

Setting Up a PowerPoint Presentation on Two Screens (Laptop Screen & Projector)

Set up the Equipment Ahead of Time:

1. Turn on laptop
2. Plug projector into laptop video port and turn on the projector.
3. Right-click the computer's desktop and choose *Properties > Settings*.
4. Set up the laptop as display #1 and set it to the resolution you want to see on your laptop screen.
Make sure the boxes *Use this device as the primary monitor* and *Extend my Windows desktop onto this monitor* are checked.
5. Set up the projector as display #2 and set the resolution for the presentation, depending upon the capability of your projector.
Make sure the box *Extend my Windows desktop onto this monitor* is checked.
6. Save these settings and close the Properties window.

Set up the PowerPoint Presentation Ahead of Time:

1. Open the PowerPoint presentation and click *Slide Show > Set Up Show*
2. Select Monitor 2 (the projector) in the *Display Slide Show on* dropdown box and make sure the *Show Presenter View* box is checked.
3. Click *Okay* to close the Slide Show window.

At Time of Presentation:

1. When you start the slide show, presenter view shows on the laptop and allows you to see speaker notes, thumbnails of all slides, the title of the next slide, etc. Proceed as with any normal PowerPoint presentation. The audience will see only the actual slides.