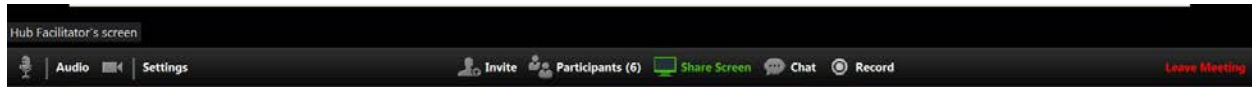


## How to use the captioning feature with Zoom trainings

1. Once joining your Zoom training session, look for the **CHAT** feature on the Zoom screen, and click.



2. Clicking on **CHAT** will bring up the **CHAT WINDOW**. The facilitator of the meeting will have entered in the link for the **REAL TIME CAPTIONING LINK**.

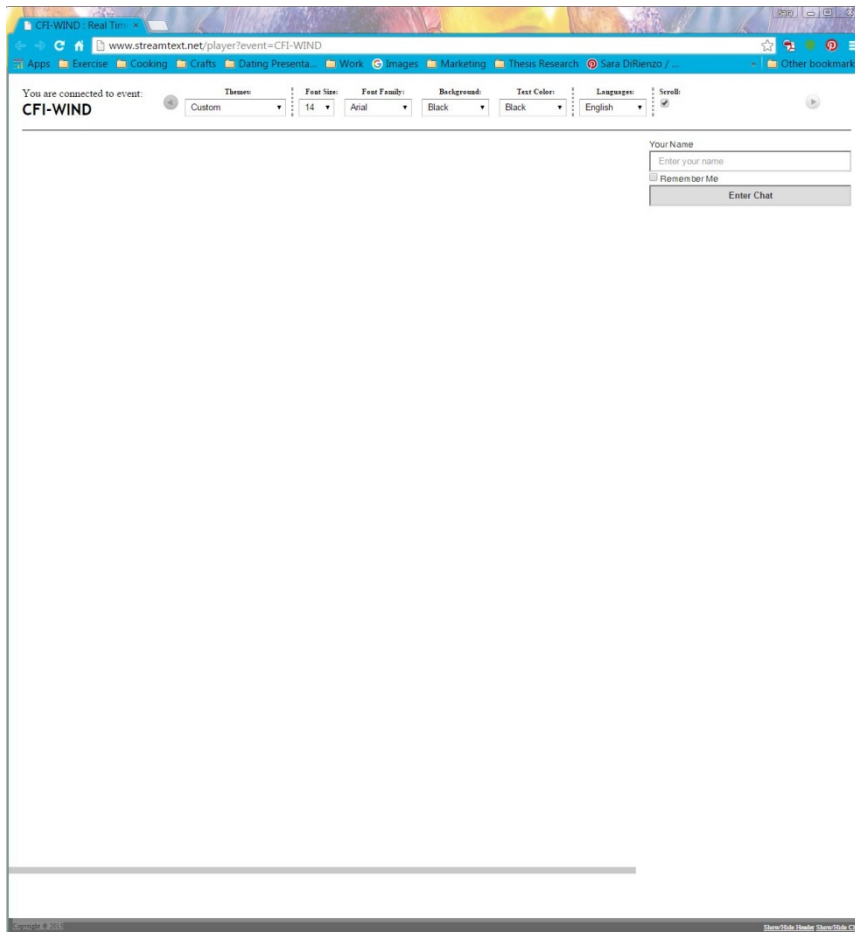


from UW ECHO in AT-Hub room 2 to All

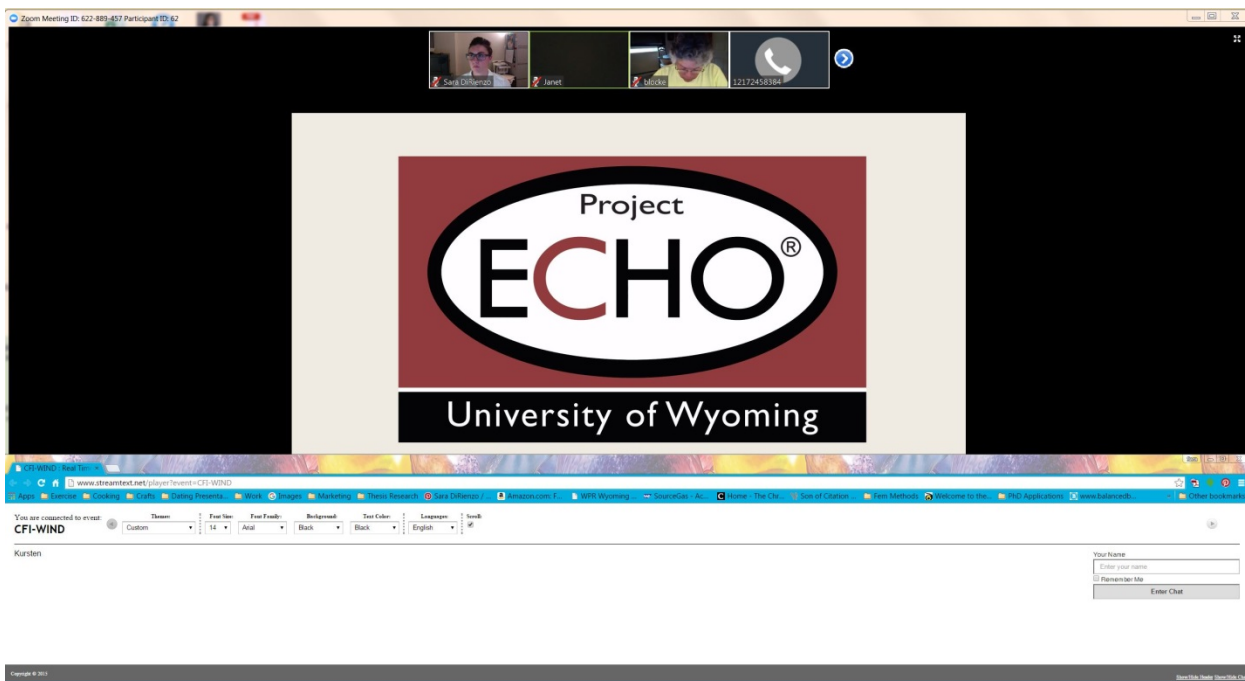
01:55 PM

Real time captioning link <http://www.streamtext.net/player?event=CFI-WIND>

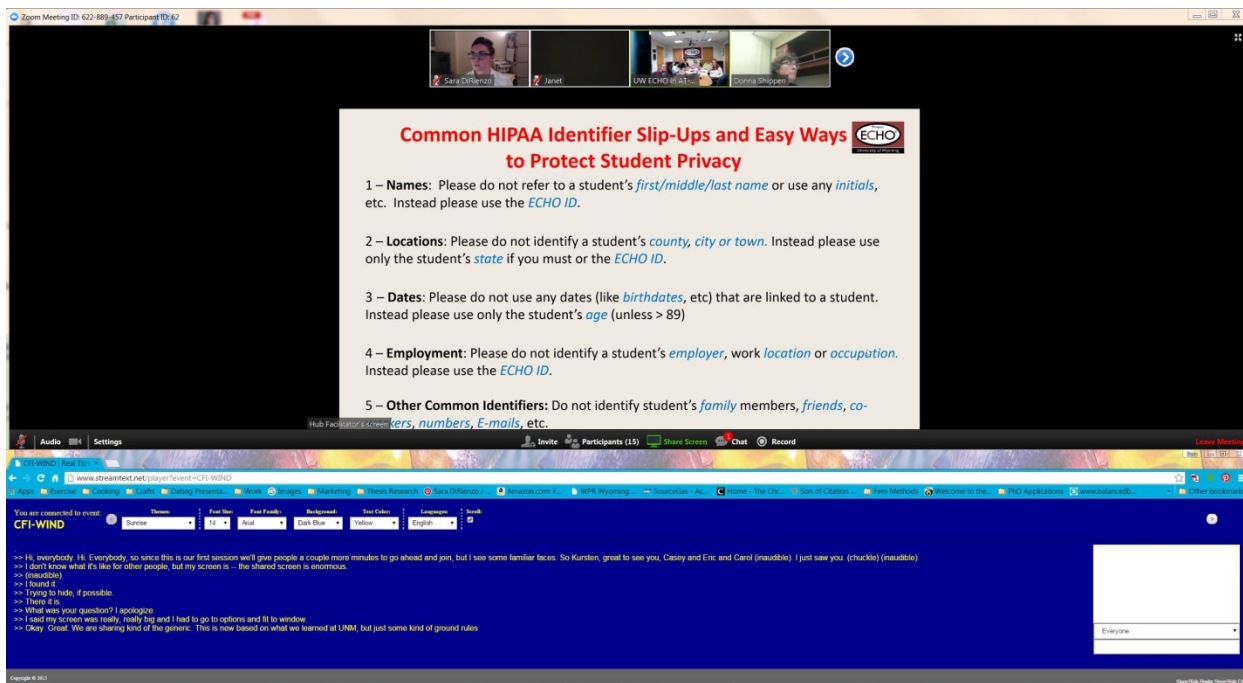
3. Click on this **LINK**; it will pull up the **CAPTIONING MODULE**, which will be in a separate window in your default web browser.



4. To view the presentation and the captions at the same time, shrink and title the **ZOOM WINDOW** and the **CAPTIONING MODULE** on your screen in a way that is comfortable for you to see both.



5. Adjust the captioning screen with the customizable features that work best for you. You can adjust color, font size, font size, and theme.



The recommended theme is "Sunrise."



6. If you need to communicate with the CAPTIONER, you can chat within the **CAPTIONING MODULE CHAT FEATURE**.

