# Zoom Live Transcript for Participants

Zoom's Live Transcript feature allows the host (professor or other leader) to make live captioning available during Zoom sessions. When enabled, participants can choose to view captions along the bottom of their Zoom window, to view the full transcript or both. Not all hosts will choose to turn on Live Transcripts.

1. Enter the Zoom meeting.
2. If Live Transcript has been enabled by the host, you should see a Live Transcript button in your Zoom controls. If the Live Transcript button is not available, then captioning has not been enabled.
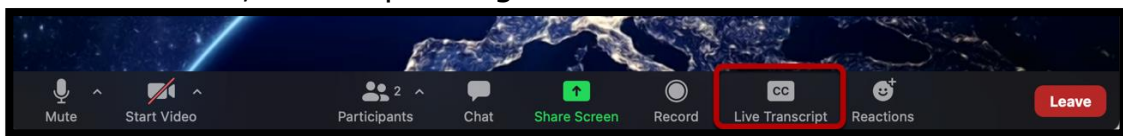

   Note: If the host enables Live Transcript after you have joined the meeting, you will see a notification that "Live transcript is available" along the bottom of your Zoom window. There may be a delay before the Live Transcript button becomes available.
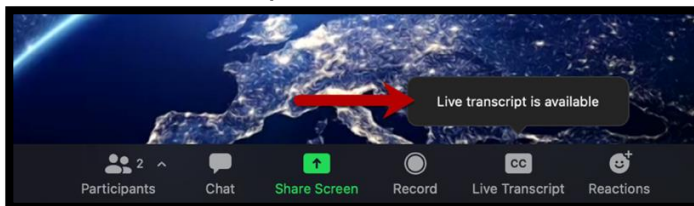

3. Click the Live Transcript button.
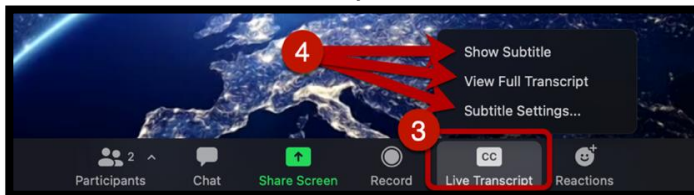
4. You will see three choices:
   a. **Show Subtitle** – shows closed captions along the bottom of the screen. Once subtitles (closed captioning) is turned on, this option will change to Hide Subtitles.
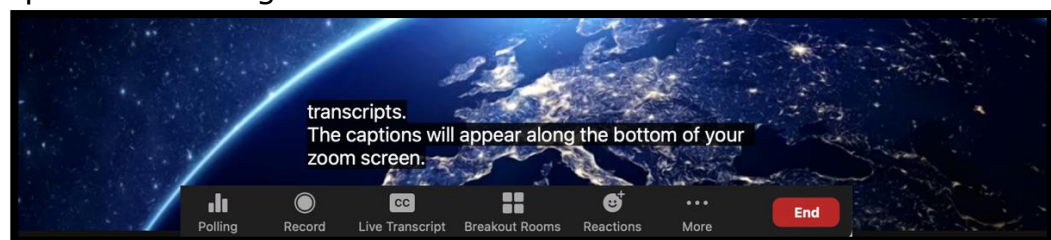
b. **View Full Transcript** - opens a panel on the right side of the window that displays the subtitles in real time with the speaker's name and time-stamp within the transcript window. The host and attendees can search the transcript using the search box at the top of the panel, or save the transcript up to that point, by clicking **Save Transcript** at the bottom of the panel.
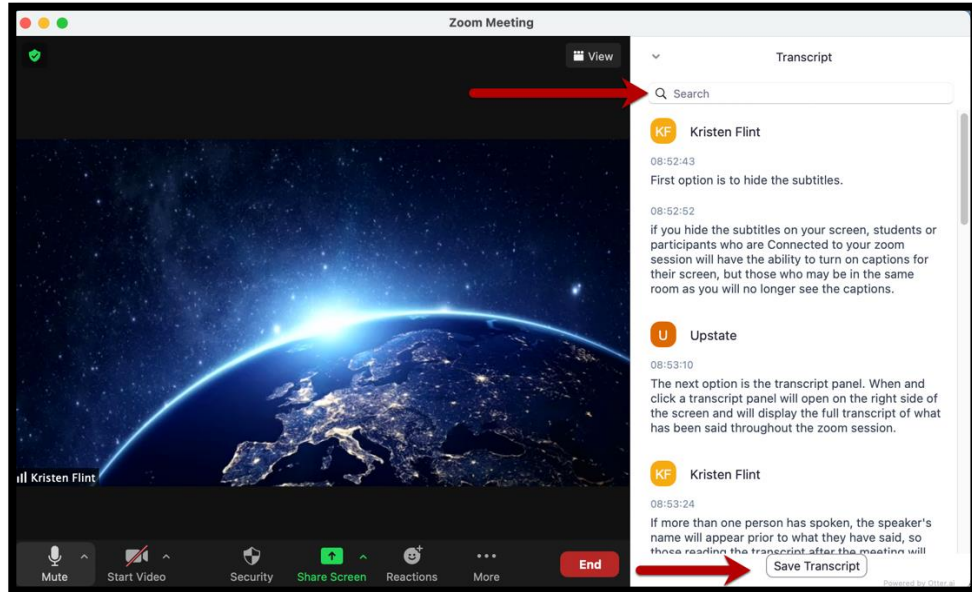
c. **Subtitle Settings** – allows you to change the font size of the subtitles (closed captioning). The further to the left of the closed caption slider is, the larger the text.
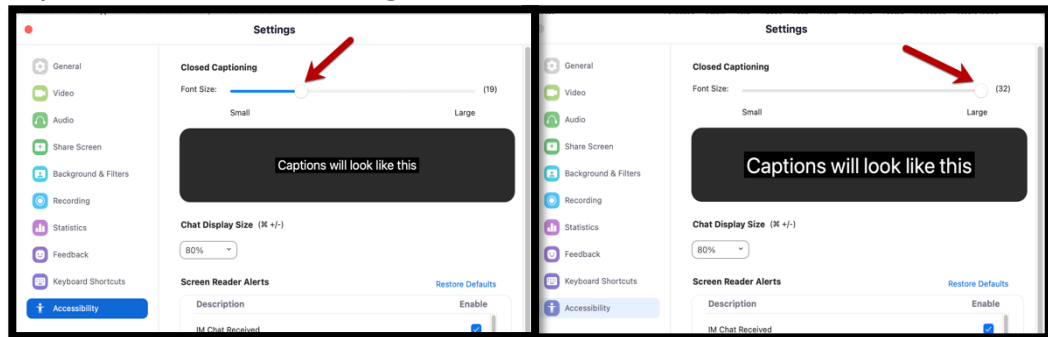
5. Select the option(s) that best fits your learning needs.