

OLLI at Duke: Using Zoom Live Transcripts (9/29/21)

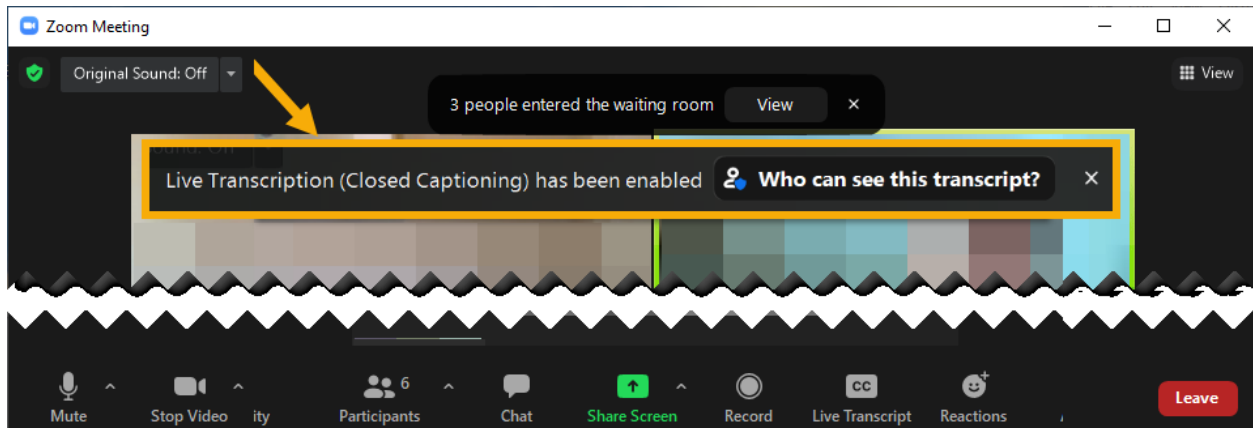
OLLI at Duke recently enabled Live Transcripts for all courses, trainings, and meetings held on Zoom. This feature provides closed captioning or subtitles for those members who find it helpful. This document explains how to use this new feature.

Zoom allows you to display transcripts in one of two ways:

Live Transcripts: a secondary window that writes the speech in real-time for participants to follow along.

Closed Captioning: a floating box of subtitles that defaults to appear at the bottom of the screen just above the Zoom toolbar, and can be moved around the Zoom screen.

When Live Transcripts is enabled, a message is displayed to participants. It appears on the screen as shown here highlighted in the orange box. Click the “x” at the end of the message to remove it.



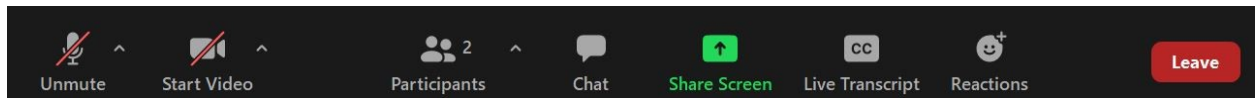
OLLI at Duke: Using Zoom Live Transcripts (9/29/21)

On a Windows or Mac computer

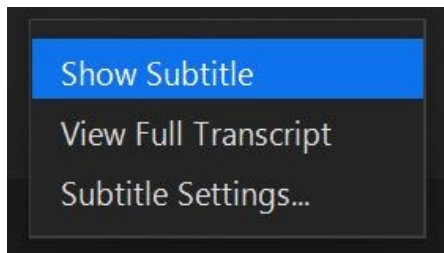
You will see a new “Live Transcript” option in the Zoom toolbar (circled in red below) that allows you to choose which, if any, transcript to display.

To display **Closed Captions**:

1. Move your mouse to make the Zoom Toolbar pop up at the bottom of the screen

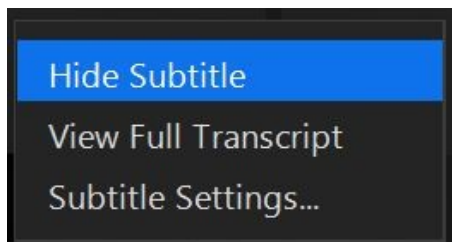


2. Click on “Live Transcript”.
3. On the pop-up menu click on “Show Subtitle”. A small floating box of subtitles will show up on the bottom (by default) of your Zoom window.



To turn off Closed Captions on a Windows or Mac computer:

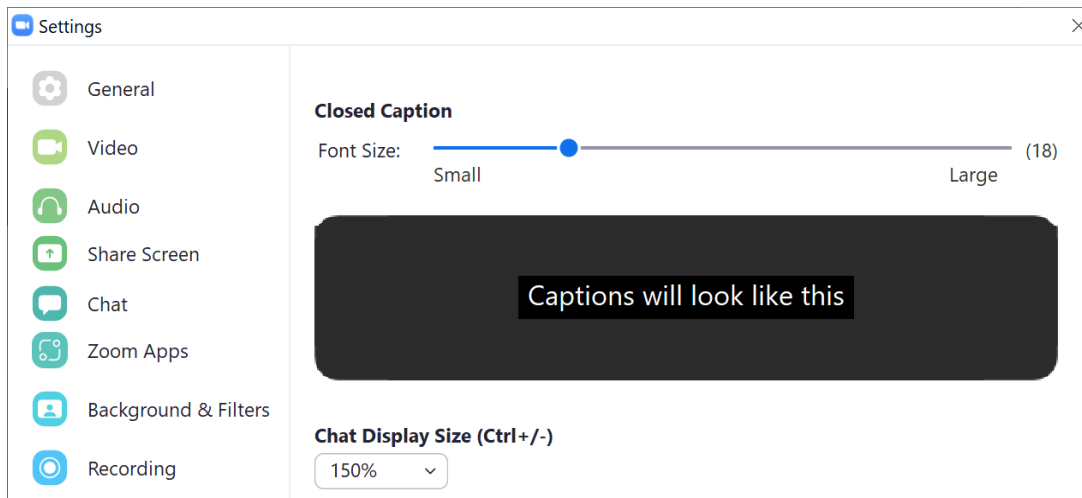
1. Move your mouse to make the Zoom Toolbar pop up at the bottom of the screen
2. Click on Live Transcripts.
3. On the pop-up menu, click on “Hide Subtitles”. The small floating box should disappear.



OLLI at Duke: Using Zoom Live Transcripts (9/29/21)

You can also change the size of the font in which the subtitles appear:

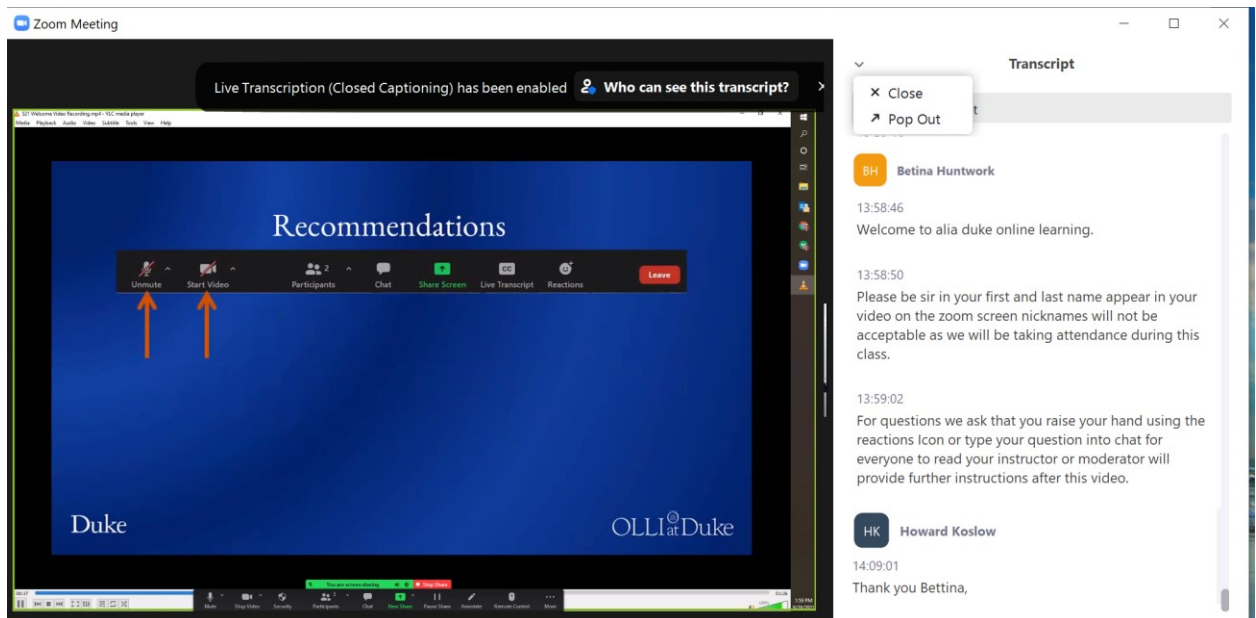
1. Move your mouse to make the Zoom toolbar pop up at the bottom of the screen.
2. Click on Live Transcripts.
3. Click on Subtitle Settings...
4. In the white pop up window, use the slide bar at the top to change the size of the font. The black box below the slide bar shows a preview of the changes in font size.



OLLI at Duke: Using Zoom Live Transcripts (9/29/21)

To display the **Live Transcript** window:

1. Move your mouse to make the Zoom toolbar pop up at the bottom of the screen.
2. Click on “Live Transcript.”
3. On the pop-up menu, click on “View Full Transcript.”
4. A new window will open to the right side of the Zoom window, as shown below. If you are in fullscreen mode, the window will float on top of the Zoom window.
5. Use the little x (top right of window on a Windows PC) or red dot (on a mac) to close the transcript window.



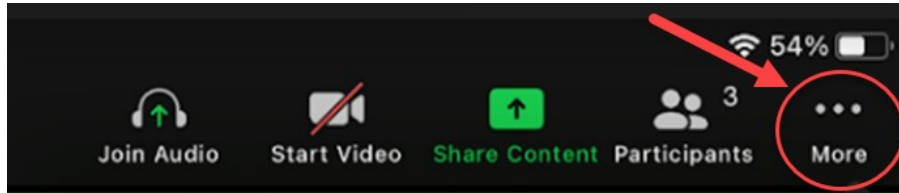
OLLI at Duke: Using Zoom Live Transcripts (9/29/21)

On an iPad

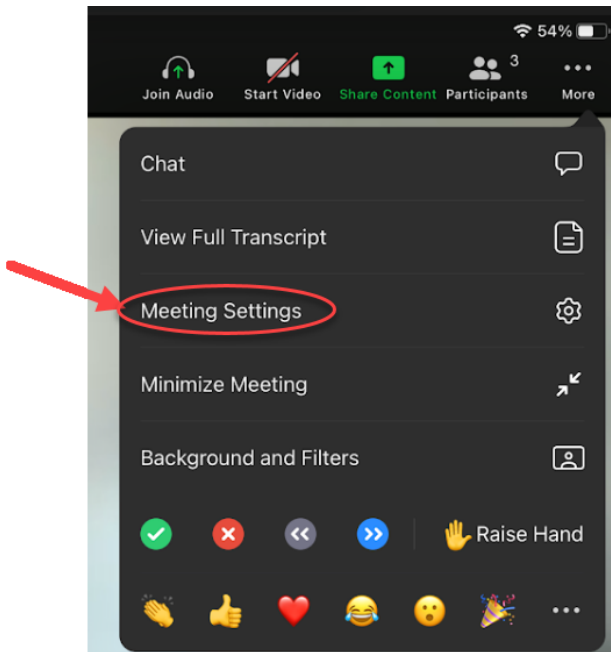
When live transcripts are enabled, iPads default to show closed captioning.

To turn it off:

1. Tap the screen to make the Zoom toolbar appear at top of screen.
2. Tap on "... More" in the toolbar.

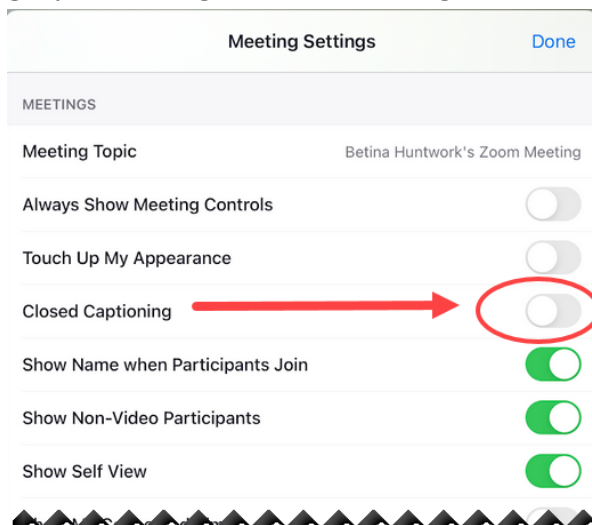


3. Tap on "Meeting Settings"



OLLI at Duke: Using Zoom Live Transcripts (9/29/21)

4. Tap or slide the toggle switch next to “Closed Captioning.” The switch will turn gray indicating that it is off, or green if it is on.



5. Tap on the blue “Done” at the top left of the pop-up window to close settings.
6. This change should be effective for all future Zoom meetings. If you need to turn closed captioning back on, repeat steps 1-5 to make them reappear.

OLLI at Duke: Using Zoom Live Transcripts (9/29/21)

On an Android Tablet or Smartphone

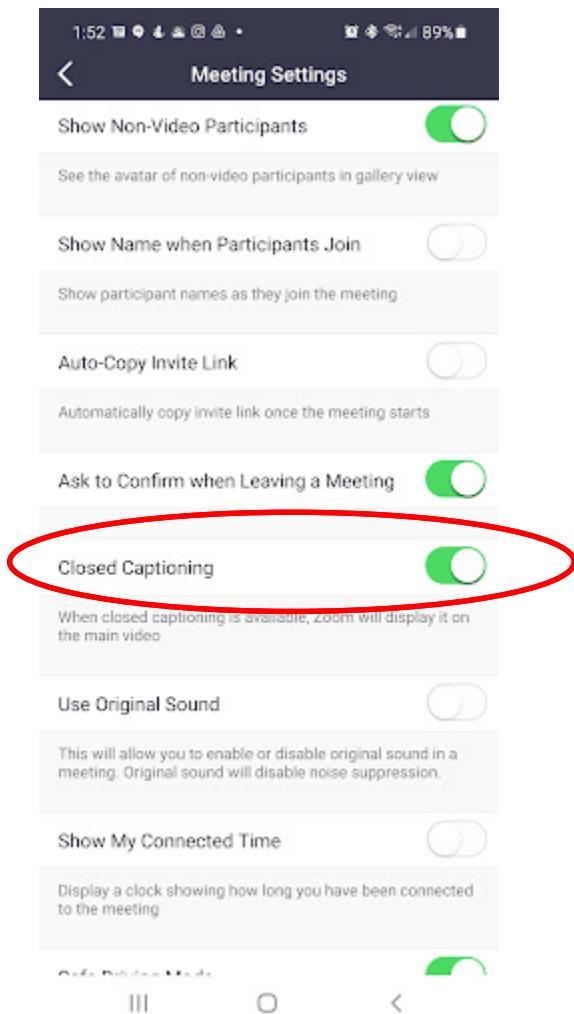
These steps must be taken before joining or starting a meeting using the Zoom app.

1. Open the Zoom app.
2. Tap the gear in the top left corner.



3. Tap on Meeting to open settings
4. Use your finger to scroll down the list of meeting settings until you see "Closed Captioning".

OLLI at Duke: Using Zoom Live Transcripts (9/29/21)



5. Tap or slide the toggle switch next to “Closed Captioning.” The switch will turn gray (or white) indicating that it is off, or green if it is on.

This setting affects all meetings you join on this device. If you need to turn closed captions on again, repeat steps 1-5.