>> StageTEXT

<u>Using closed captioning or live transcription on Zoom</u>

If an online show, talk, or meeting is using Zoom and closed captioning or live transcripts are available, anyone in the Zoom will be able to see them.

Both are easy use and you'll be able edit the look of them to make sure they're exactly how you like them.

Turning the Live Subtitles on:

1. Join a meeting, event or webinar.
2. If the event has subtitles the **Closed Caption/Live Transcript** `CC` button will be highlighted letting you know subtitles are available.
3. If the event is using live subtitle then simply click the **Closed Caption** `CC` button to start viewing.
4. If live transcription is available, click **Live Transcript** `CC`, and then select **Show Subtitle**.
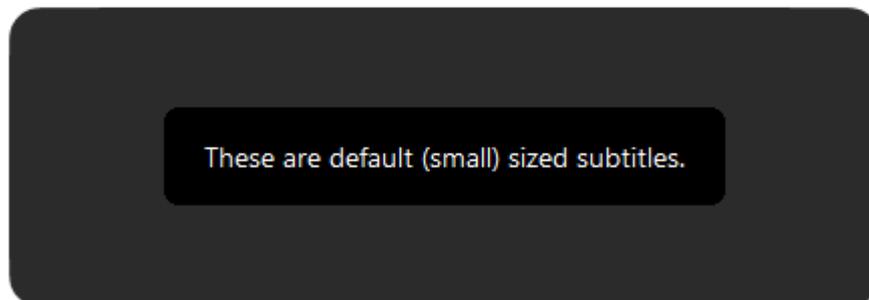
Customising Your Subtitles:

The subtitles can be clicked and dragged to move their position in the meeting window, allowing you to place them wherever is the most comfortable for you.

Then to adjust the caption size:

1. Click the up **^** next to **Start Video** / **Stop Video**.
2. Click **Video Settings** then **Accessibility**.
3. Move the slider to adjust the caption size.

If for any reason your subtitles are not working, it's always worth checking your version of Zoom is fully up to date. You can check if there are any updates available by clicking on your user icon in the top right corner of the Zoom window.