



Live Captions for a Service or Meeting

groups — free captions that welcome everyone An Extended Guide · No. 2093

————— An Extended Guide · No. 2093 —————

Tech Made Simple. Service Made Personal.

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THE 60-SECOND VERSION

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1. The Whole Idea on One Page If you read only one page, read this. Here is the whole plan as a short checklist. Live captions turn the spoken word into text on a screen, as it is being said, so people who are hard of hearing — or sitting in a noisy room, or more comfortable reading than listening — can follow along. For a church service or a club meeting, it is a simple, often free way to make sure no one is left out.

- 1 Start with good audio — captions are only as accurate as the microphone feeding them.
- 2 Pick a free captioning tool: Google Slides, a meeting app, or a phone or computer's built-in captions.
- 3 Show the captions on a screen the room can see — a TV or projector.
- 4 Have one speaker talk at a time, clearly, for the best accuracy.
- 5 Rehearse it once before the real event, so there are no surprises.
- 6 Keep expectations fair: captions are good, not perfect, especially with names. Most people are surprised that live captions can be entirely free, using tools already built into a phone, a computer, or Google Slides. For many groups, the only real cost is a good microphone and a screen. The rest of this guide walks through it gently: who captions help, the free tools and which to choose, getting them onto a screen, and the one thing that matters most — clean audio. Take it a page at a time. WHY CAPTIONS 2. Who Live

Captions Help Live captions are a quiet kindness that helps more people than you might think. The hard-of-hearing member who has been straining for years. The visitor whose first language is not English. Anyone in a room with poor acoustics or background noise. And those who simply follow better by reading than by listening. Captions welcome them all. People who are deaf or hard of hearing, who may otherwise miss much of a service. Those for whom English is a second language, who can read at their own pace. Anyone in a room where echo or noise makes speech hard to catch. People who simply follow and remember better when they can read along.

WHAT THEY ARE

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Hearing loss is common, especially among older members, and many are too proud or too used to it to ask for help. Captions offer that help without anyone having to raise their hand. Offering captions says, without a word, that everyone is welcome and no one is expected to struggle. For a congregation or a club that cares for all its people, that is reason enough to try.

3. What Live Captions Really Are Live captions are simply speech turned into written words on a screen, moment by moment, as someone talks. A tool listens through a microphone, recognizes the words, and displays them — a line or two at a time — fast enough to read along with the speaker. It is the same technology that puts captions on the television, pointed at your own room. A microphone captures the speaker's voice. A speech-recognition tool turns that voice into text, almost instantly. The words appear on a screen the room can see. People read along a line or two behind the speaker. Live captions are automatic — a computer doing the listening — which is why they are free and instant, but also why they are not flawless. A human captioner is more accurate but costs money; most groups start with the automatic kind. Understanding that captions are a computer listening and typing helps set fair expectations. They are remarkably good and genuinely useful, and they occasionally mishear a name — both of which are worth knowing going in.

WHAT YOU NEED 4. What You'll Need to Begin The shopping list for live captions is short, and a group with a sound system and a screen already owns most of it. The one thing worth investing in, if anything, is good audio into the captioning tool — because that is what decides how accurate the captions are. A device to do the captioning — a computer, tablet, or phone. A way to feed it clear audio — ideally from your microphone or sound system.

TIP

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A screen the room can see — a TV, a projector, or a second display.

A free captioning tool, which the next pages cover. That is the whole list, and for many groups it costs nothing new. If your sanctuary or hall already has microphones and a projector, you may be one free app and a rehearsal away from captions. If you must spend on one thing, spend on getting clean audio into the captioning device. A good microphone feeding the tool improves the captions more than anything else you could buy. THE OPTIONS 5. The Free Options Overview There are several free ways to make captions, and the right one depends on how your room is set up and whether your event is in person, online, or both. Knowing the main options helps you pick without fuss; the next pages take each in turn. Google Slides: free captions shown right on your projected slides. A meeting app like Zoom or Google Meet: captions for online or hybrid events. A phone or tablet's built-in captions, shown on its screen or cast to a TV. A computer's built-in live captions, for a laptop driving a screen. If you already project slides during a service, the Slides option is the gentlest start. If your meeting is online or hybrid, the meeting app's own captions are natural. For a simple in-person meeting, a phone or computer's built-in captions may be all you need. All of these are free and built into tools you likely already have. The differences are about convenience and your setup, not cost — so pick the one that fits your room most easily. SLIDES WAY 6. Captions in Google Slides If your church or club already projects slides, Google Slides has a built-in live-caption feature that is wonderfully simple. When you present, a 'captions' button turns on, and the words you speak appear along the bottom of the projected slides. It is free, it needs only a Google account, and it works best in the Chrome browser.

MEETING APPS

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- 1 Open your slides in Google Slides and start presenting.
 - 2 Click the captions button that appears in present mode.
 - 3 Speak clearly near the device's microphone, and the words appear on screen.
 - 4 Project as usual, and the captions ride along at the bottom. Google Slides captions have historically been free, live-only, best in Chrome, and focused on U.S. English. Check Google's help for current details, and test in your own room before relying on it. For a group that already uses a projector and slides, this is often the easiest possible start: no new app, no cost, just a button. The catch is that it listens through the presenting device's microphone, so good audio to that device matters.
7. Captions in Zoom and Google Meet
- If your meeting happens online, or is hybrid with some people joining remotely, the meeting app itself can show captions. Both Zoom and Google Meet offer automatic captions that everyone on the call can turn on, and which you can also display on a screen in the room for those present in person. Zoom and Google Meet both offer free automatic captions in meetings. Each person on the call can turn captions on for themselves. You can show the meeting on a room screen with captions on for those present. This is the natural choice when some people join from a distance. Meeting-app captions keep evolving, so check each app's current settings — the option is often under a 'captions' or 'CC' button. Google Meet also offers live translated captions in some settings. For board meetings and gatherings that already run through a meeting app, turning on the app's own captions is the simplest path. It serves both the people in the room and those joining from home at once.

PHONE APPS

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8. Captions on a Phone or Tablet Modern phones and tablets can caption live speech all on their own, with a feature built into the device. On Android it is often called Live Transcribe or Live Caption; on recent iPhones and iPads there is a Live Captions feature too. These turn a device you already own into a pocket captioner, which you can hand to a member or show on a larger screen. Android phones offer Live Transcribe and system-wide Live Caption. Recent iPhones and iPads offer a Live Captions feature in their settings. A member can simply read the captions on the device in their hands. Or cast the device's screen to a TV so the whole room can see. TIP For a single member who is hard of hearing, handing them a tablet running live captions can be the simplest accommodation of all — personal, private, and needing no room-wide setup at all. Built-in phone and tablet captions are a quiet marvel: free, already in your pocket, and genuinely helpful. For one person or a small meeting, they may be the whole solution you need. COMPUTER CAPTIONS 9. Live Captions on a Computer Computers can caption live speech too. Recent versions of Windows include a Live Captions feature built in, and a Mac has its own accessibility captioning. If a laptop is already driving your projector or screen, its built-in captions can put words on that screen with nothing extra to install. Windows includes a Live Captions feature in its accessibility settings. A Mac offers live captioning among its accessibility tools. A laptop already running your screen can caption through its own microphone. This suits a meeting driven from a computer, with no separate app needed. If you already run your slides or screen from a laptop, its built-in captions may be the least-fuss option of all. Check the accessibility settings — the feature is often just a switch away.

PAID HELP

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A computer's own captioning is a tidy choice when a laptop is already part of your setup.

One setting turns it on, and the words appear wherever that computer is showing. 10. When to Consider a Captioning Service Automatic captions are free and good, but not perfect. For events where accuracy truly matters — a large service, a formal meeting, or when a member relies on captions completely — a paid captioning service, sometimes with a real human typing, offers much higher accuracy. It costs money, but for some groups it is worth it. Human captioners (sometimes called CART) are far more accurate than automatic ones. Some services caption remotely, listening in and sending text to your screen. This costs money, usually by the hour, but handles names and jargon far better. Consider it for large or formal events, or when a member fully depends on captions. Most small churches and clubs do well starting with free automatic captions. Step up to a paid human service only if accuracy proves a real problem, or a member's full participation depends on it. Know that the paid option exists for when free captions are not enough. For most groups, though, the free automatic tools are a fine and generous place to begin. WHICH TO CHOOSE 11. Matching a Tool to Your Setting With several good options, a simple rule of thumb helps you pick. Match the tool to your setting — in person or online, with slides or without — and you will land on the easiest path without a long comparison. Already projecting slides at a service: Google Slides captions. Meeting online or hybrid: your meeting app's own captions. Simple in-person meeting with a laptop: the computer's built-in captions. One member, or a small group: a phone or tablet's built-in captions.

ON A SCREEN

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Start with whatever you already have running. If a projector and slides are already part of your service, their captions are the natural first try; if a laptop runs the room, use its captions. Build on what is there. The best tool is the one that fits your room with the least new fuss. Pick the obvious match for your setting, try it, and change only if it does not serve.

12. Getting Captions Onto a Room Screen For captions to help a whole room, they need to be on a screen everyone can see — a projector, a large TV, or a dedicated caption display off to the side. Placement matters: the screen should be easy to glance at from the seats, large enough to read from the back, and positioned so it does not fight with whatever else is being shown. Show captions on a projector, a large TV, or a side screen the room can see. Place the screen where people can glance at it comfortably from their seats. Make the text large enough to read from the back row. If you also project slides or hymns, plan how captions share the space. WATCH OUT A second screen off to one side, dedicated to captions, often works better than cramming captions onto the main projection. It lets people who need captions look there without distracting those who do not. Thoughtful placement is what turns a captioning tool into a help for the whole room. Big, readable, and easy to glance at is the goal, positioned so it serves those who need it without crowding everything else.

THE MICROPHONE 13. Why the Microphone Decides Everything If you remember one thing from this guide, let it be this: captions are only as good as the audio feeding them. A captioning tool straining to hear a distant, echoey voice will produce garbled text; the same tool fed a clear signal from a good microphone produces captions that are a joy to read. The microphone matters more than the tool. Feed the captioning tool clean audio, ideally from your sound system or a good mic.

WATCH OUT**10. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

A speaker on a lapel or headset mic captions far better than a distant room mic.

Background noise and echo confuse the tool — closer, cleaner audio is better. If captions are poor, suspect the audio before blaming the tool. Trying to caption a voice picked up by a distant microphone in an echoey hall is the number-one cause of bad captions. Get clean audio from near the speaker's mouth, and the captions transform. Before you fuss with settings or switch tools, get the audio right. A good microphone close to the speaker, fed cleanly into the captioning device, is the single biggest thing you can do for accuracy.

ACCURACY 14. Setting Fair Expectations Automatic captions are impressively good and genuinely useful, but they are not a perfect transcript. They will catch the great majority of ordinary speech and stumble on names, places, unusual words, and anyone mumbling or talking over others. Knowing this in advance keeps everyone from being disappointed by an occasional funny mistake. Expect most ordinary words to come through well. Expect names, place names, and special terms to be missed or mangled sometimes. Expect trouble when people talk over each other or mumble. Treat captions as a strong aid to understanding, not a flawless record. A caption that turns a surname into a strange word is a chuckle, not a failure. Automatic captions carry the meaning across even when a word or two slips; that is what they are for. Going in with fair expectations lets everyone enjoy the real benefit without being thrown by the odd slip. Captions are a generous help, occasionally imperfect — and knowing that keeps the whole room gracious about it.

BETTER ACCURACY**11. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

15. Getting the Best From the Captions A few simple habits lift caption accuracy a long way. Most come down to giving the tool clean, clear speech to work with. None requires any new equipment — just a little awareness from your speakers and a good microphone close to their voice. Speak clearly and at a steady, unhurried pace. Keep the microphone close and the room as quiet as you can. Have one person speak at a time, without talking over each other. Some tools let you add names and special words so they are recognized — use it if offered. TIP A gentle reminder to speakers to slow down a touch and keep the mic close does more for caption quality than any setting. Clear speech into a good mic is most of the battle won. Small habits add up to much better captions. Clear speech, a close mic, one voice at a time, and a quiet room give the tool its best chance to shine. ONE AT A TIME 16. One Voice at a Time Captioning tools listen for one voice and get confused when several people talk at once. In a meeting especially, crosstalk turns clean captions into a jumble. A gentle habit of one person speaking at a time — good manners anyway — makes captions far clearer and the meeting easier for everyone. Encourage one person to speak at a time, especially in discussions. Use a single microphone that is passed, so only one voice is captioned. A chair who keeps order helps the captions as much as the meeting. Remind people the captions are helping someone, so taking turns matters. The same turn-taking that makes a meeting civil makes the captions clean. When people speak over each other, both the room and the captions lose the thread, so good order serves two purposes. One voice at a time is a small discipline that pays off doubly: a more orderly meeting and much clearer captions. A good chair, or a passed microphone, makes it happen naturally.

ROOM NOISE

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17. Taming Echo and Background Noise A big, echoey hall or a room full of rustling and side conversations is hard for a captioning tool to make sense of. You cannot rebuild your sanctuary, but a few small moves reduce the noise reaching the tool and sharpen the captions. The closer and cleaner the sound at the source, the less the room's echo matters. Take audio from a mic close to the speaker, not a distant room mic, to beat echo. Hush side conversations near the microphone during the speaking. Soft furnishings, carpets, and curtains quiet a boomy room over time. A clean feed from the sound board beats a microphone listening to the whole hall. If your sound system already amplifies the speaker, feeding the captioning tool from that clean signal — rather than letting it listen to the echoey room — is the single best fix for a boomy space. You do not need a perfect room, just a clean source. Capture the speaker's voice close and clean, and the hall's echo stops mattering nearly so much to the captions.

FOR A SERVICE

18. Captions in a Worship Service A worship service has its own rhythm — readings, a sermon, prayers, hymns — and captions can follow all of it with a little thought. The spoken parts caption well; the sung parts and the many proper names are where care helps. Pairing captions with the words you already project smooths the whole experience. The sermon and spoken prayers caption well with a good microphone. For hymns and readings, your projected words may serve better than live captions. Expect names — biblical, local, personal — to challenge the captions. A dedicated caption screen lets those who need it follow without distracting others. Many churches already project hymn words and scripture. Live captions complement that, covering the sermon and the unscripted moments where a hard-of-hearing member would otherwise be lost.

FOR A MEETING

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Captions in worship are a gentle act of welcome, making sure the message reaches everyone in the pews. Combined with words you already project, they let the whole service be followed by all.

19. Captions in a Board Meeting A board or committee meeting is different: several people speak, discussion flows back and forth, and accuracy on names and motions matters. Captions help a hard-of-hearing member take full part, and the running text can even help everyone follow a complex discussion. Turn-taking and a shared microphone make all the difference here. Captions let a hard-of-hearing member follow and take part fully. One speaker at a time, ideally with a passed microphone, keeps captions clean. The running text can help the whole table follow a tangled discussion. Do not treat the captions as official minutes — keep taking those separately.

WATCH OUT Live captions are an aid to following along, not an official record. Keep your real minutes as always; the captions help in the moment but should not replace a proper record of decisions. For a meeting, captions turn a frustrating experience for a hard-of-hearing member into full participation. Pair them with good turn-taking, and keep your proper minutes alongside.

HYBRID 20. Serving the Room and Those at Home Many groups now meet in a hybrid way, with some people present and others joining online. Captions can serve both at once: the online folks turn on the meeting app's captions for themselves, while the same captions, or a room screen, serve those present. A little setup lets no one — near or far — miss a word. Online participants turn on captions in the meeting app themselves. Show the same captions, or a room screen, for those present in person. Make sure the room's microphone feeds both the online call and the captions well. Test that both the far and the near audiences can read the captions clearly.

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In a hybrid meeting, good room audio serves everyone at once — the online listeners, their captions, and the in-room captions all depend on it. Get the microphone right and the whole thing works. Hybrid captioning sounds complex but rests on the same foundation: clean audio and a visible screen. Serve both audiences from one good microphone, and near and far alike can follow every word. LANGUAGES 21. Captions in More Than One Language For groups with members who speak other languages, some tools can show captions translated into another tongue as the speaker talks. This is newer and not perfect, but it can be a warm welcome to members whose first language is not English, letting them follow along in words they read most easily. Some meeting apps and tools offer live translated captions. This lets a member read along in their stronger language. Translation adds another layer where errors can creep in — set fair expectations. Even imperfect, it can be a meaningful welcome to a member who would otherwise struggle. Live translation is improving quickly but is still rougher than same-language captions. Offered kindly and with fair expectations, it can still be a real bridge for a member who speaks another language. If your group includes other-language speakers, translated captions are worth exploring as an extra welcome. Treat them as a helpful bridge rather than a perfect translation, and they can mean a great deal.

A TRANSCRIPT**15. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

22. Saving a Transcript Afterward Some captioning tools can save a transcript of what was said, which can be handy — a record of a talk, a rough draft of minutes, or notes for someone who missed the meeting. If you plan to save one, know that it will carry the same occasional errors as the live captions, and that recording people calls for their awareness. Some tools can save the captions as a transcript afterward. A transcript can help with minutes, notes, or members who missed the event. It will carry the same slips as the live captions — tidy it before relying on it. Tell people if you are saving a transcript, as a matter of courtesy and consent. **WATCH OUT** Saving a transcript means recording what people said. Let the room know, especially in a meeting where sensitive matters might come up, so no one is surprised their words were kept. A saved transcript is a useful bonus when a tool offers it, with two cautions: tidy its errors before trusting it, and be open with people that you are keeping a record of their words. **PRIVACY** 23. Consent and Sensitive Moments Captioning listens to and sometimes records what people say, so a little care about privacy is right. In a service this is rarely an issue, but in a meeting where confidential or tender matters arise, be thoughtful about whether captions are being saved and who can see the screen. Openness keeps everyone comfortable. Let people know if captions are being recorded or saved as a transcript. In a confidential discussion, consider turning captioning off or not saving it. Make sure the caption screen is not visible where it should not be. Treat any saved transcript of a meeting as you would its minutes — with care. Simply showing live captions and not saving them raises few concerns. The care is mainly about recording: if you keep a transcript, be open about it, especially when sensitive things are said.

WHO RUNS IT

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A little openness about what is captioned and kept keeps the whole thing comfortable.

Live-only captions are easy; saved transcripts just call for a word of notice and ordinary discretion. 24. Naming an Operator Captions, like a sound system, benefit from one person who knows how to run them. This operator turns the captions on before the event, keeps an eye on them, and sorts out any hiccup. It is not a hard job once learned, and it is a wonderful role for a volunteer who wants to serve from the back of the room. Name one operator who starts and watches the captions each time. Have them arrive early to get the captions running before people gather. Teach a backup, so captions still happen when the main operator is away. Keep it simple enough that the role is easy to hand on. The caption operator often sits with the sound or slides volunteer — the same back-of-room team. It is quiet, valued service that makes a real difference to the members who depend on it. One trained operator, with a backup, is what makes captions dependable rather than hit-or-miss. Give them a simple routine, and the captions are there every time, without fuss. PRACTICE 25. A Rehearsal Before the Real Thing Do not let the first time you run captions be in front of a full room. A quiet rehearsal — testing the microphone, the tool, and the screen with a few people talking — shows you how it looks, where to place the screen, and how clean your audio really is. A half-hour practice saves a great deal of fumbling on the day.

- 1 Set up the captioning tool, microphone, and screen as you will on the day.
- 2 Have a few people speak, including some names and tricky words.
- 3 Watch the captions from where members will sit, and adjust the screen and text size.
- 4 Fix the audio if the captions are poor, and try again until it reads well.

TIP**17. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Rehearsing with the actual microphone and room you will use is the only way to know how good your captions will be. The tool is the same everywhere; your audio and room are what you are really testing. A rehearsal turns captions from a nervous experiment into a confident offering. Half an hour beforehand, with real voices in the real room, and you will know exactly what to expect when it counts. A BACKUP PLAN 26. If the Captions Falter Technology occasionally hiccups, so it is wise to have a gentle fallback for the day the captions stumble. This need not be elaborate — a member with a tablet running phone captions, a printed order of service, or simply a word that you will sort it out — keeps a small glitch from becoming a crisis. Keep a phone or tablet ready as a backup captioning device. Have printed materials — an order of service, an agenda — as a fallback. Know how to restart the captions quickly if they freeze. Reassure anyone relying on captions that you will get them back promptly. A simple backup, like a tablet running the phone's own captions, means a glitch in the main system is a minor bump rather than leaving a member stranded. A little redundancy brings peace of mind. A modest backup plan is all it takes to run captions with confidence. Know your fallback, keep a spare device handy, and the occasional hiccup becomes nothing to worry about. THE COST 27. What It Honestly Costs The happiest fact about live captions is how often they are free. If you have a device, a microphone, and a screen, the captioning tools themselves cost nothing. Spending, if any, goes to improving your audio or adding a screen — and only a large or formal event is likely to call for a paid human captioner. The captioning tools — Slides, meeting apps, phone and computer captions — are free.

NOT THE ONLY WAY

18. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech*Costs, if any, go to a better microphone or an extra screen.*

A phone or tablet you already own can caption for a single member at no cost. A paid human captioning service is an option only for larger or formal needs. For most small churches and clubs, offering captions costs little or nothing beyond gear you already have. It is one of the most affordable kindnesses a group can extend to its people. Live captions are a rare case where doing a genuinely good thing costs almost nothing. Start with the free tools and the gear you have, and spend only where your room truly needs it. 28. Captions Among Other Welcomes Captions are one way to welcome people who struggle to hear, and a fine one, but they are not the only one. Some members do better with an assistive-listening system that feeds sound straight to their hearing aids or a headset. Offering both, where you can, meets different people's needs and leaves no one out. Captions suit those who read comfortably and those who are fully deaf. Assistive listening suits those with hearing aids who want clearer sound. Offering both covers more people than either alone. Ask your members what would help them most — they will tell you. A companion guide covers assistive-listening systems, which send sound to hearing aids and headsets. Captions and assistive listening together make a sanctuary or hall welcoming to nearly everyone. Think of captions as one tool in a welcoming kit, not the whole answer. Paired with assistive listening and a simple willingness to ask what helps, they make your space open to all.

COMMON MISTAKES**19. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

29. The Mistakes That Spoil Captions Most caption troubles come from a few avoidable mistakes, nearly all of them about audio or placement. Knowing them in advance keeps your captions clear and useful. None is hard to avoid; each is simply a thing to get right. Feeding the tool distant, echoey audio instead of a clean, close microphone. Putting the caption screen where people cannot comfortably see it. Letting several people talk at once, so the captions jumble. Never rehearsing, so the first run is a fumble in front of everyone. Expecting perfection, and being thrown by the odd mangled name. TIP Run a simple test: sit in the back row during a rehearsal and ask whether you could follow by captions alone. If yes, you have avoided the big mistakes. If not, it is almost always the audio. Avoid these five, get the audio clean, and the rest falls into place. Captions are not hard to do well; they just reward a good microphone, a well-placed screen, and a quick rehearsal. COMMON QUESTIONS 30. Answers to Common Questions A few questions come up again and again when a group first offers captions. Here are short, honest answers to the ones heard most. 'Is it really free?' Yes — the common tools cost nothing; only a human captioner is paid. 'Are they accurate?' Mostly very good, with occasional slips on names and crosstalk. 'Do we need special gear?' Usually not — a device, a good mic, and a screen you likely have. 'Why are our captions bad?' Almost always the audio — get a clean, close microphone. 'Can online folks get captions too?' Yes — the meeting app shows captions for everyone.' If captions matter deeply to a particular member, ask them what works best for them. The person who needs them is your best guide to getting the setup right.

GETTING STARTED**20. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Most caption questions come back to two things: the audio and fair expectations. Get clean sound to the tool, expect good-not-perfect results, and nearly every worry answers itself. 31. Getting Captions Going You now know the whole shape of it: clean audio into a free captioning tool, shown on a screen the room can see, with one voice at a time and a rehearsal beforehand. The best time to try it is before your next service or meeting, so a member who has been straining to hear can finally follow along.

- 1 First: pick the free tool that matches your setting — Slides, a meeting app, or a device's captions.
 - 2 Get clean audio into it from a good microphone close to the speaker.
 - 3 Show the captions on a screen the whole room can read.
 - 4 Rehearse with real voices, adjust the audio and screen, and name an operator.
 - 5 Offer it kindly, set fair expectations, and ask members what helps them most. You do not have to remember all of it. You just have to remember you can call. Friendly, in-person help for churches and clubs — I come to you. (330) 200-8042. Live captions are one of the kindest, most affordable ways to make sure everyone can take part. Try it before your next gathering, and watch a member who had been left out quietly rejoin the room.
- BILL'S HERE TO HELP 32. You Don't Have to Set It Up Alone If choosing a tool, getting clean audio into it, placing the screen, or running a rehearsal feels like more than you want to take on, that is exactly the kind of thing I help local churches and clubs with. There is no silly question, and I am glad to come out and get captions working in your room. I can help you pick the right free tool for your setting, feed it clean audio from your microphone or sound system, set up and place the screen, run a rehearsal, and train an operator and a backup. Then I leave you with it working and a simple cheat sheet, so your group owns it for good.

CHEAT SHEET

21. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

Friendly, in-person tech help for churches, clubs, and community groups around Portage County. I come to you. If you are not happy with a visit, I will make it right. (330) 200-8042. Whether you set it up yourself with this guide or give me a call, the goal is the same: a room where everyone can follow along, and no one is left straining to hear the words that matter. Everyday Cheat Sheet Keep this page handy. It points you straight to what to do for each task. I want to... Do this Start with the audio Captions are only as good as the microphone feeding them Pick a free tool Google Slides, a meeting app, or a phone/computer's built-in captions Show it on a screen A projector, TV, or side display the whole room can read One voice at a time Clear speech, a close mic, no talking over each other Set fair expectations Good, not perfect — names and crosstalk trip it up Rehearse first Test the mic, tool, and screen before the real event Name an operator One person starts and watches the captions, with a backup Mind privacy Tell people if you save a transcript; take care in sensitive moments Get help Call Bill: (330) 200-8042

HOW I CAN HELP**22. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Your Visit — and My Promise In-home visit — \$99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included. Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo). My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated. Call or text (330) 200-8042 · Book a visit: billshometech.com/book · bill@billshometech.com This free guide is for general information only — not professional advice, and no substitute for your device's own manual. Any prices or outside products mentioned can change; please confirm current details before you buy. Please use your own good judgment and follow it at your own risk — for anything involving electricity, gas, water, or heights, stop and call a licensed professional. Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results. © 2026 Bill's Home Tech, LLC.

AT A GLANCE

A Picture to Follow Along

How Captions Reach the Room

A microphone feeds the words; a screen shows them as they are spoken.

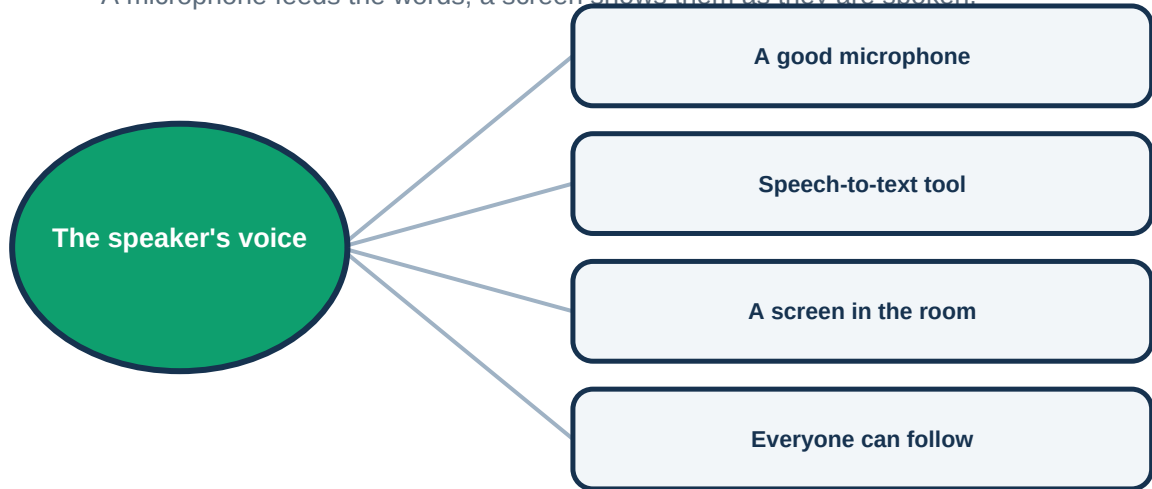


Illustration — a schematic. Set-up screens differ; each takes only a few minutes.

AT A GLANCE

A Second Look

Getting Captions on the Screen

Four steps — the microphone is the one that matters most.

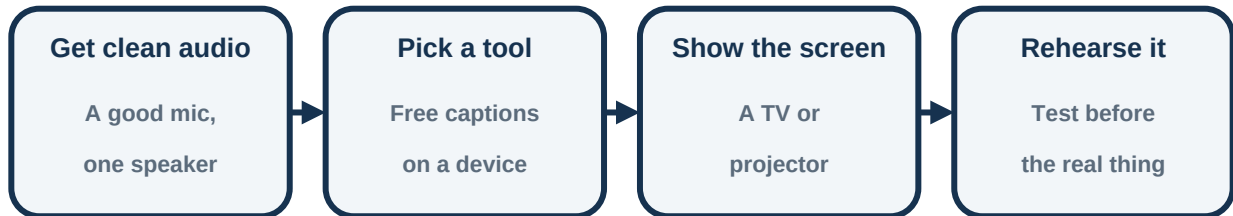


Illustration — a schematic. The order is a suggestion; do one box at a time.

A schematic of the plan — company steps vary; the order does not have to.

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.



HOW I CAN HELP

Your Visit — and My Promise

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Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo).

GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated.

Call or text **(330) 200-8042** · Book a visit: **billshometech.com/book** · **bill@billshometech.com**

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