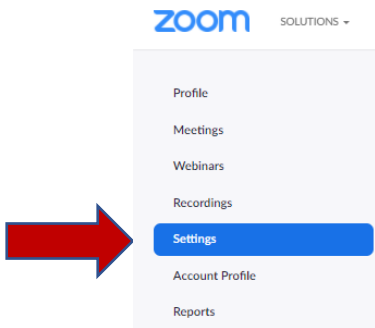


ZOOM “LIVE TRANSCRIPTIONS”

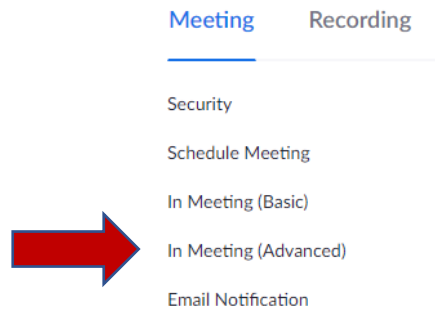
A. How to Add “CC: Live Transcriptions” (aka closed captioning / subtitles that are autogenerated by your computer) to your Zoom Toolbar

Zoom meeting hosts can enable real-time captioning subtitles (which Zoom calls “Live Transcripts”) to all meetings and presentations. Begin by logging in to the [Zoom website](#), then:

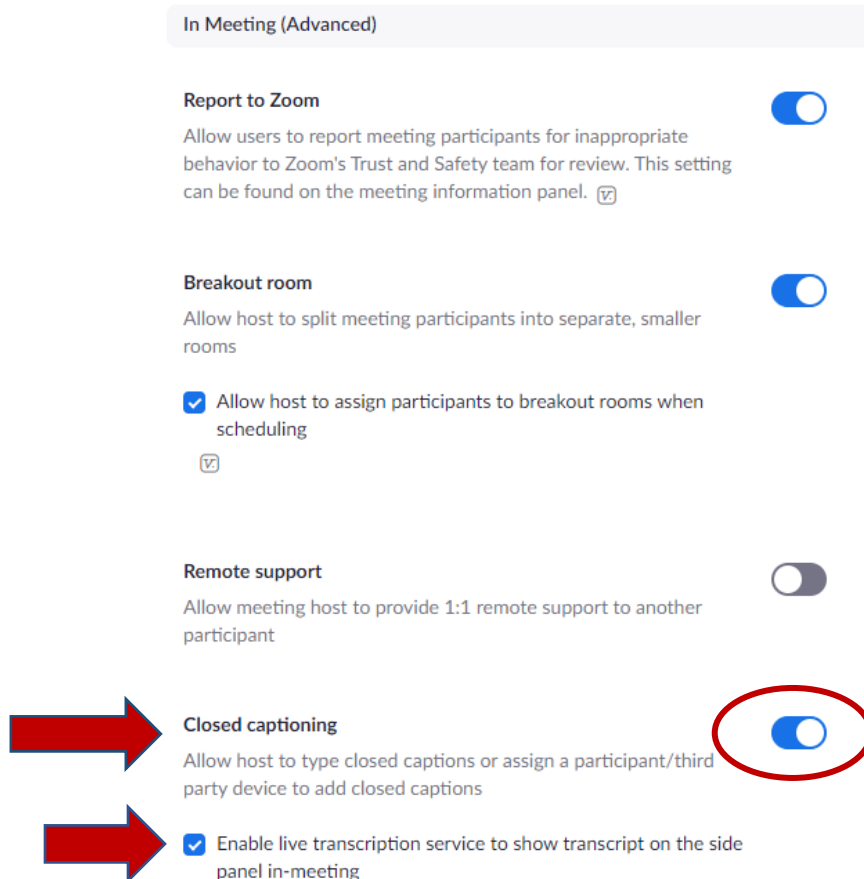
1. Click **Settings** on the sidebar.



2. Under “**Meeting,**” click “**In Meeting (Advanced)**” (or scroll down to that section of the settings).



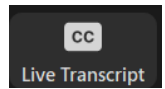
3. Under **Closed Captioning**, click the slider to turn on, if necessary, then click “**Turn on**” in the pop-up window to confirm. (The slider will become blue when active.)



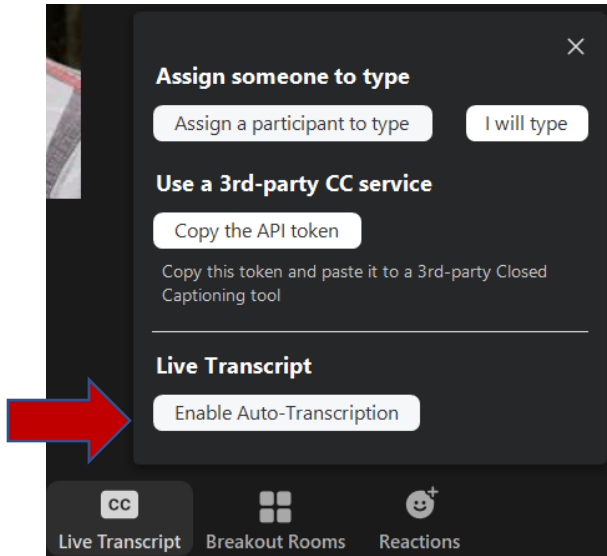
4. Check “**Enable live transcription service to show transcript on the side panel in-meeting,**” then click **Save** to confirm.

B. How to Activate and View Live Transcriptions (aka Closed Captioning/Subtitles) During a Zoom Meeting or Presentation

1. After following the above steps, you will now have this new button in your Zoom toolbar: To turn on real-time captioning, click **Live Transcript**



2. Under **Live Transcript**, Click **Enable Auto-Transcription**.



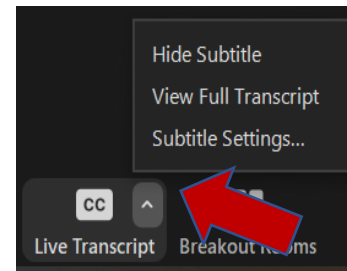
3. “**Live Transcription is ON**” will pop up and all words spoken will appear as subtitles.

Attendees will be alerted that Live Transcript is available and can choose whether and how to view the transcription of what’s being spoken.

4. Attendees can click the **small up-arrow** next to “**CC**” on the **Live Transcript** button to select either:

Subtitles (which will appear on the bottom of the screen) or

View Full Transcript (which will appear in a side-panel).



5. Clicking **Subtitle Settings** will enable users to change the transcript text font size by moving the slider to **Normal, Medium, or Large**.

6. After selecting “**View Full Transcript**,” (which pulls up a sidebar view of the Audio Transcript), attendees can search the transcript by entering text into the “**Search transcript**” field at the top of the window.

The full transcript to that point can also be saved by clicking **Save Transcript**.

