

PowerPoint 2003 with Two Monitors

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Educational Technology Center, Davis School District

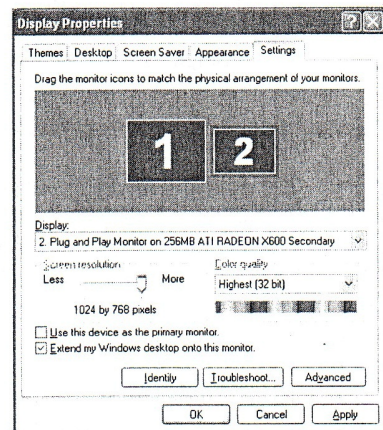
Vision of Possibilities.....	1	Setting Up the Show in PowerPoint	2
Setting Up Two Monitors.....	1	Showing the Presentation	2
Adjusting the Resolution on the 2 nd		Presenter View.....	2
Monitor	1	Notes about Laptops	2
Dealing with Two Monitors	1		

Vision of Possibilities

- PowerPoint presentations can be viewed on two monitors. One monitor shows the presentation and the other provides the presenter with controls and a view of the slides.
- The presenter has better control of the presentation.

Setting Up Two Monitors

- Be sure two monitors are connected to the computer. The second monitor could be a projector.
- Right click on the **Desktop** and choose **Properties**.
- Click on the **Settings** tab.
- Right click on the 2nd monitor and choose **Attached**.
- The position of the two monitors in the window indicates their position when moving the cursor or windows to one side or the other. (i.e. If the 2nd monitor is to the right, a window must be dragged to the right to place it on the 2nd monitor.)
- Click on **OK**.
- **Note** – To turn off the 2nd monitor, right click on the 2nd monitor and click on **Attached** to remove the checkmark. Click on **OK**.



Adjusting the Resolution on the 2nd Monitor

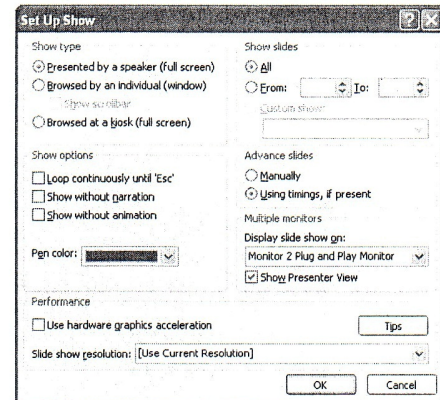
- Right click on the **Desktop** and choose **Properties**.
- Click on the **Settings** tab.
- Click on the 2nd monitor.
- In the **Screen resolution** section, click on the slider to increase or decrease the resolution of the 2nd monitor as desired.
- Click on **OK**.

Dealing with Two Monitors

- With two monitors connected to the computer, the windows and the cursor move freely between the two.
- Programs and windows open in the primary monitor.

Setting Up the Show in PowerPoint

- Open a presentation in PowerPoint.
- On the **Menu Bar**, click on **Slide Show** → **Set Up Show....**
- In the **Multiple Monitors** section, Click on the **Display slide show on** down arrow and choose the desired monitor.
- **Note:** Since the projector is usually the 2nd monitor, the presentation should usually be sent to monitor 2.
- Click to choose **Show Presenter View**.
- Make choices in other sections as desired.
- Click on **OK**.

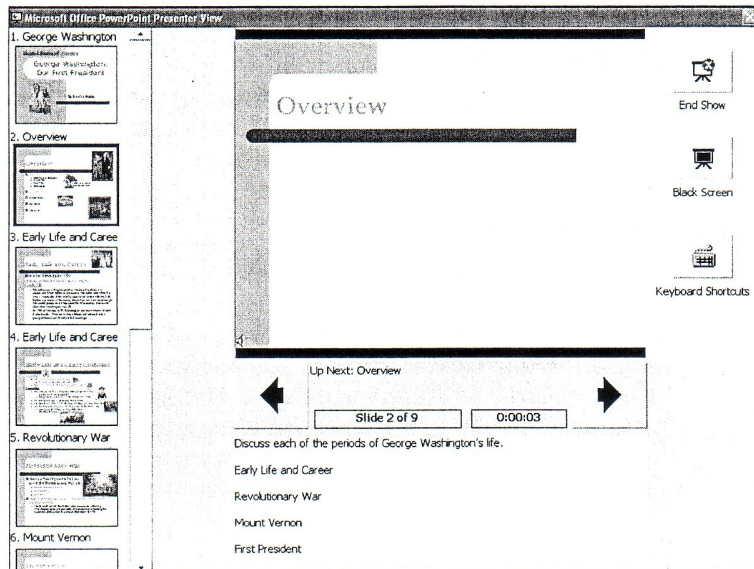


Showing the Presentation

- On the **Menu Bar**, click on **Slide Show** → **View Show**.
- The presentation is displayed full screen on the monitor chosen.
- Pause for the **Presenter View** to be displayed on the other monitor.
- All of the usual controls work for controlling the presentation.

Presenter View

- The **Presenter View** is displayed on the monitor not showing the presentation.
- **Thumbnails** on the left show each slide.
- The current slide is displayed in the middle just as it appears on the other monitor/projector for the participants. (Animations do not show.)
- **Speaker Notes** are displayed at the bottom.
- Two information boxes above the **Speaker Notes** indicate the current slide and the length of time the presentation has been going.
- To advance the presentation, click on the **Right Arrow** button or click in the slide.
- To go back in the presentation, click on the **Left Arrow** button.
- To move to a particular slide in the presentation, scroll the **Thumbnails** to the desired slide and click on it.
- To put up a black screen, click on the **Black Screen** button.
- To end the show, click on the **End Show** button.



Notes about Laptops

- Laptops have a keyboard command to send the video to an external monitor and/or the laptop screen.
- The keyboard command is to hold down the **Function** key and press one of the function keys such as **F5**.
- **Note** – The keyboard command moves between three choices: Laptop screen only, External monitor only, or both screens.
- When the video is displayed on the external monitor and the laptop screen, the displays are identical.
- When the video is displayed on both the external monitor and the laptop screen, the computer can be set to use the 2nd monitor as described above.