

Captions in Zoom

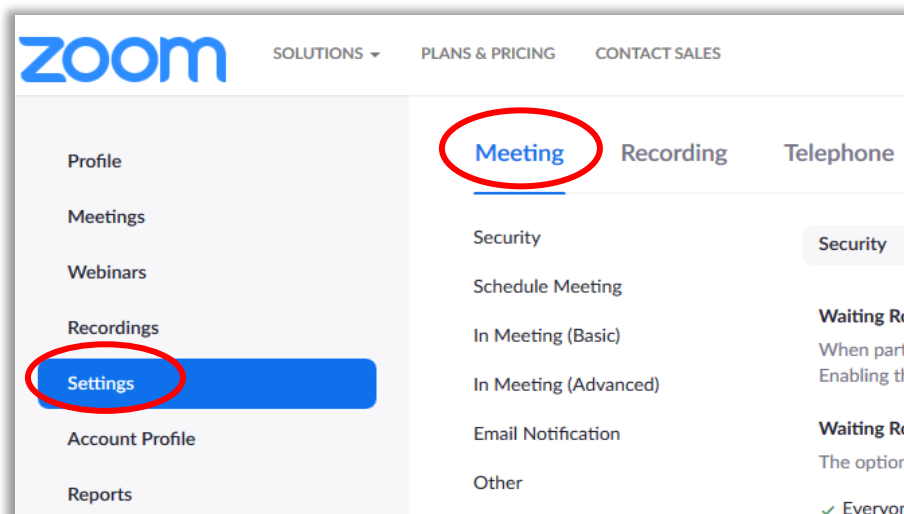
(Step-by-Step Setup Demonstration)

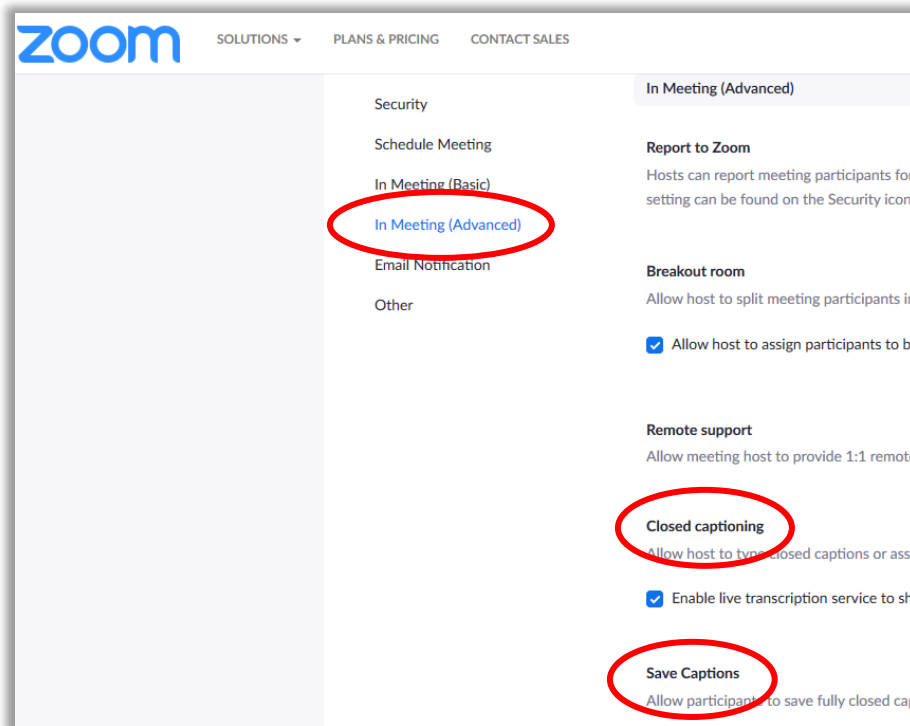
Table of Contents

- Set up captions and subtitles (as a host/co-host)
- Starting closed captioning and transcriptions in a webinar session or a meeting (as a host/co-host)
- (Optional) Set up typed caption
- Entering closed captions (as a participant)
- Using closed captioning in breakout rooms
- Viewing and save closed captioning via desktop
- Viewing captioning via mobile app
- (Optional) To adjust the caption size
- Using audio transcription for Zoom cloud recordings

Set up captions and subtitles

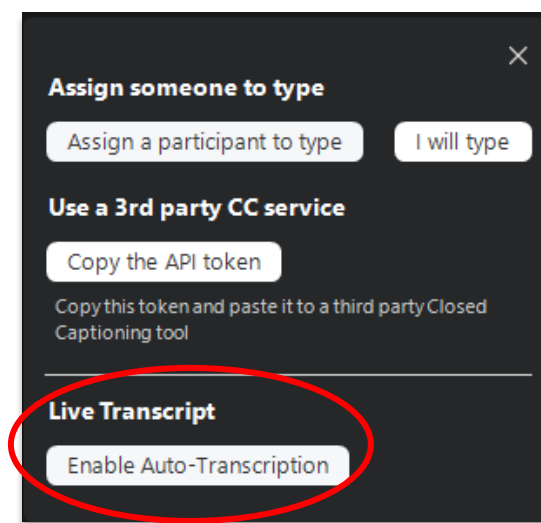
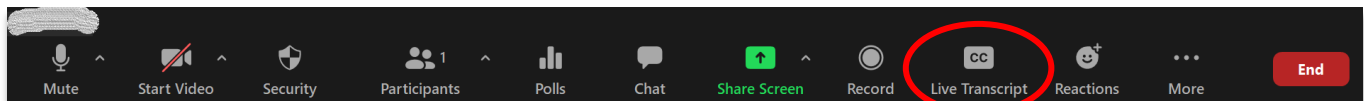
1. Sign into the Zoom web portal.
2. In the navigation panel, click **Settings**.
3. Click the **Meeting** tab and again click **In Meeting(Advanced)** tab.
4. Verify that **Closed Caption** is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
6. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.
7. (Optional) If you allow participants to save full captions/transcripts, click **Save Captions** to verify change.



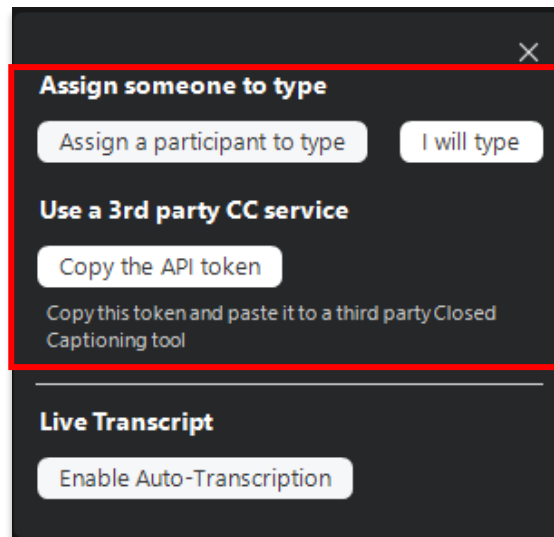


[Starting closed captioning and Transcription in a webinar session or a meeting](#)

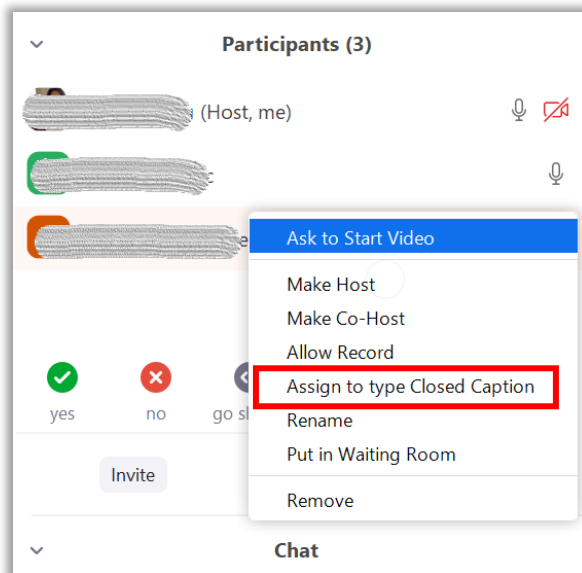
1. In a Zoom meeting or webinar that you are hosting, click **Live Transcript** and then, click **Live Transcript** in the pop-up window.



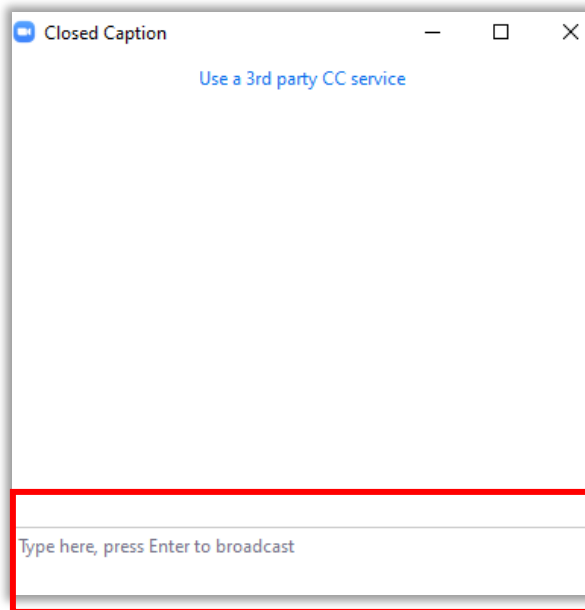
2. (Optional) Click one of these options:



- **To Assign a participant to type:** Opens the participants window. Hover over the participant's name and click **More** then **Assign to Type Closed Caption**.



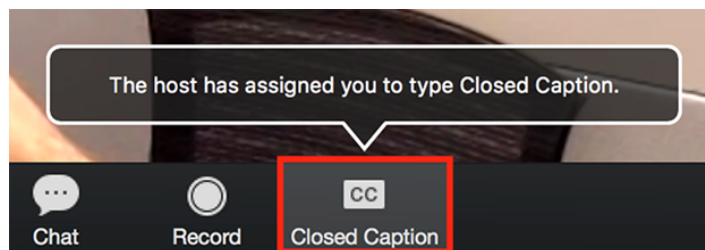
- **I will type:** Opens the closed captioning window for you to manually type closed captions.



- **Copy the API token:** Copy the URL that you can provide to a third-party closed captioning service to integrate the service with your meeting.

[Entering closed captions as a participant](#)

1. Once the host assigns you the ability to type closed captions, a notification will appear in your meeting controls.

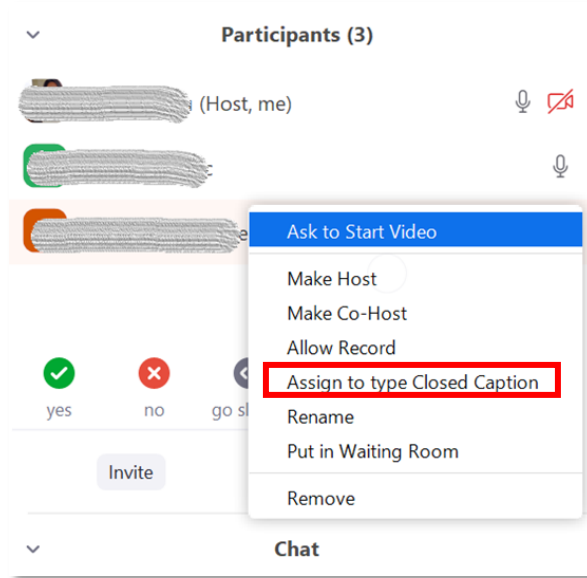


2. Click **Closed Caption**. This will open up the closed caption box.
3. Type the caption in the box and press **Enter** to submit it.

[Using closed captioning in breakout rooms](#)



- If you're the meeting host, we recommend using a third-party closed captioning service if you want closed captions in breakout rooms.
- If you want to a participant to type closed captions, make sure you assign them permission to type closed caption before starting the breakout room sessions:

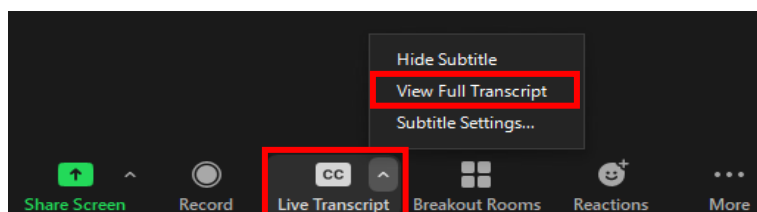


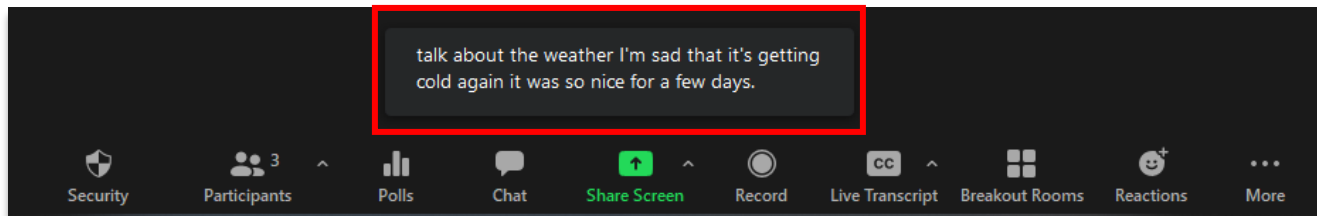
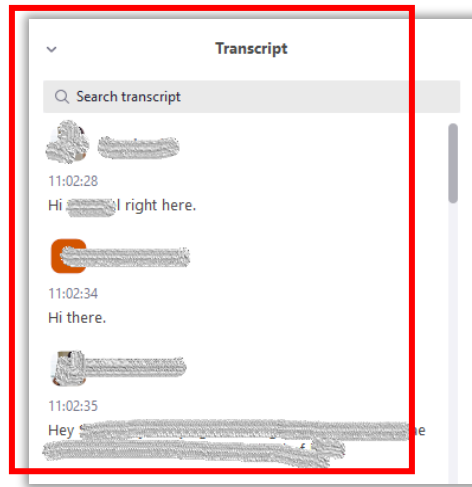
You can only assign one participant to type closed caption, meaning only one breakout room will have closed captions after you start the breakout room sessions.

After you start breakout room sessions, participants can click **Closed Caption** in the meeting controls to view closed captions.

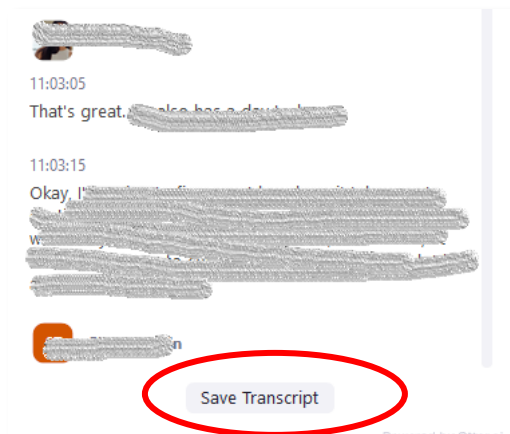
[Viewing and save closed captioning via desktop](#)

If closed captioning is available during a meeting or webinar, you can view closed captions as a participant in the Transcription pop-up window. You can also view closed captioning in a Zoom Room.






If closed captioning is available during a meeting or webinar, you can save the transcript into your own computer device, by click **Save Transcript** at the bottom of the **Transcription** pop-up window.



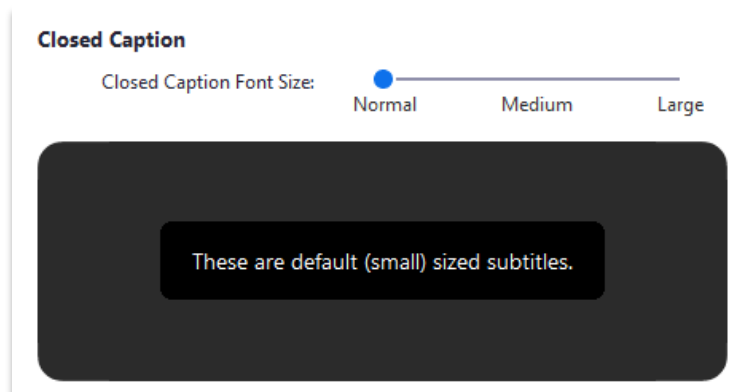
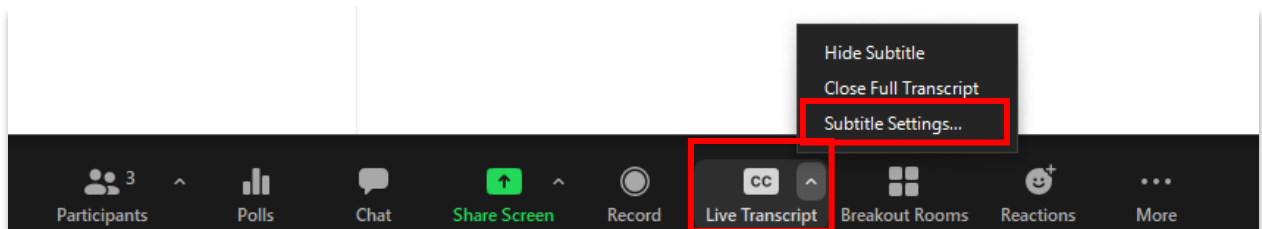
[Viewing captioning via mobile app](#)

1. Sign into the Zoom mobile app.
2. Tap the Settings icon. 
3. Tap Meeting.
4. Toggle Closed Captioning to on.

When you are in a meeting where closed captioning is available, they will automatically appear on the bottom of the screen.

(Optional) To adjust the caption size

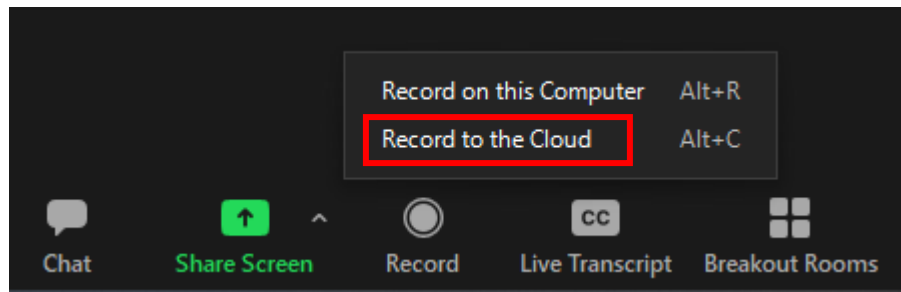
1. To adjust the caption size, place your cursor on the CC icon and click “**Subtitle Settings...**” in the pop-up window.
2. Click **Video Settings** then **Accessibility**.
3. Move the slider to adjust the caption size.



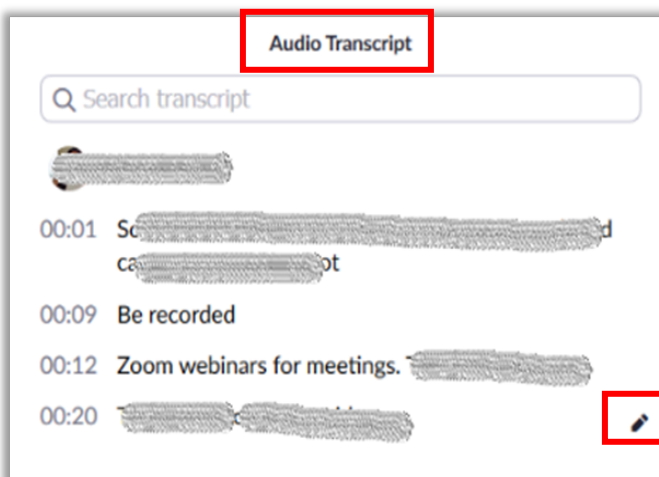
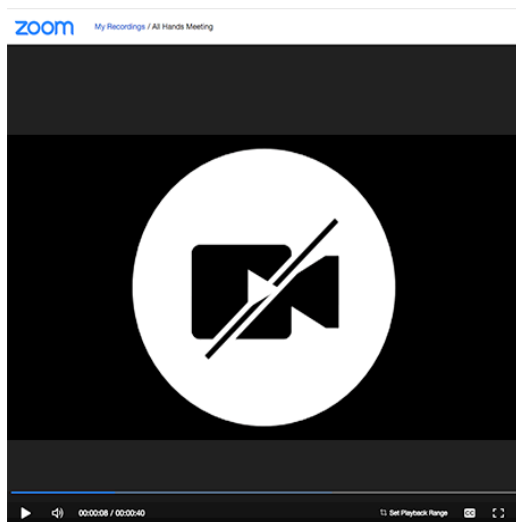
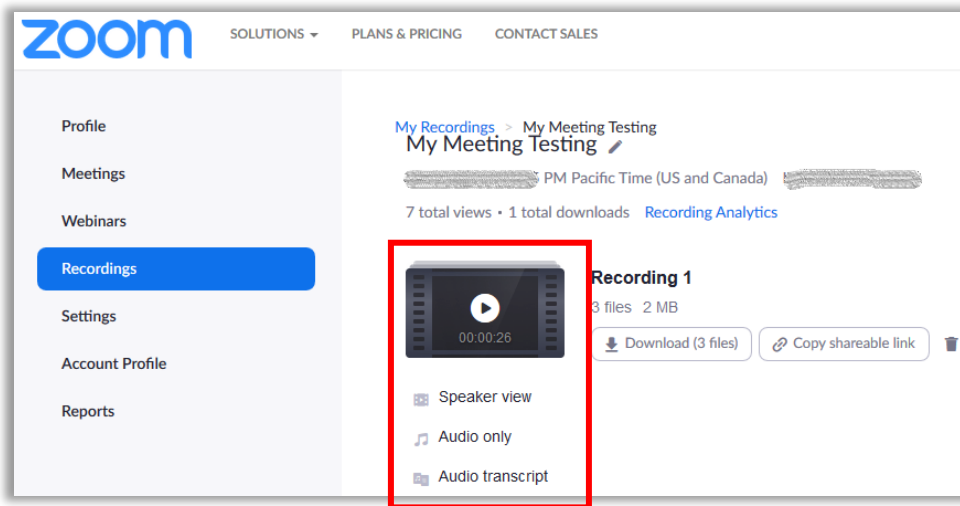
Using audio transcription for cloud recordings

Audio transcription automatically transcribes the audio of a meeting or a webinar session that you record to Zoom cloud. After this transcript is processed, it appears as a separate VTT file in the list of recorded meetings. You have the option to display the transcript text within the video itself, which is similar to a closed caption display. You can also to view, search and edit the transcript via a text editor/word processing application, or the web portal

(Optional) If you wish to save the recording of a webinar session or a meeting, you could first follow the abovementioned steps to set up the closed captions, before the beginning your webinar. And then, click the **Record button** in Zoom room and select **Record to the Cloud** option in the pop-up window at the bottom of Zoom navigation panel.



Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed. There will be two links in the email, the first will be for the Host-only, to manage the recording. The second link will be for the participants. Participants can view the transcripts in each of recording formats, that is, Speaker view, Audio-only, and text-based Audio transcript.



GMT20201028-190630_My-Meeting.transcript.vtt - Notepad

File Edit Format View Help

WEBVTT

1

00:00:01.650 --> 00:00:07.980

[REDACTED] You: So this is [REDACTED] testing video to see

2

00:00:09.960 --> 00:00:11.400

[REDACTED]: E [REDACTED]

3

00:00:12.840 --> 00:00:18.540

Z [REDACTED]: Zoom webinars [REDACTED] [REDACTED]

4

00:00:20.430 --> 00:00:23.970

[REDACTED]: [REDACTED]