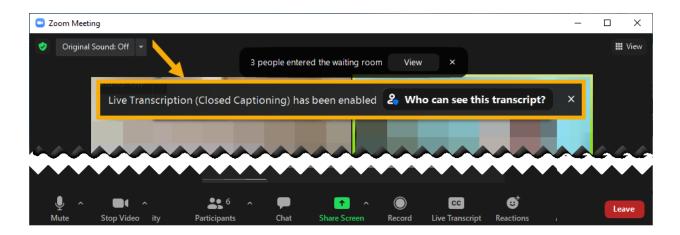
OLLI at Duke recently enabled Live Transcripts for all courses, trainings, and meetings held on Zoom. This feature provides closed captioning or subtitles for those members who find it helpful. This document explains how to use this new feature.

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 <u>subtitles</u> 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.

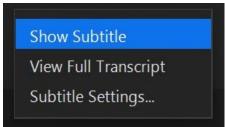


On a Windows or Mac computer

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.

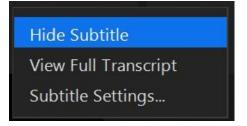
To display **Closed Captions**:

- 1. Move your mouse to make the Zoom Toolbar pop up at the bottom of the screen
 - Image: Markow Construction
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- 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.



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.

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•	General	Closed Caption			
C	Video	Font Size: Small	•	Large	(18)
	Audio			5	
Ŷ	Share Screen				
0	Chat		Captions will look like this		
ເງ	Zoom Apps				
	Background & Filters	Chat Display Size (C	trl+/-)		
0	Recording	150% ~			

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.

C Zoom Meeting	– 🗆 X
Live Transcription (Closed Captioning) has been enabled 2 Who can see this transcript? >	× Close Pop Out
Recommendations	BH Betina Huntwork 13:58:46 Welcome to alia duke online learning.
Monute Start Mideo Participants Chat Share Screen Lice Transcript Reactions	13:58:50 Please be sir in your first and last name appear in your video on the zoom screen nicknames will not be acceptable as we will be taking attendance during this class.
	13:59:02 For questions we ask that you raise your hand using the reactions Icon or type your question into chat for everyone to read your instructor or moderator will provide further instructions after this video.
Duke OLLI [@] Duke	HK Howard Koslow
	14.09:01 Thank you Bettina,

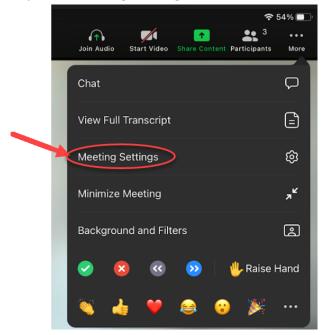
On an iPad

When live transcripts are enabled, iPads default to show closed captioning. To turn it off:

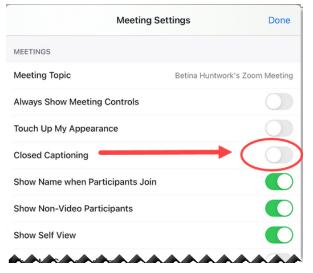
- 1. Tap the screen to make the Zoom toolbar appear at top of screen.
- 2. Tap on "... More" in the toolbar.



3. Tap on "Meeting Settings"



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 tap 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.

On an Android Tablet or Smartphone

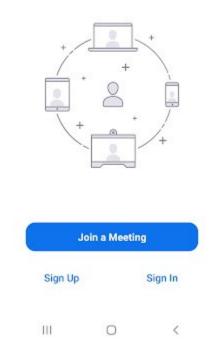
These steps must be taken before joining or starting a meeting using the Zoom app.

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



Start a Meeting

Start or join a video meeting on the go



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

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K Meeting Settings	
Show Non-Video Participants	
See the avatar of non-video participants in gal	lery view
Show Name when Participants Join	Œ
Show participant names as they join the meet	ing
Auto-Copy Invite Link	O
Automatically copy invite link once the meetin	g starts
Ask to Confirm when Leaving a Meetin	ng 💽
Ask to Confirm when Leaving a Meetir Closed Captioning	ng C
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Closed Captioning	C
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Closed Captioning When closed captioning is available, 200m will the main video Use Original Sound This will allow you to enable or disable original	I display it on
Closed Captioning When closed captioning is available, 200m will the main video Use Original Sound This will allow you to enable or disable origina meeting. Original sound will disable noise sup	I display it on

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.