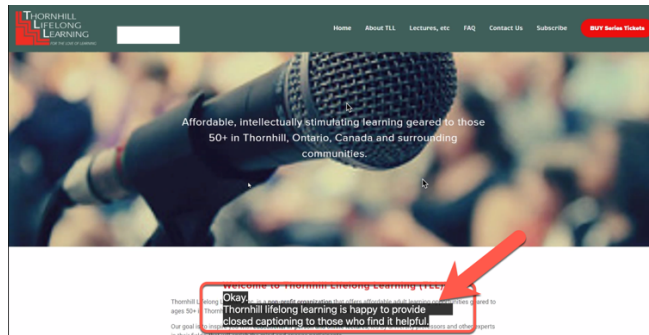


# Closed Captioning on Zoom for Computers (Mac or PC)



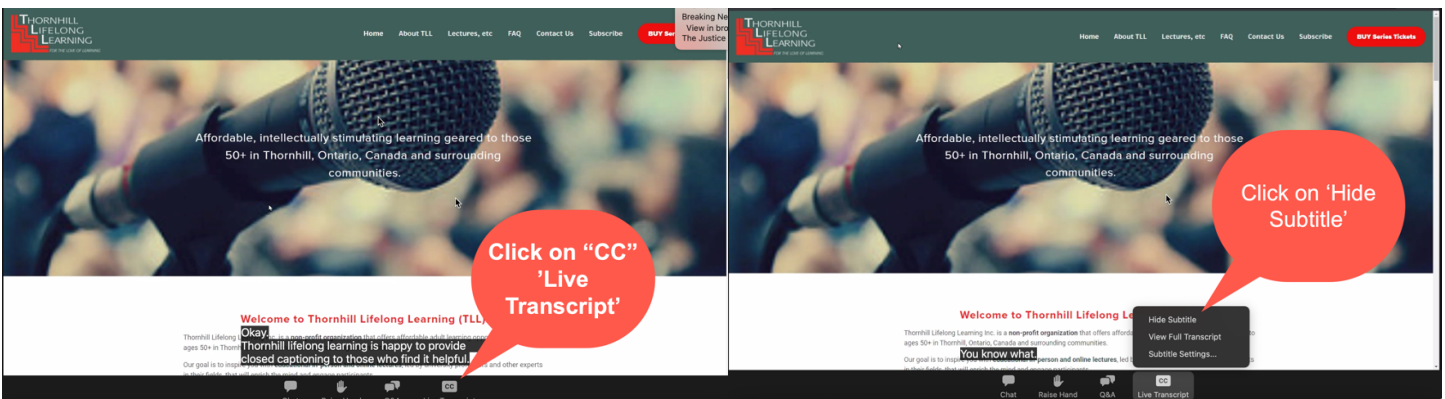
We have enabled automatic closed captioning (*CC: Live Transcript*) for those audience members who find closed captioning (subtitles while someone is talking) helpful.

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**:

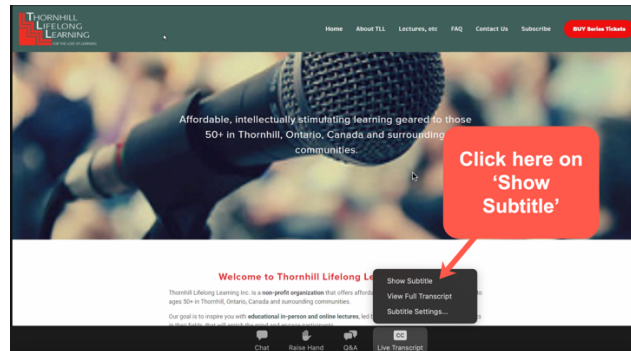
1. Go to the bottom of your computer screen and **right click** on the '*CC: Live Transcript*' tab, then **right click** on '*Hide Subtitle*' to remove the closed captions (subtitles).



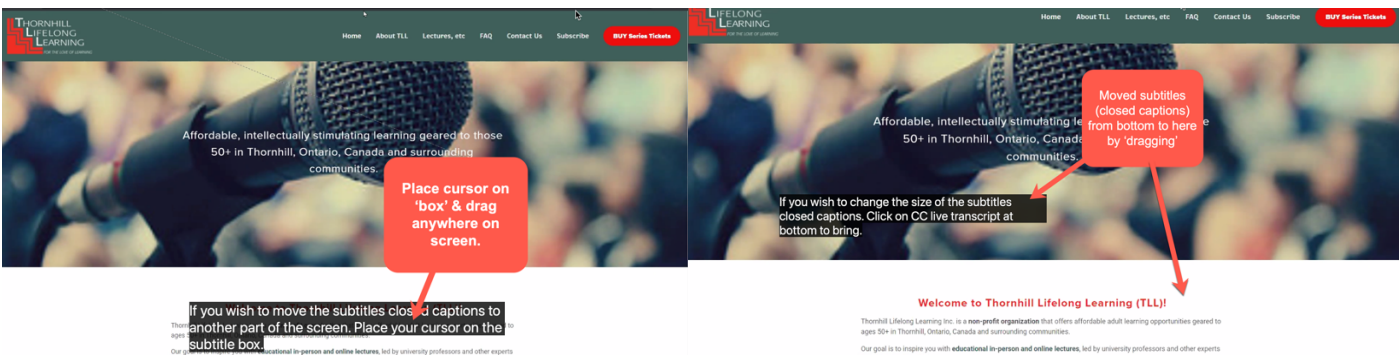
## Closed Captioning on Zoom for Computers (Mac or PC)

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.*'

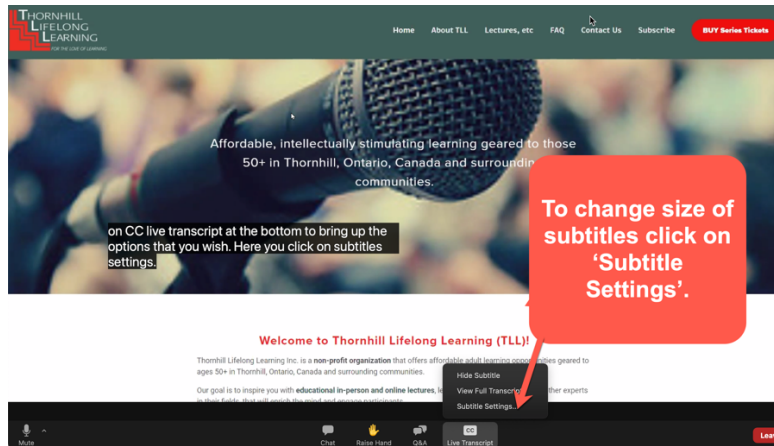


3. If you wish to move the subtitles (closed captions) to another part of the screen, place your cursor on the subtitle 'box' and drag the 'box' anywhere on the screen.

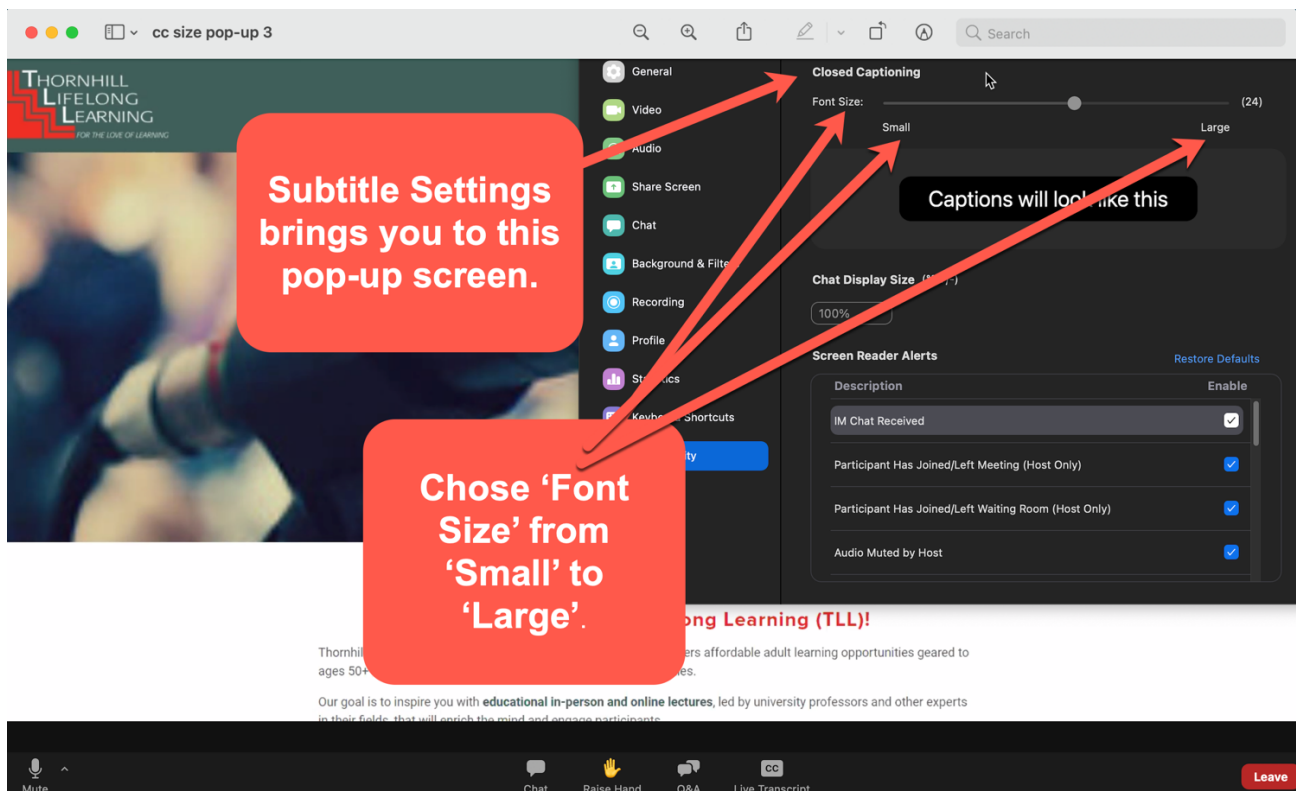


## Closed Captioning on Zoom for Computers (Mac or PC)

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'*.

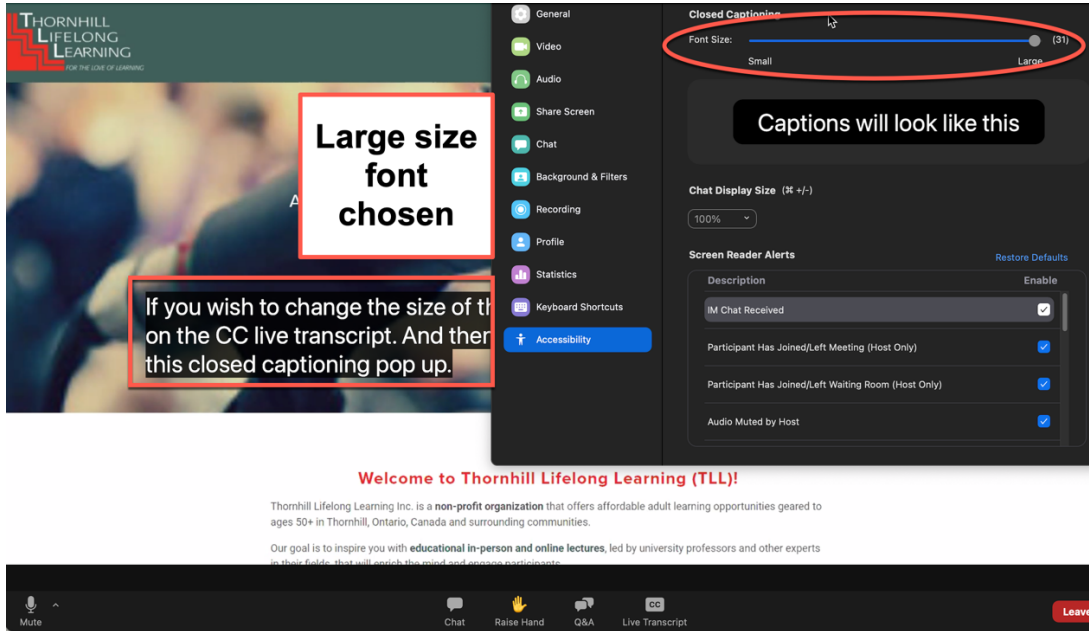


5. This will bring up this pop-up screen. Go to the top of the pop-up screen, to: *'Closed Captioning'*. You can then choose the *'Font size'* from *'Small'* to *'Large'*. Change the size by sliding along the scale. Close the pop-up screen to return to your zoom window.



# Closed Captioning on Zoom for Computers (Mac or PC)

## 6. The subtitles can appear small...or large:



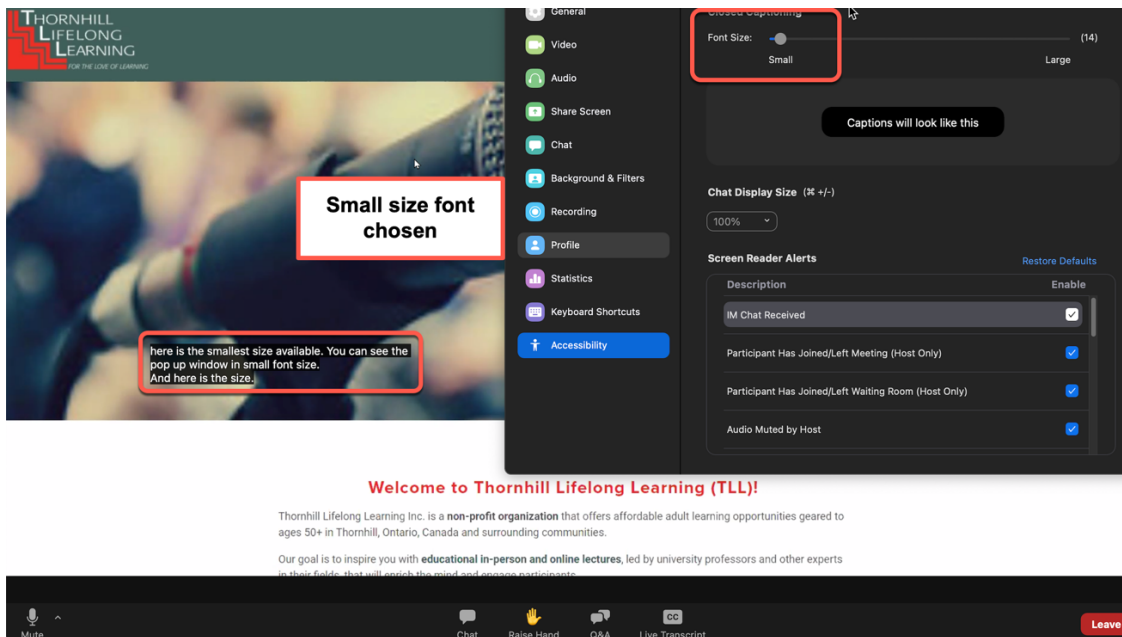
This screenshot shows the Zoom settings interface with the 'Closed Captioning' section selected. The 'Font Size' slider is moved to the right, towards 'Large', and is circled in red. A preview window shows the text 'Captions will look like this' in a large font. A red box highlights the 'Large size font chosen' text. Another red box highlights a pop-up window with the text: 'If you wish to change the size of the font on the CC live transcript. And then this closed captioning pop up.'

**Welcome to Thornhill Lifelong Learning (TLL)!**

Thornhill Lifelong Learning Inc. is a **non-profit organization** that offers affordable adult learning opportunities geared to ages 50+ in Thornhill, Ontario, Canada and surrounding communities.

Our goal is to inspire you with **educational in-person and online lectures**, led by university professors and other experts in their fields, that will enrich the mind and engage participants.

Mute | Chat | Raise Hand | Q&A | Live Transcript | CC | Leave



This screenshot shows the Zoom settings interface with the 'Closed Captioning' section selected. The 'Font Size' slider is moved to the left, towards 'Small', and is circled in red. A preview window shows the text 'Captions will look like this' in a small font. A red box highlights the 'Small size font chosen' text. Another red box highlights a pop-up window with the text: 'here is the smallest size available. You can see the pop up window in small font size. And here is the size.'

**Welcome to Thornhill Lifelong Learning (TLL)!**

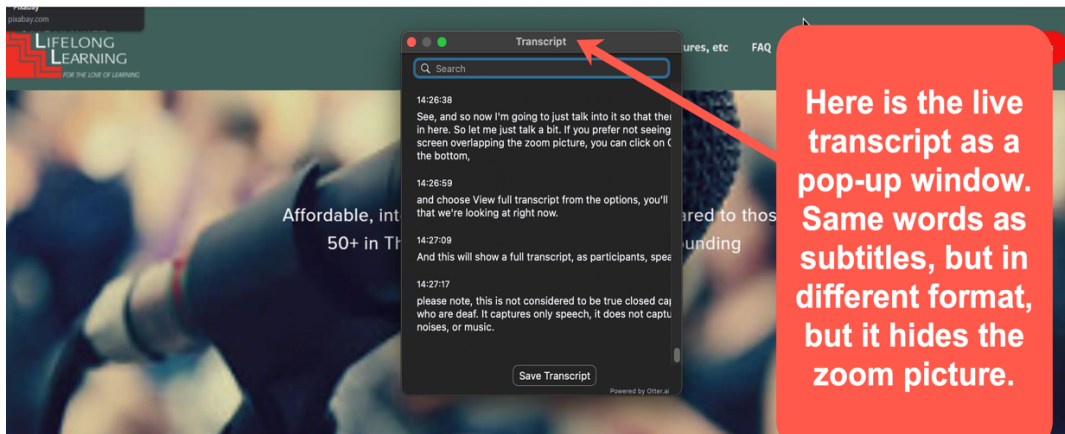
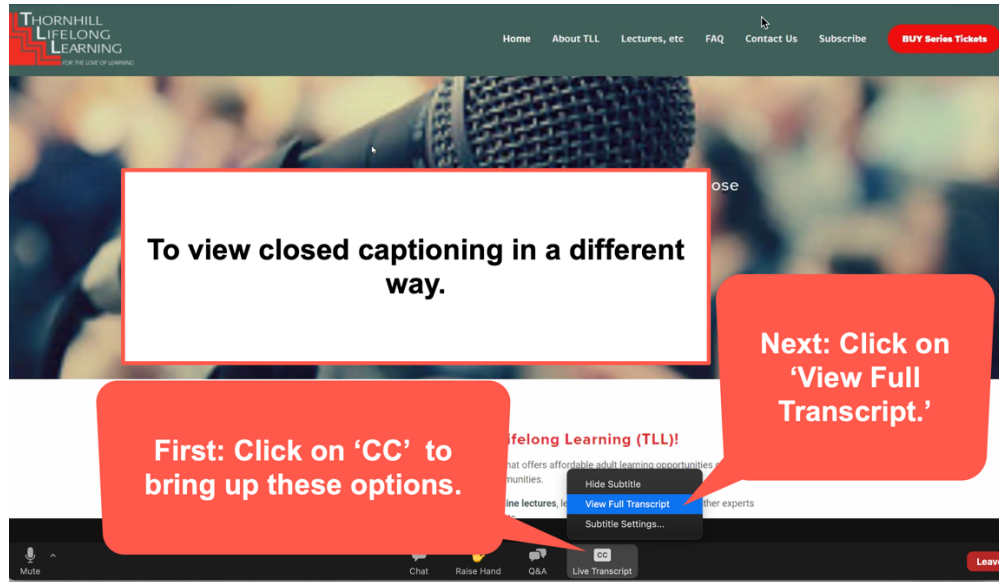
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## Closed Captioning on Zoom for Computers (Mac or PC)

- 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.).



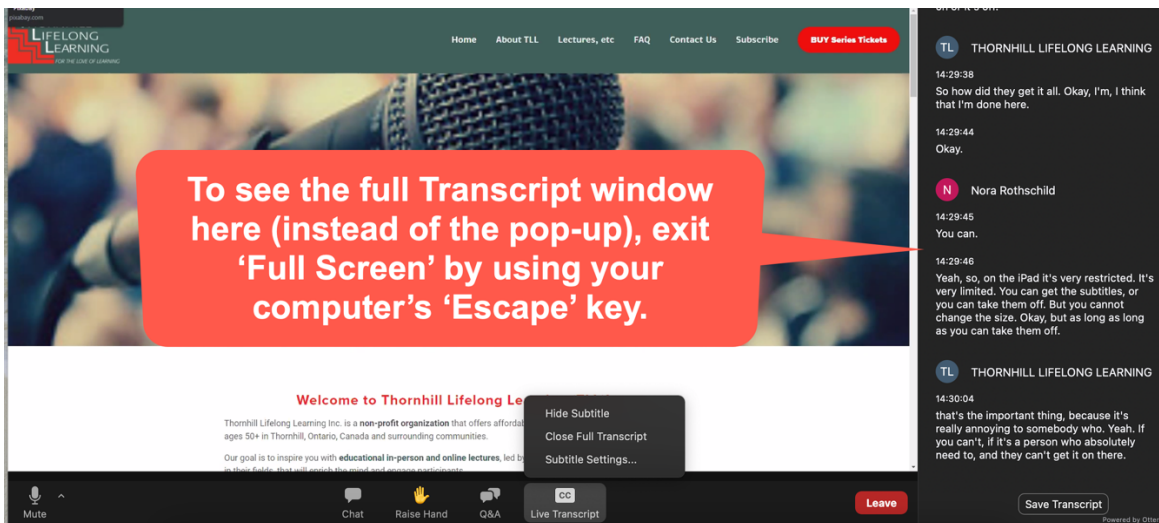
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## Closed Captioning on Zoom for Computers (Mac or PC)

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. 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.