

Using Multiple Displays

To help you deliver a presentation, it is possible to connect multiple displays to your computer.

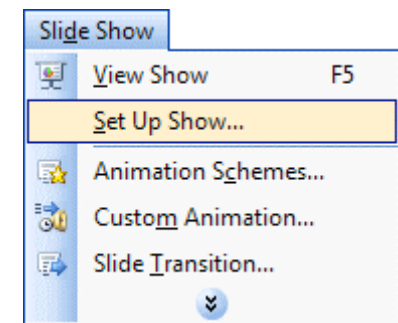
If you are using a laptop computer and you connect a digital projector you are actually doing this already – so it's not as complicated as it sounds.

As setting up multiple displays varies from one computer to the next, ***this is not covered it here.***

PowerPoint has a brilliant feature built into it that is probably it's most under-used feature. So prepare to be let into a wonderful secret!

With a second display connected, **select** 'Set up Show...' from the 'Slide Show' menu.

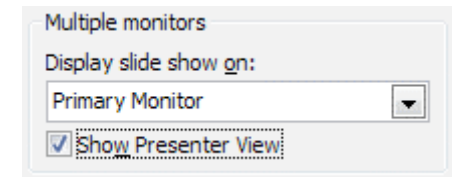
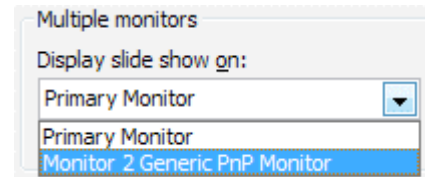
The 'Set Up Show' dialog box will open.



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On the right of the screen, tick the box next to 'Show Presenter View'. Underneath 'Display slide show on:', select which screen to use to display the slides.

TIP – if you are using a digital projector for your presentation, then make sure this is selected to show the slides!



Click 'OK' to close the 'Set Up Show' dialog box.

Now view your show (F5).

Instead of both screens showing the same thing – ie your slides, one of your screens will now display the presenter view.

This is worth its digital weight in gold. To think that so few use it too!

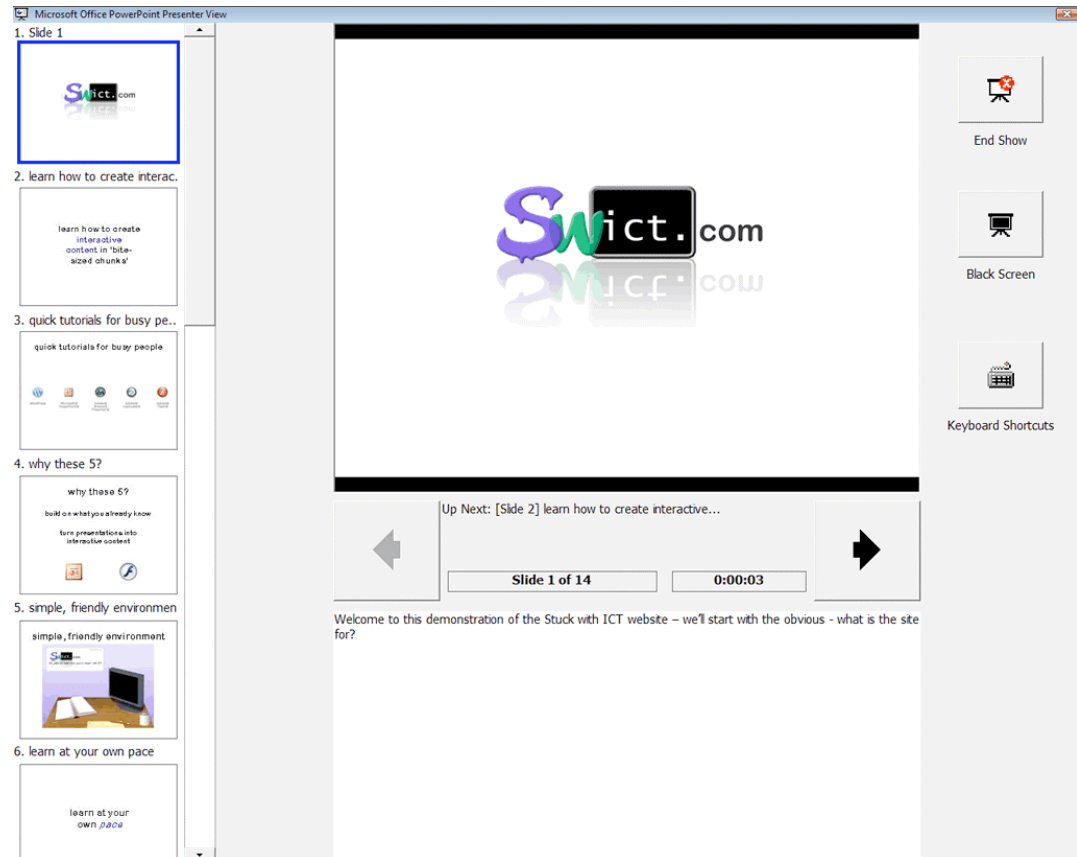


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Presenter View is split into 5 sections.

On the left of the screen is the slide thumbnail view – here you can see your slides in order as a visual clue to where you are in the presentation.

In the middle section at the top is the present slide being displayed on the other screen.



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In the middle of the screen is the information strip – there are forwards and backwards buttons here that you can use.

The information strip tells you what's coming next. If it is a slide next, then the slide number is denoted in square brackets – for example: 'Up Next: [slide 2] – my second slide'



If the next action is an animation of an object or text, then there is no square bracket notation – rather the name of the object or portion of text is given. For example: 'Up Next: titles'

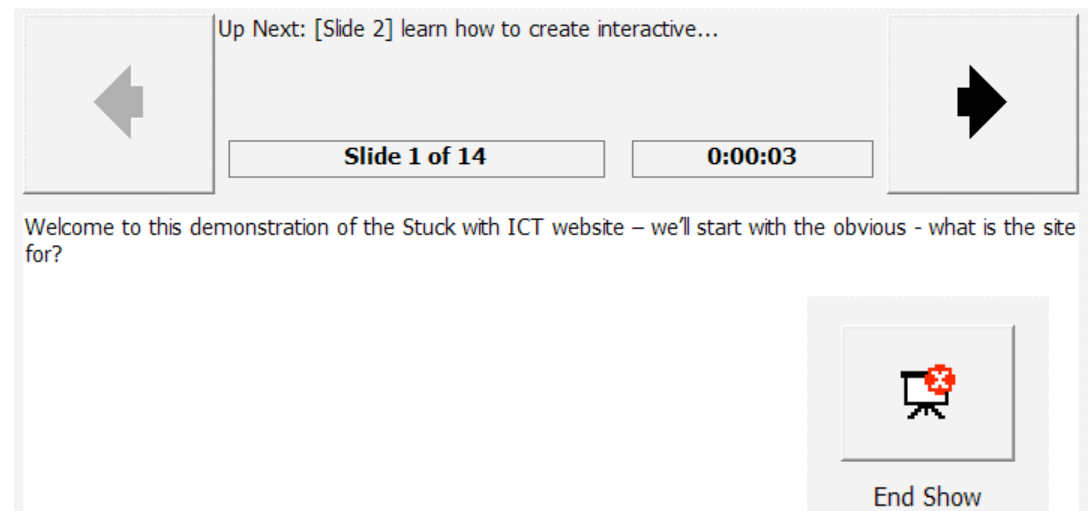


Underneath the 'Up Next:' information is your present location in the slide show, i.e. slide 1 of 14.

Next to your present location information is a clock – this tells you in real time how long has expired since you began your presentation – no more having to look at your watch!

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At the bottom of the middle section are your slide notes – now you'll realise how valuable the notes pane is!



On the right of the screen are some useful buttons.

'End Show' will obviously end the slide show and return you to your default screen.

'Blank screen' will turn the screen showing the slide show blank – this will allow you to call up another slide without your audience being aware.

'Keyboard Shortcuts' will open a dialog box showing you four keyboard shortcuts to help you with your presentation.

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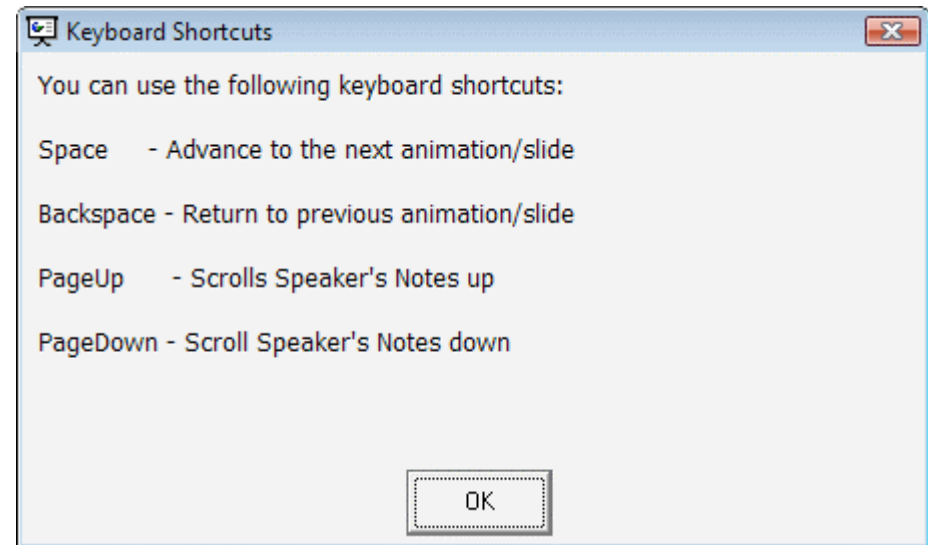
Press the 'space' key on the keyboard to advance through your slide show (*or click the forwards arrow*),

'Backspace' to move backwards through your slide show (*or click the backwards arrow*),

'Page up' to scroll your slide notes up, and

'Page down' to scroll your slide notes down.

To close this dialog box, **click** 'OK'.



To exit the Presenter View, **click** on the 'End Show' button on the right of the screen, or **press** the 'Esc' key on the keyboard.

The screen will return to the normal view.

I bet you won't give a presentation the same way again, will you?