

# Creating Closed Captioning in Zoom | Transcript

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Hi everyone! My name is Bria Peters and I am an Instructional Design Specialist at Texas A&M University.

In this video, I'm going to show you how to enable and edit closed captioning in Zoom.

Closed captioning helps many people, including:

- those who are deaf, or hard of hearing
- individuals who are learning English, or speak it as a second language
- audiences who benefit from seeing the words on screen
- and people who are in loud and noisy environments.

By including closed captioning in your videos, you are making sure that they are accessible to everyone. With this, let's get started!

First, you're going to log into Zoom through your university or company. Once you get there, you're going to hit "Sign In."

In the upper right-hand corner, you're going to see this button that says "Host." You're going to click it, and then click "With Video On."

You'll now get this pop-up, and you want to make sure to hit "Open Zoom Meetings."

Once you arrive here, you're going to select "Test speaker and microphone."

[Ringtone plays]

Hello. This is a test.

*This is a test.*

Then, you're going to end the test.

Now, you're ready to join with computer audio.

After this, turn on your audio and video.

[Bria smiles and waves on Zoom screen]

I also want to enable closed captioning. So, find the "CC" button, click it. And choose your desired language. So, I am going to keep English selected. And then hit "Save." And now you can see that closed captioning is on.

I also want to record my presentation, so find the “Record” button, click it. And then choose “Record to the cloud.” This way, everything is stored in one place within Zoom.

We are now recording! Hello. My name is Bria. Thank you for watching my tutorial video.

Whenever you’re done, hit the “Stop recording” button. And then, choose “Yes.”

After this, hit the x that says “End,” and then select “End meeting for all.”

It’s time to edit the closed captions. To do this, go back to the Zoom homepage. Then, select “Recordings & Transcripts.”

Once you get here, choose your video. Then, select the thumbnail of your video.

You will now see your video alongside the Audio Transcript. In the lower right-hand corner of the video, navigate to the “CC” button, click it, and make sure “Audio Transcript” is selected.

In the Audio Transcript, click the pencil icon, and perform any edits you would like to make. In this case, I’m going to change you’re to you are. When you’re done, hit the checkmark to save your changes.

Notice how whenever you edit the Audio Transcript, the captions in the video also change.

When you’re done, you can download your files. This button can be found in the upper right-hand corner.

Congratulations! You now know how to successfully enable and edit closed captions in Zoom. You are one step closer to making sure your online content is accessible to everyone. Thank you for watching!