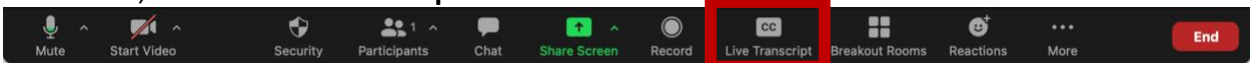
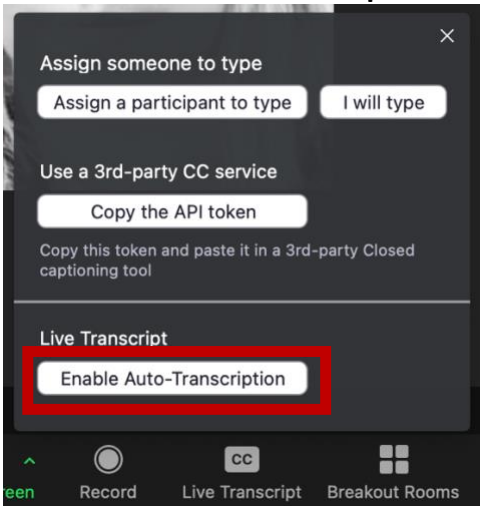


## Zoom Live Transcription Cheat Sheet

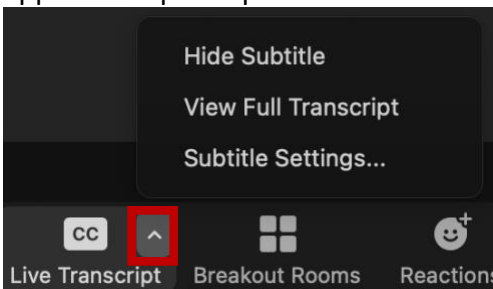
- Live transcription allows you to turn on speech-to-text transcription for you and participants during your Zoom meetings.
- Factors that may affect accuracy include:
  - Background noise
  - Volume and clarity of speaker’s voice
  - Lexicons and dialects specific to speaker’s geographic community
- Live transcription only works for words in English.
- You must turn live transcription on in every meeting where you want to use it.
- To turn on, click the **Live Transcript** button in the Zoom toolbar:



- Select **Enable Auto-Transcription**:



- The transcript can appear both as captions and/or a full transcript in a window. Select the **up arrow (^)** that appears on the **Live Transcript** button (**note**: this arrow only appears for participants once live transcription is enabled):

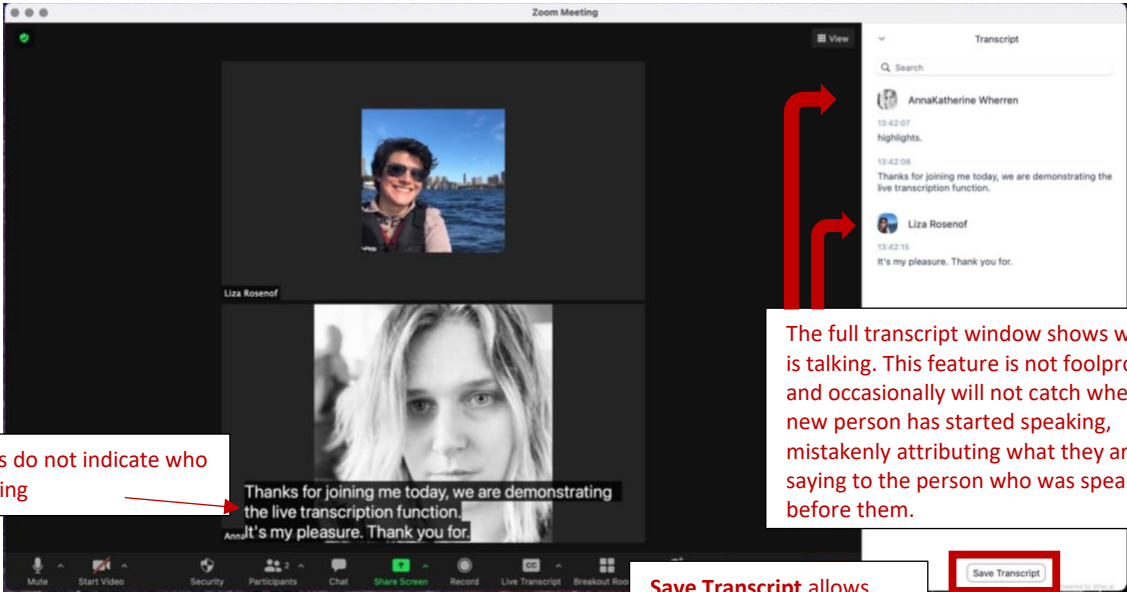


**Hide Subtitle** appears if you have subtitles enabled. **Show Subtitle** appears if you have subtitles disabled and wish to enable them.

**View Full Transcript** will open the window to show the full transcript as it is transcribed.

**Subtitle Settings...** will open the settings window where you can change the font and display size of the subtitles, as well as screen reader settings.

- Subtitles appear in the window with the video thumbnails. The full transcript window opens to the right.



The screenshot shows a Zoom meeting window with two video thumbnails. The top thumbnail shows a woman with sunglasses, and the bottom thumbnail shows a woman with blonde hair. Subtitles are displayed at the bottom of the thumbnails, reading: "Thanks for joining me today, we are demonstrating the live transcription function. It's my pleasure. Thank you for...". To the right, a transcript window is open, showing a search bar and a list of messages. The first message is from AnnaKatherine Wherren at 13:42:07, with the text "Highlights. Thanks for joining me today, we are demonstrating the live transcription function." The second message is from Liza Rosenof at 13:42:15, with the text "It's my pleasure. Thank you for...". A red box highlights the "Save Transcript" button in the transcript window. A red arrow points from the transcript window to the subtitle area.

Subtitles do not indicate who is speaking

The full transcript window shows who is talking. This feature is not foolproof and occasionally will not catch when a new person has started speaking, mistakenly attributing what they are saying to the person who was speaking before them.

Save Transcript allows you and participants to save the full transcript. (note: this will not save the names of the speakers)

- The option to **Save Transcript** can be **disabled** by navigating to <http://suffolk.zoom.us> and signing in with your Suffolk credentials:
  - Select **Settings** from the menu on the left.
  - Select or scroll to **In Meeting (Advanced)**
  - Toggle **Save Captions** to the off position (gray indications the setting is **off**):

