



# Quick Tip Sheet

## Turning on Captions in Google Slides



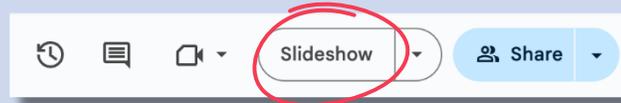
1

Open Google Slides presentation



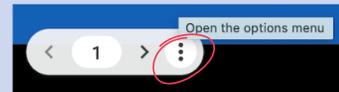
2

Click “Slideshow” tab on top menu bar



3

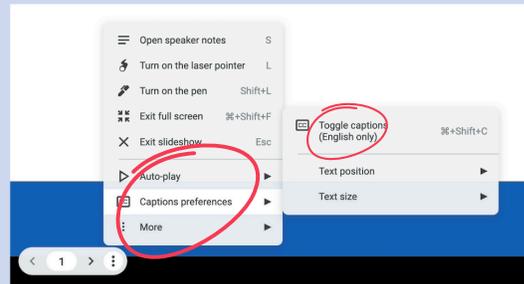
Click three dots at bottom of menu bar



4

Hover over “Caption preferences” then click “Toggle captions”

- Position - Select where captions appear (bottom, top, etc.)
- Size - Select size of text (small, medium, large, extra large)
- Captions will automatically appear



### Quick Tips:

- Use Google Chrome browser as others may not support captioning option in Google Slides
- Speak clearly into microphone
- Use a remote microphone for better accuracy
- Use a quiet environment for better accuracy
- Internet connection may impact caption quality or availability
- When presenting to a larger audience, choosing the caption position to “top” and the size to “large” may allow better accessibility for all