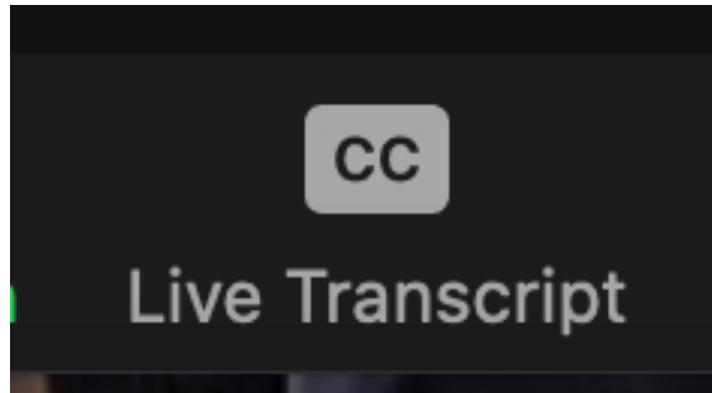


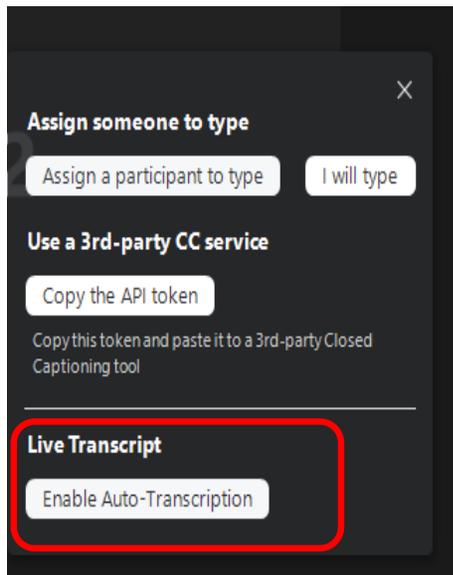
# HOW TO USE LIVE TRANSCRIPT

Tech Host Forum – March 12, 2021  
Connie Brunt, Zoom Support & Training Team

**Can only be enabled by HOST (not Co-Hosts)  
by clicking on *CC/Live Transcript* control.**

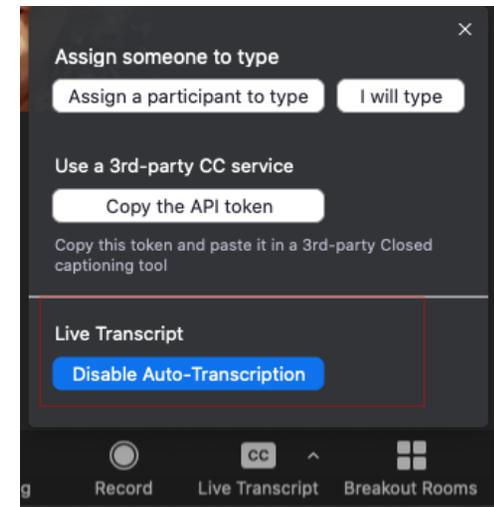


# After clicking on CC/Live Transcript Control, these options appear for HOST.

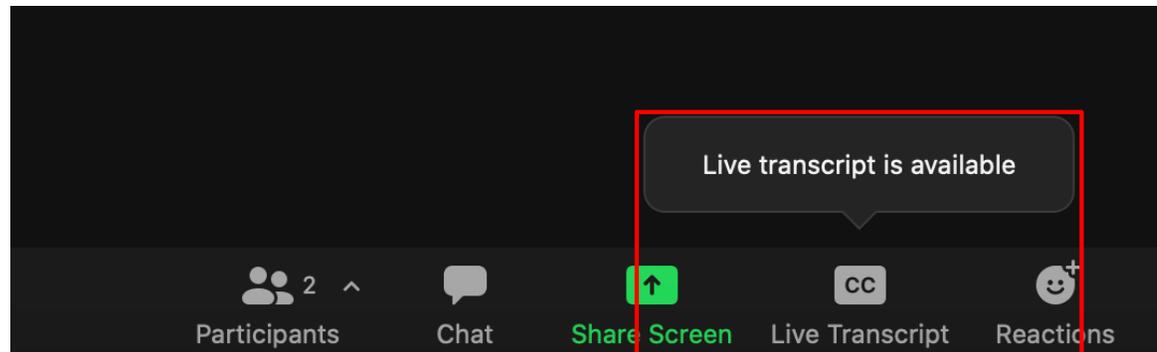


***Enable Auto-Transcription  
to turn on Captions***

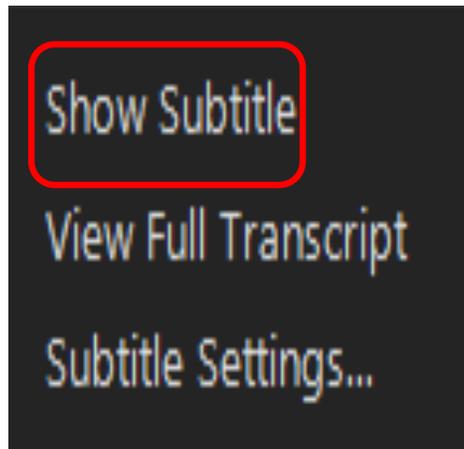
***Disable Auto-Transcription  
to turn off Captions***



Once Host has enabled Live Transcript, Co-Hosts and Participants will see the *CC/Live Transcript Control* and a pop-up notice that notifies them that Live Transcript is available.

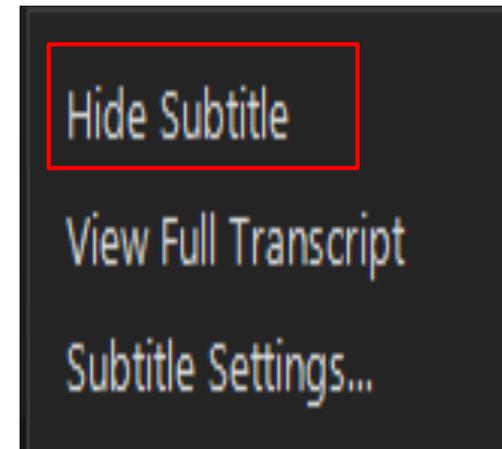


**When Participant clicks on *CC/Live Transcript* control, this pop-up menu appears. Each person controls whether to display captions on own device.**



Participant clicks *Show Subtitle* to display closed captions.

Participant clicks *Hide Subtitle* to turn them off.



Closed captions appear at the bottom of the screen and do not interfere with Participant's view of shared slides or videos when not in Full Screen view.

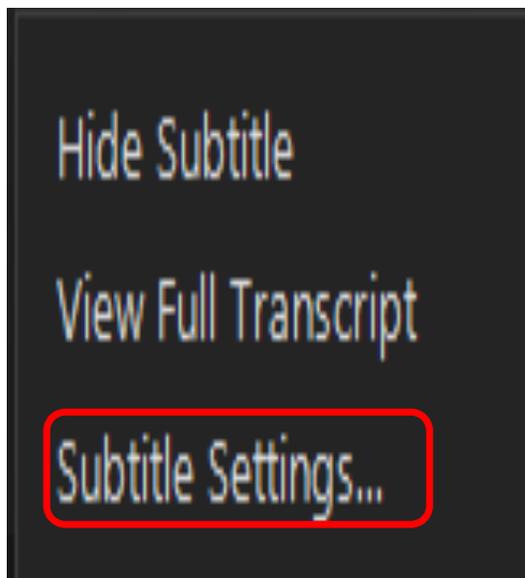
**Behavioral Targets for Chronic Disease Prevention**

INTENTION → BEHAVIOR

mean that's just one piece, there's a lot that we don't know about what happens here. So.

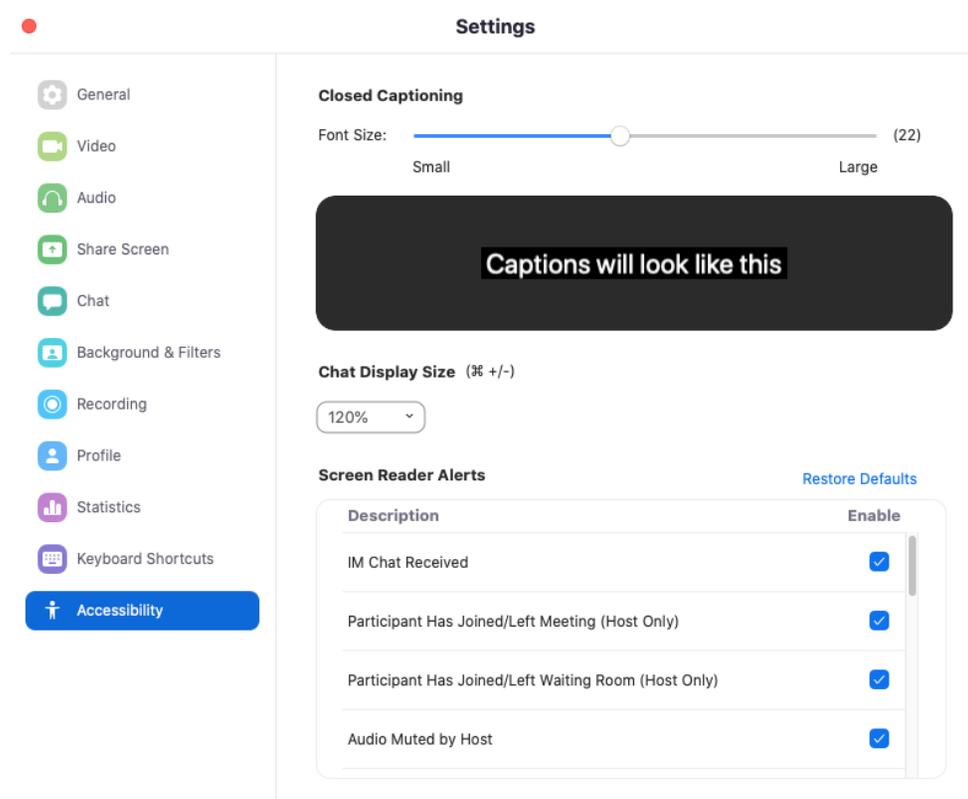
Start Video Security Participants 19 Chat Share Screen Pause/Stop Recording Reactions

**Participant can adjust the size of the Captions they see by clicking on *CC/Live Transcript* control and choosing *Subtitle Settings*.**



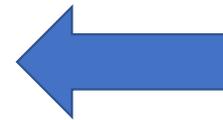
**This opens Accessibility settings.**

# In Accessibility settings, font size of captions can be changed and previewed with slider bar.

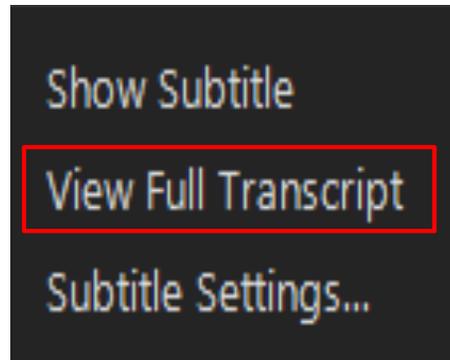


The screenshot shows the Zoom 'Settings' window with the 'Accessibility' tab selected. Under the 'Closed Captioning' section, there is a 'Font Size' slider set to 22, with 'Small' and 'Large' labels at the ends. Below the slider is a black preview box with the text 'Captions will look like this'. Other settings visible include 'Chat Display Size' set to 120% and a 'Screen Reader Alerts' table with four rows, all of which are enabled.

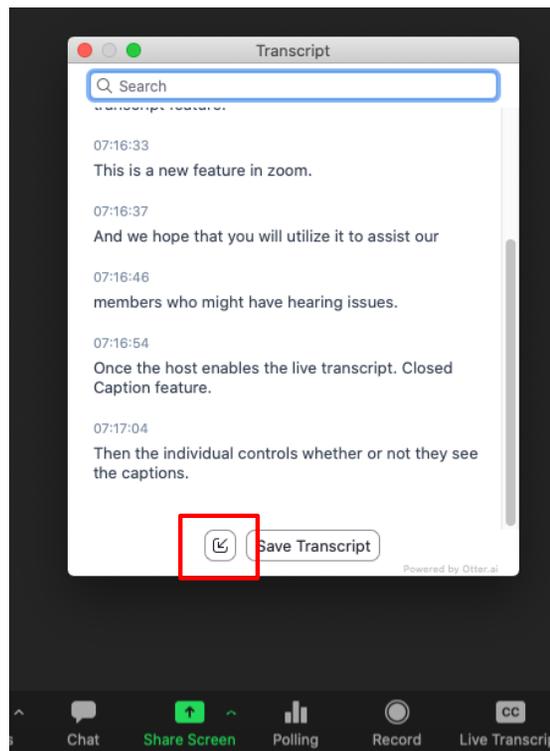
Description	Enable
IM Chat Received	<input checked="" type="checkbox"/>
Participant Has Joined/Left Meeting (Host Only)	<input checked="" type="checkbox"/>
Participant Has Joined/Left Waiting Room (Host Only)	<input checked="" type="checkbox"/>
Audio Muted by Host	<input checked="" type="checkbox"/>



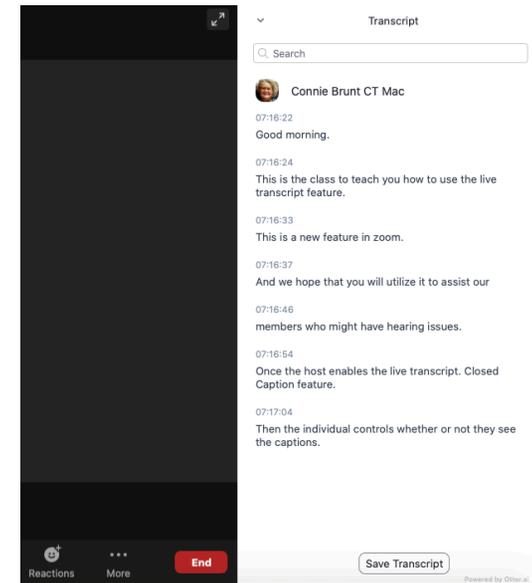
Participant also can view a complete transcript by choosing *View Full Transcript* in *CC Live Transcript* menu options.



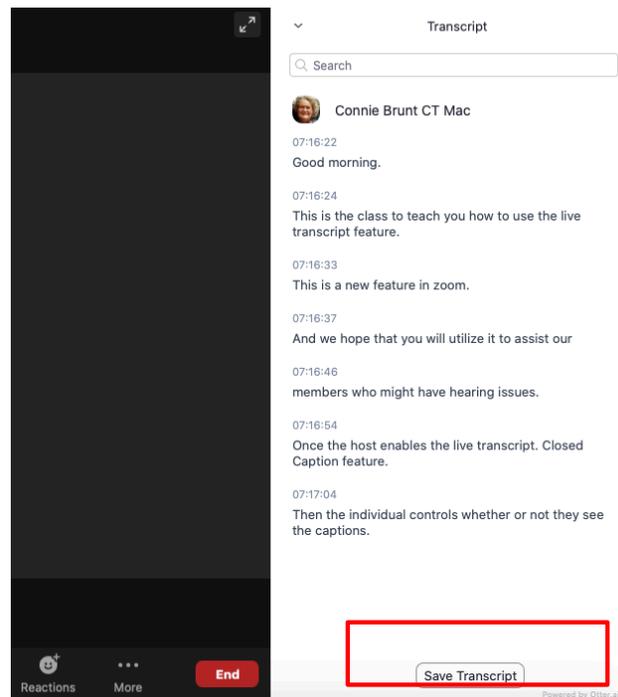
# Clicking on the *View Full Transcript* button opens a text box that records everything being said.



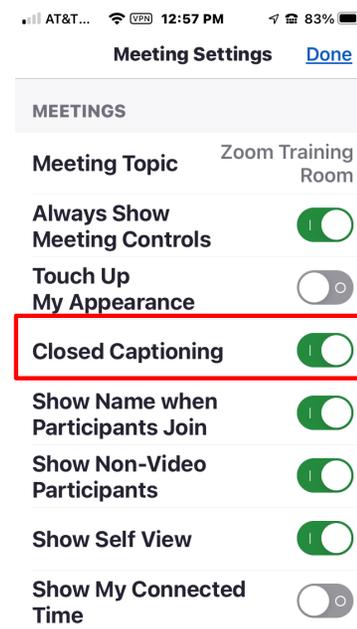
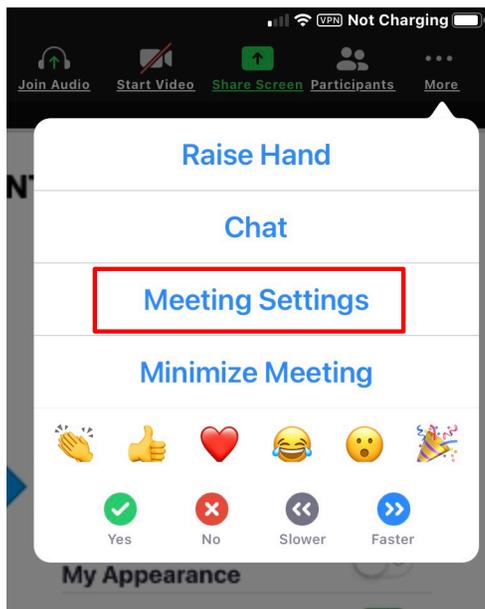
Full Transcript can be merged to side of screen by clicking on small *Merge to Meeting Window* control at bottom.



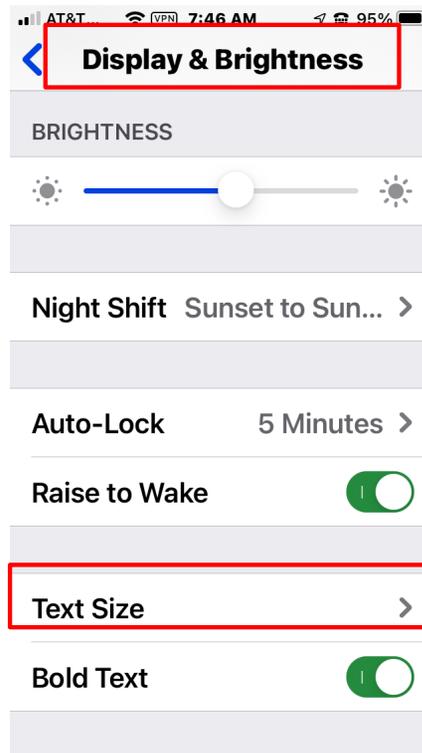
# Participant can save transcript to personal Zoom file under Documents with *Save Transcript*.



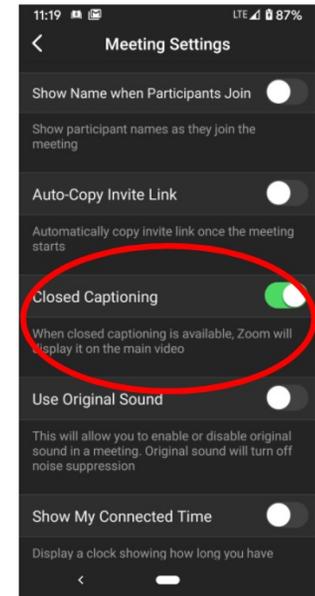
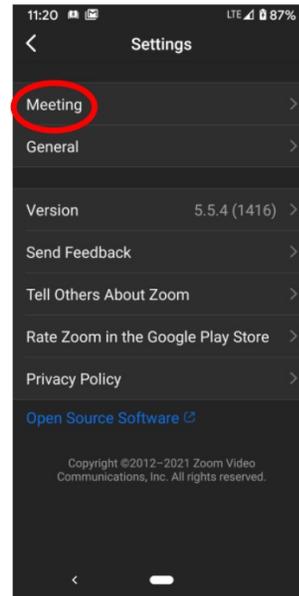
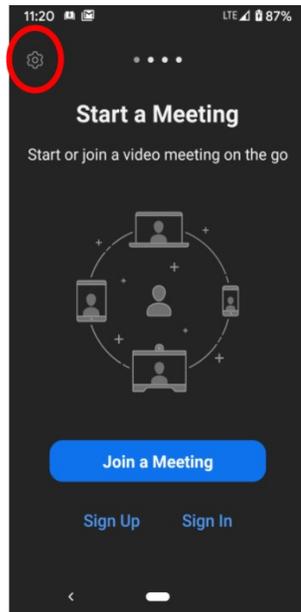
# iPad/iPhone users can choose whether to see Closed Captions in their Zoom application *Meeting Settings*.



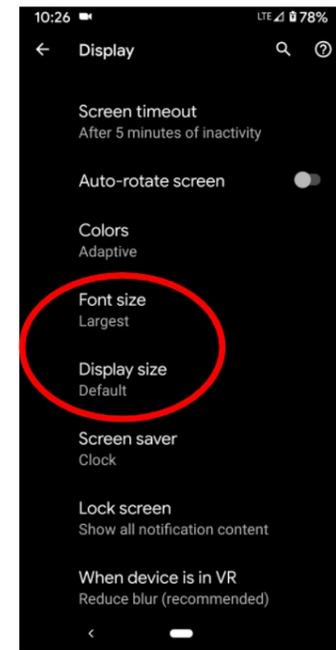
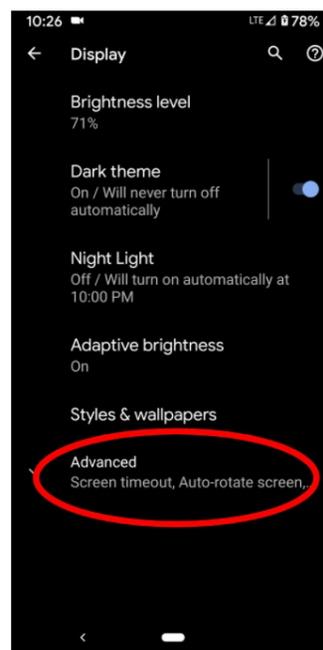
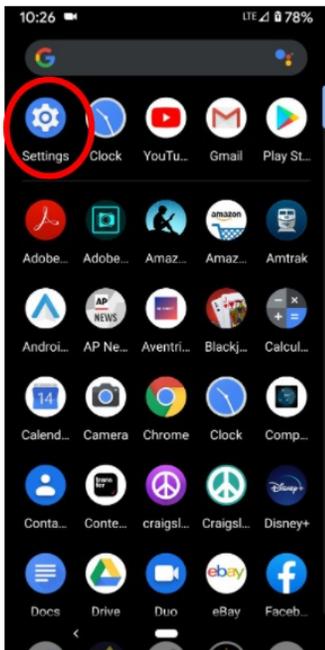
# iPad/iPhone users can adjust caption size in *Settings>Display & Brightness>Text Size*



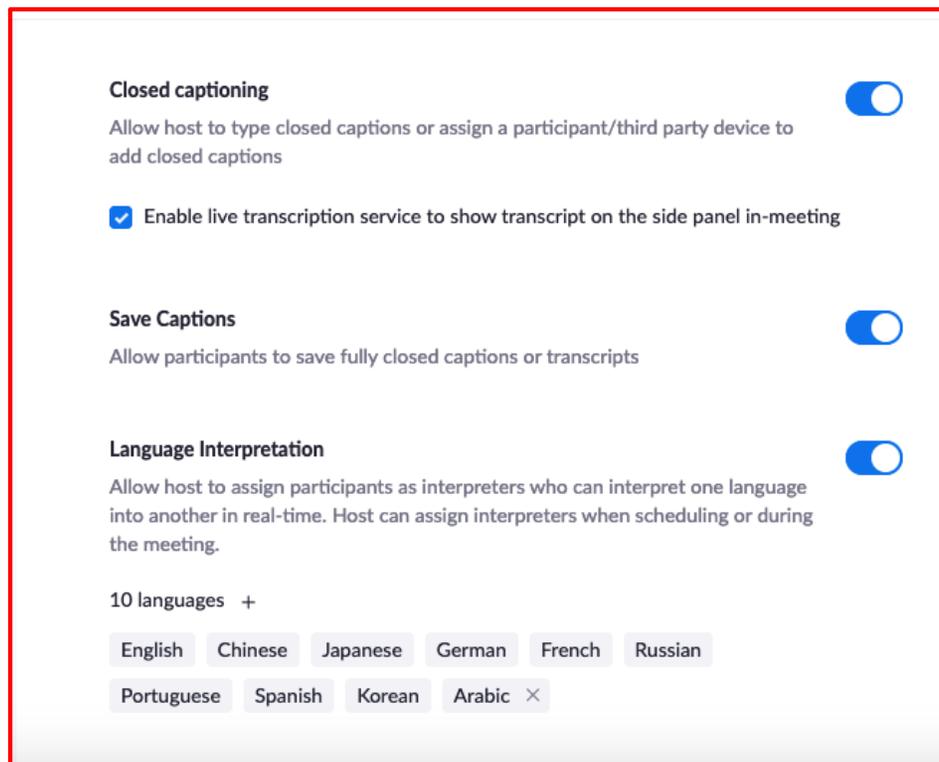
# Android phone users can choose whether to see Closed Captions before entering a meeting. *Zoom Settings>Meeting>Closed Captioning*



# Android phone users can adjust caption size with *Settings>Display>Advanced>Font size or Display size.*



To practice in UA Zoom Personal Room, enable these settings in *In Meeting (Advanced)* section to see Live Transcript control.



**Closed captioning**  

Allow host to type closed captions or assign a participant/third party device to add closed captions

Enable live transcription service to show transcript on the side panel in-meeting

**Save Captions** 

Allow participants to save fully closed captions or transcripts

**Language Interpretation** 

Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.

10 languages +

English Chinese Japanese German French Russian

Portuguese Spanish Korean Arabic ×