How to Enable Subtitles in PowerPoint

This document shows how to enable subtitles in PowerPoint. These subtitles display a text version of what is being said in real time, including translations of what is being said. This can be used as personal captioning/subtitling device during Zoom calls. To follow these steps, you will need a desktop or laptop with a version of PowerPoint 2019 or higher. PowerPoint installed on your computer or PowerPoint through a Microsoft 365 account on a browser will work. You will also need an internet connection in order to use the subtitles in both cases.

Note that this sheet details how to use subtitles using the installed version of PowerPoint 2019 but the same process applies to using PowerPoint in a browser.

Step 1. Open PowerPoint, open any presentation, and go to the **Slide Show** tab (see Figure 1).
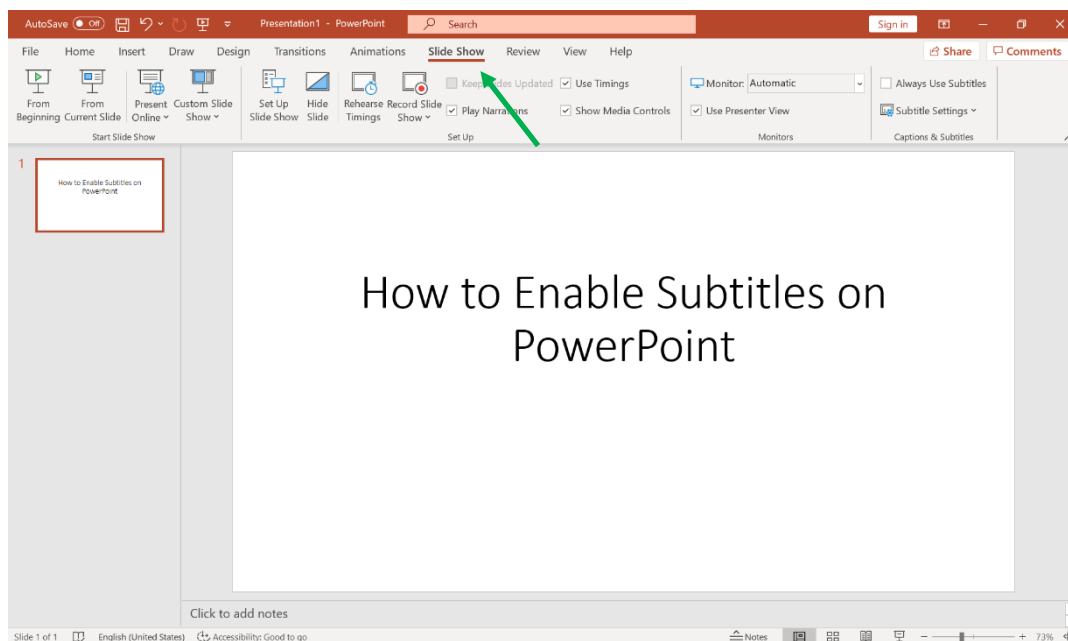

Figure 1

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Step 2. Go to **Subtitle Settings** on the upper left of the screen and click on **Spoken Language**. Choose the language that the speaker is speaking in (see Figure 2).
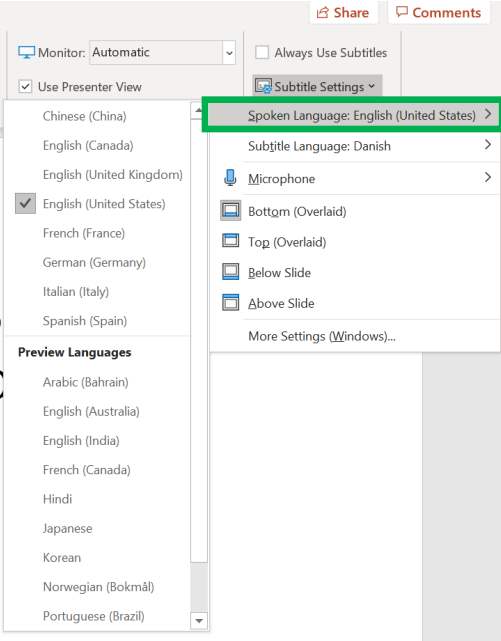

Figure 2

Step 3. Still under **Subtitle Settings**, click on **Subtitle Language**. Choose the language that you want the subtitles to be in (see Figure 3).
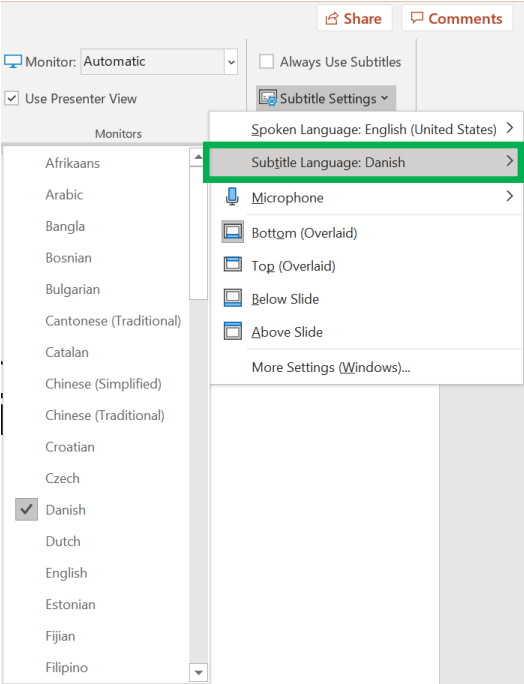

Figure 3

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Step 4. Still under **Subtitle Settings**, choose where you want the subtitles to appear on screen (see Figure 4).
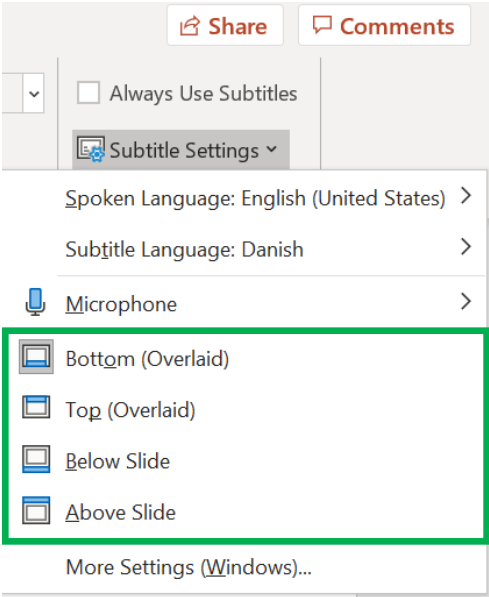

Figure 4

Step 5. Once you have everything set up and are ready to use the subtitles, go to Present. This can be done clicking **From Beginning** or **From Current Slide** at the top left of your screen or the **Slide Show** icon at the bottom right of your screen (see Figure 5).
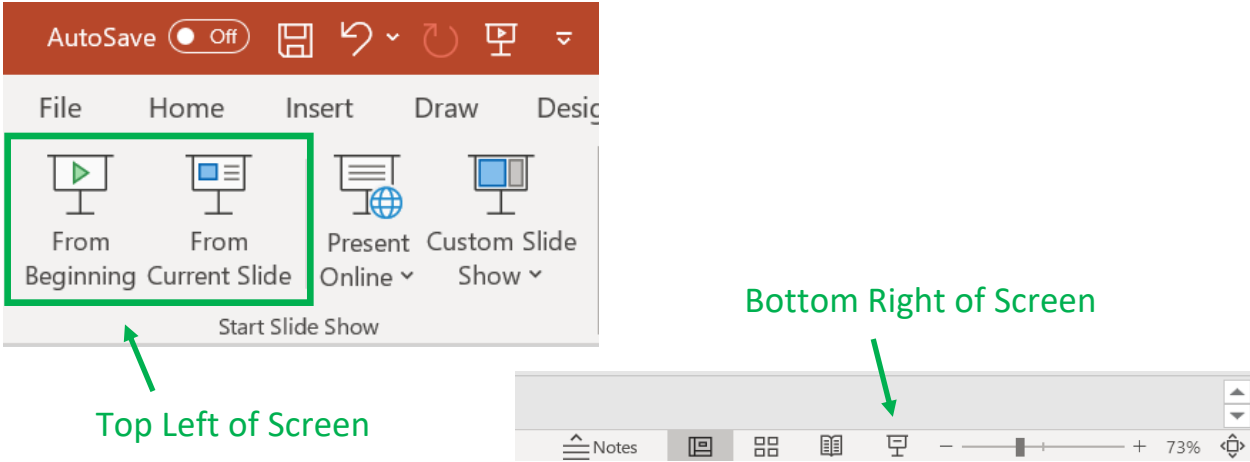

Bottom Right of Screen

Top Left of Screen

Figure 5

Step 6. Once you are in Presentation Mode, click the **Subtitles** icon at the bottom left corner to start the subtitles (see Figure 6). If you do not see anything at the bottom of your screen, move your mouse around and an icon bar will appear. You will see a subtitle displaying "Starting Subtitles" (see Figure 7).
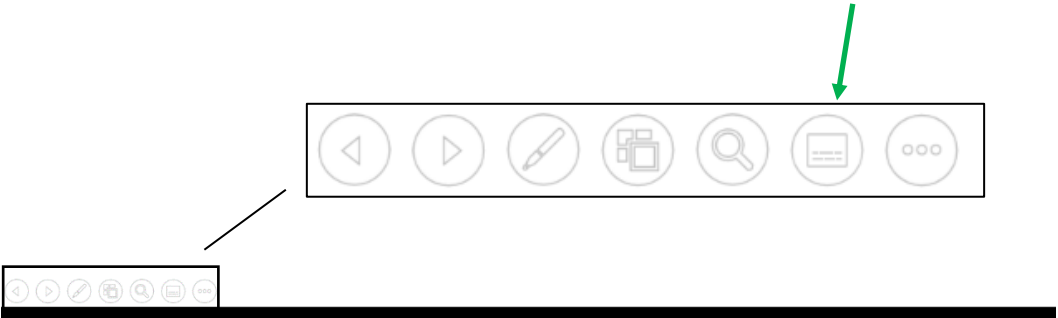

Figure 6

Figure 7

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Note that once in you are in Presentation Mode, you can change the subtitle settings by clicking on the **More** icon (see Figure 8). Clicking the **More Settings** icon allows you to change the speaker language and subtitle language (see Figure 9).
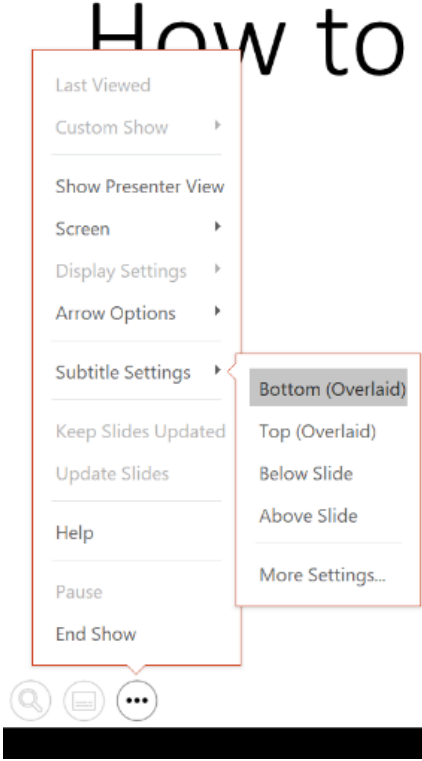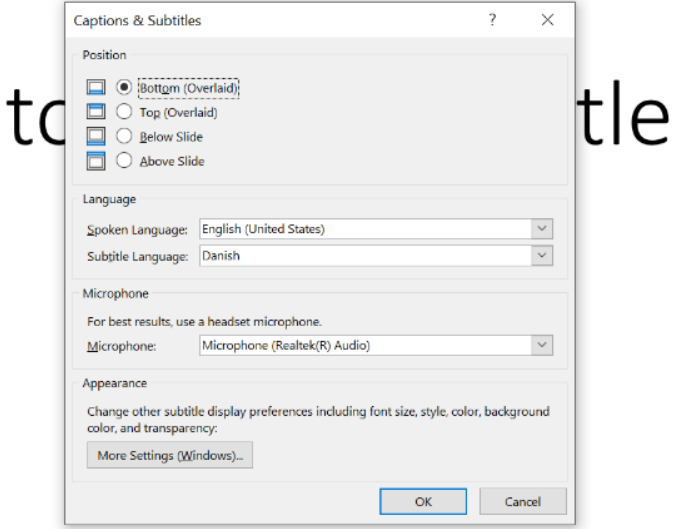

Figure 8

Figure 9

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