Present with real-time, automatic captions or subtitles in PowerPoint

PowerPoint for Office 365 can transcribe your words as you present and display them on-screen as captions in the same language you are speaking, or as subtitles translated to another language.

For best results, we highly recommend using a headset microphone connected to the device running PowerPoint. Also, the feature requires a reliable internet connection throughout your presentation.

(This feature is compatible with the following web browsers: Microsoft Edge, Google Chrome 34+, Mozilla Firefox 25+)
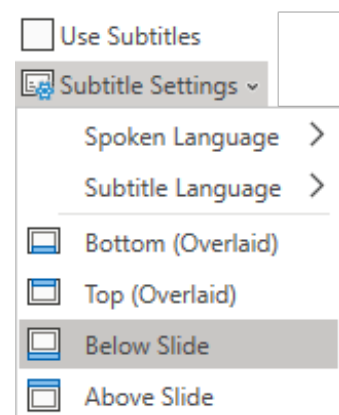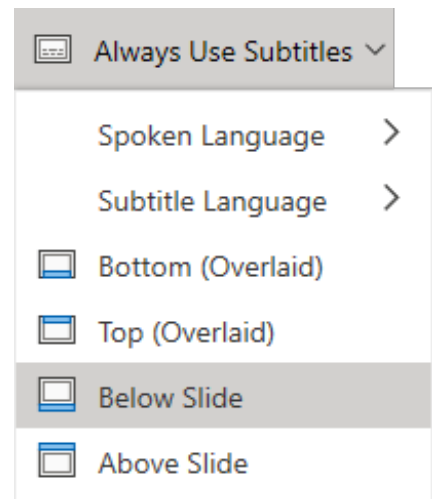
Set up captions and subtitles

Classic Ribbon:

1. (Simplifed Ribbon) On the **Slide Show** ribbon tab, select the drop-down arrow next to **Always Use Subtitles** to open the menu of options.

   (Classic Ribbon) On the **View** ribbon tab, select **Use Subtitles**. Then click **Subtitle Settings** to open the menu of options.

2. Use **Spoken Language** 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. (By default, this will be set to the language corresponding to locale of your web-browser.)

3. Use **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. (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. Set the desired position of the captions or subtitles: they can appear overlaid at the top or bottom margin of the slide. The default setting is **Bottom (Overlaid)**.
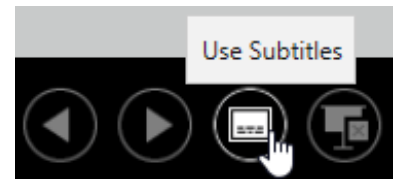
Turn the feature on or off while presenting

To have subtitles always start up when a Slide Show is presented, select **View** > **Always Use Subtitles**.

If you're in the middle of giving a presentation and want to turn the feature on or off, click the **Use Subtitles** button in Slide Show, on the toolbar below the main slide:

On/Off keyboard shortcut: **J**

Tips

- If you see problems in the captions or subtitles, try speaking more deliberately.

- Try to avoid or eliminate background noise that may interfere with your voice.

- Captions & Subtitles depends on a cloud-based speech service, so it's important to have an internet connection that's fast and reliable.

On-screen languages supported by live captions & subtitles (text output)

PowerPoint for Office 365 can display captions or subtitles on-screen in any of more than 60 languages:

Important information about live captions & subtitles

PowerPoint live captions & subtitles is one of the cloud-enhanced features in Office 365 and is powered by Microsoft Speech Services. Your speech utterances will be sent to Microsoft to provide you with this service. For more information, see Make Office Work Smarter for You.

See Also

Accessibility features in video playback on PowerPoint

Set up your device to work with accessibility in Office 365

Make your PowerPoint presentations accessible

Manually add closed captions or subtitles in PowerPoint