

# Zoom: How to Turn on Live Transcription

Zoom users now have the ability to include interpreters in their online meetings who can provide live language interpretation services. If an interpreter is not available, the Live Transcription service will use voice recognition to produce a transcript of the meeting.

NOTE: Live Transcription is currently not supported in breakout rooms.

## Additional Resources

- [Zoom: Language interpretation in meetings and seminars](#) - information on how to create, configure and manage a meeting with language interpretation

## Enable Closed Captioning in Zoom Meetings (without pictures)

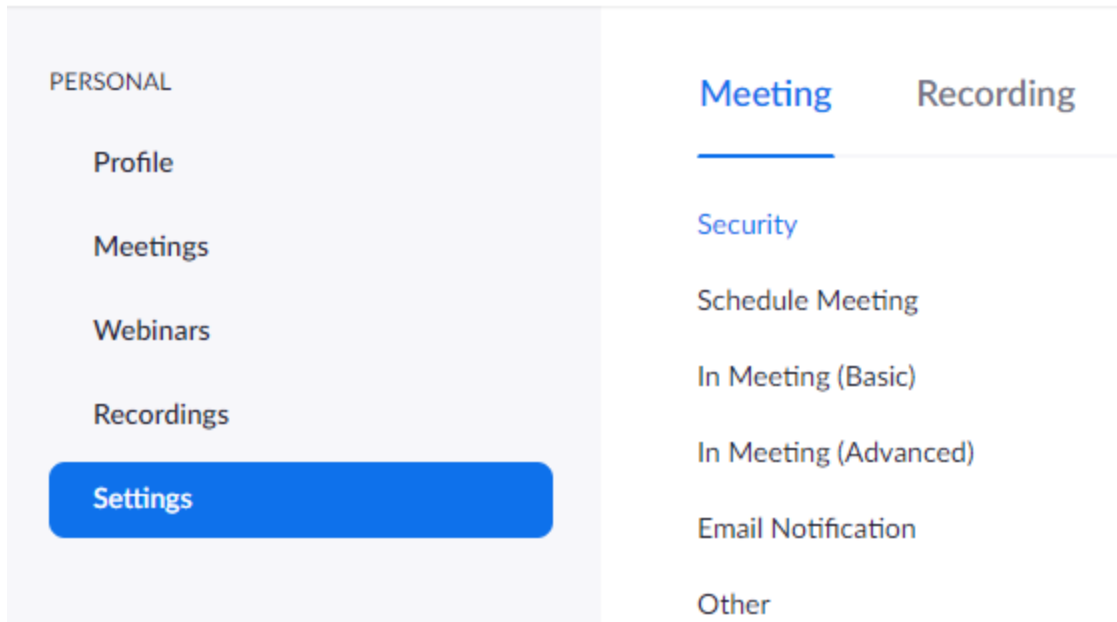
1. Login to [Zoom](https://lowercolumbia.zoom.us) (<https://lowercolumbia.zoom.us>)
2. Click on **Settings**
3. Click on **In Meeting (Advanced)** and scroll down to **Closed captioning**
4. Enable **Closed captioning**
5. Click the check box to **Enable live transcription service to show transcript on the side panel in-meeting**
6. Optional: Enable the **Save Captions** option

## Turn on Live Transcription in a Meeting (without pictures)

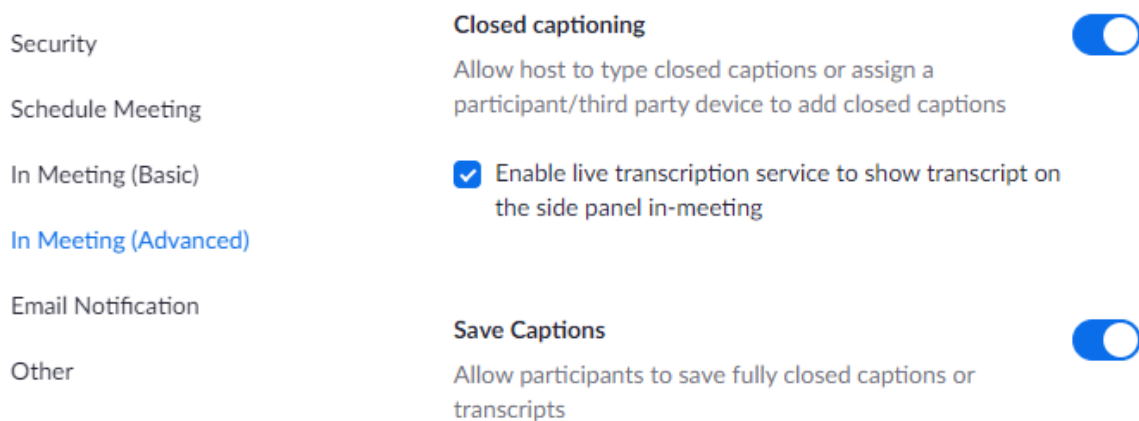
1. Open your Zoom meeting
2. Click the **Live Transcript** option on the Zoom menu bar. If you do not see **Live Transcript** on the Zoom menu bar, then click the **More** option and select **Live Transcript**.
3. Click **Enable Auto-Transcription**
4. Subtitles will display horizontally across the bottom of the Zoom window
5. Click the arrow on the Live Transcript button to adjust the **Subtitle Settings**
6. Use the **Font Size** slider bar or the **Chat Display Size** dropdown box to adjust the subtitle text size
7. Select **View Full Transcript** to display the transcript in full panel view
  - a. Use the down arrow (in the top left corner of the Transcript panel) menu options to **Close** or **Pop Out** the panel

## Enable Closed Captioning in Zoom Meetings (with pictures)

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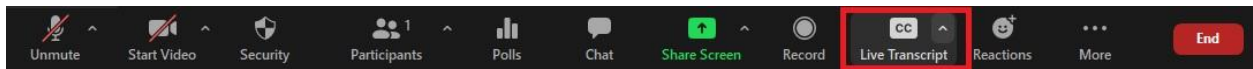


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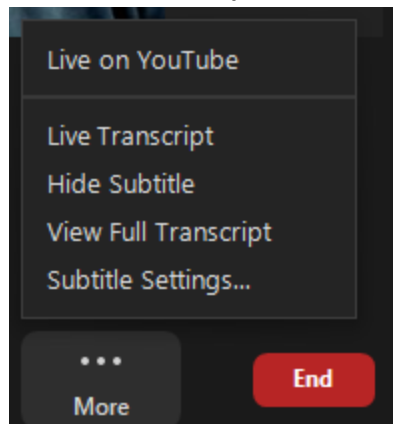


## Turn on Live Transcription in a Meeting (with pictures)

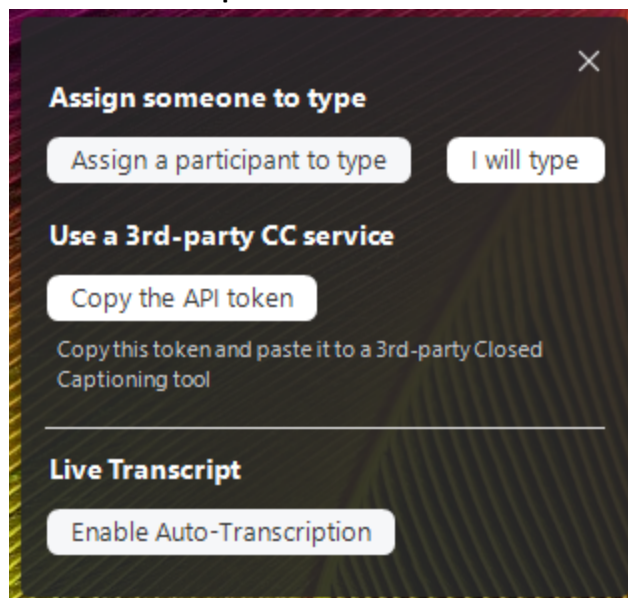
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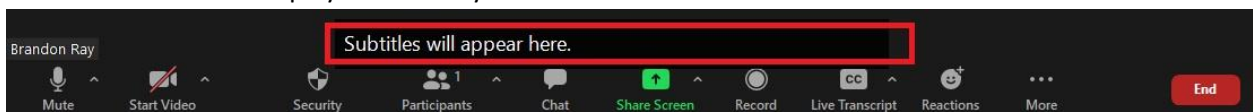
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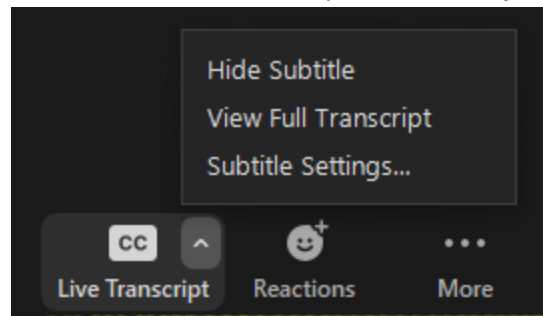
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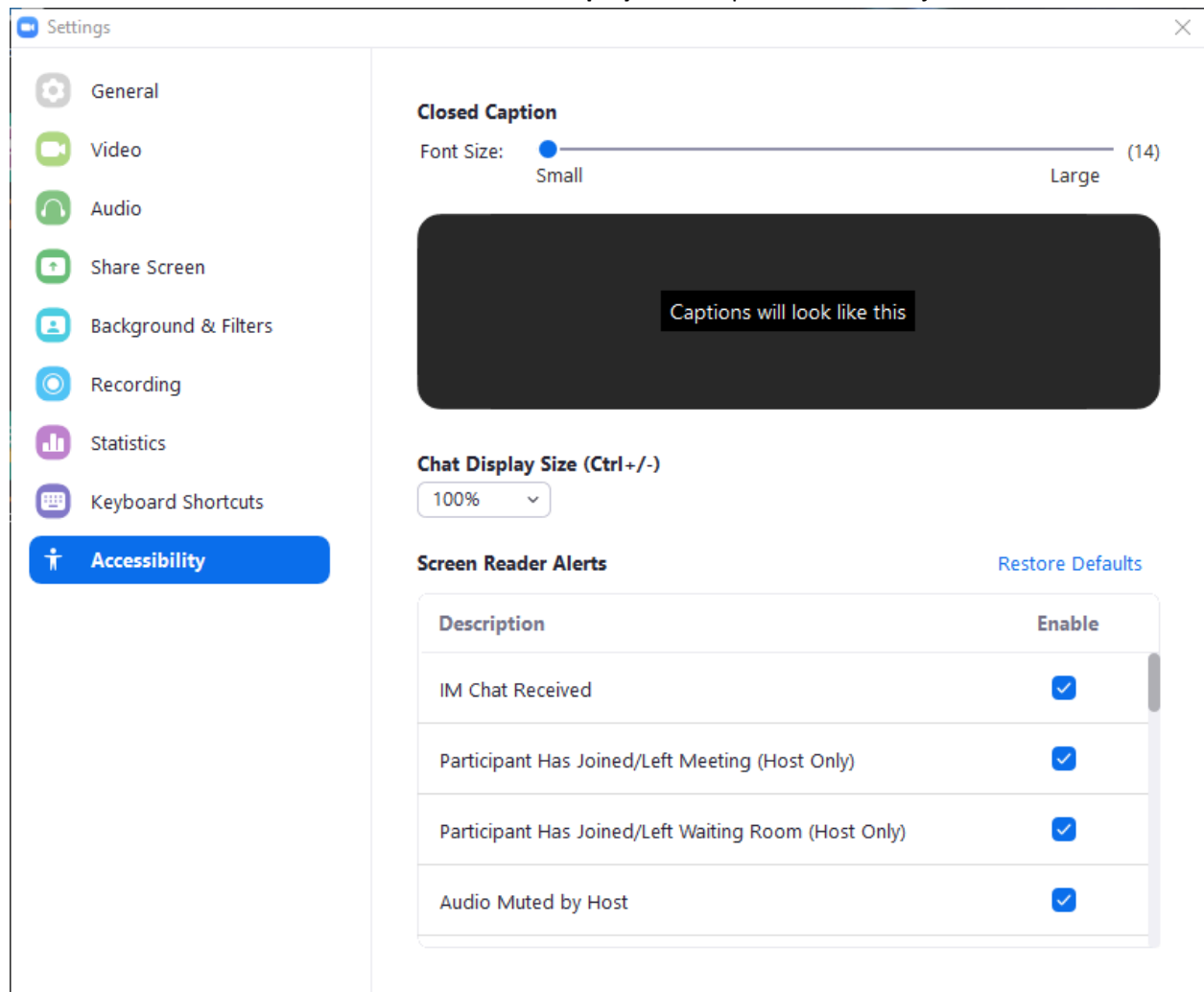
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- Click the arrow on the Live Transcript button to adjust the **Subtitle Settings**



- Use the **Font Size** slider bar or the **Chat Display Size** dropdown box to adjust the subtitle text size



- Select **View Full Transcript** to display the transcript in full panel view
  - Use the down arrow menu options to **Close** or **Pop Out** the Transcript panel

