



How to activate the Zoom live transcription tool.

What this document will show you...

This document will show you how to configure the Zoom live transcription tool. What this means is that if you are hosting a meeting, you can provide real-time automatic transcription subtitles to all participants of the meeting.

1. Start your meeting, and in your meeting control bar (at the bottom of the screen), select **Live Transcript**
2. Select **Enable Auto-Transcription**.

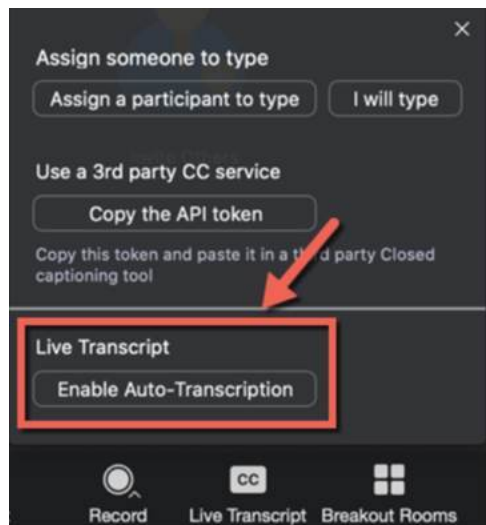


Figure 1.

Subtitle Adjustments

1. In the Live Transcript window, select **Subtitle Settings**

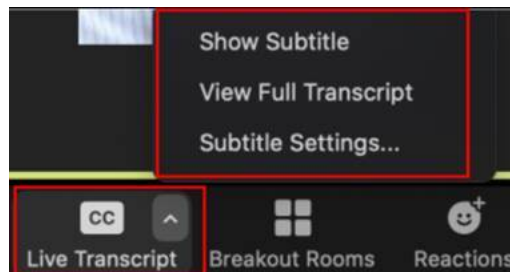


Figure 2.

2. Select **Accessibility**

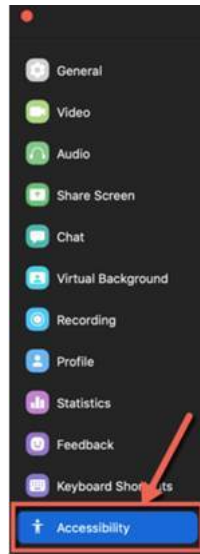


Figure 3.

3. Drag the **slider** to adjust the text size.

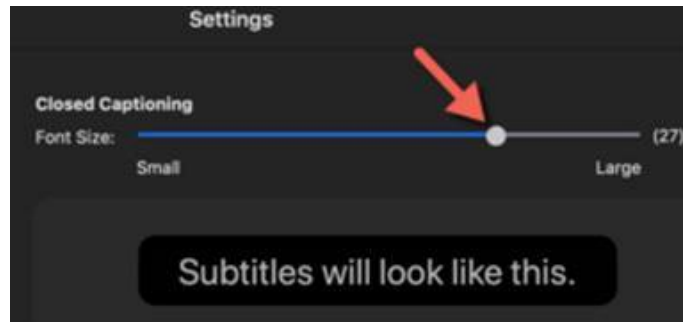


Figure 4.