CTS-DOL

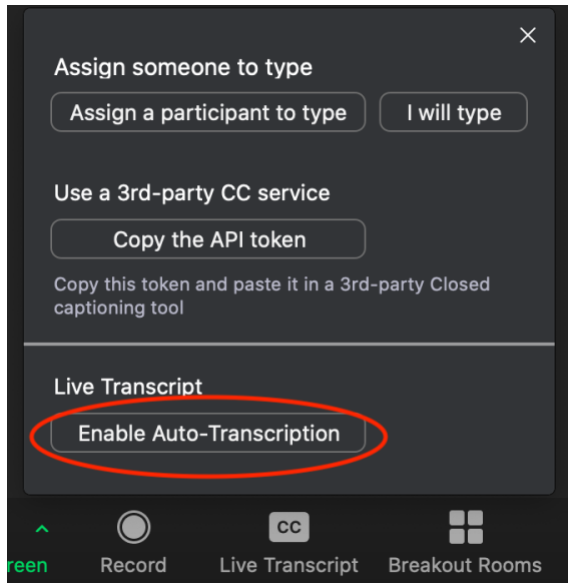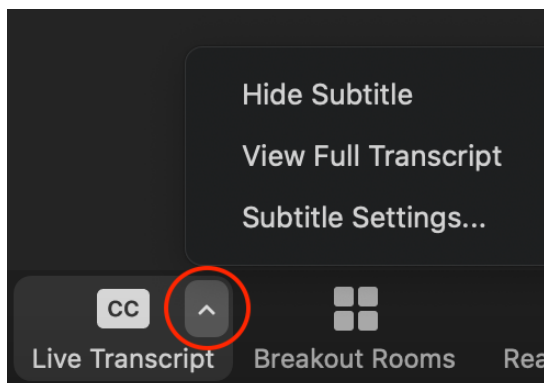How to start and Use Live Automatic Transcription during Zoom Meetings

Host: Starting the Live Automatic Transcription During a Zoom Meeting

1. Click the Live Transcription button on the Zoom Control Bar

2. At the bottom of this window, click Enable Auto-Transcription

3. If you need to disable Live Transcription, follow steps 1 and 2

Participant and Host Options

1. Once Live Transcription is enabled, there are a number of options that participants can choose on how they want to view subtitles and the full transcript. To access these options, click the Live Transcript button located on the Zoom control panel

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    a. **Show/Hide Subtitle**

        i. Displays subtitles on the Screen

    b. **View Full Transcript**

        i. Displays subtitles in real time with speaker's name and time stamp within a transcription window

        ii. To save a copy of the transcript, click Save Transcript at the bottom of the Transcription Window. **Note:** The transcript saves up to the moment you hit Save Transcript. For the full transcript, it's best to click Save Transcript at the end of the meeting

    c. **Subtitle Settings**

        i. Opens a setting menu that allows you to adjust font size of chat and subtitle text

Tips for Using Live Transcription with Zoom

These tips come from the University of Michigan's ITS department.
https://documentation.its.umich.edu/node/2062

- **Use an External Microphone**: An external microphone/headset provides better audio quality and, therefore, more accurately matches what is being said verbally

- **Speak Slowly:** Speaking slowly enables a more accurate match to what is being said verbally and allows others to follow the automatic transcript or subtitles

- **Take Turns/Pause Before Speaking:** Zoom's active speaker tracking is used to identify the speaker. When another individual begins speaking, it can take a second or two before Zoom updates the transcript to identify the new speaker

- **Monitor the Participants Panel for the Go Slower function**: Zoom's Participants panel displays all attendees and shows any nonverbal feedback the attendees provide. When using automatic live transcription, consider keeping the Participants panel open to see if attendees are indicating they need speakers to Go Slower