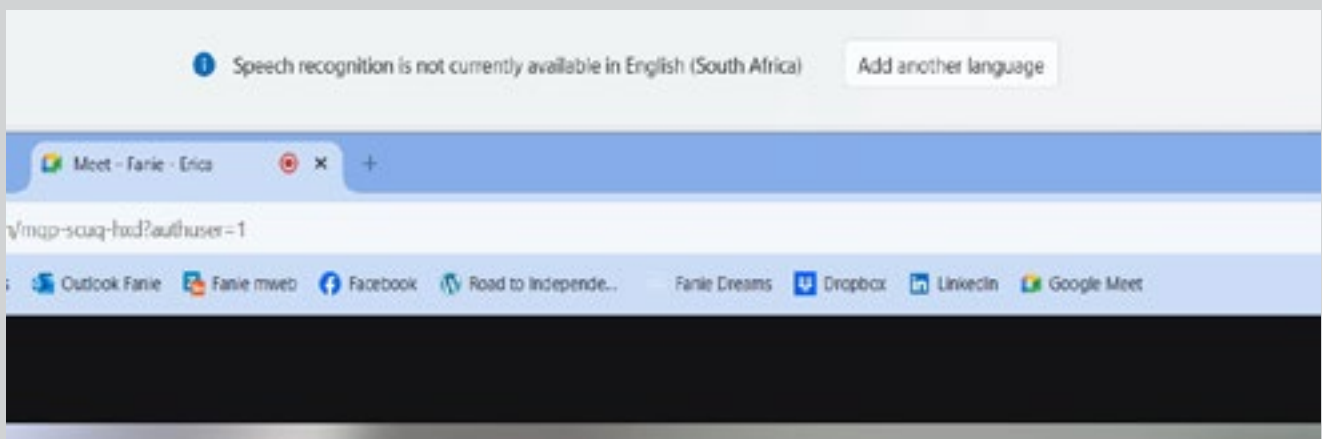
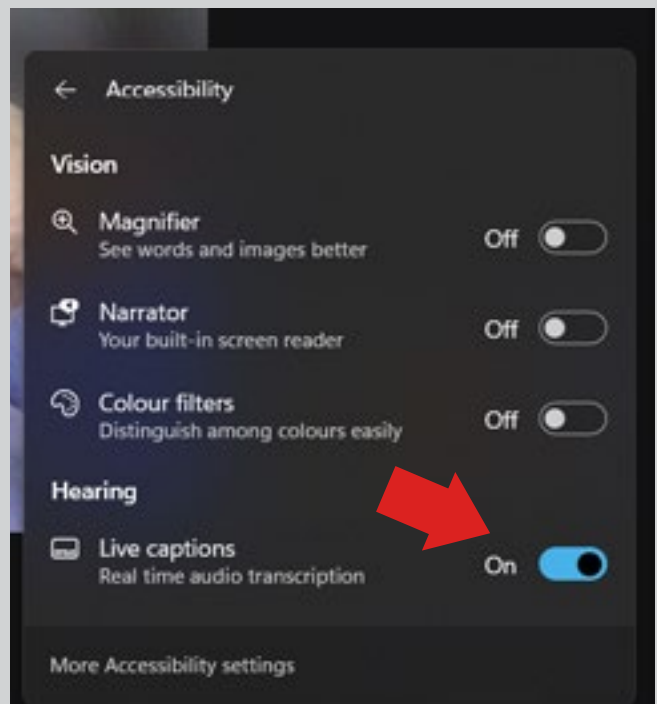
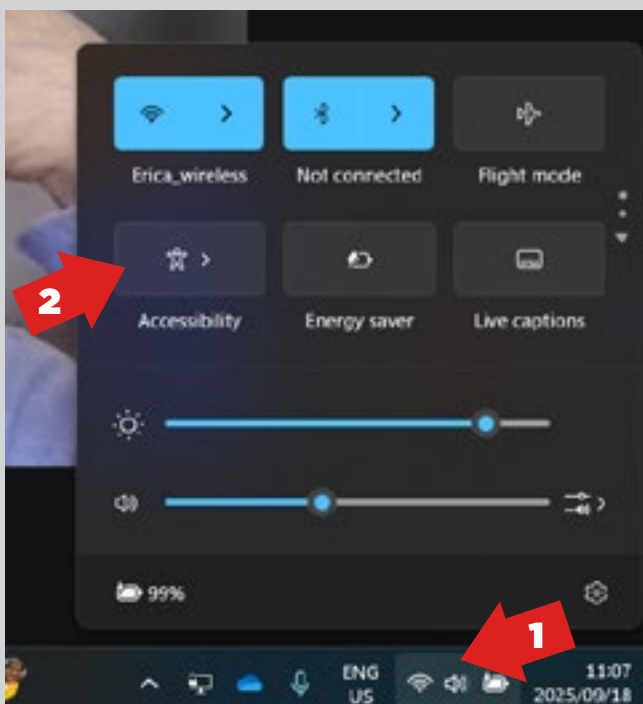


ENABLING CAPTIONS ON VARIOUS PLATFORMS

! Please note : All these platforms refer to captions, when in fact they are subtitles. Captions are defined as a visual representation of the spoken word (subtitles), together with an explanation of any sound. **See "Benefits of open and closed captions or sub-titles"** at [NCPD-Captions-Subtitles-leaflet.pdf](#) and **"Access to virtual meetings/discussions for deaf or hearing impaired persons who use hearing technologies to communicate"** at [NCPD-Access-to-virtual-meetings-or-discussions-who-use-hearing-technologies-to-communicate.pdf](#)

Captions on Windows 11

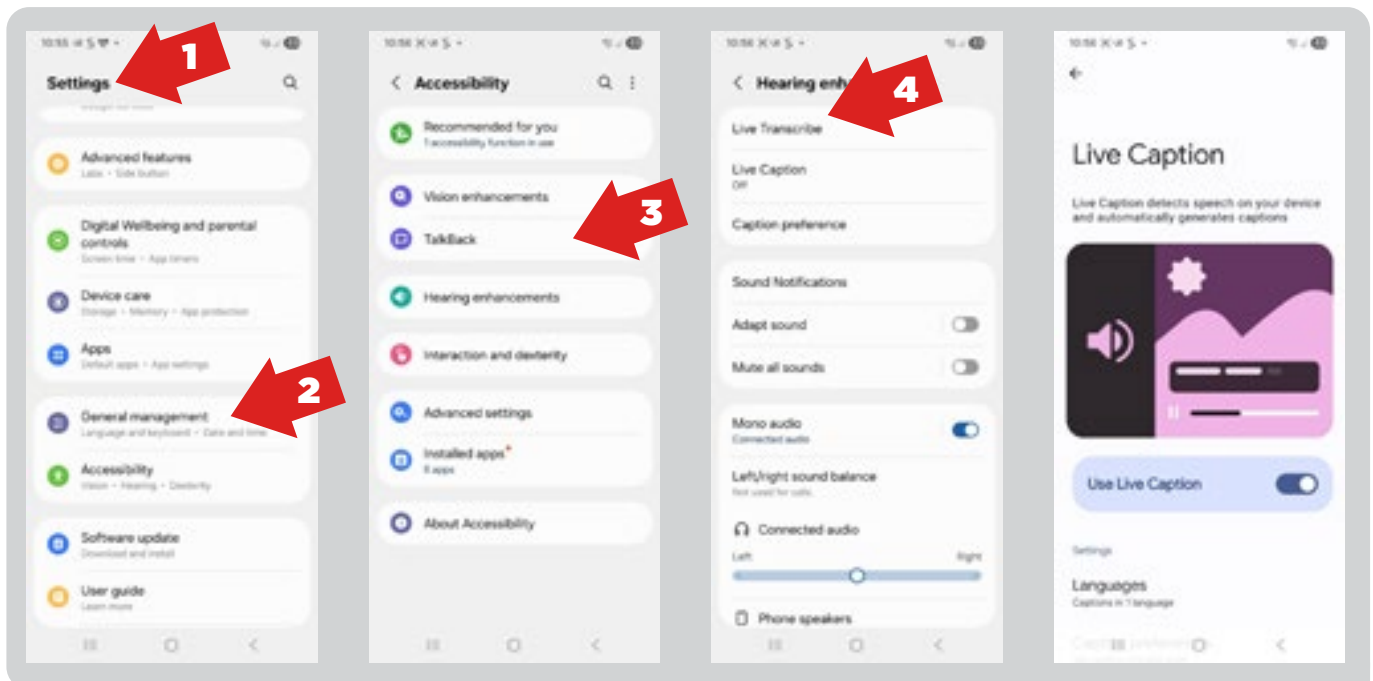


Accessible for all incoming sound on your PC, including WhatsApp voice messages and calls, YouTube videos, online meetings, and more.

1. Click on the Volume icon to the right of the Task bar. A pop-up window will appear. Select Accessibility option
2. Another pop-up window will appear, on which you can select Live Captions.
3. You will now need to setup the language of your choice. Licence differences might mean that only the default language is available (e.g. US English) but others may have other options to choose from. Check with your IT supplier what the licence conditions are of the package you want to purchase. This is a once-off exercise and won't need to be done again.
4. Once the once-off setup is complete, you can toggle the captions on and off by going back to the volume icon > Accessibility > Live captions
5. Captions of all incoming sound will now appear at the top of your screen. You can move it around to wherever it suits you best.
6. If you're sharing your screen in an online meeting, the captions for incoming speech will appear on your shared screen, so that you can still communicate with attendees. Other attendees will also see them which is useful for anyone without Windows11 but who also needs captions.
7. Captions will also appear if you answer a WhatsApp call on your laptop, making communication easier.

Please remember : this is still speech-to-text software so you must make sure to speak clearly and close to the microphone. This has worked extremely well in our preliminary testing, but please try it for yourself!

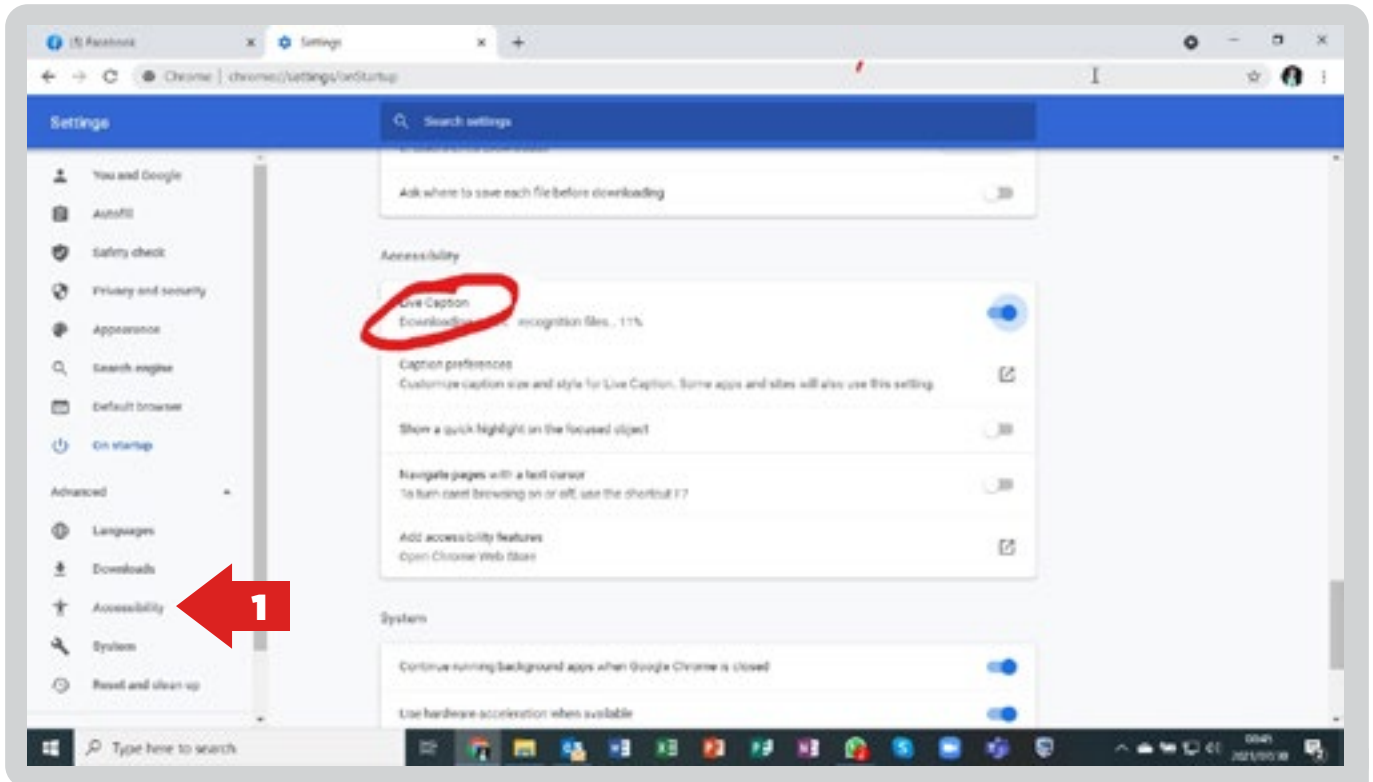
LiveCaptions (Samsung)



1. Go to your phone's Settings, and scroll down to Accessibility
2. Select Accessibility, and then Hearing Enhancements
3. Click on LiveCaption

Please remember: LiveCaptions is only available in English

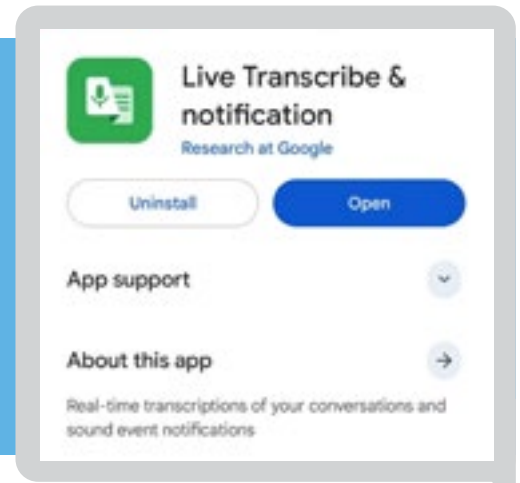
Google captions



1. Open Google Chrome and click on the 3 vertical dots to the right of your account photograph
2. Scroll down to Settings, and select it
3. In the menu on the left, go to Advanced Settings and select Accessibility
4. You will now see several options on the right, so select Live Caption.

Realtime voice-to-text

A real-time voice-to-text service is extremely useful in personal communication, or if the captions for any of the above platforms aren't available for some reason. We have found that Android's LiveTranscribe is a free cellphone application and an excellent service to have at the ready. **Please note: the sound must be clear speech with no background noise or music.**



Contact the NCPD: _____

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Persons with Disabilities

Casual Day
with Persons with Disabilities

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Children with Disabilities, Deserving of Dignity

KAYA Youth

ENABLED WOMEN ARISE
DISABILITY GENDER-BASED
VIOLENCE PROGRAMME

APD
Association of & for
Persons with Disabilities