ZOOM - Introduction of the Live Transcript Option

Zoom has always had a closed captioning option (subtitles) but this has either needed a third-party - with concomitant costs - or a skilled audio-typist, prepared to enter in the text as someone speaks.
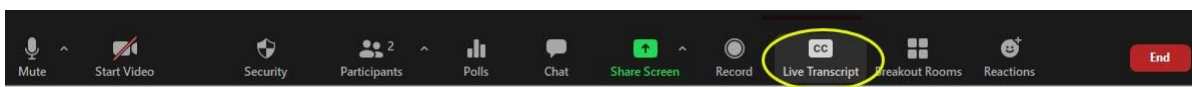
Zoom has now introduced '**Live Transcript'**, an automated subtitling system. It is by no means 100% perfect, but it should enable those who find it hard to follow in Zoom meetings an enhanced opportunity to hear and see what is spoken.

The option has been introduced at account level for **zoom** and **zoom2** Cardiff U3A accounts and is available at all meetings using those accounts. However, it does need to be enabled at **each** meeting.
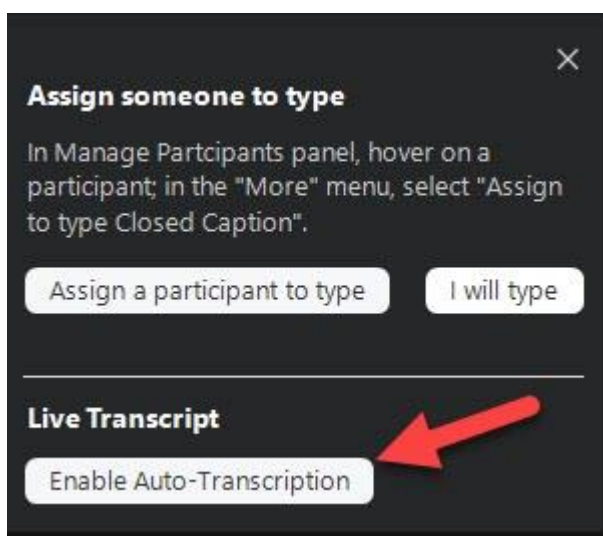
You may wish to ask members whether or not they wish the option to be enabled. Once enabled, the text shown can be hidden by individual members if they wish, whilst still seen by others.
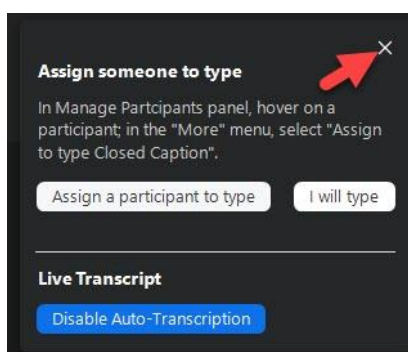
Starting Live Transcript

When you log in as zoom@cardiffu3a.org.uk or zoom2@cardiffu3a.org.uk and start your meeting, you will see a new option **'Live Transcript'** in the bottom section of your screen:

Click on this and you will see the option to Enable Auto-Transcription:
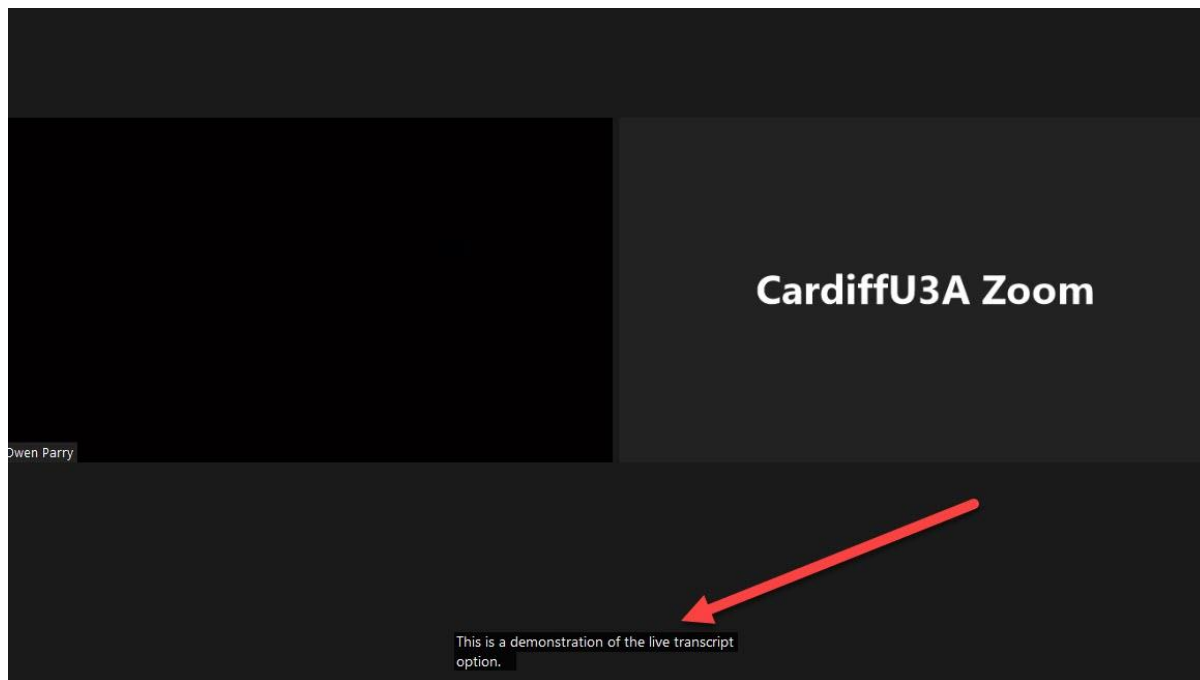

Click on that option and Live Transcript will be enabled. The screen will change and you should click on the close X:
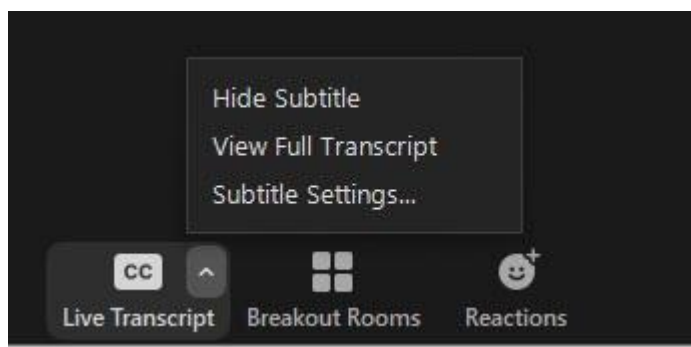
Using Live Transcription

When you have enabled the option, anyone who speaks at the meeting will cause the system's best effort to transcribe their words as text:
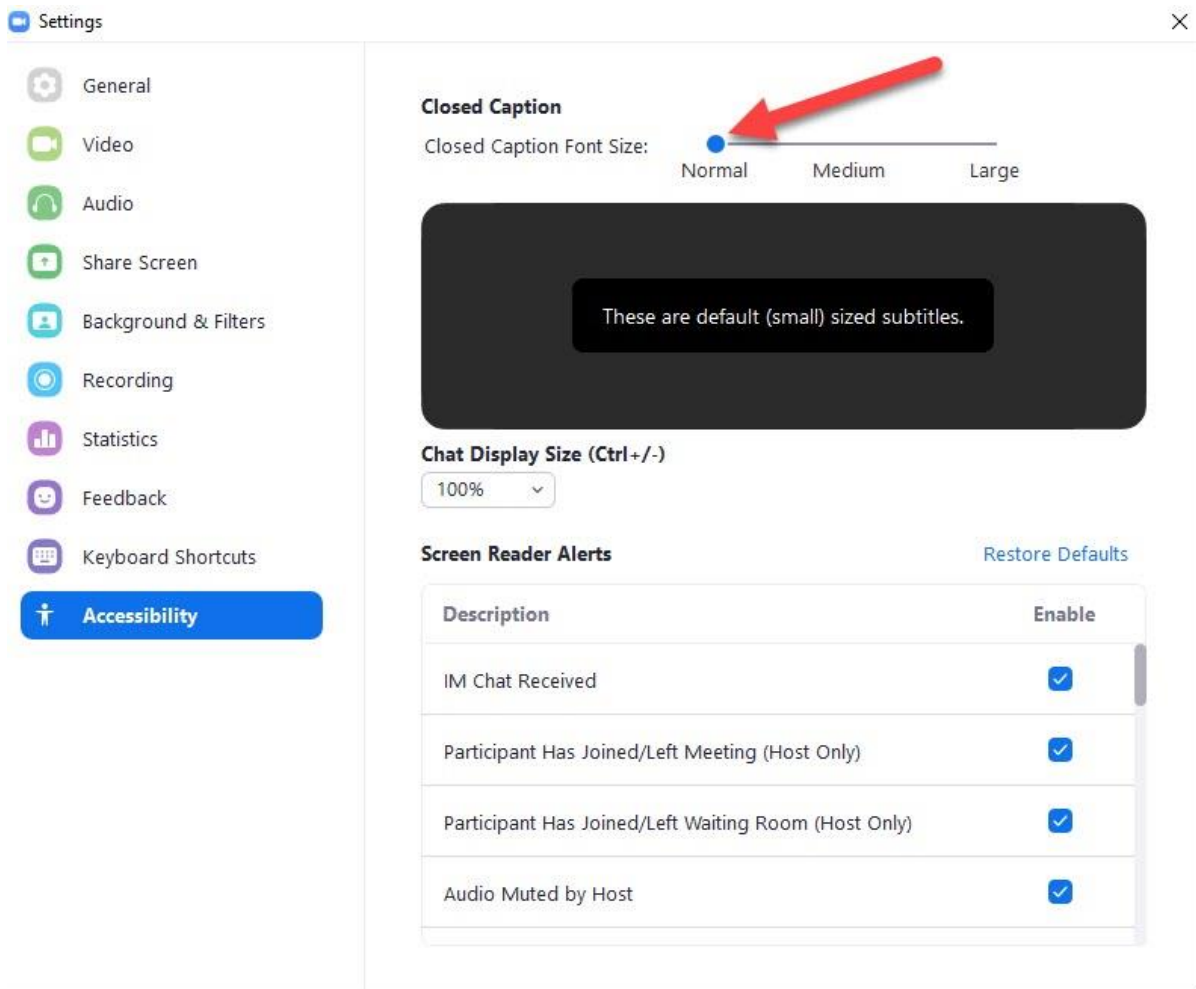

Participant Options

When Live Transcript is enabled, individual participants in the meeting will also see a Live Transcript option at the base of their screen but will only have certain options available when they click on the ^ mark on the icon:

- For those who do not wish to see the transcript on their screens, they may select the 'Hide Subtitle' option.

- Viewing the Full Transcript may be useful for reviewing the meeting perhaps by a note-taker.

- The Subtitle Settings option may be used to increase the size of the font used, by using a mouse to slide the Closed Caption font size towards 'Large':

Finally, the position of the subtitles may be moved from the default bottom centre position by positioning the cursor over the text (the cursor changes to a 'hand') and using the left mouse button to drag the text to the desired position. Participants using devices with touch pads can use the pad etc for this.

Evaluation

Live Transcript has been piloted at a meeting of the Computer Group where 13 participants explored the various options. In the main, transcription was timely and clear although by no means perfect but some of that may be down to the technical nature of some of the conversation.

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