

Saving Closed Caption Transcript and Changing Subtitle Settings

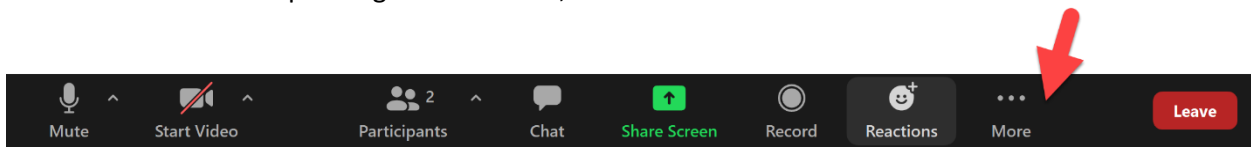
Enabling and Disabling Closed Caption in Zoom Meetings

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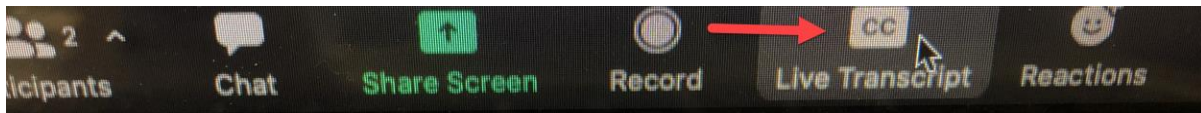
As a student, if the instructor has enabled live transcript, you may turn it off on your zoom screen

**ACCESS CLOSED CAPTIONING MENU:**

To access the Closed Captioning Menu on a PC, click MORE:

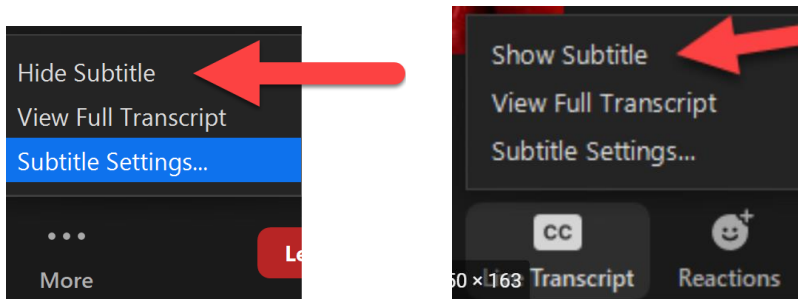


To access the Closed Captioning Menu on a MAC, click CC Live Transcript:



**SHOW or HIDE SUBTITLES:**

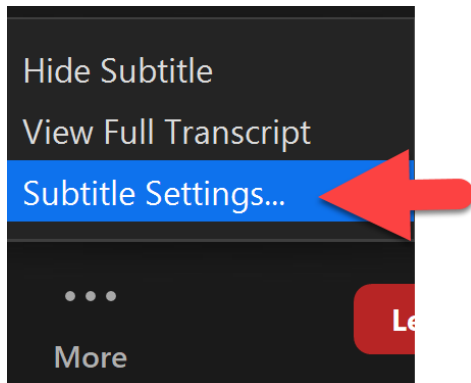
From the Closed Captioning Menu, you can Hide the Subtitles,



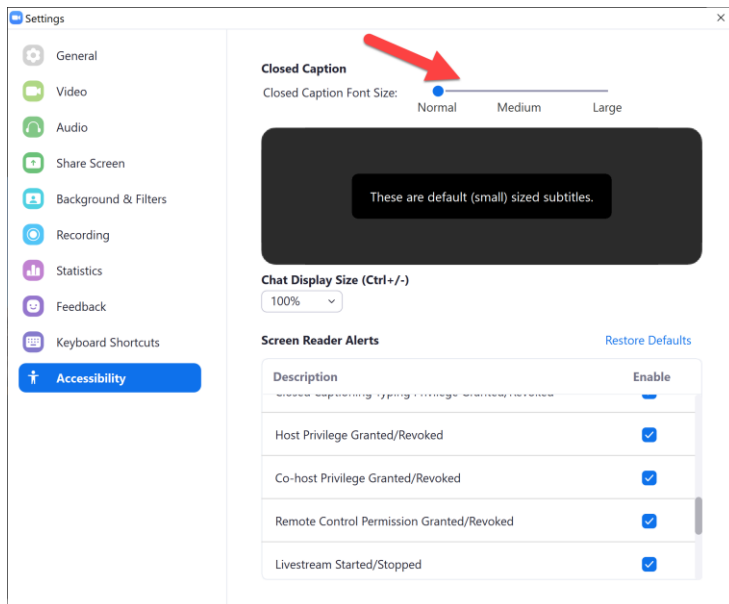
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**CHANGE FONT SIZE OF TEXT:**

Choose Subtitle Settings from menu:



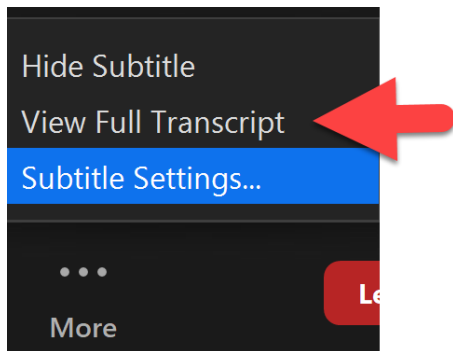
Move the slider over to change from Normal to Medium or Large Font size



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**VIEW FULL TRANSCRIPT:**

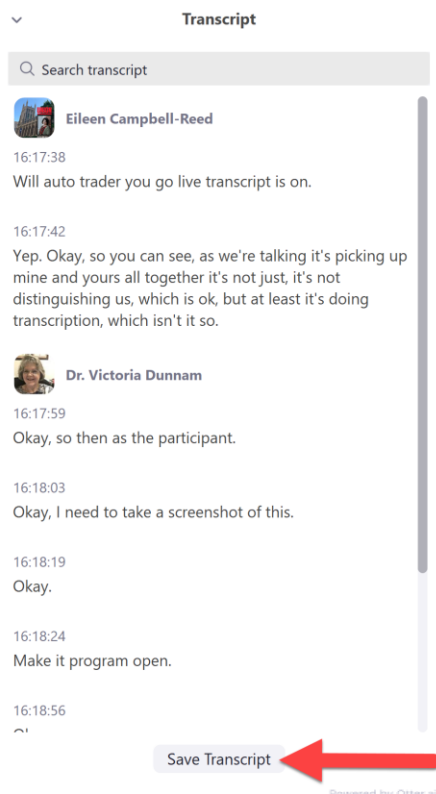
From the Closed Captioning Menu, you can View Full Transcript.



**SAVE THE TRANSCRIPT:**

From the View Full Transcript, you can SAVE the Transcript:

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### SAVE CLOSED CAPTIONING:

You can save the closed captioning screen

When you save, it automatically saves in My Documents under a Folder called Zoom and under that folder the date of the Zoom meeting and names it meeting\_saved\_closed\_caption and it is a Text file format.

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