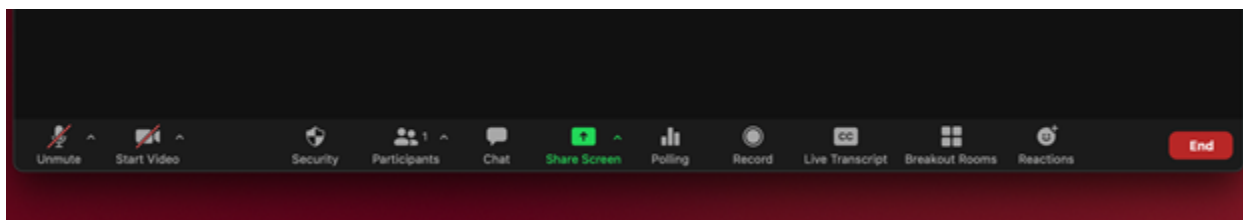


How to: Activate Automatic Closed Captions/Live Transcription in Zoom

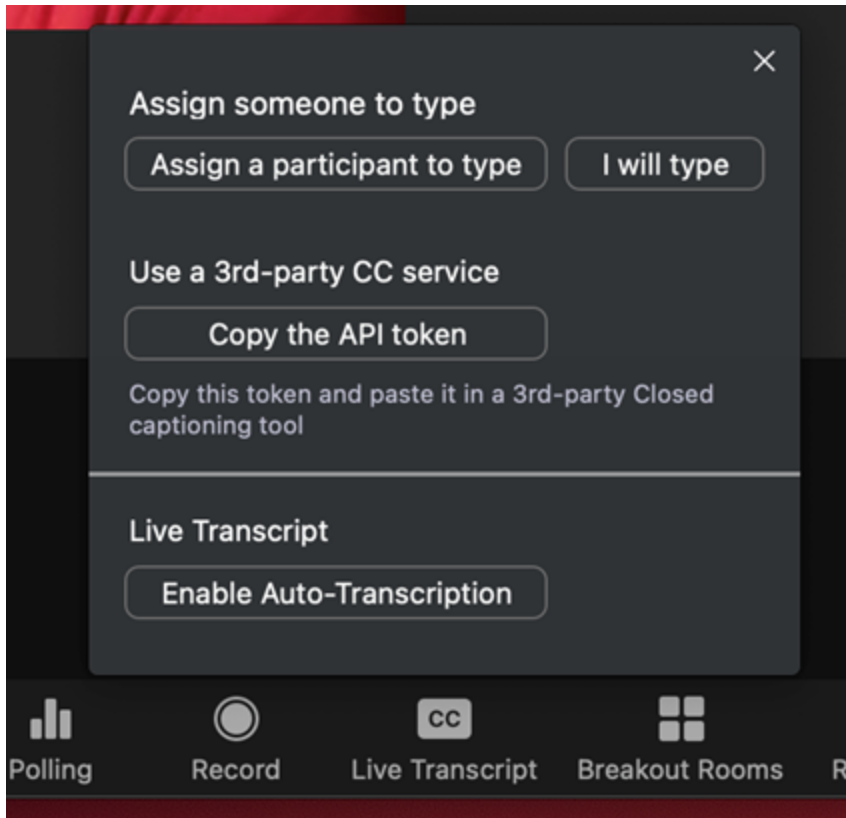
Details

Zoom's automatic Live Transcription (Closed Captioning), available in English, will allow the TTUHSC community to be more inclusive of all learners/users while in a Zoom setting. This feature will add text (captioning) to the bottom of the video with what the speakers are saying. Users can also open a real-time transcript of the event. Institutional IT will automatically enable live-transcription for all Zoom meetings, but users have to activate the transcription.

To activate or "turn on" this live transcription, the Zoom host should locate the CC/Live Transcript icon at the bottom of the Zoom screen.

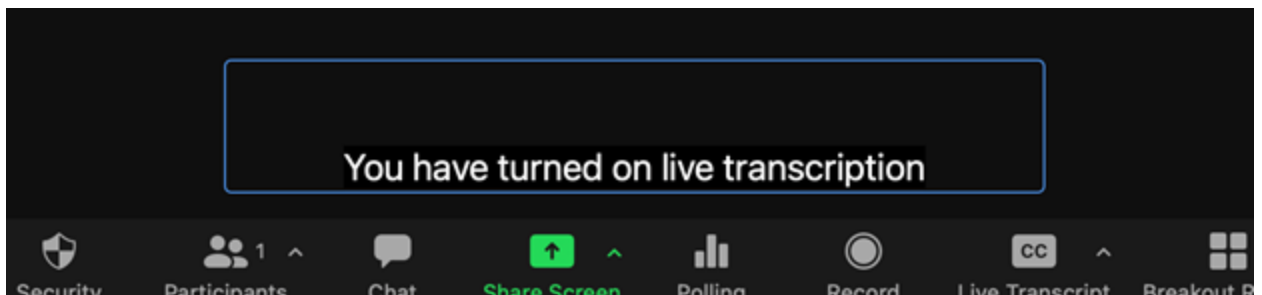


Click the CC/Live Transcript icon and choose Enable Auto Transcription under Live Transcript within the pop-up menu. (If you do not see the CC/Live Transcript icon, click on the "more" icon to find options.)



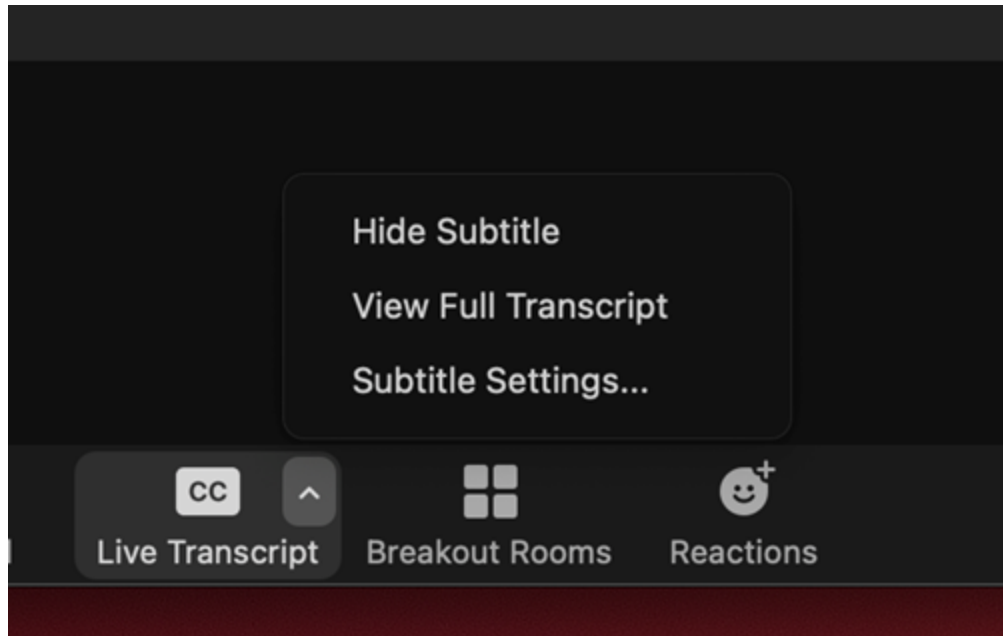
As the Host, you enable “auto transcription” after beginning your meeting.

If you are hosting a meeting with live-transcription, it is recommended that you offer an introductory statement informing participants that live-transcription is available and note how to enable the options.



Once enabled, the host will see the live-transcript below the video, but captions may not automatically appear for participants.

Participants must click the arrow/caret by the CC/Live Transcript icon to view the live-transcription (closed captioning). Options are also listed to hide (or show) captions as needed, select the Live Transcript option to view the time-stamped transcript set in the side panel of the Zoom screen, and even to set the subtitle settings (size/color, etc.).



Keywords zoom, Transcription, Closed Captions, Live Transcription, caption

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