

Step 2: Divide Transcription into Correct Length Lines with Template Time Stamps

[HH:MM:SS.sss] Type 90 characters to show how far the text can go on a line....
[00:00:00.000] This is where I am going to type out my entire lecture on ONE
[00:00:00.000] line continuously. I will just keep typing, just keep typing,
[00:00:00.000] just keep typing, just keep typing,just keep typing, just keep
[00:00:00.000] typing,just keep typing, just keep typing,just keep typing, just
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[00:00:00.000] typing, just keep typing,just keep typing, just keep typing,just
[00:00:00.000] keep typing, just keep typing,just keep typing, just keep typing,
[00:00:00.000] just keep typing,just keep typing, just keep typing,just keep
[00:00:00.000] typing. Until I FINALLY reach the end of my lecture.
[00:00:00.000]

Step 3: Watch Recording & Adjust Time Stamps accordingly. Ensure first line is 0s across the board. last line has only the time stamp with no words after. This tells Tegrity to remove the last words.

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[HH:MM:SS.sss] Type 90 characters to show how far the text can go on a line....
[00:00:00.000] This is where I am going to type out my entire lecture on ONE
[00:00:10.000] line continuously. I will just keep typing, just keep typing,
[00:00:20.000] just keep typing, just keep typing,just keep typing, just keep
[00:00:32.000] typing,just keep typing, just keep typing,just keep typing, just
[00:00:40.000] keep typing,just keep typing, just keep typing,just keep typing,
[00:00:51.000] just keep typing,just keep typing, just keep typing,just keep
[00:01:00.000] typing, just keep typing,just keep typing, just keep typing,just
[00:01:11.000] keep typing, just keep typing,just keep typing, just keep typing,
[00:01:20.000] just keep typing, just keep typing,just keep typing, just keep
[00:01:35.000] typing,just keep typing, just keep typing,just keep typing, just
[00:01:40.000] keep typing,just keep typing, just keep typing,just keep typing,
[00:01:51.000] just keep typing,just keep typing, just keep typing,just keep
[00:02:00.000] typing, just keep typing,just keep typing, just keep typing,just
[00:02:11.000] keep typing, just keep typing,just keep typing, just keep typing,
[00:02:20.000] just keep typing, just keep typing,just keep typing, just keep
[00:02:33.000] typing,just keep typing, just keep typing,just keep typing, just
[00:02:40.000] keep typing,just keep typing, just keep typing,just keep typing,
[00:02:50.000] just keep typing,just keep typing, just keep typing,just keep
[00:03:06.000] typing, just keep typing,just keep typing, just keep typing,just
[00:03:10.000] keep typing, just keep typing,just keep typing, just keep typing,
[00:03:21.000] just keep typing, just keep typing,just keep typing, just keep
[00:03:30.000] typing,just keep typing, just keep typing,just keep typing, just
[00:03:41.000] keep typing,just keep typing, just keep typing,just keep typing,
[00:03:50.000] just keep typing,just keep typing, just keep typing,just keep
[00:04:00.000] typing, just keep typing,just keep typing, just keep typing,just
[00:04:11.000] keep typing, just keep typing,just keep typing, just keep typing,
[00:04:20.000] just keep typing, just keep typing,just keep typing, just keep
[00:04:32.000] typing,just keep typing, just keep typing,just keep typing, just
[00:04:40.000] keep typing,just keep typing, just keep typing,just keep typing,
[00:04:54.000] just keep typing,just keep typing, just keep typing,just keep
[00:05:00.000] typing, just keep typing,just keep typing, just keep typing,just
[00:05:11.000] keep typing, just keep typing,just keep typing, just keep typing,
[00:05:21.000] just keep typing, just keep typing,just keep typing, just keep
[00:05:30.000] typing,just keep typing, just keep typing,just keep typing, just
[00:05:47.000] keep typing,just keep typing, just keep typing,just keep typing,
[00:05:55.000] just keep typing,just keep typing, just keep typing,just keep
[00:06:00.000] typing, just keep typing,just keep typing, just keep typing,just
[00:06:12.000] keep typing, just keep typing,just keep typing, just keep typing,
[00:06:20.000] just keep typing, just keep typing,just keep typing, just keep
[00:06:31.000] typing,just keep typing, just keep typing,just keep typing, just
[00:06:41.000] keep typing,just keep typing, just keep typing,just keep typing,
[00:06:50.000] just keep typing,just keep typing, just keep typing,just keep
[00:07:02.000] typing. Until I FINALLY reach the end of my lecture.
[00:07:10.000]
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Step 4: Add CC File to Tegrity. (Check Recording-->Actions Menu-->Edit-->Actions Menu-->Add Closed Captioning-->Select-->Find File-->Open-->Apply) Wait about an hour then check recording for corrections.