

ATHENS STATE UNIVERSITY



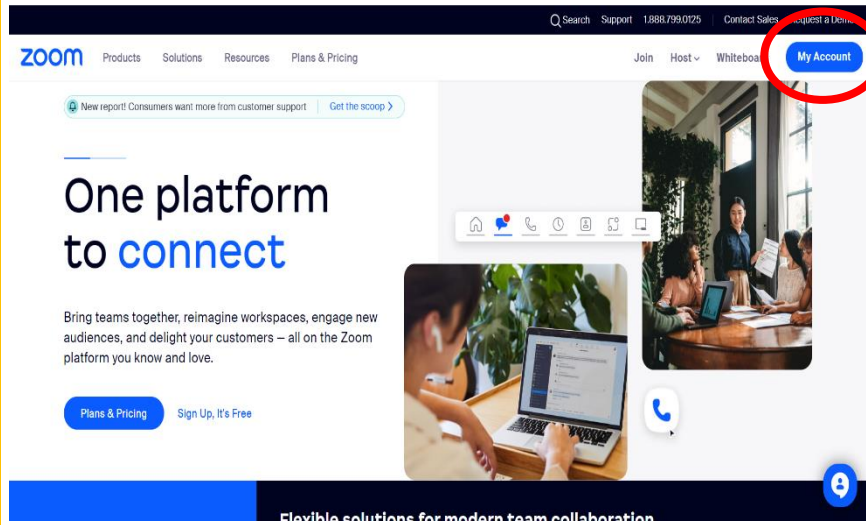
## Activating Auto-Captions on Zoom



**HELP DESK**  
ATHENS STATE UNIVERSITY

# Activating Auto-Captions: Steps

1



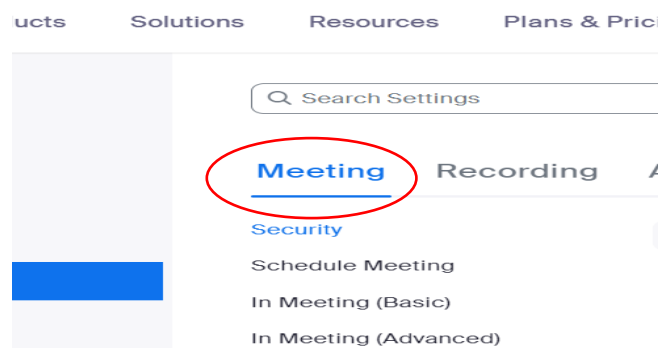
- Go to [Zoom.US](https://Zoom.US)
- Log into your account.
- At the top right corner, you will find “*My Account*.” Click on that.

2



- To the left, you will see the navigation panel.
- Locate “*Settings*” in the navigation panel.

3



- Select “*Meeting*” below the Search bar.

4

tions Resources Plans & Pri

Security

Schedule Meeting

In Meeting (Basic)

**In Meeting (Advanced)**

Calendar and Contacts

Email Notification

Other

- Locate *"In Meeting (Advanced)"* in the side panel below *"Meeting."*

5

**Automated captions**



Allow users to enable automated captions in these languages in meetings.

Arabic Beta, Chinese (Simplified) Beta, Chinese (Traditional) Beta, Czech Beta, Dutch, English, Estonian Beta, Finnish Beta, French (Canada) Beta, French (France), German, Hungarian Beta, Italian, Japanese Beta, Korean Beta, Malay Beta, Polish Beta, Portuguese, Russian, Spanish, Turkish Beta, Ukrainian, Vietnamese 

- Scroll until you locate *"Automated Captions."*
- Toggle the blue button to activate Auto-Captions.

# Optional

## Full Transcript

Full transcript

Allow viewing of full transcript in the in-meeting side panel



Save Captions

Allow participants to save fully closed captions or transcripts



- Allowing participants to view Full Transcript is OPTIONAL.
- Activating Full Transcript allows participants to view full transcript.
- The benefit of turning on Full Transcript is it gives them the ability to go back to double-check if they misheard something. It also makes writing notes during lecture easier.

## Save Captions

Full transcript

Allow viewing of full transcript in the in-meeting side panel



Save Captions

Allow participants to save fully closed captions or transcripts

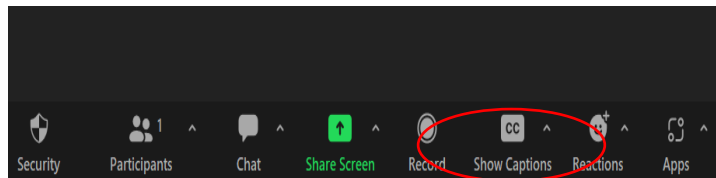


- Allowing participants to save Captions is OPTIONAL.
- *“Full Transcript”* must be turned on for *“Save Captions”* to be activated.
- The ability to save captions will allow participants to use it as notes to read over after the Zoom session.

# Activating Captions During a Zoom Session

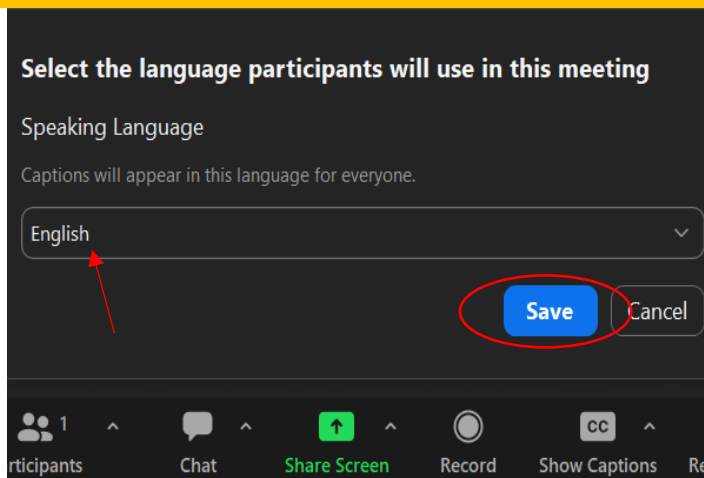
**NOTE:** As a host or co-host, you must follow these steps every time you start a Zoom Session. Participants will be unable to access Captions until you do so.

1



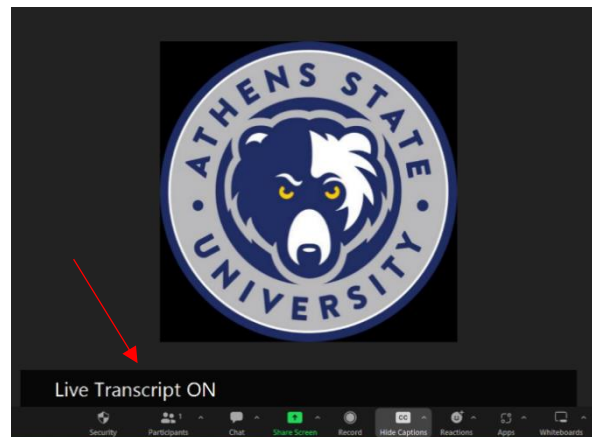
- Select “Show Captions”

2



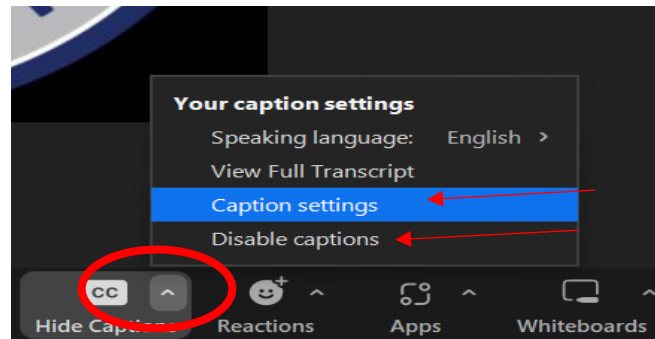
- This will pop up after you select “Show Captions.”
- You may choose whichever language you wish to translate.
- Select Save after you have chosen your preferred language.

3



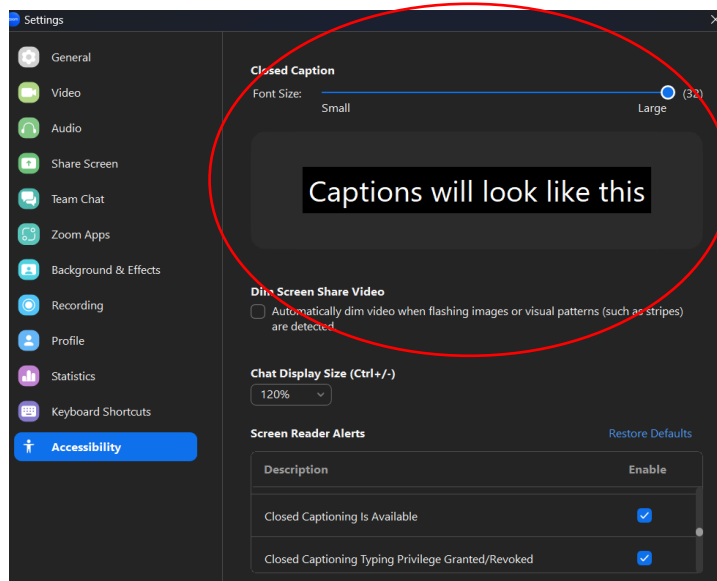
- After you have followed the steps above, you should see “Live Transcription ON.”
- This is where the captions will appear for the participants to see.

4



- If you want to change the Font Size or disable captions, select the arrow in the circle.
- “Your Caption Settings” will pop up.
- To adjust **Font Size**, select “Caption Settings.”

5

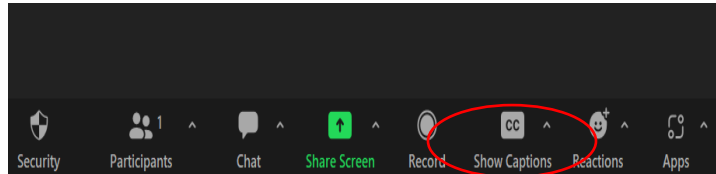


- Once you have selected “Caption Settings,” this will pop up.
- Under “Closed Caption,” you will see where you can adjust the Font Size according to your preference.

# Saving Closed Captions for a Recorded Zoom Session

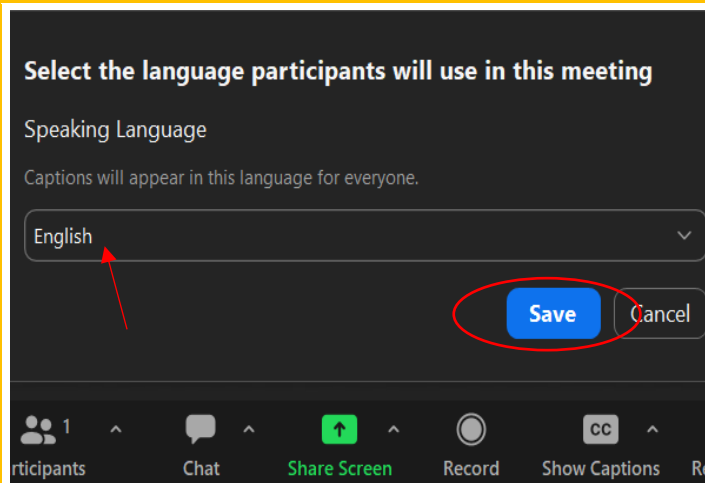
**NOTE:** You must follow the steps under “Optional” on page 3 before you can save Closed Captions for a Recorded Zoom Session.

1



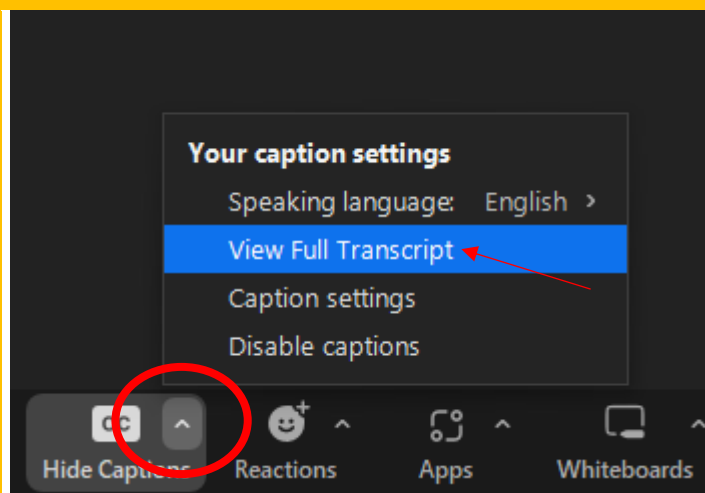
- Once your Zoom Session has started, select “Closed Caption.”

2



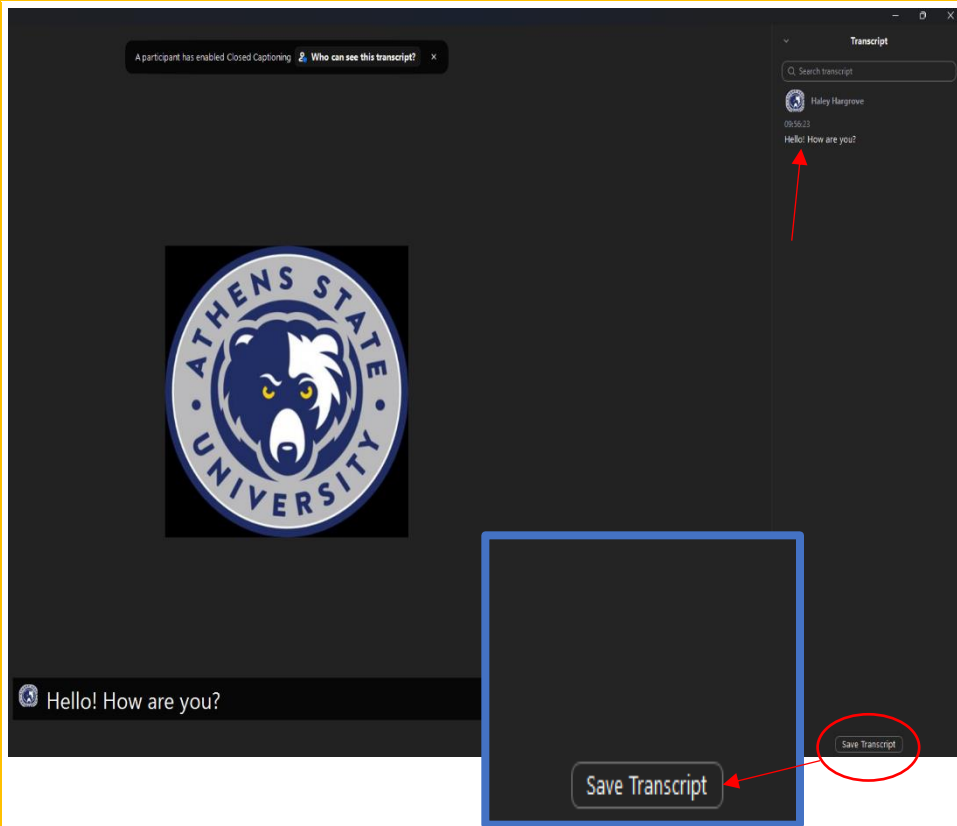
- Select the preferred language then click “Save.”

3



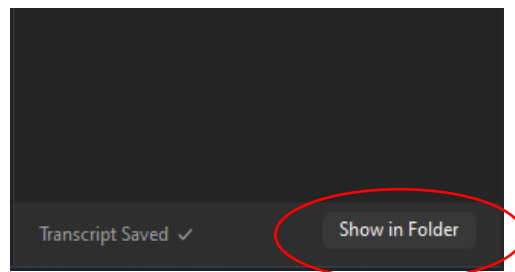
- Select the arrow in the circle.
- Select “View Full Transcript.”

4



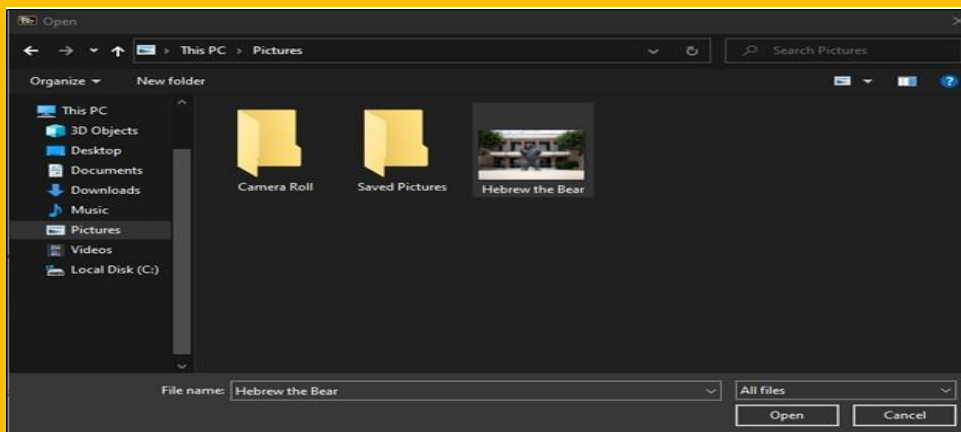
- The Full Transcript will show on the right side of the screen.
- At the very bottom, right side of the screen, you will find “Save Transcript.” Click on that.

5



- Once you click “Save Transcript,” it will say “Show in Folder.”

6



- From there, you will be directed to your Local Files.



