How to Use

Live Captions / Subtitles



A step-by-step guide

What is Live Captions?

Microsoft provides live captioning and subtilties, including translated subtiles.

Many languages are supported, including English.

Subtitles enable deaf, hard of hearing or EAL students and language learners to follow along with presentations.

Within Microsoft Office 365, the following apps all allow for live captions and/or subtitles.

- PowerPoint
- Teams
- Stream
- OneNote



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@miss_aird

Subtitles in PowerPoint

PowerPoint for Microsoft 365 can transcribe your words as you present and display them on-screen as captions in the same language you are speaking, or as subtitles translated to another language.

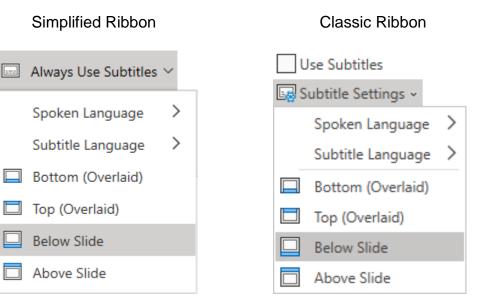
There are also position, size, colour, and other appearance options for the captions and subtitles to accommodate different environments and audience needs

Set up captions and subtitles

You can choose which language you want to speak while presenting, and which language the caption/subtitle text should be shown in (i.e., if you want it to be translated). You can also select whether subtitles appear at the top or bottom of the screen.

(Simplifed Ribbon) On the Slide Show ribbon tab, select the drop-down arrow next to Always Use Subtitles to open the menu of options. (Classic Ribbon) On the View ribbon tab, select Use Subtitles. Then click Subtitle Settings to open the menu of options.

2. Use **Spoken Language** to see the voice languages that PowerPoint can recognize, 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 locale of your web-browser.)





- 3. Use **Subtitle Language** to see which languages PowerPoint can display onscreen 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.)
- 4. Set the desired position of the captions or subtitles: they can appear overlaid at the top or bottom margin of the slide. The default setting is **Bottom (Overlaid)**.

Turn the feature on or off while presenting

To have subtitles always start up when a Slide Show is presented, select **View** > **Always Use Subtitles**.

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



The On/Off keyboard shortcut is: J

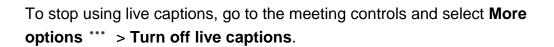
5

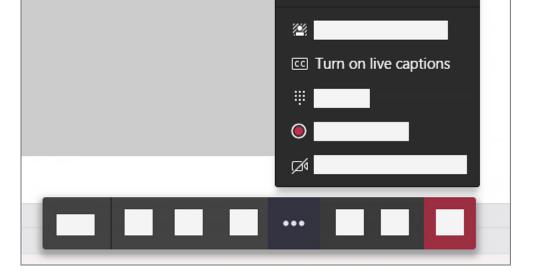
Live Captions in a Teams Meeting

Teams can detect what's said in a meeting and present real-time captions. Teams has built-in closed captioning you can turn on from the meeting controls.

Turn captions on and off

To use live captions in a meeting, go to your meeting controls and select **More options ***** > **Turn on live captions**.







Change the language of your captions

To the right of the captions, select **Captions settings**



Select Change spoken language.

Change spoken language)

Select the language spoken during the meeting. (This is the language of your captions and meeting transcript.)

Select Confirm.

Live Captions in OneNote

Live captions is used for when pupils are taking notes in one note, but it also allows for live translation to take place in this.

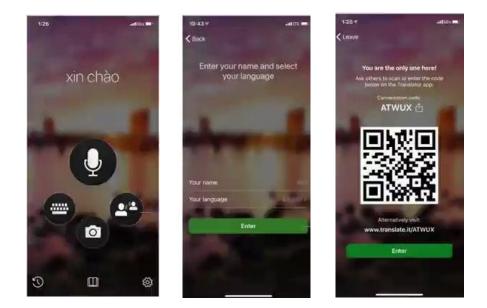




Download the Microsoft Translator app from the app store (only the teacher needs to do this).

Click the conversation view button

Create a join code you can see here this join code will be shared with the students in the class and this could be remote teaching



Open OneNote for the web > click view tab > click Live captions button.

Miss Aird \sim				٨	ρ 🛞				
Drav	v View	Help Open	in Desktop App 🛛 👰	Tell me what you war	nt to do			G	🖻 Share
Read	ling View	Page Colour 🗸	Page Versions	Show Authors	🕅 Deleted Notes	Check Accessibility	CC Live Captions		~

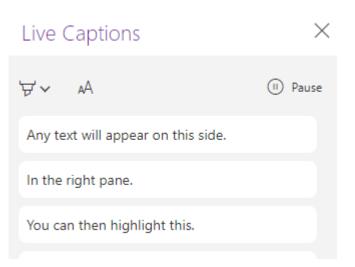
The **live captions pane opens** and I'm going to **paste the join code** the teacher generated and join the session.

Choose a captions language and click join, then on the right captions begin coming through in real time.

Live Captions	\times
To join a conversation, ask your instructor for code and select the language you want your f your captions.	
Join code	
Enter a join code here.	
Captions language	
English	
Join	

In the upper right of the transcript pane you can **click pause to pause the captions** in real time.

You can then **highlight text** that is important. If you un-pause the transcript, everything your teacher has said whilst you paused will appear so you will not miss any information.



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Once the session has ended, everything that was said is automatically captured. In your OneNote, a section will be automatically created called '**transcripts**'.

When you close the live captions pane and switch over to transcripts everything that was being said was captured automatically and saved in my OneNote.

OneNote		Miss Aird ∽			
Home Insert Drav	v View Help Op	pen in Desktop App 🛛 💡 Tell me what you want to do			
Immersive Reader 📋 Read	ling View 🖉 Page Color	ur 🗸 🔂 Page Versions 🗒 Show Authors 🛍 Deleted Notes	🚴 Check Accessibility		
Miss Aird V					
	[12/09/2021] Transcript	At least some have some sort of a mixed reading disorder because they under the simple view of reading experience difficulties with			
S1	At least some have som	both of these constructs.			
🖨 S2	Addition.	And then our last loss. Of course, these are typical readers who are good at word recognition and good at language comprehension.			
Q BGE DAS		So we're going to spend the remainder of this afternoon talking			
🖉 N2 FHW		about dyslexia and going into a lot more detail about this particular subgroup of computers.			
S N3 PC		<u>So.</u>			
🥒 🖉 N45 PC		It is a language based word. Reading this so as we know based on the simple view of reading, these are children who have four or			
🚺 👠 N45 HFT		reading skills but good language comprehension.			
🖱 н нғт		So this is a language based word reading deficit. It is neurobiological in nature, which means that you are born with			
🚺 NPA Bakery		dyslexia. So if you have dyslexia, you always have dyslexia. You were born with it.			
Whiteboard		Also, that's not going to go away because it is typically something that is experienced over lights. It is President Burrows and his			
♥ Food for Thought		experience to life. It does exist along a spectrum of severity just like any other.			
Transcripts		Ability disorder difference that we see. I think autism often kind of			
Add section Add page		takes the spotlight on the word spectrum.	v		

Transcripts in a Different Language

You can set the transcript to appear in a different language from what the teacher is saying, so if the teacher is talking in English, French or Spanish captions can be generated in real time.

The process for starting the transcripts in another language is the same, but when you select the language (see below), choose the language you want the captions to appear in.

Enter a join code here.	
Captions language	
English	\sim
Bulgarian	
Cantonese (Traditional)	
Catalan	
Chinese Simplified	
Chinese Traditional	
Croatian	
Czech	
Danish	
Dutch	_
English	Ŧ

To join a conversation, ask your instructor for the code and select the language you want your for

Live Captions

your captions.

Join code

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Subtitles or Captions in Microsoft Stream Videos



You can add subtitles or captions to any Microsoft Stream video during upload or after. You can also choose to configure your video so Stream generates captions automatically using Automatic Speech Recognition technology.

Automatic captions take time to create. It typically takes 1-2x the video's duration, so for example, for a one hour video, expect to wait approximately two hours to finish processing.

Enable autogenerated captions for your video

Upload or record a video for which you want to enable autogenerated captions.

In the **Details** section, select a supported language.

×	Details					
	Name					
BigBuckBunny						
	Create a description for your video, including #hashtags					
	Set your video language and we'll remember it next × time. This is required if you want to generate caption files, and will also help with our search engine.					
ſ	Video language 🛈					
	Select a language	~				
Thumbnail						
	Ox	•				
	4	• +				
>	Permissions					
>	Options					
	Share	Publish now				
		Metadata saved				

	> Details			
	> Permissions			
	~ Options			
On the Options tab, set Autogenerate captions to On .	Comments ① On Captions ① Ø Autogenerate a caption fi	le ①		
This setting won't be available if you have selected a non-supported language.	Subtitles () No files have been added	Ipload a subtitle file		
	🖨 Share	ि Publish now		

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Stream will automatically begin generating captions.