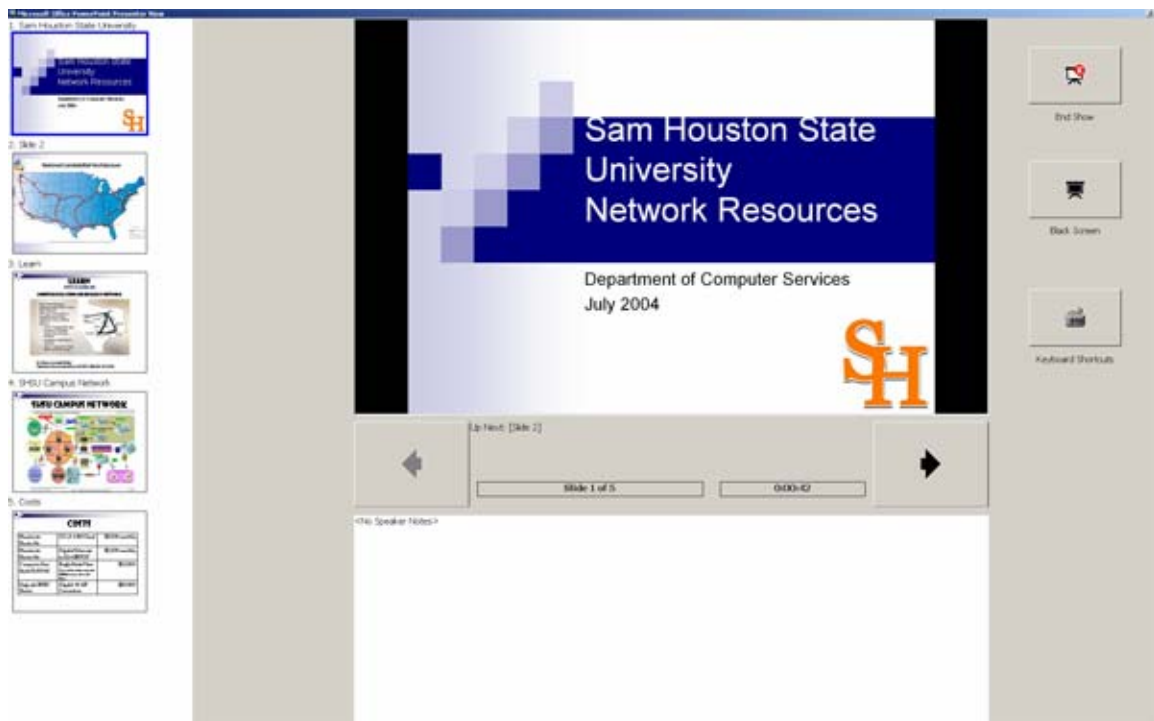


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Do you use PowerPoint in your course? Have you lectured with notes on PowerPoint slides? If so you've probably found yourself wondering which slide was next, how much time has passed, or trying to remember a salient point about a particular topic.

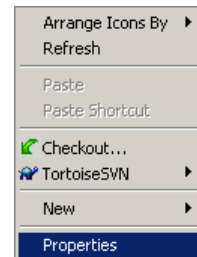
This guide will make you familiar with how to enable the **Presenter View** in MS PowerPoint's Slideshow. The *Presenter View* contains a **slide outline** which lets you know which slides are coming up. It also contains an **elapsed time** so that you can track how long you've been speaking. With **speaker notes** in full view, you won't miss any more points that you need to cover.



## Preparing your Monitor(s) and/or Projector

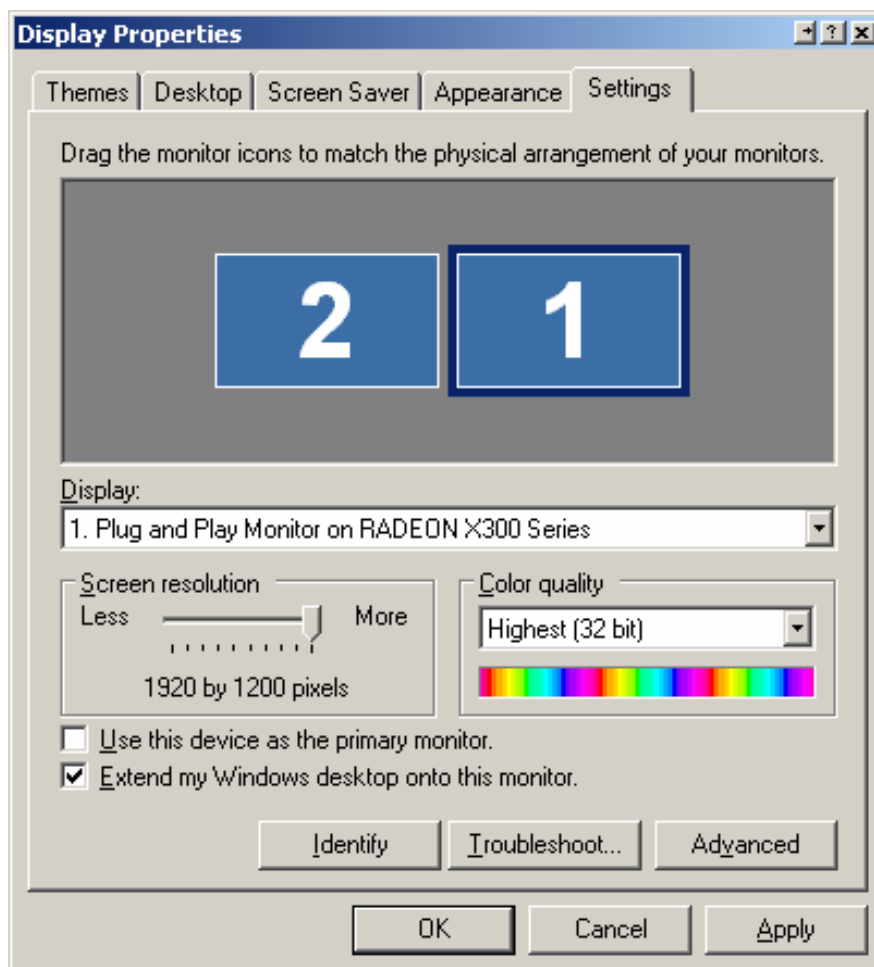
**Note:** *Be sure to have your secondary monitor or projector plugged in before attempting these steps.*

Before you can use the **Presenter View** you must set up your display so that you can extend your primary desktop on to your secondary monitor/screen. Begin by *right-clicking* your mouse on your desktop background and selecting the **Properties** option.

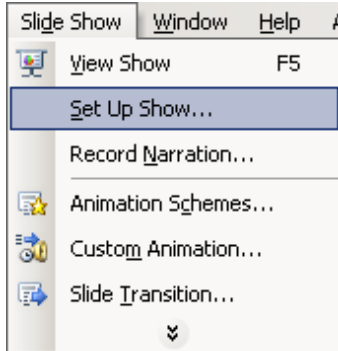


Once you have done that, a **Display Properties** dialogue box will appear. Make sure to select your secondary display and choose the checkbox called: “**Extend my Windows desktop onto this monitor.**” and press OK.

Once you have followed these steps you will be ready to enter PowerPoint and set up your **Presenter View**.



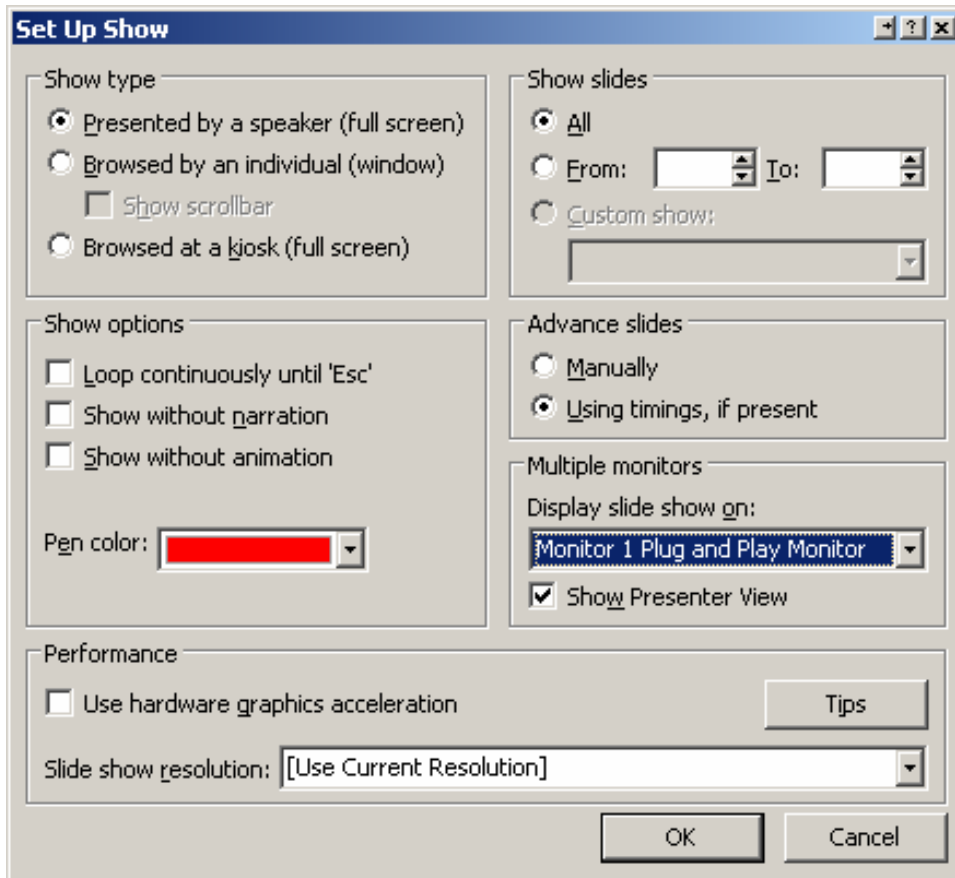
## How Do I Access the Presenter View?



To begin with you must be within an open PowerPoint file. It would be best if it was a finished document, complete with slide content, speaker notes, graphics, and animations.

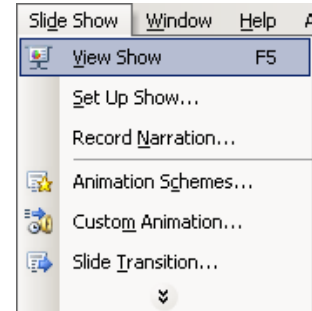
Start by accessing your **Slide Show** pull-down menu and choose the “**Set Up Show...**” option.

Once you choose “**Set Up Show...**” from the **Slide Show** pull-down menu, a **Set Up Show** dialogue box will open. Make sure to select the **Show Presenter View** checkbox and choose the device you want the show to run on from the **Display slide show on:** drop-down menu.

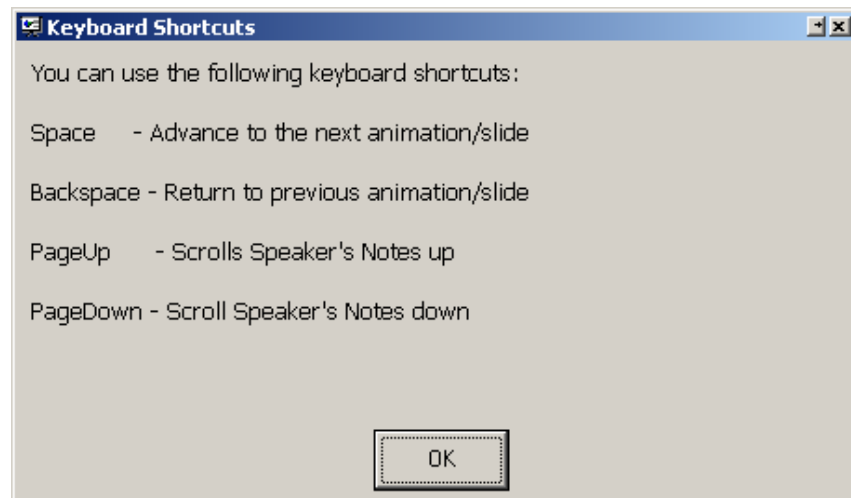
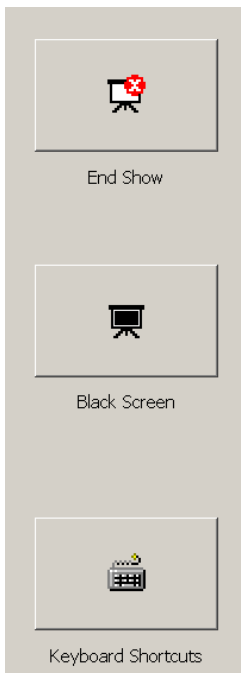


Your next step, now that you've set up the slideshow is to **view the show!** To view your show you will need to again access your **Slide Show** pull-down menu and choose **View Show** or **F5** for those of us who love shortcut keys.

A small loading screen will show up for a few seconds while it configures the **Presenter View** and then you will see *Presenter View* on one monitor and the slide show on the other.



Aside from the *slide view*, *outline view*, *speaker notes* and *elapsed time* there will be a few other options available to you as the Presenter. You will notice the **arrow buttons** that you can use to move **back** or **forward** in your presentation as well as buttons for **ending the show**, **blanking the screen** and a **keyboard shortcuts** button.



So there it is; we are done. You should now be able to successfully set up your slide show and use the **Presenter View**.