



How to Give a Lecture using Presentation Translator



What is Presentation Translator?

Presentation Translator, a Microsoft Garage project, runs as a PowerPoint add-in, providing a lecturer the ability to transcribe and translate the speech of a presentation in near real-time, displaying the transcripts beneath or above slide content, and broadcast the transcripts to audience members' devices. Additionally, audience members have the option to receive the transcripts in their own language. In other words, Presentation Translator will translate the transcripts automatically as the presenter speaks.

Presentation Translator also has a Q&A mode, which allows audience members to ask questions and interact with the presenter. Questions, answers and any discussion will be translated and displayed on all connected devices, identifying who is asking, and translating questions as needed to all participants, in the participant's language. The presenter has the option of customizing the transcripts to the slides, which means any technical content or jargon that they use, when present in the PowerPoint deck, will be recognized and displayed correctly.*

Finally, Presentation Translator also allows to translate the text of the slides themselves.

Why Use Presentation Translator in a Lecture?

Presentation Translator produces, displays, and broadcasts transcriptions of your speech.

Presentation Translator provides:

- **Transcripts** – Because you have transcripts generated from your talk, you can save the transcripts for later review, or even use them to add captions to a video of the talk, which can subsequently be post-edited (to correct any errors).
- **Access** – Audience members who are deaf or hard of hearing can use the technology as an aid, so that they can follow along.
- **Translation** – Audience members who don't speak your language can follow along with transcripts (and possibly audio) provided in their own language.

Presentation Translator Checklist

- Windows 8 or later, and PowerPoint 2013 or later.
- Download the Presentation Translator add-in. It can be downloaded [here](#).
- Ensure that there is a WiFi or cabled Internet connection. Cabled is preferred, because the wireless tends to get slowed down when the audience members arrive.
- Presentation Translator works best when you are wearing a mic. This can be done in one of two ways:
 - You bring and wear your own mic, one that sits close to your mouth. See the recommended list [here](#).
 - You use an existing lapel or wearable mic, provided by the venue (e.g., something available in the lecture room). In this case, it is important to pre-arrange a test of the audio with the relevant Audio/Visual people who run the lecture room. *That audio will need to be routed to the presenting device. You should coordinate with whoever is providing the A/V to route the audio appropriately.*
- If you wish to customize transcripts to the content of your slide deck, allow for a minimum of 5 minutes before the talk so that customization can complete before the talk. Currently, only English and Chinese are supported for Custom Speech Service
- If you are presenting to a multilingual audience, ensure that audience members have brought their own devices: phones, tablets, laptops.
- Watch the following "Getting Started" video for a complete walk-thru of Presentation Translator and its related features. <https://youtu.be/6Pmtl5j5C3A>

How to Start a Lecture using Presentation Translator

1. Presentation Translator works best when the presenter wears a mic close to the mouth, since it reduces the background noise and effect of reverberation while speaking. If the presenter uses the microphone built into the computer, the transcribed speech might suffer. See recommended list of microphones [here](#).
2. The presenter starts the presentation by selecting **Start Subtitles**, a button available under **Slide Show** on PowerPoint's ribbon. If you do not see the **Start Subtitles** button, Presentation Translator is not installed.
3. Participants can type in the conversation code that the presenter provides, on their devices. They can join a Conversation by entering the conversation code or by scanning the presentation's QR code. The QR code will be displayed in an opening slide that is created when **Start Subtitles** is selected (unless turned off).
4. Participants choose their language.
5. The lecture commences, with subtitles showing on the screen, and transcripts and translations appearing on connected devices. If anyone comes to the presentation late, they can join at any time, either by entering the room code into their device, or scanning the QR code from other participants' devices.
6. Watch the following video to see a successful presentation using Presentation Translator. Here is a short video containing snippets of talks with live captioning, and also showing the Q&A session at the end. <https://youtu.be/JC1Fk7EuXuc>

Supported Clients

Presentation Translator is currently supported on PowerPoint for Windows (PC only).

Supported Languages

- a. Speech input - 10 languages.
- b. Custom Speech Service (CSS): English and Chinese only.
- c. Text input - 60+ languages

Full language list: www.microsofttranslator.com/languages

QUICK TIPS FOR PRESENTERS

Hold the microphone close to your mouth.

- Focus on proper articulation (no mumbling) and pause between sentences so the system can catch up (it waits for a pause to finalize the translation). If you follow these two principles, there is no need to speak slowly.
- Avoid very short or very long sentences. The system (both for speech recognition and translation) uses the context of a full sentence. By providing more context, you will increase the chances for both to work better. Ideally, sentences between 5 and 15 words are perfect.
- If you're bilingual, don't switch languages. Presentation Translator will only understand the language you chose.

The Q&A mode is off by default.

- If you have someone in the audience on their joined phone, hover over the transcript window and enable Q&A mode. At that point the audience members can speak into their phones, in their language, and the transcript and translation will show on the PowerPoint screen.

Presentation Translator time limit is four (4) hours.

- The moment you start subtitles in PowerPoint, you have 4 hours until the transcribed presentation ends.