

Closed Caption Guide for Faculty

Web Access

- Connect to internet and go to **office.com**
 1. Login to website
 2. Use **Marymount email address** as the username
 3. Use **Standard Marymount credentials** for password

Select Application

- Select **Power Point**
 1. Begin a new presentation or old project

Select Closed Caption Settings

- Once Power Point is open select **Slideshow** from the top menu
 1. Once slideshow is selected directly beneath is the **“Always Use Subtitles”** option

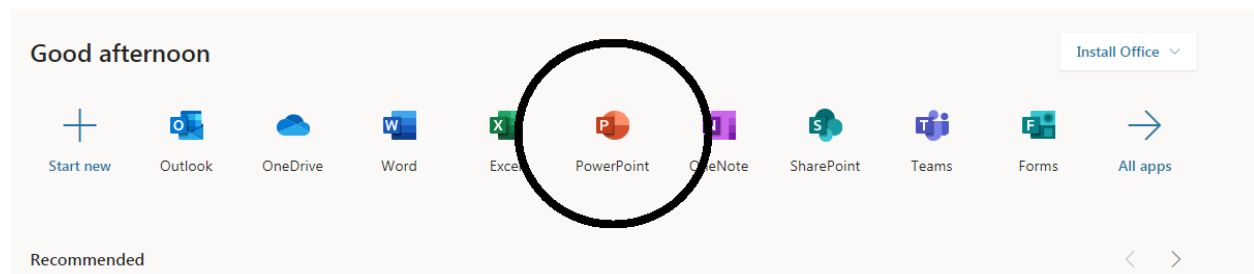
Closed Caption Settings

- Click on the **“Always Use Subtitles”** option and select the language and the location of the captions

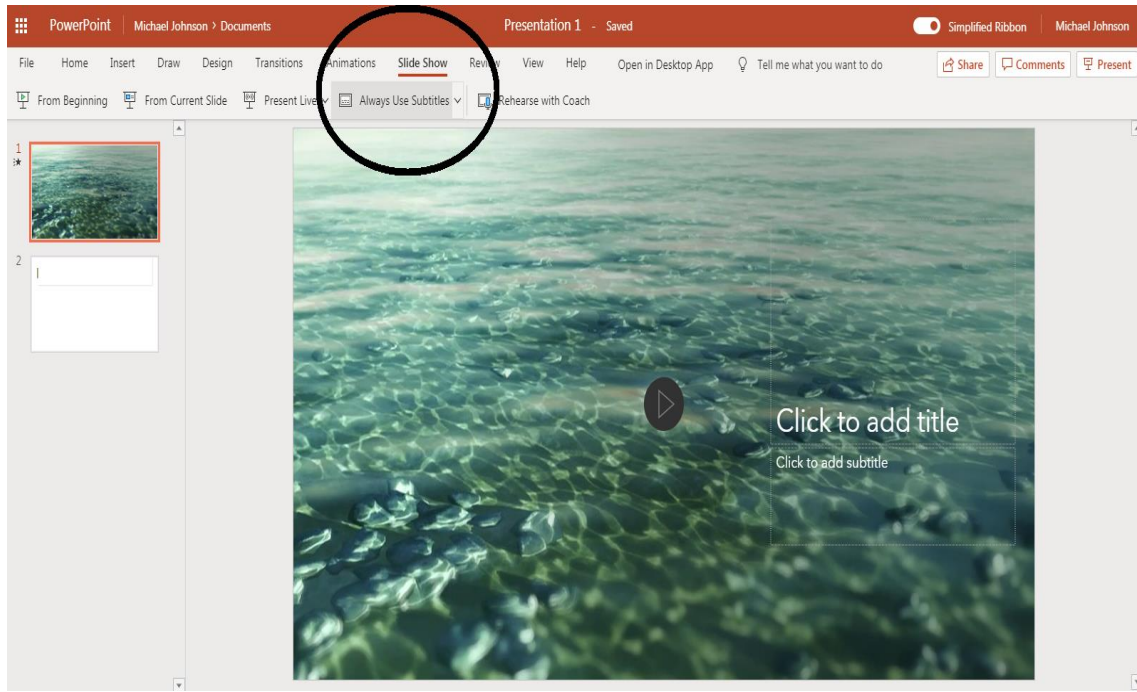
Testing the Captioning

- To test captioning select **“From Beginning”** or **“Present”** button to activate the slideshow.
- Note: captioning only takes place while slide show is actively running not during editing phase.
- Note: Only one slide is necessary for the slideshow and captioning to be activated

Office.com view after login



PowerPoint view after selected



View of Closed Captioning

