



# DEPARTMENT OF EDUCATION

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## ***PE SpeedGram***

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### **PowerPoint 2003 – Making Your Life Easier While Teaching**

If you are using PowerPoint 2003 in your Public Education class sessions, you will find that this version of Microsoft's product has a new feature that you may find very, very helpful.

*Presenter Tools* enable you to project your PE PowerPoint show of the screen while on your notebook monitor you will see not only the slide being presented but the notes that you or we have provided to accompany each slide...your Instructor notes appear right there on the screen in front of you if you're using your laptop at your "teleprompter".

Most current notebook computers have multiple-monitor support capabilities. To find out if the notebook that you're using does, follow these steps:

1. Go to the Control Panel...accessed from Start in MS Windows.
2. Click on the "Display" icon
3. When the Display Properties dialog box opens up click on "Settings"
4. If you see two squares labeled "1" and "2" in the Settings submenu, you can use the multiple monitor feature.
5. Make sure the second monitor is properly configured for your projection system and your notebook.
6. Check the box that reads "Extend my Windows desktop onto this monitor"

Now, after you're taken care of that part of the set-up, open MS PowerPoint 2003 and under "Slide Show", select "Set Up Show":

1. From the Set Up Show dialog box, find the "Multiple Monitors" area and from the drop-down menu under "Display slide show on:" choose "Monitor 2 Plug and Play Monitor"
2. Next, put a check in the "Show Presenter View" box and click "OK".
3. In the "Performance" area, make sure "Use hardware graphics acceleration" is checked and Slide Show resolution has "Use Current Resolution" chosen. Click "OK".
4. When you start the Slide Show, your screen will show the Presenters Tools view while the projected image on the screen will show only the PE PowerPoint slides.

NOTE: Unless you're a techno-whiz, you will likely have to do some experimenting with the monitor settings...I sure did. But, once you're done you will be absolutely amazed and delighted.

This is a substantial improvement for PowerPoint and almost makes the upgrade to PowerPoint 2003 worth the "price of admission" just for this feature.

Thanks to *Presentations* magazine for the excellent article on this subject in their December 2004 issue. If you subscribe to *Presentations*, read the more expansive explanation of this subject of page 14.

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