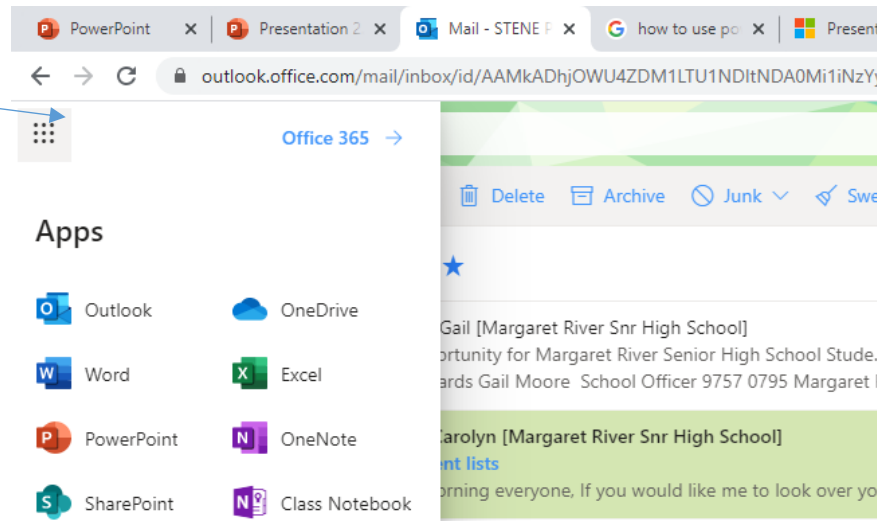


Using PowerPoint Online for Closed Captions or to Translate your words into another language:

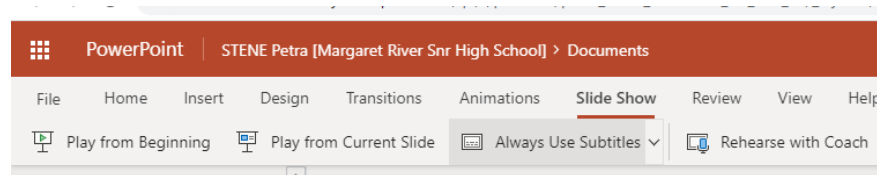
1 Go to your **DoE online email** and login (via Jump Portal, outlook.office.com – or through the old portal, Connect or IKon)
Plug in and connect your microphone – adjust recording sound etc

2 Click on the 9 box app launcher at the top right – choose **PowerPoint**



3 Add some slides (Home> New Slide)

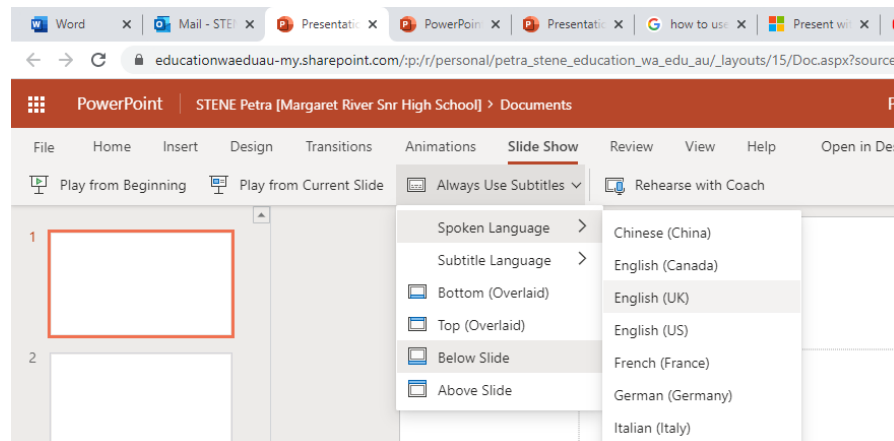
4 Choose **Slideshow – Subtitles** (or *Always Use Subtitles*)



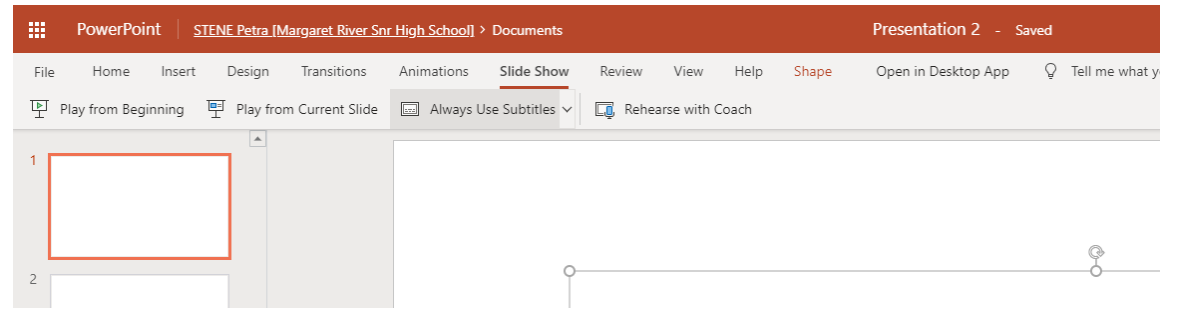
5 Choose the **Spoken language** – English
Choose the **Subtitle language** –
English (for hearing issues) or Thai or???

Choose the placement for your captions to appear:

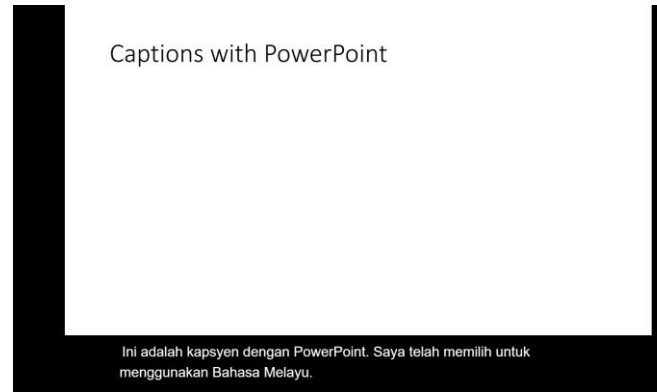
Bottom (overlaid) or Top (overlaid) or Below or Above slide



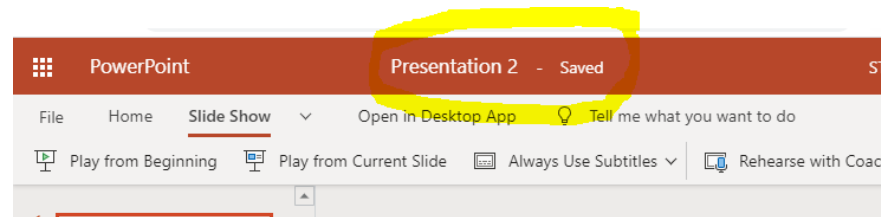
5 Choose Slideshow> Play from Beginning



6 Talk through your presentation the words will appear as captions



7 You can change the name by typing over the middle name le where it may say Presentation 1 - Saved



8 It is automatically saved to Your one drive that you can access through the app launcher

