



## Live Closed Captions and Transcripts in Zoom

### To get started:

These steps must be completed in your account settings BEFORE starting a meeting:

1. Log in to the Zoom Web interface by going to <https://lakeheadu.zoom.us/>
2. Navigate to **Settings > Meeting > In Meeting (Advanced)**
3. Scroll down to **Automated captions**
  - Click the toggle button to the right, from grey to blue
4. A new message box displays, click the blue **Enable** button
  - This action enables closed captioning/live transcription
5. Click the **Full transcript** toggle button to the right, from grey to blue
  - This action enables viewing of full transcript in the in-meeting side panel
6. Click the **Save Captions** toggle button to the right, from grey to blue
  - This action enables the saving functionality for both the host and participants (without having to record the session)

The screenshot shows the Zoom account settings interface. On the left is a navigation menu with 'Settings' highlighted. The main content area is divided into sections: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced) (which is selected), Calendar and Contacts, Email Notification, and Other. Under the 'In Meeting (Advanced)' section, three settings are visible: 'Automated captions' (toggle on), 'Full transcript' (toggle on), and 'Save Captions' (toggle on). The 'Save Captions' setting includes a checkbox for 'Allow only the following users to save captions from the meeting' which is checked.

Once this is set up in your account you can open a zoom meeting or schedule your meetings. This will also give your meeting participants the option to watch the captions or the transcript or turn them off if they do not want to view them.



## To view captions or live transcription in the meeting:

1. Open a zoom meeting.
2. On the bottom ribbon you will now see the **Show Caption** button. Click on it to begin viewing captions
3. Then click the up arrow on the **Show/Hide Caption Button** and select **View Full Transcript**. The transcript will appear on the right side of the screen.
  - a. If you click the up arrow it will give you three options:
    - i. **View Full Transcript** –There is a save transcript button at the bottom of the transcript window on the right that will allow you to save this live transcript at any time. It is retroactive so it will save for the whole meeting from the time you joined it.
    - ii. **Caption Settings** – click this and a pop-up window will bring you to the accessibility settings where you can change the size of the caption.
    - iii. If you host of the meeting you will also have a **Disable Captions** option

### Please Note:

The **Save Captions** toggle, when turned on, will allow all attendees of the meeting to save the transcript.

The **Save Transcript** button only saves up until the time that the user joined the meeting. It will not save prior to the participant joining the meeting but it can be saved at intervals during the meeting and will save to the same document as you update.

We have created a [slide](#) that has instructions for students on how to view captions and transcripts that you can share.