A QUICK GUIDE TO

Created by @miss_aird

Microsoft

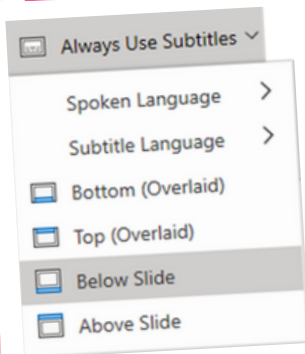# LIVE CAPTIONS FOR POWERPOINT

WHAT IS LIVE CAPTIONS?

Microsoft provides live captioning and subtitles, including translated subtitles. Many languages are supported, including English.

Subtitles enable deaf, hard of hearing or multilingual (ML) students to follow along with presentations.

LIVE CAPTIONS

Open OneNote for the web > click **view** tab > click **Live captions button.**

The live captions pane opens and your teacher will create a **join code** that you need to enter into OneNote.

Choose a captions language and click join, then on the right captions begin coming through in real time.

Live Captions ✕

To join a conversation, ask your instructor for the code and select the language you want your for your captions.

Join code

Enter a join code here.

Captions language

English

Join

In the upper right of the transcript pane you can click pause to **pause the captions in real time.**

You can then highlight text that is important. If you un-pause the transcript, everything your teacher has said whilst you paused will appear so you will not miss any information.

TURNING ON SUBTITLES

Always Use Subtitles ⌄

Spoken Language >
Subtitle Language >
Bottom (Overlaid)
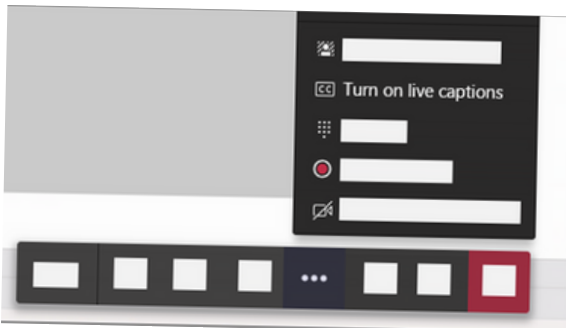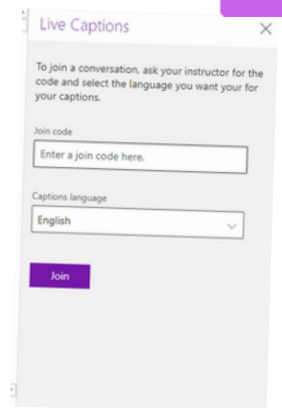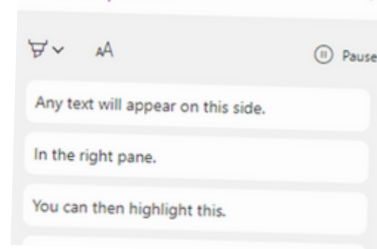Top (Overlaid)
Below Slide
Above Slide

You can choose which language you want to speak while presenting, and which language the caption/subtitle text should be shown in.

On the Slide Show tab, select Use Subtitles. Then click Subtitle Settings to open the menu of options.

Live Captions ✕

☷ ⌄   AA   ⏸ Pause

Any text will appear on this side.

In the right pane.

You can then highlight this.

TEAMS MEETINGS

To use live captions in a teams meeting, go to your meeting controls and select **More options** **> Turn on live captions.**

CC Turn on live captions

TRANSCRIPTS IN ANOTHER LANGUAGE

You can set the transcript to appear in a different language from what the teacher is saying, so if the teacher is talking in English, French or Spanish captions can be generated in real time.

The process for starting **the transcripts in another language is the same**, but when you select the language (see below), choose the language you want the captions to appear in.

WHERE CAN I USE SUBTITLES?

ACCELERATE LEARNING WITH THE RIGHT TOOLS; FIND ADDITIONAL QUICK GUIDES TO GET STARTED