

How to Use

Live Captions / Subtitles



A step-by-step guide

What is Live Captions?

Microsoft provides live captioning and subtitles, including translated subtitles.

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



Subtitles in PowerPoint

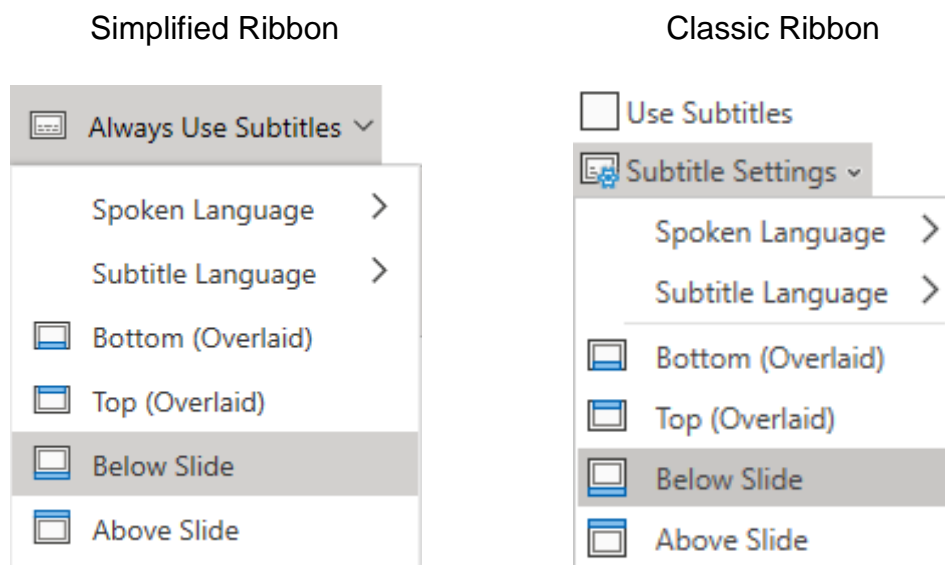


PowerPoint for Microsoft 365 can transcribe your words as you present and display them on-screen as captions in the same language you are speaking, or as subtitles translated to another language.

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.



1. (Simplified 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 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.)
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**

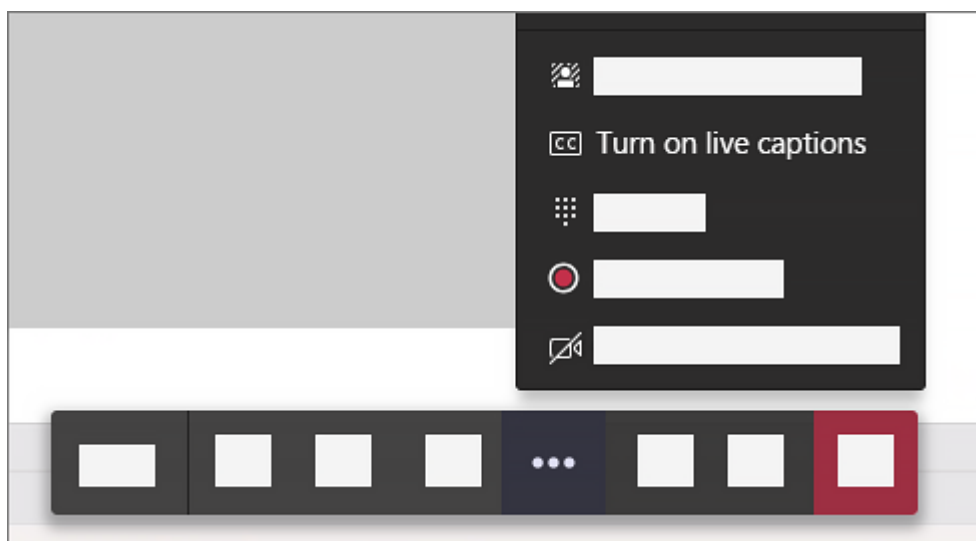
Live Captions in a Teams Meeting



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**.



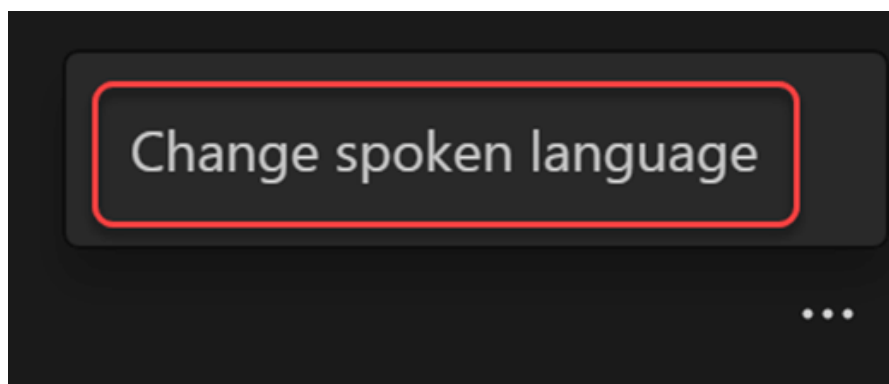
To stop using live captions, go to the meeting controls and select **More options** **⋮** > **Turn off live captions**.

Change the language of your captions

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



Select **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



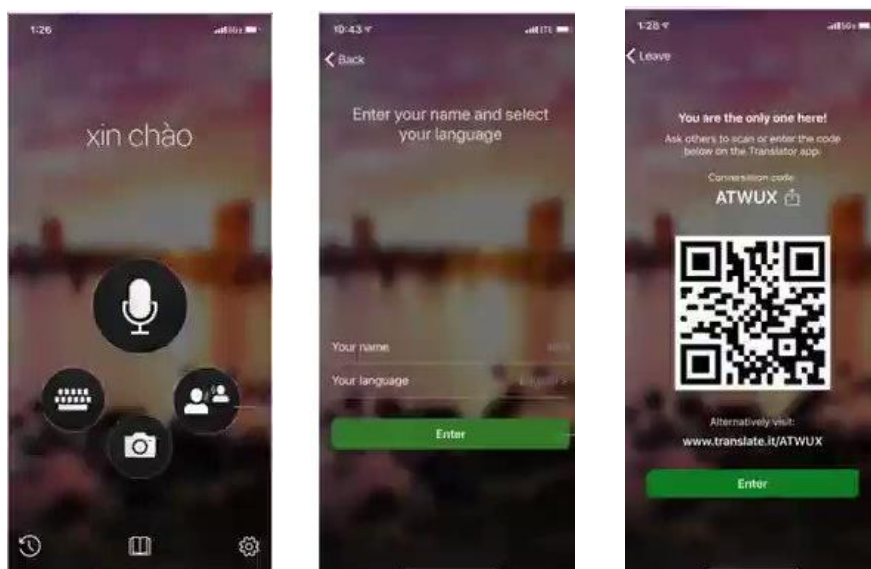
Live captions is used for when pupils are taking notes in one note, but it also allows for live translation to take place in this.



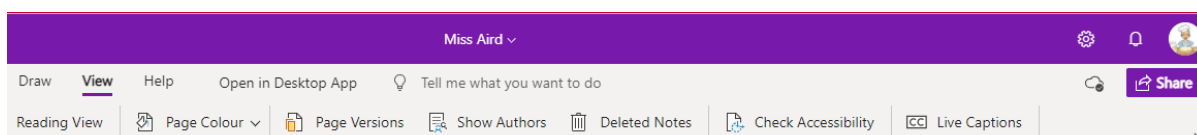
Download the Microsoft Translator app from the app store (only the teacher needs to do this).

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

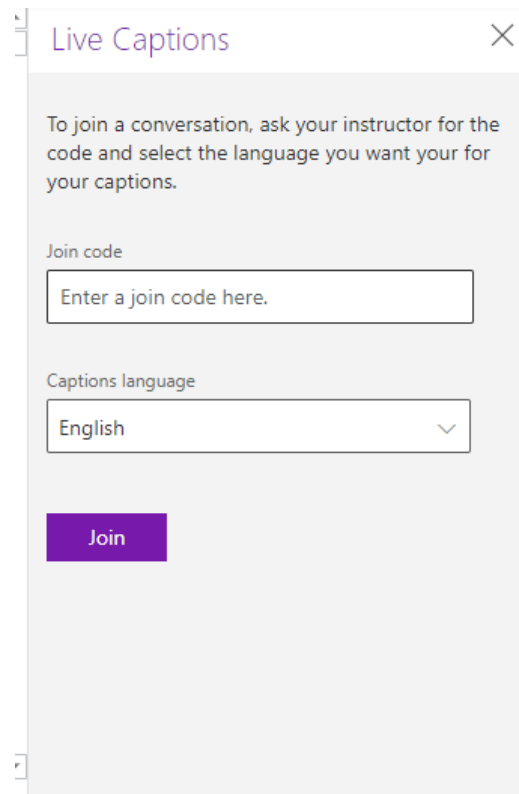


Open **OneNote for the web** > click **view tab** > click **Live captions button**.



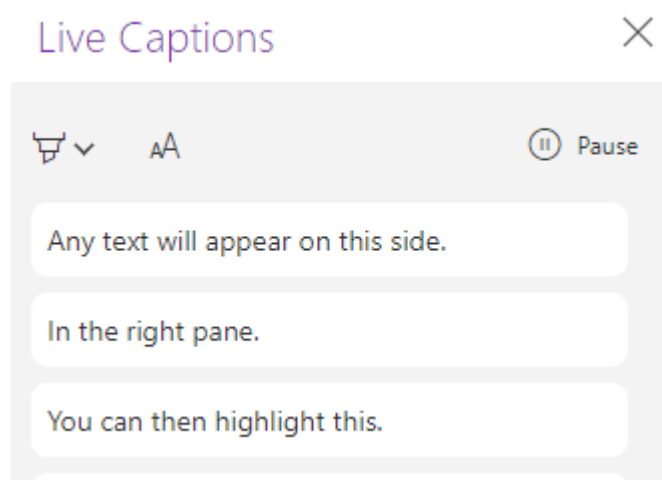
The **live captions pane opens** and I'm going to **paste the join code** the teacher generated and join the session.

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



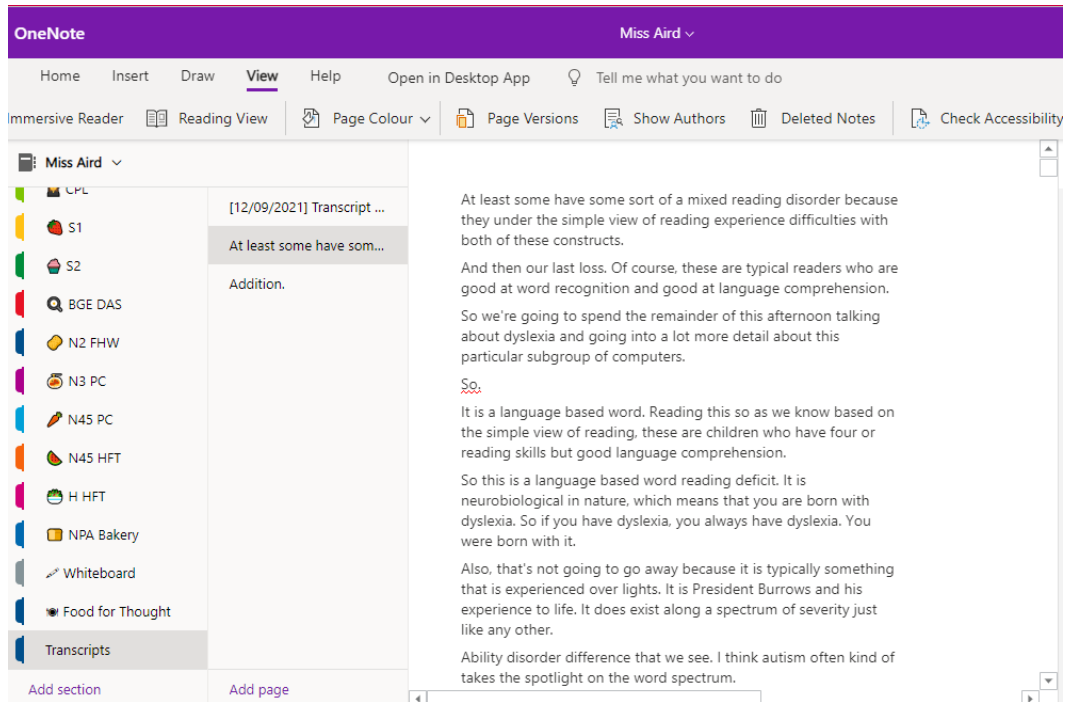
In the upper right of the transcript pane you can **click pause to pause the captions** in real time.

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.



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

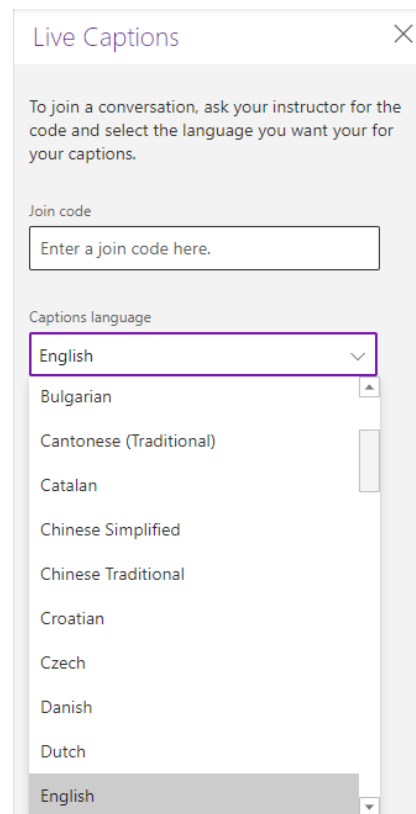
When you close the live captions pane and switch over to transcripts everything that was being said was captured automatically and saved in my OneNote.



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.



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

Description
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. ×

Video language ⓘ
Select a language ▾

Thumbnail

> Permissions

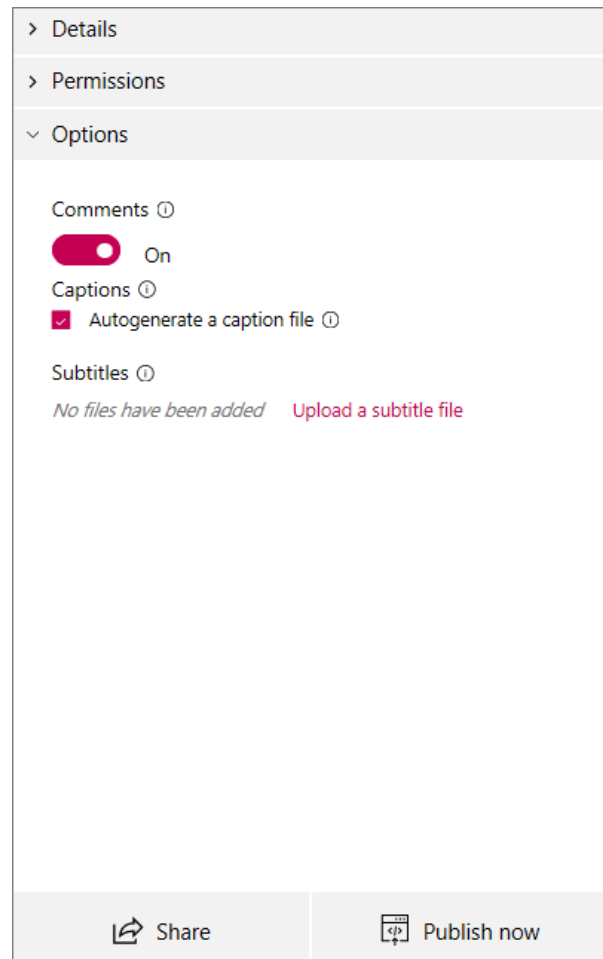
> Options

Share Publish now

Metadata saved

On the **Options** tab, set **Autogenerate captions** to **On**.

This setting won't be available if you have selected a non-supported language.



Stream will automatically begin generating captions.