

## Instructions for accessing the PowerPoint presentations

**Please make sure that your sound is switched on, on your device.**

 *To look at each individual slide in turn*

Click on the PowerPoint presentation that you would like to watch and listen to from the EACHOT menu.

On each PowerPoint slide in the bottom right corner you will see the microphone icon as shown below



Click/hover your mouse over the microphone icon and you will see the image below appear



Click on the play button ► and you will then hear the audio

 *To watch the full slide show of the PowerPoint presentation from the EACHOT menu*

Click on the  from the banner at the top of your screen and then click on  the top left-hand side of your screen. The presentation will automatically play.

### Instructions to activate closed captions for the Power Point presentation

Click on the PowerPoint presentation that you would like to watch and listen to.

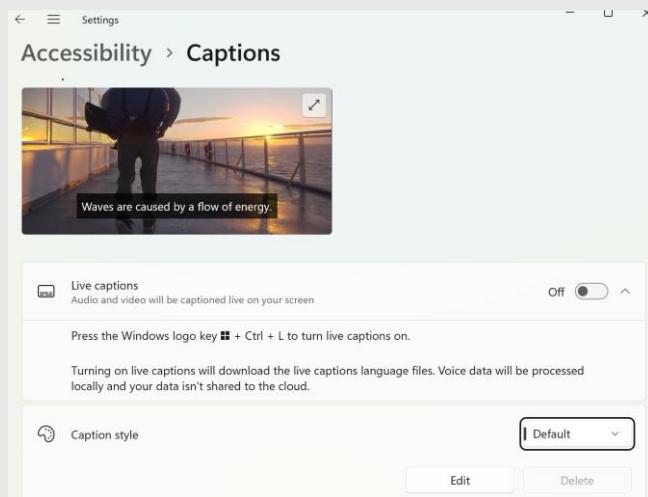
Click on  at the top banner of your screen then

Click on  then

Click on More Settings (Windows).... at the bottom of the drop down menu.

You will then see this screen. Click on the Off toggle on the right of the Live Captions to turn the live captions on. You will see a white long rectangle appear which is where the subtitles will appear when you play the Power Point (using the instructions already presented previously in this document).

If you have a preference for the style of Live Captions – click on the Default drop down menu on the right side of the Caption Style box and change to your preferred style



When you play the audio for the PowerPoint presentation you will now be able to read the words that are being said.