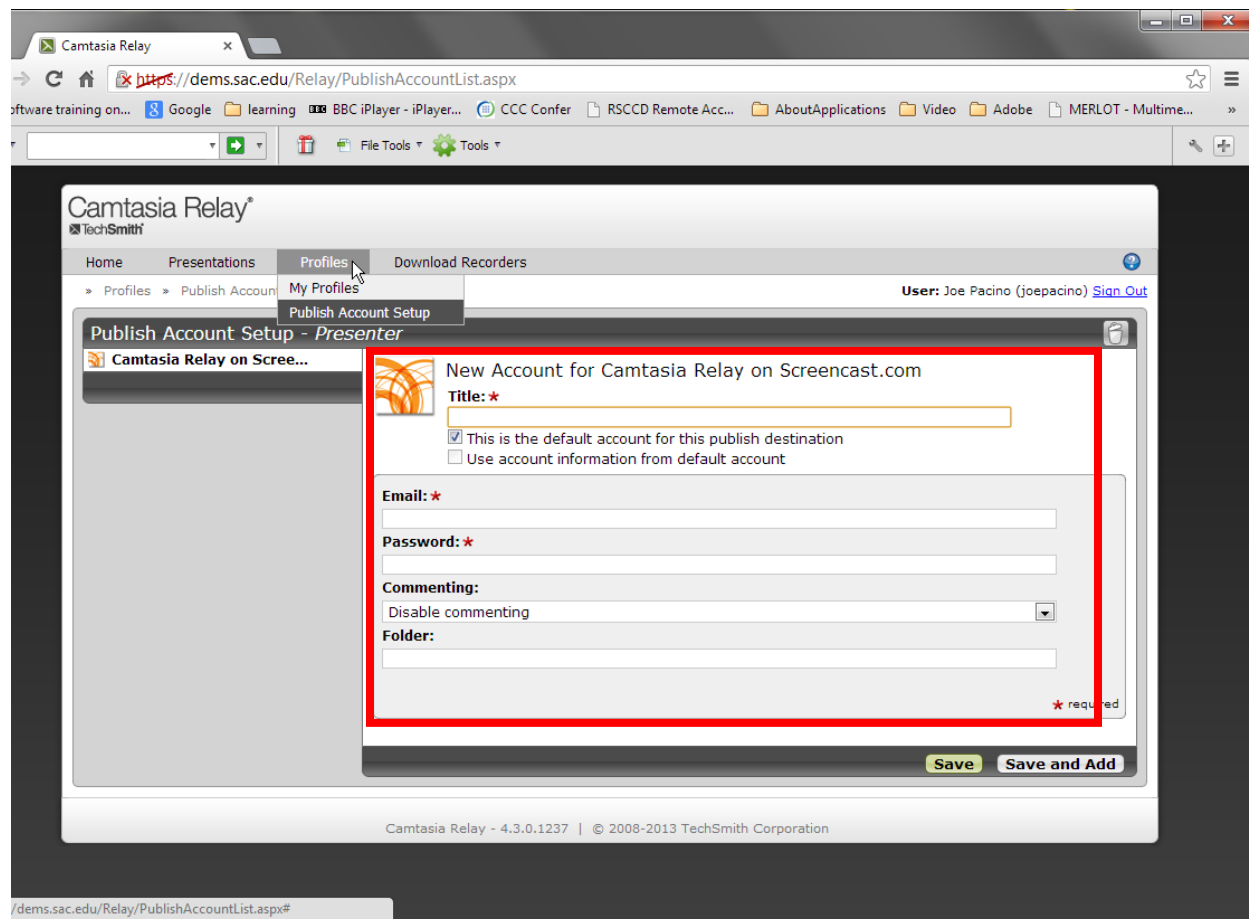
Now that you have changed your password, next time you login you will use this new password.

The next task is to input your Screencast account information in your Relay publish account, so that if you choose to save your recording in Screencast.com, Relay will automatically send the recording there.



From the **Profiles Menu** select **Publish Account Setup**.

Now enter a Title for the Screencast account, and fill in the email and password used for your Screencast account.



Now you need to download the Camtasia Relay Recorder that will reside on your local computer. From **the Download Recorders Menu** click the appropriate operating system: **Windows XP, Vista, 7, 8**

A **WinCamtasiaRelay.exe** file will download to your computer. Open this exe file and install the recorder.

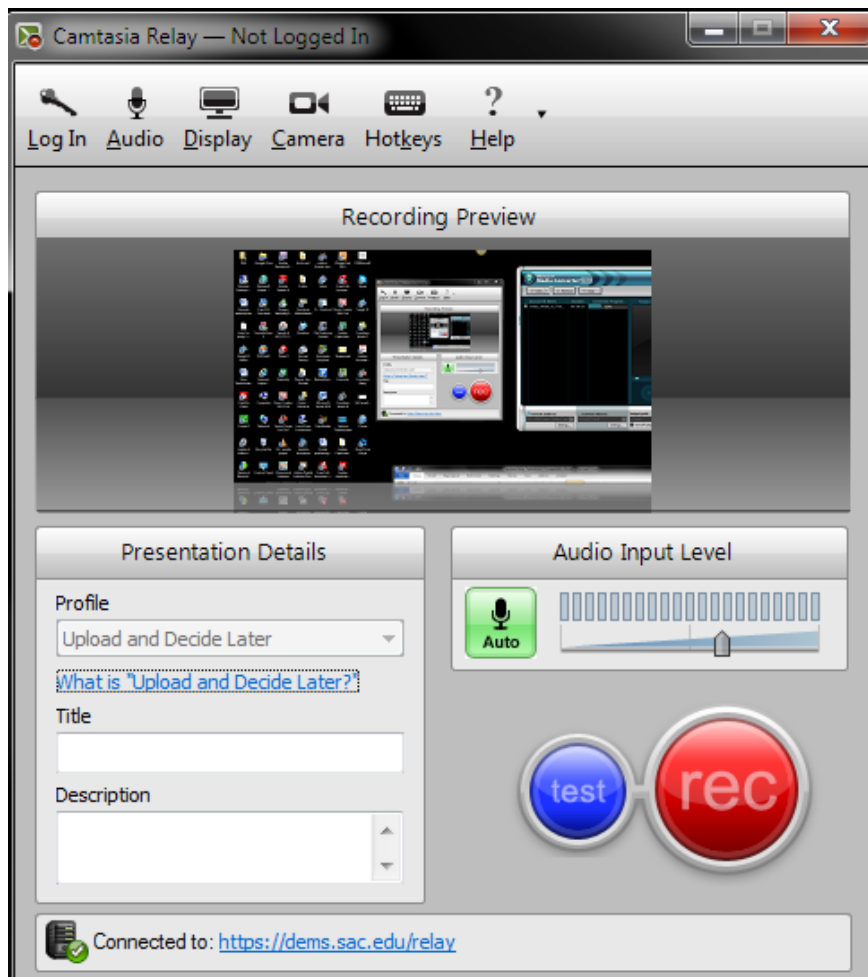
The Recording Process

Open the recorder by clicking the Camtasia Relay shortcut placed on your computer desktop.

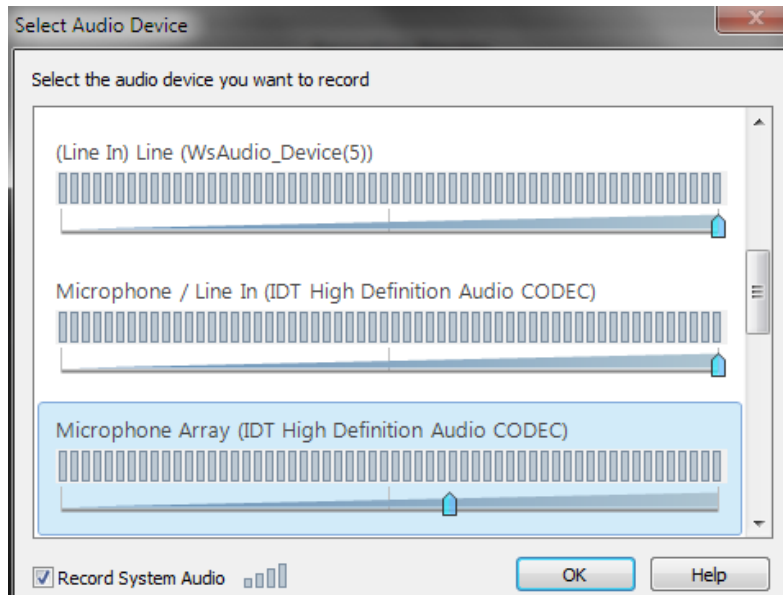
In the recorder presenter tab enter your user name and password.



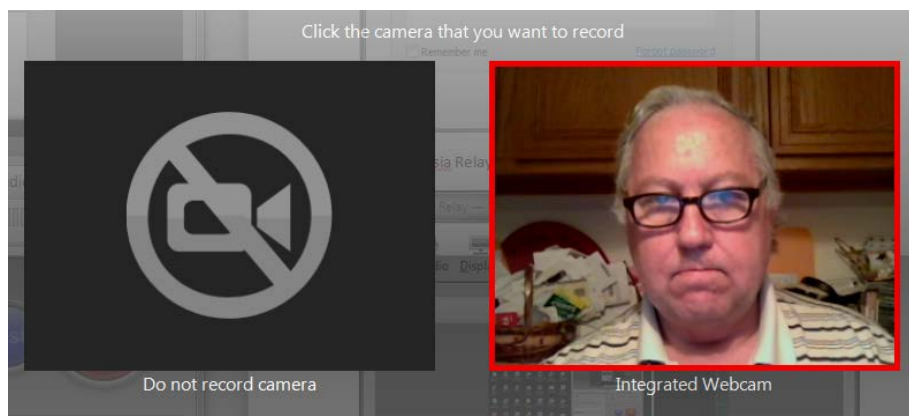
The Camtasia Relay Recorder window displays several options and controls.



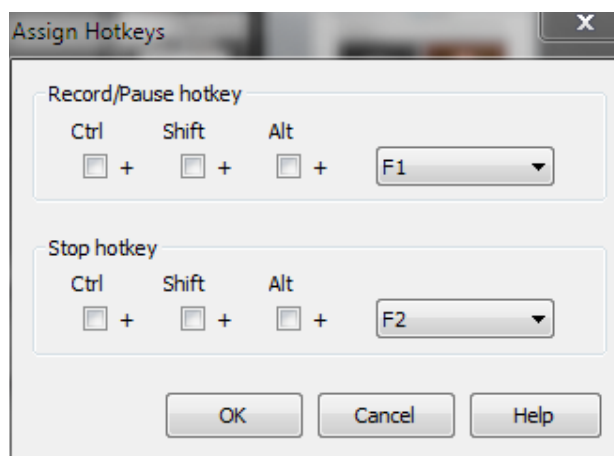
Select the appropriate microphone from the AUDIO MENU at the top of the window. Click the checkmark **Record System Audio** if you intend to capture screens with any media files that play audio.



The display icon is for computers with multiple displays-monitors. If you are using a webcam, select it in the CAMERA MENU.



The hotkeys are useful for pausing and stopping the recording. I suggest that you set the record-pause key to F1 and the stop to F2.

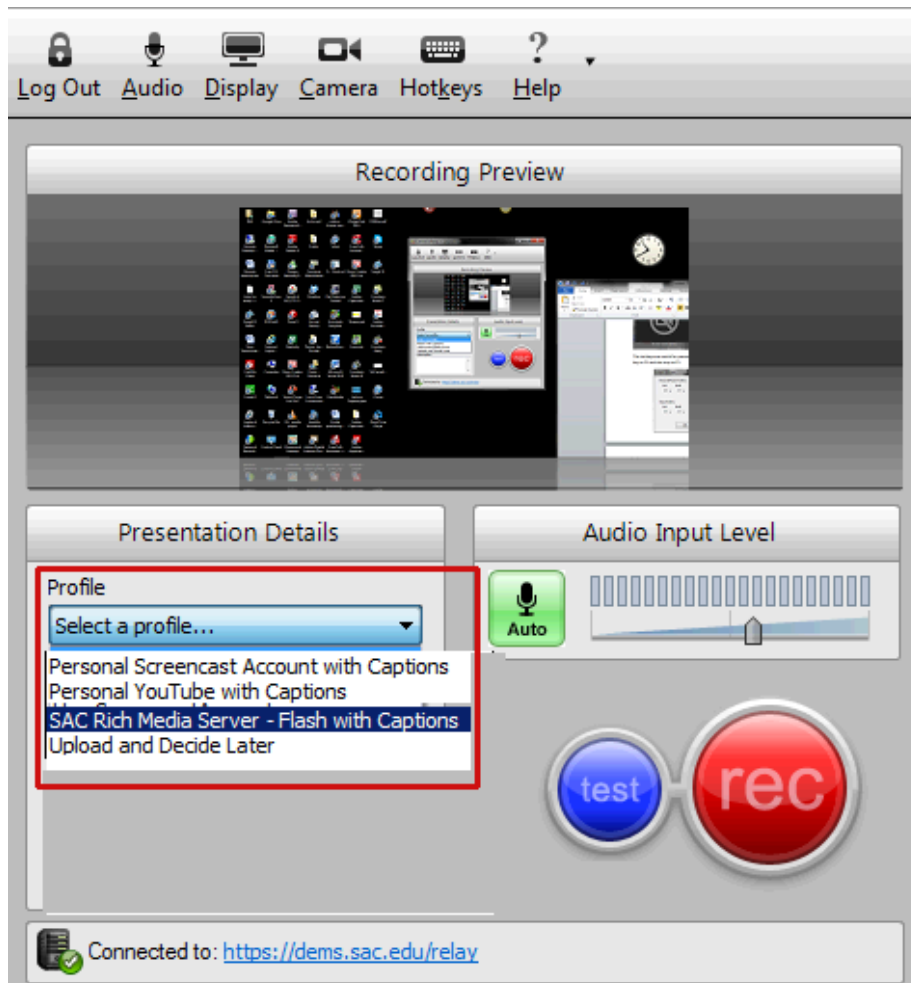


Setting a Profile

In the SAC Camtasia Relay software the current administrators of the program have pre-defined the types of video formats and the destinations where the user recordings will be stored. These definitions are called PROFILES. There are two basic profiles available to all SAC Relay users: one profile is called SAC RICH MEDIA SERVER - FLASH WITH CAPTIONS. It creates file formats that permit the addition of captions. This format is also with playback on computers as well as iPads. The default destination for this profile is the current SAC Media Server which has been used in the last few years to store media files. The profile has been created in such a way that it will automatically create a folder with the user name and a subfolder with the title of the recording. These folders will become part of the URL address for the recording which can be copied and pasted into Blackboard.

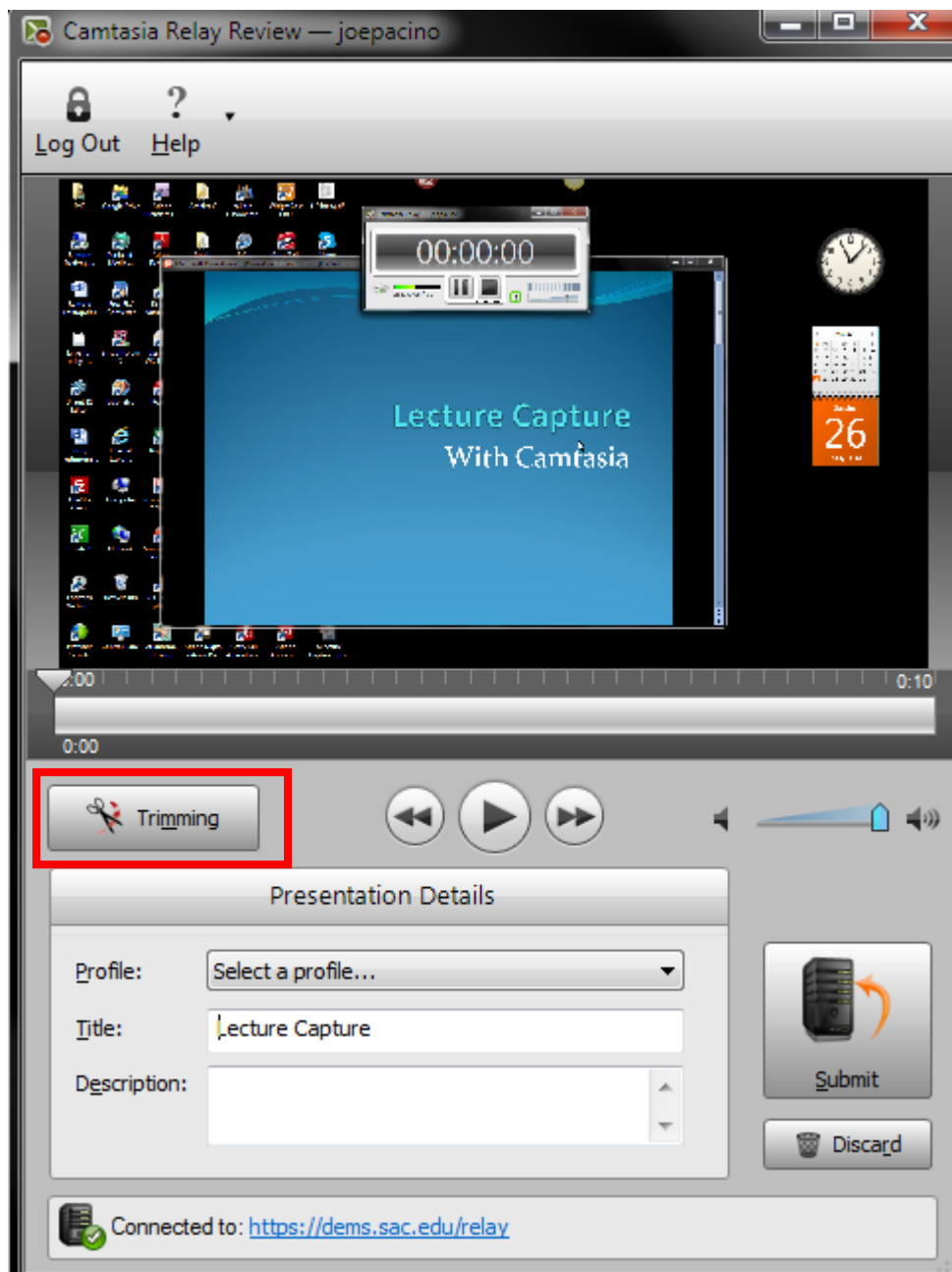
The other profile is the **UserScreencastAccount**. This profile uses the same video format with captions, but stores the recordings in the Screencast.com account instead of the SAC Media Server. Obviously, you must have established an account with Screencast.com and entered the information in the Camtasia Relay **User Publish Account** window.

From the Select a Profile drop-down menu choose one of these two profiles.

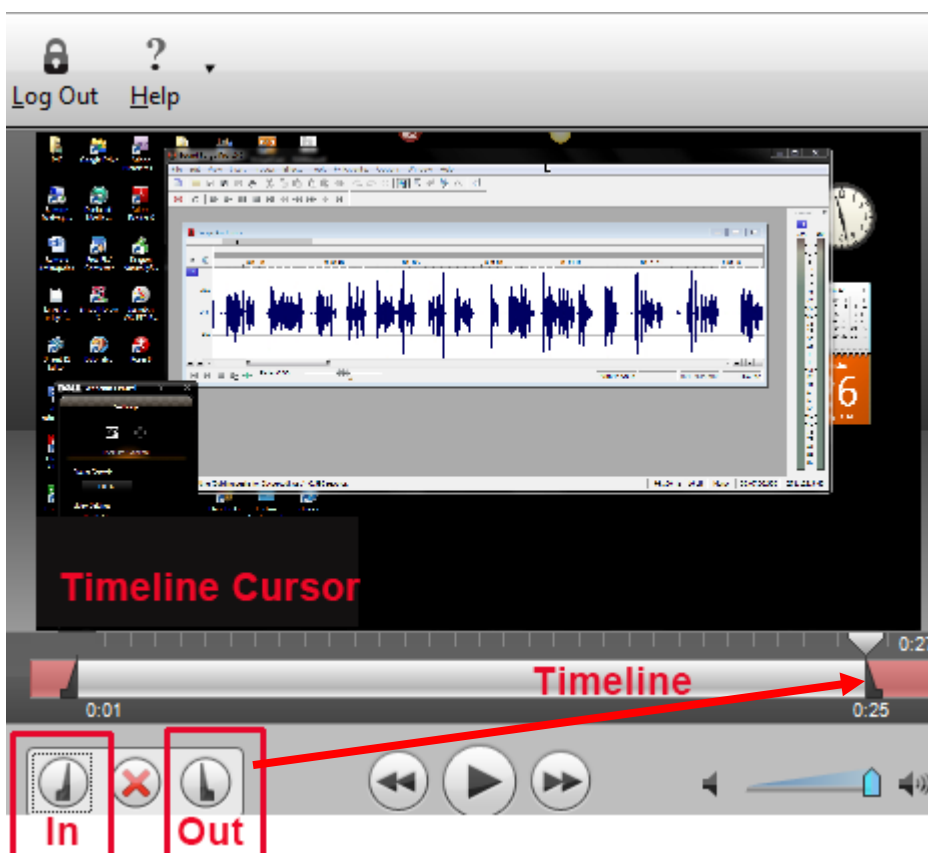
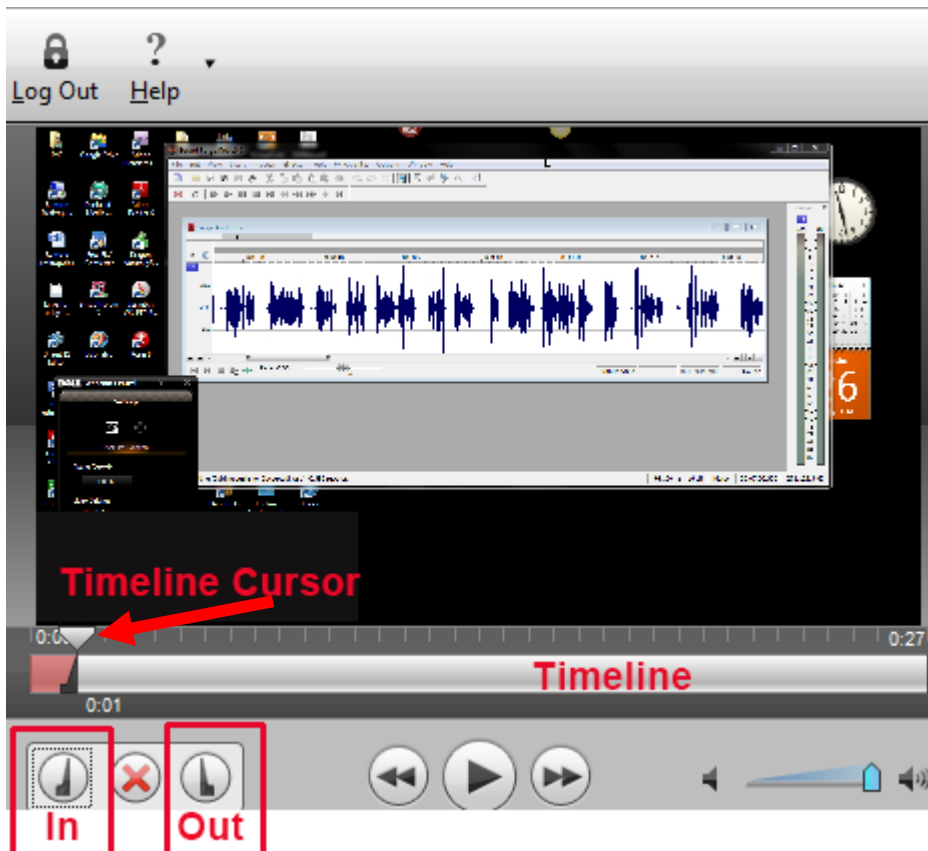


The AUTO button should be selected to maintain a good volume throughout the recording. Type a ***title*** of your recording and a ***description***. Once you are ready to perform your screen captures and narrate your actions, click the **REC** button. Relay will count backward and start the recording. Remember to use **F1** to pause and resume and **F2** to stop. Relay will now **capture your entire desktop** so it's a good idea to clean your desktop, leaving only the things you want to capture.

When you stop the recording (F2), you have the option to TRIM the start and ending. Click the Trimming button to reveal the Trim IN ICON and the Trim OUT ICON.

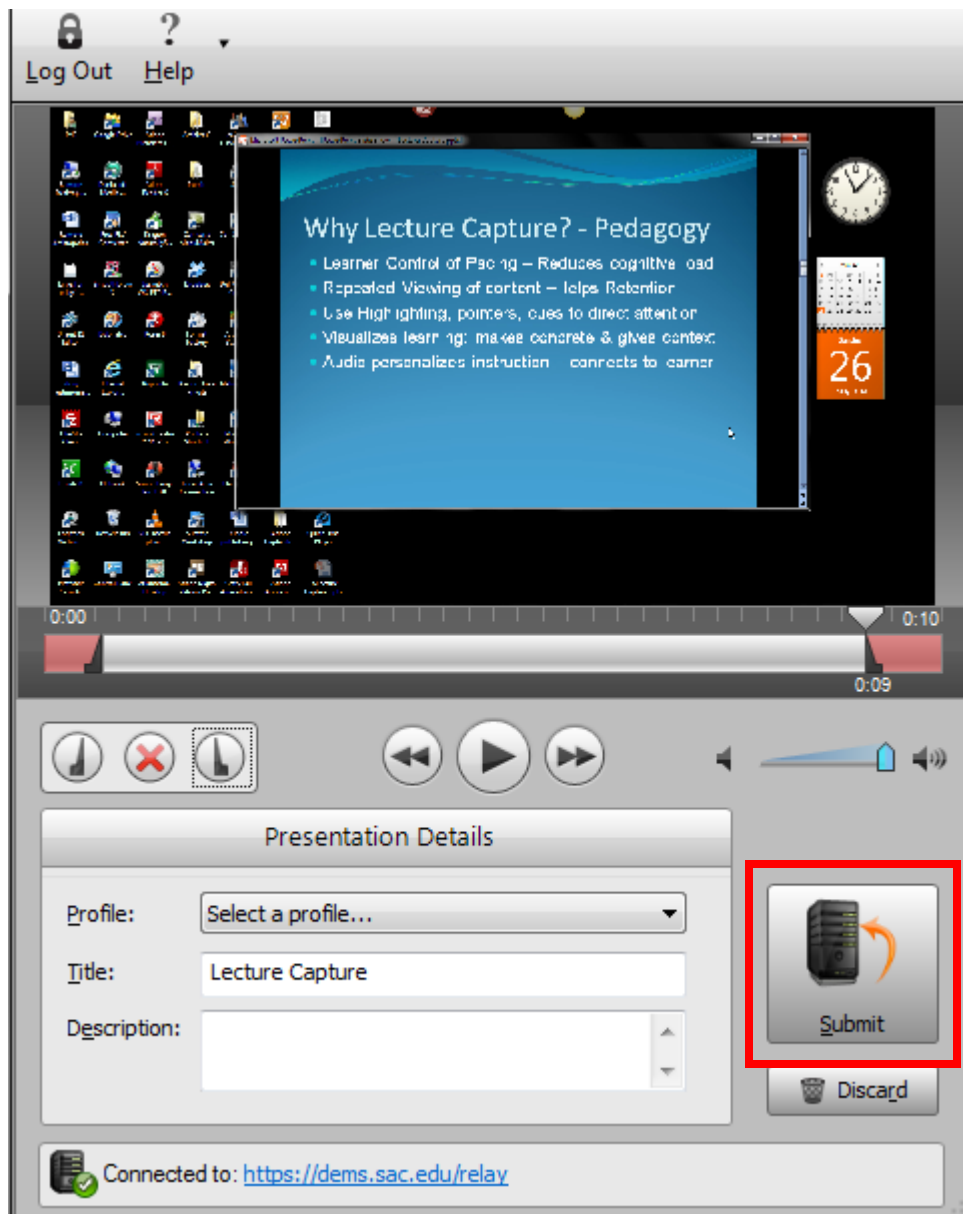


First drag the triangular shaped timeline cursor on the slider with the tic marks (the timeline) and place it on the timeline where you want the recording to start. Click the Trim IN ICON. The timeline will reflect the new IN point on the timeline.



Now drag the same timeline cursor to a point in the timeline where you want the recording to end and click the Trim OUT ICON. The timeline will reflect the new OUT point.

Now click the **Submit button**.



Camtasia will send the recording to the Relay server for processing. Depending on the length of your recording this can take some time. You can close the Recorder screen and check back later on the status of the recording by logging into the Relay website:

<https://dems.sac.edu/relay/default.aspx> . A link to this site also appears at the bottom of the recorder screen.

After uploading your recording to the Relay server, the program will pause the process until you have edited the captions. To check on the status, login into the website and click the title of your recording which will appear on your initial Relay screen.

Camtasia Relay®
TechSmith

Home Presentations Profiles Download Recorders

» Home » Dashboard User: Joe Pacino (joepacino) [Sign Out](#)

Dashboard

Recent Presentations [View All](#)

Name	Date & Time	Submitted by
EditingAudioInSoundForge	5/26/2013 11:28:35 PM	Joe Pacino

Camtasia Relay Recorders

Download
Camtasia Relay Recorders

Notice the information about your recording and the profile that you have selected. On the right side of the screen the various steps in the processing of the recording are taking place. The first step is the uploading to the server and transcribing the audio to text. The second step is preparing the file for captioning. At the end of this step, Relay will pause and wait for you to complete the captions. Click the **Edit Captions button**.

» Presentations » Presentation List User: Joe Pacino (joepacino) [Sign Out](#)

Presentations Held For Captioning (1)

EditingAudioInSoundForge 5/26/2013 @ 11:28 PM
Flash with Captions Joe Pacino

EditingAudioInSoundForge

Submitted by: [Joe Pacino](#) (pacino_joe@sac.edu)
Recorded: 5/26/2013 at 11:28 PM
Computer name: ims-pc (71.93.123.217)
Description: Quick tips on editing audio in Sound Forge for Windows.
Profile: [Flash with Captions](#)
Duration: 00:00:24
Resolution: 1600x900

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.

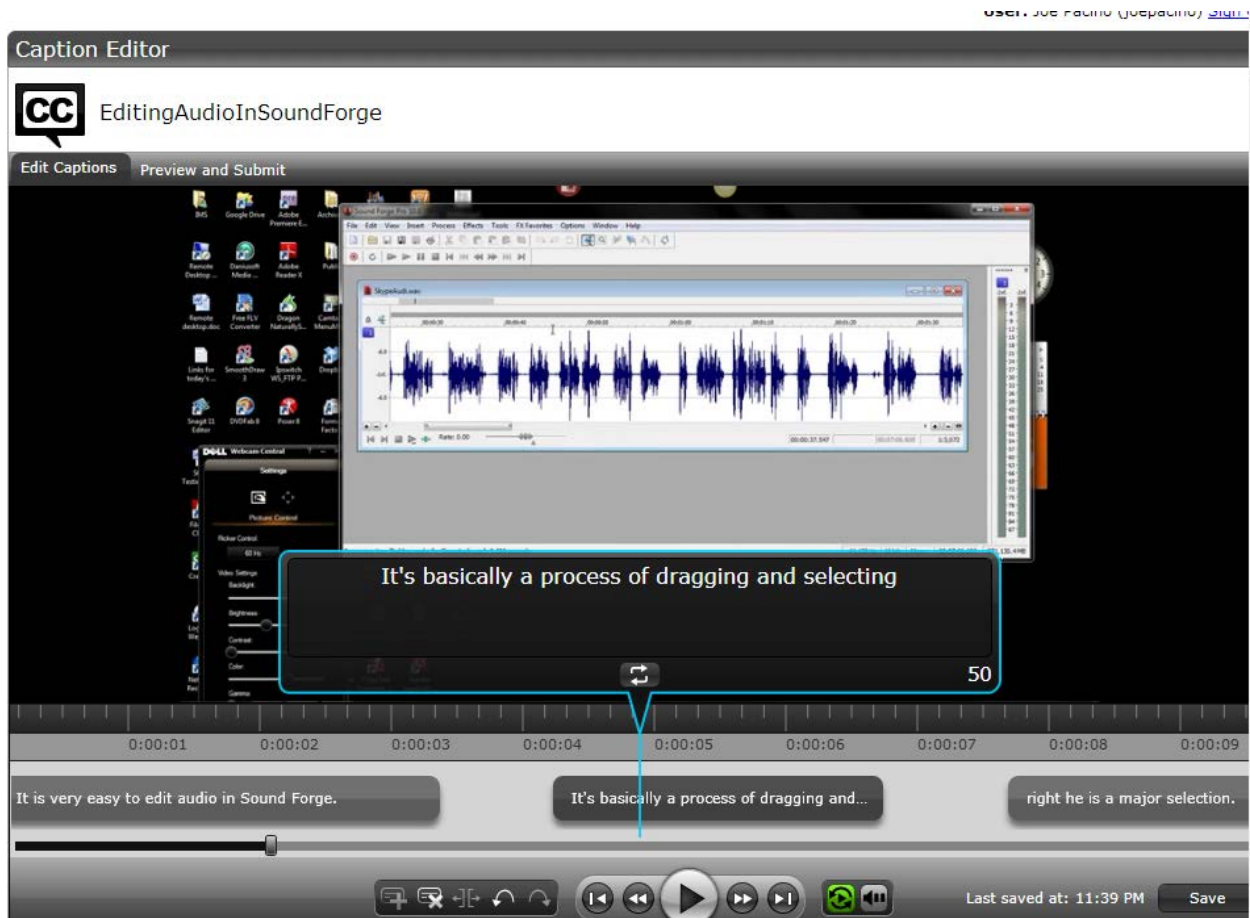
Edit Captions **Release Hold**

Type	Destination	Status	Progress
Speech to Text Transcription		✓ Processed	100%
Editor Video Format (WMV)		✓ Processed	100%
MP4 with Smart Player (Large)		⌚ Pending	0%
MP4 with Smart Player (Large)	RichMediaServer	⌚ Pending	0%
SAC Camtasia Relay email	Presenter Email Message	⌚ Pending	0%

Step 1 →
Step 2 →
Step 3 →
Step 4 →


<< < Page 1 of 1 > >> Rows Per Page 10
Showing 1 - 1 of 1

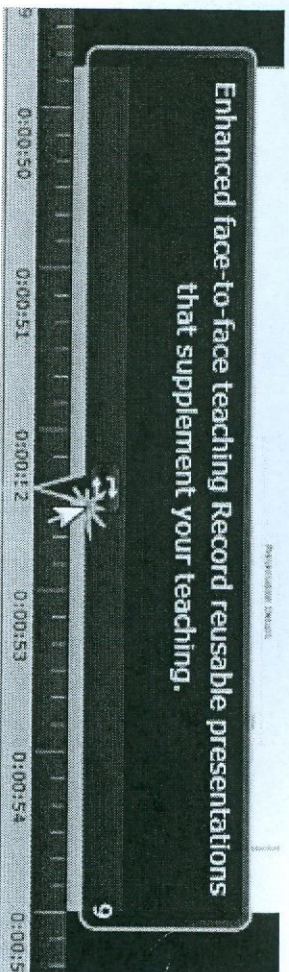
The program has tried to create the captions by using speech recognition to transcribe the audio to text. It is not accurate, so you will have to make the necessary corrections. Use the play controls and move through the recording pausing at each caption bubble. Click on the text bubble and make the adjustments. You can drag the captions bubbles in the timeline if they do not appear at the exact time.



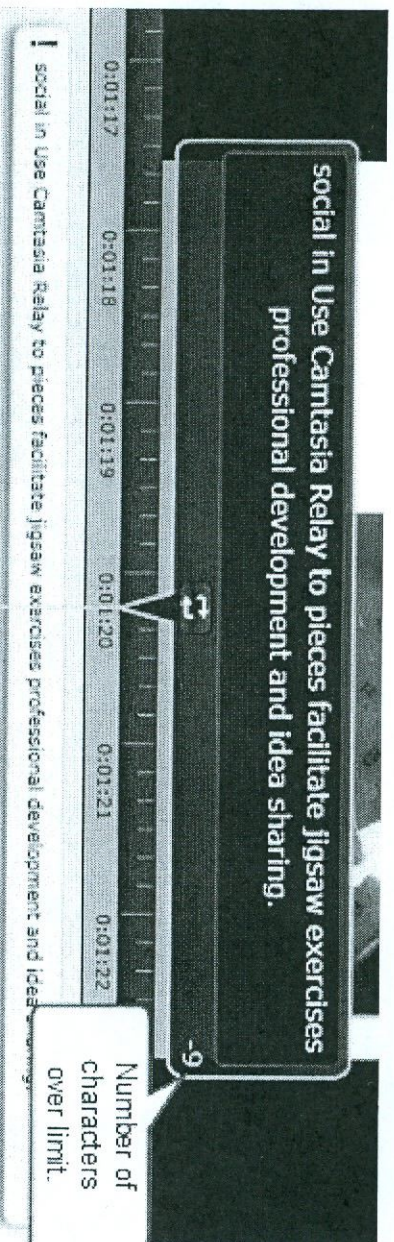
Caption Editing Tips

Here are some tips to help you when editing captions.

- To stop at the end of each caption, disable the Continuous Playback button 
- While working in a caption, click **Replay** to repeat the text of the selected caption once. 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 compliance guidelines. If a caption is too long, it turns yellow and shows a negative number of characters available.

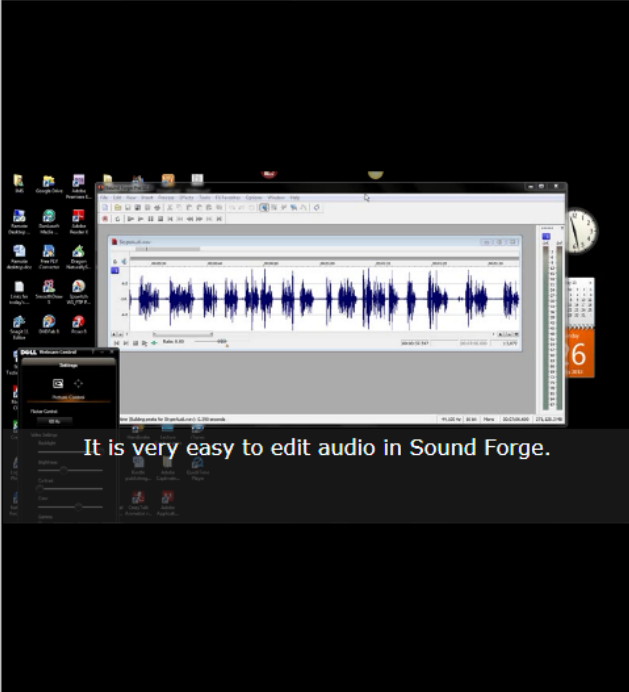


- Click **Split**  to separate a caption into two smaller captions.

When you have finished correcting the captions, click the **Preview and Publish button** at the top left side of the screen. You can review and make corrections in this window, and then click the **Publish** button in the lower right corner.

CC EditingAudioInSoundForge

Edit Captions Preview and Submit



Caption Text	Start Time	Duration
It is very easy to edit audio in Sound Forge.	0:00:00.00	00:03.36
It's basically a process of dragging and selecting	0:00:04.22	00:02.51
right he is a major selection.	0:00:07.68	00:01.98
and then Peter.	0:00:10.64	00:01.47
good team.	0:00:13.10	00:00.70
more delete.	0:00:16.02	00:00.94
can one use.	0:00:18.58	00:00.98
um actually to sure of a moose.	0:00:20.54	00:02.24
the O'Neill pool.	0:00:23.21	00:00.96

It is very easy to edit audio in Sound Forge.

00:00:00 | 00:00:24

Last saved at: 11:40 PM

Save Publish

In the next two steps Relay processes the recording and creates an MP4 video file with a controller that has the CC icon to turn the captions on and off. Then it sends the entire file along with associated files to the destination that has been preset in the Profile chosen.

When these steps are completed, **the VIEW link** appears. Click this link and the file will appear inside a browser window. In this example the file has been sent to the **Rich Media Server** for viewing.

The screenshot shows the Camtasia Relay web interface. On the left, a 'Presentations' list shows a presentation titled 'EditingAudioInSoundForge' with a status of 'Failed (8)'. On the right, a detailed view of this presentation is shown. It includes metadata such as 'Submitted by: Joe Pacino', 'Recorded: 5/26/2013 at 11:28 PM', and 'Computer name: ims-pc'. A table below lists the processing steps:

Type	Destination	Status	Progress
Speech to Text Transcription		✓ Processed	100%
Editor Video Format (WMV)		✓ Processed	100%
MP4 with Smart Player (Large)		✓ Processed	100%
MP4 with Smart Player (Large)	RichMediaServer	✓ Processed	(View...)
SAC Camtasia Relay email	Presenter Email Message	✗ Failed	0%

A red arrow points to the '(View...)' link in the 'MP4 with Smart Player (Large)' row.

The screenshot shows a web browser window with the URL `rms.rscdd.edu/relay/joe.../EditingAudioInSoundForge/EditingAudioInSoundForge - MP4_with_Smart_Player_(Large) - 20130526_11.29.16PM.html`. The browser displays a video player interface with a large play button in the center. A red arrow points to the URL bar.

Copy the URL address in this browser window and paste it into Blackboard