



Closed Captioning During In-Person APBA Presentations

Purpose

Closed captioning is a tool that makes spoken language more accessible to a wider range of listeners. Creating inclusive professional development and networking contexts for professional behavior analysts is critical to APBA's mission. In service of that mission, APBA requires all presentations to include closed captioning. Please find instructions for how to turn on closed captioning in PowerPoint and Google Slides.

Don't use PowerPoint?

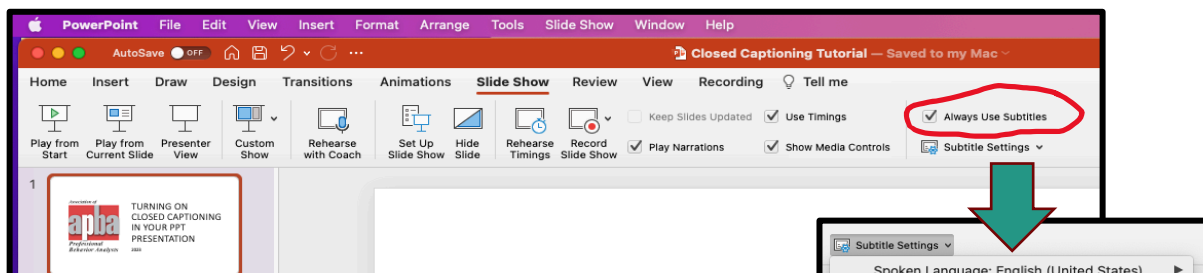
We understand that presenters have different preferences for creating their slides, and we value individual choice. We are also confident that we all believe that access to the presentation content is paramount. If the platform that you love includes the option for high-quality closed captioning, wonderful! If not, we appreciate your willingness to use PowerPoint or Google Slides for your in-person APBA presentations. Please note that converting slides into PowerPoint or Google Slides from other platforms sometimes does a number on the formatting. So, if you plan to create outside of PowerPoint or Google Slides and then convert, we suggest you give yourself extra time to review and address any formatting gremlins that may have found their way into your slides. If you need help — just reach out! tyra@apbahome.net

Don't have access to a version of PowerPoint that includes closed captioning?

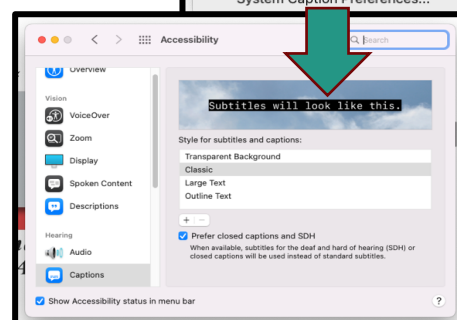
Well, we sure appreciate that you checked! No worries. The first option is to use Google Slides. If that is still not an option, please reach out to tyra@apbahome.com so that we can plan to provide a laptop for you to use with an updated version of PowerPoint. We'll also be there to support getting the closed captioning set up because you don't need that added stressor just before you drop all your knowledge bombs!

PowerPoint Instructions for Mac Users

- Go to the "Slide Show" tab on your toolbar
- Select "Always Use Subtitles" (it's ok, you can go unselect it later)



- You can click on "Subtitle Settings" and a pop up window will appear where you can customize the language, microphone for input, and location of the captions.
- Clicking on "System Caption Preferences" will open the Accessibility window where you can make more customizations.
- Test captioning: put your slides in presenter/ slide show > speak out loud > look for the captions.

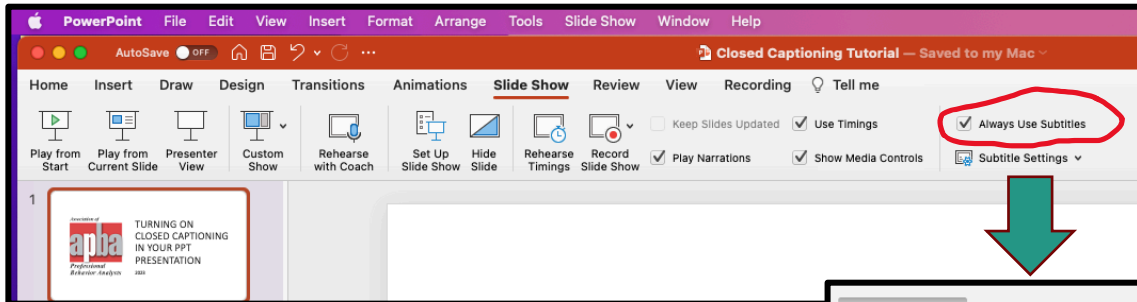




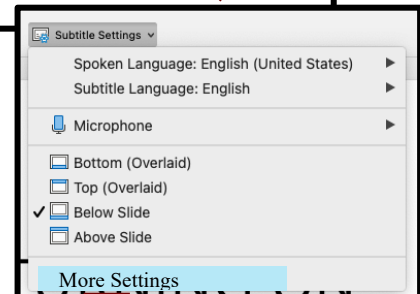
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PowerPoint Instructions for PC Users

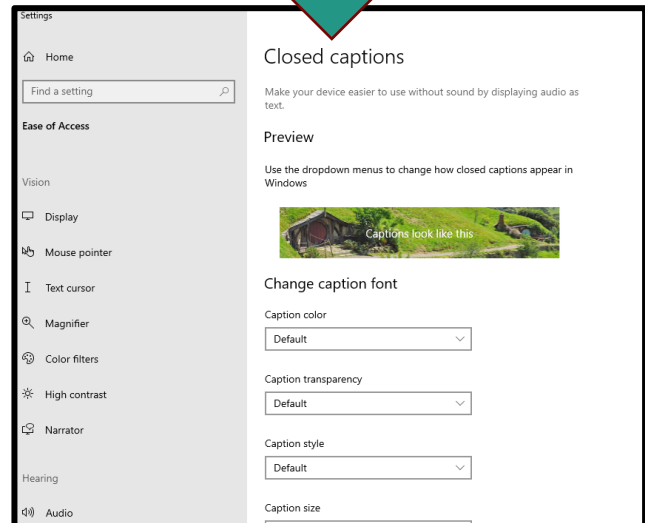
- Go to the “Slide Show” tab on your toolbar
- Select “Always Use Subtitles” (it’s ok, you can go unselect it later)



- You can click on “Subtitle Settings” and a pop up window will appear where you can customize the language, microphone for input, and location of the captions.



- Clicking on “More Settings” will open a window where you can make more customizations.
- To test the captioning put your slides in presenter/slide show, speak out loud, and look for the captions to appear.



Instructions PowerPoint for PPT in Microsoft 365/OneDrive

- Follow the instructions in either set of instructions – go to “Slide Show” and then select the arrow next to “Always Use Subtitles” and customize location of the captions. Select the "Audio Settings" option to customize the language and microphone for input.
- You likely will not have the “Systems Caption Preference” or “More Settings” options.



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- At the start of your presentation, if the subtitles do not start immediately, select the subtitle icon on the bottom left side of the screen so that it does not have a “/” through it.

Instructions for Google Slides: <https://support.google.com/docs/answer/9109474?hl=en>

1. Connect to the Internet.
2. Open your presentation in [Google Slides](#).
3. To start presenting, click **Present** or press the shortcut for your browser:
 - Chrome OS: **Ctrl + Search + 5**
 - Windows: **Ctrl + F5**
 - Mac: **⌘ + Shift + Enter**
4. At the bottom left of the Present screen, click More options **⋮ >** **Captions preferences >** **Toggle captions** or press the shortcut for your browser:
 - Chrome OS or Windows: **Ctrl + Shift + c**
 - Mac: **⌘ + Shift + c**
5. As you speak, captions appear at the bottom of the screen. Captions don't include punctuation.
6. To change text position or size, next to “CC” click the drop-down menu **▾**.
7. To turn off captions, click **CC** or press the shortcut for your browser.
 - Chrome OS or Windows: **Ctrl + Shift + c**
 - Mac: **⌘ + Shift + c**

Troubleshooting Tips

If captions aren't working, try these tips:

- Reduce background noise or move to a quieter room.
- In your system and browser preferences, check your microphone settings.
- Plug in an external microphone.
- Check that your microphone is plugged in and isn't being used by another application.
- Change the input volume on your microphone.
- Restart your computer.
- Clear your browser's cache.

THANK YOU FOR YOUR COMMITMENT TO INCLUSIVE PRACTICES