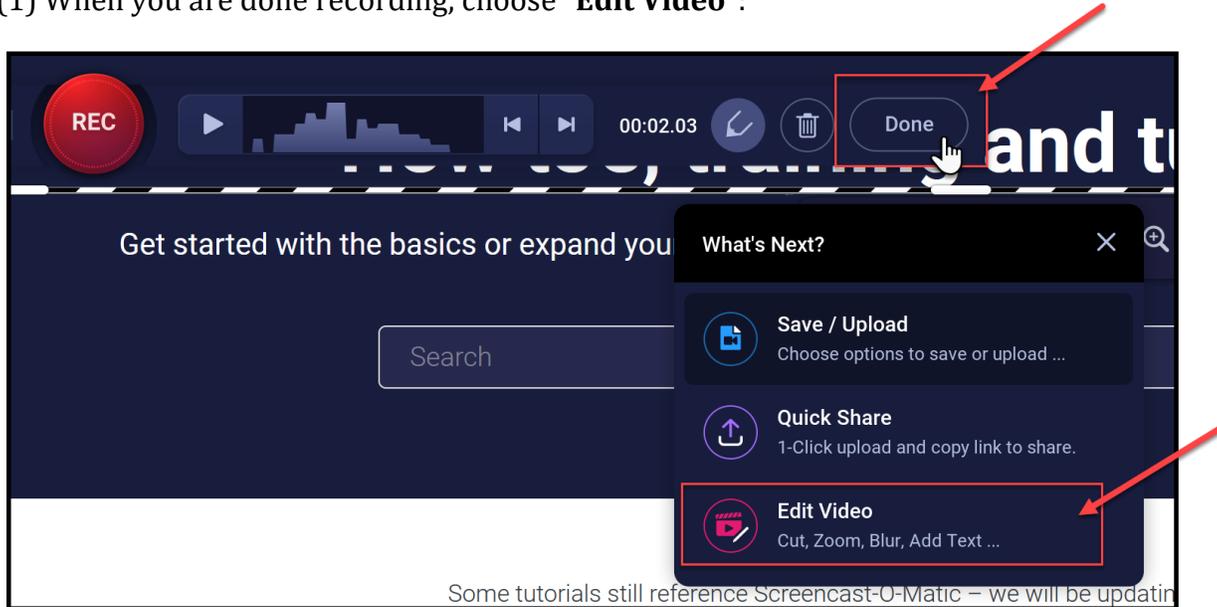


How to Add Captioning to your ScreenPal Videos

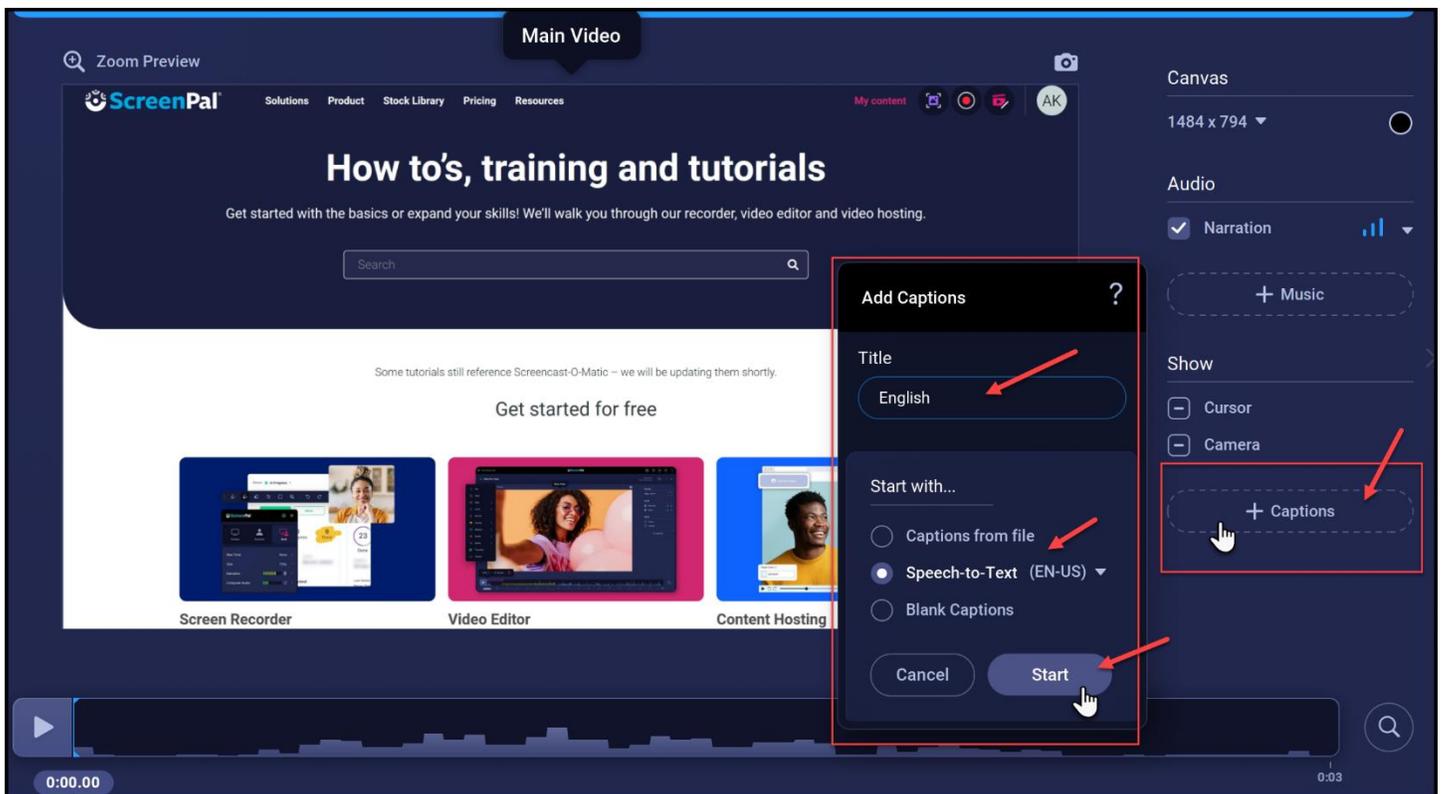
(1) When you are done recording, choose **“Edit Video”**:



Some tutorials still reference Screencast-O-Matic – we will be updating

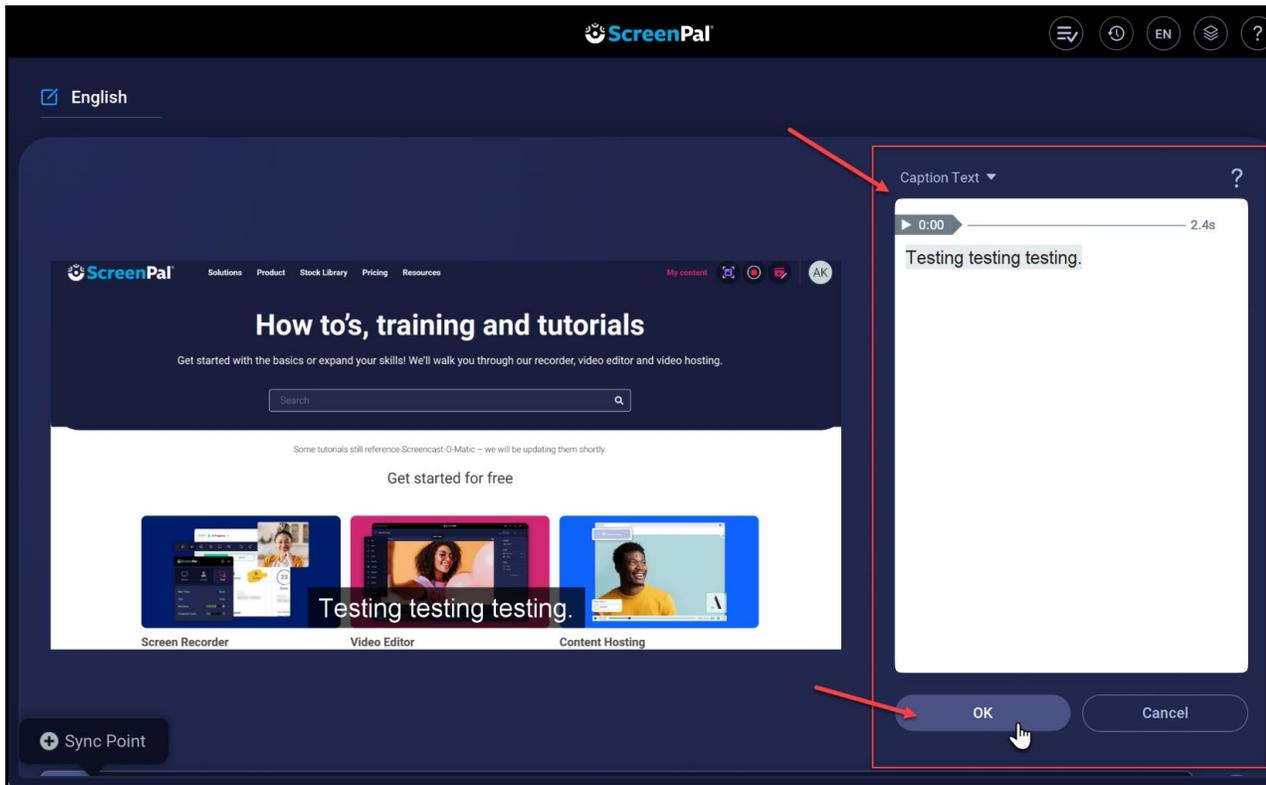
(2) Click on the **‘add’** icon for **“Captions”**.

Choose **“Speech-to-Text”** and then **“Start”**:

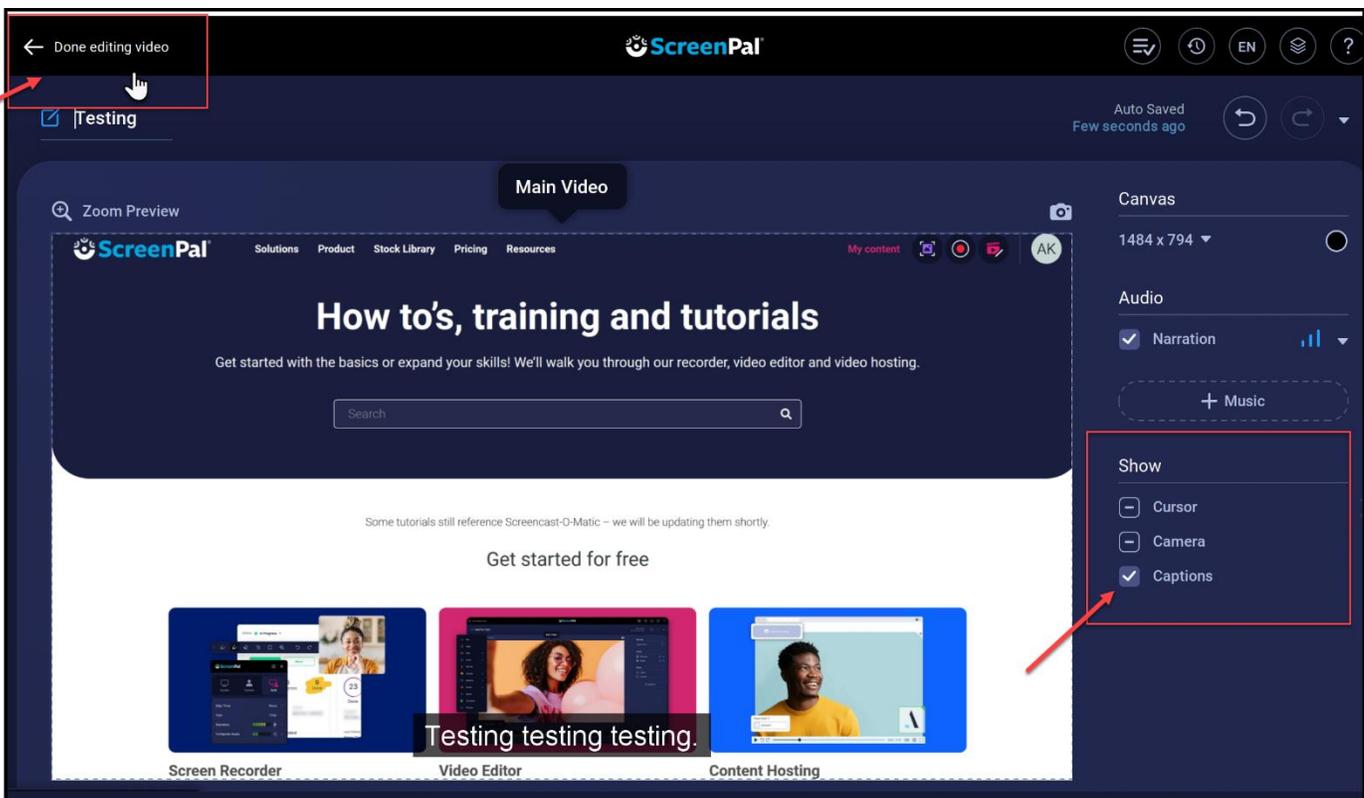


(3) ScreenPal will generate the captions for you. You can double-click the text to edit it or you can choose “OK” to accept the generated captions.

***NOTE:** Don't press "OK" until all the captions are generated - if your video is long, it might take a while.



(4) Make sure the “Captions” box is checked and then click on “Done editing video” (on top left):



(5) Make sure the “CC” icon is on and then choose the option of saving your recording. You can either save the recording as a video file onto your device or you can upload it to your ScreenPal account.

The screenshot displays the ScreenPal interface during a video recording session. At the top, there is a navigation bar with a 'Back to project manager' link, the ScreenPal logo, and several utility icons. Below this, a 'Testing' tab is active. The main content area shows a video player with the title 'How to's, training and tutorials'. The video player includes a search bar and a list of tutorial cards: 'Screen Recorder', 'Video Editor', and 'Content Hosting'. An 'Options' menu is overlaid on the right side of the video player, listing actions: 'Upload to ScreenPal', 'Save as Video File', 'Edit Video', and 'Delete Video'. At the bottom of the video player, there is a progress bar and control icons, including a 'CC' icon which is highlighted with a red arrow. The video player also shows a timestamp of 0:02.36.