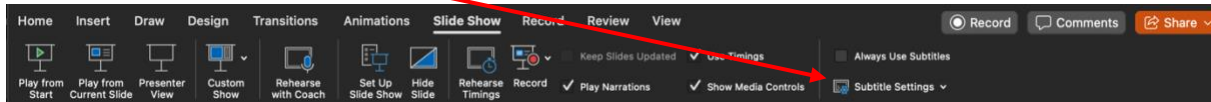


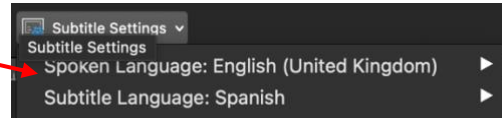
Easy GUIDE for adding LIVE subtitles to a PPTX presentation (face-to face)

First, do the set-up on the PPTX

1. Open your pptx and click on “Slide show”
2. Select “Subtitle Settings”



3. In the drop-down menu select the **Spoken Language** and the **Subtitle Language** (make sure they are different)

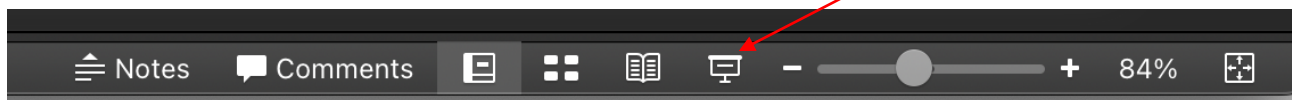


4. In the same drop-down menu, select the correct **microphone** (so that your device recognizes your voice)
5. In the same drop-down menu, select the **Position** for your subtitles (e.g below the slide)
6. And, in **System Caption Preferences** you can chose different visualization options for the subtitles on your screen.

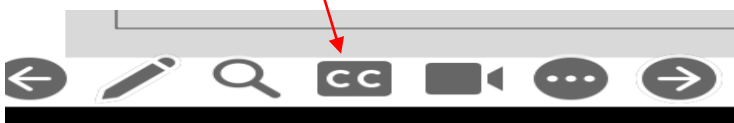


Presenting and projecting your PPTX

7. Test your audio –make sure you are close enough to the selected microphone so it can capture your voice when speaking.
8. When you begin your presentation, open the pptx in **slide show/full screen mode** (below, right of your screen):



9. ACTIVATE the ****CC button** (bottom left of your screen) ... And the subtitles will start to appear on the screen as you speak, in the position, format and language that you selected.



**** NOTE:** Different versions of PPTX, may display different CC buttons; however, you should find it **below left** on your screen.

And that's it!
Multilingual presentation activated