

## Captioning Your Webcam Video

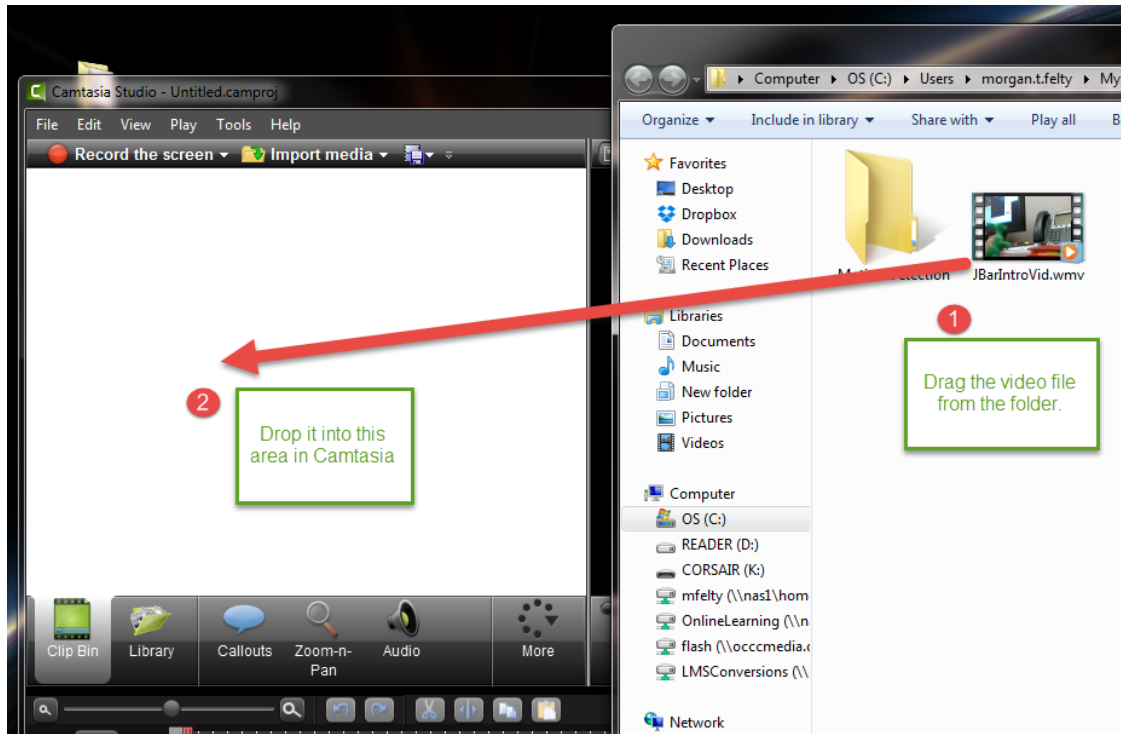
1. Open **Camtasia Studio 8**.



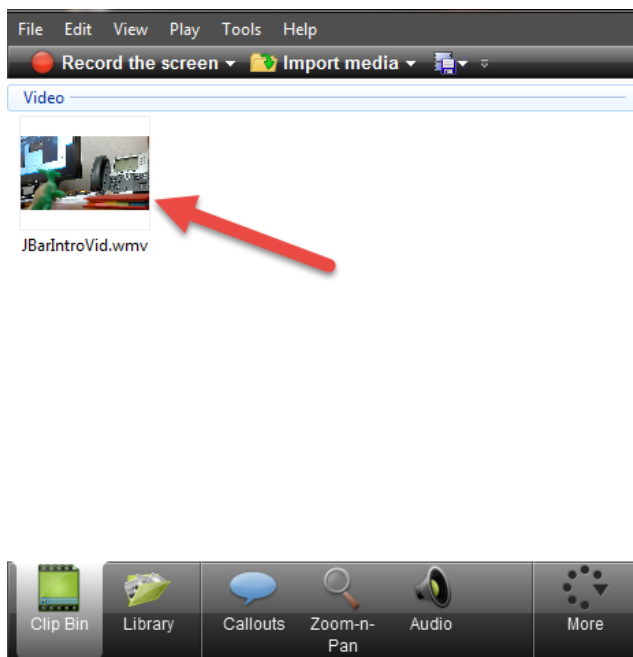
2. Close the welcome dialog which loads.



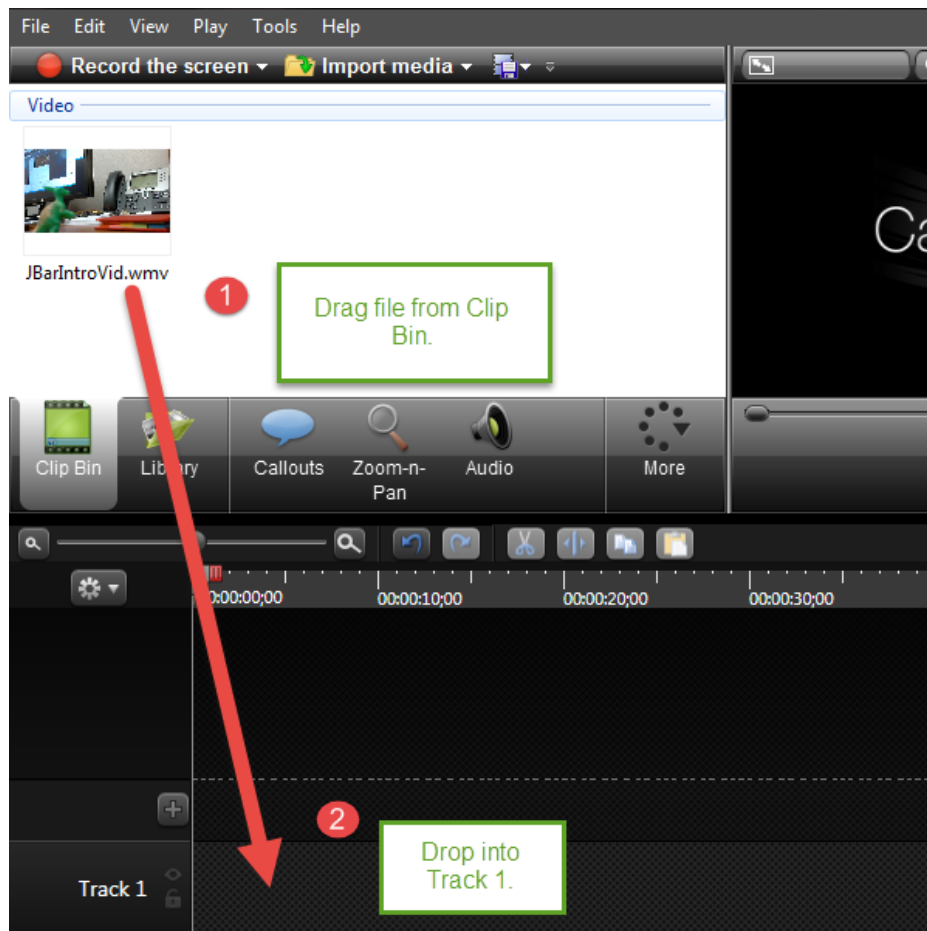
3. Open the folder which contains the video file you created with the webcam. Drag this file from the folder and into the **Clip Bin** area in **Camtasia**.



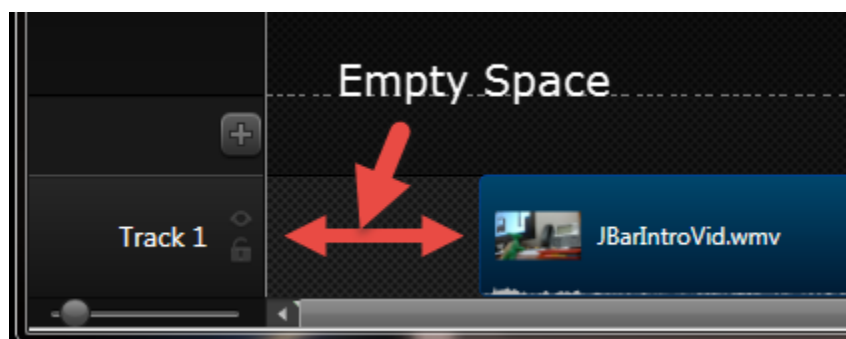
4. The video should now appear in the **Clip Bin** in Camtasia.



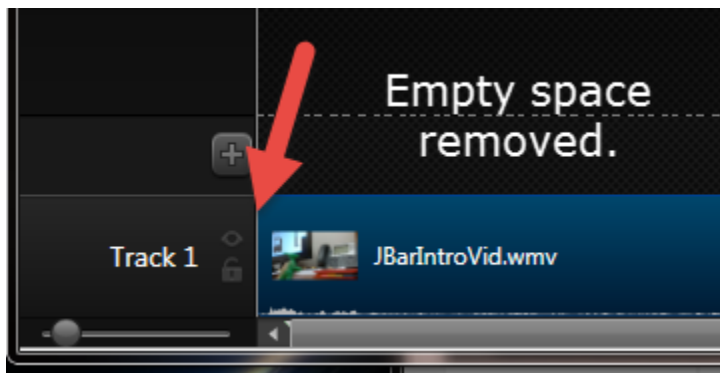
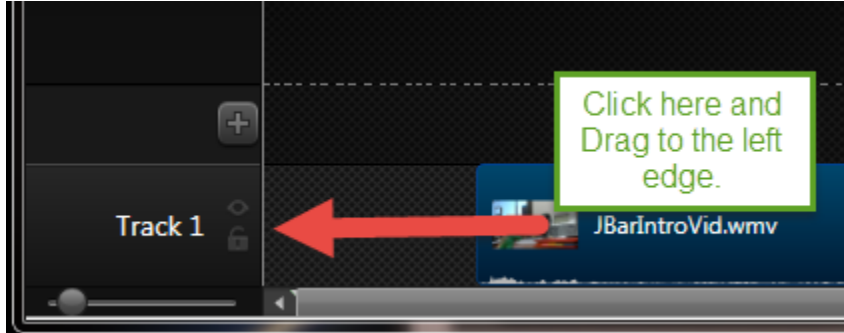
5. Drag the file from the **Clip Bin** and drop it into **Track 1**.



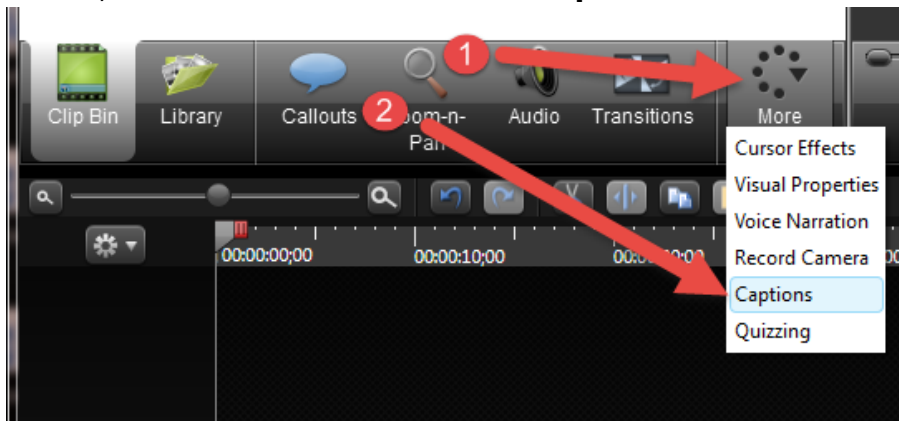
6. The file should appear in the timeline on **Track 1**. Look for empty space between the track name and the edge of the clip:



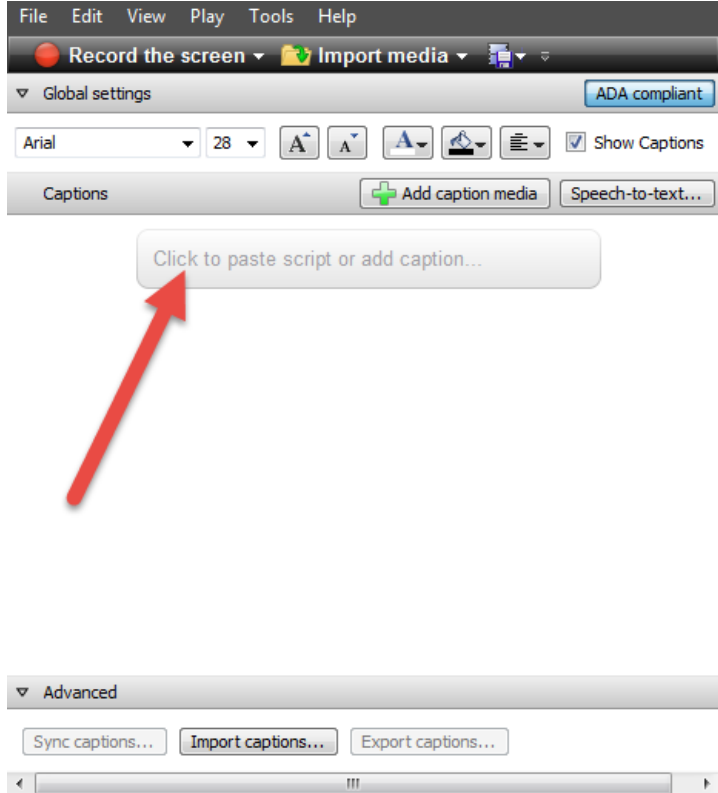
7. To remove this space, click the clip and drag it to the left edge.



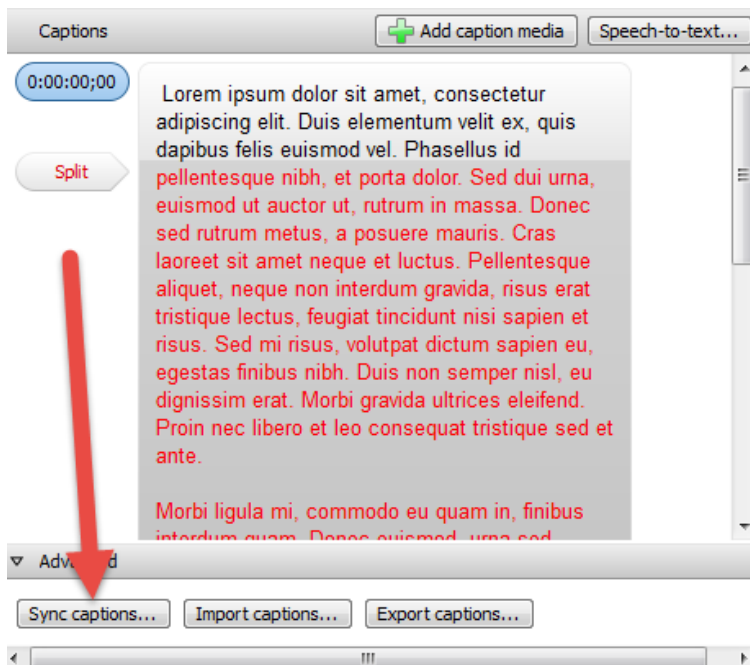
8. Next, click the **More** menu and select **Captions** from the list.



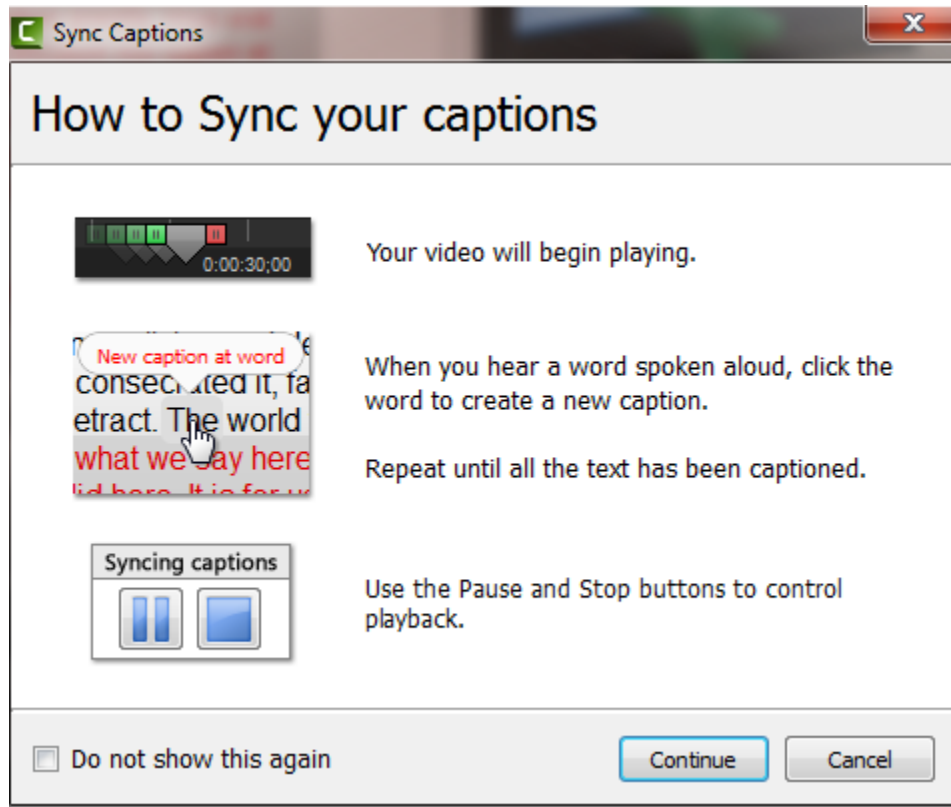
9. This will load the caption pane. Click the **Click to paste script or add caption...** area, then copy and paste or type the script for your video into this area.



10. After adding your script text, click **Sync captions...**



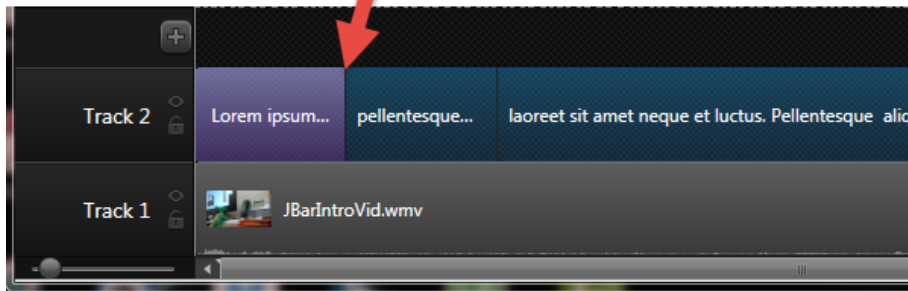
11. Review the tips which load, then click **Continue**.



12. When you click continue, the video will start playing. Any red text you see in your script has not yet been included in the script. When you hear the video say the first red word in the script, click it to create a new caption at that point in time. It will create a caption starting with the word you clicked and will add the next few lines of text to the caption as well. Locate the next word that is in red text, and click it when the video reaches that point. Repeat this process until the video is finished.

13. This will caption the video, and add all of the captions to the timeline in Track 2. You can make small edits to the timing of these captions by clicking the area between to captions in the timeline and dragging it left or right.

Click and drag this area to  
adjust timing between two  
captions



14. The video is now captioned.