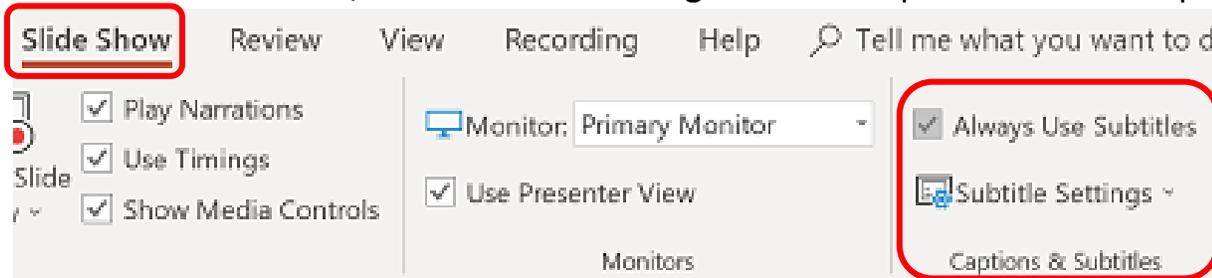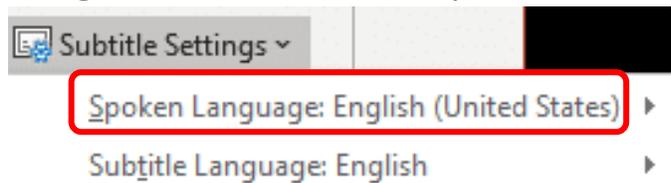# PowerPoint Subtitles.

➢ **Note**: This feature is only available for Microsoft 365 PowerPoint on Windows 10, Mac, and the web.

How to access the PowerPoint Subtitles?

1. On the **Slide Show** tab, select **Subtitle Settings** from the caption & subtitles options.
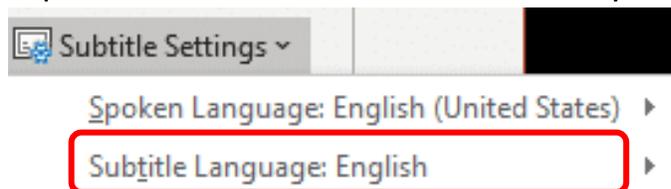

2. Use the **Spoken Language** option to see the voice languages that PowerPoint can recognize and select the one you want.

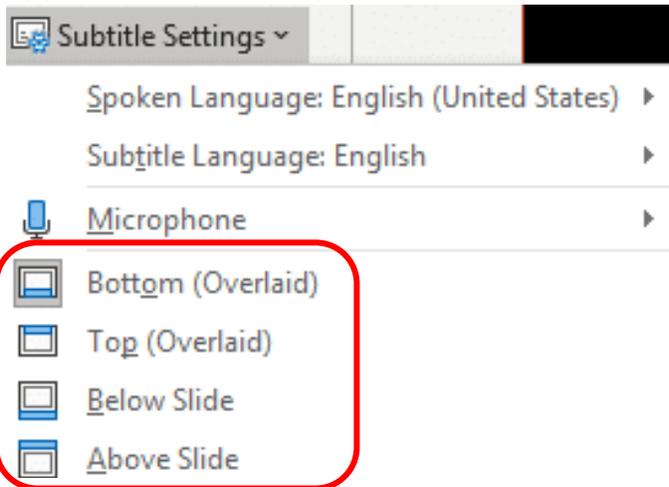This is the language that you will be speaking while presenting.

3. Use the **Subtitle Language** to see which languages PowerPoint can display on-screen as captions or subtitles and select the one you want.
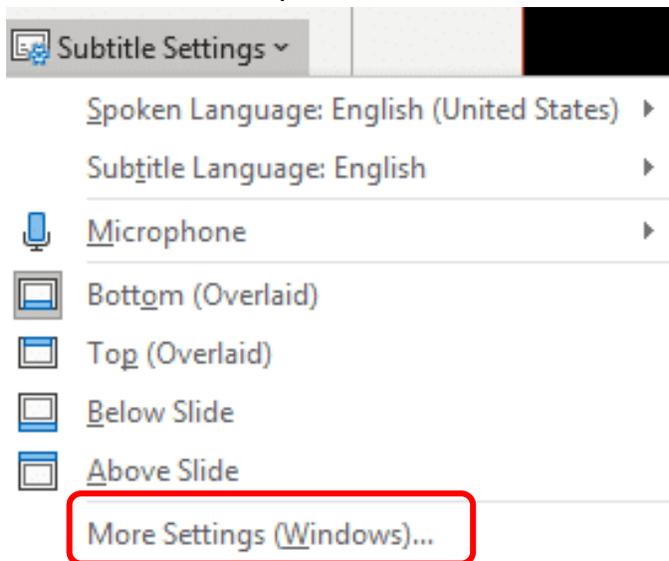

This is the language of the text that will be shown to your audience.

➢ **Note**: 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. In the **Subtitle Settings** menu, set the desired **position** of the captions or subtitles. They can appear over the **top** or **bottom** margin of the slide (**overlaid**), or they can appear **above** the top or **below** the bottom of the slide (**docked**).

➢ **Note**: The default setting is the **Below Slide**.

5. More appearance settings are available by clicking on the **More Settings** option at the bottom of the drop-down menu.

➢ **Note**: Here you can change the color, size, transparency, and font style of the subtitles. Also, you can change the background to improve contrast and make the text easier to read.
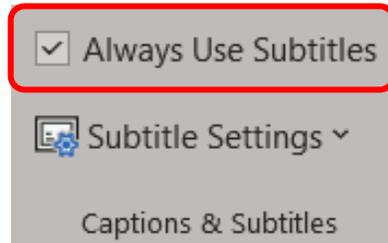
To turn the feature on or off while presenting.

1. If you are in the middle of giving a presentation and want to turn the feature on or off, click the **Toggle Subtitles** (the second option from right to left) button from Slide Show View or Presenter View, on the toolbar below the main slide.

2. To have subtitles always start up when a Slide Show presentation starts, from the ribbon you can navigate to the **Slide Show** tab, and in the caption & subtitles option click on the checkmark of **Always Use Subtitles** to turn this feature on for all presentations (by default, it is off.)
   Then, in Slide Show and Presenter View, a live transcription of your words will appear on-screen.

➢ **Note**: Several spoken languages are supported as voice input to live captions & subtitles in PowerPoint. The languages marked as Preview are offered in advance of full support and generally will have somewhat lower accuracy, which will improve over time.