




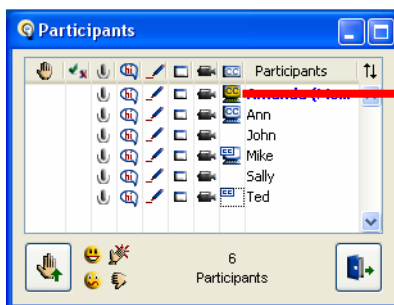
## Closed Captioning Quick Reference Guide for Moderators

The Closed Captioning feature in Elluminate *Live!* provides a mechanism, through closed captioning text, to view a transcript of the session while the session is in progress. A moderator in the session may give any attendee the privilege to enter Closed Captioning text that anyone in the session can view. More than one person may be given the privilege of entering closed captioning text.

### **Granting the Privilege to Enter Closed Captioning Text**


To enter text in the Closed Captioning window, a moderator must assign this privilege to individual participants and/or moderators. To assign the privilege to enter the Closed Captioning text:

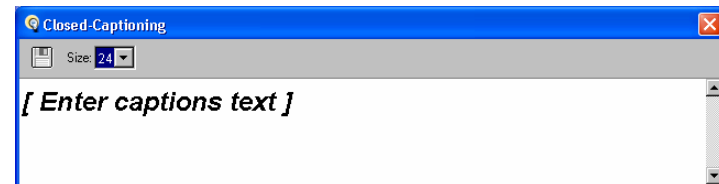
1. From the Tools menu, select Closed Captioning, and then select Show closed-caption status. The Closed Captioning privilege column will appear in the Participants window.
2. In the Participants window, click on the Closed Captioning column of the person you wish to assign the privilege of entering closed captioning text. The  icon appears in the Closed Captioning column.



*The Closed Captioning Text icon turns yellow when a participant is entering closed captioning text or has the enter-only Closed Captioning window open.*


### **Entering Closed Captioning Text**

Once you have been given the privilege to enter the Closed Captioning text, the Show/Hide the closed caption window button  appears in the Elluminate *Live!* toolbar of the person having the Closed Captioning privilege. Click on this button to open up the Closed Captioning window.



The Closed Captioning window allows you to enter text and use the backspace key. You may change the font size of the text (for your viewing) by clicking on the drop-down arrow and selecting the font size from the list.

### **View Only Closed Captioning Window**

All moderators and participants, upon joining a session have the privilege to view the text in the Closed Captioning window. If another participant or moderator is currently entering Closed Captioning text, the  button will appear in the Toolbar in the Elluminate *Live!* window. You may either click on this button to open up the *view only* Closed Captioning window or go to the Window menu and select the option Closed-Captioning.

The Closed Captioning window displays:



**Note:** The toolbar button displays only if captions are available. If you access the Closed Captioning window from the Window menu and no captions are available, the window will state [No caption source available]

The Closed Captioning window displays the name of the person entering the Closed Captioning text.

In the Closed Captioning window, the person viewing the Closed Captions may change the font size of the text and whose Closed Captioning stream they are viewing using the toolbar.



- **Font size:** — to change the font size, click on the drop-down arrow and select the appropriate font size. The default font size is set to 24.
- **Source:** — this read-only field displays the name of the person who is entering the Closed Caption text, which you are currently viewing. If the Preferred source is set to None, and you have the *view-only* Closed Captioning window open, the first person to enter Closed Captioning text will be the Caption source. This option is only available in the *view-only* Closed Captioning window.
- **Preferred source:** — if more than one person in the session has been granted the privilege to enter Closed Captioning text, and they had at one point during the session, opened the Closed Captioning window to enter text, their name will appear in the Preferred source: drop-down menu. To change the preferred source, click on the drop-down arrow button and then select the appropriate person. This option is only available in the *view-only* Closed Captioning window.

### Closed Captioning Status Indicators

A moderator can monitor the status of the Closed Captioning feature in the Participants window.

In order to view the status of the Closed Captioning feature, turn on the Show closed-caption status feature. From the Tools menu, select Closed Captioning, and then select Show closed-caption status. The Participants window will now display the Closed Captioning column.

The Closed Captioning column in the Participants window will contain various Closed Captioning icons. Each icon represents the status or privilege of the Closed Captioning feature for each participant in the session. The following table lists the various icons that may appear in the Closed Captioning column in the Participants window.

Icon	Description
	This icon will appear in the upper left-hand corner of the Closed Captioning column. It indicates that the participant has the <i>view-only</i> Closed Captioning window open on their monitor.
	This icon indicates that the participant has been given the privilege to enter Closed Captioning text.
	When a participant is entering Closed Captioning text, the Closed Captioning text icon will appear in a yellow background color.
	The participant has permission to enter Closed Captioning text, but are currently viewing Closed Captioning text from another participant.

### Notes:

- Text that is entered in the Closed Captioning window is real-time data. There is no historical data. When a view-only Closed Captioning window is open, the participant will see the text that is being entered starting from the time the window was opened.
- While viewing a recording, the viewer can select their source for closed captions just as in the live session. The closed caption text is displayed as it was entered during the live session.
- Copy text by highlighting the text in the Closed Captioning window using the mouse. Then keep the text highlighted by holding down the mouse and use the keyboard shortcut for Copy (CTRL+C in Windows). Only attendees who are viewing a closed captioning stream and have NOT been the captionists can copy the text. This text can then be pasted into another application and saved.
- Uses of closed captioning:
  - Use multiple streams of closed captioning for multiple languages.
  - Give privileges to all participants, allowing them to “blog” the session live. The “blogs” are captured in the recording allowing the session instructor to view participant comments as they were made during the session.