

To use your Notebook to display Presentation in another HDMI or VGA interface TV, you have to use **EXTENDED display**

In Powerpoint, they called it **Presentation View**. In Presentation View, one display will show the Presentation (or Audience) view and the other display will show Powerpoint with slide thumbnails (at the bottom) together with a Slide Note

### **Presentation View Summaries**

- 1) Right-click Desktop, select Display settings>Display>Multiple Displays>Extend these displays
- 2) Check mouse pointer exit/entrance to the other display. If is incorrect, drag rectangle box 1 or 2 and click Apply
- 3) If desktop ICONS appear in Audience screen, click either Rectangle box 1 or 2 in Display settings, check "Make this my Main display".

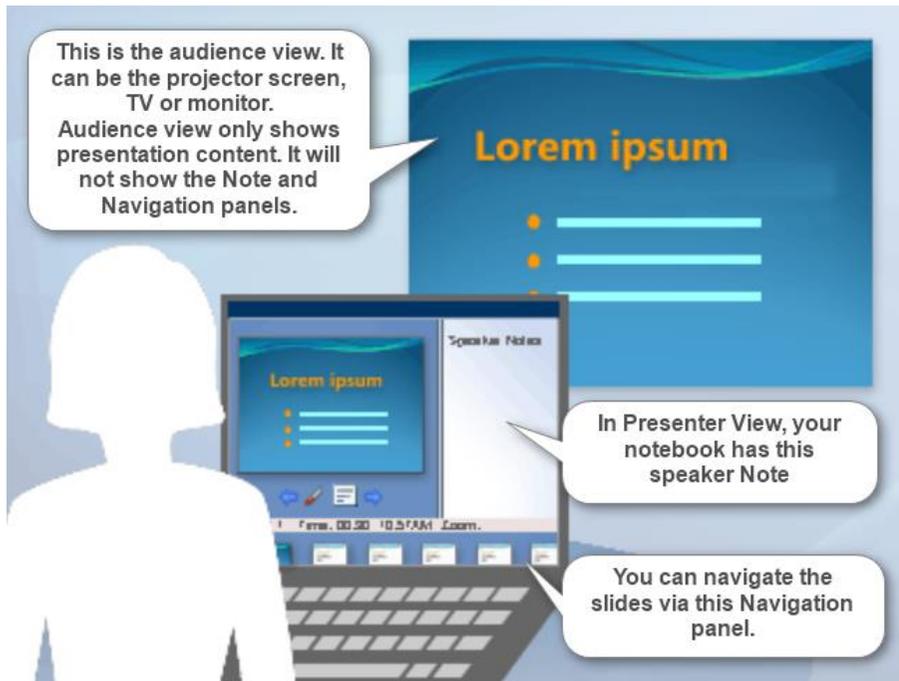
### **Trial run**

- 4) In Powerpoint check "Presentation View" under the Slide Show tab.
- 5) If the slide show is not shown in the Audience screen, select "Monitor 2 Generic PnP Monitor"
- 6) Click all the slide hyperlinks to ensure, media player, browser, file explorer are shown in Audience screen; if not just drag the app windows to the Audience screen.
- 7) Once all the app windows are shown in the correct Audience screen, you can re-start your Powerpoint presentation.

## Why use Powerpoint Presenter View

It allows you to view your Speaker Note while presenting to the audience.

Audience will not see your Note. You can even edit the Note while presenting without audience knowing what you have edited.

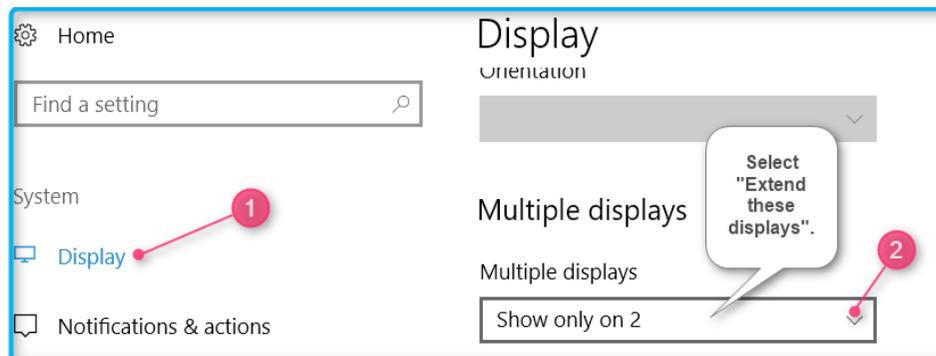


# How to enable Presenter View

## 1) Extend display

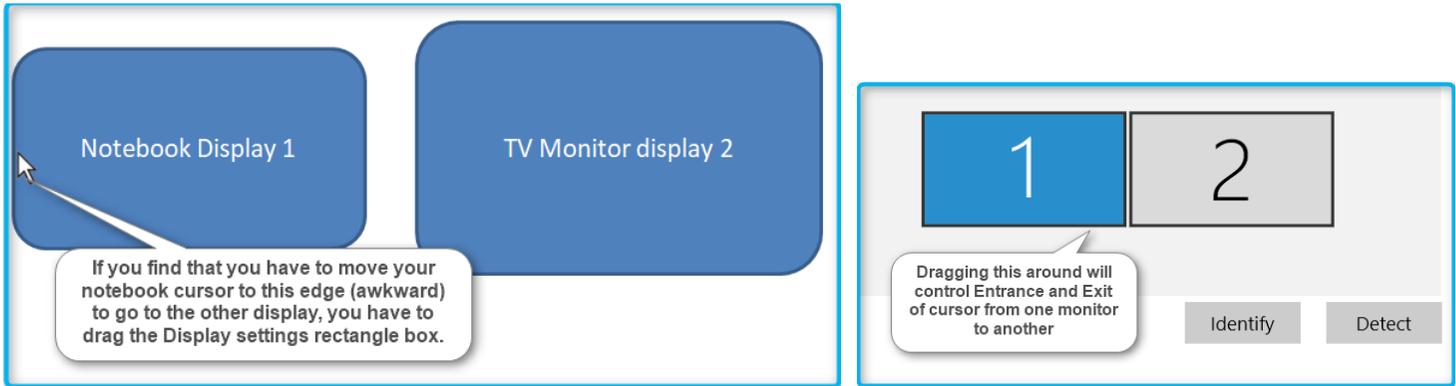


## 2)





3) Check mouse pointer exit and entrance to the two displays



Remember to **Click Apply** after dragging

### Controlling where your Desktop ICONS to be displayed

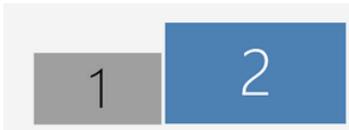
4) Sometimes after enabling Extend Display, your desktop icons may be shown at the Audience screen



Notebook

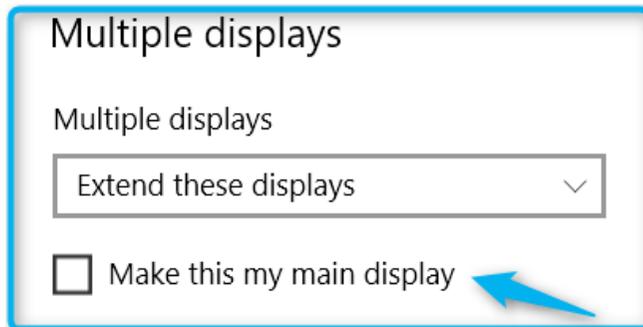
Ext Monitor, TV or projector screen

“Make this my main display” is to determine where you want Icon Desktop to be displayed.



In Display setting click one of the display Rectangle boxes.

After you have clicked a rectangle, scroll down and **check** “Make this my main display” (may be grayed if selected rectangle already is a main display [ ie monitor without ICON Desktop ])

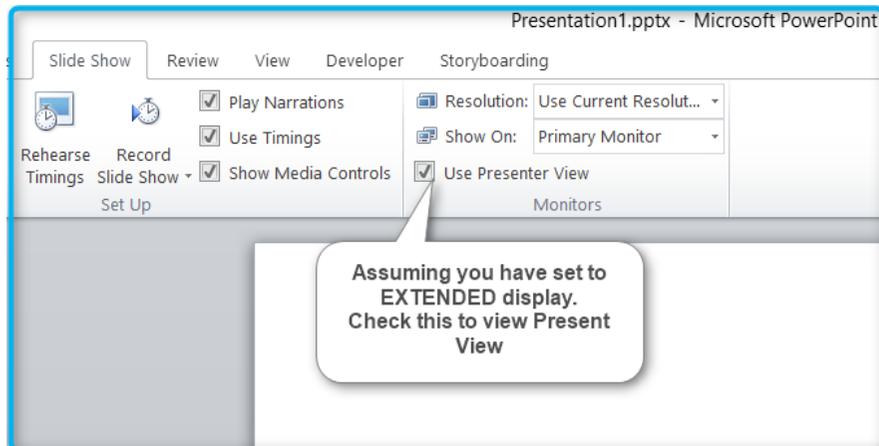


## Enable “Presenter View” in Powerpoint

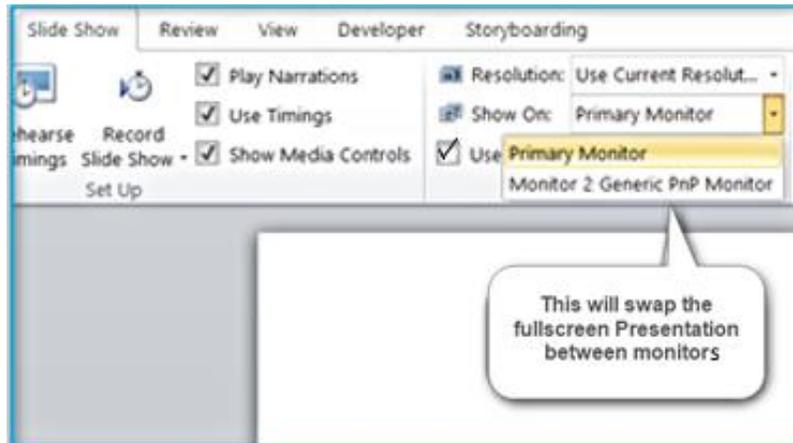
### Trial run

You have to do a trial run before presenting it to your viewers

5) In Powerpoint, check “Use Presenter View” and run the slide show.



If the slide show is not shown on the Audience screen, select “Monitor 2 Generic PnP Monitor” like so.

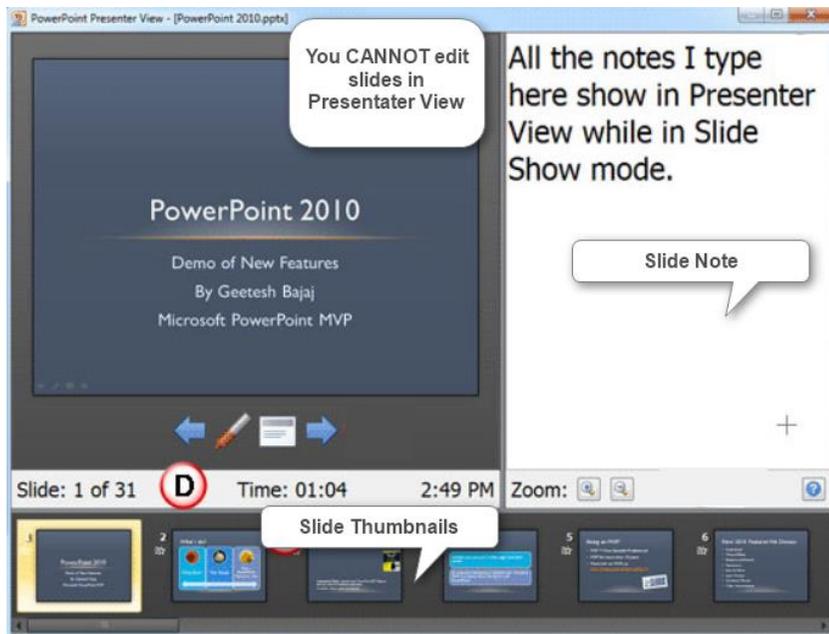


- 6) Check all hyperlinks to ensure that Media Players, browsers, file explorer etc shown in the correct Audience screen.
- 7) If the app windows do not show in the Audience screen, minimise them and drag them over to the Audience screen.

Once all the secondary app windows are shown in the correct screen, you can re-start the slide show.

## What is Presenter View ?

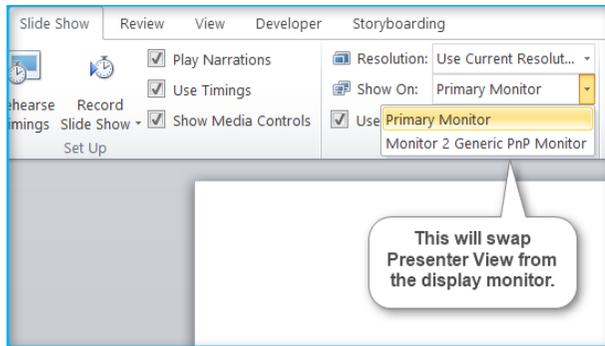
You **CAN'T** edit your slides in the Presenter View monitor



One of the displays will be showing this Presenter View



The other monitor showing this in fullscreen



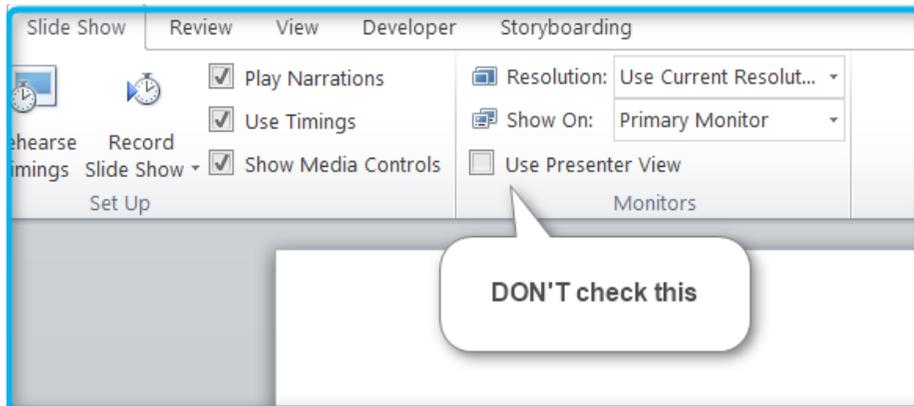
Use "Show On" drop down to swap

## How to Edit slide while running a slide Presentation ?

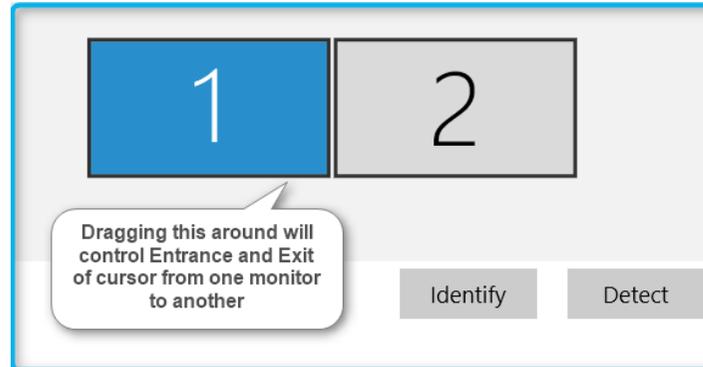
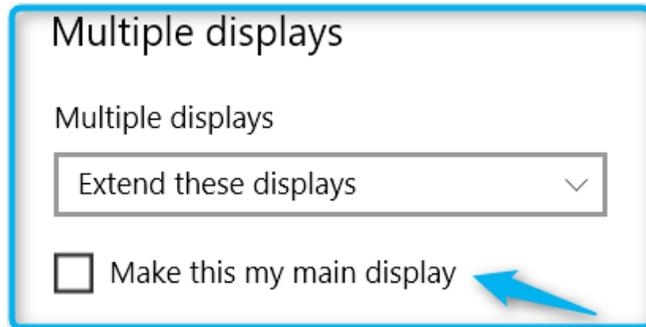
Here I will call this **Presentation with Editor**

Again Ensure Display is in EXTENDED

Before change to Presentation view, **don't** check "Use Presenter View"



Before using this, you have to understand the Display settings such as “Make this my main display” and controlling cursor from one monitor to another



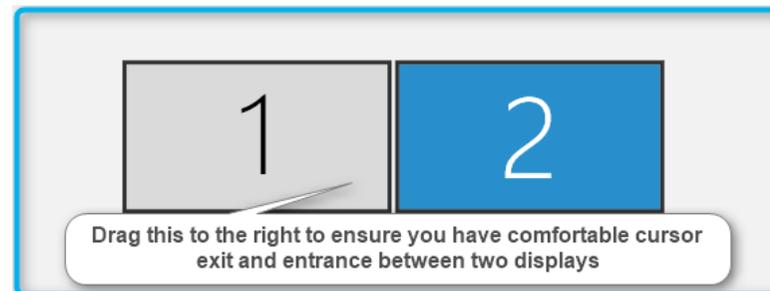
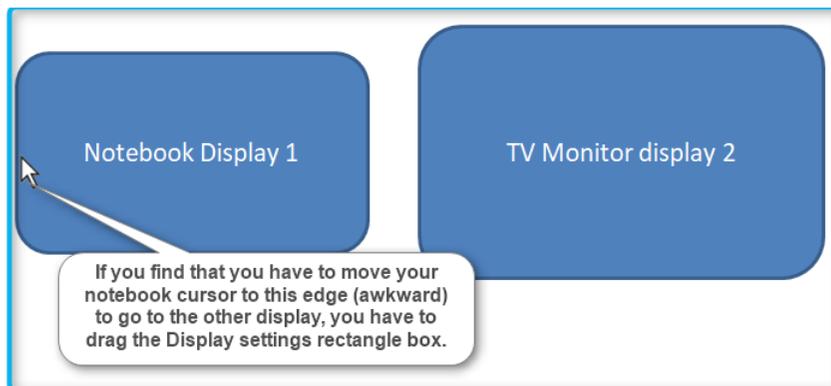
Remember to **Click Apply** after dragging

## Control cursor Entrance and Exit from one Monitor to another

Your PC or Notebook is usually display 1

The monitor connect to Notebook hdmi or vga is Display 2

Once you have set your display to EXTENDED, you can drag the “1” and “2” rectangle to control the cursor Entrance and Exit



Remember to Click **Apply**

We shall dubbed this as Display Rectangles

## Controlling where your Desktop ICONS to be displayed



Notebook

Ext Monitor

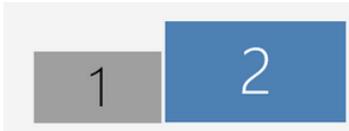
### Remember this

“Make this my main display” is to determine where you want Icon Desktop to be displayed.

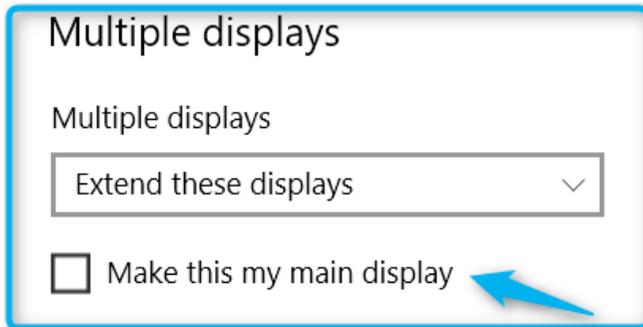
“Make this my main display” does not determine where File Explorer popup. File Explorer where it should pop up can be changed by dragging

“Make this my main display” DOES not determine where an APP window should be displayed. App Window to be displayed can always be changed by DRAGGING the app window from one monitor to another.

Based on above display, to swap Icon Desktop to Ext Monitor, you need to click one of the rectangles in Display Rectangles



After you have clicked a rectangle, scroll down and check “Make this my main display” (may be grayed if selected rectangle already is a main display [ ie monitor without ICON Desktop ])



## Trying out **Edit slide** while in **Presentation View**

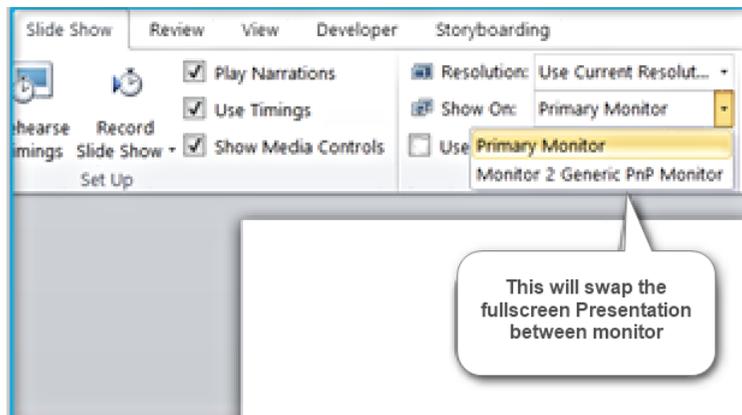
Trial run to determine hyperlink media show up in the right window

- 1) Make sure Display is in Extend mode
- 2) Drag Display rectangle (remember to Apply) to ensure comfortable cursor Exit and Entrance within monitors
- 3) In Powerpoint under Slide Show tab, ensure that "Use Presenter View" is UNCHECKED.
- 4) Run in Slide Presentation
- 5) Run slide show. Go to a slide with hyperlink
- 6) Click a hyperlink media and check whether the media appear in the right monitor.
- 7) If the media appeared NOT in the same fullscreen monitor, minimize it and DRAG to the correct monitor.
- 8) Try to launch Browser, WIN-E and other Apps and drag to the monitor you want to appear
- 9) Once hyperlink media is shown in correct screen, you can stop the slide show and start anew.

Notebook display

Ext Monitor

When in Slide Presentation, you can switch the monitor to show fullscreen presentation by selecting the following dropdown.



## Navigation the slides operation

You can use left/right arrow keys (on the keyboard) to control slide advancement

To jump to particular slide, you have to right-click on the fullscreen window, select "go to slide".

## **Making changes to the slide**

While the fullscreen slide is shown in the audience monitor, you can edit other slides in the other window.

Once you edited, for audience to view the changes (ie if there is a need to jump to a slide), right-click on the fullscreen window and select “go to slide”.

## **How to change Powerpoint Editing screen from one monitor to the other monitor ?**

To change Powerpoint Editing screen is very simple. Make sure you are NOT in Slide Presentation.

Minimise Powerpoint app to smaller windows. Now drag the Powerpoint app from one window and move it to the other

Now you can run Powerpoint in Slide Presentation.

## Points in summary

- 1) Display mode should always in Extend mode
- 2) "Use Presenter View" unchecked
- 3) Drag rectangle (in Display Rectangles) to set up comfortable cursor exit and entrance.
- 4) To control where ICON Desktop to be shown, you need to click Display Rectangles and select "Make this my main display"
- 5) To control Powerpoint app (editing) display windows, minimize it and drag to the desired monitor.
- 6) Trial run to ensure Hyperlink media shows up in the correct monitor.
- 7) Practise to navigate the fullscreen slide, including jumping to a slide.



