

Process Title: Live Caption Install	Process Number: ITS-A11Y-001	
Effective Date: 2025-11-13	Approved By: Jason Harris	

Colorado Judicial Department Official Process

1. Purpose

Step-by-step guide to installing and using Live Captions tools in both Google Chrome browser and Microsoft Edge browser. Edge browser settings will guide you to Windows 11 desktop settings.

2. Scope

This process is defined for use by judicial employees and for the public to provide accommodation instructions for Livestreaming or other audio applications that do not have native closed captioning available.

3. Definitions

- **Captions:** An audio to text written alternative

4. Policy Statement

This process is a guide to enhanced requirements of level AAA for Web Content Accessibility Guidelines 2.1. Currently, state rules only require level AA for compliant communication technology.

5. Roles and Responsibilities

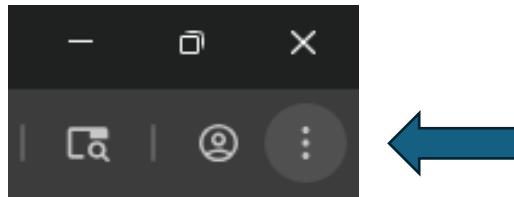
- **Public:** Anyone in the public with common technology tools including Windows based operating systems or desktop google chrome browser can utilize these instructions.
- **ADA Coordinator:** Coordinators can share this process to install and use live caption services as standard accommodation for the public when needed.
- **All Employees:** Responsible for understanding and adhering to the provisions of this process.

6. Process

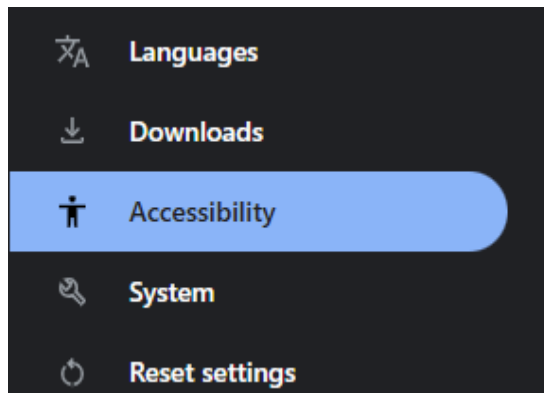
1. Google Chrome Browser

- Open Google Chrome browser.

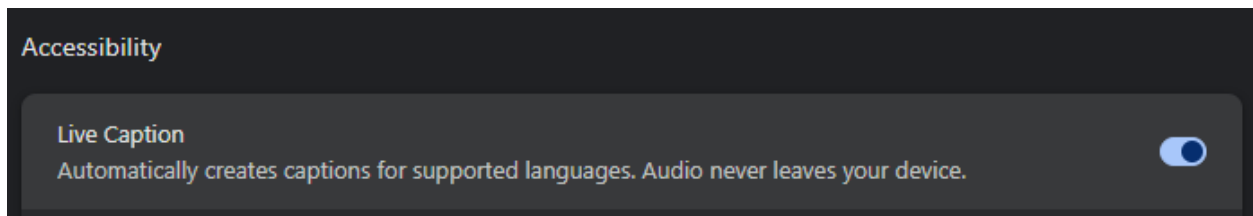
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- Click the ellipsis (3 dots) in the upper right corner of browser.
- Select Settings.



- Select Accessibility from the options at left.

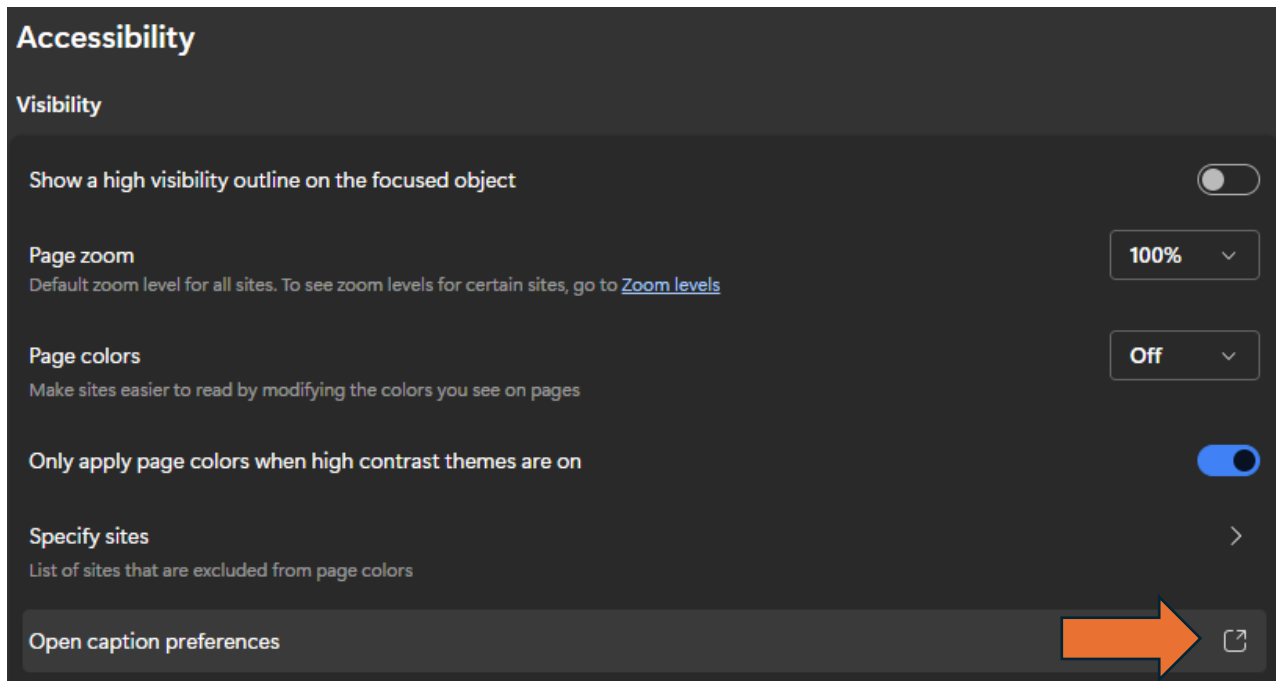


- Find the Live Caption option and move toggle to On position.

2. Microsoft Edge browser and Windows 11 desktop

- Open a new session of Microsoft Edge browser.
- Click the ellipsis (3 dots) in the upper right corner of browser.
- Select Settings.
- Select Accessibility from the options at left.

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- Click on the external link from Open caption preferences option. This will open your machine settings.
- Toggle the Live captions to On position.
- Alternatively, Press the Windows logo key + Ctrl + L from your keyboard to turn live captions on.
- Review Caption style to meet your size, color, and location needs.

7. Related Documents and References

None

8. Process Review

This process to be reviewed Annually.

Revision History

Version	Date	Description of Change	Approved by:
1.0	2025-11-13	Initial Process Release	Jason Harris
1.1	[YYYY-MM-DD]	[Brief description of revision, e.g., "Updated Section 6.2"]	

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9. Appendix