How-to Caption

On a computer screen

Easy (and free!) ways to get captions on a computer screen*

Web Captioner (www.webcaptioner.com)
1. Open up an internet browser (e.g. Safari or Chrome)
2. Type in the address bar www.webcaptioner.com (or search for Web Captioner)
3. When webcaptioner.com opens, click on the blue *Start Captioning* button
4. Make sure the speaker is close to the computer microphone
5. The captions will start as soon as the speaker starts talking

Microsoft PowerPoint (Must already have PowerPoint installed)
1. Open up PowerPoint on the computer
2. Go to the *Slide Show* menu at the top of the screen
3. Check the *Always Use Subtitles* box
4. Click *Play Slideshow* at the top of the screen
5. Make sure the speaker is close to the computer microphone
6. The captions will start as soon as the speaker starts talking

Google Slides (Access through Gmail account)
1. Go to the *View* menu in Google Slides
2. Select *Present*.
3. Once in the presentation mode, a menu bar will appear towards the bottom-left of the screen. Click on the *Options Menu* (three dots).
4. Go to Captions preferences and then select *Toggle captions*.
5. The presentation screen will shrink slightly, making room for the captions to appear at the bottom of the screen as they are spoken.
6. The first time a presentation with Google Slides is given with captioning, a prompt may appear asking permission to use the computer's microphone and select *Allow*.

*Adapted from Scoresby, Kristel et al. "Teaching Note-Turn on the CC: Increase Inclusion for All Your Students." Journal of social work education ahead-of-print.ahead-of-print (2022): 1–11. Web.

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HearingLossImpact.com