

To use live captioning service on Google Slides, go to <https://docs.google.com/presentation> and log into the account:



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Click on the file you wish to open, or if you have no files yet you can import from your computer (shown on next page) or start a new presentation:

The screenshot displays the Google Slides interface. At the top left, there is a menu icon and the word "Slides". A search bar is located at the top center. Below the search bar, there are two main sections: "Start a new presentation" and "Recent presentations".

The "Start a new presentation" section features a "Template gallery" on the right. The templates shown are:

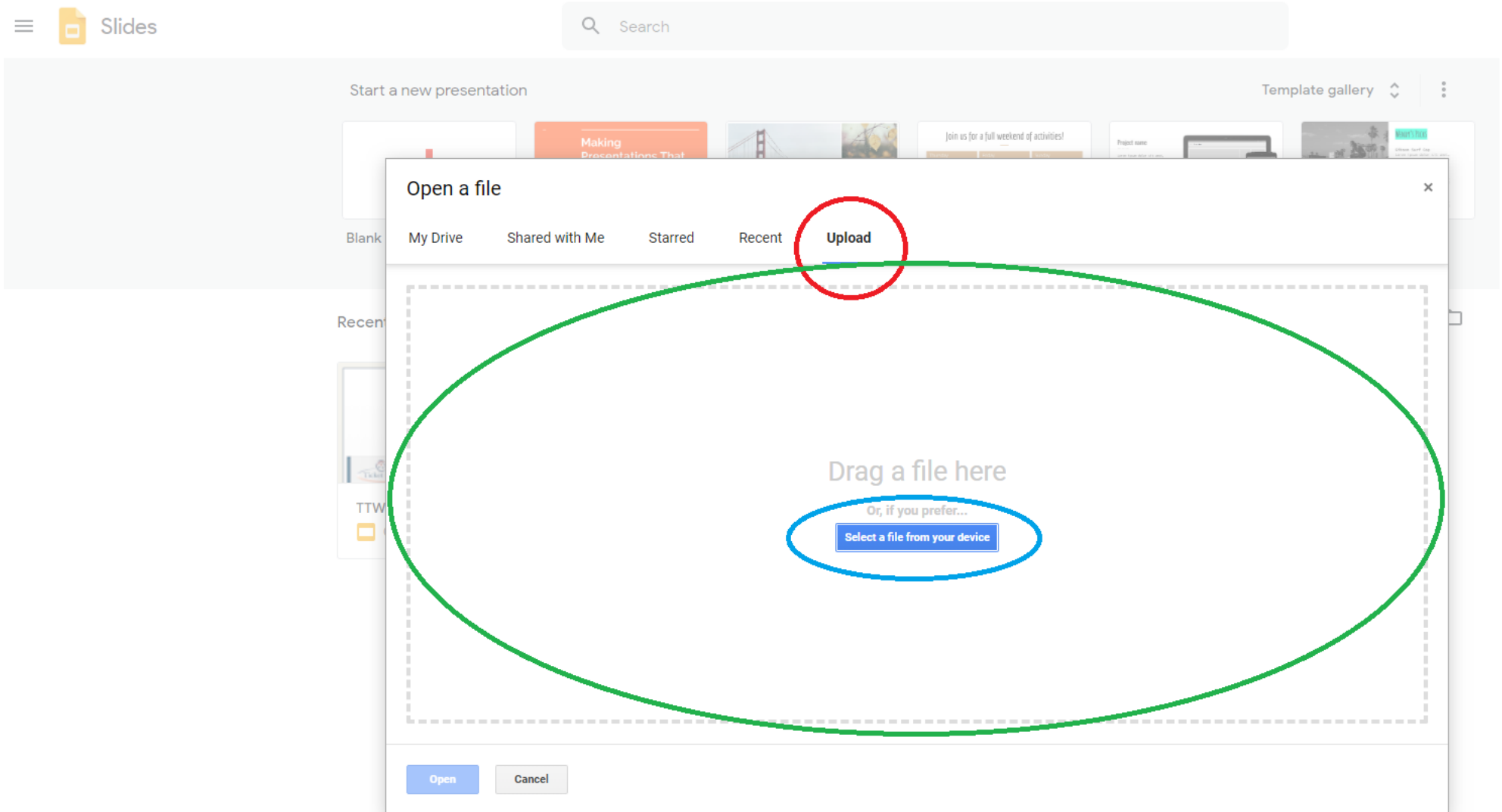
- Blank**: A white slide with a colorful plus sign. This option is circled in blue.
- Your big idea**: A red slide with the text "Making Presentations That Stick" by Made to Stick.
- Photo album**: A slide with a collage of photos, including the Golden Gate Bridge.
- Wedding**: A slide with a table layout for a wedding invitation.
- Portfolio**: A slide with a laptop and a smartphone.
- Lookbook**: A slide with a collage of images.

The "Recent presentations" section shows two presentations:

- TTW IS AEC**: A presentation with a cover slide titled "Ticket to Work & Work Incentives". It was opened at 2:28 PM. This section is circled in green.
- Untitled presentation**: A blank presentation that was opened at 2:00 PM.

At the bottom right, there are icons for "Owned by anyone", a list view, a sort order (A-Z), and a folder icon. The folder icon is circled in red.



To import your file, after clicking the file icon shown on previous page, select "Upload" and then either: drag and drop directly from your computer folder or click the "Select a file from your device" button in order to use the document in Google Slides:



Once you've opened your file, **click on the "Present" button** in the top right corner:

The image shows a Google Slides presentation titled "TTW IS AEC" with a file icon, star, and folder icon. The top menu bar includes File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, and Help. A status bar below the menu indicates "All changes saved in Drive". The top right corner features a "Present" button with a play icon and a "Share" button with a lock icon, both of which are circled in red. The main slide area displays a presentation slide with the following content:

Ticket to Work & Work Incentives

 Good Jobs, Good Careers,
and a Better Self-Supporting Future 

The slide also features a sidebar on the left with slide thumbnails numbered 13 through 18. The bottom right corner of the slide area has a small square button with a plus sign.

Once it begins presenting, you will find the list of icons in the bottom left corner; click the “Captions” button and it will begin live captioning (given that the computer has a functioning microphone) your full presentation.

Ticket to Work & Work Incentives



Good Jobs, Good Careers,
and a Better Self-Supporting Future



▶ > Slide 1 ▾

Q & A

Notes

Pointer

CC
Captions

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Tips

⌵

⚙️

EXIT

Additionally, you can change the size or position of the text by clicking on the **arrow** directly to the right of the “Captions” button:

Ticket to Work & Work Incentives



Good Jobs, Good Careers,
and a Better Self-Supporting Future



Text position Top ▶
Text size Extra large ▶

- Small
- Medium
- Large
- ✓ Extra large