**""
Accessibility Guide**

**Accessing Closed Captions**

1. Select “Closed Caption” at the bottom of your screen
2. After selecting “Closed Caption”, select “Show Subtitle”, you will see the captioning at the bottom of your screen
3. You can also access the live transcript by clicking on the link provided below. The link will also be made available to you in the Zoom chat box.

[Click here to access the live transcript](https://au.ai-live.com/CaptionViewer/Join/thirdparty?sessionId=AUSGEN2907A)

**Adjusting Your Caption Size**

1. Click on the arrow next to stop/start video and choose “Video Settings”
2. Click on “Accessibility”
3. Move the slider to adjust the caption size

**Viewing the Singapore Sign Language (SgSL) Interpreter**

1. Click “View Options” and then select the “Side by Side” option at the top of your screen to view both the live Singapore Sign Language interpreter and the speakers
2. You can also adjust the video sizes of both the Singapore Sign Language interpreter and the speakers by shifting the line divider

Screenshot of Zoom window with arrows pointing to various options.
1) Top bar shows "View Options". Select the Side-by-Side option for best viewing of the SgSL interpreter and speakers.
2) In the centre of the Zoom window: Adjust the video sizes by shifting the line divider.
3) Bottom bar last icon: To enable live captions, click on the 
Closed Caption function; 
You can also adjust the size of your captions in subtitle settings.
4) Bottom bar Q&A icon: If you have any questions for the speakers, please submit them via the Q&A function; You can also upvote submitted questions.
5) Bottom bar first icon: Lastly, if you face any technical issues, please reach out to us via the Chat function.

© Inclusive Business Forum 2020. All rights reserved.