



TURNING INCLUSION INTO EVERYDAY PRACTICE: ENABLING LIVE CAPTIONS

QUICK ACCESSIBILITY GUIDE

Remove barriers, reduce fatigue and make inclusion everyday practice – a low-cost, high-impact change aligned to Manchester 2035.

PURPOSE

This guide explains how to enable live captions to support inclusive, accessible presentations across teaching, meetings and events.

HOW TO ENABLE SUBTITLES IN POWERPOINT (Windows and Mac)

1. Open your presentation and go to the Slide Show tab
2. Turn on "Always Use Subtitles"
3. Click on "Subtitle Settings"
4. Set spoken language and subtitle language
5. Choose microphone input
6. Choose subtitle position

USING WITHIN MICROSOFT TEAMS

Live captions in Teams are initiated by meeting participants for their own screen rather than someone presenting starting subtitles for all.

This is done by:

1. Join the Teams Meeting
2. Click the More actions (...) button in the meeting control bar at the top of the screen
3. Select Language and speech
4. Select 'Show live captions'

SETTING UP WINDOWS 11 LIVE CAPTIONS ON UNIVERSITY COMPUTERS

1. Go to the start menu.
2. Scroll down if required and click the "Accessibility" app category.
3. Launch the "Live Captions" system app.
If launched for the first time on the device, it may take a few minutes to set up after agreeing to the service.
4. Click the settings (gear) icon and check that "Include microphone audio" is enabled (with a tick) under "Preferences".

LIVE CAPTIONS FOR WINDOWS 11 SHORTCUT

(for non-Powerpoint formats)

1. Press CTRL + Windows Key + L at the same time
2. Click Settings Icon
3. Click position
4. Set the caption above screen/below screen/overlaid on screen.

KEY CONSIDERATIONS

PowerPoint on the Web to Present

Web browsers, by default, won't have the microphone enabled.

This is enabled by going into the site settings, usually on the left-hand side of the address bar and enabling the microphone.

Captions then work in exactly the same way.

Presenting in Teaching Spaces, such as Lecture Theatres

If using your own laptop, stay relatively close to it so the microphone will pick up your voice effectively.

If using a desktop PC in the space, an external microphone such as a USB device may be required. In central teaching spaces, contact Media Services for advice and support:

mediaservices@manchester.ac.uk

Accessibility note: Always test subtitles in advance and position them clearly to avoid blocking key content on slides.