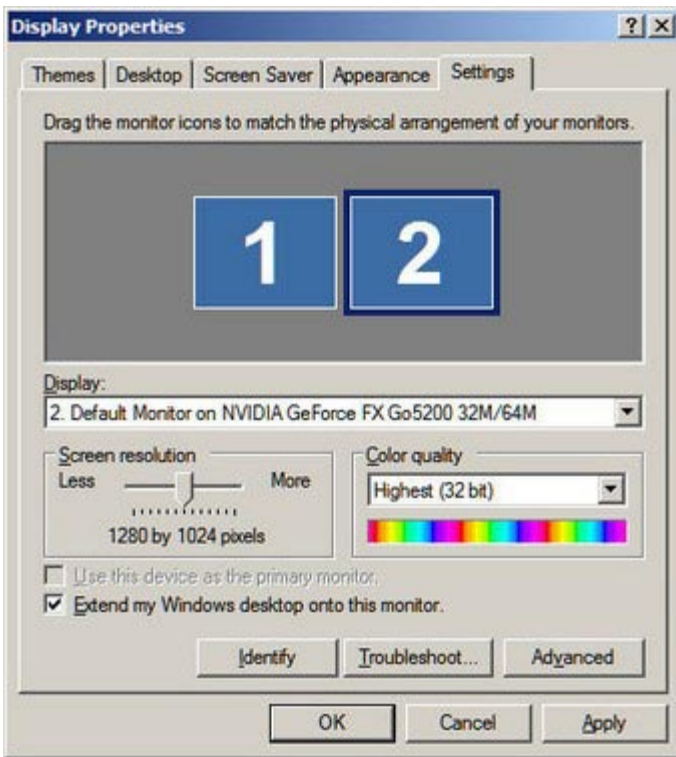


Right-click on the laptop's desktop and select **Properties**. Click on the **Settings** tab, then on the second monitor (the one with the "2" on it). This enables the "Extend my Windows desktop onto this monitor" setting. Make sure this setting is checked (as below) and click on **OK**.



Set up PowerPoint to make use of the dual monitors. In PowerPoint, select **SlideShow | Set Up Show**. Then, under the **Multiple Monitors** section, select **Display slide show on Monitor 2** and check **Show Presenter View**. The dialog box looks like this:



Click **OK** to save your settings. Open the slideshow and press F5. PowerPoint displays the slide on the projector. It displays the special "Presenter View" on your laptop, which includes a preview of the upcoming slides on the left side, the current slide in the top center, and the Notes field at the bottom center. The Notes field will include the Cue number. **The Powerpoint program shows the slide number – this is NOT the Cue number!**

The Presenter View, depending on which version of Powerpoint you are using, will look something like the screen shot you see below.

Note the slide set on the left, and the Cue number in the Notes field below. The preview of what is being projected lies in the center of the view. If you have an emergency and need to show a blank screen, you can click the “Black Screen” button at right in some versions of Powerpoint.

