# How to Use Closed Captioning [CC] on Zoom

SLR members are in a demographic that may find it difficult to clearly hear presentations and discussions over Zoom. Subtitles (aka. Closed Captions or Live Transcripts) are a service offered by Zoom, similar to the feature found on TV or at movies.

For Hosts: At the start of any meeting, it is good practice to ask people to speak clearly and not too fast, with heads up (for the lip readers); also, to announce when this feature is available; and to explain how people can activate it for themselves (anonymously).

When you open a meeting, you should <Enable> this feature. This will allow any member of your meeting to put subtitles on their screen (anonymously).

1. To start: At the bottom of your window, CLICK on <CC / Live Transcript> and a window will pop-up.
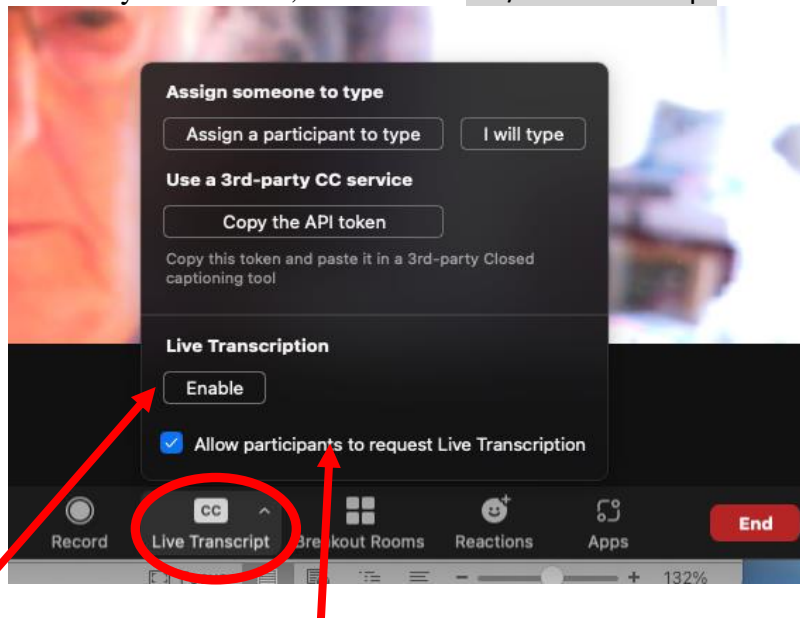
CLICK on <Enable>. Check <Allow participants to request Live Transcription>,

BTW: If your screen is not wide enough, you will have to click on < … More> and a pop-up window will appear with < Live Transcript>. CLICK and continue as before.
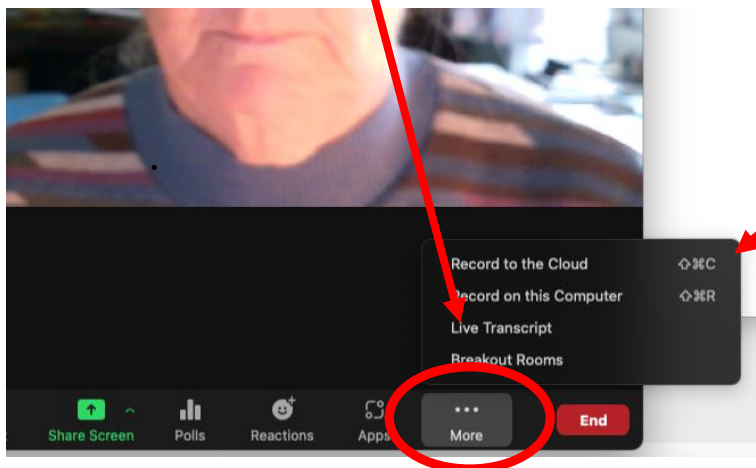
For those curious to know, <Live Transcript> actually offers three forms of Transcripts.

1. <Assign a participant to type> (meaning exactly what it says!). No one at SLR would want to do this!
2. <Use a 3rd-party CC service>: meaning SLR would have hired a paid translator to sit in the meeting and type the subtitles.
3. <Live Transcription> uses machine generated translation of all the speech it 'hears'. This is provided free by Zoom on paid Zoom accounts.

2. <u>Once the Transcription is enabled</u>, a text will appear at the top of everyone's meeting window:

<Live Transcription (Closed Captioning) has been enabled> and <Who can see this transcript?>. In fact, everyone can see, and use, the transcript if they wish.

Here is the Host's screen with the subtitles appearing at the bottom. It will be just the same for the meeting members, IF they elect to use the subtitles.
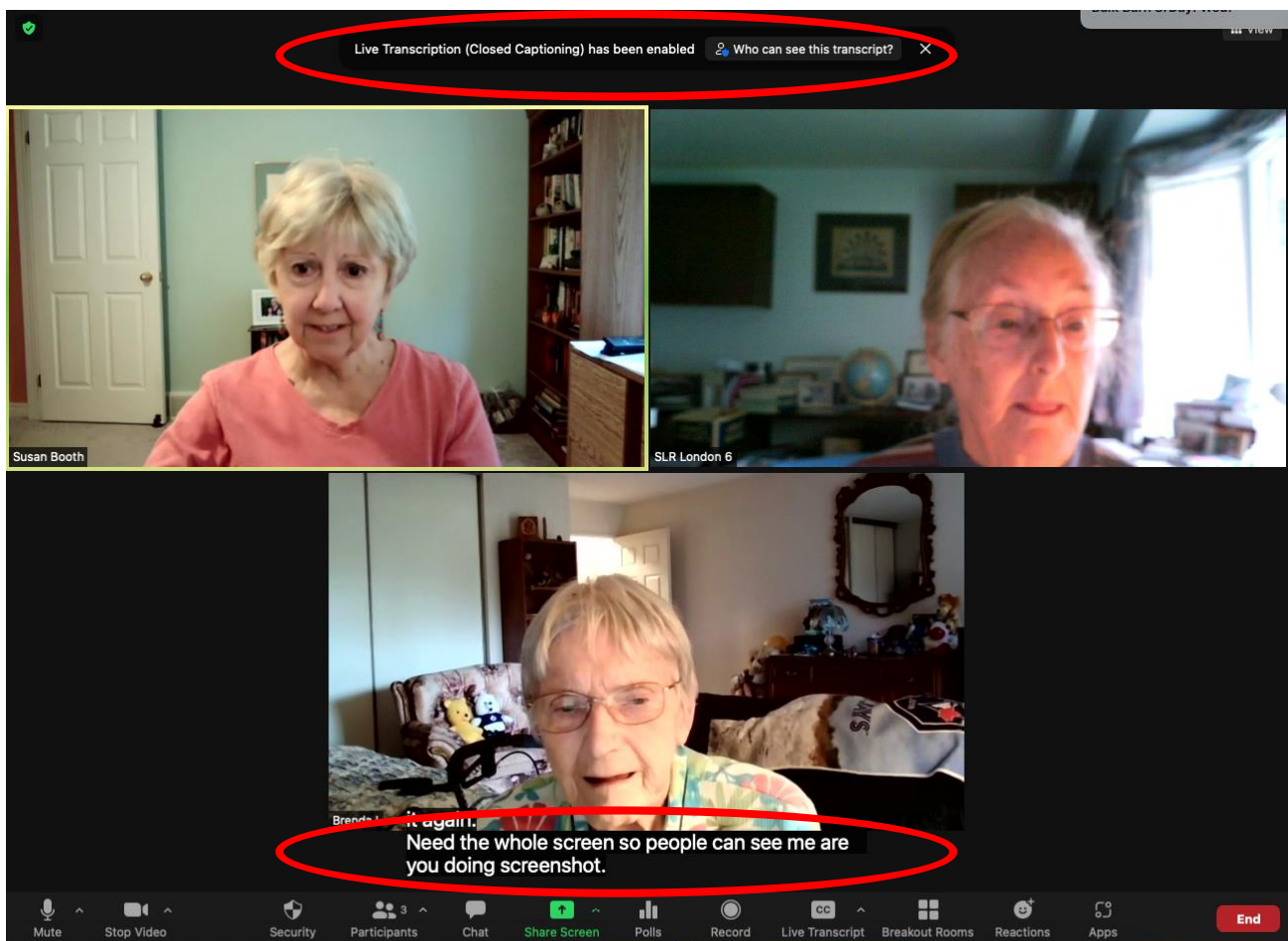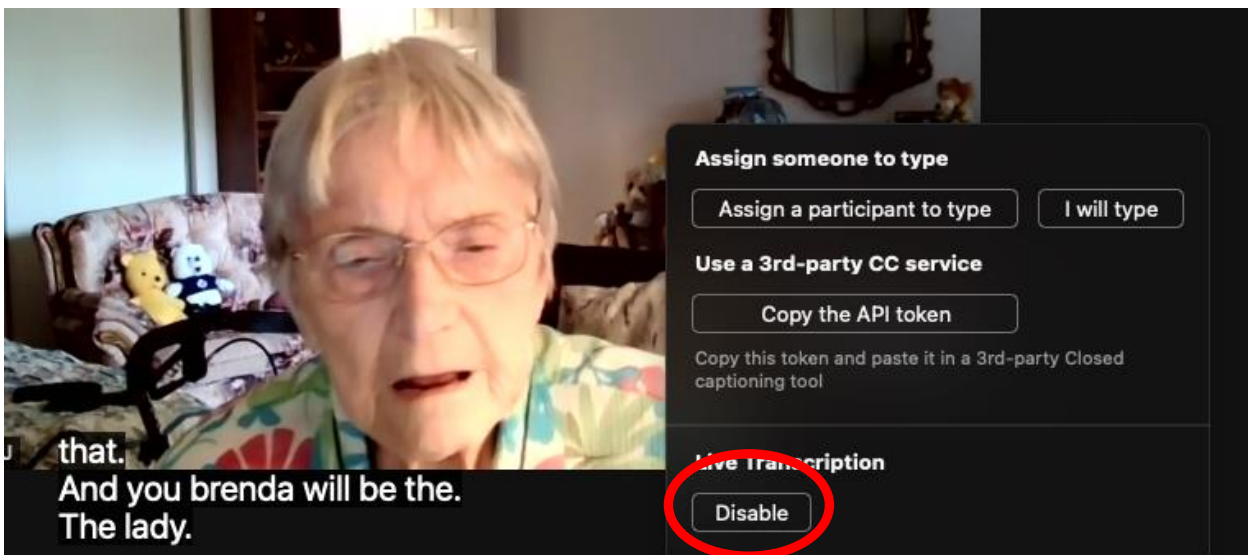
3. Subtitles:
   a. If the Host does not wish to see the subtitles themselves, they can turn them off on their own screen, by clicking on <CC> button (or < ... More>) and choosing <Hide Subtitle>. It is best, at the start of the meeting, to see the subtitling scrolling through, to ensure the transcription is working properly.

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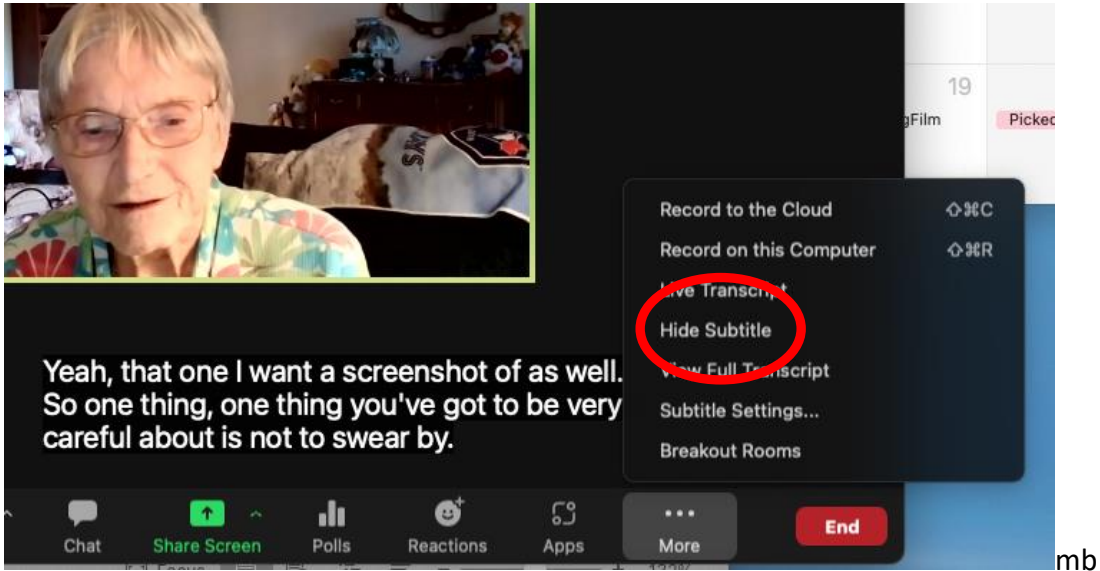
   b. If you wish to see other ways of displaying the subtitles, CLICK on <Subtitle settings …>, which allows you to put the subtitling on other places on your screen, but perhaps the simplest version is at the bottom.

   c. If a time comes to stop the closed captioning, CLICK on <CC> button and select <Disable>

   d. Subtitles will automatically close when you <End> the meeting.

   e. The subtitles do not recognise who is speaking, unless the individual announces themselves.

f. You will find that the translation is remarkably good, though hesitations tend to lead to broken sentences, and it is not very good at spelling people's names. Sometimes it produces funny results: 'Potpourri' came out as 'popery'!

Hosts should always enable this feature and let participants know that they can click on CC Live Transcript anytime to allow them to see the text created by the closed captioning feature.

Participants just need to click here
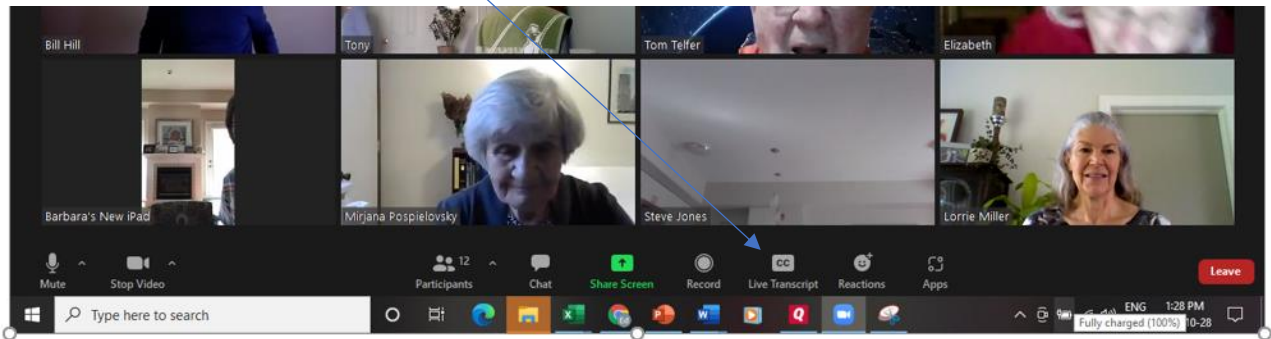
And then select <Show Subtitle>
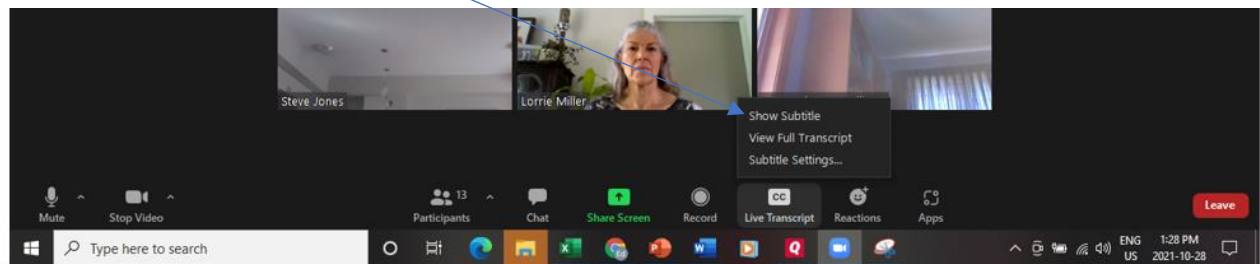
To turn closed captioning off, participants can click on <CC Live Transcript> and then <Hide Subtitle>.