

# CAMTASIA RELAY TUTORIAL

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, [DistEd@sac.edu](mailto:DistEd@sac.edu)

**Camtasia Relay** is a simple video creation program that allows users to record video from a web cam, capture their computer screen, and record their voice. Relay can be used to add captions, trim the start and finish, create the recording, and export the file to a server for playback.

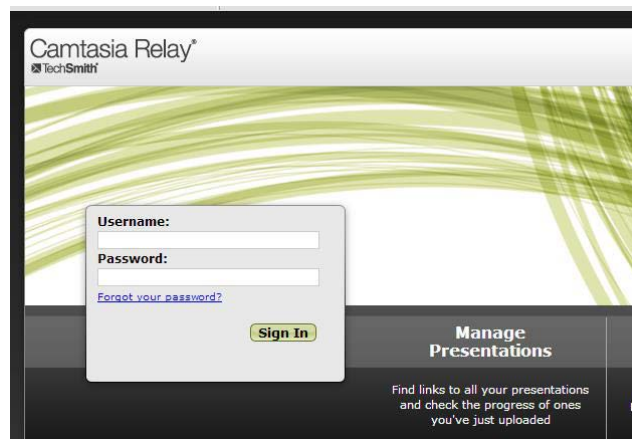
- **NOTE:** Camtasia Relay is not a video editing program, though the start and end of the recording can be trimmed. If video editing is needed, use Camtasia Studio.

## HOW TO GET CAMTASIA RELAY

Santa Ana College has a site license for Camtasia Relay. All faculty and staff may use the product. Anyone interested in using Relay should contact the Distance Education Office ([DistEd@sac.edu](mailto:DistEd@sac.edu) or 714-564-6725) to request an account. Relay has two software components: the recording (capture) software, which is downloaded, installed, and stored on the computer being used (District or personal); and the web-based video creation software that creates the recording and sends the video file to a storage or playback server.



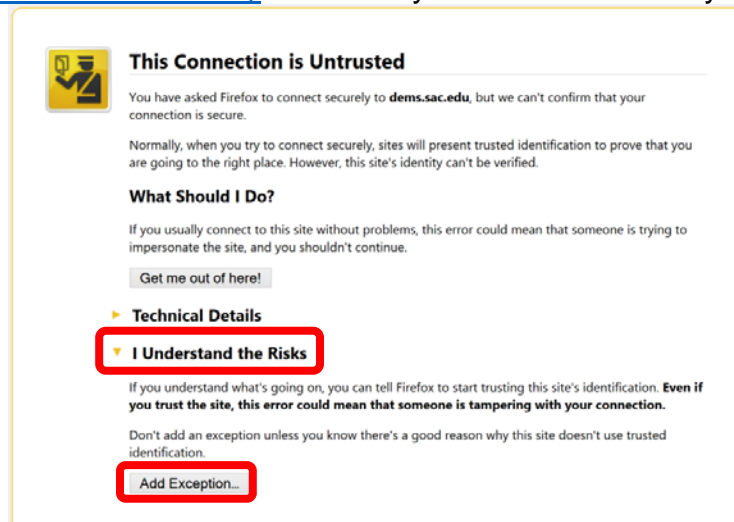
Camtasia Relay Recorder



Camtasia Relay Video Creation Software

## SET UP CAMTASIA RELAY

1. Go to <http://dems.sac.edu/relay>. A security certificate error may appear. Continue to the site.



2. On the TechSmith Relay log in page, enter the User Name and Password in the provided fields. Then click the “Sign In” button.
  - User Name is ***LastName\_FirstName*** (e.g. Doe\_John) and is set up by the Relay administrator. Contact the Distance Education Office to request an Relay account.
  - Default Password: ***faculty*** (all lower case).

TechSmith Relay™  
Self-Hosted

Username:  
Password:

[I forgot my password](#)

**Sign In**

User Name =  
LastName\_FirstName

Default Password = faculty

Download TechSmith Relay

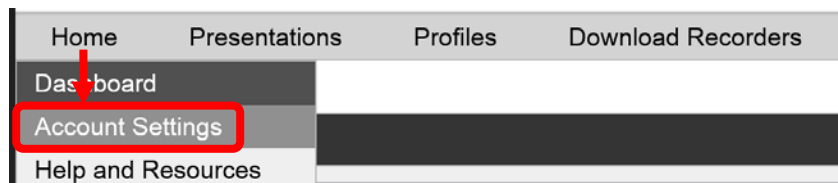
Find links to all your presentations and check the progress of ones you've just uploaded

Store usernames and passwords for a variety of publish destinations

Sign in to the website to download TechSmith Relay for Mac or Windows

TechSmith Relay (Self-Hosted) - 4.4.1.7040 | © 2008-2014 TechSmith Corporation

3. The default password should be changed. To change the Relay password, click the “Home” menu button towards the upper left of the page. Select “Account Settings” from the pull down menu.



4. Click the “Change Password” menu link located on the left side of the screen. In the “Old Password” field, enter the old password. The default is faculty (all lower case). Enter the new password in the “New Password” and “Confirm New Password” fields. Click the “Save” button located towards the bottom right of the screen to save the changes. Use the newly entered password when logging onto Relay the next time.
  - **HINT:** The Relay password can be the same as the RSCCD account / Email password.

Account Settings

Change Account Settings

**Change Password**

Change TechSmith Relay Password

Old Password: \*

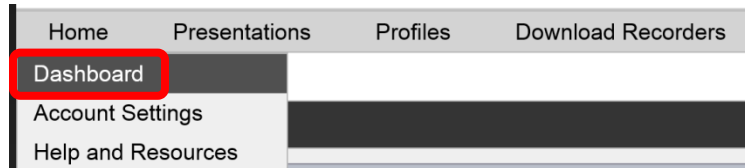
New Password: \*

Confirm New Password: \*

\* required

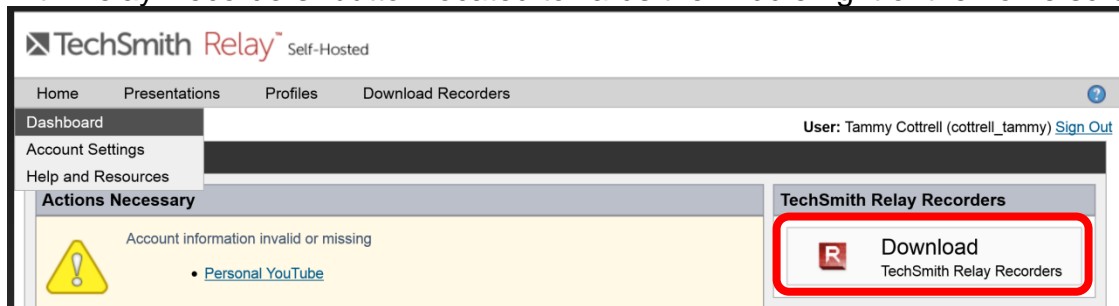
**Save** **Cancel**

- Click the “Home” menu button and select “Dashboard” from the pull down menu to return to the main Relay menu.

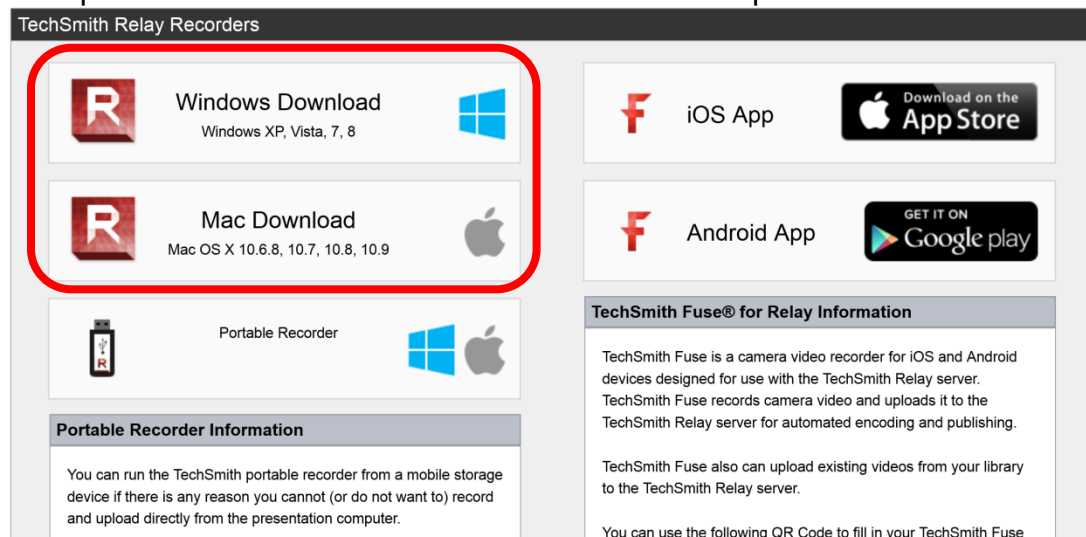


## DOWNLOADING THE RELAY RECORDER SOFTWARE

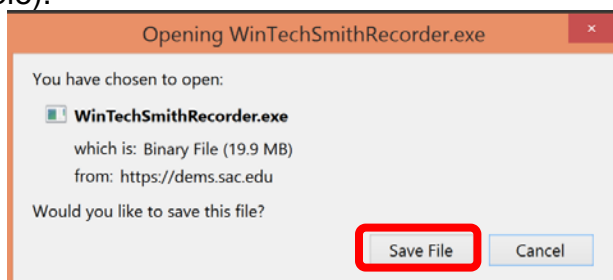
- The Camtasia Relay recorder software must be downloaded and installed on the computer. For District computers, contact the Help Desk ([HelpDesk@sac.edu](mailto:HelpDesk@sac.edu) or 714-564-4357) and open a ticket to have ITS install the software. On personal computers, click the “Download TechSmith Relay Recorders” button located towards the middle right of the home screen.



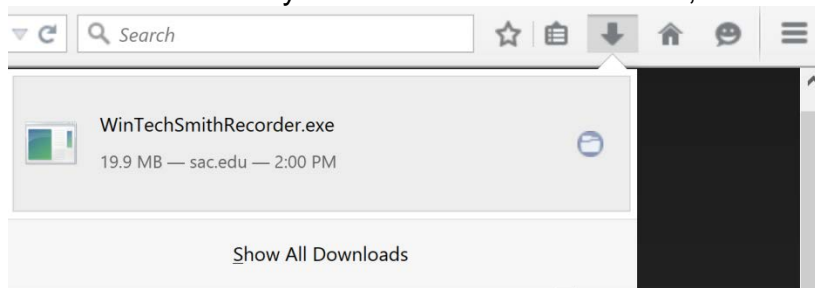
- Select the appropriate operating system. It is recommended that Relay be used on a PC (Windows) or MAC. However, apps are available for Android and Apple mobile devices, as well as an option to download on a USB drive to use with a portable recorder.



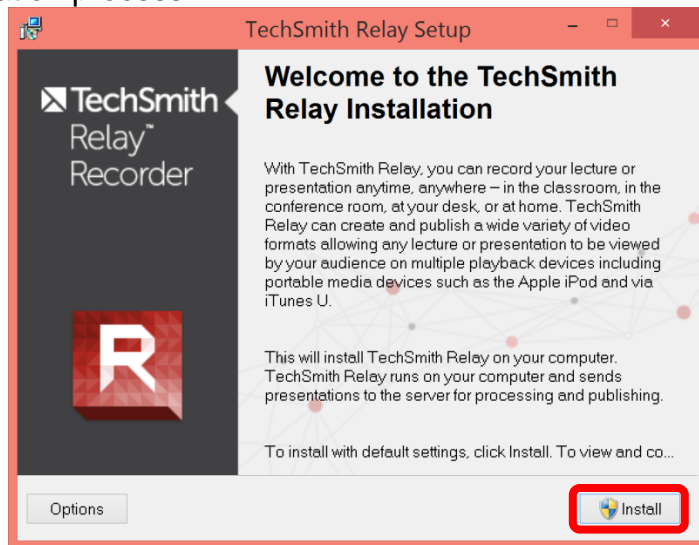
- A pop up box should appear for the selected download. Click the “Save File” or “Run” button to continue (selection will depend on the browser being used – Firefox was used in this example).



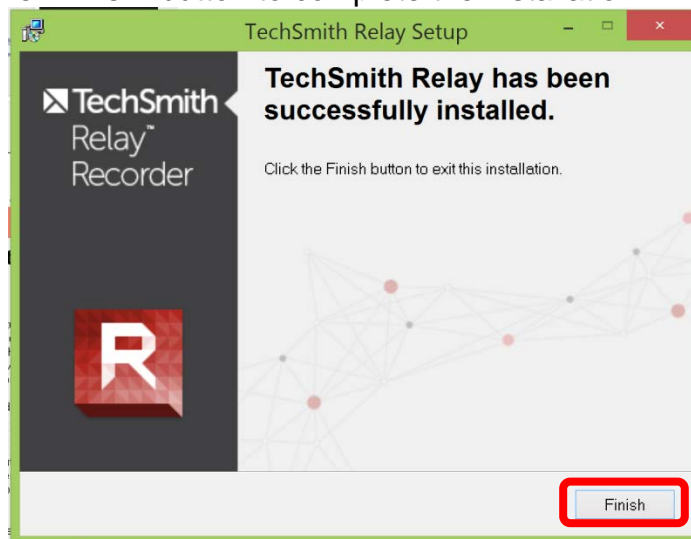
4. The file WinCamtasiaRelay.exe should be downloaded, double click run the file.



5. The installation wizard should automatically start. Click the “Install” button to start the installation process.

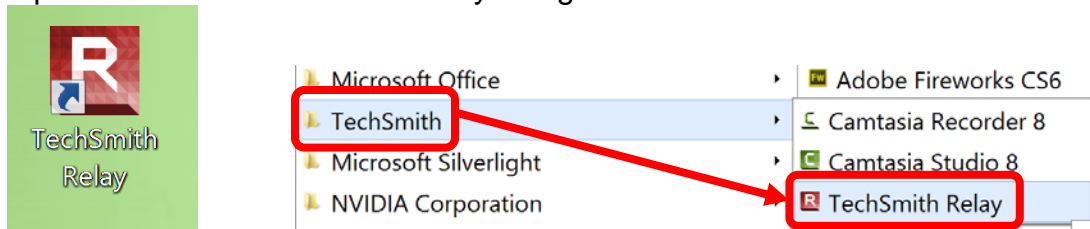


6. An administrative warning may appear. Click “Allow” to permit set up wizard to install Relay on the machine.
7. Click the “Finish” button to complete the installation.

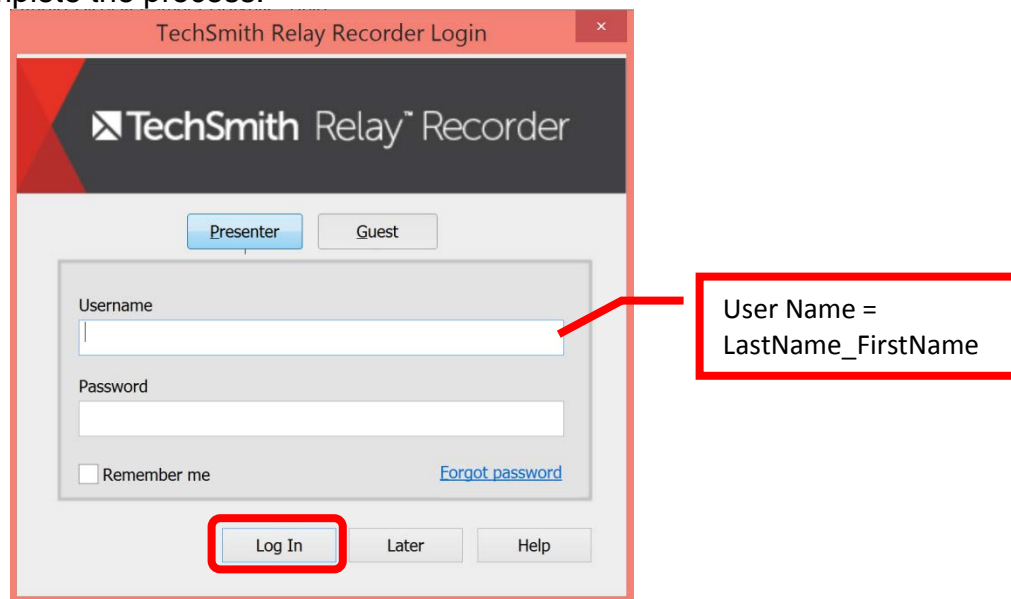


## SETTING UP THE RELAY RECORDER

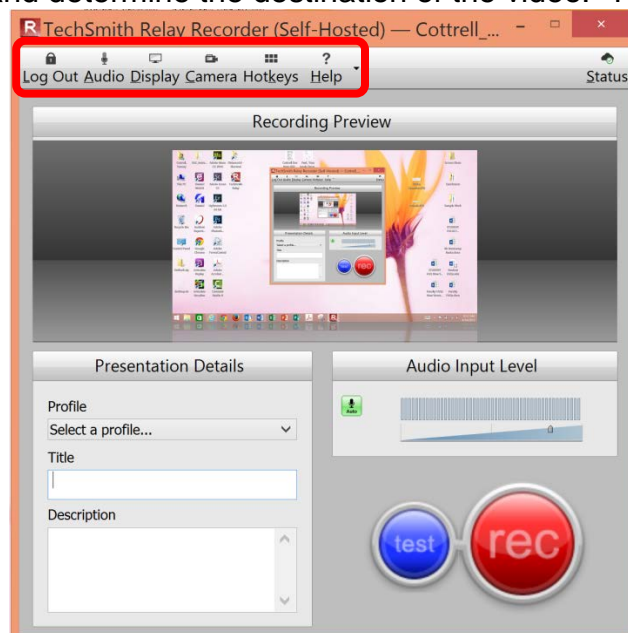
1. The Relay recorder will automatically open after installed. If previously installed, the recorder can be opened from the start menu or by using the shortcut that was created on the desktop.



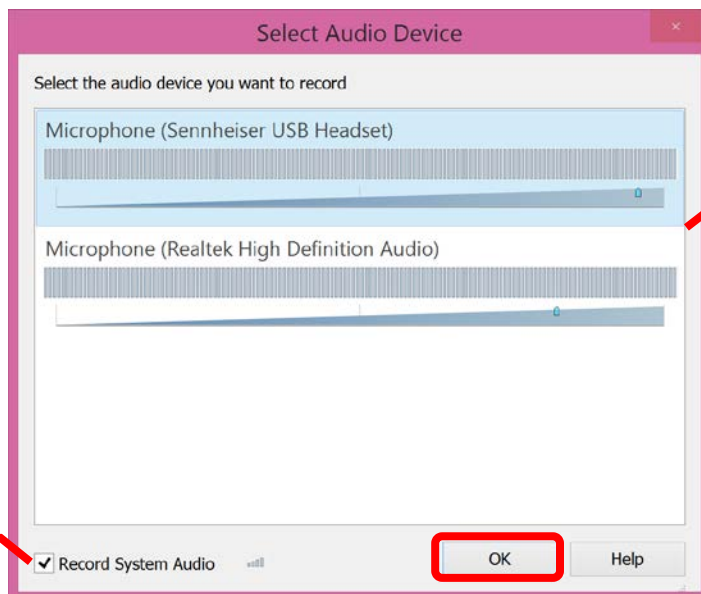
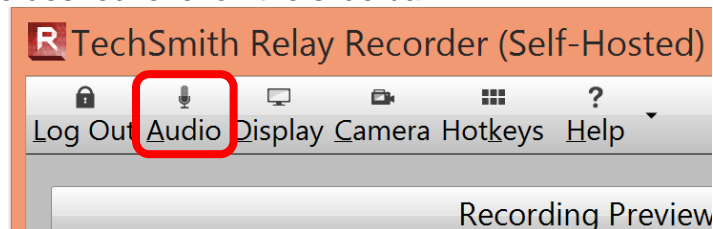
2. Enter the User Name and Password that was used to access Screencast (the User Name is LastName\_FirstName for example Doe\_John) in the appropriate fields. Click the “Log In” button to complete the process.



3. The Relay recording home screen allows the use to select the settings for the audio input, computer monitor display(s), the camera, set hot keys, record, title the video, enter a video description, and determine the destination of the video. There is also a built in Help feature.

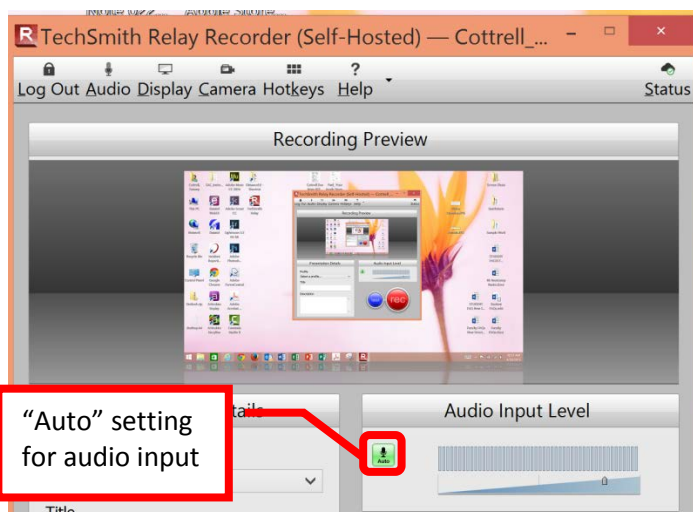


4. To select the audio input, click the “Audio” button on the top tool bar. A pop up box will display all of the available audio input devices. Click on the device to be used. The selected device will be highlighted. If the system sounds of the computer should be recorded, click the “Record System Audio” check box to select (or deselect if not being used). Use of a headset or a table top microphone is recommended for recording, as they usually provide a better audio quality. Once the audio input is selected, click the “OK” button located at the bottom of the screen. The audio recording (volume) level can be configured in the “Audio Input Level” section of the recording screen. It is recommended that the “Auto” setting be used. If the audio microphone icon to the left of the box is green, then the auto setting is selected. To manually select the level, click the desired level on the slide bar.



Click to select the desired audio input

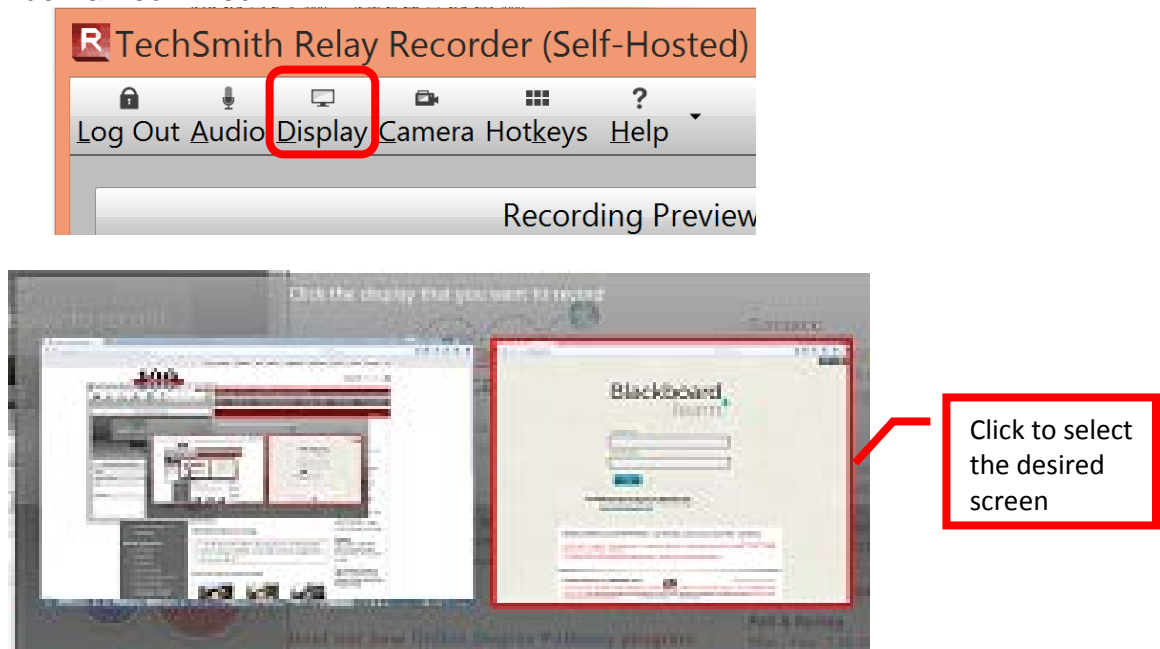
Click to record the computer sounds



“Auto” setting for audio input

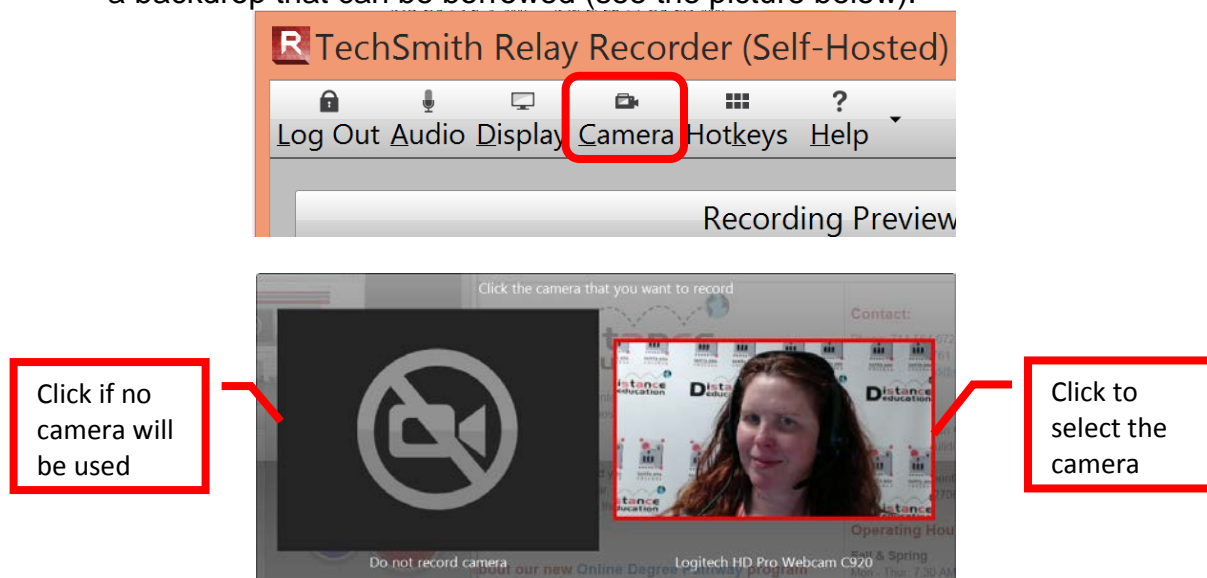


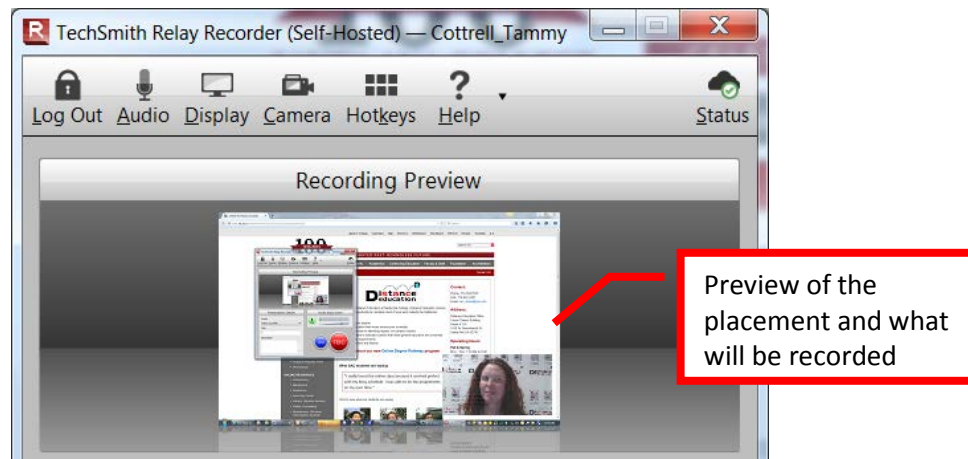
5. If a computer with multiple monitors is being used, the monitor to be recorded can be selected. Only one monitor can be recorded. Click the “Display” button on the top tool bar. A box with the image from both screens will appear. Click on the screen to be recorded. The selected display will be framed in red.



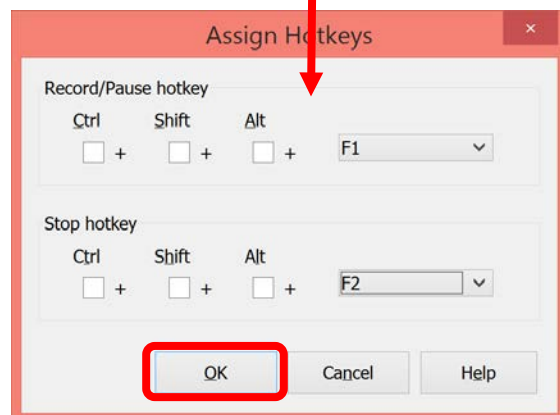
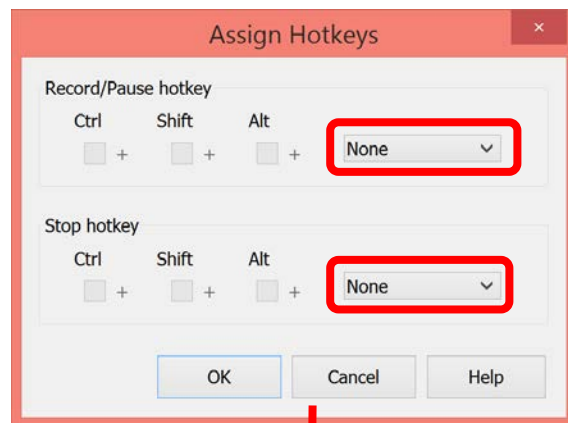
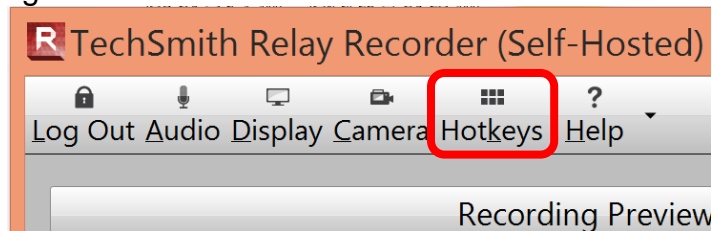
6. The (web) camera settings can be configured by clicking the “Camera” button on the top tool bar. On the right side of the camera window, the image from the webcam will be displayed. Click on the image to add what the camera is capturing to the recording. If no webcam image is needed, only the computer screen capture, click the “Do not record camera” image on the left side of the camera window. Once the camera option is selected, the preview window in the recorder will show what the recording will look like, and where all of the images will be displayed on the screen.

- **HINT:** Be sure to take a close look at what the camera is capturing to ensure that there is nothing the students should not be seeing in the frame, and that the video is framed as desired. Try to select a neutral backdrop. The Distance Education Office does have a backdrop that can be borrowed (see the picture below).



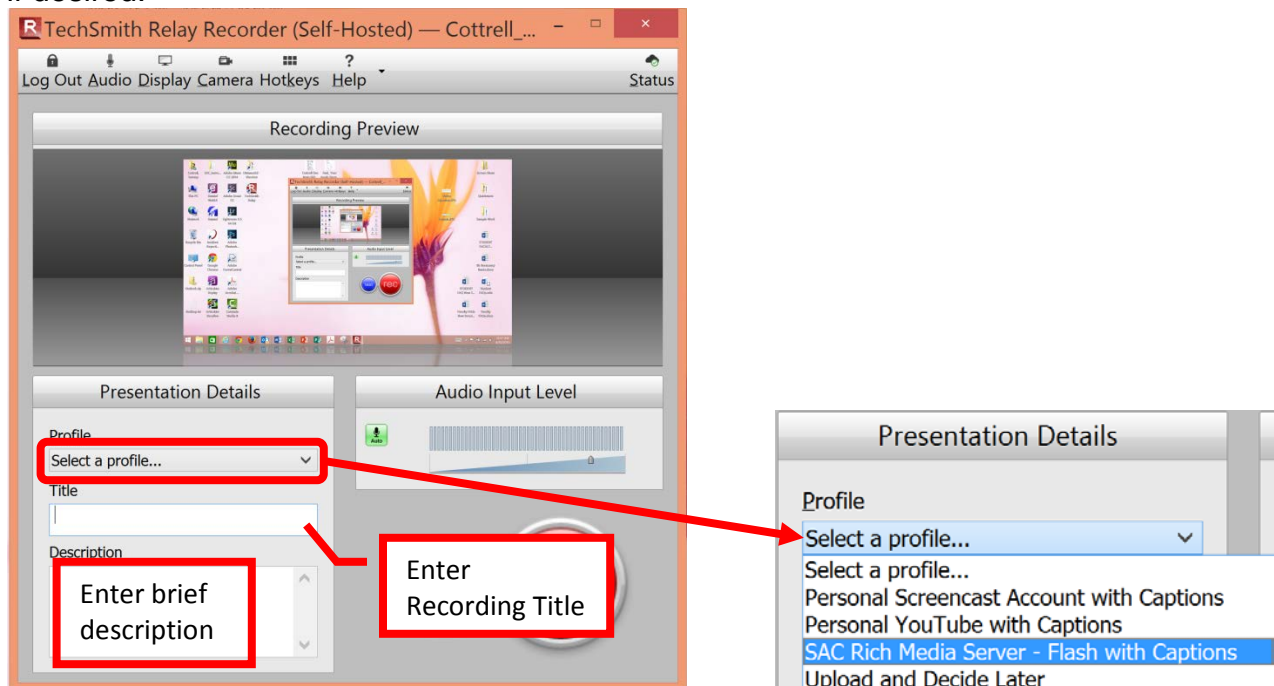


7. Hotkeys or keyboard shortcuts can be set up to Record / Pause and / or Stop the recorded. Hotkeys are the easiest controls to use when recording. It is recommended that F1 be set to Record / Pause, and F2 be set to Stop. Click the "Hotkeys" button on the top tool bar. In the "Assign Hotkeys" box, click the pull down menu under "Record/Pause Hotkey" and select "F1." Next, click the pull down menu under "Stop Hotkey" and select "F2." Click the "OK" button to save the settings.





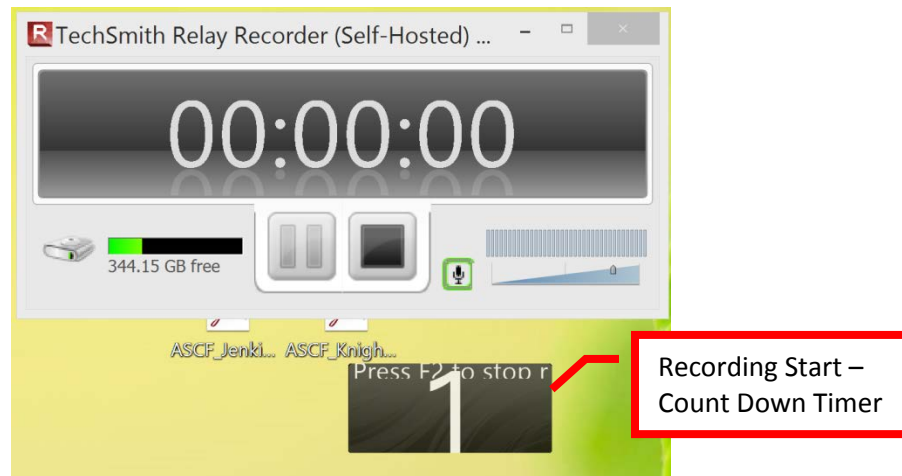
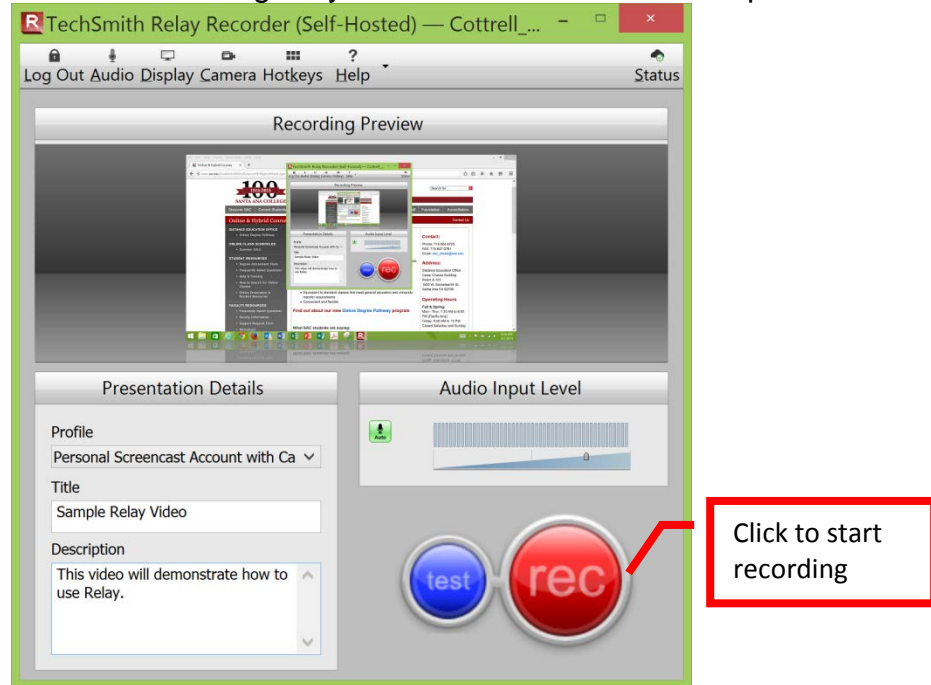
8. Next set the Presentation Details. The Profile will control what type of recording is produced, and where it will be sent for storage (server). While there are four available profiles, it is recommended that “**SAC Rich Media Server – Flash with Captions**” be selected. This profile will create a file type that is viewable on both computers and iPads or other mobile devices. In addition, this profile will automatically upload the recording to the SAC Rich Media Server and create a subfolder for recording. The URL address of the video on the SAC Rich Media Server is used to link the video in Blackboard. To upload the video to Screencast, select the “**Personal Screencast Account with Captions**” profile. This will store the recording on Screencast.com. Users must have already created a Screencast account and entered the account information in the Camtasia Relay Recorder “User Publish Account Window” to use this option (see the “Set Up Camtasia Relay” section). Click the pulldown menu under “Select a profile” to set the profile for the recording. Enter a title for the recording in the “Title” field. A brief description of the recording can be entered in the “Description” field, if desired.



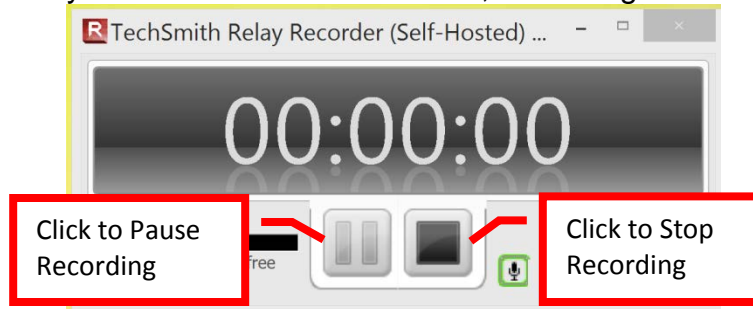
**NOTE:** File names should not contain any spaces or special characters.

## RECORDING WITH RELAY

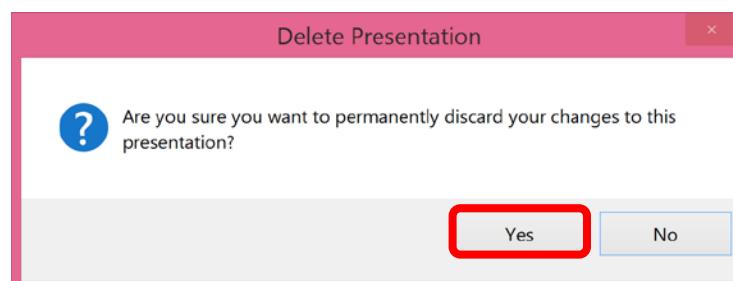
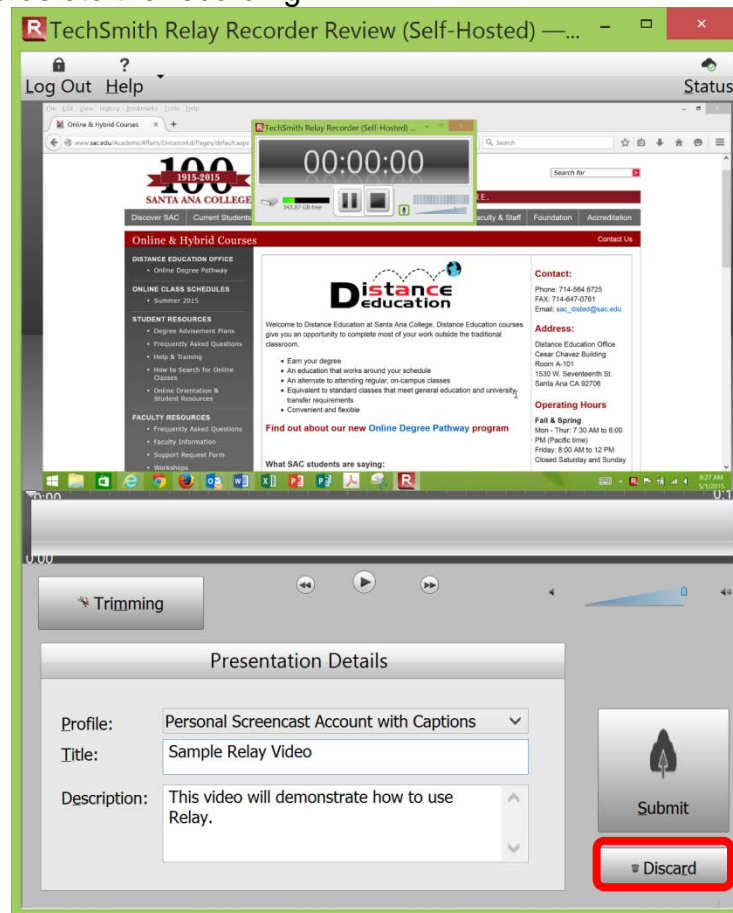
1. Once the recorder options have been configured, a title entered, and a profile selected, the recording can be started. Relay will capture the entire desktop and (if selected) record the webcam. Click the red “REC” button to start.
  - **HINT:** Remember students will see everything on your desktop. You may want to create folders and organize your desktop leaving only the things that you want to capture open and visible. If the webcam is being used take a look around and notice what the students will be seeing. Try to choose a neutral backdrop.



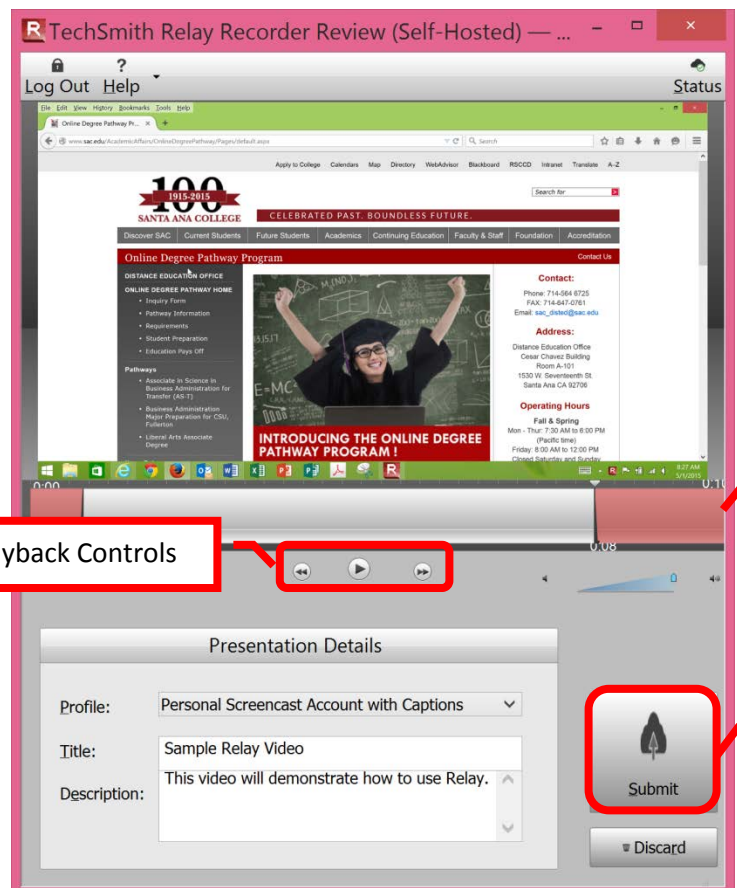
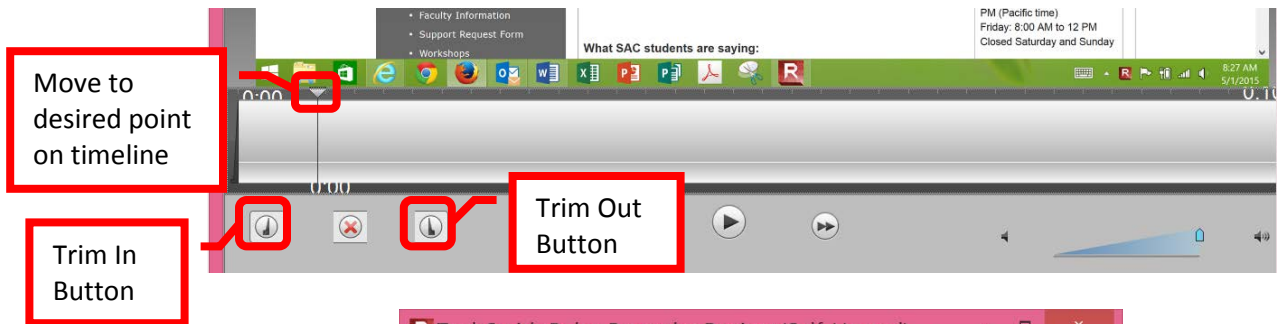
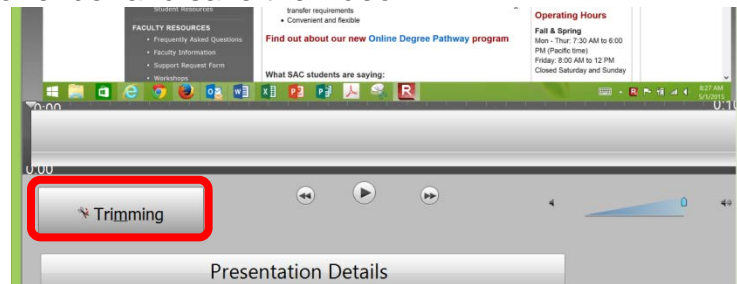
2. To pause the recording, press F1 and to stop the recording, press F2 (if the hotkeys were configured in the Set Up Relay section). The recording can also be paused or stopped by clicking on the “Relay” icon on the bottom tool bar, and using the recorder tools.



3. When the recording is stopped, Relay will automatically process the video and display it in the preview area. **Relay videos cannot be edited.** There is an option to trim the beginning and end, and an option to discard the recording entirely.
- a. To delete the recording, click the “Discard” button located toward the lower right of the screen. A confirmation box will appear to confirm that the recording should be deleted. Click “Yes” to delete the recording.



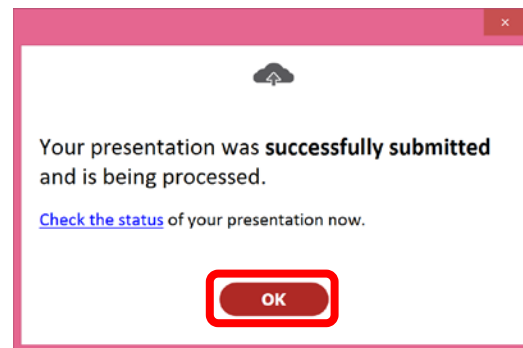
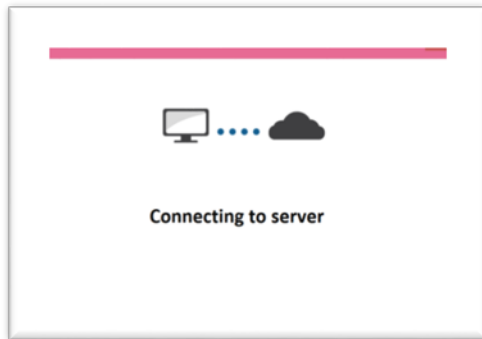
4. To trim the start or end of the recording, click the “Trimming” button located to the left under the preview pane. **This is the only opportunity to edit the start / finish or “trim” the recording.** A timeline will appear under the preview window. On the timeline, click on the triangular shaped cursor and drag it to the place on the timeline that the video should start. Click the “Trim In” icon located beneath the timeline. The selected area at the beginning of the recording will be marked red. Next, click and drag the cursor on the timeline to the point that the recording should end. Click the “Trim Out” icon located beneath the timeline. The selected area at the end of the recording will be marked red. Only the video between those points will be produced. To review the video, use the Video Playback Controls located under the timeline. Once the trimming is complete, click the “Submit” button located towards the lower right of the screen to render and save the video.



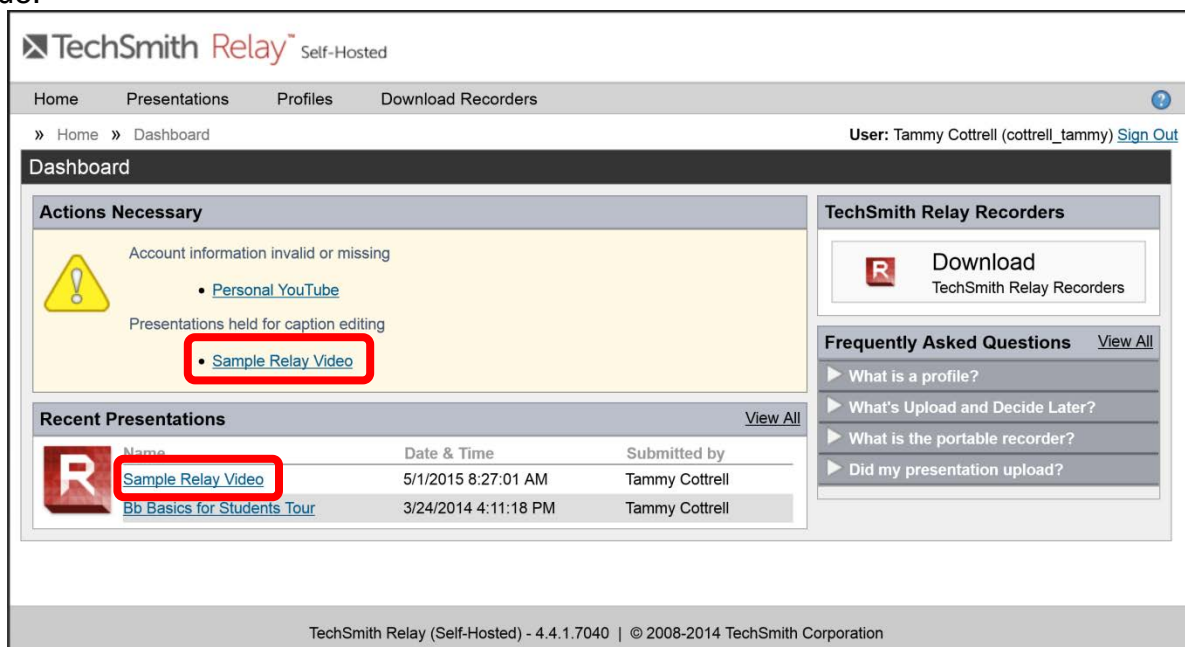
Trimmed sections appear in red

Click to send the recording for processing

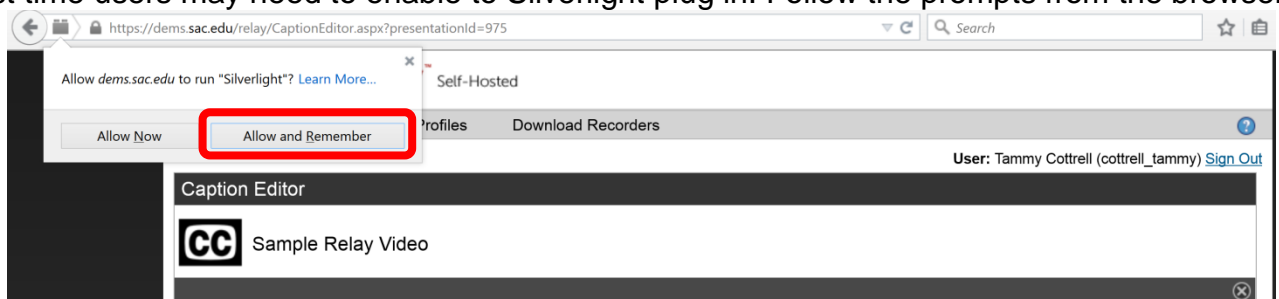
5. Relay will connect to the server selected in the profile and send the video for processing. A confirmation box will appear if the video was successfully sent to the server for processing. Click the “OK” button to continue. The screen will return to the Relay Recording window. Additional recordings can be made. The processing time will depending on the length of the video. Longer or larger files may take some time to complete.



6. To check the status of the recording and to add the captions, log onto the Relay website (a link will also appear at the bottom of the recording screen): <http://dems.sac.edu/relay>. When the video has been processed, it will automatically be “held” until the captions can be added. By law, all videos used in a course must be captioned. Click on the title of the recording to continue.



7. First time users may need to enable to Silverlight plug in. Follow the prompts from the browser.





8. On the right side of the screen, Relay will display the steps required to process the video, and the progress of the recording. The first step uploads the video to the server and using speech-to-text transcribes the audio. The second step prepares the file for captioning. Relay will “pause” at the end of the second step until the user reviews, edits and completes the captions. Click the **“Edit Captions”** to continue.

The screenshot shows the Relay web interface. On the left, a sidebar lists presentations, including 'Gettysburg Address' and 'Sample Relay Video'. The main area displays details for the 'Gettysburg Address' presentation, including submission and recording information. A table at the bottom shows the progress of various processing steps.

Type	Destination	Status	Progress
Speech to Text Transcription		Processed	100%
Editor Video Format (WMV)		Processed	100%
MP4 with Smart Player (Medium)		Pending	0%
MP4 with Smart Player (Medium)	RichMediaServer	Pending	0%

Annotations in the image include a red box around the 'Edit Captions' button and a red box around the 'Steps required' text, which points to the progress table.


9. While text-to-speech technology is evolving, the captions will not be completely accurate and therefore, must be edited. Use the player controls at the bottom of the screen to play the video. Click the text bubble on the preview and type the corrections. If the caption does not line up with the audio in the video, click and drag the caption bubble beneath the preview to the appropriate place on the timeline.

The screenshot shows the Relay video player interface. The video preview displays a historical image of Abraham Lincoln. A caption bubble is overlaid on the video, containing the text: 'for schooling in years to Kim our fathers brought forth on this continent in the nation conceived in liberty and dedicated to the proposition that all men are created equal.' The player controls at the bottom include a timeline, play/pause button, and other standard video controls.

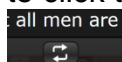
Annotations in the image include a red box around the 'Click to edit captions' text, which points to the caption bubble, and a red box around the 'Click & drag to move on the timeline' text, which points to the timeline. Another red box around the 'Player Controls' text points to the video player controls.



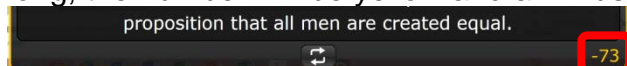
## TIPS FOR CAPTIONING:


- Relay has a “continuous playback” feature automatically enabled on the captions. To stop the playback at the end of each caption, click the Continuous Playback button to disable the feature. 

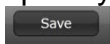
- Click the “Replay” button to repeat the audio of the selected caption once. Continue to click the replay button until the entire caption has been correctly transcribed.



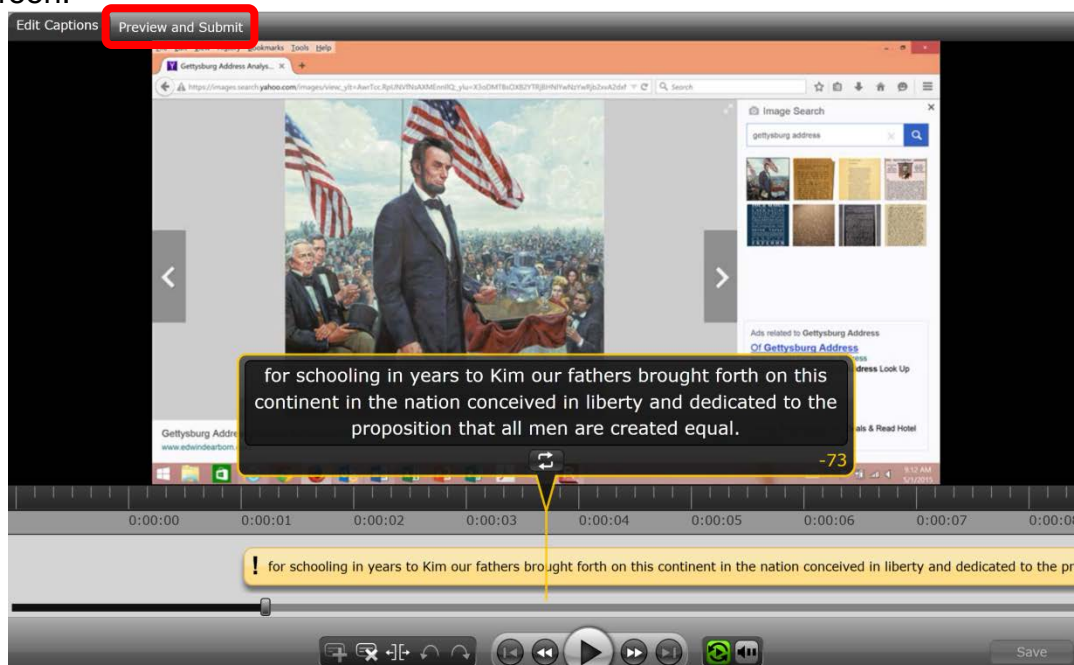
- The number in the lower right of the caption will show the remaining characters available to keep the caption within the compliancy guidelines. If a caption is too long, the number will be yellow and a minus sign will be displayed before it.



- Click the “Split” button, located on the playback control bar, to break the caption into smaller bubbles. 

- While captioning, click the “Save” button located towards the bottom right of the screen frequently. This will save the changes to the captions during the editing process. 

10. When the captioning is completed, click the “**Preview and Submit**” tab located at the top left of the screen.



11. The video can be reviewed using the player controls at the bottom of the screen. Additional corrections can be made in this screen, if needed, simply by clicking on the appropriate caption on the right side. If any changes are made, click the “Save” button at the bottom. Once the video is complete, click the “**Publish**” button at the bottom right of the page.

Caption Text	Start Time	Duration
Four score and seven years ago,	0:00:00.87	00:02.16
our fathers brought forth on this continent, a new nation, conceived in liberty and dedicated to the	0:00:03.06	00:06.52
proposition that all men are created equal.	0:00:09.64	00:03.36

Player Controls

Click caption to edit

Save Publish

12. Relay will produce the video (MP4) file that includes a “player” which allows the captions to be turned on and off. The completed file is then sent to the storage server that was selected in the profile (the SAC Rich Media Server was used for this example). When the process is complete, a “**View**” link will appear next to the fourth step. Click the link to access the file.

TechSmith Relay Self-Hosted

Home Presentations Profiles Download Recorders

User: Tammy Cottrell (cottrell\_tammy) Sign Out

Presentations Completed (1)

Gettysburg Address 5/1/2015 @ 9:12 AM Tammy Cottrell

Submitted by: Tammy Cottrell (cottrell\_tammy@sac.edu)

Recorded: 5/1/2015 at 9:12 AM

Description: An exploration of the Gettysburg Address

Computer name: sa1174008.rscdd.org (204.75.251.62)

Profile: SAC Rich Media Server - Flash with Captions

Duration: 00:00:15

Resolution: 3200x1800

Captions saved by: Tammy Cottrell (cottrell\_tammy)

Captions saved at: 5/1/2015 at 9:51 AM

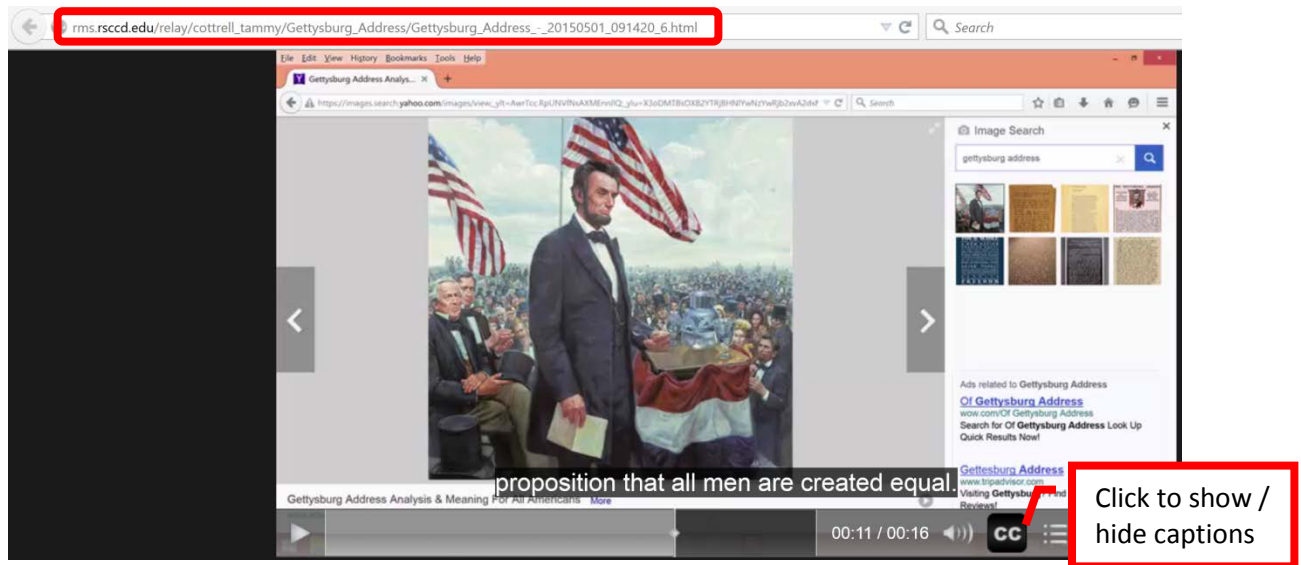
Video Source: TechSmith Relay Recorder - Windows

Type	Destination	Status	Progress
Speech to Text Transcription		Processed	100%
Editor Video Format (WMV)		Processed	100%
MP4 with Smart Player (Medium)		Processed	100%
MP4 with Smart Player (Medium)	RichMediaServer	Processed	<a href="#">View...</a>

Resubmit Remove From List

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

13. The video will open in another browser window. Copy the entire URL address from the address line of the browser. Be sure to include the http:// at the beginning.



14. The URL address can be pasted into Blackboard to link the video to a course using the “Web Link” content item. Remember to enter or paste the entire URL, including the http:// at the beginning.

**Create Web Link**

\* Indicates a required field.

Cancel Submit

**1. Web Link Information**

\* Name The Gettysburg Address

\* URL burg\_Address\_-\_20150501\_091420\_6.html

**2. Description**

Be sure to include the entire URL

**TECH TIP:** For Windows PC users – if Relay records the voice but not the screen, there may be an issue with the security software interfering with the screen capture. The following applications can cause issues: Norton Crime War, Trusteer Report, Zone Alarm, Zone Alarm Forcefield, Anti-Key Logger by SpyDex, Webroot. Other security software may cause similar issues. Check the software for an “approved,” “trusted,” “safe,” or white list and add Relay to the list. If the software does not have that option, it may be necessary to remove it from the computer.

