

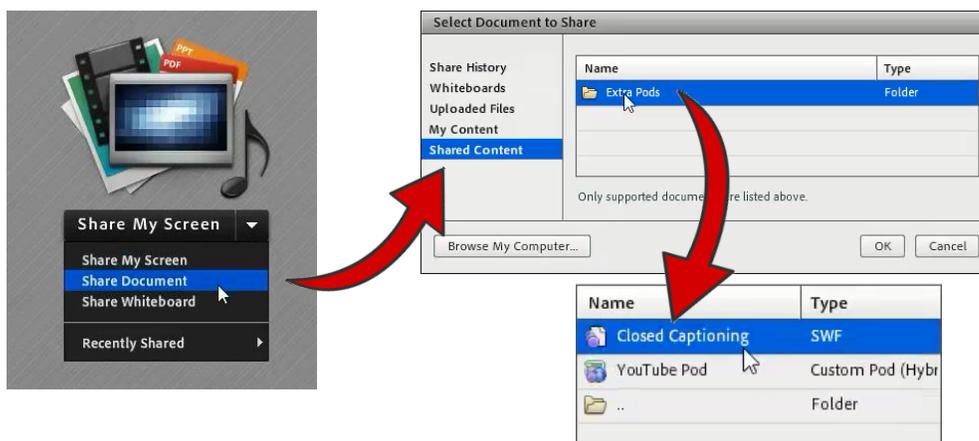


Adobe Connect Meeting CC Pod

Real-time Closed Captioning for Your Sessions

The Adobe Connect Closed Captioning (CC) pod allows you to incorporate live captioning into your Adobe Connect Meeting session. If you subscribe to a captioning service you can connect directly using the CC pod, however this document focuses on assigning the role of captioner to a session attendee.

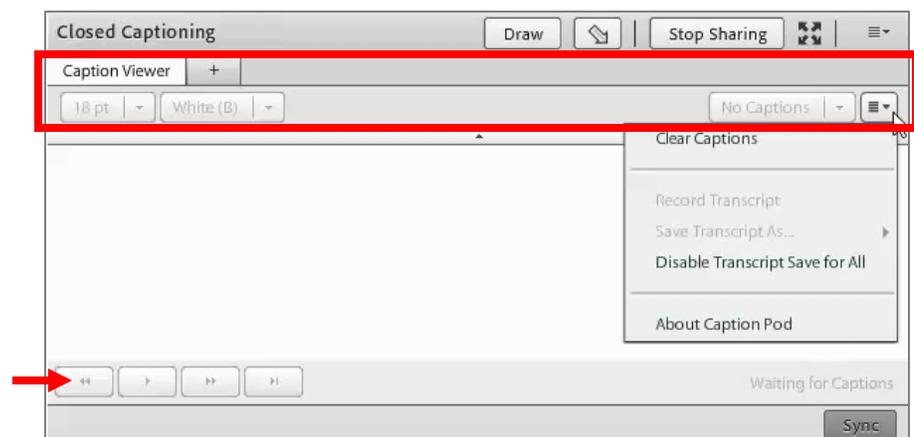
To add the Closed Captioning (CC) pod, open a new Share pod and select Share Document. Go to the Shared Content folder and select Extra Pods. Then select Closed Captioning and click OK.



Below the general pod menu bar you will find the CC pod menu and options.

The drop-down menu contains the Closed Captioning pod settings.

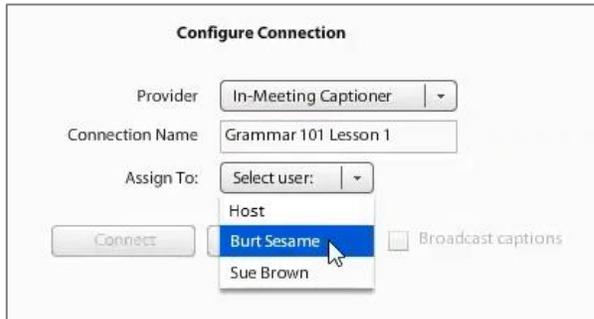
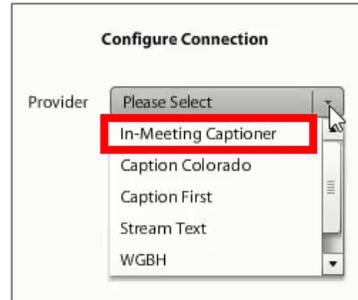
The CC pod opens in Caption Viewer mode with play controls located at the bottom.





To assign an attendee as captioneer click the plus sign beside the Caption Viewer tab to create a new connection. Note that only Hosts have access to these Connection settings.

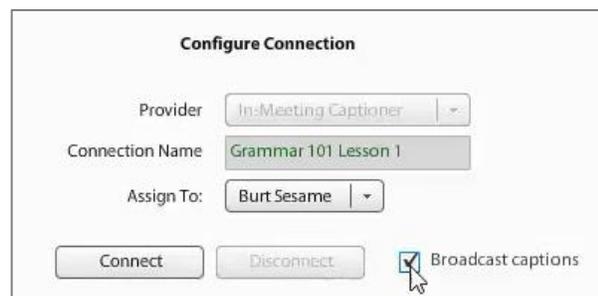
From the Provider Drop-down menu select *In-Meeting Captioner*.



Then give the connection a name and select an attendee from the Select user drop down menu.

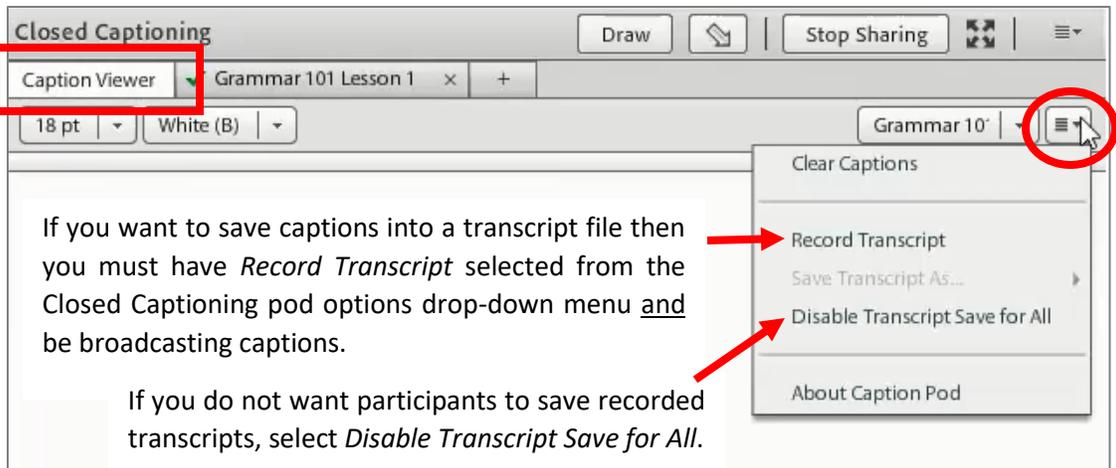
Note: Attendees must be logged in to the session to be assigned as a captioneer.

Click Connect and then select Broadcast Captions for the captions to appear to all attendees.

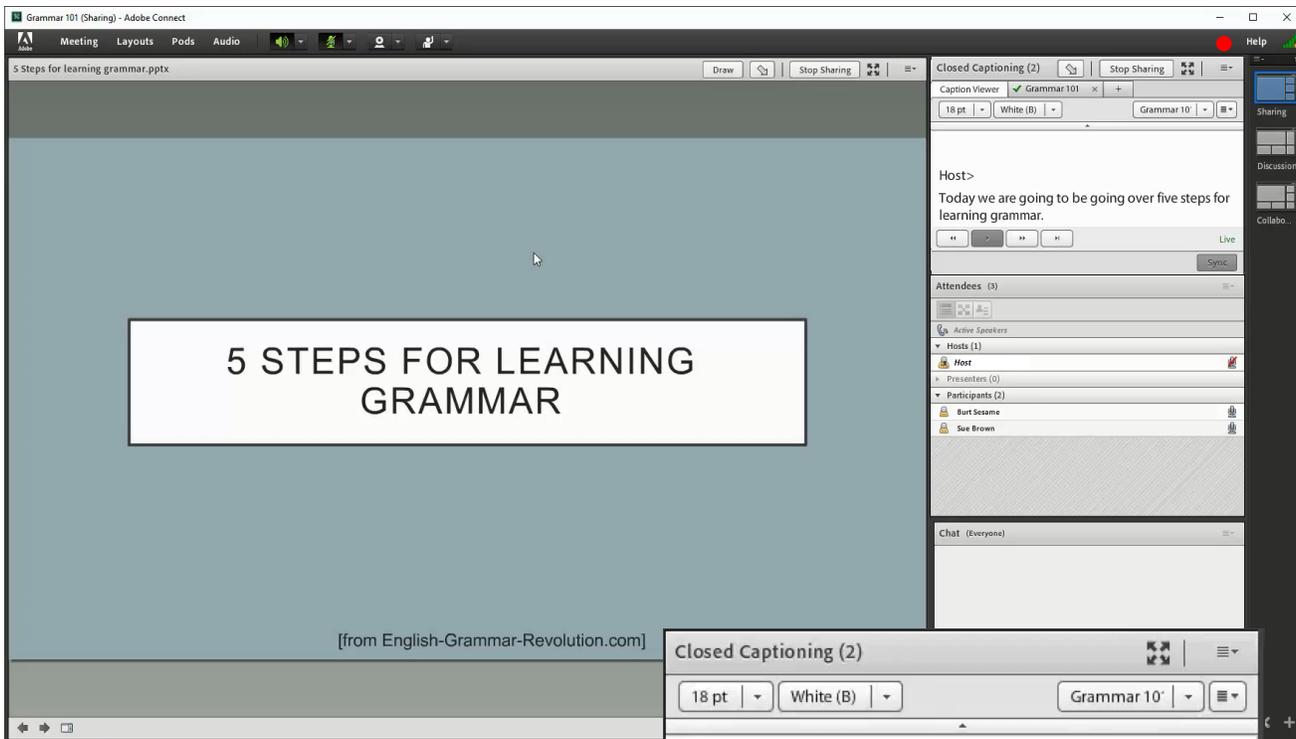


The Closed Captioning pod is not supported in mobile devices, so be sure your assigned captioner is attending from a desktop or laptop computer.

Click on the Caption Viewer tab to access the closed captioning viewing area and options.



Resize the Closed Captioning pod and place it where you would like it to display in the layout. Then, load your meeting content and begin your session. Remember to record the meeting if you want to have a session playback available.

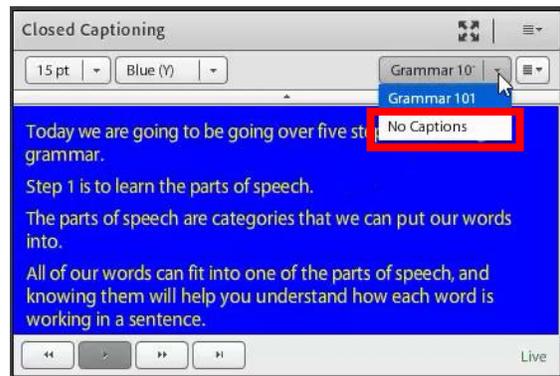
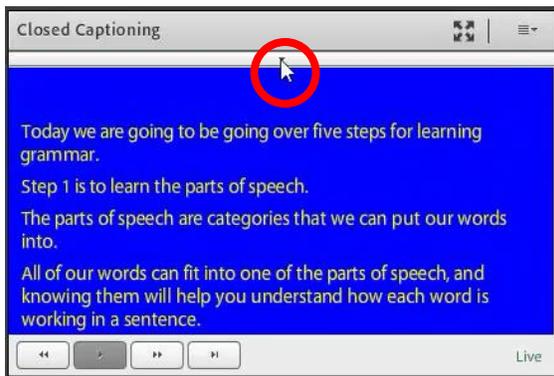
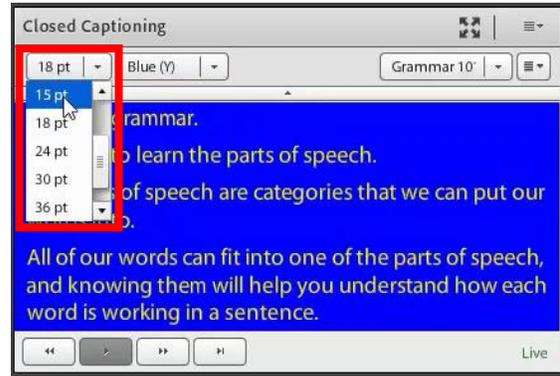
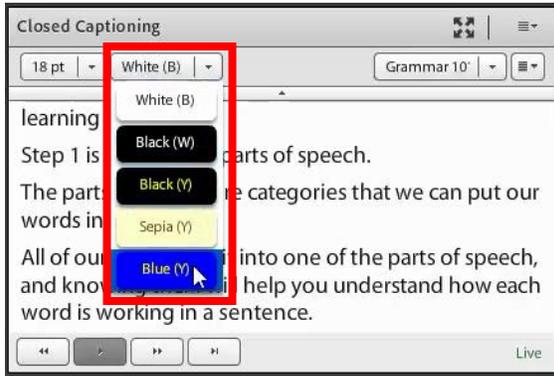


As you speak, the captioner enters text in the area at the top of their caption pod and when they click Send or press Enter on their keyboard the text will appear in all attendees' Caption Viewers.

Captioner's CC Pod

Attendees can individually select from five display colour and contrast options, select a preferred font size, create more space by hiding the Closed Captioning pod menu, and they can elect to not display the captions at all.

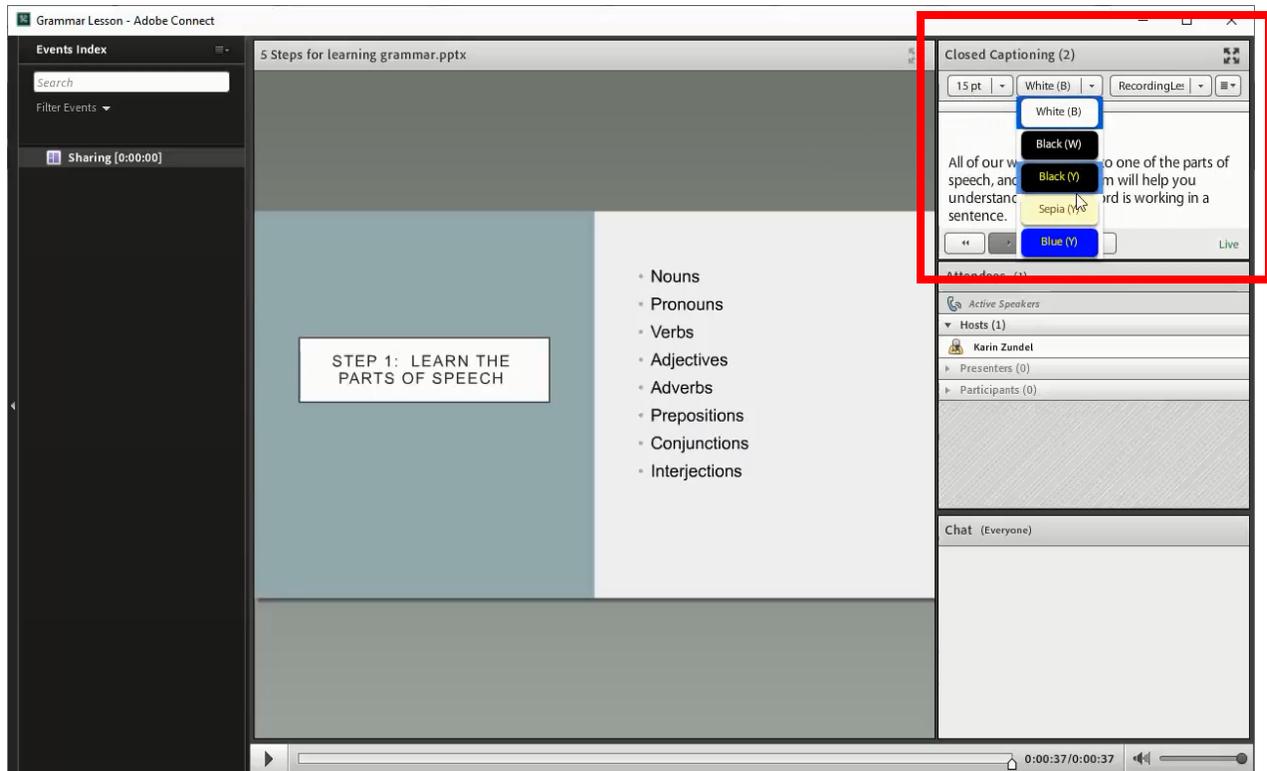
Participants do not have the ability to hide or move the CC pod.



To save a recorded transcript to your computer, select *Save Transcript As...* from the Closed Captioning pod drop-down menu. You can choose to save the file in either html or txt format.



If you are recording your meeting for playback purposes only, assign yourself as captioner, broadcast your captions, and then record your session. Captions that you add in the closed captioning pod will appear in the recording, and on playback, viewers will still be able to adjust the Closed Captioning pod viewer settings to their preferences.



For more information about Adobe Connect Meeting and to see additional resources, please visit the resource page at eclassesconnect.contactnorth.ca/help/. For technical assistance call the Contact North Helpdesk, Monday to Friday 7:30 am to 10:30 pm at **1-888-850-4628**.