## ADDING CAPTIONS TO LECTURES

| Presentation played from: | Presentation software used: | Web Browser | Works with captions | Works with captions | Live Captions | What generates the captions? | Drawbacks/ Strengths |
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| One Drive | PowerPoint uploaded to One Drive | Chrome or Firefox | Use video captions | Poll EV slides | Yes | PowerPoint on One Drive | Solves the compatibility issues between different software and platforms; Provides viewing in a second language |
| In Zoom | PowerPoint | Chrome or Firefox | Embedded videos | Poll EV slides | Yes | Zoom | Captions may cover the presentation; Extra steps to set up in a face-to-face lecture. Captions originate from Zoom's voice recognition; provides viewing to each user in a second language |
| | Google Slides | Chrome or Firefox | Embedded videos | Poll EV slides | Yes | Zoom | |
| Individual instructors' or Classroom Computers | PowerPoint Office 365 | Chrome or Firefox | Yes, but captions disengage when played | Yes, but captions disengage when played | Yes | PowerPoint Office 365 | PowerPoint Office 365 works but PowerPoint 2019 does not. Most users at Emory have PowerPoint 2019 installed. |
| | PowerPoint 2019 | Chrome or Firefox | No | No | No | PowerPoint 2019 currently has no live captioning that works | |
| Google Drive | PowerPoint uploaded to Google Drive | Chrome | Embedded videos display captions | Poll EV slides | Yes | Chrome Browser with Google Drive | Google's Chrome browser generates the captions |
| | PowerPoint uploaded to Google Drive | Firefox Safari | No | No | No | Firefox & Safari have no caption function | |
| | Google Slides | Chrome | Embedded videos | Poll EV slides | Yes | Chrome Browser with Google Drive | |
| | Google Slides | Firefox Safari | No | No | No | Firefox & Safari have no caption function | |

# HOW TO SET UP LIVE CAPTIONS

**Using One Drive**

1. Upload your PowerPoint to One Drive (Use a current Chrome or Firefox browser)
2. Open the file and look for "Slide Show" at the top of the user interface under the orange bar and select it.
3. Click on the new dropdown menu item that appears "Always Use Subtitles" (in the row below "Slide Show"), select the dropdown arrow to assign the language for captions - and where you want the subtitles to appear ("Below Slide")
4. Make sure "Always Use Subtitles" is selected and is a light grey color
5. Click "Present Live" to the left of "Always Use Subtitles"
6. A new page will appear with a URL your audience can use after login to their Emory account to follow along with your slides and see the captions on their own device
7. Click "Show slides" on the lower right to start the slides. Captions will appear where you designated in the "Always Use Subtitles" dropdown menu

**To add videos and polls:**

**YouTube and other videos** inserted in the slide deck play with captions but to advance to the next slide after playing a video, you may need to advance from the PowerPoint slideshow on the lower left of the slide.

Using **Poll Everywhere slides in your presentation through One Drive.**

a. You will want to create AND activate your Poll Everywhere slides in another browser window using your Emory account Poll Everywhere account
b. To add the Poll slides, first go to the "Insert" menu on the PowerPoint interface at the top, then on the row below "Insert" go to the far right and select the three dots.
c. Select "Add-Ins" from the menu that opens
d. Then select the "Admin Managed" Tab from the new window and select "Poll Everywhere", then click "Add" at the bottom of the window.
e. Resize the Poll Everywhere window that appears to the size you want on top of the PowerPoint slide it appears on. You may be asked to login to your Poll Everywhere account and "authorize" when you click inside the Poll Everywhere window on top of the slide. Use your Emory account and when done, close the "authorize" window.
f. Then navigate to the slide you want to insert into the slide deck. The Poll Everywhere interface AND activity slides will be visible on the slide but when you play the slideshow this will correct itself and only the Poll will be visible, and you will see the live poll results.

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| **Using Zoom** | 1. Login to Zoom<br>2. Click "Show Captions" at the bottom of the Zoom interface and select one of 12 languages that participants can view the captions in (each participant can change the language the captions display in on their individual computer)<br>3. Select "Share Screen"<br>4. Select Desktop 1 in far upper-left corner<br>5. Select "Play from Start" on your PowerPoint, then<br>6. Select "Use Slide Show" at the top<br>7. Use your computer keyboard to advance slides<br>8. YouTube/videos will play and Poll Everywhere activity slides that are inserted in the slide deck and active will work with live captions generated by Zoom.<br>9. Remember to activate your Poll Everywhere slides prior to starting your slides. |
| **Using local Individual instructors' or Classroom Computers** | 1. Check your version of PowerPoint by opening PowerPoint, and in the far upper left of your computer choosing "PowerPoint"> "About PowerPoint"<br>2. If the PowerPoint license says **Volume License 2019, it won't have live captioning available.** (Upload any PowerPoint to One Drive, Google Drive or Zoom instead). If you have the Office 365 version, live captions will work – but videos will need captions that have been generated previously and captions will disengage when Poll Everywhere slides are used in your slide deck. |
| **Using Google Drive** | 1. Login to Google Slides with a Chrome browser. (Firefox and Safari will not work.)<br>2. Open your slides and select "Slideshow" on the upper-right of the interface.<br>3. After the slides start, hover over the lower left of the slideshow and click on the three dots that appear.<br>4. Choose "Captions Preferences"> "Toggle Captions"<br>5. Live captions will play<br><br>Additional notes:<br>1. **YouTube (and other) videos:** Videos inserted when building Google Slides will play and captions for them will be generated by Chrome<br>2. **Poll Everywhere** slides will work in a Chrome browser. The Poll Everywhere Extension must be added to Chrome. The extension can be downloaded from the Chrome Web Store for free and appears in as icon in the Chrome browser AND the Google slides interface, making it easy to insert a Poll Everywhere slide into a slide deck when selecting it. |

# VIEWING LIVE CAPTIONS IN A SECOND LANGUAGE

| Using One Drive | |
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| | 1. When starting a PowerPoint from One Drive, choose "Slide Show"> "Present Live"<br>2. This will insert a screen with a unique URL for the presentation into the slide show. (The presenter can also choose "Anyone" or "Only people in your organization", which will require an Emory login to Microsoft Office, to view the slides from the dropdown arrow to the right of "Present Live".)<br>3. Pause on the slide with the unique URL so participants can type the address in their computer's browser window and then select another language for viewing the presentation.<br>4. On the participants screen that appears, participants should look in the lower-right for the default language shown<br>5. If the participant clicks on the language, a list of other language options will appear. As of January 2023, PowerPoint in One Drive can display over 60 languages, some fully supported and some in 'Preview' mode, that display captions with a lower accuracy level which Microsoft will be improving over time<br>6. In place of the original captions, the captions will be shown during the presentation in the second language<br><br>**Please Note:** When watching the presentation on a second device, those captions will not work properly with all embedded videos or when polls are displayed. Presenting from the One Drive cloud has allowed Microsoft to resolve the issues with different technologies converging in a single presentation on PowerPoint. However, the URL given to viewers uses Microsoft 365 PowerPoint – not One Drive, meaning polls and some videos will leave the captions area empty. Polls are not integrated at all– but videos could potentially use captions turned on at their source by the viewer. (On YouTube, for example) | |
| **Using Zoom** | |
| | 1. Logon to Zoom with the meeting link or the meeting ID<br>2. Coose "Show Captions" at the bottom of the Zoom interface page which will change the option to "Hide Captions" after it is selected<br>3. Next click the arrow next to "Hide Captions" to open a new dropdown menu<br>4. From there choose the desired language for the captions by clicking "Speaking language" and the right –hand arrow in the dropdown. A list of available languages will appear. As of January 2023, Zoom can show captions in Dutch, English, French, German, Italian, Japanese, Korean, Portuguese, Russian, Spanish, and Ukranian<br>5. Under "Speaking language" in the dropdown menu is also the option "View Full Transcript" which will open a panel that prints out the transcript of the session in the selected language | |

| Using Google Translate | Students who speak a different primary language can open **Google Translate** and select a language to translate the presentation audio into. Google Translate supports 133 languages.<br><br>Though the live translation may or may not be precise because of the quality of the sound in the room or the volume of the speaker, students can also translate a video recording of the presentation easily by playing it on their desktop, where Google Translate produces a transcript as the recording plays.<br><br>Students can also access live captions through their personal computer **Chrome browser**:<br>1. Open Chrome<br>2. In the far upper-right of the browser click the three dots<br>3. Select > Settings<br>4. Select > Accessibility<br>5. Select > Live Caption<br><br> This option is so sensitive it will pick up the conversations in a room including a presentation, but only in English<br><br>Presenters must remember to use a mic to assist students using Google Translate. | |