



Using subtitles in PowerPoint in this way enables students to engage with pre-recorded PowerPoints from their teacher in their preferred language

To begin, open your presentation in PowerPoint

**Step 1: Record slide narration** - choose from either of the following options to record slide narration

**Option 1 using Record Slideshow**

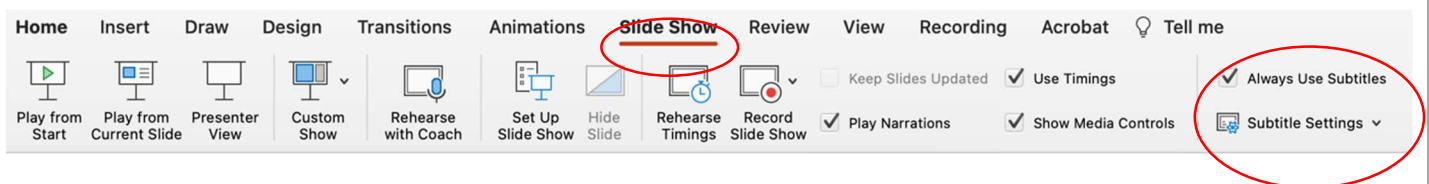
- Click **Slideshow**
- Click **Record** (Windows) or **Record Slide Show** (Mac)
- Click the camera icon to turn it off if required. Ensure the microphone icon is turned on
- Click the record button and begin narrating your slides
- Record narration for one slide at a time, pressing the stop button between each one, or record a continuous narration as you change the slide, only pressing stop at the end
- Click **X** in the top right corner (Windows) or **End Show** in the top left corner (MacOS) when finished
- Untick **Use Timings** so that students can replay the audio and control the slides if required
- Save the presentation and share it with your students

**Option 2 using Audio Recording**

- Click **Record** (Windows) or **Recording** (MacOS)
- Click **Audio** (Windows) or **Audio** then **Record Audio** (MacOS)
- Click the red circle to begin recording. Click stop when finished
- If on windows you can give the recording a name e.g., Slide 1 Voiceover
- Click **OK** (Windows) or **Insert** (MacOS) to insert the audio into a slide
- Click on the speaker icon and open the **Playback** tab
- Choose if the voiceover should play **In Click Sequence/Automatically/When Clicked On**
- Position the speaker icon on the slide or click **Hide During Show** if preferred

**Step 2: Enable subtitles and view presentation**

- Students **Open** the presentation in PowerPoint - Click **Slide Show** - Tick the box to **Always Use Subtitles**



**Step 3: Select subtitle settings**

- Click **Subtitle Settings** to set the **spoken language**, the **subtitle language** and where the subtitles should appear on the screen
- Click **Play from the Start** and subtitles will appear as the narration plays back

