



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 4: ZOOM

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



TIP 2: GOOGLE MEET

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



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 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 6: YOUTUBE

If you upload your video file to YouTube, you can enable Al 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

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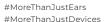
HEARING LINE

1300 242 842

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

LET'S CONNECT





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