



MULTIMONITOR POWERPOINT 2007

A Tutorial for Streamlined Presentations

Multi-Monitor PowerPoint 2007

This presentation demonstrates the new capabilities of PowerPoint through Multiple Monitors.

From start to finish these slides are designed to improve your presentations you'll give with PowerPoint 2007!

Benefits Explained

Dual View

Presenter View

Examples

www.MultiMonitor.net



|| The Power of the Presentation

Whether or not money exchanges hands, your selling something. It may be your service, your product, or maybe just a report. You need to make a statement that says what your selling is just as well planned as your presentation.

Utilizing Multiple Monitors and a little known PowerPoint 2007 feature you can revolutionize your presentation.



www.MultiMonitor.net

|| Current Methods

Currently your presentations probably go like this...

- Your PowerPoint is mirrored on both your laptop screen and the projector.
- You may print your notes slides, or maybe you forgo notes altogether and rely on memory.
- Your audience can see your busy desktop and watch your every step before, during, and after a presentation.

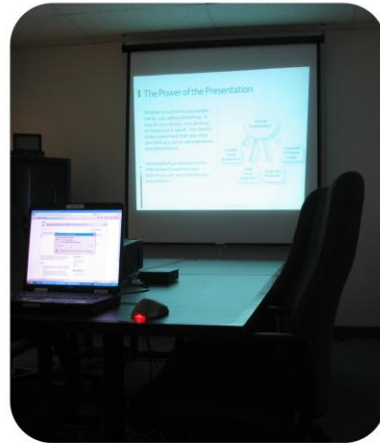


www.MultiMonitor.net

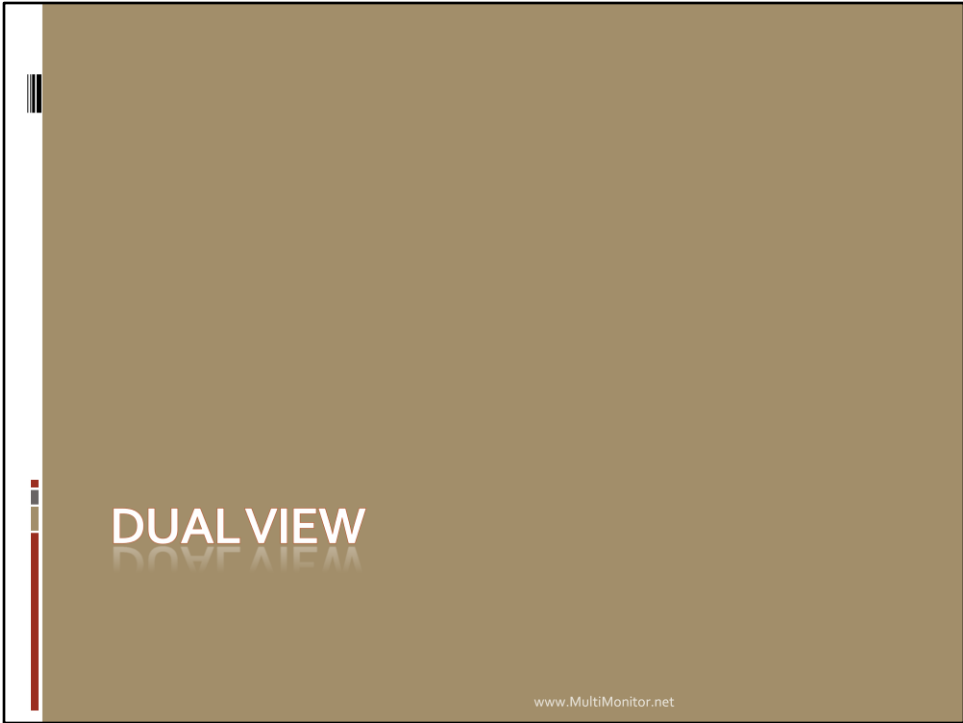
Picture This...

You can do a lot more with the Presenter View in PowerPoint 2007.

Easily and privately preview upcoming slides and notes. Research information to answer questions during slideshows, and more, without the audience ever realizing it.



www.MultiMonitor.net



DUAL VIEW

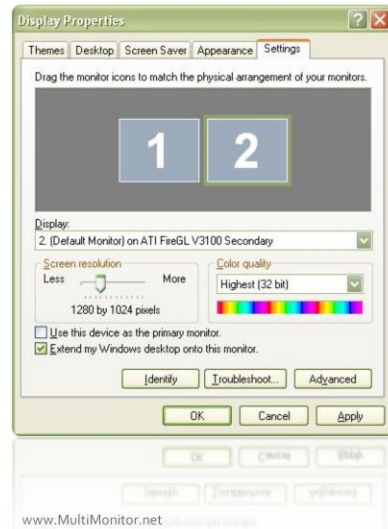
www.MultiMonitor.net

Separate It!

Because Presenter View requires two monitors operating in Dual View, not Mirrored.

To do this you'll need to complete a couple simple steps.

- Select the second monitor box.
- Check ON the bottom most checkbox labeled "Extend my Windows desktop..."
- Confirm a acceptable resolution.
- Click OK



Troubleshooting: If you are using a laptop and these settings are not being accepted, then you might have to disable the projector first by using the keyboard combination "Fn" + "Monitor key" to have the image show only on the laptop screen.

Practice!

Working in Dual View might be a little disorientating at first. The mouse can now move between the two monitors seamlessly, by default it moves off the right side of the laptop screen to the projector.

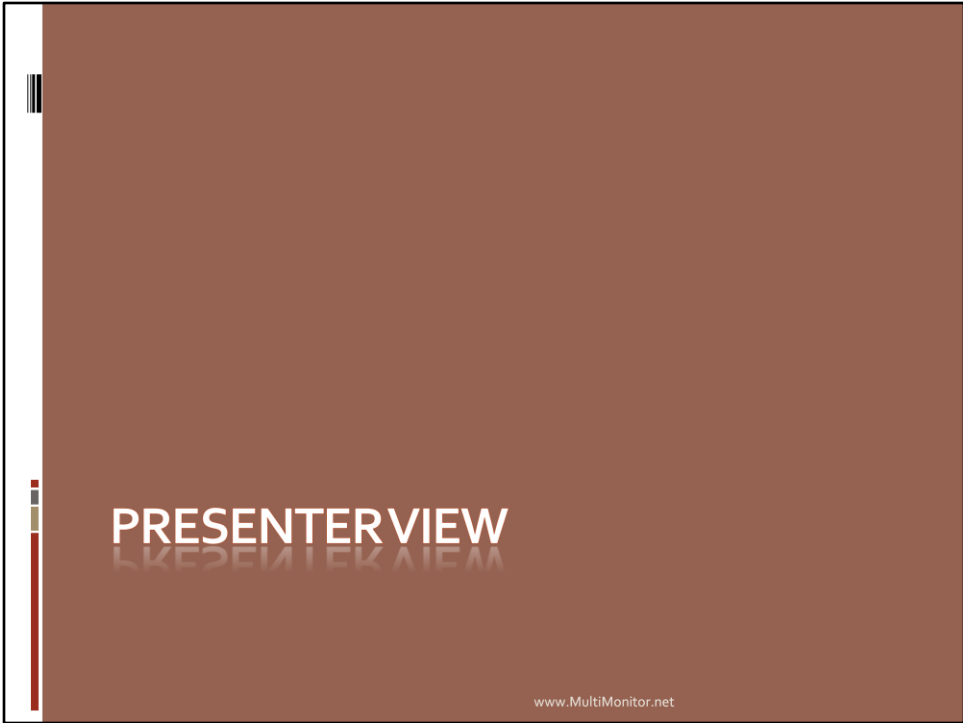
The most common problem is losing the mouse pointer on the projector screen.

Practice getting used to this before that big meeting or you may end up losing points with the audience.



www.MultiMonitor.net

If you lose your mouse pointer the best thing to do is to slowly swirl the mouse around, spiraling outward, until you find it.



Starting the Magic

Presenter view can be found in the Slide Show tab in PowerPoint 2007, in the Monitors sub-tab.

Enable Presenter view, and the two options are self explanatory.

Leave Resolution to "Current" and Show presentation on the option representing the projector.



www.MultiMonitor.net

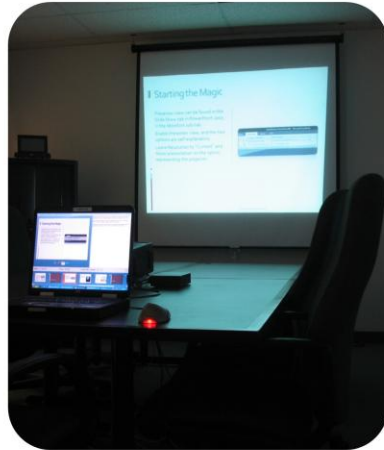
Resolution affects the presentation on the monitor, for most users the "Current" setting is fine. Many projectors support a maximum resolution of 1024x768.

The "Show Presentation on" setting is disabled if only one monitor is detected. Primary Monitor is usually the laptop and not the projector.

Presenter view refers to the entire setup, the window only the speaker sees is appropriately called the "Speaker View". And sometimes "Private View".

|| Ready, Get set, Present!

The newly updated presenter view enables you to show a full screen presentation on one screen, while multitasking on another.

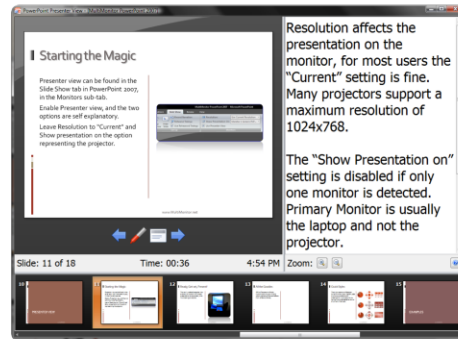


www.MultiMonitor.net

|| All the Goodies

The Presenter View offers many features.

- 1) *Slide notes*
- 2) *Zoom*
- 3) *Sizeable window*
- 4) *Slide thumbnails*
- 5) *Time and Duration*
- 6) *Adjustable panes*
- 7) *Advancement buttons*



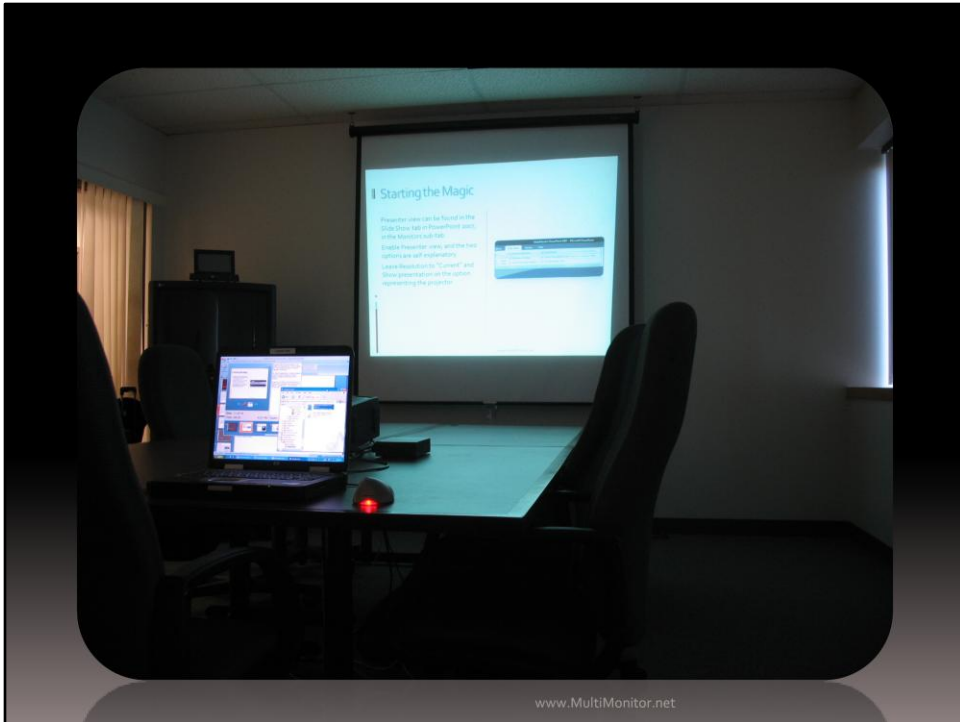
www.MultiMonitor.net

If you minimize Presenter view during a slideshow you can access any application on your main screen, even make a live edit on the current slide!

- 1) **Slide notes:** each slide has it's own set of notes. Use those as you would any good set of crib notes for the speech.
- 2) **Zoom control:** Make your notes as large or small as you like. Easier to read or more on the screen - you choose.
- 3) **Sizeable window:** You can make the Presenter View window smaller, like any normal window, which gives you access to other applications, folders, or items on your desktop during the presentation, again out of sight of the audience.
- 4) **Slide thumbnails:** *"What's coming up on the next slide?" "Where's that slide with the pie chart? I need to show that one again to answer an audience question!"* The thumbnails provide information on where you are in the presentation, and gives you one-click navigation to any slide in the presentation.
- 5) **Time and duration display:** *"What time is it?" "How long have I been talking?"* One of the big mistakes presenters make is losing track of time. Now, its always right there in front of you.
- 6) **Any pane, any size:** The panes are adjustable – if you want larger thumbnails, smaller slide display, and more room for notes, just move the borders around and you've got it your way!
- 7) **Oversized navigation controls:** When you're concentrating on talking, it helps to have larger buttons. They're easier to hit when your mouse starts shaking for no good reason...*

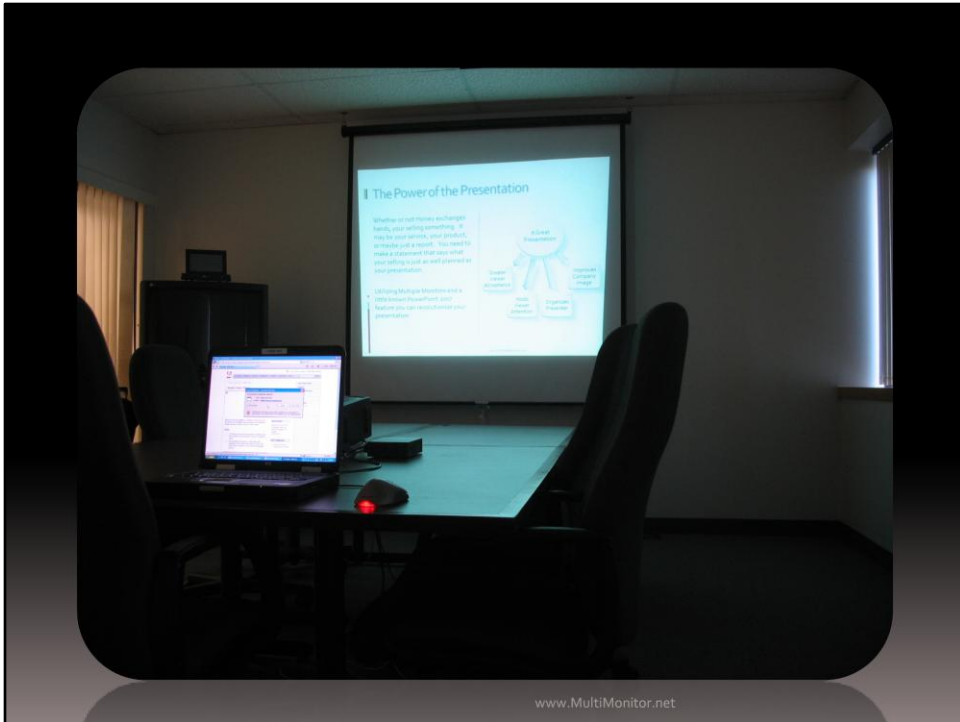
*References: [The PowerPoint & OfficeArt Team Blog](#): "Re-Presenting PowerPoint's Presenter View" 6/27/06



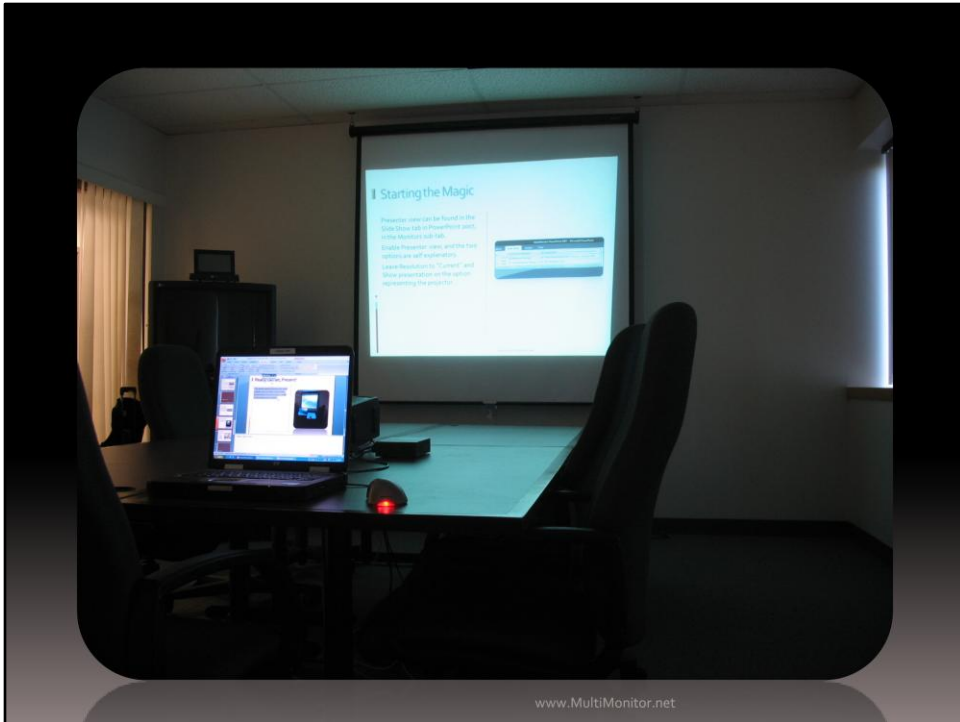


Some examples may not apply to all presentations.

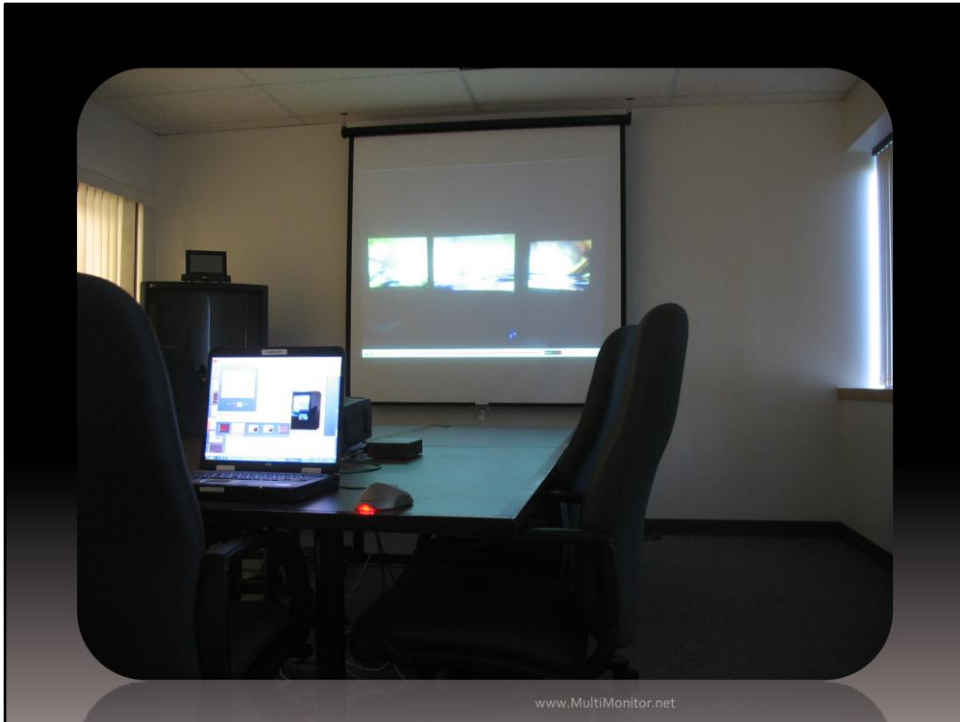
This presentation shows many windows open on the presenter's screen allowing them to open any application during the presentation.



In this view I am installing a application during a presentation. Not for the feint of heart.



In this view I am editing a upcoming slide. Very useful during tag-team presentations where the content is ever changing.



And finally in this view I am completing other tasks while the class is viewing a video, every teachers favorite time killer.

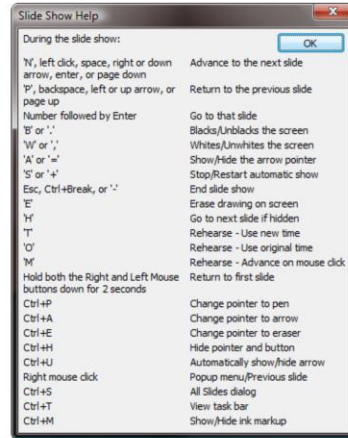
|| Presentation Perfect!

Now that you know all about PresenterView you can move on to learning keyboard commands to further streamline your presentations.

Click on the help button in presenter view to learn more useful commands.

Help is your friend!

Thank you,
Mike



www.MultiMonitor.net

Thank you,
Mike Breton
www.MultiMonitor.net