

ACTIVATING CLOSED CAPTIONS IN ZOOM (Pro Account)

Setting up Closed Captions in Zoom Pro:

(Zoom Pro is the least expensive Zoom paid subscription)

There is a YouTube video that corresponds to this document. You need to click on the link to view the video. You may share with anyone you wish. The video includes: updating zoom; initiating settings; creating a new meeting to test captions; how to use the caption settings.

https://youtu.be/5D9M_TWROCI

I am on Zoom Version 5.4.4. Here is where you update your zoom account, which is good to do. No matter what version you are on, it will accept an upgrade: Click here:

<https://zoom.us/download>

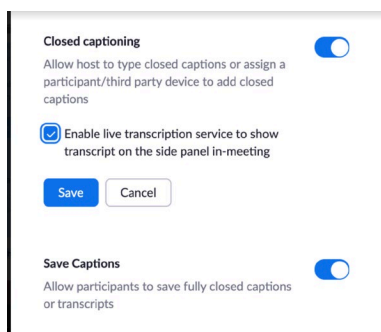
To activate the closed caption **settings**, go to www.zoom.us

Sign in and click on My Account (top right corner)

Click on the settings (left menu)

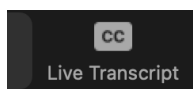
Scroll down the settings, near the bottom, you can turn on Closed captions.

Be sure you click on Save:



You **enter the meeting**, as a host on a computer:

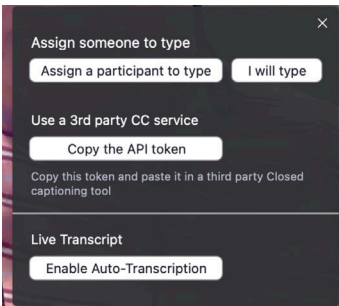
Click on the CC Icon at the bottom



...or sometimes it is in the 3-dot "more" menu on bottom right.



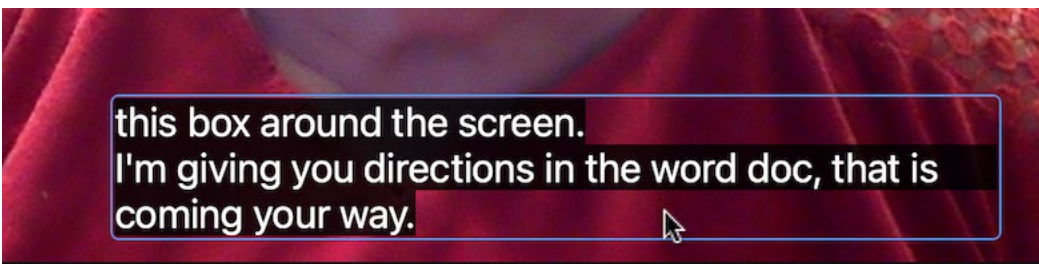
Then click on Enable Auto Transcription (at bottom)



Captions should begin.

Caption Tips for the Participants:

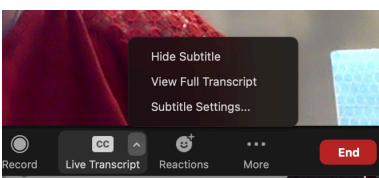
Position the captions on the screen: Click on the caption box and drag the box to where you want it on the screen:



Resize the captions: (not available on iPhone or iPad)

Click on Live Transcript (or the up arrow)

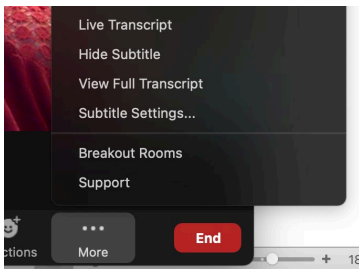
Click on Subtitle Settings



... OR...

Click on "More" Menu

Click on Subtitle Settings

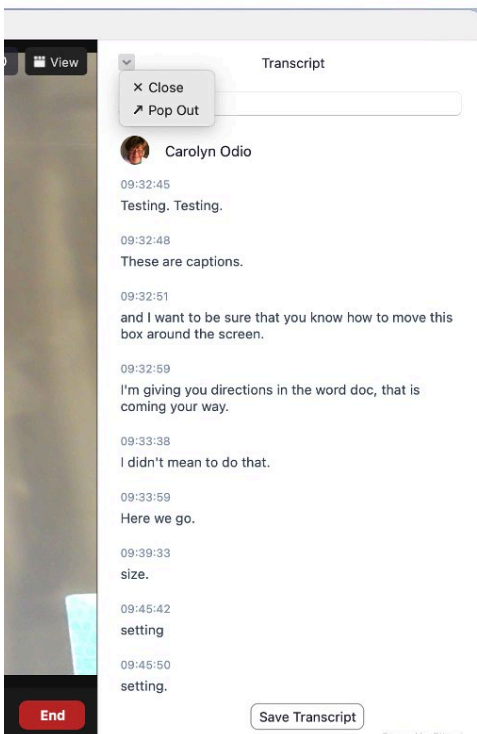


View: Gallery vs Speaker

Captions work best with Speaker view since the captions appear under the speaker. For Gallery View I have turned off the captions (Hide Subtitles) and view the Full Transcript, as described below. As it transcribes, it identifies the speaker by the speaker icon & name. Just experiment and see what works for you.

Full Transcript (not available on iPhone or iPad)

As in the pictures above, click on "View Full Transcript" and you will see:



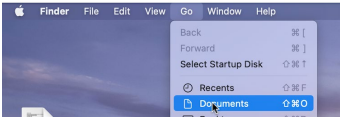
Click on the up arrow to see the "Pop Out" command at the top. This will create a separate transcript window, which you can move around to position on your desktop, as you wish.

If the host has activated the setting, you will see "Save Transcript" at bottom. You may save this meeting conversation, if you click on it. Once you end the meeting, it will appear on your desktop. It is stored permanently (until you delete it) in a Zoom folder inside your Documents Folder.

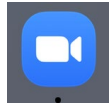
For the PC the Documents Folder is at the bottom of your desktop screen:



For the MAC the Documents Folder is in the Finder menu:



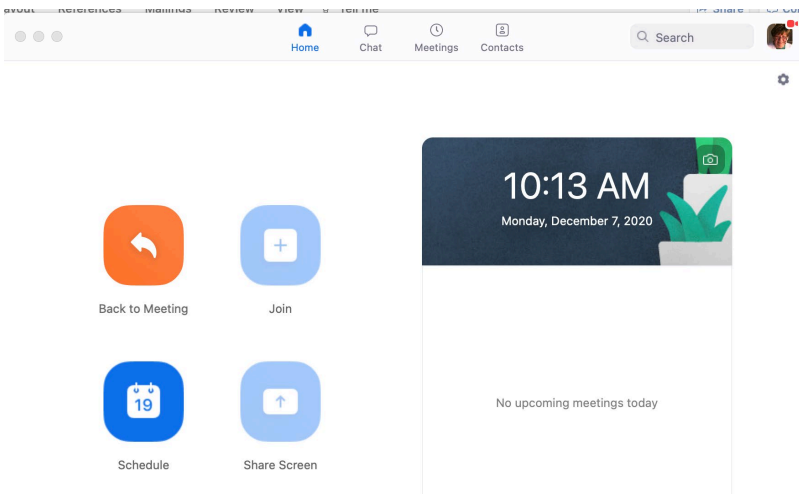
To change this default path from your Documents Folder to elsewhere on your computer, do the following:



Click on the Zoom App:

Be sure you are at the Home Tab (in blue, at top)

Click on the tiny gear icon (upper right corner)



Click on Recording (left menu)

At the top you can change the path of where your zoom items are stored: Saved transcripts; Saved chats; Saved recordings etc.

