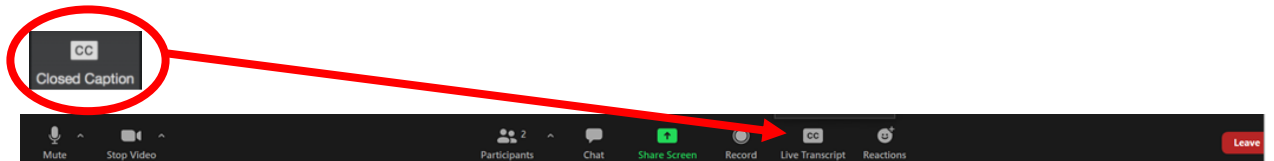


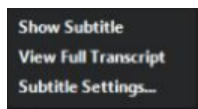
Zoom Closed Captioning Guide

From Your Computer:

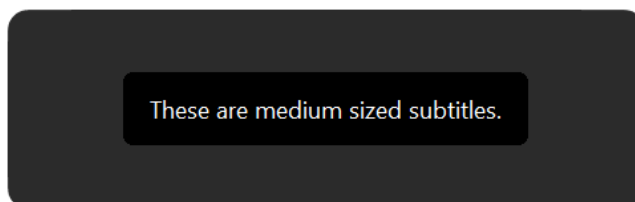
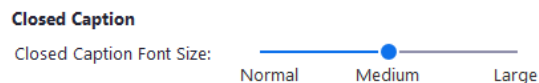
- Make sure you have the most recent version of Zoom installed. [Click here](#) to download.
- You can turn the captions on or off by selecting the CC icon located on the toolbar.



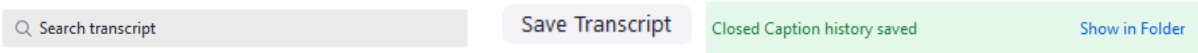
- Make sure that the captions are turned on whenever you enter a new Zoom session or return from a breakout session.
- When you click on the CC icon, you have the choice to Show Subtitle, View Full Transcript, and Subtitle Settings. You can change your Subtitle view and settings at any time.



- You can adjust the font size of the captions by clicking the CC icon and then clicking Subtitle Settings.



- When you click View Full transcripts, you have the option to Search transcript and Save Transcript. Once the transcript is saved, you will receive a message at the bottom of the transcript screen stating, “Closed Caption history saved.”



From Your Phone:

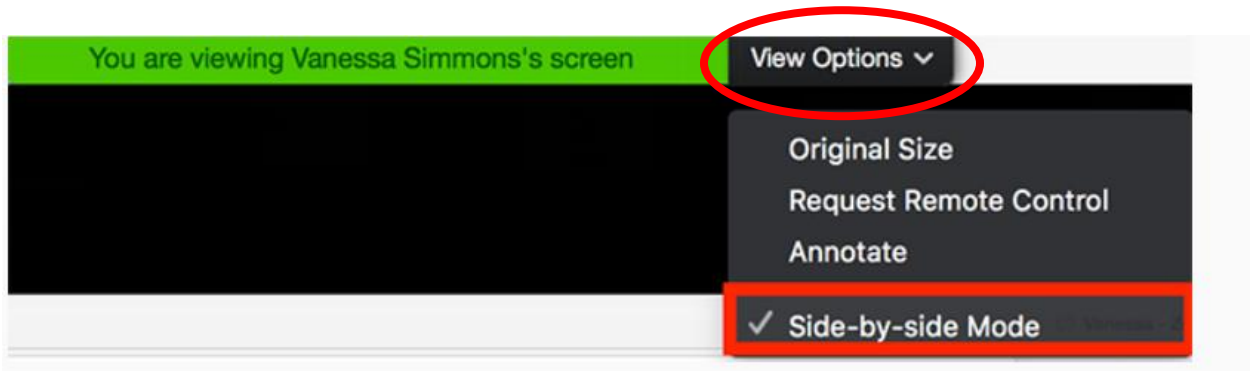
- Download the Zoom app to your phone. [Zoom Mobile Apps](#)
- In your meeting settings, make sure you have Closed Captioning turned on.
- You may not be able to view the Full Transcript from your phone. However, you will still be able to view the Subtitles.

Zoom ASL Interpreter Guide

These instructions are for how to set your Zoom settings for the best view of the presenter and ASL interpreter when the presenter's screen is being shared.

First, you will need to set your settings to a **Side-by-side Mode**. To do that, follow these steps:

1. Make sure you have the most current version of Zoom for your desktop. [Click here](#) to download.
2. From your computer, sign into the Zoom.
3. While viewing a shared screen, select on **View Options** and choose **Side-by-side Mode**.



4. Hover your mouse over the line between the side-by-side screens until your pointer changes to arrows.



5. The arrows allow you to move the line to the left or right. This will adjust the size of the side-by-side screens. Select and drag the line to adjust the size of each to your preferred size.



6. To exit the **Side-by-side Mode** setting, select **View Options**, then uncheck the **Side-by-side Mode** by clicking on **Side-by-side Mode** again.

