

Zoom: Captions

Last Modified on 03/19/2024 12:20 pm EDT

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

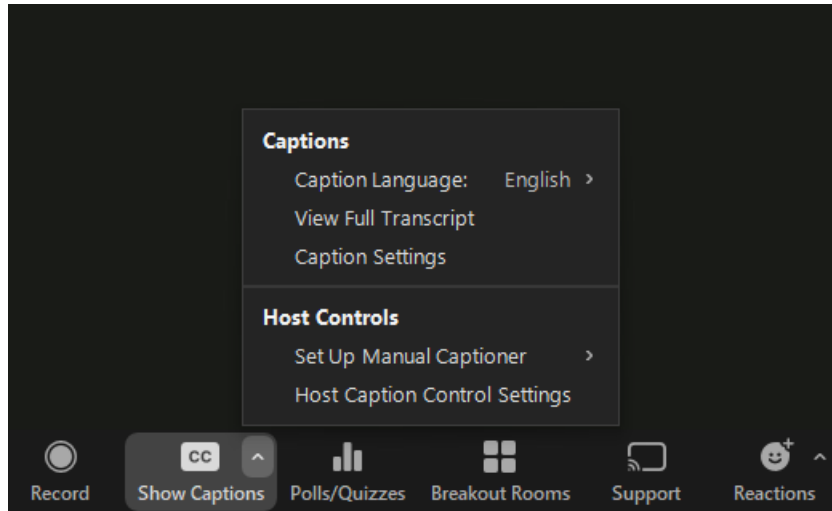
Turn on CART Captioning

Before you start, you will need to:

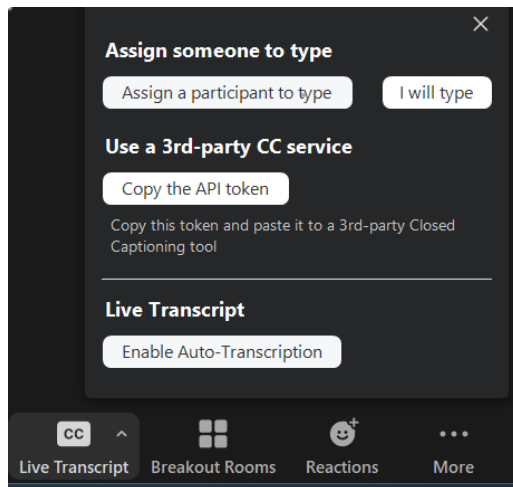
- Have [booked a CART captioning service](#) for a meeting or webinar in advance of the event
- Have a host or alternative host role of the Zoom meeting or webinar you are captioning

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 **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 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 ^ icon next to **Show/Hide Captions**. From there, select **Captions > View Full Transcript** (or **Captions > Hide Full Transcript** to make it go away).

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
