

Zoom: Captions

Last Modified on 07/25/2024 1:50 pm EDT

Zoom supports both [CART captioning](#) (in which a professional captioner attends the meeting and types captions in real time) and [ASR \(computer-generated\) captioning](#).

Turn on CART Captioning

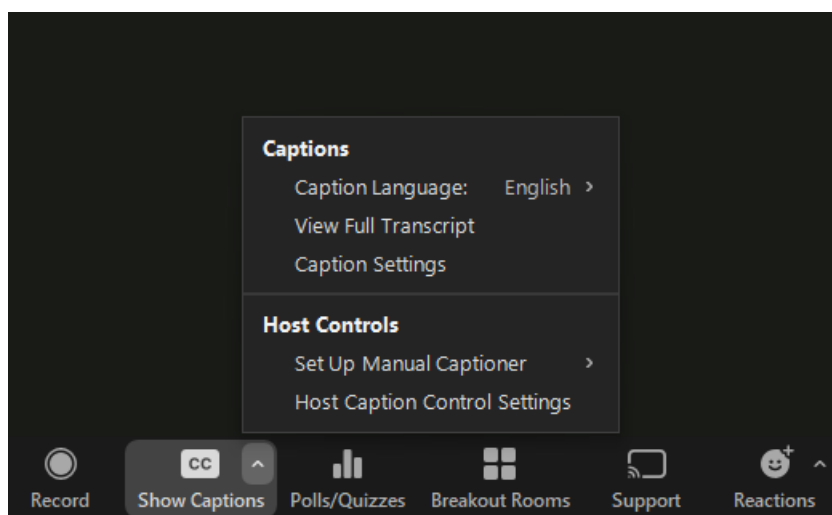
Before you start, you will need to:

- [Book a CART captioning service](#) for a meeting or webinar in advance of the event
- Designate a host or alternative host role of the Zoom meeting or webinar you are captioning

The third-party captioning company should provide you with instructions on how to have their captioner join your meeting and start the captions. However, in the case you don't have those instructions on hand, the steps listed here should follow closely to what most companies recommend.

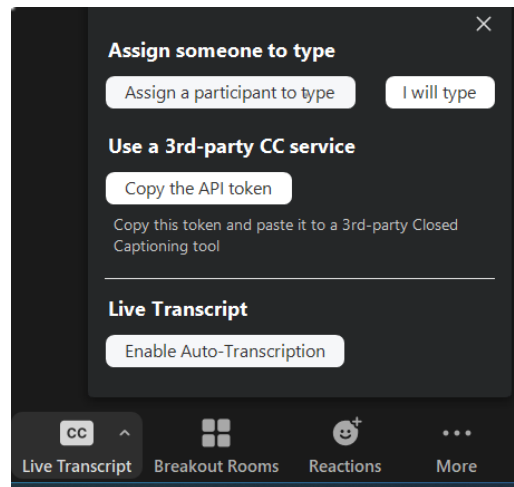
Shortly before the event start time, the meeting or webinar host should:

1. Start the meeting.
2. Wait for the captioner to join.
3. In the meeting controls bar, click the ^ **Up arrow** next to  **Show Captions** or **... More > Captions**.



4. Click **Set Up Manual Captioner**.
5. Set "Enable manual captioner" to **On**.
6. According to the instructions the captioning service provided in advance, **EITHER**:
 - Click **Assign a participant to type** and choose the captioner from the Participant list (which enables them to type directly into Zoom) **OR**
 - Click **Copy the API token** and share it with the captioning service using your pre-arranged


method. Click the **Subtitles available** notice that indicates the caption feed has started and choose **Show subtitles** to display captions to participants.




Warning: Do not refresh your screen or end the meeting after copying and sharing the API token! A new, unique token is created each time you start a meeting, **even if you use the same meeting link.**

Turn on ASR Captioning

Automatic Speech Recognition (ASR) captions and transcripts are available for any Zoom meeting hosted by a Bryn Mawr College Zoom account. **As a default setting, any participant can turn on captions for a meeting.** To turn on captions for a meeting, do the following:

1. **Start** the meeting.
2. In the meeting controls bar, click  **Show Captions** or **More > Captions > Show Captions**.
3. Select your language (English is the default) and click **Save**.

Once one participant turns on captions, all participants will be able to see them. Click **Show Captions** or **More > Captions > Show Captions** to do so. Click **Hide Captions** or **More > Captions > Hide Captions** to turn them back off.

Captions can also be viewed as a transcript by all participants. This can be accessed by clicking the  next to **Show/Hide Captions**. From there, select **Captions > View Full Transcript** (or **Captions > Hide Full Transcript** to make it go away).

Tip: If you want a saved record of the transcripts, be sure to record the meetings to the cloud. That

way, you will be able to [access the recording and transcript in Panopto](#).

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
