

**American Association of University Women of Virginia (AAUW-VA)**  
**Virtual Annual Business Meeting**  
**Saturday, April 26, 2025, at 2:00 p.m.**

**INSTRUCTIONS FOR ZOOM MEETING ATTENDEES  
TO USE CLOSED CAPTIONING AND TRANSCRIPT**

***The process for the Closed Captioning and Transcript functions is now easier  
in that any attendee can initiate these functions.***

These instructions are for attendees who wish to use Zoom Closed Captioning or Transcript.

Others who have difficulty hearing advise that they find that solely  
increasing the Zoom/computer/cell phone volume is sufficient.

In addition, the Closed Captioning functions described below may not be available  
unless you use Zoom on a computer and, even then, can be different than described due to  
your type of computer, settings, and the Zoom version used.

**Zoom Tool Bar**



After entering the Zoom meeting, click on the “More” icon in your tool bar at the bottom, right or top of your video screen, which will display an option list. Click on the word “Captions” or “Transcript.”

- If “Transcript” is clicked, a display will open to the right of the Zoom display and a written transcript will appear without closed captioning.
- If “Captions” is clicked, a new “CC” icon will appear in the tool bar that either displays “Hide Captions,” meaning captioning is on, or “Show Captions,” which means you must click on it to trigger the captions to display. You may be asked what language you wish to use.

**TO ADJUST THE CAPTIONING SETTINGS:** Click on ^ to right of the “CC” icon.

- Click “View Full Transcript,” if you want to also see a running transcript that will appear to the right.
- To change text size, click on “Caption Settings.” To adjust caption text size, move the blue ball along the “Closed Caption” line until the text is the size you want.

