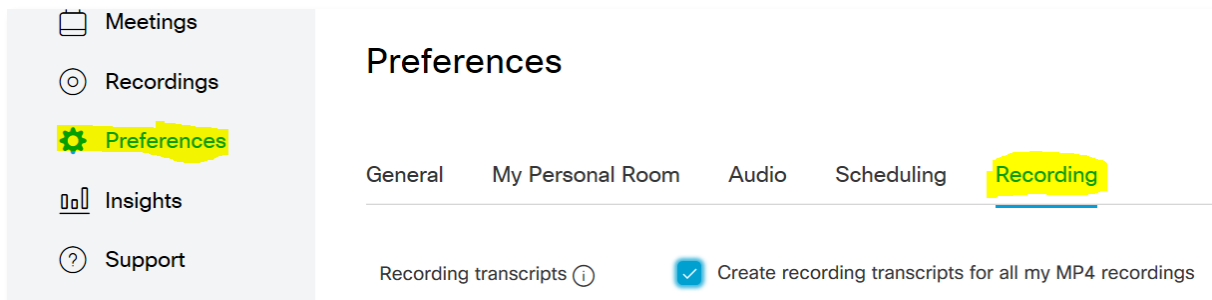


## Webex Transcriptions

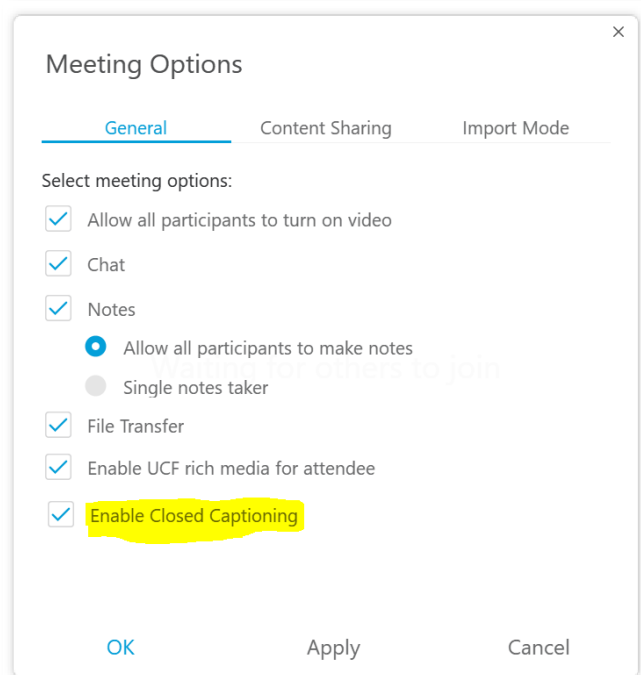
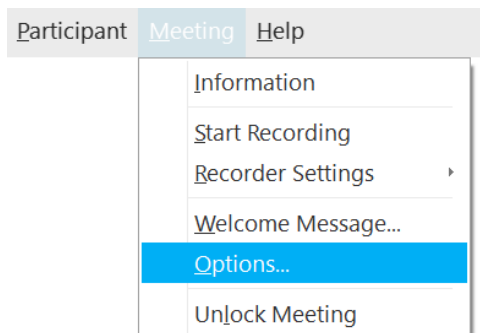
Automatic transcriptions of recorded Webex Meetings are available and appear during recording playback. Once the recording is complete the transcript takes approximately twice the duration of the meeting to be produced. Transcripts can be edited and viewers are able to search for keywords and to download the transcript. Transcriptions are in English only are also available for Webex Events but not for Webex Trainings.

To enable transcripts by default then edit your recording preferences.



### During the Webex session

To enable transcripts during a Webex session then from the Meeting menu select options and check the *Enable Closed Captioning* box.



### Removing a transcript from a recording

If you prefer to remove the transcript from a Webex recording then click the edit option and uncheck the Transcripts box.

