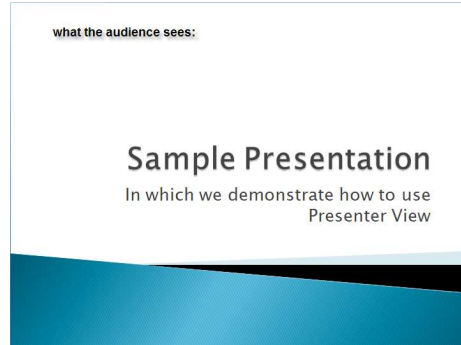
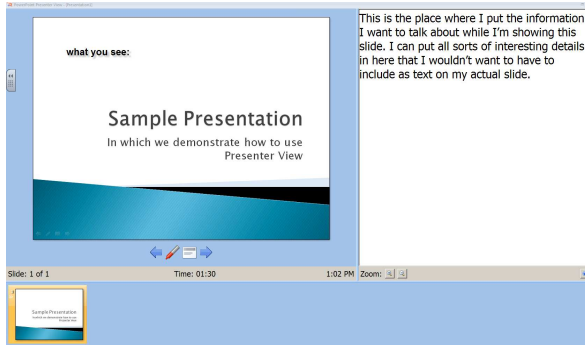


Using Presenter View in Powerpoint

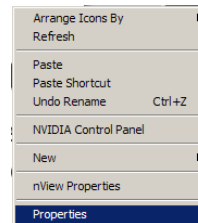
What is Presenter View?

When you're using 2 monitors (for example, a laptop and an LCD projector) you can set it up so you see a thumbnail view of your slides and your notes for each slide on your laptop screen, while your audience sees only the full screen version of the slide.

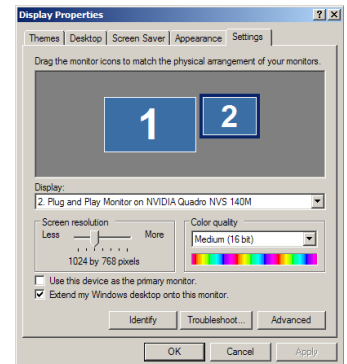


How to set up for Presenter View: Part 1

Connect your laptop to a second monitor using the VGA port. (this only works you're hooked up to a second monitor) Right-click in an empty space on your desktop and pull down to Properties.



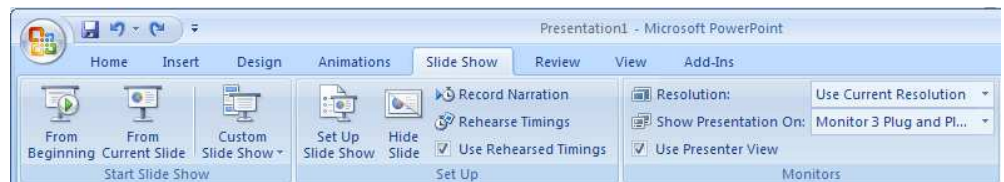
Select the Settings tab. Click on monitor 2 and put a check mark in Extend my Windows desktop onto this monitor. Click OK.



How to set up for Presenter View: Part 2

Launch Powerpoint and open your presentation.

In **Powerpoint 2007** select the Slide Show tab and put a check mark in Use Presenter View. Now click From Beginning and see how it works.



In **Powerpoint 2003** pull down Slide Show to Set up Show. Put a check mark in Show Presenter View. You may need to select Monitor 2 under Display slide show on: Now pull down Slide Show to View Show and see how it works.

