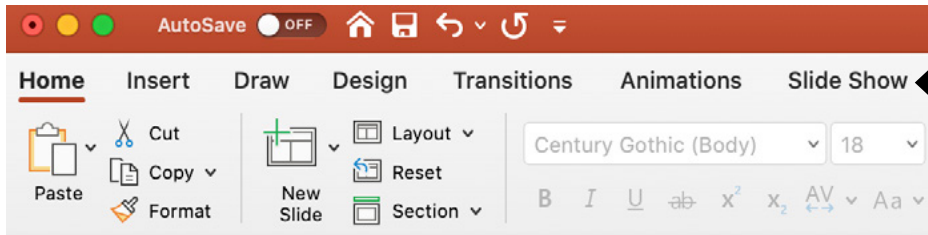


# A TLPDC QUICK TIP SHEET

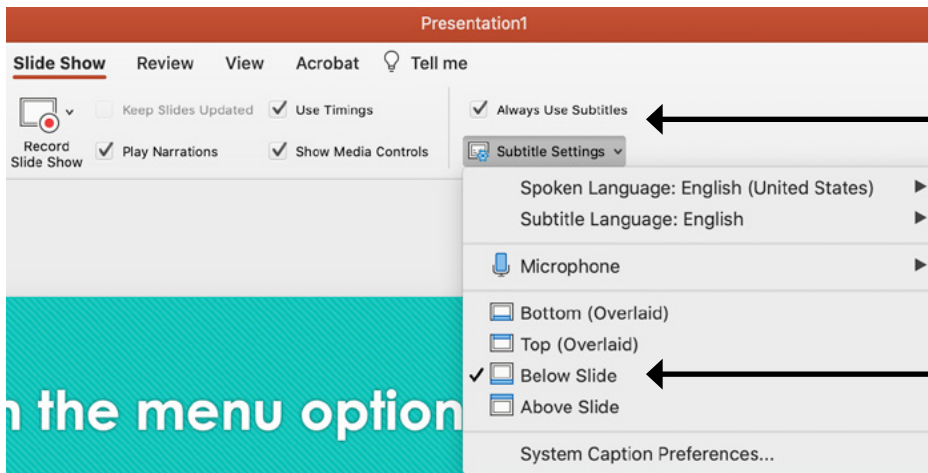
Use MS Powerpoint for live presentation subtitles, then record your presentation to a video using Zoom.

## FROM THE HOME MENU OPTIONS:



Click on "Slide Show"

## CLICK ON SLIDE SHOW REVEALS:



Select the "Always Use Subtitles" box.

Select the language (English will be the default.)

Select where you want the subtitles to appear.

## THEN, USE \*ZOOM TO RECORD YOUR PRESENTATION BY FOLLOWING THESE STEPS:

1. With that new setting in place, open a Zoom meeting with just you in it.
2. Open a Powerpoint,
3. Share your screen and set your presentation to Slide Show.
4. Start recording your Zoom and talk through your slides.
5. You will see the live captions appear (and self correct) as you present.
6. When you finish, Zoom will place a video file (mp4) that you can share with your students by either hosting it on YouTube, in Media Site, or by putting it in a MS OneDrive shared folder.

\*This technique works during a synchronous Zoom class section, too.



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