# TechSmith Relay® (Self-Hosted)
## Caption Editor Help

**Version 5.0**

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# Introduction

This document introduces you to the TechSmith Relay caption editing process for global caption editors. A global caption editor has access to all the presentations in queue that require captioning
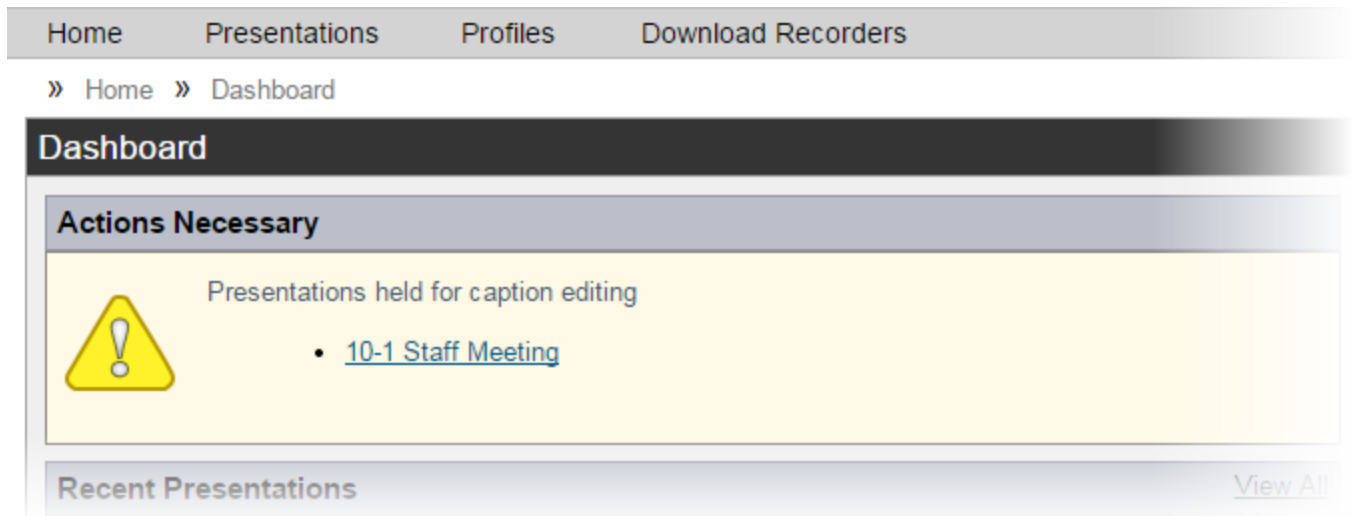
For more information, see **The Global Caption Editor Role**

**TechSmith Relay Administration Help Topics**

- **The Global Caption Editor Role**
- **Caption Editor**
- **Access the Caption Editor**
- **Edit Presentation Captions**
- **Caption Editing Tips**
- **Help and Resources**

# The Global Caption Editor Role

A global caption editor role is a user who has access to the TechSmith Relay website, but is unable to record presentations. The global caption editor has access to all presentations that are held for captioning on the TechSmith Relay server.

When a user who has been assigned to the role of global caption editor logs in to the TechSmith Relay website, a list of presentations currently held for captioning is displayed.



> Multiple global caption editors cannot caption the same presentation at the same time. If a global caption editor opens a presentation that is currently being captioned by another user, the changes made by the first user to open the presentation for captioning are lost.

Global caption editors can receive daily email notifications that list presentations currently held for captioning on the TechSmith Relay server.

**See also:**

▶ **Caption Editor**

▶ **Access the Caption Editor**

▶ **Edit Presentation Captions**

▶ **Caption Editing Tips**

# 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.

Users can only access the Caption Editor page if they have a presentation that is being held for caption editing.

> Microsoft Silverlight is required to edit captions. The website prompts you if installation of or an update to Silverlight is required.



**See also**

- **Access the Caption Editor**
- **Edit Presentation Captions**
- **Caption Editing Tips**

# 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.

- From a Notification Email.

  Click the **Edit the presentation captions** link in the email you receive when a presentation is ready for caption editing.
- From the TechSmith Relay Website Dashboard

  Click the name of a presentation shown under Presentations held for caption editing.
- 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**.

**See also**

- **Edit Presentation Captions**
- **Caption Editing Tips**

# 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:

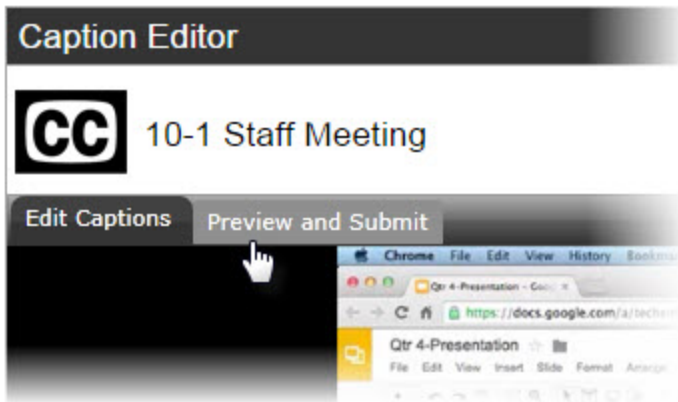1. On the Edit Captions tab, use the video controls review the automatic captions.



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. To save your work, click **Save**.

> TechSmith Relay automatically saves changes to the presentation captions every minute.

5. When the captions are complete, click the Preview and Submit tab.



6. Review the presentation and make any final adjustments to the text or timing of the captions.

7. When you are satisfied with the captions, click **Publish**.

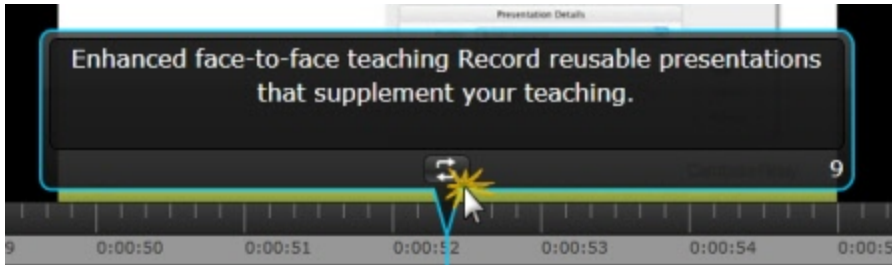   The presentation continues processing and publishing.



**See also**

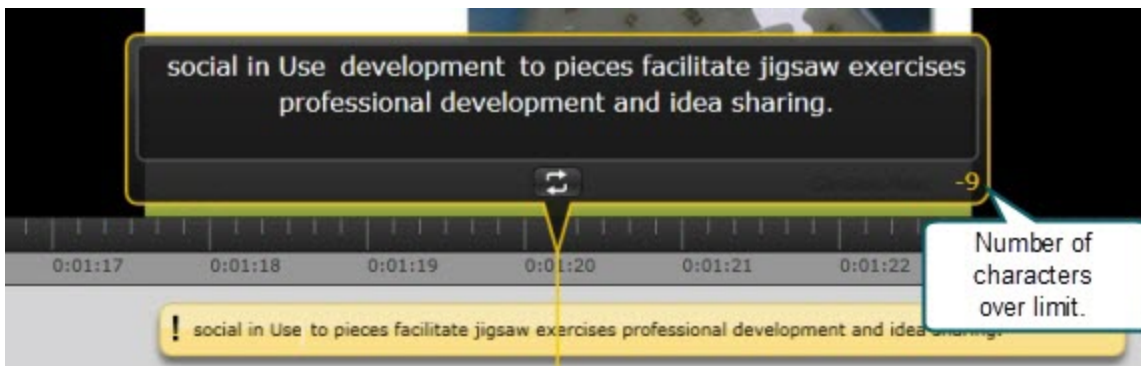► **Access the Caption Editor**

► **Caption Editing Tips**

# Caption Editing Tips
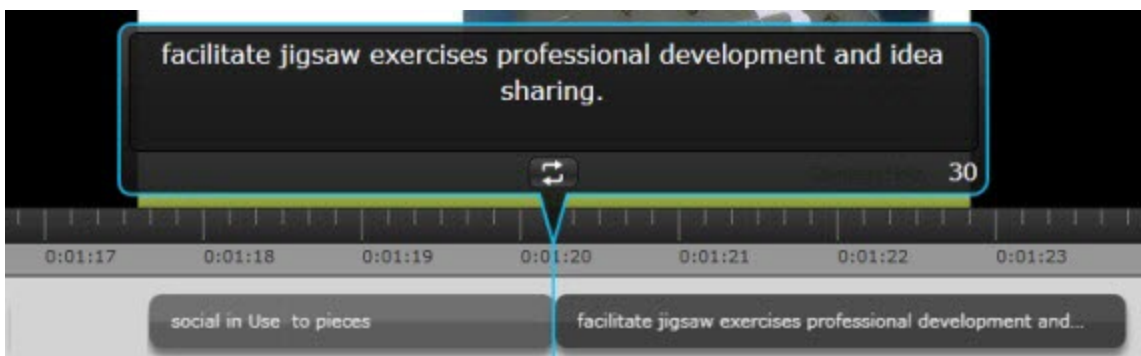
Here are some tips to help you when editing captions:

▶ 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 compliancy guidelines. If a caption is too long, it turns yellow and shows a negative number of characters available.



▶ 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.

**See also**

▶ **Access the Caption Editor**

▶ **Edit Presentation Captions**