

# 4. How to set up automated captioning in PowerPoint and how to record it

Note that captions are only created while PowerPoint is running. Should you be using this facility in a teaching session, and switch to providing another type of document on-screen, the captioning will be ended.

PowerPoint can transcribe your words as you present and display them on-screen as captions in the same language you are speaking. There are also position, size, color, and other appearance options for the captions and subtitles to accommodate different environments and audience needs.

For best results, we highly recommend using a headset microphone connected to the device running PowerPoint. Also, the feature requires a reliable internet connection throughout your presentation. Requires **Windows 10**, and **PowerPoint for Office 365 version**. The feature isn't supported if you're using an earlier version of Windows.

If you are unable to install Office 365 on your PC, you can use the web version of PowerPoint 365 which also provides live captioning.

## How to use Powerpoint for the Web:

With PowerPoint for the web, you create presentations right in your browser. Create and save your presentations in your OneDrive, and edit and share them online. You don't need any additional software and you don't have to install anything.

Here's how to get started:

- Go to [Office.com](https://office.com).
- Click PowerPoint.
- Create a new, blank presentation, start with a template, or open an existing file.

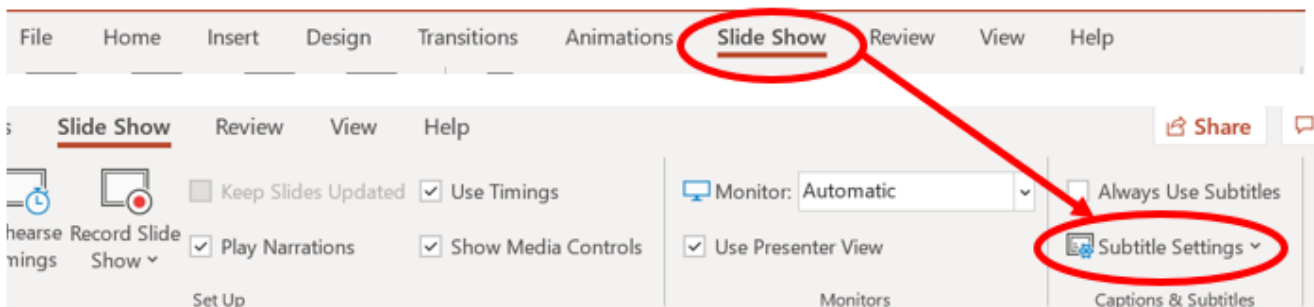
When you start with a new, blank presentation, PowerPoint automatically saves it to OneDrive with a default name, such as Presentation 1. To rename your presentation, do the following:

- On the **File** menu, select **Rename**.
- Select **Rename**.
- In the **File Name** field, enter the name you want for the presentation, and then click the location.

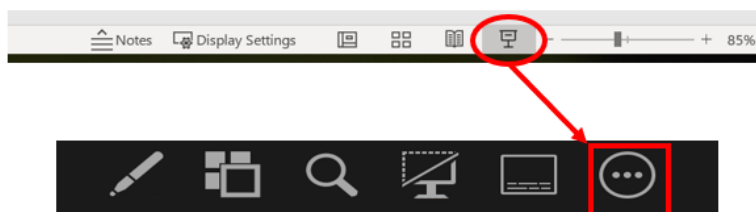
## Set up captions and subtitles

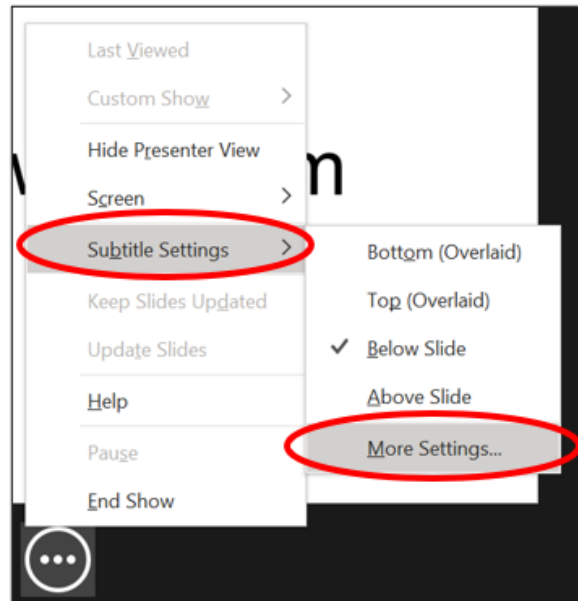
You can select the specific microphone you want to be used (if there is more than one microphone connected to your device), the position where the subtitles appear on the screen (bottom or top, and overlaid or separate from slide), and other display options.

- Select **Slide Show** at the top of the window and on the **Slide Show** ribbon tab, select **Subtitle Settings**.

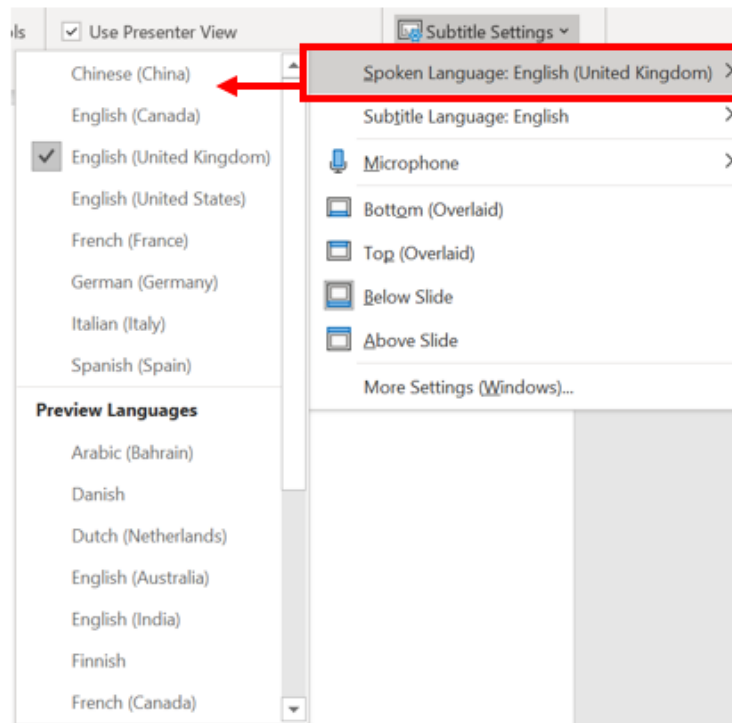


Or, you can adjust the settings without leaving your presentation through the context menu, **Slide Show**, or **Presenter View** menus, then select **Subtitle Settings** and click on the **More Settings**.

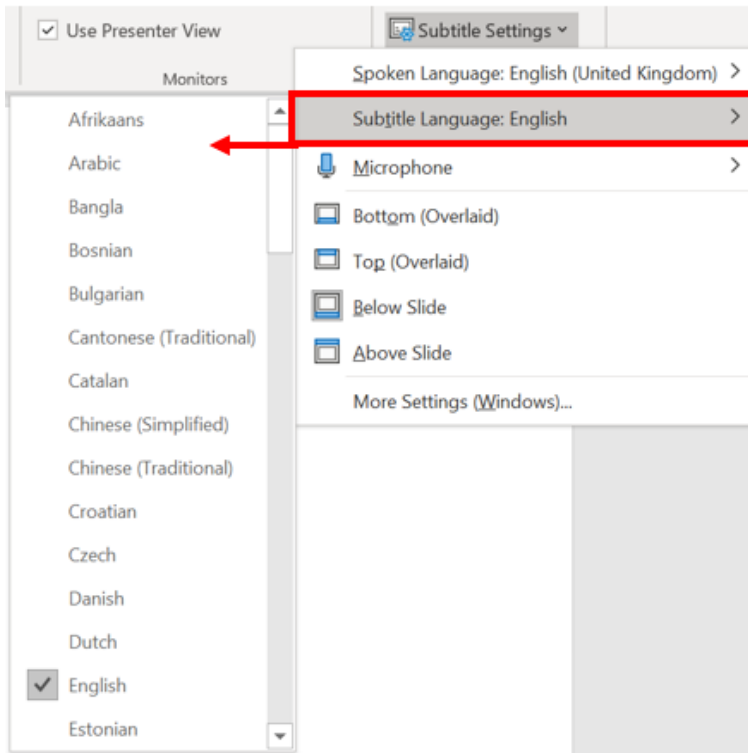




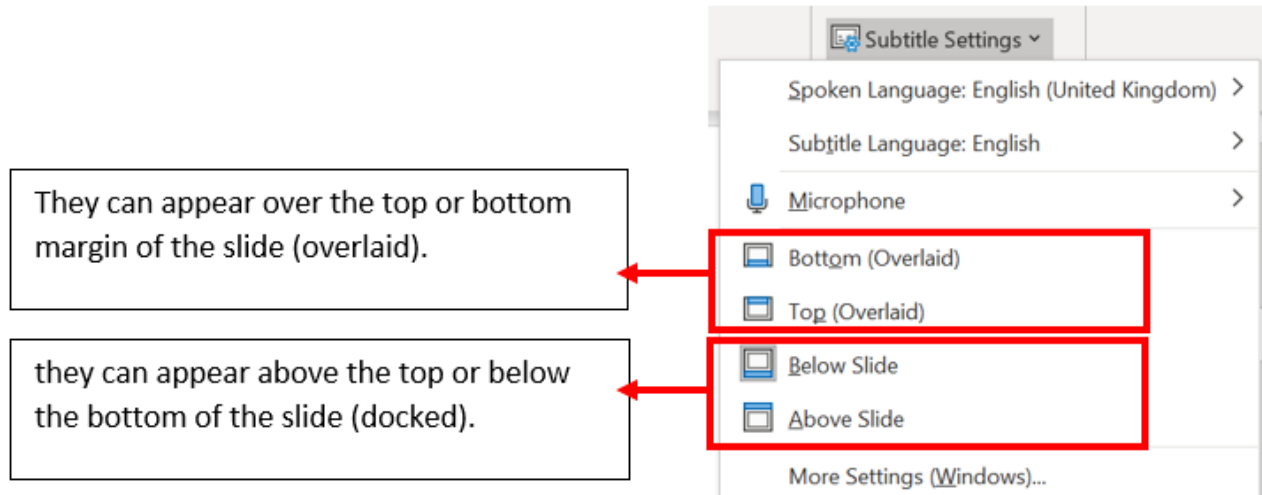
- Use **Spoken Language** to see the voice languages that PowerPoint can recognise and select the one you want. This is the language that you will be speaking while presenting. (By default, this will be set to the language corresponding to your Office editing language.)



- Use **Subtitle Language** to see which languages PowerPoint can display on-screen as captions or subtitles and select the one you want. This is the language of the text that will be shown to your audience. By default, this will be the same language as your Spoken Language, but it can be a different language, meaning that translation will occur.

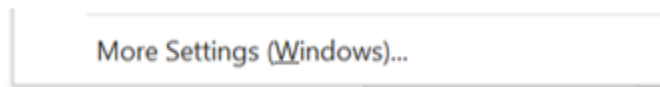


- In the Subtitle Settings menu, set the desired position of the captions or subtitles.



**Note:** The default setting is **Below Slide**.

- More appearance settings are available by clicking **Subtitle Settings** and then **More Settings (Windows)**.



You can change the color, size, transparency, and font style of the subtitles.

Change caption font

Caption color  
Default

Caption transparency  
Default

Caption style  
Default

Caption size  
Default

Caption effects  
Default

Change caption background

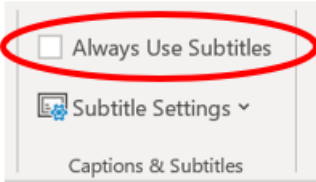
Add a text background to improve contrast and make text easier to read.

Caption background color  
Default

Caption background transparency  
Default

You can change the background to improve contrast and make text easier to read.

**Note:** To have subtitles always start up when a Slide Show presentation starts, from the ribbon you can navigate to **Slide Show** and **Always Use Subtitles** to turn this feature on for all presentations. (By default, it's off.) Then, in Slide Show and Presenter View, a live transcription of your words will appear on-screen.



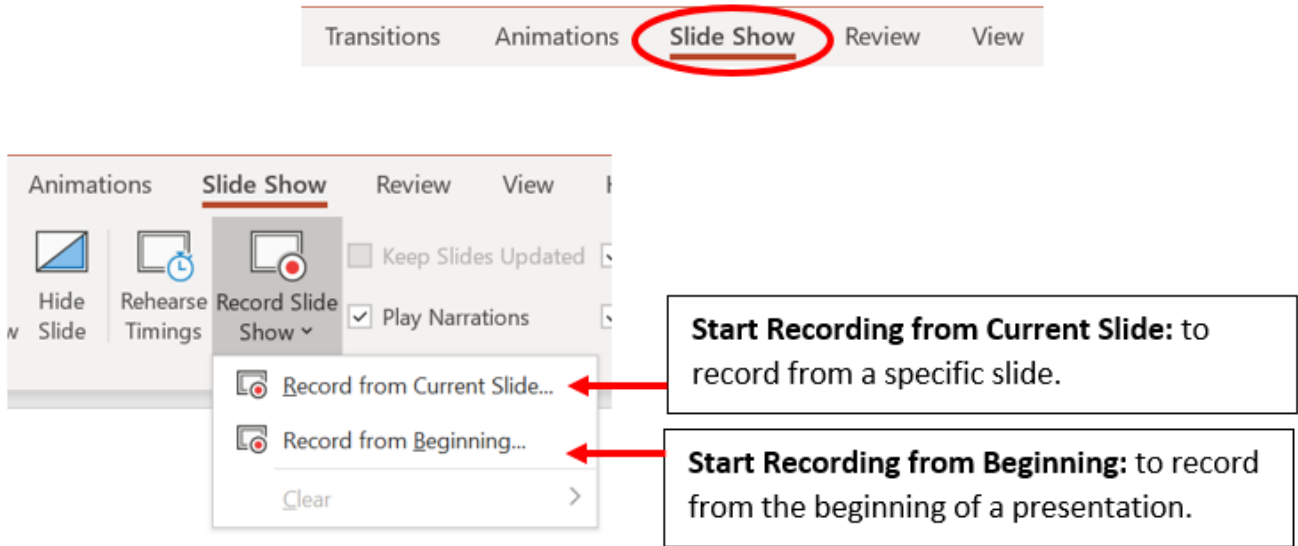
**Turn the feature on or off while presenting:**

If you're in the middle of giving a presentation and want to turn the feature on or off, click the **Toggle Subtitles** button from Slide Show View or Presenter View, on the toolbar below the main slide:

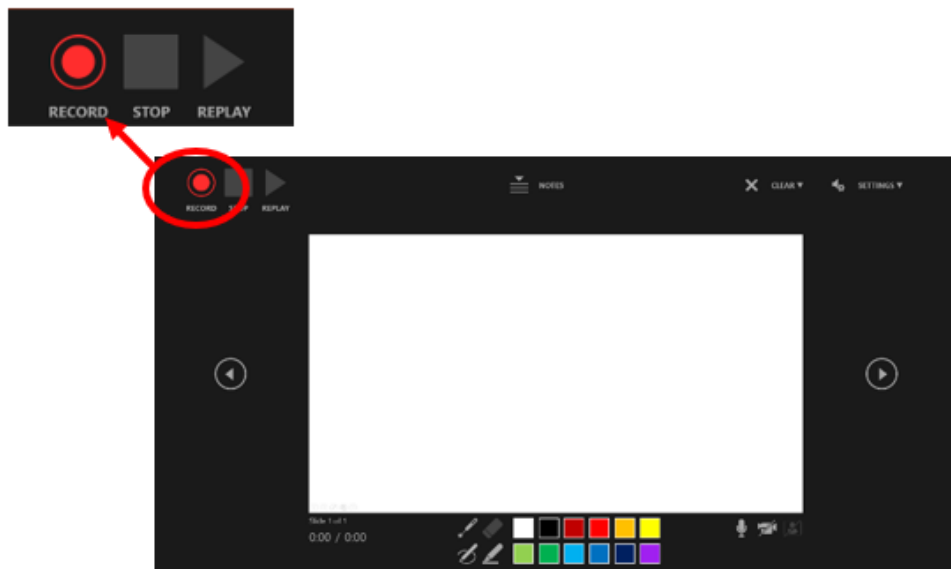


**Recording:**

- Select **Slide Show** at the top of the window and on the **Slide Show** ribbon tab, select **Record Slide Show**. Then choose from two options.

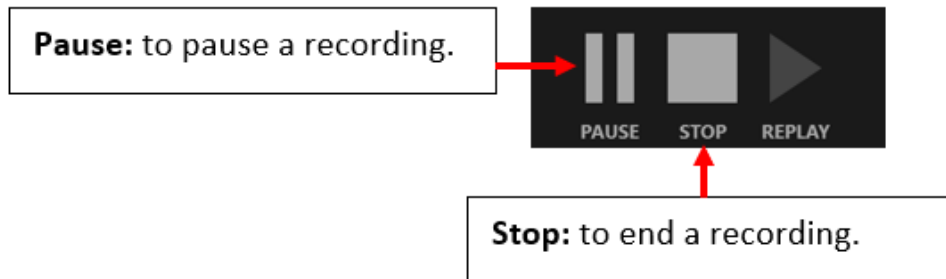


- Select or clear what you'd like for your recording, and then select **Start Recording**.



## Manage recordings:

There are different ways to manage recordings in your presentation:



Laser Pointer, Pen, Highlighter, or Eraser - to use the pointer, ink, eraser, or highlighter tools in your recording.



---

## Remove recordings:

A sound icon appears on a slide to show when a recording is available. You can also remove recordings from slides.

Select the **Record Slide Show** and then **Clear**.

Choose from four options:

- **Clear Timing on Current Slide:** to delete timings on the current slide.
- **Clear Timings on All Slides:** to delete timings from all slides at once.
- **Clear Narration on Current Slide:** to delete narration on the current slide.
- **Clear Narration on All Slides:** to delete narration on all slides at once.

---

## Save recordings:

When you're done recording, save, and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.

- Select **File** and then **Save As**.
- Select where you'd like to save your presentation.
- Under **Save as type**, select the dropdown arrow, and then select **PowerPoint Show**.

Select **Save**.