

Job Aid: PowerPoint Live Captioning

Purpose: This guide provides step-by-step instructions and tips to help you use PowerPoint's live captioning feature to display spoken words as captions on your presentation screen, ensuring accessibility and engagement for diverse audiences.

Step-by-Step Instructions

Step 1: Open Your PowerPoint Presentation

- 1. Locate Your File: Find your PowerPoint presentation on your device.
- 2. **Open the File:** Double-click to open and review your slides to ensure they are ready for the presentation.

Step 2: Configure Subtitle Settings & Language

1. Click Slide Show tab: Click on the "Slide Show" tab located at the top menu bar of PowerPoint.



2. **Open Subtitle Settings:** Under "Captions & Subtitles", click on the "Subtitle Settings" menu.



3. **Select Spoken Language:** Choose the language you will be speaking from the "Spoken Language" dropdown menu.

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4. **Choose Caption Language:** Select the desired language for your captions from the "Subtitle Language" dropdown menu.



Step 3: Position Your Captions

- 1. Access Caption Placement: Click the "Subtitle Settings" menu under the Captions & Subtitles area of the Slideshow menu.
- 2. Choose Caption Placement: Click on Below Slide. This recommended setting will place the captions below the slide's content, otherwise the captions will appear over the slide, blocking the content.

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Step 4: Enable Live Captioning

1. **Turn on subtitles:** In the "Slide Show" tab, locate and click on "Always Use Subtitles." This will activate captioning during your presentation.



Step 5: Test Your Presentation with Captions

1. Perform a Sound Check: From the "Slide Show" menu select "From Beginning".



2. As you click through your slides, speak a few sentences into your microphone to test the caption functionality. Captions will appear on the screen.



3. Adjust if Necessary: Ensure the captions are accurate and visible; adjust microphone placement or settings as needed.

Step 6: Deliver Your Presentation

1. **Present Slides:** From the "Slide Show" tab, click on "From Beginning" to begin to present your slides.



- 2. Start Speaking: Engage with your audience while speaking clearly and naturally.
- 3. **Monitor Captions:** Ensure that your spoken words are accurately reflected as captions on the screen.

By adhering to these guidelines, you can maximize the effectiveness of PowerPoint's live captioning feature, providing a more inclusive and accessible experience for all attendees.