

# Automatic Live Transcription in Zoom

Automatic, real-time, live text transcription is now available from Zoom. Live transcription allows participants to read all spoken conversation as captions or a full transcript with speaker attribution. Automatic transcription can be helpful for improving accessibility for participants who may be in loud environments, may not have access to headphones or speakers, or might otherwise benefit from hearing and seeing content simultaneously.

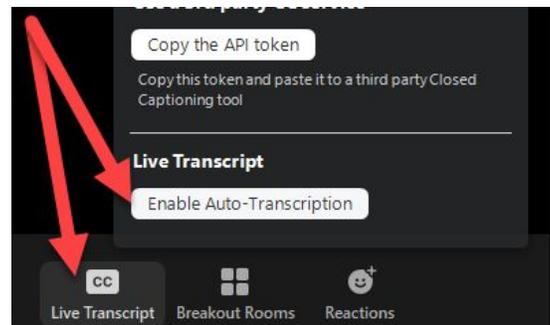
## Enabling Automatic Live Transcription

Automatic live transcription is enabled by Bard by default. However, you still have an option of whether or not you want to use transcription once you're in a meeting.

## Starting Automatic Live Transcription

As a host, you may start live transcription from the toolbar once your meeting has started. Until started by the host, captions or the transcript will not be generated or visible to participants.

1. From the meeting toolbar, click the **Live Transcript** button.
2. Click **Enable-Auto Transcription**. Zoom will begin transcribing the meeting immediately.

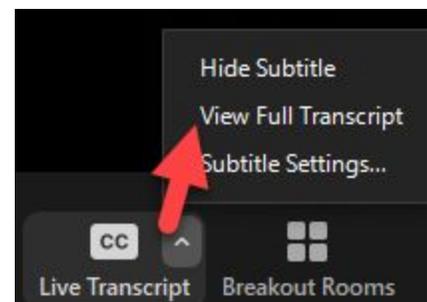


## Viewing Automatic Live Transcripts

After the host starts transcription, participants will see the **Live Transcript** button appear on their meeting control bar.

1. Click **Live Transcript** from the meeting toolbar.
2. Select **View Full Transcript** to display a full, scrollable, transcript with speaker attribution on the side of the meeting window. Both subtitles and the full transcript may be viewed at the same time.

**Note:** You can also access **Subtitle Settings** here.



## Suggestions for Improving Transcript Accuracy

Automated speech recognition (ASR) transcripts often have lower accuracy than those produced by a captioner. **Please note that these automatic live captioning features are not a substitution for professional, live transcription services for students with accommodations (which may include students who are deaf, hard of hearing, or have an auditory processing disorder), because automatic captioning is simply not accurate enough.** Nonetheless, many students report the usefulness of live captioning, even accounting for some margin of error - it can assist students who are studying in a loud environment but don't have headphones, language learners and students who benefit from hearing and reading content simultaneously.

To get the most out of a machine-generated transcript, consider the following tips:

- **Use a headset or dedicated microphone:** Headsets, including the ones that come with most smartphones, or dedicated microphones produce clearer, louder audio than microphones built-in to a laptop. Higher quality speech input will result in more accurate transcripts and enable your meeting members to hear you more clearly in general.
- **Take turns or pause between speakers:** Zoom will attempt to identify the speaker in the transcript, but rapid or overlapping conversation may result in misattribution. Taking time between speakers can improve accuracy.
- **Speak slowly:** Speaking slowly can produce more accurate transcripts and allow readers to keep up with the pace of the meeting.