

# A QUICK GUIDE TO

@miss\_aird

# LIVE CAPTIONS

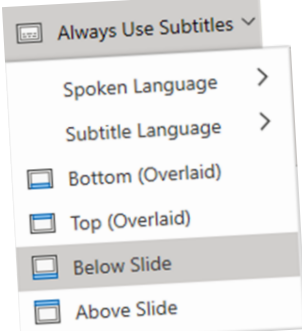
## WHAT IS LIVE CAPTIONS?



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.

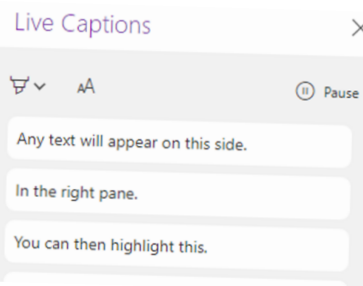
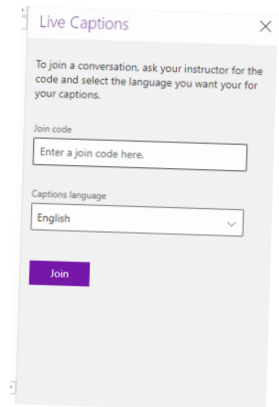
On the View tab, select Use Subtitles. Then click Subtitle Settings to open the menu of options.

## 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.



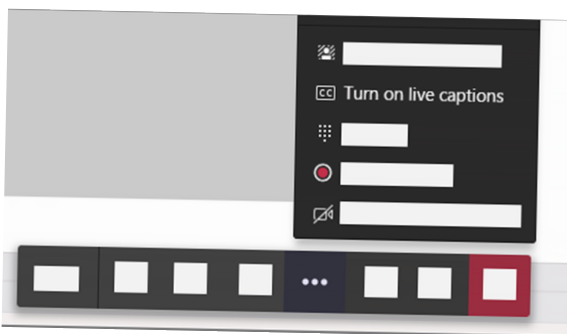
In the upper right of the transcript pane you can click **pause** to **pause the captions in real time**.

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?

