



The Power and Practice of Captioning: Accessibility and Microsoft 365

Improving inclusivity through advanced captioning

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Presentation Agenda

- Why Closed Captioning Matters
- How Captions Are Created
- Microsoft AI and Captioning Innovations
- Captioning in Microsoft 365 Applications



Mission

Empower every person and every organization on the planet to achieve more





“Building an inclusive workspace starts with culture. Every person has a role to play in embracing inclusion. **There are so many tools available for you, as well as tools you can use to empower others in the organization.**”

– Jenny Lay-Flurrie
Chief Accessibility Officer

[Jenny Lay-Flurrie On Why Inclusivity Benefits Everyone](#)

Accessibility for People with Hearing Loss



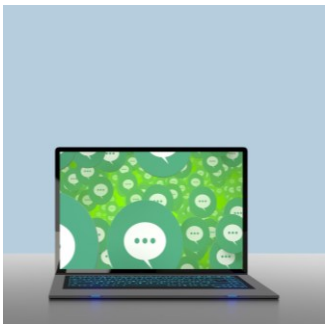
Role of Captions

Captions display spoken dialogue and important audio cues in text format for accessibility.



Global Hearing Loss Impact

Over 1.5 billion people worldwide experience hearing loss, highlighting the need for accessible content.



Equitable Access to Media

Captions provide equitable access to information and entertainment for those with hearing impairments.

Support for Language Learners and Improved Comprehension



Language Skill Improvement

Captions enable non-native speakers to read along, enhancing vocabulary, pronunciation, and comprehension effectively.

Understanding Complex Speech

Captions aid in grasping fast dialogue, unfamiliar accents, and technical terms, making content more accessible.

Enhanced Focus and Retention

Captions support viewer focus and information retention, especially in noisy or multitasking environments.

Supports Diverse Learning Styles

Combining visual captions with auditory input addresses multiple learning styles, enhancing comprehension.

Improved Information Retention

Using captions increases retention of educational content by engaging multiple senses simultaneously.

Improved Reading Scores

Children watching captioned videos score higher on word identification and reading comprehension tests. Eye-tracking studies show children naturally read subtitles without conscious effort.

Legal and Ethical Compliance



Legal Mandates for Captioning

Closed captioning is legally required for public broadcasts, educational content, and online media. This is governed in Australia by the ACMA.

Captioning Requirements for TV

Television programs must have accurate, comprehensive captions that are properly timed and formatted for readability.

Accessibility Standards Compliance

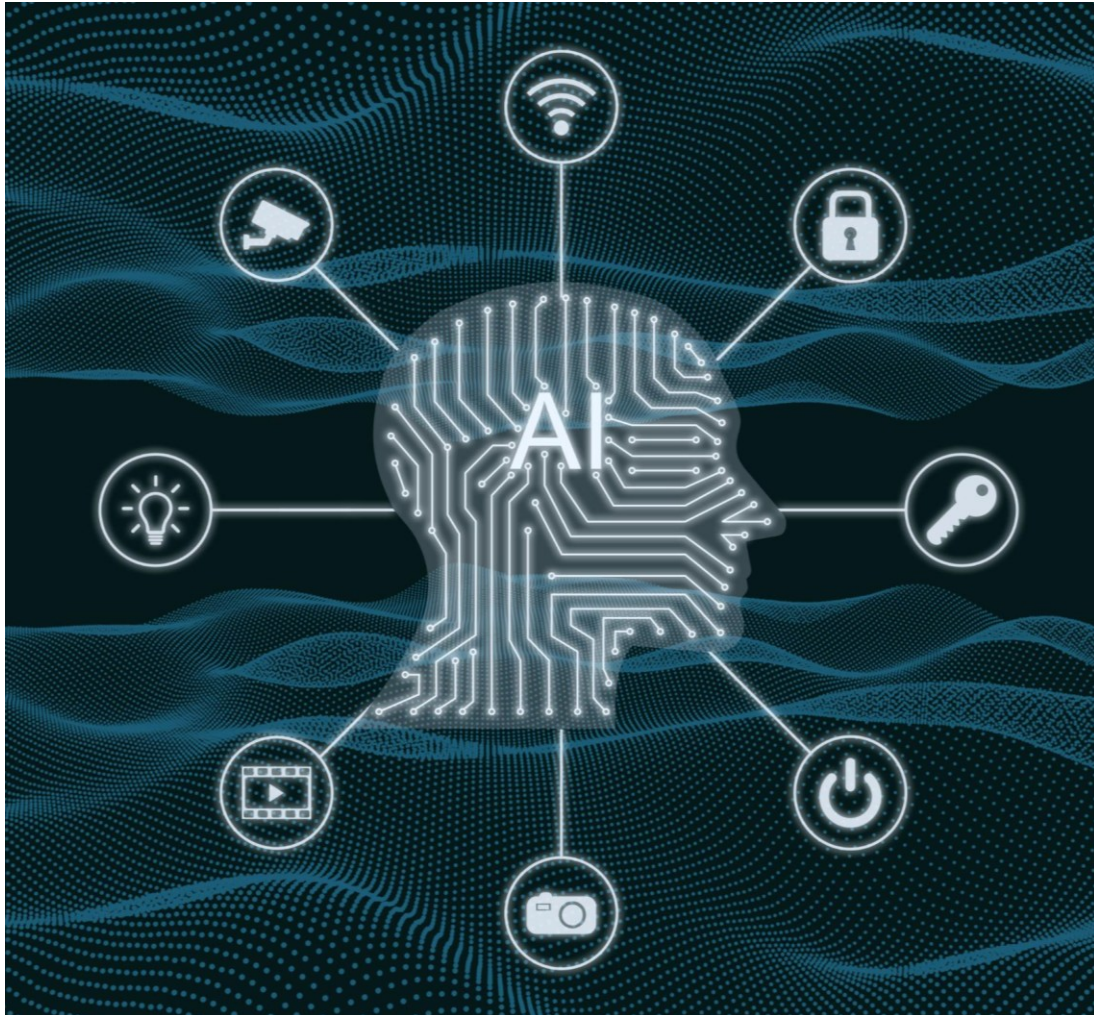
Standards like WCAG and disability acts provide guidelines to ensure content accessibility for all users.

Applicability Across Platforms

These captioning and accessibility standards apply to government, education, and commercial platforms online.

How Captions Are Created

Manual, Automated, and Hybrid Captioning Methods



Manual Captioning Process

Human transcribers create captions by typing spoken dialogue and adding time codes for synchronization, ensuring high accuracy. This may be by manual listening and retyping, respeaking technology or use of stenographers, just like in a court or parliamentary setting.

Automated Captioning

AI speech recognition software converts audio to text rapidly, though accuracy depends on audio quality and accents.

Hybrid Captioning Approach

Initial AI-generated captions are reviewed and corrected by human editors, balancing speed and accuracy effectively.

Microsoft AI and Captioning Innovations

Azure AI Speech Services and Windows 11/Teams Live Captions



Developer Captioning Tools

Enables developers to create captions from audio using advanced speech-to-text AI models.

Real-Time & Offline Support

Supports both real-time and offline captioning with popular formats like SRT and WebVTT.

Privacy-Focused On-Device Processing

Processes speech data on the device to ensure user privacy and security at all times.

Multilingual Transcription & Personalization

Transcribes and translates over 40 languages, allowing users to personalize captions including microphone input.

User Control and Privacy

Includes scrollable captions, privacy controls, and user-managed transcript panels for personalized meeting experiences.

Captioning in Microsoft Applications



Tips for Presenters to Maximize Caption Quality

Clear Speech

Speaking clearly and at a moderate pace enhances captioning accuracy and viewer comprehension.

Quality Microphone

Using a good quality microphone reduces distortions and captures voice accurately for captions.

Minimize Background Noise

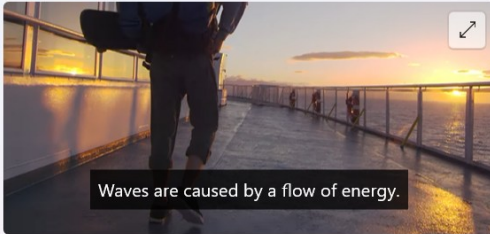
Reducing ambient noise around the presenter improves caption clarity and viewer experience.

Captioning in Windows 11

Accessibility > Captions

Make your device easier to use without sound by displaying audio as text.

Theme preview



Live captions

Audio and video will be captioned live on your screen

Off ^

Press the Windows logo key **⊞** + **Ctrl** + **L** to turn live captions on.

Turning on live captions will download the live captions language files. Voice data will be processed locally and your data isn't shared to the cloud.



Caption style

Default v

Edit

Delete



Get help



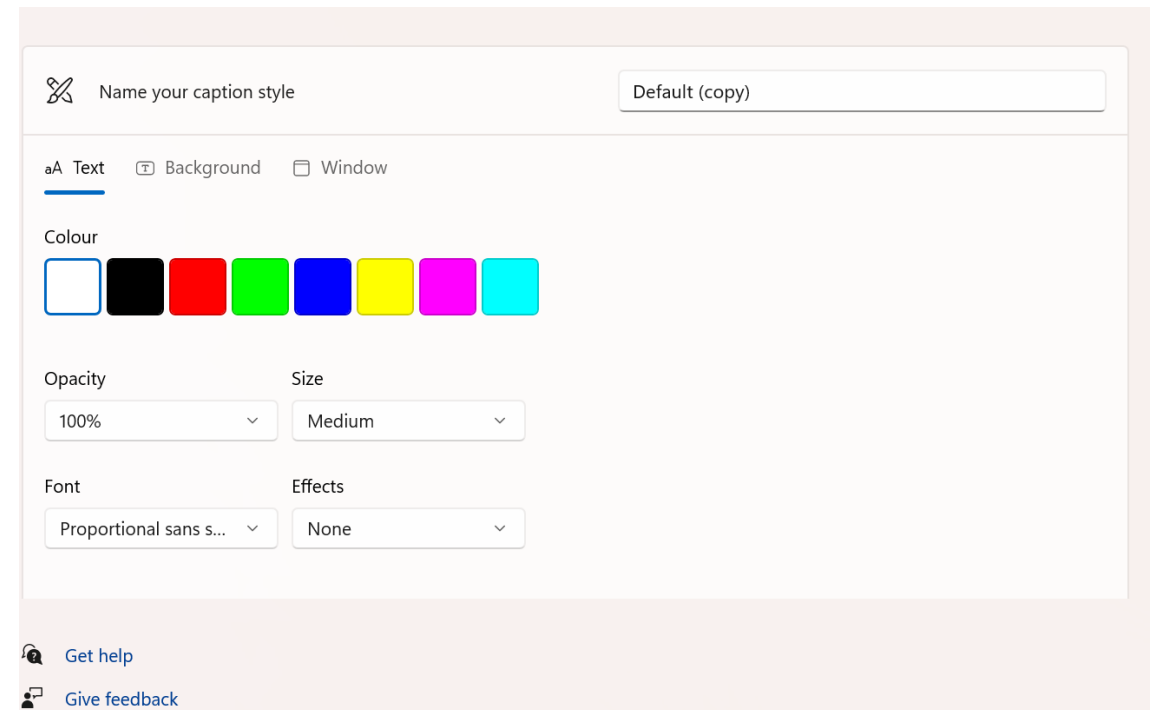
Give feedback

- Captions will display when any audio is detected on your PC
- You don't need to be connected to the internet, everything happens on your PC
- You can change the location of where the captions are positioned and what they look like. But tread with caution!

Captioning in Windows 11

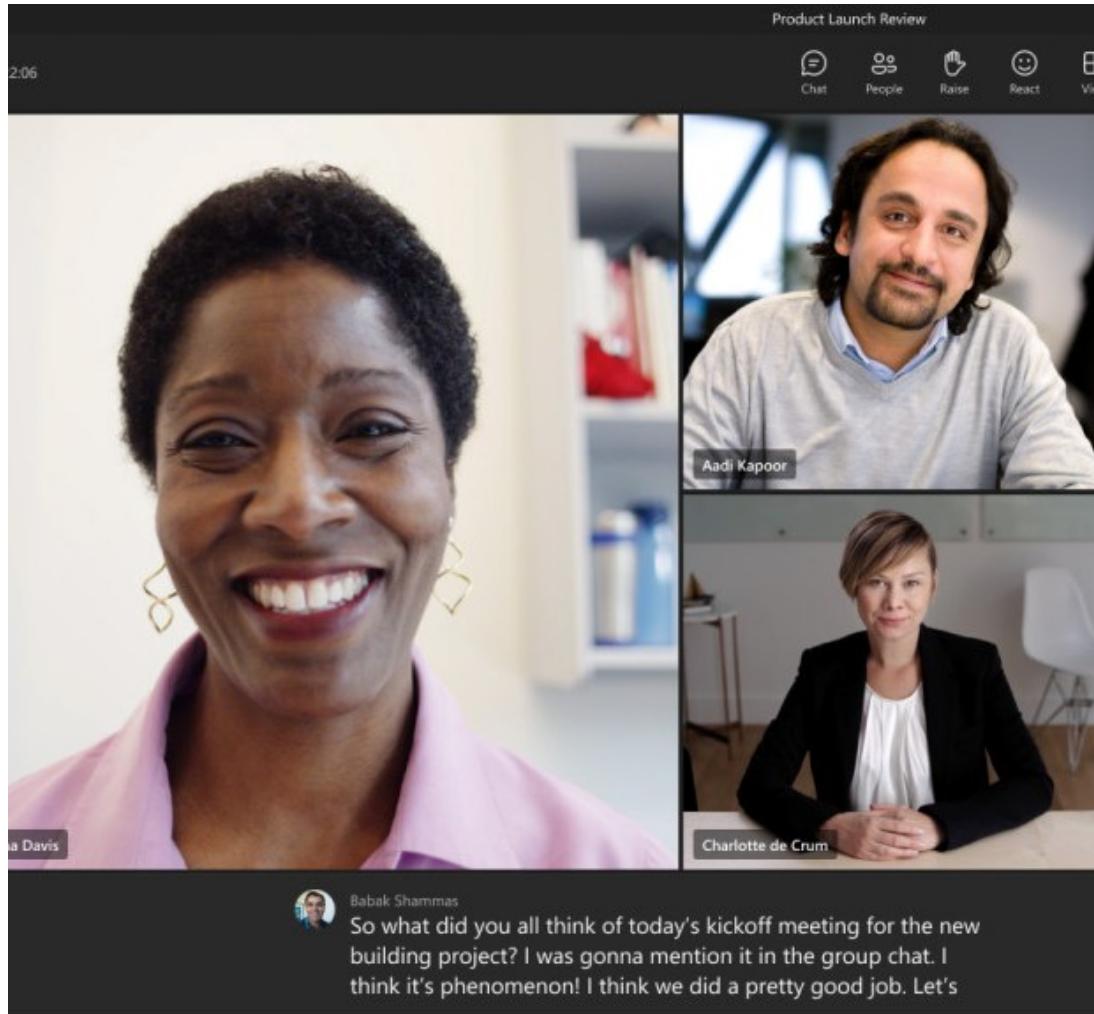


Once you have Captions enabled and the captions window appears, you can configure their look and position via the cog. You can create different styles for different scenarios and switch to them via your shortcut keys – CTRL+WINDOWS+L



Closed Captioning in Microsoft Teams

Live Captions in Meetings and Calls



Real-Time Captioning

Teams offers instant captions during meetings to improve accessibility for hearing-impaired participants.

Enhanced Engagement

Captions help participants follow conversations clearly and engage more effectively in discussions.

Auto Translation of Messages and Captions

Teams Premium can auto-translate captions into 40+ languages

Captioning Settings in Microsoft Teams

Captions and transcripts



Automatically identify me in live captions and live transcripts

On



Captions

Always show captions in my calls and meetings

On


Filter out profane words in live captions

On

Single pointer controls



Sign Language Interpreters in Microsoft Teams

Hearing

 Sign language mode On
Enable features that provide an enhanced experience for sign language users.

I am a Signer
I am a Deaf/Hard-of-hearing meeting participant who uses sign language to communicate.

I am a Sign Language Interpreter
I provide sign language interpretation for Deaf/Hard-of-hearing meeting participants.

-  **"I am a signer"**
- This setting is for **participants who use sign language to communicate**.
- When enabled, Teams will prioritize showing **sign language interpreters** in a prominent, consistent location on the screen.
- It ensures that interpreters remain visible even when others are speaking or presenting.
-  **"I am a sign language interpreter"**
- This setting is for **participants who provide sign language interpretation** during meetings.
- When selected, it signals to Teams that this person should be **highlighted** for signers.
- Teams will keep the interpreter's video feed visible and stable for those who have enabled the "I am a signer" setting.
- **How They Work Together**
- If someone marks themselves as a **signer**, Teams will automatically prioritize showing video feeds of those marked as **interpreters**.
- This improves accessibility and ensures smoother communication for deaf or hard-of-hearing participants.

Transcription Services and Saving Transcripts

Automatic Meeting Transcription

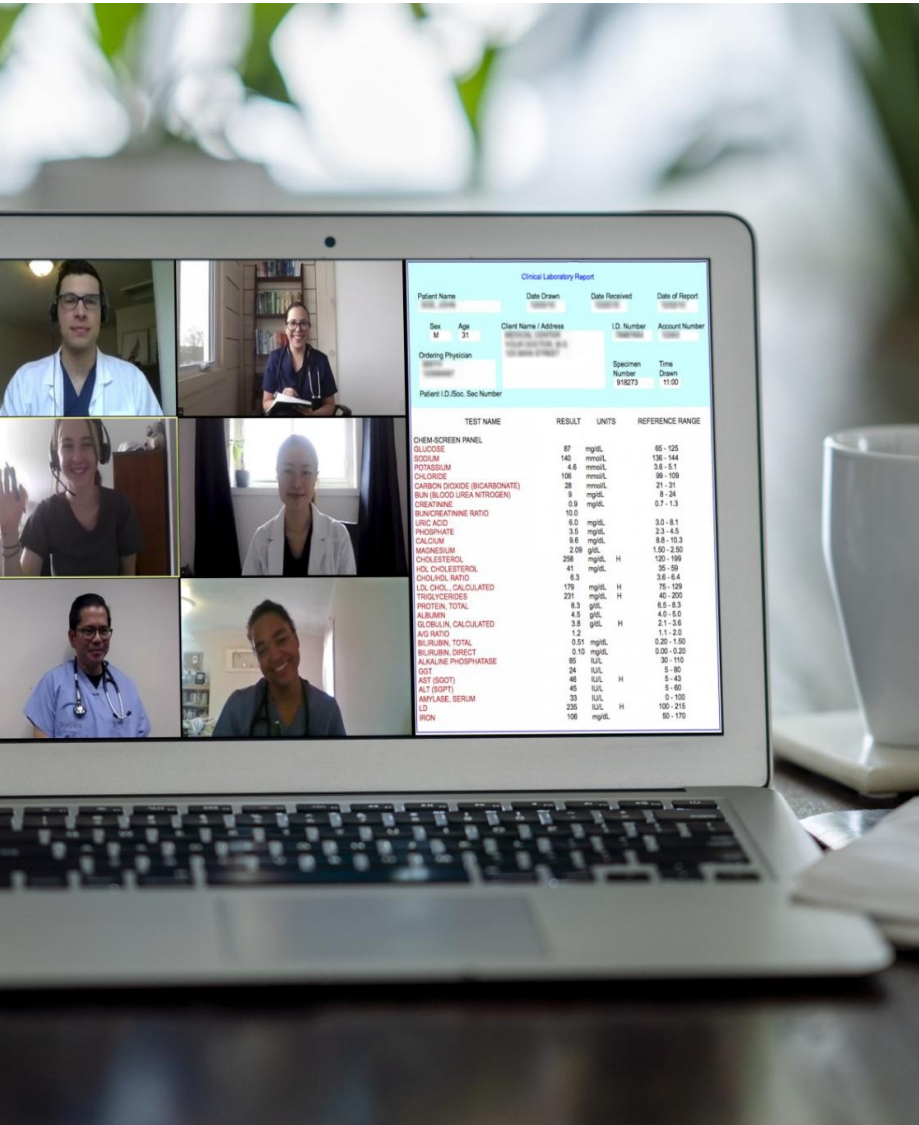
Microsoft Teams transcribes meetings automatically, capturing spoken content with high accuracy in real time.

Transcript Storage

Transcripts are saved securely for later review, allowing users to revisit and search meeting content easily.

Accessibility Benefits

Saved transcripts help users access spoken information in a readable format, improving understanding and inclusion.



Captioning in Microsoft PowerPoint

Enabling Real-Time Captions During Presentations

Live Caption Feature

PowerPoint offers live captions that convert speech to text instantly during presentations.

Captions for Accessibility

Captions improve accessibility by displaying spoken words for hearing-impaired audiences in real time.

Multiple Language Captions

Presenters can choose captions in several languages to reach a diverse audience effectively.

Translation Features

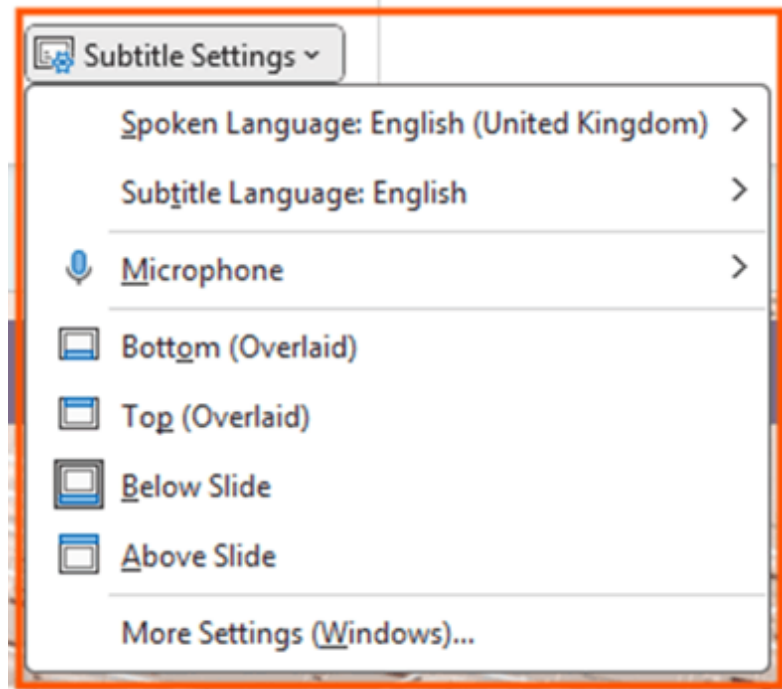
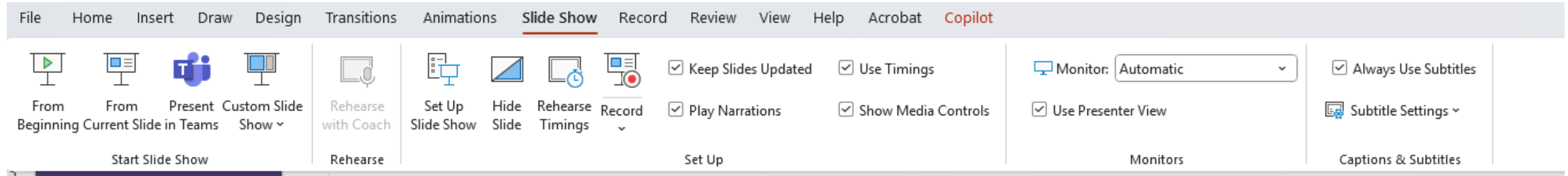
Translation tools enable real-time interpretation, enhancing communication for multilingual viewers.

Broader Accessibility

These options increase accessibility, making content understandable for people with various language backgrounds.



Captioning in Powerpoint



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:

In Slide Show View:



In Presenter View:



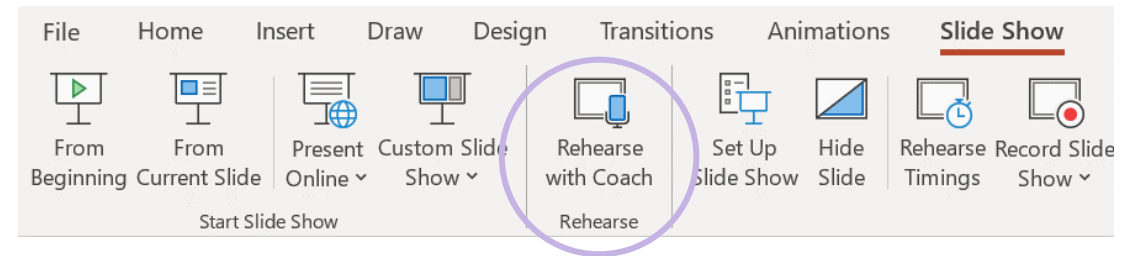
You can also toggle subtitles from the right-click menu, or with the shortcut key J.

To have subtitles always start up when a Slide Show presentation starts, from the ribbon you can navigate to **Slide Show > 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.

Welcome to Speaker coach

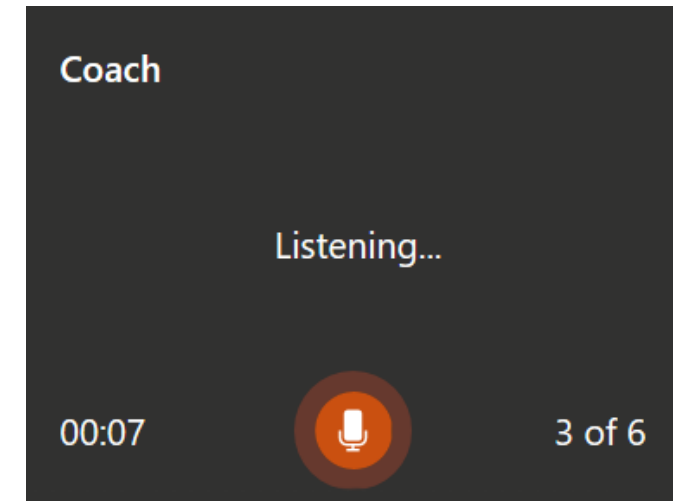
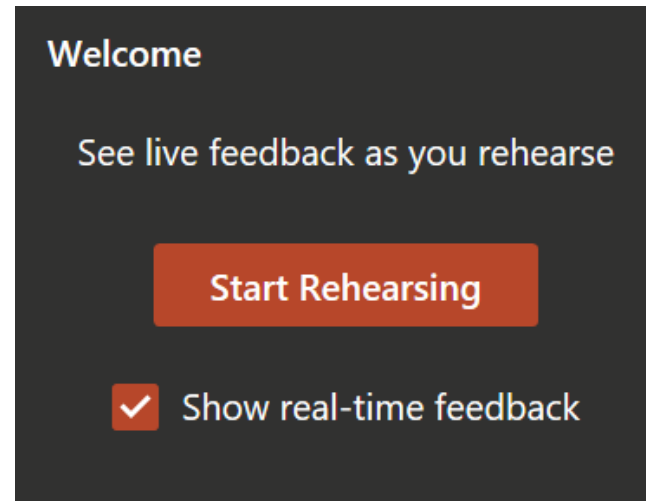
Speaker coach helps improve public speaking skills through AI-based speech technology. Receive real time and summarized feedback on your pace, pitch, fillers, and more!

Rehearse your presentation by going to
Slide Show > Rehearse with Coach.



Try it out!

Let's simulate getting real time feedback. Click **Start Rehearsing** and read the prompt:




Get real-time feedback


Speaker coach will offer **live feedback** to help you improve as you go.

Originality


Try to avoid reading the slides.
Summarize your key points.

00:07  3 of 6

Fillers



Try to not use too many fillers like
"umm".

00:09  3 of 6

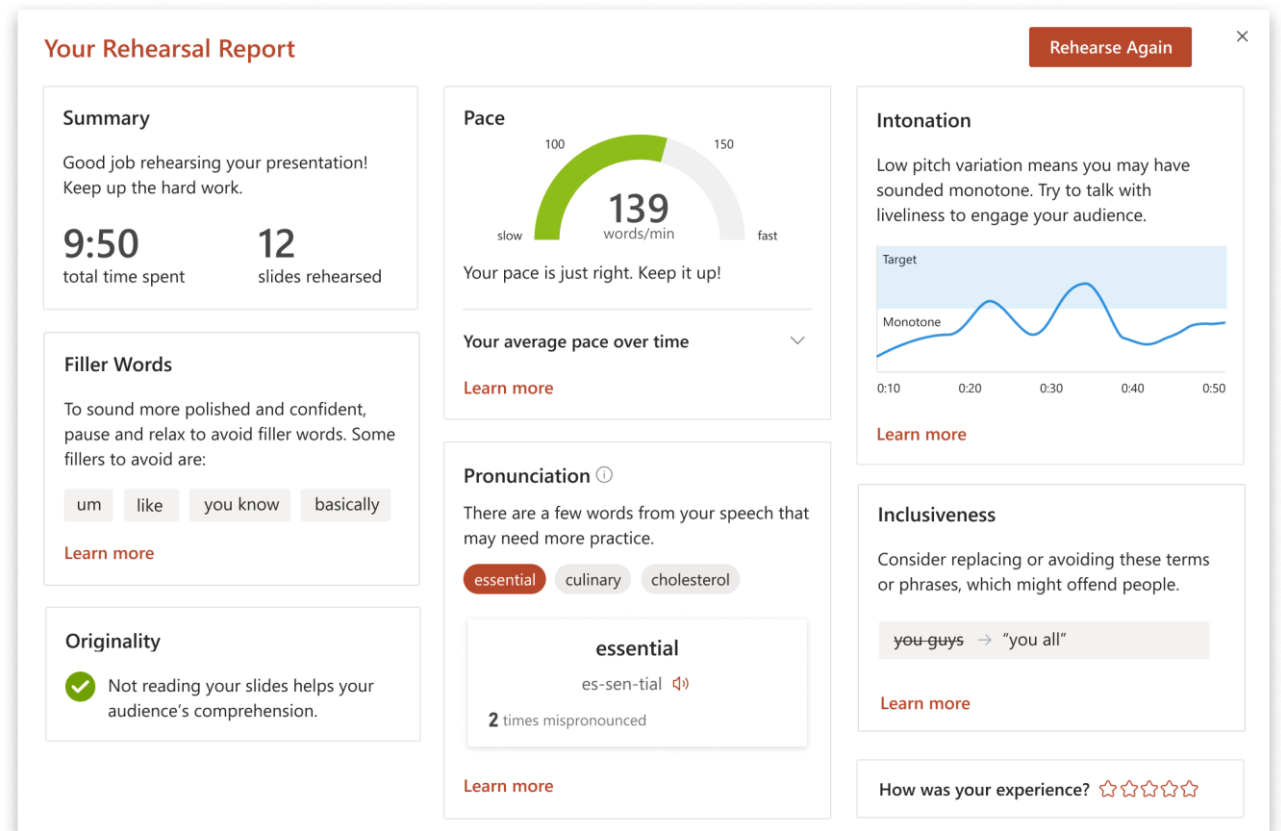
Tip: Try to trigger more feedback by talking too fast or calling your audience "you guys".

Feedback summary

When you are finished rehearsing, close the presentation and **Your Rehearsal Report** will pop up with summarized feedback on how you “presented” during this exercise.

Try this again by rehearsing with your own presentation and see how you perform!

[Learn more about Speaker coach](#)



Captioning in Microsoft Stream

Automatic Caption Generation for Uploaded Videos

AI-Powered Captioning

Artificial intelligence automatically generates captions for uploaded videos, reducing manual effort significantly.

Improved Accessibility

Automatic captions make video content accessible to a wider audience, including those with hearing impairments.

Eliminating Manual Transcription

The need for manual transcription is eliminated, saving time and resources in video production workflows.



#Kenbehren

A skilled navigator of roundabouts. Tolerator of politicians. Able to withstand hot summers AND cold winters.

لقد حصلت حتى على تعريف مهارات كين بارون ، ملاح الدورات والتسامح مع السياسيين.

0:52

Paul Henning

Tracey Dowling

0:41

Paul Henning

0.8x

Video settings

Changes to video settings will apply for all viewers. Only users with edit access can see this panel. [Learn more](#)

Thumbnail

About video On

Transcript and captions

Upload Translate

Arabic Translated by Microsoft On

English (Australia) Generated by Microsoft On

Italian Translated by Microsoft On

#Kenbehren

A skilled navigator of roundabouts. Tolerator of politicians. Able to withstand hot summers AND cold winters.

Devo anche definire le capacità di Ken Barron,

Paul Henning

Tracey Dowling

#Kenbehren

A skilled navigator of roundabouts. Tolerator of politicians. Able to withstand hot summers AND cold winters.

I've even got the definition of Ken Baron skills,

Paul Henning

Tracey Dowling



Sharing Captioned Videos Within Your Organization

Captioned Videos Accessibility

Captioned videos improve communication by making content accessible to all employees, including those with hearing impairments.

Easy Sharing Features

Stream enables seamless sharing of captioned videos, fostering collaboration and knowledge sharing among colleagues.

Questions?

Thank you!