

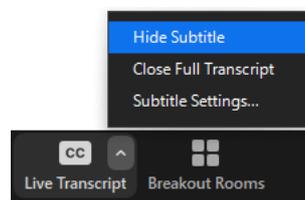
Using Zoom Closed Captions/Live Transcription (Subtitles)

For the hearing impaired, Zoom now has an in-built facility to translate speech to text “on the fly” and the transcript of whoever is speaking can be read at the bottom of the screen. We trialled this feature recently and received positive feedback so will continue to use it in future presentations.

Subtitles should automatically appear for everyone when we enable them in a presentation, however if you find them a distraction you can turn them off if you don’t want them displayed on your device, read on to see how.

Desktop/Laptop Computers

To get the best experience you should install the latest version of Zoom (note you do not need to create a Zoom account). On updated versions of Zoom, the next time you join us for a presentation you should see a new button on the Controls bar called “CC/Live Transcript”. Click on the up-arrow and select Hide Subtitle to stop displaying them.



On desktop and laptop computers you can also increase the size of the subtitles, or move them to the side of your own screen if preferred by going into the Subtitle Settings.

Android tablets and Apple iPads

Make sure you keep your Zoom App updated to the latest version (Go to Google Play Store or Apple Store).

The subtitles should show automatically when you join our presentations and you can turn them off if you find them a distraction. To do so click on More, Meeting Settings, then toggle the Closed Captioning button off (see screenshots below).

Note: If you don’t see the Controls Bar, tap the screen as it may be hidden from view and it should then appear. You can also use the “Always Show meeting Controls” button to change this setting.

