Zoom Translated Captions Instructions

PREREQUISITES FOR VIEWING TRANSLATED CAPTIONS

Zoom desktop
- Windows: 5.10.6 or higher
- macOS: 5.10.6 or higher

SUPPORTED LANGUAGES FOR CAPTIONING

Supported languages for translation include
- English
- Spanish

ENABLE CAPTIONS IN A MEETING

Any participant in the meeting can self-enable captions If the speaker is presenting in another language and you want the captions to be generated into your language, Zoom can translate the captions into your preferred language. This is done in real-time during the meeting, and can be set by each individual participant.

1. Join the Zoom Meeting.
2. Click the **Show Captions** button .
   Captions will appear above the controls toolbar. By default, English is set as the speaking language the captions are generated in.

3. Next to the **Show Captions** button, click the up caret button ^ ..
4. Under the **Translate to** section of the menu, click on the language you want the captions translated to.
   Click the **More** option to see more available languages.
   Once a different language is chosen, the captions will be generated and translated into that language for you.
   Note: Choice of Translate to language will be saved and applied to future meetings.

ADJUST CLOSED CAPTIONING SIZE

1. In the meeting controls, click **More** ••• , then click **Captions**.
2. Under **Your Caption Settings**, click **Caption settings**.
   The **Accessibility** desktop client settings window will appear.
3. Under **Closed Caption**, move the slider to adjust the caption size ——●——.
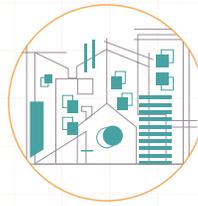
SET SPEAKING LANGUAGE - FOR PRESENTERS ONLY

If the speaker is presenting in another language, that speaker can change the language the captions are generated from.

By default, English is set as the speaking language the captions are generated from. If you are presenting in another language, for example Spanish, you can change input language so that captions are generated accurately in Spanish.

1. Next to the **Show Captions** button, click the up caret button ⌃.
2. Click the **Speaking language: English** menu and select the appropriate language the captions should be generated from.
   Once selected, captions will be generated based on the language chosen.

Notes:

- This only changes the language the captions should be generated from. This does not provide a translation into another language other than what the presenter is speaking.
- Choice of Speaking Language will be saved and applied to future meetings.