

LISTEN UP.**SOME SOUND FACTS****ABOUT CAPTIONS.****TIP SHEET**

Captioning is a cornerstone of universal and inclusive practice. It is great for everyone, especially people who have hearing conditions, people for whom English is not their primary language and for people who have sensory processing conditions.

**TIP 1: OPTIONS**

Captioning and online platforms generally are friends. There are several options available, depending on the platform and the purpose of your event.

**TIP 2: GOOGLE MEET**

Google Meet has, perhaps, the best 'speech to text' captioning of the platforms using AI. This is available in multiple languages.

**TIP 3: MICROSOFT TEAMS**

In Microsoft Teams, you can access subtitles by clicking on the three dots/more options when in a video meeting, then click 'turn on Closed Captions'.

**TIP 4: ZOOM**

In Zoom, AI captioning is available by purchasing a subscription to Rev.com (www.rev.com/zoom-live-captions) as a plug in.

**TIP 5: LIVE CAPTIONING**

Live closed captioning works well – the captioner will walk you through the process, depending on the platform you are using. Reach out to Soundfair at info@soundfair.org.au about how we can help.

**TIP 6: YOUTUBE**

If you upload your video file to YouTube, you can enable AI captioning before you share it. It takes a few hours to create the captions and they'll likely need some manual corrections, but it still saves a lot of time.

BUSINESS

1 Hamilton Place
Mount Waverley, Victoria. 3149
Phone: (03) 9510 1577
Fax: (03) 8640 0681
Email: info@soundfair.org.au
Website: soundfair.org.au

HEARING LINE**1300 242 842**

For hearing, social & emotional support, & general enquiries, Monday to Friday, 9am – 5pm

LET'S CONNECT

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