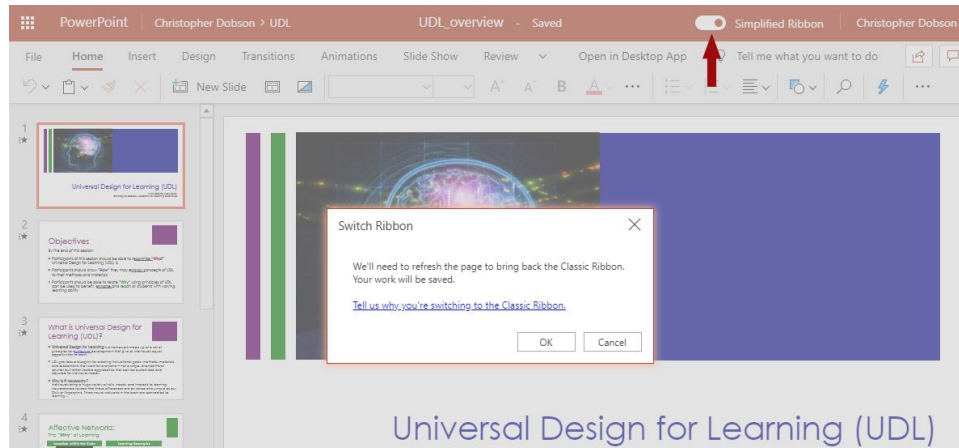


# Use Subtitles in Microsoft PowerPoint Online

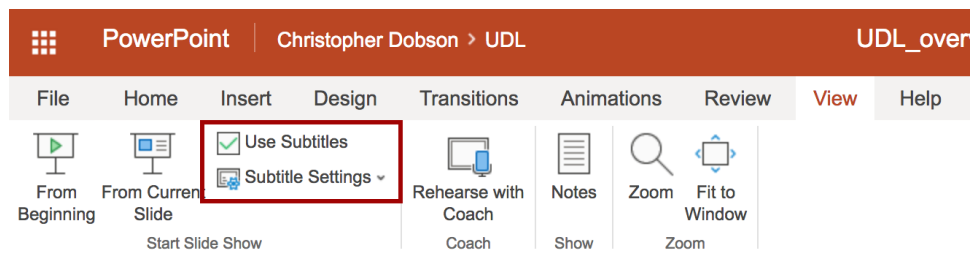
## Step 1 – Toggle off the Simplified Ribbon

Open a presentation in [Microsoft PowerPoint](#) online. Once the presentation is open, turn off the **Simplified Ribbon** toggle at the top right of the screen. Select **OK** within the resulting **Switch Ribbon** dialog window.



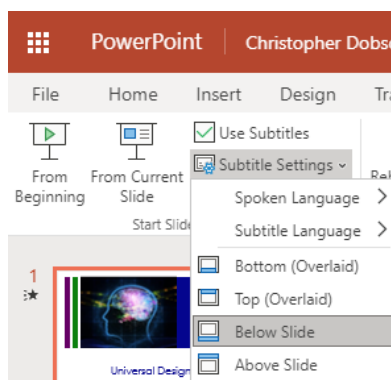
## Step 2 – Use Subtitles option

Select the View tab and select the checkbox for the **Use Subtitles** option.



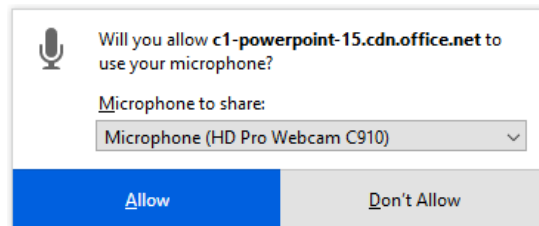
## Step 3 – Subtitle Settings

Review the **Subtitles Settings** options. The default setting is for the subtitles to display **Below Slide**.



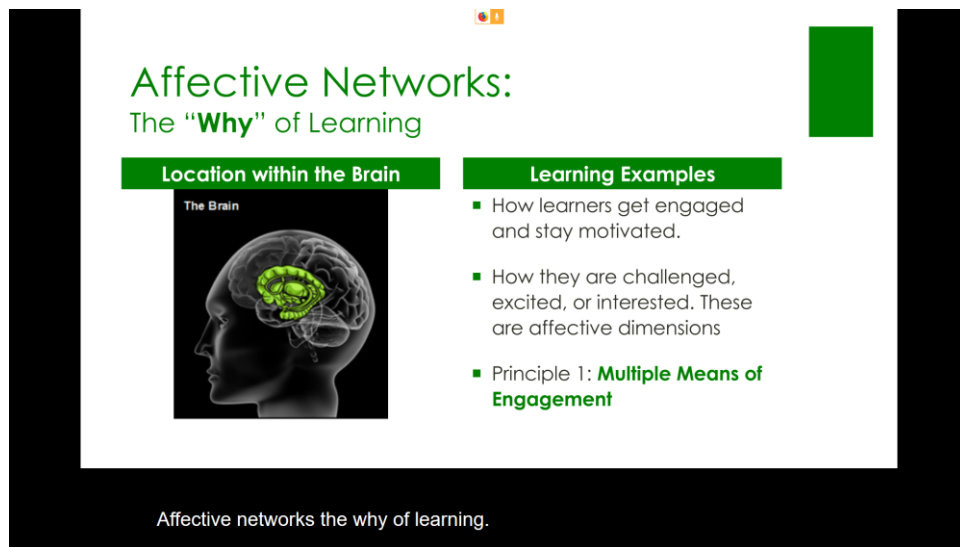
## Step 4 – Allow Microphone

Upon entering presentation mode, your browser may ask for access to your microphone. Select **Allow** to share the use of your microphone for voice recognition purposes.



## Step 5 – Presenting with Real-time Subtitles

With the **Use Subtitles** option activated, you should now be able to speak and your words should be transcribed and displayed below the presentation.

A screenshot of a PowerPoint slide. The title is "Affective Networks: The 'Why' of Learning". The slide is divided into two main sections: "Location within the Brain" and "Learning Examples". Under "Location within the Brain" is an image of a human head in profile with a glowing green brain. Under "Learning Examples" is a bulleted list: "How learners get engaged and stay motivated.", "How they are challenged, excited, or interested. These are affective dimensions", and "Principle 1: Multiple Means of Engagement". At the bottom of the slide, it says "Affective networks the why of learning." There is a small orange icon in the top right corner of the slide area and a green rectangular block on the right side.

For best results, it is recommended that you use a quality microphone in a quiet place or a headset microphone connected to the device running [Microsoft PowerPoint](#) online. It is also important to have a fast and reliable internet connection for this cloud-based speech-to-text service to work properly.

For further information see the Microsoft Office Support article: [Present with real-time, automatic captions or Subtitles in PowerPoint](#)