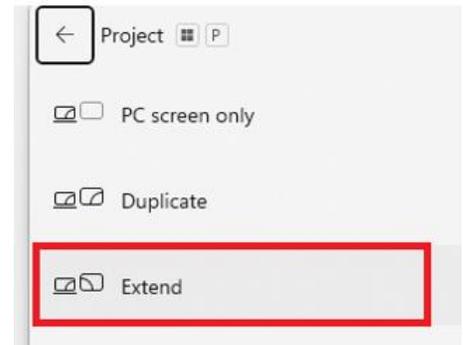


# PowerPoint Presenter View Setup Guide (for notes)

**Purpose:** Presenter View allows you to display your slide show to an audience on one screen while privately viewing your presentation **notes** on your computer screen

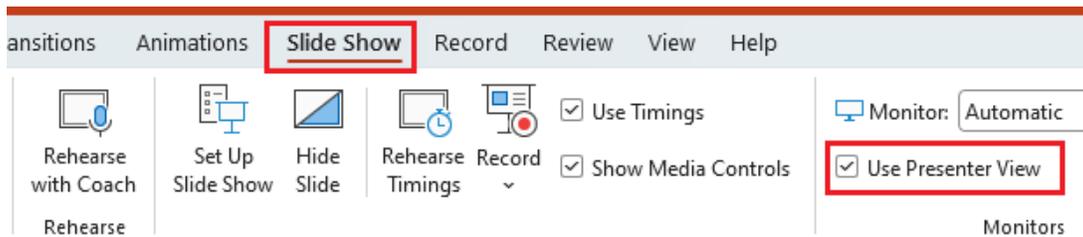
## 1. Set Up Dual Monitors – Extend Mode

- Turn on both monitors.
- Press **Windows Key + P**. (Think **P to Project**) If this menu does not appear, then the monitors are not connected or activated. Check the input cables.
- Select **Extend**.



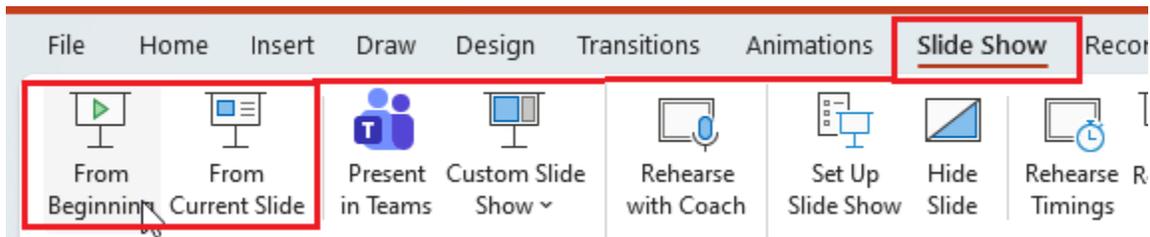
## 2. Enable Presenter View

- Click the Slide Show tab.
- Check Use Presenter View.



## 3. Start the Slide Show. Test settings - The audience will see the slide show

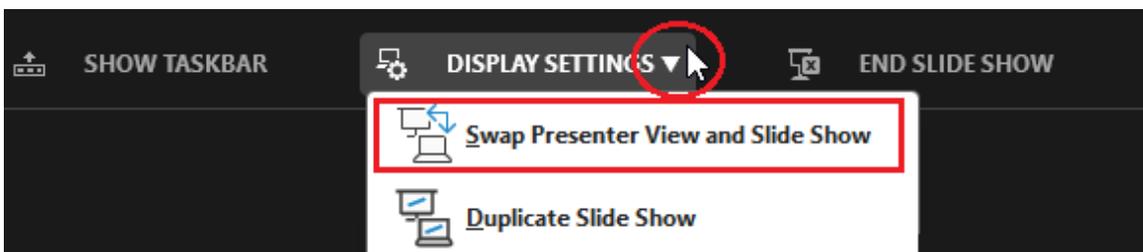
- Click From Beginning or From Current Slide.



- You *SHOULD* see **Presenter View with notes**. If not, there is a display issue. Are you in Extend Mode #1?

## 4. Swap Screens (If Needed) If your notes appear on the wrong screen:

- Move your mouse to the top of the Presenter View screen.
- Click **Display Settings**.
- Select **Swap Presenter View and Slide Show**.



## Set Slides to Auto-Advance Every X Seconds

1. Open the file.
2. Click the **Transitions** tab.
3. Uncheck **On Mouse Click**.
4. Check **After** and enter **00:30.00**
5. Click **Apply To All**.

