

How to use Live Captioning in PowerPoint

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Tags	Instructions

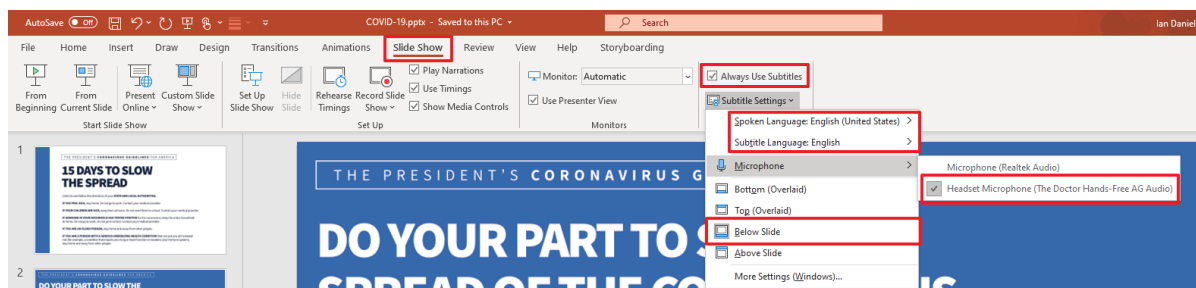


Quick Tip: Use an external microphone for better auto-captioning performance



Requires Windows 10, and PowerPoint version 16.0.11601.20178 or higher

1. In PowerPoint, click on the **Slide Show** tab.
2. Then, make sure that the following settings are selected. (Shown in red)



3. Once configured, press the **F5 key** (fn key required on some systems). The captions will automatically begin as you speak.



Speaking clearly and sometimes over-enunciating will produce better caption results



4. Should the captions not display, you can toggle captioning on and off from within the presentation by hovering over the **lower left-hand** portion of the presentation and clicking the second button from the right.



For more information, visit the support link below:

Present with real-time, automatic captions or subtitles in PowerPoint

<https://support.office.com/en-us/article/Present-with-real-time-automatic-captions-or-subtitles-in-PowerPoint-68d20e49-aec3-456a-939d-34a79e8ddd5f>