

Overview

Adding captions to presentations can benefit a wide range of individuals, not just those who are deaf or hard of hearing. They enhance accessibility for people with learning disabilities, attention deficits, autism, and those learning a new language.

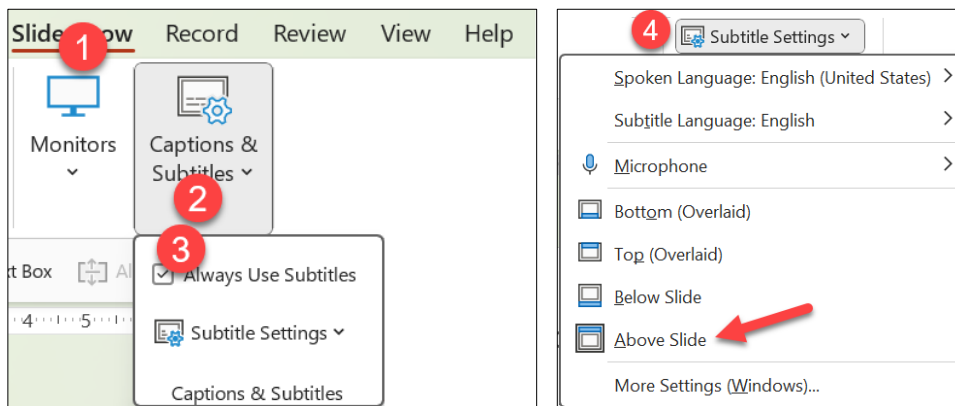
Optimizing caption quality. Automatic captions are more accurate when a person speaks clearly, stands close to a microphone, a good-quality microphone is used, and there is minimal background noise.

When not to use automatic captions. CART (Communication Access Realtime Translation) captions, done by a live professional, are preferred over automatic captions in medical, legal, educational, select presentations, and other settings for high-level accuracy.

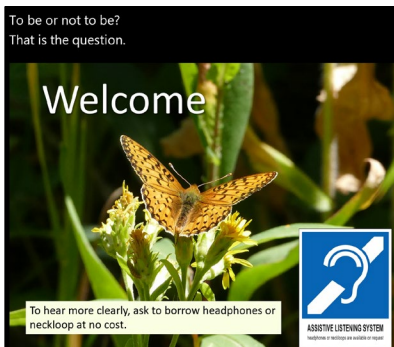
Verify captions are working. Begin speaking. Adjust the caption box size, caption location, and caption size/colors. Usually, place the captions at the top of the screen and show 2-3 lines of text. Ask a second person to check the readability while sitting in the audience.

PowerPoint Captions

1. From the ribbon tab, select Slideshow
2. Select Captions & subtitles
3. Check the box “Always Use Subtitles”
4. Make adjustments by clicking on subtitle settings



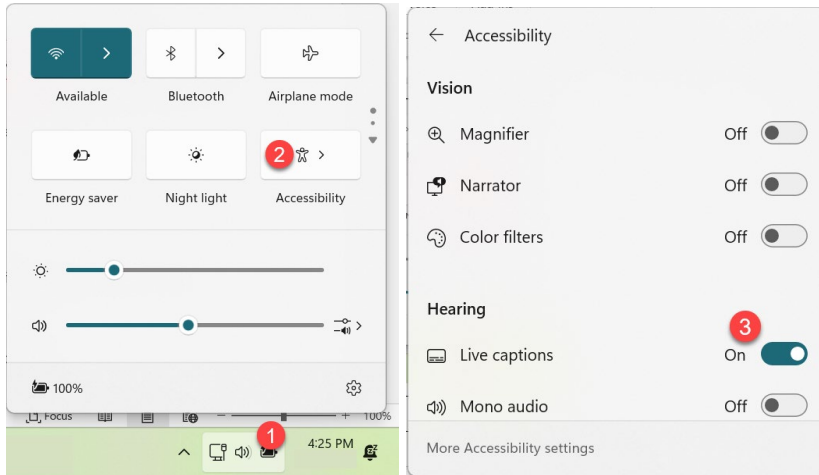
Captions above the slide



Captions for Presentations

Windows 11 Captions

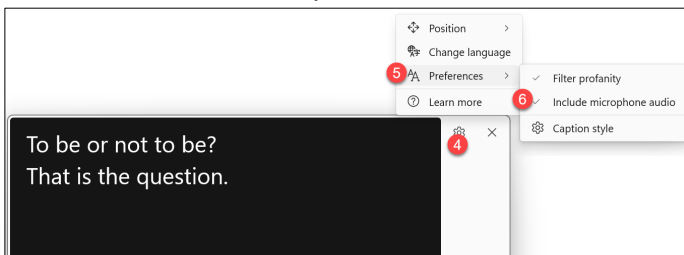
1. Open quick settings (select the battery, network, or volume icon on the taskbar)
[alternatively Press Windows logo key + Ctrl + L]
2. Select accessibility
3. Turn on captions



You should now see a captions box:

Ready to show live captions in English (United States)

4. Select “Settings” icon (gear) on the captions box (upper right corner)
5. Select “Preferences”
6. Select “Include microphone audio”



Resources

- Microsoft [Windows 11 captions](#)
- Microsoft [PowerPoint](#)

About the Center for Hearing Access

Founded in 2024, the nonprofit Center for Hearing Access is a national advocacy and education initiative of The John G. Shedd Institute. We champion and educate users, sites, audiologists, and hearing instrument specialists about all ADA-compliant assistive listening systems and other strategies to increase access to healthcare, theaters, libraries, conferences, government offices, courtrooms, places of worship, and other public and private spaces. Effective hearing access can be life-changing for people with hearing loss to maintain community engagement.

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