

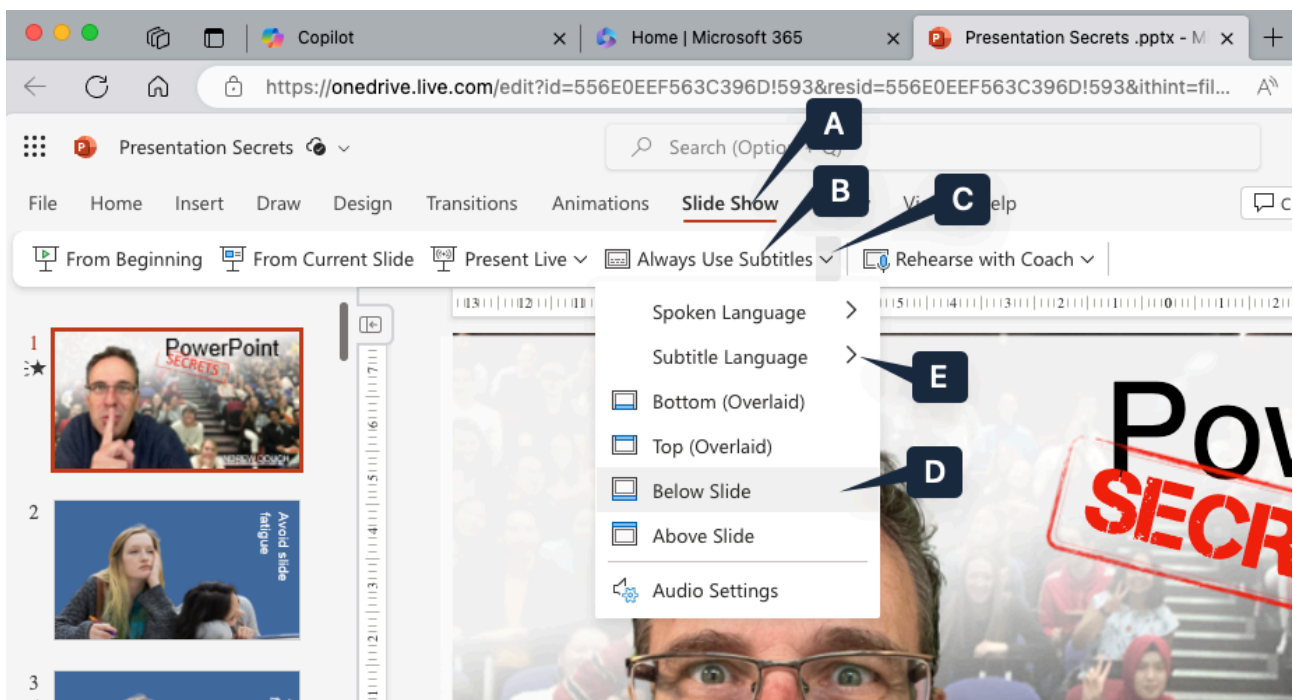
## Closed captions in PowerPoint

Using PowerPoint you can present slides that show live, closed captions, in real time as you speak!

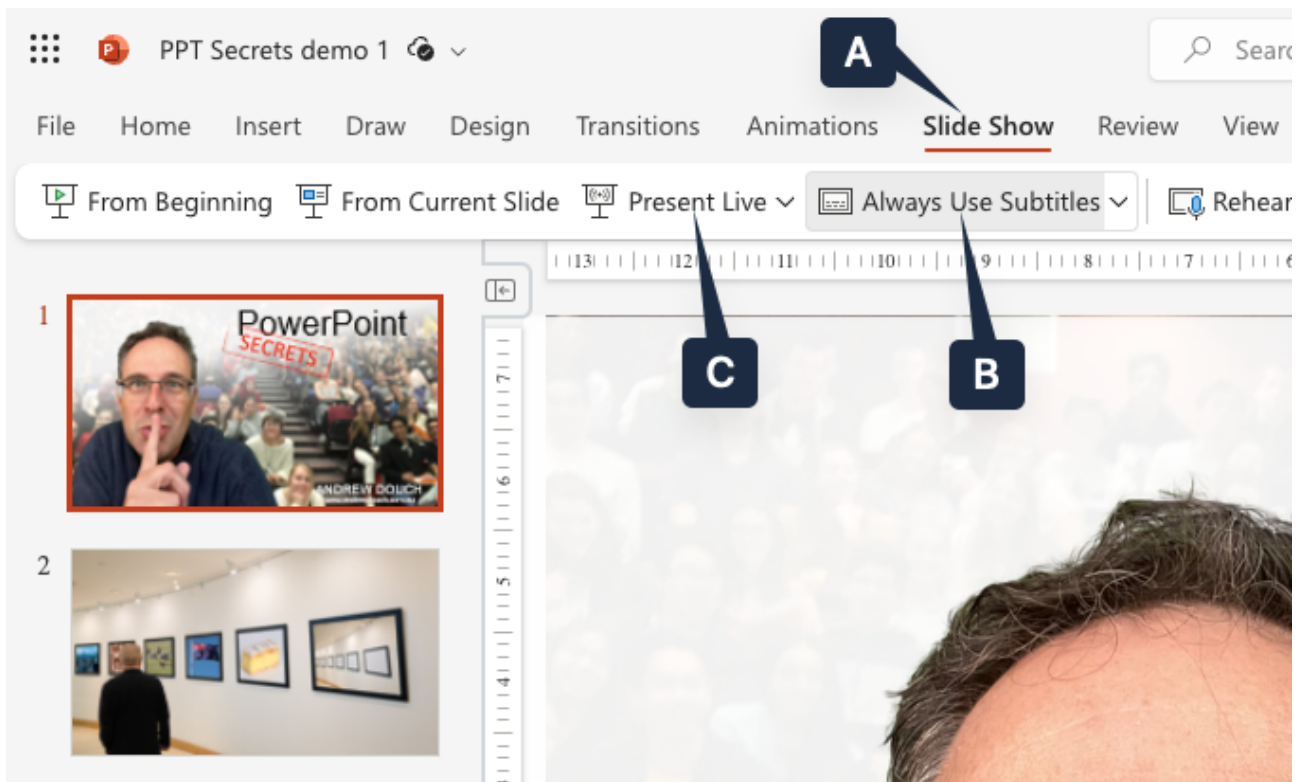
This trick only works if you are using PowerPoint on the web, through your Microsoft 365 account, and only in the Microsoft Edge browser.

It's a bit of mucking around, but if you have students who are hearing-impaired, or EAL students, its a game-changer!

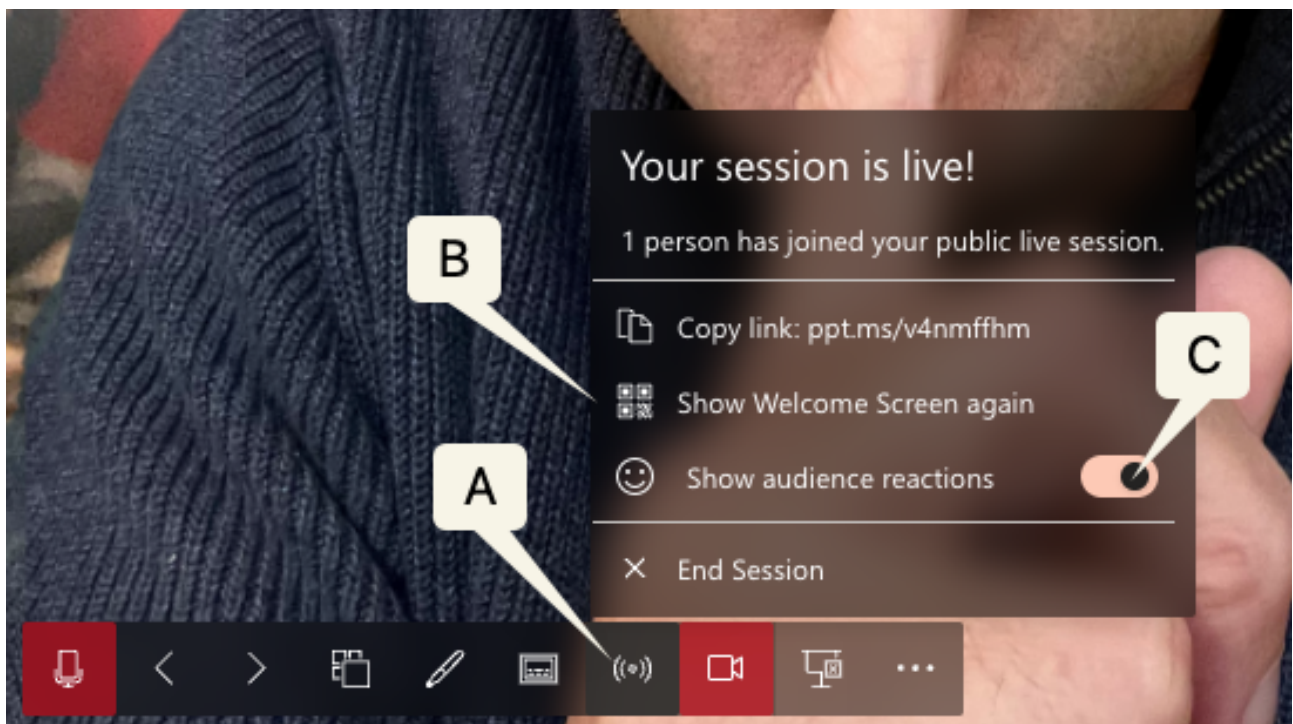
1. You need to turn the feature on by going to the Slide Show tab (**A** in the screenshot below) and click the button that says "Always Use Subtitles" (**B**). If you click the chevron beside that button (**C**), a drop-down menu will appear from which you can choose where the subtitles appear on the screen (**D**), as well as the language for speaking and the language for the subtitles (**E**).



2. When presenting, press the **J** key on the keyboard to initiate the captions.
3. If you have people who speak various languages in the audience, you can allow people to read the subtitles in their own language in real time. To do this, Click on the Slide Show tab at the top of the PowerPoint window (**A** in the screenshot below), and in the ribbon, ensure that "Always Use Subtitles" is selected (grey) (**B**). Then click the button in the ribbon titled "Present Live" (**C**)



- The first time you do this it will put a QR code on the screen for the audience to join. Thereafter if you want to show that QR code again, you need to click the Live Presentation button ((Ⓢ)) in the hovering toolbar in the lower left of screen (A in the screenshot below) which appears when you right-click on the slide. In the pop-up menu choose "Show Welcome Screen again" (B). Alternatively, students can follow along by typing the URL at the top of the slideshow into their browser.



- NOTE - Students may will realise that if you are sharing your presentation in this way, that they can show reactions (love hearts, smily faces, thumbs-up, etc) on the screen. That can be fun, but sometimes it can be annoying and distracting. If you don't want

them to be able to do that, you can turn the feature off by clicking the Live Presentation button ((Ⓢ)) in the hovering toolbar (lower left) and de-selecting “😊 Show audience reactions” (C).