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.

   ![Subtitle Settings](image)

   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.

   ![Subtitle Settings](image)

   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**).

![Subtitle Settings menu]

- **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.

![Subtitle Settings menu with More Settings highlighted]

- **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.

![Toolbar with Toggle Subtitles highlighted]
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.

![Always Use Subtitles](image)

- **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.