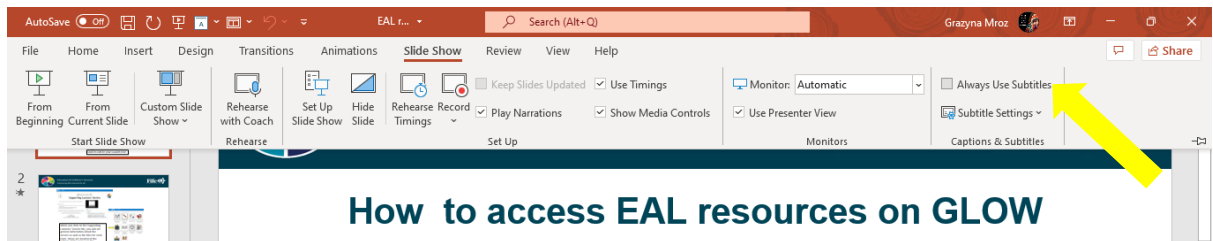


How to use live subtitles with Microsoft PowerPoint

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! Remember to enable your microphone!

1. Open the **Slide Show** menu then locate and tick **Always Use Subtitles** box on the right-hand side of the bar.



2. Click on the **Subtitle settings** option directly below and choose **Subtitle language** from the pop-up menu.



3. Identify the desired language from a pop-up list.



4. Continuing in the **Subtitle setting** menu, choose the location of the subtitles on the display screen.



5. Play your presentation. Subtitles will be displayed in your chosen location on the screen.

