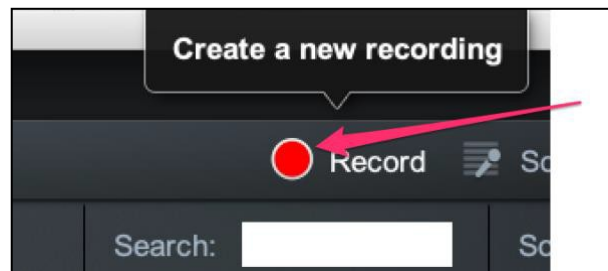


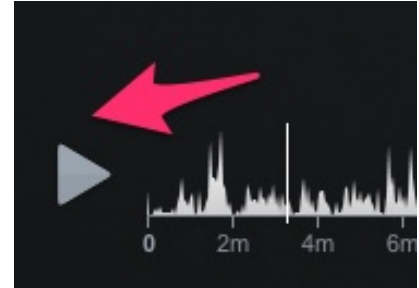
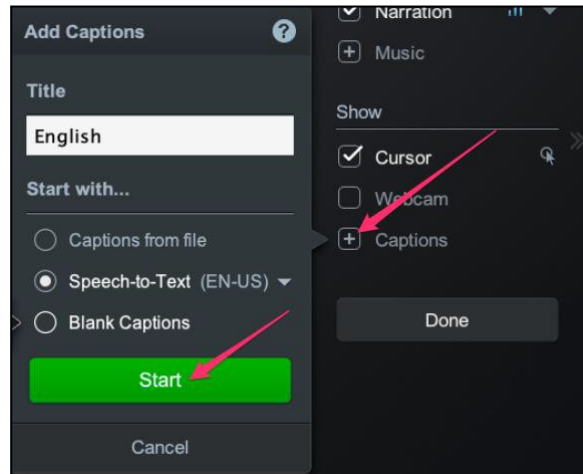
ScreenCast-o-Matic: Speech-to-Text

Speech-to-text can be used to create captions, however editing the file will be necessary. It can feel more natural to use the Speech-to-text option than reading from a pre-written script.

1. It is a good idea to brainstorm your screencast ahead of time and rehearse what you will say.

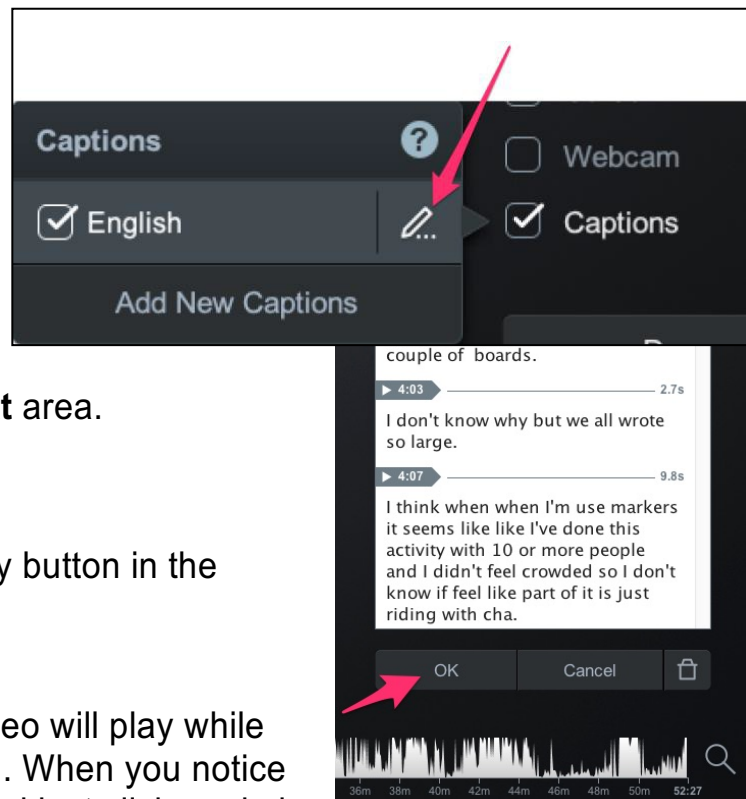


2. In the ScreenCast-O-Matic program, click Record to create a new recording.
3. **Resize the recording pane** to match the size of your [slides, browser window, etc.].
4. Choose whether you will **record the Screen, your Webcam, or Both**.
5. Click Rec to **record both the audio and video simultaneously**. Wait until the countdown has completed to begin talking.
6. Click **Pause** when you are finished and then **Done**.
7. Now click **Edit**.
8. Now you can [edit](#) other portions of the screencast. **Magnify the editing bar** (zoom in) so that you can see the granular details of your video. You can trim extra length, show/hide your cursor, overlay text or arrows, increase the speed of certain sections, etc.



9. Additionally, you should **add captions** by using the Speech-to-Text option.

10. **Edit the automatically generated captions** to match exactly what you said in the audio recording.



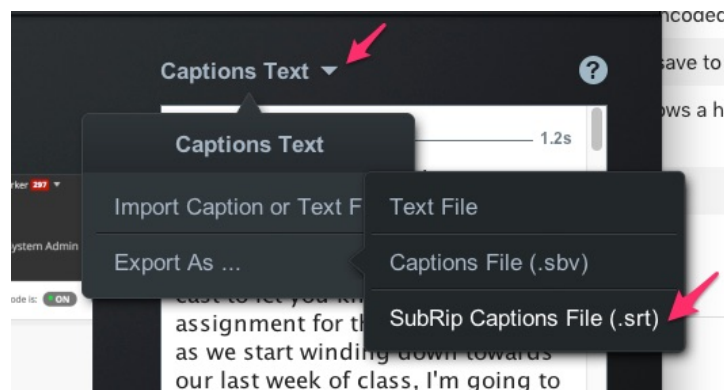
a. To edit the captions, click in the **Captions Text** area.

b. Then click the play button in the lower left corner.

c. The audio and video will play while the captions scroll. When you notice a change is needed just click again in the Captions Text area. This will pause the audio and video and the scrolling captions. Make your changes and click the play button again to continue edits.

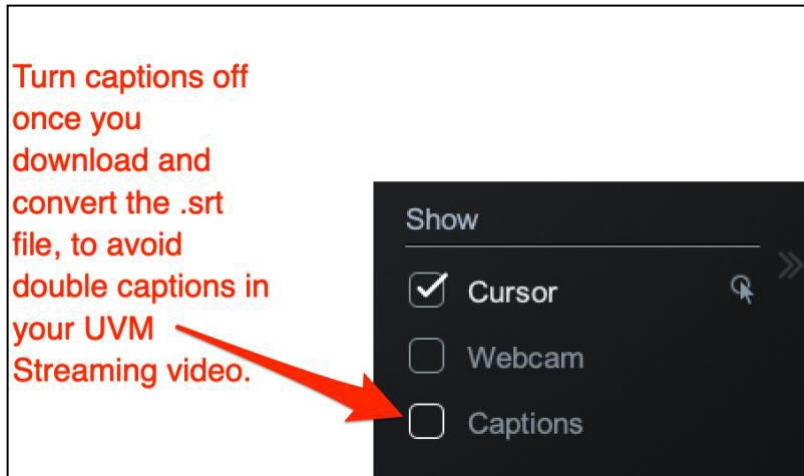
11. For the UVM Streaming server (or any other streaming server such as YouTube), you will need to upload **the video file** saved to your computer and **the captions file** separately, so you will need to export your captions before saving your video. From the captions menu, click on the Edit pencil icon.

12. Then use the drop-down arrow next to Captions Text to **export a captions file** of your captions. UVM Streaming requires a **.srt file**. **Be sure to save as .srt.**

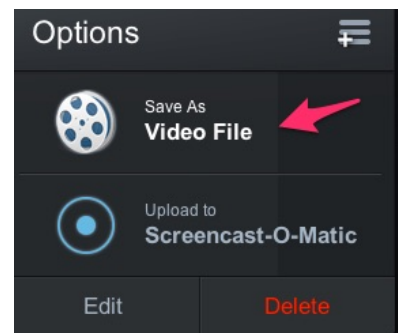


13. Once you've exported your caption file, **turn off captions** in your Screencast-O-Matic file

(because you don't want double captions).



14. Once your video is complete, **Save As Video File (.mp4)** and upload it to the UVM Streaming site. (<https://streaming.uvm.edu>).



- After uploading, **add the .srt captions file**
 - a. Go to UVM Streaming, find your video, and click Edit Video.
 - b. Scroll to the option to upload captions and click Choose File.
 - c. Browse to your .srt file.
 - d. Click Update Video.