

National Video  
Conferencing  
Service

Email: [vc.support@nhs.scot](mailto:vc.support@nhs.scot)

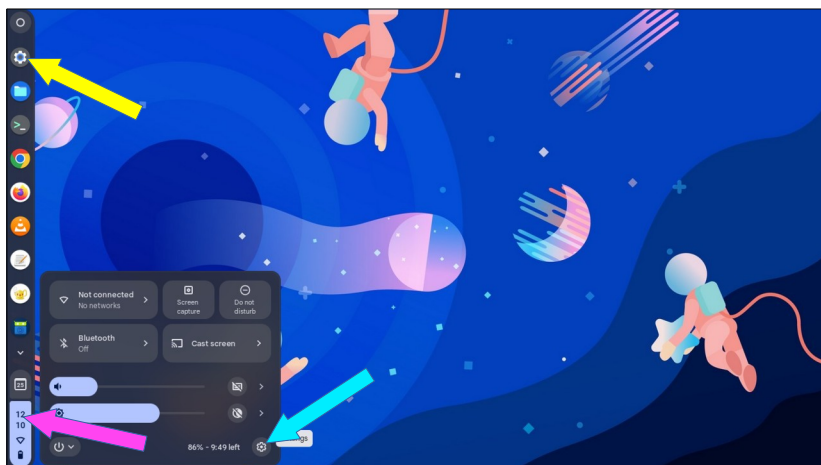
Telephone: 01224 816666

## Chrome OS: Enabling Live Captions (v1.2)

This guide aims to show how to enable live captioning for most Chromebooks running Chrome OS. Live captioning can then be used within your Near Me call, if desired. Live captioning requires Chrome OS 89 or newer. The guide was created using Chrome OS 118.

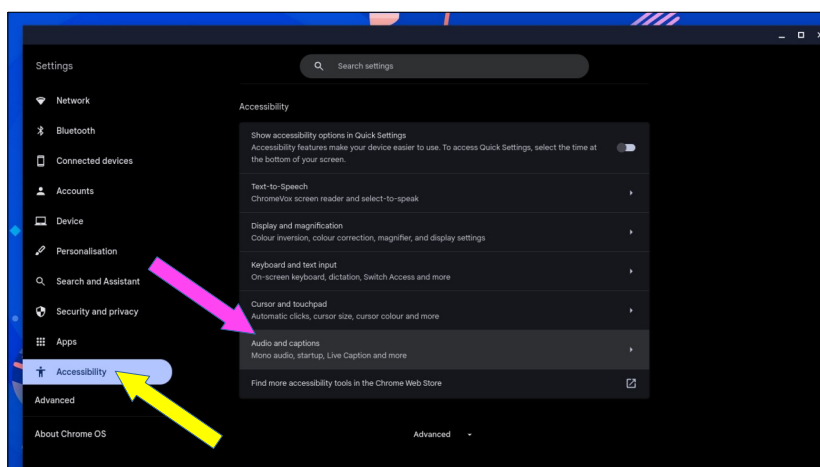
Live captions are processed and generated on your Chromebook so although secure, may not be accurate.

The Chromebook used for these examples has a vertical toolbar. Yours may have a horizontal one along the bottom of your screen.

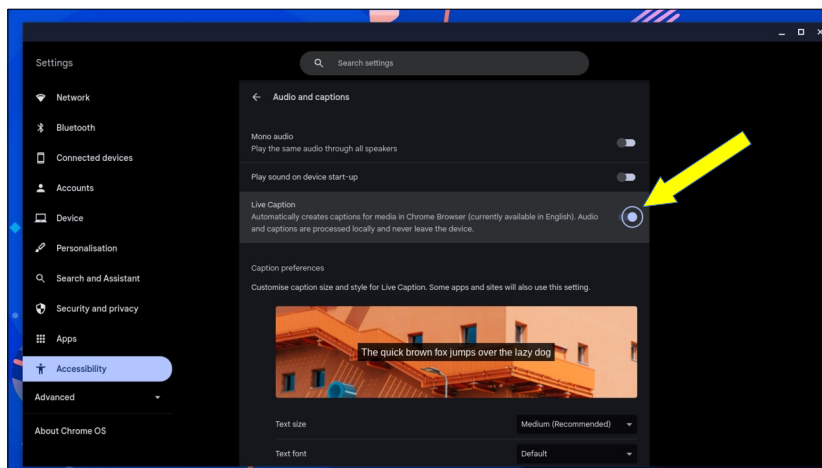


To access your Chromebook's settings, click the Cog icon in your toolbar (yellow arrow), if it is visible.

Otherwise, click the date and time part of your toolbar (pink arrow) and access the cog from there (blue arrow).



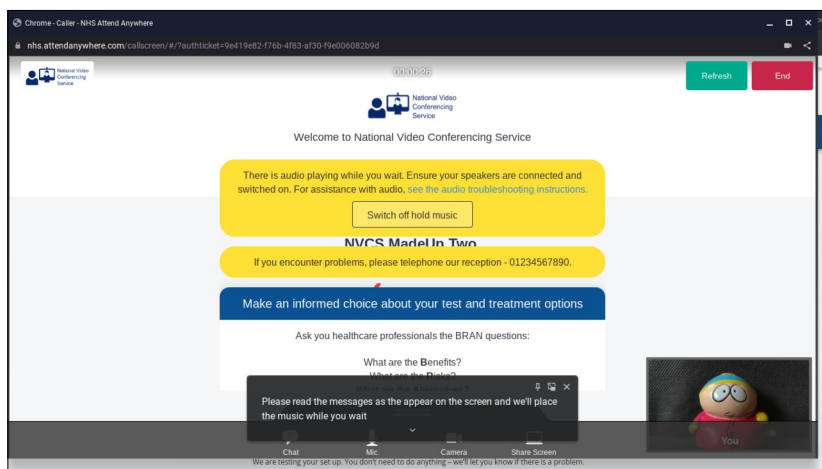
Click the Accessibility setting from the left column then click the Audio and Captions setting (pink arrow).



Next, enable Live Captions by moving the slider to the right.

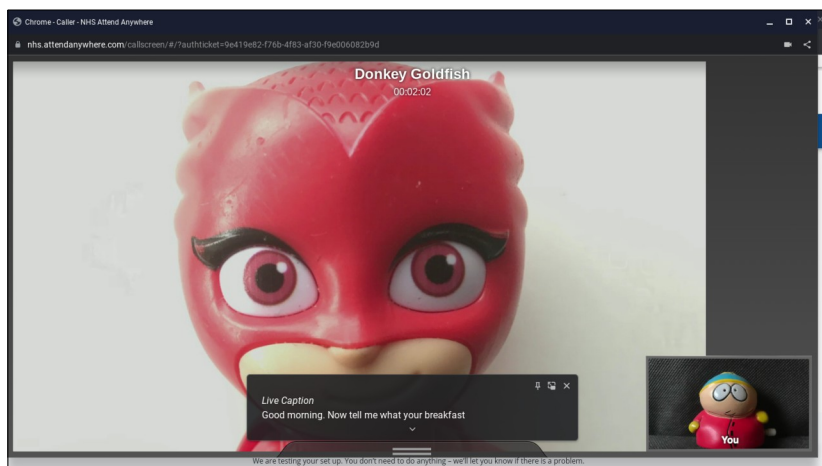
[To stop live captioning later, get back to this setting and move the Live Caption slider to the left.]

You may need to wait a while for the language file to download.



Once the download is complete, you may have to restart your Chromebook for live captioning to work. I did.

You can now have live captioning for your Near Me calls, both for the instructions before your call is answered...



...and throughout your consultation.

On first use, the caption box appears towards the bottom centre of your screen but can be moved should you wish.

Once again, please remember the captions may be inaccurate. If anything is unclear, please let your service provider know.