

Guide to Set Up and Use Live Captions in macOS

What is Live Captions on the MacBook?

Live Captions is an accessibility feature on macOS that allows you to view text captions for any audio streamed to your MacBook from soft phone calls, collaboration tools, audio files and video with audio.

How to Turn On Live Captions

Enable Live Captions:

- Select the Apple icon in the upper left corner or the screen (or press ^F2 and then Return).
- Select **System Settings**.
- Select **Accessibility** in the left navigation bar.
- In the right sidebar, move down to the **Hearing** section and select **Live Captions**.
- Toggle on/enable **Live Captions**.

Personalize How Your Captions are Displayed

- After Live Captions is toggled on/enabled:
 - * **Font family** – select the drop-down list to select the font type used for Live Captions.
 - * **Font size** – select the drop-down list to select the font size used for Live Captions.
 - * **Font color** – select the drop-down list to select the font color used for Live Captions.
 - * **Background color** – select the drop-down list to select the background color of the Live Captions window.
- NOTE:** Please make sure to select different colors for the Font color and Background color. Otherwise, you will not be able to see the Live Captions as they display on the screen.
- * Close the System Settings/Live Captions dialog box.

Use Your Microphone to Caption Your Speech

You have the option to use the microphone on your MacBook to caption your own speech. When this feature is on, any audio captured by your microphone will be captioned, provided that no other audio is being streamed on your MacBook. For example, if you use live captions during an online meeting with another person, if you speak over each other, you will only see captions for what you are saying.

To caption your own speech:

- With Live Captions enabled and the Live Captions window displaying on the screen:
 - * Select the microphone in the upper right corner of the Live Captions window which should put a diagonal slash over the microphone. This indicates that Live Captions is listening to your microphone and not to the audio streaming into the MacBook.

Learn More

[Use Voice Control on your Mac - Apple Support](#)

[Use Voice Control commands to interact with your Mac - Apple Support](#)