

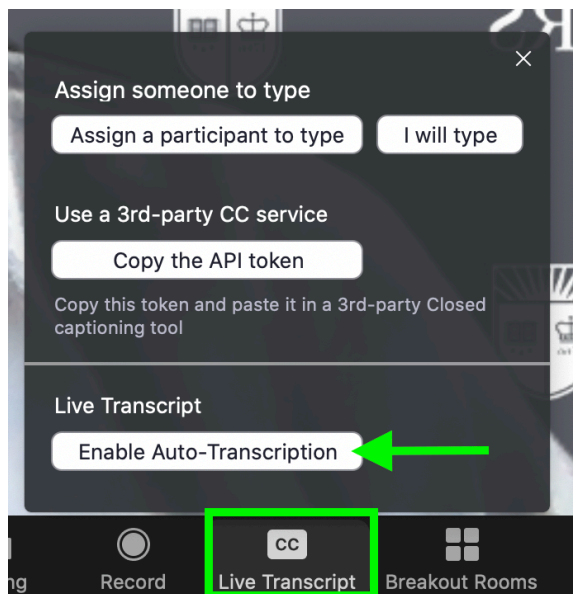
Tech Tip #2

Create Automatic Captions in Zoom.

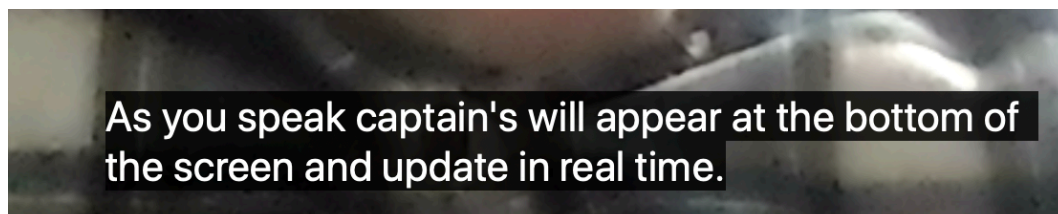
Zoom video calls now allow meeting hosts to turn on an automatic transcription that will turn spoken words into realtime captions.

Here's how to turn it on in your meetings:

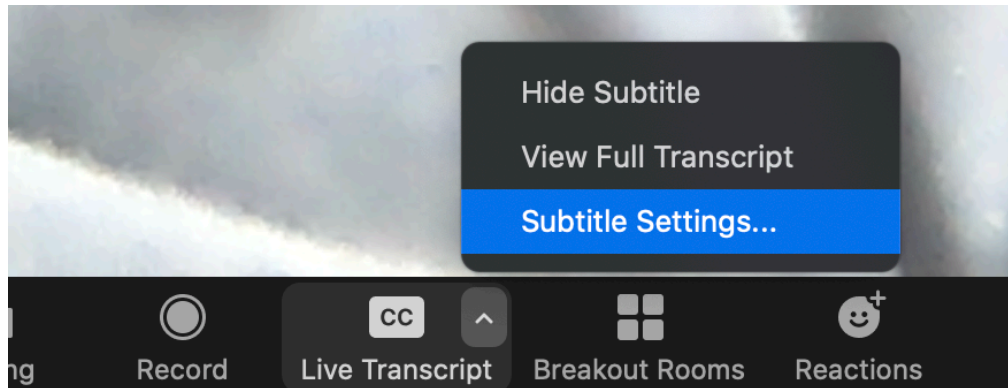
As the host, select the **Live Transcript** button in your control bar and then choose enable live transcription from the pop-up window



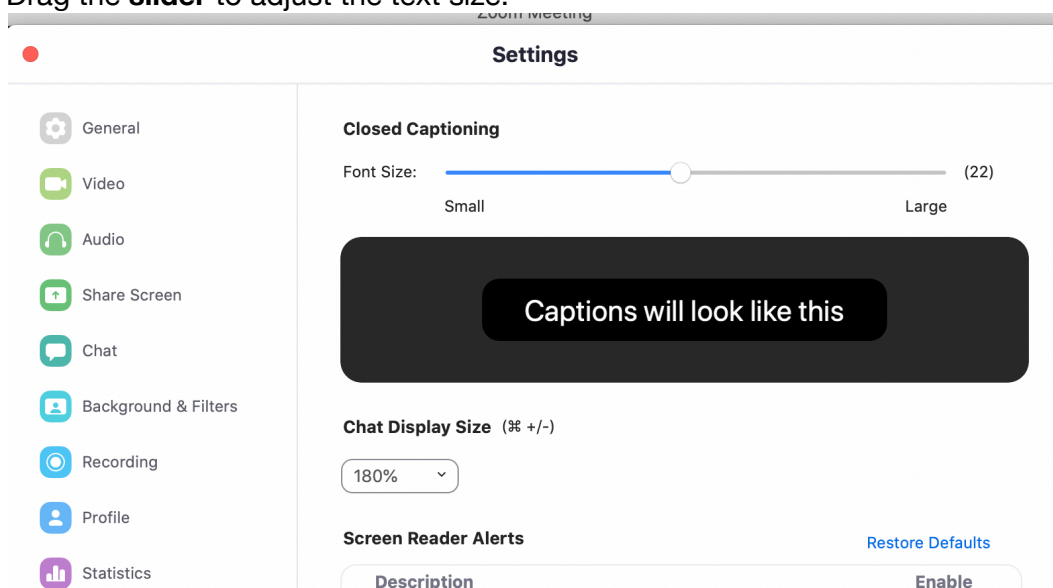
Participants in the meeting will receive the note "Live transcript is available." and be able to view the captions when they select the CC button.



To increase the size of the captions, select the ^ by the **Live Transcript** button and choose **Subtitle Settings**.
A settings pop-up window will open.

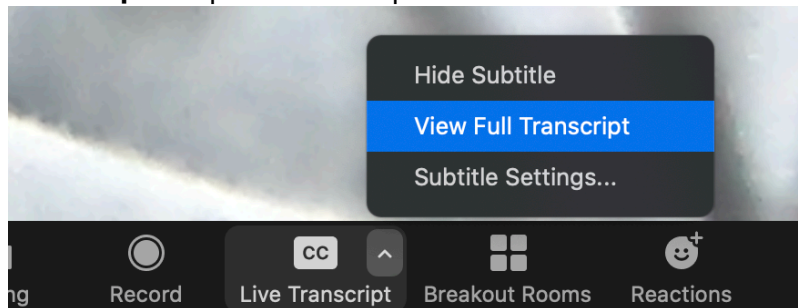


Drag the **slider** to adjust the text size.

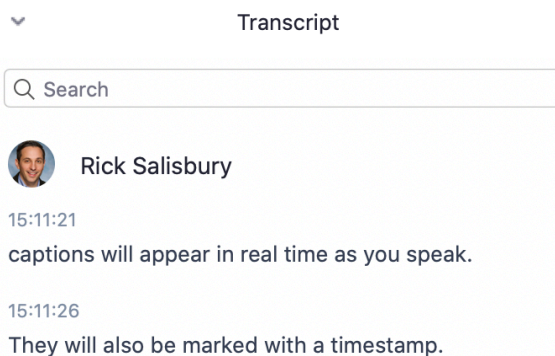


You can also view a full transcript of the meeting and review what each speaker has said.

In your meeting control bar, select the ^ by the **Live Transcript** button and choose **View Full Transcript** to open a transcription window.



The speaker's name and a time-stamp will be displayed.



Did you find this tip helpful. Want to learn more?

Rick Salisbury, Director of Educational Technology strategy, continues to hold weekly workshops on podcast development, WebEx use, Canvas and more. You can schedule workshops as well as individual consultations using the following link.

<https://bit.ly/njmsworkshops>