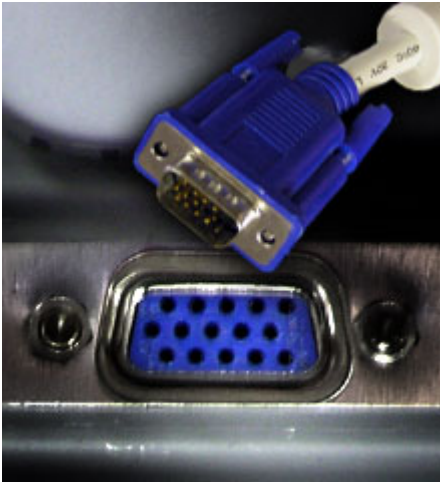


## 6.3 Enhancing PowerPoint Presentations

This section will show you how to configure your laptop and an external video source (a computer monitor/LCD or a video projector) to extend your desktop. By doing this, you will be able to move your mouse between your laptop's screen and the external video source. You can also take advantage of a few Microsoft PowerPoint features, mainly to have your presentation on "the big screen" while your computer's screen shows your presentation, controls, and notes about each slide.

These instructions have been written with Gateway 450, M275, M280, and M285 in mind.



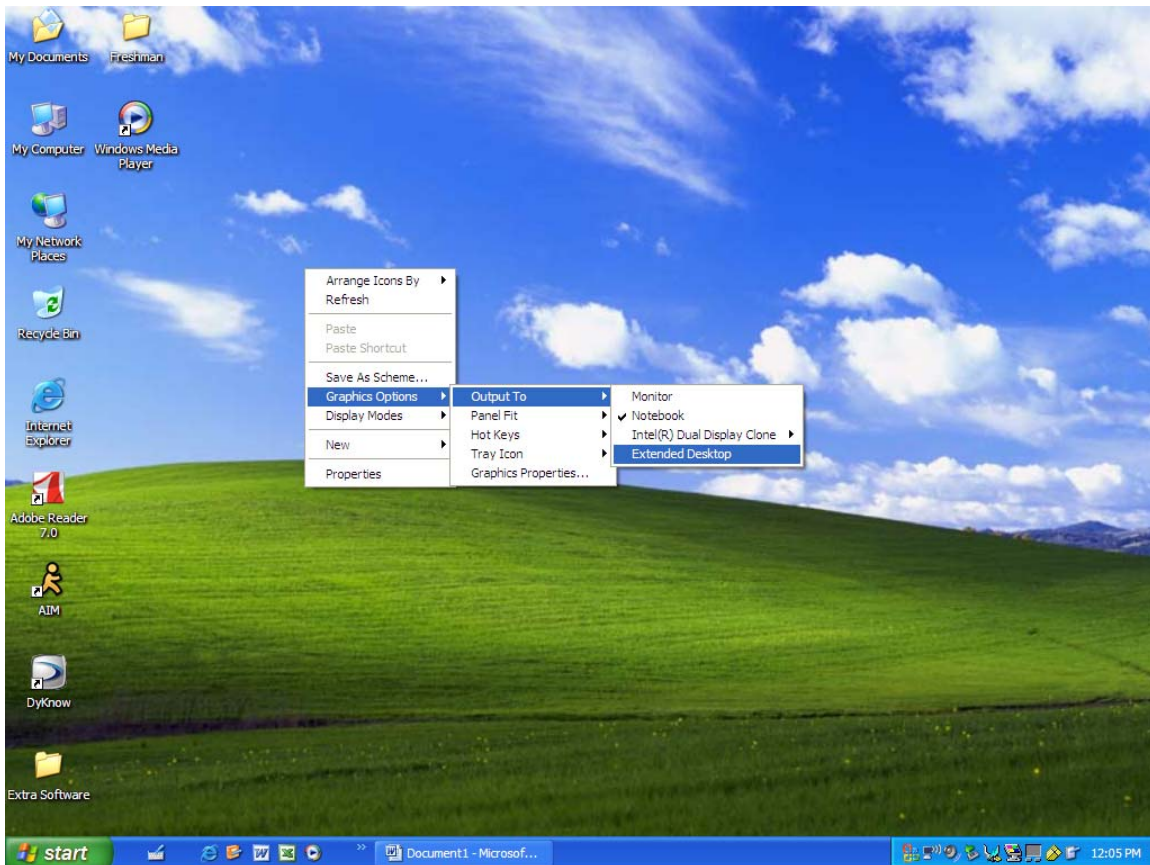
First, be sure your external video source is plugged either into your laptop or through a docking station in which your laptop is plugged into. This port is normally colored blue.

When you have the external video source plugged in, be sure that your desktop is visible **only** on your laptop. If your desktop is being shown only on the external video source or both the laptop and external video source, you will need to cycle your laptop's configuration to laptop display only. To do so, press the following key combinations:

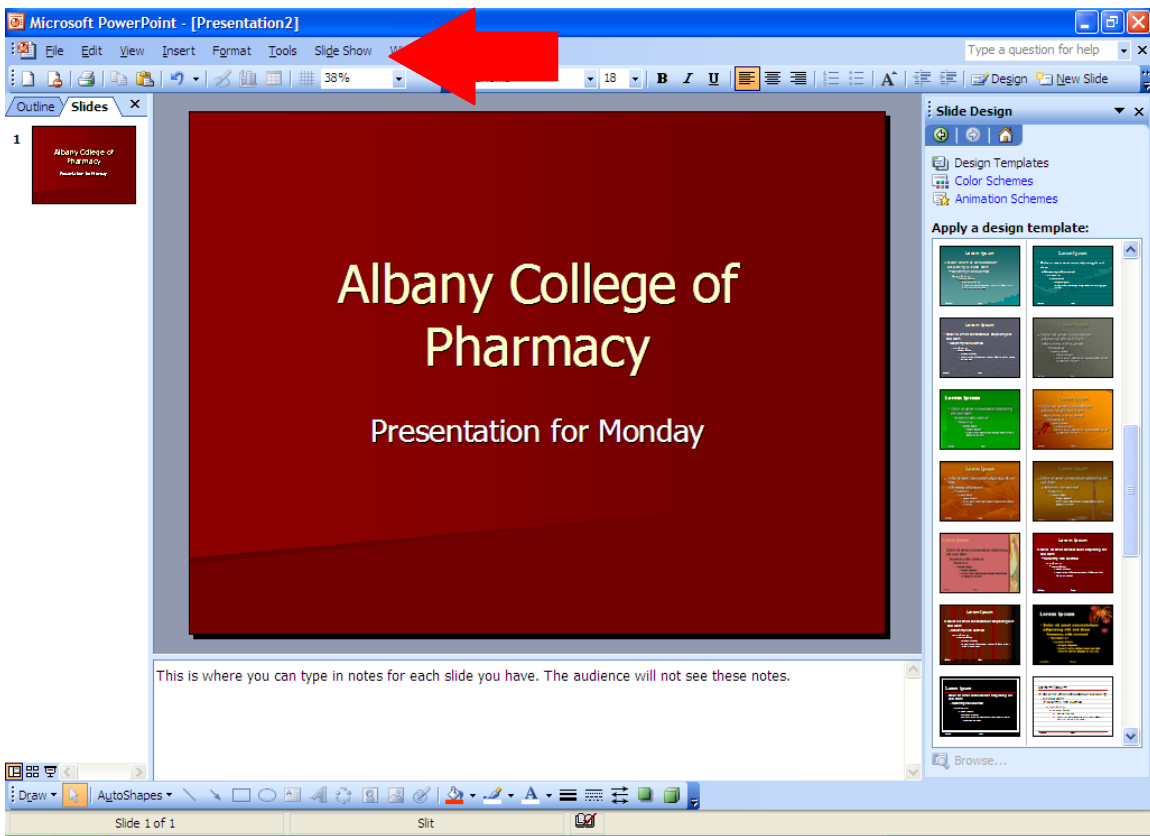
For the Gateway 450 and M275, press the **FN** key and **F3** at the same time until the desktop is visible only your laptop.

For the Gateway M280 and M285, press the **FN** key and **F4** at the same time until the desktop is visible only your laptop.

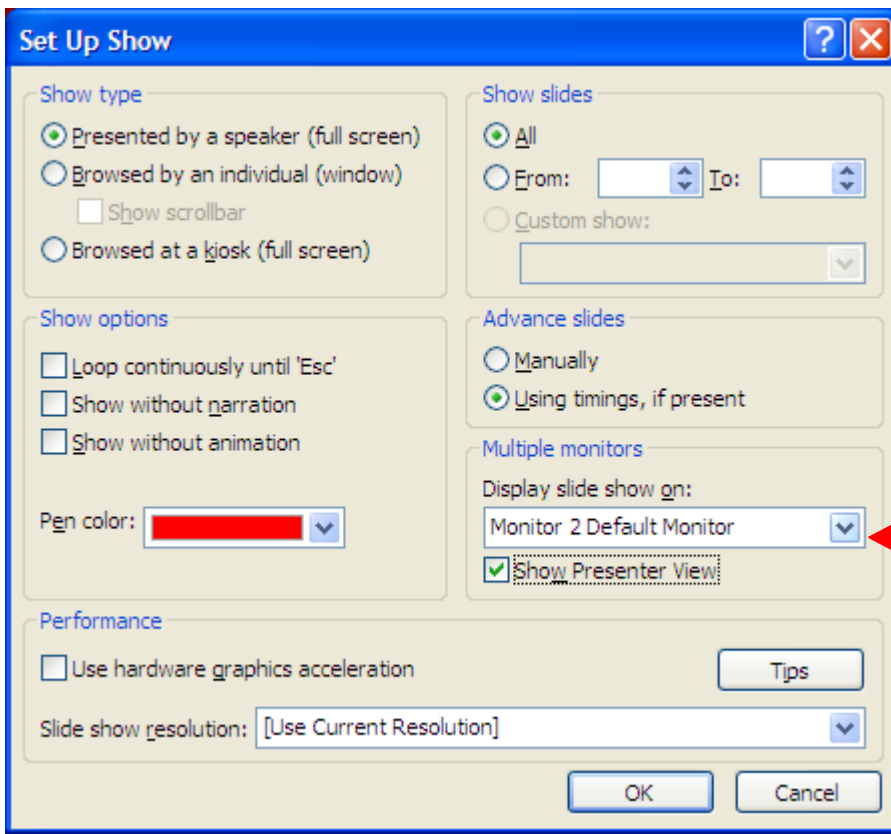
When you press these keys, both your laptop's screen and the external video source should blink. This is normal.



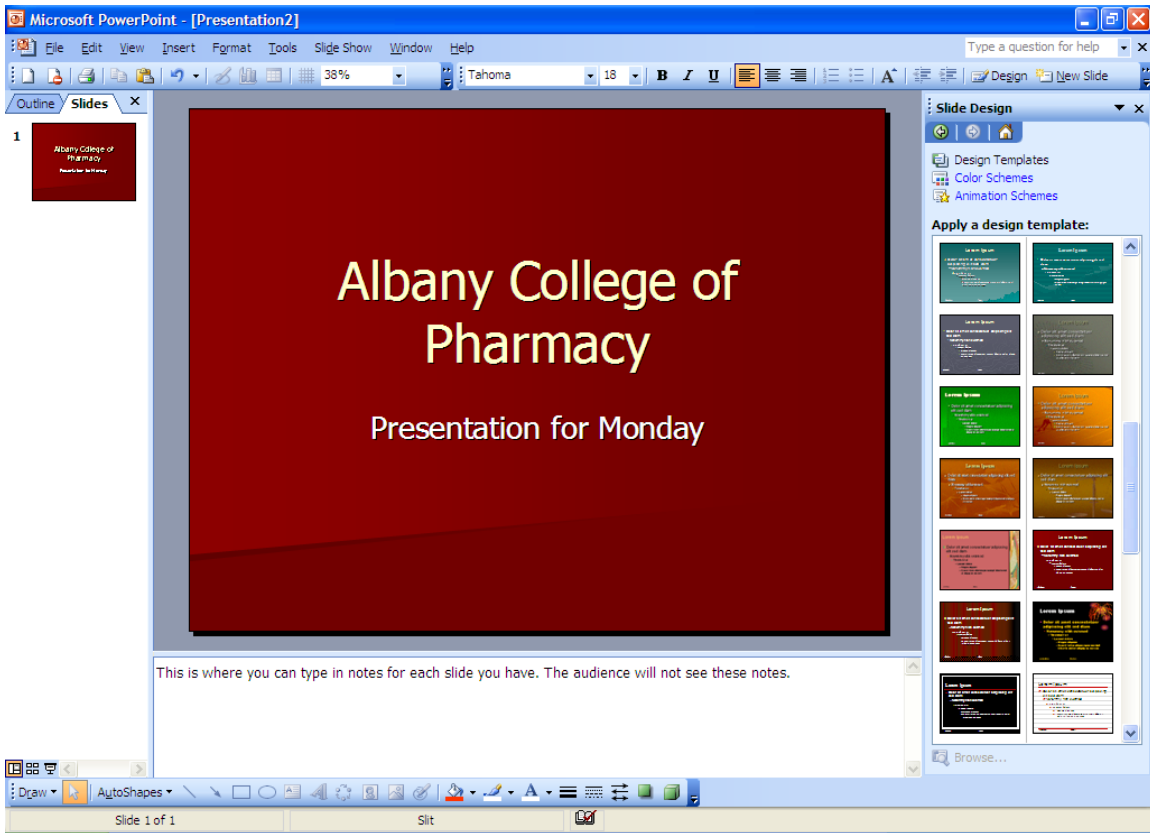
To extend your desktop to the external video source, right click on an open area of your desktop. From the menu that appears, move your mouse arrow to **Graphic Options**, then **Output To**, and finally click on **Extended Desktop**. Both your laptop's screen and external video source should blink. Eventually, you will see your normal desktop on your laptop's screen and what appears to be just your wallpaper on the external video source. Move your mouse past the right edge of your laptop's screen; you'll see it on the external video source.



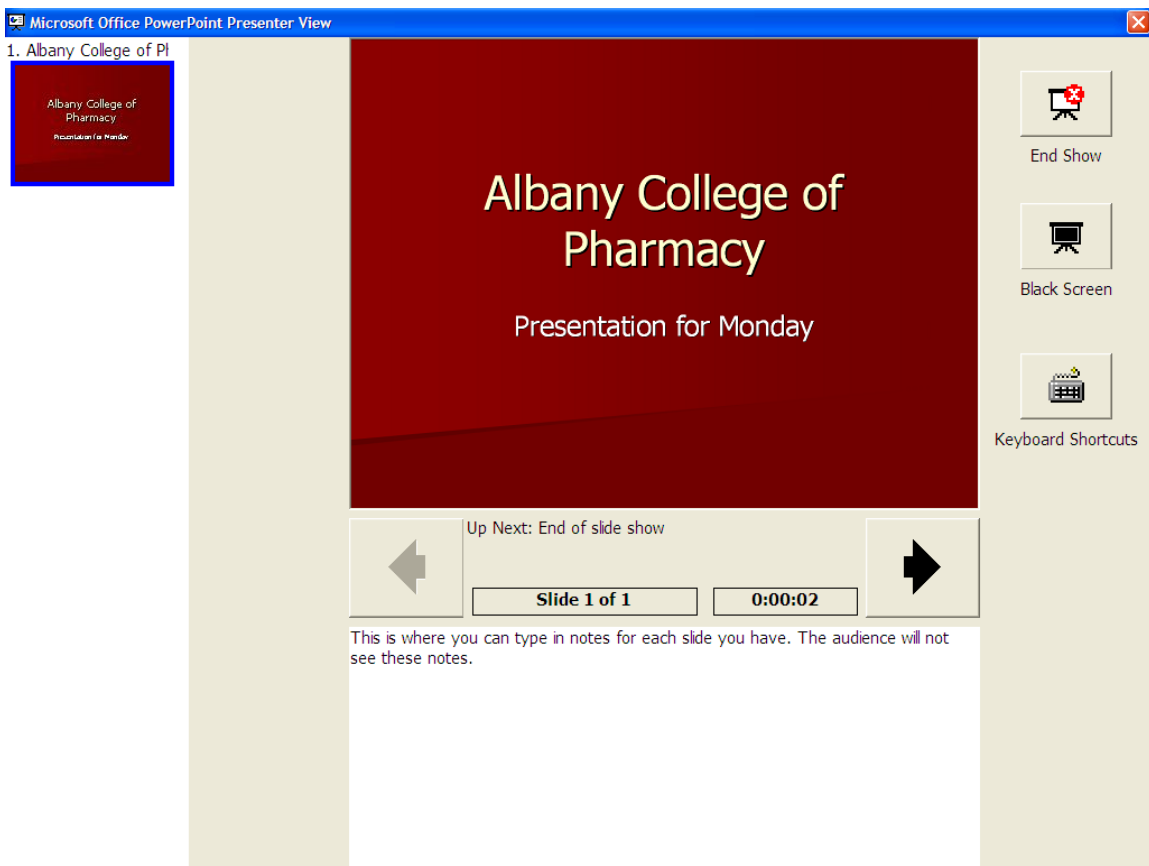
Now that you have your external video source configured, you can now set up your PowerPoint presentation. To begin, click **Slide Show** on the menu bar and choose **Set Up Show**.



In the **Display slide show on** drop down box, choose the option that is **not Primary Monitor**. In this case, **Monitor 2 Default Monitor** is chosen. Click the **Show Presenter View** checkbox as well. Click **OK** when you are finished.



You will be returned here. Take note of the whitespace under your presentation. This is an area where you can type in notes about each individual slide you have. You'll see this come in handy once you start your presentation. Press **F5** or click **Slide Show** and choose **View Show** to see the end result.



The above graphic shows what you will see on your laptop's screen. Your actual presentation will be shown on the external video source.

The left side of the screen will show a list of your slides. You can click on any slide in this list to jump right to it. You can also use the arrow keys to advance your presentation. What the audience is seeing is shown as well as your notes. To have the audience pay attention to you and not your presentation, click on the **Black Screen** button to temporarily darken your presentation.

Tip: If you have any issues with ACP's video equipment, place a pager call by dialing 457 from a nearby phone. A member of IT will assist you shortly.