

## Subtitles (Close Captioning)

Those of you who may also prefer to have subtitles with the assigned AV materials that do not have subtitles, here is a strategy you can adopt to generate automatic subtitles via Zoom:

1. Log in to UB Zoom; and start a Zoom meeting (you will be the only participant in this “fake” meeting).
2. Unmute the microphone on the Zoom toolbar at bottom of the screen. (If you are using a desktop computer, make sure that your microphone is connected.)
3. On the toolbar click on “live transcript” and “enable” live transcription on the menu that pops up.
4. Click on “share screen” on the Zoom Toolbar.
5. Bring up and play the video, with the sound on, you want to subtitle. Subtitles should appear at the bottom of the Zoom screen. You may need to adjust the volume level of the sound on the video so that your microphone can clearly pick it up. (In other words, Zoom is going to assume that the dialogue coming from the video is of a “live” person attending your “fake” meeting.)

**Note:** since the subtitles are generated via the Zoom software using an artificial intelligence protocol, there may be occasional errors in the subtitles (similar to what happens on YouTube videos if you have ever turned on close captioning via the CC button on the toolbar at the bottom of the YouTube window).