



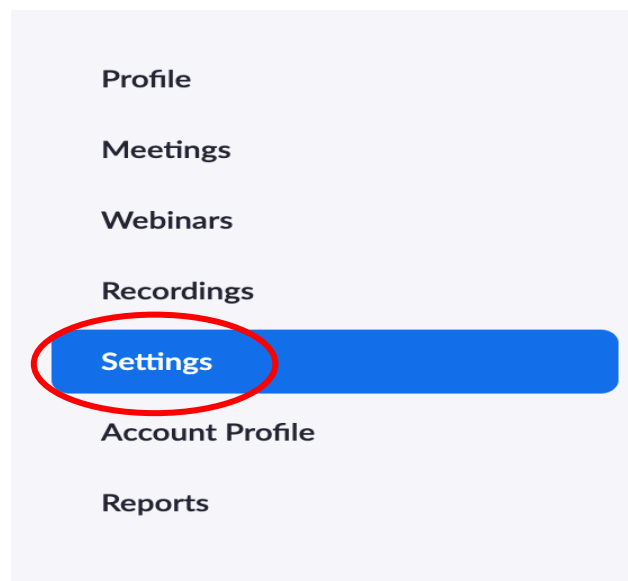
This is a product of Project BRIDGE, Building Research Initiatives by Developing Group Effort, which was funded through a Patient-Centered Outcomes Research Institute (PCORI) Eugene Washington PCORI Engagement Award (17449-NSU).

How to Use Closed Captioning During a Video Meeting

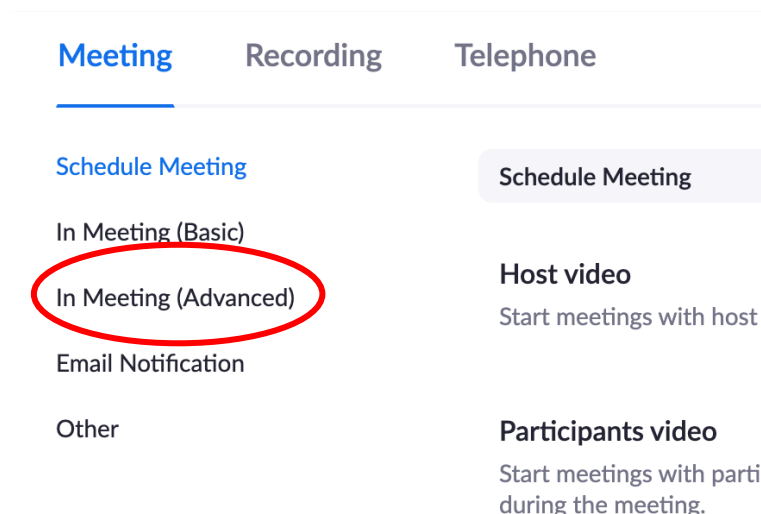
⇒ Using Zoom:

- **Check if Closed Captioning is Enabled in your Account:**

1. Make sure that closed captioning is enabled in your account. To check, sign in to zoom.com
2. Once signed in, click on “Settings”. This is found in the left toolbar.



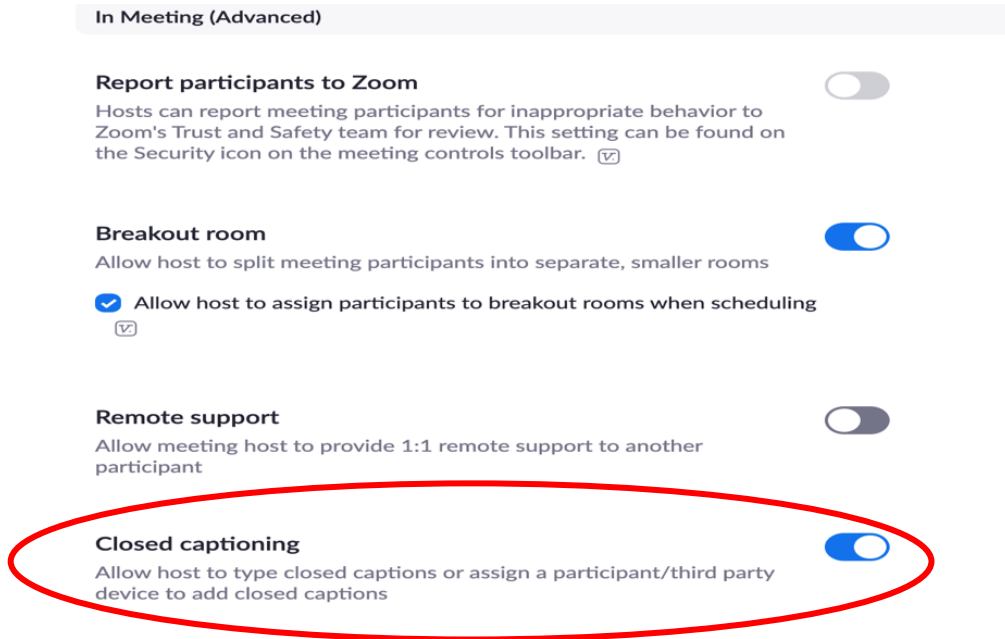
3. Then, click on “In meeting (Advanced)”




I allow adaptations of my work to be shared.
I do NOT allow commercial use of my work.

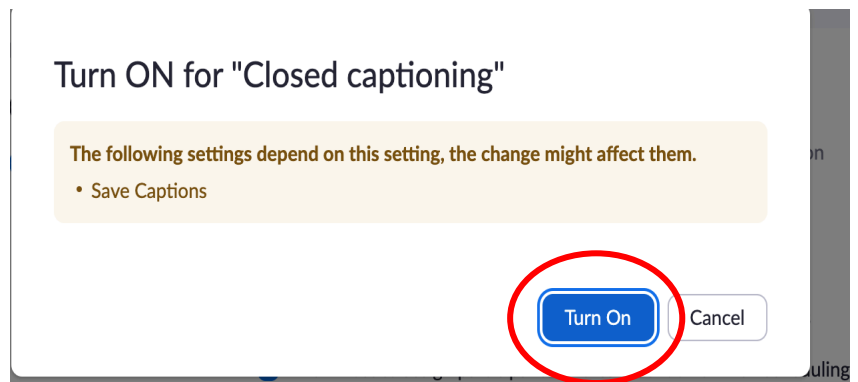


4. Scroll down to where it shows “Closed Captioning” and see if the button on the right appears blue.




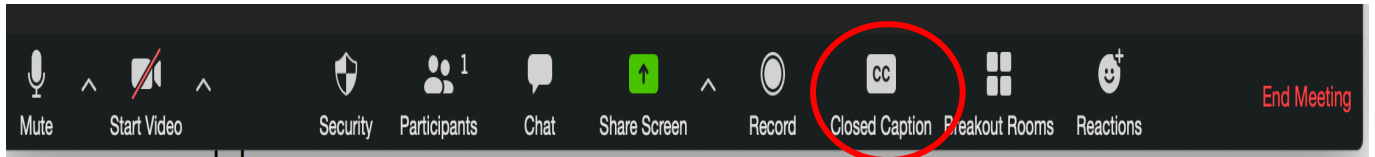
5. If there's no blue button, click on  until it turns blue.

6. Then, a pop-up window will appear and click on “turn on”

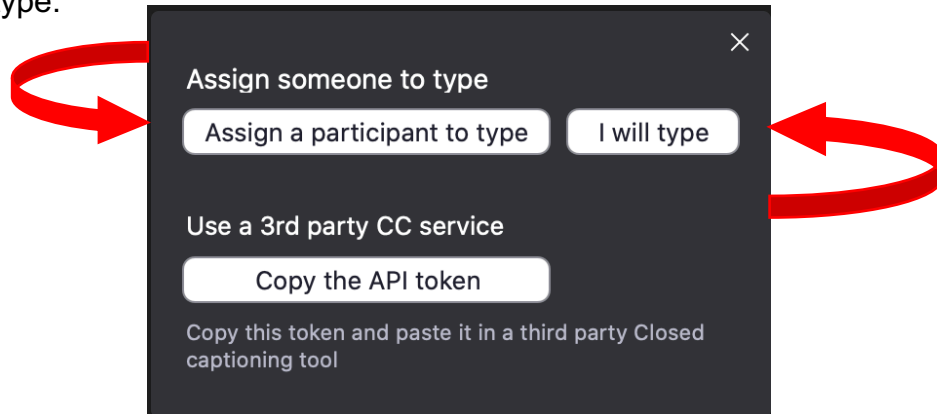


○ **During a Meeting:**

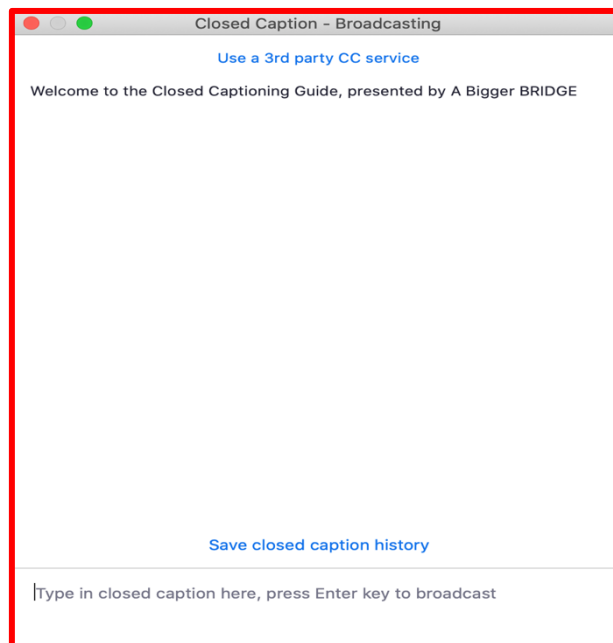
1. After hosting or joining a meeting (look at “How to Make a Video-Email” guide for help), click on the  icon located at the bottom tool bar.




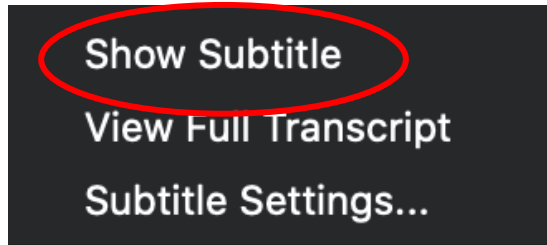
2. You will then have several options: You can either assign a participant in the video call to type the dialogue during the meeting or the host can type.




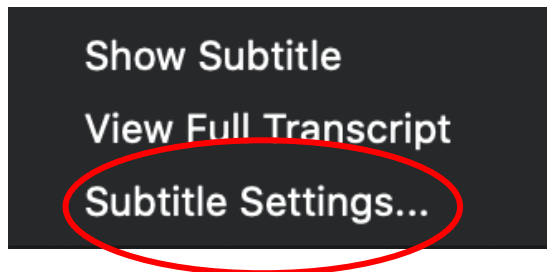
3. The person broadcasting the closed caption service will have a large chat box open where he or she can type in.



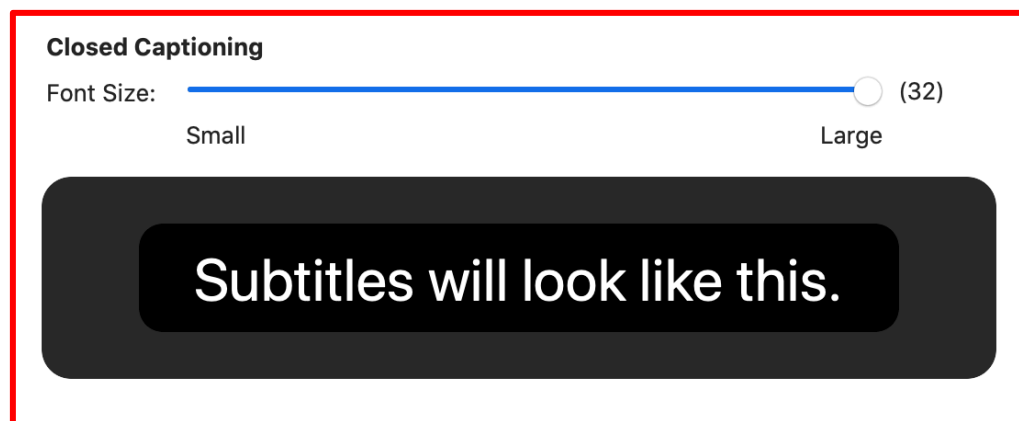
4. For the person broadcasting the closed caption service, it is important to keep in mind to focus on typing KEW WORDS as opposed to word-for-word.
5. To see how the closed caption is being broadcasted to others, you can click on the  arrow next to the closed caption icon. Then, click on “Show Subtitle”.



6. In addition, you can increase the closed caption text size by clicking on the  arrow and going to “Subtitle Settings...”



7. Then, you can drag the scale to adjust the size of the close captioning text.



8. After you are done, you can save the typed closed caption by clicking on “Save closed caption history”. The file will be saved as a .txt file.

[Save closed caption history](#)

in closed caption here, press Enter key to broadcast

9. To find the saved closed caption history in your desktop, you can click on “Show in Finder”.

Closed Caption history saved

[Show in Finder](#)