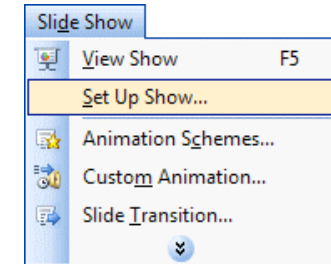


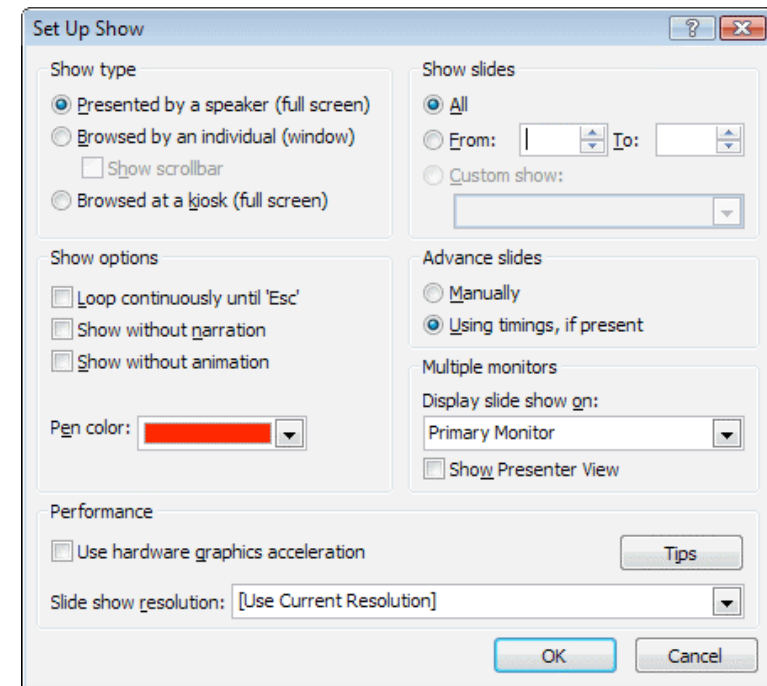
Set Up Show

Depending upon how you wish people to view your presentation, there are a number of options.

From the 'Slide Show' menu, **select** 'Set Up Show...'



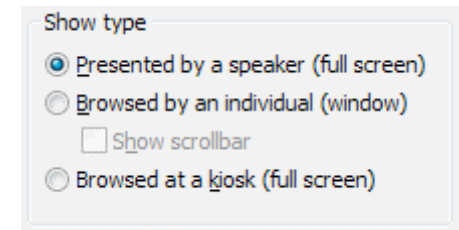
The 'Set Up Show' dialog box will open, allowing you to alter how the presentation is displayed.



Microsoft and PowerPoint are registered trademarks of Microsoft Corporation in the United States and/or other countries

An Introduction to Microsoft® PowerPoint® 2003

Under 'Show Type', there are three types of show – speaker, individual, or kiosk.



- 'Presented by a Speaker' would most often be used when an individual is using a digital projector and the entire screen is taken up with the slide show. All other applications and Windows itself are blanked out with the presentation filling the screen.
- 'Browsed by an Individual' will give your slide show in its own window – you will still be able to see the taskbar and any other open applications.
- 'Browsed at a Kiosk' will perform broadly the same function as 'presented by a speaker', but will automatically loop your presentation so that it plays continuously.

Select the one you wish to use.

An Introduction to Microsoft® PowerPoint® 2003

Under 'show options' you can decide whether your show loops (automatically selected with 'browsed at a kiosk' show type), and whether narration or animation are included.

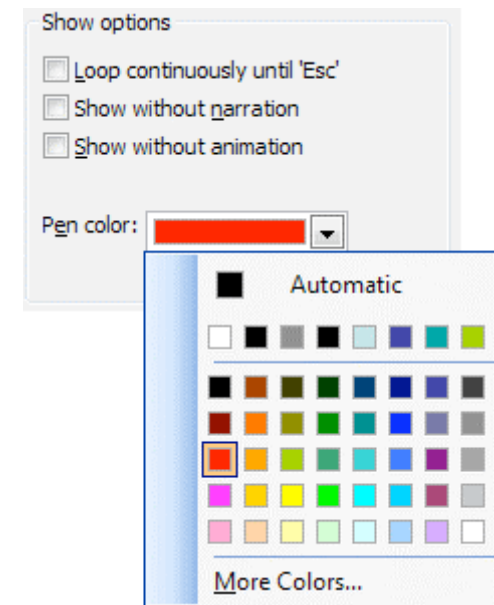
You can also determine the pen colour here.

TIP – Pen colour? Do you know that when giving a presentation in the bottom left of the screen are icons – click on the pen icon and you can annotate over your slide.



TIP – no icons? Right click on the screen and you'll get the presentation menu, where you can select pen and colour

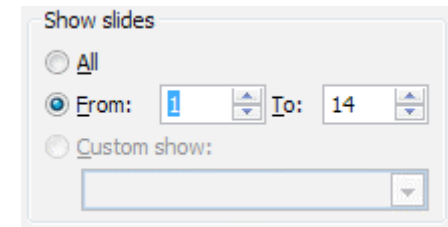
TIP – can't see your mouse pointer when giving a presentation? – press 'Ctrl + A'



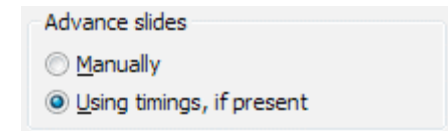
An Introduction to Microsoft® PowerPoint® 2003

To the right of the dialog box, you can determine which slides are shown in the presentation.

Select 'All' to show all your slides; 'From' to select a start and end point for your presentation in your slides, or 'Custom' to select specific slides to show. Separate the individual slides with a comma, or a group of slides with a hyphen – for example: 1,3,7, 9-13, 15



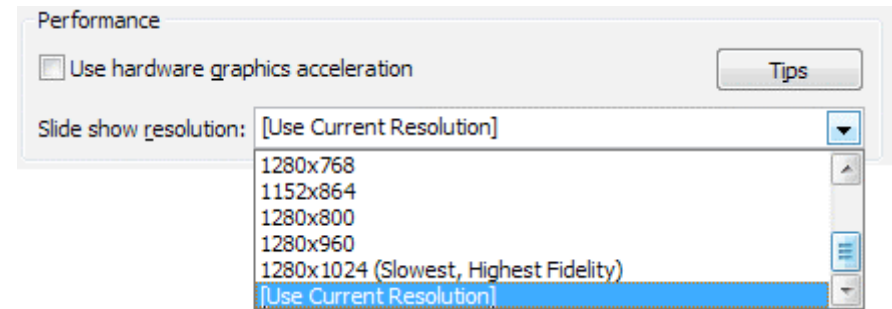
Under 'Advance Slides' you can select 'manually' or 'use timings, if present'. Selecting 'Manually' will remove any timings you have included in your settings.



Multiple Monitors is covered in lesson 27

An Introduction to Microsoft® PowerPoint® 2003

Under 'Performance', you can adjust the resolution of the slides. If you find that the animations or images seem slow or poorly displayed, chances are it's the graphics card in your computer that's struggling.



To improve playback, either tick 'use hardware graphics acceleration' or reduce the resolution the slides are displayed at.

TIP – *if that still doesn't work, consider reducing the number of animation you use, or steer clear of animations that involve 'fade' or 'multiple fades' or 'individual characters' for text animations.*

Click 'OK' to close the dialog box.

When you view show now (F5), your slide show will use the options you selected.