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.

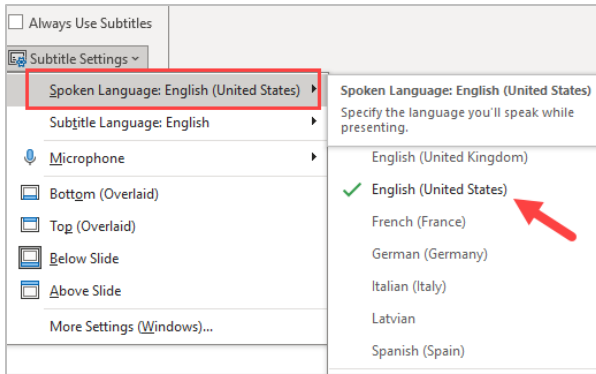### Step 2: Configure Subtitle Settings & Language

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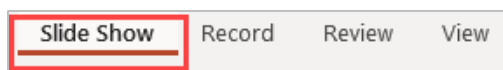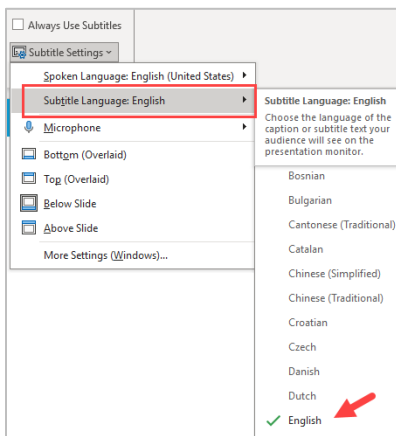

2. **Open Subtitle Settings:** Under "Captions & Subtitles", click on the "Subtitle Settings" menu.
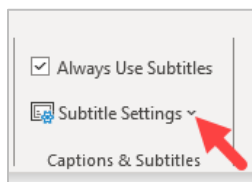
3. **Select Spoken Language:** Choose the language you will be speaking from the "Spoken Language" dropdown menu.

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.
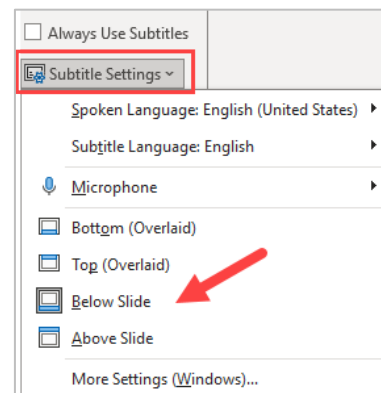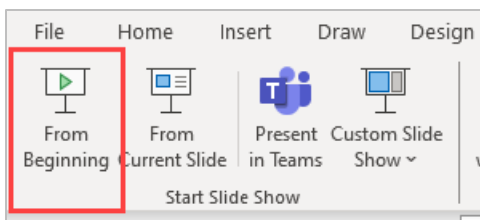
Step 4: Enable Live Captioning

1. **Turn on subtitles:** In the "Slide Show" tab, locate and click on "Always Use Subtitles." This will activate captioning during your presentation.
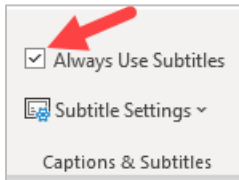
Step 5: Test Your Presentation with Captions

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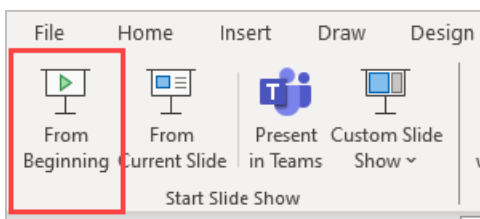
2. **Start Speaking:** Engage with your audience while speaking clearly and naturally.
3. **Monitor Captions:** Ensure that your spoken words are accurately reflected as captions on the screen.

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.