# How to use Zoom's Closed Captioning

Dakota County's Zoom account now has built in closed captioning available on all Dakota County Zoom user accounts.

Note:

- Only meeting hosts can initiate closed captioning. Meeting participants may have to ask a host to turn closed captioning on if it's not already running.

- Closed captioning must be turned on for each individual meeting; it does not remain active from one meeting to the next.

- Participants cannot save or export the live running transcript. The transcript is only viewable during the meeting.

- Subtitles are not captured as part of the video when a Zoom meeting is recorded.

- Zoom's closed captioning attempts to transcribe spoken words using an online artificial intelligence engine. Acronyms, technical terms, local phrases and unique words--especially people's names--may be mistaken for other words.
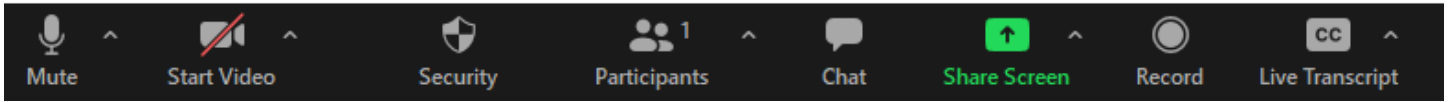
INSTRUCTIONS FOR CLOSED CAPTION SUBTITLES (For the meeting host ONLY)

1. Start the Zoom meeting.

2. Click on the **CC Live Transcript** button in the control bar at the bottom of the Zoom window.

3. Under Live Transcript click on **Enable Auto-Transcription.**
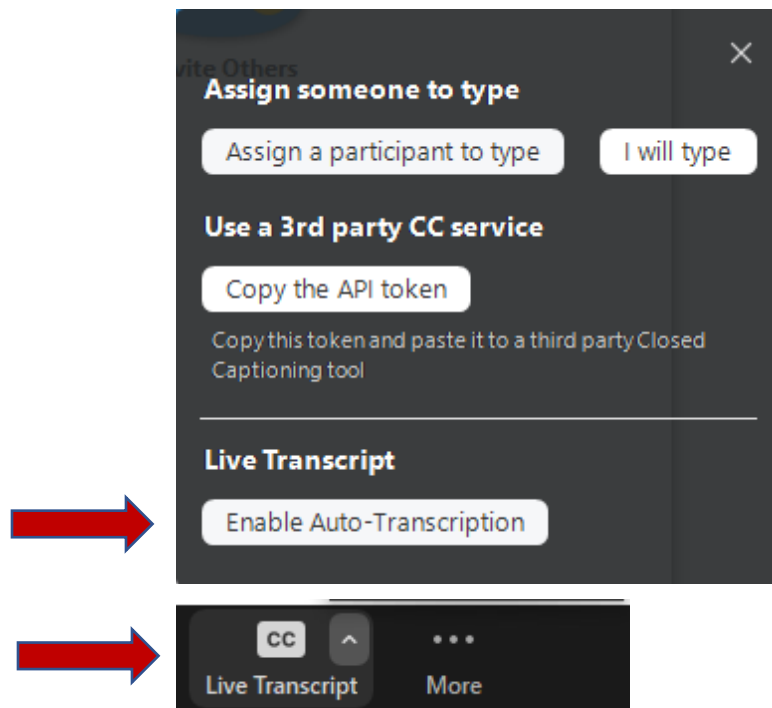
As people speak in the meeting, closed caption subtitles will scroll across the bottom of the window. By default, this will appear for the host and all meeting participants.

This is the onscreen closed captioning.

Turn off closed captioning at any time during a meeting by simply clicking the **CC Live Transcript** button on the control bar and choosing **Disable Auto-Transcription.**

INSTRUCTIONS FOR CLOSED CAPTION SUBTITLES (For meeting participants)

Meeting participants can hide closed caption subtitles, watch a live transcript of the meeting and adjust the size of subtitle text. This only affects what appears on their own screen.

1. Click on the **CC Live Transcript** button in the control bar at the bottom of the Zoom window.
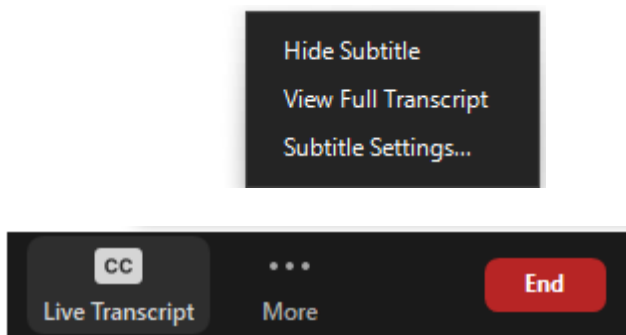
2. Click **Hide Subtitle** to hide the subtitles on your screen.

3. Click **Full transcript** to open a sidebar which contains a scrolling full transcript of meeting.

4. Click **Subtitle Settings…** to open the Zoom Settings page where you can make the size of subtitle text larger or smaller.

If you encounter any problems or related questions please contact the I.T. Help Desk via either email (helpdesk@co.dakota.mn.us) or by phone at (651) 438-4346.