

Town Hall Setup & Transcript Export Guide (.SRT / .VTT / .TXT)

How to display live captions during public meetings and export transcripts for municipal records.

Zip Captions helps local governments, libraries, and public-access media teams provide live in-room captions and save instant text or subtitle files at zero software cost.

Meeting Setup & Post-Meeting Archiving

- 1** 1. In-Room Display: Connect a laptop to the council chamber or senior center TV/projector and open <https://zipcaptions.app> in full-screen high-contrast mode.
- 2** 2. Audio Connection: Feed the room PA mixer output into the laptop via a USB Sound Card so all council microphones are captured cleanly.
- 3** 3. Public-Access Cable & YouTube Live: If broadcasting via OBS Studio or vMix, connect Zip Captions directly via WebSockets or the vMix Extension.
- 4** 4. Export Plain Text (.TXT) for Meeting Notes: Before closing the browser tab at the end of the meeting, click Export and choose Plain Text (.txt) to assist the clerk with drafting meeting minutes.
- 5** 5. Export Time-Coded Subtitles (.SRT / .VTT): Click Export and download SRT or WebVTT files to upload directly alongside your recorded town hall video archive.

Data Governance & Local Privacy

- * Transcripts are held solely in local browser memory during the session and are not stored on external cloud servers.
- * Always download your exported files before closing or refreshing the browser tab.