

Live captions on Powerpoint, Windows and Google Slides



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Acknowledgement



Benefits of captioning in classrooms

- **1. Increases accessibility:** Captions make content accessible to students who are deaf or hard of hearing, as well as those with learning disabilities.
- **2. Helps English language learners:** Students learning English as a second language can use captions to improve their language processing and understanding.
- **3. Improves comprehension:** Captions provide a visual representation of spoken words, which helps students with auditory processing disorders or those who learn better visually.
- **4. Supports reading skills:** They help establish a stronger link between the spoken word and its written form, which can improve reading skills.
- **5. Boosts focus and retention:** The dual-channel (auditory and visual) experience can help students maintain focus on the content being taught.
- **6. Reduces listening fatigue:** Captions can reduce stress and fatigue associated with trying to catch every word spoken at a fast pace.

Accuracy



- Need to access microphone on laptop
- Check where the microphone is on your device
- Connecting Roger Touchscreen microphone to a neckloop and connecting to laptop
- Autocaptioning is not 100% accurate.
- Accuracy can be enhanced with speaking protocols: Pronunciation, rate of speech, speech clarity, minimize background noise.
- Avoid slang and acronyms

Hardware options ROGER



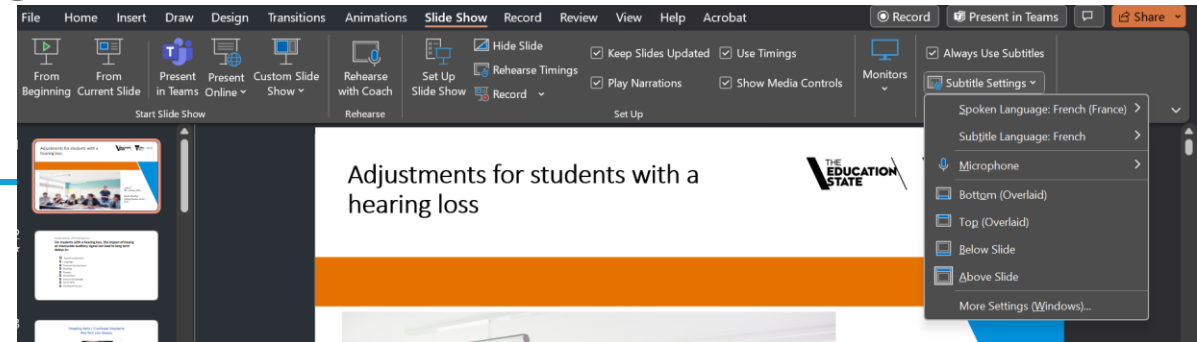


Hardware options Bluetooth

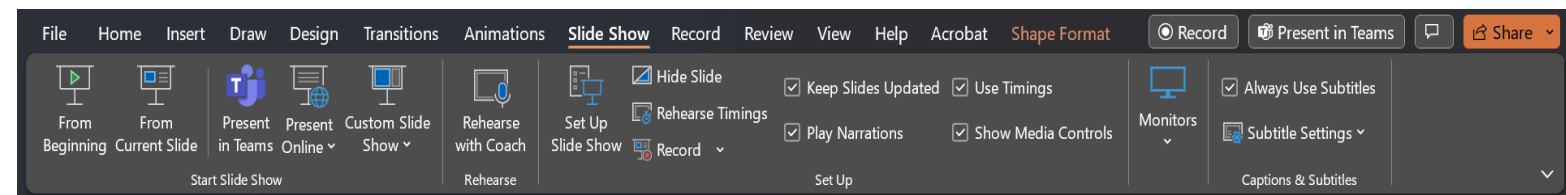




Using captions (subtitles in powerpoint)



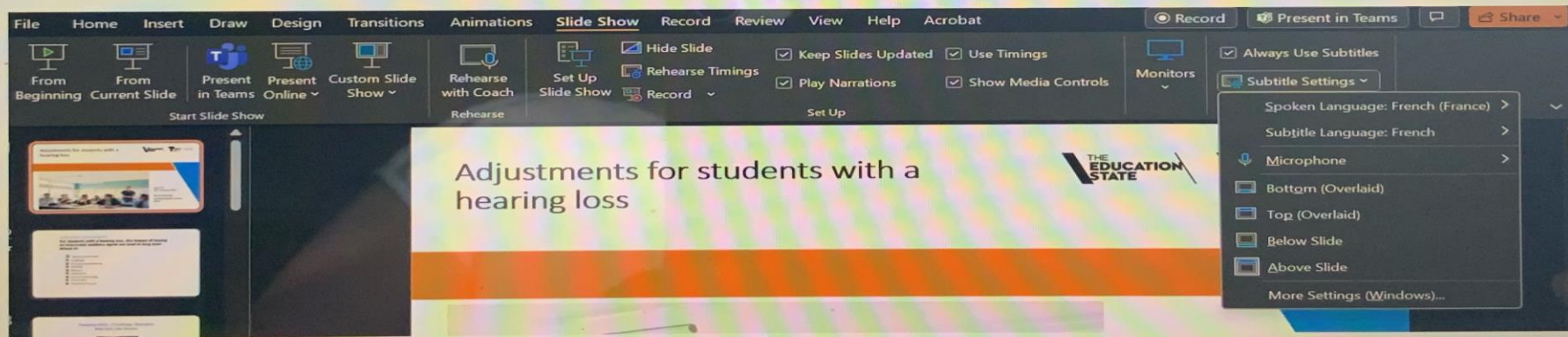
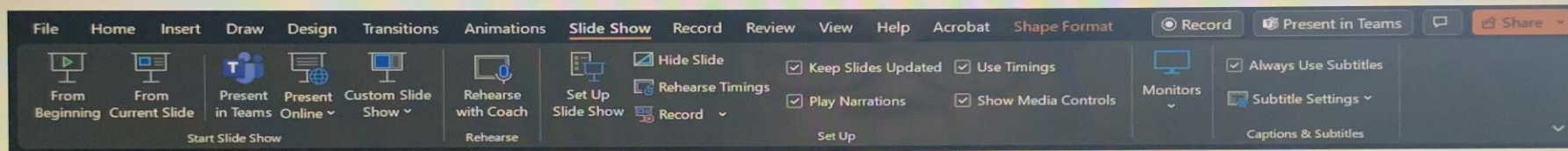
- Click on slide show → always use subtitles → subtitle settings, can change language and position of text



Captioning preferences: Location, font, size, background etc.

When you start presenting.
The captions should automatically appear.

Using captions (subtitles in powerpoint)



Preferences

! Ready to show live captions in English (Australia)

Include microphone audio



Windows captioning

- Simultaneously press Windows key + Ctrl + L
- Click on cog (top right)
- Preferences
- Include microphone audio
- Caption style preferences can change font, size, background etc.

Using captions on Google Slides

Current limitations with
punctuation and grammar.

Present slides

Click on three ellipses on bottom left side

Caption preferences -

Can change caption position, text size

Toggle

☰ Open speaker notes S

⚡ Turn on the laser pointer L

✖ Exit full screen Ctrl+Shift+F

✕ Exit slideshow Esc

▶ Auto-play ▶

☑ Caption preferences ▶

⋮ More ▶

☑ Toggle captions
(English only) Ctrl+Shift+C

Text position ▶

Text size ▶

Troubleshooting

If don't have subtitles come up –
check your version of Powerpoint

Not available on Powerpoint 2020 or
older versions

Try logging into Microsoft 365
account online

Check mic input on sound settings
(right click on speaker icon)

Questions??

