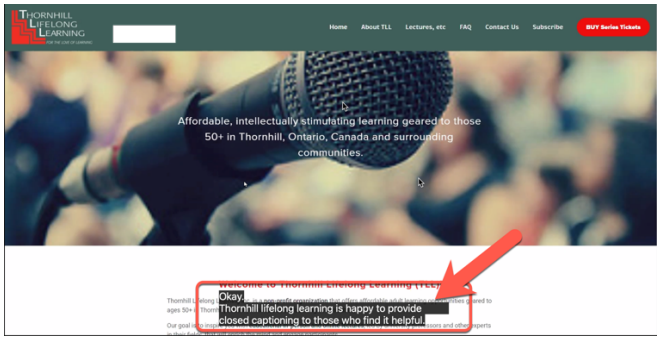
Closed Captioning on Zoom for Computers (Mac or PC)

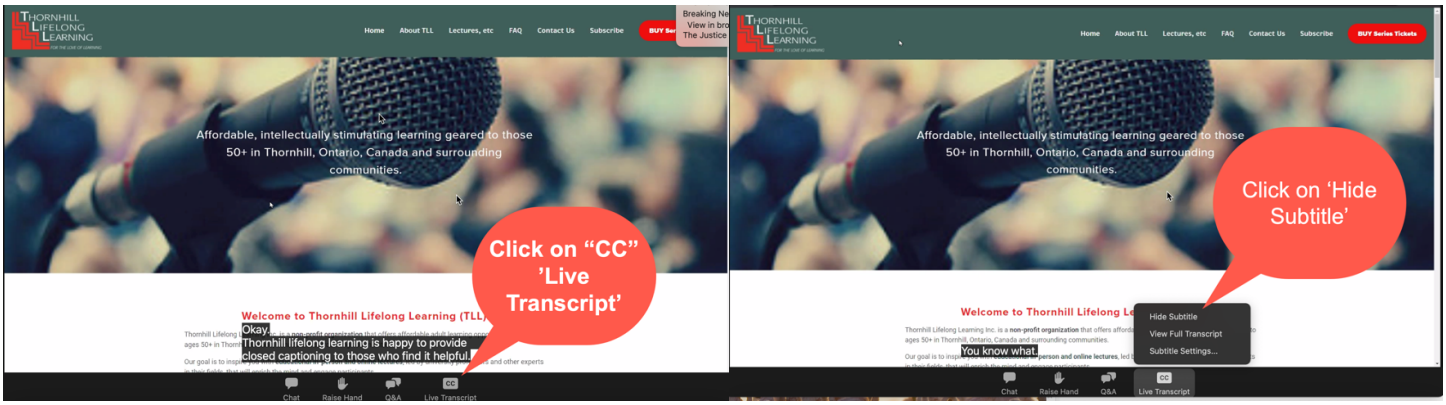
We have enabled automatic closed captioning (*CC: Live Transcript*) for those audience members who find closed captioning (subtitles while someone is talking) helpful.

This is how the closed captioning will appear on your computer screen:



If you have a Mac or PC computer and **don't want to see closed captioning**:

1. Go to the bottom of your computer screen and **right click** on the '*CC: Live Transcript*' tab, then **right click** on '*Hide Subtitle*' to remove the closed captions (subtitles).



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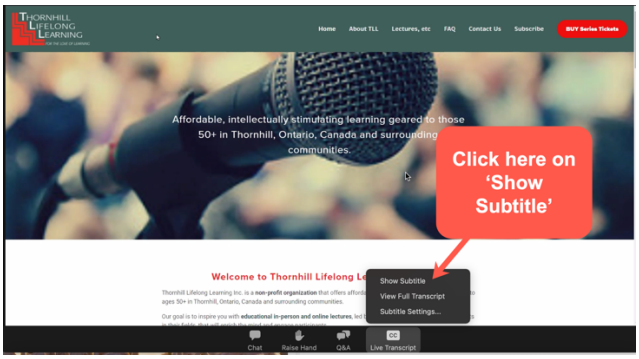
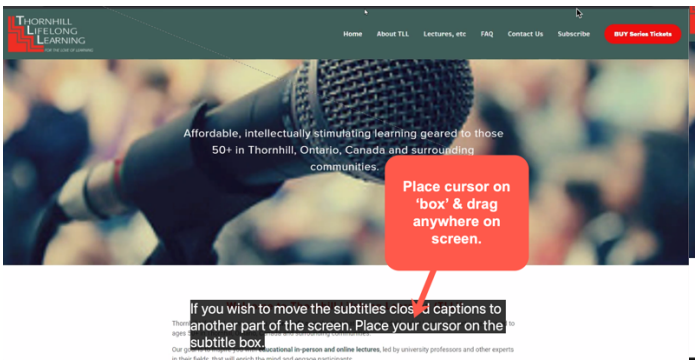
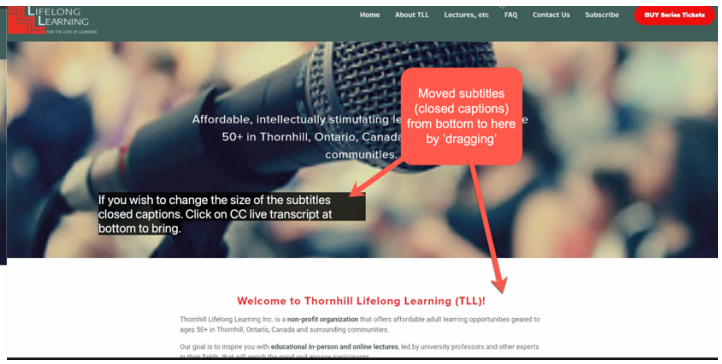
If you have a Mac or PC computer where the **closed captioning is not showing, in order to get closed captioning**:

2. Look at the bottom of your computer screen and **right click** on the tab marked '*CC: Live Transcript*.'
    a. **Right click** on '*CC: Live Transcript*,'
    b. Then **right click** on '*Show Subtitle*.'



3. If you wish to move the subtitles (closed captions) to another part of the screen, place your cursor on the subtitle 'box' and drag the 'box' anywhere on the screen.





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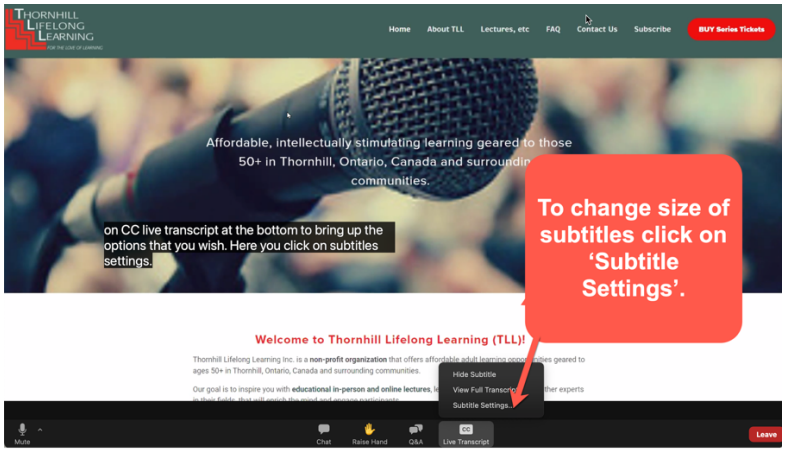
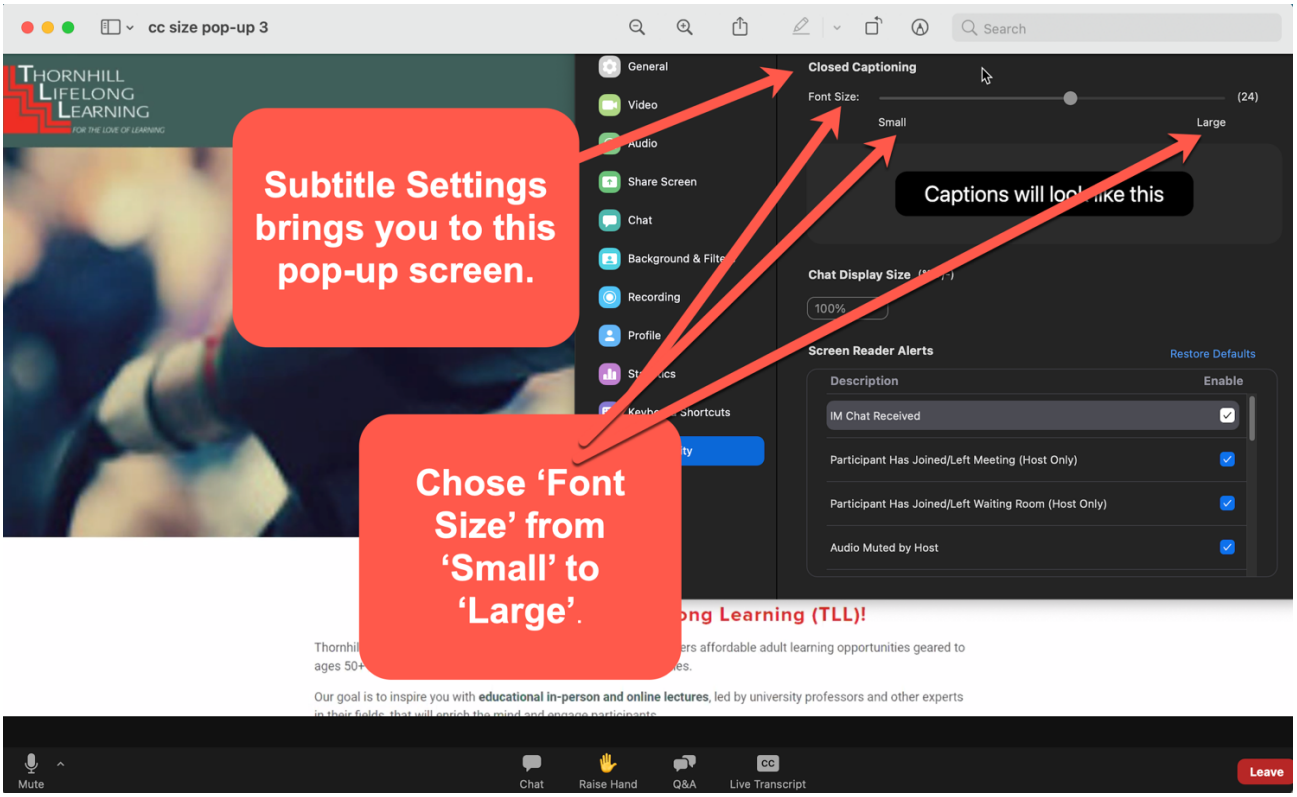
4. If you wish to change the size of the subtitles (closed captions), click on '*CC: Live Transcript*' at bottom to bring up options. Click on '*Subtitle Settings*'.



5. This will bring up this pop-up screen. Go to the top of the pop-up screen, to: '*Closed Captioning*'. You can then choose the '*Font size*' from '*Small*' to '*Large*'. Change the size by sliding along the scale. Close the pop-up screen to return to your zoom window.



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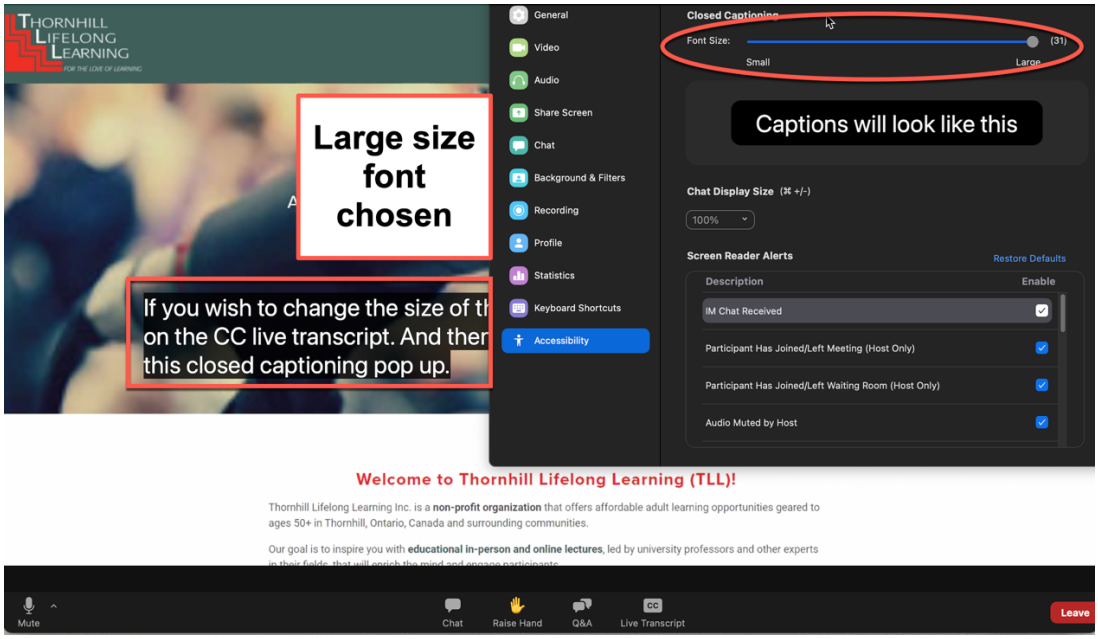
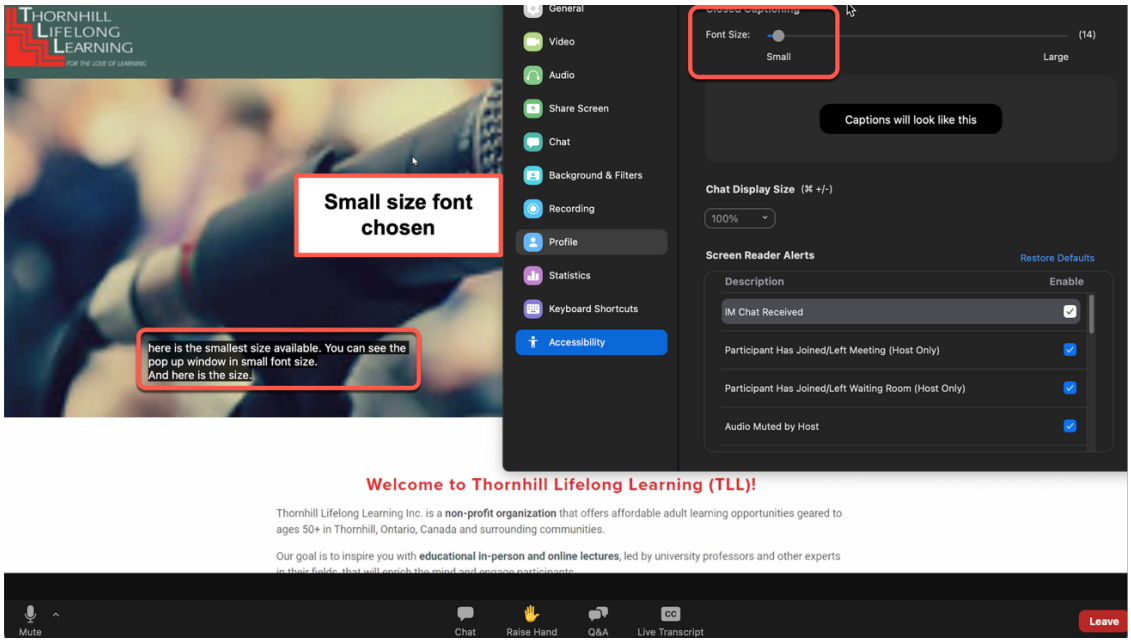
6. The subtitles can appear small…or large:





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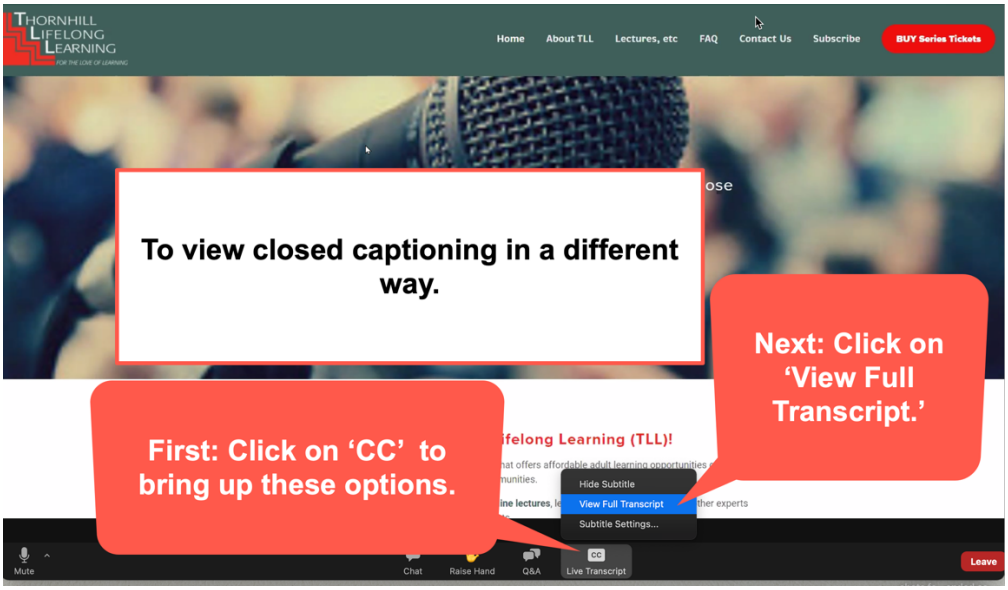
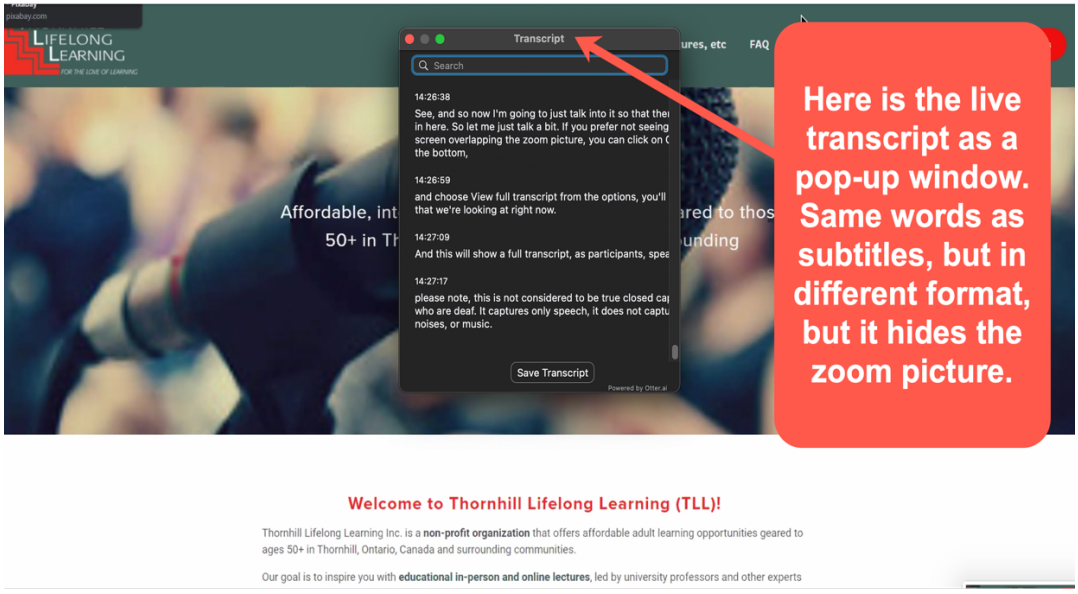
7. If you prefer not seeing the subtitles on your screen, overlapping the zoom picture, you can click on '*CC: Live Transcript*' and chose '*View Full Transcript*' from the options. You will get a pop-up window showing a full transcript as participants speak. Note: This is not considered to be 'true closed captioning' for people who are deaf: it captures only speech (i.e., not music, background noises, etc.).





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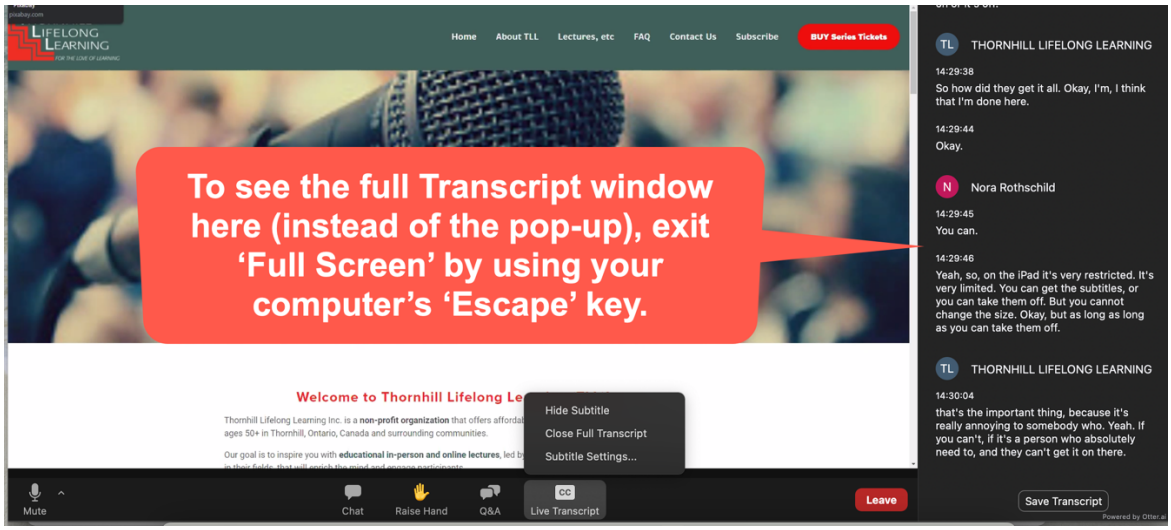
8. The pop-up Transcript window may interfere with the zoom picture. If you prefer to view this full, ongoing transcript rather than the subtitles, *exit 'Full Screen'* mode on your computer system. The Transcript will then be visible to the right of the zoom picture.



Note: Ensure that you **update your Zoom settings to the latest version** in order to access closed captioning**.**