

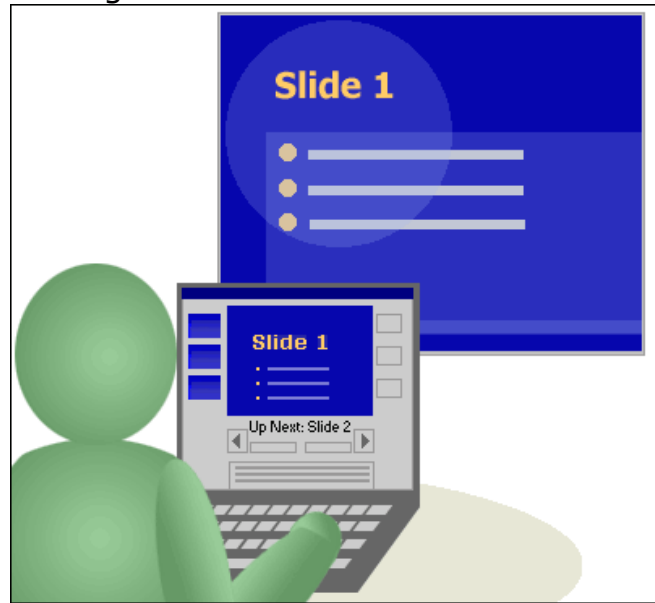
Presenter Mode – PowerPoint

Presenter mode offers the presenter the opportunity to see the Speaker Notes for each slide as well as a detailed view of your slide progression and how long the presentation has been running.

To get this mode to function, you will need:

- PowerPoint 2002 or 2003
- A computer with Dual-video output like a laptop
- A second screen (projector)

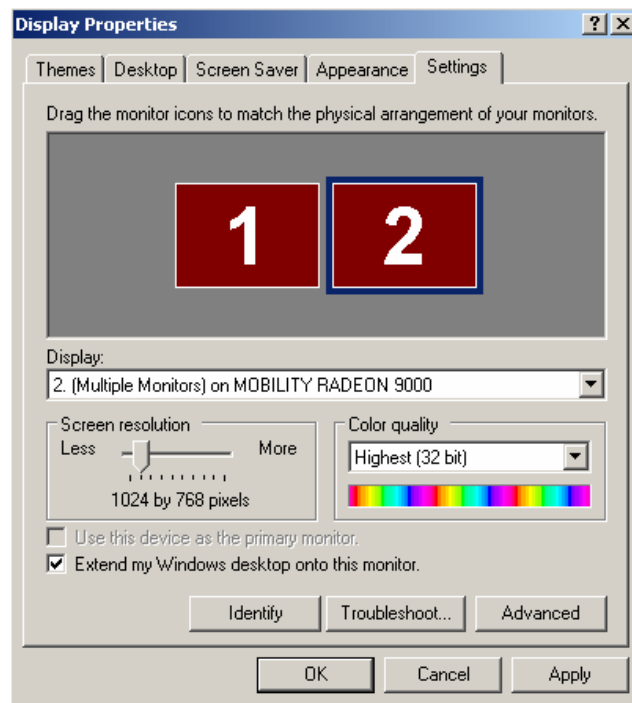
Every modern laptop is designed with Dual-video output. The Function-F8 combination is used to toggle between modes of “extend windows to the laptop LCD”, “extend windows to the 2nd monitor (projector)”, or “extend windows to both the laptop and 2nd monitor”.

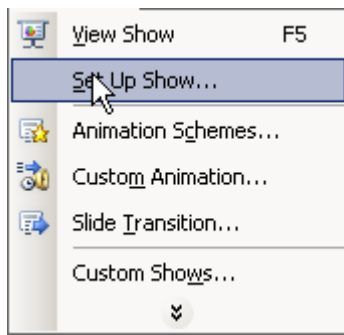


To set up the presenter mode:

First, you must set your Laptop to the “extend windows to both” mode. You will see the same screen on both the laptop monitor and the 2nd monitor if you are on the correct setting.

Second, you must go into the Control Panel, Display Properties and navigate to the Settings tab. This tab will show two monitors. You will need to select Monitor 2 and check the box at the bottom labeled “Extend my Windows Desktop onto this monitor” . Click OK.

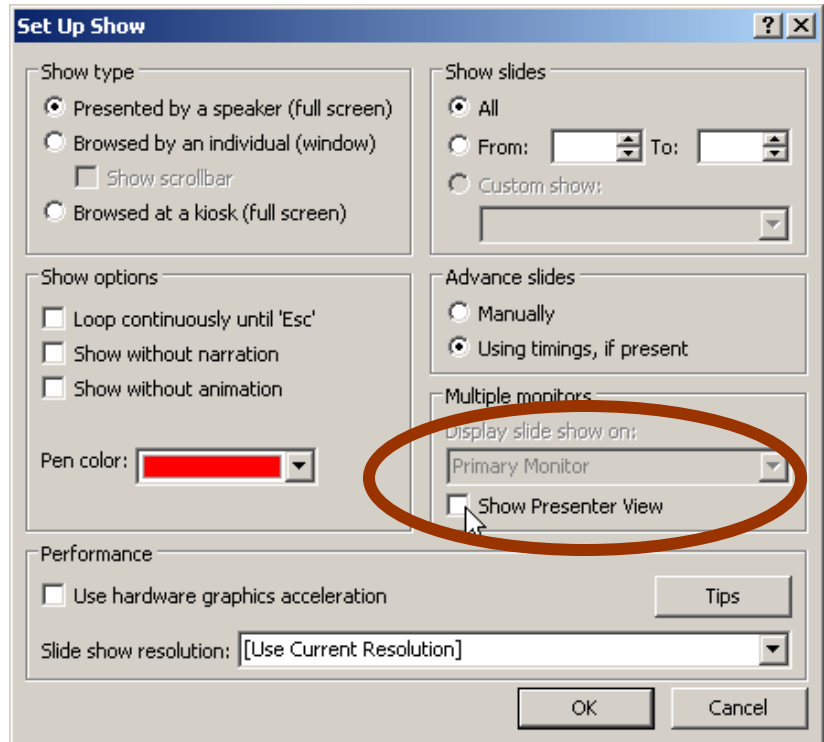




Third, you will need to go into the PowerPoint you are presenting and choose Slideshow Menu-Set Up Show

Select Show Presenter View and choose the Primary Monitor (the laptop) to display the slide show on.

Your audience will see the typical slide show, while you will see a slide outline complete with Notes, Timer, and Progress Tracker.



Using Presenter View

In presenter view, icons and buttons are large enough to navigate easily, even when you are using an unfamiliar keyboard or mouse. The following illustration shows the various tools available to you from this view.



1 Thumbnails of slides; click a thumbnail to skip slides or return to a slide that has already been presented.

2 This is the slide currently being shown to the audience.

3 **End Show** button.

4 Black-out button; click this button to temporarily darken the audience screen, and then click it again to show the current slide.

- 5 **Up Next**; indicates the item that will appear on screen with the next click.
- 6 Move forward or backward through the slide show presentation by using these buttons.
- 7 Slide number (for example, Slide 7 of 12).
- 8 Elapsed time, in hours and minutes, since the start of the slide show presentation.
- 9 Speaker's notes.