

A QUICK GUIDE TO

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LIVE CAPTIONS

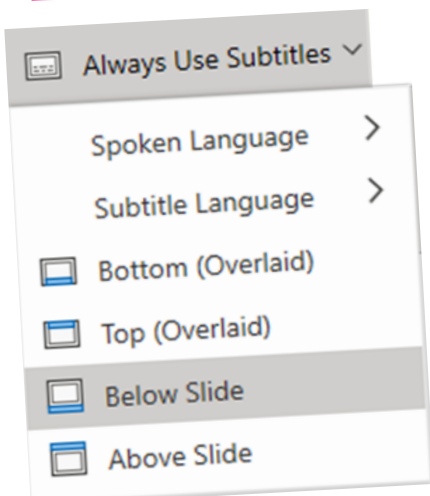
WHAT IS LIVE CAPTIONS?



Microsoft provides live captioning and subtitles, including translated subtitles. Many languages are supported, including English.

Subtitles enable deaf, hard of hearing or EAL students and language learners to follow along with presentations.

TURNING ON SUBTITLES



You can choose which language you want to speak while presenting, and which language the caption/subtitle text should be shown in.

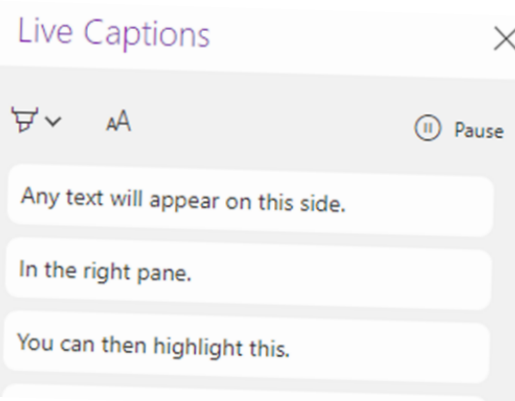
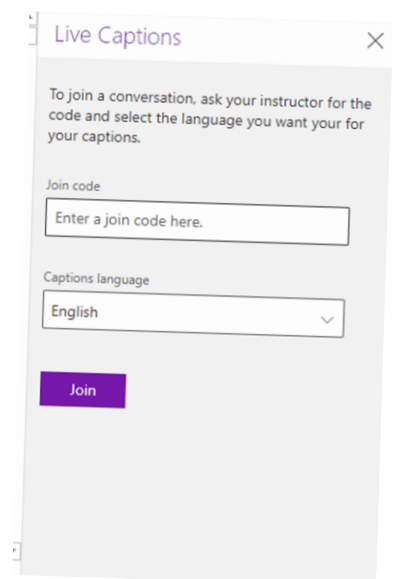
On the View tab, select Use Subtitles. Then click Subtitle Settings to open the menu of options.

LIVE CAPTIONS

Open OneNote for the web > click **view** tab > click **Live captions button**.

The live captions pane opens and your teacher will create a **join code** that you need to enter into OneNote.

Choose a captions language and click join, then on the right captions begin coming through in real time.



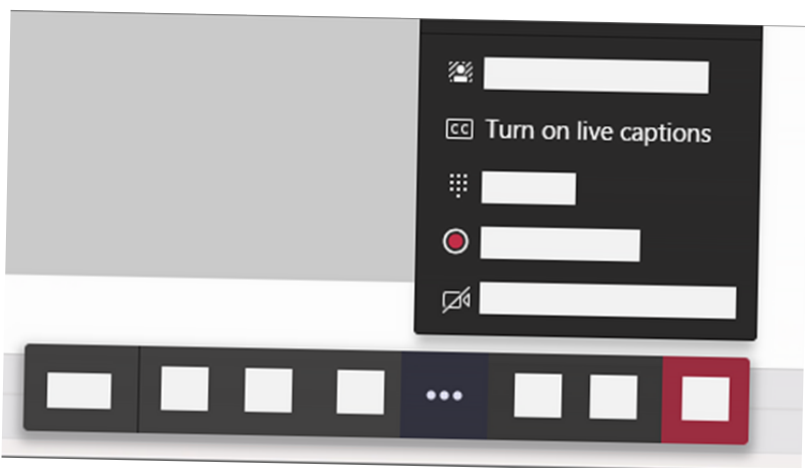
In the upper right of the transcript pane you can click pause to **pause the captions in real time**.

You can then highlight text that is important. If you un-pause the transcript, everything your teacher has said whilst you paused will appear so you will not miss any information.

TEAMS MEETINGS



To use live captions in a teams meeting, go to your meeting controls and select **More options** > **Turn on live captions**.



TRANSCRIPTS IN ANOTHER LANGUAGE

You can set the transcript to appear in a different language from what the teacher is saying, so if the teacher is talking in English, French or Spanish captions can be generated in real time.

The process for starting **the transcripts in another language is the same**, but when you select the language (see below), choose the language you want the captions to appear in.

WHERE CAN I USE SUBTITLES?

