

Tip Sheet: Recommendations for Using Live Captioning in Zoom

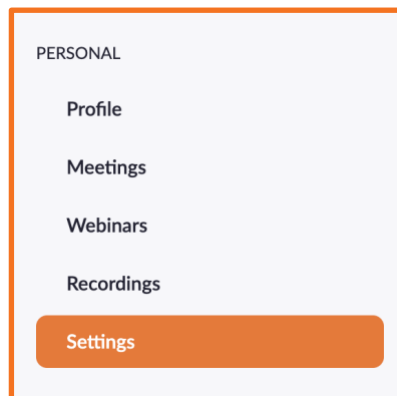
If you have any questions, or if you need assistance setting up your Zoom webinar, contact the [ZMW team](#).

[Enable Captioning in Zoom Settings](#) – [Live Captioning in Zoom \(Host\)](#) – [Live Captioning in Zoom \(Participant\)](#) – [Live Captioning Settings in Zoom](#) – [Live Captioning in Zoom \(Mobile Device\)](#) – [Live Captioning in Recorded Meeting](#)

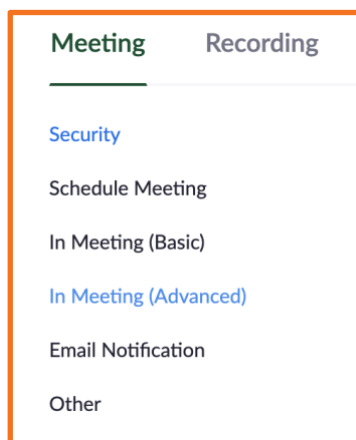
Enable Captioning in Zoom Settings

In order to provide live captions and transcriptions for Zoom meetings or webinars, you will need to ensure that certain settings are enabled within your University of Miami Zoom account.

1. Once you are logged in to **Zoom** (zoom.miami.edu), under the **Personal** options to the left of the page, click **Settings**:

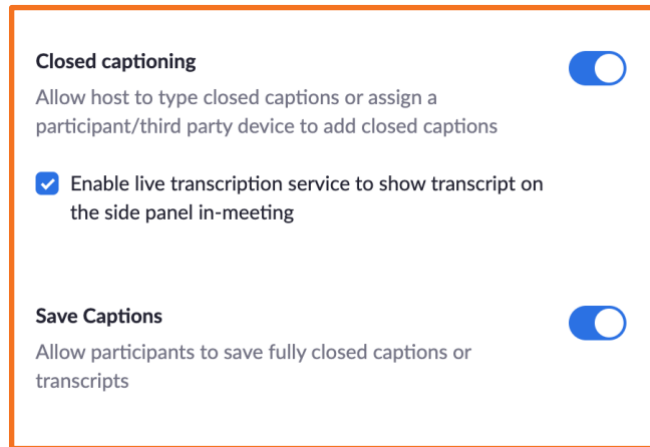


2. Under the **Meeting** tab, click on **In Meeting (Advanced)**:



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3. Click on **Closed Captioning** to enable live captioning. You can also enable whether you want to **show a transcript** on the side panel during your meeting/webinar and if you want participants to **Save Captions**.

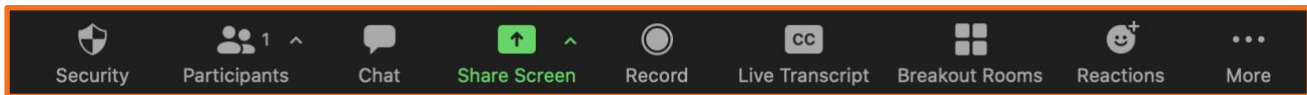


Important:

If you create or schedule a meeting/webinar where another person will be the host (e.g., added as an alternative host in Zoom), you will still need to enable your Closed Captioning settings for captions to work in the meeting/webinar, even if you are not attending.

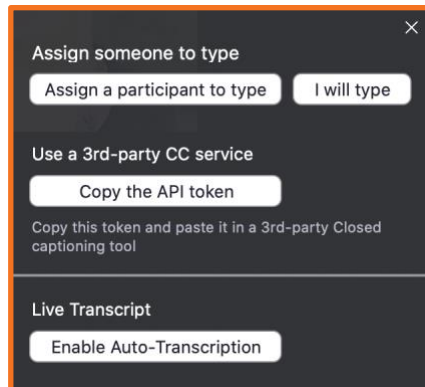
Live Captioning in Zoom Meeting/Webinar (Host)

1. Once **Closed Captioning** is enabled in your Zoom settings, start your meeting or webinar. Then, locate and click on the **Live Transcript** button at the bottom of your Zoom panel.

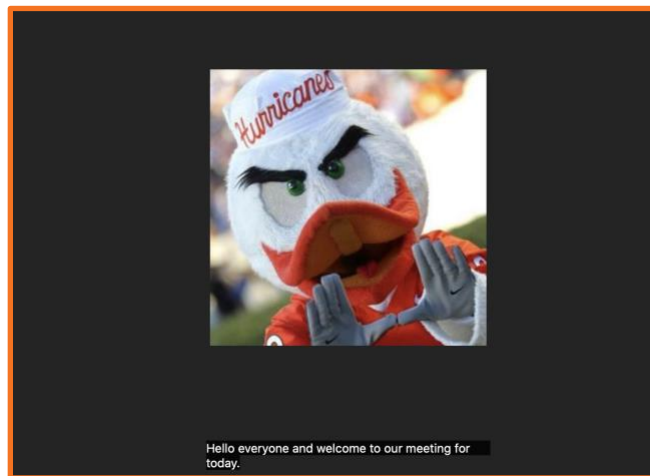


2. Within the Live Transcript pop-up, choose **Enable Auto-Transcription** under Live Transcript:

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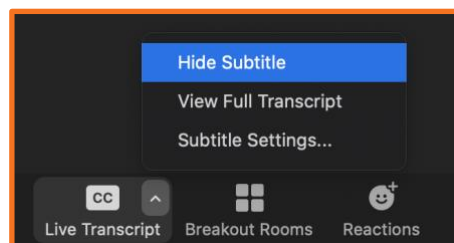


3. The Host will see a notification at the bottom of your Zoom screen stating, "You have turned on live transcription." You have now enabled Live Captioning for your Zoom meeting/webinar.



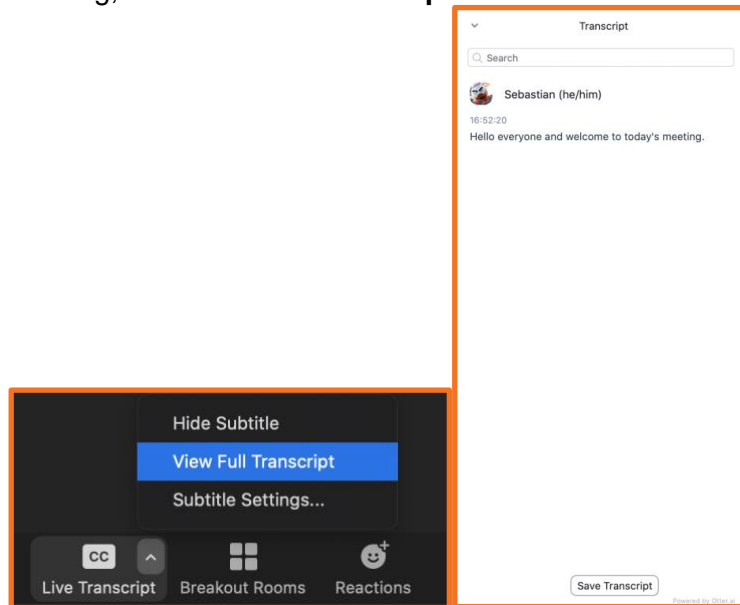
4. To hide the subtitles from your screen, click on the **arrow (^)** next to the **Live Transcript** button and select **Hide Subtitle**. To view subtitles again, click on the **arrow (^)** next to **Live Transcript**, and select **Show Subtitle**.

Note: Hiding/showing the subtitles only affects your view, and not the view of other participants.

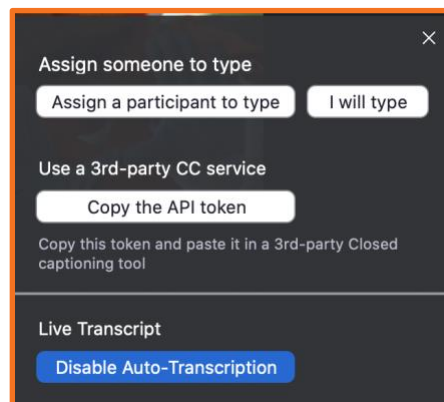


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- To view a side panel of your live transcription, click on the **arrow (^)** next to the **Live Transcript** button and select **View Full Transcript**. To close the side panel, click on the **arrow (^)** next to **Live Transcript** again and select **Close Full Transcript**. To save a full transcript of a meeting, click on **Save Transcript** at the bottom of the side panel.



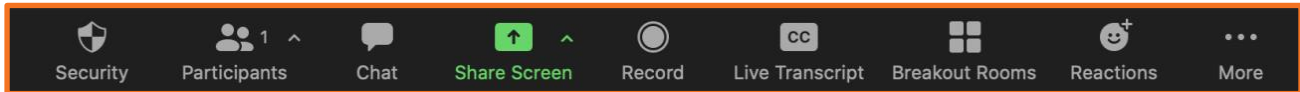
- To disable, Closed Captioning, click on the **Live Transcript button** and choose **Disable Auto-Transcription**. This will prevent participants from enabling the live transcription yet they will still see the Live Transcript button.



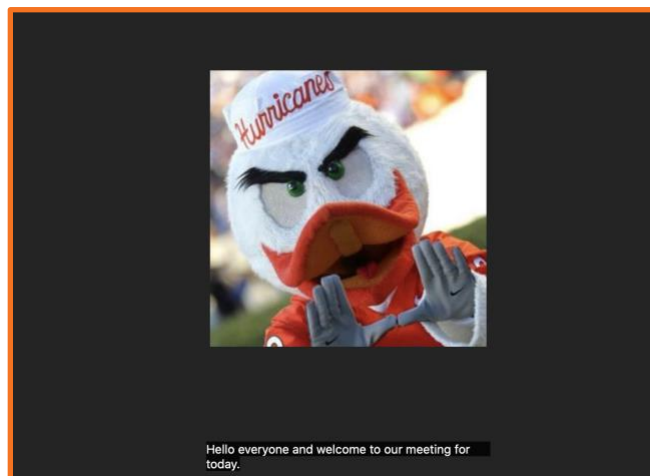
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Live Captioning in Zoom Meeting/Webinar (Participant)

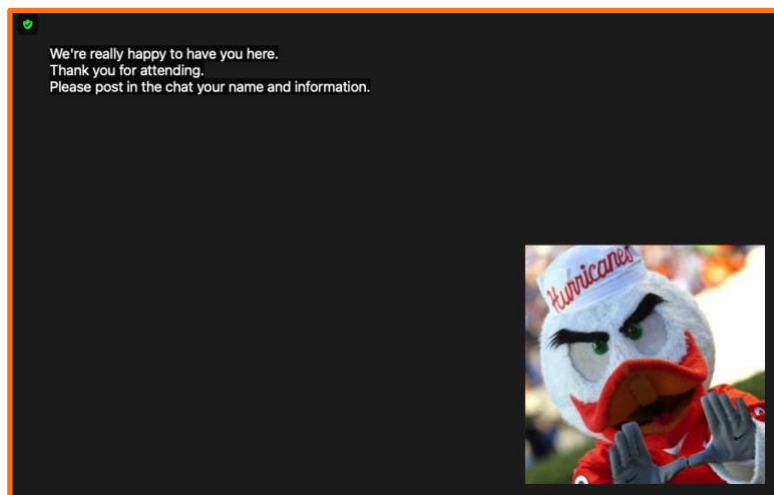
1. Once **Closed Captioning** is enabled by the Zoom host, you will see a notification at the bottom of your screen that states, "Live Transcription is now available." The **Live Transcript** button will appear at the bottom of your Zoom panel:



2. Click on **Live Transcript**, and then select **Show Subtitle**. Closed captioning will now appear on the screen.

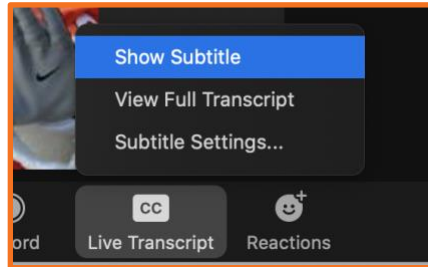


3. To move the captions from the bottom of the screen, click and drag the text captions to any location on the screen.

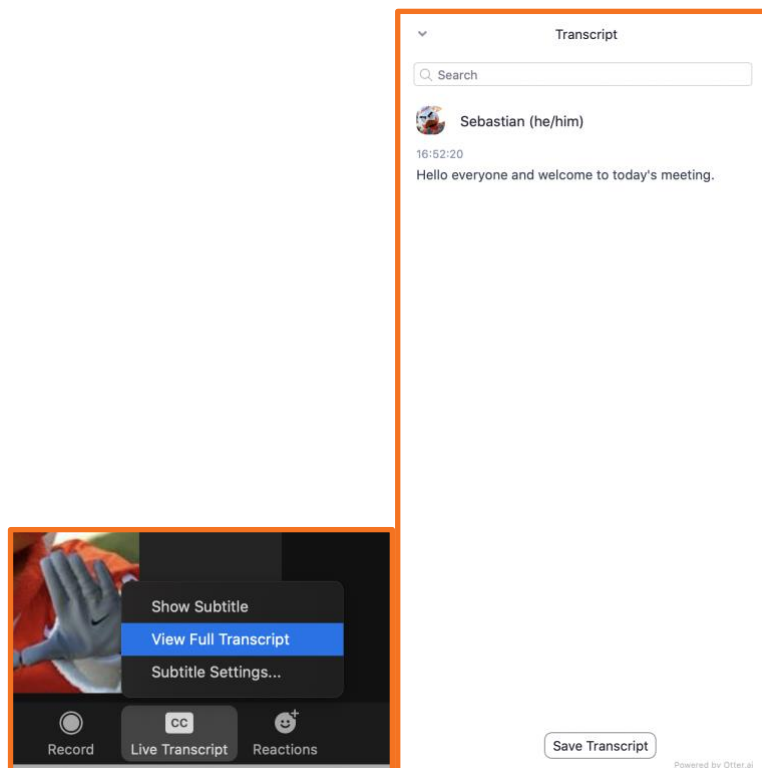


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4. If you wish to hide the subtitles from your screen, click on **Live Transcript** again and select **Hide Subtitle**.



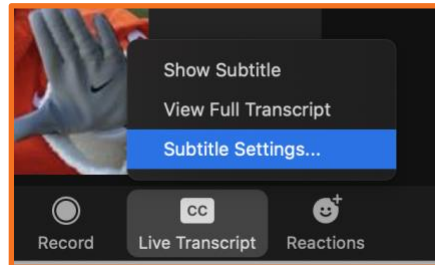
5. To view a side panel of live transcription, click on **Live Transcript** and select **View Full Transcript**. To close the side panel, click on **Live Transcript** again and select **Close Full Transcript**. To save a full transcript of a meeting, click on **Save Transcript** at the bottom of the side panel.



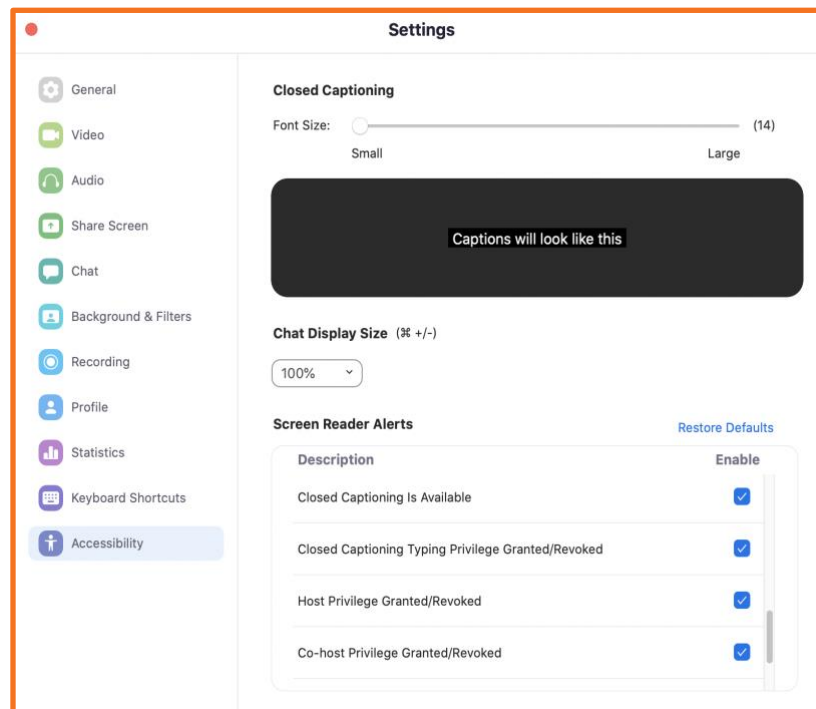
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Live Captioning Settings in Meeting/Webinar (Host and Participant)

1. Click on the **Live Transcript** button and select **Subtitle Settings**:



2. You should now see **Settings** under the **Accessibility** tab. Settings that affect **Closed Captioning** are:
 - a. Change the **Font Size** of your captions on your screen. *Note: Changing the font size only affects the font that appears for you and not for others in the meeting.*
 - b. Enable/Disable **Screen Reader Alerts** (e.g., Closed Captioning is available).

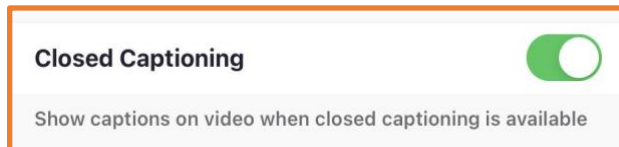


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Live Captioning in Zoom (Mobile Device)

To enable Closed Captions:

1. Sign in to your UM Zoom account via the mobile app.
2. Tap the **Settings** icon
3. Tap **Meetings** and enable **Closed Captioning**.



To enable live transcripts during a meeting/webinar (Host):

1. Tap on the **More** button > **Enable Live Transcript**
2. To hide subtitles, tap on **More** button > **Meeting Settings** > toggle off **Closed Captioning**
3. To view live transcript, tap on **More** button > **View Full Transcript**

To view live transcripts during a meeting/webinar (Participant):

1. Once the host has enabled live transcripts, subtitles should appear on your screen.
2. To hide subtitles, tap on **More** button > **Meeting Settings** > toggle off **Closed Captioning**.
3. To view live transcript, tap on **More** button > **View Full Transcript**

Note: The Zoom mobile app does not offer the ability to move transcripts on screen, change font size of captions, or save transcript file during a meeting.

Live Captioning in Recorded Meetings/Webinars

When you record a Zoom meeting/webinar, the live transcripts will appear in your recording as long as the host had them turned on.

Also, you will now have a **Closed Caption file** that a host can choose to download, share with participants, or delete.

