



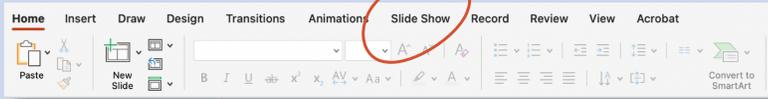
# Quick Tip Sheet

## Turning on Captions in PowerPoint

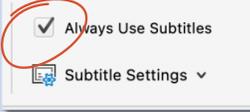


**1** Open PowerPoint presentation 

**2** Click "Slide Show" tab on top menu bar



**3** Check box next to "Always Use Subtitles"



**4** Customize caption settings

- Spoken Language - Select language being spoken
- Subtitle Language - Select language for captions (can be same or translated)
- Microphone - Select correct mic
- Position - Select where captions appear (bottom, top, etc.)



**5** Start presentation

- Click "Play from Start" or "Play from Current Slide"
- Captions will automatically appear



**Quick Tips:**

- Speak clearly into microphone
- Use a remote microphone for better accuracy
- Use a quiet environment for better accuracy
- Internet connection may be required for some features (translation)
- When presenting to a larger audience, choosing the caption position to "top" may allow better accessibility for all