# **Zoom Live Captioning**

Zoom has an auto-transcription/captioning feature built in using artificial intelligence.

## Important points:

* Auto-transcription has to be enabled by the host of the meeting
* Meeting participants have the ability to show or hide captions/subtitles on their individual screens
* Automatic captions may not be accurate enough to provide access for all individuals with disabilities. Real time captioning, using a professional hired captionist, should generally be arranged for any meetings when captioning is required for disability access. Please consult with attendees and/or Disability Resources if you have any questions about the appropriate kind of captioning for your event.
* Auto-transcription should be **turned off** for meetings in which there is a human captionist assigned

## To turn on auto-transcription as the meeting host:

1. Start a new meeting
2. Click the “Live Transcript” button at the bottom of the Zoom window
3. Select “Enable Auto-Transcription”



## To view captions as a meeting attendee:

1. Click the “Live Transcript” button at the bottom of the Zoom window
2. Select “Show Subtitle” for captions to appear on screen



## To save a transcript of the meeting

1. Click the “Live Transcript” button at the bottom of the Zoom window
2. Select “View Full Transcript.” A panel will appear on the right side of the Zoom window with full meeting transcript.
3. At the end of the meeting, click on “Save Transcript” at the bottom of that panel
4. The transcript will be saved as a .txt file in the Zoom meeting folder on your computer

## Captioning Recorded Zoom Sessions

Auto-transcription/captioning is **not** retained on the mp4 files of recorded Zoom sessions.

To add **auto-generated captions** to your Zoom recordings (please note that these captions can and should be edited for accuracy):

* [Use Panopto/Blackboard to add automatic captions](https://support.panopto.com/s/article/ASR-Generated-Captions)
* [Use YouTube to add automatic captions](https://support.google.com/youtube/answer/2734796?hl=en&authuser=0)

OR

Use **fee-based services** to add accurate captions to your video. Suggested vendors:

* [Rev](https://www.rev.com/)
* [3PlayMedia](https://www.3playmedia.com/)
* [Caption Sync](https://www.automaticsync.com/captionsync/)