
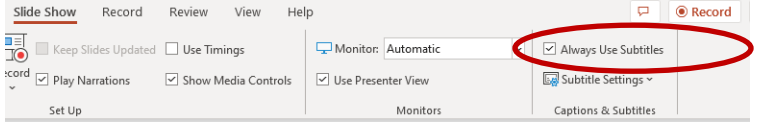
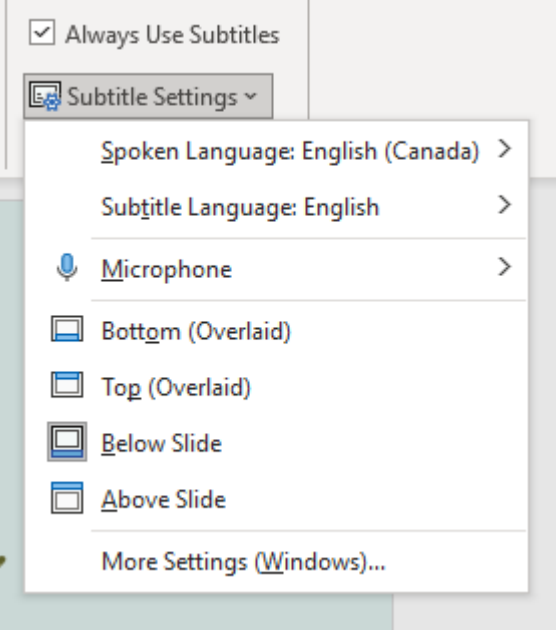


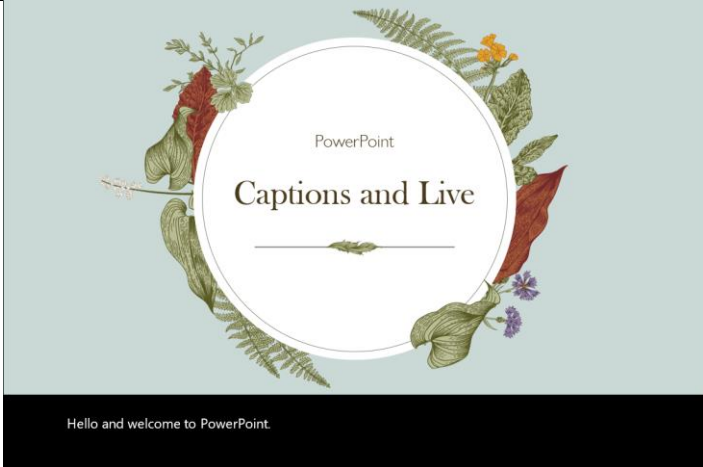
How to Turn on Captions and Translation in PowerPoint

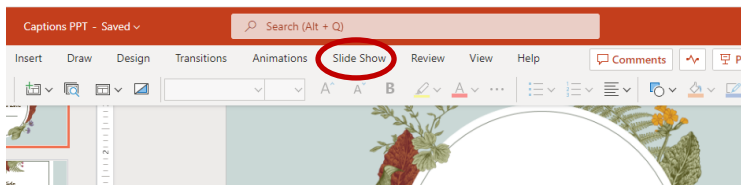
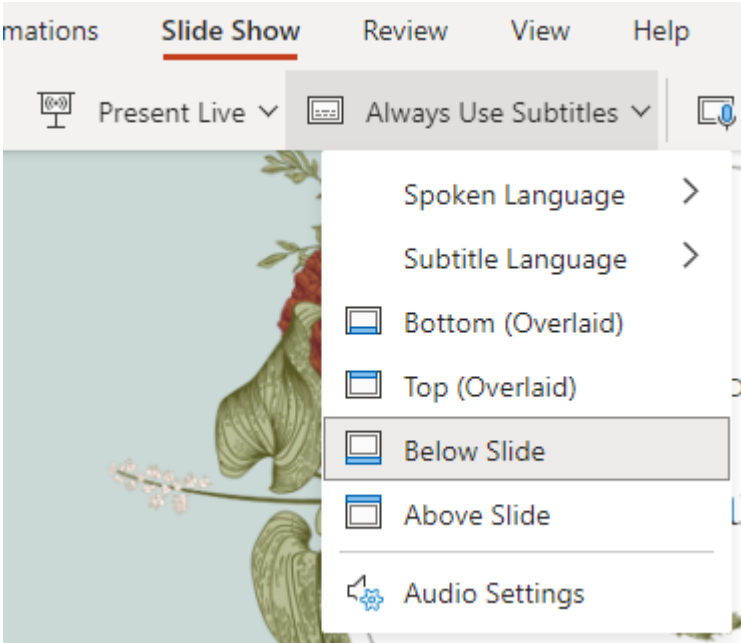
Introduction


PowerPoint has built in tools to increase the accessibility of presentations using their built-in captioning and translation functions, that can easily be set as default functions.

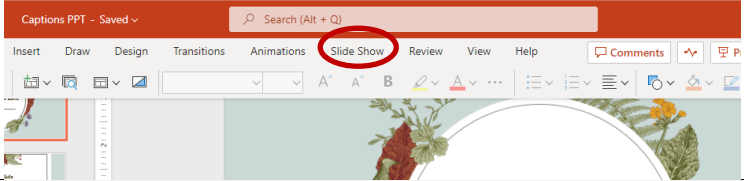
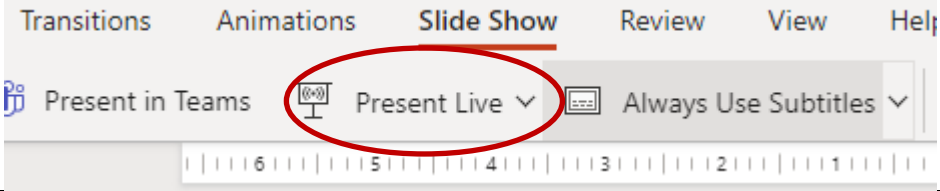

The Caption function allows you to have captions in one language. Presenting live allows participants to choose the language of captions.


Steps – How to turn on Captions in the Desktop Application	
1	<p>Select the Slide Show tab</p> 
2	<p>Select the "Always use Subtitles" checkbox</p> 
3	<p>Select your spoken language and subtitle language</p> 
4	<p>Subtitles will be automatically translated into whichever language you choose</p>
5	<p>Select the location of the subtitles on your screen. *Above or below slide is more accessible and readable than the overlaid options</p>

6	<p>When you present your PowerPoint, this is an example of what your screen can look like.</p>	
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Steps – How to turn on Captions in the Web Application		
1	<p>Select the Slide Show tab</p>	
2	<p>Select the "Always use Subtitles" Tab</p>	
3	<p>Select your spoken language and subtitle language</p>	
4	<p>Subtitles will be automatically translated into whichever language you choose</p>	
5	<p>Select the location of the subtitles on your screen. *Above or below slide is more accessible and readable than the overlaid options</p>	

6	<p>When you present your PowerPoint, this is an example of what your screen can look like.</p>	
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Steps – How to present Live in Powerpoint		
1	<p>Select the Slide Show tab</p>	
2	<p>Select the "Present Live" Tab</p>	
3	<p>Invite Others to join using the link or QR Code</p>	

<p>4</p>	<p>When you present your PowerPoint, this is an example of what your screen can look like.</p>	
<p>5</p>	<p>Participants can see captions on their screen, and select the language using the translate button and can react using the emoji button.</p>	