

# Guide

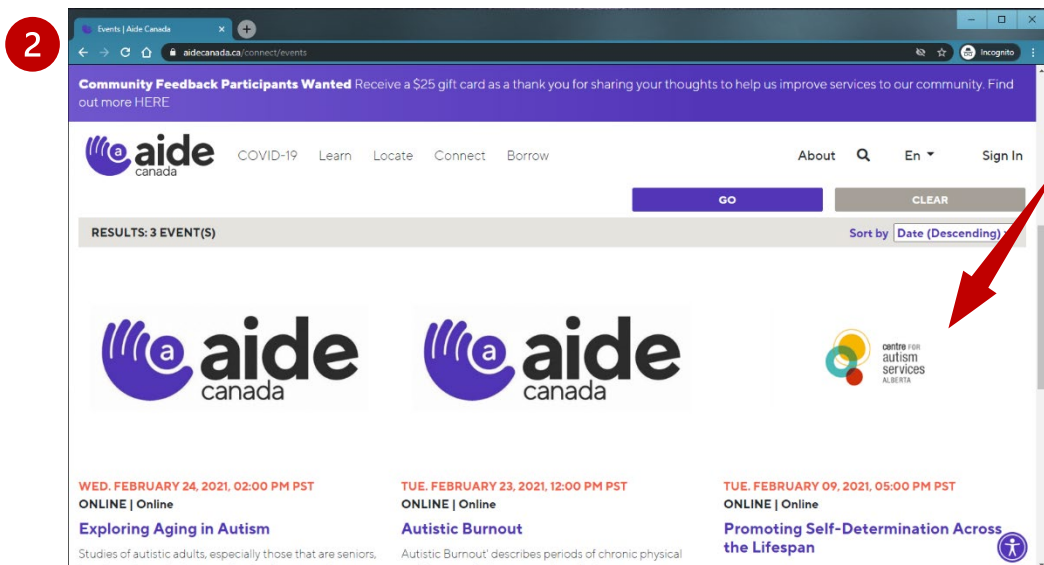
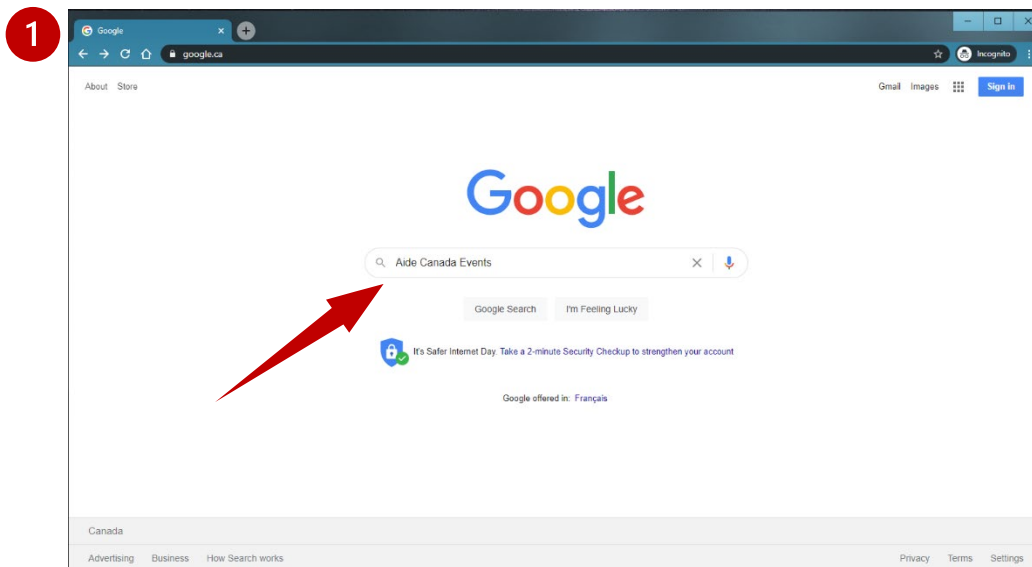
## Web Captioner

How to use Web Captioner, a free online live captioning software. Few important notes before proceeding to the step-by-step guide below.

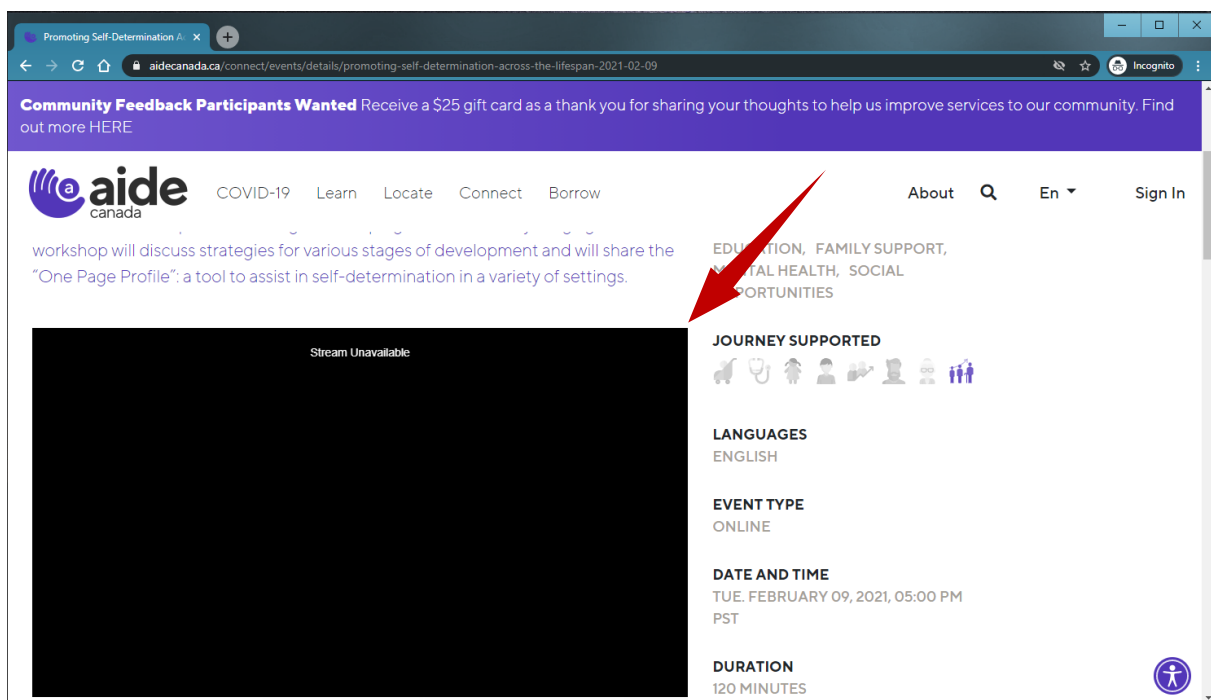
- Web Captioner is a stand-alone online software free for the public to use.
- This software will only work with Google Chrome web browser.
- And can only be used when viewing from a laptop or desktop and not mobile devices.
- Note that Web Captioner uses an AI technology to generate live transcription with 80% accuracy.
- For more information, please visit: <https://webcaptioner.com/help>

### Step 1

Using Google Chrome as your web browser, open the webinar event that you are planning to attend (or use the event link from your event registration email)



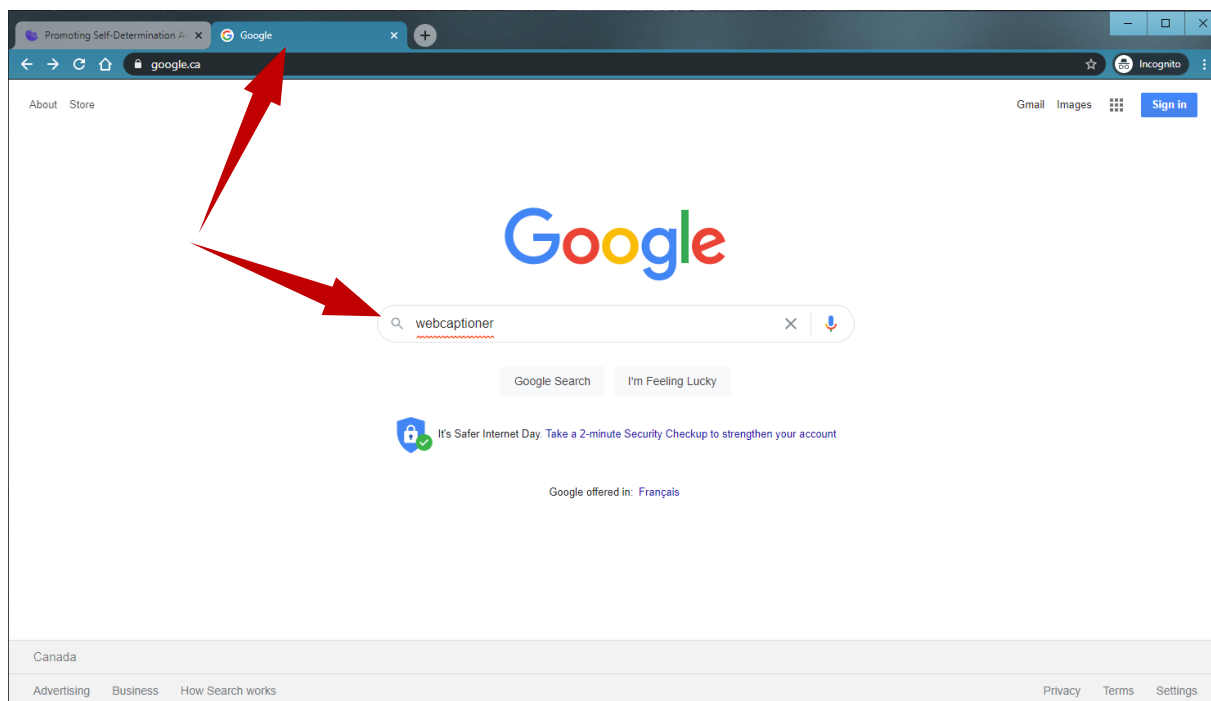
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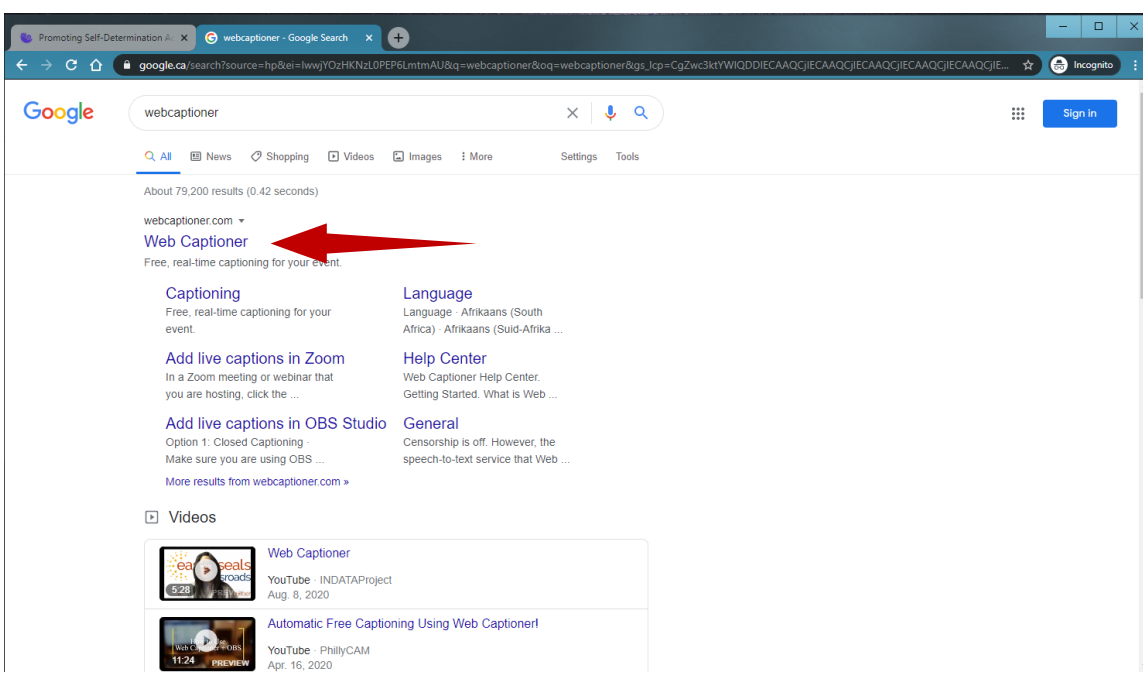
## Step 2

Open a second tab in the same Google Chrome window and type in “Webcaptioner” in the search bar.

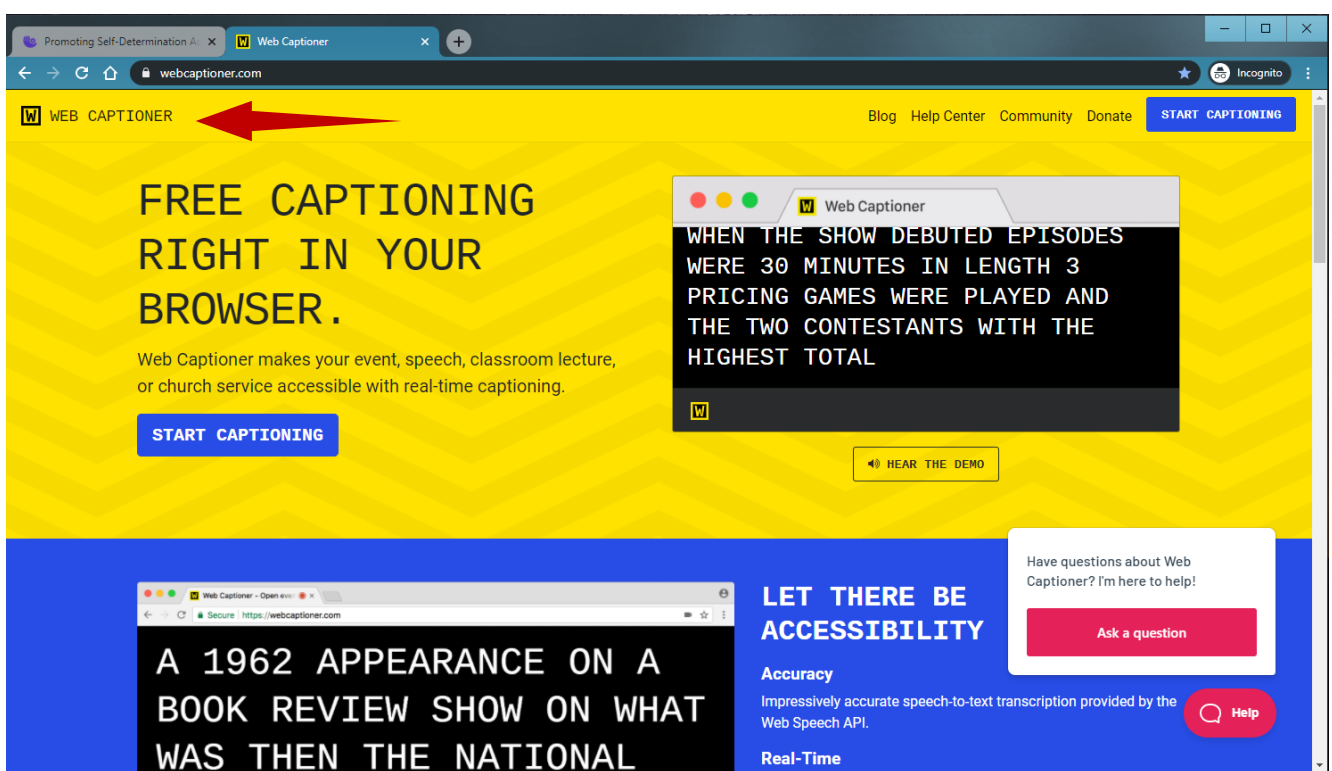
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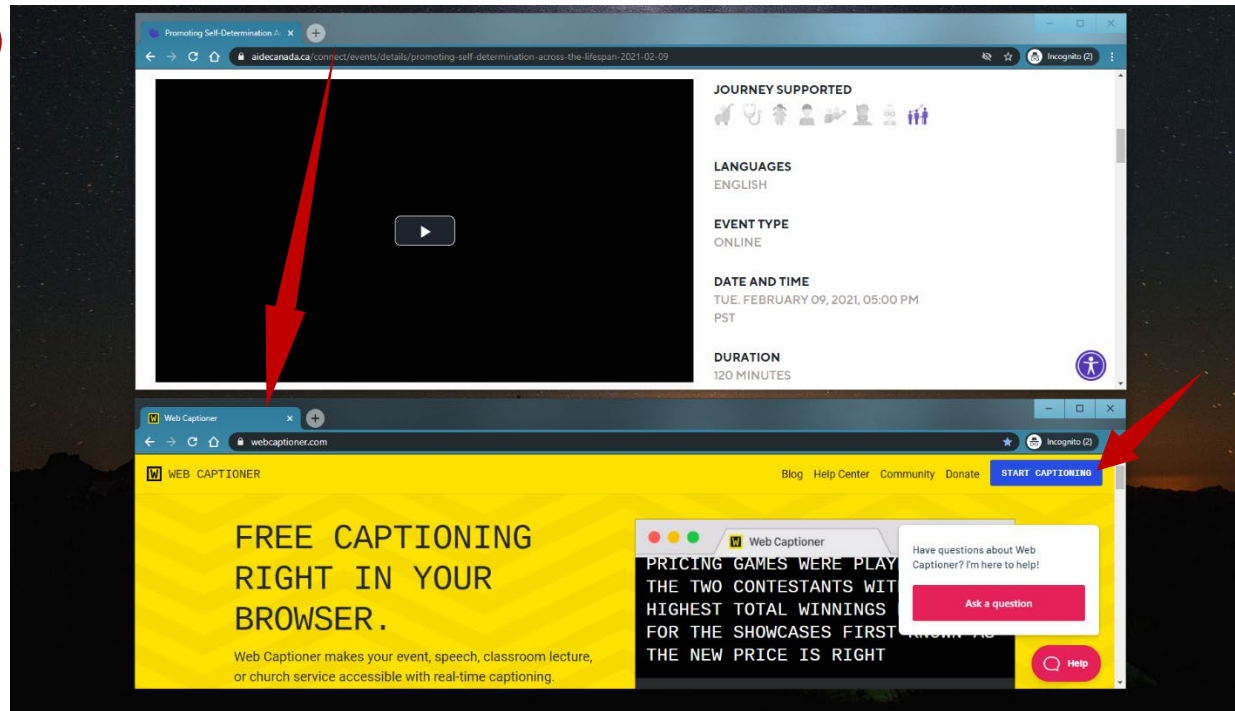


### Step 3

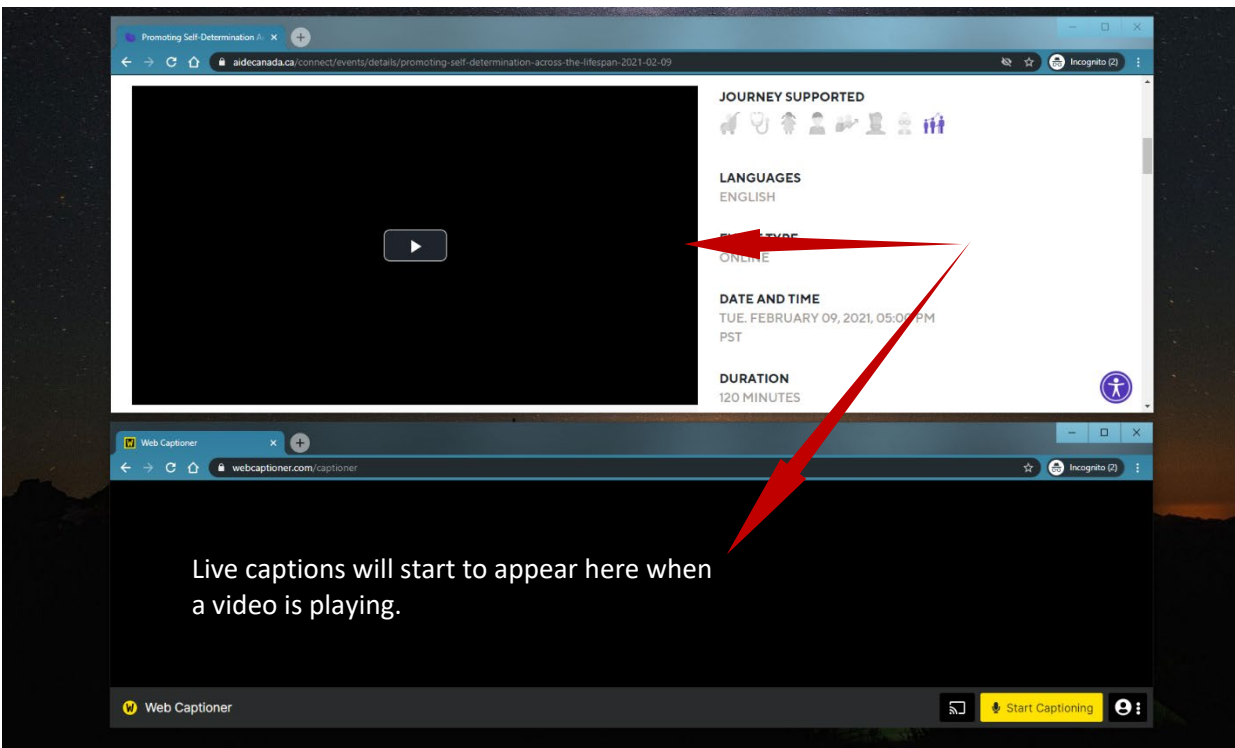
Detach the Web Captioner window from your Google Chrome tab and resize underneath your video. This will help ensure that you can see both the video you want to watch and the live caption that will be generated by Web Captioner.

Then click “Start Captioning” to begin the live caption.

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#### Step 4 (if necessary)

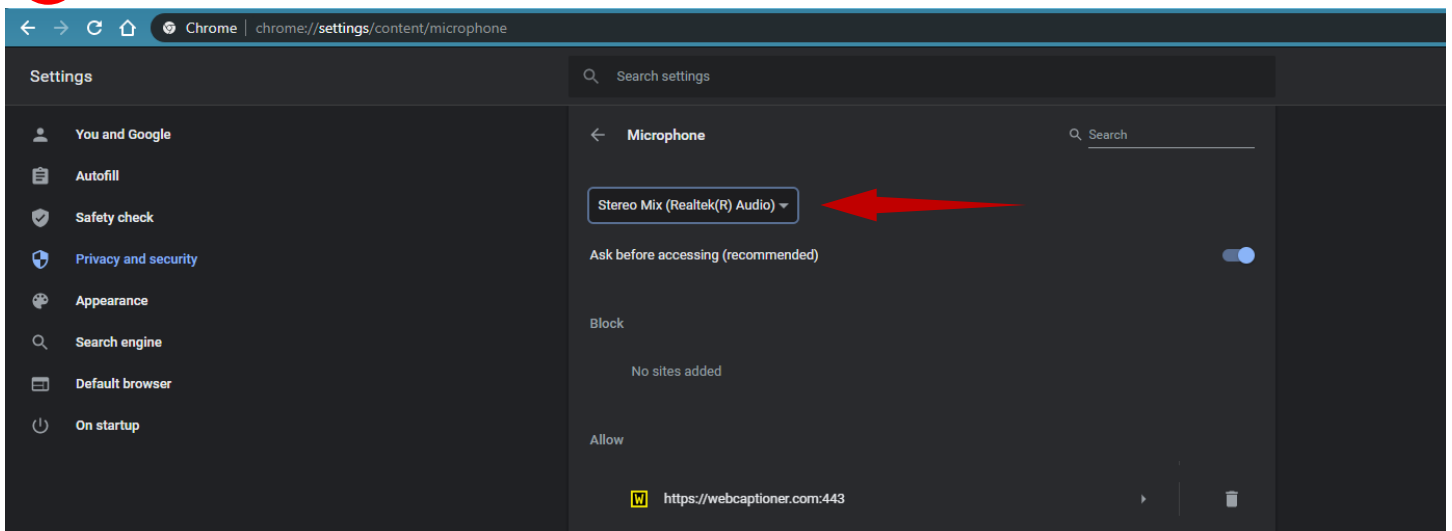
If the captioneer is not transcribing, you may need to ensure that your Google Chrome has the correct microphone settings. To do this, follow these steps:

On another Google Chrome tab, open your google chrome settings by entering this link:

<chrome://settings/content/microphone>

Select from the drop-down menu one of the options available. You may need to try each of the options listed until you see Web Captioneer begin captioning.

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For more information, visit: <https://webcaptioner.com/help/getting-started/change-microphone>